

5/92

**SKYLINE  
CORPORATION  
RECREATIONAL  
VEHICLE  
PARK MODEL  
(12' WIDE)  
OWNER  
AND INSTALLATION  
MANUAL**

5/92

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**SKYLINE**  
*Bringing America fun.*

We're delighted that you chose to invest in a Skyline-built park trailer.

It is designed and constructed to make park trailer living as safe and carefree as possible. And we won't be satisfied until you're completely happy with every aspect of your new park trailer.

This manual can help assure that happiness. We urge you to read it carefully and follow its instructions and recommendations. We also urge you to read the other manuals and information about the appliances in your new trailer.

This information should be kept where it will be available for easy reference.

To further ensure your satisfaction:

1. Your park trailer is inspected by your dealer after it leaves the factory and before it is delivered to you.
2. Upon taking delivery of your park trailer, have your dealer go over your trailer with you and instruct you concerning the appliances and other functional components.

As we're sure you understand, even the best built trailers occasionally require service. So if service is needed, please see the "How to Obtain Service" instructions on page 2 of this Manual.

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

## SKYLINE CARES ABOUT YOU

Skyline is a leader in the recreational vehicle industry because Skyline cares about its RV owners. And the proof of that caring is the exclusive six-point program that protects your investment in your Skyline-built trailer.

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

## IMPORTANT SAFETY MESSAGE

The heating, cooling, electrical, and other systems and appliances in your park trailer must be operated and maintained **ONLY** as specified in this manual and in the other manuals furnished with your park trailer. These manuals must be followed for good performance and to assure your safety, so carefully read these manuals immediately. Obtain qualified help whenever recommended or whenever you are in doubt. Be sure you clearly understand how to operate any system before you try. If you are at all uncertain, contact your dealer, the Skyline factory, the system or appliance manufacturer's local representative or Skyline's Director of Consumer Service **BEFORE** you try to operate any system or appliance. Please read with special care the emergency procedures section of this manual. The section, which begins on page 8, explains important safety features such as emergency exits. Also, please read all instructions, notices and warnings on the trailer, its systems and appliances. **FAILURE TO FOLLOW THESE IMPORTANT PRECAUTIONS MAY RESULT IN SERIOUS INJURY OR DEATH.** If you sell your park trailer, please make certain that this manual and other manuals furnished with your trailer are given to the new owner.

## Full One Year Warranty

*Manufacturing defects reported to Skyline within one year and ten days after original retail delivery of your new Park Trailer by an authorized dealer will be corrected without charge and within reasonable times. Excluded are misuse (including lack of reasonable maintenance), minor imperfections, alterations, and dealer or owner improper transportation, installation or hookup.*

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

## How to Obtain Service

Your continued satisfaction with your park trailer is of utmost importance to Skyline. Please follow these steps for fast, efficient warranty service.

1. **Inspect your park trailer thoroughly** to determine exactly what service is required.
2. **Make a list of the required service.** Be sure to sign it.
3. **Call, write or visit your dealer.**

If your request is not resolved to your satisfaction, **make sure it is brought to the attention of the owner or general manager of the dealership.** They will obtain factory assistance, if needed.

**NOTE:** Your appliances are warranted both by the appliance manufacturer and by Skyline. All appliances furnished with your travel trailer are "name-brands," and the manufacturer may have a service facility near you. If so, you may be able to obtain even faster service by requesting service directly from the appliance manufacturer.

4. **If your request has not been resolved to your satisfaction within a reasonable time, write (include the complete serial number of your park trailer and your telephone number with a copy of your list of required service) and/or call COLLECT the factory service representative at:**

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

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

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

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NOTE: THIS MANUAL IS INTENDED TO INSTRUCT AND TO ASSIST ALREADY QUALIFIED PERSONNEL IN PROPER INSTALLATION OF SKYLINE PARK TRAILERS.

SETUP SHOULD BE DONE *ONLY* BY QUALIFIED PEOPLE. WHOEVER DOES THE SETUP SHOULD GUARANTEE THEIR WORK IN WRITING FOR A REASONABLE TIME AND SHOULD, IF NECESSARY, AGREE TO RELEVEL THE UNIT WITHIN 90 DAYS AFTER THE INITIAL SETUP.

# Park Trailer Owner General Information

## APPLIANCE OWNERSHIP REGISTRATION

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

## UTILITY SHUT-OFF LOCATIONS AND OPERATIONS

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

## ALTERATION OR EXPANSION OF SYSTEMS

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

## OWNER INSURANCE

Owners of park trailers should contact an insurance company of their choice to obtain adequate insurance protection.

## SKIRTING OR CRAWL SPACE ENCLOSURE

Skirting is usually either metal or fiberglass and is used to enclose the space between the park trailer and the ground. Skirting not only adds to the beauty of the trailer, but also provides important benefits in the reduction of heat loss as does a foundation with crawl space. Enclosure also aids in reducing the danger and inconvenience of damaged plumbing through freeze-up. Thus, enclosure of the trailer underside can lower fuel bills and prevent problems and inconvenience due to frozen plumbing. SKYLINE CORPORATION RECOMMENDS THE ENCLOSURE OF THE UNDERSIDE OF TRAILERS; HOWEVER, ANY ENCLOSURE MUST BE ADEQUATELY VENTILATED. The recommended ventilator area is .67% of floor area, (1 sq. ft. of ventilator area per 150 sq. ft. of floor area).

## MOVING YOUR TRAILER

Any park trailer must be moved by professionals.

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

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

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

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

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

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

## DAMAGE INSURANCE

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

# General Maintenance

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

## PORCELAIN ENAMEL

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

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

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

## FIBERGLASS FIXTURES

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

## COUNTERTOPS

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

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

## FURNITURE

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

## CURTAINS, DRAPES AND BEDSPREADS

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

## CABINET DOORS AND DRAWERS

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

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

## CEILINGS

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

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

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

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

**Water Stains:** Repainting is recommended.

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

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

## EXTERIOR MAINTENANCE

### Roof

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

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

- Rust, oxidation, breaks and cracks on metal roof panels are all potential trouble spots. These areas should be scraped or wire brushed and the roof coated before additional damage occurs. Cracks and breaks should be patched before coating. Contact your dealer if patching should be necessary.
- Proper leveling and setup is essential to prevent stress and roof seam separation. Low hanging tree branches should be cut away from the roof.

The roof should be coated promptly after setup and periodically thereafter, at least every two years. Use a good grade of galvanized steel roof coating. Apply to a clean surface. Follow the manufacturer's instructions usually included on the label.

