

'97 DEC -9 A8:59

DEPT. OF ADMIN.
BLDG. CODES & STANDARDS

HOMEOWNER'S MANUAL

**Your Manufactured Home Guide
To Warranty, Safety & Maintenance Information**



Wick[®]
Building Systems, Inc.



Did You?

- ✓ Complete and mail the Warranty Registration Card for your Wick Limited Warranty
- ✓ Complete and mail the registration cards for your appliances and other equipment
- ✓ Have your Dealer complete and mail a HUD Registration Card

Record the Information About Your Home Purchase Below

Retailer/Dealer:

(Name)

(Address)

(City, State, Zip)

(Telephone)

Date of Delivery: _____

Warranty Expiration:

1-Year Coverage: _____

10-Year Coverage: _____

Serial No: _____

Key Nos: _____

***Place Your Warranty Records Here
For Safekeeping***

Dear Wick Manufactured Home Purchaser:

Congratulations and Welcome to the rapidly growing number of Wick Manufactured Home owners. We are very pleased that you have placed your confidence in us by deciding to purchase one of our homes.

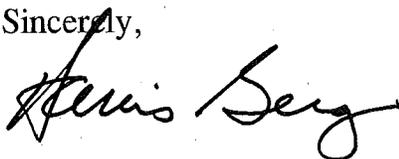
You obviously spent a great deal of time and effort in selecting the right home. We have prepared this Homeowner's Manual to give you all the information you will need to help you care for and keep your home in its best possible condition. We urge you to read it thoroughly and keep it handy for ongoing use. The more you learn about your home, the better prepared you will be to take care of it. Give special attention to the sections on home maintenance. You will save yourself time and expense by properly maintaining your home.

Your Homeowner's Manual should remain with the home at all times. If you sell your home, you should give your Manual to the person who buys the home from you. We recommend you place the warranties and other information provided for your appliances and other equipment in one of the handy pockets of your Manual. Don't forget to fill out and mail your Wick Warranty Registration Card and any other manufacturer registration cards for your appliances and equipment.

Customer Satisfaction is our No. 1 Priority. We want to provide you with a home that will give you years of safe and comfortable living—a home that will make you very proud. We will be here when you need us. If you have any questions, please don't hesitate to let us know. We wish you well in your new home and hope you enjoy the rewards that home ownership can bring. If you are happy with your home, please don't keep it a secret—pass it on. Help us make others happy too!

Thank you for choosing Wick to meet your housing needs.

Sincerely,



WICK BUILDING SYSTEMS, INC.

P.S.

Check with your Wick Dealer to make sure he has completed and mailed a HUD Registration Card for you. We need the information on this card in case we would need to contact you with follow-up information relating to your home.

contents

Section I — INTRODUCTION

Federal Construction Standards	1
Data Plate	2
Owner Responsibility	2
Alterations or Modifications	2

Section II — WARRANTY INFORMATION

Your Wick Warranty	3
Other Manufacturers' Warranties	4
How to Obtain Warranty Service	4

Section III — FOR YOUR SAFETY AND COMFORT

Fire Safety	5
Wind Safety	8
Indoor Air Quality	8
Ventilation Systems	9
Humidity & Condensation	11
Site Preparation & Maintenance	13
Utility Systems	14
Electrical System	14
Fuel Supply System	16
Plumbing System	17

Section IV — MAJOR APPLIANCES & EQUIPMENT

Heat Producing Equipment	20
Furnaces	20
Water Heaters	23
Ranges	24
Fireplaces	25
Cooling & Ventilation	26
Air Conditioning	26
VentilAire™ Mechanical Ventilator	26
Household Appliances	27

Section V — INTERIOR MAINTENANCE

Interior Ceilings & Walls	30
Floor Covering	31
Window Coverings & Bedding	33
Cabinets & Countertops	33
Kitchen & Bath Fixtures	34

Section VI — EXTERIOR MAINTENANCE

Roofs	36
Vinyl Siding	36
Multi-Tone Wood Siding	37
Cedar Lap Siding & Cedar Simulated Log Siding	37
Painting Wood Siding	38
Mildew	39
Windows	40
Skylights	41
Exterior Doors	41
Floor Undersheathing	42
Wheels & Tires	42

Section VII — TO PROTECT YOUR INVESTMENT

Comprehensive Physical Damage Insurance	43
Liability Insurance	45
Credit Life, Accident & Health Insurance	45
What to Look for When You Purchase Home Insurance	46

Section VIII — MOVING YOUR HOME

Exterior Preparation	47
Interior Preparation	48

SECTION IX — SEASONAL OCCUPANCY

Summer	49
Winter	49

Section X — MAINTENANCE CALENDAR AND LOG

Maintenance Calendar	52
Maintenance Log	53
State Administrative Agencies	55

introduction

section I

YOUR HOME MEETS FEDERAL STANDARDS

In 1974, the National Manufactured Home Construction and Safety Standards Act was enacted by the Federal Government. 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 manufactured home accidents, and to improve the quality and durability of manufactured homes." The Construction and Safety Standards issued pursuant to this Act govern how manufactured homes must be designed and constructed. All Wick manufactured homes are designed and constructed to meet or exceed these Federal Standards.

The Department of Housing and Urban Development (HUD) is the Federal Agency who administers the Act. Any questions concerning the Act or your rights thereunder can be directed to HUD or to the State Administrative Agency (SAA) approved to act as HUD's agent in your state. You can also contact HUD directly by calling or writing HUD in Washington, D.C., as follows:

U.S. Department of Housing & Urban
Development
Office of Manufactured Housing
451 7th Street, Room B-133
Washington, D.C. 20410-8000
1-800-927-2891

The Act also provides that if for some reason your home does not meet the standards or if it contains a safety hazard, the manufacturer must notify you of that fact. In some cases, the Act may require the manufacturer 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 notify Wick, your dealer, and the approved SAA for your state, or the Department of Housing and Urban Development.

Finally, you should be sure to complete and return one of the HUD Registration Cards provided with this Manual. To help assure your protection, we **must** have the information which this card provides.

introduction

section I

DATA PLATE

Your home contains a Data Plate which provides the following information about the manufacture of your home:

- The address of the plant location where your home was assembled and constructed.
- The date assembly and construction of your home was completed.
- The serial number and model designation of your home.
- The name of the design approval agency (DAPIA) which approved the design of your home.
- A listing of all factory-installed equipment and appliances, the manufacturer's name, and the model identification.
- Maps showing the Wind Loads, Roof Loads, and the Outdoor Winter Design Temperature criteria to which your home was manufactured.
- A Heating and Cooling Design Certificate containing the heating and cooling system(s) specifications.

The Data Plate can be found on the back of the door of the electrical service panel or somewhere in the vicinity.

OWNER RESPONSIBILITY

Like any valuable investment, your home needs care and maintenance to keep it in good working order. To assist you, a Maintenance Calendar and Log for keeping track of routine maintenance and repairs is provided at the back of this Manual. We encourage you to perform the repairs that are a normal part of home ownership. However, you should only attempt those home repairs you are qualified to undertake.

Your home's electrical, fuel supply, and plumbing systems are designed and installed in accordance with accepted engineering practices. Over time, the use of these systems may cause normal wear and tear. 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 a problem occurs, consult a service or repair organization specializing in the specific problem.

It is also your responsibility, working with your dealer, to make sure your home has been properly installed at your home site as described in the installation instructions provided with your home. Finally, you should also be sure to comply with the instruction manuals supplied with the factory-installed equipment and appliances to ensure the safe operation of these accessories.

ALTERATIONS OR MODIFICATIONS

Modification, alteration, or expansion of the structural, electrical, plumbing, heating, cooling, or transportation systems of your home should only be undertaken by qualified contractors and licensed technicians. Subject to Company Policy, we will provide information and drawings that may be required to assist you and your contractors.

To obtain this information, send us a stamped, self-addressed envelope, along with a letter describing what you propose to do. Be sure to include the serial number of your home when submitting your requests. Send your requests to Wick Building Systems, Inc., 2301 East Fourth Street, Post Office Box 530, Marshfield, Wisconsin 54449.

warranty information

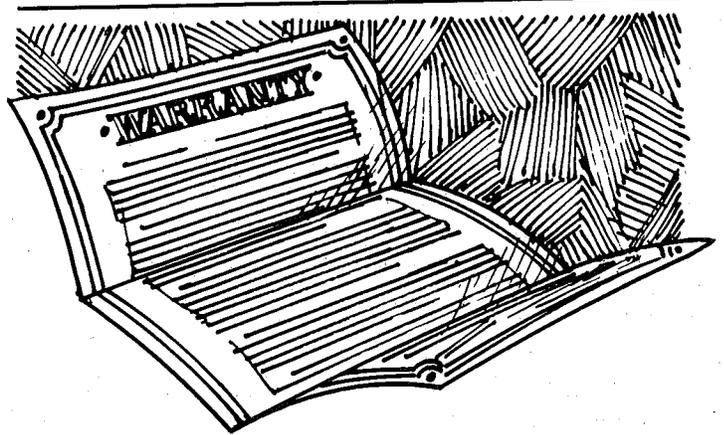
section II

YOUR WICK WARRANTY

Your new home is warranted by Wick against defects in design, materials, and workmanship for a period of one (1) year beginning on the date of delivery to the first retail purchaser.

Under certain circumstances, the major structural and mechanical systems of your home are covered against defects for a period of ten (10) years. To be eligible for coverage under the ten-year warranty period, your Wick Limited Warranty must be registered. To register your Warranty, you must complete your Warranty Registration Card and mail it to Wick within thirty (30) days of the Date of Delivery of your home.

Your Wick Limited Warranty is included with your Homeowners Manual. Please take the time to review and familiarize yourself with it. Pay careful attention to the major structural and mechanical systems covered under the ten-year warranty period and the conditions for such coverage. Note that coverage under both the one-year and ten-year warranty periods is subject to certain limitations and exclusions. Be sure you review and familiarize yourself with these limitations and exclusions.



warranty information

section II

OTHER MANUFACTURERS' 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 coverage under the Wick Limited Warranty, but may be warranted separately by their manufacturers. You should locate and familiarize yourself with these other warranties. For your convenience, some of these warranties are provided along with this Manual. In some cases, such as the furnace and water heater, the warranties and operating instruction manuals may be attached directly to the appliance. If you cannot locate these other warranties, you should notify your dealer or Wick as soon as possible.

Warranty repair of problems with any of the components, appliances, or equipment that are separately warranted is the responsibility of the respective manufacturer. Service requests should be sent directly to the manufacturer, or to their local service representative. If you have difficulty obtaining service of the components, appliances, or equipment that are separately warranted, please notify our Warranty Service Department.

HOW TO OBTAIN WARRANTY SERVICE

Your home is thoroughly inspected and tested before it leaves the factory. Despite the exhaustive testing measures that are undertaken by Wick, even the best built homes may occasionally require service to correct undetected problems. If a problem arises which you feel is covered under the Wick Limited Warranty, you must send or deliver written notice of the alleged defect 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 should include an explanation 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. 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 which you feel are covered, and then send it to us. This will facilitate the correction and repair of all problems in a minimal amount of visits to your home.

► CAUTION ◀

Notify your dealer or Wick immediately if a problem arises that poses an immediate hazardous condition.

If you have difficulty obtaining service 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., 404 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, the serial number of your home, and a telephone number where you can be reached.

for your safety and comfort

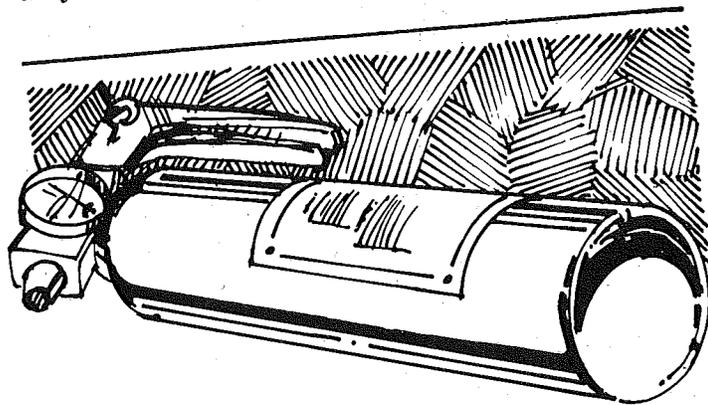
section III

FIRE SAFETY

Your home has been constructed with a number of fire safety features designed to give early warning and rapid escape. They 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 these fire safety features and become familiar with their operation.

► Smoke Detection Equipment

Smoke detectors are devices which sense smoke in the early stages of a fire and sound an alarm to warn the occupants. Your home is equipped with a smoke detector 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. If your home is designed to be installed on a basement foundation, an additional smoke detector is shipped loose with the home for basement ceiling installation. Smoke detectors should be tested periodically to make sure they are functioning properly.



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 in an emergency. Instruction decals explaining the operation are attached directly to the window. Your family should become familiar with the location and operation of all emergency exit windows. Your dealer will gladly point out the emergency exit windows and demonstrate their operation for you.

You should check and operate each emergency exit window periodically to be sure it is in proper working order. To operate the emergency exit windows, follow the procedure provided on the instruction decals attached to the window.

► CAUTION ◀

The instruction decals on emergency exit windows should never be removed. Furniture or other objects that will block access or that prevent the occupant from reading the instructions should never be placed in front of the emergency exit windows.

► Exit Doors

Your home is equipped with two exit doors which are remote from each other and open directly to the outside. Your family should locate and become familiar with the operation of both exit doors in case emergency exit is necessary.

► The Nature of Fires

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.

During a fire, experts say the worst thing to do is to fling open the bedroom door. Instead, you should feel the door and doorknob—if they feel hot, the door should be left closed, and you should exit through the bedroom window.

If children need to be rescued, experts say it is best to leave by your bedroom window and enter

from the outside through the childrens' 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.

The best protection in the event of a fire is escape—evacuate your home as soon as possible!

