

HOME MAINTENANCE SEASONAL CHECKLIST



Winter Maintenance Checklist

DECEMBER

- Check air ducts for debris and clean if necessary
- Check for excessive snow on roof and arrange for removal if necessary
- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Clean humidifier and check for condensation and proper humidity levels
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

JANUARY

- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Check water heater for leaks
- Check or clean exhaust fans
- Clean humidifier and check for condensation and proper humidity levels
- Remove snow and ice from roof overhang/vents
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

FEBRUARY

- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Check and ensure air intakes and exhausts are clear of snow
- Remove snow and ice from roof overhang/vents
- Check and reset ground fault circuit interrupter (GFCI)



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Spring Maintenance Checklist

MARCH

- Clean or replace furnace filter
- Check air ducts, remove covers and vacuum dust from vents
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Check attic, basement and crawl spaces for leaks or moisture
- Check sump pump (if installed) for discharge
- Clean humidifier and check for condensation and proper humidity levels
- Remove snow and ice from overhang and vents
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Lubricate door locks and hinges

APRIL

- Check eavestroughs and downspouts for debris
- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Clean humidifier and check for condensation and proper humidity levels
- Inspect basement or crawl spaces for leaks or moisture
- Check roof for loose or cracked shingles
- Check driveways and walks for frost damage
- Inspect water heater for leaks
- Turn on exterior water supply (exterior temperature permitting)
- Plan landscaping to avoid soil settlement and water ponding
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

MAY

- Inspect fences
- Check caulking around windows and doors for air or water leaks
- Lubricate weatherstripping
- Check exterior finishes for signs of deterioration (peeling paint, loose siding, cracks)
- Check windows and screens are operating properly
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors



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Summer Maintenance Checklist

JUNE

- Check air conditioning to see if properly functioning
- Check condition of roof shingles, flashing and that chimney caps are sealed properly
- Check sheds for wear and tear or damage
- Check garage and garage door tracks for deterioration and lubricate bearings
- Check sealing around windows and doors for air or water leaks
- Fertilize lawn
- Have windows cleaned
- Inspect water heater for leaks
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

JULY

- Air out damp basements on dry, sunny days
- Clean air conditioner
- Check or clean exhaust fans
- Check water heater for leaks
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Check caulking at trim locations

AUGUST

- Clean or replace air conditioner filter
- Air out damp basements on dry, sunny days
- Inspect driveways and walks for chipping or cracks
- Inspect doors and locks for proper closure and locking
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors



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Fall Maintenance Checklist

SEPTEMBER

- Check exterior finishes for signs of deterioration (peeling paint, loose siding, cracks)
- Check garage door tracks and lubricate bearings
- Check caulking around windows and doors for air and water leaks
- Seed the lawn
- Inspect fireplace and chimney dampers, clean if necessary
- Check basement or crawl spaces for leaks or moisture
- Have humidifier, furnace and (heat recovery ventilator) HRV serviced
- Clean and test clothes dryer vent
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Check sump pump (if installed) for discharge

OCTOBER

- Check windows and screens for cracks or separations
- Drain exterior water lines
- Check roof including shingles and flashing and ensure vents are sealed properly
- Check weather stripping for damage or wear
- Check sealing around windows and doors for air or water leaks
- Winterize landscaping and remove leaves
- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Check fireplace batteries
- Shut off exterior water supply; leave taps open and disconnect hoses
- Check eavestroughs and downspouts for debris
- Clean humidifier and check for condensation and proper humidity levels
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Clean water heater

NOVEMBER

- Check attic, basement and crawl spaces for leaks or moisture
- Inspect floor drains to ensure trap is filled with water
- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Check throughout home for condensation and review/maintain adequate humidity
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

