



SUN



ICE



SNOW



WATER

## Seasonal Maintenance Guide



# Seasonal Maintenance Schedule

## January – February

- Clean or replace furnace filter
- Check and clean ventilation systems for microhood and bath fans. Check your manual and follow manufacturer's recommendations.
- Clean snow from air intakes, exhausts, and meters.
- Remove excess snow from roof to prevent ice dams.
- Clean and check sump pump and pit.
- Inspect pressure and temperature valve on water heater (recommendations and safety).
- Clean faucet aerators, turn on infrequently used faucets, and put water in floor drains to maintain the trap's water barrier.
- Observe humidity levels and frequently use bath fans and microhood fans to rid home of excess moisture as needed to eliminate condensation or frost on windows.

## March – April

- Clean or replace furnace filter.
- Check and clean ventilation systems for microhood and bath fans. Check your manual and follow manufacturer's recommendations.
- Clean snow from air intakes, exhausts and meters
- Remove excess snow from roof to prevent ice dams
- Check gutters and downspouts and clean if needed.
- Inspect basement space for seepage/leakage.
- Do safety checks: smoke detectors, fire escape routes, fire extinguisher, carbon monoxide alarms, door and window locks. Replace Batteries.
- Check and repair any damaged screens.
- Adjust thermostat for seasonal change.
- Observe humidity levels and frequently use bath fans and microhood fans to rid home of excess moisture as needed to eliminate condensation or frost on windows.

## May – June

- Check and clean ventilation systems for microhood and bath fans. Check your manual and follow manufacturer's recommendations.
- Clear air intakes, exhaust and meters of debris, nests, etc.
- Check gutters and downspouts and clean if needed.
- Be sure to check settling after spring thaw.
- Open outside hose connection.
- Check and clean central air conditioning system.

- Check landscaping sprinklers to ensure proper alignment (do not let them soak your siding or foundation).
- Replace air conditioning or furnace filters monthly or as recommended by manufacturer.
- Clean A/C condenser.
- Inspect pressure and temperature valve on water heater.
- Maintain proper grades for drainage throughout the property.
- Inspect roof for damage and make repairs if necessary.

## **July – August**

- Clear air intakes, exhaust and meters of debris, nests, etc.
- Check gutters and downspouts and clean if needed.
- Check exterior finishes for moisture damage.
- Check and clean ventilation systems for microhood and bath fans. Check your manual and follow manufacturer's recommendations.
- Air out damp basements on dry days or use dehumidifier (suggested).
- Have furnace (heating system) serviced.
- Check hot water heater for mineral buildup, drain, and refill.
- Check and repair interior caulking and grout on tile in showers and baths.
- Check and repair all cracked, separated or missing exterior caulking and weather stripping, especially around windows and entry doors. Use ASTM c-920 sealant.
- Replace air filters as recommended by the manufacturer.
- Clean A/C condenser.

## **September – October**

- Check fireplace and chimney, service or clean if needed.
- Check and clean ventilation systems for Microhood and bath fans. Check your manual and follow manufacturer's recommendations.
- Clear air intakes, exhaust and meters of debris, nests, etc.
- Do safety checks: smoke detectors, fire escape routes, fire extinguisher, carbon monoxide alarms, door and window locks.
- Check gutters and downspouts and clean if needed.
- Check roofing and flashing and repair signs of wear or damage.
- Check roof vents/soffit vents.
- Drain and close outside hose connection.
- Winterize landscaping.
- Inspect pressure and temperature valve on water heater.
- Maintain proper grades for drainage throughout the property.
- Adjust thermostat for season change.
- Check humidity levels to prevent excessive moisture.
- Clean dryer vent.
- Check garage floor for cracks – seal and caulk.

## **November – December**

- Check and clean ventilation systems for microhood and bath fans. Check your manual and follow manufacturer's recommendations.
- Clean or replace furnace filter.
- Clear air intakes, exhausts and meters of snow, debris, etc.
- Remove excess snow from roof to prevent ice dams.
- Check adjustment of door thresholds.
- Observe humidity levels and frequently use bath fans and Microhood fans to rid home of excess moisture as needed to eliminate condensation or frost on windows