

# 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

Notes:

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## 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

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