|  |  |  |
| --- | --- | --- |
| 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*