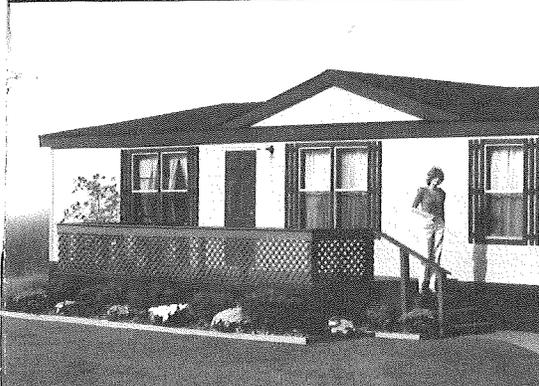
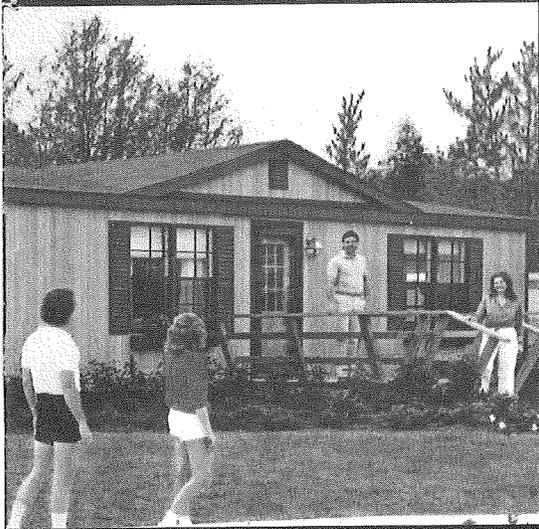


3/2/88

# OWNER'S MAINTENANCE GUIDE FOR MANUFACTURED HOMES



**CHAMPION**  
HOME BUILDERS CO.





# CHAMPION

HOME BUILDERS CO.

Dear Homeowner:

We feel very proud that you decided to put your housing confidence in one of our value packed homes. As one of the nation's leading manufactured housing producers with over 35 years of home building experience, we think you'll find your new home, with proper maintenance, will provide you with years of pleasant living.

For your convenience and to help assure that your home is properly cared for, we have prepared this Owner's Maintenance Guide. I suggest that you read everything carefully, paying particular attention to the section on warranty information.

Other sections of this guide provide you with information on interior and exterior maintenance, insurance, relocation and resale of your home. The information contained in this guide comes from materials supplied by Champion's own engineers, discussions with owners and retailers and from material supplied to us by the Manufactured Housing Institute.

Each of our homes is inspected by highly qualified personnel prior to delivery to the retailer. In addition, our homes are inspected by state and independent agencies to give extra assurance to you, the consumer, that the home meets all applicable standards.

In fact, the National Manufactured Home Construction and Safety Standards Act of 1974 was enacted to improve the quality, durability and safety of manufactured homes. The Federal manufactured housing construction and safety standards issued pursuant to the Act, and now administered by the Department of Housing and Urban Development (HUD), govern how manufactured homes can be constructed.

To a substantial extent, these standards were developed by the manufactured housing industry and most were in effect prior to the development of the federal standards. The standards cover the planning and construction of your home and were developed so that you will have a safer, more durable home. The standards do not cover such aspects of the home as furniture, carpeting, certain appliances, cosmetic features of the home and additional rooms or sections of the home that you have added.

I suggest you reread this guide at least once a year and keep it handy for reference. The inside pockets on the Home Information Folder containing this guide are handy places to keep all your warranty information, operational instructions and maintenance records.

I believe the more helpful we can be in providing you with information needed to adequately maintain your home, the happier you will be with it. And quite frankly, if you're pleased with us, I hope you'll recommend us to your relatives and friends.

Finally, I sincerely hope that you will get as much satisfaction out of your home as we did in building it for you.

Cordially,

Joseph J. Morris  
Chairman of the  
Board of Directors

## IMPORTANT HEALTH NOTICE

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

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

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

## ATTENTION HOMEOWNERS

The Federal Manufactured Home Construction and Safety Standards Act of 1974 requires every producer of manufactured homes to provide a booklet containing at least 3 detachable **information cards** with each home manufactured. Champion needs the information which these cards, when completed and mailed, will supply. **If you bought your home from a dealer, please be sure that your dealer has completed and mailed a card for you.** If you acquired your home from someone who is not a dealer, **you** should promptly fill out and send a card to Champion. It is important that you keep this booklet and give it to any person who buys the manufactured home from you.

# PROBLEMS? PLEASE READ THIS FIRST

## TROUBLE-SHOOTING GUIDE

### INTRODUCTION

As the owner of your new home, it is your responsibility, working in conjunction with your dealer, to see that your home is properly leveled at the site and set-up properly, including all necessary tests and adjustments described in this Owner's Maintenance Guide.

It is also your responsibility to provide routine preventive maintenance as may be required. It is suggested that minor adjustments to the home can be more effectively and efficiently made by you, the home owner.

This Trouble-Shooting Guide is intended to give you the methods to help reduce or eliminate minor service calls on your home.

To use this Trouble-Shooting Guide, simply look up the basic heading under the particular Problem Area below. Scan the list of most-frequent problems in that area until you find your specific problem. Cross over to the solution section and use the method or recommendation as shown.

Note: Champion and your dealer will provide service to you at no charge, under the terms of Champion's limited one-year warranty. After the one-year warranty period expires, you must have the service performed under contract with either your dealer or a private contractor.

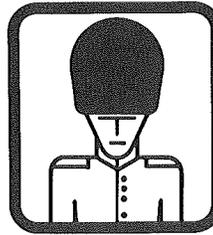
PROBLEM AREA	SOLUTION	PROBLEM AREA	SOLUTION
<b>PLUMBING</b>		<b>APPLIANCES</b>	
1. Leak under sink at water line.	1. Tighten fitting at connection to faucet.	1. No power to an appliance.	1. Check to make sure power cord is plugged in. Check breakers for "on" position.
2. Leak under sink at drain.	2. Tighten collars on trap fittings.	2. Faulty operation of appliance.	2. Contact manufacturer of appliance through a local appliance representative.
3. Leak at shower head.	3. <b>Do Not Use:</b> Contact dealer or contractor.	3. Water heater not heating. (elec)	3. Disconnect power: Contact dealer for local appliance representative.
4. Leak at any gas fitting.	4. <b>Do Not Use:</b> Contact dealer or contractor.	4. Water heater not heating. (gas)	4. Check gas source for "on" position. Check pilot light. Check burner operation.
5. Leak on water line to commode.	5. Tighten fitting at bottom of tank.		
6. Leak between tank & bowl on commode.	6. Tighten nuts between tank and bowl. Do not over-tighten!	<b>HEATING AND AIR CONDITIONING</b>	
7. Leak at base of commode at floor.	7. Tighten nuts at floor level to seal wax ring. Do not over-tighten!	1. Heater not working.	1. Check power source. Check fuel source. Check pilot light. Check thermostat. Contact dealer or contractor.
8. No water to sinks, dishwasher, or washer-dryer.	8. Check valves to insure open.	2. A/C not working.	2. Check power source. Check breakers. Check thermostat. Contact dealer or contractor.
9. Leak on sewer line.	9. Contact dealer or contractor.	3. Heater smokes.	3. This is common on initial start-up. Don't panic. Let heater run and ventilate home.
<b>ELECTRICAL</b>		<b>FLOORS, WALLS, CEILINGS</b>	
1. No power to home.	1. Check main power source <b>outside</b> to insure breakers in "on" position. Check breaker box <b>inside</b> home to insure in "on" position.	1. Loose moldings or trim.	1. Re-nail as needed.
2. Partial power to home.	2. Check main power source <b>outside</b> and breaker box <b>inside</b> to insure "on" position.	2. Loose hinges, knobs, drawer, pulls, etc.	2. Tighten as needed.
3. No power to bathroom receptacles.	3. Re-set GFI breaker.	3. Walls, partitions, or floors buckle.	3. Check home's level. Refer to this Owner's Guide for specific instructions.
4. No power to isolated switches or receptacles.	4. <b>Do not use:</b> Contact dealer or contractor.	4. Floor covering wrinkles or is loose.	4. Check home's level. Contact dealer or contractor.
5. Smoking or sparking at any switch or receptacle.	5. <b>Disconnect main breaker:</b> Contact dealer or contractor.	5. Floor feels soft and spongy underfoot.	5. Contact dealer or contractor.
<b>DOORS AND WINDOWS</b>		6. Exterior siding bows or cracks.	6. Check home's level. Re-nail siding.
1. Leak around doors or windows.	1. Use a silicone based caulking around edges and top. Check level of home.	7. Ceiling marked.	7. Use very soft white chalk to cover. Use touch-up paint. Check for water leaks.
2. Doors & windows that bind, sag, or will not close tightly.	2. Check level of home. Adjust striker plates to catch plunger.	8. Panels mildew or stained.	8. Contact dealer or contractor.
3. Delamination or warping of doors.	3. Contact dealer or contractor.	<b>ROOFS</b>	
4. Window hard to open or close.	4. Lubricate window hinges and guides with a light machine oil or WD-40 spray.	1. Leak from roof.	1. Check home's level. Seal around seams, edges, and vents with Kool-Seal.
5. Excessive condensation on glass.	5. Wipe slightly with a cloth moistened with glycerin available at local hardware or grocery store.	2. Roof rumble.	2. Check home's level. Contact dealer or contractor.
		3. Shingles torn, cracked or rolling.	3. Replace torn or cracked shingles. Rolled up shingles can be flattened back down with a roof mastic seal.

**Invest in  
The Service Sentry  
Owner-Protection Plan**

Many of our homeowners add coverage in addition to that provided by the standard one-year limited manufacturer's warranty, which comes with each Champion-built home, by purchasing a special service-reimbursement plan. That's why Champion Home Builders Co. offers The Service Sentry Plan.

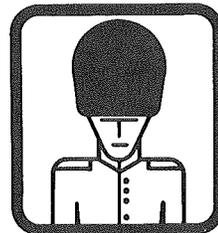
The Plan is an optional service-reimbursement agreement which covers repairs, less a nominal deductible amount, to most major mechanical components and many other home features if they fail to perform properly. It enhances your home ownership both during and for several years after the expiration of our manufactured home warranty.

You can purchase the Plan anytime within six months from the date of home occupancy. Ask your home retailer for details — or complete, cut out and mail in the form below.



**The  
Service  
Sentry™**

(cut here)



**The  
Service  
Sentry™**

Mail to: The Service Sentry Plan  
Champion Home Builders Co.  
5573 North Street  
Dryden, MI 48428

Please send me information on The Service Sentry Plan.

(Please Print)

HOMEOWNER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME SERIAL NUMBER ON YOUR WARRANTY FORM: \_\_\_\_\_

HOME SIZE: \_\_\_\_\_

DATE OF OCCUPANCY — MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_

SELLING RETAILER'S NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

(cut here)

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**HOME OWNER:** For your own safety and health, only qualified persons should make any repairs, changes or alterations to any portion of your home.

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## CHAMPION MOTOR HOME AD.

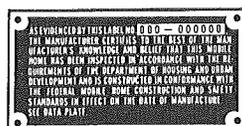
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## DIRECT CONSUMER INQUIRIES TO:

If you have any questions concerning the Federal Construction and Safety Standards or consumer's rights under the standards, you should direct them to HUD. In order to contact HUD, please refer to the Department of Housing and Urban Development under listings for the U.S. Government in your phone book. When calling or writing, direct your inquiry to the "Consumer Complaints Officer" in your local

HUD or FHA office. You may contact the Central HUD Office directly by writing or calling the Mobile Home Standards Division, Department of Housing and Urban Development, Washington, D.C. 20410. The telephone number is (202) 472-4703. For a list of state administrative agencies (SAA) see page 25.

## LOOK FOR THE HUD SEAL...



All manufactured homes built by Champion Home builders Co. are designed to comply with tough new Federal Construction and Safety Standards as evidenced by this red seal located on the outside of the home. These standards are administered by the U.S. Department of Housing and

Urban Development (HUD) through a network of state and independent inspection agencies.

