

Maintaining your home and protecting your investment

HOME MAINTENANCE

Calendar

Use this checklist as a guide for simple maintenance tasks and repairs you can do throughout the year.

January & February

- ☐ Clean or replace your furnace filter
- ☐ Check your heat recovery ventilator (HRV) and wash
- ☐ Make sure that all air intakes, exhausts and meters are clear of snow
- ☐ Clean your humidifier
- ☐ Clean your oven range hood filter
- ☐ Check the drainage trap in your basement floor and fill it with water if needed

March & April

- ☐ Clean or replace your furnace filter
- ☐ Check your HRV and wash or replace the filter
- ☐ Clean your humidifier and turn it off
- ☐ Check the sump pump
- ☐ Check the gutters & downspouts and clean them if needed
- ☐ Inspect your air conditioner and service if needed
- ☐ Inspect your basement or crawl space for signs of water damage
- ☐ Open the vents to outdoor crawlspaces
- ☐ Make sure the ground in your yard slopes away from the foundation wall

May & June

- ☐ Open the hose connection outside
- ☐ Clean the windows, screens & hardware and install the screens
- ☐ Check that all air intakes & exhausts are clear of debris
- ☐ Clean your oven range hood filter
- ☐ Turn off your HRV if you keep your windows open in the summer (leave it running if you usually keep your windows closed)
- ☐ Start spring landscaping in your yard

July & August

- ☐ Use a dehumidifier if your basement is damp
- ☐ Clean the filter in your air handling unit if you have central air conditioning
- ☐ Check all exterior finishes & wood for deterioration
- ☐ Check the caulking & weatherstripping around your windows and the door to your garage
- ☐ Check the drainage trap in your basement floor and fill it with water if needed
- ☐ Have your furnace or heating system serviced

September & October

- ☐ Check and clean your fireplace & chimney if needed
- ☐ Clean your oven range hood filter
- ☐ Clear leaves from the eavestroughs
- ☐ Check your roof for signs of wear or damage
- ☐ Close the outside hose connection
- ☐ Close your windows & skylights
- ☐ Clean and reactivate your HRV if it was turned off for the summer
- ☐ Prepare your outdoor plants & trees for winter

November & December

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

Once a year

- ☐ Dust or vacuum your electric baseboards
- ☐ Vacuum the ducts behind your warm-air and return-air grilles
- ☐ Test the plumbing shut-off valves to make sure they're working
- ☐ Test the pressure relief valve on the hot water tank and drain water from the tank
- ☐ Check all your smoke alarms, fire escape routes, fire extinguishers, window and door locks
- ☐ Check and oil the door hinges if needed
- ☐ Lubricate the garage door motor, chain, etc.
- ☐ Check your attic for signs of moisture in the summer or fall

Every two to five years

- ☐ Check and repair any cracks in your driveway
- ☐ Check and repair the chimney cap and the caulking between the cap and the chimney
- ☐ Refinish all wood surfaces including the window frames & doors
- ☐ Check the septic system and clean if needed (usually about once every three years)



John & Renée Procenko



905.472.7155



Team@Procenko.com



Procenko.com

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