



PRESENTS

**NEW HOME
MAINTENANCE GUIDE**



PIDEL HOMES (519) 763-6782

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****For manuals and equipment operation, please refer to the manufacturer's websites****

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EFFECTS OF WEATHER & TEMPERATURE

Natural building materials such as wood and concrete are subject to constant expansion and contraction from day to day. You can minimize these effects by maintaining a consistent temperature in your home during the first two years. This allows the wood to dry at an even rate. Minor cracks & screw pops in the drywall are a normal part of the aging process of your home and do not affect its structural integrity. These minor deficiencies can be easily rectified by a service technician from Pidel Homes.

HRV SYSTEM

Your new home includes a special mechanical system known as a Heat Recovery Ventilation Unit, also called an HRV. The intended use of the HRV is to control the humidity levels in your new home while replenishing it with fresh air. The HRV has a main control panel which will be centrally located beside the thermostat. This main control panel has a de-humidistat dial that will be set at "50". This means the system will maintain the relative humidity inside your home at 50%. This dial will remain at this setting for those months that you potentially require the heat to run (usually September till May). During the months when the heat is not required, this dial will be turned completely to the left (counter clockwise) to the "OFF" position. It is also recommended that your furnace fan run continually all year round to provide a balance of temperatures between floors and provide air circulation throughout the house.

Excessive condensation or sweating on cool surfaces such as windows can be eliminated by the proper use of your HRV system.

It is important to maintain the comfort level of your home by *ensuring the control dial* is set to the correct position.

The filters in the HRV must be washed monthly.

The core filter must also be washed thoroughly at least twice each year. Check and clean exterior vents a minimum of two times a year.

Please follow the instructions in the manual for the HRV system

Your new home also includes exhaust fans in each of the bathrooms, laundry room and the kitchen. These fans should be used regularly. They will remove the stale or humid air due to cooking, bathing or showering etc.

HEATING SYSTEM

A high efficiency furnace has been installed in your new home. Regular care and maintenance will keep your furnace operating at its peak efficiency.

Inspect the filters each month and change the filters a minimum of two times a year.

Fresh filters can enhance the proper air flow in your home, prolong the life of your heating system and lower your heating costs.

An annual inspection of your heating system by a heating professional is strongly recommended.

Keep all vents and registers clean and free of dust, cobwebs and debris.

Return air grills must not be blocked by furniture or other objects as they may impede the air circulating back to the furnace.

Keep snow & ice clear from building up around the exterior furnace vents in the winter months. If the snow and ice fills up the vents, the furnace will fail to operate.

If your furnace fails to operate, inspect the following:

- Make sure the power switch for furnace is turned ON
- Make sure that the circuit breaker in the electrical panel is in the ON position
- The thermostat temperature must be set higher than the current temperature in the house (for heating) for the furnace to run
- The thermostat must be set to the AUTO or ON position
- Check that the thermostat does not require battery replacement
- Ensure that the furnace filter is clean
- In winter, check exterior furnace vents for snow and ice build up
- In spring, summer & fall check the exterior furnace vents for nests, cobwebs etc. that may prevent proper functioning of the air intake & exhaust pipes

After completing the above and the furnace is still not operating, please contact Pidel Homes. If a heating emergency arises on a weekend or a holiday, call the mechanical contractor whose sticker is located on the furnace and then, contact Pidel Homes during regular business hours.

EXTERIOR CLADDING (Brick & Siding)

BRICK

Brick has been installed on the exterior of your home. There is no maintenance required.

You will notice at the bottom row of the brick installation that some bricks have no mortar between them. These spaces are known as “weep holes”. The “weep holes” are necessary to allow water to escape and prevent it from penetrating the house.

Any windows and doors that have a steel angle above them may require re-priming by the homeowner as time passes.

SIDING, SOFFITS, FASCIA & EAVESTROUGH

Vinyl siding has been installed where applicable. All siding is installed “loosely” and is not fastened tight to the exterior. The siding must be able to adjust to seasonal temperatures and wind conditions in order to prevent damage. If your siding needs cleaning, you can use mild soap and water to remove any dirt.

Soffit and fascia is an aluminum product. They will not require painting. Again, if cleaning is required, use mild soap and water to remove any dirt.