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

► Fire Safety Tips

Because your home is designed and constructed in accordance with the National Manufactured Home Construction and Safety Standards Act (HUD Code), you are assured that your home has been constructed to provide maximum fire safety. 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 what to do if a fire should occur. A few simple precautionary measures practiced routinely can save lives.

for your safety and comfort

section III

► Fire Prevention Tips

- Keep dust and lint to a minimum around heat sources like television sets, furnaces, and appliances.
- 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.
- 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 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, don't panic—speak calmly, 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 room quickly.
- Whenever you are in a smoke-filled room, keep down close to the floor—the air will be easier to breathe. Cover mouth and nose with a cloth, if possible. Don't assume clear air in a fire situation is safe. It might 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 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? | _____ |

for your safety and comfort

section III

HIGH WIND SAFETY

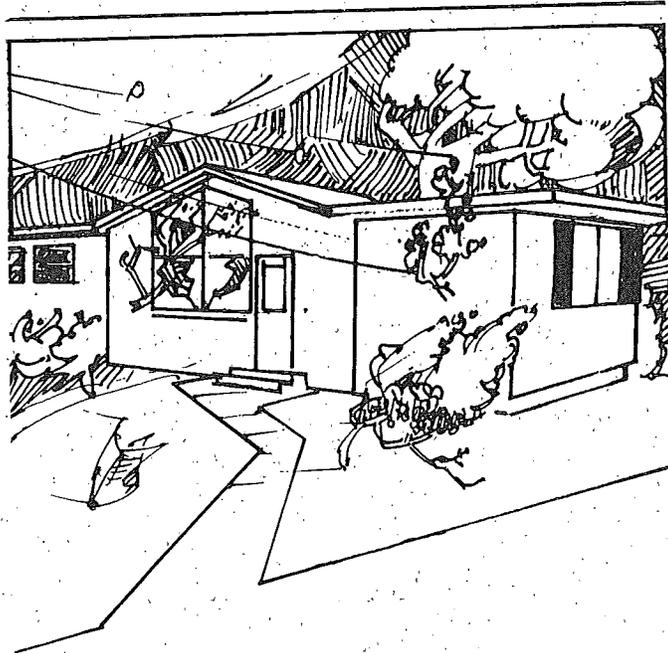
Your home has been designed for the installation of an anchoring system (tie-down equipment) to provide protection from the danger of high winds. Wick recommends the installation of tie-down equipment in all geographical locations to prevent damage or injury from the home overturning or sliding off its supports. The procedure for installation of an anchoring system depends on the design of the home, soil conditions at the site, and climate factors. Several tie-down systems are available on the market. For additional information, contact your dealer.

▶ CAUTION ◀

Anchoring Systems should only be installed by trained installation and set-up personnel. No home is safe in extremely high wind conditions that occur during tornadoes or hurricanes. If you do not have a basement, leave the home immediately and seek appropriate shelter.

INDOOR AIR QUALITY

Your home has been constructed with quality building materials and represents the state-of-the-art in building methods and practices in the construction 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, various contaminants generated through everyday living activities may become trapped inside the home. Some of the day-to-day activities that can introduce a variety of chemicals into the indoor air of your home include smoking, cooking, and the use of wood-burning stoves and gas-fueled clothes drying appliances. These activities all create carbon monoxide, formaldehyde, and nitrogen dioxide, among other chemicals. Various cleaning products contain a vast array of chemicals including ammonia and chlorine. Bathing and clothes washing can in-



troduce excessive moisture (water vapor) which may encourage mold spores which combine with indoor air. Hobbies or activities conducted in the home, such as furniture refinishing or painting, may introduce very strong vapors from chemicals like xylene, toluene, ketones, acetates, glycol ether, and various petroleum distillates. Very importantly, under certain circumstances, two chemical vapors may combine to produce a potentially deadly chemical pollutant (for instance, combining a chlorine-based cleanser such as Comet Cleanser with ammonia will produce a deadly chlorine gas). Finally, the curing of glues and resins used in certain building materials in your home may produce emissions of formaldehyde or other chemicals.

Due to concern about your health and well-being, Federal regulations require that Wick provide you with the following notice concerning formaldehyde emissions from certain building materials that may be used in the construction of your home:

for your safety and comfort

section III

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 the 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.

► Improving Indoor Air Quality

Being alert to the factors that can create indoor air quality problems must necessarily be your responsibility. This is because the quality of your indoor air depends on where you live (city or country), the number of people in your family, and the types of activities or hobbies carried on in the home. 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 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 ventilate your home by introducing fresh air.

You may think that if you open windows, you will increase the heating or cooling costs, but this is not necessarily 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. If 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.

The result of building a tight home to save energy is that contaminants generated in the home from everyday activities can become trapped inside the home. You can control indoor air quality problems by being aware of and alert to the factors that can create indoor air pollution.

Your health and comfort is important to Wick. Wick has selected state-of-the-art building materials to limit the amount of formaldehyde or other chemicals that are introduced into the living environment of your home. However, because Wick is required to build your home to meet federal energy conservation standards, Wick believes that proper ventilation of the home is essential to your good health. To ensure the health of you and your family, Wick has chosen to install a mechanical ventilation system as standard equipment to provide the additional ventilation we feel is important to ensure the most healthful living environment possible. The various ventilation systems available through Wick are as follows:

VENTILATION SYSTEMS

► Nordyne VentilAire™

A Nordyne VentilAire™ IV Attic Ventilator and Fresh Air Intake is installed as standard equipment in your home. The VentilAire™ works in conjunction with your furnace blower and duct system to draw in and distribute fresh outside air while purging stale, humid, smelly air from the living area of your home. The VentilAire™ can also help con-

for your safety and comfort

section III

trol the level of humidity in your home. There is a general consensus that higher levels of humidity can result in higher levels of indoor air pollution.

In addition, the VentilAire™ is an Attic Ventilator with automatic fan operation designed to exhaust moisture-laden air from the attic cavity in the winter, and hot, humid air in the summer. The VentilAire™ will substantially improve the air quality of your home and help control attic condensation.

VentilAire™ IV Specifications:

Fresh Air Intake	
Performance	25-50 CFM* (Cubic Feet Per Minute)
Electrical	None Required (Uses Existing Furnace Blower)
*CFM will vary depending on furnace size	

Attic Ventilator	
Capacity	300 CFM (Exhausted from Attic Cavity)
Electrical	Volts: 115 FLA: .85 (Full Load Amps) RPM: 3,000
Automatic Controls:	
Winter	
Thermostat/Humidistat	Summer
On: Between 35-70°F or RH Above 40%	On: 110°F
Off: Below 35° F or RH Below 35%	Off: 90° F

► Airxchange™ Ventilators

Airxchange™ Heat Recovery Ventilators are available as optional equipment. These ventilation systems remove indoor air pollutants, including radon, formaldehyde, excess humidity, odors, virus, bacteria, cigarette smoke and other contaminants replacing them with fresh filtered outdoor air. Maintenance is limited to periodic cleaning of the room air filter and replacement of the fresh air filter.

Airxchange™ Ventilators offer the following features:

- Remove indoor pollutants providing a healthful environment
- Removes excess humidity preventing condensation on windows

- A nominal 80% efficiency means dollars saved in energy costs
- Continuous ventilation independent of weather or furnace operation
- Efficient fresh air filter removes dust and pollen from incoming air
- Ventilates with windows and doors closed. Sleep secure regardless of outdoor noise or weather, ventilate while away
- High efficiency motor uses less energy than a 60 watt bulb

There are two Models available:

The Model 570ND is designed for installation in a finished ceiling, and is recommended for sectional homes. The Model 570N is designed for installation in the wall between two wall studs, and is recommended for single section homes. Both the Model 570ND and 570N are recommended for those climates where the 99% Winter Design Temperature is below 5 degrees F [-15 degrees C].

Airxchange™ Ventilator Specifications:

Model 570ND
MOUNTING - Ceiling
FRESH AIR DISTRIBUTION - Ducted System
VENTILATION CAPACITY - 70 CFM
POWER CONSUMED - 45 to 55 Watts 120 VAC
HEAT RECOVERY EFFICIENCY - Nominal 80%

Model 570N
MOUNTING - Wall
FRESH AIR DISTRIBUTION - Non-Ducted-Self Contained
VENTILATION CAPACITY - 30 to 70 CFM with variable speed control
POWER CONSUMED - 45 to 55 Watts 120 VAC
HEAT RECOVERY EFFICIENCY - Nominal 80%

for your safety and comfort

section III

HUMIDITY AND CONDENSATION

Humidity is water vapor (moisture) in the air. Usually humidity is invisible, but sometimes it is concentrated enough to be seen. All air contains some amount of moisture. Proper humidity is necessary for your health and comfort. 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. Extremely low humidity levels may also cause shrinking of wood members, loosening of glue joints in furniture, and loose doors and woodwork.

On the other hand, too much humidity can also cause problems. If the humidity level in your home is too high, it can cause problems such as interior ceiling finish failure, and staining and/or warping of wall paneling. It may even cause mildew in fabrics or carpeting, and create an objectionable "musty" odor. Excessive indoor humidity levels may do 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 experts, 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. Some of these include:

— **Crawl Space and Basement Moisture.** These areas can contain water vapor which can migrate up through the floors and walls.

— **Attic Cavity Moisture.** Ice dams are formed on the roof when snow above warm attic spaces melts and drips onto cold eaves where it freezes and

forms 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.

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

— **Supplementary Heating Systems and Gas Appliances.** Moisture results in the combustion of gas in the flame. The flame produces hydrogen as a by-product of combustion, which combines with oxygen in the air to produce water.

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. Peeling of exterior paint, buckling or bulging of siding, and wet areas near the ceiling and wall junctions are indications of moisture problems.

Moisture condensing on windows and damp spots on ceilings and room-side surfaces of exterior walls 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 may not cause immediate visible damage. Damage may not appear until years later. Condensation on windows is a danger signal. It indicates that the humidity level is too high. You must take steps to reduce the moisture and stop condensation. The only way to reduce the moisture in your home is to control the source.

for your safety and comfort

section III

►How To Control Humidity Levels

As previously discussed, your home is equipped with a factory-installed mechanical ventilation system. This ventilation system may aid in controlling the humidity levels in your home. However, **you must** take the necessary steps to control the sources that create excessive moisture. Some suggestions and recommendations to minimize moisture in your home are:

- Stabilize the temperature in your home by correctly using the automatic thermostat for your furnace. 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 indoor air temperatures. Normally, a 70% indoor air temperature is sufficient for comfortable living. Establish a comfortable average temperature setting and then rely on your automatic thermostat to maintain it.
- Although your heating system continually mixes inside air with dry, fresh air, under extreme moisture conditions, it may be necessary to bring in additional fresh air by opening a centrally located window, even in the winter, to allow moisture-laden air to escape.
- Be sure there is adequate ventilation of air throughout the home, including the areas behind electrical appliances, your clothes dryer, and in closets and wardrobes.
- Run your bath exhaust fan during, and at least five minutes after, you bathe or take a shower. Run your kitchen exhaust fan while cooking, and check dampers to be sure they are unlatched and operate freely. When bathing or showering, open the bathroom window a crack if you do not have a bathroom exhaust fan.
- Don't locate beds or furniture tightly against walls as this prevents the free circulation of air.
- Don't tape doors or windows closed. Do not seal your windows with plastic or block any vents.
- Don't operate vaporizing inhalers for prolonged periods of time unless you provide adequate ventilation.

- Keep registers and furnace filters clean for maximum air circulation.
- If you have single-pane windows, install storm windows.
- Don't humidify your home. Because of construction techniques, supplemental humidification is usually not necessary.
- If your home is skirted, make sure it is properly vented. Cover the ground in the area under the home (crawl space) with a plastic vapor barrier to prevent water vapor in the soil from rising into your home.
- If you have a basement, take the necessary steps to prevent migration of soil moisture into the basement.
- Install gutters, downspouts and extensions to divert rain water away from the crawl space or basement walls.
- Make sure your clothes dryer and all gas-fueled appliances are vented through the skirting or foundation walls. Remember, water vapor is one of the by-products of gas combustion!
- Keep snow and ice off your roof to prevent the formation of ice dams.
- If humidity levels cannot be controlled, consider using a dehumidifier.

The table below provides the recommended safe humidity levels for your home during the heating season.

RECOMMENDED INDOOR HUMIDITY LEVELS AT 70°F AIR TEMPERATURES	
Outside Air Temp.	Maximum Relative Humidity
-20°F or Below	Not over 15%
-20°F to -10°F	Not over 20%
-10°F to -0°F	Not over 25%
0°F to 10°F	Not over 30%
10°F to 20°F	Not over 35%
20°F to 40°F	Not over 40%

for your safety and comfort

section III

SITE PREPARATION & MAINTENANCE

The preparation and maintenance of your home site is extremely important. The instructions for preparing the site and installing the home are provided with your *Homeowner's Manual*. Typically, your new home will be delivered and installed by your Wick dealer. In some cases, this service may be provided through an independent set-up contractor. If you plan to make your own arrangements, you should be sure to contract with a qualified technician who is experienced in manufactured home set-up and installation and licensed where required. In some areas of the country, there are state, city or local codes that require the licensing of firms performing these services. You should check with your dealer or local agencies to obtain the requirements in your area.

After your home has been installed at your home site, you will need to do periodic inspections and maintenance of the site and the installation of your home. Generally, some of the things you will need to consider are:

► Skirting

Most likely your home was installed with optional skirting that encloses the crawl space. Skirting not only adds to the beauty of the home, it can also aid in the reduction of heat loss and prevent problems such as frozen plumbing. Some manufactured home parks require that manufactured homes be skirted. When you skirt your home, be sure to leave an access door so that you can get under the home for routine inspections or in case of emergencies.

If your home is skirted, it **must** be adequately ventilated. Proper ventilation is a must for two reasons:

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

The amount of skirting ventilation required depends on the total square footage of your home. One square foot of "free area" venting for every 150 square feet of floor area in your home is the minimum required. If appliances or special equip-

ment requiring combustion air from under your home are installed, additional ventilation may be required. (For additional information regarding skirting ventilation requirements, consult your *Installation Instructions*).

► CAUTION ◀

If your home is located over a crawl space, the required amount of "free area" ventilation must be provided in the skirting or other crawl space covering. Failure to provide the required amount of "free area" ventilation could create moisture-related problems and cause damage to your home.

Be sure to check your skirting at least yearly to make sure vents are not blocked and are providing the recommended amount of free area ventilation.

► Crawl Space Ground Cover

A polyethylene sheeting or other type of vapor barrier material should be installed over the ground. This material is intended to reduce the migration of moisture from the ground under your home in the crawl space from migrating into your home. You should inspect this vapor barrier periodically, spring and fall, and if you find any tears or holes, repair them immediately.



for your safety and comfort

section III

►Landscape and Vegetation

If you landscape around your home, remember to prepare the soil in such a way that rain water, sprinkler or irrigation water is diverted away from under the home.