If for some reason, Champion determines that your home does not meet the standards, Champion will notify you of the fact, and take appropriate steps to correct the problem. If you believe you have a problem for which the Act provides a remedy, you should contact Champion or the Department of Housing and Urban Development. Our address is 5573 North Street, Dryden, Michigan 48428. We recommend that you contact your Champion dealer first because that is the quickest way to have your problem considered.

# WARRANTY INFORMATION (One-Year Limited Warranty)

Your Champion-built home is warranted, in writing, by Champion Home Builders Co. for one year after delivery to you. The warranty covers substantial defects in workmanship and materials including appliances, accessories, heating and air conditioning equipment. Notice of any defect must be given to your dealer-seller for its inspection. The manufacturer or dealer-seller will provide repair or replacement of any such part. This warranty does not provide coverage for defects attributed to owner's negligence, lack of proper maintenance, accident or unauthorized repairs.

Please carefully read your copy of the warranty form (see sample, Page 7). It explains what is what is not covered under warranty. Also carefully read all the warranty agreements and operating instruction forms attached to the home's range, refrigerator, water heater, furnace and optional washer, dryer, dishwasher, garbage disposer and air conditioner prior to their initial use. For safe keeping, insert these forms along with your copy of the warranty form in the front pocket of the folder provided with this maintenance guide.

Warranties issued by the various producers of appliances, accessories, heating and air conditioning equipment are in effect from the time of your purchase.

A warranty agreement card is supplied with some of the above mentioned items. These cards should be filled in and mailed to the respective manufacturer as specified on the cards as soon as you move into your home. This information is needed by those manufacturers and will enable them to better service your appliances.

If service is required on any of the various appliances and other components mentioned above, the dealer from whom your home was purchased should be contacted. In many cases, the respective manufacturer of the above appliances and components will have local service to serve you. These service locations may be listed in the use and care booklets supplied by the manufacturer or your dealer will know where they are. Champion does not stock parts for these appliances and accessories.

### Pre-delivery Checklist

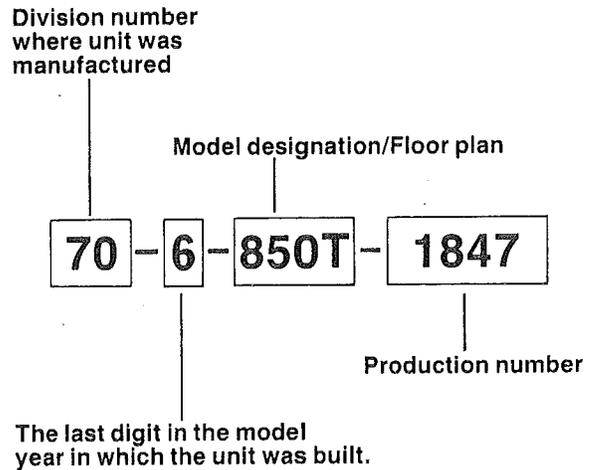
In addition to your warranty form, please make sure that you receive your copy of the dealer's pre-delivery checklist. This "checked off" list is the dealer's statement to you that he has thoroughly inspected your home after receiving it from Champion Home Builders Co. It is your assurance from the dealer that the unit has been prepped inside and out in accordance with the manufacturer's recommendations.

### Manufacturer's General Warranty Claim Procedure

For quick, efficient service and warranty claims on your home, we ask you to take the following steps.

1. Apply for service and warranty work through the dealer who sold you your home.

2. When you contact your dealer for service or for a warranty claim, be sure to give him all the home identification information, especially the serial number listed on your owner's copy of the manufacturer's warranty form. Following is an explanation of the serial number. This is only an example and is not the serial number of your home.



3. Once your dealer has the essential information, he will determine whether the service is your responsibility, his responsibility or Champion's responsibility under our warranty. If it is determined to be warranty service, he will contact the factory for authority to do the work or get the work done at Champion's expense. He may request that the factory handle the service if it is determined that this is the best way to serve you.

**WARRANTY INFORMATION Continued**



**MANUFACTURER'S ONE-YEAR  
MANUFACTURED HOME LIMITED WARRANTY**

Subject to the conditions set forth below, Champion Home Builders Co. (the "Manufacturer") warrants to the Owner that each new mobile home unit manufactured by it (a) meets all standards prescribed by applicable laws and regulations concerning construction and safety in effect at the time of manufacture, (b) was manufactured and delivered to the Dealer free from substantial defects in material or workmanship, and (c) is reasonably fit for human habitation. THIS WARRANTY DOES NOT APPLY TO, OR INCLUDE COVERAGE FOR, DEFECTS ATTRIBUTABLE TO (1) OWNER'S NEGLIGENCE OR MISUSE, (2) OWNER'S FAILURE TO COMPLY WITH INSTRUCTIONS FOR SERVICE OR MAINTENANCE, (3) ACCIDENT, UNAUTHORIZED REPAIRS, OR UNAUTHORIZED USE, OR (4) SET-UP, BLOCKING OR LEVELING NOT IN ACCORDANCE WITH INSTRUCTIONS ON THE REVERSE SIDE HEREOF.

The terms of this warranty commence on the day of delivery of the mobile home unit to the Original Buyer (the "Effective Date"). For a period of one year following the Effective Date, the Manufacturer or its Dealer will repair or replace any part or parts whose condition does not conform with the above warranties, PROVIDED THAT the Owner gives written notice of any such defect to the Manufacturer or its Dealer at their business address within one (1) year and ten (10) days after the Effective Date. The exclusive remedy for any such defect shall be repair or replacement of any defective part after inspection by the Manufacturer or its authorized representative. Such inspection and such repair or replacement shall be made within thirty (30) days after receipt of the Owner's written notice of any such defect, and shall be made at the site of the mobile home unit if necessary in the opinion of Manufacturer or its Dealer. Return of any defective part shall be made only in accordance with Manufacturer's instructions after receipt of its prior approval, and shall be made only to the place designated by the Manufacturer or its Dealer. Repair or installation of replacement parts may be by a Dealer or other agent, provided that prior written authorization for such repair or replacement has been obtained from the Manufacturer. The Manufacturer has not established any informal dispute settlement procedure of the type described in the federal Magnuson-Moss Warranty Act.

Warranties issued by various other producers of appliances, accessories, heating and air conditioning equipment, and other items installed on the mobile home unit remain in effect. These other producers or their local service agents should be contacted first for prompt corrective warranty action and for routine service and maintenance. The Manufacturer reserves the right to make changes or improvements at any time or from time to time in the design of or upon its mobile home units or any component thereof without incurring any obligation to make a corresponding change or improvement in or upon mobile home units or components previously manufactured by it.

**LIMITATIONS** — Other than as set forth above, the Manufacturer makes no other express warranty with respect to this mobile home unit, and no person whatsoever is authorized to make any representation, warranty or promise on behalf of the Manufacturer or its Dealers. THE REMEDIES SET FORTH ABOVE PERTAINING TO REPAIR OR REPLACEMENT OF PARTS OR MATERIALS ARE EXCLUSIVE OF ALL OTHER REMEDIES. ANY WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TO THE EXTENT IMPLIED BY LAW, ARE LIMITED IN DURATION TO ONE YEAR. NEITHER THE MANUFACTURER OR ITS DEALERS UNDER ANY CIRCUMSTANCE ASSUMES ANY RESPONSIBILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES SUCH AS, BUT NOT LIMITED TO, EXPENSES FOR GASOLINE, TELEPHONE, TRAVEL, LODGING, LOSS OR DAMAGE TO PERSONAL PROPERTY, LOSS OF REVENUE, LOSS OF TIME, OR INCONVENIENCE. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state. Some states do not allow limitations on how long an implied warranty lasts, and some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

Inquiries to the manufacturer concerning this warranty should be directed to:  
 Director of Consumer Affairs  
 Champion Home Builders Co.  
 5573 North Street  
 Dryden, Michigan 48428

**CHAMPION HOME BUILDERS CO. MANUFACTURER'S ONE-YEAR MANUFACTURED HOME LIMITED WARRANTY**

Subject to the conditions set forth below, Champion Home Builders Co. (the "Manufacturer") warrants to the Owner that each new mobile home unit manufactured by it (a) meets all standards prescribed by applicable laws and regulations concerning construction and safety in effect at the time of manufacture, (b) was manufactured and delivered to the Dealer free from substantial defects in material or workmanship, and (c) is reasonably fit for human habitation. THIS WARRANTY DOES NOT APPLY TO, OR INCLUDE COVERAGE FOR, DEFECTS ATTRIBUTABLE TO (1) OWNER'S NEGLIGENCE OR MISUSE, (2) OWNER'S FAILURE TO COMPLY WITH INSTRUCTIONS FOR SERVICE OR MAINTENANCE, (3) ACCIDENT, UNAUTHORIZED REPAIRS, OR UNAUTHORIZED USE, OR (4) SET-UP, BLOCKING OR LEVELING NOT IN ACCORDANCE WITH INSTRUCTIONS ON THE REVERSE SIDE HEREOF.

UNIT INFORMATION (PLEASE TYPE)

Unit's Serial No. \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Unit Delivery to Dealer \_\_\_\_\_  
 Name of Dealer \_\_\_\_\_  
 Address of Dealer \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Model Number of Unit \_\_\_\_\_  
 Brand Name of Unit \_\_\_\_\_

**Important: Dealer must return this form to the Manufacturer within 30 days of sale.**  
 The Magnuson-Moss Warranty Act requires that copies of this written warranty be made available to a consumer prior to any sale of the goods and service policy of Champion Home Builders Co. and certain state statutes require the dealer to provide a copy of this completed warranty to the purchaser at the time of sale.

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_

Dealer to tear off, fill out and sign attached three-part Manufacturer form attesting to Dealer's fulfillment of pre-delivery inspection procedures and pre-delivery financing obligations for this unit as required and stipulated by the Manufacturer.

(Above reproductions are graphic samples only, please consult your actual one-year limited warranty form for accuracy.)

In case you cannot contact the dealer from whom you purchased your home, then please contact the factory where your home was built. But, please remember, for fastest results, GO THROUGH YOUR DEALER.

- If the dealer does not respond when you request service from him, then you should contact our plant that manufactured the home. The plant address is shown on your copy of the warranty. Direct contact with the plant should only be made after you are completely satisfied that your efforts through your dealer have not been successful.
- If you contact the plant that manufactured your

home and you still do not feel that your problem has been resolved you should contact:

Director of Consumer Affairs  
 Champion Home Builders Co.  
 5573 North Street  
 Dryden, Michigan 48428  
 (313) 796-2211 Ext. 262

Contact must be made only after you are satisfied that you have a problem that is covered by the manufacturer's warranty and it has not been resolved by the dealer or our manufacturing plant. When contacting the Consumer Affairs Department, make sure you give the complete serial number of your unit, your dealer's name and address, the date you purchased your unit and your home telephone number.

## DATA PLATE

---

In most of our homes the *Data Plate* is located near the main electrical panel. Usually, it will be found on the back of the door covering the main electrical panel. See your "Instruction Guide for Set-Up and Installation of Singlewide and Doublewide Manufactured Homes" for other *Data Plate* locations.

## HOME SET-UP AND INSTALLATION

---

For home set-up, installation and anchoring information, see separate "Instruction Guide for Set-Up and Installation of Single-Section and Double Section Manufactured Homes". Also, refer to the reverse side of your manufactured home Warranty Form for additional set-up instructions and conditions.

In addition to proper blocking and leveling, your home should be properly anchored (tied-down) as required in the Instruction Guide for Set-Up in order to reduce any susceptibility to high wind damage.

It is recommended that the home be professionally inspected after it is set up to assure that it has not been

damaged in transit and that it has been set up properly. Check with your state or local building authorities for details about inspection services.

## APPLIANCES

---

### Manufacturer's Warranty

Appliances are not manufactured by Champion Home Builders Co., and have their own guarantee, warranty, or registration card. They also have their own "Use and Care" Manuals. Check to see if these papers were shipped for each appliance; and, if not, contact your dealer immediately. If you should lose any of the above papers, you should write directly to the respective appliance manufacturer and request new copies. When writing make sure you give the correct model or serial number. The addresses of the manufacturers can be found on the nameplates attached to their products.

### Air Conditioning

Operating and installation instructions for air conditioners are furnished by the air conditioner manufacturer. Keep this information filed in the cover pockets of the folder accompanying this manual.

