

Manufactured Home Maintenance Checklist

Tasks	Spring	Fall	Annual	N/A
Foundation Systems				
Check grading to ensure that water drains away from foundation			X	
Check crawl space for dampness or leaking following wet weather			X	
Check ventilation of crawl space			X	
Check anchors for corrosion or loosening			X	
Check belly wrap for damage or sagging			X	
Check skirting for damage			X	
Check chassis for paint failures			X	
Check the leveling of your home			X	
Doors and Windows				
Check doors, windows and trim for finish failure	X	X		
Check glazed openings for loose putty	X	X		
Check for broken glass and damaged screens	X	X		
Take down screens (if removable); clean and store them		X		
Lubricate window hardware	X	X		
Check weather stripping for damage and tightness of fit	X	X		
Check caulking at doors, windows, and all other openings and joints between different materials	X	X		
Exterior Walls				
Check painted surfaces for paint failure	X	X		
Check siding and trim for damage or decay	X	X		
Check all trim for tightness of fit at joints and caulk	X	X		

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Tasks	Spring	Fall	Annual	N/A
Roof				
Check for damaged or loose shingles and blisters	X	X		
Check underside of roof where accessible (or attic) for water stains or dampness	X	X		
Check for damaged flashing around vents and chimneys	X	X		
Check gutters, downspouts, hangers, strainers and splash blocks for damage or need for repainting	X	X		
Clean gutters, strainers, downspouts and splash blocks	X	X		
Check vents, louvers and chimney caps and housings for cracks and debris		X		
Check fascias and soffits for paint failure and decay	X	X		
Check antenna guy wires and supports	X	X		
Check seals at seams, joints and edges of metal roofs	X	X		
Evaluate roof for future replacement			X	
Interior Surfaces				
Check all finished surfaces for dirt, finish failure and required repairs	X	X		
Check all joints in ceramic tile, laminated plastic, and similar surfaces	X	X		
Check caulk or grouting around bathtubs, showers and sinks	X	X		
Floors				
Check for wear and damage, particularly where one material meets another			X	
Evaluate for replacement or refinishing			X	

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Tasks	Spring	Fall	Annual	N/A
Electrical System				
Check condition of all appliance cords and plugs	X	X		
Check areas where wiring is exposed and replace at first sign of damage	X	X		
Check smoke detectors	X	X		
If fuses blow or breakers trip frequently, call an electrician to locate the cause and make repairs			X	
Heating and Cooling Systems				
Clean or change any air filters	X	X		
Have systems checked by qualified service person	X	X		
Remove window air conditioners for winter or put weatherproof covers on them		X		
Clean dirt and dust from around registers	X	X		
Service humidifier and dehumidifier		X		
Plumbing System				
Check faucets hose bibbs, flush valves and sinks for leakage and corrosion	X	X		
Have service person check septic system			X	
Check water heater for leakage, corrosion and obstructions			X	
Grounds and Yard				
Drain outside water lines and hoses		X		
Clean area wells, window wells and storm drains	X	X		
Check driveways and sidewalks for cracks, and yard for soil erosion	X	X		

2003 Standard Deduction Chart for Most People

If Your Filing Status is...	Your Standard Deduction is...
Single	\$4,750
Married filing joint return or Qualifying widow(er) with dependent children	\$9,500
Head of household	\$7,000