

HOME MAINTENANCE SCHEDULE



Please use this checklist as a guide for simple maintenance tasks that you can do yourself throughout the year to reduce costly service calls, prolong the life of your home, and protect your investment.

January and February

- Clean or replace your furnace filter.
- Check your heat recovery ventilator (HRV) and clean or replace the filter. (see Home Maintenance FAQ guide)
- Make sure that all air intakes, exhausts and meters are clear of snow.
- Clean your humidifier. (if applicable)
- Clean or replace your oven/range hood filter.
- Check the drainage trap in your basement floor near the furnace, and fill it with water if needed to keep sewer gas out.

March and April

- Clean or replace your furnace filter.
- Check your heat recovery ventilator (HRV) and clean or replace the filter. (see Home Maintenance FAQ guide)
- Clean your humidifier and turn it off. (if applicable)
- Check the sump pump to ensure it turns on when float rises.
- Check the eavestroughs and downspouts, and clean them if needed.
- Inspect your air conditioner and service it if needed.
- Open the vents to outdoor crawlspaces. (if applicable)
- Check the septic system and clean the filter. (if applicable)

May and June

- Open the hose connection to outside taps.
- Clean the windows, screens and hardware, and install screens.
- Check that all air intakes and exhausts are clear of debris.
- Clean or replace your oven/range hood filter.
- Turn off your HRV if you keep your windows open in the summer, or if your air conditioning is running. (leave it running if you usually keep your windows closed and do not have air conditioning)

July and August

- Use a dehumidifier if your basement is damp.
- Clean the filter in the air handling unit if you have air conditioning.
- Check the drainage trap in your basement floor near the furnace, and fill it with water if needed to keep sewer gas out.
- Have your furnace or heating system serviced.

September and October

- Check and clean your fireplace and chimney if needed.
- Clean or replace your oven/range hood filter.
- Clear leaves from the eavestroughs.
- Close and drain the outside hose connections.
- Close your windows and skylights.
- Clean and reactivate your HRV if it was turned off for the summer.
- Check the septic system and clean the filter. (if applicable)

November and December

- Check your furnace and clean or replace the filter.
- Check your heat recovery ventilator (HRV) and wash or replace the filter. (see Home Maintenance FAQ guide)
- Clean your humidifier and turn it on. (if applicable)
- Check your exhaust fans.
- Make sure your gas valve is clear of ice and snow.
- Test your space heating system.
- Close the vents to crawl spaces.
- Make sure that all air intakes, exhausts and meters are clear of snow.

Quarterly Maintenance

- Check all your smoke alarms, carbon monoxide detectors and fire extinguishers.
- Check all window and door locks.
- In unused areas, flush toilets and run the water in any sinks and showers to ensure drain trap contains water to keep sewer gas out.
- Check water filter and clean or replace if needed. (if applicable)
- Vacuum the ducts behind your warm-air and return-air grilles.
- Check septic system and have serviced if needed.
- Check brine tank for water softening system. (if applicable)
- Check and clean dryer vent.

Annual Maintenance

- Test the plumbing shut-off valves to make sure they're working.
- Check and oil the door hinges if needed.
- Check UV water filter bulb. (if applicable)
- Check driveway/pavement for cracks and repair as needed.
- Check thermostat battery.