Eavestroughs and down spouts are also fabricated from aluminum. It is important to check the eavestroughs regularly and remove leaves or other debris that can prevent water from flowing into the downspouts. Down spout extensions must remain attached at all times and kept clear of snow, ice build up and other debris. This will facilitate proper water flow from the eaves troughs during the season changes.

ROOFING & SKYLIGHTS

Some variation in shingle colour will occur. This dye lot inconsistency is common and acceptable. If the shingles are installed during cooler temperatures you can expect some shingles to lift during windy conditions. The shingle tabs will seal when the temperature becomes warmer.

Icicles may form when the roof surface is warm enough to melt the snow and when temperatures are cold enough to re-freeze the melting snow.

Excessive build up of snow on the roof during the winter should be removed professionally.

Condensation may appear on the glass on the inside of the skylight if the humidity levels in the home are not controlled properly. The wood finish inside the skylight is not painted and will remain natural from the factory.

CONCRETE FLOORS, PORCH & PRE-CAST STEP

The basement and garage floors are poured concrete. All slab concrete is “saw cut” after it is poured to prevent major cracks from forming. You may develop small hair line cracks on the surface as time passes. These are normal and do not affect the performance. Any oil & grease spills should be cleaned up quickly as staining can occur. There is approximately 5” of fall on the garage floor slab. This is to allow water to run to the driveway and prevent it from pooling on the garage floor.

Porches are also poured concrete and will be “saw cut”. These saw cuts are caulked and may require the homeowner to re-caulk them at a future date.

The step located at the front of the house is a pre-cast, reinforced concrete product. During the winter months do not use “ice melt” products that contain salt on the concrete step. Salt based products will damage the concrete and deteriorate the finished surface.

WINDOWS & EXTERIOR DOORS

Exterior entry doors are steel clad doors and are painted. Door frames are painted wood. In some cases, there may be aluminum cladding around the door frame. Front entry doors will have a decorative glass insert.

As mentioned in our “Guide to Pidel’s Construction Process”, wood door frames that have been installed during the winter months are not painted until the late spring when the weather permits.

Windows and patio doors are vinyl products.

Door and window frames have small “weep holes” at the bottom to allow water to drain from the tracks. Weep holes must be kept open and free of debris to prevent water from overflowing the tracks.

All door and window openings are caulked on the outside. Caulking should be checked every year and replaced by the home owner if missing or damaged.

Mild soap and water can be used to clean the frames. In all cases, avoid using harsh abrasives or scouring pads to clean the vinyl or aluminum.

Household glass cleaner can be used to keep the glass area clean. Do not use harsh abrasive cleansers or scouring pads as these products may cause permanent scratches on the glass surfaces.

Window screens can be removed and washed with mild soap and water. Inspect screens for tears, holes etc. and replace screening as needed.

OVERHEAD GARAGE DOORS

The overhead garage door in your home is a sectional, steel roll-up door. The paint coat on the door is a baked on finish by the manufacturer and does not require painting. Mild soap and water is all that is needed to clean dirt and grime from the door. Do NOT use a pressure washer to clean the garage door.

INTERIOR FEATURES

WALLS & CEILINGS

Walls and ceilings are drywalled, taped and sanded smooth. Ceilings are sprayed after taping and trowelled to a “California Finish”. The bathrooms and a finished laundry room will receive a coat of flat paint after the ceiling is finished.

Mild soap and water can be used to clean scuff marks from the wall surfaces.

The proper use of the HRV system will encourage a quicker drying out of your home. The drying out phase will likely show areas of shrinkage. This is a common occurrence in new home construction. Even when installed according to the Ontario Building Code, it is not unusual to see undulation in drywalled ceilings and walls due to joint finishing and shrinkage.

PLUMBING SYSTEM

The main water shut off for your home is located in the basement. In the event of a water leak emergency, you can shut off this valve to stop the water flow into your house.

All toilets have a shut off valve below the toilet should you need to turn off the water supply to the toilet.

Hot Water Heater

The hot water heater in your home is a rental unit. Should you encounter any difficulties with the water heater, please contact the rental utility directly for service. The telephone number can be found on a sticker that is adhered to the water heater.

