

HOME OWNERS MANUAL

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FRIENDSHIP HOMES OF MINNESOTA, INC.

P.O. BOX 191

MONTEVIDEO, MINNESOTA 56265

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A SPECIAL WORD TO THE HOME OWNER

The National Mobile Home Construction and Safety Standards Act of 1974 was enacted to improve the quality and durability of mobile homes and to reduce the number of injuries and deaths caused by mobile home accidents. The Federal mobile home construction and safety standards issued under the Act govern how mobile homes must be constructed. Your mobile home was manufactured to the standards. The standards cover the planning and construction of your home. They were developed so that you would have a safe, durable home. The standards do not cover such aspects of the mobile home as furniture, carpeting, certain appliances, cosmetic features of the home and additional rooms or sections of the home that you have added.

The Act provides that if for some reason your mobile home is found not to meet the standard or to contain safety hazards, the manufacturer of the mobile home must notify you of that fact. In some cases where there is a safety hazard involved, the Act requires the manufacturer to correct the mobile home at no cost to you or to replace the home or refund all or a percentage of the purchase price. If you believe you have a problem for which the Act provides a remedy, you should contact the manufacturer, the mobile home agency in your state (see the list on page 21 of this manual), or the Department of Housing and Urban Development. Our address is printed on the front cover of this manual. We recommend that you contact us first, because that is the quickest way to have your complaint considered.

SECTION A
Exterior Maintenance Guide

EXTERIOR MAINTENANCE

Your Friendship Home has been designed to provide many years of carefree living. The materials and components of your home have been selected for their durability, lasting beauty, and ease of upkeep. However, a wise homeowner will perform the small tasks of preventative maintenance that are his responsibility, and thus avoid any major repair costs in the future.

Roof-The roof of your home is either heavy gauge galvanized steel or house type asphalt shingles with an asphalt impregnated felt underlay. You should make periodic inspections of your roof, especially in the fall and early spring.

Metal Roof-

1. When inspecting the roof you should check for cracks or leaks around roof seams, roof edges, vents and gutter rail. Caulking and roof coating should be applied where necessary. If leak is suspected, build-up a heavy coating of kool seal or an asphaltic base roof mastic all around the vent, about 12 inches from center.
2. Walking on a metal roof should be avoided. Most roof inspections, cleaning and repair work can be accomplished from a step ladder. You should walk on the roof of your home only when it becomes absolutely necessary. When walking or working on the roof, only the section supported by rafters (16" on center) should be mounted. Ideally, roof inspections and repairs should be made from workways composed of plywood or hardboard sections which serve to distribute the weight and thus hinder damage to the metal and seams.
3. For maximum life your roof should be coated with a roof preservative, such as kool seal, every year. When applying, always get extra thickness on seams and around roof jacks or

vents. After two years the seams in the roof metal should be cleaned and overlaid with a coating of mastic and nylon reinforcing mesh. This will ensure maximum weather proofing and eliminate the effects of the freeze - thaw cycle and wind flexing on the seams.

4. The annual releveling of your home on a maintenance basis is essential to proper roof care. Settling can put excessive strain on the roof and cause buckling or seam separation, and interfere with window and door operation.
5. In the winter, snow and ice may accumulate on the roof and sometimes a condition is produced where the ice and snow curves over the roof edges and "J" Rail. This condition can in some cases contribute to roof leaks in both metal and shingle roofs. Ice expanding in the roof edge seam can cause leakage problems that normally would not occur in areas where ice and snow build up are not a problem. You are advised to keep the build-up at the eaves to a minimum so as to avoid any problems. Avoid build up of snow and ice on the edge of the roof, in particular, by brooming off edges before snow turns to ice. When you are leaving your home vacant, make sure that extraordinary build-up of snow and ice does not occur.
6. For your information, your roof has two putty tape seals; one between the roof and white top starter, and one between the "J" rail and roof. The most important seal is the one sandwiched between the roof and white top starter. When you tighten the "J" rail, you are compressing the roof against the top starter, and the tighter the better, as long as you do not spin out screws. Tighten screws and add new ones when spin outs occur on an annual spring maintenance basis.

Exterior Maintenance Con't

In the event of staining of ceiling at the edge of the sidewall, a "J" rail, which has loosened in shipping or due to ice expansion, is normally the culprit. It can usually be repaired quickly by the following steps:

Tighten the screws in the "J" rail by hand with a Yankee screwdriver - you will see putty ooze up at tape edge. If head of screw breaks off, run another screw along side. The compression will seal off any problem. There will not be a hole in "J" rail for the screw, but you can make one by tapping with a stylus.

Replace any "spun out" screws with a #10, 1½" screw all along "J" rail.

Remember - Do not use an electric power screwdriver for tightening. A power screwdriver spins out screws, and is too quick to allow the putty tape in your roof edge flow.

Shingled Roof -

1. When inspecting homes with the shingle roof option, you should check for loose shingles and ridge caps, and vent stacks should be recaulked where necessary. Gutters should be tight and free of accumulated dirt and leaves. Gutters should be checked more frequently in wooded areas. Gutter seams should be caulked where necessary.

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Siding -

The exterior siding of your home is either a prefinished aluminum or a wood product such as masonite. Proper cleaning and protection will prolong the life of these materials.

