

## Home Maintenance Checklist

Regular maintenance keeps your home functioning efficiently and safely – and helps protect its value. We're happy to offer this checklist of ongoing and seasonal maintenance steps to help you safeguard your home and family. Simply print a copy, check the tasks you perform and note the date for future reference.

### Ongoing Maintenance

Task To Be Performed	Date
<b>Make sure air vents indoors and outside (intake, exhaust and forced air) are not blocked by snow or debris.</b>	
<b>Check and clean range hood filters on a monthly basis.</b>	
<b>Test the ground fault circuit interrupter(s) monthly by pushing the test button. This should then cause the reset button to pop up.</b>	
<b>Make sure electrical outlets are equipped with safety plugs.</b>	
<b>Regularly check the house for safety hazards such as a loose handrail, lifting or buckling carpet, etc.</b>	
<b>Inspect fire extinguishers to ensure they are fully charged.</b>	
<b>Check automatic garage door opener's safety reverse.</b>	
<b>Test smoke detectors.</b>	
<b>Drain off sediment from base of hot water tank.</b>	
<b>Grind ice cubes to clean garbage disposal. Flush with hot water and baking soda.</b>	
<b>Inspect bathtubs and sinks for caulking and leaks; repair as needed.</b>	
<b>Check operation of water pump and sump pump.</b>	
<b>Defrost manual refrigerator; or if automatically defrosted, wash off shelves and clean.</b>	
<b>Review emergency procedures and practice fire drill.</b>	
<b>Clean or replace air filters when the system is in use for heating or cooling.</b>	
<b>Vacuum heat registers, vents and radiators</b>	
<b>Clean faucet aerators and shower heads.</b>	

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### Fall

<b>Task To Be Performed</b>	<b>Date</b>
Open furnace humidifier damper on units with central air conditioning and clean humidifier.	
Lubricate circulating pump on hot water heating system.	
Bleed air from hot water radiators.	
Examine the forced air furnace fan belt for wear, looseness or noise; clean fan blades of any dirt buildup (after disconnecting the electricity to the motor first).	
Turn ON gas furnace pilot light.	
Check and clean or replace furnace air filters each month during heating season.	
Vacuum electric baseboard heaters to remove dust.	
Remove the grilles on forced air systems and vacuum inside the ducts.	
If the heat recovery ventilator has been shut off for the summer, clean the filters and the core, and pour water down the condensate drain to test it.	
Clean portable humidifier, if one is used.	
Have well water tested for quality. It is recommended that you test for bacteria every six months.	
Replace window screens with storm windows.	
Remove screens from the inside of casement windows to allow air from the heating system to keep condensation off window glass.	
Ensure all doors to the outside shut tightly, and check other doors for ease of use. Renew door weather-stripping if required.	
If there is a door between your house and the garage, check the adjustment of the self-closing device to ensure it closes the door completely.	
Cover outside of air conditioning units.	
Ensure that the ground around your home slopes away from the foundation wall so that water doesn't drain into your basement.	
Clean leaves from eaves troughs and roofs, and test downspouts to ensure proper drainage from the roof.	
Check chimneys for obstructions such as nests.	
Drain and store outdoor hoses. Close valve to outdoor hose connection.	
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 at least once every three years.	

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### Winter

<b>Task To Be Performed</b>	<b>Date</b>
Check and clean or replace furnace air filters each month during the heating season.	
After consulting your hot water tank owner's manual, drain off a dishpan full of water from the clean-out valve at the bottom of your hot water tank to control sediment and maintain efficiency.	
Clean humidifier two or three times during the winter season.	
Vacuum bathroom fan grille.	
Vacuum fire and smoke detectors, as dust or spider webs can prevent them from functioning.	
Vacuum radiator grilles on back of refrigerators and freezers, and empty and clean drip trays.	
Check 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 the basement floor drain to ensure the trap contains water. Refill with water if necessary.	
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.	
Check all faucets for signs of dripping and change washers as needed. Faucets requiring frequent replacement of washers may be in need of repair.	
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 repair or replace in the spring.	
Examine attic for frost accumulation. Check roof for ice dams or icicles.	
Check electrical cords, plugs and outlets for all indoor and outdoor seasonal lights to ensure fire safety: if worn, or plugs or cords feel warm to the touch, replace immediately.	

## Home Maintenance Checklist

### Spring

<b>Task To Be Performed</b>	<b>Date</b>
After consulting your hot water tank owner's manual, carefully test the temperature and pressure relief valve to ensure it is not stuck.	
Check and clean or replace furnace air filters each month during the heating season.	
Have fireplace or woodstove and chimney cleaned and serviced as needed.	
Shut down and clean furnace humidifier, and close the furnace humidifier damper on units with central air conditioning.	
Check air conditioning system and have serviced every two or three years.	
Clean or replace air conditioning filter (if applicable).	
Check dehumidifier and clean if necessary.	
Turn OFF gas furnace and fireplace pilot lights where possible.	
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.	
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. Repair and paint fences as necessary.	
Ensure sump pump is operating properly before the spring thaw sets in.	
Re-level any exterior steps or decks which 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.	
Clear all drainage ditches and culverts of debris.	
Undertake spring landscape maintenance and, if necessary, fertilize young trees.	
Inspect wood decks, steps & rails for loose or damaged boards & raised nails.	
Inspect roof materials & roof flashings	
Inspect weather-stripping around doors, windows & garage doors.	

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### Summer

<b>Task To Be Performed</b>	<b>Date</b>
Monitor basement humidity and avoid relative humidity levels above 60%. 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, 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 necessary.	
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.	
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.	
Check security of all guardrails and handrails.	
Check smooth functioning of all windows and lubricate as required.	
Inspect window putty on outside of glass panes and replace if needed.	
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 wood siding and trim for signs of deterioration; clean, replace or refinish as needed.	
Check for and seal off any holes in exterior cladding that could be an entry point for small pests, such as bats, squirrels.	
Remove any plants that contact, or roots that penetrate the siding or brick.	
Note any sagging on the roof that could indicate structural problems requiring further investigation from inside the attic. Note the condition of all shingles for possible repair or replacement, and examine all roof flashings, such as at chimney and roof joints, for any signs of cracking or leakage.	
Sweep chimneys connected to any wood burning appliance or fireplace, and inspect them for end-of-season problems.	
Check the chimney cap and the caulking between the cap and the chimney.	
Repair driveway and walkways as needed.	