Kitchen Sink

The kitchen sink installed is fabricated from stainless steel. You can clean up any oil and grease build up using a mild detergent and hot water. Rinse the sink and wipe dry to maintain a clean, shiny finish. Scouring pads such as “S.O.S.” can etch the sink and damage the finish. A nylon scrubbing pad is recommended to remove stubborn spots. The sink strainers should be used to prevent solid waste pieces from entering the drain system. Never dispose of grease or oil into the sinks. Always discard through the regular garbage system according to the guidelines of the municipality.

Acrylic Bathtubs and Showers

Acrylic bathtubs and showers require little maintenance. Be sure to rinse after each use. Clean the tub or shower with a liquid soap product. Do not use an abrasive cleaner. You can also use one of the many products available and apply it to the acrylic product to provide a wax-like protective

finish. Be sure to inspect caulking around the tub or shower on a regular basis and replace when necessary.

Bathroom Sinks & Faucets

Clean all sinks & faucets with a liquid soap or detergent. Do not use abrasive cleaners or scouring pads. Rinse clear and dry with a soft cloth to prevent spotting and maintain a bright shiny appearance.

Toilets

Water saver toilets have been installed in your new home. The proper flushing technique will prevent blockages. By holding down the handle until the toilet tank has emptied and the waste is clear of the bowl, you will prevent an incomplete flush. Toilets are made of vitreous china. They are prone to staining. Do not hang bowl cleaners inside the toilet tank as the chemicals will deteriorate the flaps inside the tank. Clean the toilets regularly with toilet bowl cleaner and a bowl brush. Do not use a drain cleaner in the toilets as the harsh chemicals may damage the seals and cause a leak.

A toilet may require an adjustment to the float height to prevent run-on. A set screw is located inside the toilet tank. A small turn, in a clockwise or counter-clockwise direction will adjust the float height as needed.

Shower Doors & Glass Showers

Maintenance is significantly reduced if the glass is “squeegee’d” or wiped dry after each use. Rinsing then drying the glass after each use will help prevent water spots from occurring. Use only mild soap & water to clean the glass. Do not use harsh, abrasive cleaners as these products may permanently scratch the glass. Periodically check the door sweep and replace if necessary to prevent water from over-spilling the opening.

Exterior Hose Bibs

The exterior hose bib and garage hose bib both have a “backflow prevention device” attached to them. This item is required by the Ontario Building Code. At times when using the hose bibs, you may experience a small howling noise. This is a normal sound that indicates the device is functioning properly. It is essential that the “backflow prevention device” is left attached in order to prevent any contaminated water from trickling back into the fresh water supply lines of your home. Garden hoses should be disconnected before the temperature outside freezes the water. November 1st is a suggested date to do this. Use the shut off valve inside the house to close off the water to the exterior hose bibs. Open the exterior hose bib to empty the line. Once the water is shut off, the “bleed valve” on the shut off valve inside the house should be opened to allow any excess water to drain from the line. Reverse this procedure in the spring and be certain to **close the “bleed valve”** before turning the water back on.

Sump Pit and Pump

Your new home may have a sump pit installed to control perimeter ground water. The home owner should check the sump pit and the pump by pouring water into the pit every month to ensure it is operating correctly and has not seized.

The sump pit is typically installed in the basement in proximity of the mechanical room. The sump pit is approximately 24 inches deep and contains a submersible pump at the bottom of the pit. This submersible pump has a float mechanism that regulates the amount of water that is allowed into the pit. The pump will turn on automatically and discharge this water either to a city storm connection or to the exterior of the house onto grade level. It is very important to ensure that the submersible pump is plugged in at all times. Additionally, some water will remain in the bottom of the sump pit. During the drier seasons of the year, it may be necessary to fill the sump pit a number of times to replace this standing water as stagnant water may sometimes produce an unpleasant smell.

ELECTRICAL SYSTEM

Each new home has an electrical panel with circuit breakers. The panel will have a main breaker that will shut off the power coming into the house. There are additional circuit breakers in panel that control the flow of hydro power throughout the house.

In the event of a loss of electrical power in an area of your home and power is available in the rest of your home, it is possible that an individual circuit breaker has turned off. Check the circuit breakers in the electrical panel.

