

HOMEOWNER'S ENHANCEMENT GUIDE

Appendix A: Inside and Out: Seasonal Maintenance



MAINTENANCE CHECKLISTS

Foundation, Walls & Trim

	Spring	Fall	Annual	As Needed
Make sure water drains away from the house	●			
Check for unsecured vents and other openings			●	
Ensure the foundation vents are sealed and that the crawlspace vapor barrier and insulation are in good condition *	●	●		
Remove any plant material growing on the foundation				●
Inspect siding and wood surfaces <ul style="list-style-type: none"> Look for staining, wavy appearance, chalking, damage, mold/mildew growth Look for sign of rust, rot and insect damage Repair open joints Repaint wood surfaces every 5-10 years 	●			●

* Contact a professional before closing vents if your home has pre-existing standing water issues.

FOR INFORMATION ON INSULATING YOUR CRAWLSPACE

Visit the Department of Energy's Energy Savers website:

www.energysavers.gov/your_home/insulation_airsealing/index.cfm/

Doors & Windows

	Spring	Fall	Annual	As Needed
Look for signs of leaks and rot at window and door sills and check that weatherstripping provides good seal		●		
Look for broken glass, loose panes and whether glazing, stops and putty are secure		●		
Clean windows and repair screens as needed	●			
Check operation of doors and windows <ul style="list-style-type: none"> Ensure that weep holes in metal windows and/or storm windows are open Lubricate and repair 	●	●		●



For more information on leaks and weather stripping, see Chapter 9, Going Green: Save Energy, Water and Money

FOR INFORMATION ON LEAD-BASED PAINT

Visit the Department of Housing and Urban Development's website:

www.hud.gov/offices/lead/healthyhomes/lead.cfm

Roof, Gutters & Chimneys

	Spring	Fall	Annual	As Needed
Inspect condition of roof <ul style="list-style-type: none"> Look for warping, severe wear, cracking, lumps, curling, decay, loose, broken, or missing material Check for loose or missing flashing around vents, chimney, and other openings 	●			
Inspect chimney for signs for sagging, leaning, or bowing	●			
Check brick and mortar for condition	●			
Have chimney(s) inspected and cleaned*			●	
Clean and inspect gutters and downspouts <ul style="list-style-type: none"> Look for signs of rust Make sure there are no holes, blockages, or disconnected components Check that gutters are sloped to prevent standing water Ensure that splashblocks are properly placed to direct moisture away from foundation 	●	●		

* Contact a professional for help with this task

Crawl Spaces, Sheds & Attics

	Spring	Fall	Annual	As Needed
Ensure that insulation is in place		●		
Check that fans exhaust to outdoors and that all ductwork connections are secure			●	
Check operation of garage door safety shut-off	●	●		
Check for signs of water damage	●			
Look for signs of infiltration by insects, bats, or rodents	●	●		



MAINTENANCE CHECKLISTS, continued

Heating & Cooling

	Spring	Fall	Annual	As Needed
Schedule inspection for central air/heat system	●	●		
Clean or replace filters				●
Vacuum air registers/return air vents/radiators	●			
Clean outdoor air intakes and screens/louvers for gas-fired heat systems		●		
Remove debris from around mechanical equipment such as heat pumps to ensure that air flows freely	●	●		
Clean A/C coils and floor drains or pans*		●		
Remove or cover window A/C units	●	●		

* Contact a professional for help with this task

HOW LONG WILL IT LAST?

To find the average life expectancy of materials, systems, and appliances, visit:

www.demesne.info/Home-Maintenance/Appliance-Life-Expectancy.htm

Appliances

	Spring	Fall	Annual	As Needed
Clean kitchen range hood screens				●
Clean dryer vents and screens	●	●		
Clean exhaust fans outlets and screens	●			
Clean dehumidifier coils and check operations	●			
Replace filters				●



OPEN THE DAMPER?

Leave the fireplace damper open in the spring and summer to improve ventilation. Close it when you turn on the air-conditioning.



