



## Home Maintenance Schedule

### Regular Maintenance Is the Key

Inspecting your home on a regular basis and following good maintenance practices is the best way to protect your investment in 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. Establish a routine for yourself and you will find the work is easy to accomplish and not very time consuming. A regular schedule of seasonal maintenance can put a stop to the most common — and costly — problems, before they occur. If necessary, use a camera to take pictures of anything you might want to share with us for advice or to monitor or remind you of a situation later.

By following the information noted here, you will learn about protecting your investment and how to help keep your home a safe and healthy place to live.

If you do not feel comfortable performing some of the home maintenance tasks listed below, or do not have the necessary equipment, for example a ladder, you may want to consider hiring a qualified handy person to help you.

### Seasonal Home Maintenance

Most home maintenance activities are seasonal. Fall is the time to get **your** home ready for the coming winter, which can be the most grueling season for your home. During winter months, it is important to follow routine maintenance procedures, by checking your home carefully for any problems arising and taking corrective action as soon as possible. Spring is the time to assess winter damage, start repairs and prepare for warmer months. Over the summer, there are a number of indoor and outdoor maintenance tasks to look after, such as repairing walkways and steps, painting and checking your chimney and roof.

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

- ✓ Make sure air vents indoors and outdoors (intake, exhaust and forced air) are not blocked by snow or debris.
- ✓ Check and clean range hood filters on a monthly basis.
- ✓ Test the ground fault circuit interrupter(s) monthly by pushing the test button, which should then cause the reset button to pop up.
- ✓ If there are young children in the house, make sure electrical outlets are equipped with safety plugs.
- ✓ Regularly check the house for safety hazards such as a loose handrail, lifting or buckling carpet, etc.
- ✓ Check operation of primary and backup sump pumps.

The maintenance schedule presented here is a general guide for you to follow. The actual timing is left for you to decide, and you may want to further divide the list of items for each season into months.

## Fall

- Have furnace (or boiler) and air conditioner serviced by a qualified service company every year.
- Open furnace humidifier duct damper, clean interior and replace filter.
- Check and clean or replace furnace air filters each month during the heating season.
- Remove the grilles on forced air systems and vacuum inside the ducts. Or bleed air from boiler radiators.
- Clean HRV or ERV ventilator filters and the core. Filters, not core, need to be cleaned every 3 months. Clean core once a year.
- Check sump pump and line to ensure proper operation. Test backup battery and pump.
- Clean, remove, and store window screens.
- Check exterior window and door caulking. Replace if cracked or missing.
- Ensure all doors to the outside shut tightly, and check other doors for ease of use. Renew door weather-stripping if needed.
- Cover top of air conditioning units. This is not required but recommended.
- Verify grading has not settled around the perimeter of the foundation. Water needs to be directed away from the foundation.
- Clean leaves from gutter and roof, and test downspouts to ensure proper drainage.
- Drain and store outdoor hoses. Close valve to outdoor hose connection and drain the hose bib (exterior faucet).
- Winterize landscaping, for example, store outdoor furniture, prepare gardens and, if necessary, protect young trees or bushes for winter

## Winter

- Check and clean or replace furnace air filters each month during the heating season.
- Clean humidifier two or three times during the winter season.
- Ventilation system, HRV and ERV filters should be cleaned every 3 months.
- Drain off a coffee can full of water from the clean-out valve at the bottom of your hot water tank to control sediment and maintain efficiency.
- Vacuum bathroom fan grille(s).
- Vacuum carbon monoxide, fire and smoke detectors; dust can prevent them from operating.
- Vacuum radiator grilles on back of refrigerators and freezers, and empty and clean drip trays.
- Check fire escape routes, door and window locks and hardware, and lighting around outside of house; ensure family has good security habits.
- Check the basement floor drain to ensure the trap contains water. Refill with water.
- Monitor your home for excessive moisture levels—for example, condensation on your windows, which can cause significant damage over time and pose serious health problems—and take corrective action.
- If you have a plumbing fixture that is not used frequently, such as a laundry tub or spare bathroom sink, tub or shower stall, run some water briefly to keep water in the trap.
- Clean drains in dishwasher, sinks, bathtubs and shower stalls.
- Test plumbing shut-off valves to ensure they are working and to prevent them from seizing.
- Examine windows and doors for ice accumulation or cold air leaks. If found, make a note to weather-strip or replace in the spring.
- Examine attic for frost accumulation. Check roof for ice dams or icicles.
- Check electrical cords, plugs and outlets, all indoor and outdoor lights to ensure fire safety. If worn, or if plugs or cords feel warm to the touch, replace immediately.

## Spring

- Check smoke, carbon monoxide and security alarms and replace batteries. Replace every 7 years.
- Have air conditioner serviced by a qualified service company every 2-3 years.
- Check and clean or replace furnace air filters every 3 months in the cooling season.
- Shut down and clean furnace humidifier, and close the furnace humidifier damper on units with central air conditioning.
- Ventilation system, HRV and ERV, filters should be cleaned every 3 months.
- Have gas fireplace cleaned and serviced every 3 years.
- Carefully test the water heater temperature and pressure relief valve to ensure it is not stuck. Caution: This test may release hot water that can cause burns.
- Clean windows, screens and hardware, and replace storm windows with screens. Check screens first and repair or replace if needed.
- Open valve to outside hose connection after all danger of frost has passed.
- Examine the 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. Ensure discharge pipe is connected and allows water to drain away from the foundation (minimum 10' away from foundation).
- Check gutters and downspouts for loose joints and secure attachment to your home, clear any obstructions, and ensure water flows away from your foundation.
- Undertake spring landscape maintenance and, if necessary, fertilize young trees.

## Summer

- Check and clean or replace furnace air filters every 3 months in the cooling season.
- Monitor basement humidity and avoid relative humidity levels above 60 per cent. Use a dehumidifier to maintain safe relative humidity.
- Check basement pipes for condensation or dripping, and take corrective action, for example, reduce humidity and or insulate cold water pipes.
- Check the basement floor drain to ensure the trap contains water. Refill with water.
- If you have a plumbing fixture that is not used frequently, for example, a laundry tub or spare bathroom sink, tub or shower stall, run some water briefly to keep water in the trap.
- Deep clean carpets and rugs.
- Vacuum bathroom fan grille.
- Disconnect the duct connected to the dryer and vacuum lint from duct, the areas surrounding your clothes dryer and your dryer's vent hood outside. Professional cleaning would be better.
- Check security of all guardrails and handrails.
- Check smooth functioning of all windows.
- Lubricate door hinges and tighten screws as needed.
- Lubricate garage door hardware and ensure it is operating properly.
- Lubricate automatic garage door opener motor, chain, etc. and ensure that the auto-reverse mechanism is properly adjusted.
- Check and replace damaged caulking and weather-stripping around windows and doorways, including the doorway between the garage and the house.
- Inspect electrical service lines for secure attachment where they enter your house, and make sure there is no water leakage into the house along the electrical conduit.
- Check exterior siding and trim for signs of deterioration; clean, replace or refinish.
- Check for and seal off any holes in exterior cladding that could be an entry point for small pests, such as mice, bats, and squirrels.
- Remove any plants that contact, or roots that penetrate the siding.
- Use binoculars, to check its general condition of roof shingles. Note the condition of all shingles and flashings for possible repair or replacement.
- Repair and sealcoat driveway every 3-4 years.