

# ANNUAL PROPERTY DAMAGE PREVENTION LIST

## MONTHLY

- Check under sinks and around toilets for leaks (prevent water damage and mold)
- Clean debris away from foundation (prevent pests and moisture)
- Ensure GFCI outlets work (prevent shocks)
- Test smoke detectors (fire safety)
- Test carbon monoxide detectors (safety and early leak detection)

## QUARTERLY

- Replace HVAC filters (maintain air quality and efficiency)
- Test sump pump operation (prevent flooding)
- Clean and check sump pump (prevent basement flooding)
- Inspect ceilings and walls for stains or cracks (detect leaks or structural movement)
- Inspect basement for dampness or mildew (prevent mold and foundation issues)

## SEMIANNUAL

- Inspect roof for missing, cracked, or curling shingles (prevent leaks and water damage)
- Clean gutters and downspouts (prevent water backup and foundation damage)
- Inspect attic for signs of leaks or mold (early detection of roof issues)
- Inspect water heater for leaks or corrosion (prevent flooding and inefficiency)
- Clean faucet aerators and shower heads (maintain flow and prevent buildup)
- Check washing machine hoses (prevent burst hoses)
- Clean dryer vent (prevent fires)

## ANNUAL

- Inspect foundation for cracks or settling (prevent structural damage)
- Ensure grading slopes away from house (prevent water pooling and basement leaks)
- Check flashing and seals around chimneys, vents, and skylights (prevent leaks)
- Power wash siding (prevent mold, mildew, and rot)
- Test water pressure (prevent pipe strain and leaks)
- Check for condensation leaks in AC (prevent ceiling and wall damage during cooling season)
- Replace smoke detector batteries (prevent failure)
- Inspect electrical outlets and cords for wear (prevent fire hazards)
- Check breaker panel for corrosion or tripped circuits (prevent electrical faults)
- Re-caulk tubs, showers, and sinks (prevent water intrusion and mold)
- Check grout in tile areas (prevent water seepage)
- Shut off exterior water lines before first frost (prevent burst pipes)
- Inspect and clean chimneys before heating season (prevent fires and smoke issues)
- Test backup generator (ensure readiness for outages)

## AS NEEDED

- Insulate exposed pipes as needed (prevent winter freezing)
- Inspect and clean ducts (improve air quality and efficiency)
- Trim overhanging branches as needed (prevent roof damage from debris and pests)



**HIGHTOWER**

DISASTER RESTORATION