1. Aluminum siding can be cleaned with a mild detergent and a sponge or soft brush. The siding should be thoroughly rinsed after cleaning. Abrasive cleansers should never be used on aluminum siding.
2. For maximum protection and beauty, prefinished aluminum exterior metal should be waxed. Automobile-type paste wax provides a durable coating that protects against weather, abrasion and minor scratches.
3. As is the case with any home sided with wood products, periodic restaining or repainting is required. Information on treatment of wood product siding can be obtained from your local hardware or paint store.

Windows and Doors -

All cracks and joints around windows and door casings were thoroughly caulked at the factory. Road shock and vibrations may have caused some seams to split or re-open. Caulked seams should be inspected and recaulked if leakage seems possible. Inspection of caulking should be made periodically to prevent leaks. Screws around windows and doors may also work loose in transit and should be retightened.

If doors or windows stick or seem misaligned it is likely that your home is un-level. Re-leveling will correct this problem.

SECTION B
Interior Maintenance Guide

INTERIOR MAINTENANCE

The interior of your Friendship home needs no more than the regular common sense attention required to keep any home in good condition. In fact, because of the many modern, durable components employed in its construction, your home's maintenance should be easier than most. Some special maintenance tips follow:

1. Cleaning the Walls - Prefinished paneling - various products are sold in hardware and lumber stores to maintain paneling. These include lemon oil, furniture polish, panel cleaners, etc. Do not use solvents.

Vinyl Walls - a mild detergent in lukewarm water can be used to clean vinyls, wipe clean with clear water. Abrasive cleansers and solvents should never be used on vinyls.

2. Cabinets - Vinyl covered doors - same as vinyl walls.
Wood - treat like a fine piece of furniture.
Cabinet hardware - these are lacquer finished to preserve original luster. Wipe with damp cloth.
Cabinet drawers - if any drawers should stick, apply beeswax or even a bar of soap to drawer guides to make them slide easier.

3. Tub & Lavatories - use a mild detergent. Do not use any type of an abrasive cleanser. Abrasive cleansers will scratch moulded fiberglass tubs, showers and lavatories.

4. Furniture - upholstered furniture should be professionally cleaned. Wood furniture - use good quality furniture polish.

5. Counter Tops - Use a mild detergent to clean counter tops. Do

not use abrasive cleansers or solvents. Use a cutting board to protect counter when preparing food.

6. Drapes and Spreads - should be professionally dry-cleaned. DO NOT WASH DRAPES OR SPREADS.

7. Loose Moulding - Popped moulding caused in transit or by settling can be rectified by use of an ordinary finishing nail.

8. Floors - Carpet - All carpet should be vacuumed and cleaned regularly and kept clean for long wear. A professional steam clearing once a year would be the best way to insure long carpet life.
Linoleum - Linoleum will look better and last longer if it is cleaned and waxed regularly. Avoid excessive application of water, as it may cause lifting and curling.

9. Ceilings - Marks and gouges - Ceiling marks can be rubbed with very soft white chalk and then wiped with a clean cloth. A deep scratch may require more than one application. In the case of a dry wall ceiling, a little touch up paint should be applied over the calk.

Dirt smudges - Soft artgum erasers probably will remove dirt and finger prints. If a portion of the smudge remains after the eraser has been used, the area should be wiped with a soft white chalk.

Water stains - In some instances water stains can be taken out by bleaching them with Clorox. In other instances repainting may be necessary.

Condensation

Warm air has the ability to hold much more water vapor than cold air,

Maintenance Con't.

Condensation Con't.

and water vapor has a tendency to move from a warmer to a cooler place. The combination of the above facts leads to a condition that can occur in all modern, well constructed homes. This condition is known as condensation.

Condensation and its winter counterpart, frost, forms when warm moisture laden air contacts a cooler surface. The only way to control condensation is to control humidity, the amount of moisture in the air. The average family generates approximately 3 gallons of water vapor per day - through showers, clothes drying, mopping, cooking, dishwashing, plants, aquariums, etc. All of these common everyday activities generate water vapor, and raise the humidity of your home. The accompanying chart prescribes recommended humidity levels for present outside temperatures. A hygrometer measures humidity and may be purchased at any drug store. This instrument may be used to monitor the humidity level in your home. The following practices should be followed in order to reduce humidity and consequent condensation:

1. Use storm windows.
2. Turn on exhaust fan in kitchen when using range.
3. Keep registers and furnace filters clean to insure good air circulation.
4. Do not dry laundry in your home unless you use a mechanical dryer which is vented to the outside.
5. Dryer must be vented to the exterior of the home. Never let a dryer vent empty below your home - this will cause an accumulation of moist air below your home.
6. When using the shower or bathtub and for thirty minutes thereafter, it is recommended that the door be closed and the vent fan be left running so as

to prevent the escape of moisture. In bathrooms without fan, the windows should be opened to permit ventilation.

7. Beds and furniture should be spaced away from walls to permit free air circulation.
8. Improperly vented skirting will cause moisture to accumulate beneath the home. When skirting the bottom of your home, at least 4 openings with a total of 150 square inches of free area should be provided. These openings will allow cross ventilation to bring in fresh outside air rather than stale air from under the home.
9. Rooms should be frequently aired out. Preferably, once per day.
10. Some seepage of air through the windows is desirable. Outside air is dryer than inside air and helps to maintain lower humidity.
11. A small inexpensive dehumidifier may be purchased as humidity cannot be lowered to the above precautions.