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

- Substantial accumulation of snow should be removed from any roof especially on a trailer not occupied during the winter.
- Metal roofs may be tightened by the use of bonded washers secured to the roof rafter with #8 x 1¼" screws, placed in rows of four across the width of the roof and spaced at approximately 48" O.C. along the length of the roof. Care must be taken to assure that the screws are placed to penetrate the rafter. After application the screw heads and washers are to be sealed with a roof sealant material.

### Exterior Finish

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

Regarding maintenance and care instructions to homeowners of hardboard sided homes, we will revise our Homeowner's Manual to refer to the bulletin "Maintenance Tips for Homeowners with Hardboard Siding Exteriors" as published by the American Hardboard Association. We will include a copy of this bulletin with our hardboard sided homes.

### Windows and Doors

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

### FRAME

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

# Gas Systems

For safe use of your trailer and its appliances:

1. **PLAY IT SAFE AT ALL TIMES.** Know the distinctive odor of gas. The following label has been placed in the vehicle near the range area:

#### IF YOU SMELL GAS:

- (1) Extinguish any open flames, pilot lights and all smoking materials.
- (2) Do not touch electrical switches.
- (3) Shut off the gas supply at the tank valve(s) or gas supply connection.
- (4) Open doors and other ventilating openings.
- (5) Leave the area until odor clears.
- (6) Have the gas system checked and leakage source corrected before using again.

2. Never install, store, or transport any LP gas tank (filled or empty), gasoline or other flammable liquids inside your travel trailer or towing vehicle because a fire or explosion may result.
3. A warning label has been located near the LP gas container. This label reads:

**DO NOT FILL CONTAINER(S) TO MORE THAN 80 PERCENT OF CAPACITY**

Overfilling the LP gas container can result in uncontrolled gas flow which can cause fire or explosion that **COULD CAUSE SERIOUS INJURY OR DEATH.** A properly filled container will contain approximately 80 percent of its volume as liquid LP gas.

4. LP gas regulators must always be installed with the diaphragm vent facing downward. Regulators that are not in compartments have been equipped with a protective cover. Make sure the regulator vent faces downward and that the cover is kept in place to minimize vent blockage. Otherwise, excessive gas pressure **COULD CAUSE FIRE OR EXPLOSION AND CREATE A RISK OF SERIOUS INJURY OR DEATH.**
5. **WARNING:** LP gas containers shall not be placed or stored inside the vehicle. LP gas containers are equipped with safety devices which relieve excessive pressure by discharging gas to the atmosphere.

This regulator is factory adjusted to give proper line pressure for operating appliances.

### EXHAUST FAN

Above the gas range is the kitchen exhaust fan. It is built like a hood, has a long-lasting aluminum mesh filter and vents to the outside. The exhaust fan should be used at all times when the stove is in use. The filter slips out easily for cleaning. To clean, soak in detergent solution, rinse and replace.

When the fan is in operation the vent damper must be released.

## PORTABLE FUEL BURNING EQUIPMENT

DO NOT use portable fuel burning equipment, including wood and charcoal grills and stoves, inside the recreational vehicle. The use of this equipment inside the recreational vehicle may cause fires or asphyxiation which COULD RESULT IN SERIOUS INJURY OR DEATH.

## KITCHEN RANGE AND OVEN

The kitchen is arranged for compact efficiency and convenience. Yet you can prepare almost any meal that you would at home. All appliances are easy to clean and easy to care for—leaving more free time for recreation and fun.

Each appliance has its own manual from the manufacturer. Study the manual carefully before operating or adjusting in any way.

To avoid dangerous gas leakage, be certain that pilot lights are lit when the LP gas tank valve is open. The LP gas valve should always be closed when towing or in storage. On some park models the range and oven operate on natural gas.

### **WARNING: IT IS NOT SAFE TO USE COOKING APPLIANCES FOR COMFORT HEATING**

Cooking appliances need fresh air for safe operation. Before operation:

1. Open overhead vent or turn on exhaust fan, and
2. Open window.

This warning label has been located in the cooking area to remind you to provide an adequate supply of fresh air for combustion. Unlike homes, the amount of oxygen supply is limited due to the size of the recreational vehicle, and proper ventilation when using the cooking appliance(s) will avoid dangers of asphyxiation. It is especially important that cooking appliances not be used for comfort heating as the danger of asphyxiation is greater when the appliance is used for long periods of time.

## WATER HEATER

The water heater holds between 10 and 20 gallons of water, depending on the model. It operates on either LP gas, 120 volt electricity, or a combination of both. On LP gas models, the loss of pilot light automatically shuts off the flow of gas to the water heater.

The temperature setting may be set from VERY HOT to WARM. The settings are located on the side of the heater. For proper operation and adjustment, study the manufacturer's instructions enclosed in your owner's kit and those on the heater itself.

When the park model is to be stored for long periods without use, the water heater should be drained. There is a draincock on the heater for this purpose. Before draining, the circuit breaker in the panelbox must be put in the OFF position. Take care to avoid contact with the discharged hot water.

**CAUTION:** Hydrogen can be produced in the water heater system served by a heater that has not been used for a long period of time, generally two weeks or more. This

is especially true if the water heater has been drained. Hydrogen gas is extremely flammable; due to risk of SERIOUS INJURY OR DEATH under these conditions, it is recommended that the hot water faucet be opened for several minutes at the kitchen sink before using any electrical appliances connected to the hot water system. If hydrogen is present there will probably be an unusual sound such as air escaping through the pipe as the water begins to flow. There should be no smoking or open flames near the faucet at the time it is opened.

When reoccupying your park model, the water heater circuit breaker should not be turned on until the water heater tank is completely filled. Dry operation may overheat or damage the heater elements.

## GAS FURNACE

The gas furnace operates on LP gas. On some park models, the furnace operates on natural gas. It is controlled by a thermostat, as in a home. If the temperature setting knob is pushed to the lowest temperature setting, the heater will not come on at all; this is the OFF position.

Consult your Heater Instruction Manual and the instructions on the furnace for lighting procedures.

Once the heater is on, its operation may be controlled entirely with the thermostat. You will not need to touch any of the other heater switches or valves.

The furnace is a forced air system which pushes warm air throughout your park trailer. The blower is wired to operate directly from your 12 volt or 110 volt system.

Your furnace is a closed unit and vented to protect against dangerous gas leaks and combustion exhaust. It is wired for automatic cut-off in case of overheating and is fuse-protected against electrical failure. **IN CASE OF TROUBLE:** Consult your furnace manufacturer's operation and service manual in your Owner's Kit for troubleshooting tips and information and location of the nearest authorized service center.