You should also be sure to keep low hanging tree limbs trimmed back away from the roof of the home, and keep rain gutters cleaned and free of leaves and other debris.

►Settling and Releveling

There is always the possibility that settling may occur after the home has been installed on site. Generally, if the home settles on the site, it will happen within the first 6 months or in the spring after the first heating season. Settling is most likely to occur in those areas subject to seasonal freezing and thawing.

When settling does occur, it can affect the proper operation of doors and windows and place undue stress and strain on the structural members of your home. It may also affect the tension in your tie-down equipment. If your home begins to show signs of "settling" such as sticking exit doors and windows, you should have the leveling of the home checked. If settling has occurred, you should have the home relevelled. This can be performed by either your dealer or a manufactured home service company in your area.

UTILITY SYSTEMS

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. 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 these important parts of your home.

Regular inspections of the utility systems 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. Contact a reputable service firm for repair if you begin to experience problems.

► CAUTION ◀

Repair or replacement of operating equipment, appliances, electrical, fuel supply and plumbing systems should be made only by qualified service technicians. Failure to properly repair or replace operating equipment, appliances, electrical, fuel supply and plumbing systems could cause damage to the home or result in serious injury or fatal accidents.

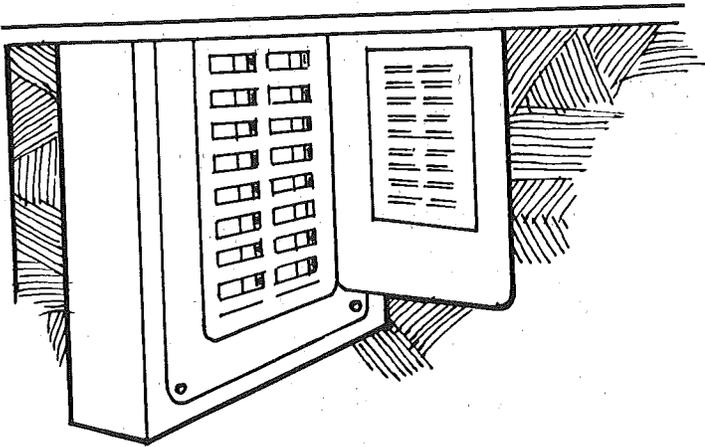
►Electrical System

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.

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 dielectric strength test was conducted to check for shorts. The electrical system must be re-tested at the time electrical service to your home is installed and connected to make sure that no damage has occurred

for your safety and comfort

section III



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. Failure to properly install, connect, and test the electrical system in your home could cause damage to the home or result in serious injury or fatal accidents.

Grounding. For the protection of you and your family, it is vital that your home be properly grounded when connected to the power source. 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.

► CAUTION ◀

Failure to properly ground your home could cause damage to the home or 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 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.

If electrical power becomes interrupted, it is an indication that a circuit has been overloaded. The circuit breaker switch automatically breaks the circuit for protective purposes. To re-establish power, open the 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, call a qualified electrician to correct the problem for you.

► CAUTION ◀

The electrical service panel of your home contains high voltage electricity. Attempts to correct any difficulty should only be undertaken by a qualified electrician. Failure to properly repair any difficulties in the electrical system could cause damage to the home or 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). In some cases, a GFI device may also be used on kitchen receptacles. The GFI may be a part of the receptacle itself, or it may be a special circuit breaker installed in the electrical service panel. Both type work on the same principle. These devices are highly sensitive to sudden overloading and are intended to protect you from injury by breaking the circuit. The GFI device is equipped with a test button. You should periodically check any GFI devices to ensure that they are operating properly. If the GFI develops a pattern of breaking the circuit without apparent reason, call a qualified electrician to determine what is causing the problem.

for your safety and comfort

section III

► Fuel Supply System

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 connected, or any time after the home has been in transit or moved.

► CAUTION ◀

Failure to properly connect, test, and adjust fuel supply lines, connections, and controls could cause damage to the home or result in serious injury or fatal accidents. Connecting, testing, and adjusting of fuel supply lines, connections, and controls should only be done by a qualified service technician.

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 service technician to make any necessary adjustments.

► CAUTION ◀

Failure to properly repair the fuel supply system could cause damage to the home or result in serious injury or fatal accidents. Repairs to the fuel supply system should only be made by a qualified service technician.

Natural Gas. If your home was ordered with a gas fuel supply system, the major appliances installed in your home such as the furnace, water heater, and range, are designed to be fueled by natural gas. Special orifices and regulators are required for the type of gas used. Therefore, if you decide to use a different type of gas, all appliances must be carefully adjusted and the proper orifice(s) must be installed.

► CAUTION ◀

Failure to make the proper adjustments to accommodate the type of fuel being used could cause damage to the home or result in serious injury or fatal accidents. Adjustments or modifications to appliances should only be made by a qualified service technician.

LP Gas. Because all homes ordered with a gas fuel supply system are shipped natural gas ready, if LP Gas will be utilized, the proper conversion must be made and the proper orifice(s) 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.

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 an 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.

for your safety and comfort

section III

Fuel Oil. Where oil is intended to be used as fuel, your oil supply will be provided either through an individual oil storage tank located adjacent to your home, or a centralized oil distribution system. When a centralized system exists, 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 should be no higher than 8 feet above the appliance control valve, and the bottom of the tank 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. 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.

► CAUTION ◀

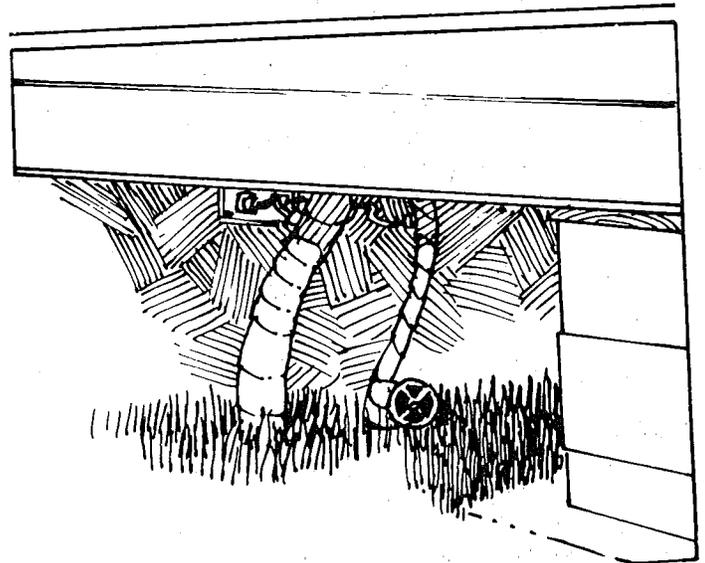
Failure to properly connect, test, or adjust oil tanks, lines, connections, and controls could cause damage to the home or result in serious injury or fatal accidents. Connecting, testing, and adjustment of oil tanks, lines, connections, and controls should only be done by a qualified service technician.

► Plumbing System

Water Lines. Water is supplied to your home through a standard $\frac{3}{4}$ -inch pipe identified by a tag. The water lines in your home have been 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 water system at a maximum of 80 p.s.i.

A main water shut-off valve has been installed at the inlet pipe located in the water heater compartment of your home. This shut-off valve enables the water system in the home 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 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



for your safety and comfort

section III

is heat tape. In more moderate climates, 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 homes. Failure to use heat tape approved for use in manufactured homes could cause damage to the home or result in serious injury or fatal accidents.

In some locations, the main water supply 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 an 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 to prevent freezing of water lines.

► CAUTION ◀

During periods of absence from the home, precautions should be taken to prevent freezing of water lines. Failure to take the necessary precautions to prevent freezing of water lines could result in serious damage to your home.

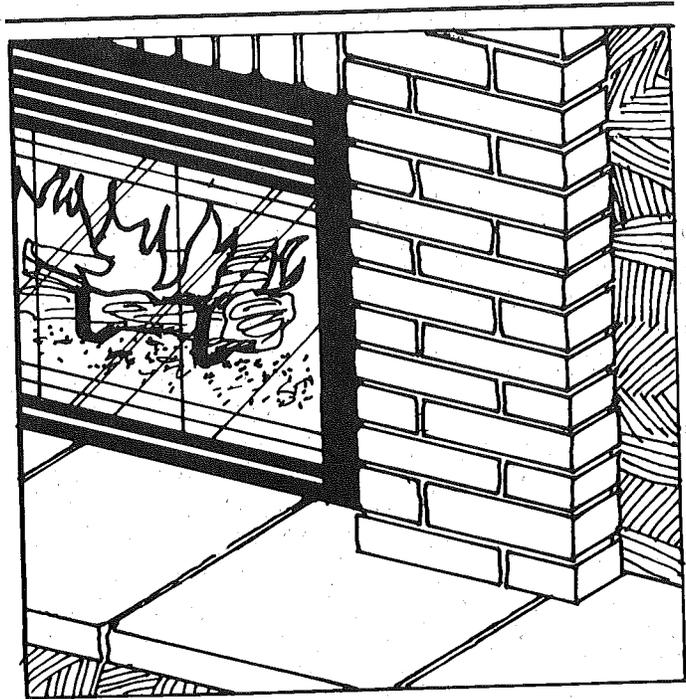
Drain Lines. Piping from the home to the site connection must be installed with sufficient slope ($\frac{1}{4}$ inch per foot) and be suitably supported to prevent the possibility of water standing in the pipe. To avoid stoppage and major plumbing problems, flush drains once each month using a liquid drain opening compound, such as Liquid Plumber or Draino.

major appliances & equipment

section IV

Wick has installed nationally recognized brand appliances and other mechanical equipment in your home. These major appliances and equipment are separately warranted by their manufacturers. The manufacturers may also supply 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 manufacturer of your appliances 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 operating and maintaining your appliances and equipment and placing them in service.



major appliances and equipment

section IV

You should never attempt to repair or alter any of this equipment yourself. Repairs 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 the appliance is listed and approved for installation and used in manufactured homes. You should also be sure it 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 service technician.

HEAT PRODUCING EQUIPMENT

Many of the heat producing appliances installed in your home, such as the furnace, water heater, range, and fireplace, 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. The "sealed combustion" system in your home has advantages over conventional systems because:

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

►Furnaces

The operation of your furnace is entirely automatic and is thermostatically controlled. The furnace blower forces heated air through ducts and distributes the heated air through registers located in various rooms. The 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 that are further away. Room size and window area should also be kept in mind, with the amount of air flow regulated accordingly.

The return air opening to the furnace may be on the floor, on the door, on the side wall of the closet, or some combination of these. The upper grille on the front of the furnace admits return air to the blower. Return air must be provided back to the circulating blower in order to provide air distribution. Do not obstruct any of these return air openings, including the grille on the furnace.

All furnaces, whether electric, gas, or oil-fired, are "direct ignition" models. A direct ignition model furnace does not have a pilot. Ignition is accomplished through an ignition device which automatically lights the burner. Be sure to read the Manufacturer's *Installation Instructions/Owners Manual* before operating your furnace. Additionally, you should be sure to adhere to the following safety precautions:

- The first lighting of the furnace after set-up or following any move of your home must be performed by a qualified service technician.
- If you have a gas-fueled furnace, the entire gas system must be thoroughly inspected and tested by a qualified technician for leaks or loose connections after set-up or following any move of your home before placing your appliances in service.
- Do not operate the furnace if any part has been under water. Immediately call a qualified service technician to inspect and to replace any part of the control system and any gas control which has been under water.
- If you have a gas-fueled furnace and the furnace will not ignite, smell all around the furnace area for gas. Be sure to smell next to the floor because some gas is heavier than air and will settle on the floor.
- If you smell gas:
 - * Do not try to light this or any appliance!
 - * Do not touch any electric switch!
 - * Do not use any phone in your home!
 - * Immediately call your gas supplier from a neighbor's phone. Follow the gas supplier's instructions!
 - * If you cannot reach your gas supplier, call the fire department!
- If you do not smell gas:
 - * Refer to your Owners Manual for the proper lighting instructions.
 - * Never use a tool to turn the gas control knob. If the knob will not turn by hand, don't try to repair it. Call a qualified service technician.

major appliances & equipment

section IV

► CAUTION ◀

Keep the hinged "fire door" closed at all times. If the fire door is kept open or the spring is broken, this may allow products of combustion into the living space resulting in possible asphyxiation.

Attention should be given to the manufacturer's recommendations for maintenance to ensure the safe and proper operation of your furnace. In general, the following schedule should be completed whether your furnace is electric, gas, or fueled by oil.

►By Homeowner

- Clean dust and lint from around the furnace and in the furnace closet.
- At least twice each season (more often in dusty areas) remove and clean the air filters with a vacuum or with warm water and soap. Reinstall when dry.
- During extremely cold weather, ice may form on the furnace Roof Jack. Small amounts of ice forming on the roof jack will present no problems to proper furnace operation. However, excessive ice formation could restrict the combustion air supply to the burner, causing inefficient burner operation. If excessive ice has formed on the air inlet or exhaust portions of the Roof Jack, it must be carefully removed.

►By Serviceman

Call a qualified service technician at the beginning of each heating season to do the following:

- Remove the air circulator and clean all dust and lint from the unit.
- Inspect the combustion changer blower compartment, flue collar and Roof Jack.
- Check the gas valve (if applicable) and fuel line connections for leaks.
- If the blower motor is equipped with oiling tubes, at the beginning of each heating season, turn off the furnace system switch and add 2 to 3 drops of a good quality SAE 20 motor oil (no-detergent) to the oil tubes at each end of the blower motor.
- Make any other adjustments necessary for good operation.