The only way to control condensation is to control humidity. If a homeowner insists on maintaining relative humidity ranging above 40 percent and will not attempt to control moisture in his home, then he will have to accept condensation and other problems caused by water vapor.

Now, before we summarize specific steps for reducing humidity in your home, let's include some basic data about recommended moisture.

Outside Air Temperature	Inside Relative Humidity for 70° F Indoor Temperature
-20°F or below	not over 15%
-20°F to -10°	not over 20%
-10°F to 0°	not over 25%
0°F to 10°	not over 30%
10°F to 20°	not over 35%
20°F to 40°	not over 40%

Maintenance Con't.

Condensation Con't.

To summarize:

1. Install storm windows.
2. Recognize that the only way to stop condensation is to reduce moisture in your mobile home.
3. Be willing to try living in lower humidity.
4. Turn off any source of moisture which you can control.
5. In the winter, provide more controlled ways for inside air to get out, for dry outside air to get in.
6. If troublesome condensation still persists, purchase one or more dehumidifying devices and operate as needed.

SECTION C
Home Safety

SAFETY FEATURES

Egress Windows -

All mobile homes built under the federal standard are required to have an emergency exit window in each bedroom which does not have an exterior door. This window, called an egress window, must have an instructional label on it when the home is delivered to the home owner. We suggest that you leave these instructions attached. All members of the family should be taught how to operate the window and to test it occasionally to see that it is in working condition. Access to the egress window should never be blocked.

Smoke Detectors -

All mobile homes are required to have smoke detectors positioned between the bedroom areas and living areas. These devices are sensitive to smoke generated in the initial stages of a fire, and will sound an alarm to alert occupants during a fire. Most alarm units incorporate a small light to indicate that the unit is functioning. Please read the manufacturer's operating instructions.

G.F.C.I. Circuit Breaker -

All exterior and bathroom receptacles of the mobile home must be guarded by a ground fault circuit interrupter (GFCI). This GFCI is a safety device installed to protect the occupant from electrical shock. If the GFCI has tripped to the "OFF" position, due to a fault in the circuit, the receptacle which it services will not operate. The reset button on the GFCI will reactivate it. You should periodically check the operation of each GFCI by pressing the "Test" button located adjacent to its circuit breaker inside the electrical distribution panel. When the "Test" button is depressed, the circuit breaker should trip to indicate proper operation of the GFCI. You can then reset

the breaker to restore electricity to the circuit.

If a heat tape is used to protect water lines, be sure to check the GFCI controlling the receptacle into which the heat tape is plugged frequently to prevent possible freezing of the water line.

Fire Protection -

Certain areas of your home are provided with extra fire protection. The furnace and water heater cavities are completely lined with non-combustible, fire-retarding panels. The area behind and above the range is also protected by non-combustible materials.

Vented Kitchen -

All kitchen areas are vented to the exterior by means of wall, ceiling, or range-hood exhaust fans. This provision permits exit of cooking fumes, smoke, and helps control condensation by removing moisture laden air.

Tie Downs -

Your set-up instructions indicate the recommended manner in which your home should be secured to the ground. These tie-down recommendations should be followed so as to secure the home during periods of high winds. It should be advised that no mobile home, anchored or otherwise, is safe during the extremely high wind conditions of a tornado or hurricane.

Other Safety Considerations -

Electrical System -

Never tape, wedge, or otherwise lock a circuit breaker in the on position so as to render it incapable of performing its function of guarding against circuit overloads and shocks.

Guard against overloading of circuits. Be especially careful of ex-

Other Safety Features Con't.

Electrical System Con't.

terior outlets when using heat tape. Extension cords or multiple plugs should not be used with heat tapes.

Your home's electric system is equipped to handle all factory installed equipment. Should additional major appliances be desired, check with your local utility or a qualified electrician. There is a possibility of overloading your electrical system when you install additional non-portable appliances, such as air conditioner, water pumps, etc.

Make sure all electric appliances are properly grounded. All metal parts of your home were grounded to the insulated grounding bar in the electrical entrance panel. Grounding is completed at the time of installation and is usually accomplished via the water supply line to the home. In case where the water supply line is plastic and grounding can not be completed in the above manner, a metal rod must be buried in the earth and connected by means of a copper wire to the grounding bar in the panel box.

The complete grounding of your home is of utmost importance to your safety. You must make certain that the installer has fulfilled his responsibility of grounding your home. You are fully within your rights in demanding that he demonstrate that proper grounding has been accomplished.

Fuel Systems -

A. Gas -

All gas connections and hook-ups must be made by a qualified gas technician. Do-it-yourself gas connections are dangerous and are therefore strongly discouraged by this company. Proper gas pressure should be maintained. Any wide variation from the normal level will adversely effect the pilot light stability of gas

appliances. Either LP gas or natural gas may be used in your system, however, certain changes must be made when switching from one system to another. Make sure that the correct size of orifice is installed in each appliance to handle the type of gas being used.

B. Oil -

The oil supply to your oil-heated home must be gravity-fed to the furnace, unless otherwise indicated in the manufacturer's owner's manual. Your oil supply system must incorporate a manually operated shut-off valve at the oil tank outlet. The oil line should be periodically checked for leaks and kinks. The oil tank should be kept full to inhibit condensation and rusting. In conditions of extreme cold the oil line should be wrapped with insulation to prevent congealing.

