

Monthly Home Maintenance Checklist



January Checklist

- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)
- Clean/Adjust humidifier for winter settings
- Clean and/or replace furnace and HRV filters
- Check furnace fan belt water heater
- Ensure your sump pump is operating properly and drain any debris from the pit if necessary.
- Ensure sump pump outlets, ventilation intake/exhausts, downspouts, roof overhangs and vents are clear of snow and ice build-up
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors

February Checklist

- Clean and/or replace furnace and HRV filters
- Check and ensure that air intakes, exhausts and meters are clear of snow and ice
- Avoid using salt for melting ice and snow on concrete walkways, steps and porches
- Check water heater
- If possible, carefully remove snow/ice from roof overhangs/vents
- Check the attic for signs of condensation. Make sure you only step on the roof trusses for support, and not on a finished drywall ceiling.
- Check and reset ground fault circuit interrupter (GFCI) (bathrooms, kitchens, main electrical panel and exterior)
- Clean laundry lint traps and clean bathroom exhaust fans from dust build-up
- Flush toilets and run water through sinks in any infrequently used bathrooms.
- Clean out any sediment from all sinks and bathroom faucet aerator and spray nozzles.
- Test smoke alarms and carbon monoxide detectors
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

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March Checklist

- Clean and/or replace furnace and HRV filters
- Check water heater
- If possible, carefully remove snow/ice from roof overhangs/vents
- Check the attic for signs of moisture/condensation and even distribution of insulation. Make sure you only step on the roof trusses for support, and not on a finished drywall ceiling.
- Check and reset ground fault circuit interrupter (GFCI) (bathrooms, kitchens, main electrical panel and exterior)
- Check sump pump to ensure proper operation. Clean and drain any debris from the pit as necessary.
- Clean and/or replace range hood filter
- Test smoke alarms and carbon monoxide detectors. Hold the "Test" button down until the alarm sounds. Replace batteries if necessary
- Inspect humidifier drain line for mineral deposit build up, as per the manufacturer's instructions (refer to your owner's manual)
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

April Checklist

- Inspect basement for any sources of moisture and ventilation
- Clean and/or replace furnace and HRV filters
- Check water heater for leaks
- Uncover and inspect air condition unit: vacuum the outdoor coil and wash (service as needed)
- Test smoke alarms and carbon monoxide detectors. Hold the "Test" button down until the alarm sounds. Replace batteries if necessary
- Check eavestroughs are clear of debris and downspouts are extended away from the building and clear away any obstructions
- Clean window wells, drainage swales or catch basins of leaves, snow and ice build-up
- Check for loose or missing roof shingles
- Check driveways and walks for frost damage
- Turn on exterior water supply
- Plan landscaping to avoid soil settlement and water ponding. Keep soil below the top of the foundation wall and ensure that the grading will allow water to drain away from the house.
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

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May Checklist

- Inspect basement for any sources of moisture. Ventilate and run dehumidifier if needed
- Clean and/or replace furnace and HRV filters
- Open exterior hose bibs and check for leaks
- Check and clean windows, screens and hardware
- Lubricate weather-stripping around doors and operable windows (replace weather-strips if damaged)
- Check exterior vent covers to make sure they are clear of debris, nests, etc.
- Check caulking for cracking, detachment and signs of water penetration (remove and replace with necessary)
- Check and reset ground fault circuit interrupters (GFCI)
- Test smoke alarms and carbon monoxide detectors. Hold the "Test" button down until the alarm sounds. Replace batteries if necessary
- Relevel any exterior steps, slabs, decks, etc. that may have moved as a result of frost or settling
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

June Checklist

- Inspect air conditioning
- Check roof flashing, valleys and vents. Check for any missing/damaged shingles.
- Check sheds and garages
- Check sealing around windows and doors
- Check sump pump, float and discharge line and test
- Fertilize lawn
- Check water heater
- Clean range hood filter, laundry lint traps and inspect and clean bathroom exhaust fans from dust and build up.
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

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July Checklist

- Air out damp basements on dry, sunny day and run a dehumidifier if needed
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)
- Clean air conditioner filter and clean outdoor coils and wash
- Clean and/or replace furnace and HRV filters
- Clean range hood filter, laundry lint traps and inspect and clean bathroom exhaust fans from dust and build up.
- Check water heater for leaks
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors

August Checklist

- Air out damp basements on dry, sunny day and run a dehumidifier if needed
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)
- Clean air conditioner filter and clean outdoor coils and wash
- Clean and/or replace furnace and HRV filters
- Clean range hood filter, laundry lint traps and inspect and clean bathroom exhaust fans from dust and build up.
- Check water heater for leaks
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors
- Inspect driveways and walkways
- Inspect and adjust all doors and locks

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September Checklist

- Check exterior finishes to ensure they are secure
- Check garage door tracks and lubricate bearings
- Check caulking for air and water leaks, replace is needed
- Plant new lawn
- Check fireplace and chimney dampers
- Have humidifier, furnace and HRV serviced
- Check sump pump, float and discharge line and test overall operation
- Check clothes dryer vent and remove lint
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

October Checklist

- Check windows and screens
- Drain exterior water lines and turn off exterior water supply
- Check roof including shingles, flashing and vents
- Check weatherstripping
- Check sealing around windows and doors
- Winterize landscaping and remove leaves
- Clean furnace and HRV filters
- Clean water heater
- Check eavestroughs and downspouts
- Clean humidifier
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors
- Check and monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)

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November Checklist

- Check attic for signs of moisture and even distribution of insulation
- Inspect floor drains to ensure trap is filled with water
- Clean/Replace furnace and HRV filters
- Check for condensation and humidity especially around windows. Monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors

December Checklist

- Check air ducts, remove covers and vacuum vents
- Check for excessive snow on roof.
- Keep snow clear of gas meters, furnace/water heater vents and basement windows
- Clean/Replace furnace and heat recovery ventilator (HRV) filters
- Clean humidifier two to three times during the winter season
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors
- Check for condensation and humidity especially around windows. Monitor your home for excessive moisture levels using a hygrometer (levels should be between 35-55%)