## ROOF AIR CONDITIONING (optional)

The roof-mounted 115 volt air conditioner is designed for cooling the entire park model. Its aerodynamic design reduces wind drag. The ceiling assembly protrudes inside only 3 inches, with directional air delivery at your command. Controls include maximum, normal, Hi-fan and Lo-fan settings. This unit will operate only when there is an outside source of 115 volt power. The air conditioner is protected by a 20 Amp type "HACR" circuit breaker on the main power panel.

Make sure the switch on the circuit breaker is in the ON position.

The shroud is lightweight A.B.S. plastic that can't rust or dent. Color is moulded in to reduce fading. Dampers permit adjustment of air flow to the front, rear and sides of the vehicle. The air is continuously filtered to insure cleanliness. The special filter is washable and easily accessible from inside. Consult the service centers listed in your kit for service or repairs.

## USE ELECTRICITY SAFELY

The following is a list of “do’s” and “don’t’s” about your electrical system:

1. Any changes or repairs to your electrical system must be done by qualified personnel.
2. Should you frequently blow fuses or trip circuit breakers, call a qualified serviceperson. Do not change to larger capacity fuses or breakers.
3. Each permanently mounted lighting fixture is marked with maximum allowable light bulb size. Do not install higher wattage bulbs than indicated on the fixture as overheating can occur.
4. Your trailer contains a factory installed special circuit breaker or a special receptacle outlet located in the bathroom and kitchen called a “ground fault interrupter” (GFI). The GFI protects the bathroom and outside receptacles. Periodically check the operation of the GFI in accordance with the instructions supplied.

5. Your trailer contains a smoke detector. Instructions are contained in the instruction booklet provided by the manufacturer for periodically testing and maintaining the detector.
6. Outdoor lights are UL listed for wet locations. If replacement fixtures are installed, they should be of the same type.
7. Patio lights are to be installed by the dealer.

**CAUTION: FAILURE TO PROPERLY INSTALL, CONNECT, AND TEST ELECTRICITY TO YOUR PARK TRAILER MAY RESULT IN SERIOUS INJURY OR DEATH.**

**DO NOT IGNORE ANY ELECTRICAL PROBLEM AFTER YOUR TRAILER IS INSTALLED (SUCH AS A CIRCUIT BREAKER CONTINUALLY TRIPPING OR AN APPLIANCE OR LIGHT MALFUNCTIONING). IF IN DOUBT, GET QUALIFIED HELP IMMEDIATELY.**

# Air Quality, Ventilation and Condensation

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

The following may be done to reduce visible condensation:

- Ventilate your trailer regularly by opening doors and windows; use power vent fans when using the range or bathroom.
- Avoid hanging wet clothing inside your park trailer.
- If you have skirted your park trailer or located it over a crawl space foundation, ventilate the enclosed space beneath it.
- Unless your park trailer is installed on a concrete pad, a plastic vapor barrier should be installed over the ground beneath the park trailer — many owners use a 6-mil polyethylene vapor barrier over the ground surface.

- If your bathroom is equipped with a power vent, use it when taking a bath or shower.
- Under severe cold or unusual moisture conditions, remove the excess moisture from the air by mechanical dehumidification.

## Fire Safety

### WARNING

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

### EMERGENCY EXITS

Every trailer is designed to the Standard for Recreational Vehicles—ANSI A119.2, NFPA 501C, or to the standard for park trailers—ANSI A119.5, with two exits which are remote from one another. They are either two doors or a door and a window, which is marked as an exit. Be sure that these exits are openable and left free for exit. Be certain that you and your family know the location of the “emergency egress” window and understand its location. Do not place furniture in front of this window so that it might become blocked.

## FIRE PRECAUTIONS

The safety features built into your new trailer will be of little value if fire should strike, and you and your family are not prepared. Every member of your family should know how to prevent fires and how to escape if a fire occurs.

### Before a Fire Starts

- Remove trash and stored items of outlived usefulness, particularly from the vicinity of furnaces and heaters and from hallways and exit areas.
- Exercise care in the use of electricity. Do not overload electrical outlets with many appliances, use only appropriate fuses, and do not hang electrical cords over nails or run under carpets. Have cords replaced when they begin to fray or crack, and have electrical work done by competent electricians.
- Do not store gasoline or flammable cleaners in glass containers, which can break, and avoid storing them inside the trailer. Do not keep more flammable liquids on hand than you really need.
- To avoid the danger of spontaneous ignition, dispose of rags wet with oil, polishes, or other flammable liquids in outdoor garbage cans.
- Inspect your trailer often for these and other hazards.
- Plan for escape from every area of the trailer; discuss escape routes with your family, and actually rehearse escape. You might have to find your way out in thick smoke or darkness.
- Learn how to extinguish common fires in early stages. Roll a person whose clothing is on fire; use a proper portable extinguisher or even a handful of baking soda to extinguish a fire on your stove.
- Clothing afire is a prelude to tragedy. Do not wear (or permit children to wear) loose, frilly garments if there is any chance at all of accidental contact with a stove burner or other source of fire.
- Exercise extreme care with smoking materials and matches, major causes of destructive fire. Do not leave these where children can reach them.

# Emergency Procedures

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

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

## FIRE SAFETY REMINDERS

Fire is an unexpected event even with the best of housekeeping, safety features, and fire prevention procedures. In addition, remember these helpful hints when faced with a fire:

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

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

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

### In general, plan ahead for safer living:

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

# Reporting Safety Defects

If you believe that your vehicle has a defect which could cause a crash or could cause injury or death, you should immediately inform the National Highway Traffic Safety Administration (NHTSA) in addition to notifying Skyline Corporation.

If NHTSA receives similar complaints, it may open an investigation, and if it finds that a safety defect exists in a group of vehicles, it may order a recall and remedy campaign. However, NHTSA cannot become involved in in-

dividual problems between you, your dealer or Skyline Corporation.

To contact NHTSA, you may either call the Auto Safety Hotline toll-free at 1-800-424-9393 (or 366-0123 in Washington D.C. area) or write to: NHTSA, U.S. Department of Transportation, Washington D.C. 20590. You can also obtain other information about motor vehicle safety from the hotline.

## Setup Procedure Site Preparation

The park trailer site must be properly graded and sloped to provide for storm drainage run-off. In particular, the area beneath the unit must be graded to prevent water accumulation.

Proper support for the park trailer must allow for soil conditions in the immediate area. Pier footings must be placed on firm undisturbed soil (not loose fill) or soil which has been compacted to at least 90 percent of its maximum relative density. Support piers may also be placed directly on concrete slabs designed for the pier loads.

