# Sheila's Guide to Home Maintenance

By Sheila Cox, REALTOR<sup>®</sup>



## "Helping you find the perfect place to call home"



Talk to a Katy and Sugar Land local expert, Sheila Cox! 832-779-2890 www.SugarLandTXHome.com and www.KatyHomesForSaleTX.com

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# Keep a Record!

(Keep your receipts in a folder for future reference)

Address:							
<b>Current owner</b> To the best of t Roof last replac	he curr	ent owner's info					
	ŀ	IVAC System La	st Repl	aced			
Upstairs	Outs	side AC Unit Year		nace ear	Indoor Co Year		FURNACE
Downstairs	Outs	side AC Unit Year		nace ear	<b>Indoor Co</b> Year		
Duct Work:		Attic Insu	lation:_			AIR	REF
Water Heat Last Replac		<b>Upstairs</b> Year		_	nstairs ear		
Pool equipment							er
		erviced:					
Fence last repla	ced:			_			
Exterior of hom	ie last p	oainted:					
Kitchen applian	ces last	replaced: Stov	e	Over	n [	vishwasher	
			Refri	gerator	Micr	owave	
Siding replaced	:						
Windows replac	ced:		_				

Other notable upgrades to home (keep your receipts in a folder for future reference):

Item		Date

# JANUARY HOME MAINTENANCE

	Home Maintenance Schedule							
Week 1	Week 2	Week 3	Week 4					
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Run a family fire drill.</li> <li>Clean, declutter, and store your Christmas decorations.</li> <li>Clean the microwave.</li> <li>Clean the dryer vent duct.</li> <li>Schedule exterior painting/washing, and lawn/garden work with contractor for Spring.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Vacuum refrigerator condenser coils and empty drip pan (if any).</li> <li>Schedule this year's check-up appointments (medical and dental) for each family member.</li> <li>Set up a tax folder for tax reports, W-2 forms, interest statements, etc.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Defrost refrigerator/ freezer.</li> <li>Thoroughly clean the master bedroom and bath.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean stove and oven.</li> <li>Clean your car.</li> <li>Rotate the tires on cars.</li> <li>Thoroughly clean the family room. Declutter books, videos, and tapes.</li> <li>Air out the house for at least 10 mins.</li> </ul>					
<ul> <li>and floors. Declutter and of</li> <li>Look for These Sales</li> <li>Meats</li> <li>Baking supplies</li> <li>Post-holiday cards, wrap decorations</li> <li>Cleaning supplies and pa</li> <li>Bedding, linens, and tow</li> <li>Bicycles and outdoor ge</li> <li>Tools and hardware</li> <li>Strollers</li> <li>Books</li> <li>Carpets and rugs</li> <li>China and glassware</li> </ul>	eper products vels	cabinets. Costume jewelry Furniture Indoor plants Lingerie Purses and wallets Shoes Furs Men's shirts and overcoat Toys Computers (end of month Water heaters and clothes Boats	)					
China and glassware	•	Cars, outgoing models (w	eekday morning)					

# **FEBRUARY HOME MAINTENANCE**

FEBR	UARY HOME MAINT	ENANC	Eme Maintenance Sched	ule			
Week 1	Week 2		Week 3	Week 4			
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Check all fire extinguishers.</li> <li>Clean the dishwasher's filter and spray arm holes.</li> <li>Clean and disinfect all garbage cans.</li> <li>Drain sediment in water heater (see user's manual).</li> <li>Air out the house for at least 10 mins.</li> <li>Clean light fixtures</li> </ul>			<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Change A/C filters.</li> <li>Plant seeds for vegetable garden, to grow indoors.</li> <li>Prune rose bushes 18" high.</li> <li>Hire stucco company to check stucco façade – keep moisture out!</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean furniture upholstery as needed.</li> <li>Replace the refrigerator water filter.</li> <li>Thoroughly clean the kids' bedrooms. Declutter books and toys.</li> <li>Hire handyman to caulk exterior – keep moisture out!</li> <li>Air out the house for at least 10 mins.</li> </ul>			
Look for These Sales							
Air conditioners		Men's clothing					
Appliances (President's	Day)	Patio furniture					
Gas grills		Garden tools					
Art supplies		Spring bulbs					
Used cars		TVs, radios, stereos					
Curtains	Curtains			Sports equipment and clothing			
• Furniture			Storm windows				
China, flatware, and glas	ssware	• Toys					
Lamps		• Bo	pats				

# MARCH HOME MAINTENANCE

Home Maintenance Schedule							
Week 1	Week 2	Week 3	Week 4				
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Clear out old magazines, catalogs, newspapers, and old files.</li> <li>Reorganize household files, if necessary.</li> <li>Watch for termites, check foundation for high dirt and mud tubes.</li> <li>Start work on income taxes.</li> <li>Change oil/filters on cars.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Clean the microwave.</li> <li>Spring yard clean-up. Reseed and organically fertilize lawns and beds.</li> <li>Cut back herbs.</li> <li>Schedule a vet visit.</li> <li>Inspect the attic.</li> <li>Clean the rain gutters.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Make reservations for your summer vacation. Schedule time off.</li> <li>Inspect bath tubs, showers, and sinks for leaks and recaulking.</li> <li>Build arbors/trellises if you are going to plant and vines or gourds.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean your car.</li> <li>Plant cool season vegetables in garden.</li> <li>Clean and store all winter blankets and sheets.</li> <li>Clean and store winter boots and coats.</li> <li>Get out summer bedding.</li> <li>Air out the house fo at least 10 mins.</li> </ul>				
"Thoroughly Clean" means and floors. Declutter and o	-	g fans, windows, baseboards Ind cabinets.	, woodwork, artwork,				
Look for These Sales							
<ul> <li>Frozen foods</li> </ul>	•	China and flatware					
<ul> <li>Artichokes</li> </ul>	•	TVs					
		Washing Machines					
<ul> <li>Clothes and shoes</li> </ul>	•	Washing Machines					
	•	Washing Machines Jewelry					
	•	-					
• Fabric	•	Jewelry					

#### **Emergency Planning**

Does your family have a fire escape plan? If not, sit down together and discuss how you will exit your home in case of fire. Make sure there are two exits from every room. Decide where your meeting place will be outside a safe distance from your home. Finally, and most important, rehearse your fire plan so your kids know what to do.

