



Monarch Homes Inc.
 9914B - 113 Avenue
 Grande Prairie AB T8V 1W7
 Ph: 780.538.4026 info@monarchhomes.ca
 Fax: 780.539.7063 www.monarchhomes.ca

Maintenance Calendar

Your home is probably the biggest investment you will ever make. This checklist can help you protect your investment with a few simple home maintenances and repairs you can carry out each month, to avoid more costly problems later.

Month	Maintenance Tasks or Repairs
January / February	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure all air intakes, exhausts, and meters are cleared of snow <input type="checkbox"/> Clean humidifier (if equipped) <input type="checkbox"/> Clean filter on oven range hood <input type="checkbox"/> Check and fill basement floor drain
March / April	<ul style="list-style-type: none"> <input type="checkbox"/> Check furnace filter (See September/October for further details) <input type="checkbox"/> Clean humidifier and turn it off <input type="checkbox"/> Check sump pumps – Reconnect discharge hoses when overnight temp. above 0 degrees <input type="checkbox"/> Check gutters and downspouts and clean if needed <input type="checkbox"/> Inspect air conditioner and service it if needed <input type="checkbox"/> Inspect basement for signs of leaks or water <input type="checkbox"/> Make sure the ground in your yard slopes away from foundation wall
May / June	<ul style="list-style-type: none"> <input type="checkbox"/> Clean windows, screens, and hardware; install screens <input type="checkbox"/> Check that all air intakes and exhausts are clear of debris <input type="checkbox"/> Clean over range hood filter <input type="checkbox"/> Check sump pumps <input type="checkbox"/> Start spring landscaping in your yard
July / August	<ul style="list-style-type: none"> <input type="checkbox"/> Use dehumidifier if your basement is damp <input type="checkbox"/> Clean filter in the air handling unit if you have central air conditioning <input type="checkbox"/> Check exterior finishes (stucco) and wood for deterioration <input type="checkbox"/> Check caulking and weather-stripping around windows and doors <input type="checkbox"/> Check the drainage trap in your basement floor and fill it with water if needed <input type="checkbox"/> Check sump pumps <input type="checkbox"/>



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<p>September / October</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check and clean fireplaces and chimneys if needed <input type="checkbox"/> Clean over range hood filter <input type="checkbox"/> Clean leaves out of all eavestroughs <input type="checkbox"/> Check roof for signs of wear or damage <input type="checkbox"/> Disconnect garden hoses and sump pump hoses <input type="checkbox"/> Check hot water heater; clean intake screens & electrodes, flush heat exchanger <input type="checkbox"/> Check furnace; replace 5" wide furnace filters (5" filters last up to 12 months) <input type="checkbox"/> Check garage heater <input type="checkbox"/> Check sump pumps
<p>November / December</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check sump pumps <input type="checkbox"/> Clean humidifier and turn it on (if needed) <input type="checkbox"/> Check exhaust fans <input type="checkbox"/> Make sure all air intakes, exhausts, and meters are clear of snow <input type="checkbox"/> Remove casement window screens to avoid moisture build up on windows
<p>Every year</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check/replace batteries in furnace thermostats <input type="checkbox"/> Vacuum ducts behind warm air and return air grilles <input type="checkbox"/> Test plumbing shut-off valve to make sure they are working <input type="checkbox"/> Test pressure relief valve on hot water tank <input type="checkbox"/> Check all smoke alarms, fire escape routes, fire extinguishers, and window and door locks <input type="checkbox"/> Check and oil door hinges if needed <input type="checkbox"/> Lubricate garage door hinges and motor chain – do not lube tracks <input type="checkbox"/> Check attic for signs of moisture in summer of fall
<p>Every 2 years</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Furnaces and ductwork should be professionally cleaned <input type="checkbox"/> Wash and seal concrete driveway, sidewalks, and patios – repair cracks <input type="checkbox"/> Inspect and refinish exterior wood surfaces, including window frames and doors