A circuit breaker has three positions: - On, Off, and Tripped. When a circuit breaker trips it must first be turned "off" before it can be turned "on". If you switch the breaker from "tripped" to the "on" position, the power will not be restored. You must first reset the tripped breaker by moving it to the "off" position and then back to the "on" position.

Ground Fault Circuit Interrupt Outlets

Ground fault circuit interrupt outlets, (GFCI outlets) are usually located in bathrooms, kitchens, and on the exterior of your home. These are special receptacles that are designed to break the flow of electricity in the event of a short circuit.

GFCI circuits have a test and reset button. Once each month the test button should be pressed. This will "trip" the circuit. Press the reset button to restore power to the plug. If a GFCI receptacle trips during normal use it may be an indication of a faulty appliance. Several GFCI outlets may be interconnected in the kitchen, bathrooms, or exterior outlets. If an outlet is not working, you will need to check the GFCI in the adjacent area since not all GFCI receptacles contain the "reset" button.

Arc fault breakers are also installed in the electrical panel. These breakers will identify any faulty or severed wiring. The arc fault breaker will trip to prevent fire. An example would be a faulty lamp or extension cord. These breakers are usually connected to the bedrooms in the home.

You may discover drafts coming from electrical outlets or receptacles located on exterior wall. This is normally due to air currents behind the drywall and not air leakage.

Light Fixtures

A variety of light fixtures have been installed in your home. If a light fails to come on, check to see that the bulb is not burned out or simply loose in the fixture. All of these fixtures are designed for standard wattage bulbs only. Do not exceed the manufacturer's recommendations when replacing light bulbs.

Bathroom & Range Hood Fans

Bathroom ventilation fans require minor maintenance. Be sure the fan is turned off and carefully remove the fan cover and clean the cover with mild soap and water. While the cover is drying, you may gently vacuum the dust and dirt from the fan blades. During the late spring, summer and early fall, running the bathroom fan for at least 15 minutes following the use of the bath tub or shower will quickly reduce the amount of moist air in the room. This applies only when the HRV is not being used.

Range hood fans are vented to the exterior of the home. Because this fan is vented to the outside, it is common on windy days to feel a draft at the exhaust as well as noise from the exterior termination. The hood fan has a small filter located underneath the hood. This filter should be cleaned regularly to remove any build up of grease and dirt. This filter can be washed in warm, soapy water. The underside of the range hood should also be cleaned to reduce the build up of grease and dirt.

Smoke Alarms and Carbon Monoxide Detectors

Each new home is equipped with a smoke alarm and CO detector as required by the Ontario Building Code. Combination units will be located near the bedroom area. Smoke alarms may be installed elsewhere in the house, according to Building Code requirements. Both types of detectors are "hard wired" into the electrical system and do not contain batteries. If these detectors are turned off, a number of power sources will also be turned off. This *life safety feature* must always be left on and operational.

The outside of these units should be vacuumed occasionally from the outside to remove any dust and dirt buildup. Do not remove the cover at any time.

As a reminder, if there is a power failure there will be no functioning detectors.

RAILING & OAK or MAPLE STAIRS

If solid wood railing is installed in your home it is finished according to your colour selection. Stained railing is varnished to protect the wood and allow the natural grain of the wood to show through. Painted railing is finished according to your colour selection and painted with semi gloss paint. If wrought iron railing is selected, it is installed with its original manufacturer's finish. Oak or maple stairs are finished in the same manner as railing.

As previously mentioned in our "Guide to Pidel's Construction Process", there may be a slight variance in colour matching to the sample chosen for the staining of railing and stairs. They are stained as close as possible to the sample chosen such as hardwood or cabinet colour.

INTERIOR TRIM & MILLWORK

The interior doors and trim are painted with semi gloss paint. A damp cloth can be used to remove dirt and grime.

If a natural wood product is selected for the interior doors and millwork, it is stained and varnished in the same manner as the wood railing.

The door hardware can be cleaned in the same manner. A soft cloth should be used to dry afterwards and prevent water spots from forming. A squeaky hinge can be repaired by applying a very light coating of petroleum jelly or lubricant to the hinge pin.