For proper operation of the air conditioner, the return air filter must be kept clean and dust free.

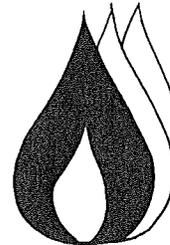
For a thorough cleaning, hot water and a detergent should be used. Usually all that is necessary, however, is for the filter to be flushed with water from a hose or tap.

Air conditioning equipment should be properly fused and grounded *prior to operation*. If unit fails to operate, check the fuse first. If the fuse has

blown, find out what the problem is before you try to operate again. Always call on a licensed electrician for electrical repairs.

### Gas Range

No attempt should be made to clean a porcelain enamel range while it is still hot, as the finish may be damaged.



The standard gas cooking range in your home uses natural gas. The gas range should be carefully adjusted to accommodate the type of gas being used (LP or natural). *The entire gas system connections should be thoroughly checked before the gas is initially turned on. Never check gas*

## APPLIANCES Continued

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*lines with a match or lighted flame.* Always check with soapy water or bubble-making solution.

ALL HOOKUPS AND CONNECTIONS MUST BE PROPERLY CHECKED BY A COMPETENT GAS SERVICE MAN; DO NOT DO THIS YOURSELF. IT COULD BE VERY DANGEROUS.

Have the gas company service man check the range burners, all pilot lights and adjustments, and bypass (minimum) oven burner flame. Improper adjustments here can cause unsatisfactory operation and pilot light failures.

Proper gas pressure is important, too. Any considerable variation from "normal" will adversely affect the stability of the pilot light. Although all ranges are built to accommodate either natural or LP gas, the proper size orifice must be installed to accommodate the fuel being used.

If you move your home, be sure to turn off the main gas valve at the outside cylinder or inlet.

NOTE: See page 11 on use of Gas Bottles.

### Electric Range

Follow the care, operation and maintenance instructions furnished in the range manufacturer's manual. Be certain that range is properly grounded and fused per manufacturer's directions before initial operation. Also, file this separate manual in the cover pockets of the folder accompanying this guide.

### Dishwasher, Disposer and Laundry Equipment

CAUTION: Prior to adding any major electrical appliance yourself make sure the electrical power

supply in your home is sufficient to handle them. Have licensed electrician check to make sure the circuits are not overloaded.

Manufacturers of dishwashers, waste disposers and automatic washers and dryers supply booklets covering the use and care of these appliances. These books are supplied with the appliance when it is installed in the home.

### Refrigerator Care

Refrigerators installed in your home are the same as those found in homes and apartments built on site. They should be cared for in accordance with the appliance manufacturer's "Use and Care" booklet.

### Water Heater

These appliances require very little care. Water heaters are equipped with thermostats to maintain the water at the desired temperature (usually around 150°F). An adjustment can be made to obtain either warmer or cooler water. A water heater *must* also be equipped with a temperature and pressure relief valve to prevent the build up of dangerous temperatures or pressures in the event that the tank thermostat should fail.

Never operate a water heater unless filled with water, as overheating or serious damage could result.

Consult an authorized dealer when service and parts are needed.

## PLUMBING, HEATING AND ELECTRICAL SYSTEMS

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### PLUMBING

#### Water Supply Line

If your home is located in an area where prolonged periods of freezing temperatures occur, the water supply line to the home should be installed below the frost line. The entire pipe riser above the frost line should be insulated. There are a number of suitable insulating materials available with which to accomplish this. An electric heating element, generally referred to as a "heat tape," may also be used. Make sure the heat tape is listed by a nationally recognized testing agency and that it is installed in accordance with the manufacturer's instructions. Improperly designed or installed heat tapes may be fire hazards!

When the heat tape is wrapped around the pipe and plugged into an electrical outlet, protection against freezing will be provided to the pipe even in coldest weather. Electric current consumption is about equal to that of a 25-watt light bulb if the water line is not too long. An alternate method for protection is to provide a thermostatically controlled heat tape which will turn off the electricity when heat is not required to prevent freezing.

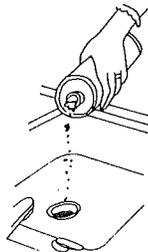
It is also advisable to occasionally check the water line inside and outside. Leakage can cause extensive trouble if not found early.

## PLUMBING, HEATING AND ELECTRICAL SYSTEMS Continued

The shutoff on the water inlet line should be installed at the site. A 3/4" threaded inlet is provided with the home. (See your Set-Up and Installation Guide) In areas where water pressure exceeds 80 psi, install a pressure reducing valve to protect your plumbing.

### Drain Connections — Sink Trap

Fats, greases and oils which are allowed to go down the kitchen sink drain may have a tendency to clog the sink trap. Within a period of a few weeks, they can build up at certain spots until the drainage is partially or completely blocked.

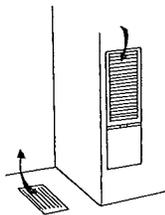


Many owners pour a commercial drain cleaner through the kitchen sink at regular intervals. Caution should be taken to see that the cleaner does not damage the drain lines.

## HEATING

### Central Heating System

Your home's gas, oil, or electric heating system is designed to provide maximum comfort with a minimum of maintenance and service. Care and operation of your heating system is explained in a separate booklet supplied by its manufacturer. Read it carefully and then file it for reference in the cover pockets of the folder accompanying this guide. If the operating instructions or warranty card is not shipped with your home, contact Champion Home Builders Co. immediately.



Your home has a central heating system. Adequate circulation of warm air is accomplished by the blower in the furnace. This blower forces air through floor ducts to various points within the home. Air within your home is pulled back to the

furnace by the blower through return air openings under doors, reheated, and then discharged through air ducts again. *The extra clearance under your room doors are to facilitate air circulation throughout the home. If warmer or cooler air is desired in a particular part of your home, you must adjust the remaining registers accordingly.*

Your furnace is especially designed to provide "sealed combustion." This means that air from the outside is used for combustion and that *no inside air* is used. Furthermore, sealed combustion design prevents flue products from entering the home.

*Under no conditions should the combustion air intake on the furnace be blocked or obstructed, and the outside draft opening must not be obstructed.*

### Furnace Maintenance

Lighting, operating and maintenance instruction information in booklet form is supplied by the furnace manufacturer and usually placed within the burner compartment or attached to the furnace door when the home leaves the factory.

These instructions should be carefully followed at all times.

**CAUTION:** If adjusting of the furnace appears to be necessary, a qualified oil or gas service man or your home dealer should be contacted.

### Furnace Service

If service is required on the heating system, the dealer from whom your home was purchased should be contacted. In many cases, the furnace manufacturer will have local service stations where service can be obtained. Your dealer will know where they are.

### Furnace Guarantee

A guarantee card is normally supplied with each furnace. This card should be filled in as soon as you move into your home and returned to the furnace manufacturer, as specified on the card, in order to begin the guarantee.

### Oil or Gas Heating Systems

Whether operated by oil or gas, the heating equipment is fully automatic and equipped with safety devices. The gas systems are designed to use either natural or liquefied petroleum gas, and an orifice is supplied for each type of gas. Make certain that the person connecting gas to your home has installed the proper orifice for the

## PLUMBING, HEATING AND ELECTRICAL SYSTEMS Continued

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type of gas being supplied and that he set the pressure regulator in accordance with the furnace manufacturers instructions as shown on the furnace label.

Where oil is used as a fuel for heating, an adequate supply must be readily available. In general, this means the use of either an individual oil storage tank located adjacent to your home or a centralized oil distribution system now found in some of the newer manufactured housing parks.

A readily accessible and approved shut off valve, manually operated, must be installed at the outlet of the oil supply tank.

Where a centralized system exists, it would normally only be necessary to connect from the home to the oil connection provided. The oil in the system is under pressure and is supplied through a suitable metering device.

During summer months when the heater is not in operation, the oil tank should be kept full to prevent condensation and rusting.

Check your oil lines from oil tank to furnace; check for leaks and also for kinks in tubing. In extremely cold climates — the oil line should be completely wrapped (outside) to keep oil from congealing.

### Electric Heat Systems

An electric furnace operates in the same manner as a gas or oil furnace except that electricity, instead of the gas or oil flame, provides the heat source. The duct system and means of heat distribution remain the same.

### Bottled Gas

If you should decide to use bottled gas for *cooking* or *heating*, or both, extreme caution should be used before turning on gas at the cylinder. All appliance valves **MUST** be closed. If your home has been in transit, fuel lines, connections, and appliance valves should be checked for loose connections and leaks before and after opening the cylinder valve.

**CAUTION:** A match or flame should never be used in checking for leaks.

A safe and frequently used method of checking for gas leaks is to apply a soapy water solution to suspected points and look for telltale bubbles.

**CAUTION:** The only butane cylinder or "bottle" that should be used is one bearing the approval marking of either the U.S. Department of Transportation (DOT) or ASME. The chief difference between these two is that the DOT cylinders are acceptable in any state, whereas the ASME

cylinders, which have been built to the Boiler and Pressure Vessel Code of the American Society of Mechanical Engineers, may not be acceptable in all states.

No DOT container which has been involved in a fire should be refilled until it has been requalified for service according to DOT regulations.

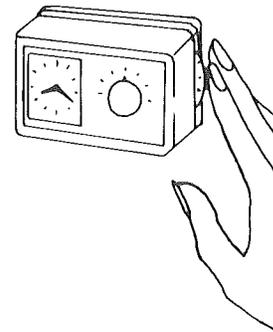
No ASME container which has been involved in a fire should be refilled until it has been retested in accordance with the requirements for its original hydrostatic test and found to be suitable for continued service.

Your dealer or home set up crew should carefully and thoroughly check, fill and recheck all connections between the gas cylinder, water heater, range and other gas appliances. Only after that should the gas be turned on again.

The gas must be turned off at the *main valve* above the cylinder before your home is moved.

### Thermostatic Equipment

All of your home's heating equipment — whether gas, oil or electric — is controlled by a thermostat.



The thermostat can be set to maintain any desired temperature, and should be inspected periodically by a qualified service company.

### ELECTRIC POWER SUPPLY

Your home is equipped with 115/230 volt power supply system in the range of 40 amp to 200 amp service. A tag on the side of the home at the power supply service entrance will identify the ampacity.

Before moving, the park or the intended site for your home should be checked to see that the electric power supply available meets the needs of your home.

## PLUMBING, HEATING AND ELECTRICAL SYSTEMS Continued

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Inadequate wiring to your home can result in low voltage and cause a drop in the efficiency of all lights, as well as appliances. Motors may burn out and you may be paying for electricity you do not use.

Like all modern dwellings, the electrical system of a manufactured home must conform to the National Electrical Code (NFPA 70 and ANSI C-1).

### Grounding Systems

For the protection of you and your family, it is vital that the manufactured home be properly grounded when it is connected to a source of electrical power. The home is provided with a complete grounding system at the factory. The wiring system is a three wire system with a ground. The exterior metal surfaces, metal piping, gas lines and metal ducts are bonded to the grounding lug through a bonding connection to the chassis.

When your home is set up, the electrical installer will connect the grounding lug to a properly installed grounding rod, to a metal water line or in another method approved by the National Electrical Code. It is extremely important that the ground wire **not** be grounded in or on the home. A separate grounding conductor must be connected to the grounding bar in the panelboard. Grounding through the home hitch caster or metal stabilizer is not safe.

### Electrical Distribution Panel

Your home has another safety factor in its electrical distribution panel. Within the panel are a series of circuit breakers. These are provided to protect the home against overloading of the wiring. A circuit breaker is provided for each circuit and for the wiring coming into the home from the utility source. A main circuit breaker controls the power throughout the entire home. Each individual circuit breaker cuts the electrical power to the circuit it controls, if problems occur. It is important that the rating of the breaker does **not** exceed the carrying capacity of the conductor it is protecting. The circuit breakers in your home are properly sized at the factory. If you must replace one, the same size must be used. An oversized circuit breaker can cause overheating of the circuit which can cause a fire or damage a connected appliance. An undersized circuit breaker can result in unnecessary tripping of the breaker.

If the circuit continually trips breakers in short periods of time, consult an electrician. More than likely you have problems with a short or an overloading of the circuit.