# **APRIL HOME MAINTENANCE**

Home Maintenance Schedule						
Week 1	Week 2	Week 3	Week 4			
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Run a family fire drill.</li> <li>Clean the microwave.</li> <li>This is a great time to schedule a cruise—one year in advance.</li> <li>Put up Winter clothing.</li> <li>Get out summer clothing.</li> <li>Watch for termites, check foundation for mud tubes.</li> <li>Make sure you have Flood Insurance.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Vacuum refrigerator condenser coils and empty drip pan (if any).</li> <li>Thoroughly clean the kitchen and pantry.</li> <li>Transfer/transplant dormant plants as desired.</li> <li>Clean all indoor plants.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Defrost refrigerator/ freezer.</li> <li>Flip mattresses and wash covers.</li> <li>Clean curtains and drapes.</li> <li>Have pool system checked by professionals.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean stove and oven.</li> <li>Clean filters and coils on window A/Cs.</li> <li>Have central A/C inspected for the summer.</li> <li>Check sprinkler system.</li> <li>Check toilets and make sure they work properly.</li> <li>Air out the house for at least 10 mins.</li> </ul>			
"Thoroughly Clean" means: C and floors. Declutter and orga			, woodwork, artwork,			
•		NA 2				
End of season on coats and		Men's suits				
<ul> <li>End of season on coats and accessories</li> </ul>	•	Paint and wallpaper				
	•					

May is known to be a rainy month with flash flooding in the Houston area. Just because your home has not flooded before, does not make you safe. **MOST home owners in our area who flooded in recent years had "never flooded before."** Please contact your insurance agent and sign up. You need a special flood insurance policy... your home owner's insurance is NOT flood insurance. The \$420/yr policy (approximate) is worth the peace of mind. **It takes 30 days to go in effect, so act now.** Plus, Hurricane season begins in June!

## **MAY HOME MAINTENANCE**

	Home Mainter	nance Schedule	
Week 1	Week 2	Week 3	Week 4
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Check water pumps and sump pumps (if any).</li> <li>Clean ice maker tray— or regular ice trays.</li> <li>Clean the microwave.</li> <li>Thoroughly clean the formal living and dining rooms, and the powder room.</li> <li>Plan a garage sale.</li> <li>Watch for termites, check foundation for mud tubes.</li> <li>Plant annuals.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Clean carpets and rugs as needed.</li> <li>Thoroughly clean the garage and storage shed. Properly dispose of toxic chemicals and yard chemicals.</li> <li>Sharpen, clean, and oil lawn mower.</li> <li>Clean under decks and porches.</li> <li>Check your Flood Insurance.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Change A/C filters.</li> <li>Clean whole-house dehumidifier, replace filter, check humidistat.</li> <li>Plan a volunteer project for the family.</li> <li>Clean and disinfect all garbage cans.</li> <li>Uncover and clean patio furniture.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean furniture upholstery as needed.</li> <li>Clean your car.</li> <li>Clean windows.</li> <li>Inspect windows and doors for recaulking.</li> <li>Powerwash and/or paint house if needed</li> <li>Trim tree branches touching house.</li> <li>Check outdoor play equipment for safety.</li> <li>Air out the house for at least 10 mins.</li> </ul>
<ul> <li>Look for These Sales</li> <li>Linens and towels</li> <li>Auto tires and accessorie</li> <li>Home maintenance &amp; ho</li> <li>Memorial Day sales on pichips, hotdogs, hamburg</li> <li>Handbags</li> <li>House coats</li> </ul>	ouse paint icnic foods like soda,	<ul> <li>Luggage</li> <li>Outdoor furniture</li> <li>Rugs</li> <li>Shoes</li> <li>Sportswear</li> <li>TV sets</li> <li>Vacuums</li> <li>Kitchen cookware and</li> </ul>	id small appliances

#### Flash Flooding Tips

- Never drive into high water... turn around!
- Stay off the roads during flash floods.
- If you must drive during a flash flood watch, make sure your car is full of gas, use the bathroom before you leave, and bring some water and fully charged cell phone with you.
- Do not park on the street during a flash flood... move all cars to the driveway which is higher ground (typically).

# JUNE HOME MAINTENANCE

Home Maintenance Schedule						
Week 1	Week 2	Week 3	Week 4			
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Clean out the refrigerator.</li> <li>Clean the microwave.</li> <li>Prepare for hurricane season.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Change oil/filters on cars.</li> <li>Start planning for school.</li> <li>Repair, clean, and seal decks, railings, and stairs.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar.</li> <li>Thoroughly clean the office. Declutter software, hardware, and books.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Plant more annuals.</li> <li>Check attic vents/fans and water heater drip pans.</li> <li>Air out the house for at least 10 mins.</li> </ul>			
"Thoroughly Clean" means and floors. Declutter and o	-	ng fans, windows, baseboards and cabinets.	, woodwork, artwork,			
<ul> <li>Look for These Sales</li> <li>Cheese and dairy</li> <li>Boy's and men's clothes accessories</li> <li>Pianos</li> <li>Home electronics includ television, stereos, and r</li> <li>Jewelry</li> </ul>	and • Bedd • Fabri • Floor • Wom radios • Linge	6	dware, and house paint			
<ul> <li>Emergency Planning for Hu</li> <li>1. Check auto, home, ar costs.</li> </ul>		e sure you are completely cov	ered for replacement			
	<ol> <li>Establish a 72-hour stock of emergency provisions. Allocate a space; keep everything you'll need in case the power goes off there. Train your family.</li> </ol>					
<ol><li>Swap out all the eme supplies.</li></ol>	Swap out all the emergency supplies in your kit. Replace food, water, and dated supplies with fresh supplies.					
	If you don't already know where it is, find the main water shutoff for your home as well as gas shutoffs in case of emergency.					
5. Know your evacuatio	n routes and put emergen	cy phone numbers in your ph	one.			
<ol><li>Follow your county's pages/groups and Ne</li></ol>		book and join all neighborhoo	d Facebook			

