

SPRING

# SEASONAL CHECKLIST

Each season, it's a good idea to take a look around your home and perform the maintenance needed to keep everything looking great and working well. Typically, it's best to do this on a month-by-month basis, so we have provided some seasonal checklists that can help.

## MARCH

- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Clean the mechanisms of the humidifiers
- Check attic for signs of moisture & even distribution of insulation
- If possible, carefully remove snow & ice from roof overhangs/vents
- Check & reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Check sump pump, float & discharge line & test overall operation
- Test smoke alarms & carbon monoxide detectors

## APRIL

- Check eavestroughs & downspouts & clean if needed
- Clean window wells, drainage swales or catch basins of leaves, snow & ice build-up

- Clean or replace furnace filter
- Check/clean heat recovery ventilator [HRV]; wash or replace filter
- Inspect basement or crawl space for signs of seepage/leakage & check for dampness or musty smells
- Check for missing, loose or cracked shingles
- Remove winter cover from air conditioning unit; inspect air conditioning unit; vacuum or brush the outdoor coil & wash; service as needed
- Check driveways & walks for frost damage & reinstate if required
- Check water heater for leaks, etc.
- Plan landscaping to avoid soil settlement & water ponding. Keep soil at least 200mm (8in.) below the top of the foundation wall & ensure that the direction of the grading will allow water to flow away from the house
- Test smoke alarms & carbon monoxide detectors

## MAY

- Open outside hose connection & check for leaks
- Clean & check windows, screens & hardware
- Check air intakes & exhaust are clear of debris, nests, etc.
- Check exterior finishes [siding, trim] & eaves-troughs to ensure they are secure
- Check caulking for soundness, cracking, detachment & signs of water or air penetration [remove & replace with appropriate type of caulking if necessary]
- Check & reset ground fault circuit interrupter [GFCI] (e.g. exterior outlets, bathrooms or at main electrical panel)
- Test smoke alarms & carbon monoxide detectors

FOR ADDITIONAL QUESTIONS PLEASE CONTACT YOUR CUSTOMER CARE COORDINATOR  
BY EMAIL AT [OTTAWA.CUSTOMERCARE@MATTAMYCORP.COM](mailto:OTTAWA.CUSTOMERCARE@MATTAMYCORP.COM)