

fall

heating system maintenance:

- Schedule a service check for your furnace every two years.
- Lubricate the circulating pump on your hot water heating system.
- Replace or clean air filters monthly during the heating season.
- Remove dust by vacuuming electric baseboard heaters.
- Take off the grills on forced air systems and vacuum inside the ducts.

water & drainage:

- If you have a well, test the water for quality, specifically for bacteria, annually.
- Inspect your sump pump (if present) and line for proper functioning and any blockages or leaks.
- Make sure the ground around your home slopes away from the foundation to avoid flooding.
- Drain and store garden hoses, shut off the valve to outdoor faucets, and drain the hose bib unless it's frost-proof.
- If you have a septic tank, measure the sludge in your septic tank to determine if it needs pumping before spring. Septic tanks should be pumped every three years at a minimum.

windows & doors

- Remove interior screens from casement windows to help the heating system prevent condensation.
- Check that all exterior doors close tightly and that other doors operate smoothly; replace weather stripping if necessary.
- Ensure windows and skylights are properly closed.
- Cover any window air conditioning units outside.

chimneys

- If you have a functional chimney, inspect it for blockages like bird nests.

additional tasks

- Verify roof drainage by clearing leaves from roofs and gutters, and testing the gutters.

winter

heating system maintenance:

- Replace or clean furnace air filters monthly during the heating season.
- Following your hot water system's owner's manual, turn off the electricity to the water heater, drain the tank to control sediment and maintain efficiency, refill the tank, and then turn the electricity back on.

indoor air quality:

- Clean humidifiers two to three times throughout the winter season.
- Vacuum bathroom fan grills.
- Remove dust and spider webs from smoke/carbon monoxide detectors by vacuuming them.

safety checks:

- Inspect fire extinguishers, checking gauges and recharging or replacing them as needed and review fire escape routes.
- Inspect the exterior lighting around your home, and check the locks on doors and windows.

plumbing

- Inspect faucets for drips and replace gaskets or washers as necessary. Run water briefly in less frequently used fixtures and drains like laundry tubs, spare bathroom sinks, tubs, shower stalls, and toilets to keep water in the trap.
- Clean drains in dishwashers, sinks, bathtubs, and shower stalls.
- Test plumbing shut-off valves to ensure they are functioning properly and prevent them from seizing up.

spring

heating system maintenance:

- Clean and service your fireplace or wood stove chimney as needed.
- Inspect your air conditioning system and schedule servicing every two to three years.
- Clean or replace the air conditioning filter, if applicable.
- Check and clean the humidifier, if necessary.

safety checks:

- Inspect smoke detectors, carbon monoxide detectors, and security alarms; replace batteries as needed.

windows & doors

- Clean all windows, screens, and hardware. Repair any damaged screens.
- Open valves to your outdoor hose connections and turn on any watering systems.

foundation & drainage

- Inspect the foundation for cracks, leaks, or signs of moisture and repair as needed. Ensure the sump pump is working correctly, if you have one.
- Check downspouts for loose joints and clear any obstructions to ensure proper water flow away from the foundation.
- Clear drainage ditches and culverts of debris.

summer

basement & humidity:

- Keep an eye on basement humidity and use a dehumidifier to maintain optimal levels.
- Look for condensation or drips on basement pipes and address them by reducing humidity or insulating the pipes.

cleaning & maintenance

- Give your carpets and rugs a thorough deep clean.
- Vacuum the grill of the bathroom fan.
- Detach the dryer duct and remove lint buildup with a vacuum.
- Ensure all handrails are securely fastened.

windows & doors:

- Check that all windows open and close smoothly, applying lubricant where needed.
- Oil door hinges and tighten any loose screws.
- Maintain the garage door: lubricate the motor and chain, check all hardware, and ensure the auto-reverse feature is properly set.

exterior care

- Inspect and repair any worn-out caulking and weather stripping around windows and doors.
- Examine exterior wood and trim for signs of wear; clean or refinish as necessary.
- Remove any plants or roots that are in contact with siding or brick.
- Evaluate the condition of your roof, paying attention to shingles and roof flashing for any signs of damage.
- Check the chimney cap and reseal the caulking if needed.

driveway & walkways:

- Fix any cracks or damage in driveways and walkways.
- Repair any steps that could pose a safety risk.