SEASONAL MAINTENANCE SCHEDULE

Establishing and following a maintenance schedule is the best way to protect your investment, to ensure that by doing your maintenance you prevent the appearance of future problems and lastly to manage your household maintenance budget. This seasonal schedule of maintenance tasks should not replace the manufacturer’s recommendations. We suggest that you use licensed contactors for any tasks you may feel you don’t have the technical knowledge or ability to perform.

Following a maintenance schedule is also important to ensure your warranty protections remain fully in place. If you forget or decide not to follow the recommended maintenance procedures of the manufacturer of your home’s equipment or those provided by your builder or these recommendations below, it is possible that any claim you might make for a defect will be denied on the grounds that you did not maintain your home.

Safety First – As a homeowner, you often want to perform maintenance tasks yourself because you can save money! It is important though to bear in mind that there are many areas of home maintenance that are best left to professionals. For example, electrical work, entering an attic, or climbing on roofs and ladders are just a few hazardous activities. It is better to make the safe choice if there is any question as to your ability to perform any maintenance task.
December:

- Clean and/or replace the air filters on your furnace.
- Clean out thoroughly the humidifier attached to your furnace and ensure all the parts in it are in good operating condition for winter. Replace parts as necessary.
- Check your hygrometer to ensure it is providing accurate readings of the humidity levels inside your home to guard against damage to your hardwood flooring and other valuable wood products and furnishings.
- Check the CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms – check or replace the batteries.
- Check and re-set if necessary your GFI circuits.
- Shovel the snow from porches and exterior stairs. Don’t use salts or other chemicals that will damage the concrete to melt or get rid of the ice build up.
- When you shovel snow, be sure to place it away from your home.
- Check your roof for snow build up, particularly in any roof valleys. Arrange to have excessive snow removed to prevent the chance of ice dams forming.

January:

- Clean and/or replace the air filters on your furnace.
- Check your humidifier to ensure it continues to work properly.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
- Shovel the snow from porches and exterior stairs. Don’t use salts or other chemicals that will damage the concrete to melt or get rid of the ice build up.
- When you shovel snow, be sure to place it away from your home.
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February:

- Clean and/or replace the air filters on your furnace.
- Check your humidifier to ensure it continues to work properly.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
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March: It’s still winter out here on the Prairies!

- Clean and/or replace the air filters on your furnace.
- Check your humidifier to ensure it continues to work properly.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
- Shovel the snow from porches and exterior stairs. Don’t use salts or other chemicals that will damage the concrete to melt or get rid of the ice build up.
- When you shovel snow, be sure to place it away from your home.
- Check your roof for snow build up, particularly in any roof valleys. Arrange to have excessive snow removed to prevent the chance of ice dams forming.

April:

- Clean and/or replace the air filters on your furnace.
- Check your humidifier to ensure it continues to work properly.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
- Check your downspouts and ensure the snow melt is able to move freely away from your home.
- Check your gutters to ensure they are not blocked with ice or other debris that will stop them from flowing freely.

May:

- Check all landscaping and outdoor features to ensure good drainage away from the house and if the ground has settled or water is running back toward the house take immediate measures to ensure flow away from your home.
- Make sure all your drainage systems are working properly and the water drains away from your home. If it does not, take corrective actions immediately.
- If your home has a crawl space under part of it, check it for any water penetration and repair the source of any unintended water.
- Check to ensure there are no insects or vermin getting into your home.
- Inspect caulking around windows for cracks or separation from the window or building.
- Check the roof for any loose shingles, tiles or shakes.
- Make sure all exterior vents are in good condition and not blocked with debris.
- Inspect all caulking inside and especially outside to ensure it is continuous and intact and touch-up or replace where needed with approved products.
- Clean windows, window tracks and make sure weep holes are not blocked (including sliding door tracks – lubricate openers and track rollers with silicone spray.)
- Check and repair any deteriorated or damaged tile grout in bathrooms and kitchens and tiled floors elsewhere to prevent any moisture damage.
- Check the condition of concrete slabs and sidewalks and driveways – repair cracks as necessary.
- Check all screens for tears and repair as needed.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
June: Summer is here! Enjoy it!

- Make sure your sprinklers and hoses are not directing water against the outside of your house. Sometimes the kids will accidentally direct water that way!!
- Check all the vents outside of your home; the combustion vent intake, the dryer vent and the range hood vent. Make sure they are all clear, functional and the screens are clean. Pay attention to the caulking around them and repair as necessary.
- Inspect and lubricate your garage door rollers. Never try to adjust the door.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
- If you have central air conditioning in your home, ensure it is in good working order. You will have to continue to clean and/or replace the furnace filters with central air throughout the summer months.

July and August:

- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly. springs yourself – always call a skilled tradesperson for this.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
September: Remember that winter can come early on the Prairies so be prepared!

- Inspect caulking around windows and doors and all other exterior penetrations for cracks or separation from the window or building and repair/replace as needed.
- Check the roof for any loose shingles, tiles or shakes. Repair as needed.
- Make sure all exterior vents are in good condition and not blocked with debris.
- Inspect all caulking inside and especially outside to ensure it is continuous and intact and touch-up or replace where needed with approved products.
- Clean windows, window tracks and make sure weep holes are not blocked (including sliding door tracks – lubricate openers and track rollers with silicone spray.)
- Check and repair any deteriorated or damaged tile grout in bathrooms and kitchens and tiled floors elsewhere to prevent any moisture damage.
- Check all screens for tears and repair as needed.
- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
- If you have large trees or shrubs close to your home, make sure they are trimmed well back to avoid branches damaging the exterior of the home, the shingles or interfering with the operation of your exterior vents.
- Check for leaves and debris in gutters and eavestroughs – check for blockages at the down-pipe connections.
- Remember to turn outside water outlets off and drain exterior faucets of water before winter! There are several kinds of outside water outlets. If you have only the frost-free type of hose bib it shuts off only from the outside of your home. Make sure all hoses and appliances are disconnected to allow water to drain out. You may have a frost-free type that also has an inside water shut-off valve. Shut off the inside valve, then open the outside hose bib to allow it to drain. You may have a non-frost–free type of hose bib with an inside shut-off. Turn of the water at the inside valve and open the outside valve to ensure the water drains. Some new homes have the hose bibs inside the garage or a utility room – these too should have the hoses disconnected and be drained, or have the water supply shut off and drained before freezing temperatures.

October and November: If you missed doing some of the exterior maintenance items from September do them now before the freeze comes.

- Check CO (Carbon Monoxide) detectors if installed to ensure they are operating properly.
- Test all your smoke alarms to ensure they continue to give you the protections they offer.
- Check and re-set if necessary your GFI circuits.
- Remove debris from gutters, eavestroughs and down-pipes. Hose them out and ensure good drainage flow.