Pathways, Driveways & Lighting

	Spring	Fall	Annual	As Needed
Inspect pathways for uneven surfaces and sharp edges	●			
Seal cracks in sidewalks and driveways		●		
Ensure outdoor lights are working properly	●			
Replace bulbs and reset timers				●

Decks & Fences

	Spring	Fall	Annual	As Needed
Inspect for signs of rot or insect damage, loose boards, and projecting nails	●	●		
Seal deck		●		

Plumbing & Electrical

	Spring	Fall	Annual	As Needed
Check washing machine and dishwasher hoses for leaks			●	
Check refrigerator drip pan - icemaker connections			●	
Check traps and drains under sinks, tubs, and showers for leaks			●	
Check toilet supply/shut-off valve			●	
Check shower-tub surrounds for leaks			●	
Check hot water heater for leaks <ul style="list-style-type: none"> Drain 2 gallons of water from water heater to remove sediment from bottom of tank 		●		
Check water main/meter for leaks or sweating		●		
Drain exterior faucets, hoses, and sprinkling systems		●		
Clean any outdoor drains				●
Test ground fault interrupter (GFI) outlets	●			
Check smoke and carbon monoxide alarms, and replace batteries	●	●		



SIMPLE IDEAS FOR HOME SECURITY AND SAFETY

\$0	Don't hide keys outside.
	Don't leave tools and ladders in your yard. They may come in handy for a would-be burglar.
	Don't post notes to friends or family members on the outside of your house. This information may be read by someone for whom it was not intended and compromise your security.
	When you are away, have someone you trust pick-up your mail every day or have the post office stop delivery until you return. The same goes for newspapers and any other regular deliveries.
	Use window locks on all first floor windows.
\$	Purchase deadbolt locks for all doors. Don't forget the garage and any sliding glass doors.
	Consider placing a peephole in your front door if you cannot readily see who is standing there.
\$\$	Install motion detector lights. One at the front of the house and one at the rear.
	Ensure that there are properly functioning smoke detectors on each floor including the attic.
	Install carbon monoxide detectors, especially if you have oil or gas heat.
	Place fire extinguishers in the kitchen and near any fireplace.
\$\$\$	Consider an alarm system not only for your protection but it may lower your homeowner's insurance premium.



A home alarm can provide piece of mind when you are at work or on vacation.



HOMEOWNER'S ENHANCEMENT GUIDE

Appendix B: Glossary and Resources



GLOSSARY

ADDITION. A new part such as a wing, ell, or porch added to an existing building or structure.

AGING IN PLACE. The ability to remain in your current residence as your circumstances change, especially in regard to mobility factors.

ALLIGATORING. A condition of paint failure that occurs when the layers crack in a pattern that resembles the skin of an alligator.

ALTERATION. Any change, modification, or addition to the exterior of any building or structure or any part thereof.

BATTERED PIER. A pier that tapers from the bottom up so that the top dimension is smaller than the bottom dimension. Often associated with the Craftsman style.

BAY. A part of a structure defined by vertical divisions such as adjacent columns or piers.

BUILDING SETBACK. See **SETBACK.**

BAY WINDOW. Fenestration that projects from an exterior wall surface and often forms a recess in the interior space.

BOND. The arrangement of bricks (headers and stretchers) within a wall.

BRACKET. A wooden or stone decorative support mounted beneath a projecting floor, window, or cornice.

BROKEN PEDIMENT. A pediment where the sloping sides do not meet at the apex but instead return, creating an opening that sometimes contains an ornamental vase or similar form on a pedestal.

CASEMENT WINDOW. Windows that are hinged at the side and open outwards.

CASING. Flat or molded trim; the visible, finished framing around a door or window or encasing a post or beam.

CAULKING. A non-hardening putty used to seal the joint at an intersection of two different materials.

CEMENTITIOUS SIDING. Also referred to as fiber-cement siding, it is made from portland cement, ground sand, wood fiber, and in some instances, clay. Available in a variety of historic siding profiles and shingle patterns it is more resistant to rot and insect damage than wood.

CLAPBOARD. Horizontally laid wooden boards that taper from the bottom to the top.

CLADDING. Any exterior wall covering, including masonry.

CLASSICAL. Pertaining to the architecture of Greece and Rome, or to the styles inspired by this architecture.

CLIPPED GABLE ROOF. A roof type in which the gable ends are cut back at their peaks and a small roof section is added to create an abbreviated hipped form. Also called a jerkinhead roof.

COLUMN. A vertical support, usually supporting a member above.

CORNERBOARD. The vertical board that is found at the corners of a building and covers the seam made by horizontal siding boards.

CORNICE. The upper, projecting part of a classical entablature or a decorative treatment of the eaves of a roof.

