



# HEALTHY HOME MAINTENANCE CHECKLIST

This schedule is a good way to prevent home maintenance problems. You can perform many of the tasks yourself (see ✓), but some you should leave to your Housing Department (see X).

**Remember, safety first. Some home maintenance tasks are best left to the Housing Department.**

## Inside Your Home – The Structure

Attic	Spring	Fall	Annually	As Needed	DIY?
Check for signs of termites, bats, mice and other rodents and insects		✓			X
Check for water damage and roof leaks	✓	✓			X
Check insulation is sufficient and in good condition		✓			X
Check that vents are not blocked		✓			X

Interior Walls, Doors, Ceiling and Windows	Spring	Fall	Annually	As Needed	DIY?
Check for signs of water leaks and damage			✓		✓
Check that doors and windows operate smoothly. Lubricate and repair as necessary	✓				✓

Basements	Spring	Fall	Annually	As Needed	DIY?
Check for signs of termites, mice, bats and other rodents and insects		✓			✓
Check floor drains, sump pump and valve	✓	✓			✓
Look for wet surfaces and puddles	✓	✓			✓
Vacuum and clean basement surface	✓	✓			✓
Check for signs of mould and fungus	✓	✓			✓
Check to see if there is any discolouring with the wood structure, corrosion or deterioration	✓	✓			✓
Check to see if there are any loose wiring, or wires that have become loose, fallen to the floor or damaged by rodents	✓	✓			✓
Check for any smell of any sort of mustiness or dampness	✓	✓			✓

Crawl Space (do not enter crawlspace without proper personal protective equipment)	Spring	Fall	Annually	As Needed	DIY?
Check for signs of termites, mice, bats and other rodents and insects		✓			X
Check floor drains, sump pump and valve	✓	✓			X
Look for wet surfaces and puddles	✓	✓			X

Vacuum and clean basement surface	✓	✓			✗
Check for signs of mould and fungus	✓	✓			✗
Check if there is any discolouring with the wood structure, corrosion or deterioration	✓	✓			✗
Check to see if there is any loose wiring, or wires that have become loose, fallen to the floor or damaged by rodents	✓	✓			✗
Check for any smell of mustiness or dampness	✓	✓			✗

## Inside Your Home – Appliances and Heating, Ventilation and Air Conditioning

Appliances	Spring	Fall	Annually	As Needed	DIY?
Clean kitchen range hood and screens				✓	
Clean and maintain ovens and ranges		✓			
Clean dryer vent and screens	✓				
Clean exhaust fan outlets and screens	✓				✗
Clean air conditioner coils, drain pans	✓				✗
Clean humidifier coils, check operation		✓			✗
Clean and maintain furnace, boiler, and water heater		✓			✗
Check kitchen fire extinguishers	✓	✓			✗
Clean outdoor air intake and screens		✓			✗
Check outdoor air intakes and screen		✓			✗

Wood Source/Heat	Spring	Fall	Annually	As Needed	DIY?
Check to be sure that furniture, plants, and other items that could catch on fire are at least 3 feet away from your fireplace. This is also a smart rule with children and pets when your fireplace is lit to prevent accidental burns.				✓	✓
Check chimney and have it swept to remove sooty buildup		✓			
Firewood should be stored at least 15 feet from home. Large amounts of wood should not be stored in home due to risk of termite infestation		✓			✗
Remove/dispose of ashes	✓	✓	✓	✓	✓
Remove deposit from the flue pipe and chimney			✓		✗
Check and inspect the chimney and flue pipes			✓		✗
Check for black or white stains on the outer bricks and cracks			✓		✗
Adjust door tension				✓	✗
Check and if needed replace door gaskets and other seals	✓				✗
Check and replace catalytic converters	✓				✗
Check baffle plates (baffle plates are positioned at the top of the fire chamber specifically to deflect flames and heat back into the stove instead of letting them go straight through the flue system)	✓				✗
Check and maintain door glass	✓				✗
Schedule a heat source inspection			✓		✗

HVAC Equipment/Furnace	Spring	Fall	Annually	As Needed	DIY?
Replace heating and ventilation filters	✓	✓			✗
Replace or clean dehumidifier filters	✓				✗
Replace central air filters	✓				✗
Replace outdoor air return filters		✓			✗
Clear trash and other items 25 feet away from outside dampers/intake pipes		✓			✓
Check for any loose wires		✓			✗
Check for any indication of condensation problems in the house		✓			✗
Check for any excessive vibration or noises or sound (if yes, call service)		✓			✗

