









Seasonal Flood Protection Maintenance Record- 20__

Place your initials in the appropriate box to record activities completed per season.

Outside the Home				
Maintenance Activity	Spring	Summer	Fall	Winter
1. Remove debris as needed from nearest storm drain or municipal drainage ditch. Notify local authority if water is not draining within 24 hours.				
2. Maintain grading within 1.8m (6') of home so that water flows away from foundation.				X
3. Remove debris as needed from eaves troughs and downspouts.				X
4. Extend downspouts and sump pump discharge pipes at least 1.8m (6') away from foundation or to nearest drainage swale.				
5. Clear snow away 1.8m (6') from foundation.	X	X	X	
6. Seal cracks and gaps in basement windows and frames. Repair or replace as needed.				X
7. Remove debris and snow from window wells.				
8. Seal cracks and gaps in exterior doors and frames. Repair or replace as needed.				
9. Remove debris from all exterior drains (e.g. located in front of garage door or below grade doors).				

10. Test exterior drains. Clear, repair or replace as needed.				
11. Seal cracks and gaps in foundation.				
12. Repair leaks in hose bib(s).				
13. Turn off exterior water supply and drain pipes and hoses before freeze up. Remove and store hose.				
Inside the Home				
Maintenance Activity	Spring	Summer	Fall	Winter
14. Test sump pump, backup sump pump, backup battery, and alarm. Clean, repair or replace as needed.				
15. Test backwater valve and alarm. Clean, repair or replace as needed.				
16. Remove items blocking water drainage pathway to floor drain.				
17. Test floor drain. Clear, repair or replace as needed.				
18. Check pipes and appliances for leaks or deterioration. Repair or replace as needed.				
19. Remove valuables from basement or store in watertight containers elevated from floor.				