



The Homeowner's Top "To-Do" CALENDAR

For the ongoing safety, efficiency and livability of your home, put these maintenance projects on the top of your list.

JANUARY

Organize your home improvement files.

Review warranties and product manuals and jot service reminders in your calendar.

APRIL

Clean out rain gutters.

Collect leaves and debris for compost and use a garden hose to flush out remaining debris from downspouts.

JULY

Paint.

Tackle either indoor or outdoor projects now, when the weather is warm and the paint will dry quickly.

OCTOBER

Make sure your windows and entryways are ready for winter.

Carefully inspect weather-stripping around doors and windows. Repair or replace as necessary.

FEBRUARY

Schedule an energy audit with the utility company.

Repairing energy leaks can save significantly on your utility bills all year round.

MAY

Clean your windows.

Clean screens by laying them flat and scrubbing with a soft bristle brush. Wash windows inside and out.

AUGUST

Clean major appliances.

Use a vacuum with a narrow nozzle to clean your refrigerator's condenser coils. Vacuum behind the washer and dryer and clean under the range hood.

NOVEMBER

Prepare your kitchen for the holidays.

Deep-clean your stove, oven and refrigerator. Organize the food pantry and kitchen storage areas.

MARCH

Check for moisture in your crawl space, garage or other storage areas.

If you see a problem, have a professional resolve it quickly before mold or mildew sets in.

JUNE

Prepare the patio for summer.

Clean and fix outdoor furniture and umbrellas. Inspect and clean your gas grill thoroughly.

SEPTEMBER

Check your heating system.

Inspect filters, pilot lights and burners, and clean and vacuum dust from vents, baseboard heaters and cold-air returns.

DECEMBER

Prep for festivities.

Then take the rest of the month off. December is busy enough without a maintenance project to worry about. Go ahead – put it off until January.



GET YOUR SHIP IN SHAPE!

Below is a general outline of seasonal maintenance tasks that can help to keep your home healthy and happy. Since some activities vary depending on the season, some tasks may be more relevant to your region or climate than others; tailor the list to fit your own housing situation. And as always, remember that the best way to make sure home maintenance duties go smoothly is to recognize and show appreciation to the members of your household who perform them.

VACATION

Secure your home from intruders by creating the appearance that someone is living there – a good way to achieve this is by stopping mail, newspaper and other deliveries, and providing for lawn or snow care while you are away

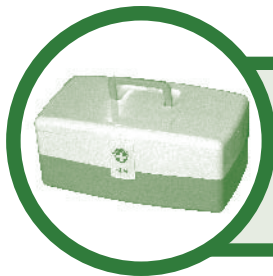
Use up or remove perishables from refrigerator and pantry

Turn off and unplug all appliances except your refrigerator, freezer and security lamps

Arrange for a friend, neighbor or relative to check your home regularly



EMERGENCY



Educate each member of the household on where the fire extinguisher, electrical service entrance (fuse box), water and gas shut off valves are and how to operate them

Create a list of emergency phone numbers and post in an easily accessible location

Purchase or create a first aid kit and store it in an easily reached location

SPRING

Remove and store winter storm windows and doors

Make plans for exterior home care, such as power-washing or painting your home's siding

Check home canned foods, and plan meals whereby you can use the remaining supply before fresh produce comes into season

Clean, air and store winter boots and woolen clothing

Air out winter bedding and store properly to prevent insect damage

Unclog and secure gutters and downspouts

Test sump pump

Change batteries in carbon monoxide and smoke detectors

SUMMER

Clean air conditioner filter monthly during times of high use

Clean pantry area, take an inventory of items on hand, and prepare for adding new canned goods

Clean and care for deck, checking for loose nails, holes or insect damage

Test and lubricate garage door

Check attics and crawlspace for evidence of leaks and condensation, making sure that any vents are not obstructed

Cut back trees and shrubs from the house walls, roof and air conditioning system

FALL

Schedule a service appointment for your heating system

Remove leaves from gutters

Clean and store yard tools, and store or discard gardening/lawn chemicals properly

Perform a maintenance check on your fire extinguisher; clean, refill or replace as needed

Turn off water to outside faucets if you reside in a climate where freezing occurs (not necessary for homes with extended lines)

Change batteries in carbon monoxide and smoke detectors

WINTER

Check and upgrade insulation as necessary

Change furnace filters monthly during the heating season for your region

Check and maintain furnace

Vacuum air registers to prevent cobweb and dust buildup

Maintain fireplace and chimney

Check gutters periodically for ice buildup; check roof for excess snow piling

Check to make sure your fire escape routes are clear and your door and window locks are functioning properly