In addition to the preceding, the following should be performed by a qualified service contractor at least once each heating season for oil-fired furnaces:

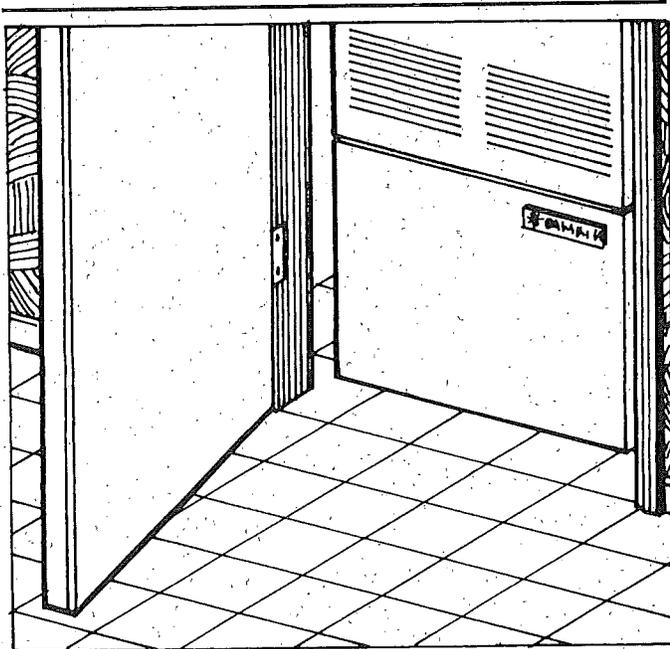
- Replace the oil nozzle with the type nozzle specified for your furnace.
- Clean, adjust and replace the spark electrodes if necessary.
- Reset the nozzle/drawer assembly to factory specifications.
- Clean the inside of the furnace heat exchanger and replace the combustion liner if necessary.
- Clean or replace the oil filter element at the oil tank.
- Adjust the burner for top efficiency and check to make sure all fittings are leak-tight.

► CAUTION ◀

Only qualified service technicians should be permitted to service your furnace. Before lighting gas or fuel oil furnaces, read the specific instructions supplied by the furnace manufacturer. Do not obstruct return air openings, including the grille on the front of the furnace. Do not block the combustion air intake or flue opening to the roof. Failure to follow these precautions may cause asphyxiation or create a fire hazard and could cause damage to the home or result in serious injury or fatal accidents.

major appliances & equipment

section IV



Gas Furnaces: If your home was ordered with a gas fuel supply system, your furnace is factory equipped to operate on Natural Gas. If the gas supply to your home is L.P. (bottle gas), you must contact a qualified service technician or gas supplier to convert the furnace and install the proper orifice to accommodate the type of fuel being used. The instructions for the gas conversion are found on the lighting instruction label attached to the furnace and in the Installation Instructions/Owners Manual supplied by the manufacturer of the furnace. 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.

► CAUTION ◀

Failure to make the proper adjustments to accommodate the type of gas being used could cause damage to the home or result in serious injury or fatal accidents. Failure to inspect and test the gas system for leaks or loose connections could cause damage to the home or result in serious or fatal accidents.

Oil Furnaces. Where oil is used as fuel for heating, an adequate supply must be readily available. In general, you should use either an individual oil storage tank or a centralized oil distribution system. 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:

- Use only the fuel oil recommended in the furnace operating instructions or on your data plate. Gasoline or naphtha must **never** be added to the fuel oil.
- 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.
- The bottom of the storage tank must be at least 18" above the oil level marked on the fuel control valve (carburetor).
- The oil storage tank must be kept free of water, sludge and scale to prevent excessive wear and possible damage to the furnace fuel pump and burner nozzle. A fuel filter at the storage tank is required.
- If your home is located in a high altitude area, special operating procedures may be recommended. Be sure to check the operating instruction manual.

► CAUTION ◀

Failure to make the proper adjustments to accommodate the type of gas being used could cause damage to the home or result in serious injury or fatal accidents. Failure to inspect and test the gas system for leaks or loose connections could result in serious injury or fatal accidents.

major appliances & equipment

section IV

► Water Heaters

Unless otherwise ordered, your home is equipped with a factory-installed electric water heater.

Before turning on the electricity, be sure the water connections are completed. You must also be sure the tank is filled with water. Otherwise, you could damage the tank or the heating element.

All water heaters, whether electric or gas fueled, are equipped with thermostats to maintain the water at the desired temperature. The normal temperature setting is between 120°F to 140°F. Your water heater is also equipped with a temperature/pressure relief valve in the event the thermostat fails.

► CAUTION ◀

If your home is equipped with an electric water heater, before the electrical circuit is turned on, be sure the water connections are completed and the unit is filled with water. Failure to do so could cause damage to the heating element.

► Gas Water Heaters

If your home was ordered with a gas fuel supply system, your water heater may be factory equipped to operate on Natural Gas. If the gas supply to your home is L.P. (Bottle gas), you must contact a qualified service technician or gas supplier to convert the water heater and install the proper orifice to accommodate the type of fuel being used. The instructions for the gas conversion are found on the instruction label attached to the water heater and in the Operating and Maintenance Instructions supplied by the manufacturer of your water heater.

► CAUTION ◀

Failure to make the proper adjustments to accommodate the type of gas being used could cause damage to the home or result in serious injury or fatal accidents. Failure to inspect and test the gas system for leaks or loose connections could result in serious injury or fatal accidents.

Both Natural Gas and LP gas water heaters require combustion air for proper operation. The intake for combustion air is provided either through a side intake air chute, or a through-the-floor air intake chute. The water heater air intake chute should never be blocked or obstructed so as to prevent proper air circulation.

► CAUTION ◀

Both electric and gas water heater tanks must be filled with water prior to turning on the electricity or lighting the burner. Failure to do so could result in damage to the tank or water heater element.

Attention should be given to the manufacturer's recommendations for maintenance to ensure the safe and proper operation of your water heater. Generally, your water heater should be checked annually to be sure it is operating properly. The life of your water heater can be extended by making sure it is properly maintained. Lime deposits and build-up of sediments can reduce efficiency and cause wear and tear on your water heater. To prevent the build-up of lime and scale, drain the tank completely every 3 months. When draining all water from the tank, be sure to turn off the electricity first to prevent damage to the heating element. Consider installing a water softening system. A water softening system can not only reduce lime and scale build-up, it can also preserve the life expectancy of both your water heater and the entire plumbing system. You will also use less soap for dishwashing, laundry and bathing as most soaps lather much more quickly in soft water.

major appliances & equipment

section IV

► Ranges

Unless otherwise ordered, your home is equipped with a factory-installed gas cooking range designed to operate on Natural Gas. If the gas supply to your home is L.P. (Bottle gas), you must contact a qualified service technician or gas supplier to convert the range and install the proper orifice to accommodate the type of fuel being used.

◀ CAUTION ▶

Failure to make the proper adjustments to accommodate the type of gas being used could cause damage to the home or result in serious injury or fatal accidents.

Gas cooking ranges have either standing pilots or electronic ignition devices. Those models with an electronic ignition device do not have "pilots". The electronic ignition control automatically lights the burner. Before you first operate your gas range, you should carefully read the Owners Manual supplied by the Manufacturer and adhere to the instructions for its safe and proper operation. You should also be sure to adhere to the following additional safety precautions:

- The first lighting of the range after set-up or following any move of your home must be performed by a qualified service technician.
- Before placing your appliances in service, the entire gas system must be thoroughly inspected and tested by a qualified technician for leaks or loose connections after set-up or following any move of your home.
- If the pilot should go out, smell all around the appliance area for gas. Be sure to smell next to the floor because some gas is heavier than air and will settle on the floor.
- If you smell gas:
 - * Do not try to light the appliance!
 - * Do not touch any electric switch!
 - * Do not use any phone in your home!
 - * Immediately call your gas supplier from a neighbor's phone. Follow the gas supplier's instructions!
 - * If you cannot reach your gas supplier, call the fire department!

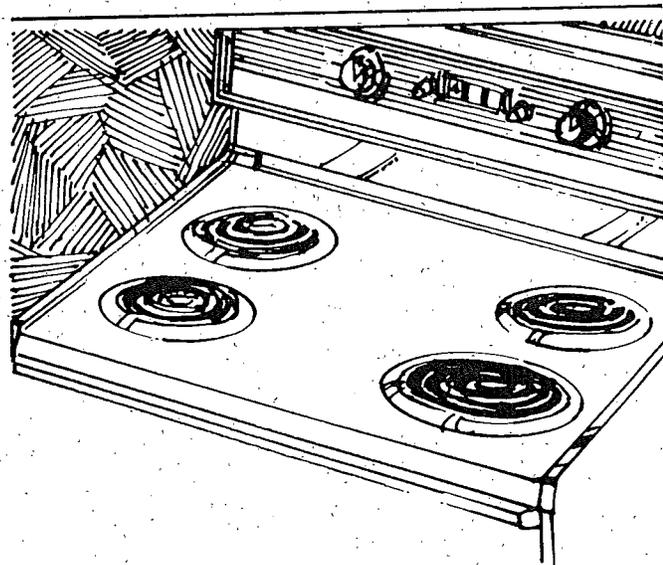
- If you do not smell gas:

*Refer to your Owners Manual for the proper lighting instructions.

The exterior surface of your range or built-in cooktop 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 never 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 and mild detergent and water solution. Use a dry cloth or paper towel to dry the surface. If the surface is warm, use a dry cloth or paper towel to clean spatters or spills. Since some foods may be acidic, spills should be cleaned immediately.

Removable burners on gas ranges can be soaked 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.



major appliances & equipment

section IV

► Fireplaces

Your home may be factory-equipped with a wood-burning fireplace. Your fireplace is not intended to be a source for heating your home. The furnace installed in your home is adequate to heat your home both comfortably and efficiently.

Before you start a fire in your fireplace, you should do the following:

- Check the combustion air intake to make sure it is not obstructed.
- Make sure the chimney stack extension and roof cap have been installed in accordance with the fireplace manufacturer's installation instructions.
- Read the operating instruction manual supplied by the manufacturer and strictly adhere to the manufacturer's instructions for the safe use and proper maintenance of your fireplace.

► CAUTION ◀

Failure to follow the fireplace manufacturer's recommendations and instructions for use and maintenance could create a fire hazard and cause damage to the home or result in serious injury or fatal accidents.

Whenever operating your fireplace, you should observe the following points:

- Burn only well-seasoned, dry wood. Resinous, green, or sappy wood should never be used. When these types of wood are burned, volatile products such as turpentine, tar, and pitch are frequently distilled out without burning and can condense on the inner surface of the flue and chimney (commonly referred to as creosote). If creosote accumulates over a period of time, the resultant combustion within the flue may produce temperatures which can ignite and damage the liner or start a fire.
- Burn only solid fuel. 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.
- If the unit has glass doors, be sure the grate is 4" to 6" away from the doors to prevent the glass from breaking.
- Build your fire slowly. A roaring fire can cause thermal shock and glass breakage.

If your home is not equipped with a fireplace, and you decide to install one later, 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 homes. The fireplace and all of its components must be installed in accordance with the terms of its listing and the manufacturer's installation instructions. Installation should only be performed by a qualified installation technician.

► CAUTION ◀

Failure to properly install a fireplace could create a fire hazard and cause damage to your home or result in serious injury or fatal accidents. Installation must be made by a qualified installation technician and in accordance with the manufacturer's installation instructions.

Attention should be given to the manufacturer's recommendations for maintenance to ensure the safe and proper operation of your fireplace. Generally, you should have your fireplace inspected at least once a year (usually in the fall) by a qualified service technician.

If you use your fireplace on a regular basis you should have your chimney and flue pipe checked twice a year during the heating season to determine if creosote build-up has occurred. If creosote has accumulated, it should be removed to reduce the risk of a chimney fire. This should be done by a professional chimney sweep.

Keep the base of the fireplace clear of excess ash accumulation. This will prevent grate "burnout." The glass doors on the front of the unit should be kept clean. Clean glass promotes reduced temperature strain. Never clean glass doors while they are still hot. Sudden temperature changes can lead to breakage. Avoid abrasive cleaners as they can scratch the glass.

major appliances & equipment

section IV

COOLING & VENTILATION

► Central Air Conditioning

If you wish to cool your home automatically with a central air conditioning system, you can select either split systems or package air conditioners designed for your total comfort needs. The single package unit includes cooling coils, compressor, and vertical discharge fan. This type of unit connects with the existing home air duct system. The split system unit contains a vertical discharge for quiet operation and connects with the cooling coil furnace.

We recommend that you consider the many fine Nordyne cooling systems available. These systems are designed to work best with your Nordyne furnace. Whether you select a Nordyne air conditioning system or some other brand, it should be listed by a nationally recognized testing laboratory, be designed for installation in manufactured housing, and it must be installed in accordance with the manufacturer's installation instructions. Your dealer can assist you in selecting a licensed heating and cooling contractor to install your central air system. The "Heating/Cooling Certificate" on your Data Plate will provide your contractor with the information needed to select the proper cooling equipment for your home.

► CAUTION ◀

Use of furnace air conditioning components that are not included in the certification of your furnace may create a hazard, invalidate the certification, and, in some states, make the installation illegal. Listed Nordyne air conditioning components are specified on the furnace label.

When your air conditioning system is installed, attention should be given to the following:

- 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." Consult a qualified electrician.
- If an air conditioner is installed that does not use the furnace blower for air distribution, the thermostat system must have an interlock to prevent

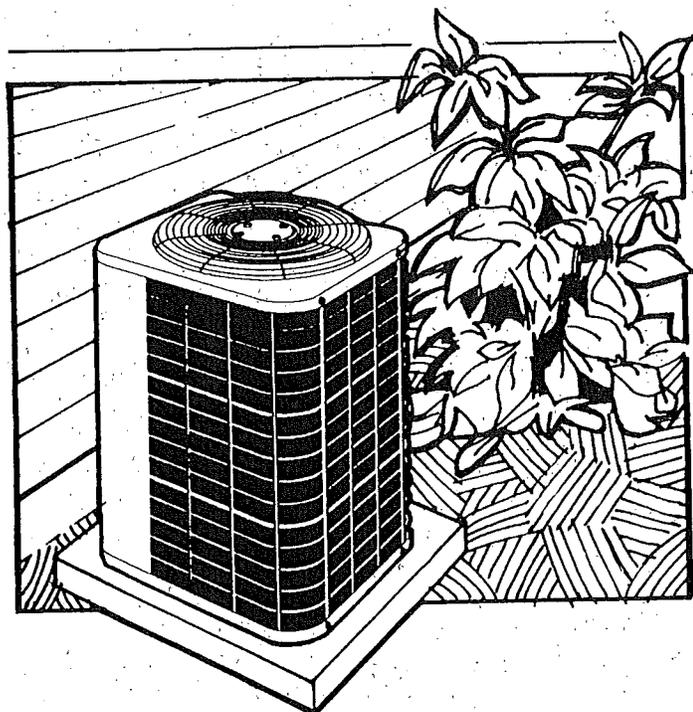
the furnace and air conditioner from operating at the same time.

