HOMEOWNER'S MANUAL

- WARRANTY
- HOME MAINTENANCE
- QUALITY STANDARDS
- SET-UP AND INSTALLATION

Wick Building Systems, Inc.
Manufactured Homes

handy service reference

Record the name, address and phone number of the persons to contact for service of the various appliances and equipment installed in your home. This information may be obtained from either the warranties and operational materials that accompany the appliances and equipment or the dealer who sold you your home.

REFRIGERATOR Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

RANGE Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

FURNACE Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

WATER HEATER Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

WASHER Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

DRYER Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

DISHWASHER Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

GARBAGE DISPOSER Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

AIR CONDITIONER Service

Model Number _____
Name _____
Address _____
_____
Phone _____
Warranty Expiration Date: _____

THE SEPARATE WARRANTIES AND OPERATING INSTRUCTION MANUALS PROVIDED FOR ANY APPLIANCES AND EQUIPMENT INSTALLED IN YOUR HOME SHOULD BE PLACED IN THIS POCKET.

Wick Building Systems, Inc.

LIMITED ONE YEAR WARRANTY

Wick Building Systems, Inc. ("WICK"), warrants that this Manufactured Home ("Home") is free from defects in design, materials, and workmanship, except those excluded below, for a period of ONE (1) YEAR from the date of delivery to the original retail purchaser (the "Date of Delivery"). WICK further warrants that your Home meets or exceeds those standards prescribed by federal regulation and applicable state law, both statute and rule, in effect at the time of its manufacture. Exclusively for sales occurring in Wisconsin, WICK warrants that your Home meets those standards prescribed by law or administrative rule of the Department of Industry, Labor and Human Relations which are in effect at the time of its manufacture, and that your Home is reasonably fit for human habitation if it receives reasonable care and maintenance as defined by rule of the Department of Industry, Labor and Human Relations. Exclusively for sales occurring in Michigan, WICK warrants that your Home complies with Michigan law, both statute and rule, as to construction and fire protection and detection in effect at the time of manufacture. Exclusively for sales occurring in Kansas, WICK warrants that your Home has been manufactured in conformity with the Kansas Mobile Home and Recreational Vehicle Code.

WHAT WICK WILL DO AND HOW TO OBTAIN SERVICE:

WICK and/or its Dealer will take corrective action for defects in design, materials, or workmanship which become evident within one (1) year of the Date of Delivery if you send or deliver written notice of the claimed defect to WICK (In Wisconsin, to WICK or its Dealer). Such notice must be sent or delivered within one (1) year and ten (10) days of the Date of Delivery, (In Minnesota, within one (1) year and ninety (90) days of the Date of Delivery). WICK and/or its Dealer will make the appropriate adjustments and/or repairs necessary to remedy a warranted defect in your Home as soon as reasonably practicable. (In Wisconsin, adjustments and/or repairs will be made within thirty (30) days after receiving written notice of the claimed defect). Such adjustments and/or repairs will be made, without charge, at the site of the Home.

Exclusively for sales occurring in Wisconsin, if a repair, replacement, substitution or alteration is made under this Warranty and it is discovered, before or after expiration of the warranty period, that the repair, replacement, substitution or alteration has not restored your Home to the condition in which it was warranted, except for reasonable wear and tear, such failure shall be deemed a violation of this Warranty and your Home will be restored to the condition in which it was warranted to be at the Date of Delivery, except for reasonable wear and tear, at no cost to you or any person to whom you transfer your Home during the duration of this Warranty, even if the additional repair work occurs after the expiration of this Warranty.

Exclusively for sales occurring in Wisconsin, if, during any period of time after WICK and/or its Dealer receive written notice of the defect, your Home is uninhabitable as defined by rule of the Wisconsin Department of Industry, Labor and Human Relations, that period of time shall be considered part of the term of this Warranty.

WHAT IS NOT COVERED:

This Warranty does not extend to any components, parts, equipment, furniture or fixtures not manufactured by WICK, including but not limited to appliances, furnaces, water heaters, floor coverings and accessories installed in or on your Home which may or may not be warranted by their manufacturers, and WICK assumes no liability with regard to them. Except as otherwise provided in this Warranty or by applicable law, this Warranty is limited to the original retail purchaser of the Home. This Warranty does not cover any damage or any components, parts, equipment, furniture or fixtures requiring adjustment, repair or replacement: (1) resulting from normal wear and tear, (2) resulting from catastrophe, (3) resulting from your fault or negligence, (4) resulting from the fault or negligence of your contractors or agents, (5) resulting from improper use of your Home, (6) not resulting from defects in design, materials or workmanship while the Home is in your possession, (7) resulting from any alteration, modification or unreasonable use of your Home, or (8) resulting from failure to comply with the instructions for use and care of your Home described in your Homeowner's Manual. This Warranty does not apply to the normal maintenance of your Home or to any damage arising from the failure to have such maintenance performed.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES, AND NO PERSON (INCLUDING ANY AGENT, DEALER OR REPRESENTATIVE OF WICK) IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY CONCERNING WICK PRODUCTS EXCEPT TO REFER PURCHASERS TO THIS WARRANTY. FURTHER, ANY IMPLIED WARRANTIES (INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE LIMITED TO THE ONE-YEAR DURATION OF THIS WRITTEN WARRANTY. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THIS LIMITATION MAY NOT APPLY TO YOU.

YOUR EXCLUSIVE REMEDY WITH RESPECT TO ANY AND ALL LOSSES OR DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER SHALL BE REPAIR OR REPLACEMENT, AS SPECIFIED ABOVE. WICK SHALL IN NO EVENT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES, HOWEVER OCCASIONED, WHETHER BY NEGLIGENCE OR OTHERWISE. NO SUIT OR ACTION SHALL BE BROUGHT AGAINST WICK MORE THAN ONE (1) YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION THEREFOR. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THIS LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

CONDITIONS OF WARRANTY:

This Warranty is offered on the conditions that: (1) you comply with the instructions for use and care of your Home, including, without limitation, installation, set-up and maintenance, described in your Homeowner's Manual; and (2) the Warranty is validated by completing and mailing your Warranty Validation Card to WICK within thirty (30) days of the Date of Delivery of your Home at the following address: Wick Building Systems, Inc., 2301 East Fourth Street, P.O. Box 530, Marshfield, Wisconsin 54449.

Wick Building Systems, Inc.

8/87

Wick Building Systems, Inc.

2301 East Fourth Street
Post Office Box 530
Marshfield, Wisconsin 54449
715-387-2551

Marshfield Homes®
Artcraft Homes®
Rollohome®

Dear New Homeowner:

Congratulations! You have joined the rapidly growing number of satisfied owners of homes manufactured by Wick Building Systems, Inc. We are very proud of the confidence you have placed in us by purchasing one of our homes.

As a "people-oriented" company, we are dedicated to satisfying the needs and desires of our customers. We are committed to providing you with a home that will give you years of comfortable, carefree living; a home that is compatible with your own life style; one that will make you very proud.

This Manual has been prepared to give you all the information you will need to ensure the enjoyment of your home. It is an important part of home ownership. We urge you to read it carefully, paying special attention to the sections concerning safety and maintenance. We also urge you to read the manuals and other information provided for the appliances and equipment installed in your home. These materials should be kept in a safe place for quick and easy reference.

Your new Wick Manufactured Home has been constructed with quality building materials and represents the state-of-the-art in building methods and practices in the manufactured home industry. In addition, your new home has been designed and constructed to meet or exceed the stringent requirements of the National Manufactured Home Construction and Safety Standards Act (HUD Code). Your home has been inspected and tested throughout the assembly and construction process to assure that it complies with those Standards.

The Wick Limited One Year Warranty is included with this Manual. Please read it carefully. Please also be sure to fill out and mail your Warranty Validation Card to us. Failure to complete and return this card will affect your rights to obtain service under the Warranty.

We are proud of our company and the homes we build. We hope you will be happy in your new home. If you are, please don't keep it a secret. Pass it on. Help make others happy too!

Thank you for the trust you have placed in us by purchasing one of our homes.

Yours very truly,

Vice President
General Manager

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Postage Will Be Paid by Addressee

Wick Building Systems, Inc.
2301 EAST FOURTH STREET
P. O. BOX 530
MARSHFIELD, WI 54449

PLEASE READ THIS MANUAL CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR NEW WICK MANUFACTURED HOME WHICH WILL HELP ENSURE YOUR SAFETY AND COMFORT.

VARIOUS STATEMENTS OF SPECIAL SIGNIFICANCE ARE WRITTEN IN A BOLD TEXT AND/OR PRECEDED BY THE WORDS WARNING, CAUTION OR NOTE. YOU SHOULD TAKE PARTICULAR NOTICE OF THESE STATEMENTS WHEN READING THIS MANUAL.

THIS MANUAL SHOULD REMAIN WITH THE HOME AT ALL TIMES, AND PARTICULARLY AT TIMES OF RESALE. IF YOU SELL YOUR HOME, IT IS IMPORTANT THAT YOU GIVE THIS MANUAL TO ANY PERSON WHO BUYS THE HOME FROM YOU.

THANK YOU.

Wick Building Systems, Inc.

introduction

section I

YOUR WICK MANUFACTURED HOME MEETS STRICT FEDERAL STANDARDS

In 1974, the National Mobile Home Construction and Safety Standards Act was enacted. The purpose of this Act is "to reduce the number of personal injuries and deaths and the amount of insurance costs and property damage resulting from mobile (manufactured) home accidents and to improve the quality and durability of mobile (manufactured) homes." The Construction and Safety Standards issued by the Secretary of Housing and Urban Development pursuant to this Act govern how mobile homes must be constructed. These Standards cover the design and construction of your home. (They do not cover several portions of the home such as furniture, carpet, certain appliances, cosmetic features, or additional rooms and/or sections that you have added.) Your home was assembled and constructed in compliance with these Standards.

The Department of Housing and Urban Development (HUD) is the Federal Agency charged with administering the Act. Any questions concerning the Act or your rights thereunder can be directed to HUD or to the approved State Administrative Agency (SAA) in your state which acts as HUD's agent. A list of the current approved State Administrative Agencies is provided in the back of this Manual. You can contact HUD directly by referring to the Department of Housing and Urban Development under listings for the U.S. Government in your telephone book, or by calling or writing the Central HUD Office in Washington, D.C., as follows:

Division Director
Department of Housing & Urban Development
Manufactured Housing Construction Standards Division
451 Seventh Street, Southwest
Washington, D.C. 20410-8000
(202) 755-5210

The Act also provides that if for some reason your home does not meet the standards or contains safety hazards, the manufacturer of your home (Wick) must notify you of that fact. In some cases where there is a safety hazard involved, the Act may require the manufacturer (Wick) to correct the problem at no cost to you, or replace your home and/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 your dealer, the manufacturer (Wick), the approved SAA for your state, or the Department of Housing and Urban Development. We recommend that you contact Wick first as stated in your Warranty. This is the quickest way to have your problem or complaint considered.

To assist us, please be sure to have one of the HUD Owner Registration Cards provided in the back of this Manual completed and returned to us. If you bought your home from a dealer, please be sure that your dealer has completed and mailed a card for you. If you acquired your home from someone who is not a dealer, you should promptly fill out and send a card to us. We need the information which this card provides to help assure your protection.

introduction
section I

DATA PLATE/COMPLIANCE CERTIFICATE

Every Wick manufactured home contains a Data Plate which provides important information about your home, such as:

1. The address of the manufacturer's plant location where your home was assembled and constructed.
2. The date assembly and construction of your home was completed.
3. The serial number and model designation of your home.
4. A certification that your home was designed to comply with the Federal Manufactured Home Construction and Safety Standards in effect at the time of manufacture.
5. The name of the design approval agency (D.A.P.I.A.) which approved the design of your home.
6. A listing of all factory-installed equipment and appliances, the manufacturer's name and model designation information.

The Data Plate also provides important information for the functioning of your home within the geographical area for which it has been designed, such as:

1. Maps showing the Wind Loads and Roof Loads which your home will withstand, and the Outdoor Winter Design Temperature criteria to which your home was manufactured.
2. A Heating and Cooling Design Certificate containing the heating and cooling system(s) capacity specifications.

The Data Plate will be found in your home at one of the following locations: (1) On the back of the decorative door to the Electrical Service Panel; (2) On a wall in the Closet of the Master Bedroom; (3) On the back of an overhead cabinet door in the Utility Area; or (4) On the back of a vanity cabinet door in a Bathroom.

NOTE: BECAUSE OF THE SIGNIFICANT INFORMATION CONTAINED ON THIS DATA PLATE, IT SHOULD NEVER BE REMOVED.

OWNER RESPONSIBILITY

Your new Wick manufactured home should be a source of pride and satisfaction to you and your family. Along with these benefits comes your responsibility for its normal maintenance and upkeep. This Manual has been prepared to help you meet your responsibilities.

Like any valuable investment, your home needs care and maintenance to keep it in good working order. To assist you, we have provided a Maintenance Checklist (See Section X of this Manual) listing the principal areas and working systems of your home that should receive regular maintenance and attention. We encourage you to perform the minor repairs and adjustments that are customarily a part of home ownership. However, you should only attempt those home repairs you are qualified to undertake.

It is also your responsibility, working with your dealer, to make sure your home has been properly set up and installed at your home site as described in Section VIII of this Manual. You should also become acquainted with the operating instruction manuals supplied with the factory installed equipment and appliances in your home and follow their instructions as closely as possible. Your attention to these responsibilities will provide greater assurance of your long-term satisfaction.

The electrical, fuel supply, and water/plumbing systems of your home were designed and installed in accordance with accepted engineering practices. However, normal use through time may cause some breakdowns of components just as would happen in any other building or home. To prevent major problems, watch for danger signals such as continuous damp areas under drain and water lines, oil and gas leaks in your fuel system, and continuous tripping of circuit breakers or unusual flickering of lights. You should locate and become familiar with the gas, electric, and water shut-off locations in case you have a problem. If you are unable to locate them, or if you are not familiar with their functions, contact your dealer. If a breakdown does occur, consult a service or repair organization specializing in the specific area of trouble.

CAUTION: REPAIR OR REPLACEMENT OF OPERATING EQUIPMENT, APPLIANCES, ELECTRICAL, GAS, AND WATER SYSTEMS SHOULD ONLY BE MADE BY QUALIFIED AND TRAINED SERVICE PERSONNEL.

ALTERATIONS OR EXPANSION OF SYSTEMS

The correct interfacing of new work with the factory-built home is extremely important and requires special skill. Therefore, any modification, alteration or expansion of the structural, electrical, plumbing, heating, cooling or transportation systems of your home should only be undertaken by a qualified contractor. To assist you and your contractor, we will provide information or drawings that may be required, subject to Company Policy.

To obtain information or drawings, send a stamped, self-addressed envelope, along with a letter describing what you propose to do and the type of information required. Include the serial number and model designation of your home (from the HUD Data Plate). Submit your requests to Wick Building Systems, Inc., Manufactured Homes Division, 2301 East Fourth Street, Post Office Box 530, Marshfield, Wisconsin 54449.

CAUTION: MODIFICATIONS, ALTERATIONS OR EXPANSION OF YOUR HOME OR ANY OF ITS SYSTEMS SHOULD ONLY BE MADE BY A QUALIFED CONTRACTOR. IF PROBLEMS WITH THE HOME OR ANY OF ITS SYSTEMS DEVELOP AS A RESULT OF ANY MODIFICATION, ALTERATION OR EXPANSION, THE RESPONSIBILITY TO CORRECT THEM WILL BE YOURS.

warranty information

section II

WICK LIMITED ONE YEAR WARRANTY

Your new Wick Manufactured Home is warranted against defects in design, materials and workmanship for a period of one (1) year from the Date of Delivery to the original retail purchaser. The Wick Limited One Year Warranty is included as part of this Manual. Please take the time to review it carefully and understand it fully. It is very important that you know its contents and understand the conditions and limitations of warranty coverage.

Your Wick Limited One Year Warranty must be properly validated. To validate your Warranty, you must fill out and sign the Warranty Validation Card contained in this Manual and mail it to Wick within thirty (30) days of the Date of Delivery of your home. Your Wick Limited One Year Warranty will not be valid unless you do so. (See Warranty Validation).

CAUTION: FAILURE TO PROPERLY VALIDATE YOUR WICK LIMITED ONE YEAR WARRANTY WILL AFFECT YOUR RIGHTS TO OBTAIN WARRANTY SERVICE.

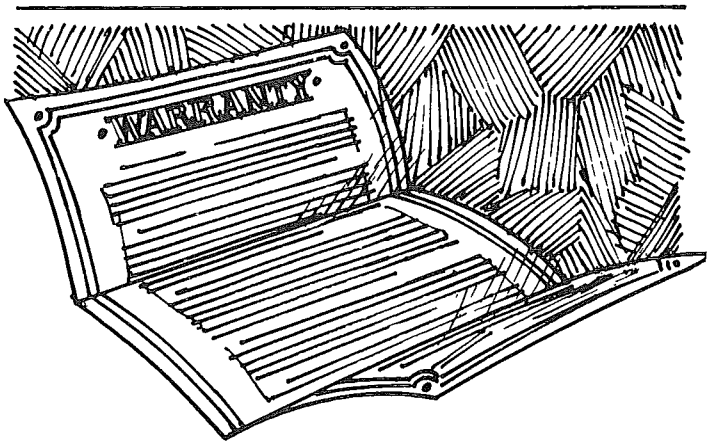
POST-OCCUPANCY INSPECTION/WARRANTY EXTENSION PROGRAM

You can obtain a 60-day extension of your Wick Limited One Year Warranty if you perform the inspections and checks contained on the Post-Occupancy Inspection Checklist provided in this Manual. Complete the Post-Occupany Inspection Checklist indicating the results of your inspections and checks, date and sign the Checklist and mail it to WICK within thirty (30) days of the Date of Delivery of your home at the following address:

Wick Building Systems, Inc.
2301 East Fourth Street
P.O. Box 530
Marshfield, WI 54449

Upon receipt of a completed Post-Occupancy Inspection Checklist, your Wick Limited One Year Warranty will automatically be extended for sixty (60) days beyond its original one-year term.

NOTE: PARTICIPATION IN THE POST-OCCUPANCY INSPECTION/WARRANTY EXTENSION PROGRAM IS NOT A CONDITION OF WARRANTY COVERAGE. HOWEVER, YOUR WARRANTY MUST BE PROPERLY VALIDATED IN ORDER TO OBTAIN THE 60-DAY WARRANTY EXTENSION. COMPLETION AND RETURN OF THE POST-OCCUPANCY INSPECTION CHECKLIST DOES NOT CONSTITUTE VALIDATION OF YOUR WARRANTY. (SEE WARRANTY VALIDATION)



OTHER WARRANTIES

Many of the components, appliances and equipment installed in your home, such as shingles, siding, windows and doors, floor coverings, range, refrigerator, water heater, furnace, and optional washer, dryer, dishwasher and garbage disposal are excluded from the Wick Limited One Year War-

ranty, but may be warranted separately by their respective manufacturers. You should locate and familiarize yourself with these other warranties. For your convenience, most of these warranties are provided along with this Manual. In some cases, such as the furnace and water heater, any warranties and operating instruction manuals are attached directly to the appliance, as required. If you cannot locate these other warranties, you should notify either the dealer from whom you purchased your home or Wick as soon as possible.

You should also know the identity and location of the manufacturer's local service representative to obtain warranty service for these components, appliances and equipment. We suggest that you record the pertinent information for obtaining warranty service on the Handy Service Reference form provided inside the back cover of this Manual. You can obtain this information directly from the warranty or manufacturer, or from the dealer from whom you purchased your home.

CAUTION: BE SURE TO COMPLETE ANY WARRANTY REGISTRATION CARDS SUPPLIED FOR THE ABOVE-MENTIONED COMPONENTS, APPLIANCES AND EQUIPMENT AND RETURN THEM DIRECTLY TO THE RESPECTIVE MANUFACTURERS.

HOW TO OBTAIN WARRANTY SERVICE

As previously discussed, each home manufactured by Wick Building Systems, Inc., is thoroughly inspected and tested before it leaves the factory. In addition, to assure that all systems are operating properly, your dealer and/or the installer of your home is required to test all plumbing, electrical, and gas or utility systems and make any minor adjustments that are deemed necessary before the home is turned over to you for occupancy. Despite these exhaustive measures, even the best built homes may occasionally require service to correct undetected problems. If a problem arises or a defect is discovered which you feel is covered under the Wick Warranty, you must send or deliver written notice of the alleged defect or problem to Wick (in Wisconsin, to Wick or its dealer) at the following address:

Wick Building Systems, Inc.
Warranty Service Department
2301 East Fourth Street
P.O. Box 530
Marshfield, WI 54449

Your notice must include a detailed explanation of the nature of the problem or defect, the serial number of your home, the address where the home is located, and a telephone number where you can be reached.

All requests for service under the Wick Limited One Year Warranty must be made in writing within the warranty period. Any adjustments and/or repairs under your Wick Building Systems Limited One Year Warranty will be performed as soon as reasonably practicable, without charge, at the site of your home.

Unless a problem or defect causes a hazardous or dangerous situation, we recommend that you wait at least sixty (60) days after the home is delivered to you before notifying us about any problems. During this time, compile a list of all problems or defects which you feel are covered under the Wick Warranty, and then send it to us. This will facilitate the correction and repair of all problems in one visit to your home and will result in less inconvenience to you.

IF ANY PROBLEM ARISES WHICH COULD POSE AN IMMEDIATE HAZARDOUS CONDITION, PLEASE DO NOT WAIT SIXTY (60) DAYS -- NOTIFY US IMMEDIATELY!

Your dealer and/or the installer of your home is responsible for servicing any problems that result from the delivery, installation and/or set-up of your home. If any problems develop that are the result of delivery, installation and/or set-up, you should call, write or visit your dealer. If your dealer does not respond or resolve the problem to your satisfaction, please notify our Warranty Service Department.

Repair and/or correction of any problems in any components, appliances or equipment that are separately warranted are the responsibility of the respective manufacturers. Service requests for those components, appliances and equipment should be sent directly to the respective manufacturers or their local service representatives. If you have difficulty obtaining service for any problems with the components, appliances or equipment that are separately warranted, please notify our Warranty Service Department.

If you have difficulty obtaining satisfaction from the Warranty Service Department, then you should contact the Consumer Affairs Department at the Corporate Headquarters of Wick Building Systems, Inc. Write the Manager of Consumer Affairs, Wick Building Systems, Inc., 403 Walter Road, P.O. Box 490, Mazomanie, WI 53560-0490. When writing, please provide a list or summary of the problem(s) that has not been resolved and include the serial number of your home and a telephone number where you can be reached.

Direct contact with the Consumer Affairs Department should be made only after you are satisfied that the efforts of the Warranty Service Department have not been successful.

for your safety and comfort

section III

FIRE SAFETY

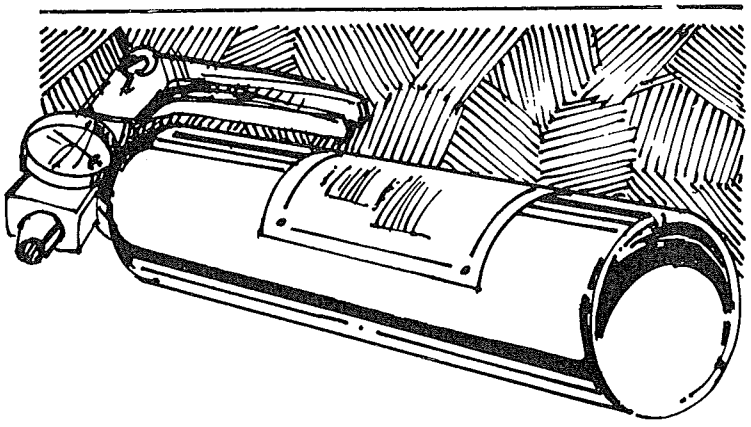
Your new Wick manufactured home was designed and constructed with your safety in mind. There are a number of fire safety features provided that are not normally found in most single family homes. These safety features, which are designed to provide early warning and rapid escape, include smoke detector(s), exterior exit doors and emergency exit (egress) windows. The location of these features varies with each floor plan. You should examine your home to locate each of these features and become familiar with their operation. If you need assistance, contact your dealer.

Smoke Detection Equipment

Smoke detectors are devices which sense smoke in the early stages of a fire and sound an alarm to warn occupants. Your home is equipped with a smoke detector(s) to protect each separate bedroom area. In those homes where all bedrooms are located at one end of the home, the smoke detector is located on the wall in the common hallway outside the bedrooms. In those homes where additional bedroom(s) are located at the opposite end of the home, or otherwise separated, an additional smoke detector is located on the hallway wall or other principal room immediately adjacent.

The smoke detector(s) installed in your home operates by means of a long-life LED (Light Emitting Diode) light source which projects light into a smoke chamber. A photocell is located in the chamber out of the normal light path. When sufficient smoke particles enter the chamber to scatter the light onto the photocell, the alarm is sounded. A subdued red light on the front of the detector is always lit during normal operation.

Smoke detectors should be tested periodically to ensure they are operating properly in the following manner: After power has been turned on to the detector circuit and the unit has been allowed to energize for a few minutes, slowly push the test button and hold for up to 30 seconds or until the alarm sounds at full volume. Release button and allow several seconds to reset. If detector does not alarm, repeat the test several times being careful to slowly and completely depress the test button. If the unit is energized and still does not alarm, it should be immediately returned to the manufacturer for repair.



for your safety and comfort
section III

Emergency Exit Windows

Each bedroom in your home is equipped with at least one emergency exit (egress) window unless the bedroom has an exit door opening directly to the outside. This window is designed for quick and easy opening for emergency exit. You and your family should become familiar with the location and operation of all emergency exit windows. Instruction decals explaining the operation are attached directly to the window. Your dealer will gladly point out the emergency exit windows and demonstrate their operation for you. All emergency exit windows must be prepared for operation immediately upon moving into your home. This may have already been done by your dealer. However, if you are in doubt, double check to make sure.

CAUTION: THE INSTRUCTION DECALS ON EMERGENCY EXIT WINDOWS SHOULD NEVER BE REMOVED. FURNITURE OR OTHER OBJECTS THAT WILL BLOCK ACCESS TO THE UNIT OR THAT WILL PREVENT THE OCCUPANT FROM READING THE INSTRUCTIONS SHOULD NEVER BE PLACED IN FRONT OF THE UNIT. COVERINGS, STORM WINDOWS, SCREENS OR OTHER SIMILAR OBSTRUCTIONS WHICH MIGHT IMPEDE ACCESS MAY RENDER THE EMERGENCY EXIT WINDOWS UNUSABLE DURING A FIRE OR SIMILAR DISASTER AND ARE THE RESPONSIBILITY OF THE OCCUPANT.

It is recommended that you operate each emergency exit window periodically to be sure it remains in proper working order. To operate emergency exit windows, follow the procedure provided on the instruction decals attached to the window.

Exit Doors

All Wick manufactured homes are equipped with two exit doors which are remote from each other and open directly to the outside. You and every member of your family should locate and become familiar with the operation of both exit doors in the event emergency exit is necessary.

The Nature of Fires

Whether in a conventional site-built home or manufactured home, once a fire starts it generates heat, smoke and poisonous gases which rise to the highest possible point and then begin accumulating. The layers deepen, extending downward from the ceiling toward the middle of the room. Thus, if an individual is awakened by the heat, he should try to crawl to safety.

In case of fire, experts say the worst move is to fling open the bedroom door. Instead, the correct action is to feel the door and the doorknob. If it feels hot, the door should be left closed. Exit through the bedroom window.

If children must be rescued in such a situation, the experts say it is best to leave by your bedroom window and enter from the outside through the children's bedroom window. If this is not possible and it is necessary to move through smoke-filled hallways or rooms, get down on the floor and crawl quickly on your hands and knees. If there is any breathable air at all, it is likely to be at approximately the head level of a small child or crouching adult. A damp cloth held over the nose and mouth can help filter the smoke from the air.

Remember, the best protection in the event of a fire is escape—evacuate your home as soon as possible.

DO NOT...

* Try to fight your own fire.
* Try to call the fire department from inside the burning house.

DO...

* Get out of the house.
* Meet immediately at a prearranged spot.
* Call the fire department from a neighbor's house.

Fire Safety Tips

Because all Wick manufactured homes are designed and constructed in accordance with the National Manufactured Home Construction and Safety Standards Act (HUD Code), you are assured that maximum safety has been incorporated into your home. However, the safety features which are provided in your home will be of little value if a fire should occur and you and your family are not prepared.

Discuss with your family the seriousness of fire safety. Agree upon a spot outside the home where everyone will meet in case a fire occurs. Determine two routes of escape from every room in your home—especially bedrooms. If you have small children, make sure they are never left unattended. Instruct your babysitter to follow the evacuation plan which you have established for your family. You should be sure each member of your family is thoroughly familiar with the meaning of a smoke detector alarm and with the location and operation of all exterior doors and emergency exit windows.

Every member of your family should also know how to prevent fires and how to escape in the event a fire should occur. As in all types of homes, a few simple precautionary measures practiced routinely can save lives in an emergency.

How to Prevent Fires

* Keep dust and lint to a minimum around heat sources like television sets, furnaces and appliances. An accumulation of lint burns just as well as paper.
* Never leave the home with something cooking on the stove.
* Keep matches and lighters away from children.
* Store flammable liquids in safe metal containers outside the home.
* Exercise care in the use of electricity. Don't overload electrical circuits or tamper with fuses and electrical wiring.
* Do not run extension cords across nails or under rugs. In fact, it is a good idea not to use extension cords on a permanent basis.

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* Don't smoke in bed.
* Use a flashlight to look into dark areas, never a match or candle.
* Dispose of oily rags in a covered metal container outside, or throw them away in outside disposal facilities.

What to do if a Fire Occurs

* If you see, smell or hear any hint of fire, evacuate the family immediately. Use windows to escape from bedrooms rather than take a chance on reaching the front door. If you must leave through a door, close it after you.
* Don't try to fight your own fire unless it is confined to a small area and your extinguishing equipment is adequate. Leave immediately and call for help from a neighbor's house. When reporting a fire, speak calmly, don't panic, and provide all the information needed.
* Never pour water on a grease fire—use baking soda. In case of a broiler fire, first turn the heat off. Then throw baking soda on the broiler pan and shut the oven door.
* Before opening the door in another part of the home, feel the inside of the door. If it's hot, don't open it. The smoke and heat may knock you out. Look for another route of escape. If smoke is pouring into the room, stuff bedding or clothing into the crack and get out of the home quickly.
* Whenever you are in a smoke-filled room, keep down close to the floor—the air will be easier to breath. Cover mouth and nose with a cloth, if possible. Don't assume clear air in a fire situation is safe. It could contain carbon monoxide which could affect your judgment and hamper escape.
* If your clothing ignites, roll over on the ground or floor. Running will only "fan" the flames.
* Never re-enter a burning home.

