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| ***Preventative Maintenance Checklist – Housing Department*** |
|  ***Area*** |  ***Item*** |  ***Activity*** | ***Frequency*** |
| Building Services | Water well | Test water quality (potability) |  Every 2 years |
| Septic system | Pump-out and inspect tank, drainage field  |  Every 2 years |
|  | Oil/Propane  | Check tank support | Annually |
|  | Gas lines | Confirm no leaks, paint pipes as needed | Annually |
|  | Electrical mast/meter | Confirm securely mounted | Annually |
| Heating System | Furnace | Have professionally serviced.Check condition and that tenant is changing filter every 3 months |  Every 2 years Annually |
| Confirm tenant replacing filter |  Annually |
| Chimney | Inspect and clean, confirm rain-cap | Annually |
| Ducts, grilles | Ensure tenant is keeping clean/clear | Annually |
| Electrical | Distribution Panel | Check condition and labeling | Annually |
| Main ground wire | Confirm system is properly grounded | Annually |
| Fuses | Check if sized correctly | Annually |
| Circuit Breakers | Trip and test |  Annually |
| Ground Fault Interrupter | Test buttons, interrupter | Annually |
| Smoke detectors | Test, confirm batteries have been changed |  Annually |
| CO detectors | Test, confirm batteries have been changed | Annually |
| Appliances | Stove | Test, ensure tenant is cleaning properly | Annually |
| Refrigerator | Test, confirm tenant is cleaning properly | Annually |
| Washer | Test, confirm hose screens changed | Annually |
| Dryer | Test, confirm duct + exhaust hood clean | Annually |
| Sump Pump | Test, confirm lid and hose extension | Annually |
| Insulation | Attic | Check for condensation, blocked vents, leaks, pests | Annually |
| Ventilation | HRV | Inspect, ensure cleaning by tenant | Annually |
| Confirm air vents/diffusers are clean | Annually |
| Confirm exterior hoods are clean | Annually |
| Bathroom/ Kitchen Fans | Inspect, confirm tenant is cleaning | Annually |
| Confirm exterior hoods are clean |  Annually |
| Confirm stove fan filter is cleaned |  Annually |

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| ***Preventative Maintenance Checklist – Housing Department*** ***)*** |
|  ***Area*** |  ***Item*** |  ***Activity*** | ***Frequency*** |
| Plumbing | Fixtures/fittings | Check water pressure, and drainage |  Annually |
| Check for leaky faucets |  Annually |
| Inspect for leaks |  Annually |
| Piping | Inspect for leaks |  Annually |
| Drains | Ensure good drainage or clear lines |  Annually |
| Main Shut-off Valve | Test (close and open easily) |  Annually |
| Outdoor Faucets | Confirm tenant has closed and drained | Fall  |
| Confirm tenant has opened and tested |  Spring  |
| Hot Water Tank | Check temperature and leakage |  Annually  Annually |
| Drain tank to clean out rust and debris |
| Exterior | Foundation | Confirm free of cracks or damage. Seal leaks. |  Annually |
| Exterior finish | Confirm condition, seal any siding holes or penetrations |  Annually |
| Landings, steps, railings | Confirm sound condition, level and stained or painted |  Annually |
| Roof | Check flashing, caulking, edges, intersections |  Annually  |
| Eaves troughs and downspouts | Check/repair loose sections, leaksEnsure tenant does annual clean-out |   Annually |
| Soffits and Fascia | Inspect |  Annually  |
| Doors and Windows | Inspect glass, hardware, caulking, paint weather-stripping |  Annually |
| Sealants | Re-caulk if necessary |  Annually |
| Interior | Ceilings, walls (mold) | Confirm interior is mold-free |  Annually Annually |
| Drywall finish | Confirm no major holes in exterior walls |  Annually |
| Paint |  Repair and re-paint interior walls |  5-7 years |
| Flooring | Confirm free of tripping hazards | Annually |
| Doors/windows | Confirm condition and hardware | Annually |
| Electrical plugs/switches | Confirm cover-plates are installed |  Annually |
| Tub surround | Confirm condition of caulking | Annually |
|  | Toilet(s) | Confirm secure, no leaks, functioning | Annually |
| Grounds | Culverts | Check condition and clear debris | Annually |
| Drain Ditches | Clear debris, check for flow | Annually |
| House Perimeter | Check to ensure positive drainage away from unit, tenant clearing debris |  Annually |
|  | Surrounding Yard | Confirm free of hazardous storage and Trees/weeds safe distance from house |  Annually |

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