

## SEASONAL MAINTENANCE

### INTERIOR

#### Furnace

- 1) Set the thermostat to the appropriate “heat/winter” or “cool/summer” position.
- 2) Check to see that all supply and return air vents are clean and unobstructed.
- 3) Make sure the condensation drain (central air only) is not clogged or obstructed.
- 4) If you have a radiant heat system, make sure there are no leaking valves or radiators.
- 5) Clean or replace the filter regularly.

#### Fireplace (where applicable)

- 1) Be sure the damper is in good operating condition. Damper should be closed unless fireplace is in use.
- 2) See that the flue and chimney are unobstructed. Periodic inspection and cleaning is strongly recommended, however this is typically at tenant’s expense.

#### Smoke and Carbon Monoxide Detectors

- 1) Test all smoke and carbon monoxide detectors frequently. Battery operated models will begin making an intermittent chirping sound when the battery runs low.

### EXTERIOR

#### Lawn and Shrubbery (where applicable)

- 1) Cut grass and prune shrubs as needed. Remove all leaves in the fall; check with trash removal service for disposal procedures.
- 2) If necessary, contact county authorities for information on damaging insect control.

#### Gutters

- 1) All gutters should be free of leaves and debris. Downspouts should drain away from the foundation.

#### Winterization of Outside Faucets and Electrical Outlets (where applicable)

- 1) Close all shut-off valves (green tags) to outside faucets, then open the faucets. Be sure to close faucets before opening shut-off valves in the spring.
- 2) See that all outside electrical outlets are capped if possible.