**NOTE: In event of emergency, electrical power to the entire home may be cut off by throwing the main breaker or pulling the main fuse.**

In the event you must disconnect an individual circuit for maintenance or repairs, the breaker for that individual circuit may be pulled. Each individual breaker is marked to identify the circuit.

**CAUTION: Do not attempt to do electrical work of any kind. The safety of you and your family could be endangered. All electrical work should be done by a qualified electrician.**

### Ground Fault Circuit Interrupter

The outdoor receptacle on the outside wall of the home, and receptacle(s) in the bathroom(s) are protected by a ground fault circuit interrupter (GFCI). The GFCI is a safety device installed to protect the occupant from electrical shock in event of a short in the circuit. There are two types of GFCIs. One type is installed in the main electrical panel box. The other type is incorporated into the receptacle. Either type works on the same principle.

If a short occurs, the GFCI will trip to the "off" position and interrupt the electrical supply to the receptacle. The reset button on the GFCI will activate it. If it continues to trip, a qualified electrical service man should be called to locate the source of the trouble.

The GFCI is equipped with a test button. You should periodically check the operation by pressing the test button. The breaker will trip if the GFCI is operating properly. The breaker then can be reset to restore service. GFCI-protected circuits should not have continuous motor loads connected in them (i.e. refrigerators, freezers etc.).

The heat tape receptacle under the home is **not** ground fault protected and should **not** be used as an outside power source. It should **only** be used to power a heat tape to prevent water supply line freezing.



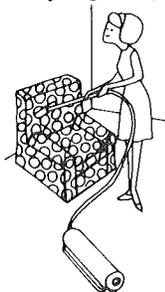
**NOTE: Defective or apparently defective wiring should be repaired or inspected only by a licensed electrician or your home dealer if your home is still under the manufacturer's warranty.**

# INTERIOR MAINTENANCE

## Furniture

The life and beauty of any kind of furniture can be prolonged with proper cleaning and care.

One form of protection for upholstered furniture is the use of slip covers. It is also important to vacuum the upholstery regularly.



Loose cushion pieces, as well as mattresses, should be turned frequently. Turn and reverse so that the same side will not be in constant use.

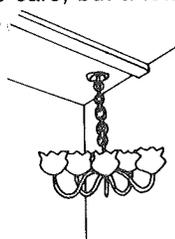
Wood, leather and synthetic materials all require regular cleaning. This is best accomplished by using some of the countless cleaning agents designed for specific materials and available to the home owner in almost every hardware store or supermarket.

## Cabinet Drawers

Your new home has built-in cabinetry. If any drawers should stick, tallow, beeswax or even bar soap applied to the drawer guides will make them work better.

## Ceilings

Gypsum-drywall ceilings may be used in your home. They require little care, but a few common problems sometimes occur.



## Ceiling Scrapes, Scratches, Chips

These ceiling marks can be rubbed with very soft, white chalk and then wiped with a clean cloth. A deep scratch may require more than one application. A little touch-up paint should be applied over the chalk.

## Ceiling 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 white, touch-up paint should be applied. Touch-up paint for fiberboard ceilings may be PPG 89-6, tint C-1, PPG 80-6, tint C-1 and B-2 or equal. Armstrong S-295 Plastic Filler, available through Armstrong flooring dealers, should be used to spackle fiberboard ceilings.

## Ceiling Water Stains

Repainting is all that is necessary.

## Ceiling Maintenance

Ceilings 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.

## Ceiling Repainting

When repainting is necessary for ceilings, any good name brand household paint should be used. A quality product should be selected to assure that the paint will not have a tendency to yellow with age.

## Sprayed Textured Ceilings

The ceiling may be lightly dusted but not washed. Washing will remove the texture.

When ordinary redecoration becomes necessary, apply regular flat oil or latex wall paint. These may be applied by spraying or rolling. When rolling, keep your roller full of paint and use gentle strokes. Do not use a scrubbing action.

If your ceiling should become stained do the following. First apply an oil based primer and let dry overnight. Then use a good quality latex wall or ceiling paint and paint the entire ceiling in that room.

## Condensation and Ventilation

In all types of dwellings — including manufactured homes — condensation can be a problem during periods of cold weather. Warm air has the ability to hold much more moisture than cold air, and the tendency is for water vapor to move from a warmer to a cooler place, thereby causing condensation.

Since moisture is added to the air by cooking and washing, it's not always possible to keep the relative humidity of the air to the low degree needed to prevent condensation.

A cooking range, the washer, and bathroom facilities all add to moisture content of the air in all kinds of homes. The hydrogen in an open gas flame combines with oxygen in the air, thereby producing water vapor.

An electrically operated exhaust fan, in addition to removing smoke and cooking odors, is provided in the kitchen to help remove added moisture while cooking.

Raise storm window and crack a window just a little in kitchen, dining area or hall. Just a penny placed under window will help let some of this vapor pressure escape from your home.

Air your home out daily! Open one or two windows and let some fresh air in! Not only will this help prevent condensation, it is also just an old-fashioned healthy thing to do.

Do not use a humidifier as this will add moisture to your home. Use a de-humidifier for humidity control.

Limit use of kerosene heaters — one gallon of kerosene burned puts more than one gallon of water vapor into the air.

Limit the number of house plants kept in the home.

A window or vent is also provided for proper ventilation in the home's bathroom. When using the shower or bathtub, it is recommended that the bathroom door be kept closed while in use and for about 30 minutes afterwards. This allows moisture to escape through the bathroom vent or the opened window.

Laundry and hanging wet clothes inside the home adds to moisture in the air.

The insulation in your home could be damaged if you allow excess moisture to develop in your home.

## INTERIOR MAINTENANCE Continued

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### Proper Ventilation and Air Circulation

Much condensation can be prevented by heat and ventilation. Because doors and windows usually are open in summer, water and vapor readily escape. At other times it may be advisable to have an exhaust fan operating, together with a partially opened window. This eliminates drafts and permits cool outside air with low humidity to enter and lower the moisture content. This will also add greatly to heating comfort.

Some moisture is needed during winter months. Personal discomfort results from lack of moisture in the air.

Combustion heating units require no extra ventilation. An outside air intake is provided to the combustion chamber of the heating unit.

Circulation of warm air to closets and under beds is essential. If the blower in the heating system is allowed to operate continuously, a more comfortable environment will result.

A natural circulation of air or the movement of heated air by a fan or blower can remove cold spots where condensation may occur.

### Air Quality

Because of energy conservation concerns, manufactured homes have been designed and built in accordance with stringent Department of Housing and Urban Development (HUD) standards to greatly reduce air infiltration. Air infiltration is a natural characteristic of all residential buildings whereby the indoor air interchanges with the outdoor air. Because it takes considerable energy to heat or cool the indoor air to a comfortable temperature, HUD decided it is beneficial to lower the rate of exchange with the outdoor air by making the building "tighter".

However, as a result of reducing air infiltration, the quality, or purity, of the indoor air may be reduced. The indoor environment of residential buildings — including manufactured homes — can be a source of many undesirable odors, gases, particulates, and allergens which tend to accumulate in the air. The sources include furniture, carpeting, clothing and the building materials themselves. Living conditions such as cooking, smoking, and even breathing are also such sources. Cleaning materials and cosmetic sprays can often be heavy contributors.

If the various particulates or gases, which include formaldehyde, are allowed to accumulate, such concentrations may produce discomfort. At that time it may be necessary to increase the rate of exchange with the higher quality outdoor air. This can be accomplished economically by periodic and routine use of the exhaust vents, by keeping the air moving and circulating within the home itself, and by keeping one or two windows slightly "cracked". In some cases it may be beneficial to give the home a thorough "airing out" on a regular basis.

In addition, certain automatic ventilating systems can be installed in your home. Your dealer can provide you with a "Ventilation Improvement Information Sheet" describing various systems that are offered for use with your home. The Information Sheet provides a brief installation description for each option and more detailed instructions can be provided when the option is ordered.

### Doors

The care of doors in your home is the same as in site-built houses.

The exterior doors of your home have been installed so that they provide a certain amount of clearance at both the top and bottom of the door opening. If the door clearances are not maintained fairly uniform, there is likelihood that the door will bind ... and ultimately the door or hardware may fracture. Careful and maintained leveling of the home will usually assure that proper clearances are maintained and prevent this problem from occurring.

Further, it will assure that the door will remain weathertight and the lock mechanism functions properly.

### Floors

Floors are covered with vinyl floor covering or carpeting. Vinyl flooring will look better and last longer if it is cleaned and waxed regularly. Avoid excessive application of water; as it may cause lifting and curling. It is best to establish a good coating of wax. A number of good floor coatings and preservatives are available and may be purchased locally.

All carpeting should be vacuumed regularly and kept clean for long wear.

### Porcelain Enamel

Kitchen sinks, and working surfaces of some appliances, are often finished with acid-resisting porcelain enamel baked onto steel. Soap or a suitable household cleaner will keep them sparkling clean. Stains or discoloration caused by food acids or alkalis may be removed with a mild scouring cleanser.

If the enamel becomes chipped or broken, patching materials are available that can be used to permanently repair the damage on the white or colored units. Check your local hardware store for recommendations.

Chlorine-type bleach will probably remove stains that have been allowed to remain for any length of time. The stains should disappear after the bleach has

## INTERIOR MAINTENANCE Continued

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remained on the stain for at least 30 minutes. Then rinse with water. Repeat if necessary.

Porcelain enamel should be protected from extreme heat which may crack it. Hot utensils should not be placed on any porcelain surface. A wire rack or protective pad should be placed beneath the hot utensil until it has cooled.

The vanity tops and fiberglass bathtubs in your home should be cleaned with a soft household dishwash detergent applied with a soft cloth. However, make sure you rinse the detergent off thoroughly to eliminate any film. DO NOT use any powder-type cleansers because they usually contain abrasives which can dull, scratch, and possibly damage the surface.

### Counter Tops

Counter tops should be protected from extreme heat which may crack or discolor them. Hot utensils should not be placed on any laminated surface. A wire rack or protective pad should be placed beneath the hot utensil until it has cooled.

### Gypsum-Drywall Walls

Surface dirt can easily be removed with a damp cloth. A

mild detergent solution will remove a stubborn stain or grease spot. Strong soaps or cleansers are not advisable.

### Plywood Walls

Plywood walls may be washed with a mild detergent or household cleanser. A mellow sheen on the walls can be developed by using a good cleaning polish, household wax, or any oil soap.

### Windows

In extremely cold climates, windows or exposed glass areas may accumulate excessive moisture due to condensation. In most cases, it is helpful to install storm windows when cold weather comes. If they are not already on your home, they can be ordered through your dealer and are easily installed.

Windows should be opened frequently and cleaned around the metal casing. A good window cleaning preparation should be used to clean the glass. If excessive moisture on the glass becomes bothersome, it should be wiped lightly with a cloth moistened slightly with glycerin.

Loose screws in the window garnish as well as thrust arms should be kept tightened. Window hinges and operating arms should be lubricated with a light oil at least once a year.

## EXTERIOR MAINTENANCE

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### Exterior Finishes

Your manufactured home's exterior siding is either pre-finished color-coated metal, wood-type, hardboard wood-based, or vinyl siding.

Any finish will deteriorate with age and exposure to the elements. However, in the case of metal siding, this process can be retarded if the finish is protected by keeping it clean and waxed. Such protection should be done as needed.

### Wood-Type Siding (Other than hardboard)

#### A. Inspection and Care

- Renail any loose siding or trim.
- Cut back trees or shrubs that rub against the siding.
- Replace any caulking that has hardened, cracked, and/or lost its seal.
- Check condition of finish — refinish as necessary.

#### B. Washing

Depending on climatic and local conditions, the siding may be subject to occasional accumulations of

dirt, dust, etc. To keep the siding attractive, periodic washing to remove this dirt and dust may be in order. Use water to which a moderate amount of household cleaner (such as Spic-and-Span) has been added. Apply the solution with a cloth, sponge or soft brush (such as a car wash brush). As with any cleaning operation, less streaking will result if the siding is washed from bottom to top. Immediately follow all washing by thoroughly rinsing with plain water from a garden hose. Never use harsh cleansers, abrasives or strong solvents as they may damage the finish.

#### C. Refinishing

The frequency of refinishing will depend on the climate and exposure, the type, quality and color of the paint or stain, and on other factors such as the method of paint application and the number of coats. Repainting is dictated by the degree of wear or erosion of the old paint. Specifically, refinishing is indicated if the surface is discolored or blotchy, or if the coating is too thin, porous, checked, cracked, scaling or chalked to a point where it no longer protects the surface.

## EXTERIOR MAINTENANCE Continued

Hardboard siding is a reconstituted wood based building product which has been specially treated to provide excellent long term resistance to weathering when adequately protected by house paint. Hardboard siding is manufactured by many companies, by many different processes and in a variety of smooth, textured or embossed surfaces. Hardboard siding is sold in three

general surface treatments: (1) **Unprimed** to be field finished after installation; (2) **Factory primed** to be field finished after installation; (3) **Factory prefinished** which does not need to be field finished after installation. The siding manufacturer usually provides a specific service warranty for these finishes. Each manufacturer's warranty should be reviewed for service expectation.

### Hardboard Wood-Based Siding

If your home has hardboard exterior siding, care and maintenance instructions are generally provided by the hardboard siding manufacturer, often on the back of their warranty form. If you do not have those instructions, request a copy through your home dealer or the appropriate Champion manufacturing division. Proper maintenance is essential to the adequate performance of the hardboard siding.

Additionally, refer to the "Maintenance Tips for Hardboard Siding," reprinted as follows, on pages 16, 17, & part of 18 with the permission of the American Hardboard Association, 520 North Hicks Road, Palestine, Illinois 60067:

#### MAINTENANCE TIPS FOR HARDBOARD SIDING



##### A. WHEN TO REFINISH:

Exterior wall finishes weather most rapidly on those portions of the building that receive greatest exposure to sun and moisture. These areas of maximum exposure generally will need refinishing sooner than other areas, perhaps as often as every three years. Refinishing should be done **before severe** weathering has started. The frequency of refinishing will depend on the climate and exposure, the type, quality and color of the paint, and on other factors such as the method of paint application and the number of coats. Repainting is best dictated by the degree of wear or erosion of the old paint. Specifically, refinishing is indicated if the surface is discolored and blotchy or if the coating is too thin, porous, checked, cracked, scaling or chalking to a point where it no longer protects or hides the surface. **Severe** paint cracking, flaking, peeling or board swelling is **not** normal weathering. Such severely weathered siding may be difficult to restore to its original appearance. Such problems may be caused by inferior paints, incompatible or dissimilar paints and improper painting procedures. Some of the factors relating to these problems are improper surface preparation, dilution of paints, insufficient or excessive coverage, application on wet surfaces, painting at improper temperatures or improper construction which permits water or water vapor to reach, condense, or freeze on the back side of the siding.

Repainting is sometimes dictated solely for the purpose of changing the color of the home. Frequent repainting can result in excessive paint film thickness build which may cause problems such as cracking and

### (Hardboard Siding Continued)

peeling. On the other hand, many people are inclined to delay maintenance repainting too long which can add substantially to the amount of surface preparation work required. Follow the advice of your paint dealer for the products recommended for painting hardboard siding.



##### B. HOW TO PREPARE THE SURFACE:

1. Remove loose paint material by sanding and careful scraping. It usually is not necessary or desirable to cut or sand into the hardboard surface.
2. To assure paint adhesion on certain glossy type finishes or unweathered areas, it may be necessary to scuff sand these surfaces prior to repainting.
3. Clean the surface of dust and dirt by washing with detergent solution using a suitable scrub brush or pressure spray device, followed by a clean water rinse.
4. If the surface is still discolored or stained, refer to **OTHER STAINS** in the section on **MILDEW AND OTHER STAINS**.
5. Check for loose or cracked caulking which should be removed and replaced with good quality caulk; one which is flexible and paintable.
6. Dents or gouges can be filled with an exterior grade spackling compound which may be molded to conform with a textured surface. Use sandpaper to smooth rough or uneven areas. Dents in smooth surface siding are filled slightly higher than the siding and, when dry, the spackle is sanded flush with the surface.



##### C. MILDEW AND OTHER STAINS:

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

## EXTERIOR MAINTENANCE Continued

### (Hardboard Siding Continued)

Identification of mildew is the first step in its elimination. Because most mildew growth is black, it is frequently confused with dirt. A confirmatory test that is useful in the field can be made by applying a drop of 5% sodium hypochlorite solution (common household bleach) to the stain. Mildew will usually bleach in one or two minutes.

Mildew may be removed by using one of the many commercial mildew washes which have been specially formulated for this particular task. Your local paint dealer can usually recommend a good one. It is important that you follow the label instructions carefully and heed all precautionary warnings.

An alternative method for removing mildew is by scrubbing the mildewed surface thoroughly with the following solution:

- 2/3 cup trisodium phosphate
- 1/3 cup detergent containing no ammonia (Tide brand or equivalent)
- 1 quart 5% sodium hypochlorite (Clorox brand or equivalent)
- 3 quarts warm water or enough to make one gallon.

It is advisable to wear rubber gloves and goggles when applying the solution. Scrub with a fairly soft brush, then rinse thoroughly with fresh water. Avoid splashing the solution on shrubbery or grass.

If conditions are right for a new set of mold spores to start growing, another infestation may appear in a few days or weeks. Soon after the surface has been cleaned and dried, a paint recommended by the manufacturer as mildew-resistant should be applied. Supplemental mildewcide can be purchased at most paint stores for mixing into the paint for additional control.

**OTHER STAINS:** If a stain or discoloration persists after attempting to remove surface dirt or mildew, this waxy or oily accumulation can usually be removed with hot soapy water. A hot detergent solution, applied by brushing or a steam cleaner, \* can be used to remove the stain. Rinse with clear water until all traces of detergent are removed. Further detergent steam cleaning may be required if the clear water beads up on the siding surface. The use of a steam cleaner, rather than cold water pressure spray device, will more effectively remove both dirt and waxy or oily accumulations with less possibility of damaging the hardboard surface.

\* Steam cleaners operating at approximately 300°F and a tip pressure of 200-400 psi have been successfully used. Manufacturer's instructions and recommendations for a wax stripper or degreaser detergent should be consulted.



### D. HOW TO SELECT PAINT:

**Purchase a good quality exterior paint that is recommended for use on hardboard siding. "Bargain"**

### (Hardboard Siding Continued)

paints are rarely genuine bargains because they are usually harder to apply, do not cover well and do not last as long as good quality materials. Follow the advice of your paint dealer for the products specified for coating hardboard siding.

### REFINISHING RECOMMENDATIONS:

#### A. Prefinished Siding With No Defects

To assure good adhesion to the original baked on prefinished coating, it is recommended that a solvent based **oil/alkyd** or **waterborne primer** be used first, followed by a high quality **latex** or **oil paint**. \*

#### B. Previously Field Coated Siding With No Defects

Finish with a high quality **latex** or **oil paint**. \*

#### C. Siding With Some Defects

If the hardboard siding has any bare spots, paint cracks or waxy or oily accumulations which have been removed, it is recommended that a solvent based **oil/alkyd** primer be used first, followed by a high quality **latex** or **oil paint**. \*

\* The oil paint should be a semi- or full-gloss paint.

Note: All paints used should be those recommended by the paint manufacturer for use on hardboard siding.

### ADDITIONAL COMMENTS:

1. Stain products are not recommended.
2. Clear finish are not recommended except for specially designed clear systems to maintain multitone prefinished siding — consult the siding manufacturer.
3. If the old paint has given satisfactory service, it is desirable to use the same kind of paint for repainting. However, if this information is not available, a latex paint system is generally the best choice. It is desirable to use the same brand of primer and finish paint. This promotes compatibility. If the home is in an area where the siding will frequently get dirty, consider a gloss or semi-gloss paint finish which is easier to clean than flat paint finishes.



### E. WHEN TO REPRIME SURFACES:

Both solvent based oil/alkyd and waterborne primers specified for hardboard siding are suitable over sound surfaces. Be certain the prime coat is thoroughly dry before proceeding with the finish coat.

It is very important that bare hardboard and any spots where the topcoat has cracked, checked or peeled, or where waxy and oily accumulations have been removed, be primed. A solvent based oil/alkyd primer specified for hardboard siding should be used for all these conditions.

## EXTERIOR MAINTENANCE Continued

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### (Hardboard Siding Continued)



#### F. HOW TO APPLY THE FINAL FINISH:

1. The finish coat of paint should be applied in accordance with the recommendations of the paint manufacturer, paying strict attention to proper coverage instructions, temperature at time of painting and other specific requirements.
2. Don't skimp on material. Coatings that are too thin will not be as durable as those of the right thickness.
3. Two coats of paint are more durable than one thick coat of paint.
4. Avoid painting with latex formulations in very hot, humid weather and/or cool weather when the temperature is likely to drop below 50°F before the paint fully hardens. Certain latex paints are moisture sensitive before fully hardened or cured. Therefore, if fog, dew or rain is anticipated, postpone painting. See manufacturer's recommendations on paint can label.
5. Special attention to grooves and drip edges to insure complete coverage and protection of these critical areas will pay off in extended life for the siding and in longer intervals between paint jobs.
6. Best results are obtained when using **brush** application methods. Roller or pad application is less desirable, but satisfactory results can be obtained if the roller or pad is compatible with the finish being applied and care is taken to apply an even coating of proper thickness.
7. If spray application is used, it is especially important to follow the paint manufacturer's recommendations and to apply a minimum of two coats to ensure good coverage and sealing of the surface. **Make sure the drip edges are well coated.**

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#### Exterior Washing of Metal Siding

A metal-sided home should never be washed in the hot sun. The exterior siding should be allowed to cool before it is washed with a detergent, if necessary, and rinsed. A small, soft brush is helpful in removing grit and grime from crevices.

#### Cleaners and Polishes for Metal Siding

These come in paste and liquid form and can be used to loosen accumulations of film, scum, oil, tree sap, and grime which cannot be removed by washing.

An efficient cleaner removes oxidized siding paint which sometimes forms. Because paint and lacquer are organic materials, they deteriorate from the action of the elements, especially sunlight. A microscopic film of "dead" paint or lacquer forms on the surface which must be removed if the finish is to be bright. The "live" paint remaining is still tough and hard, and is unaffected by the cleaner.

Before using either a cleaner preparation or a combination cleaner-polisher your metal-sided home should be washed with a detergent, rinsed and allowed to dry.

A cleaner can then be applied to its finish with a soft, clean cloth. The residue should then be removed with a dry cloth.

For dirt accumulations built up over long periods between cleanings, use a nonetching chemical cleaner diluted three parts of water to one part of cleaner.

A combination cleaner-polish is usually in liquid form. A single application both cleans and polishes. It contains a slightly abrasive cleaning ingredient and a small amount of wax or oil. There is no lasting protection from the wax or oil, however. Such cleaners should be applied often.

#### Waxing Metal Siding

Prefinished metal exteriors may be waxed for maximum protection. Wax jobs last longest when applied in spring or fall, and when the temperature ranges between 50 and 70 degrees. Winters are hard on wax durability because of snow, sleet, mud and dirt. Hot summer sunshine deteriorates the paint film and makes for more frequent waxing.

Paste waxes leave a durable coating of wax on finishes of metal-sided homes. They provide protection from abrasion and minor scratches. The wax coating will make your home much easier to wash because dirt won't stick to it readily.

Most waxes have limited cleaning power. Unless your metal-sided home is brand new, it should be cleaned with a commercial cleaner or cleaner-polish before waxing. The wax should be applied to a small section of the exterior at a time with a soft cloth. Only a thin coating should be put on and then rubbed vigorously until the solvent has evaporated and the wax has set in a hard, brilliant shine.

#### Oil, Tar, Salt Air

A tar remover can be used to remove tar and oil from metal siding without damaging the finish.

**CAUTION:** Naphtha or gasoline should NOT be used for removing tar as such solvents may soften the finish.

If your home is located near the seashore, you should wash, if metal-sided, and also polish it every few months in order to remove accumulations of salt deposits, which are very damaging to the finish.

#### Cleaning Vinyl Siding

Vinyl siding resists airborne dirt. Normal rainfall or a periodic rinsing with a hose will keep the siding free of loose dirt. Where an unusual amount of dirt accumulates on the siding, use of ordinary, non-abrasive household detergent is recommended. Use a rag, sponge or soft bristle brush with gentle rubbing action to clean the siding. The siding should be allowed to cool before it is washed.

