

## Minnesota and Wisconsin New Home Seasonal Maintenance Checklist

*Protect your investment and keep your home performing beautifully all year long.*

---

### WINTER — Comfort & Protection:

**Goal:** Prevent damage and keep your home cozy.

#### Exterior

- Monitor and remove ice
- Keep exterior vents clear of snow
- Check for snow buildup around foundation and window wells
- Use non-corrosive de-icer on driveways

#### Interior

- Change furnace filters monthly
  - Maintain 25-35% indoor humidity
  - Run bathroom fans during and after showers
  - Test GFCI outlets
  - Check for drafts and adjust weather stripping
- 

### SPRING — Fresh Start & Inspection:

**Goal:** Recover from winter and prep for warmer weather.

#### Exterior & Yard

- Inspect grading around the foundation (soil should slope away from home)
- Clean gutters and downspouts after snowmelt
- Check siding, trim, and exterior caulking for winter damage
- Power wash exterior surfaces and decks if needed
- Wash windows, doors and screens
- Turn on and test outside water faucets
- Schedule turn on sprinklers after last frost with sprinkler company
- Clean exterior vents (dryer, furnace intake/exhaust, bath fans if accessible)
- Rake and seed bare lawn spots

#### Interior

- Replace furnace filters (if 30+ days old)
- Turn off humidifier for spring/summer season
- Adjust air exchanger settings for warmer months

- Test smoke and carbon monoxide detectors
  - Open windows and check/repair screens
  - Reverse ceiling fans (counter-clockwise) for summer airflow
  - Schedule HVAC tune-up for cooling season
- 

### **AIR CONDITIONER START-UP CHECKLIST:**

*Check and test your A/C before everyone turns theirs on, must be at least 50 degrees outside.*

#### **1. Verify setup:**

- Confirm A/C unit is in place and connected (foam-covered line into house and grey electrical box nearby).
  - If not set or wired, email [warranty@fieldstonefamilyhomes.com](mailto:warranty@fieldstonefamilyhomes.com) for installation/testing.

**2. Change your furnace filter** if 30+ days old.

#### **3. Check breakers:**

- Ensure “AC” breaker in service panel (garage/basement) is ON.
- Verify breaker in grey outdoor box is ON.

#### **4. Set thermostat:**

- Turn thermostat down to 67°F or a few degrees below indoor temperature.
- Switch thermostat to “Cool” and fan to “Auto.”

#### **5. Check operation:**

- Confirm outdoor A/C unit and furnace blower are running.

#### **6. If unit not running:**

- Pull out the black handle in the grey disconnect box outside, flip to show “ON,” and reinsert.

#### **7. Verify cooling:**

- Check vents for cool air.

\*If A/C still doesn't run, contact the **Warranty Team** or your **Project Manager** for assistance.

---

## **SUMMER — Efficiency & Outdoor Upkeep:**

**Goal:** Keep cool and maintain outdoor features.

### **Exterior & Yard**

- Clean and inspect A/C condenser unit
- Trim trees/shrubs away from siding, roof, and AC units
- Re-seal decks, patios, or driveways if needed
- Check irrigation system for leaks or uneven coverage
- Wash windows and check window seals (if not already done for the season)

### **Interior**

- Clean kitchen and bath exhaust fans
  - Test sump pump (especially after heavy rain)
  - Inspect caulking and grout in kitchens and baths
  - Test garage door auto-reverse function
- 

## **FALL — Prepare for the Freeze:**

**Goal:** Protect from cold, ice, and snow, and prepare for your first heating season.

### **Exterior**

- Clean gutters and downspouts after leaves fall
- Shut off and drain outside faucets and sprinklers
- Disconnect garden hoses
- Check and replace exterior maintenance caulking as needed
- Inspect roof, flashing, and chimney for any care needed
- Store outdoor furniture and lawn equipment
- Schedule furnace inspection and replace filters

### **Interior & Comfort**

- Review the “Condensation & Humidity” guide to winterize your home
- Make sure all windows are locked (ensures tight weather-stripping seal)
- Adjust door thresholds to raise up tight
- Remove any interior screens
- Keep window shades/blinds open as much as possible to reduce condensation
- Change furnace filters **every month**
- Clean air exchanger filters (fall & spring)
- Check around home for any caulking or sealing that may need touch-up
- Purchase a humidistat to monitor indoor humidity

- Do not overuse humidifier during your first winter
  - Keep furnace fan in **“On”** position when using fireplace or if temps drop below 20°F
  - Reverse ceiling fans (clockwise) for winter airflow
  - Inspect weather stripping on doors and windows
  - Test sump pump and backup battery
  - Stock up on furnace filters, ice melt, and snow/ice tools
- 

#### **YEAR-ROUND ESSENTIALS:**

- Keep warranty and maintenance records organized (3 ring binders work great)
  - Do a quarterly home walkthrough to note any changes
  - Clean dryer vent line annually
  - Replace water filters per manufacturer’s schedule
- 

#### **Pro Tip from Fieldstone Family Homes-**

“Your home is built to perform, but regular maintenance keeps it efficient, beautiful, and worry-free. A few minutes each season protects your investment for years to come.”