WARRANTY

minto

Seasonal maintenance

To do list:

Following a comprehensive maintenance schedule is important for protecting your new home investment, and setting the stage for many years of enjoyment. Keep this checklist handy to track these important tasks. Is there something you're unsure of? Our Warranty team is always ready to address any questions or concerns.

Spring

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 and even distribution of insulation
	If possible, carefully remove snow/ice from roof overhangs/vents
	Check sump pump, float and discharge line; test overall operation
	Test smoke alarms and carbon monoxide detectors

April

	Check eavestroughs and downspouts; clean if needed
	Clean window wells, drainage swales or catch basins of leaves, snow and ice build-up
	Inspect basement or crawl space for signs of seepage/leakage and check for dampness or musty smells
	Check for missing, loose or cracked shingles
	Remove winter cover from air conditioning unit; inspect unit; vacuum or brush the outdoor coil and wash; service as needed
	Check driveway and walks for cracks from frost damage
	Check water heater for leaks, etc.

Spring (continued)

May

- Open outside hose connection and check for leaks
- Clean and check windows, screens and hardware
- Clean or replace furnace filter
- Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
- Check air intakes and exhaust are clear of debris, nests, etc.
- Check exterior finishes (siding, trim) and eavestroughs to ensure they are secure
- Check caulking for soundness, cracking, detachment and signs of water or air penetration
- Lubricate rubber or plastic weather stripping around doors and operable windows
- Test smoke alarms and carbon monoxide detectors

Summer

June

- Check roof flashing, valleys and vents, and check for missing/damaged shingles
- Check auxiliary buildings such as sheds for secureness to base anchors; loose or missing components; damage caused by rodents, etc.
- Check sump pump, float and discharge line and test overall operation
- Clean range hood filter
- Check exterior wood surfaces for deterioration and refinish the wood surfaces

July

- Air out damp basements on dry, sunny days
- Clean air conditioning filter, vacuum or brush the outdoor coil and wash
- Clean and test all exhaust fans; lubricate if necessary
- Test smoke alarms and carbon monoxide detectors

August

- Air out damp basements on dry, sunny days
- Clean air conditioning filter, vacuum or brush the outdoor coil and wash
- Inspect driveway and walks
- Inspect doors and locks

Fall

September

	Check exterior finishes (siding, trim) and eavestroughs to ensure they are secure; check exterior brick mortar joint and voids (repoint if necessary)
	Check movement of garage doors and lubricate moving parts as needed
	Check caulking for soundness, cracking, detachment and signs of water or air penetration (remove and replace with appropriate type of caulking, if necessary)
	Check fireplace and chimney dampers; service or clean if needed
	Have furnace/heating system serviced including Heat Recovery Ventilator (HRV) and humidifier
	Check sump pump, float and discharge line; test overall operation
	Check clothes dryer vent and remove lint/obstructions
	Test smoke alarms and carbon monoxide detectors
	Clean or replace furnace filter
	Check/clean Heat Recovery Ventilator (HRV); wash or replace filter

October

	Check eavestroughs/downspouts; remove leaves and other debris
	Shut off exterior water supply and drain water lines
	Install winter cover for air conditioning unit
	Check roofing and flashing for signs of wear or damage
	Lubricate rubber or plastic weather stripping around doors and operable windows (replace weather stripping if damaged)
	Check caulking for soundness, cracking, detachment and signs of water or air penetration (remove and replace with appropriate type of caulking if necessary)

Fall (continued)

November

- Check attic for signs of moisture and even distribution of insulation
- Inspect floor drains to ensure traps are filled with mineral oil
- Clean or replace furnace filter
- Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
- Clean the mechanisms of the humidifiers
- Check for condensation and humidity
- Clean and test all exhaust fans; lubricate if necessary
- Test smoke alarms and carbon monoxide detectors

Winter

December

- Check air ducts, remove covers and vacuum dust from vents
- If possible, carefully remove snow/ice from roof overhangs/vents
- Clean or replace furnace filter
- Clean humidifier and check for condensation and proper humidity levels
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

January

- Clean or replace furnace filter
- Check/clean Heat Recovery Ventilator (HRV); wash or replace filter
- Check furnace fan belt for wear or looseness
- Check water heater for leaks
- Clean humidifier and check for condensation and proper humidity levels
- Remove snow and ice from roof overhang/vents
- Check and reset ground fault circuit interrupter (GFCI)
- Test smoke alarms and carbon monoxide detectors

February

- Clean or replace furnace filter
- Check and clean the heat recovery ventilator (HRV); wash or replace the filter
- Check and ensure that air intakes, exhausts and meters are clear of snow If possible, carefully remove snow/ice from roof overhangs/vents
- Check and reset ground fault circuit interrupter (GFCI)