It is important to note as indicated in the previous "Walls & Ceilings" section, that the millwork may pull away from itself and other surfaces during the drying out phase.

CABINETS & COUNTERTOPS

Wood cupboards can easily be cleaned with a damp cloth. After cleaning, be sure to dry with a soft cloth to remove any water spots.

Painted wood cupboards should be cleaned with a mild soap solution. Rinse after cleaning and dry with a soft cloth.

Do not use abrasive cleaners or scouring pads as they may scratch or mar the finish.

The interior shelving can also be wiped with a damp cloth and dried after cleaning.

Cabinet doors can become misaligned from everyday use. The homeowner may be required to adjust these doors from time to time.

Laminate counter tops can be washed with soap and water or a mild bleach solution. Drying them after rinsing will keep them spot and streak free. It is very important that any standing water on the joints of the laminate counter tops be dried up immediately to prevent swelling. Also ensure that excessive heat does not come into direct contact with the counter tops.

Granite counter tops are a natural stone product. If granite counters are selected be sure to refrain from using abrasive cleaners or scouring pads. Use only soap & water to clean the granite. Do not use bleach, ammonia based products, vinegar or “Windex”. Always use a cutting board when preparing food to avoid scratching the counter surface.

If oil or grease is spilled onto the granite surface it must be cleaned up immediately with warm water and soap to prevent staining.

MIRRORS

The mirrors that are installed in the bathrooms can be cleaned with either a vinegar and water solution or a household glass cleaner.

Dry off any splashed water to prevent it from seeping behind the mirror as this will deteriorate the silvered backing of the mirror. Also ensure that the slide clips located at the top edge of the mirror are not pushed up when cleaning the mirror. If they are moved they may dislodge and the mirror will loosen and fall down from the wall.

FIREPLACE

Before operating the fireplace, please read the operating instructions carefully. This manual is located behind the drop-down door louver at the front of the fireplace.

If a gas fireplace is installed in your home the following should be observed.

The fireplace is turned on by a wall switch. This allows your fireplace to run until you turn it off. The fireplace also has a circulating fan. The control for this fan is located at the bottom, left side behind the drop down louver. The adjustable knob controls the speed of the fan. However, the fireplace must be running for about 20 to 30 minutes before the fan will operate.

When you run the fireplace for the first time, it should be left on for a minimum of 1 to 2 hours without the fan.

This allows the steel and the paint finish to cure. It is recommended that the house be well ventilated as the fireplace will produce an odour during this curing process.

Your fireplace will operate during a power failure because it has a pilot light. However, the fan will not function without hydro.

It is recommended to leave the pilot light running all year round as this will prevent moisture build up in the firebox and keep the unit dry. If the pilot light is extinguished, you can manually relight it by following the instructions in the fireplace manual.

The glass should be cleaned annually using a glass cleaner for *ceramic glass* only. The use of other products may permanently scratch the glass. Directions to clean the inside of the viewing glass are also found the fireplace manual.

PAINT

All Pidel Homes are primed then given a finish coat of paint. The wall paint is known as “Pidel Oyster White”.

All painted trim, interior doors, exterior doors and trim (excluding the overhead garage door) are painted with semi gloss white.

All surfaces can be cleaned with soap and water using a damp cloth. Small quantities of both paint types have been left in the house for minor touch ups, if needed.

If the railing or stairs are stained, a small supply of matching stain has also been provided.

FLOORING

CERAMIC TILES

Ceramic tiles have a glazed finish and are very durable. Ceramic tiles require very little maintenance.

Washing the tiles with mild soap and water is all that is required to keep them clean. Be sure to wipe up any spills that may cause the grout to discolour. Care should be taken to avoid dropping heavy objects onto the tiles as this may result in chipped or cracked tiles.

Special care should be taken to regularly inspect the tile grout and caulking around water sensitive areas to ensure water cannot penetrate.

Tissue holders, soap dishes or caddies and towel bars are also a ceramic product. They are properly adhered to the walls when the tile work is completed.

However, these ceramic fixtures are not to be used as “Grab Bars” as they will dislodge if enough force is applied.

Several extra tiles of the same dye lot have been left in the home for use at a future date if needed.