# JULY HOME MAINTENANCE

Home Maintenance Schedule						
Week 1	Week	2	Week 3	Week 4		
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Clean the microwave.</li> <li>Clean the dryer vent duct.</li> <li>Run a family fire drill.</li> <li>Schedule house remodeling projects for the Fall with contractor (if necessary).</li> <li>Inspect fences for repairs.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Test smoke &amp; carbon nonoxide detectors.</li> <li>Clean the microwave.</li> <li>Clean the dryer vent duct.</li> <li>Chedule house emodeling projects for he Fall with contractor if necessary).</li> <li>Schedule signature of the fall with contractor if necessary.</li> <li>Air out the house for at</li> </ul>		<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Defrost refrigerator/ freezer.</li> <li>Check school registration.</li> <li>Freeze fresh blueberries.</li> <li>Pump septic tank, if applicable.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean stove and oven.</li> <li>Clean your car.</li> <li>Thoroughly clean the family room. Declutter books, videos, DVDs, etc.</li> <li>Patch driveway or fill potholes.</li> <li>Air out the house for at least 10 mins.</li> </ul>		
<ul> <li>"Thoroughly Clean" means and floors. Declutter and or</li> <li>Look for These Sales</li> <li>Art and craft supplies</li> <li>4th of July and picnic su including soda, barbecu condiments</li> <li>Used cars</li> <li>Fuel</li> <li>Bedding</li> <li>Air conditioners</li> <li>Bathing suits</li> <li>Children's clothes</li> </ul>	rganize drawers pplies	<ul> <li>closets, ar</li> <li>Electro</li> <li>Furniti</li> <li>Handb</li> <li>Linger</li> <li>Lugga</li> <li>Men's</li> <li>Rugs</li> <li>Jewelr</li> </ul>	onics ure bags ie and sleepwear ge shirts and shoes			

# **AUGUST HOME MAINTENANCE**

	Home Maintenance Schedule							
Week 1	Wee	ek 2	Week 3	Week 4				
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Clean ice maker tray— or regular ice trays.</li> <li>Clean the microwave.</li> <li>Clean the dishwasher's filter and spray arm holes.</li> <li>Plan a volunteer</li> <li>Clean the dishwasher's fights? Sch</li> </ul>		or. bets and beded. ne or water Christmas hedule early htractor (if b). gifts. house for mins.		<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean furniture upholstery as needed.</li> <li>Register to vote (if necessary).</li> <li>Thoroughly clean the kids' bedrooms. Declutter books and toys.</li> <li>Call electric company to schedule an energy audit.</li> <li>Air out the house for at least 10 mins.</li> </ul>				
Look for These Sales		· ·						
Beverages		Curtains and drapes						
Linens and towels		<ul> <li>Electric fans and air conditioners</li> </ul>						
BBQ and patio furniture		Furniture						
Back-to-school supplies	and	• Furs						
clothes		Men's and women's coats						
Bathing suits		• Silver						
• Fish, vegetables, fruit		• Tires						
Carpeting		Computers						
Cosmetics		Patio fur	niture					

\*Never DIY brick or mortar repairs... hire a professional company, such as JQ Brick Restoration, so that repairs are not noticeable.

## **SEPTEMBER HOME MAINTENANCE**

Home Maintenance Schedule							
Week 1	Week 2	2	Week 3	Week 4			
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Thoroughly clean the kitchen.</li> <li>Clean the microwave.</li> <li>Cut/remove dead plants and flowers.</li> <li>Add compost, manure, and mulch to garden beds.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Change oil/filters on cars.</li> <li>Check driveway for cracks or leaks, seal if necessary.</li> <li>Seed and organically fertilize lawn.</li> <li>Plant cabbage, peas, spinach, and Swiss chard.</li> <li>Air out the house for at least 10 mins.</li> </ul>		<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Winterize RVs.</li> <li>Divide perennials and bulbs.</li> <li>Have furnace/AC serviced for best performance.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean your car.</li> <li>Clean, repair, and/or store patio furniture.</li> <li>Remove sick/dead tress and shrubs.</li> <li>Air out the house for at least 10 mins.</li> </ul>			
"Thoroughly Clean" means and floors. Declutter and on	-			s, woodwork, artwork,			
Look for These Sales							
Canned foods		• Cars	, outgoing models (buy on a	a weekday morning)			
Cleaning supplies and pa		• Fabr					
<ul> <li>Gardening supplies, per- and spring bulbs</li> </ul>	<ul> <li>Gardening supplies, perennials, trees, and spring bulbs</li> </ul>						
House wares like carpet	s, lamps,	Harc	lware and house paint				
dinnerware, flatware		Appliances (Labor Day sales)					