CRAWL SPACE. The space located beneath the first floor. The space has not been fully excavated and is often used for mechanical equipment.

DAMPER. The device in a chimney or duct that regulates airflow.



DECIDUOUS. Trees or shrubs that lose their leaves seasonally.

DENTILS. Small square blocks found in series on many cornices and moldings.

DORMER. A small window with its own roof projecting from a sloping roof.

DOUBLE-HUNG SASH. A type of window with lights (or windowpanes) on both upper and lower sashes, which move up and down in vertical grooves one in front of the other.

DOWNSPOUT. A pipe for directing rain water from the roof or gutter to the ground.

EAVE. The lower edge of the roof that extends past the walls.

ELL. An secondary extension or wing of a building at right angles to the length of the main structure.

FACADE. The front face or elevation of a building.

FASCIA. The horizontal member which serves as the outer edge of the eave.

FLASHING. Pieces of metal used for waterproofing roof joints, masonry walls, and windows.

FOUNDATION. The base of a building that sits directly on the ground.

FOUNDATION PLANTINGS. Plantings close to the house that help frame the house and anchor it to its site.

GABLE. The triangular face at the end of a gable roof.

GABLE RETURN. A gable end with the majority of the pediment removed leaving only two small sections meant to emphasize the corners of the gable.

GABLE ROOF. A pitched roof in the shape of a triangle.

GAMBREL ROOF. A roof in which the angle of pitch changes part way between the ridge and eaves.

GLAZING. Another term for glass or other transparent material used in windows.

GROUNDCOVER. Plants that grow low to the ground, help the soil to retain moisture, and conceal bare earth.

HIPPED ROOF. A roof with slopes on all four sides. They are more common on older houses than on those built after 1940.

INFILL BUILDING. A new structure built in a block or row of existing buildings.

LIGHT. A section of a window; the glass or pane.

LINTEL. A horizontal beam over an opening, carrying the weight of the wall.

MOLDING. Horizontal bands having either rectangular or curved profiles, or both, used for transition or decorative relief.

PEDESTAL. The lowest portion of a column, composed of a base, dado, and cap. Also may be an unadorned block.

PEDIMENT. A triangular section framed by a horizontal molding on its base and two raking (sloping) moldings on each of its sides. Used as a crowning element for doors, porticos, and windows.

PERMEABLE PAVEMENT. The use of materials and installation techniques that allow the movement of air and water and reduce runoff.

PERVIOUS PAVEMENT. See Permeable Pavement.

PIER. An upright structure of masonry, wood or other material serving as a principal support.

PILASTER. A pier attached to a wall with a shallow depth and sometimes treated as a classical column with a base, shaft, and capital.



GLOSSARY, continued

PITCH. The degree of slope of a roof.

POINTING. Filling the mortar joint between two bricks.

PORCH. A covered entrance space projecting from or integrated into the facade of a building.

PORTICO. An entrance porch often supported by columns and sometimes topped by a pedimented roof; can be open or partially enclosed.

PRIMER. A base coat used prior to painting to prepare a surface.

R-VALUE. The ability of a material, such as insulation, to impede heat flow.

RAFTER. A sloped roof beam that supports the roof covering.

RAFTER TAIL. The portion of a rafter that extends beyond the exterior wall to support the eave.

RAIN BARREL. A tank or other container, often attached to a gutter downspout, that is used to collect and store rainwater for non-drinking uses.

RAISED BEDS. An above ground enclosure filled with soil that can be placed in a yard, or on a deck or patio to grow flowers or vegetables. At an appropriate level, such beds can reduce the need to kneel or bend over and, therefore, can be used by those with arthritis and other functional limitations.

REPOINT. To remove old mortar from courses of masonry and replace it with new mortar.

REVEAL. The depth of wall thickness between its outer face and a window or door set in an opening.

RIBBON DRIVEWAY. Two parallel strips of paved area separated by a grass median.

RISING DAMP. A condition in which moisture from the ground rises into the walls of a building.

SASH. The movable part of a window that hold the glass.

SETBACK. The distance between a building and the front, side or rear property line.

SHED ROOF. A simple roof form consisting of a single inclined plane.

SHUTTER. A hinged panel that covers a door or window opening.

SIDELIGHTS. Narrow windows flanking a door.

SILL. The horizontal water-shedding member at the bottom of a door or window.

