



## Fall Home Maintenance Checklist

- Have furnace or heating system serviced by a qualified service company every two years for a gas furnace, and every year for an oil furnace.
- Open furnace humidifier damper on units with central air conditioning and clean humidifier.
- Lubricate circulating pump on hot water heating system.
- Bleed air from hot water radiators.
- Examine the forced air furnace fan belt for wear, looseness or noise; clean fan blades of any dirt buildup (after disconnecting the electricity to the motor first).
- Turn ON gas furnace pilot light.
- Check and clean or replace furnace air filters each month during the heating season. Ventilation system, such as heat recovery ventilator, filters should be checked every two months.
- Vacuum electric baseboard heaters to remove dust.
- Remove the grilles on forced air systems and vacuum inside the ducts.
- If the heat recovery ventilator has been shut off for the summer, clean the filters and the core, and pour water down the condensate drain to test it.
- Clean portable humidifier, if one is used.
- Have well water tested for quality. It is recommended that you test for bacteria every six months.
- Check sump pump and line to ensure proper operation, and to ascertain that there are no line obstructions or visible leaks.
- Replace window screens with storm windows.

- Remove screens from the inside of casement windows to allow air from the heating system to keep condensation off window glass.
- Ensure all doors to the outside shut tightly, and check other doors for ease of use. Renew door weatherstripping if required.
- If there is a door between your house and the garage, check the adjustment of the self-closing device to ensure it closes the door completely.
- Ensure windows and skylights close tightly.
- Cover outside of air conditioning units.
- Ensure that the ground around your home slopes away from the foundation wall, so that water does not drain into your basement.
- Clean leaves from eavestroughs and roof, and test downspouts to ensure proper drainage from the roof.
- Check chimneys for obstructions such as nests.
- Drain and store outdoor hoses. Close valve to outdoor hose connection and drain the hose bib (exterior faucet), unless your house has frost proof hose bibs.
- If you have a septic tank, measure the sludge and scum to determine if the tank needs to be emptied before the spring. Tanks should be pumped out at least once every three years.
- Winterize landscaping, for example, store outdoor furniture, prepare gardens and, if necessary, protect

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