

# New Home Checklist

## Heating System

- Check filters every month
- Have annual system maintenance service done one month before the heating season

## Electrical System

- To prevent power outages, limit the number of appliances plugged into one circuit.

## Air Conditioning

- Check filters every month and have annual system maintenance service done one month before the air-conditioning season begins. Keep the condensing unit free of debris (outside).

## Microwave

- Do not use pans or dishes that are metal or have metallic trim. Only use mild soap and/or baking soda to clean the interior. Abrasive cleaners or scouring powder can damage the lining.

## Refrigerator

- Clean the interior shelves, shell and gasket every three months. Once a year, clean the coils on the back or underneath.

## Sprinklers/Outside Spigots

- Winterize. Turn off drain excess water.

## Range/Oven

- To avoid damaging the burners, do not use extra-large/heavy cooking pots and pans. If you have a self-cleaning oven, do not use any other method to clean it.

## Dishwasher

- Mineral deposits on the heating elements can be cleaned with vinegar.
- Be sure dishes don't block or damage the spray arm.

## Garbage Disposal

- To clean the disposal, push a full tray of ice cubes through it while running cold water.
- Always remember to run water during use and for at least 2 minutes after you finish to prevent stoppages.

## Washer/Dryer

- Clean the lint screen after each load of clothes has been dried and the unit is empty.
- Clear the exterior vent every six months to prevent a fire.

## Air Exchange

- Check filter quarterly

## Whole House Humidifier

- Adjust damper with seasons. Change water panel filter twice a year.