- The furnace must be equipped with an automatic damper to prevent cold air from being discharged up around the heat exchanger. Cold air may cause condensation inside the heat exchanger which can lead to rust and early failure.

- The duct carrying air from the remote unit to the home should be connected to the 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.

► VentilAire™ Mechanical Ventilator

Your VentilAire™ mechanical ventilator is maintenance free. However, it is very important that your mechanical ventilator is fully operational at all times to prevent the build-up of attic cavity moisture. If you notice that you have not heard the ventilator's fan motor running for a long period of time, you should contact the manufacturer or a reputable service technician to examine the motor to make sure it is fully functional and repair or replace the motor, as necessary.



major appliances & equipment

section IV

HOUSEHOLD APPLIANCES

► Washer & Dryer

All homes designed for the installation of a washer and dryer are properly wired, plumbed, and vented at the factory. If your home is not factory-equipped with a washer or dryer, and you decide to install one at a later date, be sure that the appliance is approved for manufactured home installation and that it is installed according to the manufacturer's installation instructions.

If a clothes dryer is installed, its exhausted air and moisture must be vented to the outside through the floor or sidewall. If your home is skirted, the dryer moisture must be vented out through the skirting or foundation walls.

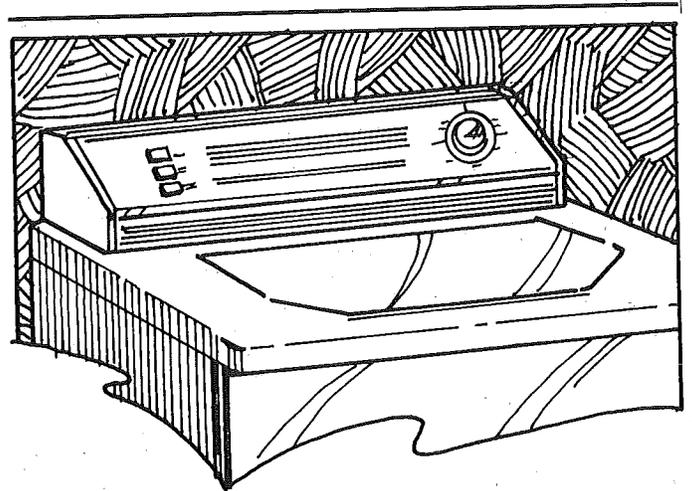
► CAUTION ◀

Failure to vent clothes dryer exhausted air outside the skirting or foundation walls could cause damage to your home or create a fire hazard.

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 all moisture has evaporated.



► Refrigerator/Freezer

The interior of both the refrigerator and freezer should be cleaned as needed, 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. Do not use abrasive scouring powders or oil furniture polish. Rinse thoroughly with clear water and dry with a paper towel or soft cloth. Added luster can be obtained by applying a high grade appliance wax.

major appliances & equipment

section IV

►Garbage Disposer

Garbage disposers are designed for disposing normal food wastes such as vegetable leaves and tops, peelings, rinds, coffee grounds, and plate scraps. They 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.

►Dishwasher

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.

►Microwave Oven

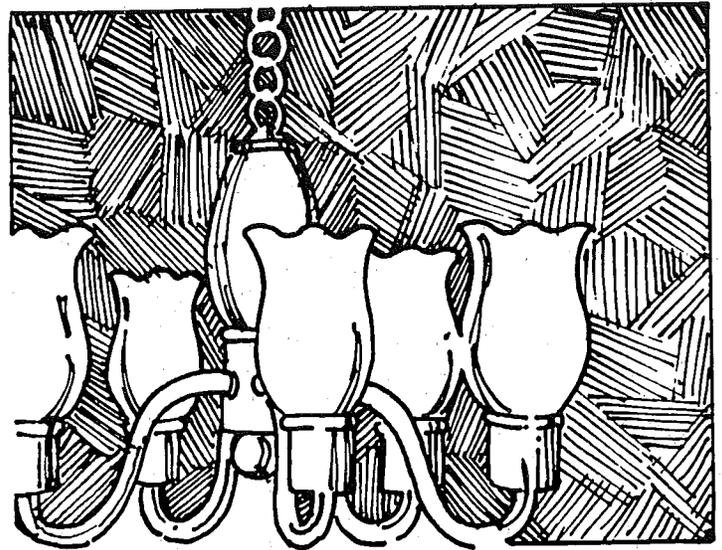
The interior of your microwave oven should be cleaned as needed, using a mild soap and water solution. Thoroughly rinse with warm water and wipe dry. Clean the exterior regularly with a mild soap-and-water solution. Do not use gritty or harsh cleansers or abrasive scouring powders and pads as they will mar the finish.

interior maintenance

section V

Wick has selected nationally recognized brand materials to construct your home. To ensure the expected life of these materials, you should be sure to maintain them as recommended by the manufacturers. While you may be able to perform some of these maintenance procedures yourself, you may need to contact a qualified service technician or home repair organization for others.

We are providing some general tips which apply to maintenance required for all home interiors. The information that follows is not meant to conflict with any maintenance instructions provided by the manufacturers of the various components and materials installed on your home. The interior of your new manufactured home can be kept beautiful for years to come so long as you are careful to do the necessary maintenance work on a regular basis.



interior maintenance

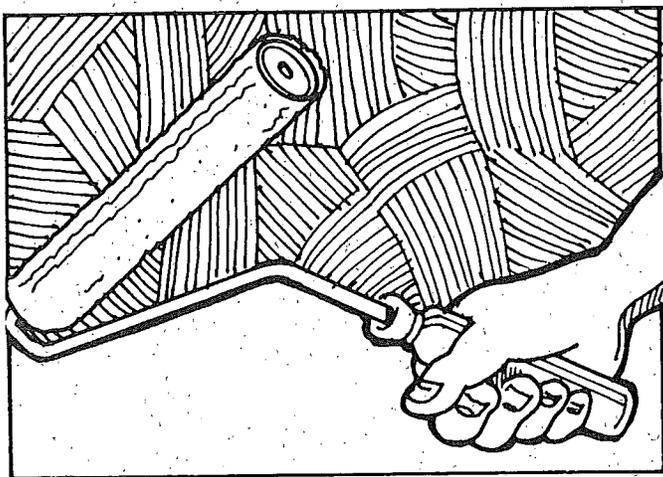
section V

INTERIOR CEILINGS AND WALLS

► Textured Drywalled Ceilings

Your home has been constructed with a textured drywall ceiling. With minimal care, your ceiling will remain a beautiful focal point of your home. Here are some helpful hints regarding care of your textured ceiling:

- Transportation may cause narrow cracks at the ceiling seams. To repair ceiling cracks, mix a small amount (quarter cup) of the powder material sent in the plastic pouch with your home with water. (Add 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 included with the powder mixture, dab the paint into the crack line. If you run out of the texture repair material, contact your dealer for more.



- If 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 spilling bleach on walls or carpet. Normally the bleach will remove stains completely. However, if discoloration remains, cover the stained area with some of the ceiling texture material as outlined above.

- At some point, you may decide to paint your ceiling. We recommend an oil-based paint formula. 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, a $\frac{3}{4}$ " length nap 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.

► CAUTION ◀

Because of the special characteristics of the textured drywalled ceilings, washing is not recommended.

► Textured Gypsum (Drywall) Wallboards

Gypsum wallboard is probably one of the most widely used wall-surfacing material. Although it is often called Sheetrock, that is actually the brand name of one manufacturer. Gypsum board is strong, easy to work with, and easy to maintain. When necessary, these wall surfaces can be cleaned with a damp sponge to remove smudges and fingerprints. However, do not soak the surface with water or use abrasive cleaners, harsh bleaches, or chemical cleaning solutions.

A quart of textured touch-up paint has been provided with your home to repair small hairline cracks when they appear. These wall surfaces can also be repainted as necessary or simply to change the color. If you decide to repaint your walls, we recommend you select a good quality latex paint. Before painting, you should use a vacuum to remove dust and clean any really dirty or greasy areas. A thorough cleaning is especially important in kitchens and utility rooms. In addition to cleaning the walls, you should also patch any cracks or holes and spot-prime these areas before you apply your paint.

interior maintenance

section V

FLOOR COVERINGS

► Carpeting

The proper care and maintenance of your carpeting is essential to assure a full life. Because carpet is designed to hide soil better than other types of flooring, some homeowners don't vacuum or clean it enough. Failure to keep your carpeting clean will result in a slow and subtle deterioration of the fibers and lead to a shorter life expectancy.

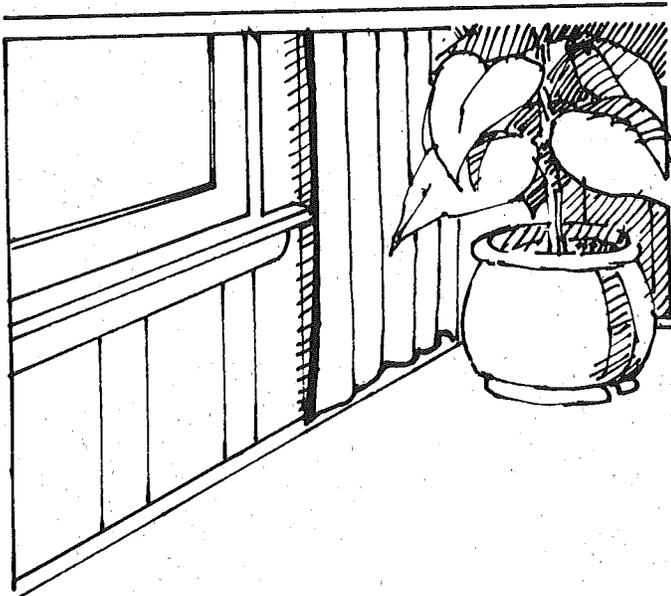
You should vacuum your carpet frequently and thoroughly, especially in high-traffic areas. Vacuum heavy-traffic areas daily, and thoroughly vacuum all carpeted areas at least once weekly. Generally, the best vacuum is one with a motor-driven brush and beater bar to lift the carpet pile and extract ground-in dirt.

In between vacuuming, use a carpet sweeper or "dustbuster" to pick up crumbs, loose dirt, or other dry material. Spot clean stains and spills as soon as they occur. Use your curtains, blinds, or shades to protect your carpet from direct sunlight. All carpet will fade if exposed to constant sunlight.

Cleaning your carpeting on occasion (every six months or so depending on how badly it is soiled) will contribute to maintaining its "full life" and will help maintain a healthy living area. For the best carpet care, we recommend a professional steam extraction method such as provided by Service Master.

Wet-shampooing can leave a residue that will dull the finish and remain tacky. This will cause your carpet to lose its luster and resoil much faster than normal. In addition, if your carpet becomes too wet it can delaminate. Delamination occurs when your carpet backing becomes unglued and separates from the fibers causing wrinkling.

After one or more cleanings, you should treat your carpet with Scotchguard Carpet Protector or similar product for enhanced protection against soil and stains.



► Vinyl Covered Gypsum (Drywall) Wallboards

These wallboards consist of a vinyl wall paper material that is pre-applied to gypsum wallboards by the manufacturer. They come in many different patterns and colors and are easy to maintain.

To clean, use a mild soap-and-water solution and sponge down lightly. However, do not soak the surface or use abrasive cleaners, harsh bleaches or chemical cleaning solutions. You should avoid the build up of steam and water vapor in bathrooms or kitchens by using the exhaust fan or opening the window slightly when bathing, showering, or cooking. This will help maintain the adherence of the wall paper material

► Solid Wood and Plywood Wall Panels

Solid wood and plywood wall panels come factory-finished by the manufacturer and require a minimal amount of work to maintain the beauty of the finish. You should clean these wall panels periodically using a soft brush vacuum attachment or a soft dust cloth. A damp sponge will remove stubborn dirt or fingerprints. However, do not soak the surface with water or use abrasive cleaners, harsh detergents or bleaches, or chemical cleaning solutions because they can dull or even discolor the finish. Applying a good quality wood furniture polish periodically will enhance and preserve the finish of the panels for many years.

interior maintenance

section V

► Vinyl Floor Coverings

Your vinyl floor coverings will give years of wear without losing their appeal if they receive the proper care. These floor coverings are easy to maintain by following a regular maintenance program. Dust lightly or vacuum with an electric broom. Do not use a high-powered vacuum with beater brushes as it can damage your floor. Use a sponge mop with squeeze attachment to wet-clean your floors when they become soiled. Use clean equipment and a mild soap-and-water cleaning solution.

To remove stubborn soil, try using Fantastik Cleaner. For scuffs and black heel marks, use a non-abrasive cleanser such as Soft Scrub. Do not use cleaners containing abrasives or solvents, and never allow diluted solutions to remain on the floor for long periods. Do not use one-step cleaners, dishwashing liquids and oil-based cleaners. Be sure to wipe up spills immediately with a damp cloth or mop. We recommend Bright 'N Easy No-Rinse Cleanser for regular washings.

Even though your vinyl floors are rugged, they are not indestructible. Here are some additional tips on preventing the most common problems that can mar the beauty of your vinyl floors.

- Extreme exposure to sun light through windows and sliding glass doors should be avoided. Draw your drapes or blinds during those periods of peak sun exposure to prevent fading.

- Damage from tracked-in dirt and grime can be avoided by placing floor mats at entries. However, be careful in your selection of floor rugs and mats. Rubber-backed mats may cause permanent staining to the floor, and certain rugs and carpets that are not "color-fast" may stain your floor. Generally, carpets and rugs with 100% latex backing will not stain.

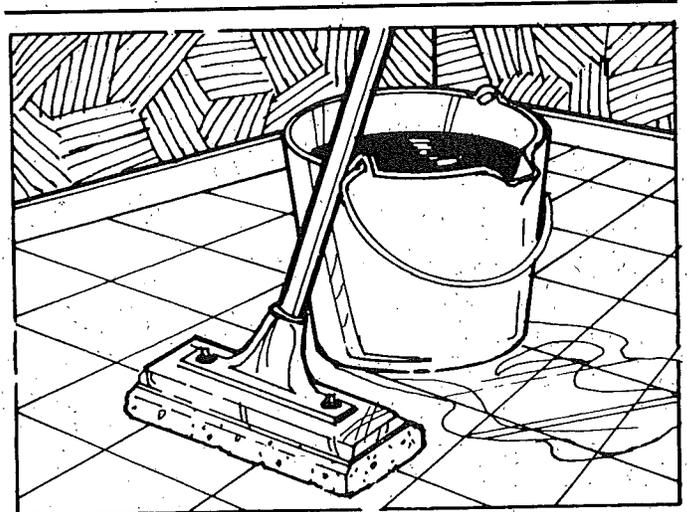
- Stiletto or spiked style heels can cause damage and should not be worn while walking on your vinyl flooring.