HARDWOOD

Hardwood flooring is a natural wood product that has been pre-finished at the manufacturer. The hardwood has been installed in a tongue & groove fashion to allow the wood to expand and contract according to the changing conditions in the home.

Maintaining appropriate humidity levels in the home will allow for the ultimate performance of the hardwood.

Wood floors should be swept frequently using a soft mop or vacuuming with a soft floor brush. Hardwood floors can be damaged if heavy furniture is dragged across the floor or heavy or sharp objects are dropped. Any dirt and grit left behind from wet boots or shoes should be wiped up promptly. Spills must be dried up immediately to prevent the liquid from penetrating the wood.

Water, one-step floor cleaners, or bleach must not be used to clean hardwood floors. Hardwood floor cleaning products can be purchased from the installation contracting company. Be sure to follow the manufacturer's instructions before using these products.

CARPETS

Before the carpet is installed, the under pad is secured to the sub-floor. A "tack strip" is fastened to the perimeter of the carpeted area. The carpet is stretched onto the "tack strip" and holds the carpet in place.

Frequent vacuuming of the carpet is needed to avoid dirt & grime building up. High traffic areas should be vacuumed more often. Any spills that occur should be dealt with promptly to avoid staining of your carpet.

As indicated on the colour selection sheet, seams in the carpet may be visible, especially with the Berber product. You may also find that at the intersection of carpets and adjacent flooring there may be a height differential due to the carpet and underlay thickness.

On the next two pages you will find a **"Home Maintenance Checklist"**. This checklist is intended as a guide for each homeowner to keep their home in peak condition by following a series of regular inspections. Not all items will apply to every home.

By following this guide, the homeowner will become familiar with each aspect of the home and will prevent many conditions from developing. The home will keep its "new home" feel for many years to come.

REMEMBER, we at Pidel Homes are only a phone call away (519) 763-6782

HOME MAINTENANCE CHECKLIST

(Not all items may apply)

SPRING

MARCH

- ◇ Clean or replace furnace filter
- ◇ Check/clean heat recovery ventilator (HRV); wash or replace filter
- ◇ Clean mechanisms of humidifiers
- ◇ Check attic for signs of moisture & even distribution of insulation
- ◇ If possible, carefully remove snow/ice from roof overhangs/vents
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Check sump pump, float & discharge line & test overall operation
- ◇ Test Smoke alarms & carbon monoxide detectors

APRIL

- ◇ Check eavestroughs & downspouts - clean if needed
- ◇ Clean window wells, drainage swales or catch basins for leaves, snow & ice build up
- ◇ Clean or replace furnace filter
- ◇ Check/clean heat recovery ventilator (HRV); wash or replace filter
- ◇ Inspect basement or crawl space for signs of seepage/leakage & check for dampness or musty smells
- ◇ Check for missing, loose or cracked shingles
- ◇ Remove winter cover from air conditioner unit; check unit; vacuum or brush the outdoor unit & service as required
- ◇ Check driveways & walkways for frost damage & reinstate if required
- ◇ Check water heater for leaks
- ◇ Plan landscaping to avoid soil settlement & water ponding. Keep soil at least 8in below the top of foundation & ensure that the direction of grading will allow water to flow away from house
- ◇ Test Smoke alarms & carbon monoxide detectors

MAY

- ◇ Open outside hose connections & check for leaks
- ◇ Clean & check windows, screens & hardware
- ◇ Check air intakes & exhaust are clear of debris, nests etc.
- ◇ Check exterior finishes (siding & trim) & eavestroughs to ensure they are secure
- ◇ Check caulking for soundness, cracking, detachment & signs of water or air penetration (remove & replace with appropriate type of caulking as necessary)

- ◇ Lubricate rubber or plastic weather stripping around doors & operable windows (replace weather stripping if damaged)
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Test Smoke alarms & carbon monoxide detectors
- ◇ Check septic tank system fluid/solid levels & pump out if needed; check for erosion/water pooling around septic field

