



## Your Home Maintenance Schedule

Inspecting your house on a regular basis and following good maintenance practices is the best way to protect your investment in your home. It is important to get into the habit of doing a few tasks every month.

This seasonal maintenance schedule is designed to help deal with the most common and manageable issues before they become larger, more expensive problems. Every house requires maintenance of various kinds to keep the systems operating properly so that living in the house remains safe and comfortable, and the house retains its functionality, value and appeal.

**We suggest you copy or print this maintenance schedule to use as your checklist every year. That way you will always have an unmarked original to make more copies.**

While most maintenance items are seasonal, there are some things you should do on a frequent basis year round:

- Make sure air vents indoors and outside (intake, exhaust and forced air) are not blocked by snow or debris.
- Check and clean range hood filters on a monthly basis.
- Test the ground fault circuit interrupter(s) monthly by pushing the test button, which should then cause the reset button to pop up.
- If there are young children in the house, make sure electrical outlets are equipped with safety plugs.
- Regularly check the house for safety hazards such as a loose handrail, broken window, etc.
- Check gauge on all fire extinguishers; have recharged or replaced if necessary.
- Check for smooth functioning of all windows and clean monthly.
- If you have a plumbing fixture that is not used frequently such as a laundry tub or spare bathroom sink, tub or shower, run some water briefly to keep water in the trap at least every 6 months.
- Septic tanks should be pumped out at least every five years.

Timing and intensity of the seasons varies, for this reason, we have not identified the months for each season. The maintenance schedule presented here is, instead, a general guide for you to follow. The actual timing is left for you to decide, and you may want to further divide the list of items for each season into months.

**For more information on home maintenance and repair visit Canada Mortgage and Housing Corporation's website at [www.cmhc.ca](http://www.cmhc.ca).**

## Fall

- Have furnace or heating system serviced by a qualified service company every two years.
- Lubricate circulating pump on hot water heating system.
- Examine the forced air furnace fan belt for wear, looseness or noise; clean fan blades of any dirt build-up (after disconnecting the electricity to the motor fan).
- Check and clean or replace furnace air filters each month during the heating season.
- Check the heat recovery ventilation (HRV); clean the filters and the core; pour water down the condensate drain to test it.
- Have well water tested for quality; test for bacteria every six months.
- Check the sump pump and line to ensure proper operation and to ascertain that there are no line obstructions or visible leaks.
- Check smoke detectors and carbon monoxide alarms; replace batteries.
- Ensure all doors to the outside shut tightly; check other doors for ease of use. Renew door weather stripping if required.
- Clean leaves from the eaves troughs and roofs; test downspouts to ensure proper drainage.
- Drain and store outdoor hoses. Close valve to outdoor hose connection and drain the hose bib (exterior faucet) unless your house has frost proof hose bibs.
- Protect young trees or bushes for winter.

## Winter

- Check and clean or replace furnace air filters each month during the heating season.
- Check the heat recovery ventilation (HRV); clean the filters and the core.
- Check your hot water tank owner's manual to learn how to drain off a dishpan full of water from the clean-out valve at the bottom of the tank to control sediment and maintain efficiency.
- Clean humidifier two or three times during the heating season.
- Vacuum smoke detectors as dust or spider webs can prevent them from functioning.
- Vacuum radiator grilles on back of refrigerators and freezers; empty and clean drip trays.
- Check the floor drain to ensure trap contains water; refill with water if necessary.
- Monitor your home for excessive moisture levels (e.g. condensation on windows).
- Examine windows and doors for ice accumulation and cold air leaks; if found make a note to repair or replace in the spring.
- Check electrical cords and plugs for all indoor and outdoor seasonal lights to ensure safety.

## Spring

- Check your hot water tank owner's manual to learn how to test the temperature and pressure valve to ensure it is not stuck (caution: this test may release hot water that can cause burns).
- Check and clean or replace furnace air filters each month during the heating season.
- Check the heat recovery ventilation (HRV); clean the filters and the core.
- Have well water tested for quality; test for bacteria every six months.
- Check smoke detectors and carbon monoxide alarms; replace batteries.
- Vacuum bathroom fan grille.
- Open valve to outside hose connection after all danger of frost has passed.
- Check faucets for dripping; change washers as needed.
- Test plumbing shut-off valves to ensure they are working and to prevent them from seizing.
- Ensure sump pump is operating properly before the spring thaw sets in; ensure discharge pipe is connected and allows water to drain away from the foundation.
- Examine the foundation walls for cracks, leaks or signs of moisture; repair as required.
- Re-level any exterior steps, patio stones or decks which moved due to frost or settling.
- Check eaves troughs & downspouts for loose joints; ensure water flows away from the foundation.
- Clear all drainage ditches & culverts of debris.

## Summer

- Monitor basement humidity and avoid relative humidity levels above 60 per cent; use a dehumidifier to maintain safe relative humidity.
- Check the heat recovery ventilation (HRV); clean the filters and the core if necessary.
- Check the floor drain to ensure the trap contains water; refill with water if necessary.
- Disconnect the duct connected to the clothes dryer and vacuum lint from the duct, the area surrounding your dryer and the exhaust vent hood outside.
- Lubricate all door hinges and tighten screws as needed.
- Inspect electrical service lines for secure attachment where they enter your house; make sure there is no water leakage into the house along the electrical conduit.
- Remove any plants that contact or roots that can penetrate the siding or foundation.
- Check the roof for its general condition; note any sagging that could indicate structural problems requiring further investigation by a professional. Note the condition of the shingles for possible repair/replacement.
- Repair driveway, walkways and outside steps as needed.

## Photocopy this maintenance schedule

To be effective, home maintenance must be done on an ongoing basis, from year to year. We suggest you make a photocopy of this maintenance schedule to use as your checklist. That way you will always have an unmarked original to make more copies. Alternatively, we can email you the schedule for you to print from your computer.

## Notes

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