- Equip furniture and appliances with large-surface glides or furniture cups. Furniture with rolling casters is not recommended because it can stretch or damage the vinyl. The small metal dome-shaped glides should be removed from furniture legs as these can permanently mar the floor covering.

- Heavy furniture, stoves, refrigerators, dishwashers, etc., should be moved with care to avoid gouging or tearing your floor.

- Sometimes a raised nail head will appear. This is usually caused by normal movement of the underlayment of the floor. To re-drive the nail into the floor, be sure to use a block of wood over the nail and then hammer.

- If your vinyl floor becomes accidentally damaged, protect the damaged area with masking tape, and immediately contact a professional installer about possible repair.



interior maintenance

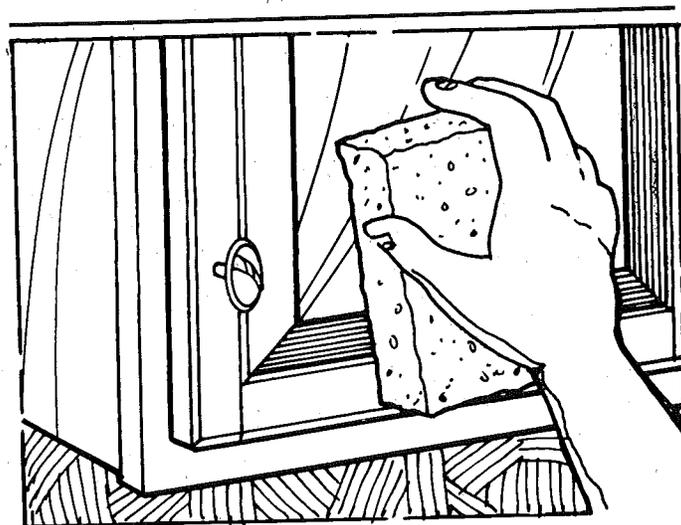
section V

CABINETS AND COUNTERTOPS

Solid wood and wood paneled and veneered cabinets are factory-finished and require a minimal amount of work to maintain the beauty of the finish. Clean your cabinets periodically using a soft brush vacuum attachment or a soft dust cloth. Use a damp sponge to remove stubborn dirt and fingerprints. Do not soak the surface with water or use abrasive cleaners or chemical cleaning solutions because they can dull or discolor the surface. Apply a good quality wood furniture polish periodically to enhance and preserve the finish. Sticking drawers can be remedied by applying a small amount of paraffin wax to the drawer guide.

The laminate covered countertops in your home are designed to last for many years. These surfaces are durable, but can be damaged from hot pans, burning cigarettes, sharp knives, and hammering or excessive pounding.

Never clean your countertops with acidic or abrasive cleaners or steel wool pads. Clean with a mild dishwashing liquid or powdered detergent and water using a soft cloth. Rinse with warm water and dry with a soft towel. Waxing is not necessary. However, a light application is not harmful and will add luster and shine.



WINDOW COVERINGS AND BEDDING

► Draperies and Blinds

Your draperies and blinds have been decorator selected and color coordinated to provide an attractive decor and harmony with the other features of your home. Draperies should be vacuumed frequently to remove dust. This will keep them attractive and will save on long-term cleaning costs. Do not wash your draperies. Have them cleaned at a reputable drycleaning establishment when they require cleaning. Use a mild soap and water solution to clean vinyl blinds.

► Comforters and Bedspreads

Comforters and bedspreads have been selected to color coordinate with your draperies and blinds and provide an attractive decor and harmony with other features of your home. Some bedding is designed to be dry-cleaned only while other pieces can be washed in either warm or cold water with a mild detergent, such as Woolite, using the "gentle" cycle of the washing machine and hung to dry. Be sure to follow the recommended cleaning instructions which are provided on the label attached to the bedding.



interior maintenance

section V

KITCHEN AND BATH FIXTURES

Your plumbing fixtures in the kitchen and bathrooms should require only a small amount of periodic maintenance. If a problem should arise, be sure to attend to it immediately or call a professional in order to prevent larger problems from developing.

► Faucets, Drains & Water Lines

Be sure to clean out the deposits in the faucet aerators often. Some faucets have cartridges which may need occasional replacement. Outside faucets should be turned off and drained before winter, even if they are equipped with frost-proof fittings. Be sure to store hoses and accessories inside.

Keep drains free of hair, food, and other debris. Be careful about what you put in your drains—never pour grease into your drains. If your sink has a pop-up style drain, it can be removed for cleaning. If the bathtub drains slowly, or if it doesn't hold water, this can usually be rectified by cleaning the drains.

If a water line should freeze, you should defrost it immediately to prevent damage. Never leave the house without the heat on in cold weather. In times of prolonged cold weather, make sure that unused rooms receive some heat, especially the bathrooms. This is where pipes need additional protection.

► Toilets

Check toilet stools annually to make sure they are securely anchored to the floor and are not leaking from the base. Do not flush paper towels, hair, rubbish, or other debris down the toilet. This can easily stop up the toilet and clog the sanitary sewage lines.

► Stainless Steel Sinks

Stainless steel sinks should be cleaned with a mild detergent or foam-producing cleanser. There are several cleansers on the market to choose from specifically designed for stainless steel. Never use harsh, abrasive cleansers or steel wool scouring pads. Do not use a rubber mat in the sink because the mat will trap water and organic particles. Decay of the particles may cause stains that cannot be removed.

► Porcelain Sinks

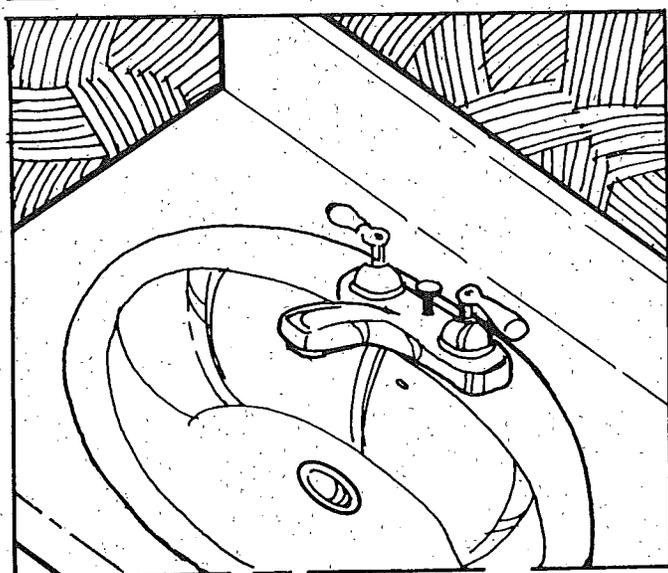
The porcelain enamel finish on the sinks and tubs in your new home may chip or become pitted or porous if not cared for properly. To protect the appearance and life of the porcelain surface, clean regularly with a mild detergent or foam-producing cleanser. Never use harsh, abrasive, cleansers or scouring pads. Be careful not to drop heavy or sharp objects onto the finish as chipping can occur.

► Acrylic and Fiberglass Sinks, Tubs, and Shower Stalls

The original high gloss finish can be protected by routine cleaning with a mild detergent, soap or foam-producing cleanser. Never use harsh abrasive cleaners or scouring pads.

► Tub and Shower Enclosures

Shower doors should be dried after each use to prevent soap build-up and spotting. This only takes a few seconds, and it will keep your enclosure looking like new for many years. Apply appliance wax on the inside of the shower doors to make 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 paint thinner or solvents on plastic panels as serious damage will result.

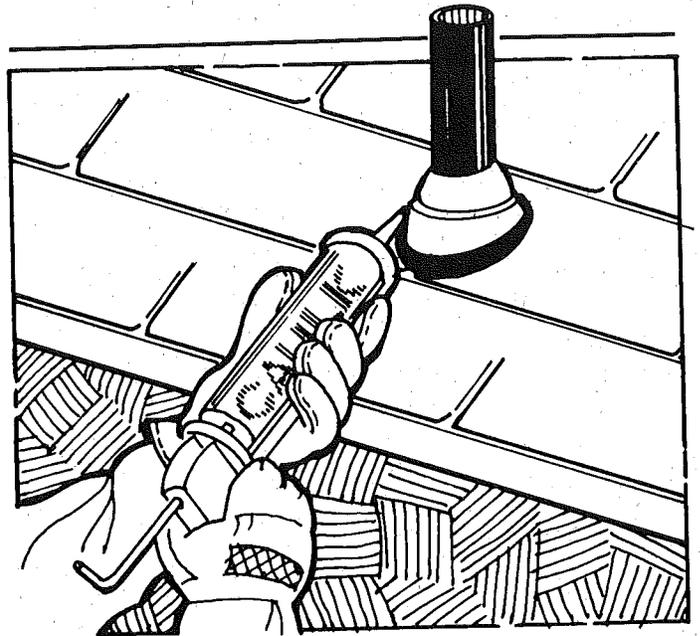


exterior maintenance

section VI

Wick has selected nationally recognized brand materials for the exterior of your home. To ensure the expected life of these materials, you should be sure to maintain them as recommended by the manufacturers. While you may be able to perform some of these maintenance procedures yourself, you may need to contact a qualified service technician or home repair organization for others.

We are providing some general tips which apply to maintenance required for all home exteriors. The information that follows is not meant to conflict with any maintenance instructions provided by the manufacturers of the various components and materials installed on your home. The exterior of your new home can be kept beautiful for years to come so long as you are careful to do the necessary maintenance work on a regular basis.



exterior maintenance

section VI

ROOFS

Since your roof protects the rest of the house, and because it will probably receive the hardest wear of any part of your home, you should inspect it often.

Immediately after set-up (or after any move) your roof should be examined. The 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. Any loose shingles should be sealed and damaged or missing shingles immediately replaced.

Your roof should be inspected regularly. Be alert for missing, loose, or damaged shingles. Flatten and seal any shingles that are loose or curled. Missing or damaged shingles should be replaced.

Keep the stack and vent areas sealed with a good grade sealing compound. If the caulking dries out, reseal these areas immediately to prevent leaks and damage to the roof. We recommend sealing compounds that do not dry hard, but remain elastic. If stacks or vents are rusted or fail to function properly, they should be replaced. The new fixtures you install must be firmly secured with screws or other suitable fasteners, and sealing compound should be applied so that it completely covers all screws and fasteners.

Be sure to keep roof, awning surfaces, gutters, and downspouts free of leaves, twigs, branches, and other debris so that rain water drains freely and does not back up. During the wintertime, keep snow and ice removed from the roof to prevent the formation of "ice dams." If water in the gutters freezes, the ice can build up and work its way under the shingles. This condition could cause damage to the underlayment and compromise the structure of the roof.

Care should be taken to prevent low hanging tree branches and limbs from scraping or touching the roof. Keep trees and climbing vines trimmed back to prevent damage from scraping or falling limbs.

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 of your add-on should not be more than the roof of your home.

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:

- 1/3 cup detergent (Tide as an example)
- 2/3 cup of household cleaner (Soilax as an example)
- 1 gallon water

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

If stubborn stains must be removed, use an abrasive-type cleaner such as Comet or Ajax. 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.



exterior maintenance

section VI

MULTI-TONE WOOD SIDING

The special finish on multi-tone wood sided exteriors can be maintained by periodically recoating the surface with a clear acrylic latex topcoat.

The decision on when to apply the topcoat will depend on the condition and appearance of the finish. One coat applied every 4 or 5 years should be sufficient to maintain the finish. However, this will depend on climate and exposure to the elements. To be effective, this topcoat should be applied while the original finish is still in good condition.

To prepare the surface, brush the siding with a soft bristle brush or broom to remove loose dirt and dust. The surface can be washed with a mild household detergent and water solution, if necessary, to remove excessive dirt, oil, and other foreign material. Rinse thoroughly with clean water and allow to dry thoroughly before applying the topcoat.

Stir the topcoat thoroughly before starting. Apply without thinning, using a brush with synthetic bristles. A roller can be used. Spread the topcoat evenly over the surface, brushing it down into the texture of the wood. Special care should be taken to work the topcoat into grooves and along all exposed edges.

Application of the topcoat will not be effective if the original finish has weathered to a point where the light to dark contrast has been lost or fibers are showing through the coating. In this case, recoating with a good quality acrylic latex paint or solid color (opaque) acrylic stain is recommended. However, this will result in the loss of the special multi-tone appearance of the siding.

CEDAR LAP SIDING AND CEDAR SIMULATED LOG SIDING

General climatic conditions such as exposure to sun and moisture will influence the performance of these sidings. Generally, normal rainfall or an occasional rinsing with water is sufficient to maintain the quality and durability of this siding. When necessary, clean with a mild household detergent and water solution using a soft bristle brush, and rinse thoroughly with clean water. Most people find the natural fresh-wood color to be highly attractive. However, extra protection can be given by finishing, when necessary. Finishes recommended are as follows:

- **Semi-Transparent Stains.** Recommended for textured wood surfaces (Cedar Lap Siding). This type of finish allows the wood to be seen, yet provides some protection from moisture and sun. Apply frequently to maintain uniform appearance, approximately every 2-4 years. The second coat is best applied after ½ to 2 years rather than immediately. This type of finish is less satisfactory on smooth surfaced wood (Cedar Simulated Log Siding) because of the low absorption of finish and the prominence of weathering effects on the smooth surface.
- **Heavy Bodied Stains or Paints.** Recommended for both textured and smooth surfaced sidings. This finish provides the greatest protection, but covers the wood entirely. Apply two coats of 100% acrylic latex with stain resistant acrylic primer, as necessary.

If you have any questions about the type of stain or paint to use, consult your local paint dealer.

exterior maintenance

section VI

PAINTING WOOD SIDING

If the finish on your wood sided exterior starts to peel or flake, or if it starts to discolor, or become blotchy, thin, porous, scaled or chalked to a point where it no longer protects or covers the surface of the wood, it's time to paint. Painting is sometimes decided solely for the purpose of changing the color of the home.

►Preparing The Surface

Proper surface preparation is essential. Any paint 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 finish.

- Remove all dirt, oil, and other foreign material. Scrub all chalking surfaces with a mild household detergent and water solution, and rinse thoroughly with clean water. A stiff bristle, non-metallic brush may be used for thorough cleaning. Avoid the use of wire brushes. If loose wood fibers are present, brush first against the grain to remove the fibers, then along the grain to remove any brush marks.

- Remove all loose or flaking paint with a stiff bristle, non-metallic brush. Wetting the surface prior to brushing will help considerably. If deterioration is advanced, a water-soluble paint remover can be used to remove opaque finishes.



- Mildew must be removed before finishing or it may continue to grow through newly applied paint. For information on removing mildew, see page 39 or consult your local paint dealer for the proper cleaning instructions.

- Areas of exposed bare wood should be primed before painting. Use only alkyd base primers. Oil base primers are not recommended. After the primer has dried, use medium fine sandpaper to smooth any rough spots. Sweep the surface lightly. Do not stand through the primer. Be certain the prime coat is thoroughly dry before sanding or proceeding with the finish coat.

- Loose or cracked caulking and sealants should be removed and replaced. Caulk wherever ends or cut edges are exposed, such as around doors, windows, utility boxes, outdoor faucets, etc. Also apply a bead of caulk where siding butts against inside and outside trim. Your caulking material should be a good quality, non-hardening, acrylic-latex, butyl, or paintable silicone type.

- Dents or gouges should be filled with an exterior wood base putty. Allow to dry and then sand and prime with an alkyd base primer. Certain glossy finishes or unweathered areas may need to be scuff-sanded prior to repainting to assure paint adhesion.

►Selecting Paints and Stains

Paints and stains differ in appearance and performance. Choose acrylic or acrylic-latex exterior house paints. If stain is selected, use a solid color (opaque) with an acrylic base stain. Semi-transparent and oil-based stains are not recommended. Always select top quality paints and stains formulated for wood. If you have any questions about paint or stain products, consult your local paint dealer.

exterior maintenance

section VI



► Applying The Paint

Avoid painting in hot, humid and/or cool weather. Never paint over a wet or damp surface or in temperatures below 50 degrees F.

Two coats of unthinned paint or stain (totalling approximately 4 mil thickness) is recommended for best performance. Be sure to apply your paint correctly and 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. Check with your local paint dealer for his recommendations on the proper application method and the type of equipment to use.

► Mildew.

If your siding has a dirty, streaked appearance, you may have mildew. Mildew is a fungus growth which results from spores in the air attaching to the surface of the siding. **Mildew must be treated** before repainting. Painting over mildew will not control its growth. Mildew will continue to grow through the new paint.

Because most mildew growth looks black, it is frequently confused with dirt. If you are uncertain, apply some sodium hypochlorite (common household bleach) to the affected area. If the bleach removes the dirty spot, it is mildew. (Mildew usually bleaches in one or two minutes). If the spot does not bleach, it is probably just dirt.

Mildew can be removed by using the following formula recommended by the National Paint and Coatings Association: Mix 1 quart chlorine bleach with 3 quarts of hot water. (Be sure to wear rubber gloves when working with this mixture).

Apply some of the mixture to the mildewed surface and scrub vigorously using a soft-bristle brush. Then clean the surface with a strong cleaner (Soilax or Solvit) available from your local paint dealer or hardware store. Rinse the surface thoroughly with clear water and allow to dry. After the surface has been cleaned and dried, apply paint containing an anti-mildew ingredient. For additional control, a special fungicide (such as "Stay-Clean") available from your local paint dealer or hardware store can be mixed into the paint. Since the binders in both latex and oil-based paints can provide nutrients for mildew, you should be certain that your primer contains a fungicide as well.

Mildew can also be removed by using one of the many commercial washes which have been specially formulated for this purpose. Your local paint dealer can usually recommend a good one. Be sure to follow the instructions for use carefully and heed all precautionary warnings.

exterior maintenance

section VI

WINDOWS

The windows in your new manufactured home should provide years of trouble-free service. Once a year, (in the spring or fall) all windows, doors, lighting fixtures, outdoor faucets, etc., on the exterior of the home should be inspected for cracked or damaged sealants. If necessary, these areas should be resealed to prevent leaks. Choose sealing compounds that retain their elasticity. These are available in a variety of colors to match the color of your siding.

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

Metal frame windows have "self-storing" storms. The storm unit of the window is the inside window pane, not the outside pane of the window unit. To prevent damage to the window sill, you must be sure to close the outside window pane during inclement weather in the spring and summer, and keep the outside window pane closed at all times during the fall and winter season.

To clean metal and vinyl frame windows and sliding glass doors, use a mild soap and warm water. Do not use acids, abrasive cleaners, or steel wool. To protect the finish, the frames can be waxed with a paste wax lacquer. It applies easily and provides long lasting protection. Any of the many automotive lacquers available can be used. Do not use varnishes or shellacs. To make windows slide easier, a silicone spray lubricant can be sprayed in the tracks after cleaning.

Sometimes in colder climates condensation in the form of water vapor or ice may accumulate on the inside of your windows. If this condition occurs, you should consider installing storm windows designed to be compatible for installation with the vinyl and aluminum windows installed in your home. The installation of storm windows could help prevent the formation of humidity and condensation on your windows and minimize your heating costs.

The installation of storm windows will usually allow you to maintain a higher humidity level inside the home without condensation forming on the windows. However, excessively high humidity levels should not go unchecked. If prolonged high humidity conditions occur, you could cause staining or damage to your window sills and walls as well as damage to other structural components of your home. If window condensation problems persist, we recommend you review the information provided in Section III "Humidity and Condensation" in your *Homeowner's Manual*.

You must keep your indoor humidity at safe levels during the winter months. Damage caused by maintaining humidity above the recommended safe levels is not covered by your Wick Limited Warranty or your window manufacturer's warranty.



exterior maintenance

section VI

SKYLIGHTS

In caring for and cleaning your skylights, be sure to adhere to the following special precautions: Do not use cleaners made for glass! Do not use abrasive or chemical cleaners. Never scrape with a squeegee, razor blade, or other sharp instrument. Do not clean in the hot sun or at elevated temperatures.

For exterior cleaning, use mild, non-abrasive detergent-and-water solution and soft, grit-free cloth, sponge or chamois. Dry with a clean damp chamois. Hard, rough cloths will scratch the surface and should not be used. You can enhance the luster of the exterior of your skylights by polishing periodically with an acrylic base automobile polish.

For interior cleaning, if water cannot be used freely, first dust lightly (do not wipe) with a soft, clean cloth. Then the surface can be wiped carefully with a soft, wet cloth or chamois. The cloth or chamois should be kept free of grit by rinsing it often in clean water. Blotting with a clean, damp cloth will remove the static electricity and any dust.

To remove or minimize small surface scratches and improve the appearance of your skylights, consider waxing or hand polishing the surface.

Wax the surface using a good quality high-grade wax. Apply wax in a thin, even coat, and rub *lightly* with a dry, soft cloth, such as cotton flannel or flannelette. Be careful—excessive rubbing will not only cause scratches but it will also build up electrostatic charge which attracts dust and other particles to the surface.

To hand polish, use a good quality automotive rubbing compound. It is applied best using a small pad or soft cotton flannel pre-moistened with water. Rub in a straight motion parallel with the scratches you are trying to remove, or with a circular motion. Don't rub excessively in one spot.

You can remove (fresh) paint, grease, and oil with solvents like mineral spirits, kerosene or aliphatic haphtha; however, do not use gasoline, benzene, acetone, or carbon tetrachloride on your skylights!

EXTERIOR DOORS

Exterior doors have been installed to provide a small amount of clearance at both the top and bottom of the door opening. This space is filled with flexible weather-stripping. These clearances must be uniformly maintained to prevent damage to the door or framing hardware. Proper leveling of the home will assure that the correct clearances are maintained.

The doors are either molded fiberglass, vinyl-wrapped wood, metal, hardboard or wood. The first four types are designed to be maintenance-free. Their special protective surfaces should not require repainting or refinishing under normal conditions. However, painted or varnished wood doors may require periodic refinishing, depending on the amount of exposure to weather.

To clean exterior doors, 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.

To assure trouble-free operation, the door lock-sets should be lubricated at least once a year with powdered graphite available at most hardware stores. If the latch bolt and door strike are not aligned correctly, they should be adjusted.

Record the numbers of your door lock keys in a safe place. With these numbers, duplicates or replacement keys can be obtained through your local locksmith.

exterior maintenance

section VI

FLOOR UNDERSHEATHING

If your home is designed for installation on a crawl space, the underside is sheathed with a special material to provide a completely enclosed, insulated floor. This undersheathing material should be kept intact at all times. If the sheathing material gets ripped or torn, it should be repaired. Patching methods are outlined below:

Use Tuck #91B Shepard Pressure Sensitive Tape for patching small tears and cuts.

Overlay a matching piece of undersheathing with some Compound No. 773 (H) or approved mastic.

Patches can also be constructed of any shape and size utilizing scrap pieces of undersheathing or other suitable material and 3M Double Faced Tape #950. Standard stocking size is 3" x 60 yards. 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.

WHEELS AND TIRES

After the home is permanently located, the wheel bearings and hubs should be cleaned and completely repacked with grease. When the home is blocked in position, tires may carry some of the weight. However, a board should be placed under the tires and they should be kept inflated. 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.

to protect your investment

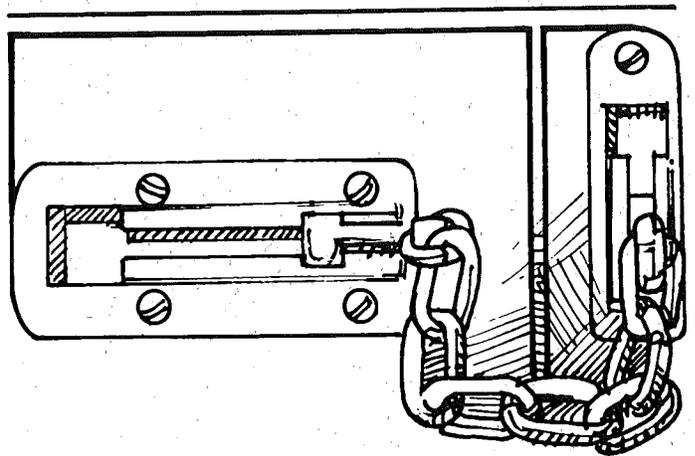
section VII

Wick Building Systems, Inc., does not offer insurance coverage. 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 insurance coverages available—comprehensive physical damage coverage, liability coverage, and credit life, accident, and health coverage.

COMPREHENSIVE PHYSICAL DAMAGE

This type of insurance protection should cover your 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, earthquake, windstorm, landslide and lightning. Comprehensive Physical Damage Insurance should automatically include certain insurance protection at no additional charge.



to protect your investment

section VII

► Adjacent Structure Coverage

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

► 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 home up to the amount stated in your policy.

Robbery and Burglary Coverage should be included under Personal Effects Coverage. Coverage should include 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

You should consider the following special additional coverages.

- **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 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 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 tie-down anchoring system, except for rust, corrosion or faulty installation.

► Optional Coverages

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

- **Trip Coverage**—Your Comprehensive Physical Damage Insurance 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 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 Insurance in order to pay off your loan. It pays your creditor either the actual cash value of your home or the outstanding principal balance of the loan if it is destroyed by wind-storm, flood, earthquake, landslide or hail.

to protect your investment

section VII

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:

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

CREDIT LIFE, ACCIDENT, AND HEALTH INSURANCE

Credit Life Insurance is a special policy that pays off your 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 home, the purchase of Accident and Health Insurance gives you additional security by making the monthly payments on your loan if you become unable to work because of accident or extended illness up to the policy limits you purchase. There is usually a minimum amount of time you must be unable to work before you become eligible to collect these benefits.



to protect your investment

section VII

WHAT TO LOOK FOR WHEN YOU PURCHASE HOME INSURANCE

There are several factors to keep in mind when selecting insurance protection for your home.

- Is the insurance policy specifically designed for manufactured homes? Does the comprehensive coverage insure your home for just about any direct, sudden, or accidental loss?

- Does the insurance company itself specialize in manufactured home insurance? A most important area to consider is specialized manufactured home claims handling.

- Do you have premium payment options? Many owners find it convenient to have their insurance premium included in their monthly loan payment rather than paying the entire amount at one time.

- Does the plan offer guaranteed renewability? This is an important consideration because you obviously need your insurance protection year after year.

- Does your agent fully understand the insurance needs of manufactured home owners?

moving your home

section VIII

If you move your home to a new home site, you should first verify that the geographical area for which your home was designed is compatible with your new 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.

You should contract with a professional home transporter to move your home. Never attempt to move your home yourself. A professional mover knows the state highway departments' regulations 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.

Be sure to obtain adequate insurance coverage in the event an accident or damage occurs during transport. Your Wick Limited Warranty will not cover damages incurred while your home is being moved. This type of insurance is usually available on a term or trip basis.

Finally, there are a number of precautions that should be taken before moving your home. Listed below are some of the important items that will need attention in preparing your home for any move.

► Exterior Preparation

- Check tires for general condition and proper inflation.
- Check wheel bearings for sufficient grease packing.
- 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.
- 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.

moving your home

section VIII

►Interior Preparation

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.

- Box dishes, silverware, utensils and canned goods, etc., and place on the floor against a wall near the front of the home as close as possible over the axle area.

- Place furniture at the extreme front end of your home. Set tables upside down on carpet or cardboard and place them on the floor against a wall near the front of the home as close as possible over the axle area.

- Remove mirrors, pictures, and wall hangings from walls and place between bed mattresses.

- Remove clothing from wardrobe and place on mattresses.

- Disassemble and pack hanging light fixtures and table lamps.

- Remove toilet tank cover and place between mattresses. Remove water from tank.

- Brace sliding doors with wood wedges at top and bottom and tape securely in position.

- Disconnect all appliances; 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 service panel until the unit is refilled with water.

- Drain all water lines and blow out with air to assure that no water is trapped in the line. If moving in winter, fill traps with antifreeze as outlined under "Storing Your Home."

- Cap the water inlet and sewer outlet.

