

COURTESY OF JACQUIE BUSHELL
INSIDE YOUR HOME



INSIDE YOUR HOME

SPRING

ATIC

- Check for water damage and roof leaks

**WALLS, DOORS,
CEILINGS, AND
WINDOWS**

- Check that doors and windows operate smoothly. Lubricate and repair as necessary

BASEMENT

- Check floor drains, sump pump and valve
- Look for wet surfaces and puddles
- Check for signs of mould and fungus
- Check to see if there is any discolouring with the wood structure, corrosion, or deterioration
- Check to see if there are any loose wiring, or wires that have become loose, fallen to the floor or damaged by rodents
- Check for any smell of any sort of mustiness or dampness
- Vacuum and clean basement surface

CRAWL SPACE

- Check floor drains, sump pump and valve
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- Check if there is any discolouring with the wood structure, corrosion, or deterioration
- Check to see if there is any loose wiring, or wires that have become loose, fallen to the floor or damaged by rodents
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APPLIANCES

- Clean dryer vent and screens
- Clean exhaust fan outlets and screens
- Clean air conditioner coils, drain pans
- Check kitchen fire extinguishers

HEAT SOURCE

- Remove/dispose of ashes
- Check and if needed replace door gaskets and other seals
- Check and replace catalytic converters
- Check baffle plates (baffle plates are positioned at the top of the fire chamber specifically to deflect flames and heat back into the stove instead of letting them go straight through the flue system)
- Check and maintain door glass

HVAC/FURNACE

- Replace heating and ventilation filters
- Replace or clean dehumidifier filters
- Replace central air filters

ELECTRICAL

- Check for damaged and frayed cords
- Test ground fault interrupters (GFI plugs)
- Check smoke and CO alarm, change batteries

**PLUMBING &
FIXTURES**

- Check bath and kitchen fan operation
- Clean external dryer vent



ATTIC

- Check for signs of termites, bats, mice and other rodents and insects
- Check for water damage and roof leaks
- Check insulation is sufficient and in good condition
- Check that vents are not blocked

WALLS, DOORS, CEILINGS, AND WINDOWS

- Check for signs of water leaks and damage

BASEMENT

- Check for signs of termites, mice, bats and other rodents and insects
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- Look for wet surfaces and puddles
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HEAT SOURCE

- Check chimney and have it swept to remove sooty buildup
- Firewood should be stored at least 15 feet from home. Large amounts of wood should not be stored in home due to risk of termite infestation
- Remove/dispose of ashes



CRAWL SPACE

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APPLIANCES

- Clean and maintain ovens and ranges
- Clean humidifier coils, check operation
- Clean and maintain furnace, boiler, and water heater
- Check kitchen fire extinguishers
- Clean outdoor air intake and screens
- Check outdoor air intakes and screen

ELECTRICAL

- Check for damaged and frayed cords
- Test outlets for proper hot, neutral, and ground wires



HVAC/FURNACE

- Replace heating and ventilation filters
- Replace outdoor air return filters
- Clear trash and other items 25 feet away from outside dampers/intake pipes
- Check for any loose wires
- Check for any indication of condensation problems in the house
- Check for any excessive vibration or noises or sound (if yes, call service)

PLUMBING & FIXTURES

- Check hot water heater connections and thermostat setting, check for leaks
- Check boiler for leaks
- Check water main, meters or well-pump for leaks or sweating
- Check bath and kitchen fan operation
- Clean external dryer vent



ANNUALLY

INSIDE YOUR HOME

WALLS, DOORS, CEILINGS, AND WINDOWS

Check for signs of water leaks and damage

HEAT SOURCE

Remove/dispose of ashes

Remove deposit from the flue pipe and chimney

Check and inspect the chimney and flue pipes

Check for black or white stains on the outer bricks and cracks

Schedule a heat source inspection

ELECTRICAL

Test outlets for proper hot, neutral, and ground wires

PLUMBING & FIXTURES

Check washer hose connections

Check dishwasher hose connections

Check toilet supply shut-off valve

Check and clean refrigerator icemaker connections and drip pan

Check shower and tub caulking for signs of damage or leaks

Check traps and drains under sinks, tubs, and showers
for clogs and leaks

AS NEEDED

APPLIANCES

Clean kitchen range hood and screens

PLUMBING & FIXTURES

Replace burned out light bulbs especially in dark areas and
around doors and stairwells