Climatic conditions must also be taken into account. If footings are placed on a frost-susceptible soil such as clay or silt, heaving or settling may occur. Therefore, in

areas where temperatures go below freezing, the following should be considered when the unit is anchored with a tie-down system:

1. Construct the tie-down system with adjustable devices in order that the strap tension may be periodically adjusted to compensate for heaving or settling, or
2. Place the unit on a properly designed raft foundation (slab) or
3. Have the foundation designed so that it is not susceptible to frost action, and
4. Consult with the building officials in your area to determine location of the frost line.

## Installation Inspection Checklist

TO ENSURE PROPER PARK TRAILER INSTALLATION AND OWNER SATISFACTION THE FOLLOWING ITEMS SHOULD BE CHECKED DURING OR PROMPTLY AFTER THE INSTALLATION AND BEFORE THE OWNER TAKES POSSESSION:

### INSTALLATION/PLACEMENT

- Level
- Foundation
- Tie Downs

### UTILITY CONNECTIONS

- Fuel
- Water
- Electric
- Sewage

### EXTERIOR

- Doors
- Windows
- Roof
- Siding/Trim

### INTERIOR

- Ceiling
- Trim
- Electrical Systems/Fixtures
- Cabinets
- Furniture
- Keys
- All Warranties
- Paneling
- Floor Covering/Drapes
- Doors
- Plumbing
- Appliances
- All Manuals

# Support Requirements

The design loads used in determining required pier capacity are 40 psf (pounds per square foot) floor live load plus 20 psf roof live load and total unit dead load.

Load bearing supports and footings may be subject to approval by the local enforcement agency. Each pier shall have sufficient capacity to support the design loads corresponding to the selected pier spacing. The required dimensions of footings will depend on soil bearing capacity test results. In lieu of soil tests, confer with the local Building Authority for the recommended soil bearing capacity in your locale. All grass and organic material shall be removed from the area beneath the footings.

**TABLE 1**

| PIER SPACING UNDER MAIN "I"-BEAMS | TOTAL PIER LOAD |
|-----------------------------------|-----------------|
| 4'-0" O.C.                        | 1800 lbs.       |
| 5'-0" O.C.                        | 2250 lbs.       |
| 6'-0" O.C.                        | 2700 lbs.       |
| 7'-0" O.C.                        | 3150 lbs.       |
| 8'-0" O.C.                        | 3600 lbs.       |
| 9'-0" O.C.                        | 4050 lbs.       |
| 10'-0" O.C. (Max)                 | 4500 lbs.       |

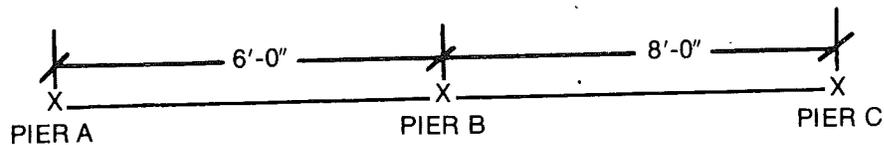
**NOTES FOR TABLE 1**

1. Footings and piers must be designed to support the loads (right hand column) at the selected spacing.
2. The tabulated pier loads include the indicated live loads plus home dead loads.
3. The maximum spacing of supports shall not exceed 10 feet.
4. Where it is impractical to maintain spacing, such as in the axle area, the average of the distance to each adjacent support may be used to determine support requirements: for example, if the distances to the adja-

cent supports were 6'-0" and 8'-0" the average spacing would be 7'-0".

The average spacing for pier B would be  $6 + 8 / 2 = 7$  ft. Therefore, pier would be designed for 7 ft. pier spacing.

5. Add additional piers at each side of a single sidewall opening and between multiple openings (window or door) larger than 4'-0". The required pier capacity equals 125 lbs. (145 lbs. @ 16' wide) × opening width (ft).



EXAMPLE - SEE NOTE 4

# Blocking Procedure

## Reminders before jacking:

1. Use only jacks in good condition with a minimum rating of 5 tons.
2. Use a steel plate ( $\frac{3}{8}$ " x  $2\frac{1}{2}$ " x 5") or hardwood block (4" x 4" x 12") between jack and steel "I"-beam to distribute the concentrated loads. (See Figure 1)
3. Use a firm support under the jack base to prevent tipping or settling of the jack.
4. Always follow the sequence of jacking outlined below to avoid overstressing structural members.

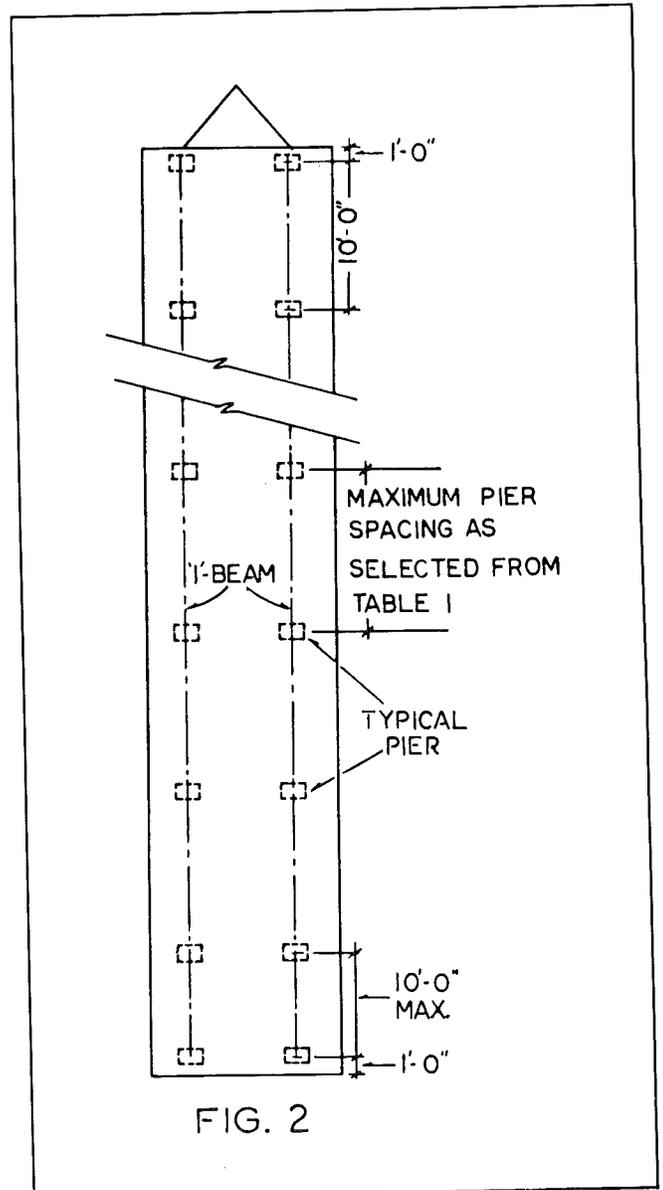
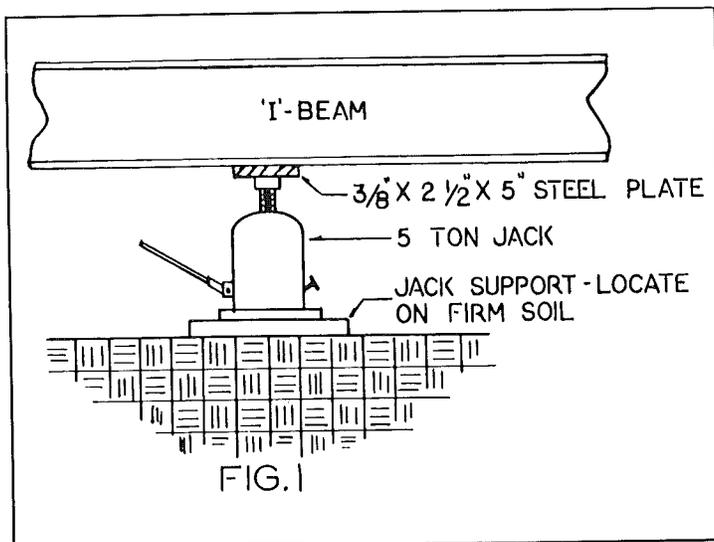
## The jacking procedure is as follows:

