



BARDAGI
équipe immobilière = real estate team

MAINTENANCE SCHEDULE

Your home is probably the most important investment you will ever make. This checklist will help you protect your investment with simple checks, maintenance and repairs you can do each month, which will help you avoid more costly problems later.

MONTHS	MAINTENANCE OR REPAIR TASKS
JANUARY/FEBRUARY	<ul style="list-style-type: none"><input type="checkbox"/> Clean or replace the furnace filter<input type="checkbox"/> Check the heat recovery ventilator (HRV) and clean or replace the filter<input type="checkbox"/> Ensure that air intakes, exhaust ducts and meters are free of snow<input type="checkbox"/> Cleaning the humidifier<input type="checkbox"/> Cleaning the range hood filter<input type="checkbox"/> Check the water clearance of the basement drain and add water
MARCH/APRIL	<ul style="list-style-type: none"><input type="checkbox"/> Clean or replace the furnace filter<input type="checkbox"/> Check/clean HRV and clean or replace filter<input type="checkbox"/> Clean the humidifier and turn it off<input type="checkbox"/> Check the sump pump<input type="checkbox"/> Check gutters and downspouts; clean as needed.<input type="checkbox"/> Inspect the air conditioner and perform maintenance if necessary<input type="checkbox"/> Inspect basement or crawl space for signs of leaks or water<input type="checkbox"/> Open vents in exterior crawl spaces<input type="checkbox"/> Ensure that the ground around the foundation slopes outward



MONTHS	MAINTENANCE OR REPAIR TASKS
MAY/JUNE	<ul style="list-style-type: none"><input type="checkbox"/> Open the faucet assigned to the garden hose<input type="checkbox"/> Wash windows, screens and hardware and install screens<input type="checkbox"/> Check that the air intakes and outlets are free of debris<input type="checkbox"/> Cleaning the range hood filter<input type="checkbox"/> Turn off the HRV if the windows are left open during the summer (leave it on if they are kept closed most of the time).<input type="checkbox"/> Start your spring landscaping
JULY/AUGUST	<ul style="list-style-type: none"><input type="checkbox"/> Use the dehumidifier if the basement is humid<input type="checkbox"/> If the house has central air conditioning, clean the filter of the unit<input type="checkbox"/> Check siding and exterior wood for signs of deterioration<input type="checkbox"/> Check caulking and weatherstripping around windows and the door leading to the garage<input type="checkbox"/> Check the water level in the basement drain and add water if it is missing.<input type="checkbox"/> Have the furnace or heating system serviced
SEPTEMBER/OCTOBER	<ul style="list-style-type: none"><input type="checkbox"/> Check and clean the fireplace and chimney if necessary<input type="checkbox"/> Cleaning the range hood filter<input type="checkbox"/> Remove dead leaves from all gutters<input type="checkbox"/> Check the roof for signs of wear or damage<input type="checkbox"/> Turn off the faucet assigned to the garden hose<input type="checkbox"/> Close windows, skylights<input type="checkbox"/> Clean and restart the HRV if it was turned off<input type="checkbox"/> Prepare your plants and trees for winter



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EACH YEAR	<ul style="list-style-type: none"><input type="checkbox"/> <i>Dusting or vacuuming baseboards</i><input type="checkbox"/> <i>Vacuum the ducts behind the register grilles of the warm air and return air outlets.</i><input type="checkbox"/> <i>Test plumbing shut-off valves to ensure that they work</i><input type="checkbox"/> <i>Test the water heater relief valve and drain some water from the tank</i><input type="checkbox"/> <i>Check smoke detectors, fire escape routes, fire extinguishers, locks and window hardware</i><input type="checkbox"/> <i>Check and, if necessary, oil the door hinges</i><input type="checkbox"/> <i>Lubricate the motor, chain, etc., of the garage door</i><input type="checkbox"/> <i>Check the attic for any signs of moisture in summer or fall</i><input type="checkbox"/> <i>Check the septic system and clean it as needed (normally every three years)</i>
EVERY TWO TO FIVE YEARS	<ul style="list-style-type: none"><input type="checkbox"/> <i>Check for cracks in the lane and repair if necessary</i><input type="checkbox"/> <i>Check the chimney bolster and the sealant between it and the chimney and repair if necessary.</i><input type="checkbox"/> <i>Refinish wood surfaces, including window and door frames</i>