Water & Drainage Systems -

The water inlet pipe of your home is a standard 3/4" pipe. At the time of installation, a water supply line is connected to the inlet pipe of the home. A shut-off valve is necessary in order to isolate the water source for the purpose of making repairs or performing maintenance to your water supply system.

The water lines of your home were factory tested at a pressure of 100 pounds per-square inch (psi). The system was engineered to operate at a pressure not exceeding 80 psi. If the line pressure at your particular home site exceeds 80 psi a pressure regulating valve must be installed at the water inlet so as to limit the pressure to a maximum of 80 psi.

In areas where temperatures fall to the freezing point or below, the water supply line and sewer lines should be installed below the frost line and all exposed piping must be protected from freezing. Freeze

Other Safety Features Con't.

Water & Drainage Systems Con't.

protection is usually accomplished by application of a heat tape on the water line and wrapping with insulation on the sewer. Only heat tapes that are approved "for use in mobile homes" should be used. An exterior receptacle has been provided under your home near the water inlet for use with the heat tape.

Heating & Cooling Systems -

The air circulation system of your home has been designed to operate cleanly and efficiently and to provide a supremely comfortable living environment. The heat can be controlled by use of the thermostat and by individually adjusting the vent openings in each room.

Heatings and air conditioning units are installed according to the instructions and procedures recommended by the manufacturer of each specific unit and should require a minimum of maintenance and service. Each manufacturer has supplied an instruction booklet that details the operation, care, and maintenance procedures of each particular heating or air conditioning unit. Read these booklets carefully and file them in the back of this folder for future reference.

Furnaces -

The most important single maintenance operation regarding the heating system of your home is keeping a clean furnace filter. Dirty filters cut down drastically on the heating capability of a furnace, besides increasing fuel use, and reducing the operating life of the furnace. The furnace and furnace enclosures are not for storage. DO NOT store anything on top, in front of or beside your furnace, as this will create a fire hazard and effect the return air system.

Gas Furnace -

Gas heating systems utilize either natural or liquified petroleum (bottled) gas. The size of the orifice (the mouthlike fitting at the end of the pipe that regulates gas flow) varies with the type of gas used. It is important that the proper size for your system be installed. These furnaces are fully automatic and employ a safety pilot light. All adjustments should be made by a qualified serviceman.

Oil Furnace -

Oil furnaces function automatically and incorporate various safety devices. Little operating knowledge is required. However, particular attention should be paid to the manufactures lighting instructions. If adjustment is required contact a qualified serviceman.

CAUTION: Only the recommend grade of fuel oil should be used. Never add gasoline or Naptha to the fuel oil.

Electric Furnace -

Electric furnaces are simple to operate and require little attention other than filter maintenance.

Air Conditioning -

Factory installed air conditioning is properly wired and fused. If air conditioning is installed at a later date the following details should be considered:

1. Addition of air conditioner as well as any other major electrical appliance will put an extra load on your homes electrical system. A qualified electrician should always be consulted when planning new installations.

Other Safety Features Con't.

Air Conditioning Con't.

2. If the air conditioning unit is intended to operate throughout the air distribution system of the home, careful attention must be paid to the minimum size necessary and the maximum allowable size for a specific home as stated on the data plate.
3. If a remote system (compressor and blower outside home) is installed:

Automatic dampers must be installed between the furnace and the home's air duct system, and between the air conditioner and the home's air duct system. This provision prevents the flow of warm furnace air out of the air conditioner when the furnace is operating and likewise prevents the flow of cool air out of the furnace when the air conditioner is working. The air conditioner supplier should have these dampers available and will provide proper installation instructions.

The duct connecting the remote system to your home must be securely supported and should not contact the ground. The ducts must have an R (Thermal resistance rating) of 4 and a perm rating of not more than 1 perm.

Follow all manufacturer's instructions when you connect remote duct supply and return.

4. If your home has been factory fitted for remote A/C, connect the ducts via the protrusion from the bottom of the home.

Major Appliances and Water Heaters -

Nationally recognized brand name appliances have been factory installed in your home. Each appliance has

been provided with an "operation, care and maintenance" booklet along with the specific warranties. All warranties should be filled out and mailed immediately, and the serial numbers of all units should be recorded for future reference.

Water Heaters -

Water heaters, whether they are gas or electric, require very little attention. They are equipped with internal thermostats to maintain the water temperature at the desired level. The temperature setting is normally 120°F (a minimum of 140° is required for automatic dishwashers). All water heaters are equipped with pop-off pressure relief valves as a back-up in case of thermostat failure. These valves should be checked at time of installation to make certain that they are free to function properly.

Electric Water Heaters -

Electric water heaters must be filled with water prior to supply of electric power so as to prevent damage to the heating elements. Check electrical power requirements before installing a new water heater so as to prevent any circuit overloads.

Gas Water Heaters -

Gas water heaters should not be ignited until filled with water. Make certain that the proper sized orifice is installed for the type of gas being used. Building Codes and Manufacturers Specifications fix combustion air requirements for these units. Combustion air is provided by means of vented water heater access doors or by floor vents. DO NOT, under any circumstances, block these vents.

Clothes Dryers -

Your home is not designed for installation of a gas clothes dryer.

