

# PERIODIC MAINTENANCE



The following are recommended maintenance tips for your new home. Please note that these recommendations are the obligation of the homeowner and are not part of Baywest Homes warranty service.

## MONTHLY

1. Clean electronic air cleaner or replace regular furnace filter if necessary.
2. Clean humidifier.
3. Check for water leaks
  - dishwasher
  - hot water tank
  - all taps and drains
  - exterior taps
4. Monitor humidity levels.
5. Tighten teleposts (if necessary), Warranty Technician will demonstrate.
6. Drain sediment from hot water heater. (Yearly)
7. Check water level in floor drain trap and add water if necessary. (Yearly)

## SPRING



1. Check the drainage of your lot; proper drainage is away from the foundation. To ensure this, all downspouts should be in a lowered position.
2. Remove ice damming from your roof.
3. Check and clean eavestroughs and downspouts.
4. Check roof for damaged or missing shingles.
5. Touch up any necessary exterior caulking required. Examples of important areas to be aware of are windows and chimney collars.
6. Check door sweeps and weather-stripping (replace if necessary).
7. Check basement or crawlspace for leaks or cracks.

## SUMMER



1. Check the drainage of your lot; proper drainage is away from the foundation. To ensure this, all downspouts should be in a lowered position.
2. Check eavestroughs for any leaks or repair as necessary.
3. Check roof for damaged or missing shingles.
4. Touch up any necessary exterior caulking required. Examples of important areas to be aware of are windows and chimney collars.
5. Re-paint any deteriorating wood finishes. Areas to note are window sills and decks where water, ice and snow can remain for long periods of time and eventually cause deterioration.

## AUTUMN



1. Check the drainage of your lot; proper drainage is away from the foundation. To ensure this, all downspouts should be in a lowered position. Where there is settling around your home, it is your responsibility to add soil as required to ensure proper drainage.
2. Remove ice damming from roof.
3. Check door sweeps and weather-stripping (replace if necessary).
4. Turn off lawn irrigation system and have the water lines blown out. (critical)
5. Repaint any deteriorating wood finishes. Areas to note are window sills and decks where water, ice and snow can remain for long periods of time and eventually cause deterioration.
6. Ensure all hoses are removed from frost free taps.

## WINTER



1. Check the drainage of your lot; proper drainage is away from the foundation. To ensure this, all downspouts should be in a lowered position. Where there is settling around your home, it is your responsibility to add soil as required to ensure proper drainage.
2. Remove ice damming from roof.
3. Ensure all hoses are removed from frost-free taps.

Continue Monthly and Seasonal checks to ensure a long and happy stay in your Baywest home.