- 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 screw hole in the storm door.

seasonal occupancy

section IX

If you plan to occupy your home on a seasonal basis, and your home is left unattended long periods of time, the following precautions should be taken.

► Summer

- Turn 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.
- Open two or three windows slightly to ventilate your home and prevent mustiness.
- If located in an arid region, several open containers of water should be left in your home. The gradual evaporation of water should maintain enough humidity in the air to prevent cracking or shrinking of interior panels.
- Use a heavy, brown wrapping paper or aluminum foil to cover the insides of your windows to prevent sun damage to drapes and furnishings.
- Notify your park manager, a trusted neighbor, or the local police of your intended period of absence.

► Winter

- Turn off the water, gas, and electrical services at the point of entry to your home. All appliances must be unplugged and the valves closed.
- The following procedure is recommended to prevent freeze-up. 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 three to four 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 sinks and bathtub and shower drains.
- Provide some ventilation to prevent mustiness by opening several windows a fraction of an inch.
- Notify your park manager, a trusted neighbor, or the local police of your intended period of absence.

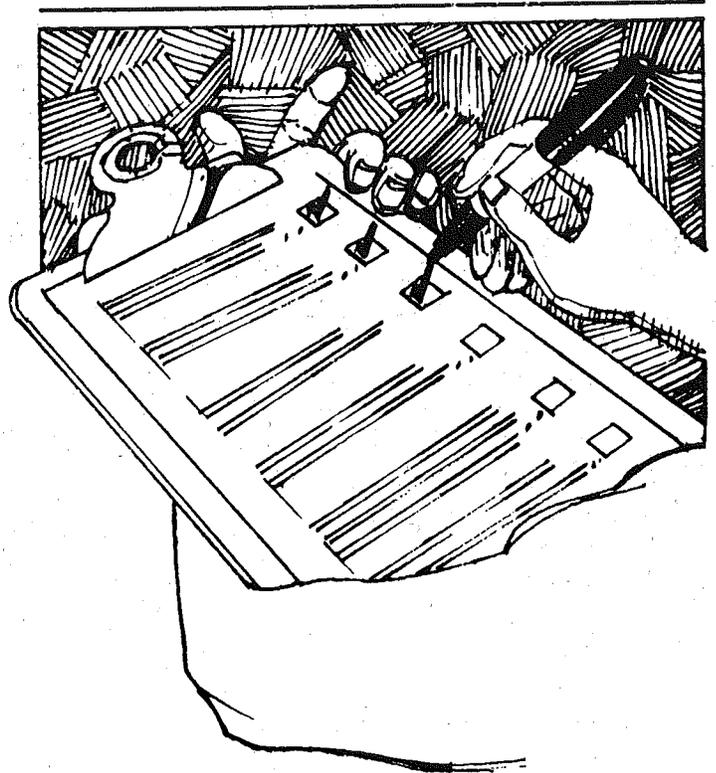
maintenance calendar and log

section X

The proper maintenance of your home is a critical part of home ownership. Wick has given careful consideration in selecting nationally recognized brand appliances, equipment, and other accessories for your new home. Maintenance of these materials and equipment performed routinely will help preserve the beauty and life of your home.

To assist you, we have provided specific maintenance information in this Manual. You have also been provided with more specific maintenance information provided by the manufacturers of these materials when it is available. To assist you further, we have prepared a maintenance calendar which outlines some of the principal areas that should receive maintenance on a regular basis. We have also prepared a log where you can record your maintenance work.

We urge you to familiarize yourself with the Maintenance Calendar and use the Maintenance Log to keep track of all maintenance and other repairs you perform from time to time. Thank you and good luck in your new home!



maintenance calendar

JANUARY

- Check roof along eaves and gutters during melts for ice build-up and proper drainage.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

FEBRUARY

- Check roof along eaves and gutters during melts for ice build-up and proper drainage.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

MARCH

- Check roof along eaves and gutters during melts for ice build-up and proper drainage.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

APRIL

- General exterior check; look for disconnected downspouts, tree branches on roof, landscaping affecting the foundation.
- Inspect roof and sealants around stacks and vents and reseal if necessary; look for missing or loose shingles; trim trees and shrubs away from roof and siding.
- Check skirting and venting; remove leaves and other debris from vent openings.
- Check anchor ties (if installed).
- Check all windows and doors to make sure they are functioning properly; have home leveled, if necessary.
- Clean and flush all gutters and downspouts to make sure they are properly draining water away from the home.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

MAY

- Check windows and exit doors; lubricate window tracks, hinges and arms.
- Change storms/screens and open combination storms where desired; check screens for holes and repair where necessary.
- General interior check; inspect sewer and drain lines for leaks and cracks; check faucets and stools for leaks.
- Check kitchen and bath exhaust fan systems.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

JUNE

- Trim trees and shrubbery to maintain clearance around the home.
- (If you have central air) change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

JULY

- Trim trees and shrubbery to maintain clearance around the home.
- (If you have central air) change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

AUGUST

- Trim trees and shrubbery to maintain clearance around home.
- (If you have central air) change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

SEPTEMBER

- General exterior check; look for water leaks, missing shingles, disconnected downspouts, tree branches on roof.
- Check exterior caulking around windows and doors and replace where necessary.
- Check wood-sided exteriors and prime and paint any surfaces that are cracking and/or exposing bare wood.
- (If you have central air) change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

OCTOBER

- Begin fall clean up; clear leaves from gutters and downspouts; trim dead brush, shrubbery and tree limbs.
- Check skirting and venting; remove leaves and other debris from vent openings.
- Change storms/screens and close all desired combination storms.
- Disconnect garden hose from outside faucet and store away.
- Have furnace cleaned and inspected. (If applicable) call for oil delivery.
- Check oil supply lines (if applicable) and wrap or insulate for winter; check tank and remove dirt or water.
- Inspect sewer and drain lines for leaks and cracks and insulate if exposed.
- Run drain cleaner through all drain lines
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are functioning properly.

NOVEMBER

- Clean and flush all gutters and downspouts and make sure they are draining water away from the home.
- Check heat tape installation—make sure it is plugged in.
- Have chimney inspected and cleaned based on usage.
- Make sure all storm windows are shut.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are properly functioning.

DECEMBER

- Check roof along eaves and gutters during melts for ice build-up and proper drainage.
- Change/clean filter in furnace.
- Check smoke detectors to make sure they are properly functioning.

STATE ADMINISTRATIVE AGENCIES (SAA's)

Alabama	Alabama Manufactured Housing Commission 908 South Hull Street Montgomery, Alabama 36130-3401 (205) 242-4036 FAX: (205) 240-3178	Kentucky	Manufactured Housing Division Dept. of Housing, Building & Construction 1047 U.S. 127 South Building Frankfort, Kentucky 40601 (502) 564-3626 FAX: (502) 564-6799
Arizona	Department of Building & Fire Safety Office of Manufactured Housing 1540 W. Van Buren Phoenix, Arizona 85007 (602) 255-4072 FAX: (602) 255-4962	Louisiana	State Fire Marshal's Office Manufactured Housing Division 5150 Florida Blvd. Baton Rouge, Louisiana 70806 (504) 925-4911 FAX: (504) 925-4241
Arkansas	Arkansas Manufactured Home Commission 523 So. Louisiana Street Suite 500, Lafayette Building Little Rock, Arkansas 72201 (501) 324-9032 FAX: (501) 324-9034	Maine	Manufactured Housing Board Department of Professional & Financial Regulation State House Station 35 Augusta, Maine 04333 (207) 582-8723 FAX: (207) 582-5415
California	Dept. of Housing & Community Development Division of Codes & Standards Manufactured Housing Section P.O. Box 31 Sacramento, California 95812-0031 (916) 445-3338 FAX: (916) 327-4712	Maryland	Maryland Code Administration Dept. of Housing and Community Development 100 Community Place Crownsville, Maryland 21032-2023 (410) 514-7220 FAX: (410) 987-4660
Colorado	Colorado Division of Housing Department of Local Affairs 1313 Sherman Street, Room 323 Denver, Colorado 80203 (303) 866-2033 FAX: (303) 866-4485	Michigan	Manufactured Housing & Land Resources Division Corporation & Securities Bureau P.O. Box 30222 Lansing, Michigan 48909 (517) 334-6203 FAX: (517) 334-6155
Florida	Bureau of Mobile Homes & Recreational Vehicles Dept. of Motor Vehicles 2900 Apalachee Parkway, Room A129 Tallahassee, Florida 32399-0640 (904) 488-8600 FAX: (904) 488-7053	Minnesota	Manufactured Housing Structures Section Building Codes & Standards Division Department of Administration 408 Metro Square Building St. Paul, Minnesota 55101 (612) 296-4639 FAX: (612) 297-1973
Georgia	Manufactured Housing Division State Fire Marshal's Office #2 Martin Luther King, Jr., Drive Atlanta, Georgia 30334 (404) 656-3687 FAX: (404) 657-6971	Mississippi	Office of the Fire Marshal Mobile Home Inspection Division P.O. Box 22542 Jackson, Mississippi 39205-2542 (601) 359-1061 FAX: (601) 359-1370
Idaho	Dept. of Labor & Industrial Services Buildings Division 277 North Sixth Street Statehouse Mall Boise, Idaho 83720 (208) 334-3950 FAX: (208) 334-2683	Missouri	Department of Manufactured Housing Recreational Vehicle & Modular Units Missouri Public Service Commission P.O. Box 360 Jefferson City, Missouri 65102 (314) 751-3234 FAX: (314) 526-3484
Indiana	Codes Enforcement Division Dept. of Fire Prevention & Building Services 402 West Washington Street, Room W-246 Indianapolis, Indiana 46204 (317) 232-6422 FAX: (317) 232-0146	Nebraska	Division of Housing and Recreational Vehicles Nebraska Department of Health P.O. Box 95007 Lincoln, Nebraska 68509-5007 (402) 471-0518 FAX: (402) 471-0383
Iowa	Iowa State Building Code Bureau Dept. of Public Safety Wallace State Office Building Des Moines, Iowa 50319-0047 (515) 281-5821 FAX: (515) 242-6299	Nevada	Nevada Department of Commerce Manufactured Housing Division 2601 E. Sahara Avenue, Suite 259 Las Vegas, Nevada 89104 (702) 486-4136 FAX: (702) 486-4309

STATE ADMINISTRATIVE AGENCIES (SAA's)

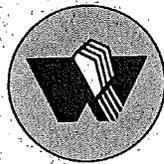
New Jersey	Division of Housing and Development Bureau of Code Services Dept. of Community Affairs 3131 Princeton Pike-CN 816 Trenton, New Jersey 08625-0816 (609) 530-8833 FAX: (609) 530-8858	S. Dakota	Department of Commerce & Regulation Commercial Inspection & Regulation Division 118 W. Capitol Avenue Pierre, South Dakota 57501-5070 (605) 773-3697 FAX: (605) 773-4117
New Mexico	Regulation and Licensing Dept. Manufactured Housing Division 725 St. Michael's Drive Santa Fe, New Mexico 87504 (505) 827-7070 FAX: (505) 827-7074	Tennessee	Manufactured Housing Section Division of Fire Prevention 500 James Robertson Parkway, 3rd Floor Nashville, Tennessee 37243-1160 (615) 741-7170 FAX: (615) 741-1583
New York	Housing & Building Codes Bureau Div. of Housing and Community Renewal One Fordham Plaza, Room S-356 Bronx, New York 10458 (718) 563-5255 FAX: (718) 563-5379	Texas	Manufactured Housing Division Dept. of Licensing & Regulation P.O. Box 12157 Capitol Station Austin, Texas 78711 (512) 463-7343 FAX: (512) 475-2872
N. Carolina	Manufactured Housing Division North Carolina Department of Insurance P.O. Box 26387 Raleigh, North Carolina 27611 (919) 733-3901 FAX: (919) 733-9171	Utah	Division of Occupational & Professional Licensing Department of Commerce P.O. Box 45805 Salt Lake City, Utah 84145-0805 (801) 530-6628 FAX: (801) 530-6511
Oregon	Oregon Building Codes Division Dept. of Consumer Business Services 1535 Edgewater Drive, N.W. Salem, Oregon 97310 (503) 373-1266 FAX: (503) 378-2322	Virginia	Department of Housing & Community Development Manufactured Housing Office 501 N. Second Street Richmond, Virginia 23219-1321 (804) 371-7160 FAX: (804) 371-7092
Pennsylvania	Division of Manufactured Housing Department of Community Affairs Forum Building, Room #376 Harrisburg, Pennsylvania 17120-0155 (717) 783-7847 FAX: (717) 787-6074	Washington	Office of Manufactured Housing Dept. of Community Trade & Economic Development P.O. Box 48300 906 Columbia Street, S.W. Olympia, Washington 98504-8300 (360) 586-0491 FAX: (360) 586-5880
Rhode Island	Building Code Commission Department of Administration One Capitol Hill Providence, Rhode Island 02908-5859 (401) 277-3529 FAX: (401) 277-2599	West Virginia	West Virginia Division of Labor 319 Building Three, Capitol Complex Charleston, West Virginia 25305 (304) 558-7890 FAX: (304) 558-3797
S. Carolina	Dept. of Labor, Licensing & Regulation Building & Related Services 3600 Forest Drive P.O. Box 11329 Columbia, South Carolina 29211-1329 (803) 734-4255 FAX: (803) 734-4267	Wisconsin	Manufactured Homes Program Safety & Buildings Division Dept. of Industry, Labor & Human Relations P.O. Box 7969 Madison, Wisconsin 53707 (608) 267-7935 FAX: (608) 267-9566

If your state is not listed above, you can contact the U.S. Department of Housing and Urban Development in Washington, D.C., for assistance. Call or write to HUD at the following address:

U.S. Department of Housing & Urban Development
Manufactured Housing & Construction Standards
Room 9158
451 Seventh Street, S.W.
Washington, DC 20410-8000
1-800-927-7589

'97 DEC -9 A8:59

DEPT. OF ADMIN.
BLDG. CODES & STDS. DIV.



Wick[®]
Building Systems, Inc.

Marshfield[®] **Artcraft**[®] *Rollahome*[®]

PRODUCTION FACILITY: 2301 East Fourth Street • P.O. Box 530 • Marshfield, WI 54449
CORPORATE OFFICES: 404 Walter Road • P.O. Box 490 • Mazomanie, WI 53560