SUMMER

JUNE

- ◇ Check roof flashing, valleys & vents, check for missing/damaged shingles
- ◇ Check auxiliary buildings such as sheds for secureness to base anchors; loose or missing components, damage caused by rodents etc.
- ◇ Check sump pump, float & discharge line & test overall operation
- ◇ Test Smoke alarms & carbon monoxide detectors
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Clean range hood filter
- ◇ Check exterior wood surfaces for deterioration & refinish the wood surfaces including any window or door frames

JULY

- ◇ Air out damp basements on dry, sunny days
- ◇ Clean the furnace filter, vacuum or brush the outdoor air conditioner unit & wash
- ◇ Clean & test all exhaust fans, lubricate if necessary
- ◇ Test Smoke alarms & carbon monoxide detectors

AUGUST

- ◇ Air out damp basements on dry, sunny days
- ◇ Clean the furnace filter, vacuum or brush the outdoor air conditioner unit & wash
- ◇ Inspect driveways & walkways
- ◇ Inspect doors & locks
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Test Smoke alarms & carbon monoxide detectors

HOME MAINTENANCE CHECKLIST

(continued)

FALL

SEPTEMBER

- ◇ Check exterior finishes (siding & trim) & eavestroughs to ensure they are secure; check exterior brick mortar joints and voids (repoint if necessary)
- ◇ Check movement of garage doors & lubricate moving parts as needed
- ◇ Check caulking for soundness, cracking, detachment & signs of water or air penetration (remove & replace with appropriate type of caulking as necessary)
- ◇ Check fireplace & chimney dampers; service or clean if needed
- ◇ Have furnace/heating system serviced including HRV
- ◇ Check sump pump, float & discharge line & test overall operation
- ◇ Check dryer vent & remove any lint or obstructions
- ◇ Test Smoke alarms & carbon monoxide detectors

OCTOBER

- ◇ Check eavestroughs & downspouts - clean if needed
- ◇ Shut off exterior water supply & drain water lines
- ◇ Install winter cover on air conditioning unit
- ◇ Check roofing & flashing for signs or wear or damage
- ◇ Lubricate rubber or plastic weather stripping around doors & operable windows (replace weather stripping if damaged)
- ◇ Check septic tank system fluid/solid levels & pump out if needed; check for erosion/water pooling around septic field
- ◇ Check caulking for soundness, cracking, detachment & signs of water or air penetration (remove & replace with appropriate type of caulking as necessary)
- ◇ Winterize landscaping
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Test Smoke alarms & carbon monoxide detectors

NOVEMBER

- ◇ Check eavestroughs & downspouts - clean if needed
- ◇ Check attic for signs of moisture & even distribution of insulation
- ◇ Inspect floor drains to ensure traps are filled with mineral oil
- ◇ Clean or replace furnace filter
- ◇ Check/clean heat recovery ventilator (HRV); wash or replace filter
- ◇ Clean mechanisms of humidifiers
- ◇ Check for condensation & humidity
- ◇ Clean & test all exhaust fans, lubricate if necessary
- ◇ Test Smoke alarms & carbon monoxide detectors

WINTER

DECEMBER

- ◇ Check air ducts, remove covers & vacuum dust from vents
- ◇ If possible, carefully remove snow/ice from roof overhangs/vents
- ◇ Clean or replace furnace filter
- ◇ Check/clean heat recovery ventilator (HRV); wash or replace filter
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Test Smoke alarms & carbon monoxide detectors
- ◇ Check sump pump, float & discharge line & test overall operation

JANUARY

- ◇ Clean or replace furnace filter
- ◇ Check/clean heat recovery ventilator (HRV); wash or replace filter
- ◇ Check & ensure that air intakes, exhausts & utility meters are clear of snow
- ◇ If possible, carefully remove snow/ice from roof overhangs/vents
- ◇ Test Smoke alarms & carbon monoxide detectors

FEBRUARY

- ◇ Clean or replace furnace filter
- ◇ Check/clean heat recovery ventilator (HRV); wash or replace filter
- ◇ Check & ensure that air intakes, exhausts & utility meters are clear of snow
- ◇ If possible, carefully remove snow/ice from roof overhangs/vents
- ◇ Check & reset ground fault circuit interrupter (GFCI) e.g. bathrooms, exterior outlets or main electrical panel if applicable
- ◇ Test Smoke alarms & carbon monoxide detectors



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