1. After the unit is located in its final position, you can preliminarily level it by using the hitch jack but only after adequately blocking the trailer.
2. Jack up one side of the unit by placing one jack just forward of the front spring hanger and the other just behind the rear spring hanger. These two jacks must be operated simultaneously to raise the trailer. Install footings and piers, one just forward of the front jack and another just behind the rear jack (taking care not to exceed the selected spacing from Table 1.)
3. Next, jack the main "I"-beam at the front and position a pier within 1'-0" of the end of the "I"-beam. At the completion of this step, this side of the unit should be approximately level.
4. Repeat Steps 2 and 3 for the other side of the unit. At the completion of this step, the unit should be roughly level from front to rear and from side to side.
5. Place the remaining pier supports under the main "I"-beam on each side taking care to maintain a maximum distance of no more than the spacing determined from Table 1 with piers located within 1'-0" of each end of each "I"-beam. (See Fig. 2)

6. Level the unit within reasonable tolerances, using a 6 foot carpenter's level, water level, or similar equipment. The final height adjustment is obtained by jacking the "I"-beam and placing hardwood shims between the piers and "I"-beam, or other approved methods such as adjustable piers. **THIS LEVELING PROCESS IS IMPORTANT FOR APPEARANCE AND IS ESSENTIAL FOR THE PROPER OPERATION OF DOORS, WINDOWS, AND THE DRAINAGE SYSTEM.**

7. Within 90 days after initial setup, the unit should be releveled, if necessary, to compensate for any pier settlement. Follow the procedure in Item 6 above.

**NOTE: DURING THE LEVELING OR RELEVELING PROCESS, LOOSEN FRAME TIES AND OVER-THE-ROOF TIES (IF PROVIDED) PRIOR TO JACKING UNIT.**



# Tie-Down Instructions

All park model trailers should be securely anchored to the ground to resist the sliding and overturning effects of high winds.

Where tie-downs are required it will be necessary to follow the instructions herein.

## FRAME TIE-DOWN PROCEDURE

All units are equipped with tie-down attachment provisions on the main "I"-beams (See Figs. 3, 4, and 5). Any one of the three methods presented may be employed. Over-the-roof straps are optional.

**NOTE: IN THE TIE-DOWN SYSTEM, IT IS IMPORTANT TO USE MATERIALS OF PROPER DESIGN AND OF ADEQUATE QUALITY. THE MATERIAL SPECIFICATIONS CONTAINED HEREIN SHOULD BE CONSIDERED AS MINIMUM REQUIREMENTS.**

Materials not furnished with the unit which will be necessary to complete the tie-down system must meet the requirements set forth below. Such materials would include:

1. Cable or steel strap with a breaking strength of at least 4,725 pounds, e.g. galvanized aircraft cable at least 1/4" inch in diameter or Type 1, Finish B Grade 1 steel strapping, 1 1/4 inches wide and 0.035 inches thick, conforming with F.S. QQ-S-781-H.
2. Galvanized connection devices such as turnbuckles, eyebolts, strap buckles, and cable clamps should be

rated at 3,150 working load minimum.

