



## **Suggested Home Maintenance Schedule**



Your home, often your most valuable asset requires maintenance if you are going to safeguard and preserve its value.

Using this schedule as a guide and keeping it current and completing the list of suggested tasks could end up saving you a lot of time and money in the future. It might even be able to help you avoid loss and damage that could hurt you financially in a variety of ways and temporarily disrupt your lifestyle.

It is our hope that you find some of it useful and we encourage you to modify it to make it specific to your property.

The JIT Team

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## How to Complete This Form

The following list identifies things around your home that should be checked on a regular basis if you are going to keep it in good repair and in safe condition. The 'X' in the columns on the right indicate when and how often these tasks should be performed. It is a good idea to also track the dates of when they were last checked.

| Checks to be Performed  | Quarterly | Spring | Fall | Annually |
|---|-----------|--------|------|----------|
| <b>Gutters &amp; Downspouts</b>   |           |        |      |          |
| • Check for damaged, misaligned or leaking gutters and downspouts                   |           |        | X    |          |
| • Remove debris from gutters and downspouts   |           | X      | X    |          |
| <b>Exterior of Your Home</b>  |           |        |      |          |
| • Check for age signs of shingles on roof   |           |        |      | X        |
| • Check for signs of moss growth on roof  |           |        |      | X        |
| • Check for loose, broken, missing shingles   |           | X      | X    |          |
| • Check vents, louvers and chimneys for signs of squirrels, birds nests and insects |           | X      | X    |          |
| • Check chimneys for deteriorating bricks and mortar                                |           |        |      | X        |
| • Trim any tree branches/limbs away from roof                                       |           |        |      | X        |
| <b>Exterior Walls</b>   |           |        |      |          |
| • Check brick walls for deteriorating bricks and mortar                             |           |        |      | X        |
| • Check siding for damage, warping or rot   |           |        |      | X        |
| • Check all painted surfaces for flaking, damage or rot                             |           | X      | X    |          |
| • Trim trees/shrubs away from walls   | X         |        |      |          |
| <b>Doors and Windows</b>  |           |        |      |          |
| Check caulking and weather stripping around doors and windows                       |           | X      | X    |          |
| Check glazing putty around window panes   |           | X      | X    |          |
| Check screens and Repair/replace as necessary                                       |           | X      |      |          |

| Checks to be Performed   | Quarterly | Spring | Fall | Annually |
|--|-----------|--------|------|----------|
| <b>Lawn &amp; Garden</b>   |           |        |      |          |
| <ul style="list-style-type: none"> <li>Remove tree limbs and branches and debris that may attract insects</li> </ul>                               |           | X      | X    |          |
| <ul style="list-style-type: none"> <li>Maintain grading slope to ensure water flows away from the foundation</li> </ul>                            |           |        |      | X        |
| <b>Driveways, Walkways &amp; Patios</b>  |           |        |      |          |
| <ul style="list-style-type: none"> <li>Check for deterioration and cracks and seal/repair as necessary</li> </ul>                                  |           |        |      | X        |
| <ul style="list-style-type: none"> <li>Clean and store patio furniture</li> </ul>  |           |        | X    |          |
| <b>Smoke Detectors &amp; Carbon Monoxide Detectors</b>   |           |        |      |          |
| <ul style="list-style-type: none"> <li>Check to ensure they are operational (Replace Every 10 Years!)</li> </ul>                                   |           | X      | X    |          |
| <ul style="list-style-type: none"> <li>Change batteries (same day as clocks are changed)</li> </ul>  |           | X      | X    |          |
| <b>Fireplace and Chimney</b>   |           |        |      |          |
| <ul style="list-style-type: none"> <li>Check brick lining and air dampers</li> </ul>   |           |        |      | X        |
| <ul style="list-style-type: none"> <li>Clean chimney to remove all soot build up</li> </ul>  |           |        |      | X        |
| <b>Heating &amp; Cooling</b>   |           |        |      |          |
| <ul style="list-style-type: none"> <li>Remove debris from around central air unit. Clean, as required</li> </ul>                                   |           | X      | X    |          |
| <ul style="list-style-type: none"> <li>Remove window air conditioners and protect with a weatherproof cover</li> </ul>                             |           |        | X    |          |
| <ul style="list-style-type: none"> <li>Replace or clean air conditioner and furnace filters</li> </ul>   | X         |        |      |          |
| <ul style="list-style-type: none"> <li>Service heating system and heat pumps</li> </ul>  |           |        |      | X        |
| <ul style="list-style-type: none"> <li>Service and clean humidifiers (Check for calcium buildup!)</li> </ul>                                       |           | X      | X    |          |
| <ul style="list-style-type: none"> <li>Check for signs of leakage around water heater</li> </ul>   |           |        |      | X        |
| <ul style="list-style-type: none"> <li>Check furnace humidifier for signs of leakage</li> </ul>  |           |        |      | X        |
| <ul style="list-style-type: none"> <li>Check drain hose for central air conditioner to ensure it is and will continue to drain properly</li> </ul> |           |        |      | X        |
| <b>Faucets</b>   |           |        |      |          |
| <ul style="list-style-type: none"> <li>Check interior and exterior faucets for leaks, replace washers if required</li> </ul>                       | X         |        |      |          |
| <ul style="list-style-type: none"> <li>Drain outside faucets and hose bib</li> </ul>   |           |        | X    |          |