Other Safety Features Con't.

Clothes Dryers Con't.

However, if your home has been wired for an electric dryer then provisions have been made for a dryer vent. Completion of the venting hook-up is the responsibility of the owner.

The hook-up procedure is as follows:

1. Locate the vent pipe that has been installed in the floor of the laundry area.
2. Remove the vent pipe top cap.
3. Connect the dryer vent to the floor vent pipe by means of 4 inch flexible tubing.
4. Locate the vent opening underneath the home.
5. Attach tubing to exit point of vent pipe.
6. Suspend tubing by means of rust-proof straps attached to bottom of floor, and run to exterior of home.
7. Install damper vent.

CAUTION: DO NOT allow your dryer to vent under your home. This may cause a build-up of flammable materials under home, and it will also cause moisture to accumulate under the home.

Shut Off Valves

All natural and LP gas burning appliances are factory equipped with shut off valves on the fuel lines. These valves are located inside the home within a few feet of the appliance. They may be located behind cabinet doors, drawers, or behind a removable panel. Be sure you make yourself aware of their exact location and use. It requires only 1/4 turn of the handle to turn the valve off and cut the fuel supply.

Exit Doors

Every home is designed to the U.S. Department of Housing and Urban Development Mobile Home Construction and Safety Standards with two exit doors which are remote from one another. Be sure that these doors are openable and left free for exit.

SECTION D

Insurance

INSURANCE

Insurance coverage for mobile homes and rates may vary from state to state as a result of their different regulations.

The kinds of coverage you need should be discussed with an agent of your choice who represents an insurance company which understands the mobile home and can help plan a program best suited to your needs.

There are certain basic principles and fundamental information about insurance which apply to all kinds of home ownership - mobile or site built.

Insurance companies have given recognition to the problems of the mobile home owner so that adequate protection is possible both when the home is (1) in transit or (2) sited.

If you plan to relocate your mobile home, be sure to ask your transport company which aspects of the move will be covered by his insurance. You may wish to obtain temporary additional collision or upset "trip" insurance, or to insure specific items in the mobile home for possible transit damage.

Included among the types of insurance which the home owner should be aware of are four basic types of insurance coverage which he may want to consider. This list is included to help you select adequate coverage, but there may be additional types of coverage which you should consider.

A. Comprehensive Physical Damage

This type of insurance pays for certain kinds of direct damages to your property, such as flood, fire, theft (of your home), earthquake, windstorm, landslide and lightning. Other damages might

Be included such as spillage of inks, chemicals, paint, oils, faulty thermostatic controls.

On-the-road collisions or upsets would not be included in this category, but could be insured separately as could natural disaster protection which would pay off the loan in the event the home is destroyed before all payments are made.

It would be well to determine whether adjacent structures (such as steps, awnings, carports, skirting, air - conditioning, utility buildings) are automatically considered a part of the "comprehensive" physical damage policy.

Be sure to check if personal effects may also be included whether or not they are in the mobile home at the time of destruction or disappearance. If you have collections, art, antiques, jewelry, or other valuables, determine whether or not they are automatically on your policy or must be declared separately.

Other items which could be included, if desired are:

1. Living expense coverage when the home cannot be lived in because of an insure loss.
2. Emergency removal of the home to safety and back if there is a threat of loss.
3. Fire Department Service coverage if there is a charge.
4. Radio and TV antenna loss or damage.
5. Damage or destruction of landscaping.
6. Damage to anchoring systems.

Insurance Con't.

B. Liability Insurance

This type of insurance pays damages to some one else should an accident for which the owner was responsible occur on his property. Such damages could include court costs, first aid and emergency treatments, lost wages, Medical and dental costs and other items agreed upon.

C. Credit Life Insurance

This type of insurance pays off a loan (on the mobile home) if the home owner should die, except by suicide, before the home is paid for.

D. Credit Accident and Health Insurance

This type of insurance provides for the continued payment of loan installments in case the owner cannot work because of illness or an accident - up to the policy limits you purchase.

Some additional items to consider in buying mobile home insurance are:

1. Total coverage received for money paid.
2. Comprehensive coverage that insures the home for direct or accidental loss.
3. Prompt and capable claims handling.
4. Guaranteed renewal.
5. Agent's knowledge of insurance needs of mobile home owners.

SECTION E
Special Information

SET-UP PROCEDURE

Correct set-up procedures are absolutely essential if your home is to perform correctly. This work should be done by a competent installer. Your dealer can normally provide this service. You will find instructions for the installer to

follow in the package which contains this manual. After the mobile home installation has been completed, we recommend that it be professionally inspected to assure that it has not been damaged in transit and is properly set-up.

Settling -

As with any building there is always the possibility that a mobile home may settle after it has been in position for a period of time. This is most likely to occur in those cases where the home is not sitting on a solid concrete base. When settling does occur, it can affect the proper operation of locks, closing of doors, windows, and cabinets as

well as place undue strains on the structural portions of the home. It can even cause wall panels to come loose and floor coverings to separate.

Should this problem occur, contact your dealer or installer for an inspection of the set-up, and have the unit re-leveled where needed.

Skirting -

Skirting of your mobile home is recommended. Not only does it improve the appearance of the home, but it also reduces the energy used

to heat and cool your home. Some mobile home parks require that all mobile homes be skirted.

