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## SEASONAL MAINTENANCE CALENDAR

### JANUARY / FEBRUARY

- Clean or replace furnace filter
- Clean humidifier
- Clean filter on oven range hood
- Check Heat Pump and wash or replace filters
- Check heat recovery ventilator (HRV) and wash or replace filter
- Check basement and garage floor drains
- Make sure all air intakes, exhausts and meters are clear of snow

*You only have one place to call home, and if properly taken care of, you will avoid more costly problems down the road.*

*If you do not know how to do some of these items we recommend you call a professional to assist you.*

### MARCH / APRIL

- Clean or replace furnace filter
- Clean humidifier and turn it off
- Check sump pump
- Check gutters and down spouts, clean if needed
- Check Heat Pump and wash or replace filters
- Inspect air conditioner, service if needed
- Inspect basement or crawl space for signs of leaks or water
- Open vents to outdoor crawlspaces
- Make sure the ground in your yard slopes away from foundation wall

### SEPTEMBER / OCTOBER

- Check and clean fireplace and chimney if needed
- Clean oven range hood filter
- Clean leaves out of eaves troughs
- Check roof for signs of wear or damage
- Test plumbing shut-off valves to make sure they are working
- Test pressure relief valve on hot water tank; drain water from tank
- Close outside hose connection
- Close windows, skylights
- Remove screens from windows and doors

### MAY / JUNE

- Open hose connection outside
- Clean windows, screens and hardware; install screens
- Check all air intakes and exhausts are clear from debris
- Clean oven range hood filter
- Turn off your HRV if you keep your windows open in the summer  
(leave it on if you keep them closed for the most part of the summer)
- Check attic for signs of moisture
- Lubricate garage door motor, chain, hinges etc.
- Start spring landscaping your yard

### NOVEMBER / DECEMBER

- Check and clean furnace; clean or replace furnace filter
- Check/Clean HRV; wash or replace the filter
- Clean humidifier and turn it on (if needed)
- Check exhaust fans
- Make sure the gas valve is clear of ice and snow
- Test space heating system
- Close vents to crawl spaces

### JULY / AUGUST

- Use dehumidifier if your basement is damp
- Check Heat Pump and wash or replace filters
- Check exterior finishes and wood for deterioration
- Check caulking and weather-stripping around windows and doors
- Check drainage trap in your basement and fill with water if needed
- Have your furnace or heating system serviced
- Dust or vacuum electric baseboards

### MONTHLY

- Check smoke detectors & carbon monoxide detectors

### EVERY 2-3 YEARS

- Check and repair cracks in driveway
  - Check & repair chimney cap and caulking between the cap and chimney
  - Refinish wood surfaces, including window frames and doors
  - Check septic system and clean if required
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