

What To Do	When	What To Do	When
<b>Refrigerator</b>		<b>COOLING SYSTEM</b>	
Clean condenser coils(on back or underneath) with crevice or brush attachment on vacuum cleaner.	Once a month	<b>Air Conditioner</b>	
To empty and clean drain pan, slide from holder and wash in detergent and warm water. Let dry and replace. (Do not wash in dishwasher-may warp.)	Every six months in cold weather and once a month in hot weather	Central Unit: Clean or replace filter (usually located in furnace) Remove debris around compressor (located in outdoor cabinet) and trim any nearby shrubbery. Flush evaporator drain line.	Before cooling season and periodically throughout season
Clear the drain hole (on bottom deck of refrigerator) with screwdriver or piece of wire. Force water through with baster.	Every six months	Room Unit: Clean filter (located behind air intake grille on front) ---Wash in mild detergent and water rinse. and dry thoroughly. (if permanent) ---If disposable replace	Once a month during periods of heavy use
Defrost freezer section (in manual or partially automatic defrost models)	When ice is thicker than 1/4 inch	Room Unit: Remove unit from wall and clean entire compartment. --Vacuum dust and lint from condenser and evaporator --Wipe dirt and grime from compressor, tubing, motor and blades with soap and water. --Clean leaves and debris from outside --Straighten any bent metals fins. --Scrape off any rust, reprime and paint --Vacuum outer cabinet	Once a year
Turn off heater switch. (also called power saver, power economizer, or energy saver)	When weather is dry	Room Unit: Cover with insulated dust and moisture proof cover inside and out, or remove unit from wall and seal opening.	Before winter months
Turn on heater switch	When weather is humid	<b>Whole House Fan</b>	
Replace door gasket. ( To test seal, close the door on a crisp new dollar bill in several different locations. If the dollar bill can be pulled out easily. The seal probably needs to be replaced.)	Every six years or when it wears out	Dislodge leaves and debris from louvers and louver pivots. Clean fan blades. Lubricate motor and pulley bearing with drop of oil on each pivot and oil port. Check drive belt and replace if sides are glazed smooth, and slippery. Check tension (should deflect1/2 inch when pressed in middle) Replace belt if necessary.	Beginning of cooling season
Check temperature inside refrigerator with household thermometer. (Refrigerator section should be 37 F. freezer section should be 0 F.)	Once a year	Seal off with airtight cover and insulate.	Beginning of heating season
<b>Trash Compactor</b>		<b>ELECTRICAL SYSTEM</b>	
Lift door and bin assembly off track. Wash bin with warm water and dry thoroughly to prevent odors and rust. (if bin does rust, sand and repaint it.)	Once a month	<b>Circuit Breaker Box</b>	
Lubricate bin latch with white grease (not oil). Lubricate all wheels on door and inside unit. ----Use oil on wheels with ball bearings. ----Use silicone lubricant on shafts of nylon wheels.	Periodically	Check that breakers are marked to correspond to rooms or appliances they service (To check turn on all appliances and lights. then switch off breakers one at a time.)	When you first move in (or now if you've never done it)
To clean ram and rubber cover pad. pull clip in center of unit above ram. Support ram with one hand as it drops out of clip. Wash with soap and water. Apply white grease generously to ram driving screws at base and along threaded parts. Then put door back in, close it securely, plug in the compactor, and run the ram for a cycle or two to spread the grease over the screw threads.	Once a month	<b>Fuse box</b>	
<b>Washing Machine</b>		Check to be sure fuses are correctly marked for rooms or appliances they serve. (To check turn on all appliances and lights, disconnect fuses one at a time)	When you first move in (or now if you've never done it)
Remove and wash water filters in inlet hoses on back of machine. (close water faucets, pull machine away from wall, and disconnect the hoses. Have a tub ready to catch the runoff, Remove the fine mesh screen filters located just inside the machine and on the other end of the hoses. Remove and wash the screens thoroughly and replace) Clean out the lint filter (This is often located beneath the top panel. which you'll have to pry up from the front or unscrew from the back, depending on your model After the first time, it's easy)	Every two months	Keep a supply of spare fuses on hand.	Always
To prevent a flood if the valves should fail, turn off the hot and cold water faucets to the washing machine.	When machine is not in use		



