

Winter Maintenance Checklist

Landlord's Responsibility:

- Attend to gutters & downpipes, check condition & clear any debris
- Check roof for any signs of loose, cracked, or broken areas
- Check flashings for signs of corrosion
- Check trees, remove any dead branches or dying trees & trim overhanging branches
- Check for and deal to signs of water damage, particularly in damp prone areas
- Sweep fireplace and clean chimneys, should be done annually
- Service heat pumps, annual service to keep it running efficiently
- Check HRV system filters: Check and replace filters as needed
- Remedy any slip-prone areas, consider putting non-slip mats on slippery doorsteps

Tenant's Responsibility:

- Check dehumidifier filters, check and clean filters
- Check and clean bathroom vents, remove dust and debris
- Check smoke detectors, test to ensure they are fully operational

Notes:
