

Date:

Seasonal Flood Protection Maintenance Record

Keep track of your maintenance activities using this record sheet.
If there is an X, the maintenance activity cannot be done during that season.

Inside the Home

MAINTENANCE ACTIVITY	SPRING	SUMMER	FALL	WINTER
Test sump pump, backup sump pump, backup battery and alarm. Clean, repair or replace as needed.				
Test backwater valve and alarm. Clean, repair or replace as needed.				
Remove items blocking water drainage pathway to floor drain.				
Test floor drain, clear, repair or replace as needed.				
Check pipes and appliances for leaks or deterioration. Repair or replace as needed.				
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Chart continued on next page



Outside the Home

MAINTENANCE ACTIVITY	SPRING	SUMMER	FALL	WINTER
Maintain Grading within 2 meters of the house so that water flows away from foundations				X
Remove debris as needed from eaves troughs and downspouts				X
Extend downspouts and sump pump discharge pipes at least 2 meters away from foundation.				
Clear Snow away from foundation (approximately 2 meters)	X	X	X	
Remove debris and snow from window wells.				
Seal cracks and gaps in basement windows and frames. Repair or replace as needed.				X
Seal cracks and gaps in exterior doors and frames. Repair or replace as needed.				
Seal Cracks and gaps in foundation				X
Repair leaks in Hose Bib(s)				
Turn off exterior water supply and drain pipes and hoses before freeze up. Blow out sprinkler systems. Remove and store hoses. (ie. Hose bib(s), sump pumps etc.)	X	X	X	

