

Routine maintenance goes a long way—it protects your family's health, prevents pests, and keeps your home in good condition. Use this checklist to stay on track.

EVERY DAY

- Wash, dry & put away dishes.
- Wipe counters; clean spills right away.
- Take trash out when full.
- Store food in sealed containers.
- Hang wet towels to dry.
- Keep hallways & exits clear.

EVERY WEEK

- Scrub the toilet, tub/shower & sink.
- Mop floors (*no wax on vinyl!*).
- Vacuum, dust & change bed linens.
- Toss expired food from the fridge.
- Clean the stovetop & microwave.
- Check for mold or mildew.

EVERY MONTH

- Clean fridge & range hood filter.
- Dust air vents.
- Check smoke detector batteries.
- Vacuum under furniture.
- Look for water leaks.
- Watch for insects or rodents.

PROTECT YOUR PLUMBING

- **The "3 P's"**: only flush Pee, Poop & (toilet) Paper.
- **Never flush** wipes (even "flushable"), paper towels, hygiene products, floss, or cat litter.
- **Never pour** grease, oil, coffee grounds, or food scraps down the sink.

KEEP PESTS AWAY

- Seal food, take out trash, and wipe up crumbs promptly.
- Don't leave dirty dishes overnight.
- Eliminate standing water wherever possible.
- Report pest problems early, before they grow.

EMERGENCY MAINTENANCE

Use the emergency maintenance number **only** for problems that threaten someone's safety or could cause significant damage to your home or the building. Examples include:

- Water leaks or flooding you can't contain
- An overflowing toilet you can't stop or clear
- No heat during cold weather
- No running water or a major plumbing backup
- Gas odor (*leave the area & call 911 or your gas utility first*)
- Fire or a life-threatening emergency (*call 911 first*)

If the problem can safely wait until the next business day, please report it during normal office hours.

973.377.0258

| ElaineM@MadisonHA.com

| 24 Central Ave., Madison, NJ 07940