Fire Safety Checklist

General	**Yes**	**No**
1. Have all family members been briefed on fire safety?	____	____
2. Does everyone know how emergency exit windows and doors work?	____	____
3. Does everyone know how smoke detector(s) work and sound?	____	____
4. Do you have a family fire exit plan?	____	____
5. Do you have regular family fire exit drills?	____	____
6. Does everyone know how to call the correct fire department?	____	____
7. Are all electrical appliances or equipment used U.L. approved and in good working order with no frayed or broken plugs?	____	____
8. Are you avoiding overloading of electrical outlets?	____	____
9. Are all space heaters and lamps kept away from burnables?	____	____

Bedrooms

1. Are electric blankets U.L. approved?	____	____
2. Are lights in closets away from burnables?	____	____
3. Do you have rules against smoking in bed and are ashtrays kept away from beds?	____	____

Outside Home

1. Does the television antenna have a lightning arrestor?	____	____
2. Is the trash burner well away from things you don't want to burn?	____	____
3. Is the barbeque grill clean and away from all buildings?	____	____
4. Do you avoid storing old paint under the home?	____	____
5. Is gasoline stored away from the home?	____	____
6. Are all volatile liquids stored properly?	____	____
7. Is the lawnmower tank empty?	____	____
8. Is under-floor furnace ductwork in good repair?	____	____

HIGH WIND SAFETY

Your home has been designed for the installation of an anchoring system (tie-down equipment) to give you added safety and protection from the danger of high winds. In all geographical locations, and especially in high wind or hurricane-prone areas, the installation of tie-down equipment is recommended to prevent damage or injury from the home overturning or sliding off its supports.

Several tie-down systems are available on the market. For additional information, see Section VIII of this Manual or contact your dealer for his recommendations.

CAUTION: NO SITE-BUILT HOME OR MANUFACTURED HOME, ANCHORED OR OTHERWISE, IS SAFE IN EXTREMELY HIGH WIND CONDITIONS THAT OCCUR DURING TORNADOES OR HURRICANES.

INDOOR AIR QUALITY

What Causes Indoor Air Problems

Your Wick manufactured home has been constructed with quality building materials and represents the state-of-the-art in building methods and practices in the manufactured home industry. In addition, your home has been constructed to meet or exceed the stringent federal energy conservation requirements of the National Manufactured Home Construction and Safety Standards (HUD Code). Because of the extreme energy efficiency (tightness) of your home, formaldehyde and other contaminants generated through everyday living activities may become trapped inside the home. You should be aware of the various day-to-day living activities that introduce a variety of chemicals into the indoor air of your home. For instance, breathing, smoking, cooking, use of a wood-burning stove and gas-fueled clothes drying appliances all create formaldehyde, carbon monoxide and nitrogen dioxide, among other chemicals. Various cleaning

products contain a vast array of chemicals including formaldehyde, ammonia and chlorine. Bathing and clothes washing introduce excessive moisture (water vapor) which may encourage various types of mold, which, in turn, may produce mold spores which combine with indoor air. The curing of various glues used in certain building materials in your home may produce emissions of formaldehyde and other chemicals. Finally, various hobbies or activities in the home, such as furniture refinishing or painting, may introduce very strong vapors from chemicals such as xylene, toluene, ketones, acetates, glycol ether and various petroleum distillates. Very importantly, two chemical vapors may, under certain circumstances, combine to produce an even more potent or potentially deadly chemical pollutant in indoor air (i.e., combining a chlorine-based cleanser, such as Comet Cleanser, with ammonia will produce a deadly chlorine gas).

Until a few years ago, all of these pollutants and vapors escaped naturally from your home through tiny cracks in the seams of the home (i.e., the seam where the floor meets the walls, where the roof meets the ceiling and around doors and windows). Today, to meet the tough new federal energy conservation standards, the home incorporates additional insulation and vapor barriers, as well as very tight windows and doors. As a result, very little fresh air can get in and polluted air cannot get out. In effect, the practice of energy conservation has created the problem of indoor air pollution. This problem exists not only in manufactured homes, but in all new homes and in many offices and factory buildings as well.

Solving Indoor Air Problems

Being alert to the factors that can create indoor air quality problems must necessarily be your responsibility. This is because indoor air quality depends on where you live (city or country), how you live (the number of people in your family, whether or not anyone smokes and the types of activities or hobbies carried on in the home, as well as what chemical products are used in family activities), and what type of ventiliation you maintain in your home. There is an easy solution. In most cases, the solution is simply to exhaust stale, polluted indoor air and bring more fresh, outdoor air into the home by running kitchen and bath exhaust fans and by opening windows in your home. You may think that by opening windows you will greatly increase your heating or cooling costs, but this is not so. Merely "cracking" an outside window one-half inch or so at each end of your home will usually provide a healthful rate of air exchange with only a slight increase in your heating or cooling costs. This is a small price to pay for preventing indoor air pollution. You should constantly be alert to changes in the indoor air of your home. Whenever you feel that the air is stale or contains unpleasant odors, or if anyone in the home experiences any symptoms such as headaches, dizziness, nausea, diarrhea, burning or itching of the eyes, nose or throat, or other respiratory difficulties, you should promptly open windows and ventilate your home by introducing fresh air. If such symptoms persist after continuous ventilation of your home, you should consult your physician.

NOTE: SHOULD YOU SUSPECT INDOOR AIR POLLUTION AND YOU LIVE IN AN AREA WHERE THE OUTDOOR AIR IS KNOWN TO BE POLLUTED, VENTILATION MAY NOT SOLVE YOUR PROBLEM. IN THAT CASE, YOU SHOULD CONTACT YOUR LOCAL HEALTH DEPARTMENT FOR ADVICE.

Air Quality Improvement Options

Federal regulations require that buyers of manufactured homes be informed of available options for air quality improvement devices prior to purchase.

Health and comfort are important to all of us. Proper ventilation of the environment in which we live is essential to good health. Wick has alerted you to the factors that can create indoor air pollution. Wick is required to build your home to meet federal energy conservation standards. Energy efficiency standards and Wick's desire to provide you with a home that is economical to heat or cool has reduced natural air infiltration. The result of building a tight home to save energy is that contaminants generated in the home in everyday activites are trapped inside the home. Wick has no control over your living habits, but you do. You can control indoor air quality problems by being aware of and alert to the factors that can create indoor air pollution and by ventilating your home as often as necessary to minimize or prevent indoor air pollution. The U.S. Department of Housing and Urban Development requires all manufacturers to offer ventilation options through the National Manufactured Home Construction and Safety Standards. Optional ventilation systems can be factory-installed to provide additional ventilation in your home. Wick encourages you to carefully consider purchasing one of the following systems as a part of the purchase of your new home.

Coleman® Blend-Air™ Environmental System

Unless otherwise specified, a Coleman® Blend-Air™ Environmental System is installed as standard equipment in your home. The Blend-Air™ is designed to work in conjunction with your home's heating system to introduce fresh air to the attic cavity and the living area. Federal standards require that a mechanical air quality device has the capacity to introduce a minimum of 25 cubic feet of air per minute (cfm) into the living area. The Blend-Air™ has the capacity of introducing 30 to 50 cfm into the living area and 80 to 120 cfm into the attic cavity. In addition, the Blend-Air™ can help control the level of humidity in your home. There is a general consensus that higher levels of humidity can result in higher levels of indoor pollution.

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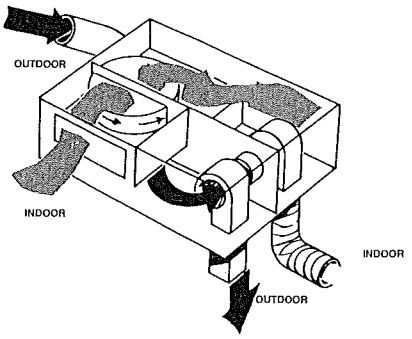
Coleman® Blend-Air™ Environmental System Specifications:

Description	Gas	Electric
CFM - Total	150	150
In Attic Cavity*	80 to 120	80 to 120
In Furnace Plenum*	30 to 50	30 to 50
RPM - Squirrel Cage	1800	1800
FLA - Full Load Amps	1.8	0.9
Operating Volts	115 VAC	230 VAC

***CFM will vary depending on furnace installation**

Airxchange Air-to-Air Heat Exchanger

The Airxchange Air Quality Control System utilizes an air-to-air heat exchanger which, unlike ventilation systems that simply bring in fresh air and exhaust stale air, actually recovers 80% of the heating or cooling energy from the air that is being exhausted. This energy, which is returned to the home in the fresh air, saves dollars you have spent to heat or cool your home.



Fresh air is drawn through a filter to remove dust and pollen. This means less dusting and greater comfort for allergy sufferers or individuals with respiratory problems.

Contaminants that are generated in the home, such as cooking odors, tobacco smoke, oven sprays and other cleaning and laundry materials, are exhausted from the home. An equal amount of filtered fresh air is drawn into the heat exchanger where 80% of the heating or cooling energy is picked up and put back into the home.

There are two systems available that may be factory-installed in your home. Both systems offer the following benefits:

* Improvement of indoor air quality for a more healthful and comfortable indoor environment.
* Humidity control—reduces excessive moisture build-up.
* Highly effective fresh air filter reduces dust and pollen in the ventilating air.
* Continuous, controlled ventilation with windows and doors closed and locked for security of home and occupants.
* Recovers 80% of heat in ventilating air.
* Rate of ventilation may be adjusted to meet individual needs.

Airxchange Air-To-Air Heat Exchanger Specifications:

MODEL 502 AIR-TO-AIR HEAT EXCHANGER
MOUNTING - Floor or Ceiling
FRESH AIR DISTRIBUTION - Ducted System with Floor Registers
MANUAL CONTROLS - High-Low Switch on Cabinet
NOMINAL CAPACITY - High Speed - 200 CFM - Low Speed - 150 CFM
POWER CONSUMED - 150 Watts
HEAT RECOVERY EFFICIENCY - 80%
PHYSICAL SIZE - 29¼" x 17⅜ " x 10¼"

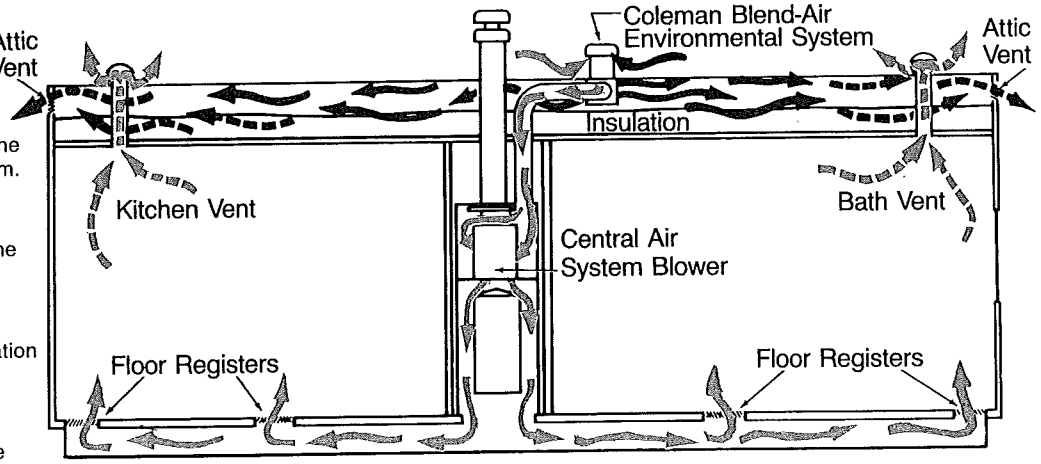
LEGEND:

Fresh air introduced into roof cavity by the Coleman Blend-Air Environmental System.

Fresh air introduced into the home via the central air system.

Humid air leaving attic due to pressurization effect.

Stale, humid air and odors leaving home due to pressurization effect.



MODEL 570 AIR-TO-AIR HEAT EXCHANGER
MOUNTING - Wall
FRESH AIR DISTRIBUTION - Non-Ducted-Self Contained
MANUAL CONTROLS - Variable Speed Control on Cabinet
NOMINAL CAPACITY - 30 to 70 CFM
POWER CONSUMED - 45 to 55 Watts
HEAT RECOVERY EFFICIENCY - 80%
PHYSICAL SIZE - 12⅝" x 22¼" x 7½" Semi-Recessed in Wall

Readily installed in the factory or on-site, the Airxchange Model 570 is designed for recessed wall mounting. It may be installed vertically between wall studs, or horizontally to accommodate location below a window.

HUD Important Health Notice

Federal regulations require that all manufactured homes contain the following "Important Health Notice."

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.

HUMIDITY AND CONDENSATION

As previously discussed, your home has been constructed to meet or exceed stringent federal energy conservation requirements of the National Manufactured Home Construction and Safety Standards (HUD Code). To meet these requirements, windows and doors built to substantially reduce air leakage are incorporated, as well as vapor barriers and additional insulation. These same features that make manufactured homes so energy efficient can, depending on the living habits of the occupants, cause moisture to build up and become trapped inside the home. Modern homes are better insulated, thus easier to heat and cool. They are tighter, thus cleaner and less drafty. They incorporate labor-saving appliances. These factors play a part in increasing the amount of moisture normally found in the air of your home.

Humidity is water vapor (moisture) in the air. Usually it's invisible, but sometimes it's concentrated enough to be seen. All air contains some amount of moisture. Proper humidity is necessary for your health and comfort and to ensure the long-life of your home. If the humidity (moisture) level is too dry, you may experience dry skin, throat and nose or high levels of static electricity resulting in shocks and clothes clinging to the body. It may also cause excessive shrinking of wood members resulting in loosening of glue joints in furniture, and loose doors and woodwork.

On the other hand, **too much** humidity (moisture) can cause problems and be damaging. If humidity levels (moisture) in your home are excessive, it can cause problems such as interior ceiling finish failure and staining, warping and/or staining of wall paneling and may eventually cause mildew in fabrics or carpeting and create an objectionable "musty" odor. Excessive indoor humidity levels (moisture) could be doing unseen damage to your home.

Where Does Moisture Come From

There are many things that generate moisture. Normal living activities, such as cooking, washing and bathing all create moisture. According to research, a family of 4 produces from 2-3 gallons of water a day. Cooking three meals a day adds 4 to 5 pints of water to the air. Each shower contributes ½ pint of water. Moisture is also produced by respiration (breathing) and perspiration of the home occupants, and from evaporation and transpiration of house plants. The normal perspiration and breathing of a family of 4 can add about ½ pint of water to the air every hour. Every activity that uses water adds moisture to the air. In addition to these sources, there are a variety of other situations which may encourage the accumulation of moisture in the air.

— Moisture from the "crawl space" or basement under your home. The ground in the crawl space or basement under your home can contain water vapor which can migrate up through the floors and walls.

— Direct infiltration due to rain and high winds or from a phenomenon called 'ice damming." Ice dams are formed on the roof when snow above warm attic spaces melts and drips onto cold eaves where it freezes again forming dams. Successive freezing and thawing cycles over a period of time can cause pockets of water to form behind the dams. This trapped water can penetrate roof construction and eventually leak into the attic space.

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— Humidifiers. Many homeowners install humidifiers to add moisture during the heating season. Due to new construction techniques, humidification is not necessary.

— Supplementary Heating Systems or gas appliances and equipment that are not properly vented. Moisture results in the combustion of gas in the flame. The flame produces hydrogen as a by-product of combustion, which, combined with oxygen of the air, produces water.

The first evidence of too much moisture in the air is condensation on windows or other cool surfaces inside your home. Moisture condensing on windows and damp spots on ceilings and room-side surfaces of exterior walls, particularly closets, can be a visible sign that there is too much moisture inside your home. Even water-filled blisters on "outside" paint surfaces can indicate excessive indoor moisture.

Excessive moisture-related conditions can also be present in concealed places such as inside the attic cavity or between walls. Moisture from inside the home can pass through walls and force its way to siding to form blisters under your exterior paint. This is because of a force called "vapor pressure." Moisture in wet air tries to flow toward drier air to equalize itself. This flow acts independently of air currents. In winter, inside air is much more humid than colder outside air, so the vapor pressure (or equalization process) actually forces inside moisture through cement, wood, plaster and even brick, toward the outside. Common indicators of concealed moisture are peeling of exterior paint, buckling or bulging of siding and wet areas near the ceiling and wall junctions.

Excessive moisture may not cause immediate visible damage. Damage may not appear until years later. Serious condensation (moisture) on windows is a danger signal. It indicates that the moisture level is too high. You must take steps to reduce moisture and stop condensation. The only way to reduce the moisture in your home is to control the source.

How To Control Moisture

As previously discussed, your home may be equipped with a mechanical ventilation device, such as the Coleman® Blend-Air™ Environmental System. These mechanical ventilation devices may aid in controlling the levels of humidity in your home. However, **you the homeowner must** take the necessary preventive measures to control the sources that create excessive moisture in order to assure the proper performance of these ventilation devices. Some of the suggestions and recommendations to minimize and prevent the accumulation of excessive moisture in your home are:

1. Stabilize the temperature in your home by correctly using the automatic thermostat for your furnace. Normally, a 70° indoor air temperature is sufficient for comfortable living. Air can only hold a limited amount of water vapor, and that amount depends on the air temperature. Warmer air is capable of holding more water vapor than cooler air. Therefore, do not attempt to maintain excessively high temperatures. It is best to establish a comfortable average temperature setting and then rely on your automatic thermostat to maintain it.
2. Although your forced-air heating system continually mixes inside air with dry fresh air, under extreme moisture conditions it is advisable to bring in additional fresh air by opening a centrally located window, even in the winter, to allow moisture-laden air to escape.
3. Be sure there is adequate ventilation of air throughout the home, including the areas behind electrical appliances, clothes dryer and in closets and wardrobes.
4. Run your bath exhaust fan during, and at least five minutes after, you bathe or take a shower. Run your kitchen exhaust fan during cooking and check the exterior and/or interior dampers to be sure they are unlatched and operate freely.
5. When bathing or showering, open the bathroom window a crack if you do not have a bathroom exhaust fan.
6. Do not locate beds or furniture tightly against walls as this prevents the free circulation of air.
7. Do not tape doors or windows closed. Do not seal your windows with plastic or block any vents.
8. Do not operate vaporizing inhalers for prolonged periods unless adequate ventilation is provided.
9. Keep registers and furnace filter clean for maximum air circulation.
10. If you have single-pane windows, install storm windows.
11. Do not humidify your home. Due to new construction techniques, humidification is not necessary.
12. If your home is skirted or has a crawl space foundation, make sure it is properly vented. Cover the ground in the area under the home (crawl space) with a vapor barrier to prevent water vapor from the soil rising into your home.
13. If you have a basement, take the necessary steps to prevent leakage of soil moisture into the basement. These steps will vary with soil and drainage conditions in your area.
14. Make sure your clothes dryer and all gas-fueled appliances are vented to the outside. Remember, water vapor is one of the by-products of gas combustion. If skirting or a crawl space foundation is installed, the dryer moisture must vent outside the skirting or foundation and not "under" the home.
15. Keep snow and ice off your roof to prevent the formation of ice dams.
16. If excessive moisture cannot be controlled, consider the use of a dehumidifier.

Excessive moisture can cause discomfort and result in expensive repairs. The table below shows maximum safe humidity levels for your home. Periodically use a humidity meter to check your humidity levels.

Outside Air Temperatures	Relative Humidity for 70 F. Indoor Air Temperatures
-20 degrees F or below	Not over 15 percent
-20 degrees F to -10 degrees	Not over 20 percent
-10 degrees F to 0 degrees	Not over 25 percent
0 degrees F to 10 degrees	Not over 30 percent
10 degrees F to 20 degrees	Not over 35 percent
20 degrees F to 40 degrees	Not over 40 percent

HOME SET-UP AND INSTALLATION

Your home was carefully engineered and constructed pursuant to approved standards and regulations. If your home is not properly set up and installed as it was designed to be, malfunctions may appear. Typically, your new Wick manufactured home will be delivered and installed by your Wick dealer. In some cases, this service may be provided for by your dealer through an independent contractor. The proper set-up and installation of your home is **extremely** important. Therefore, if you plan to make your own arrangements, you should be sure to contract with qualified and trained personnel experienced in manufactured home set-up and installation. In some areas of the country, state, city or local codes may require licensing of firms performing these services. If in doubt, you should check with your dealer or local agencies for the requirements in your area.

Instructions for set-up and installation of your manufactured home are provided in this Manual. These instructions must be used by your dealer or set-up man when installing your home. This Manual also contains procedures to be followed in connecting and testing the utility systems. These instructions must also be followed in order to avoid damage to your home and potential danger to you and your family. These instructions are intended to assist already qualified and trained personnel in the proper set-up and installation of your home. They are not intended to enable someone unfamiliar with manufactured home set-up and installation to perform these services. **Never** attempt to set up your home by yourself.

Some important factors to consider in ensuring the proper placement and correct set-up and installation of your home are covered below.

Selection of Site

We recommend that you choose a site having roads or other means for "easy" access to prevent damage from moving your home into position. The site on which your home will be located must possess certain fundamentals. Electrical service, fuel supply and water or other utility services must have adequate capacity and be connected properly to meet the needs of your home. These services must be provided safely and be installed in compliance with established state or local codes and possibly utility company requirements. If you plan to set up your home on your own lot, special site preparation may be required such as the installation of utilities on the lot. The methods and materials vary as determined by local conditions and regulations. Always check the local building codes for any provisions pertaining to home lots. If you plan to locate your home in one of the many manufactured home parks available, adequate electrical, gas, water and other utilities will probably already be installed. However, we recommend that you check with the park manager before installation to be sure.

Preparation of Site

Proper preparation of the site where your home will be located is extremely important. The area beneath the home must be evenly graded so there are no depressions where surface water can accumulate either underneath or outside the home. The site must have proper slope for surface water drainage to protect your home from possible damage. The drainage grade or slope required for residential lots is often specified by local building codes. The ground under the home should be covered with a continuous vapor barrier to prevent ground moisture from entering your home.

It is recommended that you place or "park" your home on a solid concrete slab or parallel "ribbons" of poured concrete, such as found in many manufactured home parks. If your home is placed on parallel concrete "ribbons," the area between the "ribbons," should be graveled for drainage. If your home is designed to be set on a permanent foundation or basement, installation is subject to local building codes.

Your home may also be placed on piers (concrete blocks) with "footings." If your home is installed in this manner, the soil under the home must be stable enough to provide firm support for the piers and footings. Footings must be placed on firm undisturbed soil, not loose fill. Pier support for your home can vary from state to state and depends on a number of factors such as whether it is a single-wide or sectional home, the compactness of the soil at the site and climatic conditions such as the incidence of freezing in the area.

If your home is to be located in an area where temperatures go below freezing, certain additional measures such as burying water lines below the frost line need to be considered. You should discuss any special local considerations appropriate to particular weather, terrain or other factors with your dealer or set-up contractor.

Blocking and Leveling

Proper blocking and leveling of your home is very important because:

1. It stabilizes the home and puts the home on a rigid foundation, providing the desired structural integrity.
2. It levels the floor which gives proper slope to the drain lines and ensures proper operation of the plumbing system.
3. It aligns panels and walls so that exit doors, cabinet doors and windows open and close properly.
4. It prevents undue stress to the roof or other structural members.

If your home is not correctly blocked and leveled, any one or more of the following problems could result:

1. Buckling, separating and/or loosening of walls, siding, ceilings, doors, floors and floor coverings, insulation, wiring, sinks, tubs and toilets, and miscellaneous other fixtures.
2. Improper operation of plumbing, electric, heating and air conditioning systems.
3. Improper operation of exit doors, cabinet doors, and windows.
4. Leaks in windows, doors and roofs.

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The floor system in your home is designed and constructed to withstand specific live load capacities. "Live load" consists of furniture or other items not part of the structure. Special provisions may need to be incorporated when blocking and leveling your home if extra heavy furniture or appliances such as water beds, large pianos or large upright freezers are to be placed in the home. It is recommended that you contact your dealer or a qualified contractor if you have any questions regarding the installation of extra large or heavy furnishings.

Securing Your Home

Your home has been designed for the installation of an anchoring system (tie-down equipment) to give you added safety and protection from the danger of high winds. In all geographical locations, and especially in high wind or hurricane prone areas, the installation of "tie-down" equipment is recommended to prevent damage or injury from the home overturning or sliding down and off its supports.

Many states require the anchoring of homes at the time of installation. Some lenders and insurance firms may require it also. If this is not required in your area, it is still recommended that you do so. It is a safety advantage to you and your family to anchor your home.

You, the homeowner, are responsible for installing the anchor system. You should not attempt to do this yourself however. The procedure depends on the design of your home, the soil conditions and other climatic factors. The part of the country where you live and the local climatic conditions will determine the details of securing your home which will be required to reduce wind storm damage. (For additional information about the specific procedure in your area, see Section VIII of this Manual or contact your dealer for his recommendations).

Settling and Releveling

As with any building, there is always the possibility that settling may occur after your home has been set-up and blocked for a period of time. Generally, if settling does occur, it will happen in the first six to eight weeks after set-up or in the spring. Settling is most likely to occur in those cases where the home is not sitting on a solid concrete slab or parallel "ribbons" of poured concrete, or in areas subject to seasonal freezing and thawing. When settling does occur, it can affect the proper functioning of locks and operation of doors, windows and cabinets and place undue strain and stress on the structural members of your home. It may also affect the tension in your tie-down devices. If your home begins to show signs of "sagging" such as sticking exit doors, cabinet doors and windows, you should check the home's leveling and take the necessary measures for correction. The instructions for releveling are provided in Section VIII of this Manual. The leveling of your home should be checked periodically, preferably in the spring, and the home releveled, if necessary.

CAUTION: RELEVELING SHOULD ONLY BE PERFORMED BY TRAINED AND QUALIFIED PERSONNEL. IT SHOULD NEVER BE ATTEMPTED ALONE OR BY SOMEONE NOT QUALIFIED. IF THE HOME SHOULD SLIP OR TIP, SERIOUS INJURY OR FATAL ACCIDENTS COULD OCCUR. IT IS RECOMMENDED THAT YOUR DEALER OR A MANUFACTURED HOME SERVICE FIRM BE ENGAGED TO PERFORM THIS SERVICE.

Skirting or Crawl Space Enclosure

Skirting not only adds to the beauty of the home, but it can also aid in the reduction of heat loss and prevent problems such as frozen plumbing. Some mobile home parks require that all mobile homes be skirted. If you choose to skirt your home, be sure to leave an access door so that you or your serviceman can get under the home for routine inspections or in case of emergencies.

If your home is skirted or located over a "crawl space foundation" the skirting or foundation **must** be adequately ventilated. Proper ventilation of skirting or a crawl space foundation is a must for two reasons:

1. It prevents moisture accumulation under your home.
2. It provides combustion air for appliances and mechanical equipment.

The amount of ventilation required is one square foot of "free area" venting for every 150 square feet of floor area in your home. If appliances or special equipment requiring combustion air from under your home are installed, additional ventilation may be required. (For additional information regarding skirting ventilation requirements, see Section VIII of this Manual).

CAUTION: IF YOUR HOME IS SKIRTED OR LOCATED OVER A CRAWL SPACE FOUNDATION, THE REQUIRED AMOUNT OF "FREE AREA" VENTILATION MUST BE PROVIDED IN THE SKIRTING OR CRAWL SPACE FOUNDATION.

WARNING: FAILURE TO PROVIDE THE REQUIRED AMOUNT OF "FREE AREA" VENTILATION COULD CREATE EXCESSIVE MOISTURE-RELATED CONDITIONS AND CAUSE SERIOUS DAMAGE TO YOUR HOME.

Material for skirting your home can be purchased from your dealer or at most mobile home supply companies. Lattice-work type or similar style skirting is recommended, because it allows for maximum ventilation. Aluminum or Fiberglass Skirting (with a "J" Rail System) is also available. The use of skirting products that claim to be self-venting or continuous venting are not recommended unless they provide the required amount of "free area" venting for your home.

UTILITY SYSTEMS

Your home has been designed and constructed using materials and equipment specifically selected to provide the best performance at a reasonable cost. The components of the electrical, fuel supply and plumbing systems have been selected to comply with the requirements of the National Manufactured Home Construction and Safety Standards (HUD Code) for proper performance and safety. These systems should never be modified without recognition of the considerations that were used in their design. If repair or replacement of a system component becomes necessary, the replacement component must have the same performance capability as the original component installed and must be compatible with other related system components. Only a qualified technician should adjust or alter in any fashion these important parts of your home.

Normal use through time may cause some breakdowns of the components of the electrical, fuel supply and plumbing systems. Regular inspections of the various power, fuel supply and plumbing systems in your home should be made. Watch for danger signals such as continuous damp areas under drain and water lines, leaks in your fuel system, and continuous tripping of circuit breakers or unusual flickering of lights.

CAUTION: REPAIR OR REPLACEMENT OF OPERATING EQUIPMENT, APPLIANCES, ELECTRICAL, FUEL SUPPLY AND PLUMBING SYSTEMS SHOULD ONLY BE MADE BY QUALIFIED AND TRAINED SERVICE PERSONNEL.

WARNING: FAILURE TO PROPERLY REPAIR OR REPLACE OPERATING EQUIPMENT, APPLIANCES, ELECTRICAL, FUEL SUPPLY AND PLUMBING SYSTEMS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Electrical Power Supply

Wiring

The intended homesite should be checked to see that the electric power supply available meets the needs of your home. Wiring of inadequate capacity can result in low voltage, causing a drop in light and appliance efficiency. Motors may burn out and circuit breakers may trip erratically. You may be paying for electricity you do not use.

The electrical system in your home was tested and inspected before your home left the factory. Receptacles, switches and light fixtures were checked for continuity and proper operation. A dialetric strength test was conducted to check for shorts. The electrical system should be re-tested at the time electrical service to your home is installed and connected to make sure that no damage has occurred in transit and that the connection between your home and the power supply source is safe.

CAUTION: INSTALLATION, CONNECTION AND TESTING OF THE ELECTRICAL SYSTEM IN YOUR HOME MUST BE PERFORMED BY A QUALIFIED ELECTRICIAN.

WARNING: FAILURE TO PROPERLY INSTALL, CONNECT, AND TEST THE ELECTRICAL SYSTEM IN YOUR HOME COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Grounding

For the protection of yourself and your family, it is vital that your home be properly grounded whenever connected to a source of power. The only safe and approved method of grounding is through an electrically isolated grounding bar (equipment ground) installed on your power supply panel. This bar bonds all non-current carrying metal parts of the home at a single point. The grounded conductor of the power supply in turn connects the ground system to a common grounding electrode.

WARNING: FAILURE TO PROPERLY GROUND YOUR HOME COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Electrical Panel and Circuits

The location of the electrical service panel (sometimes called the breaker box) depends on the particular floor plan of your home. You and the members of your household should become familiar with its location as soon as possible after occupying the home. This is the power supply for your home and contains the circuit switches for the electrical system.

Should electrical power become interrupted in a portion of your home, it is an indication that a circuit has been overloaded and that the circuit breaker switch has automatically broken the circuit for protective purposes. To re-establish power, open the hinged door of the electrical service panel and locate and reset the particular switch which has been tripped. If the circuit will not reset and hold, investigate immediately for shorts in appliances or other difficulties along the circuit. If the trouble cannot be **easily** determined, call a qualified electrician to correct the problem for you.

CAUTION: THE ELECTRICAL PANEL OF YOUR HOME CONTAINS HIGH VOLTAGE ELECTRICITY. ATTEMPTS TO CORRECT ANY DIFFICULTY SHOULD ONLY BE UNDERTAKEN BY A QUALIFIED ELECTRICIAN.

WARNING: FAILURE TO PROPERLY REPAIR ANY DIFFICULTIES IN THE ELECTRICAL SYSTEM COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Ground Fault Interruptor

The receptacles in the bathroom and on the exterior of your home (except for the heat tape receptacle mounted under the home) are protected by a "GFI" device (ground

fault interruptor). The GFI may be a part of the receptacle itself or it may be a special circuit breaker installed in the electrical service panel. Either type works on the same principle. These devices are highly sensitive to sudden overloading and are intended to protect you from injury by breaking the circuit.

If the GFI develops a pattern of breaking the circuit without apparent reason, call a qualified electrician to determine what is causing the problem.

The GFI device is equipped with a test button. You should periodically check any GFI devices to ensure that they are operating properly.

Fuel Supply Systems

The fuel supply system in your home was tested and inspected for leaks before your home left the factory. Since fittings or connections can work loose while the home is in transit, the entire fuel supply system, including all fuel lines, connections and appliance valves must be tested for loose connections or leaks at the time your gas is installed and connected, or any time after the home has been in transit or moved.

CAUTION: CONNECTING, TESTING AND ADJUSTING OF FUEL SUPPLY LINES, CONNECTIONS AND CONTROLS MUST BE DONE BY A QUALIFIED TECHNICIAN.

WARNING: FAILURE TO PROPERLY CONNECT, TEST AND ADJUST FUEL SUPPLY LINES, CONNECTIONS AND CONTROLS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

You should **never** attempt to repair the gas lines in your home. In most areas, the local gas company will service the gas system. If you smell gas, check the pilots of the various gas appliances. If you cannot locate the source of escaping gas, call the gas company immediately.

While you are waiting, don't light matches or flames, open all windows and close the main gas shut-off valve located near the gas meter. When the emergency is over, prior to turning the gas back on, all appliance valves **must** be closed. Make sure all pilots are properly lit. A pilot should be relit with great care. Before relighting the pilot, be sure the gas to the pilot has been off long enough for air currents to carry away all gas which has escaped into the room. If pilots malfunction, contact a qualified technician to make any adjustments necessary.

CAUTION: REPAIRS TO THE FUEL SUPPLY SYSTEM MUST BE MADE BY A QUALIFIED TECHNICIAN.

WARNING: FAILURE TO PROPERLY REPAIR THE FUEL SUPPLY SYSTEM COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Natural Gas Systems

Unless otherwise specified, many of the appliances installed in your home such as the furnace, water heater and range, are fueled by natural gas. These appliances must be carefully adjusted to accommodate the type of gas being used and the proper orifice(s) provided in the packets attached to your appliances must be installed. Incorrect adjustment can result in unsatisfactory operation and pilot failure.

CAUTION: ADJUSTMENTS OR MODIFICATIONS TO APPLIANCES MUST BE MADE BY A QUALIFIED TECHNICIAN.

WARNING: FAILURE TO MAKE THE PROPER ADJUSTMENTS TO ACCOMMODATE THE TYPE OF FUEL BEING USED (NATURAL GAS OR LP GAS) COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

LP Gas Systems

Because all homes are shipped natural gas ready unless otherwise specified, if LP Gas is utilized, the proper conversion must be made and the proper orifice(s) provided in the packets attached to your appliances must be installed.

If you convert to an LP Gas system, we suggest that the system be the vapor withdrawal type incorporating the use of a vapor drip leg cap.

CAUTION: ADJUSTMENTS OR MODIFICATIONS TO APPLIANCES SHOULD ONLY BE MADE BY A QUALIFIED TECHNICIAN.

WARNING: FAILURE TO MAKE THE PROPER ADJUSTMENTS TO ACCOMMODATE THE TYPE OF FUEL BEING USED (NATURAL GAS OR LP GAS) COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

The only LP or butane cylinder (or "bottle") that may be used is one bearing the approval marking of either the U.S. Department of Transportation (DOT) or the American Society of Mechanical Engineers (ASME). If in doubt, check with your local LP supplier.

Do not use a DOT container which has been involved in a fire unless it has been requalified for service according to DOT regulations.

Do not use a ASME container which has been involved in a fire unless it has been retested in accordance with the requirements for its original hydrostatic test and found to be suitable for continued service.

Oil Systems

Where oil is used as a fuel, an adequate supply must be readily available. This requires use of either an individual oil storage tank located adjacent to your home or a centralized oil distribution system as is now found in some of the newer manufactured home parks. When a centralized system exists, it is normally only necessary to hook up to the oil connection provided. The oil in the system is under pressure and is supplied through a suitable metering device.

When a centralized oil system does not exist, an oil tank must be installed. The top of the tank can be no higher than 8 feet above the appliance control valve, and the bottom of the tank can be no less than 18 inches above the control valve.

A readily accessible and approved manual shut-off valve must be installed at the outlet of the oil supply tank. Also, an approved oil filter or strainer must be installed in the oil line downstream from the shut-off valve. The oil filter must contain a drain for the entrapment and disposal of any water in the oil supply. (For additional information regarding oil systems and the operation of Oil Furnaces, see Section IV of this Manual).

CAUTION: CONNECTING, TESTING AND ADJUSTMENT OF OIL TANKS, LINES CONNECTIONS AND CONTROLS MUST BE DONE BY A QUALIFIED TECHNICIAN.

WARNING: FAILURE TO PROPERLY CONNECT, TEST OR ADJUST OIL TANKS, LINES, CONNECTIONS AND CONTROLS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Solid Fuel Systems

Your home may be factory-equipped with a woodburning fireplace or woodburning stove. This type of equipment is **not** intended to be a source for heating your home. The furnace installed in your home is sufficient to perform this function both comfortably and efficiently.

If you have a factory-installed woodburning fireplace or woodburning stove in your home, prior to starting a fire you should carefully read the operating instruction manual supplied by the manufacturer. You should also strictly adhere to the manufacturer's instructions for the safe use and proper maintenance for this type of equipment. (For additional information regarding the operation and use of woodburning fireplaces and woodburning stoves, see Section IV of this Manual).

WARNING: FAILURE TO FOLLOW THE FIREPLACE OR STOVE MANUFACTURER'S RECOMMENDATIONS AND INSTRUCTIONS FOR USE AND MAINTENANCE COULD CREATE A FIRE HAZARD AND CAUSE SERIOUS INJURY OR FATAL ACCIDENTS.

If you decide to install a woodburning fireplace or woodburning stove in your home at a later time, you should be aware of the following. This type of equipment should **never** be installed in a "sleeping" room. It **must** be a solid fuel burning type and listed and approved for installation and use in manufactured (mobile) homes. This equipment and all of its components must be installed in accordance with the terms of its listings and the manufacturer's installation instructions. Installation should be performed by a skilled and qualified individual.

CAUTION: INSTALLATION OF WOODBURNING FIREPLACES OR WOODBURNING STOVES MUST BE MADE BY A QUALIFIED TECHNICIAN AND IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

WARNING: FAILURE TO PROPERLY INSTALL A WOODBURNING FIREPLACE OR WOODBURNING STOVE COULD CREATE A FIRE HAZARD AND CAUSE SERIOUS INJURY OR FATAL ACCIDENTS.

To comply with accepted construction standards, the installation of any woodburning fireplace or woodburning stove should include the following:

1. A listed factory-built chimney designed to be attached directly to the fireplace or stove should be used. The chimney should be equipped with and contain as part of its listing a termination device(s) and a spark arrestor(s).
2. The chimney should extend at least 3 feet above the part of the roof through which it passes, and at least 2 feet above the highest elevation of any part of the home within 10 feet of the chimney. Portions of the chimney and termination that exceed an elevation of 13½ feet above ground level may be designed to be removed for transporting the home.
3. The combustion air inlet should conduct the air directly into the fire chamber, and should be designed to prevent material from the hearth dropping onto the area beneath the home.
4. The hearth extension should be of non-combustible material and not less than ⅜-inch thick. The hearth shall extend at least 16 inches in front of, and at least 8 inches beyond, each side of the fireplace or stove opening. The hearth should extend over the entire surface beneath the fireplace or stove and beneath an elevated or overhanging fireplace.

SUPPLEMENTARY HEATING SYSTEMS

The factory-installed furnace in your home is sufficient to heat your home comfortably and efficiently. The installation and use of Supplementary Heating Systems, such as woodburning furnaces or gas space heaters, is not recommended. Without the proper ventilation, this type of equipment could consume the oxygen in your home and leave deadly carbon monoxide or encourage the accumulation of excessive moisture in the air.

WARNING: THE INSTALLATION AND USE OF SUPPLEMENTARY HEATING SYSTEMS COULD CAUSE DAMAGE TO YOUR HOME, ENDANGER YOUR SAFETY OR RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

WATER AND DRAINAGE SYSTEMS

Water System

Water is supplied to your home through a standard ¾-inch pipe fitting, identified by a tag. Your new home's water lines have been factory-tested at 100 p.s.i. pressure. The system is designed and intended to operate properly at pressures not exceeding 80 p.s.i. If the water line pressure at the site of your home exceeds 80 p.s.i, you must install a pressure regulating valve at the water inlet to your home in order to hold the pressure allowed into your system at a maximum of 80 p.s.i.

for your safety and comfort

section III

A main water shut-off valve is installed in the home's inlet pipe located in the water heater compartment. This shut-off valve enables the home's water pipe system to be isolated from the water source for the purpose of making repairs or performing maintenance to your water supply system. Repairs might include such minor things as replacing a worn out water heater.

In areas where temperatures drop to freezing and below, the water supply line should be installed below the frost line and all exposed piping and connections to the home should be protected from freezing. The most common method of freeze protection is the application of heat tape. In more moderate climate areas, wrapping the pipe with insulation will do. An exterior receptacle has been installed on your home and conveniently located for plugging in a heat tape. It is located under the home near the water heater.

CAUTION: IF HEAT TAPE IS USED, IT MUST BE LISTED (APPROVED) FOR USE IN MANUFACTURED (MOBILE) HOMES.

WARNING: FAILURE TO USE HEAT TAPE APPROVED FOR USE IN MANUFACTURED (MOBILE) HOMES COULD CREATE A FIRE HAZARD AND CAUSE SERIOUS INJURY OR FATAL ACCIDENTS.

In some geographical locations, the main water supply on private water systems may contain corrosive properties. These corrosive properties may cause damage to your water system. If this condition exists in your water supply, the water should be treated. A reputable testing laboratory can advise you on the proper water treatment for your area.

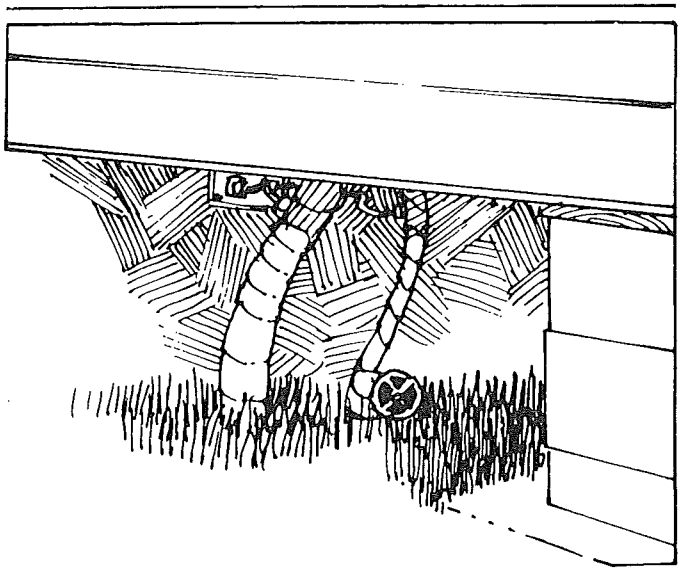
When leaving your home for any extended period of time, the main water shut-off valve should be closed. During periods of absence when freezing "might" occur, you should follow the precautions described in Section IX of this Manual to prevent freezing of water lines.

CAUTION: DURING PERIODS OF ABSENCE FROM THE HOME, PRECAUTIONS SHOULD BE TAKEN TO PREVENT FREEZING OF WATER LINES.

WARNING: FAILURE TO TAKE THE NECESSARY PRECAUTIONS TO PREVENT FREEZING OF WATER LINES COULD RESULT IN SERIOUS DAMAGE TO YOUR HOME.

Drainage System

Piping from the home outlet to the site connection must be installed with sufficient slope (¼ inch per foot) and be suitably supported to prevent the possibility of water standing in the pipe. To avoid stoppage and major plumbing problems, flush drains once each month, using a liquid drain opening compound.



appliances and equipment

section IV

Many of the appliances and equipment installed in your home are separately warranted by their manufacturers. The manufacturers may also supply separate manuals detailing instructions for proper operation as well as care and maintenance. If you sell your home, this information should remain with the home when you transfer ownership.

The information that follows is supplemental to any instructions provided by the appliance or equipment manufacturer and is not intended to conflict in any way with those instructions. To obtain best performance results, you should refer to the instructions provided by the manufacturer with regard to placing in service, operating and maintaining the appliances and equipment.

You should **never** attempt to repair or alter any of these appliances or equipment yourself. This should only be done by a qualified service technician. If it becomes necessary to replace any of the appliances or equipment in your home, you should be sure they are listed and approved for installation and use in manufactured (mobile) homes. You should also be sure the replacement appliance or equipment is installed in accordance with the terms of its listing and the manufacturer's installation instructions and that the installation is performed by a qualified technician.

CAUTION: REPAIR OR REPLACEMENT OF ANY APPLIANCES OR EQUIPMENT MUST BE MADE BY A QUALIFIED TECHNICIAN.

WARNING: FAILURE TO PROPERLY REPAIR OR REPLACE ANY APPLIANCE OR EQUIPMENT COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Many of the heat producing appliances installed in your home, such as the furnace, water heater, and clothes dryer or fireplace, if installed, draw fresh air for combustion from "outside" the home. This differs from most site-built homes where it is customary to draw the combustion air from inside the home. Your Wick manufactured home's sealed combustion system has advantages over conventional systems because:

1. It is safer. Combustion gases are **not** released into the interior of the home.
2. It is more economical. Inside air which has been heated or cooled to the desired temperature is not lost through the exhaust duct or chimney.

If your home is skirted or located over a crawl space foundation, you may need to increase the amount of "free area" venting installed in your skirting or crawl space enclosure if any of these appliances or equipment draw fresh air for combustion from under your home. (For additional information regarding ventilation requirements for your skirting or crawl space enclosure, see Section VIII of this Manual).

RANGES

Unless otherwise specified, all homes are equipped with factory-installed gas cooking ranges. These ranges use either natural gas or LP (liquefied petroleum) gas. The range must be carefully adjusted to accommodate the type of gas

being used and the proper orifice must be installed. Incorrect adjustment can result in unsatisfactory operation and pilot failure.

The entire gas system must be thoroughly inspected and tested by a qualified technician for leaks or loose connections before the gas is turned on.

WARNING: FAILURE TO MAKE THE PROPER ADJUSTMENTS TO ACCOMMODATE THE TYPE OF GAS BEING USED (NATURAL GAS OR LP GAS) COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

WARNING: FAILURE TO INSPECT AND TEST THE GAS SYSTEM FOR LEAKS OR LOOSE CONNECTIONS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

DRYERS AND WASHERS

All homes designed for installation of automatic clothes dryers and washers as optional appliances are properly wired, plumbed and vented at the factory for such installation.

If your home is not factory equipped with a dryer or washer and you decide to install one at a later date, be sure that the appliance is approved for manufactured (mobile) home installation and that it is installed as specified by the manufacturer's installation instructions.

If a clothes dryer is installed, its exhausted air and moisture must be vented to the outside, either through the floor or sidewall. If your home is skirted or located over a crawl space foundation, the dryer moisture must vent outside the skirting or foundation.

WARNING: FAILURE TO VENT CLOTHES DRYER EXHAUSTED AIR AND MOISTURE OUTSIDE THE SKIRTING OR CRAWL SPACE FOUNDATION COULD CAUSE DAMAGE TO YOUR HOME OR CREATE A FIRE HAZARD.

HEATING SYSTEMS

The furnace installed in your home is designed to provide years of service free operation with minimal maintenance. In general, the following steps for maintenance should be followed to ensure the proper operation of your furnace, whether it is electric, gas or oil:

1. Pilots on furnaces should be kept burning throughout the year to prevent condensation and rusting.
2. Filters should be kept clean by washing or replacing them periodically.
3. The blower and blower motor should be cleaned and oiled as recommended.
4. The furnace should be inspected once a year (preferably in the fall) by a qualified service representative and repaired as necessary.

The furnace is installed in an enclosed compartment. This furnace compartment is **not** intended to be a storage area. The life of your furnace can be prolonged by keeping this compartment area clean. When access to the furnace is required, the compartment door can be opened by grasping the bottom of the door and pulling outward.

The operation of your furnace is entirely automatic and is thermostatically controlled at the temperature selected. The furnace blower forces heated air through ducts and distributes the heated air through registers located in various rooms. This air is then pulled back to the furnace through return air openings, reheated, and the discharge cycle is repeated. The combustion air enters through a double stack so that the furnace takes no oxygen from inside your home.

To assure that the heat is properly distributed throughout your home, adjustment of heat registers is required. This can be accomplished by limiting warm air flow in rooms located near the furnace area and directing more air flow to the rooms farthest away. Room size and window area should also be kept in mind, with the amount of air flow regulated accordingly.

CAUTION: THE FURNACE INSTALLED IN YOUR HOME IS SUFFICIENT TO HEAT YOUR HOME. INSTALLATION AND USE OF SUPPLEMENTARY HEATING SYSTEMS SUCH AS WOODBURNING FURNACES OR GAS SPACE HEATERS IS NOT RECOMMENDED.

WARNING: INSTALLATION AND USE OF SUPPLEMENTARY HEATING SYSTEMS COULD CAUSE DAMAGE TO YOUR HOME OR RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Gas Furnaces

Unless otherwise specified, all homes are equipped with factory-installed gas fueled, forced air furnaces. These furnaces use either natural gas or LP gas. The furnace must be carefully adjusted to accommodate the type of gas being used and the proper orifice must be installed. Incorrect adjustment can result in unsatisfactory operation or pilot failure.

The entire gas system must be thoroughly inspected and tested by a qualified technician for leaks or loose connections before the gas is turned on.

WARNING: FAILURE TO MAKE THE PROPER ADJUSTMENTS TO ACCOMMODATE THE TYPE OF GAS BEING USED (NATURAL GAS OR LP GAS) COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

WARNING: FAILURE TO INSPECT AND TEST THE GAS SYSTEM FOR LEAKS OR LOOSE CONNECTIONS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Oil Furnaces

Where oil is used as fuel for heating, an adequate supply must be readily available. In general, this means the use of either an individual oil storage tank or a centralized oil distribution system found in many of the new manufactured home parks. If you have an individual storage tank, it must be located a suitable distance from your home in an area free from danger of fire, and it should be positioned so that

it can be kept clean and free from moisture. The tank should be kept as full as possible to prevent excessive condensation and rusting.

Points To Observe In Operating Oil Furnaces:

1. Use only the fuel oil recommended in the furnace operating instructions or on your data plate. Gasoline or naptha must **never** be added to the fuel oil.
2. Oil supply lines should be checked (in the fall) for possible leaks or kinks. In colder climates, "exposed" lines should be wrapped to prevent the oil from congealing.
3. The bottom of the outside tank must be at least 18" above the oil level marked on the fuel control valve (carburetor).
4. If your home is located in a high altitude area, special operating procedures may be recommended. Check the operating instruction manual.

MECHANICAL VENTILATION DEVICE

Unless otherwise specified, your home is factory-equipped with a Coleman® Blend-Air™ Environmental System. The Blend-Air™ is a mechanical ventilation device that helps reduce indoor moisture, attic moisture and odors in manufactured homes.

CAUTION: DO NOT DELIBERATELY DISCONNECT THE BLEND-AIR™ BLOWER. IF YOU WAIT TO RUN THE BLEND-AIR™ UNTIL VISIBLE SIGNS OF MOISTURE APPEAR, MOISTURE DAMAGE MAY HAVE ALREADY OCCURED.

The Blend-Air™ is designed to work in conjunction with your Coleman® furnace. Fresh air is introduced into the living area in conjunction with the furnace blower operation. When the furnace blower turns on during the heating cycle, the Blend-Air™ Blower automatically starts operating. Outside air is drawn into the Blend-Air blower, with most of the air being discharged into the attic area. A portion of the air being drawn into the Blend-Air Blower is discharged into a flexible duct which is attached to a damper assembly at the return air inlet of the furnace. The damper assembly opens to allow the air to enter into the furnace. This air is heated and then discharged by the furnace into the duct system where it is delivered into the living quarters. When the furnace blower shuts off, the Blend-Air Blower also turns off, and the damper blade swings shut, preventing warm inside air from escaping up through the flexible duct to the outside.

The Blend-Air™ System is designed to operate automatically by setting the thermostat at the desired temperature on "cooling" or "heating." If you have an air conditioner, the system is designed to prevent fresh air introduction when the air conditioner is operating. There are certain other options for operation of the Blend-Air™ System which are discussed in the Owner's Operating Instruction Manual.

The fresh air filter in the damper assembly should be removed and cleaned every 30 days. The damper is located either in the upper left hand or right hand corner of the furnace inside the blower compartment. (See the Owner's Operating Instruction Manual). After the start of each heating season, the furnace and Blend-Air™ System operation should be checked and inspected by an experienced service technician.

CAUTION: THE BLEND-AIR™ UNIT AND ROOF JACK MUST BE KEPT CLEAR OF SNOW. FAILURE TO DO SO MAY RESULT IN PILOT FAILURE OR INEFFICIENT OPERATION.

WATER HEATERS

Unless otherwise specified, all homes are equipped with a factory-installed gas or electric water heater. Gas water heaters use either LP gas or natural gas. The water heater must be carefully adjusted to accommodate the type of gas being used (Natural Gas or LP Gas) and the proper orifice must be installed. Incorrect adjustment can result in unsatisfactory operation or pilot failure.

The entire gas system must be thoroughly inspected and tested by a qualified technician for leaks or loose connections before the gas is turned on.

WARNING: FAILURE TO MAKE THE PROPER ADJUSTMENTS TO ACCOMMODATE THE TYPE OF GAS BEING USED (NATURAL GAS OR LP GAS) COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

WARNING: FAILURE TO INSPECT AND TEST THE GAS SYSTEM FOR LEAKS OR LOOSE CONNECTIONS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

All water heaters are equipped with thermostats to maintain the water at the desired temperature. The normal temperature setting is 120°F. However, a minimum setting of 140°F is required for automatic dishwashers. Water heaters are also equipped with a temperature/pressure relief valve to prevent any danger if the thermostat fails.

Both natural gas and LP gas water heaters require combustion air for proper operation. The intake for combustion air is provided in one of the following ways: (1) a side intake air chute, (2) a through-the-floor air intake chute, or (3) a louvered exterior access door to the water heater compartment. The water heater air intake chute should **never** be blocked or obstructed so as to prevent the passage of air.

CAUTION: BOTH ELECTRIC AND GAS WATER HEATER TANKS MUST BE FILLED WITH WATER PRIOR TO TURNING ON THE ELECTRICITY OR LIGHTING THE BURNER.

WARNING: FAILURE TO FILL THE WATER HEATER TANK PRIOR TO TURNING ON THE POWER OR LIGHTING THE BURNER COULD RESULT IN DAMAGE TO THE TANK OR WATER HEATER ELEMENT.

appliances and equipment

section IV

FIREPLACES AND WOOD STOVES

If your home is factory-equipped with a woodburning fireplace or woodburning stove, be sure to follow the manufacturer's instructions for the proper operation and maintenance required. Prior to starting a fire, you should do the following:

1. Check the combustion air intake to make sure it is not obstructed.
2. Make sure that the chimney stack extension and roof cap have been installed in accordance with the fireplace manufacturer's installation instructions.

Points To Observe In Operating Woodburning Fireplaces Or Woodburning Stoves:

1. Burn only well seasoned dry wood. Resinous, green or sappy wood should never be used. When these woods are burned, the volatile products such as turpentine, tar and pitch (commonly referred to as creosote) are frequently distilled out without burning and can condense in the inner surface of the flue and chimney. If these accumulate over a period of time and then ignite later when a hot fire exists, the resultant combustion within the flue may produce temperatures which can damage the liner or cause a fire.
2. Burn solid fuel **only**. Highly flammable liquids, painted, lacquered or coated wood, excelsior, cardboard, etc., can cause flash ignition which can damage the heating unit or distort door frames.
3. If the unit has glass doors, be sure the grate is 4" to 6" away from the doors. If closer, there is a possibility of glass breaking.
4. Build fire slowly, a roaring fire can cause glass breakage through thermal shock.
5. Clean glass promotes cooler glass and reduced temperature strains. Glass doors should never be cleaned while hot. Sudden temperature changes can lead to breakage. Avoid abrasive cleaners as they can scratch glass.

For additional information regarding the installation and use of woodburning fireplaces or woodburning stoves, see Solid Fuel Systems in Section III of this Manual.

AIR CONDITIONER

If air conditioning equipment is installed at the factory, it is properly wired and fused. It is the responsibility of your dealer or set-up crew to hook up and check out the air-conditioning system prior to operation.

Before turning on the air conditioning unit or system, be sure to read all instructions provided by the manufacturer, including those for care of the air filter. The filter must be cleaned or replaced periodically. Usually filters can be cleaned sufficiently by a thorough flushing with tap water from a tap or hose. Hot water and detergent can also be used, if necessary.

If your home is **not** factory-equipped with an air conditioning unit, and you decide to have one installed later, contact your Wick dealer for guidance in selecting the proper equipment. Refer to the "Heating/Cooling Certificate" on your Data Plate. Any air conditioning equipment, whether installed at the time your home is delivered, or later, should be listed by a nationally recognized testing laboratory.

CAUTION: IF YOUR HOME IS FACTORY-EQUIPPED WITH A COLEMAN® BLEND-AIR™ ENVIRONMENTAL SYSTEM, MAKE SURE ANY AIR CONDITIONING EQUIPMENT SELECTED IS COMPATIBLE OR CAN BE ADAPTED TO BE USED IN CONJUNCTION WITH THE BLEND-AIR™ SYSTEM. SPECIAL PRECAUTIONS OR WIRING APPARATUS MAY BE REQUIRED. CONSULT A QUALIFIED TECHNICIAN.

Be sure to utilize the services of a qualified technician for the selection and installation of any air conditioning equipment. Make sure it is installed in accordance with the manufacturer's installation instructions and in such a manner that simultaneous operation of heating and air conditioning equipment is prevented.

If you have non-factory air conditioning installed at a later date, attention should be given to the following:

1. The electrical service in your home should be adequate to handle the additional load if the air conditioning is to be powered by the "house power." If necessary, power may be brought in from an outside source. Consult a qualified electrician.
2. If your air conditioning unit is to operate through an "A"-coil in your home's air distribution system, it must **not** exceed the maximum allowable size as stated on your home's comfort cooling certificate.
3. If the furnace has built-in capacity for an "A"-coil, simply follow the manufacturer's installation instructions.
4. If the system is self-contained, i.e., the compressor cooling coils and blower are located outside the home, the following provisions must be met:

a. an automatic damper must be installed between the furnace and the home's air duct system, and another between the remote unit and the air duct system. This prevents conditioned air from being forced back into the furnace when the air conditioner is operating. It also prevents warm air from being forced out into the air conditioner when the furnace is operating. If your home has not been specifically manufactured with one or both of these dampers installed, the supplier of your remote air conditioning unit should provide them along with installation instructions. **If the supplier does not furnish the proper damper and installation instructions, we recommend you insist that he obtain them for you before you purchase the unit.**

b. The duct system leading from the remote unit to your home must be securely supported and not in contact with the ground.

c. The duct carrying air from the remote unit to the home should be connected to the home's main duct at a point where there are approximately as many registers forward of the connection as there are to the rear. The duct used for returning air to the remote unit should be installed as close to midway in the home as practical, but within the main living area (living room, dining room, kitchen) and near an exterior wall.

interior maintenance

section V

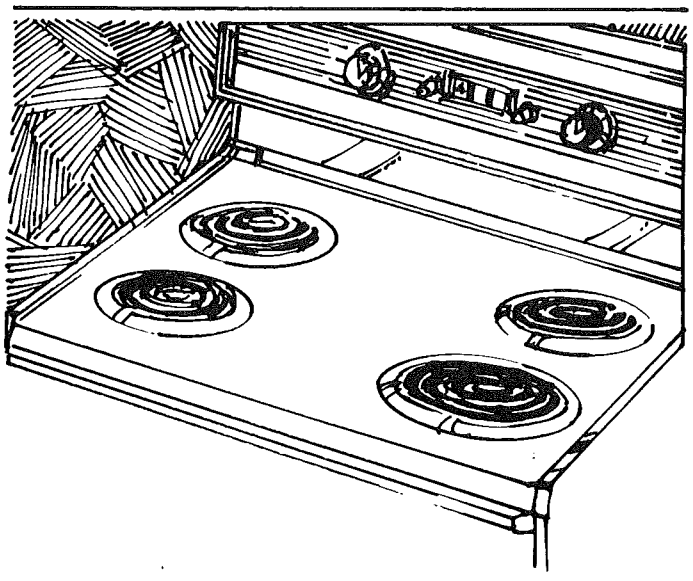
As previously mentioned, many of the appliances and fixtures installed in your new home are warranted separately by their manufacturers. The manufacturers may also supply individual manuals detailing use and care information. Any manuals supplied for these appliances or fixtures should remain with the home if ownership is ever transferred. To obtain best performance results, you should refer to the specific instructions for care and maintenance provided in these manuals.

Maintaining the interior of your new home simply requires the normal, common sense effort required to keep any home in good shape. However, there are some general maintenance rules which should be followed in caring for these appliances or fixtures. The information that follows is not intended to conflict with any instructions for maintenance provided by the manufacturer of any appliance or fixture.

RANGE

The exterior surface of your range or built-in cook-top and oven is porcelain enamel fused onto steel at very high temperatures. While this is a very durable surface, it should never be subjected to sharp blows or sudden, radical temperature changes which could cause the enamel to chip or crack.

In general, harsh cleansers should not be used on these surfaces. **Never** use steel wool pads, wire scourers or very gritty cleansers as they will mar the surface. Clean regularly, when the surface is cool, with a soft cloth dampened in detergent solution. Use a dry cloth or paper towel to dry the surface. When the surface is warm, use a dry cloth or paper towel to clean spatters or spills. A damp cloth might cause sudden cooling and may fracture the finish. Also, since some foods contain acid which can dull the enamel finish, any spills should be cleaned immediately. For a thorough cleaning of porcelain and chrome surfaces, use a gentle kitchen cleanser powder or a chemical grease remover. Stubborn stains may be removed by a quality chrome polish.



interior maintenance

section V

Removable burners on gas ranges may be soaked clean in a solution of baking soda and warm water to remove food particles. For non-removable burners, use a wire brush to remove food particles, taking care not to push particles into the burner holes.

REFRIGERATOR

The interior of both the refrigerator and freezer should be cleaned as needed, or at least once a year, using a baking soda and warm water solution (one teaspoon of soda per quart of water). Thoroughly rinse with warm water and wipe dry. Use the same procedure for cleaning the door gasket, vegetable and meat pans, and all plastic parts.

Clean the exterior regularly with a mild soap-and-water solution. **Avoid** use of abrasive scouring powders or any oily furniture polish. Rinse thoroughly with clear water and dry with a paper towel or soft cloth. If desired, added luster may be obtained by applying a high grade appliance wax.

DISHWASHER AND LAUNDRY EQUIPMENT

The exterior surfaces of these appliances are baked-on porcelain enamel and can be cleaned according to the same instructions provided for cleaning the range surface. **Never** use gritty or harsh cleansers or scouring pads as they will mar the finish.

Periodically wipe down the interior drum of the clothes dryer with a soft damp cloth. Prior to using the dryer, always check the lint trap to make sure it is clean.

The porcelain tub of the clothes washer is designed to be self cleaning. After each use, leave the lid open until the moisture has evaporated.

GARBAGE DISPOSER

Disposers are built to give trouble-free performance in disposing of normal food wastes such as vegetable leaves and tops, peelings, rinds, coffee grounds and plate scraps. Disposers are **not** designed to grind and dispose of large bones or non-food waste items such as bottles, bottle caps, glass, china, leather, cloth, rubber, string, etc.

Disposers are designed to be self-cleaning, scouring themselves thoroughly after every use. Motors are permanently lubricated for the life of the unit.

CEILINGS

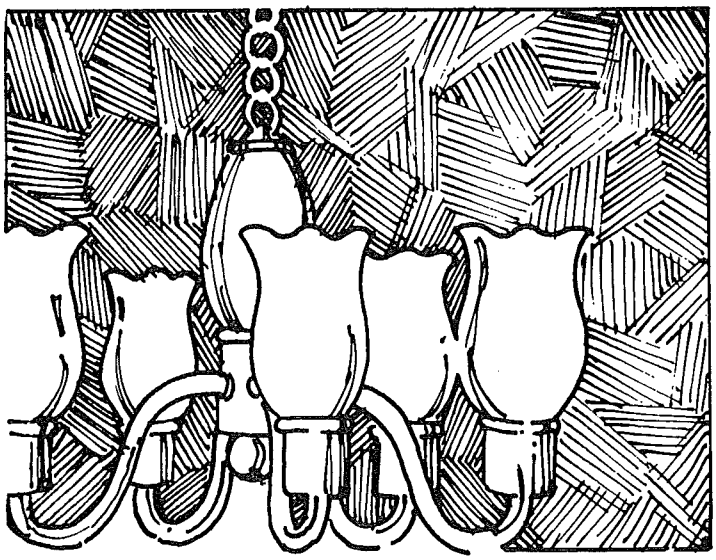
Your new home has been constructed with a ½" textured drywall ceiling. This is one of the newest innovations in manufactured housing. With very minimal care, this beautiful ceiling will remain a focal point of your home. Listed below are some helpful hints regarding care of your textured ceiling.

1. If transportation causes narrow cracks at the ceiling seams, the following simple procedure should be followed. Mix a small amount (quarter cup) of the powder material sent in the plastic pouch with your home with water, adding water in small amounts until you achieve a paint like consistency. After the proper consistency has been achieved, strain the mixture through a small piece of screen or cloth. This will leave only the liquid material left, with the textured particles remaining on the screen or cloth. Using the foam brush that was included with the powder mixture, dab the paint into the crack line. If additional texturing material is needed for any reason, it is available at most Sherwin Williams paint stores. The material is Triko Aristex Poly Course.

2. If for any reason your ceiling becomes stained, follow this procedure. Using any clear bleach, spray or dab the stained area with a sponge. Care should be taken to avoid spillage on walls or carpet. Normally the bleach will remove stains completely. However, if slight discoloration remains after it dries, cover the stained area with some of the same ceiling texture material as outlined in 1, above.

3. If painting of your ceiling becomes necessary, it is recommended that you choose an oil-based formula paint. To assure lasting performance, be sure to apply your paint correctly. Best results are obtained when using a spray application method. If spray application is not practical, then a ¾" nap length roller should be used, applying fast light strokes. Do not roll back and forth. Roll in one direction, let dry, then roll in the opposite direction.

NOTE: DUE TO THE CHARACTER OF THE TEXTURED CEILING, WASHING IS NOT RECOMMENDED.



WALLS

Wood Wall Panels

You should give your paneled walls the same care and treatment you would any fine piece of furniture. To clean, use a soft brush vacuum attachment or a soft dust cloth. A damp sponge will normally remove stubborn dirt or fingerprints. **Never** use harsh detergents, abrasive cleaners or most common household preparations, as they may dull or

even discolor the natural beauty of the paneling finish. A periodic polishing with good furniture polish will enhance the beauty and preserve the finish of the panels for many years.

Vinyl or Paper Wall Coverings

Use a mild soap-and-water solution and sponge down very lightly. **Never** soak the surface or use abrasive cleaners, harsh bleaches or chemical cleaning solutions.

Avoid the build-up of steam and water vapor on vinyl wall coverings in bathrooms by using the vent fan or opening the window slightly when bathing or showering.

Textured Walls

Textured (painted) walls may be cleaned with a mild soap and water solution and damp sponge the same as wood or vinyl wall coverings. These walls may also be painted as needed.

FLOORS

Carpeting

The carpeting in your home is designed to withstand the average daily wear it will normally receive in a household. However, a carpet's ability to withstand continuous use is directly proportional to the day-by-day care it receives. Regular use of a vacuum cleaner, immediate attention to stains or spots, and a thorough professional cleaning periodically will keep your carpets looking beautiful.

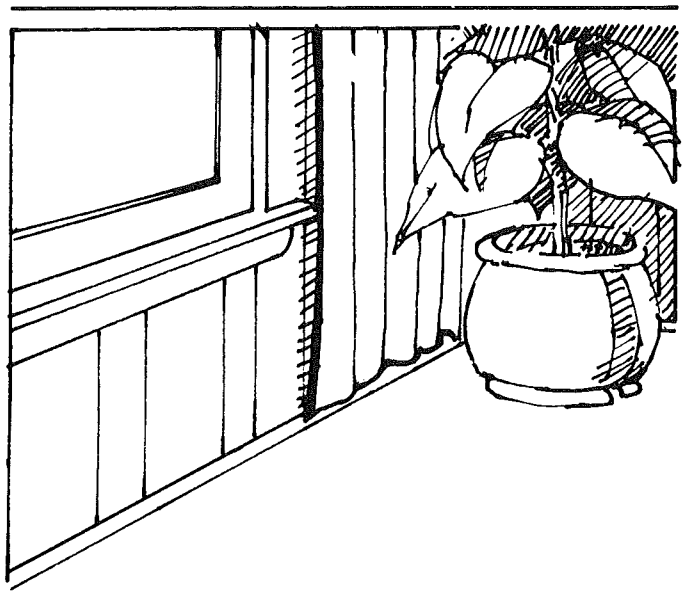
Hard Surface Floor Covering

Newly installed, hard surface floor coverings should not be scrubbed or thoroughly cleaned until approximately one week after set-up to allow time for the adhesive to cure and set properly

Avoid excessive application of water on floor coverings as this may cause curling. To clean, use a good quality cleaner designed for vinyl floors. For best results, after cleaning, apply a quality polymeric floor finish rather than a wax. Initially, it is preferable to apply two light coats rather than a single heavy coat. Between major cleanings, the beauty and gloss of your floor may be restored by a simple damp mopping.

DRAPERIES AND WINDOW COVERINGS

The draperies and window coverings in your home have been decorator selected and color coordinated to provide an attractive decor and harmonize with the other features of your home. Draperies should be vacuumed frequently to remove dust. This practice keeps them attractive and saves on long-term cleaning costs. Dust contains impurities which eventually affects all fabrics. Since very few drapery fabrics are washable, always have them cleaned at a reputable drycleaning establishment when they require cleaning.



PORCELAIN SINKS AND TUBS

The porcelain enamel finish on the sinks and tubs in your new home may chip or become pitted or porous if not cared for properly. To protect the appearance and life of any porcelain surface, clean regularly with warm water and mild detergents. **Never** use harsh, abrasive cleansers or scouring pads. Care should be taken not to drop heavy or sharp objects onto the finish as chipping may occur.

STAINLESS STEEL SINKS

Stainless steel sinks should be cleaned with detergent, a liquid, or a foam producing cleanser. **Never** use harsh, abrasive powder. There are several cleansers on the market which are specifically designed for stainless steel. Avoid scratching surfaces with sharp edges of utensils or knives as such scratches cannot be removed. Using a rubber mat in the sink is good practice.

FIBERGLASS TUBS, SHOWER STALLS AND LAVATORY TOPS

The original high gloss finish can be protected by routine cleaning with a liquid detergent, soap or household cleanser. **Never** use harsh abrasive cleaners or scouring pads. Stubborn stains such as paint, tar, etc., on fiberglass can be removed with solvents such as lacquer thinner, turpentine or acetone.

TUB AND SHOWER ENCLOSURES

The shower door should be dried after each use to prevent spotting or soap build-up. This only takes a few seconds, and it will keep your enclosure looking like new

for many years. Some homeowners have found that an application of appliance wax on the inside of their shower doors makes them less susceptible to water spotting and soap build-up. **Never** use a scouring pad, wire brush or harsh abrasive cleaners on the aluminum rails or plastic panels. **Never** use a paint thinner or solvents on plastic panels as serious damage will result.

FURNITURE

The life and beauty of any kind of furniture can be prolonged with proper cleaning and care. Fabric-covered furniture should be vacuumed frequently. Many fabrics can be shampooed or drycleaned according to the directions provided. In selecting a cleaning agent, be sure to follow the specifications on the label regarding its suitability for the fabric. Loose cushions and mattresses should be turned frequently so the same side is not in constant use and exposed to light and air which may modify color. A form of protection for upholstered furniture is the use of slip covers.

Wood, leather, vinyl and synthetic materials all require regular cleaning. This is best accomplished by using any of the quality cleaning agents available in almost any hardware store or supermarket. Be sure the cleaner you use is recommended for the material to be cleaned. If in doubt, test clean a small area that will not show.

CABINETS AND DRAWERS

Paneled and veneered cabinets require the same attention as your wood wall paneling. Lacquered cabinets, both solid painted colors and stained, should be cleaned with a damp sponge or cloth and rubbed dry to prevent accumulation of moisture on the surface which can cause spotting and discoloration.

A sticking drawer can usually be quickly remedied by applying a small amount of beeswax, tallow or bar soap to the drawer guide. If the wood has expanded with change in weather conditions, a block plane should be used to remove a few small shavings.

VINYL-COVERED CHEST TOPS

Some homes have built-in chests which have wood-grained, vinyl-covered tops. These tops are easily cleaned with a soft cloth and a foam, spray-type furniture wax, which is available at any market. Care should be taken to prevent damage to vinyl-covered tops such as nicks from sharp objects, burns from lighted cigarettes and other such abuse.

PLASTIC LAMINATE COUNTER TOPS

The plastic laminate covered counter tops in your home are designed to give many years of service. These durable surfaces are not harmed by boiling water, fruit acids, alcohol and most household chemicals. However, these laminated surfaces are subject to damage from hot pans, burning cigarettes, sharp knives, and hammering or excessive pounding, particularly on the edges.

Never clean these surfaces using strong bleaches or harsh abrasive cleansers. Regular cleaning with a mild detergent-and-water solution will keep your plastic laminate surfaces bright and sparkling for years. Waxing is not necessary. However, a light application is not harmful to the surface and will add luster and shine.

exterior maintenance

section VI

ROOFS

The roof of your manufactured home will probably receive the hardest wear of any part of your home. Therefore, the proper care and maintenance of your roof is extremely important.

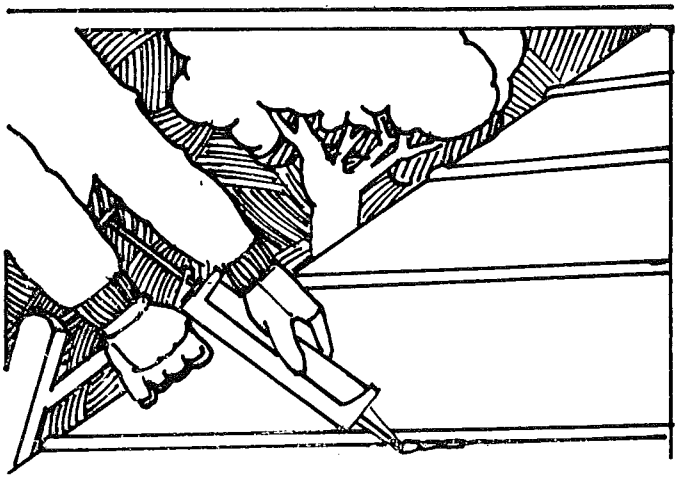
When your home is set up and installed, care should be taken to prevent low hanging tree branches and limbs from scraping or touching the roof. Your home must be properly blocked and leveled. This is essential to prevent undue stress to the structural members of the roof. If you have a porch or other "add-on" installed, the height of the roof should not be more than that of the roof of your home to prevent excessive rain water from running directly down onto your manufactured home roof. During winter months, snow and ice must be removed from the roof of your home to prevent the formation of "ice dams."

If your roof is damaged in a heavy windstorm or by any other manner, call a local well-established roofing contractor for repairs as soon as possible.

Most roof problems can be avoided if the proper care and maintenance is provided. You should inspect your roof regularly, at least twice a year (more often in winter months). This should include checking of molding, stacks and vents as well as the roof surface. Be alert for spreading, parting or buckling of seams and loose screws or fasteners on metal roofs, and damaged or missing shingles on asphalt-shingled roofs.

Whether metal or shingled, you can prolong the life of your manufactured home roof and prevent damage to your home if you do the following:

1. Keep trees and climbing vines trimmed back to prevent damage from scraping of branches or falling limbs.
2. Keep all debris, twigs, fallen leaves and other litter clear from gutters, downspouts and roof and awning surfaces so that rain water drains freely and does not back up.
3. At least once a year, check the blocking and leveling of your home and relevel, if necessary.
4. Keep moldings, stacks, vents and other roof penetrations covered with a heavy grade sealing compound, taking care to assure that all screws or fasteners are well coated.



exterior maintenance

section VI

We recommend sealing compounds that do not dry hard, but remain elastic.

5. Keep snow and ice off your roof during winter months to prevent the formation of "ice dams."

CAUTION: FAILURE TO KEEP SNOW AND ICE OFF YOUR MANUFACTURED HOME ROOF COULD CREATE LEAKS AND CAUSE DAMAGE TO YOUR HOME.

Metal Roofs

Before your manufactured home leaves the factory, all moldings, stacks, vents and other roof penetrations are sealed. However, unavoidable vibrations and road shocks experienced in transit can sometimes cause voids in these areas. Therefore, immediately after set-up (or following any move) these areas should be examined and resealed, if necessary.

After the first year, and periodically thereafter when necessary, a good quality roof coating should be applied over the entire roof to prevent any possible damage that may develop from leaks caused by heat expansion and wind vibration. There are a number of plastic/asbestos metal roof coatings available on the market that are warranted for as many as 5 years. You should consult with your dealer for his recommendations on which type of roof coating to use.

Your metal roof can be washed occasionally with a mild soap solution, followed by a rinse with clear water. This will eliminate corrosive action from accumulated dirt. Rust or oxidation are signs of metal roof panel wear. These areas should be scraped or wire-brushed and the roof recoated.

As with any type of roof, metal roofs should be inspected at least twice a year. Be alert for spreading, parting or buckling seams and for loose screws or fasteners. When inspecting your metal roof, you should avoid walking on it without the use of boards or plywood to distribute your weight. Most inspections and repair work can be performed effectively from a stepladder.

CAUTION: FAILURE TO USE PIECES OF BOARD OR PLYWOOD TO DISTRIBUTE WEIGHT WHEN WALKING ON METAL ROOFS COULD CAUSE DAMAGE TO YOUR HOME.

Shingled Roofs

If your manufactured home has a shingled roof, immediately after set-up (or following any move) areas around stacks and vents or other roof penetrations should be examined and resealed, if necessary. Hold-down straps installed at the factory to prevent damage to the shingles while the home is in transit should be removed and all staple holes sealed. Thereafter, shingled roofs should be inspected at least twice a year. Be alert for missing, loose or damaged shingles. A roof mastic can be used to re-cement and flatten any shingles that are loose. Any missing or damaged shingles should be replaced with a good quality asphalt-type shingle.

EXTERIOR ROOF MOLDINGS

All moldings should be tightly fitted to the roof and held firmly in place. Damaged moldings must be removed and either repaired or replaced. Before moldings are reset, a heavy grade sealing compound must be liberally applied to the underside. After molding has been reset, a roof coating should be applied over the top of the entire molding, taking special care to assure that all screws or other fasteners are well coated.

STACKS AND VENTS

All stacks and vents should be tightly fitted to the roof and held firmly in place. Old, dried sealing compound or coating should be removed and new sealing compound applied. If stacks or vents have rusted or fail to function properly, they should be replaced. When replacing stacks or vents, a heavy grade sealing compound should be applied to the underside of the new fixture as well as the roof where it is to be set. Fixtures must be firmly secured with screws or other suitable fasteners. Sealing compound should be applied so that it completely covers all screws and fasteners.

EXTERIOR FINISHES

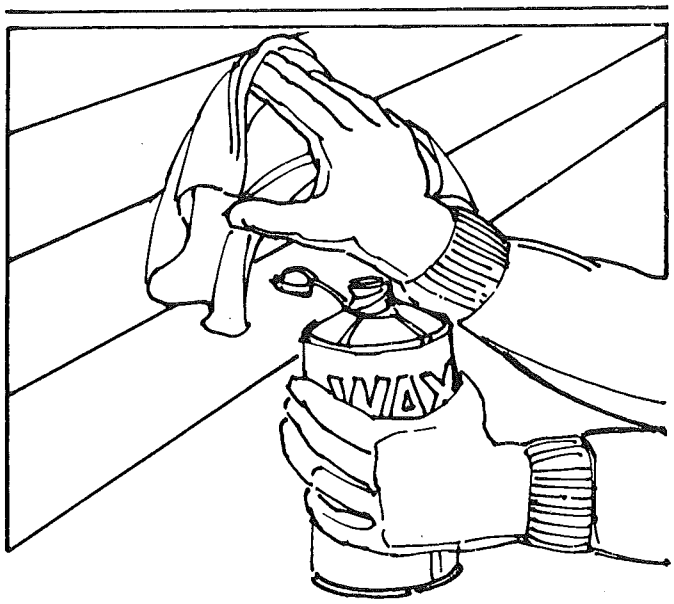
Metal Siding

The metal siding on the exterior of your home is coated with baked enamel paint that is pretreated to resist corrosion. This durable finish will give you many years of trouble-free life. However, any finish will deteriorate with age and exposure to the elements. Keeping the surface free of dirt and grime will prolong the life of your metal siding considerably. A periodic washing with a mild soap solution will remove dirt. Between washings, we suggest that the siding be rinsed down occasionally with a garden hose.

We also recommend that you have the siding cleaned and waxed periodically, at least every two years, depending on the weather conditions in your area. Waxing protects the finish, gives the siding added beauty and makes the removal of grime and dirt much easier. There are manufactured home maintenance firms who specialize in this service. Ask your park manager or dealer for his recommendations.

Wood Siding

Plywood exteriors have already been primed and painted to help protect them from exposure to the elements. In most cases, normal rainfall or an occasional rinsing with water is sufficient to maintain the quality and durability of the siding.



When to Refinish:

Repainting is best dictated by the degree of wear of the old paint. Exterior wood surfaces will weather most rapidly on those portions of the building that receive greatest exposure to the sun and moisture. These areas of maximum exposure will generally need refinishing sooner than other areas, perhaps as often as every three years. Specifically, refinishing is necessary if the surface is discolored and blotchy or if the coating is too thin, porous, checked, cracked, scaled or chalked to a point where it no longer protects or covers the surface.

Repainting is sometimes dictated solely for the purpose of changing the color of the home. For continued satisfactory performance, it is important to repaint when necessary. However, it is also important not to refinish too often, especially when oil-based stains are used. If too many coats of an oil-based paint are applied, the finish may become brittle and fail prematurely.

When to Reprime Surfaces:

It is very important that bare wood and any spots where the topcoat has peeled are reprimed or undercoated. After the primer has been applied, check the surface. If it is rough or uneven for any reason, use medium fine sandpaper to smooth any rough spots. Be certain the prime coat is thoroughly dry before sanding or proceeding with the finish coat. Sweep the surface lightly. Do not sand through the primer.

Both oil and latex primers are suitable over relatively sound surfaces without cracks or checks. However, where cracking is prevalent, an oil/alkyd type primer is recommended. It is always desirable to use the same brand of primer and finish paint.

How to Prepare the Surface:

Thorough surface preparation is essential. Any finish applied over dirt, chalk, loose finish, mildew or weathered wood will not last long. The amount of surface preparation required will depend on the condition of the siding and its original finish.

1. Remove chalk, dirt and loose wood fibers with a household detergent solution. Rinse well to remove the detergent. A stiff non-metallic brush may be used for rapid, thorough cleaning. Avoid wire brushes since broken off metal fragments can cause staining. When loose wood fibers are present due to weathering, brush first against the grain to remove the fibers, then along the grain to remove any brush marks.
2. Remove loose paint by using a stiff non-metallic bristle brush. Wetting the surface prior to brushing sometimes helps. For more stubborn cases, a high-pressure water blaster available from most rental equipment agencies can be used to remove loose finish. When using a blaster, avoid forcing water into the wall around window casings and siding joints. If deterioration is advanced, a water-soluble paint remover can also be used to remove opaque finishes.
3. If mildew is present, it must be killed and removed before finishing or it may continue to grow through newly applied paint. For information on removing mildew, see page 29 of this Manual.
4. Check for loose or cracked caulking or sealants. If any is found, it should be removed and replaced with good quality caulk, one which is flexible and paintable.
5. Dents or gouges should be filled with an exterior grade spackling compound which can be molded to conform with a textured surface. Use sandpaper to smooth rough or uneven areas. Dents in smooth surface siding will fill slightly higher than the siding. When dry, the spackle should be sanded flush with the surface.
6. To assure paint adhesion on certain glossy finishes or unweathered areas, it may be necessary to scuff sand these surfaces prior to repainting.

How to Select Paint or Stain:

Stains and paints differ in appearance and performance. Always select a top quality product formulated for wood. A latex paint system is generally the best choice. If the home is in an area where the siding will get dirty frequently, consider a gloss or semi-gloss paint finish. This type of finish is easier to clean than flat paint finishes.

How to Apply the Final Finish:

To assure lasting performance and beauty, be sure to apply your finish correctly. All finishes should be applied in accordance with the recommendations of the paint manufacturer.

Always select high quality equipment to apply your paint. Best results are obtained when using brush application methods. If spray application is used, it is especially important to apply a minimum of two coats to ensure good

coverage and sealing of the surface. Check with your paint supplier for his recommendations on the proper method of application and the type of equipment to use.

Generally, you should avoid painting with latex formulations in very hot, humid and/or cool weather (when the temperature is likely to drop below 50°F before the paint fully drys.) Certain latex paints are moisture sensitive before hardened or cured.

Mildew

Sometimes paint will have a dirty, streaked appearance typical of mold growth or "mildew". Mildew is a fungus growth on the painted surface which results from spores in the air attaching to the surface. **Mildew must be treated** before repainting. Paint and other organic surfaces may deteriorate and become permanently stained if mildew is allowed to continue growing on them. Painting over mildew will not control its growth. Mildew will grow through the new paint.

Identification of mildew is the first step in its elimination. Because most mildew growth is black, it is frequently confused with dirt. A confirmatory test on exterior paints can be made by applying a drop of 5% sodium hypochlorite solution (common household bleaching solution) to the stain. Mildew will usually bleach in one or two minutes. Stain that does not bleach is probably dirt.

Mildew can be killed and removed by using one of the many commercial mildew washes which have been specially formulated for this purpose. Your local paint dealer can usually recommend a good one. It is important that you follow the instructions for use carefully and heed all precautionary warnings. An alternative method for removing mildew is scrubbing the mildewed surface thoroughly with the following solution:

⅔ cup trisodium phosphate
⅓ cup detergent **containing no ammonia** (Tide or the equivalent)
1 quart 5% sodium hypochlorite (Clorox or the equivalent)
3 quarts warm water (enough to make one gallon of solution)

You should wear rubber gloves and goggles when applying this solution. Scrub with a fairly soft brush, then rinse thoroughly with fresh water. Avoid splashing the solution on shrubbery or grass. Soon after the surface has been cleaned and dried, a paint recommended by the manufacturer as mildew-resistant should be applied. If conditions are right, a new set of spores may start growing and another infestation may appear in a few days or weeks. Supplemental mildewcide can be purchased at most paint stores for mixing into the paint for additional control.

Multi-Tone Sidings

Prefinished Multi-Tone exteriors can be maintained by periodically recoating the surface with a special clear topcoat. Use only clear acrylic (latex type) topcoats. Coverage is estimated to be 400 square feet per gallon for one coat applied by brush. A little less than this for roller application. One coat per maintenance period (every four or five years) will be sufficient if applied carefully and evenly.

When to Finish:

The decision on when to apply the topcoat will be based on the condition and appearance of the siding and must be made by the owner or occupant of the home. An application of clear topcoat should be scheduled whenever the factory-applied finish exhibits fading of color or loss of contrast. Accelerated weathering tests and experience suggest this maintenance program depends on climate, exposure and other such factors.

To be effective, recoating must be done while the original finish is still in good condition and before it has weathered excessively. Recoating will not be effective if the original finish has weathered to the point where the light-to-dark contrast has been lost or fibers are showing through the coating. For such surfaces, recoating with a good acrylic latex paint system or an opaque stain is recommended.

Preparation:

Brush the siding with a soft bristle brush or broom to remove loose dirt and dust. The surface may be washed with a mild detergent solution, if necessary, to remove dirt or discolorations. It should be rinsed and allowed to dry before applying the clear topcoat. Blemishes where the original finish has been damaged should be touched up.

Applying the Topcoat:

Stir the topcoat very thoroughly before starting application. **Never** apply the topcoat over a wet or damp surface or when the temperature is below 50°F. Apply without thinning, using a brush with synthetic bristles. A roller can be used if preferred. Spread the topcoat evenly over the surface, brushing it down into the texture. Special care should be taken to work the topcoat into grooves and edges on panel sidings, and along the bottom drip edge on horizontal lap siding, to ensure that all edges are well sealed. During hot weather, follow the sun around the building to avoid putting the topcoat on a hot surface.

Vinyl Siding

While your vinyl siding comes close to being maintenance free, it will become dirty just as any other product which is exposed to atmospheric conditions. You should wash your vinyl siding with an ordinary garden hose and a soft-bristled car washing brush available at your auto supply store. If dirt is hard to remove, such as soot or grime found in industrial areas, use the following cleaning solution:

⅓ cup detergent (Tide as an example)
⅔ cup of household cleaner (Soilax as an example)
1 gallon of water

In certain geographical areas where mildew may be a problem, substitute one quart of liquid laundry bleach (such as Clorox) for one quart of the water in the above formula.

If stubborn stains must be removed, use an abrasive-type cleaner (Comet-Ajax for example). However, **avoid** polishing

the stained area by using too much pressure. For additional information regarding the removal of stubborn stains, refer to the maintenance instructions provided by the manufacturer of your siding.

WINDOWS

The windows in your new manufactured home should provide years of trouble-free service. At least once each year, preferably in spring before the rainy season, all windows, doors, lighting fixtures, etc., on the exterior of the home should be inspected for cracks or voids in sealed areas. If necessary, these areas should be resealed to prevent leaks. Choose sealing compounds that retain their elasticity. They are available in a variety of colors to match existing finishes.

At least once a year you should remove and clean your window and sliding glass door screens. Simply hose the screens down thoroughly with a garden hose. Dry the screens completely in open air before reinstalling.

Screens can usually be removed by lifting a tab to release spring tension and pulling forward. Then slide the screen from the channel. For installation, reverse the procedure. Some types of screens may require removal of a screw from both the top and bottom.

If your home is equipped with optional storm windows, they are easy to remove for storage. Typically they are held in place with a simple toggle-type latch. Some homes may be equipped with optional "self-storing" storm windows designed to remain in place the year-round, but slide open to expose the screened area. They can also be removed.

Aluminum Frame Windows and Sliding Glass Doors

To clean aluminum frame windows, use a mild soap in warm water. **Avoid** use of acids, abrasive cleaners, or steel wool as they will scratch the surface. To further protect the exterior of the aluminum finish, the frames can be waxed with a paste wax lacquer. It applies as easily as wax and provides longer lasting protection. Any of the many automotive lacquers available can be used. **Avoid** varnish or shellac.

The foregoing procedures can also be used on sliding glass doors. To make vertical or horizontal windows slide more easily, a silicone spray lubricant can be sprayed in the side or top and bottom tracks after first cleaning any accumulated dust and dirt.

Wood Windows

Wood frame windows are pre-finished at the factory. As with any wood window, periodic repainting may be required.

EXTERIOR DOORS

The exterior doors of your home have been installed to provide a small amount of clearance space at both the top and bottom of the door opening. This space is filled with flexible weatherstripping. If these clearances are not uniformly maintained, the door or framing hardware may fracture. Careful leveling of the home will assure that proper clearances are maintained to prevent this problem from occurring.

The exterior doors in your new home may be either molded fiberglass, vinyl-wrapped wood, metal hardboard or wood. The first four types are designed for maintenance-free service for many years. Their special protective surfaces should not require repainting or refinishing under normal usage. However, painted or varnished wood doors may require periodic refinishing, depending on the amount of exposure to weather and whether or not it has been protected by a storm door.

To clean the exterior doors in your home, simply wash with a mild detergent-and-water solution and wipe dry with absorbent toweling. For waxing or refinishing, follow the specific recommendations of the door manufacturer.

LOCKS AND KEYS

The door locks in your manufactured home are designed to offer both protection and ease of unlocking in case of emergency. All lock mechanisms should be lubricated with powdered graphite to ensure proper operation.

If the latch bolt and door strike are not in complete alignment, adjustment should be made so that they meet properly.

Space for recording the numbers of your door lock keys is provided on the pocket inside the front cover of this Manual. Record the numbers there for convenient reference. With these numbers, duplicates or replacement keys can be obtained through your local locksmith.

FLOOR UNDERSHEATHING

The exterior underside of your home is completely sheathed with a special moisture and rodent resistant material to give you a completely enclosed, insulated floor. It is extremely important that the undersheathing be kept intact at all times. Be careful not to damage the undersheathing when placing equipment, tools or other items under the home for storage. In the event the sheathing is broken or ripped, repair should be made immediately.

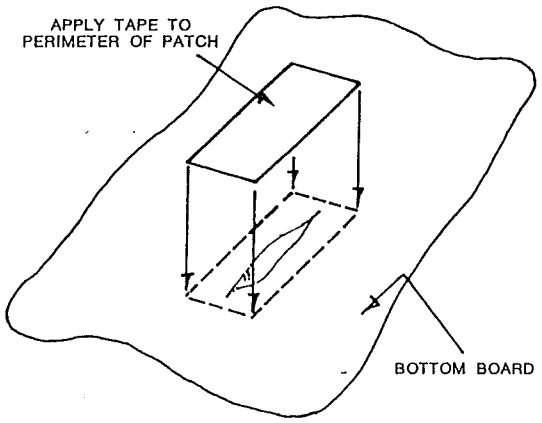
Depending on such factors as size and/or location of tear, type of tear, location of home, etc., there are four different patching methods which offer a reasonable means of resealing the undersheathing:

1. Tuck #91B, or equivalent, is available for patching the occasional small tears and cuts which can occur during set-up.

2. Use Shepard pressure sensitive tape or equal to patch small holes or tears.

3. Overlay a matching piece of undersheathing. Affix with Conbound No. 773 (H) or approved mastic.

4. Patches can be constructed of any shape and size utilizing scrap pieces of undersheathing or other suitable material and 3M Double Faced Tape #950. The tacky side of the tape should be affixed to the patch material. When ready for positioning, the release sheet should be removed, exposing the other tacky side. The patch can then be applied to the damaged area. Standard stocking size is 3" x 60 yards. It is available in one-inch increments up to 48" on special order.



WHEELS

Unless the bearings are well covered with a protective covering of suitable lubricant, wheel bearings can become badly etched or corroded when mobile homes are sited for long periods. After the mobile home has been permanently located, the wheel bearings and hubs should be cleaned and completely repacked with grease.

TIRES

Tires should be kept inflated. When the home is blocked in position, tires may carry some of the weight. However, a board should be placed under the tire. After the home is positioned and the skirting installed, the tires will be shielded from the sun. Painting with a rubber tire paint will help protect them from deterioration.

FRAME

The durability of your steel frame can be enhanced through maintenance. Once each year, inspect the frame for signs of corrosion. Where necessary, spot clean with a wire brush and apply a rust inhibitive touch-up paint.

to protect your investment

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Wick Building Systems, Inc., does not offer insurance. However, we want to acquaint you with the various types of insurance available. We recommend that you review this important matter further with your dealer or an insurance agent.

Basically, there are three types of on-location manufactured home insurance coverages available: Comprehensive physical damage coverage, liability coverage and credit life, accident and health coverage.

COMPREHENSIVE PHYSICAL DAMAGE

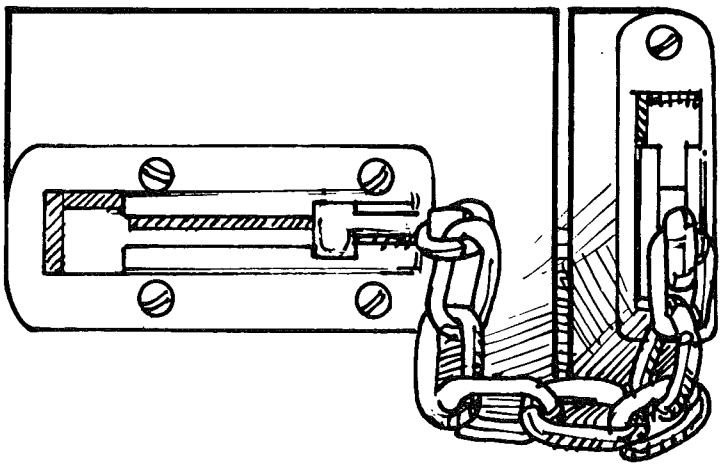
Comprehensive Physical Damage insurance should cover your manufactured home from just about any direct, sudden or accidental loss, except on-the-road collision or upset. It should cover hazards such as fire, flood, theft of your manufactured home, earthquake, windstorm, landslide and lightning. It should also cover damage from accidental spillage of ink, paint, chemicals, dye, and damage caused by shoe polish, faulty thermostatic controls and heater oil overflow. Comprehensive Physical Damage insurance should automatically include the following insurance protection at no additional charge:

Comprehensive Adjacent Structure Coverage

Awnings, steps, utility sheds, carports, cabanas, porches, skirting and air conditioning units are often considered adjacent structures to your manufactured home or premises and should be covered from loss or damage up to the amount stated on your policy.

Comprehensive Personal Effects Coverage

Clothing, dishes, tools, linens, sporting goods, cooking utensils, radios, TV's, stereos, and other personal possessions should be protected from damage or destruction both inside and outside your manufactured home up to the amount stated in your policy.



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Robbery and Burglary Coverage should be included under Personal Effects Coverage. This includes protection against robbery and burglary of personal effects even when they are not in your home.

Special Valuable Items Coverage should also be included under Personal Effects Coverage. Stamp or coin collections, jewelry, art, antiques, heirlooms, cameras, golf equipment, musical instruments, guns and furs should be protected under this form of insurance up to the limit specified in the policy.

Additional Coverages

Under your manufactured home Comprehensive Physical Damage policy, you should have available and consider the following special additional coverages designed specifically for the manufactured home owner:

* Additional Living Expense Coverage—Provides expense money, up to certain limits and time periods, for your cost of living when you cannot live in your manufactured home because of an insured loss.

* Credit Card and Depositor's Forgery Coverage—For losses from unauthorized use if your credit cards are lost or stolen.

* Debris Removal Coverage—Provides for the expense of hauling away debris from your insured property as a result of an insured loss.

* Emergency Removal Coverage—Provides for the cost of removing your home to safety and back if there is the threat of loss from an insured peril.

* Fire Department Service Coverage—Provides payment up to specified amounts if there is a charge for fire department service calls.

* Radio and Television Antenna Coverage—Provides payment for loss or damage to outside radio or television antennas on your manufactured home.

* Trees, Shrubs, Plants, and Lawn Coverage—Provides payment up to specified amounts if fire, lightning, explosion, earthquake, landslide, riot, civil commotion, vandalism, or malicious mischief destroys or damages your trees, shrubs, plants and lawn.

* Tie-Down Equipment—Pays for damage or replacement to your mobile home tie-down anchoring system, except for rust, corrosion or faulty installation.

Optional Coverages

The following optional coverages can be added to your Comprehensive Physical Damage policy for an additional premium:

* Trip Coverage—Your Comprehensive Physical Damage Coverage ends when you hitch up your home to move. Trip Coverage takes over by providing protection against direct, sudden and accidental loss or damage while your manufactured home is being moved. This coverage usually has a deductible and ends when your home is unhitched from the transporting vehicle.

* Natural Disaster Protection—This coverage actually increases the amount of your Comprehensive Physical Damage Coverage in order to pay off your loan. It pays your creditor either the actual cash value of your manufactured home or the oustanding principal balance of the loan if it is destroyed by windstorm, flood, earthquake, landslide or hail.

LIABILITY INSURANCE

This type of insurance pays when anyone is injured while on your property and you are found liable. Basically, Personal Liability Insurance should cover you against accidents that happen to somebody else, but for which you are legally responsible. You select the maximum limits of Personal Liability Coverage when you buy your insurance. Limits of $50,000 and up are available in most states.

If the court holds you or any member of your family liable for personal injury or damage, your Personal Liability Coverage should pay for:

1. Court costs, court bond premiums, attorney fees and any interest on appealed judgments.
2. Necessary first aid costs and emergency medical expenses incurred at the time of the accident.
3. Your out-of-pocket expenses incurred in fighting the claim if the insurance company asks that you fight it.
4. Lost wages when it is necessary for you to aid the insurance company in an investigation or defense of any suit or claim.
5. The full amount of the judgment against you up to the limits you determined when you took out the policy.
6. Medical Payments Coverage for medical, surgical, X-ray, dental, ambulance, hospital, professional nursing and funeral expenses.

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CREDIT LIFE, ACCIDENT AND HEALTH INSURANCE

Credit Life Insurance is a special policy that pays off your manufactured home loan if you should die. When you have Credit Life Insurance, your spouse and family can use other life insurance in the way it was originally planned.

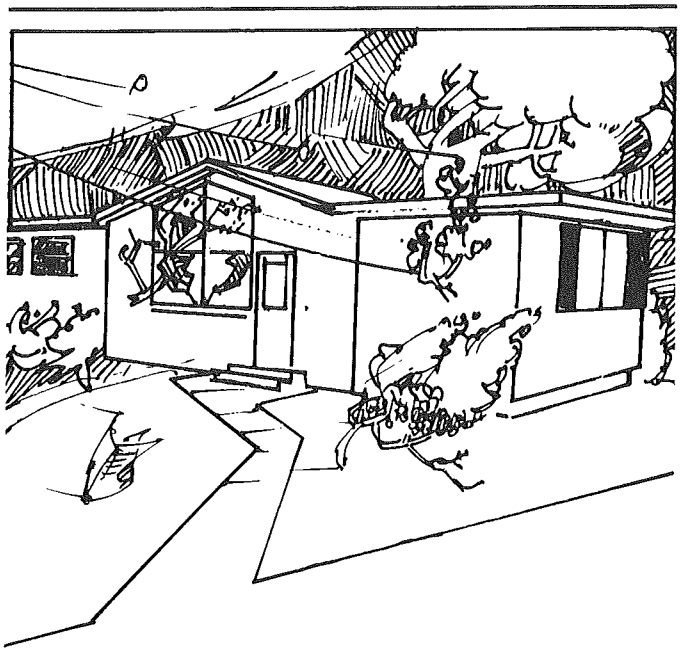
Credit Life Insurance is not a substitute for a sound personal life insurance program. It's a complement to it. Basically, Credit Life Insurance is a form of low cost life insurance designed to help keep pace with your financial obligations.

If you have an installment loan on your manufactured home, the purchase of Accident and Health Insurance gives you additional security. Your Accident and Health Insurance makes the monthly payments on your installment loan if you become unable to work because of accident or extended illness up to the policy limits you purchase. Usually there is a minimum amount of time you must be unable to work before you become eligible to collect these benefits.

WHAT TO LOOK FOR WHEN YOU BUY MANUFACTURED HOME INSURANCE

There are several factors to keep in mind when you select the proper insurance protection for your manufactured home. The coverage received for the money paid is obviously your most important consideration. However, there are other important considerations which should influence your decision.

1. Is the insurance policy specifically designed for manufactured homes? Does its Comprehensive Coverage insure your manufactured home for just about any direct, sudden or accidental loss?
2. Does the insurance company itself specialize in manufactured home insurance? A most important area to consider is specialized manufactured home claims handling.
3. Do you have premium payment options? Many manufactured home owners find it convenient to have their insurance premium included in their monthly loan payment, rather than paying the entire amount at one time. However, if you desire to pay in one lump sum, that is your right.
4. Does the plan offer guaranteed renewability? This is an important consideration because you obviously need your insurance protection year after year.
5. Does your agent fully understand manufactured homes and the insurance needs of manufactured home owners?



FACTORS THAT INFLUENCE YOUR INSURANCE RATES

Insurance rates are determined by many different factors. These are some of the questions that the insurance company asks before deciding on a rate:

1. What is the value of your manufactured home?
2. Is your manufactured home located in a park or on private property? Near a city or in a remote location?
3. Do you have accessories or adjacent structures on your home or property included in your insurance coverage?
4. Do you live in an area of the country where there is a high risk of wind, hail, flood, tornado or hurricane weather?
5. Did you purchase your manufactured home new or used?
6. Is your manufactured home tied down to prevent wind damage?
7. What is the frequency of fire in your locale?
8. What coverage and limits of coverage did you select?
9. Did you select a deductible on your insurance policy?

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This Wick manufactured home was designed and constructed in conformance with the National Manufactured Home Construction and Safety Standards (HUD Code) in effect at the time of its manufacture. The plumbing, heating/fuel supply and electrical systems of the home were carefully engineered and constructed to conform with these standards. The instructions and details that follow are provided to assist in the proper set-up and installation of this home. The proper set-up of this home is absolutely **essential**. If you are not certain of the proper procedures to follow or you encounter unusual circumstances, please let us know.

Before you start the set-up procedures, read all instructions carefully and check with your local building officials for any other requirements. After set-up is completed, the home should be inspected and tested to verify that it has been properly blocked, leveled and anchored, and that the plumbing, fuel supply and electrical systems have been properly connected.

NOTE: THE INSTRUCTIONS AND DETAILS THAT FOLLOW ARE INTENDED TO ASSIST QUALIFIED AND TRAINED PERSONNEL IN THE PROPER SET-UP AND INSTALLATION OF WICK MANUFACTURED (MOBILE) HOMES. THEY ARE NOT INTENDED TO ENABLE SOMEONE UNFAMILIAR WITH MANUFACTURED (MOBILE) HOME SET-UP AND INSTALLATION TO PERFORM THE SET-UP AND INSTALLATION OF THIS HOME. THESE SERVICES SHOULD ONLY BE PERFORMED BY TRAINED AND QUALIFIED PERSONNEL.

THESE INSTRUCTIONS ARE MINIMUM REQUIREMENTS. LOCAL OR STATE LAW MAY HAVE OTHER REQUIREMENTS FOR SET-UP AND INSTALLATION OR INSPECTION BEFORE THE HOME CAN BE OCCUPIED. BE SURE TO CONSULT WITH THE PROPER AUTHORITIES IN YOUR AREA TO DETERMINE WHAT OTHER REQUIREMENTS, IF ANY, ARE TO BE FOLLOWED.

PLEASE READ ALL INSTRUCTIONS CAREFULLY PRIOR TO STARTING THE SET-UP AND INSTALLATION OF THE HOME.

SITE PREPARATION

Proper preparation of the site where the home is to be located is extremely important. The site must be properly sloped to provide for storm drainage run-off. The drainage grade slope is often specified by local building codes. In the absence of any local requirement, a slope of 1″ in 12″ is generally acceptable.

The site must be evenly graded so there are no depressions where surface water can accumulate, either underneath or along the outside perimeter of the home. The soil under the home must be stable enough to provide proper support for the home. The home should not be placed on a fill-in site or soils such as gumbo, mud, muck, peat or bentonite. Choose soils such as compact gravel or sand/gravel mixtures, loose gravel or compact coarse sand, or loose coarse to medium sand.

The ground surface under the home should be covered with a "continuous" vapor barrier to prevent ground moisture from entering the home. This ground cover should be 6 mil polyethylene or other acceptable vapor barrier material. If the ground cover material is not "seamless," it should be 6-inch lapped at all seams.

SUPPORT REQUIREMENTS

The requirements for load bearing supports (blocks or piers) may vary from state to state and depends on a number of factors, such as whether the home is a single-wide or sectional, the compactness of the soil at the site and on weather conditions in your area such as the incidence of freezing.

The home may be placed on a solid concrete slab or parallel "ribbons" of poured concrete with load bearing supports (blocks or piers) placed directly on the slab or "ribbons." If the home is placed on parallel "ribbons" of poured concrete, the area between the "ribbons" must be graveled to a depth of 4 to 6 inches.

The home may also be placed on concrete blocks or piers of poured concrete with cast-in-place or pre-cast concrete "footings." Footings other than concrete, such as treated wood, may also be acceptacle, provided that all applicable codes and load bearing capabilities are met. The type and size of footings required and method of installation may vary from state to state. Be sure to check with the proper authorities for any local codes or regulations for footing installation.

NOTE: IF THE HOME IS DESIGNED TO BE PLACED ON A PERMANENT FOUNDATION OR BASEMENT, INSTALLATION IS SUBJECT TO LOCAL BUILDING CODES.

BLOCKING AND LEVELING A MANUFACTURED HOME

The basic foundation for placement of blocking (piers) must be firm, such as cement or gravel and stone. The blocking supports should be sturdy, such as poured concrete piers, hollow load bearing concrete blocks (placed with open cells running vertically), steel horses or adjustable steel leveling jacks.

NOTE: YOU SHOULD DRAW A SKETCH OR PLAN OF WHAT YOU ARE GOING TO DO BEFORE STARTING THE BLOCKING PROCEDURE.

Procedure for Blocking a Manufactured Home

The following steps and diagrams outline the general procedure for blocking a single-wide home. All blocks (piers) should be placed under the main frame members (I-Beams) on "both" sides of the home.

First, determine and lay out the required spacing of the blocking (piers). To determine the required spacing, measure the "depth" of the Main I-Beams. Then, refer to the chart below which shows the "maximum" distance blocking (piers) can be placed.

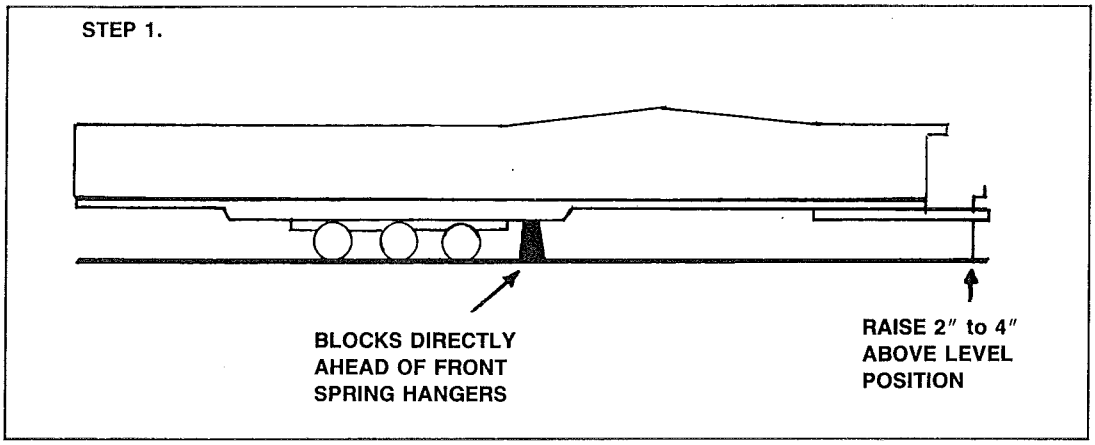
I-Beam Size	Maximum Blocking Spans
12″ I-Beam	14′ - 0″
10″ I-Beam	12′ - 0″
8″ I-Beam	11′ - 0″

NOTE: WHEREVER THERE IS A SPLICE IN THE I-BEAM, THE DISTANCE BETWEEN BLOCKING (PIERS) MAY NOT EXCEED 10′ - 0″ REGARDLESS OF THE SIZE OF THE I-BEAM.

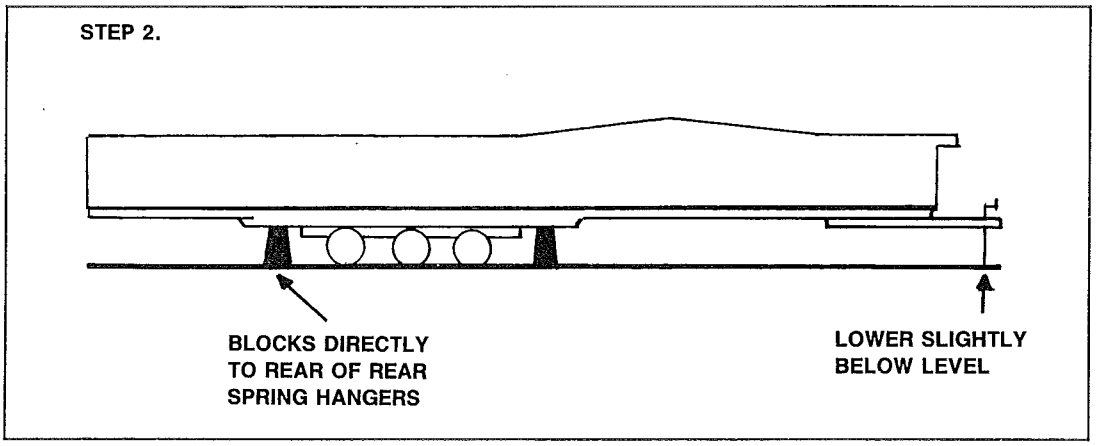
NOTE: BLOCKS OR PIERS SHOULD NOT BE PLACED UNDER AN EXTERIOR DOOR OR CLOSER THAN 18″ FROM THE HINGE OR DOOR KNOB SIDE OF SUCH DOOR. IF IT IS NECESSARY TO PLACE BLOCKS IN THIS MANNER, CAUTION MUST BE USED SO THAT THE DOORS SWING PROPERLY.

NOTE: IF THE HOME IS BEING SUPPORTED BY BLOCKS (PIERS) WITH CONCRETE "FOOTINGS," YOU MUST DETERMINE THE REQUIRED FOOTING SIZE BEFORE PROCEEDING FURTHER. SEE PAGE 39.

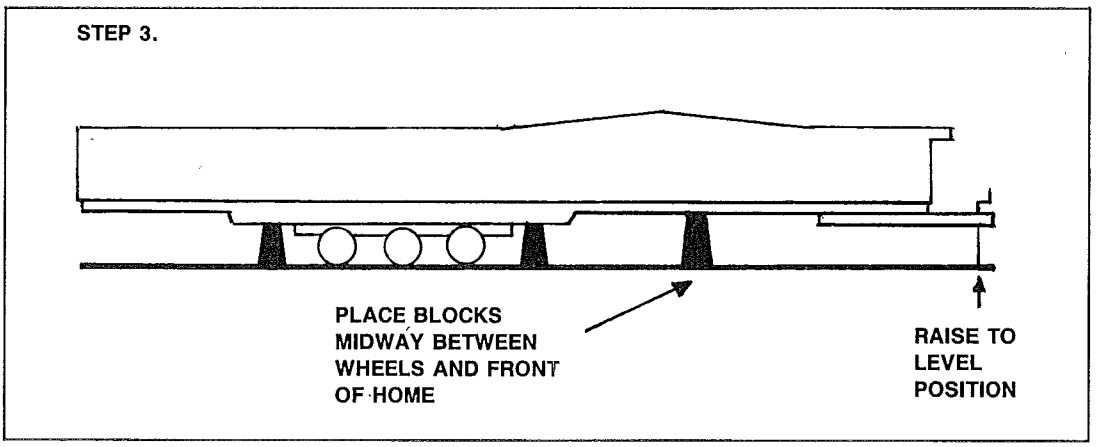
STEP 1: Using the Coupler Jack, raise the front end two to four inches above level position. Place Blocks directly ahead of the front Spring Hangers (on both sides).



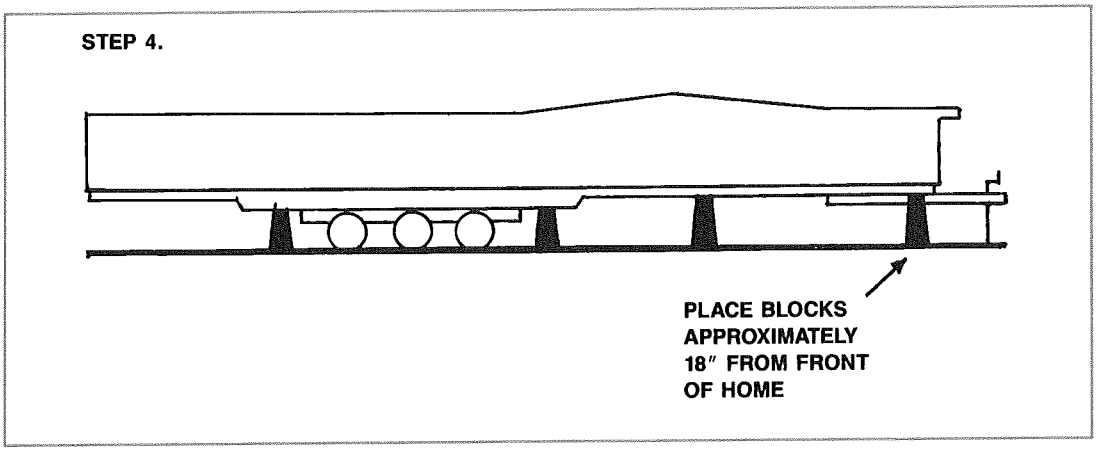
STEP 2: Using the Coupler Jack, lower the front end slightly below level position. Place Blocks directly to the rear of the Spring Hangers (on both sides).



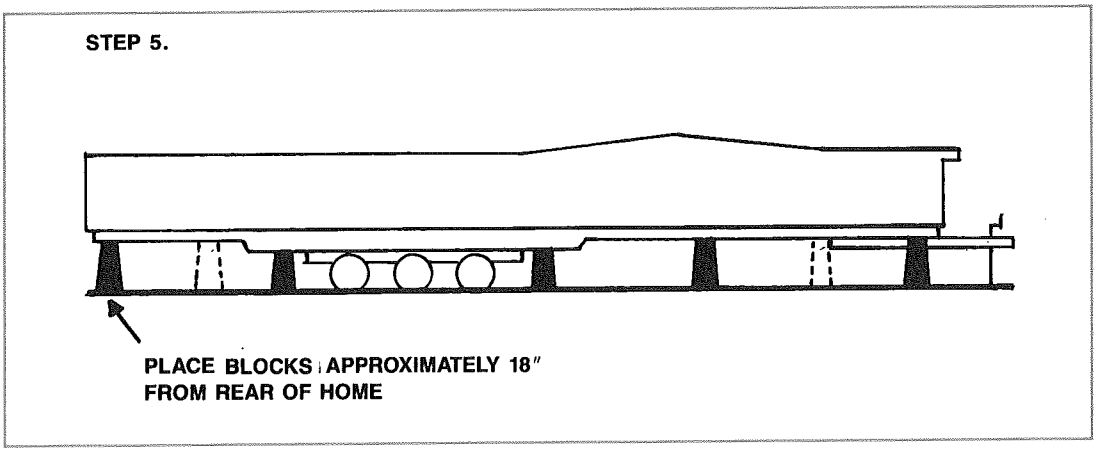
STEP 3: Using the Coupler Jack, raise the front end again to level position. Place Blocks midway between wheels and front of home, as required.



STEP 4: Place Blocks approximately 18" from front of the home.



STEP 5: Place Blocks approximately 18" from rear of the home.



NOTE: DEPENDING ON GEOGRAPHICAL LOCATION, VARIANCES IN STATE CODES AND MANUFACTURED HOME DESIGNS, SPECIAL INSTRUCTIONS OR ADDITIONAL BLOCKING INFORMATION MAY BE PROVIDED WITH THIS HOME. BE SURE TO FOLLOW ANY SPECIAL INSTRUCTIONS OR ADDITIONAL BLOCKING INFORMATION PROVIDED.

Procedure for Leveling a Manufactured Home

Proper leveling of the home is **essential**. To determine if the home is properly leveled, place a carpenter's level (a 5-foot level is recommended) on the floor at various lengthwise and crosswise areas in each room. All readings should indicate a level condition. "Minor" variances can occur with no significant consequences.

Level the home within reasonable tolerances. The final adjustment is obtained by placing either metal or solid hardwood shims between the blocks (piers) and I-Beam or by other approved methods, such as adjustment to steel leveling jacks, if used. Within 90 days after the initial set-up, the home should be checked for any settlement, and re-leveled if necessary, using the following procedure:

Step 1: Place the carpenter's level on the floor of the home, while using the Coupler Jack at the front of the home, level the home lengthwise.

Step 2: Check to see if the home is level crosswise. If not, raise the side that is low by using a hydraulic jack under the main frame in the axle location.

Step 3: Place additional blocks or shims immediately ahead of and behind the spring hangers under the main frame, as required.

Step 4: Place additional blocks or shims under the main frame of the home near the front and rear ends, as required.

Step 5: Place additional blocks or shims under the main frame members beneath the door areas or other locations, as required.

NOTE: PRIOR TO JACKING UP THE HOME DURING THE LEVELING OR RELEVELING PROCEDURE, FRAME TIES OR OVER-THE-ROOF TIES (IF PROVIDED) SHOULD BE LOOSENED.

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BLOCKING (PIER) FOOTING SIZE

If the home is placed on concrete blocks or piers with "footings," the required footing size must be determined. As previously discussed, footing size will vary depending on the soil bearing capacity in the area, the structural design of the home and the distance between blocking (piers). The following steps and diagrams outline the procedure for determining the required footing size.

