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[email@homeprohandyman.com](mailto:email@homeprohandyman.com)

## ANNUAL HOME MAINTENANCE CALENDAR CHECKLIST

### January

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- Heavy indoor cleaning chores and repairs.
- Good time to repair squeaky stairs and floors and for planning wooden doors (lower humidity levels show cracks and gaps at their widest as wood shrinks).
- Interior painting and wallpapering. Indoor remodeling before summer rush.

### February

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- Straighten workshop.
- Sharpen tools and kitchen knives.
- Repair furniture.
- Check exterior laundry dryer vent to make sure it is clear of debris.
- Interior painting and wallpapering. Check Water filter (before brown water spring run-off).

### March

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- Good time to start major indoor remodeling jobs.
- Landscaping and retaining walls.
- Check basement for leaks.
- Start annual seedlings indoors.
- Clean condenser coils of fridge once a year.
- Unplug fridge, then vacuum coils if at back (if on the bottom, purchase a special brush to clean them).
- If you have pets, clean coils twice a year.
- Wash lint screen from natural gas dryer with toothbrush and detergent to rid it of film left by fabric softener.
- Disconnect dryer and clean connecting tube that links dryer to the outside dryer vent.  
*Tip: for maximum efficiency, vent should be no longer than one metre; if longer, have professionally cleaned.*
- Shop for new furnaces and fireplaces (spring is often the best time for prices, and it's also easier to find available trades people than during the busy heating season.)
- Check water filters to avoid brown water in your taps during spring run-off.



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## April

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- Inspect house exterior. Make necessary repairs to roof and siding.
- Make sure soil does not touch wood siding of house.
- Prepare window and door screens.
- Wash and repair Venetian blinds and shades.  
*Tip: Use absorbent gloves to clean blinds. Moisten fingers with furniture polish to remove thick dust and leave a smooth surface.*
- Repair trellis, flower boxes, and add a splash of new paint.
- Check sprinklers and hoses.
- Have central air conditioning system serviced.
- After last wood fire of season, have chimney cleaned (by fall, hardened soot deposits are difficult to remove).  
*Tip: A natural gas furnace or fireplace chimney never needs cleaning (if converting from oil or wood, have cleaned for last time).*
- Book large summer projects before summer rush.
- Power-wash driveway and walks.
- Check chimney bricks and mortar for cracks in need of repair.
- Check and repair concrete cracks.
- Fix, repair and build fences.
- Plan major projects: painting, re-siding, roof work, masonry repairs and additional construction.

## May

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- Clean roof gutters; repair if necessary.
- Be sure all down spouts have splash blocks to channel water away from the building (prevents basement leaks).
- Replace rusted or damaged strainers at down spout entrance.
- Plan major projects: painting, re-siding, roof work, masonry repairs and additional construction.
- Ready outdoor furniture for use. Clean and apply rust proof paint to metal furniture to give it a new look if you didn't in October.
- Check the BBQ to make sure it is in good repair. If using a propane tank, make sure it is full. (some new tanks have gauges).  
*Tip: a natural gas barbecue never needs refilling and costs less to operate. (Never store propane tanks indoors).*
- Inspect outdoor decks for decay.
- Repair and water seal.
- Yard clean up.
- Set-up play Centres.
- Landscaping.
- Lawn cutting.



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## June

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- Start serious projects you planned in May.  
*Tip: Begin with those that could cause trouble if not finished by fall.*
- QUICK FIX: Consider installing blinds on the outside of south-facing windows to cut summer heat. Matchstick blinds are inexpensive and work well, even when laid on top of skylights.
- Telltale piles of sawdust or discarded wings under doors and windows betray the presence of carpenter ants or termites. Call an expert!
- To ensure smooth gliding patio doors, apply a thin coat of lithium grease (available at auto supply stores) to cleaned rails.
- June's a great time, before last minute fall and winter callers start dialing, to get your heating system serviced (check your manufacturer's recommendations, typically every one to three years).  
*Tip: licensed gas fitters can also check your other natural gas appliances, such as hot water tank, cook tops and fireplaces.*
- Install new fans for summer heat.
- Exterior painting.
- Lawn cutting.

## July

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- Good time to repair windows. Paint indoors & outdoors or refinish floors (good ventilation with windows and doors open).  
*Tip: Thanks to recent regulation changes, you can now wrap natural gas hot water heaters in insulating jackets. Be sure to buy one approved for natural gas.*
- If you did not do it in June, call for your heating system check now, in the off-season.
- Lawn cutting.