• Bicycles

Jewelry

# **OCTOBER HOME MAINTENANCE**

	Home	Mainte	nance Schedule	
Week 1	Week 2		Week 3	Week 4
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Run a family fire drill.</li> <li>Get flu shots.</li> <li>Clean/polish silver.</li> <li>Keep leaves raked and clear debris.</li> <li>Move tender perennials to warmer area.</li> <li>Put up Summer clothing. Get out Winter clothing.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Vacuum refrigerator condenser coils and empty drip pan (if any).</li> <li>Clean the microwave.</li> <li>Flip mattresses and wash covers.</li> <li>Clean and store all Summer blankets and sheets.</li> <li>Get out Winter bedding.</li> <li>Air out the house for at least 10 mins.</li> </ul>		<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Defrost refrigerator/ freezer.</li> <li>Harvest seeds for next garden.</li> <li>Replace spices/herbs and stock up on baking supplies.</li> <li>Clean windows.</li> <li>Inspect windows and doors for recaulking.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean stove and oven.</li> <li>Install storm windows.</li> <li>Inspect bath tubs, showers, and sinks for leaks and recaulking.</li> <li>Plan holiday meals. Order meats and specialty items.</li> <li>Start shopping for Christmas gifts.</li> <li>Air out the house for at least 10 mins.</li> </ul>
<ul> <li>Look for These Sales</li> <li>Candy</li> <li>Houses</li> <li>Spring bulbs</li> <li>Fishing and hunting gear</li> <li>Crystal, china, silver, and glassware</li> <li>Cookware</li> <li>TVs</li> </ul>		<ul> <li>Ca</li> <li>Fu</li> <li>Sc</li> <li>Fa</li> <li>Lir</li> </ul>	ajor appliances (Columbus I rs, outgoing models (buy of rniture hool supplies II and winter clothing ngerie and hosiery omen's coats 's	• •

# **NOVEMBER HOME MAINTENANCE**

Home Maintenance Schedule			
Week 1	Week 2	Week 3	Week 4
<ul> <li>monoxide detectors.</li> <li>Clean and disinfect all garbage cans.</li> <li>Thoroughly clean the formal living and dining rooms and powder room.</li> <li>Have car serviced.</li> <li>Have the house for at least 10 mins.</li> <li>Growna Growna Gro</li></ul>	an out the rigerator. ean ice maker tray— regular ice trays. ean the microwave. ean carpets and rugs needed. ean furniture holstery as needed. ean your car. der Thanksgiving eal (if applicable). ocery shop for anksgiving. out the house for least 10 mins.	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Change A/C filters.</li> <li>Cook and bake-ahead for Thanksgiving and freeze.</li> <li>Rake leaves and cut back dead/dormant plants.</li> <li>Clean, oil, store garden tools.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Decorate for the Thanksgiving.</li> <li>After Thanksgiving, decorate for Christmas.</li> <li>Ship Christmas gifts.</li> <li>Air out the house for at least 10 mins.</li> </ul>
<ul> <li>Look for These Sales</li> <li>Houses</li> <li>Baking items and cookware</li> <li>Blankets and quilts</li> <li>Boy's and men's suits and coats</li> </ul>	<ul> <li>Ling</li> <li>TVs</li> <li>Maj</li> <li>Car</li> </ul>	jor appliances s, outgoing models (weekd	ay morning)

#### **Gift Wrap & Shipping Kit**

- Organize wrapping paper, gift bags, tissue paper, tape, scissors, ribbons, bows, and labels in one location.
- If you are inclined, make two kits: one for the holidays with seasonal papers and ribbons, and a second for the rest of the year for birthdays, weddings, and baby showers.
- For shipping, organize packing tape, peanuts, bubble wrap, labels, markers, and an address book. Better yet, buy printer labels and print a page of labels for each recipient. Keep them in a manila envelope with other packing supplies.

# **DECEMBER HOME MAINTENANCE**

Home Maintenance Schedule			
Week 1	Week 2	Week 3	Week 4
<ul> <li>Test smoke &amp; carbon monoxide detectors.</li> <li>Clean the microwave.</li> <li>Make travel arrangements (if necessary).</li> <li>Put up Christmas lights and outdoor decorations.</li> <li>Prepare and send out Christmas cards.</li> <li>Have dogs groomed and clipped.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean out the refrigerator.</li> <li>Change oil/filters on cars.</li> <li>Order Christmas meal (if applicable).</li> <li>Grocery shop for Christmas.</li> <li>Finish shopping. Wrap gifts.</li> <li>Thoroughly clean the guest room.</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean coffee maker by running a pot of water with one cup of vinegar through it.</li> <li>Cook and bake- ahead for Christmas and freeze.</li> <li>Make donations to charities (tax benefits).</li> <li>Air out the house for at least 10 mins.</li> </ul>	<ul> <li>Clean all cabinet doors and baseboards in the kitchen.</li> <li>Clean your car.</li> <li>Air out the house for at least 10 mins.</li> </ul>
"Thoroughly Clean" means: Clean light fixtures, ceiling fans, windows, baseboards, woodwork, artwork, and floors. Declutter and organize drawers, closets, and cabinets.			
<ul> <li>Blankets and quilts</li> <li>Children's clothes</li> <li>Cars, c</li> </ul>		esort and cruise wear nristmas decorations (end of nrs, outgoing models (buy of orning)	

# How Long Does It Last?

Life expectancy varies with usage, weather, installation, maintenance and quality of materials. This list should be used only as a general guideline and not as a guarantee or warranty regarding the performance or life expectancy of any appliance, product, system or component.

### ADHESIVES, CAULK & PAINTS

Surface preparation and paint quality are the most important determinants of a paint's life expectancy. Ultraviolet UVrays via sunshine can shorten life expectancy. Additionally, conditions of high humidity indoors or outdoors can affect the lifespan of these components, which is why they should be inspected and maintained seasonally.