MOVING

Mobile homes are moved by professional mobile home movers. There are several firms that specialize in this activity, and they have offices in all major cities.

While you should never attempt to move your home yourself, there are certain procedures that you should follow to prepare for the move.

NOTE: It is extremely important to consult with a professional mobile home mover about the weight and load distribution prior to moving to prevent impairing the home's structure.

1. Road Gear Inspection

Hitch Coupler Assembly - Your home is equipped at the front with a coupling and hoisting device called a hitch. This provides a means for attachment of the home to the towing vehicle.

Most hitches also include a jack or screw device for raising or lowering the front end of the home.

Grease fittings or oil points are provided on most couplers for lubricating the jack mechanism to prevent rusting and to provide for easier operation. Regular greasing and cleaning of the mechanism is advisable so the parts will be functioning when they are being used.

Brakes - A home that has been parked for a prolonged period should have its brakes checked by a competent mobile home automotive mechanic before being moved over the highway. Electrical connection to the brakes should be checked to make sure they are clean and tight, or the result may be weak, uneven, or grabbing brakes or a lack of brakes. Linings should be replaced immediately when they become worn out or greasy. Linings approved by the manufacturer of the brakes should be used.

Tires - When a home is blocked in position, tires should carry some of the weight, but a board may be placed under the tire to keep it free of the soil. Tires should be kept inflated.

After the home is positioned and the skirting is installed, the tires will be shielded from the sun. Painting the tires with a rubber tire paint helps protect them from deterioration.

The original tires furnished with your home are guaranteed by the tire manufacturer to be free from defects in workmanship for a certain period of time. Check the tire warranty information. If an examination shows that any tire has failed under the terms of the warranty, adjustment should be arranged through the nearest tire dealer handling that brand of tire.

All tires are designed to carry a specific load at a specified air pressure. They will render satisfactory service if used within the load limitation indicated by the tire manufacturer.

Wheels - Wheel bearings can become badly etched or corroded when your home is parked for long periods unless the bearings are well covered with a protective covering of a suitable lubricant.

Corrosion is caused by water getting in through the seals or by moisture due to condensation forming in the hub with variations in temperature. There is no way to prevent the condensation except to fill the hub and bearings completely with grease. After your home has been permanently located, the wheel bearings and the hub should be cleaned and repacked with grease, leaving no voids in the hub to prevent the entrance of moisture.

Moving Con't.

Wheels Con't.

If your home is to be moved on the highway again, some of the grease should be removed, so that the hub is about two-thirds full. This will prevent grease leakage through the seals to the brakes. If the hubs are left fully packed, the grease will expand from heat generated at higher speeds and will be forced through the seals. This can cause faulty brake operation.

It is important that the wheel bearings be inspected and cleaned prior to moving.

To check for spindle tightness, the grease cap under the hub should be removed. The spindle nut should be pulled up tight, then backed off to the first cotter pin hole, so that the wheel will rotate freely when jacked up. No side play should be present in the bearings. This can be checked by rocking the wheel sideways by hand with the wheel jacked up.

2. Packing

Pictures, clocks, radios, small television sets, lamps and other fragile items can be tied on the couch in the living room or on a bed. Anything loose will slide forward on a quick stop. Some people prefer to put these small items in cartons.

Dishes should be packed in cartons with towels and pillows. If latches are inclined to jolt open, use masking tape to secure them.

It is strongly recommended that you consult with a professional mobile home mover about the load and weight distribution within your home prior to moving. Since loose articles within a moving home tend to shift to the front and to the right, most of the weight should be placed against the forward walls.

Heavier and unbreakable items should be packed over the axle to the front - with the weight evenly distributed to the center of the home. Place as few items as possible in the rear rooms.

The water inlet and sewer outlets should be capped. Close all windows. Lock all doors. The mover should check the entire undercarriage of the home and the tires for proper inflation.

3. Overloading

Remember, overloading means overweight, unnecessary stress, and under carriage sway - all of which result in extra cost to you for tire blow-outs, structural damage, and longer routing.

Check and make sure after loading that the distance between the top of each tire and the bottom of each wheel well is three inches or more. This will prevent a dangerous rubbing of tires when the home is moving.

Prior to moving, a good rule of thumb is to take out everything that was not on the home's original factory invoice except your normal clothing supplies. Your home was not built to haul cargo. Do not carry such things as blocking apparatus, blocks, lawn mowers, or lawn equipment in your home when moving.

Items such as a piano, freezer, or large trunks should be shipped separately. Your home has been designed and constructed to be capable of sustaining the design loads consisting of the dead load plus a minimum of three pounds per square foot floor load in the superimposed dynamic load resulting from over-the-road movement.

Moving Con't.

Overloading Con't.

Excessive weight or improper weight distribution while towing your home to another site could possibly cause the home's under-frame to bend or misalign during transit. As a result, the whole structure of the home could be impaired, and the same four general conditions resulting from improper blocking and leveling of your home could also occur immediately or gradually after any secondary moves of the home.

