

# MASTERCARE



## Seasonal maintenance

### To do list:

Following a comprehensive maintenance schedule is important for protecting your new home investment, and setting the stage for many years of enjoyment. Keep this checklist handy to track these important tasks. Is there something you're unsure of? Our MasterCare team is always ready to address any questions or concerns.

### Spring

#### March

	Clean or replace furnace filter
	Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
	Clean the mechanisms of the humidifiers
	Check attic for signs of moisture and even distribution of insulation
	If possible, carefully remove snow/ice from roof overhangs/vents
	Check sump pump, float and discharge line; test overall operation
	Test smoke alarms and carbon monoxide detectors

#### April

	Check eavestroughs and downspouts; clean if needed
	Clean window wells, drainage swales or catch basins of leaves, snow and ice build-up
	Inspect basement or crawl space for signs of seepage/leakage and check for dampness or musty smells
	Check for missing, loose or cracked shingles
	Remove winter cover from air conditioning unit; inspect unit; vacuum or brush the outdoor coil and wash; service as needed
	Check driveway and walks for cracks from frost damage
	Check water heater for leaks, etc.

## Spring (continued)

### May

	Open outside hose connection and check for leaks
	Clean and check windows, screens and hardware
	Clean or replace furnace filter
	Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
	Check air intakes and exhaust are clear of debris, nests, etc.
	Check exterior finishes (siding, trim) and eavestroughs to ensure they are secure
	Check caulking for soundness, cracking, detachment and signs of water or air penetration
	Lubricate rubber or plastic weather stripping around doors and operable windows
	Test smoke alarms and carbon monoxide detectors

## Summer

### June

	Check roof flashing, valleys and vents, and check for missing/damaged shingles
	Check auxiliary buildings such as sheds for secureness to base anchors; loose or missing components; damage caused by rodents, etc.
	Check sump pump, float and discharge line and test overall operation
	Clean range hood filter
	Check exterior wood surfaces for deterioration and refinish the wood surfaces

### July

	Air out damp basements on dry, sunny days
	Clean air conditioning filter, vacuum or brush the outdoor coil and wash
	Clean and test all exhaust fans; lubricate if necessary
	Test smoke alarms and carbon monoxide detectors

### August

	Air out damp basements on dry, sunny days
	Clean air conditioning filter, vacuum or brush the outdoor coil and wash
	Inspect driveway and walks
	Inspect doors and locks

## Fall

### September

	Check exterior finishes (siding, trim) and eavestroughs to ensure they are secure; check exterior brick mortar joint and voids (repoint if necessary)
	Check movement of garage doors and lubricate moving parts as needed
	Check caulking for soundness, cracking, detachment and signs of water or air penetration (remove and replace with appropriate type of caulking, if necessary)
	Check fireplace and chimney dampers; service or clean if needed
	Have furnace/heating system serviced including Heat Recovery Ventilator (HRV) and humidifier
	Check sump pump, float and discharge line; test overall operation
	Check clothes dryer vent and remove lint/obstructions
	Test smoke alarms and carbon monoxide detectors
	Clean or replace furnace filter
	Check/clean Heat Recovery Ventilator (HRV); wash or replace filter

### October

	Check eavestroughs/downspouts; remove leaves and other debris
	Shut off exterior water supply and drain water lines
	Install winter cover for air conditioning unit
	Check roofing and flashing for signs of wear or damage
	Lubricate rubber or plastic weather stripping around doors and operable windows (replace weather stripping if damaged)
	Check caulking for soundness, cracking, detachment and signs of water or air penetration (remove and replace with appropriate type of caulking if necessary)

## Fall (continued)

### November

	Check attic for signs of moisture and even distribution of insulation
	Inspect floor drains to ensure traps are filled with mineral oil
	Clean or replace furnace filter
	Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
	Clean the mechanisms of the humidifiers
	Check for condensation and humidity
	Clean and test all exhaust fans; lubricate if necessary
	Test smoke alarms and carbon monoxide detectors

## Winter

### December

	Check air ducts, remove covers and vacuum dust from vents
	If possible, carefully remove snow/ice from roof overhangs/vents

### January

	Clean or replace furnace filter
	Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
	Check and ensure that air intakes, exhausts and meters are clear of snow
	If possible, carefully remove snow/ice from roof overhangs/vents
	Test smoke alarms and carbon monoxide detectors

### February

	Check and ensure that air intakes, exhausts and meters are clear of snow
	If possible, carefully remove snow/ice from roof overhangs/vents