NOTE: USE EITHER SQUARE OR RECTANGULAR SHAPED CONCRETE PRE-CAST OR CAST-IN-PLACE FOOTINGS. PRE-CAST FOOTINGS SHOULD BE A MINIMUM OF 4" IN DEPTH. CAST-IN-PLACE FOOTINGS SHOULD BE A MINIMUM OF 6" IN DEPTH. OTHER SHAPES RESULTING IN EQUAL SQUARE FOOTAGES MAY ALSO BE ACCEPTABLE.

NOTE: WHEN PLANNING FOOTING SIZES, PLAN YOUR TIE DOWN LOCATIONS ALSO. YOU CAN INCREASE THE SIZE OF AN EXISTING FOOTING AT THE TIE DOWN OR ADD A SEPARATE FOOTING. (SEE TIE-DOWN PROCEDURE, PAGE 48).

Procedure For Determining Footing Size:

Step 1: Determine the roof load design for the area where the home will be placed from the Data Plate, or the map on page 49. Then refer to the table below to determine the "total" design load of the home.

Table 1	South	Middle	North
Roof Load Live & Dead	28 PSF	38 PSF	48 PSF
Floor Load Live & Dead	45 PSF	45 PSF	45 PSF
Misc. Dead Load	12 PSF	12 PSF	12 PSF
Total	85 PSF	95 PSF	105 PSF

NOTE: LIVE LOAD IS SNOW, FURNITURE, OR OTHER ITEMS NOT PART OF THE STRUCTURE. DEAD LOAD IS THE STRUCTURE ALONE. PSF MEANS POUNDS PER SQUARE FOOT.

Step 2: Determine the soil bearing capacity of the site. This may be obtained from either local building officials, city or county engineering departments, local architectural or engineering firms or local contractors. (The table below shows typical soil types and load bearing capacities.)

Table 2	Typical Soil Bearing Capacities
Compact Gravel or Sand-Gravel Mixtures	12000 PSF
Loose Gravel; Compact Coarse Sand	8000 PSF
Loose Coarse Sand or Sand-Gravel Mixtures	6000 PSF
Loose Fine Sand or Wet Confined Fine Sand	4000 PSF
Medium Stiff Clay	3000 PSF
Soft Clay	1500 PSF

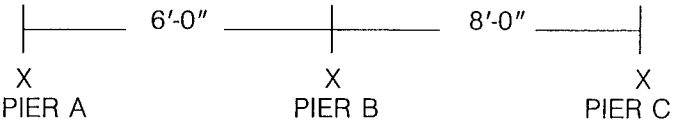
CAUTION: DO NOT MAKE YOUR OWN SOIL BEARING JUDGEMENT, UNLESS YOU ARE A KNOWLEDGEABLE EXPERT. AN INCORRECT ESTIMATION MAY RESULT IN IMPROPER SET-UP AND CAUSE DAMAGE TO THE HOME.

Step 3: Determine and lay out the required spacing of the blocking (piers). Keep in mind that you must position blocking directly to the front and rear of the Axle Assembly and 18" from the front and rear of the home. (See Procedure for Blocking a Manufactured Home on Page 36).

Step 4: Go to the Footing Load Charts on Page 41 and locate the Chart for the zone where the home is located, i.e., North, Middle or Southern Zone. Locate the "column" for the width of the home and the "row" for the spacing between the blocking (piers). This will determine the blocking pier "load." Divide this "load" by the soil bearing capacity of the site where the home is located. This will determine the "minimum" footing size required. Examples of calculating the required footing sizes for both a single-wide and sectional home are provided below.

NOTE: LARGER FOOTING SIZES MAY BE USED. HOWEVER, THE SIZE OF THE FOOTINGS MUST BE AT LEAST THE "MINIMUM" AS CALCULATED BY THE ABOVE METHOD.

NOTE: WHERE THE DISTANCE BETWEEN BLOCKING (PIERS) IS UNEQUAL, THE AVERAGE OF THE DISTANCE TO EACH ADJACENT SUPPORT SHOULD BE USED TO DETERMINE FOOTING SIZE REQUIREMENTS. SEE EXAMPLE BELOW:



The average for Pier "B" would be 7 Feet, i.e.,
(6.0 + 8.0) ÷ 2 = 7.0

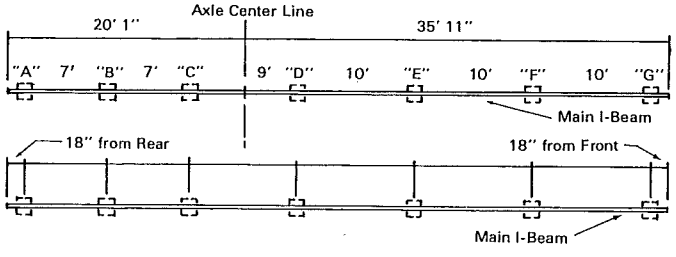
FOOTING SIZE CALCULATION EXAMPLES

Singlewide Home

14 x 60 home located in Rhinelander, Wisconsin. Local building inspector says soil bearing capacity is 3000 PSF.

#1 Determine Roof Load Zone from Data Plate (Middle Zone)
#2 Determine Soil Bearing Capacity (3000 PSF)
#3 Lay Out Pier (Blocking) Spacing (See Figure A)

FIGURE A (14 x 60 Singlewide)



#4 Size of Footing "A"

Remember: Size the footing for the average of the space to the right and left of the pier, i.e.
(1.5′ + 7′) ÷ 2 = 4.25′ always round up, i.e., 5′

Go to Footing Load Chart, Middle Zone
See 14 Wide Column, Pier Row for 5′
Pier (Blocking) Load = 3285 pounds

Divide Pier (Blocking) Load by Soil Bearing Capacity, i.e.,
3285 pounds ÷ 3000 PSF = 1.10 SF

A footing area of 1.10 SF will be approximately equal to a 12″ x 14″ rectangular footing, i.e.

1.10 SF x 144 sq. in. = 158 sq. in.
Pick a dimension for the length or width, i.e., 12″
158 sq. in ÷ 12″ = 13.2 in. (Always round up)

Size of Footing "C"

(7′ + 9′) ÷ 2 = 8′

Go to Footing Load Chart, Middle Zone
See 14 Wide Column, Pier Row for 8′
Pier (Blocking) Load = 5257 pounds

Divide Pier (Blocking) Load by Soil Bearing Capacity, i.e.,
5257 pounds ÷ 3000 PSF = 1.75 SF

A footing area of 1.75 SF will be approximately equal to a 16″ x 16″ square or 12″ x 21″ rectangular footing, i.e.,

1.75 SF x 144 sq. in. = 252 sq. in.
Pick a dimension for the length or width, i.e., 12″
252 sq. in. ÷ 12″ = 21 in.

Size of Remaining Footings:

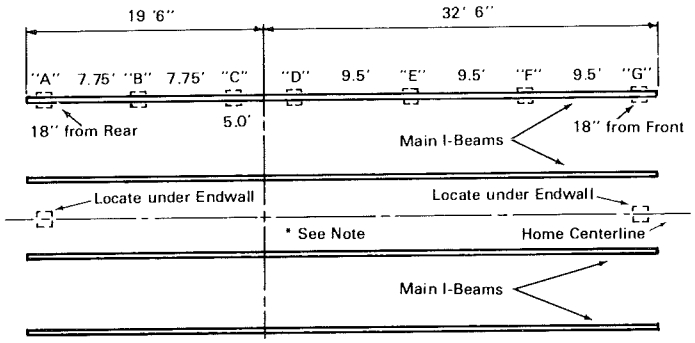
"B" - 14″ x 16″
"D" - 16″ x 20″
"E" - same as D
"F" - same as D
"G" - 12″ x 16″

Sectional Home

24 x 52 home located in Winder, Georgia. Local city engineer says soil bearing capacity is 2000 PSF.

#1 Determine Roof Load Zone from Data Plate (Southern Zone)
#2 Determine Soil Bearing Capacity (2000 PSF)
#3 Lay Out Pier (Blocking) Spacing (See Figure B)

FIGURE B (24 x 52 Sectional)



*NOTE: Mating wall blocking is required at: 1. Mating endwalls 2. Beam column supports 3. End of hall walls 4. Each side of large opening (over 4′)

#4 Size of Footing "A"

Remember: Size the footing for the average of the space to the right and left of the pier, i.e.
(1.5′ + 7.75′) ÷ 2 = 4.63′ always round up, i.e., 5′

Go to Footing Load Chart, Southern Zone
See 24 Wide Column, Pier Row for 5′
Pier (Blocking) Load = 2479 pounds

Divide Pier (Blocking) Load by Soil Bearing Capacity, i.e.,
2479 pounds ÷ 2000 PSF = 1.24 SF

A footing area of 1.24 SF will be approximately equal to a 12″ x 15″ rectangular footing, i.e.,

1.24 SF x 144 sq. in. = 178.56 sq. in.
Pick a dimension for the length or width, i.e., 12″
178.56 sq. in. ÷ 12″ = 14.88 in. (Always round up)

Size of Footing "D"

(5′ + 9.5′) ÷ 2 = 7.25′ always round up, i.e., 8′

Go to Footing Load Chart, Southern Zone
See 24 Wide Column, Pier Row for 8′
Pier (Blocking) Load = 3967 pounds

Divide Pier (Blocking) Load by Soil Bearing Capacity, i.e.,
3967 pounds ÷ 2000 PSF = 1.98 SF

A footing area of 1.98 SF will be approximately equal to a 12″ x 24″ or 16″ x 18″ rectangular footing, i.e.,

1.98 SF x 144 sq. in. = 285.12 sq. in.
Pick a dimension for the length or width, i.e., 12″
285.12 sq. in. ÷ 12″ = 23.76 in. (Always round up)

Size of Remaining Footings:

"B" - 16″ x 18″
"C" - 16″ x 16″
"E" - 16″ x 23″
"F" - same as E
"G" - 12″ x 18″

installing your home
section VIII

FOOTING LOAD CHARTS

NOTE: The Loads In These Charts Are In Pounds.

Footing Load Chart					
Nothern Zone-105 PSF					
Pier Spacing	14W	16W	24W	26W	28W
4′ OC	2905	3290	2450	2713	2905
5′ OC	3631	4113	3063	3391	3631
6′ OC	4358	4935	3675	4069	4358
7′ OC	5084	5758	4288	4747	5084
8′ OC	5810	6580	4900	5425	5810
9′ OC	6536	7403	5513	6103	6536
10′ OC	7263	8225	6125	6781	7263
11′ OC	7989	9048	6738	7459	7989
12′ OC	8715	9870	7350	8138	8715
13′ OC	9441	10693	7963	8816	9441
14′ OC	10168	11515	8575	9494	10168

Footing Load Chart					
Middle Zone-95 PSF					
Pier Spacing	14W	16W	24W	26W	28W
4′ OC	2628	2977	2217	2454	2628
5′ OC	3285	3721	2771	3068	3285
6′ OC	3943	4465	3325	3681	3943
7′ OC	4600	5209	3879	4295	4600
8′ OC	5257	5953	4433	4908	5257
9′ OC	5914	6697	4987	5522	5914
10′ OC	6571	7442	5542	6135	6571
11′ OC	7228	8186	6096	6749	7228
12′ OC	7885	8930	6650	7362	7885
13′ OC	8542	9674	7204	7976	8542
14′ OC	9199	10418	7758	8590	9199

Footing Load Chart					
Southern Zone-85 PSF					
Pier Spacing	14W	16W	24W	26W	28W
4′ OC	2352	2663	1983	2196	2352
5′ OC	2940	3329	2479	2745	2940
6′ OC	3528	3995	2975	3294	3528
7′ OC	4115	4661	3471	3843	4115
8′ OC	4703	5327	3967	4392	4703
9′ OC	5291	5993	4463	4941	5291
10′ OC	5879	6658	4958	5490	5879
11′ OC	6467	7324	5454	6039	6467
12′ OC	7055	7990	5950	6587	7055
13′ OC	7643	8656	6446	7136	7643
14′ OC	8231	9322	6942	7685	8231

Footing Load Chart				
Mating Wall For Sectional Homes				
Roof Load Zone	Pier Spacing	24W	26W	28W
North 40 PSF	5′0″	1400	1520	1640
	10′ 0″	2800	3040	3280
	15′0″	4200	4560	4920
	20′0″	5600	6080	6560
	24′0″	6720	7296	7872
Middle 30 PSF	5′0″	1108	1203	1298
	10′0″	2217	2407	2597
	15′0″	3325	3610	3895
	20′0″	4433	4813	5193
	24′0″	5320	5776	6232
South 20 PSF	5′0″	817	887	957
	10′0″	1633	1773	1913
	15′0″	2450	2660	2870
	20′0″	3267	3547	3827
	24′0″	3920	4256	4592

NOTE: Blocking (Pier) spacing for Mating Wall must not exceed 24′0″.

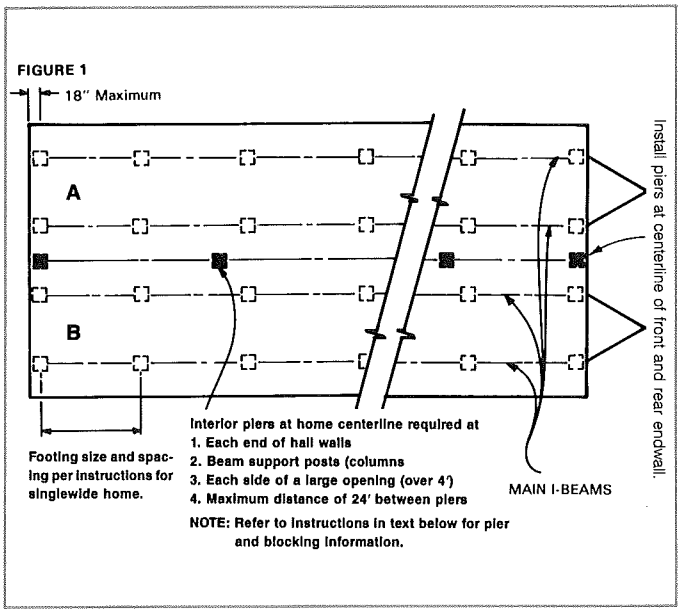
SECTIONAL HOME SET-UP

NOTE: BE SURE YOU HAVE A SKETCH OR PLAN OF WHAT YOU ARE GOING TO DO BEFORE YOU START THE SET-UP PROCEDURE.

Step 1. Prepare the site as described on page 36.

Step 2. Position Section "A" of the home. (See Figure 1.) Block and level as indicated on Page 36.

FIGURE 1



Step 3. Remove close-up material from both sections of the home.

NOTE: If the heat duct crossover looks like figure 9 on page 44, apply the foam tape at this time.

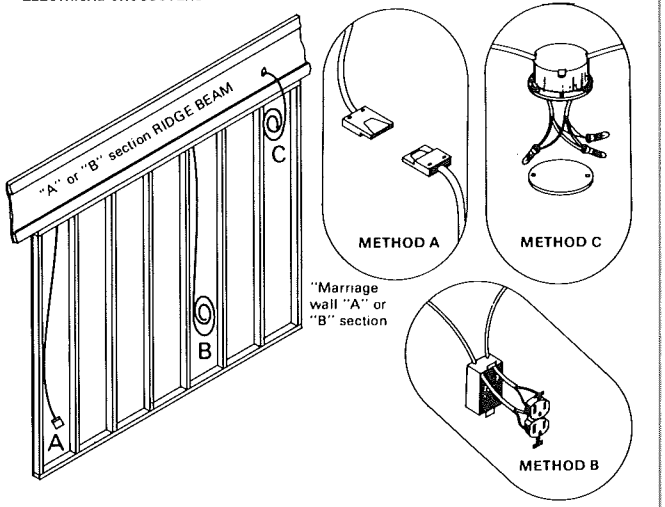
Step 4. Position Section "B" of the home as close to Section "A" as practicable (usually about 6 inches), taking care to allow enough room to complete the electrical connections between both sections of the home as described in Step 5, below.

Step 5. Make the electrical connections between both sections of the home using one or more of the methods indicated in Figure 2.

NOTE: All electrical work must be performed by experienced technicians or qualified set-up personnel.

CAUTION: Be sure there is no electrical power to either section of the home until all electrical connections have been made. Failure to take this precaution could cause serious injury or fatal accidents.

FIGURE 2
ELECTRICAL CROSSOVERS



Method A: Plug together connector with ½ located in each marriage wall of the mating sections.

Method B: Wire coiled in one section with a receptacle mounted near or in the marriage wall of the other section.

Method C: Wire coiled in the roof cavity of one section which feeds through the marriage beam to a junction box located in the mating section.

Step 6. Install a 3" x 1" strip of fiberglass insulation or equivalent weather stripping material between the mating rim joist, end wall studs, and ridge beams.

Step 7. Snug roof ridge of Section "B" to already set, blocked and leveled Section "A". It will be necessary to use a come-along attached to the frame or a system using a set of jacks and rollers. When using a come-along, greased boards or paneling below the tires will aid in moving the sections together. While bringing the roof ridge together it may be necessary to deflate the tires near the mating wall of the sections.

CAUTION: WHEN USING EQUIPMENT DESCRIBED IN STEP 7 ABOVE, CARE MUST BE TAKEN TO PREVENT STRESS ON STRUCTURAL MEMBERS OF THE HOME. FAILURE TO DO SO COULD RESULT IN DAMAGE TO THE HOME.

FIGURE 3
ROOF CONNECTION AND CLOSE-UP

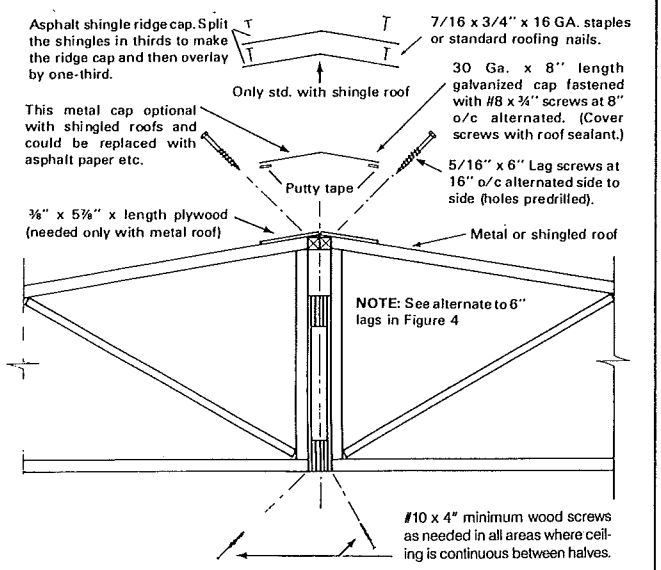
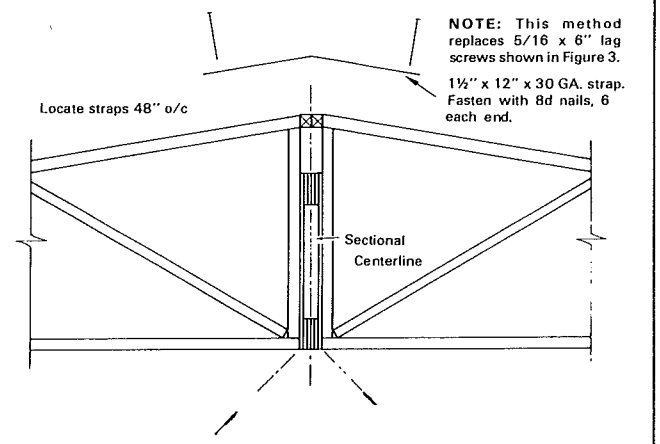
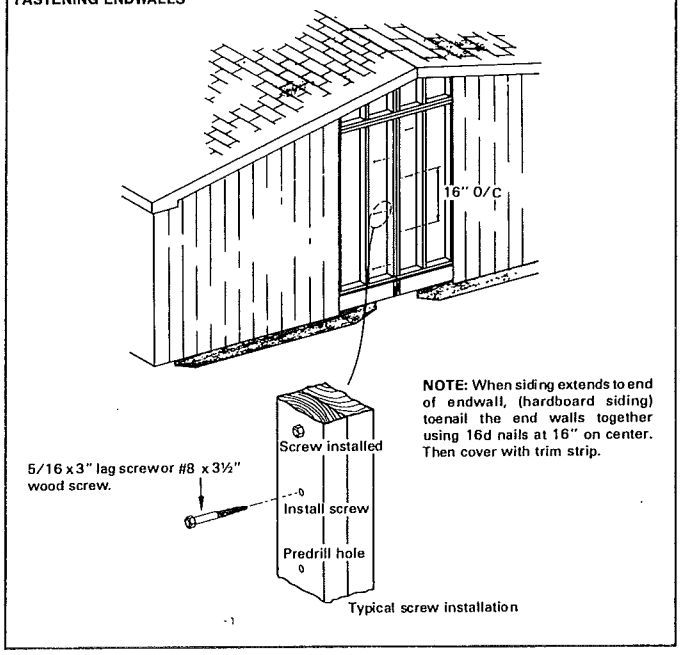


FIGURE 4
ALTERNATE METHOD
FASTENING SECTIONAL HALVES TOGETHER



Step 8. Secure mating roof and ceiling together. Align interior ceiling panels at the end wall and level ceiling of mating sections. Jack at the center most I-beam as required to level the roof. Jack posts may be needed to level long interior spans. When the ceiling and roof are aligned, fasten using one of the methods shown in Figures 3 & 4. When installing the fasteners it may be necessary to pre-drill pilot holes to assure a strong connection.

FIGURE 5
FASTENING ENDWALLS



Step 9. Align and fasten the exterior end wall mating studs by using one of the methods shown in Figure 5.

NOTE: It may be necessary to shift Section "B" lengthwise to align end walls or floor system to Section "A". This can be done by attaching a come-along to opposite corners of the mating floor or at diagonal points on the frame.

Step 10. Block and level Section "B" of the home as indicated on Page 36.

Step 11. Place additional blocking at the marriage wall location as needed. (See Figure 1 and Footing Load Chart for Mating Wall for Sectional Homes on page 41). Size footings, if applicable, as described on page 39.

FIGURE 6
FLOOR CONNECTION

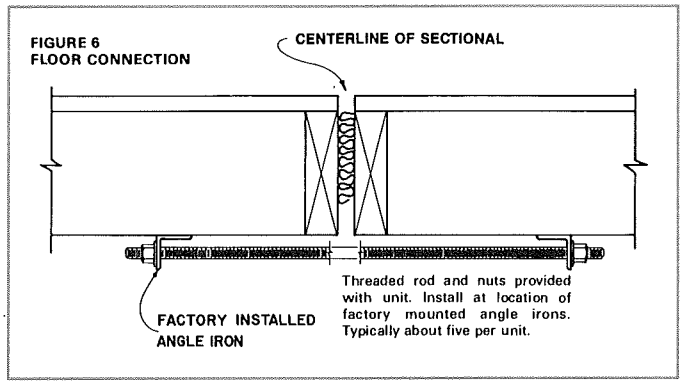
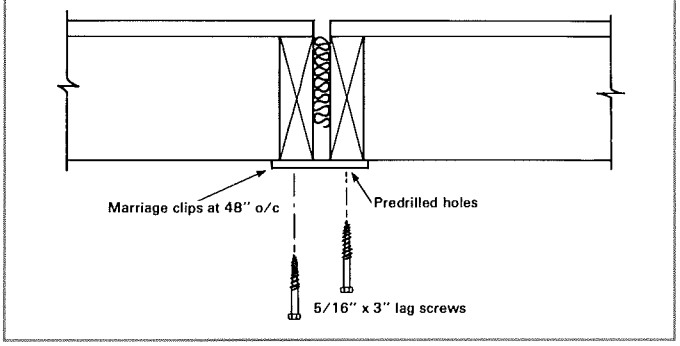


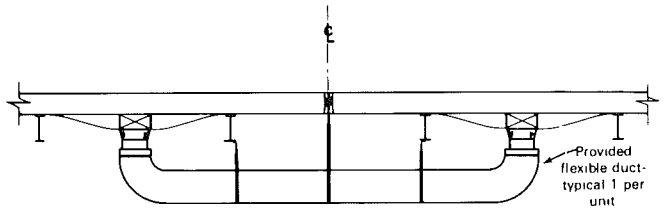
FIGURE 7
ALTERNATE METHOD OF FLOOR CONNECTION



Step 12. Secure the floor mating rails together by using one of the methods as shown in Figures 6 and 7.

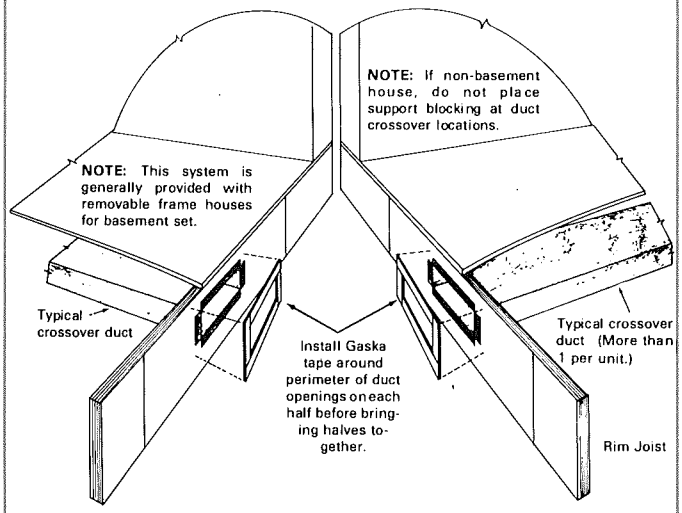
Step 13. Most plumbing systems are contained in one section of the home. **If it is necessary to connect water distribution and/or drainage systems between the two sections of the home, follow the special instructions provided with this home.**

FIGURE 8
FLEXIBLE HEAT DUCT CROSS OVER



1. Connect each end of the provided insulated round flexible duct to the extended duct adaptor on each half of the home (sheet metal screws)
2. Tape each connection with duct tape to provide an air tight seal.
3. Secure the ducts with strapping as shown, providing a minimum of 4" of clearance between ground and duct.

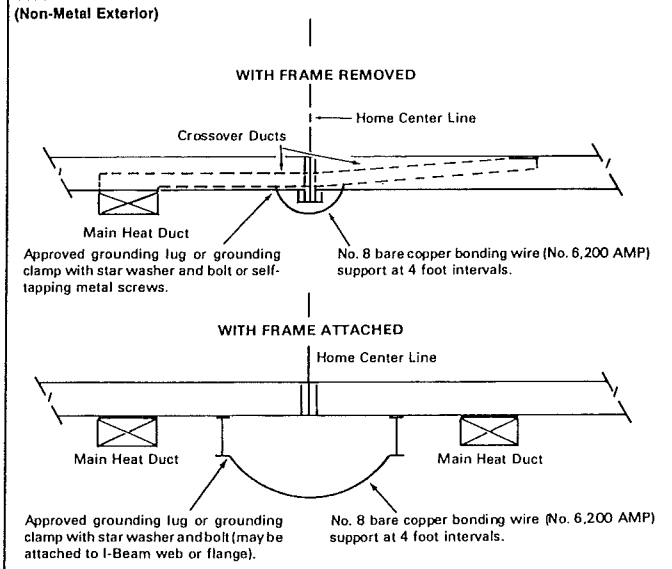
FIGURE 9
THRU RIM JOIST DUCT CROSSOVERS



Step 14. Complete the heat duct crossover system by using one of the methods as shown in Figures 8 and 9.

NOTE: If flexible duct is used, be sure duct is supported as shown in Figure 8, and not in contact with the ground.

FIGURE 10
TYPICAL ELECTRICAL BONDING
(Non-Metal Exterior)



Step 15. Electrical bonding (grounding) is important in maintaining continuity through each section of the home. See Figure 10 for typical bonding connections in homes with non-metal exterior siding.

Step 16. Complete exterior siding close-up at end wall marriage location. End walls may be lap sided or spliced in per manufacturer's instructions. Fasten with siding nails .0915 x 2¼" minimum, 16" or 24" on center, depending on siding manufacturer and stud spacing. 4 to 6 inch siding strips may be shipped loose for end wall close-up. Fasten with siding nails .0915 x 2¼" minimum, 8 inches on center, single row each Section.

Step 17. Install interior trim, decorative marriage beam, and adjust exit doors for proper operation and fit. Adjust cabinet doors and drawers for proper operation and fit.

ANCHORING

In some geographical locations (especially in high-wind or hurricane-prone areas), the installation of approved "tie-down" apparatus is required for safety reasons. The illustrations and recommendations that follow indicate general anchoring requirements. Be sure to consult the proper authorities for the specific procedure that is required in your area.

Over-The-Roof Ties.

These straps are not required. If installed at the factory as an option, they must be anchored to the ground on site at a corresponding frame tie location.

Frame Ties.

Frame-Tie strapping material must meet or exceed the following specifications: 0.035" x 1.250" Federal Specification QQ-S-781H Type 1, Class B. The number of frame ties required varies with the following:

1. Wind Zone.
2. Size of the Home.
3. Frame Configuration.

Steps for Determining Tie Downs Required:

1. Locate the Table for the width of the home.
2. Locate in that Table the Wind Zone where the home is located. (See Data Plate or maps on page 49).
3. Locate the size and frame configuration for the home.
4. Read number of frame ties required.

TIE-DOWN TABLE 1
14 Wide Home

		Wind Zone 1	
Length of Home	Frame C.L.	Single Anchor	Double Anchor
44.00	118	5	4
48.00	118	5	4
52.00	118	5	4
56.00	118	5	4
60.00	118	6	4
61.33	118	6	4
64.00	118	6	4
66.00	118	6	5
66.67	118	6	5
68.00	118	6	5
70.00	118	6	5
72.00	118	6	5
74.00	118	7	5
76.00	118	7	5

TIE-DOWN TABLE 2
16 WIDE HOME

		Wind Zone 1	
Length of Home	Frame C.L.	Single Anchor	Double Anchor
48.00	118	5	4
52.00	118	5	4
56.00	118	5	4
60.00	118	6	4
61.33	118	6	4
64.00	118	6	4
66.00	118	6	4
66.67	118	6	4
68.00	118	6	5
70.00	118	6	5
72.00	118	6	5
74.00	118	7	5
76.00	118	7	5

TIE-DOWN TABLE 3 SECTIONAL HOME WIND ZONE 1				
		24 Wide	26 Wide	28 Wide
Length of Home	Frame C.L.	Single Anchor	Single Anchor	Single Anchor
36.00	118		4	4
	75.5	4	4	4
40.00	118		5	5
	75.5	4	4	4
44.00	118		5	5
	75.5	5	5	5
48.00	118		5	5
	75.5	5	5	5
52.00	118		6	5
	75.5	5	5	5
56.00	118		6	6
	75.5	5	5	5
60.00	118		6	6
	75.5	6	6	6
61.33	118		7	6
	75.5	6	6	6
64.00	118		7	6
	75.5	6	6	6
66.00	118		7	7
	75.5	6	6	6
66.67	118		7	7
	75.5	6	6	6
68.00	118		7	7
	75.5	6	6	6
70.00	118		7	7
	75.5	6	6	6
72.00	118		7	7
	75.5	6	6	6
74.00	118		8	7
	75.5	7	7	7
76.00	118		8	7
	75.5	7	7	7

Notes To Tie-Down Tables

1. Spacing of Tie Downs is based on angle of frame tie strap (See Figure 1 or 2).
2. A significant change in the angle of the tie-down strap will alter spacing of the tie-downs.
3. Angle of frame tie-down strap should not be less than 45 degrees.