4. Routing

Make sure you and your mobile home mover map out a smooth route to the new location of your home. Your home should not be towed over a rough dirt or gravel road. It should not be towed at excessive speeds.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

HUD is the Federal agency which administers the Act and any questions concerning the Act or your rights under the Act can be directed to HUD or to the approved SAA in your state which acts as HUD's agent. In order to contact HUD you should refer to the Department of Housing and Urban Development under listings for the U.S. Government in your telephone book. In calling or writing the local HUD office, you should address your inquiry or call to the "Consumer Complaint Officer". If you live in a small town or rural area, your local HUD office will probably be located in a nearby city. You may also contact the Central HUD Office directly by writing or calling the Mobile Home Standards Division, Department of Housing and Urban Development, Washington, D. C. 20410 (telephone 202-472-4703).

STATE ADMINISTRATIVE AGENCIES (SAA):

Alabama - State Fire Marshal, Insurance Department, 445 South McDonough Street, Montgomery, Alabama 36130.

Arizona - Director Arizona Division of Building Codes, 1645 West Jefferson, Phoenix, Arizona 85507.
Arkansas - Public Health Administrator, Arkansas State Board of Health, Mobile Homes Standards Section, 4815 West Markham Street, Little Rock, Arkansas 72201.

California - Director, Department of Housing and Community Development, 1807 13th Street, Sacramento, California 95814.

Colorado - Director, Colorado Division of Housing, Department of Local Affairs, 623 Centennial Building, 1313 Sherman Street, Room 523, Denver, Colorado 80203.

Florida - Chief, Bureau of Mobile Construction, Department of Highway Safety and Motor Vehicles, 2900 Apalachee Parkway, Tallahassee, Florida 32304.

Georgia - State Fire Marshal, Office of the Comptroller General, 238 State Capitol, Atlanta, Georgia 30334.

Idaho - Director, Idaho Department of Labor and Industrial Service, 317 Main Street, Room 400, Boise, Idaho 83720.

Indiana - State Building Commissioner, State of Indiana, Manufactured Building Division, Administrative Building Council, 300 Graphics Art Building, 215 North Senate Avenue, Room 300, Indianapolis, Indiana 46204.

Iowa - State Building Code Commissioner, Office of Planning and Programming, State Planning Code Section, 523 East 12th Street, Des Moines, Iowa 50319.

Kentucky - State Fire Marshal, Mobile Home Section, Capital Plaza, Frankfort, Kentucky 40601.

Louisiana - State Fire Marshal, 106 State Office Building, New Orleans, Louisiana 70112.

State Administrative Agencies (SAA) Con't.

- Maryland - Director, Codes Administration, Department of Economic and Community Development - Division of Housing, 1748 Forest Drive, Annapolis, Maryland 21401.
- Michigan - Executive Director, Construction Code Commission, Department of Labor, 7150 Harris Drive, Lansing, Michigan 48926.
- Minnesota - Section Chief, State of Minnesota, Building Codes Division, Department of Administration, 408 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101.
- Mississippi - Director, Mobile Home Inspection Division, Office of the Fire Marshal, 416 Woodfolk Building, P.O. Box 22542, Jackson, Mississippi 39205.
- Missouri - Director, Mobile Home and Recreational Vehicles Division, Missouri Public Service Commission, P.O. Box 360, Jefferson City, Missouri 65101.
- Nebraska - Director, Division of Housing and Environmental Health, State Department of Health, Lincoln Building, 3rd Floor, 1003 "O" Street, Lincoln, Nebraska 68508.
- Nevada - State Fire Marshal, State Department of Commerce, Mobile Home Section, 505 East King Street, Room 302, Carson City, Nevada 89701.
- New Jersey - Director, Bureau of Housing Inspection, Division of Housing and Urban Renewal, Department of Community Affairs, 363 West State Street, Trenton, New Jersey 08625.
- New Mexico - Executive Director, Mobile Housing Commission, State of New Mexico, P.O. Box 5759, Santa Fe, New Mexico 87502.
- New York - Director, Codes Bureau, Division of Housing and Community Renewal, Two World Trade Center, New York, New York 10047.
- North Carolina - Commissioner of Insurance, North Carolina Department of Insurance, P.O. Box 26387, Raleigh, North Carolina 27611.
- Oregon - Chief, Mobile Home and Recreational Vehicle Section, State of Oregon, Department of Commerce, Building Codes Division, 401 Labor and Industries Building, Salem, Oregon 97310.
- Rhode Island - State Building Code Commissioner, State of Rhode Island, Building Code Commission, 12 Humbert Street, North Providence, Rhode Island 02904.
- South Carolina - Director, Division of Inspections Services, South Carolina Budget and Control Board, 300 Gervais Street, Columbia, South Carolina 29201.
- South Dakota - Secretary, Commerce and Consumer Affairs, Division of Consumer Protection, State Capitol, Pierre, South Dakota 57501.
- Tennessee - Director, State of Tennessee, Department of Insurance, Division of Fire Prevention, 202 Capitol Towers Building, Nashville, Tennessee 37219.
- Texas - Administrator, Texas Department of Labor and Standards, Mobile Home Division, P.O. Box 12157, Capitol Station, Austin, Texas 78711.
- Utah - Director of Mobile Homes and Recreational Vehicle Division, Department of Business Regulation, State of Utah, 330 East 4th, South, Salt Lake City, Utah 84111.
- Virginia - Chief Fire Marshal, State Corporation Commission, Commonwealth of Virginia, 521 Blanton Building, P.O. Box 1157, Richmond, Virginia 23209.
- Washington - Assistant Director, State of Washington Department of Labor and Industries, Mobile Home and Recreational Vehicles Section, 300 West Harrison Street, Seattle, Washington 98119.
- Wisconsin - Chief, Mobile Home Section, Department of Industry, Labor and Human Relations, 201 E. Washington Ave., Madison, Wisconsin 53701.