## Inside Your Home – Electrical Equipment, Plumbing and Fixtures

Electrical Equipment	Spring	Fall	Annually	As Needed	DIY?
Check for damaged and frayed cords	✓	✓			✗
Test ground fault interrupters (GFI plugs)	✓				✗
Test outlets for proper hot, neutral and ground wires			✓		✗
Check smoke and CO alarm, change batteries	✓	✓			✓

Plumbing and Fixtures	Spring	Fall	Annually	As Needed	DIY?
Check washer hose connections			✓		✗
Check dishwasher hose connections			✓		✗
Check toilet supply shut-off valve			✓		✗
Check and clean refrigerator ice maker connections and drip pan			✓		✗
Check shower and tub caulking for signs of damage or leaks			✓		✗
Check traps and drains under sinks, tubs, and showers for clogs and leaks			✓		✗
Check hot water heater connections and thermostat setting, check for leaks		✓			✗
Check boiler for leaks		✓			✗
Check water main, meters or well-pump for leaks or sweating		✓			✗
Clean septic tank			2 years		✗
Check bath and kitchen fan operation	✓	✓			✗
Clean external dryer vent	✓	✓			✗
Replace burned out light bulbs especially in dark areas and around doors and stairwells				✓	✓

## Outside your Home

Yard & Exterior	Spring	Fall	Annually	As Needed	DIY?
Check that water drains away from house	✓				✓
Check that there are no, trip, fall, or edge hazards	✓	✓			✓
Check condition of fence around yard, pen/pool	✓	✓			✓
Drain outdoor faucets and hoses	✓	✓			✓
Clean window wells and check drainage		✓			✓
Check that downspouts drain away from house	✓	✓			✓
Clean gutters	✓	✓			✓
Exterior Windows, Walls and Roof	Spring	Fall	Annually	As Needed	DIY?
Check flashing below windows and doors, look for leaks. Every window and door designed to collect and direct any water that may leak through or around the opening back out to the exterior.	✓				✓
Repair broken or cracked glass		✓		✓	✗
Install or remove storm windows and doors	✓	✓			✓
Check that all exhaust ducts are free and clear	✓	✓			✓
Check that your shingles are in good condition from the ground looking up at the roof	✓				✓
Check roof flashing around chimney, vents, skylights and in valleys, check chimney mortar for crumbling and cracks. Check from the ground looking up at the chimney area.	✓				✓
Check that attic vents are free and clear		✓			✓
Check attic for signs of leaking roof	✓				✓
Check for ice dams and icicles				Winter	✓
Check for peeling paint	✓				✓
Check for leaks where deck attaches to house	✓				✓
Garage or Storage Sheds	Spring	Fall	Annually	As Needed	DIY?
Check proper storage of fuel/gas cans/propane cylinders	✓	✓			✗
Check for proper and safe operation of garage door opener, safety shut off, change batteries	✓	✓			✗
Check for signs of water damage	✓	✓			✗
Check for signs of termites, bats, mice and other rodents and insects	✓	✓			✓
Check and properly dispose of unneeded and old paint cans, cleaners and other chemicals.		✓			✗
Check fire extinguisher	✓	✓			✗
Clean up and remove oil and auto fluids from floor	✓				✗
Check power tools for damaged or frayed cords	✓				✓
Check and clean shop tool dust collection system	✓	✓			✓

## Suggested Home Maintenance Tools

Tools	Notes
Screwdrivers	Flat bladed, Allen and Phillips head in various sizes and lengths
Hammer	Standard claw hammer
Adjustable wrenches	Small, medium, and large
Pliers	Needle-nose
Box/open end wrenches	Metric and Imperial sizes
Allen wrenches	In multiple sizes
Utility knife	With extra blades in handle
Safety Glasses	With side shields
Flashlight	With extra batteries

## Emergency Contact Numbers:

Contact	Emergency Telephone	Non-Emergency Telephone
Police		
Fire		
Ambulance		
Family Doctor		
Neighbour		
Housing Department		

## Useful Contacts

Please complete the following table with important contact information such as maintenance person or rental office personnel.

Name	Position	Telephone number (s)

Notes: