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HOMEOOWNER MANUAL

SKYLINE

*Bringing
America home.*

DEPARTMENT OF
ADMINISTRATION
RECEIVED

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BUILDING CODES &
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We're delighted that you chose to invest in a Skyline-built home. It was designed and constructed to give you years of comfortable, safe and convenient living. And we want you to know that we won't be satisfied until you're completely happy with every aspect of your new home.

This Manual can help assure that happiness. We urge you to read it carefully and follow its instructions and recommendations. We also urge you to read the other manuals and information about the appliances in your new home. This information should be kept where it will be available for easy reference.

To further ensure your satisfaction:

1. Your home is inspected by your dealer after it leaves the factory and before it is delivered to you.
2. Both you and your dealer receive copies of Skyline's Installation Manual. That's because it's absolutely essential for every home to be correctly installed on a recommended foundation.
3. After your home is delivered and set up, your dealer inspects it to assure that it is properly installed and ready for you to move in.
4. Even though your dealer has agreed to install and check out your home in accordance with Skyline's Installation Manual, we know that you are the best "inspector" and the ultimate judge as to whether the home is satisfactory. Therefore, we ask you to thoroughly check out your home as soon as possible after delivery. **Skyline offers a "bonus" in the form of a no-charge three month extension of warranty if you, the original owner, fill out, sign and return the Homeowner Checkout Card to Skyline within 60 days after delivery of your home.**

Easy to follow instructions and homeowner inspection guidelines are on page 16, and a detachable postage pre-paid, self-addressed Homeowner Checkout Card is inside the back cover of this manual.

As we're sure you understand, even the best built homes occasionally require service. So if service is needed, please see the "How To Obtain Warranty Service" instructions on page 1 of this Manual.

All of us at Skyline join with your dealer in wishing you every happiness in your new home.

SKYLINE CARES ABOUT YOU

Skyline leads the manufactured housing industry because Skyline cares about its homeowners. And the proof of that caring is the exclusive six-point program that protects your investment in your Skyline-built home:

1. **Research and development.** Skyline-built homes are planned by a complete staff of professional engineers and designers.
2. **Code construction.** Every home built by Skyline meets or exceeds code standards and features quality components and name-brand appliances.
3. **Underwriters Laboratories.** The UL label on your home means that America's most respected independent testing agency approved the plans and inspected the home during production.
4. **Full one-year warranty.** It's the no-nonsense guarantee printed in this manual. We urge you to read it.
5. **Full field service.** Skyline and its dealers are pledged to back up the warranty with service that takes care of problems quickly and effectively.
6. **Financial Strength.** Skyline is financially solid. You can rely on Skyline today and tomorrow.

IMPORTANT SAFETY MESSAGE

The heating, cooking, electrical and other systems and appliances in your home must be operated and maintained ONLY as specified in this manual and in the other manuals furnished with your home. These manuals must be followed for good performance and to assure your safety, so carefully read these manuals immediately. Obtain qualified help whenever recommended or whenever you are in doubt. Be sure you clearly understand how to operate any system before you try. If you are at all uncertain, contact your dealer, the Skyline factory, the system or appliance manufacturer's local representative or Skyline's Director of Consumer Service BEFORE you try to operate any system or appliance. Please read with special care the safety section of this manual. The section, which begins on page 12, explains important safety features such as smoke detectors and egress windows. Also please read all instructions, notices and warnings on the home, its systems and appliances. **FAILURE TO FOLLOW THESE IMPORTANT PRECAUTIONS MAY RESULT IN SERIOUS INJURY OR EVEN DEATH.** If you sell your home, please make certain that this manual and the other manuals furnished with your home are given to the new owner.

FULL ONE YEAR WARRANTY

Manufacturing defects reported to Skyline within one year and ten days after original delivery by an authorized dealer will be corrected on site, without charge and within reasonable times. Misuse, unauthorized repairs or alterations, minor imperfections and dealer or owner improper transportation or setup are excluded.

This warranty gives you specific legal rights. You may have other rights which vary from state to state.

OPTIONAL THREE MONTH EXTENSION

This one year warranty will be extended, without charge, to 15 months from original delivery as above, upon mailing to Skyline a signed Homeowner Checkout Card within 60 days after such delivery.

HOW TO INSPECT YOUR NEW HOME AND EXTEND THE WARRANTY

- 1) Thoroughly inspect your home, using the "Homeowner Checkout Guide" on page 16 of this manual.
- 2) Complete and mail the pre-addressed postage prepaid "Homeowner Checkout Card" inside the back cover of this manual, within 60 days after delivery of your home. This will automatically extend your warranty to 15 months.

HOW TO OBTAIN WARRANTY SERVICE

Even the best built homes occasionally require service. If service is needed, please follow these steps:

1. **Inspect your home thoroughly**, to determine exactly what service is required.
2. **Make a list of the required service.** Be sure to sign it.
3. **Call, write or visit your dealer.** Give the dealer a copy of your list. *Reminder:* If service is found to be required during your homeowner checkout, give the dealer a copy of the Homeowner Checkout Form. Review the form with the dealer.

If your request for service is not resolved to your satisfaction, **make sure the request has been called to the attention of the General Manager or owner of the dealership.**

NOTE: Your appliances are warranted both by the appliance manufacturer and by Skyline. If the appliance manufacturer has a service facility near you, you may be able to obtain fast service directly from the appliance manufacturer.

4. **If your request for service has not been acted on to your satisfaction within a reasonable time, write (include the complete serial number of your home, and your telephone number with a copy of your list of required service, and/or call to contact the factory representative at:**

HOMEITE HOMES
P. O. BOX 590
HWY. 61 NE
LANCASTER, WI 53813
608-723-4171

5. **In those rare cases in which your dealer and the factory service representative have been unable to resolve the problem, write the Director of Consumer Service, Skyline Corporation, P.O. Box 743, Elkhart, Indiana 46515. Include the complete serial number of your home, your telephone number and a complete list of the required manufacturer's warranty service. Your request will receive prompt attention.**

All service under your Skyline warranty will be performed at your home, without charge for either parts or labor. Whether service is performed by the dealer, the factory, or others, Skyline accepts final responsibility for fulfillment of all its warranty obligations. Skyline will use its best efforts to see that all manufacturer's warranty service is completed as expeditiously as possible.

Warranty service requests must be made within the warranty period and should ordinarily go to your dealer.

WARRANTY AND HOW TO OBTAIN SERVICE—SERVICE DIRECTORY

SERVICE DIRECTORY

Local service contacts can save time and eliminate confusion during an emergency. For your convenience, we have provided the itemized list below, so that your servicemen's names, addresses and telephone numbers will be available at your fingertips. Your Skyline dealer can help you develop this list. Your appliance instructions will also often include information about local service.

YOUR SKYLINE DEALER

Name _____
Address _____
Phone _____

Refrigerator Service

Name _____
Address _____
Phone _____

Range Service

Name _____
Address _____
Phone _____

Furnace Service

Name _____
Address _____
Phone _____

Hot Water Heater Service

Name _____
Address _____
Phone _____

Dryer Service

Name _____
Address _____
Phone _____

Dishwasher Service

Name _____
Address _____
Phone _____

Garbage Disposer Service

Name _____
Address _____
Phone _____

Air Conditioner Service

Name _____
Address _____
Phone _____

LOCAL UTILITY COMPANIES

Gas Company

Name _____
Address _____
Phone _____

Fuel Oil Company

Name _____
Address _____
Phone _____

Other Emergency Numbers

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Electric Company

Name _____
Address _____
Phone _____

Water Company

Name _____
Address _____
Phone _____

HOMEOWNER GENERAL INFORMATION

DATA PLATE

The Data Plate contains important information about your home. It states manufacturing plant location, serial number, model designation of your home, make and model of factory installed appliances, design, roof and wind load data, and certification that the home was designed to comply with the Federal Manufactured Home Construction and Safety Standards.