## EXTERIOR MAINTENANCE Continued

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Stains requiring more vigorous cleaning action may sometimes occur. Such stains could be caused by flowers rubbing against the vinyl siding. Use a solution of household detergent (example: 1/3 cup Tide) and household bleach (example: 1/2 cup Clorox) in a gallon of warm water. A soft bristle brush and gentle rubbing action is suggested. Rinse thoroughly.

### Skirting

Before a covering or skirting is installed around your home to ground level, these provisions are to be made:

1. Cover the ground underneath the home with polyethylene, asphalt paper, or other suitable vapor barrier.
2. Provide air vents at the rate of one square inch of vent for one square foot of floor space.
3. Do not close up air vents in skirts. Make sure they remain open to prevent moisture accumulation under the home, winter and summer.

This will help prevent damage-causing moisture accumulation under the home and provide the needed combustion air for appliances. The space around and under your home also should be properly graded to provide run-off of water, rain or snow. If the home is to be located on concrete "ribbons," rather than on a concrete stand, the area between the ribbons should be graveled for drainage to a depth of 4 to 6 inches before adding skirting to provide additional protection against damage-causing moisture from forming under your home.

### Caulking

As in any type of house, your home should be caulked periodically. All home-settling cracks and openings, no matter how small, which may occur around the moldings, joints, rails, windows, rooftop seams, doors and roof vents, should be sealed with caulking to prevent damage-causing moisture from entering. Loose nails and screws that are exposed should be tightened or replaced at once so moisture cannot enter.

Sealing compounds are made in a variety of colors to match the existing finish. The best caulking compounds do not dry out hard, but instead remain elastic. These can be applied with a caulking gun or a putty knife. For filling up small openings and cracks, consistency can be cut with paint thinner. The instructions provided with the caulking compound should be followed.

### Insulation

Your home is standardly insulated with insulation in the walls, floors and ceilings according to HUD regulations.

The type, thickness and application of the insulation have been worked out by home manufacturers in conjunction with insulation engineers so that both winter and summer comfort will be maintained.

Crevices, corners and exterior connections should be carefully caulked to provide added protection against infiltration of cold air in winter.

### Locks

The door locking mechanism for your home provides adequate protection to the owner.

It also is easy to unlock in case of an emergency. Powdered graphite should be used to lubricate any lock mechanism.

The latch bolt and door strike must be maintained completely in alignment. If not, an adjustment should be made so that the door strike and the latch bolt will mate properly.

### Keys to Your Home

A record should be kept of the identification number and make of the house lock. With this information, it should be possible to obtain a duplicate key from a locksmith if keys are lost.

### Roofs

The smallest leak or break in the roof or roof edges could result in damaged ceilings, interior panels, and even furnishings. Whenever your home is relocated make sure you seal the roof.

The cause of most costly roof troubles can be prevented:

1. The roof should not be walked upon except when absolutely necessary. Most inspections, cleaning, and repair work can be done effectively from a stepladder. When walking on the roof cannot be avoided, only those sections which are supported by rafters or stringers should be walked on. Moreover, pieces of board or plywood should be used to walk upon to distribute one's weight and avoid roof damage.
2. When sited, it is EXTREMELY IMPORTANT that your home be properly leveled (see separate Instruction Guide for Set-up & Installation) to avoid strain which can part seams and create buckling of the roof area. Low hanging tree branches should not scrape the roof as this can damage, dent or puncture it.
3. Don't remove furnace or furnace pipes and reinstall without also checking roof stack outside. A crack in the stack caulking or a loosened stack could be a cause for a roof leak. A loose roof stack or related furnace pipe also could be a fire hazard. Check this thoroughly. Recaulk stacks, if necessary.
4. The roof and roof edges should be inspected for leaks, breaks or openings at least twice yearly, and accumulated debris removed.

## EXTERIOR MAINTENANCE Continued

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### Metal Roofs

Metal roofs are generally either sheet aluminum or steel. The roofs are either coated or painted. When the roof is inspected, moldings, stacks, vents, as well as the roof surfaces should all be checked and repaired or replaced. If necessary, the roof can be washed occasionally with a mild soap solution, followed by a rinse with clear water. This will eliminate corrosive action from accumulated dirt.

Roofs should be coated or painted at least every other year with a roof preservative and preferably once a year for maximum life and added insulation benefits. Make sure you use a roof preservative that is of good quality so that in hot sunshine the preservative does not melt, run and streak the sides of your home. Some roof preservatives are guaranteed not to streak your pre-painted side panels. Check before you buy!

The roof seams should be checked for spreading, parting or buckling and for loose nails or screws. If any of these seam conditions occur, immediate corrective action should be taken to prevent roof leaks. Caulking, nails, screws and paint, or all four items, may be required to correct spreading, parting or buckling roof seams.

Rust, oxidation, breaks and cracks on the roof panels are all potential trouble points and are almost sure signs of metal roof panel wear. Affected areas should be scraped or wire brushed and recoated before additional damage occurs. Cracks and breaks in metal roof panels should be treated with a special conditioner before using the regular roof coating. Consult your local paint dealer for a recommended conditioner.

### Shingled Roofs

Shingled roofs should be periodically inspected for any tearing, cracking or rolling of the individual shingles. Shingles which have been rolled up by the wind can be flattened out and cemented down with an approved roof mastic. Any shingles which are cracked or torn should be replaced. This is extremely important since it can curtail any leaks which could damage the interior of your home.

### Roof Moldings

All roof moldings should fit tightly to the roof, firmly held by screws or nails. Damaged moldings should be removed

and either repaired or replaced. Before moldings are reset, a heavy coating of caulking should be liberally applied to the underside with a small brush, putty knife or caulking gun. If the roof or roof-line molding is tight, or after it has been reset, a preservative coating should be applied over the top of the entire molding. Special attention should be given to assure that all screw or nail heads are covered or coated with a preservative.

### Roof Stacks and Vents

If stacks or vents have rusted and fail to function properly, they should be replaced. Before replacing them, remove the old, dried caulking around them and apply a new caulking. In setting stacks and vents, caulking should be applied to the underside of the base of the fixture as well as the roof where it is to be set.

The fixture should be firmly secured in place with screws, nails or other suitable fasteners. Caulking should be applied so that it completely covers all fasteners of the stacks or vents.

If stacks and vents don't have to be removed, old, dried caulking around them should be scraped away and a new coating liberally applied from time to time, and as regular inspection dictates.

### Winter Roof Maintenance

Accumulations of ice and snow can be damaging to your roof. In particular, ice-dams along the eaves can cause leaks. Inspect your roof frequently during the winter and after heavy snow. Do not let build-ups occur — remove the risk.

### Winter Protection During Nonoccupancy

All sink and lavatory traps should be drained or antifreeze should be poured into the traps.

Antifreeze should always be poured into bathroom commode and tub traps. No water should be allowed to remain in the flush cabinet. In addition, all hot and cold water lines should be completely drained to prevent bursting. The shut off valve below the frost line on the main water supply should also be closed. All faucets should be left open and air should be blown through the lines to drain water from the air trap low spots.

## MOBILE COMPONENTS

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### Coupler-Hitch Assembly

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

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

### Lubrication

Grease fittings or oil points are provided on most couplers for lubricating the jack mechanism to prevent rusting and to provide for easier operation. Regular greasing

and cleaning of the mechanism are advisable so the parts will be functional when they are used again.

### Brakes

A manufactured home that has been on site for a prolonged period should have its brakes checked by a competent automotive mechanic before being moved over the highway. Electrical connections to the brakes should be checked to make sure they are clean and tight, or the result may be weak, uneven, or grabbing brakes, or a lack of brakes. Linings should be replaced

## MOBILE COMPONENTS Continued

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immediately when they become worn out or greasy. Linings approved by the manufacturer of the brakes should be used.

### Tires

Before being moved, the air pressure of the tires under the frame should be checked.

TIRE SIZE	PLY	PROPER INFLATION
700 X 14.5	8 ply	70 PSI
800 X 14.5	8 ply	70 PSI
800 X 14.5	10 ply	85 PSI
800 X 14.5	12 ply	100 PSI

Sometimes used tires are supplied with new homes. These tires have been inspected to assure compliance with Federal Standards regarding use of such equipment.

Before moving, tires must be inspected for a minimum tread depth of  $2/32''$  as measured by a tread depth indicator. Also, visual inspection must be made to check for thermal and structural defects (i.e. dry rotting, excessive sidewall splitting, etc.).

### Wheels

Wheel bearings can become badly etched or corroded when your home is on site for long periods unless the

bearings are well covered with a protective covering of a suitable lubricant.

Corrosion is caused by water getting in through the seals or by moisture due to condensation forming in the hub with variations in temperature. There is no way to prevent the condensation except to fill the hub and bearings completely with grease.

After your home has been permanently located, the wheel bearings and hubs should be cleaned and repacked with grease, leaving no voids in the hub to permit the entrance of moisture.

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

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

In order to check for spindle tightness, the grease cap under the hubcap should be removed. The spindle nut should be pulled up tight, then backed off to the first cotter pin hole so that the wheel will rotate freely when jacked up. A very slight amount of side play should be present in the bearings. This can be checked by rocking the wheel sideways by hand with the wheel jacked up.

## HOME SAFETY TIPS

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As in all types of housing, it is always wise to follow a few simple precautionary steps as they relate to fire safety. And, too, fire experts agree that it is good to know something about the nature of fires for there are many misconceptions about them. Finally, it is important to know about the fine fire safety devices built into your new home.

### Fire Safety Tips

1. Determine two routes of escape from every room in your home — especially bedrooms.
2. Hold family fire drills several times a year and agree upon a spot outside the house where everyone will meet in case of fire.
3. Keep dust and lint to a minimum around heat sources like television sets, furnaces and appliances. An accumulation of lint burns just as well as paper.
4. Never leave the house with something cooking on the stove.
5. Keep all bedroom doors closed at night.
6. Use windows to escape from bedrooms in a burning house rather than taking a chance on reaching the front door. If you must leave by a door, close it after you.
7. Don't try to fight your own fire. Leave immediately and call for help from a neighbor's house.
8. Keep matches and lighters away from children.
9. Store flammable liquids in safe metal containers outside the house, not under the home.
10. Don't overload electrical circuits or tamper with fuses and electrical wiring.
11. Don't smoke in bed.
12. Use a flashlight to look into dark areas, never a match or candle.
13. Do not run extension cords across nails or under rugs. Moreover, it is inadvisable to use any extension cords on a permanent basis.
14. Properly dispose of oily rags in a covered metal container or throw them out.
15. When using a deep fryer or frying pan, keep a long-handled fork and a lid nearby to smother any possible fire. Also keep a container of baking soda on hand for smothering grease fires. (An alternate is salt. Do not use flour. It is explosive.)
16. Never pour water on a grease fire.
17. In case of a broiler fire, turn the heat off. Throw baking soda on the broiler pan and shut the oven door.
18. The areas around the furnace, water heater or other heat producing appliances should not be used for storage.

## HOME SAFETY TIPS Continued

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### The Nature of Fires

Whether it be in a site-built house or manufactured home, once a fire starts it generates heat, smoke and poisonous gases. Laws of nature dictate that these three agents rise to the highest possible point and then begin accumulating.

The layers deepen, extending themselves downward from the ceiling toward the middle level of the room. Thus, if an individual is awakened by heat, he should not stand up; he should try to crawl to safety.

Also, it is best to close all bedroom doors at night because the harmful gases and smoke will reach you faster than the heat will if your door is open.

In case of a fire, experts say the worst move is to fling open the bedroom door. This gives the fire a boost and allows the smoke and heat to rush into the room.

Instead, they say, the smart thing is to feel the door and the doorknob. If significant heat can be felt through the door, it should be left closed. Exit through the bedroom window.

If children must be rescued in such a situation, say the experts, it is best to leave by the bedroom window, and enter the children's bedroom from the outside through their window.

If this is impossible, and it is necessary to travel 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 a crouching adult.

A damp cloth held over the nose and mouth can help filter the smoke from the air, too.

Opening the door of a burning house just helps feed the fire. So if you must leave the house by the front door, close it after you.