## August

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- Resurface driveway while the weather is good.
- Didn't do it in June or July? Then call now for a heating system safety check and tune-up. Falls' coming!
- Consider replacing your manual thermostat with a programmable model.
- Exterior painting.
- Lawn cutting.
- Check computer for new school year updates.



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## September

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- Check for leaks and drafts around doors, windows and electrical outlets.
- Seal, weather-strip and caulk around leaks.
- Seal windows. Install extra insulation where needed.
- Check for holes and cracks where mice or rats could enter house. Plug with steel wool, cement or board.
- Compost healthy annual and perennial foliage and dig humus into cleaned beds.
- Plant bulbs, sweet peas, poppies and cornflowers for early spring and summer flowering.
- Clean and repair gutters and downspouts. Choose a dry day after leaves have fallen.
- Make sure drain tiles are clear to prevent flooding.
- Insulate household pipes that run through unheated crawl spaces, attics and un-insulated or poorly sealed exterior walls.  
*Tip: add easy-to-install, compact natural gas direct vent room heaters in hard-to-heat areas (garage, enclosed porch, home office).*
- Check siding.
- Build or fix sheds for winter storage.
- Check roof for leaks and flashing.
- Lawn cutting.
- Check fireplace bricks and mortar.

## October

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- Overhaul, oil and sharpen garden tools and store.
- Clean, repair and store garden furniture.
- Apply rust proofing paint to metal items that will remain outdoors.
- Clean and organize garage; lubricate and adjust door.
- Clean combustion air supply grille on outside of house. (Adequate air in required for complete combustion).
- Make sure clothes dryer is vented to the outdoors.
- Cut back perennials. Leave enough stalk to protect the crowns.
- Keep a supply of extra batteries, a working flashlight, transistor radio and emergency candles (with matches) in two conveniently located places in the house as part of your family's earthquake/disaster preparedness.
- Before lighting first indoor wooden fire, check chimney for debris deposited by storms or animals.
- Consider converting to natural gas fireplace.
- Check furnace if not done in spring.
- Check skylights for potential leaks before rainy season.
- Plan projects before Christmas visitors arrive.
- Crown & base mouldings, new countertops.



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## November

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- Check gutters again for leaves and debris.
- Put up Christmas lights before the rains hit.
- Use door "snakes" (long fabric tubes stuffed like a beanbag) to repel draughts under doors with too big a gap to weather-strip.
- Close curtains as soon as the sun is no longer shining in, to keep warm air in.
- Check fuse box. Is everything clearly labeled?
- Shut off indoor valves to outdoor faucets that will not be used in winter to prevent freeze-ups.

## December

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- Make sure your gutters are cleaned properly - having your guests come over and getting soaked by an overflowing gutter just before they come in could be ahhh....
- Have your Christmas lights up before the holiday rush and the heavy rains. Less stress, a better selection of items at the store and you can enjoy the holidays even longer.
- Check all the weather stripping around doors and replace if necessary, to keep the heat in and the cold out. If you have a particularly large gap at the bottom of a door, use a door "snake" (long fabric tube stuffed like a bean bag) to repel drafts.
- Close curtains as soon as the sun goes down to keep the warm air in. This is also a good safety measure to prevent unwanted eyes from being able to see into your home
- Check your electrical panel to make sure everything is labeled clearly. Keep a flashlight with fresh batteries near it for emergencies.
- Shut off indoor valves to outdoor faucets (and drain) that will not be used in the winter, to prevent freeze-ups. Burst pipes in the middle of the night are an unwanted project, especially when its freezing outside.
- Touch up any damaged household surfaces (inside and out) before the holidays start. Preventative maintenance saves a lot of money and grief. It also gives peace of mind to be proud of your well maintained home.
- Wax floors and polish furniture, brass, and silverware. Make your home sparkle for the season.
- Test all smoke alarms and replace batteries as needed.
- Test carbon monoxide detectors during heating season.
- Change furnace filters once a month during heating season.
- Keep the area around your furnace clear of any combustible materials.
- For better availability of quality craftsmen plan to do the interior work of your home in February or March when the work season is at its slowest. (instead of spring or summer when everybody wants to renovate).

*We hope our Tips & Tricks will help make your house a better home.*

*Please visit our "contact us" page if you have any comments, so that we may improve to serve you better.*

*Our goal is to be the best Handyman service available, and thanks to your referrals we are on our way.*