

# Your Maintenance Checklist

We've created this maintenance checklist to help guide you on how to take care of your new home. If you have any questions, please contact our Customer Connection Centre (C<sup>3</sup>) at 416-661-9394 or [ask@tridel.com](mailto:ask@tridel.com).

## Weekly:

**Clean Out Your Dryer Lint Traps.** Your home has a secondary lint trap, located in the ceiling of your laundry area. Cleaned this lint trap each time you finish laundry as blockages can increase drying time and humidity levels in your home.

## Quarterly:

**Change Your Fan Coil Filters.** Depending on your lifestyle, filters should be changed about every 3 months. Homes with pets or residents with environmental sensitivities may need their filters changed more frequently.

**Check Your Windows.** Many people crank their awning windows open or closed too hard and they become "stripped," just like a bolt. Usually, the arm (the metal piece that holds the window to the handle and looks like scissors) will come loose. If over crank your window, you'll be able to open your windows, but you won't be able to close them again. Contact your Property Management office to see if they have someone whose services they can offer.

## Biannually:

**Clean your Tub's Pop-Up Drains.** Unscrew the pop-up drain in your bathtub and remove any build-up.

**Clean the Energy Recovery Ventilator's (ERV) Filter.** The ERV forms an integral part of the ventilation design. Without regular cleaning the filters and core can become clogged, limiting airflow throughout your home. The Core should be cleaned annually, and the filter every six months for optimal performance.

## Annually:

**Clean the Energy Recovery Ventilator's (ERV) Core.** The ERV's Core should be cleaned annually, and the filter every six months for optimal performance. Contact Del Property Management, as they may offer this service on your behalf.

## Seasonally – Spring:

**Clean Balcony Tracks.** Along the edge of your balcony, there is a finishing strip of metal that should be checked each spring. Cleaning out any debris that may have become lodged between your balcony door and the metal threshold will prevent water from entering your suite and ensure it drains away from your home.

## Seasonally – Summer:

**Clean the Energy Recovery Ventilator's (ERV) Filter and Core.** Prevent clogging and limiting airflow throughout your home by changing the system's filter and cleaning the core.

## Seasonally – Fall:

**Winterize Exterior Hose Bibs (outdoor water tap).** If you have an Exterior Hose Bib, you can complete the following steps to ensure that the hose bib will not split due to water freezing inside the tap.

- Turn off the "interior shut-off valve" that services the exterior hose bib(s).
- Disconnect any garden hoses.
- Turn on the exterior hose bib(s) and use the "back flow preventer" (at the exterior end of the hose bib) to release any remaining water in the waterline. Important: You can use a finger to lift or push the white plastic stem (or pin) inside the back flow preventer to drain the rest of the water, then leave the tap open.
- As an extra precaution, inside the water shut-off is a small nipple that can be opened (counter-clockwise) to release any access water from the water line. Ensure you have a small bucket under the shut-off to catch any water. After the line has been drained, make sure the nipple is replaced and tightened shut (clockwise).

## Seasonally – Summer:

**Prevent Condensation & Ventilate Your Home.** During the winter, heating your home may contribute to increased condensation, which can impact your home's maintenance and the features and finishes in your home. To address high humidity levels, you need to increase the ventilation in your home to supply the fresh air necessary to vent off water vapour.

You can increase the ventilation in your home by:

- Using kitchen exhaust fans consistently when cooking and your bathroom exhaust when showering.
- Leaving the fan running on the ERV unit during extremely cold weather to help the air circulation throughout the home.
- Avoid hanging wet clothes inside the home.
- Keep drapes open as much as possible so the air can circulate freely over the windows.

**Tip:** Use a hygrometer to measure the humidity level in your home and keep it balanced.