Item	Years
Caulking interior & exterior-	5 to 10
Construction Glue	20+
Paint exterior-	7 to 10
Paint interior-	10 to 15
Roofing Adhesives/Cements	15+
Sealants	8
Stains	3 to 8

#### **APPLIANCES**

Appliance life expectancy depends to a great extent on the use it receives. Furthermore, consumers often replace appliances long before they become worn out due to changes in styling, technology and consumer preferences.

Item	Years
Air Conditioner window-	5 to 7
Compactor trash-	6
Dehumidifier	8
Dishwasher	9
Disposal food waste-	12
Dryer Vent plastic-	5
Dryer Vent steel-	20

Item	Years
Dryer clothes-	13
Exhaust Fans	10
Freezer	10 to 20
Gas Oven	10 to 18
Hand Dryer	10 to 12
Humidifier portable-	8
Microwave Oven	9
Range/Oven Hood	14
Electric Range	13 to 15
Gas Range	15 to 17
Refrigerator	9 to 13
Swamp Cooler	5 to 15
Washing Machine	5 to 15
Whole-House Vacuum System	20

### **CABINETRY & STORAGE**

Item	Years
Bathroom Cabinets	50+
Closet Shelves	100+
Entertainment Center/Home Office	10
Garage/Laundry Cabinets	70+
Kitchen Cabinets	50
Medicine Cabinet	25+
Modular stock manufacturing-type-	50

### **CEILINGS & WALLS**

Item	Years
Acoustical Tile Ceiling	40+
Ceramic Tile	70+
Concrete	75+
Gypsum	75
Wood Paneling	20 to 50
Suspended Ceiling	25+

#### **COUNTERTOPS**

Item	Years
Concrete	50
Cultured Marble	20
Natural Stone	100+
Laminate	20 to 30
Resin	10+
Tile	100+
Wood	100+

### DECKS

Item	Years
Deck Planks	15
Composite	8 to 25
Structural Wood	10 to 30

### DOORS

Item	Years
Closet interior-	100+
Fiberglass exterior-	100+
Fire-Rated Steel exterior-	100+
French interior-	30 to 50
Screen exterior-	30
Sliding Glass/Patio exterior-	20
Vinyl exterior-	20
Wood exterior-	100+
Wood hollow-core interior-	20 to 30
Wood solid-core interior-	30 to 100+

### ELECTRICAL

Copper-plated wiring, copper-clad aluminum, and bare copper wiring are expected to last a lifetime, whereas electrical accessories and lighting controls, such as dimmer switches, may need to be replaced after 10 years. GFCIs could last 30 years, but much less if tripped regularly.

Remember that faulty, damaged or overloaded electrical circuits or equipment are the leading cause of house fires, so they should be inspected regularly and repaired or updated as needed.

Item	Years
Accessories	10+
Arc-Fault Circuit Interrupters AFCIs-	30
Bare Copper	100+
Bulbs compact fluorescent-	8,000 to 10,000+ hours
Bulbs halogen-	4,000 to 8,000+ hours
Bulbs incandescent-	1,000 to 2,000+ hours

Item	Years
Bulbs LED-	30,000 to 50,000+ hours
Copper-Clad Aluminum	100+
Copper-Plated	100+
Fixtures	40
Ground-Fault Circuit Interrupters GFCIs-	up to 30
Lighting Controls	30+
Residential Propane Backup Generators	12
Service Panel	60
Solar Panels	20 to 30
Solar System Batteries	3 to 12
Wind Turbine Generators	20

### FLOORING

Item	Years
All Wood Floors	100+
Bamboo	100+
Brick Pavers	100+
Carpet	8 to 10
Concrete	50+
Engineered Wood	50+
Exotic Wood	100+
Granite	100+
Laminate	15 to 25

Item	Years
Linoleum	25
Marble	100+
Other Domestic Wood	100+
Slate	100
Terrazzo	75+
Tile	75 to 100
Vinyl	25

#### FOUNDATIONS

Item	Years
Baseboard Waterproofing System	50
Bituminous-Coating Waterproofing	10
Concrete Block	100+
Insulated Concrete Forms ICFs-	100
Post and Pier	20 to 65
Post and Tensioned Slab on Grade	100+
Poured-Concrete Footings and Foundation	100+
Slab on Grade concrete-	100
Wood Foundation	5 to 40
Permanent Wood Foundation PWF; treated-	75

### **HOME TECHNOLOGY**

Item	Years
Built-In Audio	20
Carbon Monoxide Detectors*	5
Door Bells	45
Home Automation System	5 to 50
Intercoms	20
Security System	5 to 20
Smoke/Heat Detectors*	less than 10
Wireless Home Networks	5+

\* Batteries should be changed at least annually.

Thermostats may last 35 years but they are usually replaced before they fail due to technological improvements.

Item	Years
Air Conditioner central-	7 to 15
Air Exchanger	15
Attic Fan	15 to 25
Boiler	40
Burner	10+
Ceiling Fan	5 to 10
Condenser	8 to 20
Dampers	20+
Dehumidifier	8
Diffusers, Grilles and Registers	25
Ducting	60 to 100

### HVAC Heating & Air Conditioning- System

Item	Years
Electric Radiant Heater	40
Evaporator Cooler	15 to 25
Furnace	15 to 25
Gas Fireplace	15 to 25
Heat Exchanger	10 to 15
Heat Pump	10 to 15
Heat-Recovery Ventilator	20
Hot-Water and Steam-Radiant Boiler	40
Humidifier	12
Induction and Fan-Coil Units	10 to 15
Chimney Cap concrete-	100+
Chimney Cap metal-	10 to 20
Chimney Cap mortar-	15
Chimney Flue Tile	40 to 120
Thermostats	35
Ventilator	7