HEAT SOURCE

- Check to be sure that furniture, plants, and other items that could catch on fire are at least 3 feet away from your fireplace.
- This is also a smart rule with children and pets when your fireplace is lit to prevent accidental burns.
- Remove/dispose of ashes
- Adjust door tension

DIY

WALLS, DOORS, CEILINGS, AND WINDOWS

- Check for signs of water leaks and damage
- Check that doors and windows operate smoothly.
Lubricate and repair as necessary

BASEMENT

- Check for signs of termites, mice, bats and other rodents and insects
- Check floor drains, sump pump and valve
- Look for wet surfaces and puddles
- Vacuum and clean basement surface
- Check for signs of mould and fungus
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HVAC/FURNACE

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HEAT SOURCE

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ELECTRICAL

- Check smoke and CO alarm, change batteries

PLUMBING & FIXTURES

- Replace burned out light bulbs especially in dark areas and around doors and stairwells



OUTSIDE YOUR HOME

SPRING

YARD & EXTERIOR

- Check that water drains away from house
- Check that there are no, trip, fall, or edge hazards
- Check condition of fence around yard, pen/pool
- Drain outdoor faucets and hoses
- Clean window wells and check drainage
- Check that downspouts drain away from house
- Clean gutters

EXTERIOR WINDOWS, WALLS & ROOF

- Check flashing below windows and doors, look for leaks.
- Every window and door designed to collect and direct any water that may leak through or around the opening back out to the exterior.
- Install or remove storm windows and doors
- Check that all exhaust ducts are free and clear
- Check that your shingles are in good condition from the ground looking up at the roof
- Check roof flashing around chimney, vents, skylights and in valleys, check chimney mortar for crumbling and cracks.
Check from the ground looking up at the chimney area.
- Check attic for signs of leaking roof
- Check for peeling paint
- Check for leaks where deck attaches to house



SPRING

OUTSIDE YOUR HOME

GARAGE

- Check proper storage of fuel/gas cans/propane cylinders
- Check for proper and safe operation of garage door opener, safety shut off, change batteries
- Check for signs of water damage
- Check for signs of termites, bats, mice and other rodents and insects
- Check fire extinguisher
- Clean up and remove oil and auto fluids from floor
- Check power tools for damaged or frayed cords
- Check and clean shop tool dust collection system

FALL

YARD & EXTERIOR

- Check that there are no, trip, fall, or edge hazards
- Check condition of fence around yard, pen/pool
- Drain outdoor faucets and hoses
- Clean window wells and check drainage
- Check that downspouts drain away from house
- Clean gutters

EXTERIOR WINDOWS, WALLS & ROOF

- Repair broken or cracked glass
- Install or remove storm windows and doors
- Check that all exhaust ducts are free and clear
- Check that attic vents are free and clear



GARAGE

- Check proper storage of fuel/gas cans/propane cylinders
- Check for proper and safe operation of garage door opener, safety shut off, change batteries
- Check for signs of water damage
- Check for signs of termites, bats, mice and other rodents and insects
- Check and properly dispose of unneeded and old paint cans, cleaners, and other chemicals.
- Check fire extinguisher
- Check and clean shop tool dust collection system

AS NEEDED

**EXTERIOR
WINDOWS,
WALLS & ROOF**

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DIY

**YARD &
EXTERIOR**

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WINDOWS,
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- Check roof flashing around chimney, vents, skylights and in valleys, check chimney mortar for crumbling and cracks.
Check from the ground looking up at the chimney area.
- Check that attic vents are free and clear
- Check attic for signs of leaking roof
- Check for ice dams and icicles (Winter)
- Check for peeling paint
- Check for leaks where deck attaches to house

GARAGE

- Check for signs of termites, bats, mice and other rodents and insects
- Check power tools for damaged or frayed cords
- Check and clean shop tool dust collection system

