



Winter Home Maintenance Checklist

Provided by [Refer Me](#) & [Inquiring Eye Home Inspections](#)

Interior

All Interior Rooms

- Inspect walls, ceilings and floors. Take notice of any water stains, chipping and peeling paint, or cracks.
- Check all doors, entry or closet, to ensure they open, close and latch. Lubricate hinges if door squeaks when operating. Inspect weather stripping integrity on entry doors to prevent cold air leaks.
- Remove and store window air conditioning units.
- Remove window screens and close storm windows. Inspect weather stripping integrity to prevent cold air leaks.
- Close and lock all windows. Take notice of any cracked panes and check for drafts around window.
- Make sure all heating vents are not blocked by furniture and that they are in the open position.
- Handrails should be present at any steps that rise overall greater than 24". Check to ensure handrails are well fastened and secure.
- Inspect all fire extinguishers. The pin should be in place and the pressure gauge should read that the extinguisher is fully charged.

- Replace batteries and test all smoke and carbon monoxide detectors. Install smoke detectors in all bedrooms as needed.
- Make a flashlight with fresh batteries easily accessible in case of a power outage.

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Attic

- Your attic space should have between 9 to 12 inches of insulation between floor joists. Check for any missing insulation over living space ceilings.
- Locate vent ducting for all exhaust fans. These ducts should be vented to the exterior of the house to avoid condensation build up in the attic space.
- Attic vent louvers should remain open for the winter months for proper ventilation.
- Attic fans should be covered and insulated for the winter months.
- Check for any roof leaks or evidence of water stains.

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Heating & Air Conditioning

- Switch all thermostats from “Cool” mode to “Heat” mode. Fan position should be set to “Auto”. Input desired temperature.
- Clean or replace all filters that may be present. Filters are commonly found in both gas and oils furnaces, humidifiers, and dryers.
- Have oil burners and equipment serviced by your local oil supplier/technician.
- Inspect metal flue pipes that enter the chimney from boilers, furnaces and hot water heaters. The pipe should slope up slightly towards the chimney and not have any holes, cracks or gaps around any connection.

- Cover outside air conditioning units.
- Replace furnace humidifier filter and set to “winter” operation.

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Basements & Crawl Spaces

- Check for evidence of water entry or stains in the basement or crawl space.
- Crawl space ceilings should be adequately insulated, and in good condition. If the insulation has a vapor barrier on one side, it should be faced towards the finished room above.
- Remove and properly dispose of debris or items that are no longer used or need. These items can attract mold build-up, insects and odors.
- All electrical wall outlets located in an unfinished basement should be GFCI protected. (Ground Fault Circuit Interrupters).
- Inspect and test any sump pumps for operation. Sump pump pits should be covered.
- Inspect foundation walls. All cracks should be sealed, preferably from the exterior, and any damaged or loose mortar joints, on block, brick and stone foundations should be repaired.
- Check for cold air leaks around hatch and entry doors.
- Locate and identify important valves such as, your water main valve, oil tank valve, and gas valves.
- Locate and identify important electrical switches and devices such as, your main electrical panel, sub panels, hot water and heating system emergency switches (Usually located at the top of your basement stairs).
- Check that all light sockets have bulbs and replace burned out bulbs.

- Replace batteries and test all smoke and carbon monoxide detectors.

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Plumbing

- Shut off and drain all outside hose bibb connections.
- Drain water heater to flush debris and sediment.
- Test operation of water main valve.
- Schedule septic tank service/pump out if applicable.
- Winterize any plumbing that is exposed to the outside elements, such as outside hose connections and lawn sprinkler systems.
- Check all easily accessible places for plumbing leaks such as under kitchen or bathroom sinks.

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Chimney and Fireplace

- Schedule fireplace, ash pit and flue cleaning if applicable.
- Ensure that fireplace damper is closed when not in operation.
- Inspect chimney interior and exterior for loose or missing mortar joints.

Notes: _____

Exterior

Dwelling

- Inspect all house siding, clapboard or shingles, wood trim, fascia and soffits. Look for damaged areas such as, chipping and peeling paint, rot, decay, and missing sections.
- Inspect foundation walls for cracks, and loose or missing mortar joints.
- Ensure that soil grade is pitched away from foundation walls and that there is not wood to soil contact.
- Ensure that there are no tree branches hanging over or touching any part of the home.
- Check that all exhaust hoods open when in operation. These hoods are usually attached to stove exhaust fans, bathroom exhaust fans and dryer vents.

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Roof and Gutters

- Inspect the roof from the ground and take notice of the condition of the shingles. Check that they are lying flat and square with no curling, lifting, noticeable granular erosion, and that there are no shingles missing.
- Ensure that all gutters are clean and free flowing.
- Ensure that all gutters are properly pitched towards the downspouts.
- Ensure that downspouts are properly pitched away from the dwelling.

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Grounds and Equipment

- Check that gardens and bushes are at least 12” from the house foundation and siding.
- Remove annual plantings and cut back perennials.

- Ensure that all entry gates are operable and latch easily.
- Check for rotted fence boards and posts.
- Clean and store outside patio furniture and umbrellas.
- Driveway markers or reflectors should be place along edges for snow removal.
- Tune-up snow blower and test for operation.
- Place shovels, salt, sand and ice scrappers in an easily accessible location.
- Store and winterize landscaping equipment such as lawn mowers, trimmers and leaf blowers.
- Firewood attracts bugs and holds moisture. Stack and store firewood away from the dwelling and keep dry.

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