



SPRING MAINTENANCE CHECKLIST

MARCH

- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Clean the mechanisms of the humidifiers and dehumidifiers
- Check attic for signs of moisture and even distribution of insulation
- If possible, carefully remove snow/ice from roof overhangs/vents
- Check and reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Check sump pump, float and discharge line and test overall operation
- Test smoke alarms and carbon monoxide detectors

APRIL

- Check eavestroughs and downspouts and clean if needed
- Clean window wells, drainage swales or catch basins of leaves, snow and ice build-up
- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Inspect basement or crawl space for signs of seepage/ leakage and check for dampness or musty smells
- Check for missing, loose or cracked shingles
- Remove winter cover from air conditioning unit;
- Inspect air conditioning unit; vacuum or brush the outdoor coil and wash; service as needed
- Check driveways and walks for frost damage and reinstate if required
- Check water heater for leaks, etc.
- Plan landscaping to avoid soil settlement and water ponding. Keep soil at least 200mm (8in.) below the top of the foundation wall and ensure that the direction of the grading will allow water to flow away from the house
- Test smoke alarms and carbon monoxide detectors

MAY

- Open outside hose connection and check for leaks
- Clean and check windows, screens and hardware
- Check air intakes and exhaust are clear of debris, nests, etc.
- Check exterior finishes [siding, trim] and eavestroughs to ensure they are secure, seal off any holes that could be an entry point for small pests, such as bats and squirrels.
- Check caulking for soundness, cracking, detachment and signs of water or air penetration [remove and replace with appropriate type of caulking if necessary]
- Lubricate rubber or plastic weatherstripping around doors & operable windows [replace weatherstripping if damaged]
- Check and reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Test smoke alarms and carbon monoxide detectors
- Check septic tank system fluid/solid levels and pump out if needed; check for erosion/water pooling around septic field
- Relevel any exterior steps or decks that moved as a result of frost or settling



SUMMER MAINTENANCE CHECKLIST

JUNE

- Check roof flashing, valleys and vents, and check for missing/damaged shingles
- Check auxiliary buildings such as sheds for secureness to base anchors; loose or missing components; damage caused from rodents, etc.
- Check sump pump, float and discharge line and test overall operation
- Test smoke alarms and carbon monoxide detectors
- Check and reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Clean range hood filter
- Check exterior wood surfaces for deterioration and refinish the wood surfaces including window frames and doors

JULY

- Air out damp basements on dry, sunny days
- Monitor basement humidity and avoid relative humidity levels above 60%. Use a dehumidifier to maintain relative humidity below 60%.
- Check basement pipes for condensation or dripping and, if necessary, take corrective action; for example, reduce humidity and/or insulate cold water pipes.
- Clean air conditioning filter, vacuum or brush the outdoor coil and wash
- Clean & test all exhaust fans; lubricate if necessary
- Test smoke alarms and carbon monoxide detectors
- Disconnect the duct connected to your clothes dryer and vacuum lint from duct, the areas surrounding your dryer and your dryer's vent hood outside.
- Check security of all guardrails and handrails
- Lubricate door hinges, and tighten screws as needed.
- Lubricate automatic garage door opener motor, chain and other moving parts, and ensure that the auto-reverse mechanism is properly adjusted.
- Remove any plants that contact – and roots that penetrate – the siding or brick

AUGUST

- Air out damp basements on dry, sunny days
- Clean air conditioning filter, vacuum or brush the outdoor coil and wash
- Inspect driveways and walks
- Inspect doors and locks
- Check & reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Test smoke alarms and carbon monoxide detectors



FALL MAINTENANCE CHECKLIST

SEPTEMBER

- Check exterior finishes [siding, trim] and eavestroughs to ensure they are secure; check exterior brick mortar joint and voids [repoint if necessary]
- Check movement of garage doors and lubricate moving parts as needed
- Check caulking for soundness, cracking, detachment and signs of water or air penetration [remove and replace with appropriate type of caulking if necessary]
- Check fireplace and chimney dampers; service or clean if needed
- Have furnace/heating system serviced including heat recovery ventilator and humidifier
- Check sump pump, float and discharge line and test overall operation
- Check clothes dryer vent and remove lint and obstructions
- Remove the grilles on forced air systems and vacuum inside the ducts.
- Test smoke alarms and carbon monoxide detectors
- If there is a door between your house and the garage, check the adjustment of the self-closing device to ensure it close the door completely.

OCTOBER

- Check eavestroughs, downspouts, remove leaves and other debris
- Shut off exterior water supply and drain water lines
- If you have central air conditioning, make sure the drain pan under the cooling coil mounted in the furnace plenum is draining properly and is clean.
- Install winter cover for air conditioning unit
- Check roofing & flashing for signs of wear or damage
- Lubricate rubber or plastic weatherstripping around doors and operable windows [replace weatherstripping if damaged]
- Check septic tank system fluid/solid levels and pump out if needed; check for erosion/water pooling around septic field
- Check caulking for soundness, cracking, detachment and signs of water or air penetration [remove and replace with appropriate type of caulking if necessary]
- Winterize landscaping
- Check and reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Test smoke alarms and carbon monoxide detectors

NOVEMBER

- Check attic for signs of moisture and even distribution of insulation
- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Clean the mechanisms of the humidifiers
- Check for condensation and humidity
- Clean and test all exhaust fans; lubricate if necessary
- Test smoke alarms and carbon monoxide detectors

WINTER MAINTENANCE CHECKLIST

DECEMBER

- Check air ducts, remove covers and vacuum dust from vents
- If possible, carefully remove snow/ice from roof overhangs/vents; keep snow clear of gas meters, gas appliance vents and basement windows.
- Check electrical cords, plugs and outlets for all indoor and outdoor seasonal lights to ensure fire safety; if worn, or if plugs or cords feel warm to the touch, replace immediately.
- Clean or replace furnace filter
- Clean humidifier two or three times during the winter season
- Vacuum radiator grilles on back of refrigerators and freezers, and empty and clean drip trays.
- Check pressure gauge on all fire extinguishers; recharge or replace if necessary.
- Check fire escape routes, door and window locks and hardware, and lighting around outside of house; ensure family has good security habits.
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Check and reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Test smoke alarms and carbon monoxide detectors

JANUARY

- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter.
- Monitor your home for excessive moisture levels – for example, condensation on your window, which can cause significant damage over time and pose serious health problems – and take corrective action if necessary.
- Clean drains in dishwasher, sinks, bathtubs and shower stalls.
- Check and ensure that air intakes, exhausts and meters are clear of snow
- If possible, carefully remove snow/ice from roof overhangs/vents
- Test smoke alarms and carbon monoxide detectors

FEBRUARY

- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Check and ensure that air intakes, exhausts and meters are clear of snow
- If possible, carefully remove snow/ice from roof overhangs/vents
- Check and reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Test smoke alarms and carbon monoxide detectors