

# Winter Maintenance Checklist

## December

- Check air ducts
- Check for excessive snow on roof
- Clean or replace furnace filter
- Check and clean heat recovery ventilator (HRV); wash or replace filter
- Clean humidifier
- Vacuum heating registers, vents, ducts, radiators
- Check bathtub, shower and sink caulking
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

## January

- Clean or replace furnace filter
- Check and clean HRV; wash or replace filter
- Check furnace fan belt
- Check water heater
- Check exhaust fans
- Clean humidifier
- Remove snow and ice from roof overhang/vents
- Check and reset GFCI
- Vacuum bathroom fan grille and smoke/carbon monoxide detectors
- Check bathtub, shower and sink caulking
- Test smoke alarms and carbon monoxide detectors

## February

- Clean or replace furnace filter
- Check and clean HRV; wash or replace filter
- Inspect toilets for erosion of plastic floater valves and plumbing connections
- Inspect dishwasher for leaks
- Inspect and clean faucet aerators and shower heads
- Clean kitchen exhaust fan filter
- Pour water down any unused drains
- Check inside surfaces
- Remove snow and ice from roof overhang/vents
- Vacuum heating registers, vents, ducts, radiators
- Check bathtub, shower and sink caulking
- Check and reset GFCI
- Test smoke alarms and carbon monoxide detectors