

MONTHLY MAINTENANCE CHECKLIST

January

- Replace/clean furnace filter
- Check furnace fan belt
- Inspect oil furnace blower
- Check water heater
- Check exhaust fans
- Clean range hood filter

February

- Replace/clean furnace filter
- Clean range hood filter
- Check inside surfaces
- Conduct annual safety check:
 - (a) Door locks;
 - (b) Smoke detector;
 - (c) Window locks;
 - (d) Potential fire hazards.

March

- Replace/clean furnace filter
- Check attic
- Check ceilings
- Check sump pumps
- Clean range hood filter

April

- Check eaves troughs and downspouts
- Replace/clean furnace filter
- Clean and turn off humidifier
- Inspect basements and crawlspaces
- Check roof
- Check driveways and walks
- Clean range hood filter
- Check water heater
- Inspect landscaping (soil settlement)

May

- Inspect fences
- Check ground slope
- Check caulking
- Check exterior finishes
- Check windows and screens
- Check septic system
- Clean range hood filter
- Check teleposts

June

- Inspect air conditioning
- Check roof
- Check doors
- Clean range hood filter
- Clean septic system if necessary

July

- Air out damp basements on dry sunny days
- Clean air conditioner
- Check exhaust fans
- Clean range hood filter
- Check water heater

August

- Clean air conditioner filter
- Check ground slope
- Air out damp basements on dry sunny days
- Clean range hood filter
- Inspect driveways and walks
- Inspect doors and locks

September

- Check exterior finishes
- Check caulking
- Check chimney
- Check oil tank
- Clean range hood filter
- Check basements or crawl space
- Service furnace and humidifier and turn on

October

- Check windows and screens
- Drain exterior water lines
- Check roof
- Check weather-stripping
- Check doors
- Check septic system
- Clean range hood filter
- Winterize landscaping
- Replace/clean furnace filter
- Check water heater
- Check eaves troughs and downspouts

November

- Check attic
- Inspect floor drains
- Clean range hood filter
- Replace/clean furnace filter
- Check teleposts
- Check for condensation and humidity

December

- Check air ducts
- Check snow on roof
- Replace/clean furnace filter
- Clean range hood filter
- Clean humidifier