



615-452-0161

WWW.ROOFINGBYDESIGN.NET

LICENSED & INSURED

NO OBLIGATION

FREE INSPECTIONS

SHINGLE • METAL • TILE

SLATE • FLAT

New Roofs & Repairs
Large & Small Projects
Fascia & Gutters
Roof Coatings
HOA Concerns

Underlayment & Decking
Broken/Missing Tiles or Shingles
Skylight Repair/Replacement
Emergency Leak Service
Leak Locating & Repair

- Investors, Property Management & Leasing Companies
- Assistance Obtaining Maximum Benefit on Insurance Claims
- Variable Pricing Options

Ask Us!

About our program for routine scheduled free roof inspections

DO YOUR PREVENTATIVE MAINTENANCE!

INSIDE:

Take care of household appliances (stove, refrigerator, washer, dryer) and major heating, electrical, and plumbing systems, so they continue to provide you with quality services. Follow Manufacturer's guides for regular services and maintenance, and report problems immediately, while they are small.

OUTSIDE:

Pay close attention to the outside of your house and watch for roof and gutter problems. Slow wear and tear can lead to serious, and expensive problems. A small roof leak that is not repaired can cause ceiling beams to warp - that could lead to cracked ceilings and inner wall damage, and that could lead to BIG PROBLEMS.

Roofing by Design, Inc. Services has provided this checklist to assist you in properly maintaining your home (list not all-inclusive). Regularly scheduled maintenance helps ensure optimum appliance performance, maximum comfort and fewer scheduled repairs.

Home Maintenance Checklist

DATE CHECKED:	WHAT TO CHECK	WHEN
	Foundations	
<input type="checkbox"/>	Base of your home on the outside, for soft, chipped or rotten wood which could be a sign of termites.	Annually
<input type="checkbox"/>	The ground around your home to insure it is built up around your foundation so water runs away from your home.	Annually
<input type="checkbox"/>	Interior walls and floors for signs of water damage.	Annually
<input type="checkbox"/>	Tree roots that are growing near or under the foundation.	Annually
	Doors & Windows	
<input type="checkbox"/>	Doors, windows and trim for decay or rot. Caulk any if necessary.	Fall
<input type="checkbox"/>	Lubricate window hardware and check window glass for loose putty	Fall
<input type="checkbox"/>	Windows and doors for broken glass and damaged screens	Fall
<input type="checkbox"/>	Weather stripping for damage and tightness of fit.	Fall
<input type="checkbox"/>	Clean window and door screens	Fall
<input type="checkbox"/>	Check and repair or replace weather-stripping on doors	Fall
<input type="checkbox"/>	Check and tighten door hardware and lubricate as necessary	Fall/Spring
<input type="checkbox"/>	Tighten all bolts on garage door	Fall/Spring
	Exterior Walls	
<input type="checkbox"/>	Wall masonry for cracks and loose joints	Fall
<input type="checkbox"/>	Painted surfaces for chipping and peeling	Fall
<input type="checkbox"/>	Siding and trim for damage or decay, and tightness of fit	Fall
	Roof and Attic	
	<i>Using a roofing profesional is recommended to avoid damage to your roof!</i>	
<input type="checkbox"/>	SHINGLES: Check for damaged, loose &/or bubbled shingles	Fall
<input type="checkbox"/>	TILE: Check for loose, hanging or broken tile.	Every 6 months
<input type="checkbox"/>	Attic and ceiling for water stains or dampness	Fall
<input type="checkbox"/>	Skylights & flashing for damage (metal around chimney, vents, etc.)	Fall
<input type="checkbox"/>	Low tree limbs brushing against roof	As Needed
<input type="checkbox"/>	Attic insulation - move insulation back to original location if moved	Fall
<input type="checkbox"/>	Damage or debris (ie. birds nests in valley, flashings, gutters and downspouts; have cleaned by a roofing professional annually	Every 6 months
	Interior Surfaces	
<input type="checkbox"/>	All joints & caulking in ceramic tile, laminates, and simillar surfaces	Fall
<input type="checkbox"/>	Caulk or grouting around tubs, showers, and sinks	Fall/Spring
	Electrical System	
<input type="checkbox"/>	Condition of lamp cords, extension cords, and plugs for damage	As Needed
<input type="checkbox"/>	Fuses or breakers which trip frequently	As Needed
	<i>If you feel a shock or tingling from touching any appliance, disconnect it immediately and call a professional</i>	
	Heating and Cooling System	
<input type="checkbox"/>	Clean or change air filters	Every 30-45 days
<input type="checkbox"/>	Remove debris from around units	Fall/Spring
<input type="checkbox"/>	Arrange for regular servicing by qualified professionals	Spring
<input type="checkbox"/>	Water heater for leaks	Annually
	Plumbing System	
<input type="checkbox"/>	Hoses for leaks	Annually
<input type="checkbox"/>	Faucets for leaks	Annually
	Outdoors	
<input type="checkbox"/>	Fences - posts, gates, and slats for deterioration, damaged paint	Fall
	Safety	
<input type="checkbox"/>	Smoke Detectors: Check, replace & recycle dead batteries	Monthly
<input type="checkbox"/>	Inspect fire extinguishers	Annually
<input type="checkbox"/>	Stock First Aid kit	Quarterly