

FALL CHECKLIST

OUTSIDE:

- ☐ If your window screens are inside, remove them to allow for adequate airflow of the heating system to keep condensation off your windows.
- ☐ Ensure all exterior doors and windows are closed tightly; repair or replace weather stripping and dust pads as needed.
- ☐ Cover outside of air conditioning units and shut power off to the device.
- ☐ Ensure the ground around your home slopes away from the foundation wall so that water does not drain into your basement. Touch-up as required to maintain positive drainage.
- ☐ Clean eaves troughs and roof ensuring proper drainage from the downspouts.
- ☐ Clean out window wells of garbage.
- ☐ Blow out underground sprinklers and store outdoor hoses. Close interior valve to outdoor water connection. Drain the hose bib and leave it partially open.
- ☐ Store outdoor furniture, prepare gardens and protect young trees and shrubs for the upcoming winter.

INSIDE:

- ☐ Check sump pump to ensure proper operation
- ☐ Test and reset the ground fault circuit interrupters (GFI) breakers
- ☐ Set humidifier as per the manufacturer's instructions for the winter setting
- ☐ Set the thermostat to "heat" and test the furnace for proper operation by raising the thermostat setting until the furnace starts to operate.
- ☐ Have furnace and heating system serviced by a qualified company every two years
- ☐ If you have central air conditioning, ensure the drain pan under the cooling coil mounted in the furnace plenum is secure and draining correctly.
- ☐ Remove grilles on forced air systems and vacuum inside the ducts.
- ☐ Check your furnace air filters monthly and replace them as needed
- ☐ Check and clean the HRV (Heat Recovery Ventilator) core
- ☐ Check to see that the ductwork leading to and from the heat recovery ventilator is in good shape and the joints are tightly sealed.
- ☐ Adjust registers and confirm that cold air returns are clear of furniture or draperies
- ☐ Vacuum smoke and carbon monoxide; replace batteries if required.
- ☐ If you have a door between your house and the garage, check the adjustment of the self-closing device to ensure it closes completely.

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