

Condominium Owner Preventive Maintenance Checklist

Condominium owners can avoid costly damage and repairs to their building systems through a program of regular preventive maintenance. This guide outlines areas that condo owners can accomplish on a regularly scheduled basis, many of which can be performed without the need for a contractor. Those areas where a contractor would be advisable are noted in the list.

Monthly

- Inspect HVAC filters and replace if necessary. Most filters will need replacement every six months.
- Clean range hood and filters.

Quarterly

- Test smoke and carbon monoxide detectors.
- Test garage door auto-reverse sensors.
- Check water softener and add salt as needed.
- Clean lint from rear of clothes dryer and from interior of vent pipe.

Semiannually

- Test hot water heater relief valve.
- Replace batteries in smoke detectors.
- Vacuum coils on refrigerator.
- Clean coils on HVAC units.

Annually

- Have the HVAC system inspected, serviced and tested by an outside contractor.
- Inspect grout in kitchens and bathrooms and replace as needed to avoid future water damage.
- Inspect plumbing system for leaks, scale and corrosion. Repair as needed.
- Inspect washing machine water hoses and valves. Replace if cracks, bulges or other defects are found.
- Flush hot water heater to minimize potential for scale that shortens service life.
- Test ground fault circuit interruption outlets/breakers by pushing test and reset button. Replace if malfunction is found.
- Clean the roof gutters to avoid the potential for water intrusion. This may require an outside contractor.
- Inspect the exterior of the building for damaged areas, misplaced gutters/downspouts, loose siding, etc. This should also be performed after a windstorm event.
- Ensure that all gutters and downspouts drain water away from the building.
- Check sump pump and line to ensure proper operation, and to ascertain that there are no line obstructions or visible leaks.
- Engage the services of an outside contractors to trim all trees and other vegetation that overhang the building's roof to minimize the potential for damage during a windstorm.

- If a chimney is used for solid fuel devices such as fireplaces and wood stoves, have the interior lining cleaned by a professional chimney cleaning contractor.
- Inspect hurricane shutters for damage and test for proper operation.