

Household Cleaning

Maintaining a clean home can improve overall air quality, prolong the life of your carpet and furniture, and even contribute to better health.

Daily

- Pick up clutter and throw away trash, junk mail, and any other things you do not need (*Do not use cardboard boxes for storage*)
- Empty dirty dishes from sink
- Empty garbage bins
- Wipe down countertops

Once a week

- Dust—ceiling fans, blinds, decorative items, furniture tops, and electronic devices
- Vacuum/Mop—*don't forget to change your vacuum bags and wash your mops a minimum of once a month.*
- Clean out toilets and showers
- Wash all mirrors
- Scrub out all sinks

Spring Cleaning

- Wash all windows and doors
- Wipe down all walls
- Shampoo carpets (if applicable)
- Clean out closets, carport, garage—Donate unused items

Important Note: It is faster to clean as you go. If you drip something on the floor, clean it up right away to save time and energy later.

Stocking your Tool Box

Successfully maintaining your home requires the right tools for the job.

Some basic tools to keep handy are:

- | | |
|-------------------------------|---|
| • Claw Hammer | • Tape Measure |
| • Adjustable Wrench | • Variety of nails, screws, and fasteners |
| • Pliers | • Work Gloves |
| • Flashlight | • Bucket |
| • Interchangeable Screwdriver | • Ladder/Step Stool |



No Cleaning Supplies?

Did you know you can make your own cleaning supplies? They are better for the environment and your pocket book. For all purpose cleaner use:

- 1/2 Cup White Vinegar
- 2 tablespoons baking soda
- Enough water to fill your spray bottle
- 1 teaspoon Lemon Juice (if desired)

Shake all ingredients together in spray bottle. Spray generously.

Budgeting for Home Repairs

Are you struggling to break even every month? Can't find the money to make repairs to your home? Developing and maintaining a budget is essential to becoming a successful homeowner.

Follow these easy steps to get started on your budget:

1. Record daily spending
2. Plan for next month's expenses and income
3. Look for ways to spend less—clip coupons, buy generic brands, pack a lunch, avoid convenience stores

For finance management and budget classes visit:

www.bankonswfl.com

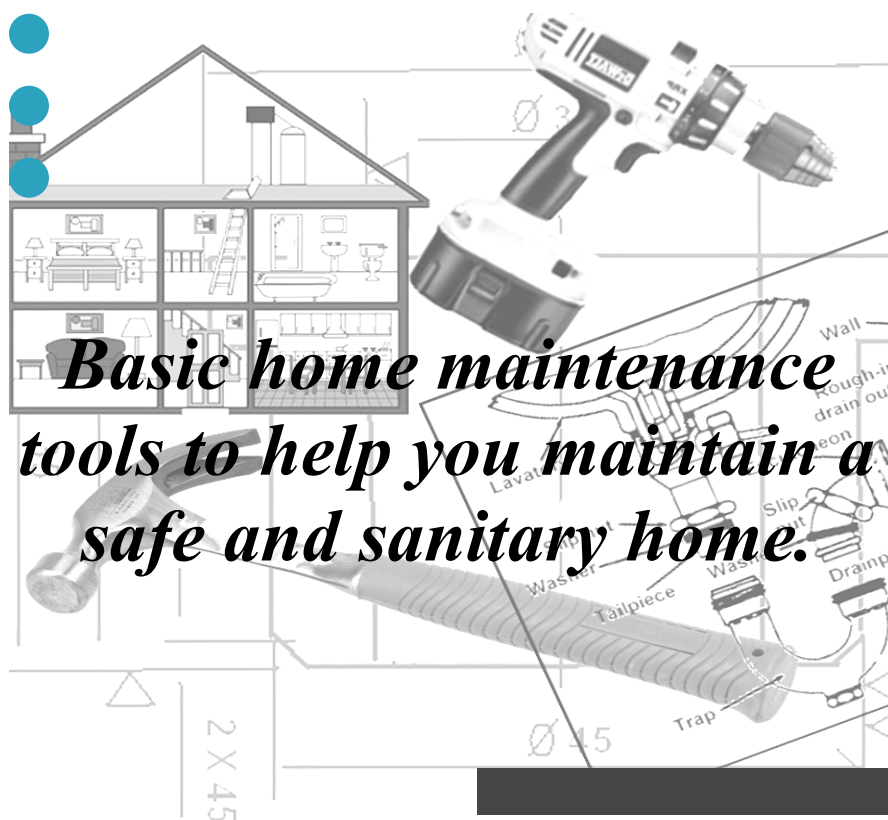
www.horceswfl.org

www.leecountyhdc.org



Department of Human Services

Home Maintenance Guide



Basic home maintenance tools to help you maintain a safe and sanitary home.

Lee County does not assume any responsibility for maintenance of your home. This publication is only a guide to improve your working knowledge of items within your home that may require ongoing preventative maintenance. This publication is by no means a complete list of maintenance items that should be completed on your home; your own research should be conducted to determine a complete list of maintenance items necessary for your specific property and equipment.