| Checks to be Performed   | Quarterly | Spring | Fall | Annually |
|--|-----------|--------|------|----------|
| <b>Attic</b>   |           |        |      |          |
| • Check for leaks  |           |        |      | X        |
| • Check insulation and replace/add as required   |           |        | X    |          |
| • Check for signs of birds, squirrels, raccoons, etc. Remove and seal point of entry                               |           |        |      | X        |
| • Check for proper ventilation   |           |        | X    |          |
| <b>Basement</b>  |           |        |      |          |
| • Check for dampness or leaks after wet weather  | X         |        |      |          |
| • Check for insects  |           | X      | X    |          |
| • Check sump pump operation (replace pump every 10 years)  |           | X      | X    |          |
| • Check hoses on washing machine (replace every 5 years)   | X         |        |      |          |
| <b>Baths</b>   |           |        |      |          |
| • Check for evidence of leaks around toilets, shower, bathtub and under sinks                                      | X         |        |      |          |
| • Check grout in ceramic tile and repair as required   | X         |        |      |          |
| <b>Kitchen</b>   |           |        |      |          |
| • Check for leaks around faucets, under sink, dishwasher, ice making units on refrigerator and repair as necessary | X         |        |      |          |
| • Check ice maker & dishwasher hoses (replace every 5 years)   | X         |        |      |          |
| • Clean refrigerator coils at rear of the appliance  |           | X      | X    |          |
| <b>Electrical</b>  |           |        |      |          |
| • Check all wiring and plugs for signs of wear or damage and replace as required                                   | X         |        |      |          |
| <b>Safety Tips</b>   |           |        |      |          |
| Make sure everyone knows where the main shut off valve for the water is.   |           |        |      |          |
| Make sure everyone knows where the main electrical shut off breaker is.  |           |        |      |          |
| Make sure everyone knows where the shut off is for the furnace and for the natural gas.                            |           |        |      |          |
| If you have a fuse that keeps blowing or a breaker, that keeps tripping, call in an electrician to look at it.     |           |        |      |          |
| Label each circuit in the electrical panel to identify locations throughout your house.                            |           |        |      |          |

\*\*\* IMPORTANT NOTE \*\*\*

This document is offered as a guideline only. Your specific situation may require more or less than we suggest depending on environmental conditions such as heavy rainfalls, severe windstorms, freezing rain, etc.

Please adapt this checklist to fit your specific situation.



## Important Telephone Numbers

**For Emergency Service Call: 613-720-6743**  
**24 hours per day, 365 days per year**

**For additional info, visit us at:**  
**[www.jitottawa.com](http://www.jitottawa.com)**

Our normal office hours are 8:00 a.m.— 4:30 p.m.

Once the office is closed, the phone is forwarded to a JIT team member who is always available.

If you need to speak to someone else at JIT, please use the following numbers:

Robert Sauvé — 613-720-6743 — [rsauve@jitottawa.com](mailto:rsauve@jitottawa.com)  
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