Chaparral Estates Seasonal "TO DO" List

🌸 **Spring Maintenance** (March-May)

- ☐ Check foundation for cracks or water pooling
- ☐ Service HVAC system for cooling season
- ☐ Clean dryer vent and bathroom exhaust fans
- ☐ Clean behind and under appliances
- ☐ Test sump pump and backup battery
- ☐ Clean windows and screens; check for damage
- ☐ Inspect driveway and walkways for cracks and report to Board
- ☐ Inspect patio and repair any damage and clean up for summer use
- ☐ Check exterior faucets and irrigation for leaks
- ☐ Clean and inspect outdoor furniture and grill
- ☐ Review and update condo and personal home insurance policy
- ☐ Deep clean carpets and upholstery
- ☐ If your unit has a sump pump, please ensure that it is serviced
- ☐ Check and replace (if needed) weather stripping on doors/windows
- ☐ Flush water heater to remove sediment
- ☐ If you have a personal garden, ensure it is weeded and tidy

🌞 **Summer Maintenance** (June -August)

- ☐ Inspect and clean ceiling fans (reverse direction if needed)
- ☐ Power wash siding, deck, and driveway
- ☐ Inspect and seal deck or patio
- ☐ Check caulking around windows, doors showers, tubs and sinks
- ☐ Monitor for pests (ants, wasps, bees)
- ☐ Touch up exterior paint
- ☐ Test smoke and CO2 detectors
- ☐ Deep clean kitchen appliances and vents
- ☐ Check for signs of mold or mildew in high-humidity areas
- ☐ Report any trees to the Board that may require pruning

🍂 **Fall Maintenance** (September-November)

- ☐ Winterize outdoor faucets and irrigation systems (if applicable)
- ☐ Drain and store garden hoses
- ☐ Seal gaps and cracks around windows and doors
- ☐ Inspect weather stripping and door sweeps
- ☐ Schedule chimney cleaning and inspection
- ☐ Service heating system and replace filters
- ☐ Test heating system before cold weather begins
- ☐ Store outdoor furniture and tools

❄️ **Winter Maintenance** (December-February)

- ☐ Check for ice buildup on windows or doors
- ☐ Run water in rarely used sinks to prevent freezing
- ☐ Test GFCI outlets and circuit breakers
- ☐ Keep exhaust vents and dryer vents clear of snow
- ☐ Check sump pump discharge line for freezing
- ☐ Inspect emergency supplies (flashlights, batteries, salt)
- ☐ Rotate ceiling fans clockwise to push warm air down
- ☐ Update emergency contacts and notify the Property Manager of any changes
- ☐ Review condo bylaws and any updates
- ☐ Plan to attend the annual general meeting (AGM) typically held in February/March

**** Please be sure to report any exterior or interior water leaks and any ice build up on walkways to the Board ****

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