



The Cornerstone of Quality

# HOME MAINTENANCE CHECKLIST

Preserve and protect the lasting value of your new Marz home by following your maintenance schedule throughout the year.

*Spring*

## MARCH

- Clean filters for Heat Recovery Ventilator (HRV) if applicable.
- Check sump pump (if installed)
- Inspect humidifier for leaks and set to appropriate setting
- Clean range hood filter
- Remove snow and ice from roof overhangs and vents
- Ensure snow, ice or debris has not blocked exterior vents for dryer, fans, furnace /water heater, HRV & Fireplace(s)
- Test smoke alarms

## APRIL

- Turn off humidifier. Shut off water supply valve & close damper
- Inspect furnace filter. Clean or replace as necessary.
- Check water heater for leaks
- Turn on exterior water supply
- Plan landscaping to avoid soil settlement and water ponding
- Check and reset exterior GFCI. (Ground Fault Circuit Interrupter)
- Test smoke alarms and carbon monoxide detectors.

## MAY

- Remove Cover from A/C
- Inspect A/C and turn on elect. breaker
- Inspect furnace filter and replace if necessary
- Clean out basement window wells. (if applicable)
- Ensure ground slopes away from house
- Check range hood filter and clean if necessary
- Check caulking for air and water leaks
- Check exterior finishes and paint where necessary
- Weed the lawn as necessary
- Test smoke alarms and carbon monoxide detectors.



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## SUMMER

### JUNE

- Clear A/C condenser unit of debris and grass clippings.
- Inspect furnace filter. Clean or replace if necessary
- Clean filters for Heat Recovery Ventilator (HRV) if applicable.
- Clean range hood filter
- Fertilize Lawn as required
- Clear lint from clothes dryer exterior vent
- Test smoke alarms and carbon monoxide detectors.

### JULY

- Air out basements on dry, sunny days
- Clear A/C condenser unit of debris and grass clippings.
- Test exhaust fans
- Check water heater for leaks
- Test smoke alarms and carbon monoxide detectors.

### AUGUST

- Air out basements on dry, sunny days
- Clear A/C condenser unit of debris and grass clippings.
- Check range hood filter and clean if necessary
- Inspect driveways and walkways
- Lubricate exterior door locks
- Clear lint from clothes dryer exterior vent
- Test smoke alarms and carbon monoxide detectors.



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*fall*

## SEPTEMBER

- Check garage door tracks and lubricate bearings
- Check Caulking
- Service Furnace and GasFireplace(s) as required.
- Replace furnace filter
- Clean filters for Heat Recovery Ventilator (HRV) if applicable.
- Clean range hood filter
- Clear lint from clothes dryer exterior vent
- Check and reset ground fault circuit interrupter (Interior and exterior outlets)
- Check water heater for leaks
- Test smoke alarms and carbon monoxide detectors.

## OCTOBER

- Check weather stripping
- Use dry silicone spray on window weather-stripping
- Winterize landscaping and remove leaves especially inside window wells
- Check eavestrough and downspouts
- Replace Humidifier filter and turn on water supply valve & open damper.
- Set control to appropriate setting.
- Drain exterior water lines generally located at rear and in garage.
- Turn off interior shut off valves
- Shut breaker off for air conditioner
- Cover Air conditioner
- Test smoke alarms and carbon monoxide detectors

## NOVEMBER

- Inspect furnace filter. Clean or replace as necessary.
- Check water heater for leaks
- Inspect Humidifier and set control to appropriate setting
- Check range hood filter and clean if necessary
- Clear lint from clothes dryer exterior vent
- Test smoke alarms and carbon monoxide detectors



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*winter*

## DECEMBER

- Clean filters for Heat Recovery Ventilator (HRV) if applicable.
- Clean humidifier filter
- Clean range hood filter
- Remove snow and ice from roof overhangs and vents
- Ensure snow, ice or debris has not blocked exterior vents for dryer, fans, furnace / water heater, HRV & Fireplace(s)
- Test smoke alarms and carbon monoxide detectors.

## JANUARY

- Inspect furnace filter. Clean or replace as necessary.
- Adjust humidifier to appropriate setting
- Remove snow and ice from roof overhangs and vents
- Ensure snow, ice or debris has not blocked exterior vents for dryer, fans, furnace / water heater, HRV & Fireplace(s)
- Test smoke alarms and carbon monoxide detectors.

## FEBRUARY

- Clean humidifier filter and adjust to appropriate setting
- Check range hood filter and clean if necessary
- Remove snow and ice from roof overhangs and vents
- Ensure snow, ice or debris has not blocked exterior vents for dryer, fans, furnace / water heater, HRV & Fireplace(s)
- Test smoke alarms and carbon monoxide detectors.