

# NORTHERN MINNESOTA BUILDERS ASSOCIATION

218-326-NMBA (6622)

## Annual Home Care Check List

### JANUARY/FEBRUARY

- Clean or replace furnace filter
- Clean or replace air-cleaner
- Check and clean mechanical ventilation system (HRV)
- Clean snow from air intakes, exhaust and meters
- Clean range hood filter
- Remove snow from roof to prevent ice dams
- Clean and check sump pump and pit
- Inspect pressure and temperature valve on water heater
- Clean faucet aerators and turn on infrequently used faucets and put water in floor drains to maintain the trap's water barrier

### MARCH/APRIL

- Check and clean mechanical ventilation system (HRV)
- Clean or replace furnace filter
- Clean snow from air intakes, exhaust and meters
- Remove snow from roof to prevent ice dams
- Check gutters and downspouts and clean if needed
- Inspect basement/crawl space for seepage/leakage
- Maintain proper grades for drainage throughout property
- Be sure to check for settling after spring thaw
- Check and repair any screen damage
- Inspect roof for damage and make repairs when necessary
- Adjust thermostat for season change, check humidity levels to prevent excessive moisture

### MAY/JUNE

- Check and clean mechanical ventilation system (HRV)
- Clear air intakes, exhaust and meters of debris, nests, etc.
- Check gutters and downspouts and clean if needed
- Open outside hose connection
- Check and clean central air conditioning system
- Check landscaping sprinklers to ensure proper alignment (do not let them soak your siding or foundation)
- Replace air conditioning filters monthly or as recommended by the manufacturer
- Inspect pressure and temperature valve on water heater
- Clean A/C condenser
- Maintain proper grades for drainage throughout property

### JULY/AUGUST

- Clear air intakes, exhaust and meters of debris, nests, etc.
- Check gutters and downspouts and clean if needed
- Check exterior finishes
- Check and clean mechanical ventilation system (HRV)
- Air out damp basements on dry days or use dehumidifier
- Have furnace (heating system) serviced
- Check hot water heater for mineral buildup, drain, refill
- Check and repair interior caulking and grout on tile in showers and baths
- Check and repair all exterior caulking and weather stripping, especially around windows and entry doors
- Seal coat and repair asphalt driveway as needed
- Replace air conditioning filters monthly or as recommended by the manufacturer
- Clean A/C condenser

### SEPTEMBER/OCTOBER

- Check fireplace and chimney; service or clean if needed
- Clean range hood filter
- Check and clean mechanical ventilation system (HRV)
- Clear air intakes, exhaust and meters of debris, nests, etc.
- Do safety checks: smoke detector, fire escape routes, fire extinguisher, door and window locks
- Check gutters and downspouts and clean if needed
- Check roofing and flashing for signs of wear or damage
- Check roof vents/soffit vents
- Close outside hose connection and drain
- Winterize landscaping and blow out irrigation system
- Inspect pressure and temperature valve on water heater
- Maintain proper grades for drainage throughout property
- Adjust thermostat for season change, check humidity levels to prevent excessive moisture
- Clean dryer vent

### NOVEMBER/DECEMBER

- Check attic for signs of moisture
- Clean or replace furnace filter
- Check and clean mechanical ventilation system (HRV)
- Check exhaust fans
- Clear air intakes, exhaust and meters of snow, debris, etc.
- Remove snow from roof to prevent ice dams
- Check adjustment of door thresholds
- Check garage floor for cracks-seal & caulk