

# seasonal checklist | *winter*

*Although it may seem the longest season, there's plenty to do when Northeast Ohio's winter keeps you inside your home. It's also the perfect time to catch up on all those "to do's" you didn't get to in previous seasons.*

Change the direction of your ceiling fan blades to push warm air downwards. Set floor registers & grills for maximum air distribution.

Clean your fireplaces of ashes & consider a professional cleaning of your damper.

Consider an annual electrical safety inspection.

Inspect dryer ducts & vents to ensure lint is not backing up into home. Cleaning lint screen is not enough.

Replace filters on your vacuum & clean other parts based on the model's manual.

Unscrew all of your light fixture covers & clean appropriately, let dry & re-attach.

Tighten door knobs & hinges on cabinets & doors. Use a lubricant for hinges that stick or squeak.

As houseplants overgrow current containers, repot them & share new growths with friends or family.

Keep sidewalk salt away from your plants. If necessary, consider winterizing Transfilm applications or even wrapping sensitive plants to protect them.

## **Concierge Services**

*Contact your Pattie Group property manager to schedule the following home services. Is there a task on your list you don't see here? Just ask.*

- Remove debris from gutters
- Properly store outdoor furniture
- Pressure wash home exteriors, walkways, etc.
- Wash all windows, screens & moldings
- Clean all carpets & area rugs
- Grout & stone resealing
- Polish metal hardware
- Balance & tighten ceiling fans
- Drain your hot water tank & remove any sediment in the bottom of the tank

## **Quarterly Checks**

*Tasks to do at the start of every season.*

- Replace your HVAC filters (monthly)
- Inspect dryer vent for lint or debris
- Balance & tighten ceiling fans
- Launder pillows & turn your mattresses
- Clean your oven, fridge & freezer
- Replace baking soda boxes in fridge & freezers
- Wipe down baseboards & radiators
- Discard expired medications & beauty products
- Reorganize your closets & give away excess
- Check all fire extinguishers

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***Only Mother Nature Does It Better™***

*Let us help with your to-do list today.*

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