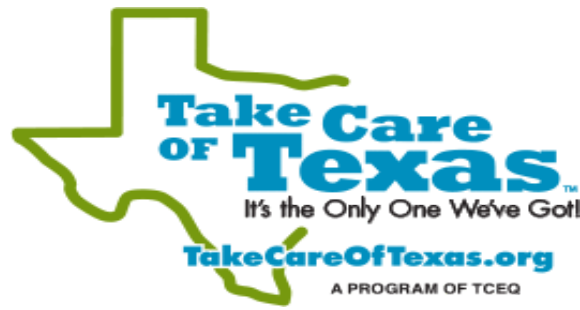




## **SUMMER MAINTENANCE CHECKLIST**

- ☐ Check fire and carbon monoxide alarms
- ☐ Check windows and add insulation to cover any openings
- ☐ Open air vents and clean them out
- ☐ Get the air conditioner unit checked
- ☐ Switch fan blades to counterclockwise
- ☐ Clean out gutters and downspouts
- ☐ Check outside water systems and faucets for any leaks
- ☐ Clean and clear yard



## **WINTER MAINTENANCE CHECKLIST**

- ☐ Check fire and carbon monoxide alarms
- ☐ Check windows/doors and add caulking or weather stripping
- ☐ Change HVAC filters (regularly)
- ☐ Reverse fan blades to clockwise direction
- ☐ Clean out gutters and downspouts
- ☐ Trim trees, especially those close to home
- ☐ Rake leaves (can be placed in a corner for compost)
- ☐ Cover outside faucets with cover, especially during freezing temperatures
- ☐ Cover any large outdoor furniture, grills, and playscapes