It is of special importance that your home be located in a zone for which the wind, roof load and thermal requirements indicated on the data plate equal or exceed those that apply to the zone.

The data plate is either located at the electrical distribution panel or located as described by a label placed at the electrical distribution panel.

Because of the reference value of the data plate, it should never be removed.

APPLIANCE INSTRUCTIONS AND "USE AND CARE" BOOKLETS

Instructions pertinent to setting up your home are covered in the "Manufactured Home Installation Manual" provided with your new home. In addition, you have been provided with all the instructions and "Use and Care" booklets that came with the factory installed appliances. Be sure first of all that you have received an Owner's Manual for each of the factory installed appliances indicated on the data plate. Then be sure to read these booklets carefully, and assure yourself that the booklets and instructions are kept in a convenient location for future reference.

APPLIANCE OWNERSHIP REGISTRATION

Complete and mail ownership registration cards attached to appliances (see instructions on cards) to register them.

UTILITY SHUT-OFF LOCATIONS AND OPERATIONS

You should become familiar with the gas, electric, fuel oil, and water shut-off locations and operations. Your dealer will be glad to go over them with you.

ALTERATION OR EXPANSION OF SYSTEMS

Any addition or change to the structural, electrical, plumbing, heating, cooling or transportation system of your home should be made only by a qualified contractor. The correct interfacing of new work with the factory built home is extremely important and requires special skill. Normally a qualified contractor will make all necessary determinations and complete the work without assistance. Other information about the home structure and systems may be obtained from, and on terms specified by, the manufacturer.

HOMEOWNER INSURANCE

Owners of homes should contact an insurance company of their choice to both provide the factors to be considered and to obtain adequate insurance protection.

SERVICE SYSTEMS

ELECTRICAL SYSTEM

All Skyline homes are built to the Federal Manufactured Home Construction & Safety Standards in force at the time of manufacture. They utilize conventional, modern permanent dwelling electrical power supplies (230/115-volt, 3 pole, 4 wire with ground).

Before locating your home make certain that sufficient power is available. Insufficient power will result in improper operation of motors and appliances, and will result in costly electrical service. The ampere rating of the distribution panel main disconnect in your home should not exceed the rating of the power supply.

Of vital importance is the grounding of the distribution panel. Each branch circuit and each noncurrent carrying conductor, i.e. exterior metal, water lines, gas lines, heat duct, etc., is grounded through an electrically isolated grounding bar in the distribution panel. The grounding conductor in the power supply in turn grounds the system back through the supply. The neutral conductor in the wiring system must **not** be grounded in the home or in the distribution panel.

The electrical system in your home has been installed by qualified personnel. All lighting fixtures, nonmetallic (NM) cable, receptacles, switches, and distribution panels are UL listed and installed in accordance with listing requirements. All-copper wire has been used for safety and dependability. All wiring contains a ground to provide added protection against electrical shock from fixtures and appliances. Where called for, nonmetallic cables are protected by steel plates.

The electrical system was completely tested before your home left the plant. Receptacles and light fixtures were checked for continuity, polarity, and proper operation. A dielectric strength test was conducted to check for shorts.

Your dealer is responsible for repeating these tests prior to the time you move into your new home to make sure that no damage occurred in transit. The dealer is also responsible to see that the electrical interconnection between your home and the power source is safe.

WARNING

CARELESS INSTALLATION OF TELEPHONE AND CABLE TELEVISION LINES MAY BE HAZARDOUS. The home walls contain electrical circuits and the floor section may contain electrical circuits, plumbing or duct work. Extreme care must be exercised during drilling through and placing of communication cables within these cavities, to avoid contact with these home systems. Such work should be performed only by qualified personnel. **FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN SERIOUS INJURY OR EVEN DEATH.**

Use Electricity Safely

The following is a list of "do's" and "don'ts" about your electrical system:

1. Any changes or repairs to your electrical system must be done by qualified personnel.
2. Should you frequently blow fuses or trip circuit breakers, call a qualified repairman. Do not change to larger capacity fuses or breakers.
3. Each permanently mounted lighting fixture is marked with maximum allowable light bulb size. Do not install higher wattage bulbs than indicated on the fixture as overheating can occur.
4. Your home contains a factory installed special circuit breaker termed a ground fault interrupter (GFI). The GFI protects the bathroom and outside receptacles. Periodically check the operation of the GFI in accordance with the instructions supplied.
5. Your home contains a permanently wired smoke detector. Instructions are contained in the instruction booklet provided by the manufacturer for periodically testing and maintaining the detector.
6. Outdoor lights are UL listed for wet locations. If replacement fixtures are installed, they should be of the same type.
7. Patio lights are to be installed by the dealer.
8. See also Ground Fault Interrupter section on page 11 of the manual.

CAUTION: FAILURE TO PROPERLY INSTALL, CONNECT, AND TEST ELECTRICITY TO YOUR HOME MAY RESULT IN SERIOUS INJURY OR DEATH AS MAY AN ELECTRICAL PROBLEM AFTER YOUR HOME IS INSTALLED, SUCH AS A CIRCUIT BREAKER CONTINUALLY TRIPPING OR AN APPLIANCE OR LIGHT MALFUNCTIONING. IF IN DOUBT, GET QUALIFIED HELP IMMEDIATELY.

HEATING SYSTEM

The gas, oil, or electric heating system installed in your home was designed to provide comfortable and maintenance-free service. Generally, forced-air furnaces are used; however, electric baseboard heating is available as an option at some localities. Every heating unit in a Skyline home is UL or AGA listed and installed in accordance with its listing.

Manufactured home furnaces obtain combustion air from outside the home. This is accomplished by using a sealed combustion furnace system. Products of combustion (odor, smoke, carbon monoxide, etc.) of a properly operating furnace are all exhausted to the outside of the home.

When a home has a central forced-air heating system, the furnace blower forces warm air through the ducts located in the floor or ceiling and throughout the home. Air within the home is returned to the furnace, reheated and recirculated.

Thermostatic Equipment

All manufactured home heating equipment — whether gas, oil or electric — is controlled by a thermostat.

The thermostat can be set to maintain any desired temperature without further attention.

Heating System Maintenance

Some important considerations with regard to the maintenance of your heating system:

- It is the dealer's responsibility to assure that your furnace is thoroughly checked out prior to start-up.
- Rely only upon qualified personnel to provide service to the heating unit.
- Read the furnace manufacturer's operation and maintenance instructions supplied with your home. Information regarding periodic cleaning and replacement of filters, servicing the blower and lighting the burner is contained in these instructions. Periodic maintenance is essential for years of trouble-free service.

The following should be done at least once a year:

1. Clean or replace all air and fuel filters.
2. Clean and oil the blower and blower motor.
3. Inspect the flue pipe and roof jack. The area should be kept free from leaves, dust and dirt. A badly rusted or corroded roof jack should be replaced.

Gas Furnaces

Gas furnaces are supplied with the burners adjusted for natural gas. Most furnaces are easily converted to LP gas (bottled gas). If bottled gas is to be used, burner adjustments must be made prior to start-up. A qualified serviceperson must make these adjustments.

The gas system was thoroughly leak checked before your home left the factory; however, the gas system must be retested prior to start-up since vibration or damage in transit may result in leakage. Utility companies or LP suppliers usually perform these tests prior to connecting your home to the system. It is your dealer's responsibility to assure that the leakage test has been performed.

CAUTION: FAILURE TO PROPERLY CONVERT A GAS APPLIANCE FROM NATURAL TO LP GAS CAN RESULT IN SERIOUS INJURY OR DEATH.

Electric Furnaces

Electric furnaces operate in the same manner as gas or oil furnaces, except that electricity is used to power the heating units. The furnace blower forces air past the heating elements, thus heating the air and circulating it throughout the home.

Baseboard Heating Units

(Optional at Some Locations)

Baseboard units are installed in each room and are controlled by individual thermostats. Baseboard heating has the added advantage of providing individual room temperature control. Room air conditioners or the addition of a duct system for central air conditioning are required for mechanical cooling.

Oil Furnaces

Two types of oil furnaces are used: (1) oil vaporizing and (2) oil gun. Gun type furnaces are convertible to gas.

Fuel oil tanks and the supply system are not supplied by Skyline. The fuel oil supply system must be installed by a qualified serviceman, and the following rules must be observed:

1. Installation including hookup must be in accordance with the furnace manufacturer's instructions.
2. The tank must be located a suitable distance from your home and in an area free from danger of fire.
3. Fuel line filters must be used to trap dirt and water before it enters the furnace.
4. Water condensation within the tank should be reduced by keeping the tank filled, especially during summer.
5. Reasonable precautions must be taken to keep dirt and water from entering the tank. When water does accumulate, it can be drained or pumped out. Your fuel oil supplier will aid you as part of his regular service.
6. At least once per year, the fuel tank filters should be changed.

WARNING

Operating the furnace with all or most of the registers closed or blocked may cause inefficient and improper furnace operation, or cause the furnace to dangerously overheat. THIS COULD CAUSE DAMAGE TO YOUR FURNACE OR HOME, OR EVEN RESULT IN A FIRE WHICH COULD CAUSE SERIOUS INJURY OR EVEN DEATH.

AIR CONDITIONING

If your home is factory equipped with air conditioning, it is your dealer's responsibility to hook up and check out the system. You should retain the air conditioning installation and maintenance instructions for your future reference.

If your home is not factory equipped with air conditioning and you desire to add it at a later date, contact your Skyline dealer or furnace service representative for guidance in selecting the proper equipment. Refer to the "Heating/Cooling Certificate" located near the furnace for supply duct capacity limitations. Information necessary to properly size air conditioning equipment will be found adjacent to the "Heating/Cooling Certificate." Utilize the services of qualified personnel for the selection and installation of air conditioning equipment.

Installation of air conditioning equipment must be made in such a manner that simultaneous operation of heating and air conditioning equipment is prevented.

Modern central air conditioning systems require a minimum amount of routine care. Following are a few simple steps recommended for efficient use:

- Inspect return air filters regularly (every other week or more frequently under severe dust conditions), and clean or replace as necessary.
- Keep the condenser coil clean. It may be washed down with a garden hose if dirty.
- Keep the area surrounding the condenser clear of items which may obstruct the air flow.
- Clean and oil the blower and blower motor at least twice during the cooling season.

Contact your A/C service representative should service be required on the unit.

DRAINAGE SYSTEM

All fixture drain lines are brought to a single drainage outlet connection point; however, some designs require that a portion of the drainage system be shipped loose with the home. In the latter case, all fittings and pipes are provided to bring the drainage system to a single point. The system has been designed with the necessary slope for proper gravity drainage; thus, it is necessary to insure that the home is correctly leveled (and releveled as necessary) in order that the drainage system operate effectively. Piping from the home outlet to the site connection must be installed with sufficient slope ($\frac{1}{4}$ inch per foot) and be adequately supported to preclude the possibility of water standing in the pipe.

All parts in the drain system are approved and listed by a nationally recognized testing agency and are of the same type found in many conventional on-site constructed homes. In the event replacement parts are needed, they can be purchased at most hardware stores.

Most stoppages in any plumbing system can be attributed to clogging of fixture "P" traps by grease, oil, hair, etc. Many home owners clear stoppages of this type by using a commercial drain cleaner or by removing

and mechanically cleaning the "P" trap. All fixture "P" traps are accessible for routine maintenance. Caution must be exercised in the selection of a chemical cleaner to insure that it is safe for use on ABS or PVC plastic pipe.

In the event that a mechanical clean-out tool is used to clean out a drain line, reasonable care should be exercised to avoid damage to the drain line fittings.

If your home is to be unoccupied for extended periods during cold weather, the drainage system must be protected against freeze damage. This may be accomplished by pouring four ounces ($\frac{1}{2}$ cup) of permanent-type anti-freeze (ethylene glycol) into each fixture drain and eight ounces (1 cup) into each toilet bowl.

WATER DISTRIBUTION SYSTEM

The fresh water distribution system is supplied via a $\frac{3}{4}$ -inch inlet connection identified by a tag. The system is designed so that little or no maintenance is required for proper operation. The hot water system may be adjusted to the desired temperature by means of a temperature control device located on the water heater (see water heater instructions for proper adjustment procedures). The water heater is equipped with a temperature-pressure relief valve set to relieve excessive temperatures and/or pressures should a malfunction occur with the water heater controls. Consult an authorized dealer if water heater service or parts are needed.

The water piping system is constructed of standard sizes and types of materials available at most plumbing supply or hardware stores.

In cold climates all exposed water piping must be protected from damage due to freezing. Many owners accomplish this by means of electric heaters (heat tapes) and insulation. Both may be purchased at most hardware and department stores in a variety of lengths and types. It is important that the heat tape and insulation be installed according to the manufacturer's instructions.

ANY TAPE INSTALLED SHOULD BE LISTED FOR HOME USE BY A NATIONAL TESTING LABORATORY SUCH AS U.L.

In cold climates the water lines are routed in the floor adjacent to the heat duct. Failure to operate the furnace for heating of the home such as when heating is provided by a wood burning stove or kerosene space heater may cause the water lines to freeze.

If the home is to be unoccupied for extended periods during cold weather, the entire water system (including water heater and toilet) should be drained. (Insure that the water heater heat source is shut off prior to draining.) It is very important that the procedures outlined in the water heater operating instructions be carefully followed. **Be certain not to turn the water heater on until the heater is completely filled with water, as damage may occur to the heating element.**

APPLIANCES

All appliances installed in your new home are "listed" appliances, tested and approved by a reputable national testing laboratory. The appliance approval is, however, based upon installing and maintaining the unit according to the manufacturer's instructions.

Follow the appliance manufacturer's instructions as to service, adjustment, and operation. Should service, repair or adjustment be necessary, contact your local representative or authorized service repair center.

CAUTION: FAILURE TO PROPERLY CONVERT A GAS APPLIANCE FROM NATURAL TO LP GAS CAN RESULT IN SERIOUS INJURY OR DEATH.

GAS WATER HEATERS

Prior to operating or relighting your gas water heater, should it be necessary, be certain to carefully read the instructions supplied by the manufacturer.

WARNING: Do not use the gas water heater compartment as a storage area, ESPECIALLY FOR FLAMMABLE MATERIALS. Storing anything in the compartment could interfere with the clearances required and result in a hazardous condition, WHICH CAN CAUSE SERIOUS INJURY OR EVEN DEATH.

Gas water heaters are supplied with the burners adjusted for natural gas. Most water heaters can easily be adjusted to utilize LP gas (bottled). If bottled gas is to be used, burner changes must be made prior to startup. A qualified serviceperson must make the changes.

GAS RANGES

Gas ranges are supplied with the burners adjusted for natural gas. They are easily converted to L.P. gas (bottled gas). If bottle gas is to be used, burner adjustments must be made prior to start-up. A qualified serviceman must make these adjustments. It is also the responsibility of the serviceman to assure that the entire system is completely checked out for any leaks prior to your using the appliance.

Should a change from one type of gas (LP or natural) to another be desired, the range must be readjusted by a qualified serviceman.

ELECTRIC WATER HEATERS

To prevent damage to the heating element, the electric water heater must be connected to the water connection and filled **prior** to turning on the electric power.

CLOTHES DRYERS

If a clothes dryer is installed, the dryer vent must be extended to the outside of your home. If skirting or crawl space foundation is installed, the dryer vent must extend to the outside of the enclosure. **CAUTION:** FAILURE TO VENT A DRYER THROUGH THE SKIRTING MAY RESULT IN SEVERE MOISTURE CONDENSATION OR CREATE A FIRE HAZARD AND CAUSE SERIOUS INJURY OR EVEN DEATH.

If installing a gas dryer, a moisture-lint exhaust duct and termination fitting must also be extended to the exterior of the home. The termination fitting is to be "listed" or "certified" as a component of the gas dryer. Your local gas utility or appliance store should provide this installation service.

FIREPLACES OR WOOD BURNING STOVES

Some homes have been factory equipped with solid fuel burning fireplaces or stoves. Be sure to follow the manufacturer's recommendations for the charging, igniting, safe use and maintenance of these products.

The same goes for products installed by others. However, there are then the following additional important considerations:

1. Be sure the product is of the solid fuel burning type and that it is listed for use in manufactured homes.
2. Be sure the installation is done by a skilled person and that the manufacturer's installation instructions are adhered to.

CAUTION:

FAILURE TO FOLLOW THE FIREPLACE OR STOVE MANUFACTURER'S RECOMMENDATIONS AND INSTRUCTIONS MAY CREATE A FIRE HAZARD AND CAN CAUSE SERIOUS INJURY OR EVEN DEATH.

GENERAL MAINTENANCE

The care and general maintenance of a home are among the important responsibilities of home ownership. The following guide should prove useful in establishing a routine of good care, upkeep and general maintenance.

PORCELAIN ENAMEL

Kitchen sinks, bathtubs, and working surfaces finished with porcelain enamel baked onto steel may become pitted or porous if not cared for properly. Soap or a suitable liquid household cleanser will keep them sparkling clean. Chlorine bleach will probably remove any stains or discoloration that may occur.

Porcelain enamel should also be protected from extreme heat which may crack it. A protective pad or wire rack should be placed between the hot utensil and the porcelain surface.

If the enamel becomes chipped or broken, patching materials are available at your local hardware or paint store.

FIBERGLASS FIXTURES

Fiberglass sinks, bathtubs, or showers should be cleaned only with warm water and a mild detergent. Avoid abrasive cleansers which may dull the surface or ammonia which may discolor the surface. Should a fiberglass surface get chipped or scratched, it can be repaired successfully by your local serviceman, or you may wish to purchase a repair kit from your local hardware or paint store.

COUNTERTOPS

All kitchen countertops are high-pressure laminates and have been chosen for their clean design and easy care. Clean them with warm water and liquid detergents. It is recommended that acrylic fiberglass molded lavatory tops be cleaned in the same manner. Avoid abrasive cleansers and cleansers with ammonia as they may discolor or scratch the surface.

Bedroom furniture tops are of synthetic woodgrains in vinyl. Occasional cleaning with spray cleaner suitable for vinyl and a soft cloth is all that is required. Dry detergents or abrasive cleaners should not be used.

FURNITURE

The furniture in your home has either a wood or synthetic laminate surface. Both require only simple care to maintain their original beauty. Use a good quality furniture polish following instructions on the label.

FLOOR LOADING

As is true in most single family dwellings, the floor system of your home is designed for a uniform live load of 40 pounds per square foot. Special provisions may need to be incorporated when known extra heavy furniture or appliances are to be placed in your home. Examples of these may be water beds, large pianos or large upright freezers. It is recommended that you contact your dealer or a reputable local contractor if you have any questions regarding the installation of extra large or heavy furnishings.

CURTAINS, DRAPES AND BEDSPREADS

The curtains, drapes and bedspreads in your home should be dry cleaned. They should not be washed.

CABINET DOORS AND DRAWERS

Cabinet doors and drawers should require little attention. Only an occasional waxing with a product designed for preserving wood surfaces should be necessary.

Any cabinet drawer tending to stick will glide easier if a light coating of wax or bar soap is applied to the running edges of the drawer and center guide.

CEILINGS

The attractive appearance of your wood fiber or drywall ceiling will generally require little care or maintenance. Here are some tips on general care and remedies to problems which sometimes occur.

Dirt Smudges Soft art gum will probably remove dirt and fingerprints. If a portion remains after art gum has been used, the area should be wiped with soft white chalk and rubbed over the spot to conceal as much as possible.

Scrapes, Scratches, Chips These can be rubbed with very soft white chalk and then wiped with a clean cloth. A deep scratch may require more than one application.

Gouges The gouge should be cleaned of loose, dusty particles and then filled in with a spackling paste applied with a clean putty knife. The paste should be leveled off to the surface of the panel, and the compound sculptured to conform with the surface of the panel. After the compound dries, touch-up paint should be applied.

Water Stains Repainting is recommended.

Repainting When repainting is necessary, an acoustical ceiling paint should be used. A quality product should be selected to assure that the paint will not have a tendency to yellow with age.

Maintenance The resin emulsion of paint of a wood fiber ceiling can be washed clean of smudges with a cloth dipped in a mild soap solution and wrung dry. A vacuum cleaner attachment will remove loose dirt or dust.

EXTERIOR MAINTENANCE

Roof

A small roof crack or leak can cause serious interior damage. Care and these preventative measures will insure a watertight roof.

- Avoid walking upon the roof except when absolutely necessary. Most inspection, cleaning and repair can be done from a stepladder.
- If it is absolutely necessary to walk on the metal roof, it is highly recommended that boards or plywood be laid to distribute the weight. Never step between rafters.
- The roof should be inspected periodically and debris removed. Corrosive action can be reduced by washing the roof with a mild soap solution and rinsing with clear water.

- Rust, oxidation, breaks and cracks on metal roof panels are all potential trouble spots. These areas should be scraped or wire brushed and the roof coated before additional damage occurs. Cracks and breaks should be patched before coating. Contact your dealer if patching should be necessary.
- Broken or missing shingles are signs of trouble on an asphalt shingle roof. They should be replaced with new shingles. Because Skyline shingle roofs are constructed the same as site built shingle roofs, this repair can be made by a competent general roofing contractor.
- Proper leveling and set-up is essential to prevent stress and roof seam separation. Low hanging tree branches should be cut away from the roof.
- Roofs should be coated promptly after home installation; however, any and all surface oil and grime must be removed prior to the roof coating application. Properly washing the roof with a mild detergent solution and rinsing with clean water should remove surface oil and grime. A good quality **asphalt base** roof coating guaranteed not to damage the steel roofing should be used. **Latex base coatings are not recommended** as they may entrap moisture and actually promote roof corrosion. Thereafter, periodic recoating of the roof is recommended. (Generally, once every two years.)
- Only reputable contractors that are bonded and warrant their work for a reasonable period of time should be used. In order to evaluate the quality and durability of the coating application, the contractor should provide references from jobs that are at least two years old. These references and the Better Business Bureau should be contacted prior to hiring a contractor.

WARNING: MAKE CERTAIN THAT THE COATING AND APPLICATION IS GUARANTEED NOT TO CAUSE DAMAGE TO THE STEEL ROOFING.

- Substantial accumulation of snow should be removed from any roof, especially on a home not occupied during the winter.
- Snow removal is also extremely important in localities where the January daily average temperature is 25°F or less and there is a possibility of ice forming along the eaves causing roof leaks from a back-up of water.

Exterior Finish

Aluminum exteriors have a polyvinyl baked finish to provide for low maintenance. The finish can be made to last longer by keeping the exterior cleaned and waxed. Clean with a mild soap solution followed by a clear water rinse.

Factory finished hardboard exteriors generally require little attention. However, if dirt accumulates they may be washed with most liquid household cleaners diluted according to the manufacturer's recommendations. All cleaners should be tested on a small area to make sure they do not damage the finish.

Drain and Roof Vent Caps

Caps and vents should be inspected once a year. If a cap is badly rusted, it should be replaced. To remove, unscrew and pull upward. Scrape clean the old caulking. Recaulk, making certain that all holes are covered, and screw the new cap in place.

Windows and Doors

Joints around windows and doors were care-

fully caulked before your home left the factory, but vibration and road shock in transit may open seams and cause leakage. These areas should be examined after your home is set up at the site. Any area where leakage appears likely should be recaulked. Caulking compounds which remain elastic are preferred. Any loose screws around doors or windows should be retightened.

FRAME

The steel frame under your home has been factory protected with rust inhibitive coating. Under some conditions, corrosion can form on the steel surfaces, so the frame should be inspected yearly. If rust is found, remove it and touch up the area with asphaltic base, zinc chromate base or other paint of equivalent protection.

VENTILATION AND CONDENSATION

Your home is designed as a tight, well-insulated structure to maximize comfort and energy efficiency. However, unless proper ventilation is provided, indoor contaminants and odors may accumulate to objectionable levels. Everyday living habits can have an important effect on indoor air quality. For example, if your home is usually kept tightly closed or there is a heavy smoker in the family, potentially irritating indoor air contaminating may occur. A persistent odor can usually be reduced or virtually eliminated by frequent and regular ventilation. Open the windows a little each day to allow outside fresh air to circulate, while operating your kitchen and bath exhaust fans. Periodic ventilation should not only improve indoor air quality but can also avoid excessive condensation especially in cold or damp weather. If you have health concerns after you adequately ventilate your home, consult your doctor. If you have a question about your home, please contact the Skyline Consumer Service Department in Elkhart, Indiana.

The following may be done to reduce visible condensation:

- Use storm windows. If your home is not equipped with storms, your dealer can order them for you.
- Ventilate your home regularly by opening doors and windows; use power vent fans when using the range or bathroom.
- Avoid hanging wet clothing inside your home.
- If your home is equipped with a clothes dryer, insure that it is properly vented outside.
- If you have skirted your home or located it over a crawl space foundation, ventilate the enclosed space beneath the home. Also dryer vents must extend outside the enclosure.
- Unless your home is installed on a concrete pad, a plastic vapor barrier should be installed over the ground beneath the home — many owners use a 6-mil polyethylene vapor barrier over the ground surface.
- If your bathroom is equipped with a power vent, use it when taking a bath or shower.
- Under severe cold or unusual moisture conditions, remove the excess moisture from the air by mechanical dehumidification.

WARNING

Use of kerosene or other aftermarket space heaters is **NOT** recommended and is at your own risk. Such heaters may discharge moisture and gases from combustion into your home or cause excessive indoor humidity. **SUCH HEATERS MAY ALSO CAUSE A FIRE, DEplete OXYGEN, OR RELEASE CARBON MONOXIDE OR OTHER HARMFUL GASES WHICH CAN CAUSE SERIOUS INJURY OR EVEN DEATH.**

SETTING UP AND SECURING

The "Manufactured Home Installation Manual" provided with your home is intended to instruct and to assist already qualified and preferably factory-trained personnel in proper installation of Skyline homes. It is **not** intended to enable someone unfamiliar with home installation, to perform the installation. This manual must be used by your dealer or setup man when installing the home. Following setup be certain that you retain the "Manufactured Home Installation Manual" for future reference or setup at a new location. We recommend that the home be inspected after each setup by a qualified dealer or contractor.

In some areas of the country, special licenses are required by firms doing home setup, so check with your dealer since he will know the requirements.

The "Manufactured Home Installation Manual" covers in detail the steps required in setting up your home; however, some important facts you should know about setup are briefly covered below:

BLOCKING

Good blocking is essential because:

1. It places the home on a rigid foundation. It is, therefore, an important step in providing the desired structural integrity.
2. It levels the floor which gives proper slope to the drain lines and insures that the plumbing operates properly.
3. It aligns panels and walls so that exit doors, cabinet doors, and windows will open and close properly.
4. It prevents sag in the structure which could result in unwanted repair bills.

SITE SERVICES

The site where your home is to be placed must have the required services. Before moving your home, make certain that these services (gas, electric, and water) are available and adequate. All service connections to the home must meet state and local codes and possibly utility company requirements.

PREPARATION OF SITE

The selected site for placement of your home must be properly graded and sloped to provide for storm drainage runoff; the area beneath the home must be graded to prevent water accumulation.

Proper support for your home depends on actual soil conditions in your area. Pier footings must be placed on firm undisturbed soil (not loose fill) or soil which has been compacted to at least 90 percent of its maximum relative density. Support piers may be placed directly on a concrete slab designed for manufactured home placement such as the concrete slab found in many manufactured home parks.

Climatic conditions must also be taken into account. In frost areas if footings are placed on a frost susceptible soil such as clay or silt, frost heaving and/or settlement may occur. Therefore, if your home is to be located in an area where temperatures go below freezing, it is important that you refer to the "Manufactured Home Installation Manual" for foundation design precautions.

SETTLING AND RELEVELING

There is always the possibility that settling may occur after the home has been properly set up and blocked. Settling, if it should occur, will generally happen in the first six to eight weeks or in the spring.

Settling can affect the proper operation of doors, windows, and cabinets as well as place undue strain upon the structural members of the home. Settling may also affect the tension in the tie-down devices.

The home should be checked periodically, re-leveled and the tie-down straps retensioned as required.

SECURING OF THE HOME

It is important that your home be tied down or otherwise secured to the ground. The part of the country where you live and the local climatic conditions will determine to a large degree the details of securing your home which will be required to reduce windstorm damage.

Areas of the country in which hurricanes may occur have been designated as "Wind Zone II". (A map showing such areas is located on the data plate near the electrical distribution panel). Manufactured homes for these areas must be designed to meet Zone II conditions. Such homes manufactured by Skyline Corporation are labeled "Zone II".

The frame tie down method recommended in the "Manufactured Home Installation Manual" provides stability against code design forces for all Skyline homes located with proper respect to load zone. Some models, however, have the additional capability to be secured with over the

roof ties. Over the roof ties are optional in most areas. There are some localities, however, in which they are required by state, municipal or county regulation.

The "Manufactured Home Installation Manual" makes note of available strap end connection devices that have been designed and tested to meet the wind load requirements. We recommend that these devices be used to assure that the complete tie-down system meets design criteria. Detailed instructions are included in every home which show the proper method of tie-down for the intended zone.

For happy, worry-free living, be sure that these instructions are followed.

SKIRTING OR CRAWL SPACE ENCLOSURE

Skirting is usually either metal or fiberglass and is used to enclose the space between the home and the ground. Skirting not only adds to the beauty of the home, but also provides important benefits in the reduction of heat loss as does a foundation with crawl space. Enclosure also aids in reducing the danger and inconvenience of damaged plumbing through freeze-up. Thus, enclosure of the home underside can lower fuel bills and prevent problems and inconvenience due to frozen plumbing.

SKYLINE CORPORATION RECOMMENDS THE ENCLOSURE OF THE UNDERSIDE OF HOME. HOWEVER, ANY ENCLOSURE MUST BE ADEQUATELY VENTILATED. The recommended ventilator area is .3% of floor area. (Example: For a home of 1000 square feet of floor area, ventilator area should equal 3 square feet.)

MOVING YOUR HOME

Before moving your home to another state, contact the manufactured home regulatory agency in that state to be sure that your home and the proposed setup will comply with state law.

Any home must be moved by professionals. There are many national firms which specialize in home movement. Consult the Yellow Pages of your telephone directory. A professional mover will be equipped to handle any size home, obtain all required permits, and assure that all state and federal regulations are met.

There are certain procedures and information that you should know and follow in preparation for moving. Some of the items listed below will be performed by the mover and others may need your personal attention.

1. Fragile and loose furnishings, i.e. pictures, clocks, dishes, radios, etc., should be packed in boxes and the boxes secured to prevent transit damage.
2. Refrigerator doors, drawers, and all swinging or sliding doors should be secured.
3. Refrigerators, ranges, garbage disposals, etc., should be secured to the floor to prevent sliding and at the top to prevent overturning.
4. Heavier and breakable items should be evenly distributed over the axles.

It is very important that you do not overload your home. Overloading will result in extra costs due to blowouts and serious structural damage can result. A good rule of thumb is: except for normal clothing, bedding, hand towels, dish towels, etc., remove all equipment which was not on the original factory invoice. The following are examples of items which should **not** be shipped inside the home:

- Freezers
- Concrete blocks used for setup
- Steps and storage sheds
- Pianos
- Lawn mowers or lawn equipment
- Large trunks
- Boats

Skyline cannot be responsible for damage to a home or its contents due to shipment of such items. The homeowner may be subject to penalties or overweight charges.

5. Inspect the brakes, tires, and undercarriage. Worn and damaged components should be replaced. Also, check the brake linings and replace if required. The wheel bearings should be checked and repacked with grease if necessary. Check the hitch and lubricate as required. All electrical connections should be clean and tight. Wheel lugs should be tightened.
6. Cap the water inlet and the drain outlet. Disconnect electrical, gas and oil supply lines. Install running lights.
7. Close and lock all doors and windows.

DAMAGE INSURANCE

The home should be insured for damage during transit. This insurance may be provided by the carrier; however, inquire about this prior to movement.

SAFETY IS A TEAM EFFORT

Your new home was designed and built with your family's safety in mind. Skyline, Underwriters' Laboratories, and your dealer work together to give you a safer home. **HOWEVER, IF YOU BELIEVE THAT A DANGEROUS CONDITION MAY EXIST IN YOUR HOME, FIRST IMMEDIATELY GET EVERYONE OUT OF THE HOME AND A SAFE DISTANCE AWAY TO REDUCE THE RISK OF SERIOUS INJURY OR DEATH.**

Your home contains a number of safety features not normally found in on-site-built housing. For example:

SMOKE DETECTORS

Smoke detectors are devices which sense smoke in the early stages of a fire and sound an alarm to warn the occupants. The smoke detector in your new home is located adjacent to the sleeping area; in the case of front and rear bedroom homes, two smoke detectors are installed — one at each end of the home. Read the instructions which come with the smoke detector and instruct your family as to the escape plans should a fire occur.

Some ideas for devising a home evacuation plan for your family:

1. Draw a floor plan of your home clearly showing all the exits.
2. Show the different alternate routes which should be taken if a fire breaks out in a particular section of the home.
3. Don't wait until there is a fire to test your evacuation plan — have fire drills regularly.
4. If you have babies or very small children in your family, assign someone to take care of them in case of fire or any other emergency. This would also apply to any elderly or disabled members of your family who would need help in evacuating your home.
5. A meeting place outside your home should be specified where your family could gather after evacuation so that everyone can quickly and easily be accounted for.

Periodically test the smoke detector(s) in your home as recommended in the manufacturer's operating instructions furnished with your home.

EXIT DOORS AND BEDROOM EGRESS WINDOWS

Every home is designed to the U. S. Department of Housing and Urban Development Manufactured 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. Every bedroom, unless it has an exit door leading directly to the outside, has one window designated and specially marked as an "egress" window. Be certain that you and your family know the location of the "egress" window and understand its operation as described on the window label. Do not place furniture in front of the "egress" window so that it might become blocked.

GROUND FAULT INTERRUPTER

The ground fault interrupter (GFI) circuit breaker which is installed on the exterior receptacle and bathroom receptacle circuit(s) affords shock protection. This device is designed to break the circuit when it detects an imbalance in the current flow. The imbalance can be due to an appliance failure which **COULD RESULT IN SERIOUS PERSONAL INJURY OR EVEN DEATH.**

Attached to the electrical panel box are the test instructions and recording chart which you should use each month to test and document testing of the ground fault interrupter. Familiarize yourself with the operation and testing of the GFI. It is an important device which could save your life. If the GFI breaks the circuit, be sure to have any appliance you were using serviced before using it again. If no appliance is involved, the circuit should be checked by a qualified person before using it again. To restore power at the GFI protected outlets, firmly push the GFI reset button (located at bathroom outlet) and reset any tripped circuit breakers in electrical distribution panelboard. If power cannot be restored or if the GFI or circuit breaker should repeatedly trip, get qualified help immediately.

CAUTION: The GFI does not protect a person who simultaneously contacts both the "hot" wire and neutral wire. Also, electric shock can be felt even with the GFI but will usually be of less than normally dangerous duration except for persons with heart problems or other conditions that may make them particularly susceptible to injury or death from electric shock. While the GFI circuit breaker does afford a degree of protection, there is no substitute for the knowledge that electricity can be dangerous when carelessly handled or used without reasonable care and **CAN RESULT IN SERIOUS PERSONAL INJURY OR EVEN DEATH.**

FIRE PRECAUTIONS

All of the safety features which are built into your new home will be of little value, however, if fire should strike, and you and your family are not prepared. Every member of your family should know how to prevent fires and how to escape in case a fire should occur.

Before the Fire Starts*

- Remove trash and stored items of outlived usefulness, particularly from the vicinity of furnaces and heaters and from hallways and exit areas.
- Exercise care in the use of electricity. Do not overload electrical outlets with many appliances, use only appropriate fuses, and do not hang electrical cords over nails or run under carpets. Have cords replaced when they begin to fray or crack, and have electrical work done by competent electricians.
- Do not store gasoline or flammable cleaners in glass containers, which can break, and avoid storing them inside the home. Do not keep more flammable liquids on hand than you really need.
- To avoid the danger of spontaneous ignition, dispose of rags wet with oil, polishes, or other flammable liquids in outdoor garbage cans.

- Inspect your home and workplace often for these and other hazards.
- Plan for escape from every area of the home, discuss escape routes with your family, and actually rehearse escape. You might have to find your way out in thick smoke or darkness.
- Sleep with bedroom doors closed. In the event of a fire, you will gain precious minutes to escape.
- Learn how to extinguish common fires in early stages the best way. Roll a person whose clothing is on fire; use a proper portable extinguisher or even a handful of baking soda to extinguish a fire on your stove.
- Clothing afire is a prelude to tragedy. Do not wear (or permit children to wear) loose, frilly garments if there is any chance at all of accidental contact with a stove burner or other source of fire.
- Exercise extreme care with smoking materials and matches, major causes of destructive fire. Do not leave these where children can reach them.
- Invest in fire extinguishers.

