

# FALL AND WINTER MAINTENANCE CALENDAR



Fall is the time to get your home ready for the coming winter, which can be the most gruelling season for your home. During winter months, it is important to follow routine maintenance procedures, by checking your home carefully for any problems that may arise and taking corrective action as soon as possible.

## Fall

- Check fireplace and chimney; service or clean if needed
- Clean range hood filter
- Clean leaves out of eavestroughs
- Check roofing and flashing for signs of wear or damage
- Close outside hose connection
- Close windows, skylights
- Check weather-stripping around doors and windows
- Clean and reactivate heat recovery ventilator, if it was turned off
- Winterize landscaping
- Test space heating system
- Close vents to crawl spaces
- Test your smoke alarms. Change the batteries at least once a year

## Winter

- Clean or replace furnace filter
- Check / clean heat recovery ventilator; wash or replace filter
- Clean humidifier and turn it on if needed
- Check exhaust fans
- Ensure that air intake, exhausts and meters are clear of snow
- Clean range hood filter
- Check basement floor drain
- Do safety checks: fire escape routes, fire extinguishers, doors and window locks
- Ensure gas valve is clear of ice and snow

## Annually

- Dust or vacuum electric baseboards
- Vacuum ducts behind warm air and return air grilles
- Test plumbing shut-off valves to ensure they are working
- Test pressure relief valve on hot water tank; drain water from tank
- Check and, if needed, oil door hinges
- Lubricate garage door motor, chain, etc.
- Check attic for signs of moisture in summer or fall
- Check septic system; clean if needed (usually about every three years)

## Every Two to Five Years

- Check and repair driveway cracks
- Check and repair the chimney cap and the caulking between the cap and chimney, re-caulk as necessary
- Refinish wood surfaces, including window frames and doors

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