

With spring approaching and the warm weather coming, it's time to ensure your projects are tuned up and ready for spring and summer. Below are some maintenance items to get you ready.

► GETTING YOUR PROJECTS READY FOR SPRING

- Review the perimeter of the foundation; it is important to keep snow build up away from the foundation, remove if necessary
- Clear windows wells of debris, snow, and ice that may affect the drainage system
- Start to organize your winter heat equipment, prepare a storage area or start to plan for pick up
- Be mindful of your fuel supply, you will not want to be stuck with a large tank at the end of the season
- Ensure eavestroughs and downspouts are installed where possible, and make sure down spouts are pointing away from your foundation
- Ensure your sump pump is operating properly and discharging water away from the foundation
- Start to organize your seasonal work that was delayed during winter construction, including service work

► SPEC & SHOWHOMES

- Schedule a spring window clean
- Prepare your landscaping maintenance agreements or plans
- Schedule your team to turn on your exterior water supply and review your sprinkler schedules
- Schedule someone to remove the outside air-conditioning cover and ensure the power is turned on for your sales team when they are ready for it
- Review, clean or change filters where applicable, furnace, HRV, humidifier, over the range vent
- Check your entry doors for proper operation and seal, including weather stripping
- Inspect your roof and siding for damages
- Test smoke detectors and replace batteries if needed
- Check any floor drains and refill with water if necessary
- Review basement teleposts and adjust if needed
- Start preparing for any exterior siding and window cleaning that is required
- Turn off any heat tracks that have been used to prevent freezing
- Organize your window screens if removed and review for damage

This document is intended as general recommendations and best practices for home maintenance and does not replace or alter the warranty certificate or the obligations of the builder and/or homeowner with regard to the warranty policy.