**From the report of the President's National Commission on Fire Prevention and Control, May 4, 1973.*

IF A FIRE STARTS AND YOU HAVE ANY DOUBT ABOUT WHETHER YOU CAN EXTINGUISH IT, IMMEDIATELY GET EVERYONE OUT OF THE HOME AND A SAFE DISTANCE AWAY TO REDUCE THE RISK OF SERIOUS INJURY OR DEATH. NEVER RE-ENTER A BURNING HOME.

- If you see, smell, or hear any hint of fire, evacuate the family immediately, but don't compound tragedy by attempting a rescue through a gauntlet of flames or thick smoke. Call the fire department as soon as possible. Don't attempt to extinguish a fire unless it is confined to a small area and your extinguishing equipment is equal to the task.
- If your clothing ignites, roll over and over on the ground or the floor. Running will just fan the flames. Teach the proper procedure to your children.
- Before opening your door when you suspect fire in another part of the home, feel the inside of the door with the palm of your hand. If it's hot, don't open it. If smoke is pouring into the room under the door, stuff bedding or clothing into the crack; and get out of the home quickly. Identify bedroom egress windows and familiarize yourself with how to open all windows in your home. You may need to exit from a window if a fire or other emergency occurs.
- In smoke, keep low. Gases, smoke, and air heated by fire rise, and the safest area is at the floor. Cover mouth and nose with a damp cloth, if possible. Don't assume that clear air in a fire situation is safe. It could contain carbon monoxide, which, before it kills you, affects judgment, hampering escape.

FIRE SAFETY REMINDERS

Fire is an unexpected event even with the best of house-keeping, safety features, and fire prevention procedures. The smoke detector(s) should insure time to leave the home safely. In addition, however, remember these helpful hints when faced with a fire:

- When reporting a fire, speak calmly, don't panic, and give all the needed information.
- Remember to feel the door before you exit. If it is hot, don't open it. The smoke and heat may knock you out. Look for another route of escape.
- If the door seems to be cool enough, open the door cautiously, ready to slam it shut if flames should burst in. If path is clear, then escape.
- Remember to close the door after you – this will slow down the spread of the fire.
- Whenever you are in a smoke filled room, keep down close to the floor – the air will be easier to breathe.
- Never re-enter a burning home.
- Above all, don't panic.

If you have small children, you should also consider the following:

- Make sure children are never left unattended.
- Teach your children how to dial the Operator and ask for assistance.
- Instruct the babysitter to follow the evacuation plan which you have established for your family if a fire should occur.

In general, plan ahead for safer living...

- Know your new home.
- Learn the "do's" and "don'ts" of safer living as outlined in this manual.
- Follow the instructions provided with your home and the equipment in it.
- Be sure that all members of your family are safety conscious.
- Finally take a few minutes with your family to read and understand the safety tips we have given you and to go through the "Fire Safety Checklist" on page 14.

IMPORTANT HEALTH NOTICE

Some of the building materials used in this home emit formaldehyde. Eye, nose, and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone with a history of asthma, allergies, or lung problems, may be at greater risk. Research is continuing on the possible long-term effects of exposure to formaldehyde.

Reduced ventilation resulting from energy efficiency standards may allow formaldehyde and other contaminants to accumulate in the indoor air. Additional ventilation to dilute the indoor air may be obtained from a passive or mechanical ventilation system offered by the manufacturer. Consult your dealer for information about the ventilation options offered with this home.

High indoor temperatures and humidity raise formaldehyde levels. When a home is to be located in areas subject to extreme summer temperatures, an air-conditioning system can be used to control indoor temperature levels. Check the comfort cooling certificate to determine if this home has been equipped or designed for the installation of an air-conditioning system.

If you have any questions regarding the health effects of formaldehyde, consult your doctor or local health department.

FIRE SAFETY CHECKLIST

How many items can YOU check for safety?

- All family members briefed on fire safety.
- Everyone knows how bedroom egress windows work.
- Everyone knows how smoke detectors work and sound.
- Smoke detectors are tested regularly (monthly unless noted otherwise by smoke detector manufacturer).
- Family has a fire exit plan ready.
- Everyone knows that getting out of the house is the first consideration — No actions (even calling the fire department) are to be taken until after everyone has been alerted.
- Fire drills are practiced at frequent intervals.
- Someone in your family makes a regular fire safety walk through the home each night before going to bed looking for such things as discarded smoking materials, range shut off, etc.
- Everyone knows how to call the correct fire department. It is your regular practice to brief babysitters on what to do in case of fire.
- All electrical appliances or equipment used have the Underwriters Laboratories stamp of approval.
- Extension cords do not run under rugs, through doors or windows, and are not hooked over nails.
- All space heaters and lamps are away from burnables.
- Electrical outlets are not overloaded.
- Heating and cooking equipment including flues are checked regularly by a qualified person.
- The furnace is checked regularly to insure that it is not overheating, especially in cold, winter weather.
- All flammable liquids are kept in tightly closed metal, not glass, containers. The opening, pouring and using is limited to outdoors. If you keep more than one gallon of gasoline, it is stored in a safety can.
- All matches and lighters are out of the reach of children.
- There are no frayed or broken plugs on electrical appliances.
- Check twice each year to find if electrical switch plates and receptacle cover plates are hot to the touch.
- Ash trays are emptied regularly into non-combustible containers and never emptied into wastebaskets.
- Ash trays are used only on solid surfaces, never on arms or seats of upholstered furniture.
- Wastebaskets are emptied regularly; prior to overflow.
- There is no smoking in bed or when drowsy.
- All lights in closets are away from burnables.
- All oily rags are kept in tightly closed containers or are burned immediately after use.
- The water heater compartment contains no storage items.
- The television antenna has a lightning arrestor.
- No highly inflammable, explosive, or fast-burning materials are stored under your home.
- All home wiring, installations of major appliances, and repairs, are done by qualified people.
- The furnace compartment contains no storage items.
- Flue pipe and chimney is secure and clear of combustibles.
- Furnace has been maintained in accordance with manufacturer's instructions.
- The trash burner is well away from the home and from all items which you don't want burned.
- Trash burning or the burning of leaves is never done on windy days.

HOMEOWNER CHECKOUT GUIDE

To ensure your satisfaction with your new home, please perform the following simple checkout procedure as soon as possible after delivery:

1. Thoroughly inspect your home. Here's a list of things to check:

OUTSIDE

- (a) Look at the siding. Is it free from dents and gouges?
- (b) Try all exterior doors. Do they open, close and latch properly?
- (c) If your home is a doublewide, is the siding properly installed where the two sections are joined?
- (d) Look under the home. Is the drain system free of leaks? If a doublewide, is the cross-over heat duct from one side to the other connected?

