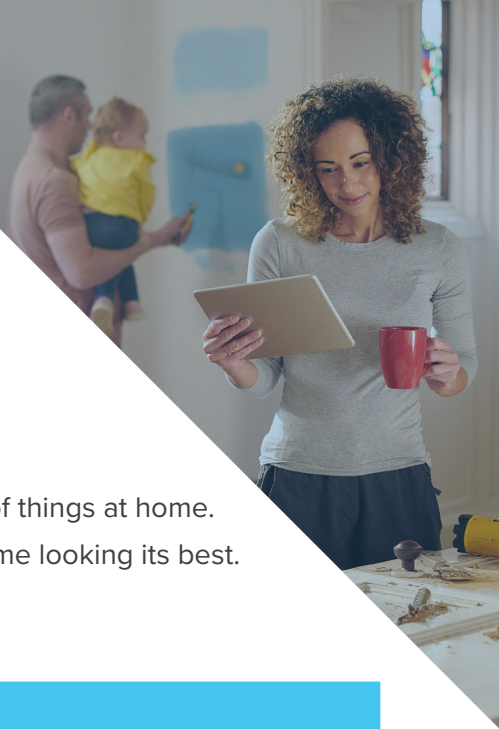

HOME MAINTENANCE CALENDAR

Like a regular health check-up, a maintenance calendar helps you stay on top of things at home. Here is a calendar to help prevent breakdowns, save money and keep your home looking its best.



✓ JANUARY AND FEBRUARY

- Clean or replace your furnace filter
- Check your heat recovery ventilator (HRV) and wash or replace the filter
- Make sure that all air intakes, exhausts and meters are clear of snow
- Clean your humidifier
- Clean your oven range hood filter
- Check the drainage trap in your basement floor and fill it with water if needed

✓ MARCH AND APRIL

- Clean or replace your furnace filter
- Check your HRV and wash or replace the filter
- Clean your humidifier and turn it off
- Check the sump pump
- Check the gutters and downspouts, and clean them if needed
- Inspect your air conditioner and service it if needed
- Inspect your basement or crawlspace for signs of water damage
- Make sure the ground in your yard slopes away from the foundation wall

✓ MAY AND JUNE

- Clean the windows, screens and hardware, and install screen doors
- Check that all air intakes and exhausts are clear of debris
- Clean your oven range hood filter
- Turn off your HRV if you leave windows open during summer (leave it running if you usually keep your windows closed)

✓ JULY AND AUGUST

- Use a dehumidifier if your basement is damp
- Clean the filter in the air handling unit if you have central air conditioning
- Check all exterior finishes and wood for deterioration
- Check the caulking and weather-stripping around windows and doors
- Check the drainage trap in your basement floor and fill it with water if needed
- Have your furnace or heating system serviced

✓ SEPTEMBER AND OCTOBER

- Check and clean your fireplace and chimney
- Clean your oven range hood filter
- Clear leaves from eaves troughs
- Check your roof for signs of wear or damage
- Clean and reactivate your HRV if it was turned off for the summer
- Prepare your outdoor plants and trees for winter
- Check all your smoke alarms and fire extinguishers

✓ NOVEMBER AND DECEMBER

- Check your furnace and clean or replace the filter
- Check your HRV and wash or replace the filter
- Check your humidifier and turn it on, if needed
- Check your exhaust fans
- Make sure your gas valve is clear of ice and snow
- Test your space heating system
- Close the vents to crawlspaces