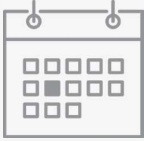




Seasonal Maintenance Schedule



A home's needs change with the seasons. Use these checklists to keep your home in tip-top shape regardless of whether the flowers are blooming or the snow is falling outside.

WINTER CHECKLIST

- Clean exhaust fans and filters
- Inspect wood burning or gas fireplaces and chimneys
- Check smoke and carbon monoxide detector batteries
- Fix interior leaks to avoid mold
- Let in some fresh air to reduce the build-up of toxins
- Insulate all pipes by windows and doors
- Disconnect the garden hose and winterize outside faucets
- Prune trees and branches susceptible to breaking during winter storms
- Remove roof and gutter debris to prevent ice from accumulating

SPRING CHECKLIST

- Make sure electrical cords are not frayed or cracked
- Replace HVAC furnace filters
- Clean and inspect ducts and vents
- Remove dirt and dust from the A/C compressor
- Check for plumbing leaks and fix dripping faucets
- Replace damaged window frames and screens
- Examine foundation and masonry for deterioration
- Treat decks and porches for mildew and fungus
- Secure loose rails, stairs, and boards



Seasonal Maintenance Schedule

SUMMER CHECKLIST

- Check all window and door locks
- Examine fireplaces for cracking or damaged masonry during the annual cleaning
- Swap out garage door and lock codes for new ones
- Survey for signs of mold throughout the house
- Inspect and clean ceiling fans
- Make sure floors, walls and ceilings appear straight and level
- Investigate exterior wood structures for rot or deterioration
- Scrutinize siding for dents, damage, bowing or loose planks

FALL CHECKLIST

- Clean accumulated dust out of alarms
- Have a licensed professional inspect the gas heater or furnace to avoid carbon monoxide poisoning
- Remove all flammable materials from around heating units and vents
- Ensure the attic is well-ventilated and the insulation is dry and mold-free
- Clean humidifiers to avoid bacteria and spores
- Add weatherstripping to keep out drafts and dust
- Anchor outdoor play equipment should inclement weather strike
- Check sidewalks and driveways for cracked or uneven pavement that can create falls
- Clean gutters to avoid water overflow and falling debris
- Seal gaps where rodents and pests can enter the home as temperatures drop