



## SEASONAL HOME MAINTENANCE

### **Fall Home Maintenance** (September, October & November)

- \* Replace your furnace filter monthly (check for correct size).
- \* Turn off exterior water spigots and bleed out to prevent freezing.
- \* Turn your humidifier dial to the "Normal" range and open the damper on the unit, making sure the water shut off is in the "on" position. Replace the humidifier core.
- \* Turn humidifier damper to "winter" setting.
- \* Purchase and monitor humidistat to read humidity in house.
- \* Clean the silver filters on your air exchanger by running them under warm water.
- \* Turn the air conditioning breaker off and cover the top of the unit with only a board. Do not wrap the entire unit in plastic.
- \* Clean the heat recovery core (white large plastic) on your air exchanger.
- \* Keep snow away from exterior exhaust hoods.
- \* Use ice melt that is not corrosive to concrete, such as sand, on your driveway, sidewalk and stoop. Remove it as soon as possible.
- \* Have your furnace professionally serviced and cleaned to maintain its durability and efficiency.
- \* Remove any bird nests from chimney flues and outside electrical fixtures.
- \* Make sure caulking around bathroom fixtures is adequate to prevent water leaks.
- \* Clean out gutters and downspouts to prevent ice dams (consider hiring professional for this).
- \* In late fall remove and store screens that are on the insides of the windows.

### **Winter Home Maintenance** (December, January, February)

- \* Replace your furnace filter monthly (check for correct size).
- \* Drain off a bucket of water from the spigot on the water heater to prevent sediment build-up.
- \* Remove excess snow around roof vents and keep snow away from intake or exhaust hoods on the exterior of your home (consider hiring a professional for this).
- \* Clean the silver filters on your air exchanger by running them under warm water.
- \* Make sure your air exchanger is on the "Low" setting and adjusted to the outside temperature.
- \* Test smoke and carbon monoxide detectors, vacuum them, and replace batteries as required.
- \* Make sure all electrical connections for decorative holiday lighting are tight.
- \* Clean kitchen exhaust hood and air filter.
- \* Disconnect sump pump discharge hose from house to prevent freezing/backing up.

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### **Spring Home Maintenance** (March, April, May)

- \* Replace furnace filter monthly (check for correct size).
- \* Turn humidifier dial to the “Off” position and close the damper on the unit.
- \* Turn the humidifier damper to “summer” setting.
- \* Test sump pump by plugging it in directly to ensure you can hear the motor running.
- \* Clean the silver filters on your air exchanger by running them under warm water.
- \* Turn on the air conditioning breaker and rinse the unit on the exterior with a garden hose.
- \* Drain off a bucket of water from the spigot on the water heater to prevent sediment build-up.
- \* Turn on your exterior hose spigots in the mechanical room (when it is consistently over 32 degrees overnight).
- \* Create and/or review a plan for escaping a fire with your family.
- \* Check for winter damages to your roof and repair as required (consider hiring a professional for this).
- \* Inspect and clean dust from covers of your smoke and carbon monoxide alarms.

### **Summer Home Maintenance** (June, July, August)

- \* Replace your furnace filter monthly (check for correct size).
- \* Check exterior penetration caulking. Use Silicone caulk on siding and urethane caulking on brick to fill any voids.
- \* Have your fireplace and furnace professionally cleaned and serviced prior to heating season.
- \* Clean the silver filters on your air exchanger by running them under warm water.
- \* Inspect all interior caulking around tubs, showers and countertops. Replace with latex brand caulking if necessary.
- \* Test smoke and carbon monoxide detectors, vacuum them and replace batteries if necessary.
- \* Check all recreational equipment and review outdoor safety tips with family.
- \* Clean the clothes dryer exhaust duct, damper and space under the dryer to prevent lint build-up.