Tie-Down Details

Following are several illustrations showing methods in common use and effective for securing the home against high winds. These illustrations indicate general anchoring methods. Be sure to consult your local building inspector for specific recommendations.

FIGURE 1
SINGLE HEADED TIE-DOWN

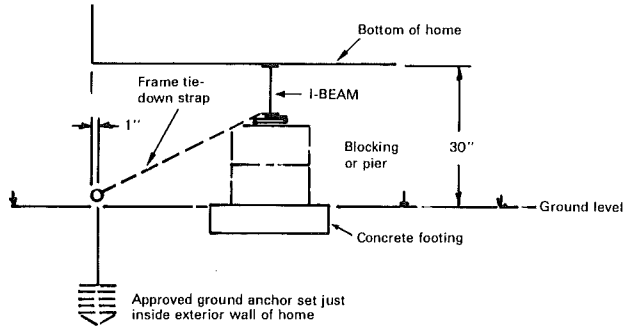
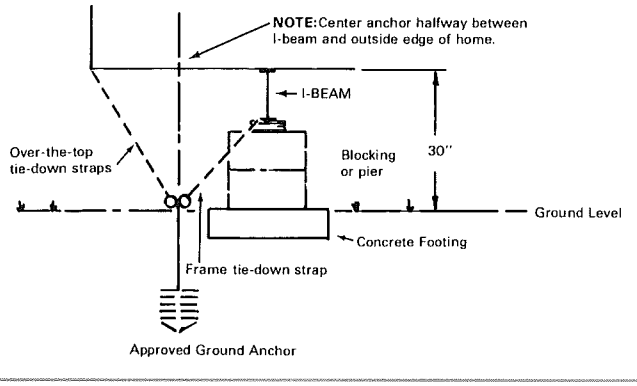
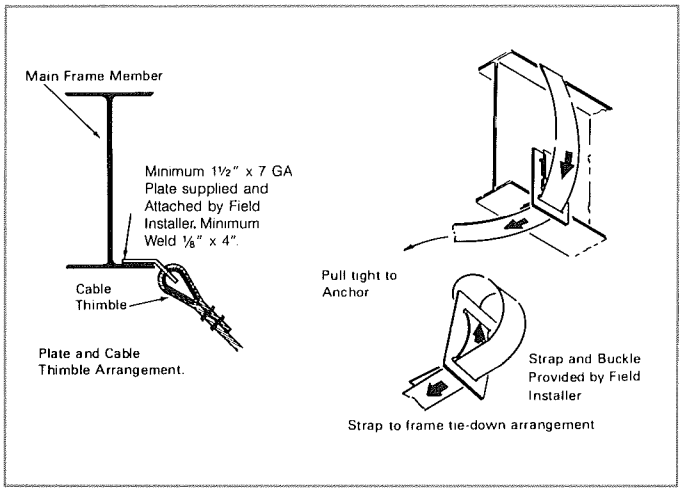


FIGURE 2
DOUBLE HEADED TIE-DOWN





Tie-Down Procedure

NOTE: IF YOUR HOME HAS OPTIONAL OVER-THE-ROOF TIES, BEGIN WITH STEP 1; IF NOT, PROCEED DIRECTLY TO STEP 2.

Step 1. Locate optional Over-The-Roof Ties. Install a ground anchor with double head on each side of the home under the rim of the home. For convenience of installing skirting, anchors may be inset (see Figure 2) from the exterior line of the home. Connect the Frame Ties and Over-The-Roof ties loosely to the double-headed anchors. **Do not tighten.**

Step 2. Refer to Tie-Down Tables to determine the number of frame ties required and their location. Install single-headed Ground Anchors and Frame Ties at these locations, with the anchor under the perimeter of the home. **Do not tighten.**

Step 3. With one man on each side of the home, start at the front and tighten straps on both sides simultaneously.

NOTE: The home could be pulled off its piers if all straps on one side are tightened at once.

Step 4. As an added precaution, especially in areas subject to "frost heave," we recommend placing a pier under the perimeter of the home at each tie-down location. This will prevent the exterior walls from being pulled downward if the main beam piers heave upward due to climatic conditions.

Step 5. Increase footing size or add an additional footing to support tie down load of 350# per foot. Compute the load by first computing the average distance covered by each tie down. (See also page 39 Procedure for Determining Footing Size).

SAMPLE CALCULATION:

Assume your first tie down takes in 15′ of the home and the soil bearing capacity is 3000 PSF.

Multiply 350# per lineal foot times 15 feet i.e.,
350# x 15′ = 5250 pounds.
Divide 5250 pounds by Soil Bearing Capacity, i.e.,
5250 lbs. ÷ 3000 = 1.75 SF

Add 1.75 SF to a footing adjacent to the Tie Down, or add a separate footing equaling 1.75 SF

Step 6. Complete placement of Tie-Downs from each end. Maximum allowable is 8′-0″ to first tie location from each end of the home. If the home requires 9 tie-downs, there will be 10 spaces. Check to see if the maximum of 8′-0″ can be used by dividing 10 spaces into the length of the home.

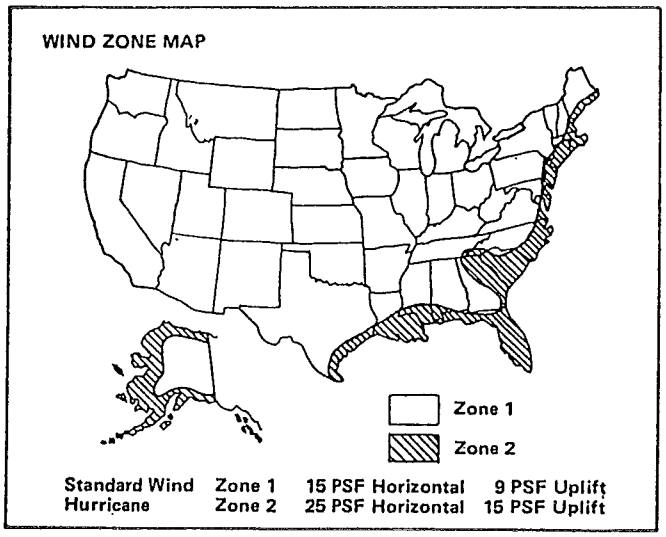
$$\text{Example: } \frac{66'\text{-}0'' \text{ actual length}}{10 \text{ spaces}} = 6'\text{-}7''$$

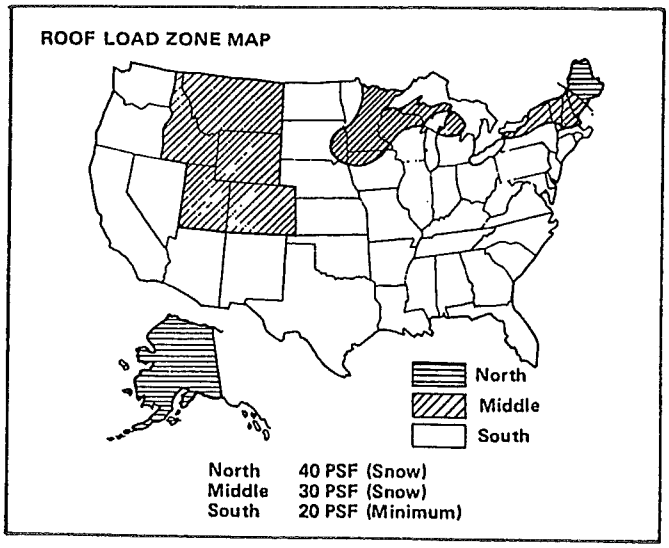
Use 6′-7″ to first tie from each end and space the remaining tie-downs as equally as practicable.

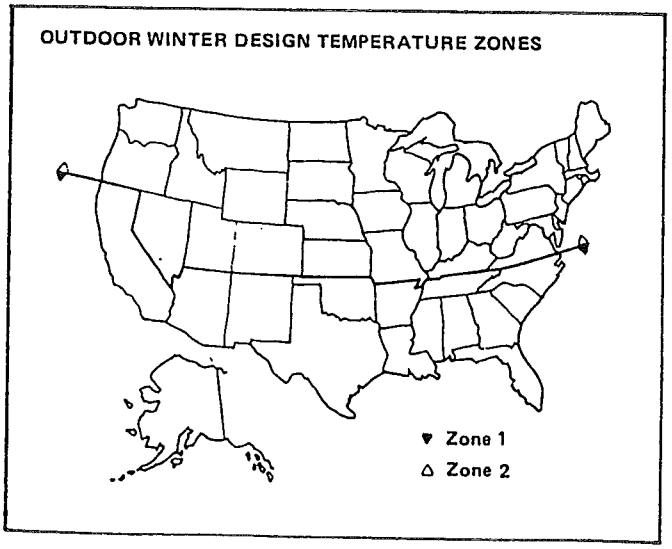
If the same home required 5 tie-downs, there would be 6 spaces.

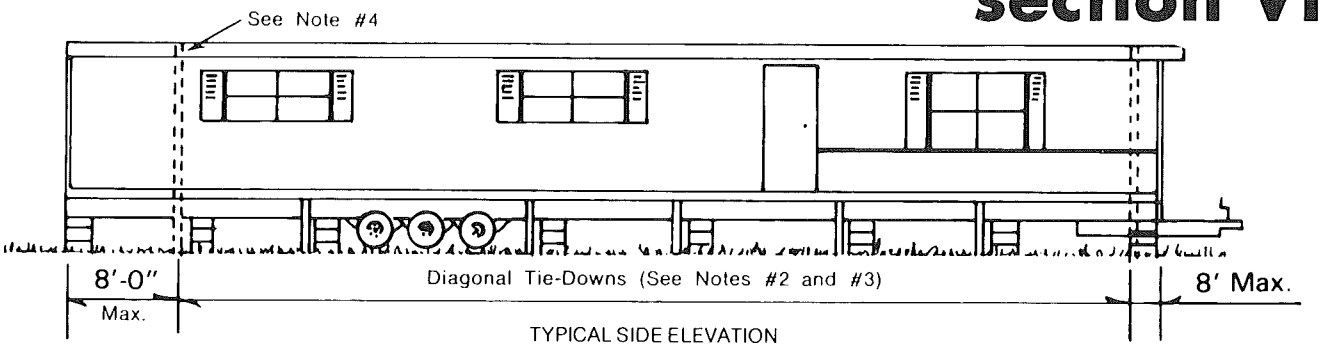
$$\text{Example: } \frac{66'\text{-}0'' \text{ actual length}}{6 \text{ spaces}} = 11'\text{-}0''$$

Use 8′-0″ (maximum) to first tie from each end and space the remaining tie-downs as equally as practicable.

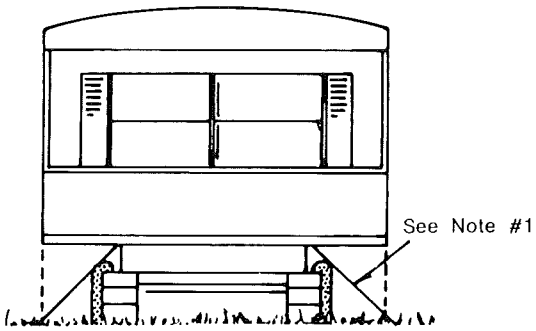








TYPICAL SIDE ELEVATION
(Single Width or Sectional Homes)



TYPICAL FRONT ELEVATION
(SINGLE WIDTH HOME)

NOTES: 1. ANGLE OF TIE DOWN STRAPS PER NOTE 1 TO TIE DOWN TABLES.

2. (A) *ZONE I*-DIAGONAL STRAPS FROM FRAME TO APPROVED GROUND ANCHOR ARE TO BE SPACED PER TIE DOWN TABLE. THIS WILL RESULT IN MAXIMUM SPACING DEPENDING ON SIZE OF HOME AND FRAME CONFIGURATION.

(B) *ZONE II*-DIAGONAL STRAPS FROM FRAME TO APPROVED GROUND ANCHOR ARE TO BE SPACED PER TIE DOWN TABLE. THIS WILL RESULT IN MAXIMUM SPACING DEPENDING ON SIZE OF HOME AND FRAME CONFIGURATION.

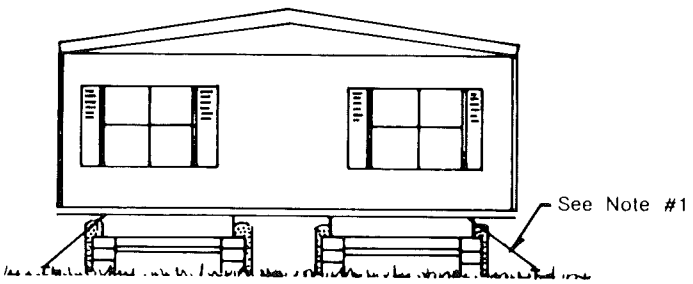
3. STRAPS AND ANCHORING EQUIPMENT MUST BE CAPABLE OF RESISTING AN ALLOWABLE WORKING LOAD OF NOT LESS THAN 3,150 LBS. AND CAPABLE OF WITHSTANDING A 50% OVERLOAD (4,750 LBS.) WITHOUT FAILURE.

TYPE I, FINISH B, GRADE 1 STEEL STRAPPING 1¼" WIDE AND 0.035" THICK CONFORMING WITH FEDERAL SPEC. QQ-781-H IS RECOMMENDED TO MEET ABOVE LOAD REQUIREMENTS.

4. "OVER-THE-TOP" STRAPS (IF PROVIDED) SHOULD COINCIDE WITH THE LOCATION OF A FRAME STRAP AND MUST COINCIDE WITH STRUCTURAL FRAMING MEMBERS OF THE HOME.

Sectional Home

Sectional Home models will not have over-the-roof ties. Frame ties are to be used only on the outermost main beams. Their quantity and location is listed in the Sectional Home Tie-Down Table.



TYPICAL FRONT ELEVATION
(SECTIONAL HOME)

NOTES: 1. ANGLE OF TIE DOWN STRAPS PER NOTE 1 TO TIE DOWN TABLES.

2. (A) *ZONE I*-DIAGONAL STRAPS FROM FRAME TO APPROVED GROUND ANCHOR ARE TO BE SPACED PER TIE DOWN TABLE. THIS WILL RESULT IN MAXIMUM SPACING DEPENDING ON SIZE OF HOME AND FRAME CONFIGURATION.

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installing your home

section VIII

WATER AND DRAINAGE SYSTEM CONNECTION

The water and drainage systems in all Wick manufactured homes are tested for leaks prior to shipment from the factory. At the time these systems are connected, or following any move, they **must** be re-tested for leaks that can result from vibration and road shock experienced during transit. All visible water lines, drain lines and P-Traps should be checked to ensure that they are free from leaks, and all sinks, basins, tubs and toilets should be checked to verify that they operate properly. The Hot and Cold water lines should also be checked to verify that they are properly connected to fixtures.

NOTE: MANY LOCAL JURISDICTIONS MAY HAVE OTHER REQUIREMENTS FOR CONNECTION OF THE WATER AND DRAINAGE SYSTEMS OR ON-SITE INSPECTIONS OF THESE SYSTEMS WHEN CONNECTION IS COMPLETED. BE SURE TO CONSULT WITH THE PROPER AUTHORITIES FOR ANY OTHER REQUIREMENTS IN YOUR AREA.

CAUTION: FAILURE TO PROPERLY CONNECT AND TEST THE WATER AND DRAINAGE SYSTEM COULD RESULT IN DAMAGE TO THE HOME.

Water System

The water system is designed and intended to operate at pressures **not exceeding** 80 p.s.i. If the water line pressure at the site exceeds 80 p.s.i., a pressure regulating valve **must** be installed at the water inlet. The water system can be connected to any safe, reliable source through the ¾" inlet pipe fitting under the home which is identified by a tag.

In areas where temperatures drop to freezing and below, the water supply should be installed below the frost line, and all exposed piping and connections should be protected from freezing by either insulation or the application of heat tape. If heat tape is used, it **must** be "listed" and approved for use in manufactured (mobile) homes.

CAUTION: FAILURE TO INSTALL HEAT TAPE WHICH IS APPROVED FOR USE IN MANUFACTURED (MOBILE) HOMES COULD CREATE A FIRE HAZARD AND CAUSE SERIOUS INJURY OR FATAL ACCIDENTS.

Drainage System

Piping from the outlet to the site connection of the drainage system must be installed with sufficient slope (¼" per foot), and it must be suitably supported to prevent the possibility of water standing in the pipe.

FUEL SUPPLY CONNECTION

Gas Systems

The gas piping system in all Wick manufactured homes is designed for a gas supply pressure range of not less than 10" and not greater than 14" of water column. The gas supply pressure must be within this range for safe and efficient operation of the gas system.

The gas system was tested for leaks prior to shipment from the factory. At the time the gas is connected, or following any move, the gas system and all incoming fuel lines, connections and appliance valves and controls **must** be re-tested for leaks or loose connections that can result from vibration and road shock experienced during transit. The instructions for testing the gas system are printed on a tag near the gas supply line (see Figure 1).

NOTE: MANY LOCAL JURISDICTIONS OR UTILITY COMPANIES MAY HAVE ADDITIONAL REQUIREMENTS FOR CONNECTING AND TESTING GAS SYSTEMS. BE SURE TO CONSULT WITH THE PROPER AUTHORITIES FOR ANY OTHER REQUIREMENTS IN YOUR AREA.

CAUTION: FAILURE TO PROPERLY CONNECT AND TEST THE GAS SYSTEM COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

FIGURE 1

Combination LP-Gas and Natural Gas System

This gas piping system is designed for use of either liquefied petroleum gas or natural gas.

NOTICE: BEFORE TURNING ON GAS BE CERTAIN APPLIANCES ARE DESIGNED FOR THE GAS CONNECTED AND ARE EQUIPPED WITH CORRECT ORIFICES. SECURELY CAP THIS INLET WHEN NOT CONNECTED FOR USE.

When connecting to lot outlet, use a listed gas supply connector for manufactured homes rated at:

☐ 100,000 Btuh or more
☐ 250,000 Btuh or more

Before turning on gas, make certain all connections have been made tight, all appliance valves are turned off, and any unconnected outlets are capped.

After turning on gas, test gas piping and connections to appliances for leakage with soapy water or bubble solution, and light all pilots.

Natural Gas

Unless otherwise specified, all Wick manufactured homes are shipped natural gas ready. Therefore, all gas fueled appliances **must** be carefully adjusted to accommodate the type of fuel being used, and the proper orifice(s) attached to the appliance(s) **must** be installed in accordance with the instructions provided by the appliance manufacturer.

CAUTION: FAILURE TO PROPERLY ADJUST A GAS APPLIANCE TO ACCOMMODATE THE TYPE OF FUEL BEING USED COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

LP Gas

Because all Wick manufactured homes are shipped natural gas ready unless otherwise specified, the proper conversion **must** be made if LP Gas will be utilized. We suggest that conversion to an LP System be a vapor withdrawal type, incorporating the use of a vapor drip leg cap.

CAUTION: WHEN LP GAS IS UTILIZED, USE ONLY LP GAS OR BUTANE CYLINDERS (OR "BOTTLES") BEARING THE APPROVAL MARKING OF EITHER THE U.S. DEPARTMENT OF TRANSPORTATION (DOT) OR THE AMERICAN SOCIETY OF ENGINEERS (ASME). DOT CYLINDERS ARE ACCEPTABLE IN ALL STATES. CONSULT WITH YOUR LOCAL LP GAS SUPPLIER FOR REQUIREMENTS IN YOUR STATE FOR THE PROPER CYLINDER TO USE.

All gas fueled appliances **must** be carefully adjusted to accommodate the type of fuel being used, i.e., LP Gas, and the proper orifice(s) attached to the appliance(s) **must** be installed in accordance with the instructions provided by the appliance manufacturer.

CAUTION: FAILURE TO PROPERLY ADJUST OR CONVERT A GAS APPLIANCE TO ACCOMMODATE THE TYPE OF FUEL BEING USED COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

Oil Systems

Oil may be used as a fuel supply for heating. If oil is used, an adequate supply must be readily available, either through an individual oil storage tank located adjacent to the home, or through a centralized oil distribution system which is now found in many manufactured home parks.

If an oil storage tank is utilized, it must be installed so that the oil flows by "gravity." The top of the tank can be no higher than 8 feet above the appliance (furnace) control valve, and the bottom of the tank can be no lower than 18 inches above the control valve. A readily accessible and approved manual shut-off valve must be installed at the outlet of the oil supply tank, and an approved oil filter or strainer must be installed in the oil line downstream from the shut-off valve. The oil filter must contain a drain for the entrapment and disposal of any water in the oil supply

When a centralized oil system exists, it may only be necessary to hook up to the oil connection provided. The oil in the system should be under pressure and supplied through a suitable metering device.

Where oil is used as a fuel, all connections, testing and adjustment of oil tanks, lines and controls **must** be performed in accordance with the instructions provided by the manufacturer of the appliance (furnace).

CAUTION: FAILURE TO PROPERLY CONNECT, TEST AND ADJUST OIL TANKS, LINES, CONNECTIONS AND CONTROLS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

ELECTRICAL POWER SUPPLY CONNECTION

The electrical system in all Wick manufactured homes is designed and installed to comply with the requirements of the National Manufactured Home Construction and Safety Standards (HUD Code), and with applicable sections of the National Electric Code. All electrical connections **must** be performed by a qualified electrician who is familiar with these codes and/or other local electrical codes.

CAUTION: FAILURE TO PROPERLY CONNECT THE ELECTRICAL SYSTEM COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

The electrical supply to the home requires 120/240 volt, 1 phase, 3 wire with ground. Inadequately sized wire can result in low voltage, causing a drop in light and appliance efficiency. All wiring **must** be U.L. listed. Conductors and raceways are sized for copper four wire service. Aluminum feeder service will require larger wire and raceways. Consult the current national and local electrical codes.

The proper feeder conductor size for a 100 ampere service panel will require a minimum of #4 AWG, 75°C copper with #8 ground; 200 ampere service panel will require a minimum of #2/0 AWG, 75°C copper with #6 ground. The ampere rating of the service panel **must not** exceed the power supply assembly rating.

The home **must** be properly grounded. The only safe and approved method for grounding is through an electrically isolated grounding bar (equipment ground) installed on the power supply panel. The neutral (white) conductor **must not** be connected to the equipment ground in the power supply panel.

CAUTION: IMPROPER GROUNDING AND CONNECTIONS COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

The electrical system in all Wick manufactured homes is tested and inspected prior to shipment from the factory. After the electrical system has been connected to the power supply source, the following additional tests **must** be conducted using approved testing equipment: (1) A continuity test of circuit conductors; (2) a polarity test; and (3) a continuity test of electrical grounding system.

CAUTION: FAILURE TO PROPERLY TEST THE ELECTRICAL SYSTEM COULD RESULT IN SERIOUS INJURY OR FATAL ACCIDENTS.

COMMUNICATION CABLE INSTALLATION

The walls and floors of all Wick manufactured homes contain electrical wiring and plumbing lines. When installing communication cables, such as telephone wires and cable television lines, extreme caution **must** be taken to prevent contact with or drilling through these systems. This type of work should only be performed by qualified personnel.

MISCELLANEOUS EXTERIOR

Skirting or Crawl Space Enclosure

The area between the bottom of the floor and the ground under the home (crawl space) may be skirted or enclosed. Lattice-work or similar style skirting is recommended because it allows for maximum ventilation. Aluminum or Fiberglass Skirting with a Receiver Strip is also available.

When skirting or enclosing the crawl space, access areas should be provided and located so that water supply and sewer drain connections can be inspected or repaired. Before you skirt or enclose the crawl space, remember to install a vapor barrier on the ground under the home (see Site Preparation on Page 36).

NOTE: IF A CLOTHES DRYER IS INSTALLED, ITS EXHAUSTED AIR MUST BE VENTED "OUTSIDE" THE SKIRTING OR CRAWL SPACE FOUNDATION, BEYOND THE PERIMETER OF THE HOME. CLOTHES DRYER VENTS MUST NOT BE ALLOWED TO TERMINATE UNDER THE HOME

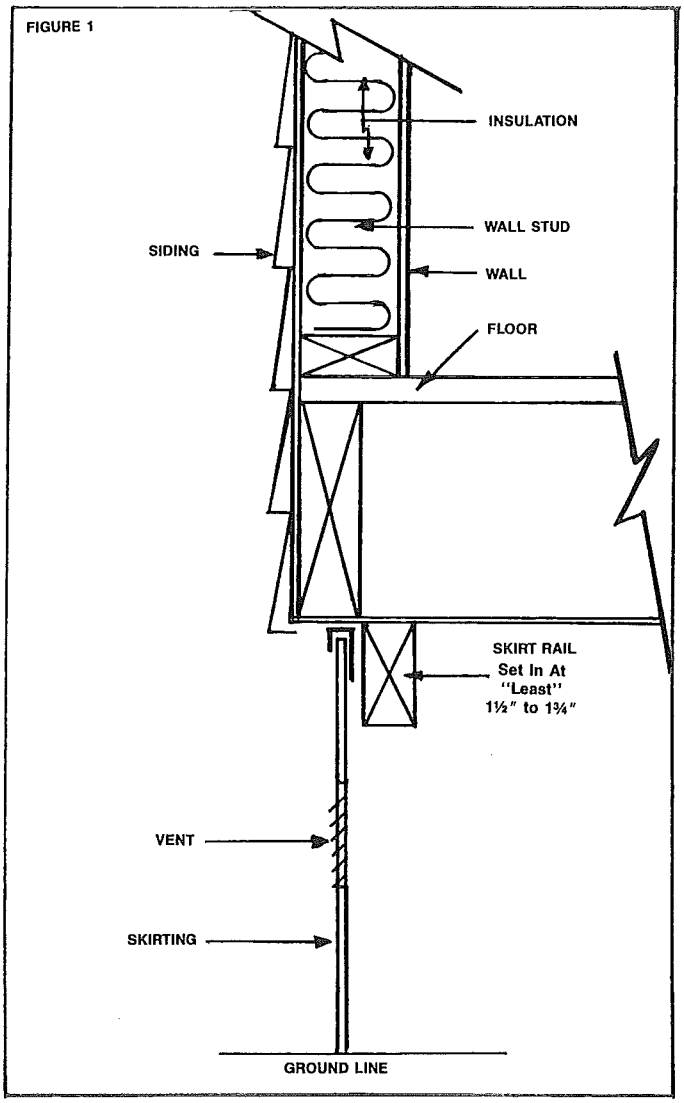
If skirting is used to enclose the crawl space, it should be secured as necessary to assure stability and compensate for possible frost heave. In frost-susceptible areas, the installation should allow for frost heave ground movement. The J-Rail or other receiver strip for skirting should be attached to a "skirt rail" installed at the bottom of the floor. The "skirt rail" should be set in at least 1½" to 1¾" from the edge of the siding (which extends below floor level). If alternative methods of attachment are used, the skirting must be attached in a manner that does not allow water to become trapped along the bottom of the siding. (See Fig. 1).

NOTE: WHEN ATTACHING SKIRTING TO VINYL-SIDED HOMES, TO ALLOW FOR NORMAL EXPANSION OF THE SIDING, A ½" to ⅝" OPENING SHOULD BE PROVIDED IN THE SIDING WHERE FASTENERS PASS THROUGH.

The skirting or crawl space foundation must provide adequate ventilation to prevent moisture accumulation under the home and to provide combustion air for any heat producing appliances. Ventilation can be provided through openings (vents) or other suitable means. Vents should be covered with a corrosion-resistant wire mesh not less than ¼" and not more than ½" in any dimension, or with screened or louvered openings to prevent entry of dry vegetation, waste materials or rodents.

The "net" amount of ventilation in skirting or crawl space foundations must be 1 square foot of "free area" for every 150 square feet of crawl space area. If combustion air for heat producing appliances is taken from under the home, the "net" amount of free area should be increased by at least 37.0 square inches per appliance to assure proper operation of the appliance(s).

FIGURE 1



To compute the total amount of "free area" ventilation required, divide the square footage of the floor area of the home by 150. For example: if the home is a 14 x 70, there is 924 square feet of floor area, i.e., 14 x 66 = 924 (excludes 4 feet for the hitch). 924 ÷ 150 = 6.16 square feet, or 887 square inches, total "free area" ventilation required. If one heat producing appliance drawing its combustion air from under the home is installed, increase the total "free area" ventilation to 6.42 square feet, i.e., 37.0 square inches + 887 square inches = 924 square inches, or 6.42 square feet.

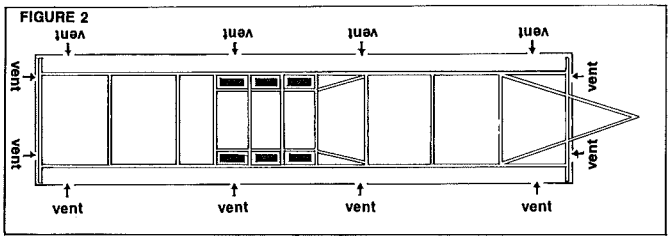
The amount of free area ventilation obtained will depend on the type and size of the vent installed, and the type of obstruction (covering) over the vent opening, i.e., wire mesh, screen or louvers, etc. Some skirting products are "continuous venting" or have pre-vented skirting panels that can be installed. You should refer to the skirting or vent manufac-

turer's specifications to determine the amount of free area your ventilation system will provide.

NOTE: THESE ARE "MINIMUM" FREE AREA VENTILATION REQUIREMENTS. ADDITIONAL VENTILATION CAN BE PROVIDED. HOWEVER, THE TOTAL FREE AREA VENTILATION MUST BE "AT LEAST" THE MINIMUM AS CALCULATED BY THE ABOVE METHOD.

