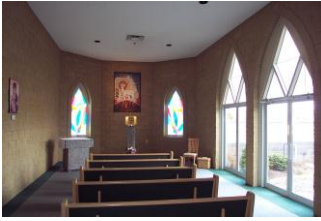


# Spring cleaning – inside and out



## Inside:

- Repair** entrance floors damaged from salt and moisture.
- Repair** all leaks in walls, floors, windows and doors.
- Book** an annual inspection of the air conditioner.
- Check** water heaters for rust or wet spots on the floor.
- Test** main water shutoff valve to ensure it is operational.
- Replace** appliance water supply hoses routinely.
- Maintain** sump pumps.
- Store** materials off the floor, on pallets or shelving.
- Consider** installing a moisture detection system.



# Spring cleaning – inside and out



## Outside:

- Clean** eave troughs and drainpipes of all debris.
- Check** drainage paths to ensure storm water flows away from the building.
- Extend** downspouts at least six feet from building.
- Check** outside water taps for freezing damage.
- Trim** trees to prevent damage from falling branches and to improve visibility of the property.
- Replace** damaged roof shingles.
- Inspect** the lightning protection system and arrange repairs of all breaks in the cables or lines.
- Store** tools and machinery in a secure location.
- Forbid** any “controlled” burning of grass, yard waste or trash.

