

Seasonal Checklists for Homeowners



Maintain your vacation or rental property to keep it safe, efficient, and comfortable in every season. Follow these preventive care checklists for seasonal properties to prevent problems before they arise.

Fall/Winter Closing Checklist

- ☐ Use for seasonal homes closing down before winter weather
- ☐ Turn off and drain the main water supply lines.
- ☐ Drain and insulate exterior spigots and outdoor showers.
- ☐ Empty and flush the water heater; turn to "vacation mode" if in use.
- ☐ Insulate exposed pipes in the basement, crawl space, and exterior walls.
- ☐ Schedule professional furnace or boiler service (gas, propane, or electric).
- ☐ Test thermostats and set to a safe "away" temperature.
- ☐ Inspect the sump pump for proper operation.
- ☐ **Winterize the air conditioner (AC):** shut off power, cover the condenser, and clear it of debris.
- ☐ **Vacancy Checklist:** all plumbing traps (toilets, floor drains, etc.) are treated with antifreeze.
- ☐ Cover and insulate outdoor HVAC units. Insulate exposed plumbing.

Year-Round Rental Oversight Checklist

- ☐ Use for properties rented out throughout the year
- ☐ Schedule seasonal plumbing and HVAC inspections (spring and fall).
- ☐ Provide tenants with emergency instructions and contact information for plumbing/HVAC.
- ☐ Shut off and insulate outdoor spigots to prevent winter damage.
- ☐ Monitor water use and bills for sudden increases/decreases (potential leaks).

Spring Opening Checklist

- ☐ Use for seasonal homes opening up after winter weather
- ☐ Turn on the main water supply and check for leaks.
- ☐ Flush and refill the water heater, set to normal temperature.
- ☐ Run faucets and fixtures to clear lines and check for leaks.
- ☐ Check toilets, sinks, and showers for proper drainage.
- ☐ Service the air conditioning: clean the condenser, change the filters, and check the refrigerant.
- ☐ Inspect the sump pump, drains, and basement for water damage or mold.
- ☐ Test the thermostats and cooling system before the first hot day.
- ☐ Inspect exposed plumbing and hose bibs for cracks or freeze damage.