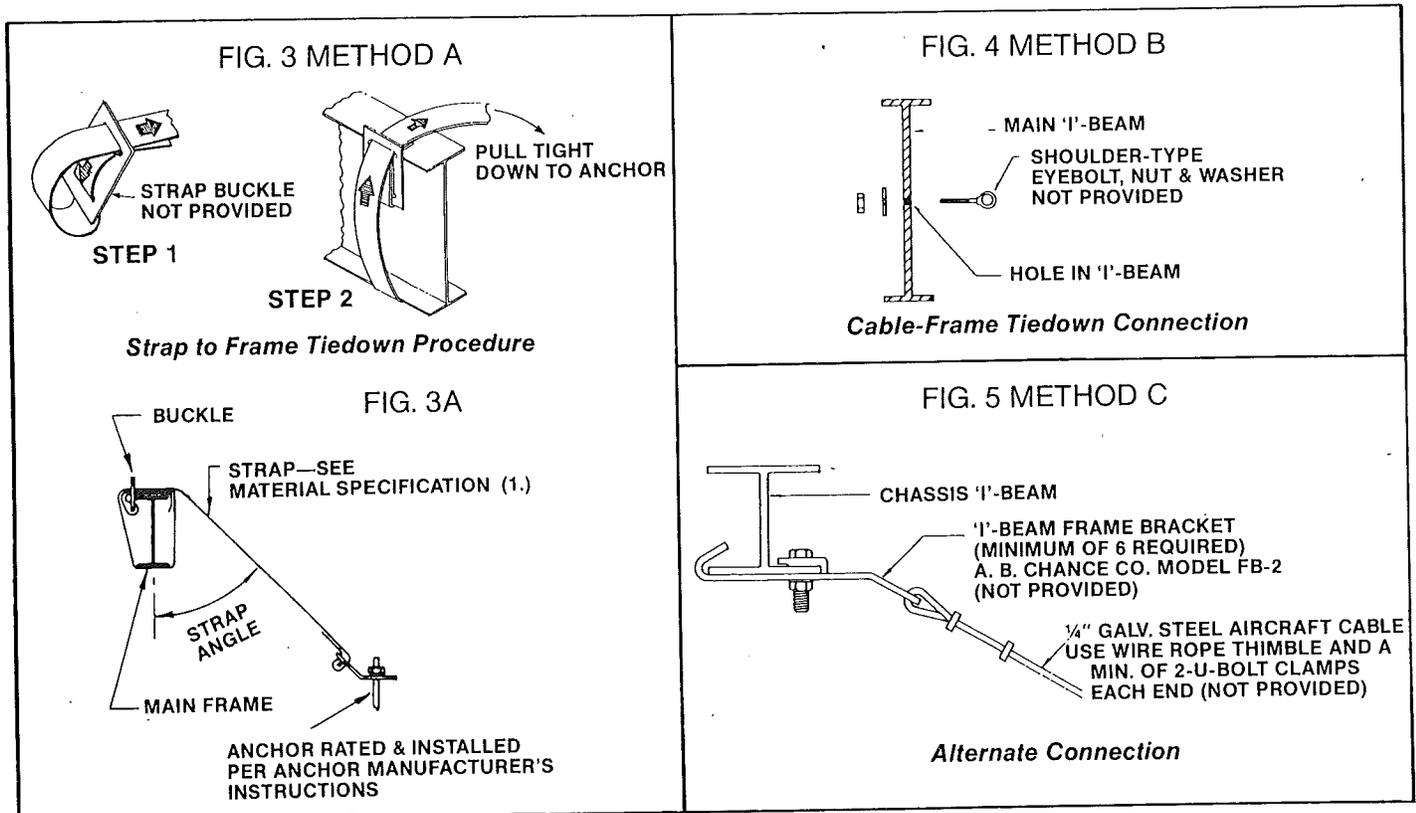
3. Ground anchors—capable of withstanding at least a 4,725 pound pull. Anchors must be installed as specified by the anchor manufacturer.

**THE UNIT MUST BE IN ITS FINAL LEVEL POSITION PRIOR TO TYING IT DOWN.**

The procedure for tying down the park trailer is as follows (refer to Figs. 3, 4, and 5):

1. If using Method B, position and install the ground anchors to line up with the provided tie-down holes in the "I"-beam. If using Method A or C, the location of the tie-down straps and anchors should coincide as closely as possible with the provided "I"-beam tie-down holes.
2. Connect the straps to the frame and ground anchors.
3. Tighten the straps using the tensioning device provided with the ground anchors. Use caution to avoid overtensioning the straps as this may pull the trailer off the piers. It is recommended that all straps be tightened only enough to remove the slack. Then, after all straps are installed and the slack removed, tension the straps.
4. The strap tension should be rechecked at frequent intervals until all pier settlement has stopped.

**CAUTION: DURING THE RELEVELING PROCESS, DO NOT JACK THE UNIT AGAINST TIGHT STRAPS.**



## Tie-Down Instructions (Continued)

### OPTIONAL OVER-THE-ROOF STRAP PROCEDURE

If over-the-roof straps are provided (optional on all units) they may be connected to ground anchors as specified in the following procedure in order to achieve additional stability in extreme winds.

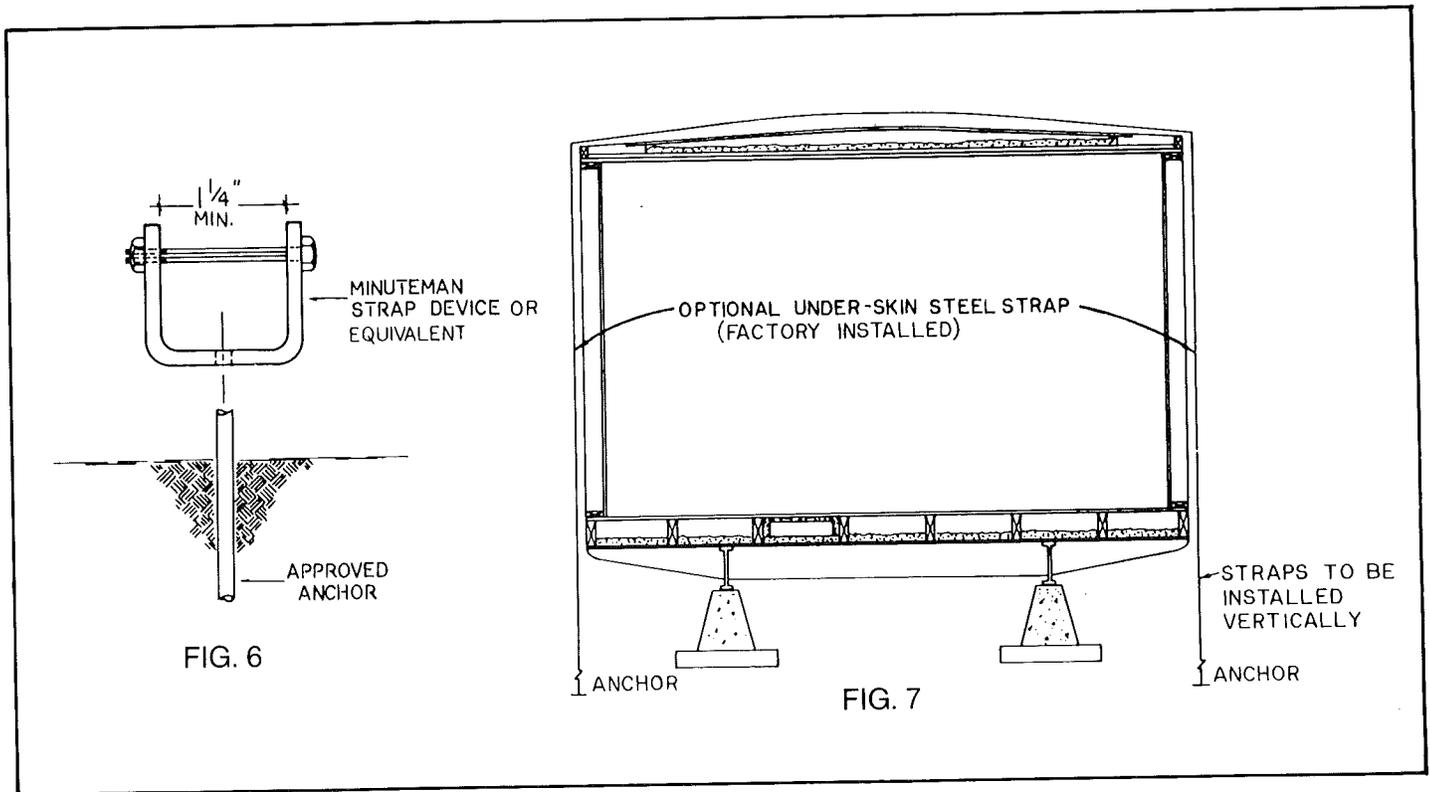
Materials not furnished with the unit which will be necessary to properly connect the over-the-roof straps are:

