

Maintenance Checklist for Fall and Winter

Preparing for Fall

- Check windows and doors on the exterior for possible air or water leaks - make sure the weep holes are clear at the bottom on the outside.
- Inspect caulking around windows for cracks or separation from the window or building.
- Check the roof for loose shingles, tiles or shakes. Make sure vents are in good condition and are not blocked with debris.
- If you have large trees or shrubs close to the home, make sure they are trimmed well back to avoid branches damaging the exterior of the home, the shingles or interfering with vents.
- Check for leaves and debris in gutters and eavestroughs - check for blockages at the down-pipe connections.
- Have gas heating systems inspected by a certified professional.
- Vacuum and clean out forced air registers (vents) and ductwork in your home.
- Remove the hoses and any diverter manifolds or other attachments from the hose bib itself.
- Remember to turn outside water outlets off and drain exterior faucets of water before winter! There are several kinds of outside water outlets. If you have only the frost-free type of hose bib it shuts off only from the outside of your home. Make sure all hoses and appliances are disconnected to allow water to drain out. You may have a frost-free type that also has an inside water shut-off valve. Shut off the inside valve, then open the outside hose bib to allow it to drain. You may have a non frost-free type of hose bib with an inside shut-off. Turn off the water at the inside valve and open the outside valve to ensure the water drains. Some new homes have the hose bibs inside the garage or a utility room - these too should have the hoses disconnected and be drained, or have the water supply shut off and drained before freezing temperatures.
- Check CO (Carbon Monoxide) detectors if installed.
- Check all the vents outside your home; the combustion vent intake, the dryer vent and the range hood vent. Make sure they are all clear, functional and the screens are clean.

Preparing for Winter

- Check the attic for leaks, check the insulation, look for blocked vents and look to see if any daylight is coming in through the roof or around chimneys (may indicate a leak or hole).
- Replace the furnace filters (homeowner), check fan belt and lubricate the motor if required (may require a technician).
- Clean and test all the smoke alarms - check or replace the batteries.
- Test all the Ground Fault Circuit Interrupters (GFCIs) and all the panel breakers.
- Remove ice and snow from porches and concrete stairs as soon as possible - don't use salts or other chemicals that will damage the concrete to melt or disperse ice.
- In freezing or snow conditions check for ice dams on the overhangs of the roof.
- Occasionally open windows to allow the house to air out (weather permitting).
- Avoid overloading circuits with heaters, light decorations or appliances during the winter.
- Remember to remove and store all your hoses, turn off the water supply to the exterior faucets and drain hose bibs (remove diverters too) BEFORE freezing temperatures. (See the information under FALL).
- If you have an in-ground sprinkler system, make sure it is properly drained and winterized BEFORE freezing temperatures.
- Check that your faucets are not leaking - this will save you money especially on your hot water heating costs.
- Check all the CO (Carbon Monoxide) detectors for operation. This is especially important in winter.
- Do not pile snow against the side of your home.