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## Maintenance Manual

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<b>APPLIANCES</b>		<b>Garbage Disposal</b>	
<b>Dehumidifier (room unit)</b>		Run with cold water only (to congeal and digest grease)	With each use
Remove cover and clean coils Check drain hole and unclog if necessary Lubricate motor shaft and oil ports with a few drops of 20-weight oil.	Twice a year (beginning and end of each season or every six months if in continuous use)	Flush drain by filling sink with 3 inches of water and then running disposal.	Once a week
<b>Dishwasher</b>		Lubricate oil ports with a drop or two of 20 - weight oil	Every six months
Clean spray arm of any clinging food particles Check filter screen (over drain at bottom underneath spray arm) for trapped seeds, bones, or food (You may have to remove spray arm to get to screen) A clogged filter prevents efficient washing and proper filling and draining of dishwasher.	Once a week	Check nuts that secure disposal to sink and tighten if necessary.	Once a month
<b>Dryer</b>		<b>Humidifier (room unit)</b>	
Set water heater (supply) at 110 to 120 F (Raise temperature if dishes don't come clean)	Before first use or if you suspect water is too hot or too cold	Lubricate motor(if not sealed off ) with a drop or two of 20 weight oil. Lubricate shaft of each roller with a dab of petroleum jelly.	Beginning of each heating season
Remove grille over burner on gas dryer and wipe away any accumulation of lint and dust. Remove exhaust hose and vent pipe and clean off lint buildup. Check vent operation.	Once a year	To clean, allow unit to run until the reservoir is almost empty Remove sleeve from rotating drum and wash in a solution of warm water and dishwashing liquid. Let soak for 30 minutes If minerals have built up. add 1 cup of vinegar to each gallon of soak solution Rinse well in clean water and shake off excess water. Reassemble sleeve and drum. Stretching sleeve gently to obtain a snug fit, On some units, ends of sleeve go between two closely spaced ribs of drum snap in plastic retainer to hold filter in place.	Once a month
Move dryer and vacuum surrounding walls and floor to remove lint(which is highly flammable)	Twice a year	To clean roller belt unit lift out frame and belt as a unit and wash in hot soapy water or soak in a solution of 1 cup of vinegar to each gallon of sudsy water. Wash reservoir with mild detergent solution and plastic scouring pad and rinse (or use disposable liners) To clean water pan. Pull out and scrub in hot water and detergent Remove mineral deposits with vinegar solution. To clean drop trough (on top) lift out and scrub with steel wool. Poke a pencil through all holes in trough to dislodge debris. Replace drum or belt, pan, and trough and refill with clean water.	Once a month
<b>Freezer</b>		If water is hard add water softener (available at hardware stores) to reservoir water to prevent mineral buildup and to prolong life of moving parts.	When water is replaced or according to package direction
Defrost (manual defrost models) Remove drain cover and clean defrost drain with a bottle brush. Replace the cover.	When ice is 1/4 inch thick	<b>Range</b>	
Wash inside with solution of baking soda and water using a soft cloth or sponge.	Manual: after defrosting Automatic: every six months	Remove grease filter on underside of hood scrub with scrub brush and sudsy water and rinse(or run through dishwasher). Dry thoroughly before repositioning	Once a month
Wash door gasket with mild soap and warm water. Rinse and dry	Every six months	On gas ranges. clean dust and debris from area around pilot light and air vents	
Vacuum condenser(if exposed) Check temperature with household thermometer (should be 0 F - 2 degrees)	Once a year	On electric ranges. clean reflector pans under burner elements.	Once a week

**Important: Before inspecting, cleaning, or repairing any heating system or appliance, be sure to disconnect it from the power source.**



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# An All-House Maintenance Manual