1. Ground anchors capable of withstanding at least a 4,750 pound pull when installed in the soil at the site.
2. Strap end connection devices. (See Fig. 6)

**THE UNIT MUST BE IN ITS FINAL LEVEL POSITION WITH FRAME TIES INSTALLED BEFORE CONNECTING THE OVER-THE-ROOF STRAPS.**

The procedure for over-the-roof strap installation is as follows:

1. Position and install the ground anchors so that the strap will be vertical after attachment to the anchor. The anchor may be installed slightly beneath the unit to avoid interference with skirting. (See Fig. 7)
2. Install the minuteman connector yoke through the eye in the anchor and insert slotted bolt through the yoke.
3. Place end of strap through slotted bolt and remove slack by turning bolt. **DO NOT TENSION UNTIL BOTH ENDS OF STRAP ARE CONNECTED.**
4. Tension and lock minuteman connector in position; consult instructions furnished with connectors.
5. Check strap tension (See Step 4 under frame tie-down procedure).



# Utility Hookup and Testing

Many local jurisdictions have special requirements for utility connections and on-site inspection of these connections. Consult with the proper authorities prior to utility connection.

The drainage and water systems were tested for leaks prior to shipment from the factory. It is essential that they be rechecked by qualified personnel for leaks that may have been caused by vibration during transportation.

## WATER

The water system has been designed for an inlet water pressure of 80 psi. When the unit is installed in areas where the water pressure exceeds 80 psi, a pressure reducing valve should be installed. The water system may be connected to any safe, potable water source. The connection is via a single 3/4 inch inlet beneath the trailer. After removing the aerators from all the faucets, open all the faucet valves and allow the water to run for 15 minutes. This should remove any foreign particles left in the line that might cause an unpleasant taste or become lodged at faucet washers and cause dripping faucets. All exposed water piping subject to freezing should be protected by insulation and listed electric heat tapes. It is recommended that only UL listed heat tapes be used and installed in accordance with their installation instructions.

## DRAINAGE

The drainage connection is made at the 3-inch main drain outlet. Care should be exercised to slope and support the drain line from the unit to the site sewage system (1/4" per foot slope).

**DANGER: IMPROPER OR INADEQUATE TESTING, CONNECTION OR MODIFICATION OF ANY PART OF GAS OR ELECTRICAL SYSTEMS, ESPECIALLY BY UNQUALIFIED PERSONNEL, MAY BE EXTREMELY DANGEROUS AND MAY RESULT IN SERIOUS INJURY OR DEATH.**

## GAS

The gas piping system was designed for a range of 7 to 10 1/2" of water column for natural gas and/or 11 to 14" of water column for LP gas. The park trailer gas supply pressure must be within this range for safe and efficient operation of the gas piping system.

The gas piping system was pressure tested for leaks prior to shipment; however, it is essential that the system be retested by qualified personnel for leaks prior to use. (Many utility companies require this on-site test). The instructions printed on the tag near the gas supply connection must be followed. (See Fig. 8)

### LP GAS SYSTEM

This gas piping system is designed for use of liquefied petroleum gas only.

**DO NOT CONNECT NATURAL GAS TO THIS SYSTEM.  
CONTAINER SHUTOFF VALVES SHALL BE CLOSED DURING TRANSIT.  
SECURELY CAP INLETS WHEN NOT CONNECTED FOR USE.**

When connecting to site outlet, use a listed gas supply connector rated at  100,000 Btuh or more.  
 250,000 Btuh

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

After turning on gas, test gas piping and connections to appliances for leakage with soapy water or bubble solution which does not contain ammonia or chlorine, and light all pilots.

### COMBINATION LP GAS AND NATURAL GAS SYSTEM

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

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

When connecting to site outlet, use a listed gas supply connector rated at  100,000 Btuh or more.  
 250,000 Btuh

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

After turning on gas, test gas piping and connections to appliances for leakage with soapy water or bubble solution which does not contain ammonia or chlorine, and light all pilots.

FIG. 8

## Utility Hookup and Testing (Continued)

In some localities, utility companies and/or building inspectors may require additional tests as follows:

1. Isolate all appliances with appliance shut-off valves. PRESSURE SHALL BE MEASURED WITH A MERCURY MANOMETER OR SLOPE GAUGE CALIBRATED IN INCREMENTS OF NOT GREATER THAN  $\frac{1}{10}$  POUND.
2. Pressurize the system to 3 psi and isolate the source of pressure from the gas piping.
3. Check the gauge after 10 minutes; there should be no drop in pressure.
4. Check the piping to appliances by pressurizing to at least 10 inches but not more than 14 inches water column and applying a bubble solution which does not contain ammonia or chlorine to all joints and flexible connectors.

**CAUTION: DO NOT PRESSURIZE THE SYSTEM MORE THAN THE PRESSURES STATED ABOVE.**

The connection to the gas supply should be made only by authorized representatives of the utility.

**NOTE: BEFORE A TEST IS BEGUN, THE TEMPERATURE OF THE AMBIENT AIR AND OF THE PIPING SHOULD BE APPROXIMATELY THE SAME—CONDUCT THE TEST AT SUCH A TIME DURING THE DAY WHEN AIR TEMPERATURES WILL REMAIN CONSTANT.**

### ELECTRICAL

The electrical supply connection to the park model trailer may be made by any of the following methods depending on the electrical service as indicated on the tag at the electrical outlet:

1. A listed power supply cord up to 50 amps maximum.
2. Two listed 50 amps (max) power supply cords or combinations of two power supply cords, each having a capacity as stated on the corresponding power outlet tag.