INSIDE

- (a) Try all interior doors and drawers including kitchen cabinets. Do they open, close and latch properly? Are they straight?
 - (b) Try all light switches and electrical outlets.
 - (c) Push the "test" button on the smoke detector(s) mounted on the wall near the ceiling. The alarm should sound.
 - (d) One at a time, try out all electrical appliances, such as stove, refrigerator, garbage disposal, washer, dryer. Do they work?
 - (e) One at a time, try out all plumbing fixtures. Does the toilet flush? Are hot and cold correctly labeled? Do the drains work? Is everything leak-free?
 - (f) Test the furnace and/or air conditioning. Can you feel warm/cool air from the registers?
 - (g) Look at all furniture that came with your home. Is it free from damage?
 - (h) Look at the ceiling, paneling and floor of each room. Are they free from gouges or discoloration?
 - (i) Try the windows. Do they open and close properly?
 - (j) Look at the curtains/drapes in all rooms. Are they free of stains and snags?
 - (k) Look at the carpet in carpeted rooms. Is it tightly stretched?
 - (l) Look at the trim molding throughout the home. Is it properly installed and free of damage?
 - (m) Check any other optional equipment included in your home.
 - (n) Do you have warranty information for all appliances?
2. Contact your dealer if warranty service is required. Provide the dealer with a list of required warranty service. (Use the **Homeowner Checkout Form** located inside the back cover of this manual.)
 3. List on the Homeowner Checkout **Card** located inside the back cover of this manual, all items that appear to need service and have **not** been completed by the dealer. If there are no problems, please check "no problems" and sign the bottom line of the card.
 4. Sign, date, and mail the postage prepaid card.
 5. Any listed problem will be treated as a service request, and you will hear from your dealer or Skyline promptly so that service can be arranged.
 6. **Whether or not you find any problem, please sign and mail the card as soon as possible. If it is mailed within 60 days after delivery of your home to you, your full one-year warranty will automatically be extended for an additional 90 days.**

MANUFACTURED HOME OWNER INFORMATION

The U.S. Department of Housing and Urban Development (HUD) requires certain information and statements to be furnished to the first retail purchaser of a home manufactured on or after June 30, 1977 for sale in the U.S., as follows:

1. The following states have been approved or conditionally approved to act as State Administrative Agencies:

ALABAMA—Alabama Manufactured Housing Commission, 908 South Hull St., Montgomery, Alabama 36130
ARIZONA—Office of Manufactured Housing, 1645 West Jefferson, Phoenix, Arizona 85007 (602) 255-4072
ARKANSAS—Manufactured Home Commission, 1022 High Street, Suite 505, Little Rock, Arkansas 72202
CALIFORNIA—California Department of Housing and Community Development, Mobile Home Section, P.O. Box 31, Sacramento, California 95801
COLORADO—Division of Housing, Department of Local Affairs, 1313 Sherman Street, Room 523, Denver, Colorado 80203
FLORIDA—Department of Highway Safety & Motor Vehicles, Bureau of Mobile Home Construction, 2900 Apalachee Parkway, Tallahassee, FL 32301
GEORGIA—State Fire Marshal, 200 Piedmont Ave., West Tower, 7th Floor, Atlanta, Georgia 30334
IDAHO—Labor and Industrial Services, 317 Main Street, Room 400, Boise, Idaho 83720
INDIANA—Code Enforcement Division, Dept. of Fire Prevention and Building Safety, 1099 N. Meridian St., Suite 900, Indianapolis, Indiana 46204
IOWA—Building Code Bureau, Division of State Fire Marshal, Department of Public Safety, Wallace State Office Building, Des Moines, Iowa 50319
KENTUCKY—Kentucky Department of Housing, Building and Construction, U.S. 127 South, Frankfort, Kentucky 40601
LOUISIANA—Department of Public Safety, Mobile Home Division, 1033 N. Lobdell Ave., Baton Rouge, Louisiana 70806
MAINE—Manufactured Housing Board, Department of Business Regulation, State House Station 35, Augusta, Maine 04333
MARYLAND—Director, Codes Administration, Department of Economic and Community Development, 45 Calvert, Annapolis, Maryland 21401
MICHIGAN—Department of Commerce, Mobile Home Division, 6546 Mercantile Way, Lansing, Michigan 48909
MINNESOTA—Department of Administration, Building Code Division, Light Building Section, 408 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101
MISSISSIPPI—Mobile Home Inspection Div., P.O. Box 22542, Jackson, Mississippi 39205
MISSOURI—Public Service Commission, Manufactured Housing Dept., P.O. Box 360, Jefferson City, Missouri 65102
NEBRASKA—Department of Health, Division of Housing and Environmental Health, 301 Centennial Mall South, Lincoln, Nebraska 68509
NEVADA—Department of Commerce, Manufactured Housing Division, Capitol Complex, Carson City, Nevada 89710
NEW JERSEY—Deputy Director, Div. of Housing and Development—BCEE, Dept. of Community Affairs, CN 805 Mfrg. Const., Trenton, NJ 08625
NEW MEXICO—Regulation and Licensing Dept., Manufactured Housing Division, Bataan Memorial Building, Santa Fe, New Mexico 87503
NEW YORK—Housing & Building Codes Bureau, Division of Housing and Community Renewal, Two World Trade Center, New York, New York 10047
NORTH CAROLINA—Department of Insurance, Engineering and Building Codes Division, P.O. Box 26387, Raleigh, North Carolina 27611
OREGON—Department of Commerce, Building Codes Division, MHRV Section, 401 Labor and Industries Building, Salem, Oregon 97310
PENNSYLVANIA—Division of Industrialized & Mobile Housing, Department of Community Affairs, Room 509, Forum Building, Harrisburg, PA 17120
RHODE ISLAND—Building Code Commission, Department of Community Affairs, 1270 Mineral Spring Ave., North Providence, Rhode Island 02904
SOUTH CAROLINA—Budget and Control Board, Division of General Services, 310 Gervais Street, Columbia, South Carolina 29201
SOUTH DAKOTA—Department of Commerce and Consumer Affairs, Division of Commercial Inspection & Regulation, State Capitol, Pierre, SD 57501
TENNESSEE—Factory Manufactured Structures and Recreational Vehicles, 9th Floor, Tennessee Bldg., 6th & Church, Nashville, Tennessee 37219
TEXAS—Texas Department of Labor and Standards, P.O. Box 12157, Capitol Station, Austin, Texas 78711
UTAH—Mobile Homes & Recreational Vehicles Division, 160 East 300 South, Salt Lake City, Utah 84110
VIRGINIA—Division of Building Regulatory Services, Department of Housing and Community Development, 205 N. 4th Street, Richmond, VA 23219
WASHINGTON—Factory Assembled Structures, 300 West Harrison Street, Seattle, Washington 98119
WISCONSIN—Department of Industry, Labor and Human Relations, Safety and Building Division, P.O. Box 7969, Madison, Wisconsin 53707

2. The purpose of the National Manufactured Home Construction and Safety Standards Act of 1974 is to improve manufactured home quality, durability and safety. Construction and safety standards issued under the Act govern home planning and construction but not furniture, carpeting, cosmetic features, or room additions or sections added by a retail purchaser. Each home is certified to the standards. If homes contain standards defects or safety hazards related to design or assembly, the manufacturer is to notify the known owner. Manufacturers are to correct safety hazards related to design or assembly without charge. If the home is not corrected as early as practicable, the Secretary or a court may require home replacement or price refund possibly less depreciation. Requests for correction should be first referred to the dealer from which the home was purchased and then to Skyline at the address in the front of the Homeowner Manual. You should first contact your dealer, and then Skyline, because that is the quickest way to obtain service. Finally, the purchaser or owner can contact the state manufactured home agency or HUD which is the federal agency that administers the Act. Questions concerning the Act can be directed to HUD at local phone book listings for the U.S. Government or at the HUD Manufactured Homes Standards Division in Washington, DC 20410, 202/472-4703.

3. Warranties, setup, anchoring, safety, maintenance, relocation, and insurance are covered in the Homeowner Manual, the Installation Instructions, or other documents furnished with your home.

SKYLINE

Corporate Office, 2520 By Pass Road P.O. Box 743, Elkhart, Indiana 46515