What To Do	When	What To Do	When
<b>HEATING SYSTEM</b>		<b>Forced Hot Water Circulating Pump</b>	
<b>Forced Hot Air Air filter</b>		Lubricate with 20-weight oil at oil ports.	
Check for dust and dirt. (to keep air flowing freely and to prevent airborne dirt from circulating throughout house) --If metal, remove and hose off or scrub. --If disposable, vacuum once or twice, then replace.	Once a month	Spring and fall	
To clean an electronic air filter, remove outer screen and inner collector plates. Wash screen in mild detergent and water. Hose off or rinse thoroughly. Clean plates with a solution of automatic dishwasher soap and water.		Every two months during heating season	
<b>Humidifier</b>		<b>Radiators (including baseboard convectors)</b>	
Drain Clean water pan. Work float arm back and forth to dislodge obstructions. To clean water inlet of mineral buildup ream with a piece of wire or bent clothes hanger. Lubricate motor with a drop or two of 20 weight oil. Be sure there's water in the reserve tank (sometimes on machine, sometimes located in attic).	Once a year at beginning of heating season	Bleed air from radiators (open valves while water is circulating. Close when water begins to trickle out)	Once a month during heat-in season, or until experience tells you which radiators collect air and which ones stay full of water
Inspect plates or pads and clean with a strong laundry detergent. Rinse. Scrape mineral deposits with a wire brush or steel wool. To clean, see "Humidifier" under Appliances.	At beginning of season, then once a month in hard-water areas and three times a year in soft-water areas	Remove cover from convectors, and vacuum air inlets; vacuum fins.	
<b>Blower (motor and fan)</b>		<b>Boiler</b>	
Lubricate with one or two drops 20-weight oil. ( <i>Do not over oil.</i> ) Vacuum air slots and fan blades.	Once a year	Clean soot from interior with wire brush.	
Inspect fan belt for frayed or worn spots and check tension. (should "give" about 3/4 inch. Keep a spare belt on hand)	Twice a year	Once a year	
<b>Oil Burner</b>		<b>Expansion Tank (above boiler)</b>	
Clean oil filter housing and replace cartridge. (Close stop valve between filter and oil tank, dismantle filter, clean bowl, replace cartridge and gasket if necessary. Reinstall filter) Clean or replace nozzle, Remove crusty deposits from tips of nozzle and be sure ignition electrodes on either side are at least 1/4 inch from oil spray. Have professional tune up and check efficiency, ignition system, and oil air mix of burner.	Once a year	To drain older models (unnecessary on newer ones) close input valve at top, open drain at bottom. Drain. Close valve and reopen inlet.	Once a year before heating season
Keep supply tank filled with oil to prevent water condensation inside tank, which could corrode tank and promote leaks.	End of heating season	<b>Electric</b>	
<b>Heat-Exchange Area and Exhaust</b>		Vacuum baseboard elements.	
OIL FURNACE Check inside of firebox for soot debris and corrosion. (Access through furnace exhaust or inspection door above burner) Scrub with wire brush and vacuum out soot. (clean carefully soot acts as insulation and decreases heat transfer to house)	Once a year, at beginning of heating season	<b>Heat Pump</b>	
OIL FURNACE: Remove breeching (stovepipe connecting furnace to chimney). Scrub with a wire brush, and vacuum.	Once a year at beginning of heating season (Twice during heating season if you have a dual fuel furnace)	Maintain as you would a central air conditioning system. (See Cooling System)	
Check barometric damper ("swinging door" in breeching). Clean pivots with wire brush, and oil with one drop of 20-weight oil. Clean flue damper (in flue pipe) and oil damper bearings. Remove stack controller (in upper part of furnace or in exhaust breeching). Clean with soft brush.	Once a year, at beginning of heating season	<b>Thermostats</b>	
GAS FURNACE: Check flame color (should be blue, with little or no yellow)	Once a year	Remove cover and dust components carefully with a soft brush. To clean oil film from metal contacts slide a piece of white paper several times between two closed switch contacts.	
GAS FURNACE : Call service person for professional service. Check burners and heat-exchange areas for soot, debris and corrosion. Clean as per oil-fired heating system. Check air intakes to be sure they are unobstructed.	Every two or three years	<b>Wood Burners Fireplace</b>	
		Check damper to be sure it operates and closes fully. Remove ashes from cleanout pit at bottom of chimney (if it has one). Check iron grates for stability.	
		Clean inside and vacuum.	
		<b>Woodstove</b>	
		To clean: --Shovel out ashes and vacuum interior. --Scrape interior (especially nooks and crannies) with wire brush. -- Check for cracks and repair with stove cement if necessary. --Wash and rinse exterior. Dry. Repaint with high temperature, stove paint if necessary. --If stove has a blower, vacuum the blower clean or replace filters, and oil the motor.	
		Before you light first fire of the season (or three days after last fire to allow embers to cool thoroughly)	
		Clean stovepipe between stove and chimney. Check stovepipe for corrosion and holes. Replace if necessary	
		At beginning of season and every two or three weeks if stove is used heavily. Thereafter frequency will depend on how much creosote builds up, etc.	
		<b>Chimney</b>	
		Inspect for soot buildup.	
		Inspect for creosote buildup.	
		Clean with chimney brushes or scrapers and vacuum cleaner. (Chemical cleaners do not replace mechanical cleaning)	
		At least monthly during heating season but before buildup reaches 1/4 inch thickness	
		Inspect outside of chimney for loose bricks or stones and deteriorating joints. Repair if necessary. Check for worn flue liner or joints, and for bird nests or other obstructions.	
		Beginning of heating season	