The three most common mistakes are:

1. Trying to fight your own fire.
2. Trying to call the fire department from inside the burning house.
3. Neglecting to hold family fire drills before the need ever arises.

### Remember

Get out of the house. Meet at a prearranged spot. And call the fire department from a neighbor's house.

### Drywall

The furnace and water heater areas of all Champion-built homes are lined with fire-resistant gypsum-drywall. Most homes are also built with gypsum-drywall ceilings, interior sidewalls and room partition walls.

Our drywall has earned a Class A flame-spread rating from independent testing agencies. According to nationally recognized standards, a Class A rating is awarded to materials with a flame-spread of 0-25.

### Urethane Foam

Some of the furnishings used in your home, even if not provided with your home, may use a urethane foam as cushioning material. Urethane foam is soft, spongy and durable; and, as such is widely used in the furniture industry. However, some urethane foam will burn! Therefore do not expose it to open flames, burning cigarettes, space heaters, naked lights or any other sources of heat.

If ignited, urethane foam, like other organic materials, may burn rapidly consuming oxygen at a fast rate-producing toxic gases which can cause confusion, disability or even death.

### Fire Safety Devices in Your Home

All Champion-built homes meet all HUD required fire codes. There are three important safety devices we have built into your home. They are safety-exit windows in bedrooms, smoke detector(s) and remotely located exit doors.

### Safety-Exit Window

One window in every bedroom is a safety exit type. Although they may differ in size, each window allows plenty of room for easy and fast escape. Each safety-exit window meets all egress requirements of the HUD construction and safety standards.

In order to exit through these windows, use the following steps. (However, if there are instructions attached to the window, follow them instead and under no circumstances should you remove the instructions from the window.)

1. Prepare window immediately after moving into home. (The following two steps may have been done by your dealer. Check to make sure.)
  - A. Remove black installation clip at the top of lock rail by pulling finger tab.
  - B. Remove sash retainer clip.
2. To exit in case of fire.
  - A. Remove storm sash by turning pivot clips.
  - B. Slide the moving sash to full open position.
  - C. Remove screen by using nylon pull tabs to lift screen upwards, then push screen outside.
  - D. Then exit.
3. Go over the above procedures several times a year, especially with children. Check to make sure windows and screens remove easily.
4. In case of severe emergencies when there isn't time to open windows, break them. A nearby lamp, drawer, picture or shoe can be used.

## HOME SAFETY TIPS Continued

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### Smoke Detector

Each sleeping area in your new home is equipped with a highly sensitive wall-mounted smoke detector.

It is capable of sensing visible and invisible particles given off by every fire. In the earliest stages of a fire, there is no visible smoke. No flame. No appreciable heat. Yet this early warning system senses a fire is in the making and warns of it immediately by emitting a loud, distinctive alarm sound. When cleared of combustion products, the detector resets itself automatically.

One glance at the smoke detector tells you the power is on, the circuits are functioning, and the sensitivity adjustment is correct. A solid-state light set into the housing lets you know that the fire detector is on and it is working.

If a smoke detector must be removed for any reason, replace it immediately with an approved and operable smoke detector in order to assure maximum protection.

For maintenance instructions, please see separate smoke detector owner's manual. Please read it carefully.

### Exit Doors

Each home is provided with at least two remotely located exit doors in the exterior or walls. The doors are positioned so that the path of travel from any bedroom to an exit door is never in excess of 35 feet. The doors are operable from the inside without the use of keys.

## RELOCATING YOUR HOME

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Manufactured homes should be moved by professional manufactured home movers. There are several firms that specialize in this activity. They have offices in all major cities.

### Ready for Moving

(Also refer to sections dealing with Coupler-Hitch Assembly, Lubrication, Brakes, Tires and Wheels.) While you should never attempt to move your home yourself, there are certain procedures you can follow to prepare for the move. Pictures, clocks, radios, television sets, lamps and other fragile items can be tied on the couch in the living room or on a bed. Anything loose will slide forward on a quick stop. Some people prefer to put these small items in cartons.

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

If the owner prefers, arrangements can be made for the mover to handle the entire procedure.

It is strongly recommended that you consult with the professional mover as to the load and weight distribution within your home prior to moving. Loose articles within a moving home have a tendency to shift to the front and to the right; try to distribute the weight through the home with the heavy items at the front and over the axles and

toward the center of the rooms.

The water inlet and sewer outlet should be capped. Close all windows. Lock all doors.

The mover will check the entire undercarriage of the home and the tires for proper inflation.

### Do Not Overload Your Home

Remember, overloading means overweight, unnecessary stress and undercarriage sway; all of which result in extra cost to you for tire blowouts, structural damage and longer routing. Check and make sure after loading that the distance between the top of each tire and the bottom of the floor is three inches or more. This will prevent a dangerous rubbing of tires when the home is moving.

A good rule of thumb to follow is: prior to moving, take out everything in your home that was not on the home's original factory invoice except your normal clothing supplies. **YOUR HOME WAS NOT BUILT TO HAUL CARGO!** Do not carry such things as blocking apparatus, blocks, lawn mower or lawn equipment in your home. Items such as pianos, freezers, large trunks, etc., also should be shipped separately.

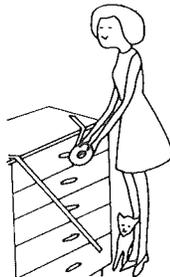
When relocating a multiple section home, be sure shipping walls are secured in place in marriage wall openings to prevent damage during transportation.

### Home Resale

In the event that you sell your home, it is strongly recommended that you thoroughly go over this guide with the purchaser prior to new possession and occupancy. It is extremely important that consistent upkeep be maintained over the life of the home.

Please make sure the second-time buyer fully understands the maintenance instructions within this guide.

The second or third purchaser should also fill out and send in the HUD information postcard contained in the Home Information Folder.



## INSURANCE INFORMATION

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

Insurance companies have given recognition to the problems of the manufactured home owner; he will find it easy to insure his home so that he is adequately protected when it is (1) on location, or (2) in transit.

If he wants to relocate his home, collision or upset insurance is available either on a full-term or on a "trip" collision basis (for 30, 60, or 90 days, or whatever period is required).

The location of the home, how it is anchored, whether in a park or on private property, may have some bearing on the type and rate of insurance available.

Specifically, there are three basic types of classifications of insurance:

- I Physical Damage Insurance
- II Liability Insurance
- III Credit Life, Accident and Health Insurance

In brief outline, the exposures involved under these types are as follows:

### I. Physical Damage

- a. Fire and Lightning
- b. Theft (Broad Form)
- c. Combined Additional Coverages (windstorm, hail, earthquake, explosion, riot or civil commotion, the forced landing of any aircraft or its parts or equipment, flood or rising waters, malicious mischief or vandalism (\$25.00 deductible), external discharge or leakage of water except loss resulting from rain, snow, or sleet whether or not wind-driven)
- d. Comprehensive ("... any direct and accidental loss of or damage to the home except loss caused by collision... or upset...")
- e. Collision or Upset (available either on a full-term or trip basis)
- f. Personal Effects. Fire and/or combined additional coverage. Personal effects cover the home owner against loss or damage to wearing apparel, kitchen utensils, linens, beddings, sporting equipment, and all other "personal" property either of the insured or of any other person in the insured's household while carried in or upon the manufactured home.

### II. Liability Insurance (sometimes called "third party" insurance)

Under liability coverage the insurance company agrees to pay (within the limits stated), on behalf of the insured, all sums which the insured shall become

obligated to pay as damages physically sustained by another person or another's property as a result of an accident arising out of the insured's ownership, maintenance, or use of the home.

Liability protection is usually purchased as part of the home owner's insurance package. Some firms may add the liability protection as an endorsement to the home owner's automobile liability policy, although this practice is not as prevalent as it once was.

This matter can be reviewed with the insurance agent.

### III. Credit Life, Accident and Health Protection

When your home is purchased under installment sales contract or chattel mortgages, many buyers want to include credit life, accident and health insurance which guarantees that (1) in the event of the borrower's death the balance of the loan made to purchase the home is paid off in full, or (2) in the event of accident or sickness the required monthly payments are paid for the borrower until the borrower again is able to return to regular employment.

When you think of insurance you should remember that a policy of insurance actually is a contract between two parties: the underwriting company and the purchaser of the insurance. Accordingly, as in any contract, there are carefully laid out in the insurance policy the responsibilities of each party of that contract.

It will be found, for example, that in the event of loss occurring from such cases as are specifically stipulated, the company will do certain things for the insured to protect him from loss.

On the other hand, the purchaser of the insurance, i.e., the insured, usually will find that it is his responsibility to do certain things in the event of a loss — including, among others, protecting damaged property from further loss, the prompt reporting of the loss, prompt execution and return of any forms supplied by the company, and the cooperation of the insured with its adjusters and legal counsel.

The values offered should be carefully measured when considering manufactured home insurance. The least expensive policy may prove the most expensive if at time of loss it is learned the policy purchased is not applicable to manufactured homes, or the company involved has little or no experience in the prompt, equitable adjustment of manufactured home claims.

## STATE ADMINISTRATIVE AGENCIES

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The following states have been approved or conditionally approved to act as SAAs:

- Alabama** — Alabama Manufactured Housing Commission, 908 South Hull Street, Montgomery, Alabama 36130-3401.
- Arizona** — Office of Manufactured Housing, 801 E. Jefferson, Suite 202, Phoenix, Arizona 85034.
- Arkansas** — Manufactured Home Commission, 1022 High Street, Suite 505, Little Rock, Arkansas 72202.
- California** — Manufactured Housing Section, Division of Codes & Standards, Department of Housing and Community Development, P.O. Box 31, Sacramento, California 95801.
- Colorado** — Division of Housing, Department of Local Affairs, 1313 Sherman Street, Room 419, Denver, Colorado 80203.
- Florida** — Department of Highway Safety and Motor Vehicles, Division of Motor Vehicles, Neil Kirkman Building, Room A 129, 2900 Apalachee Parkway, Tallahassee, Florida 32301-8209.
- Georgia** — State Fire Marshal's Office, Manufactured Homes Division, 620 West Tower, No. 2 Martin Luther King, Jr. Dr., Atlanta, Georgia 30334.
- Idaho** — Department of Labor and Industrial Service, 277 North Sixth Street, Boise, Idaho 83720.
- Indiana** — Department of Fire Prevention and Building Safety, Industrialized Building Systems/Code Enforcement Div., 1099 N. Meridian Street-Suite 900, Indianapolis, Indiana 46204.
- Iowa** — Building Code Bureau, Division of the State Fire Marshall, Department of Public Safety, Wallace State Office Building, Des Moines, Iowa 50319.
- Kentucky** — Department of Housing, Building and Construction, U.S. 127 South, Frankfort, Kentucky 40601.
- Louisiana** — Mobile Home Division, 1033 North Lobdell Ave., Baton Rouge, Louisiana 70806.
- Maine** — Manufactured Housing Board, Department of Professional and Financial Regulation, State House Station 32, Augusta, Maine 04333.
- Maryland** — Building Codes Administration-DECD, Department of Economic and Community Development, 45 Calvert St., Annapolis, Maryland 21401.
- Michigan** — Department of Commerce, Mobile Home Division, Corporation & Securities Bureau, 6546 Mercantile Way, P.O. Box 30222, Lansing, Michigan 48909.
- Minnesota** — Department of Administration, Building Codes and Standards Division, 408 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101.
- Mississippi** — Office of the Fire Marshall, 416 Woolfolk Building, P.O. Box 22542, Jackson, Mississippi 39205-2542.
- Missouri** — Public Service Commission, Mobile Homes and Recreational Vehicles Division, P.O. Box 360, Jefferson City, Missouri 65102.
- Nebraska** — Department of Health, Division of Housing and Environmental Health, 301 Centennial Mall South, P.O. Box 95007, Lincoln, Nebraska 68509.
- Nevada** — Manufactured Housing Division, Nevada Department of Commerce, Capitol Complex, Carson City, Nevada 89710.
- New Jersey** — Department of Community Affairs, Division of Housing and Development-BCCE, CN 805 Manufactured Housing Construction, Trenton, New Jersey 08625-0804.
- New Mexico** — Regulation and Licensing Department, Manufactured Housing Division, Santa Fe, New Mexico 87503.
- New York** — Housing and Building Codes Bureau, Division of Housing and Community Renewal, One Fordham Plaza, Bronx, New York 10458.
- North Carolina** — Department of Commerce, Council, Boards & Government Relations Division, P.O. Box 26307, Raleigh, North Carolina 27611.
- Oregon** — Department of Commerce, Building Codes Division, MHRV Section, 401 Labor and Industries Building, Salem, Oregon 97310.
- Pennsylvania** — Division of Manufactured Housing, Department of Community Affairs, Room 509, Forum Building, Harrisburg, Pennsylvania 17120.
- Rhode Island** — Department of Community Affairs, Building Commission, 1270 Mineral Spring Avenue, North Providence, Rhode Island 02904.
- South Carolina** — Manufactured Housing Section, Budget and Control Board, Division of General Services, 300 Gervais Street, Columbia, South Carolina 29201.
- South Dakota** — Department of Commerce and Regulation, Commercial Inspection, 118 W. Capitol, Pierre, South Dakota 57501.
- Tennessee** — Department of Commerce and Insurance, Division of Fire Prevention, 1808 West End Building, Suite 500, Nashville, Tennessee 37219-5319.
- Texas** — Texas Department of Labor and Standards, P.O. Box 12157, Austin, Texas 78711.
- Utah** — Department of Business Regulation, Contractors Division-MH & RV, P.O. Box 45802, Salt Lake City, Utah 84145.
- Virginia** — Division of Building Regulatory Services, Department of Housing and Community Development, 205 N. 4th Street, Room M-4, Richmond, Virginia 23219.
- Washington** — Department of Labor and Industries, Construction Compliance Inspection, 520 S. Water Street, Olympia, Washington 98504.
- Wisconsin** — Department of Industry, Labor and Human Relations, Safety and Building Division, P.O. Box 7969, Madison, Wisconsin 53707.