### **INSULATION & INFILTRATION BARRIERS**

Item	Years
Batts/Rolls	100+
Black Paper felt paper-	15 to 30
Cellulose	100+
Fiberglass	100+
Foamboard	100+
Housewrap	80+

Item	Years
Liquid-Applied Membrane	50
Loose-Fill	100+
Rock Wool	100+
Wrap Tape	80+

### **MASONRY & CONCRETE**

Item	Years
Brick	100+
Insulated Concrete Forms hybrid block-	100+
Concrete Masonry Units CMUs-	100+
Man-Made Stone	25
Masonry Sealant	2 to 20
Stone	100+
Stucco/EIFS	50+
Veneer	100+

### MOLDING, MILLWORK & TRIM

Item	Years
Attic Stairs pull-down-	50
Custom Millwork	100+
Pre-Built Stairs	100+
Stair Parts	100+
Stairs	100+

### PLUMBING, FIXTURES & FAUCETS

Item	Years
ABS and PVC Waste Pipe	50 to 80
Accessible/ADA Handles	100+
Acrylic Kitchen Sink	50
Cast-Iron Bathtub	100
Cast-Iron Waste Pipe above ground-	60
Cast-Iron Waste Pipe below ground-	50 to 60
Concrete Waste Pipe	100+
Copper Water Lines	70
Enameled Steel Kitchen Sink	5 to 10+
Faucets and Spray Hose	15 to 20
Fiberglass Bathtub and Shower	20
Gas Lines black steel-	75
Gas Lines flex-	30
Hose Bibs	20 to 30
Instant on-demand- Water Heater	10
PEX	40
Plastic Water Lines	75
Saunas/Steam Room	15 to 20
Sewer Grinder Pump	10
Shower Enclosure/Module	50
Shower Doors	20
Showerheads	100+
Soapstone Kitchen Sink	100+
Sump Pump	7

Item	Years
Toilet Tank Components	5
Toilets, Bidets and Urinals	100+
Vent Fan ceiling-	5 to 10
Vessel Sink stone, glass, porcelain, copper-	5 to 20+
Water Heater conventional-	6 to 12
Water Line copper-	50
Water Line plastic-	50
Well Pump	15
Water Softener	20
Whirlpool Tub	20 to 50

### ROOFING

The life of a roof depends on local weather conditions, building and design, material quality, and adequate maintenance. Hot climates drastically reduce asphalt shingle life. Roofs in areas that experience severe weather, such as hail, tornadoes and/or hurricanes may also experience a shorter-than-normal lifespan overall or may incur isolated damage that requires repair in order to ensure the service life of the surrounding roofing materials.

Item	Years
Aluminum Coating	3 to 7
Asphalt Shingles 3-tab	20
Asphalt architectural	30
BUR built-up roofing	30
Clay/Concrete	100+
Coal and Tar	30
Copper	70+
EPDM ethylene propylene diene monomer- Rubber	15 to 25

Item	Years
Fiber Cement	25
Green vegetation-covered-	5 to 40
Metal	40 to 80
Modified Bitumen	20
Simulated Slate	10 to 35
Slate	60 to 150
ТРО	7 to 20
Wood	25

### SIDINGS, FLASHING & ACCESSORIES

Outside siding materials typically last a lifetime. Some exterior components may require protection through appropriate paints or sealants, as well as regular maintenance. Also, while well-maintained and undamaged flashing can last a long time, it is their connections that tend to fail, so seasonal inspection and maintenance are strongly recommended.

Item	Years
Aluminum Siding	25 to 40+
Aluminum Gutters, Downspouts, Soffit and Fascia	20 to 40+
Asbestos Shingle	100
Brick	100+
Cement Board	100+
Copper Downspouts	100
Copper Gutters	50+
Engineered Wood	100+
Fiber Cement	100+
Galvanized Steel Gutters/Downspouts	20
Stone	100+

Item	Years
Stucco/EIFS	50+
Trim	25
Vinyl Gutters and Downspouts	25+
Wood/Exterior Shutters	20

### SITE & LANDSCAPING

Item	Years
American Red Clay	100+
Asphalt Driveway	15 to 20
Brick and Concrete Patio	15 to 25
Clay Paving	100+
Concrete Walks	40 to 50
Controllers	15
Gravel Walks	4 to 6
Mulch	1 to 2
Polyvinyl Fencing	100+
Sprinkler Heads	10 to 14
Underground PVC Piping	60+
Valves	20
Wood Chips	1 to 5
Wood Fencing	20

### **SWIMMING POOLS**

Item	Years	
Concrete Shell	25+	
Cover	7	
Diving Board	10	
Filter and Pump	10	
Interior Finish	10 to 35	
Vinyl Liner	10	
Plaster	8 to 12	
Pool Water Heater	8	
Waterline Tile	15+	

#### WINDOWS

Item	Years	
Aluminum/Aluminum-Clad	15 to 20	
Double-Pane	8 to 20	
Skylights	10 to 20	
Window Glazing	10+	
Vinyl Windows	20 to 40	
Wood	30+	

