

Checklist

Maintenance List



Spring

- Have the HVAC serviced
- Drain the boiler and remove sediment
- Look for leaks under sinks
- Remove foundation vent covers
- Make sure the sump pump drains
- Inspect the chimney
- Make sure the smoke alarm and carbon monoxide detectors are working in the spring



Fall

- Have the HVAC serviced
- Have the air conditioner serviced
- Check on your furnace and ductwork
- Have the boiler checked
- Check for door and window drafts
- Inspect the dryer for damage
- Recheck the smoke alarms and carbon monoxide detectors in the fall



Summer

- Reverse the direction of the fan blades to counterclockwise
- Clean the air conditioner filters each month
- Check and repair the weatherstripping
- Prevent bugs and rodents from coming inside
- Book home improvement projects in the summer



Winter

- Make sure the heating system is in working order
- Keep pipes drained outside when it's cold
- Cover foundation vents
- Purchase a generator and service it twice a year