**NOTE:** Champion Home Builders Co. reserves the right to make changes at any time in prices, colors, materials, equipment, specifications and models and also to discontinue models without notice and/or obligations. Data shown is basic information for the prospective buyer effective at time of issuance of this literature. Dealer will provide complete up-to-date information on available equipment, specifications, etc. not shown here. Items referred to as options or available are at extra cost.

**NOTE:** Diagrams of the structural, electrical plumbing and heating, cooling and transportation systems may be obtained by writing the Director, Customer Service Dept., Champion Home Builders Co., 5573 North St., Dryden, MI 48428. All requests must be accompanied by a check or money order for \$20.00 per diagram, plus \$5.00 per request, for postage and handling.



# **LOCAL DEALER AND SERVICE LOCATIONS FOR APPLIANCES**

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Please list the names, locations, and phone numbers below of those whom you can quickly contact for warranty or maintenance service on your home's various appliances and accessories. You can easily get this emergency information directly from the retail dealer who sold you the home. This information also may be located in the warranty and operational instructions that usually accompany the various appliances.

## **Your HOME DEALER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local REFRIGERATOR Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local RANGE Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local FURNACE Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local WATER HEATER Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local WASHER Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local DRYER Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local DISHWASHER Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local GARBAGE DISPOSER Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Local AIR CONDITIONER Service**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

## **Other EMERGENCY NUMBERS**

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## **IF YOU HAVE TO MOVE, YOU CAN MOVE IN WITH US — AGAIN!**

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That's right. You can move into another Champion-built single-section or double-section manufactured home if you ever find it necessary to move from your present location.

Wherever you go throughout the U.S., we'll have a retailer near you marketing one or more of our various brand homes.

There are a wide variety of floor plans and sizes to choose from, including homes that provide over 2,000 square feet of living space.

Just check the list below for our plant(s) closest to where you'll be relocating. Then write our Sales Manager at the respective plant(s) giving him the name and address of the city and state where you intend to move. He'll be pleased to send you a brochure and the name of our nearest retailer in the area. We have over 1,200 nationally.

So, if you have to move, we'd like nothing better than to have you move in with us...Again!

### **THESE 17 MANUFACTURED HOUSING PLANTS BUILD VARIOUS HOME BRANDS BY...**



**CHAMPION**  
HOME BUILDERS CO.

#### **CALIFORNIA PLANT**

Champion Home Builders Co.  
P.O. Box 429  
Lindsay, California 93247  
(209) 562-4951

#### **COLORADO PLANT**

Champion Home Builders Co.  
P.O. Box 10  
Berthoud, Colorado 80513  
(303) 532-2632

#### **FLORIDA PLANTS**

Champion Home Builders Co.  
Route 7, Box 471  
Lake City, Florida 32055  
(904) 752-4821

Champion Home Builders Co.  
Route 7, Box 439  
Lake City, Florida 32055  
(904) 755-6330

#### **GEORGIA PLANTS**

Champion Home Builders Co.  
P.O. Box 5  
Ellaville, Georgia 31806  
(912) 937-2521

Champion Home Builders Co.  
P.O. Box 1836  
Thomasville, Georgia 31799  
(912) 228-0525

#### **IDAHO PLANT**

Champion Home Builders Co.  
P.O. Box 190  
Weiser, Idaho 83672  
(208) 549-1410

#### **INDIANA PLANT**

Champion Home Builders Co.  
P.O. Box 57  
Ridgeville, Indiana 47380  
(317) 857-2561

#### **NEBRASKA PLANTS**

Champion Home Builders Co.  
P.O. Box 148  
Central City, Nebraska 68826  
(308) 946-3021

Champion Home Builders Co.  
Route 4, Box 85A  
York, Nebraska 68467  
(402) 362-4455

#### **NEW YORK PLANT**

Champion Home Builders Co.  
P.O. Box 56  
Sangerfield, New York 13455  
(315) 841-4122

#### **NORTH CAROLINA PLANTS**

Champion Home Builders Co.  
P.O. Box 1148  
Lillington, North Carolina 27546  
(919) 893-5713

Champion Home Builders Co.  
P.O. Box 1389  
Lillington, North Carolina 27546  
(919) 893-2121

Champion Home Builders Co.  
P.O. Box 38  
Polkton, North Carolina 28135  
(704) 272-7675

#### **PENNSYLVANIA PLANT**

Champion Home Builders Co.  
P.O. Box 343  
Claysburg, Pennsylvania 16625  
(814) 239-5121

#### **TENNESSEE PLANT**

Champion Home Builders Co.  
P.O. Box 100  
Henry, Tennessee 38231  
(901) 243-2041

#### **TEXAS PLANT**

Champion Home Builders Co.  
P.O. Box 663  
Commerce, Texas 75428  
(214) 886-2151

**NOTE:** The information in this Owner's Maintenance Guide pertains **only** to homes manufactured by the 17 plants listed above of Champion Home Builders Co., a subsidiary of Champion Enterprises, Inc. The information in this Guide **does not** apply to homes manufactured by other subsidiaries of Champion Enterprises, such as: Sun Belt Energy Housing, Inc., and Gateway Homes, Inc. (both located at: P.O. Drawer 340; Haleyville, AL 35565; phone: 205-486-9535). For questions pertaining to homes manufactured by Sun Belt and Gateway, please contact them directly.

# Champion... You Should See Us Now!

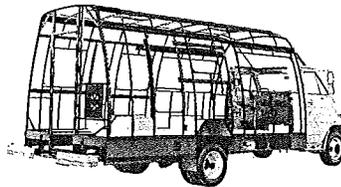


## A totally new motor home concept...experience TelStar by Champion

From the beginning it was a dynamic concept: blend the most advanced space-age technology and design into a motor home, give people all the comfort and spaciousness of a class-A RV with the sleek styling and handling of a class-C, result...Champion's new TelStar motor home.

Experience TelStar's advanced construction. It features all-around steel cage, Steel-Gard, framing, not wood or aluminum. Plus, state-of-the-art composite fiberglass with unique insulating bonding foam for strength, durability and comfort.

Experience TelStar's eight self-contained floor plans. They come in four lengths (20', 23', 25', 27') and keep you and your needs in mind. Plus, you'll have standard features that are optional on most other motor homes, or not available at all!



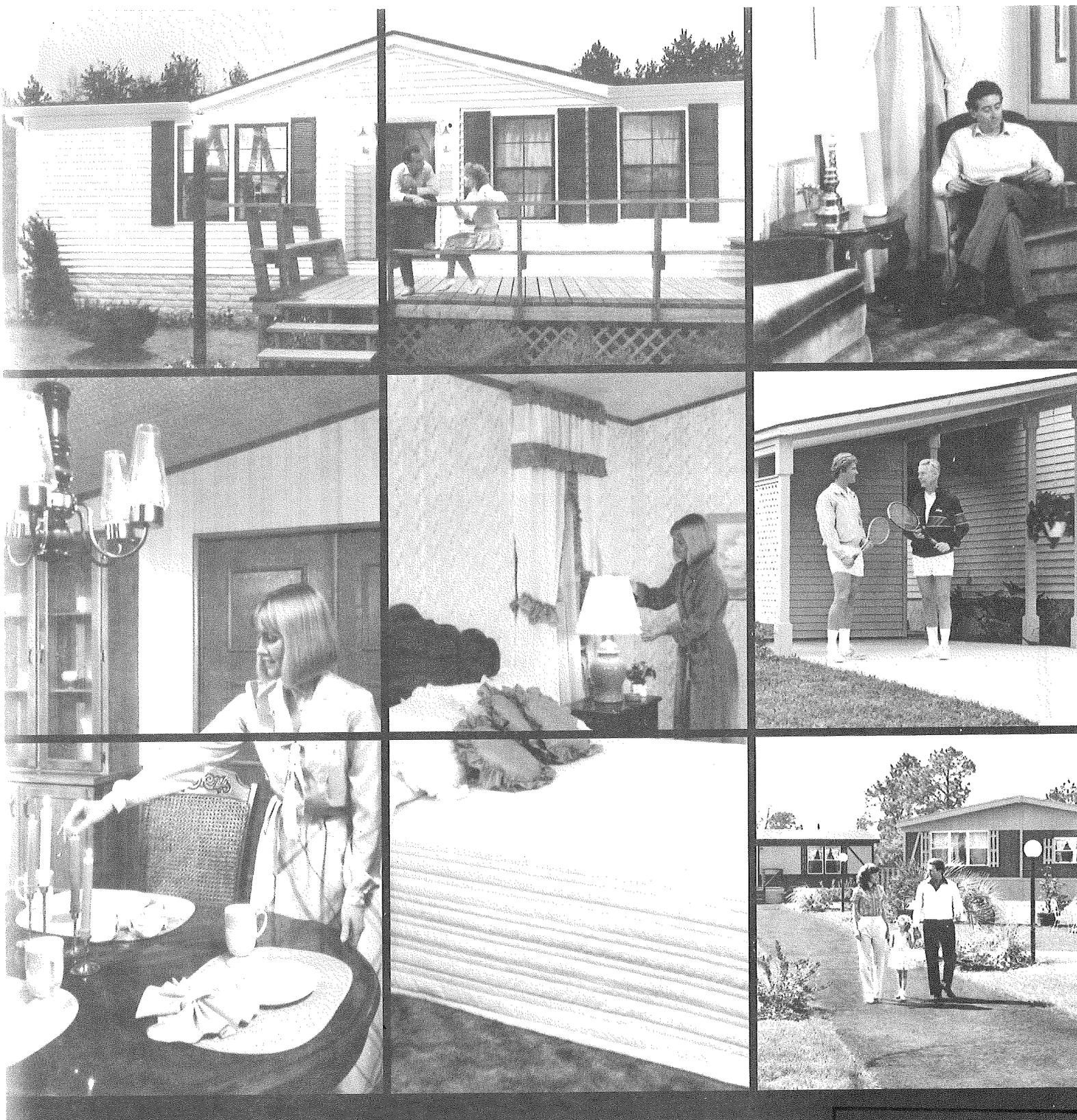
Experience TelStar! — space age technology and design, with down-to-earth practicality and price.



**CHAMPION**  
**MOTOR COACH INC.**

5573 North St. • Dryden, MI 48428

**1-800-338-0441**



# CHAMPION

## HOME BUILDERS CO.

Corporate Headquarters  
5573 NORTH STREET, DRYDEN, MICHIGAN 48428

DEPARTMENT OF  
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**Built over 400,000 manufactured homes since 1953...housing an estimated one-million people.**