# Estimate for Home Remodeling or Repairs

Item	Item Cost	Qty	Total Cost
Refrigerator	\$1,500-3,000		
Stove top or range	\$600-1,000		
Dishwasher	\$300-700		
Wall oven	\$800-2,000		
Built-in microwave	\$300		
Vent hood	\$300		
Kitchen counter top	\$30-80/ linear foot		
Kitchen sink/faucet	\$300-400		
Kitchen cabinet hardware	\$2-8 ea		
Kitchen light fixtures	\$50-125		
Master bath counter top/sinks	\$30-80/ linear foot		
Master bath faucets	\$60-150		
Master bath light fixtures	\$50-125		
Master bath (other)	get estimate		
Secondary baths: faucets	\$60-150		
Secondary baths: light fixtures	\$50-125		
Secondary baths: counters/sinks	\$30-80/ linear foot		
Secondary baths: cabinet hardware	\$2-8 ea		
Ceiling fans	\$100-300		
Chandelier or other large light fixtures	\$400-500		
Interior door knobs	\$15 ea		
Exterior door handles/locks	\$100-200 ea		
Repaint a small room (DIY)	\$25/gal	1-2 X	
Repaint a large room (DIY)	\$25/gal	2-3 X	
Replace carpet	\$3-8/sf		
Put in hardwood or tile floors	get estimate		
Roof	\$5,000-20,000		
Resurface swimming pool	\$3,000-5,000		
HVAC System	get estimate		
Radiant Barrier	\$2,000-4,000		
TOTAL			

# **List of Vendors**

Do you need a painter, handyman, plumber for a remodeling & repair job? Here's a list of local vendors that you may need during your home purchase or sale. But remember... things change! Always check the Houston BBB (Better Business Bureau) before you hire a vendor. Sheila Cox does not endorse any of these vendors and does not have personal experience with all of them.

#### **Alarm Systems**

Safeguard Home Security http://www.safeguardhomesecurity.com/ (281) 932-2600

#### **Appliance Repair**

Steve Slaton 281-948-2491 SteveSlatonApplianceRepair@gmail.com

AMS Appliance Services Mike 281-568-8720 www.amsapplianceservice.com

#### **Brick Repair**

JQ Brick WInston (713) 253-5092 jqbrickrepairs@hotmail.com

#### Carpenters

Alven 832-748-2619

#### **Carpet Cleaning**

Upfront Home Services 832-303-3546

Queen's Carpet Care 281-438-4668 www.queenscarpetcare.com

#### **Chimney Service**

Darren & Beatrick 281-513-7453

#### Contractors

RD Repairs Ricardo 281-716-2280 www.rdrepairsbydesign.com

Charles Villoutreix Email <u>cvhandyman@comcast.net</u> 281-851-3337

Shepard Construction Email jshepard@shepardconstructioninc.com 281-239-7191

#### **Counters Granite**

Fernando (713) 551-3807

Greg Boyt 832-857-5311

Jonah 832-894-5492

#### **Door Repairs**

Carl Drake 281-798-6760

#### **Drainage Issues**

Marvin Edwards (281) 235-6602

#### **Driveway Repair**

Lonestar Concrete Raising 713-906-9615 www.lonestarconcreteraising.com

#### **Electricians**

Aspire Sales & Electrical Services 281-242-2471 http://www.aspiresales.net

R S Electrical Services 713-202-7619 http://rselectrical.trustab.org

Madaras Electrical 832-244-1410 http://www.madaraselectrical.com

Retro Lighting & Conservation 281-778-8066 http://www.retrolightinginc.com

#### Fences

Ross Somers 713-876-8359

Tim's Fences Email <u>tim@timsfence.com</u> 281-499-0640

### Feng Shui Experts

Catherine (713) 688-0980 ka@fengshuihouston.com http://www.fengshuihouston.com

Robert Tang 832-799-8545 http://www.robertctang.com

#### Flooring

Katy Tile Jacob (281) 398-8282 www.katytilecompany.com

#### **Foundation Repair**

Olshan at 713-223-1900 www.olshanfoundation.com

Jericho at 713-772-7522 www.jerichofoundationrepairs.com

#### **Garage Doors**

Accurate Garage Doors 281-656-1566 www.theaccurategaragedoors.com

Action Garage Door 713-222-1500 www.actiongaragedoor.com

#### **Glass Repair**

RD Repairs - Ricardo 281-716-2280 www.rdrepairsbydesign.com

#### Handyman

ProSource Home Improvement Conrad 832-782-2317

Sandford Services Warren Sanford 832-841-9933

#### **HVAC Systems**

Hartford Services 281-261-3333 www.hartfordservices.com

Fresh Air Inc Sonny 281-747-5166 https://www.freshairinc.com

#### **Maid Service**

Mary Vargas 713-997-0633

#### **Mold Remediation**

Clean Air Restoration Jarrod Murphy (713) 936-1355 www.cleanairtx.com

> Read: www.clo2deliverysystems.com

http://www.journeytowardhealth.com/questionsto-ask-when-hiring-a-mold-remediation-company/

https://www.survivingmold.com/docs/CondensedR emediationPlan\_v2-1.pdf

#### **Movers**

Navarre-Cajun Moving, Inc. (281) 431-2819 http://cajunmovers.com

OneSource Moving 713-620-8097 http://www.onesourcemoving.com

One Movers Network (713) 429-1375 www.onemoversnetwork.com First Rate Moving Scott Schwab 281-394-3422 281-642-0392 cell <u>firstratemoving@hotmail.com</u>

#### **Painters**

RD Repairs Ricardo 281-716-2280 www.rdrepairsbydesign.com

MrGoodpainters Juan (281) 650-2771

Angel Ventura 832-443-6412 j\_ventura73@yahoo.com

JGL Paintig 832-244-7149

#### **Pest Control**

Integrated Pest Management, Inc. 281-341-1761 1118 E Hwy 90 Alt, Richmond, TX 77406 www.integrated-pest.com

