

RECOMMENDED SEASONAL MAINTAINANCE SCHEDULE

	SUMMER (JUN-JUL)	FALL (AUG-NOV)	WINTER (DEC-FEB)	SPRING (MAR-MAY)
• Change batteries in smoke detectors	X	X		
• Have chimney checked and cleaned		X		
• Review location of main electrical disconnect				X
• Insure that glass fireplace doors are in place and in good working order		X		
• Review attic to insure proper insulation levels			X	
• Make sure that attic vents are open and clear			X	
• Feel around windows for drafts. Incense sticks can help with this task			X	
• Review and verify breakers and what switches and outlets they operate			X	
• Check Ground Fault Circuit Interrupter (GFCI) outlets by tripping the test button. (NOTE: GFCI outlets should be in Kitchens, Bathrooms, Garage and Outside locations)	X	X		
• Inspect each lamp, extension and appliance cord and plug, <i>replace</i> if frayed or broken			X	
• Review the location of the main water shutoff			X	
• Review the location of the main HOT water shutoff			X	
• Review the location of each gas shutoff			X	
• Check water lines under all sinks, toilet, washing machines and at the hot water heater for leaks. (NOTE: It is recommended that all non-solid plumbing, including washing machine hoses, be Stainless Steel Braided Hose, available at any home center)				X
• Change or clean furnace air filter (Monthly)				X
• Turn off humidifier	X			
• Turn on humidifier		X		
• Have heating and air systems inspected				X
• Lightly blow off your thermostat	X	X		
• Update caulking around tub / shower units			X	
• Repair / replace loose or damaged ceramic tile				X
• Tighten / repair cabinet and door hardware and hinges				X
• Check refrigerator gaskets			X	
• Clean refrigerator coil and drip pan			X	
• Review fire escape plan with your family	X	X		
• Test smoke detectors	X	X		
• Review the exterior of your home and make note of any damage or areas needing repair				X
• Clean grill and fins on the air conditioner	X			
• Review your insurance policies to insure adequate coverage			X	
• Vacuum air vents and return grills	X	X		