SPALLING. A condition in which pieces of masonry split off from the surface, usually caused by weather.

STANDING-SEAM METAL ROOF. A roof where long narrow pieces of metal are joined with raised seams.

STOOP. A platform, generally connected to a short series of steps, that bridges the area between grade level and an entrance.

SUSTAINABILITY. The consideration of how consumption impacts the availability of resources and impacts the future of limited natural resources.

SYNTHETIC SIDING. Any siding made of vinyl, aluminum, or other material to resemble a variety of authentic wood siding types.

TRANSOM. The window area above a door.

U-VALUE. A measure of how well a material allows heat to pass through. The lower the number the better the material insulates.

VERTICAL GARDENING. Growing plants on trellises and arbors to maximize limited space, provide shaded areas, and screening.

WALL DORMER. A dormer that is flush with the facade of the building.

ZONE 7. A U. S. Department of Agriculture determined climate zone. Zone 7 hardiness means a plant can survive 0 to 10 degrees Fahrenheit.



RESOURCES

ONLINE RESOURCES

American Association of Retired Persons (AARP) — www.aarp.org

American Institute of Architects — <http://architectfinder.aia.org/>

Alliance to Save Energy — www.ase.org

American Society of Interior Designers — www.asid.org

Better Business Bureau — www.richmond.bbb.org

Cellulose Insulation Manufacturers Association — www.cellulose.org

Certified Aging In Place Specialists — www.nahb.org/caps

Consumer Guide to Home Energy Savings —
www.aceee.org/consumerguide/

County of Henrico (Permit Center, Community Revitalization,
Extension Service, Recycling Centers) — www.henrico.us

Database of State Incentives for Renewables & Efficiency —
www.dsireusa.org

Energy Efficient Windows Collaborative (EWC) —
www.efficientwindows.org/

Energy Efficient Building Association (EBBA) — www.eeba.org

Energy Resource Guide for Virginia — www.energyguide.ext.vt.edu/

Energy Star — www.energystar.gov

Federal Energy Efficiency Tax Credits —
www.energystar.gov/index.cfm?c=tax_credits.tx_index

Home Builders Association of Virginia — www.hbav.com

Insulation Contractors Association of America — www.insulate.org

Insulation Fact Sheet —

www.ornl.gov/sci/roofs+walls/insulation/ins_01.html

International Code Council — www.iccsafe.org

Interstate Renewable Energy Council — www.irecusa.org

Lewis Ginter Botanical Garden — www.lewisginter.org

Maymont House and Gardens — www.maymont.org

National Association of Home Builders (NAHB) — www.nahb.org

National Association of the Remodeling Industry — www.nari.org

National Audubon Society — www.audubon.org

National Kitchen and Bath Association — www.nkba.org/

National Register of Historic Places — www.nps.gov/nr

National Fenestration Rating Council (NFRC) — www.nfrc.org

National Institute of Building Sciences —
www.nibs.org/betechm.html

NC State University, The Center for Universal Design —
www.design.ncsu.edu/cud

Sealing and Insulating Guide —
www.energystar.gov/index.cfm?c=diy.diy_index

Solar Fountains — www.solarwaterfountains.org

Southface Energy Institute — www.southface.org

U. S. Department of Energy —
www.energy.gov/energyefficiency/index.htm



RESOURCES

ONLINE RESOURCES, continued

U. S. Environmental Protection Agency — www.epa.gov

U. S. Green Building Council — www.usgbc.org

Virginia Board for Contractors — www.dpor.virginia.gov

Virginia Cooperative Extension (Henrico County office) —
www.henrico.us/extension/Virginia

Cooperative Extension publications —
<http://pubs.ext.vt.edu/index.html>

Virginia Department of Housing and Community Development —
www.dhcd.virginia.gov

Virginia Housing and Development Authority — www.vhda.com

Virginia Native Plant Society — www.vnps.org

Virginia Office of Consumer Affairs —
www.vdacs.virginia.gov/consumers

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Gitlin, Jane. *Capes: Updating Classic America: Design Ideas for Renovating, Remodeling and Building New*. Newtown, CT: The Taunton Press, 2006.

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Schoenherr, Matthew. *Colonials: Updating Classic America*. Newtown, CT: The Taunton Press, 2006.

Susanka, Sarah. *Not So Big Solutions for Your Home*. Newtown, CT: The Taunton Press, 2006.

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