



# Suggested Maintenance

## Every Month

- Wood Cabinets - Apply a lemon oil based wood protection product.
- Heating/Air Conditioning System - Inspect filters for dust. Clean and replace filters as needed.
- Plumbing - Check under kitchen and bathroom cabinets for leaks. Tighten fittings carefully. Check the area around the hot water heater for leaks.
- Kitchen Exhaust Fan - Remove and clean the filter. Clean accumulated grease deposits from the fan housing.
- Faucet Aerators - Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.
- Smoke Detectors - For your safety, clean each smoke detector monthly to prevent a false alarm or lack of response in a fire. After cleaning, push the test button to confirm the alarm is working.

## Every 2 Months

- Interior Doors - Lubricate hinges.
- Exterior Doors - Lubricate hinges and locks if required. Inspect finish for cracks and peeling. Use touch-up paint where required.

## Every 3 Months

- Interior Doors - Lubricate hinges.
- Tiled Areas - Inspect caulked areas for missing or damaged caulking. Re-caulk if necessary.

- Garage Door - Lubricate hardware. Inspect mechanism for free travel. Adjust if necessary.

### **Every 6 Months**

- Kitchen Tile Grout - Inspect for loose or missing grout. Re-grout if necessary. Re-caulk at the edge of the backsplash if necessary.
- Tiled Areas - Inspect caulked areas for missing or damaged caulking. Re-caulk if necessary.
- Shower Doors - Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.
- Tub Enclosures - Inspect for proper fit. Adjust if necessary. Inspect caulking and re-caulk if necessary.
- Gutters - Clean debris from gutters every six months and after storms.
- Doors - Repaint if necessary. Review your CC&R's before you change the exterior paint color of your doors.

### **Every 12 Months (or Seasonal)**

- Exterior Paint - Inspect for cracked and peeling paint. Repair and repaint if necessary. Review your CC&R's and Homeowners Association regulations before you change the exterior paint colors. Southern and western exposures are especially subject to peeling and cracking. Inspect these areas twice each year. Repaint as necessary. French and wood doors should be repainted annually.
- Roof - Inspect for damaged tiles, after storms and high winds. An annual inspection by a roofing professional is recommended.
- Furnace - We recommend an inspection by a heating professional every year.
- Drainage - Check all drainage devices whether installed by you or MBK Homes to make sure they are free of debris and can flow freely.



4 Park Plaza, Suite 1000, Irvine, CA 92614 – 949.789.8300