



Home Maintenance Schedule

Regular Maintenance

Inspecting your home on a regular basis and following good maintenance practices is the best way to protect your home. Whether you take care of a few tasks at a time or several all at once, it is important to get into the habit of doing them.

Establishing a routine for yourself will make it easier to accomplish and not as time consuming. Keeping a regular schedule of seasonal maintenance will also put a stop to the most common and costly problems home owner's experience, before they occur.

If you do not feel comfortable performing some of the home maintenance tasks, or do not have the necessary equipment, you may want to consider hiring a qualified person to complete the task.

Seasonal Home Maintenance

Although most home maintenance is seasonal, there are things you should do on a frequent basis year round:

- Check air vents indoor and outdoor to ensure they are not blocked by snow or debris
- Check and clean range hood filters monthly
- Test ground fault circuits monthly by pushing the test button, which should cause the reset button to pop
- If you have young children, make sure your outlets are protected with safety plugs which can be purchased at most retail stores or hardware stores
- Inspect your home on a regular basis for any obvious safety hazards such as loose handrail

FALL

- Service furnace or heating system every two years
- Service hot water heating system
- Check, clean or replace furnace air filters each month during the heating season
- Check HRV filter and clean every two months
- Check sump pump and line to ensure proper operation, making certain there are no line obstructions or visible leaks
- Remove screens from the inside of windows to allow air from the heating system to keep condensation off window glass
- Ensure all exterior doors shut tightly and renew weather stripping if required
- Ensure all windows and skylights shut tightly and renew weather stripping if required
- Cover outside of air conditioner
- Ensure the ground around your home slopes away from the foundation wall so that water does not drain into your basement
- Clean leaves and debris from eaves troughs and roof and test downspouts to ensure proper drainage
- Check chimneys and vents for obstructions such as nests
- If you have a septic tank, measure the sludge and scum to determine if the tank needs to be emptied before the spring. Tanks should be pumped out once every three years

WINTER

- Check and clean or replace furnace filters
- After consulting your hot water tank owner's manual, drain off a pail of water from the clean out valve at the bottom to control sediment and maintain efficiency
- Vacuum bathroom fan grille
- Vacuum fire and smoke detectors, as dust or spider webs can prevent them from working properly
- Vacuum radiator grilles on back of refrigerators and freezers and empty/clean drip trays

- Check basement floor drain to ensure the trap contains water, refill if necessary
- Monitor your home for excessive moisture levels. For example, condensation on your windows can cause significant damage over time. Take corrective action as soon as possible
- Check all faucets for signs of dripping and change washers as needed.
- Clean drains in dishwasher, sinks, bathtubs and shower stalls
- Test plumbing shut-off valves to ensure they are working and prevent them from seizing
- Check windows and doors for ice accumulation or cold air leaks
- Check attic for frost accumulation, roof for ice dams or icicles

SPRING

- After consulting your hot water tank owner's manual, carefully test the temperature and pressure relief valve to ensure it is not stuck. **Caution:** this test may release hot water that can cause burns
- Check, clean or replace furnace air filters
- Have fireplace and chimney cleaned and serviced
- Check air conditioning system and have serviced every two or three years
- Have well water tested for quality; it is recommended that you test for bacteria every six months
- Check smoke, carbon monoxide and security alarms and replace batteries if required
- Open valve to outside house connection after all danger of frost has passed
- Check foundation walls for cracks, leaks or signs of moisture and repair as required
- Ensure sump pump is operating properly before the spring thaw sets in, checking to make sure discharge pipe is connected and allows water to drain away from foundation
- Re-level any exterior steps or decks which may have moved due to frost or settling

- Check eaves troughs and downspouts for loose joints and secure attachment to your home, clear any obstructions, and ensure water flows away from your foundation

SUMMER

- Monitor basement humidity and avoid relative humidity levels above 60 per cent. Use a dehumidifier to maintain safe relative humidity. Clean or replace air conditioning filter and wash or replace ventilation system filters if necessary
- Check basement pipes for condensation or dripping and take corrective action
- Check the basement floor drain to ensure the trap contains water, refill if necessary
- Vacuum bathroom fan grill
- Disconnect and clean dryer vent and ducting, and check/clean your dryer's vent hood outside
- Check all guardrails and handrails and repair if required
- Check smooth functioning of all windows and lubricate as required
- Inspect window putty on outside of glass panes and replace if required
- Lubricate door hinges and tighten screws as necessary
- Lubricate garage door hardware and ensure proper operation
- Lubricate automatic garage door opener motor, chain, etc. and ensure proper operation
- Check and replace damaged caulking and weather stripping around windows and doors
- Check exterior siding and clean/repair as required
- Check your roof for its general condition and note any issues that may require further investigation
- Check chimneys and caps as well as the caulking
- Repair driveway and walkways as required
- Seal exposed aggregate driveways and sidewalks every two years or as required
- Repair any damaged steps