WARRANTIES AND WARRANTY SERVICE

Specific provisions for the warranty on this home are covered by the separate warranty information contained with this manual. In addition to the basic warranty on the home, many appliances (such as furnaces, washing machines, etc.) supplied with the home will have separate warranties and operating instruction manuals. We suggest that you locate and familiarize yourself with these items. For your convenience, some of the separate appliance warranty manuals are contained in the information package with this manual. In other cases, such as furnaces and water heaters, the operating instructions (which may contain the warranty information) are required to be attached to the appliance.

If local service is requested under the terms of your warranty, you should become familiar with the appliance service representative. It is suggested that this information be recorded in the space provided on page 25 of this book under the section entitled, "Directory of Service Firms." The retailer from whom you bought your home can probably provide this information - or it can be obtained from the manufacturer of the appliance.

PREVENTIVE MAINTENANCE

The electrical, heating, and plumbing systems of your mobile home were designed and installed in accordance with accepted engineering practices. However, normal use through time will cause some expected breakdowns on components just as would happen in any other building or home. To prevent major problems, watch for tell-tale danger signals, such as continuous damp areas under drain and water lines, oil and gas leaks in your fuel system, overloading of electric circuits resulting in a fuse or breaker continuously tripping off, or unusual flickering of lights. Become acquainted with the Use and Care Manuals provided by the appliance manufacturers and follow their instructions as closely as possible.

If a breakdown does occur, consult a concern specializing in the specific area of trouble. Complete the information requested in the Directory of Service Firms (on the following pages) as soon as possible so that you will have a ready reference in case of emergency.

If your home is equipped with gas appliances, a shut-off valve is installed within 6 feet of the appliance in case you have any problems. The electric distribution panel has a main shut-off switch to be used if it is ever necessary to cut off electricity through out the house. The main shut-off valve for the water system is usually located at the left side rear of your home in the area of the water heater. This should be shut off if any break occurs in the water system.

THE DATA PLATE

The mobile home data plate is located on the cover door for the electrical panel. The plate could be divided into 4 basic parts. Each part and its information are as follows:

- A. The first part lists the manufacturer name and address, date of manufacture, the description of the home and its serial number and the agency who approved the over all design and structure of the home.
- B. The second part lists all the major appliances that were factory installed. It should be noted that all these appliances are covered by their manufacturer's warranties and not by Friendship Homes of Minn., Inc.
- C. The third section identifies the structural zones the home was constructed for.

1. Design roof load zone -

The design roof load is indicated by the shaded areas on the map and the labels, North, Middle, and South. These areas are based on the amount of snow fall that a given area could receive. It is not recommended that your home be relocated into an area with a larger PSF rating than the one marked.

2. Design wind load -

The design wind load is indicated by the shaded areas on the map and the labels, standard, and hurricane. These are based on the amount of force generated by the wind and applied against the side of the home. It is not recommended that your home be relocated into an area having a greater wind load than the one indicated. Refer to this map to determine the proper tie-down system to use.

- D. The fourth and last part covers the heating and cooling design of your home. It will indicate which winter zone the home has been designed for, the lowest outside temperature at which the furnace will maintain +70° F inside, and the largest size air conditioner that the duct work can handle. The heat gain "U" values are also listed to enable an air conditioning contractor to size an air conditioner to your home.

OTHER INFORMATION

We hope you are pleased with your Friendship built mobile home. Further information about it, including technical data, may be obtained by writing to Friendship Homes of Minnesota, Inc., at the address on the cover of this home owner's manual, or on the data plate.

YOUR LOCAL SERVICE REFERENCES

When you purchase your Friendship home, your dealer can help you develop this list of local service contacts. Often the instructions received with separate appliances include information about local service. If you ever should need them, having the contacts listed here can save time and eliminate confusion during an emergency.

Your FRIENDSHIP DEALER

Firm _____

Street _____

City _____

State _____ Zip _____

Serial Number of Your Home _____

Year Purchased _____

Serial Number of Keys _____

Warranty Expiration Date _____

DRYER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

AIR CONDITIONER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

GARBAGE DISPOSAL Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

RANGE Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

Local Service References Con't.

DISHWASHER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

HOT WATER HEATER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

FURNACE Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

WASHER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

Seasonal maintenance and care of your home can add to your convenience and comfort. We have listed some key activities. You may wish to include others.

SPRING

- Wash exterior; wax aluminum siding only
- Wash, wax walls
- Inspect roof; clean off debris; rinse off with water and hose
- Check exhaust fan systems
- Check floors for level
- Check blocking for rigidity

SUMMER

- Check air conditioner
- Clean air filters
- Replenish fuel oil supply

FALL

- Check/clean furnace
- Check oil supply
- Caulk all small openings
- Wash exterior; wax aluminum siding only
- Inspect and rinse roof
- Recoat metal roof if necessary
- Check exhaust fan systems
- Clean air filters
- Check heat tapes for operation
- Check and wrap all exposed oil and drain lines

WINTER

- Lubricate window hinges and arms
- Check furnace filters every 30 days
- Clean filters if necessary
- Check skirting around perimeter