#### **Plumbers**

Howell Services 281-232-5292 http://www.howell-services.com/

Kathy & Lane 281-565-5636

Layne Plumbing 281-980-6265

#### **Pool Cleaning**

MD Pools - Michael 346-213-0236 mdinkaty.pools@gmail.com

### **Pool Repairs**

Texas Leak Detections David Baker 713-805-7049

Replaster Bill Wismick 832-309-5366

Express Pool Plastering & Repairs Veronica Rivas 281-590-5656

#### www.expresspoolplastering.com

#### Pressure Washing

Kenny Fletcher 713-726-1963

Mike Haver 713-449-3887

#### **Roofing Service**

Houston Restoration Services John Sanders 281-850-4393 www.qualityroofertx.com

Security Film SunTech Glass Steve 281-334-9800 www.suntechglasstinting.com

#### **Shower Doors**

Shower Door Shop Gabriel 832-955-6206 www.rwbglass.com Sprinkler Systems Scott Leopold (281) 342-5900

#### **Structural Engineers**

Houston Slab Foundations R Michael Gray PE 281-358-1121 http://houstonslabfoundations.com/

BEC Engineering Karl Breckon, P.E. (President) 281-664-8441 kbreckon@beceng.net

#### **Stucco Repairs**

Stillo Construction 281-579-9014 leo@stilloconstruction.com http://www.stilloconstruction.com

### Tile Work

Katy Tile 281-398-8282 www.katytilecompany.com

AIS Stone and Marble 281-832-6410

Ecedro at 832-876-6613

Kevin Man (346) 777-6682

#### **Tree Service**

Arbormaster Tree Experts Paul Chalker 713-480-4567 www.arbormastertreeexperts.com

### Water Softener

Aquatex (800) 833-8004

### **Yard Service**

Javier Perez 281-886-6817

Alejandro Vasquez 832-338-3307

Custom Irrigation 281-656-2570

Quinn Lawn Care 832-605-1246

### Window Replacement

Value Windows & Doors, Inc. 281-261-8900 www.valuewindowsdoorshouston.com

#### Window Treatments

Carol Cernsek 281-723-1706 twosistersdesigns@live.com

Joann Duffield 281-265-8226 Joduffield@comcast.net

Pearl Design 832-466-5455

Renee Harrison 281-565-7887



## Don't Forget! I also help people buy and sell houses

## Call or text: 832-779-2890

Sheila Cox is an award-winning Katy real estate agent who has lived in the Sugar Land and Katy area (Fort Bend County) for over 18 years. She is the professional, enthusiastic, serviceoriented, caring Realtor that you have always wanted...serving you before, during, and after the sale. She is the Katy real estate agent who will fight to get you the best deal possible and to make sure your goals are achieved while protecting your interests to the best of her ability. Not only that, she provides extensive information (view a sample house report) to you so that you can make the best decisions.

### I specialize in both Katy and Sugar Land TX!

Go to www.KatyHomesForSaleTX.com or www.SugarLandTXHome.com



#### **Overall Client Experience Rating**

4.99	4.99 / 5.00 Based on 49 Completed Surveys		
Competency		5.00/5.0	
Market Know	ledge	4.96/5.0	
Communicat	ion	**************************************	
My Experience	e	5.00/5.0	

#### Competency

Explained the process clearly, ensured paperwork was correct, used technology efficiently, negotiated effectively, exhibited attention to detail, represented and protected my interests

#### Communication

a timely manner, communicated with personal attention, made me feel me in the way I wanted

#### Market Knowledge

Exhibited knowledge of the real estate market, the neighborhood and community

#### My Experience

Updated me regularly, responded in Understood my needs, gave me valued as a client, was on time and prompt. I would recommend this REALTOR® to a friend or colleague.



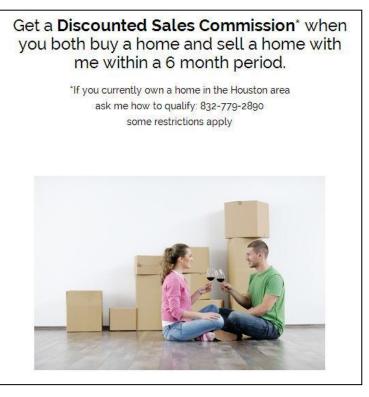
Sheila Cox

2011 • 2012 • 2013 • 2014 • 2015 • 2016 2017 • 2018 • 2019 • 2020 • 2021 • 2022

# **Client Reviews**

"Sheila Cox has been a tremendous contact and resource here in the Sugar Land and Houston area, as she is without a doubt, the leading real estate expert in this area. I have known Sheila for approximately three years, and she was most helpful when we purchased a home during the spring of 2010. Her knowledge of the market, strong work ethic, and marketing ability are all factors that allow her to standout as the best of the best. On multiple instances I have been able to recommend her services to others, and I will continue to do so. I appreciate her dedication to excellence." –Froelich

"Sheila did an amazing job of anticipating our needs and wants, guiding us through the process, and helping us no matter the issue. On top of the great service she provided during the entire buying process, she also showed up on moving day with an amazing



welcome basket for the kids and adults, plus food to get us through the day. She thought of every detail. Bottom line is that she knows her stuff and is super friendly!" –Moore

Sheila Cox is terrific. I would recommend her to a friend or colleague. She helped navigate the Texas style real estate system which I find unusual and counter productive based on multiple home purchases in other states... Do not go it alone. Work with a reliable partner like Sheila!" –Chen

"NOTHING SHORT OF AMAZING! Sheila is phenomenal. When we started the process we were living 1200 miles away- she listened and thoughtfully suggested ideas and areas that only a LOCAL realtor would know. She guided us to the neighborhoods that would meet our many needs: commute, schools, family friendly, lot size, etc... She was patient with us throughout the process and always kept our priorities at the forefront of her mind. We have already recommended Sheila to family and friends and will not hesitate to use her again if the need arises. Sheila Cox is an amazing asset to the Realtor community and has become the standard by which we will measure the industry from now one. Thank you, Sheila!" –White



Most of these sites include even more photos, videos, and info on Sugar Land and Katy!