

Monthly Maintenance Checklist – Tenants / Homeowners

<p>January</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repair door/cabinet hinges <input type="checkbox"/> Check for leaks under sink <input type="checkbox"/> Check caulking around tub <input type="checkbox"/> Check fire safety equipment <input type="checkbox"/> Wipe window condensation <input type="checkbox"/> Clean up any minor mold <input type="checkbox"/> Keep humidity below 40% 	<p>February</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check for leaks behind toilet <input type="checkbox"/> Check/clean dryer vent <input type="checkbox"/> Repair dripping faucets <input type="checkbox"/> Wipe window condensation <input type="checkbox"/> Clean up any minor mold <input type="checkbox"/> Keep humidity below 40% 	<p>March</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash HRV core + filters <input type="checkbox"/> Clean HRV + air vents <input type="checkbox"/> Change furnace filter <input type="checkbox"/> Wash stove hood filter <input type="checkbox"/> Clean bathroom fan grille <input type="checkbox"/> Clean + test sump pump <input type="checkbox"/> Keep humidity below 40%
<p>April</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inside Spring cleaning <input type="checkbox"/> Clean around appliances <input type="checkbox"/> Check closets for mold <input type="checkbox"/> Clean up minor mold <input type="checkbox"/> Inspect basement or crawlspace for leaks <input type="checkbox"/> Check fire safety equipment <input type="checkbox"/> Patch + paint drywall holes <input type="checkbox"/> Keep humidity below 40% <input type="checkbox"/> Check eaves-troughs + downspouts. Repair leaks. 	<p>May</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exterior Spring cleaning <input type="checkbox"/> Slope ground from house <input type="checkbox"/> Check exterior finishes <input type="checkbox"/> Replace cracked caulking <input type="checkbox"/> Check windows + screens <input type="checkbox"/> Open exterior water lines <input type="checkbox"/> Check eaves-toughs <input type="checkbox"/> Check/clean dryer vent <input type="checkbox"/> Check operation of all appliances 	<p>June</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash HRV filters <input type="checkbox"/> Wash Stove hood filter <input type="checkbox"/> Clean bathroom fan grille <input type="checkbox"/> Check exterior wood paint <input type="checkbox"/> Fill drive/walkway holes <input type="checkbox"/> Check septic if necessary <input type="checkbox"/> Open any crawlspace vents <input type="checkbox"/> Replace damaged electrical cover-plates
<p>July</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repair door/cabinet hinges <input type="checkbox"/> Repair door/window locks <input type="checkbox"/> Re-secure door handles <input type="checkbox"/> Check fire safety equipment <input type="checkbox"/> Check for under sink leaks <input type="checkbox"/> Flush hot water heater <input type="checkbox"/> Air out damp basement on dry, sunny days 	<p>August</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repair dripping faucets <input type="checkbox"/> Check no leaks behind toilet <input type="checkbox"/> Check/clean dryer vent <input type="checkbox"/> Check oil/propane tank <input type="checkbox"/> Check roof + chimneys <input type="checkbox"/> Clean heating ducts + vents <input type="checkbox"/> Air out damp basement on dry, sunny days 	<p>September</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash HRV core + filters <input type="checkbox"/> Clean HRV + air vents <input type="checkbox"/> Service heating system <input type="checkbox"/> Change furnace filter <input type="checkbox"/> Wash stove hood filter <input type="checkbox"/> Clean bathroom fan grille <input type="checkbox"/> Clean wood stove chimney <input type="checkbox"/> Check doors + windows <input type="checkbox"/> Repair weather-stripping
<p>October</p> <ul style="list-style-type: none"> <input type="checkbox"/> Replace batteries in smoke and CO detectors+ test <input type="checkbox"/> Check fire extinguishers <input type="checkbox"/> Remove all fire hazards <input type="checkbox"/> Plan fire escape routes <input type="checkbox"/> Drain exterior water lines <input type="checkbox"/> Close all crawlspace vents <input type="checkbox"/> Check insulation of water pipes in crawlspace <input type="checkbox"/> Move storage from walls <input type="checkbox"/> Keep humidity below 40% 	<p>November</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check/clean dryer vent <input type="checkbox"/> Clean/replace screens in washer hoses <input type="checkbox"/> Keep humidity below 40% <input type="checkbox"/> Clean out eaves-troughs + downspouts. Repair leaks. <input type="checkbox"/> Check operation of all appliances 	<p>December</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wash HRV filters <input type="checkbox"/> Change furnace filter <input type="checkbox"/> Wash stove hood filter <input type="checkbox"/> Clean bathroom fan grille <input type="checkbox"/> Wipe window condensation <input type="checkbox"/> Clean up any minor mold <input type="checkbox"/> Keep humidity below 40 %