

SEASONAL MAINTENANCE CALENDAR

Establishing and following a maintenance schedule is the best way to manage your household maintenance budget and to prevent problems. Unit maintenance is the responsibility of each individual owner.

The first rule in homeowner maintenance is **safety first**. There are some maintenance items that should be left to a professional.

SUMMER

1. Inspect and lubricate garage door roller shafts. **Do Not attempt** to adjust door springs- call a technician.
2. Lubricate locks on doors and windows with silicone spray.
3. Check window screens and screen doors for tears.
4. Make sure that plants and bushes do not grow up against the house.

FALL

1. Check windows and doors for possible air and water leaks. Make sure the weep holes at the bottom of the windows are clear on the outside.
2. Inspect caulking around windows for cracks and/or separation.
3. Have gas heating system inspected by a certified professional.
4. Vacuum and clean out forced air registers (vents) and duct work in your unit.
5. Remove the hose and any diverter or other attachments from the outside water outlets.
6. Turn off the water from the inside valve.
7. After turning off inside valve remember to turn outside water outlets on and drain exterior faucets of water before winter. Make sure all hoses and appliances are disconnected to allow water to drain out.
8. Check working order of CO (Carbon Monoxide), Smoke and Fire detector.
9. Check all outside vents to make sure they are clear and screens are clean.

WINTER

1. Replace the furnace filters.
2. Clean all smoke alarms and check by pushing test button to sound alarm. If unit emits intermittent beep replace battery. **NOTE:** CO, Smoke and Fire detectors have a life of about **eight years**. Units should be **replaced** after this time.
3. Test all the Ground Fault Circuit (GFCIs).
4. Occasionally open windows to allow house to air out, if weather permitting.
5. Avoid overloading electrical outlets with multiple appliances.
6. Remove and store all outside hoses, turn off inside water valve and open outside water valve to drain
7. Check CO (Carbon Monoxide) detectors are in proper working order.

SPRING

1. Check and clear all smoke detectors and **replace** batteries.
2. Test all GFCIs electrical outlets in kitchens and bathrooms.
3. Change the furnace filters.
4. Clean windows, window tracts and make sure weep outside holes are not blocked.
5. Remember to turn **OFF** external water faucets and turn **ON** internal water supply valves.

Besides the items listed on the seasonal schedule above, listed below are items that should be done on a Monthly basis.

1. As listed above monthly check all Smoke, Fire and CO detectors.
2. Check that fire extinguishers are properly charged as indicated on the gauge. Raritan Township Fire Code specifies that fire extinguishers must be rated Class ABC.
3. Check that all GFCIs are in proper working order.
4. Clean or replace range hood filter and make sure it exhausts properly.
5. Check for water leaks around toilets, under sinks and around dishwasher.
6. Inspect and clean or replace furnace filters.
7. Clean your dryer lint trap regularly.

Please remember to call the management office with questions, concerns or issues, rather than reaching out to a Board member. If something needs to be addressed the same day, such as while a contractor is performing work on the property, call the office main # 908-806-2600 for immediate assistance. If the issue can wait, please call Dawn directly at 908-284-3422.
