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| Monthly Maintenance Checklist – Tenants / Homeowners  |
| **January**\_\_\_ Repair door/cabinet hinges\_\_\_ Check for leaks under sink\_\_\_ Check caulking around tub\_\_\_ Check fire safety equipment\_\_\_ Wipe window condensation\_\_\_ Clean up any minor mold\_\_\_ Keep humidity below 40% | **February**\_\_\_ Check for leaks behind toilet\_\_\_ Check/clean dryer vent\_\_\_ Repair dripping faucets\_\_\_ Wipe window condensation\_\_\_ Clean up any minor mold\_\_\_ Keep humidity below 40% | **March**\_\_\_ Wash HRV core + filters\_\_\_ Clean HRV + air vents\_\_\_ Change furnace filter\_\_\_ Wash stove hood filter\_\_\_ Clean bathroom fan grille\_\_\_ Clean + test sump pump\_\_\_ Keep humidity below 40% |
| **April**\_\_\_ Inside Spring cleaning\_\_\_ Clean around appliances\_\_\_ Check closets for mold\_\_\_ Clean up minor mold\_\_\_ Inspect basement or  crawlspace for leaks\_\_\_ Check fire safety equipment\_\_\_ Patch + paint drywall holes\_\_\_ Keep humidity below 40%\_\_\_ Check eaves-troughs +  downspouts. Repair leaks. | **May**\_\_\_ Exterior Spring cleaning\_\_\_ Slope ground from house\_\_\_ Check exterior finishes\_\_\_ Replace cracked caulking\_\_\_ Check windows + screens\_\_\_ Open exterior water lines\_\_\_ Check eaves-toughs\_\_\_ Check/clean dryer vent\_\_\_ Check operation of all  appliances | **June**\_\_\_ Wash HRV filters\_\_\_ Wash Stove hood filter\_\_\_ Clean bathroom fan grille\_\_\_ Check exterior wood paint\_\_\_ Fill drive/walkway holes \_\_\_ Check septic if necessary\_\_\_ Open any crawlspace vents\_\_\_ Replace damaged electrical  cover-plates |
| **July**\_\_\_ Repair door/cabinet hinges\_\_\_ Repair door/window locks\_\_\_ Re-secure door handles\_\_\_ Check fire safety equipment\_\_\_ Check for under sink leaks\_\_\_ Flush hot water heater\_\_\_ Air out damp basement on dry, sunny days | **August**\_\_\_ Repair dripping faucets\_\_\_ Check no leaks behind toilet\_\_\_ Check/clean dryer vent\_\_\_ Check oil/propane tank\_\_\_ Check roof + chimneys\_\_\_ Clean heating ducts + vents\_\_\_ Air out damp basement on dry, sunny days | **September**\_\_\_ Wash HRV core + filters\_\_\_ Clean HRV + air vents\_\_\_ Service heating system\_\_\_ Change furnace filter\_\_\_ Wash stove hood filter\_\_\_ Clean bathroom fan grille\_\_\_ Clean wood stove chimney\_\_\_ Check doors + windows\_\_\_ Repair weather-stripping |
| **October**\_\_\_ Replace batteries in smoke  and CO detectors+ test \_\_\_ Check fire extinguishers\_\_\_ Remove all fire hazards\_\_\_ Plan fire escape routes\_\_\_ Drain exterior water lines\_\_\_ Close all crawlspace vents\_\_\_ Check insulation of water  pipes in crawlspace\_\_\_ Move storage from walls\_\_\_ Keep humidity below 40% | **November**\_\_\_ Check/clean dryer vent\_\_\_ Clean/replace screens in  washer hoses\_\_\_ Keep humidity below 40%\_\_\_ Clean out eaves-troughs +  downspouts. Repair leaks.\_\_\_ Check operation of all  appliances | **December**\_\_\_ Wash HRV filters\_\_\_ Change furnace filter\_\_\_ Wash stove hood filter\_\_\_ Clean bathroom fan grille\_\_\_ Wipe window condensation\_\_\_ Clean up any minor mold\_\_\_ Keep humidity below 40 % |

*Canada Mortgage and Housing Corporation, 2018*