What To Do	When	What To Do	When
<b>PLUMBING</b>		<b>SAFETY EQUIPMENT</b>	
<b>Pipes</b>		<b>Fire Extinguisher</b>	
YEAR-ROUND RESIDENCE: Drain pipes to replace air cushion. (Close main shut-off valve for pump, open lowest and highest faucets.)	Once a year	To inspect --Check indicator on pressure gauge to be sure that extinguisher is charged --Be sure lock pin is firmly in place and intact --Check discharge nozzle to be sure it's not clogged -- Keep extinguisher clean and check for dents, scratches, and corrosion. Do not test by partially discharging extinguisher. Loss of pressure will occur.	
Close Shut-off valves to outside faucets and water lines: drain	Before winter, in cold climates	Discard contents and have a professional refill unit.	
VACATION HOME: Wrap pipes with heat tape and leave thermostat set at 40°F	If house is used only on weekends in winter	<b>Smoke Alarms</b>	
Drain plumbing system. (Close main valve, shut off at pump, drain all lines and water storage tank, and pour nontoxic antifreeze down all sinks, traps, and toilets.)	If house is vacant for a month or longer in winter	Firmly press test button (should sound an alarm).	
Disconnect power source to pump.	If house is vacant during the summer	Test with smoke source (lit cigarette or cotton cord) held 3 inches away from unit. To reduce alarm time during test, blow into unit to clear away smoke.	
<b>Water Holding Tank (Pressure tank, hydropneumatic tank)</b>		To clean, remove cover by pulling steadily downward. Remove power cell. Vacuum any accumulated dust from sensing chamber opening. Wash cover with soap and water. Let dry. Replace. Depress test switch.	
Have a professional drain out water and add air in proper ratio.	Once a year	Replace batteries (often 9-volt). Use only batteries specified by manufacturer. Use of a different battery may prevent alarm from working.	
Insulate tank if it sweats in warm weather	Once and done	<b>MISCELLANEOUS</b>	
<b>Wells</b>		<b>Gutter and Downspouts</b>	
To analyze water for bacterial contamination, take water sample in sterilized bottle to your local or state public-health office. (Keep sample in cooler and deliver within 24 hours.)	Once a year	Remove accumulated debris (use wire snake for elbows). Check alignment to be sure rainwater is collected properly and drained away from house. Tighten any loose mountings. Spot-paint worn areas. Repair or caulk holes. Replace any sections that have holes or excessive rust.	
To analyze water for chemical and mineral contamination, take sample in morning, when concentrations are the highest. Ask public-health office to check for lead, cadmium, copper, formaldehyde, phenolics, xylenes, refinery hydrocarbons, chlorinated phenolics, and hydrogen sulfide.	If taste or color changes	<b>Storm Windows</b>	
Lubricate displacement-type (piston) pump with 20-weight oil. Check belt for signs of wear and replace if necessary. Clean jet orifice on jet (impeller) pump. Lubricate.	Once a year	Check latches and pivots for loose connections of signs of wear. Have worn or loose parts replaced if necessary.	
<b>Water Heater</b>		Check to make sure "weep holes" at bottom of metal windows are unobstructed.	
Drain off a pailful of water to draw off sediment from bottom of tank. (Open draincock at bottom of tank.)	Once a month	<b>Sump Pump</b>	
ELECTRIC HEATER Drain tank completely to flush out scale, rust, and sediment. (Attach garden hose from opened draincock to yard or cellar drain.) Remove heating elements. Soak them in vinegar solution (1 cup vinegar to each gallon of water), and scrape off mineral deposits. Be sure to shut off power to the heater at the fuse box or circuit breaker before you begin.	Once a year	Check screen for debris or dirt, and clean if necessary. Clean impeller.	
Manually open safety valve (temperature - pressure-relief valve) at top of tank on hot-water line to test operation; wear gloves and use a bucket to catch the water that will come out. Be sure the valve returns to its original position.	Twice a year	To check switch operation, submerge pump into bucket of water or pour two buckets of water into pit (float should rise as water accumulates).	
GAS HEATER: Shut off, then check exhaust vent and air shutter opening for dirt and obstructions. Inspect burner unit for dust and dirt. Clean burner of lint and dirt, and vacuum air passages to burner.		<b>Swimming Pool</b>	
<b>Water Filter (point-of-service, activated carbon unit)</b>		Drain, Scrub and vacuum. Run filter system continuously for five days. Clean drains. Check pool lights and area wiring for frayed spots or other needed repairs.	
Replace carbon Cartridge	Every 20 gallons, or once every three weeks, unless manufacturer says otherwise	Take sample of pool water to supply store to test for pH balance.	
<b>Water Softener (ionization type)</b>		Test pH, chemical, and chlorine levels with test kit (available at supply store) unless pool is equipped with automatic chemical dispenser.	
Refill with salts (available from dealer)	Every three to six months depending on water hardness, size of unit, etc.	Dose with 1 pound calcium hypochloride per 10,000 gallons water.	
<b>Septic System</b>		Back-wash or hose down filters. Vacuum or sweep sides and bottom with pool cleaning equipment.	
Check sludge level in tank. (Dig away ground over cover and pull up lid, Probe with long pole.)	Once a year	Cover with insulated cover.	
Have a professional pump out tank to clean it. Use of Chemical aids does not replace need to pump system regularly.	Every two to five years, or when sludge reaches 1/3 the tank's depth. Frequency depends on size of tank and household use. Tanks for houses in which there is a garbage disposal need more frequent service.	Replace vinyl liner (if vinyl-lined).	