Tips for Water Conservation

- Check toilets, pipes and faucets for leaks
- Only run dish and clothes washers when there is a full load
- Use extra water for watering plants rather than pouring it down the drain
- Visit Lee County's Utilities webpage for more tips and tricks to reduce your water consumption:
www.leegov.com/utilities

Indoor Air Quality

Breathe easier and take the following steps to reduce indoor air contamination:

1. Replace HVAC filters monthly
2. Prevent mold and mildew by: using bathroom fans, immediately wiping up spills, washing and drying dishes immediately after use
3. Vacuum and mop on a regular basis
4. Do not smoke indoors
5. Test for Radon

Find more tips for improving the air quality in your home at:

www.floridahealth.gov

Cleaning your garbage disposal:

Fill the drain with one cup of ice cubes and salt, run cold water and turn on garbage disposal until ice is gone. To deodorize the drain place 1/2 of a lemon or lime into the drain. Run cold water and turn on garbage disposal until fruit is gone.

Cleaning your Range Hood Filter:

Fill the sink or a bucket with HOT water, pour in baking soda and dish soap, remove filter from range hood, and soak in soapy solution for 10 minutes, scrub with non-abrasive scrub brush, rinse, dry completely, and replace filter into range hood.

Monthly Maintenance Items

- ☐ Inspect and Replace HVAC Filter
- ☐ Clean Kitchen Sink Disposal
- ☐ Clean Range Hood Filter
- ☐ Remove expired items from refrigerator and wipe down interior and exterior surfaces
- ☐ Deep clean oven
- ☐ Vacuum dryer lint trap
- ☐ Walk around outside of home and look for items that may need repair or maintenance

Septic and Well Maintenance

- ☐ Pump septic tank once every 3-5 years
- ☐ Do NOT drive or park on any portion of the drain field or septic tank
- ☐ Do NOT plant trees or shrubs near the drain field or septic tank
- ☐ Mark the location of your septic tank
- ☐ Minimize garbage disposal use
- ☐ Do not use toilet bowl cleaning tablets and do not flush diapers, plastic, or other inorganic material
- ☐ Test your well water annually
- ☐ Inspect and clean your aerator monthly;
[Follow the guidelines at www.floridahealth.gov.](http://www.floridahealth.gov)
- ☐ Keep hazardous paints, chemicals, fertilizers, and pesticides away from water system and well
- ☐ Check well cover to ensure it is intact
- ☐ Check softener salt levels monthly

Lawn Maintenance

During the summer months lawns grow quickly and must be mowed on a regular basis. Good mowing practice should include:

- Removing all stones and other debris from lawn prior to mowing
- Never mowing wet grass
- Mowing in a different direction each time the lawn is cut
- Sharpening mower blades after every other cut
- Keeping grass length between 1 and 4 inches (depending on the breed of grass)

Thinking of Landscaping?

Use ONLY plant life native to Florida

Planting flowers, trees, shrubs, and other plants that are native to Florida will help preserve Florida's natural environment, save water, conserve wildlife, and minimize the use of harmful pesticides.

Visit www.floridayards.org for a complete guide to Florida-Friendly Landscaping.

Quarterly Maintenance Items

- ☐ Test smoke and carbon dioxide detectors
- ☐ Test garage door auto-reverse feature
- ☐ Run water and flush toilets in unused spaces
- ☐ Clear dead limbs, plants and shrubs throughout yard
- ☐ Check plumbing shutoff valves to ensure they open and close properly
- ☐ Check weather-stripping and caulking around all doors and windows to ensure there are no holes or cracks—replace if necessary

Save Your Energy!

Saving energy doesn't just reduce your electric bill, it is good for the environment too.

Use these energy saving tips:

- Keep the thermostat at 78 degrees
 - Install programmable thermostat
 - Keep windows and doors closed when running your A/C or heat
 - Do not locate refrigerators or freezers in non-air conditioned spaces
- Check with your electric company for more energy saving tips:
www.fpl.com or www.lcec.net

Hurricane Preparations

- ☐ Install Hurricane Shutters (if available)
- ☐ Trim all trees and shrubs
- ☐ Secure loose gutters and downspouts, and clear of any debris
- ☐ Store all outdoor furniture and lawn decorations
- ☐ Do NOT run generators, grills, or other gas operated appliances indoors

For a complete hurricane preparedness guide visit: www.leecoc.com

Seasonal Maintenance Items

- ☐ Replace batteries in smoke and carbon dioxide detectors (every six months)
- ☐ Test water heater pressure relief valve (every six months)
- ☐ Check gutter drainage, ensure down spouts are properly guarded to prevent erosion (Spring)
- ☐ Clean out gutters (Spring)
- ☐ Inspect exterior of home for chipping paint, siding damage, and holes (Spring)
- ☐ Have HVAC system serviced by a licensed and insured HVAC contractor (Spring)