Ventilation openings should be installed as "high" as reasonably practicable, but not higher than the bottom of the floor of the home. To assure "cross-ventilation," the openings or pre-vented skirting panels should be installed within three (3) feet of each corner of the home. Depending on the size of the home and the number of vents installed to obtain the total "free area" ventilation required, additional vents or pre-vented panels should be installed along the sidewalls toward the center of the home. (See Fig. 2).

FIGURE 2



NOTE: VARIOUS LOCAL, CITY OR STATE CODES MAY AFFECT THE APPLICABILITY OF THESE GUIDELINES. BE SURE TO CONSULT WITH YOUR LOCAL AUTHORITIES TO ENSURE THAT YOUR SKIRTING OR CRAWL SPACE FOUNDATION COMPLIES WITH ANY OTHER REQUIREMENTS.

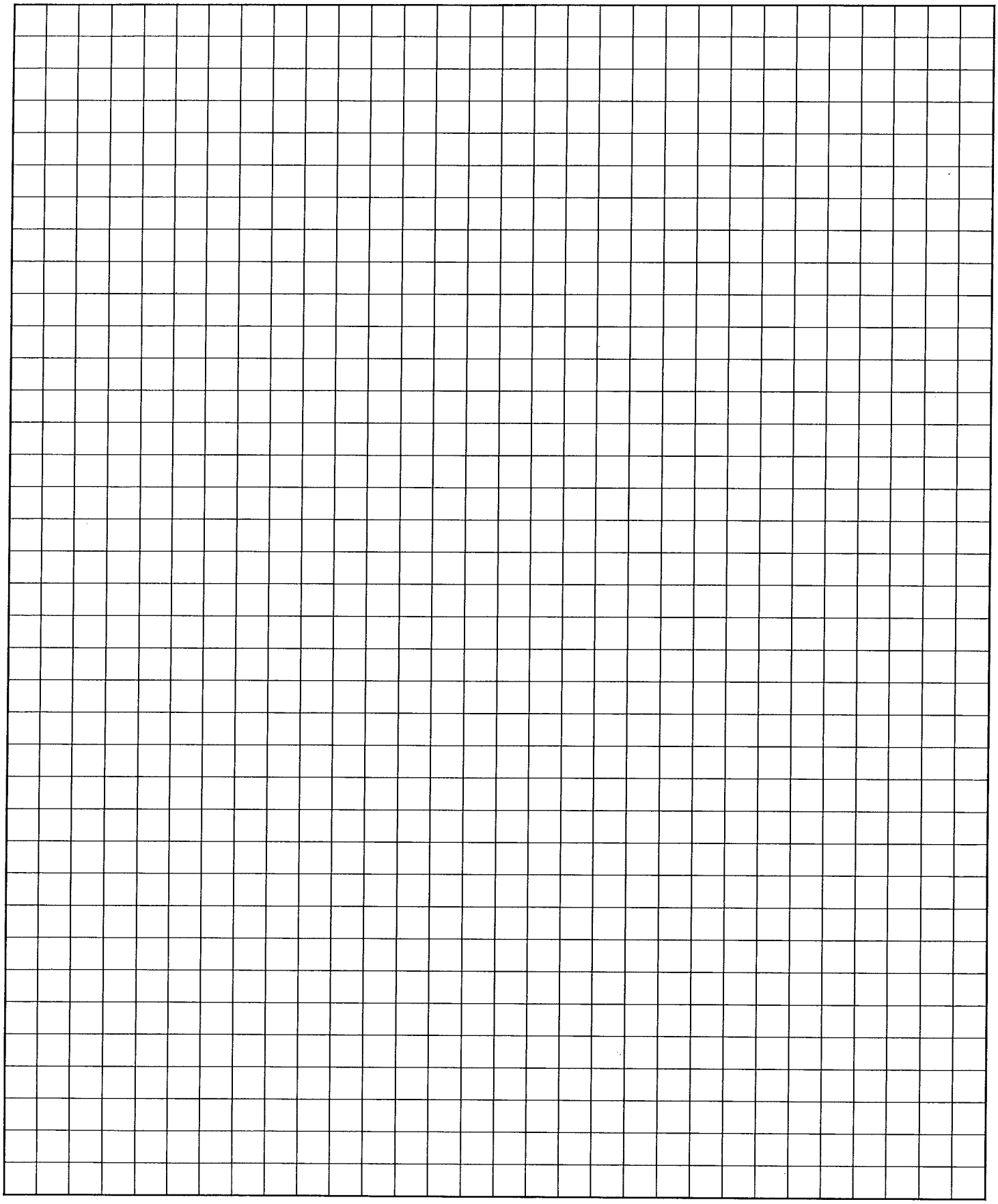
Exterior Light Fixtures

To install exterior light fixtures, connect wires, black to black, white to white, and ground to ground. Push wires into box and secure fixture in position. Caulking must be applied around the base of the light fixture to ensure a water tight seal to the sidewall.

Roof

All Wick manufactured home roofs are sealed around vents, stacks and other flashings prior to shipment from the factory. These areas must be examined and resealed, if necessary, to prevent leaks that can result from vibration and road shock experienced during transit. The hold-down straps on shingled roofs should be removed, and all penetrations from staples or other fasteners should be sealed.

USE THIS SPACE TO LAY OUT YOUR PIER (BLOCKING) SPACING AND TO PLAN YOUR TIE-DOWN LOCATIONS



storing and moving your home

section IX

STORING YOUR HOME

If you plan to leave your home unattended for any length of time, the following precautions should be taken to prevent damage:

Summer

1. Shut off the water, gas and electrical services at the point of entry to your home. All appliances must be unplugged and valves must be closed.
2. Open two or three windows slightly to ventilate your home and prevent mustiness.
3. If located in an arid region, it is recommended that several open containers of water are left in your home. The gradual evaporation of water will maintain enough humidity in the air to prevent cracking or warping of interior panels.
4. To prevent sun damage to drapes and furnishings, use a heavy brown wrapping paper or aluminum foil to cover the insides of your windows.
5. Notify your park manager, a trusted neighbor or the local police of your intended period of absence.

Winter

1. Shut off the water, gas and electrical services at the point of entry to your home. All appliances must be unplugged and the valves closed.
2. As a special precaution to prevent freeze-up, the following procedure is recommended: Drain the water heater and all water lines. Open each water faucet slightly (in order to break the vacuum) and drain completely. Leave the valves open slightly. Using an air compressor, blow out water lines completely. Then pump in 3 to 4 gallons of antifreeze. Flush water closet to empty all possible water and add approximately one pint of antifreeze. Pour one quarter pint of antifreeze into the P-Trap of the kitchen and bathroom sink(s) and the bathtub and shower drains.
3. It is recommended that some ventilation is provided to prevent mustiness. This can be accomplished by opening several windows a fraction of an inch.
4. Notify your park manager, a trusted neighbor or the local police of your intended period of absence.

IF YOU MOVE YOUR HOME

The rules and regulations pertaining to the design criteria for manufactured homes vary from region to region. If you find it necessary to move your home to a new location, you should first verify that the functioning of your home within the geographical area for which it was designed is compatible with your intended home location. A home that was designed for a warm climate may not be suitable to withstand high snow loads. One that was designed for interior, non-coastal states will differ in construction from one designed for hurricane zones. The Maps contained on your Data Plate will provide this information for you.

storing and moving your home

section IX

You should contract with a professional manufactured home transporter to move your home. You should **never** attempt to move your home yourself. A professional mover knows the regulations of each state's highway departments and will be equipped to obtain the necessary permits and arrange for escort vehicles, if necessary. There are many national firms that specialize in manufactured home transport with offices in most major cities. Consult the yellow pages of your telephone directory for the name of a professional manufactured home mover nearest you.

It is extremely important that you have adequate insurance coverage for your own protection. Your Wick Limited One Year Warranty will not cover damages incurred while your home is being moved. You should notify your insurance agent and confirm that you have adequate coverage in the event an accident or damage occurs during transport. This type of insurance is usually available on a term or trip basis.

Finally, there are a number of procedures and certain precautions that should be taken when relocating your home. Some of these will be performed by the moving firm, while others can be performed by you. Listed below is a checklist of the important items that will need attention in preparing your home for any move.

Exterior Preparation

1. Check tires for general condition and proper inflation.
2. Check wheel bearings for correct grease packing.
3. Check the operation of the brakes making sure the wires are properly attached to drums, axles, and frame members. If your home has been parked for an extended period of time, you should have the brakes checked by a competent automotive mechanic before the move.
4. Check wheel lug bolts for tightness at the start of the trip, after the home has been on the road for 25 or 30 miles, and at each stop thereafter.

Interior Preparation

It is important to remember that your Wick manufactured home is not a moving van. Do not overload either the front or rear of the home. Be sure the load is properly balanced and that the weight of your household belongings is evenly distributed. Heavy items, such as cement blocks, oil drums, steps and pianos should **never** be transported inside your home. These items can impose a dangerous overload on wheel and axle assemblies and could cause structural damage to your home.

CAUTION: DAMAGE CAUSED BY HEAVY ITEMS SUCH AS CEMENT BLOCKS, OIL DRUMS, STEPS, PIANOS, PORCHES, ETC., TRANSPORTED IN YOUR HOME WILL BE YOUR RESPONSIBILITY TO REPAIR OR CORRECT.

1. Box dishes, silverware, utensils and canned goods, etc., and place on the floor against a wall near the front of the home such as a partition wall of a bedroom, as close as possible over the axle area. Do not place breakable items near the rear of the home.
2. Place living room furniture, dinette and bedroom furniture at the extreme front end of your home. Set tables upside down on carpet or cardboard and place on the floor against a wall near the front of the home such as a partition wall of a bedroom, as close as possible over the axle area.
3. Remove mirrors, pictures and wall hangings from walls and place between bed mattresses.
4. Remove clothing from wardrobe and place on mattresses.
5. Disassemble and pack hanging light fixtures and table lamps.
6. Remove toilet tank cover and place between mattresses. Remove water from tank.
7. Brace sliding doors with wood wedges at top and bottom and tape securely in position.
8. Disconnect all appliances and tie doors shut and install appropriate shipping braces. Drain water heater. To avoid a burned-out element on electric water heaters, disconnect power at main panel until the unit is refilled with water.
9. Drain all water lines and blow out with air to assure that no water is trapped in the line. If moved in winter, fill traps with antifreeze. (See Storing Your Home).
10. Cap the water inlet and sewer outlet.
11. Close and latch all windows. Lock all doors. To secure storm doors, insert a screw in the hole in the flange on the exterior frame of the door. Look for the screw hole provided in the flange that lines up with a screwhole in the storm door. Secure the rear door shut by screwing a band (a metal or wood strip) into a screwhole on the exterior of the door frame.

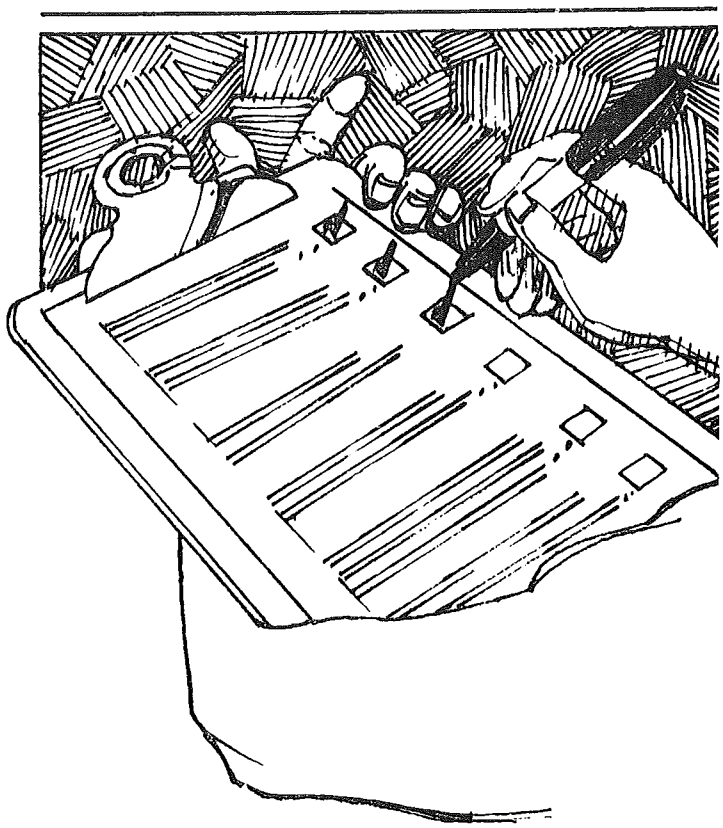
maintenance checklist

section X

As previously discussed, the proper maintenance of your new manufactured home is necessary to ensure your lasting enjoyment and to keep your home in worry-free operation. Wick has given careful consideration to the durability and easy care of materials utilized in the construction of your home. Simple maintenance performed routinely will help retain the beauty and life of your home and ensure your safety and comfort.

In addition to this Manual, separate operating instruction manuals detailing instructions for the safe use and proper maintenance of the various appliances and equipment installed in your home have been provided to assist you. To assist you further, we have prepared a checklist of the principal areas and working systems of your home that should receive routine maintenance on a regular basis. Extra space has been provided for you to add other items, if you wish. You should use this Maintenance Checklist to record the maintenance you have performed. Just place a check in the appropriate box after you performed the maintenance listed.

Please be sure to refer to this Manual or the separate operating manuals provided by the manufacturers of the appliances and equipment installed in your home to obtain the necessary information to maintain and care for your home. Your attention to these maintenance requirements will provide greater assurance of your long-term satisfaction.



maintenance checklist
section X

SPRING MAINTENANCE	19	19	19	19	19	19	19	19	19
Inspect Roof, Stacks and Vents; Clean off debris and rinse off with water; Clean Gutters									
Check Windows (egress) and Exit Doors; Lubricate Window Hinges and Arms									
Check Exhaust Fan Systems (Kitchen and Bath)									
Check Floors for Proper Leveling									
Check Blocking for Rigidity									
Check Anchor Ties (if installed)									

SUMMER MAINTENANCE									
Check Windows (egress) and Exit Doors; Lubricate Window Hinges and Arms									
Check Exhaust Fan Systems (Kitchen and Bath)									
Check Air Conditioner; Clean Filters or replace (every 30 days), if necessary									

maintenance checklist
section X

FALL MAINTENANCE	19	19	19	19	19	19	19	19	19
Inspect Roof, Stacks and Vents; Clean off debris and rinse off with water; Clean Gutters									
Recoat Roof with sealant, (if metal) if necessary									
Wash and inspect exterior; wax siding (if metal)									
Caulk all small openings									
Check Exhaust Fan Systems (Kitchen and Bath)									
Check and Clean Furnace; Replace Filters, if necessary									
Check Oil Supply (if applicable) and replenish, if necessary									
Check Oil Supply Lines (if applicable); Wrap or insulate for winter if exposed									
Disconnect garden hose from outside faucet and store									
Check Skirting and Venting; Remove Leaves or other accumulated debris									
Check Heat Tape(s) for proper installation (be sure it is plugged in)									
Inspect Sewer and Drain Lines for leaks and cracks; Insulate if exposed to elements									
Check Faucets and Stools for Leaks									
Check Windows (Egress) and Exit Doors; Lubricate Window Hinges and Arms									

WINTER MAINTENANCE									
Check Furnace; Clean Filters or replace (every 30 days), if necessary									
Check Fuel Supply Tank (every 30 days) and remove dirt or water									
Check Anchor Ties (if installed)									
Flush Drain Lines periodically									
Check Skirting and Venting; Remove Snow, Leaves or other accumulated debris									
Check Roof periodically; Remove Snow, Ice or other accumulated debris									

MANUFACTURED HOME
STATE ADMINISTRATIVE AGENCIES (SAA's)

Alabama
Harold A. Hendrix, Adminstrator
Alabama Manufactured Housing Commission
908 South Hull Street
Montgomery, Alabama 36130

Arizona
Richard E. Wolfe, Director
Office of Manufactured Housing
1645 W. Jefferson, Room 431
Phoenix, Arizona 85007
602-255-4072

Arkansas
Ms. Mary Beth Bowman, Director
Arkansas Manufactured Home Commission
1022 High Street
Little Rock, Arkansas 72202
501-371-1641

California
Robert Keefe
Dept. of Housing & Community Development
P.O. Box 31
Sacramento, California 95801
916-323-9801

Colorado
Leslie G. Tingle
Colorado Division of Housing
1313 Sherman Street
Denver, Colorado 80203
303-866-2033

Florida
Buck Jones, Chief
Bureau of Mobile Home Construction
Dept. of Highway Safety and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, Florida 32301
904-488-7657

Georgia
Thomas H. Eberhart
State Fire Marshal
200 Piedmont Ave.
West Tower, 7th Floor
Atlanta, Georgia 30334
404-656-2064

Idaho
Thomas Fica, Administrator
Building Division
Dept. of Labor & Industrial Services
317 Main Street, Room 400
Boise, Idaho 83720
208-334-3896

Indiana
William B. Franklin
Code Enforcement Division
Dept. of Fire Prevention and Building Safety
1099 N. Meridian St., Suite 900
Indianapolis, Indiana 46204
317-237-1408

Iowa
Donald W. Appell
Building Code Bureau
Division of State Fire Marshal
Department of Public Safety
Wallace State Office Building
Des Moines, Iowa 50319
515-281-3807

Kentucky
Les Westerfield
Dept. of Housing, Building and Construction
U.S. 127 South
Frankfort, Kentucky 40601
502-564-3626

Louisiana
Jeffrey Gleason
Dept. of Public Safety
Mobile Home Division
1033 N. Lobdell Ave.
Baton Rouge, Louisiana 70806
504-925-4911

Maine
David Preble
Manufactured Housing Board
Department of Business Regulation
State House Station 35
Augusta, Maine 04333
207-289-2955

Maryland
David Hammerman
Director, Codes Administration
Dept. of Economic and Community Development
45 Calvert
Annapolis, Maryland 21401
301-269-2701

Michigan
Steve Zamiara
Department of Commerce
Mobile Home Division
6546 Mercantile Way
Lansing, Michigan 48909
517-373-1837

Minnesota
Richard Hauck
Building Codes Division
408 Metro Square Building
7th & Robert Street
St. Paul, Minnesota 55101
612-296-4628

Mississippi
Jerry Black
Mobile Home Inspection Division
P.O. Box 22542
Jackson, Mississippi 39205
601-359-1061

Missouri
Ed Klein, Director
Manufactured Housing Department
Missouri Public Service Commission
P.O. Box 360
Jefferson City, Missouri 65102
314-751-2557

Nebraska
Jack L. Daniel
Division of Housing and Environmental Health
State Dept. of Health
301 Centennial Mall South
Lincoln, Nebraska 68509
402-471-2541

Nevada
A. Wayne Tetrault, Administrator
Department of Commerce
Manufactured Housing Division
Capitol Complex
Carson City, Nevada 89710
702-885-4298

MANUFACTURED HOME
STATE ADMINISTRATIVE AGENCIES (SAA's)

New Jersey
William M. Connolly, AIA
Deputy Director
Division of Housing and Development — BCCE
Department of Community Affairs
CN 805 Mfrg. Const.
Trenton, New Jersey 08625
609-292-7142

New Mexico
Ray A. Lopez, Director
Regulation and Licensing Dept.
Manufactured Housing Division
Bataan Memorial Building
Santa Fe, New Mexico 87503
505-827-6344

New York
Fred L. Kessner
Director of Housing and Building Codes Bureau
Div. of Housing and Community Renewal
Two World Trade Center
New York, New York 10047
212-488-7138

N. Carolina
Owen Tharrington
North Carolina Department of Insurance
Engineering and Building Codes Div.
P.O. Box 26387
Raleigh, North Carolina 27611
919-733-3901

Oregon
Ron Sabatini
Building Codes Division
Department of Commerce
401 L & I Building
Salem, Oregon 97310
503-378-3176

Pennsylvania
James Shields, Chief
Division of Industrialized and Mobile Housing
Department of Community Affairs
Room 509, Forum Building
Harrisburg, Pennsylvania 17120
717-787-9682

Rhode Island
Joe Cirillo
Building Code Commission
Department of Community Affairs
1270 Mineral Spring Ave.
North Providence, Rhode Island 02904
401-277-3033

S. Carolina
Ms. Adrian Yeumans, Director
Division of General Services
Manufactured Housing Section
310 Gervais Street
Columbia, South Carolina 29201
803-758-5378

S. Dakota
Barbara Boddicker, Director
Division of Commercial Inspection & Regulation
Capitol Building
Pierre, South Dakota 57501
605-773-3697

Tennessee
William E. Bomar, Chief
Factory Manufactured Structures and Recreational Vehicles
9th Floor, Tennessee Bldg.
6th & Church
Nashville, Tennessee 37219
615-741-2981

Texas
John P. Steele, Administrator
Texas Department of Labor & Standards
P.O. Box 12157
Capitol Station
Austin, Texas 78711
512-475-5712

Utah
James F. Considine
Director of Mobile Homes & Recreational Vehicles Division
Department of Business Regulations
160 East 300 South
Salt Lake City, Utah 84100
801-530-6727

Virginia
C. Sutton Mullen, Jr., Deputy Director
Division of Building Regulatory Services
Department of Housing & Community Development
205 N. Fourth Street
Richmond, Virginia 23219
804-786-4846

Washington
James Louvier
Factory Assembled Structures
300 West Harrison
Seattle, Washington 98119
206-281-5530

Wisconsin
Grant Turner, Chief
Light Building Section
Dept. of Industry, Labor & Human Relations
P.O. Box 7969
Madison, Wisconsin 53707
608-266-1748

Any agencies in those states that are not listed above have either not applied for or received HUD approval. The Office of the National Conference of States on Building Codes and Standards (NCSBCS) will handle inquiries from persons in those states. Call or write to NCSBCS at the following address:

National Conference of States on Building Codes & Standards, Inc.
481 Carlisle Drive
Herndon, Virgina 22070
703-437-0100

Wick Building Systems, Inc.

MANUFACTURED HOME
POST-OCCUPANCY INSPECTION CHECKLIST
FOR WARRANTY EXTENSION

To obtain a 60-day extension of your Wick Limited One Year Warranty, you must perform the following inspections and checks, and complete this Post-Occupancy Inspection Checklist indicating the results of your inspections and checks, date and sign the Checklist and mail it to Wick within thirty (30) days of the Date of Delivery of your home at the following address: Wick Building Systems, Inc., 2301 East Fourth Street, P.O. Box 530, Marshfield, WI 54449. Upon receipt of your completed Post-Occupancy Inspection Checklist, your Wick Limited One Year Warranty will automatically be extended sixty (60) days beyond its original one-year term.

NOTE: PARTICIPATION IN THE POST-OCCUPANCY INSPECTION/WARRANTY EXTENSION PROGRAM IS NOT A CONDITION OF WARRANTY COVERAGE. HOWEVER, YOUR WICK LIMITED ONE YEAR WARRANTY MUST BE PROPERLY VALIDATED IN ORDER TO OBTAIN THE 60-DAY WARRANTY EXTENSION. COMPLETION AND RETURN OF THIS POST-OCCUPANCY INSPECTION CHECKLIST DOES NOT CONSTITUTE VALIDATION OF YOUR WARRANTY. (SEE THE WARRANTY VALIDATION INFORMATION SECTION OF YOUR HOMEOWNERS MANUAL).

Purchaser/Owner:

_____
(Name)

_____
(Street address)

_____
(City, State, Zip)

_____
(Telephone/Home) (Telephone/Work)

Dealer/Seller:

_____
(Name)

_____
(Street address)

_____
(City, State, Zip)

_____
(Telephone)

Date of Delivery: _____

Serial Number of Home: _____

You must provide a complete and accurate response to all inspections and checks. Please type or print clearly. (Indicate **Yes, No,** or **N/A**--Not Applicable.) If there is anything you do not understand during the inspection process, contact your dealer representative or the Warranty Service Department of Wick Building Systems in Marshfield, Wisconsin for clarification

INSTALLATION/SET-UP CHECK

Indicate the name and address of the party who performed the set-up and installation of the home for you below:

Name: _____
Address: _____
City/State: _____
Telephone: _____

YES	NO	
		1. Is your home placed on (1) Permanent Foundation; (2) Concrete Slab; (3) Concrete Ribbons; (4) Piers with Footings? (Circle one.)
___	___	2. The home has been properly blocked and the floor leveled.
___	___	3. (If installed using an anchoring system) All Anchors and Tie-Downs have been installed.
___	___	4. All incoming fuel lines have been properly connected and tested by a qualified technician.
___	___	5. (If a sectional home) All components have been properly aligned, all molding, carpet, exterior siding, caps and flashings have been installed.
___	___	6. The electrical system to the home has been properly connected and tested by a qualified technician and the home has been properly grounded.
___	___	7. (If skirted or crawl space enclosure) The minimum amount of "free area" venting has been installed, and the clothes dryer has been vented beyond the perimeter of the home, i.e. outside the skirted area. (See Sections IV and VIII of your Homeowner's Manual).
___	___	8. (If equipped with a woodburning fireplace or woodburning stove) The chimney stack extension and roof cap have been installed and the combustion air intake is unobstructed.
___	___	9. (For water heater and furnace) All chimneys and stacks are in place, properly aligned and free from obstructions.

OPERATIONAL CHECK

___	___	1. All Windows and Interior and Exterior Doors open, close, and latch properly.
___	___	2. Location and operation of Emergency Exit Windows and Doors has been explained.
		After connection of the electrical system to the electrical source:
___	___	3. All Receptacles, Switches, and light Fixtures operate properly.
___	___	4. Ground Fault Interrupter has been tested (by pressing the test button) and operates properly.
___	___	5. All Exhaust Fans (kitchen and bath) operate properly.
___	___	6. Smoke Detector(s) has/have been tested (by pressing test button) and operate properly.
___	___	7. All Appliances (including, but not limited to, Furnace, Water Heater, Ventilation Device, Range, Refrigerator, etc.,) have been checked and operate properly.

YES NO

After connection of the water system to the water supply and drain:

___ ___ 8. All visible Water and Drain Lines and "P" Traps have been checked and are free from leaks.

___ ___ 9. All Sinks, Basins, Tubs, and Toilets have been checked and operate properly.

___ ___ 10. All Hot and Cold Water Lines are properly connected to fixtures, dispense water as labeled and operate properly.

VISUAL CHECK-INTERIOR

___ ___ 1. Ceiling, Walls, and Floor Coverings are free from scrapes, gouges, discoloration or other serious damage or defects.

___ ___ 2. Carpeting is properly stretched and seamed.

___ ___ 3. All Cabinets and Countertops are free from scrapes, gouges, discoloration or other serious damage or defects.

___ ___ 4. All Trim and Molding is neat in appearance and installed properly.

___ ___ 5. All Windows, Storms, and Screens (if so equipped) are free from visible damage or other serious defects.

___ ___ 6. All Interior/Exterior Doors and Storms (if so equipped) are free from visible damage or other serious defects.

___ ___ 7. All Plumbing Fixtures are free from chips, scratches, or other serious damage or defects.

___ ___ 8. All factory-installed Appliances and Interior Furnishings are free from scratches, dents, chips, or other serious damage or defects.

___ ___ 9. All Draperies (if provided with home) are free from stains, discoloration or other serious damage or defects.

VISUAL CHECK-EXTERIOR

1. Is the Roof shingled or metal? (Circle One.)

___ ___ 2. (If metal) Roof is free from visible damage or other serious defects. CAUTION: IF METAL, ROOF SHOULD NOT BE WALKED ON WITHOUT FIRST PLACING A WALK BASE ON THE ROOF TO DISTRIBUTE WEIGHT.

___ ___ 3. (If shingled) There are no missing or loose shingles.

___ ___ 4. (If shingled) All hold-down straps have been removed and all staple holes have been properly sealed.

___ ___ 5. All penetrations through roof stacks, vents, chimneys, etc., have been properly sealed.

___ ___ 6. Siding is free from dents, scratches, gouges, discoloration or other serious damage or defects.

___ ___ 7. Bottom Board (material on the exterior underside of the home) is free from tears and holes and fastened securely around the perimeter of the home and around all openings.

NOTE: IF ANY PROBLEMS REQUIRING WARRANTY SERVICING ARE FOUND DURING THE INSPECTION PROCESS, PLEASE CONTACT YOUR DEALER TO ARRANGE FOR THE APPROPRIATE CORRECTION AND/OR REPAIR. UNLESS YOU FEEL A PROBLEM POSES A HAZARDOUS OR DANGEROUS SITUATION, WE RECOMMEND THAT YOU WAIT AT LEAST SIXTY (60) DAYS AFTER YOUR HOME IS DELIVERED TO YOU BEFORE REQUESTING WARRANTY SERVICE. DURING THIS TIME, COMPILE A LIST OF THE PROBLEMS WHICH YOU FEEL ARE COVERED UNDER THE WICK LIMITED ONE YEAR WARRANTY, AND THEN SEND IT TO US. THIS WILL FACILITATE CORRECTION AND/OR REPAIR OF ALL PROBLEMS IN ONE VISIT TO YOUR HOME AND RESULT IN LESS INCONVENIENCE TO YOU. **IF ANY PROBLEM ARISES WHICH COULD POSE A HAZARDOUS OR DANGEROUS SITUATION, PLEASE DO NOT WAIT SIXTY (60) DAYS, NOTIFY WICK OR YOUR DEALER IMMEDIATELY!**

USE THE SPACE BELOW TO PROVIDE US WITH ANY COMMENTS YOU HAVE ABOUT YOUR NEW HOME:

_____

_____

_____

_____

_____

* * * * * * * * *

CERTIFICATION

I/We certify that I/We are the owner(s) of the above-referenced home, and that I/We have performed the inspections and checks outlined above and have provided accurate responses thereto.

_____
Signature of Purchaser/Owner (Date)

_____
Signature of Purchaser/Owner (Date)

Wick Building Systems, Inc.
2301 East Fourth Street
P.O. Box 530
Marshfield, WI 54449

Wick Building Systems, Inc.

Marshfield Homes®
A product of Wick Building Systems, Inc

Artcraft Homes®
A product of Wick Building Systems, Inc

Rollohome®
A product of Wick Building Systems Inc

Wick Building Systems, Inc.

2301 East Fourth Street
P.O. Box 530
Marshfield, WI 54449

Corporate Offices
403 Walter Road
P.O. Box 490
Mazomanie, WI 53560

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