

MONTHLY CHECKLIST ITEMS

January

- ☐ Clean furnace filter and heat recovery ventilator (HRV)
- ☐ Check furnace fan belt
- ☐ Check water heater
- ☐ Check exhaust fans
- ☐ Clean humidifier
- ☐ Remove snow and ice from roof overhang/vents
- ☐ Check and reset ground fault circuit interrupter (GFCI)
- ☐ Test smoke alarms and carbon monoxide detector

NOTES

MONTHLY CHECKLIST ITEMS

February

- ▣ Clean furnace filter and HRV
- ▣ Check inside surfaces
- ▣ Remove snow and ice from roof overhang/vents
- ▣ Check and reset GFCI

NOTES

MONTHLY CHECKLIST ITEMS

March

- ☐ Clean furnace filter and HRV
- ☐ Check attic
- ☐ Check sump pump (if installed)
- ☐ Clean humidifier
- ☐ Remove snow and ice from overhang and vents
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

April

- ☐ Check eavestroughs and downspouts
- ☐ Clean furnace filter and HRV
- ☐ Clean humidifier
- ☐ Inspect basement or crawl spaces
- ☐ Check roof for loose or cracked shingles
- ☐ Check driveways and walks for frost damage
- ☐ Check water heater for leaks
- ☐ Turn on exterior water supply
- ☐ Plan landscaping to avoid soil settlement and water ponding
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

May

- ☐ Inspect fences
- ☐ Check caulking for air and water leaks
- ☐ Lubricate weatherstripping
- ☐ Check exterior finishes
- ☐ Check windows and screens are operating properly
- ☐ Check septic system (if installed)
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

June

- ☐ Inspect air conditioning
- ☐ Check roof
- ☐ Check sheds and garages
- ☐ Check sealing around windows and doors
- ☐ Check septic system and clean if necessary
- ☐ Fertilize lawn
- ☐ Check water heater
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

July

- ▣ Air out damp basements on dry, sunny day
- ▣ Clean air conditioner
- ▣ Check exhaust fans
- ▣ Check water heater for leaks
- ▣ Check and reset GFCI
- ▣ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

August

- ☐ Clean air conditioner filter
- ☐ Air out damp basements on dry, sunny days
- ☐ Inspect driveways and walks
- ☐ Inspect doors and locks
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

September

- Check exterior finishes
- Check garage door tracks and lubricate bearings
- Check caulking for air and water leaks
- Plant new lawn
- Check fireplace and chimney
- Check basement or crawl spaces
- Have humidifier, furnace and HRV serviced
- Check clothes dryer vent
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

October

- ☐ Check windows and screens
- ☐ Drain exterior water lines
- ☐ Check roof including shingles, flashing and vents
- ☐ Check weatherstripping
- ☐ Check sealing around windows and doors
- ☐ Check septic system
- ☐ Winterize landscaping and remove leaves
- ☐ Clean furnace filter and HRV
- ☐ Clean water heater
- ☐ Shut off exterior water supply
- ☐ Check eavestroughs and downspouts
- ☐ Clean humidifier
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

November

- ☐ Turn on humidifier
- ☐ Check attic
- ☐ Inspect floor drains to ensure trap is filled with water
- ☐ Clean furnace filter and HRV
- ☐ Check for condensation and humidity
- ☐ Check and reset GFCI
- ☐ Test smoke alarms and carbon monoxide detectors

NOTES

MONTHLY CHECKLIST ITEMS

December

- ▣ Check air ducts
- ▣ Check for excessive snow on roof
- ▣ Clean furnace filter and HRV
- ▣ Clean humidifier
- ▣ Check and reset GFCI
- ▣ Test smoke alarms and carbon monoxide detector

NOTES