**NOTE: ONLY A POWER SUPPLY CORD WITH AN EQUAL OR HIGHER RATING THAN THAT INDICATED ON THE POWER OUTLET MAY BE USED.**

### HEATING

Some park trailers may have a register which is not connected to a main or branch duct and is so located that it requires a flexible duct to provide its supply of air. If this situation occurs the method of installation should be as follows:

1. Connect each end of the provided insulated flexible duct to the metal duct connector on the main or branch duct and to the register boot by sliding the duct over the metal tabs on the duct connectors.
2. Secure the flexible duct to the connectors by using the metal duct band supplied. Take care not to rip or tear the flexible duct while tightening the bands.
3. Tape each connection with 2 inch wide duct tape to insure an air tight seal.
4. Support the flexible duct with metal straps at 2 foot intervals. Do not allow the duct to rest on the ground and maintain at least a 4 inch clearance between the duct and the ground.

## EXTERNAL HEATING AND COOLING APPLIANCES

ALL ELECTRICAL AND MECHANICAL CONNECTIONS OF EXTERNAL HEATING AND COOLING APPLIANCES TO THE PARK TRAILER SHOULD BE MADE ONLY BY QUALIFIED PERSONNEL ACCORDING TO THE NATIONAL ELECTRIC CODE AND APPLICABLE STATE AND LOCAL CODES.

External appliances such as heat pumps and/or central air conditioning units are not supplied by SKYLINE CORPORATION but may be purchased from your dealer. "A" coil air conditioning units (heat pumps) installed must be listed for use with the furnace in your park trailer. Self contained air conditioning units connected to the heating supply duct must include a damper beneath the furnace to prevent cool air from backing up into the furnace during the cooling mode and a damper at the air conditioning supply to prevent heated air from backing up into the air conditioner during the heating mode. Electrical supply for external appliances must not be connected to the park trailer's electrical panelboard or circuits.

## Warning

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

## Installation of Exterior Light Fixtures

ELECTRICAL CONNECTIONS SHOULD BE MADE ONLY BY QUALIFIED PERSONNEL. MAKE SURE POWER IS OFF BEFORE INSTALLING LIGHT.

The correct procedure is as follows:

1. Install threaded tube in the strap secured to the fixture outlet box as shown in Fig. 9.
2. Apply caulking around base of light fixture to insure a watertight seal to side wall.
3. Connect wires, black to black, white to white, and ground to ground, using wire nuts.
4. Push wires into box and secure fixture in position using the nut provided on the threaded tube. Install the bulb.

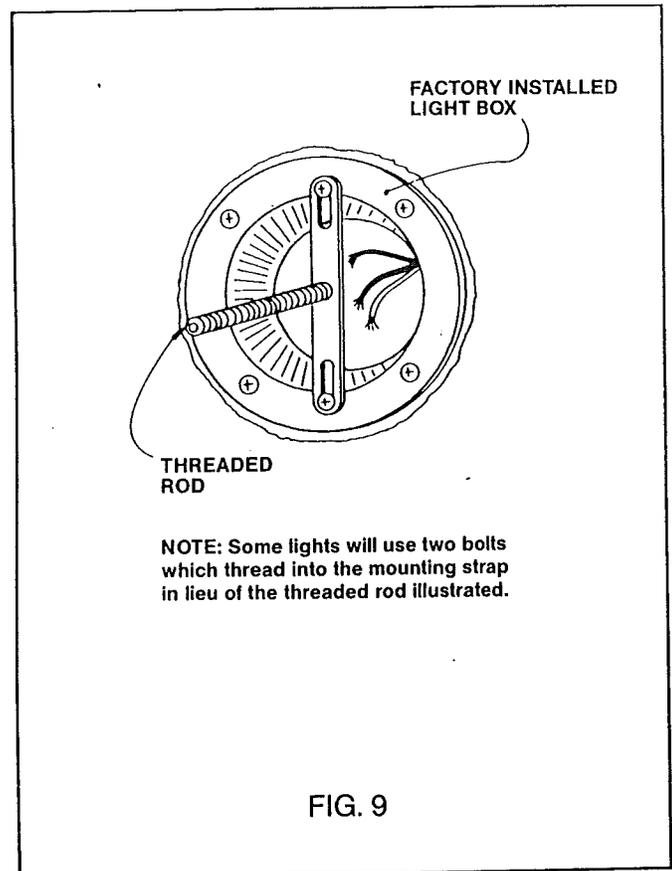


FIG. 9

## CORPORATE MISSION STATEMENT

Skyline Corporation is a leader in the development, manufacture and marketing of high quality, innovative manufactured homes and recreational vehicles that meet customer needs for housing and leisure lifestyles.

Our mission is to continually improve the quality of our products and the way we do business in order to meet customers' expectations. By pursuing this mission, we will be able to grow and prosper as a business, provide stable employment and a high quality work life for our people, be a responsible community citizen, and return a reasonable profit to our shareholders.

Our mission reflects our deeply held corporate values and principles and its achievement involves these areas:

### **SAFETY. . .**

We will provide a safe work environment for our people and safe products for our customers.

### **QUALITY. . .**

We will provide products and services that consistently meet customer needs and exceed expectations for quality.

### **CONTINUOUS IMPROVEMENT. . .**

We will continually strive for excellence in everything we do. We will constantly seek day-to-day and long-term improvements and not settle for short-term "fixes."

### **CUSTOMER FOCUS. . .**

Customers are the ultimate reason Skyline is in business and everyone at Skyline must direct his or her efforts to the production of products that exceed customer expectations. Every activity and every job in the Company is part of this process.

### **PEOPLE. . .**

People are our greatest asset. We will listen to and respect ideas from everyone and will involve our people in the decisions that affect the areas in which they work. We will continually encourage and provide training and educational opportunities for our people, so that they can optimize their performance, their individual development and their contribution to the Company.

### **TEAMWORK. . .**

Teamwork is the driving force of the Skyline organization, enabling us to coordinate the Company's resources to achieve the Company's mission. The essence of teamwork is breaking down barriers between departments and treating each person and each job as a customer whose needs must be met if the ultimate customer, the buyer of a Skyline product, is to be satisfied.

### **INTEGRITY. . .**

We will conduct all of our activities in a manner which is at all times fair, moral, ethical, and legal. We will hire, reward and promote without discrimination and without regard to age, sex, ethnic origin, physical condition or religious belief.

### **DEALERS & SUPPLIERS. . .**

We view our dealers and suppliers as extensions of our Company. We will conduct our business in an atmosphere of trust and work to form mutually beneficial long-term partnerships.

### **PROFITS. . .**

Profits are the ultimate measure of how efficiently we satisfy our customers' desire for products of superior value. We will strive to achieve the profits required for survival and growth and to provide jobs and security for our people.

# **SKYLINE**

Corporate Office — P.O. Box 743 — Elkhart, Indiana 46515