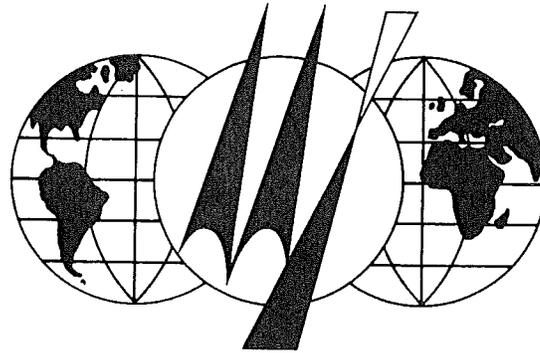


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MODULINE HOMEOWNERS INSTRUCTIONS



MODULINE INTERNATIONAL, INC.
P.O. Box 3000 • Lacey, Wash. 98503

EFFECTIVE 2-1-81

You may obtain diagrams of your homes structural, electrical, plumbing and heating, cooling and transportation systems by writing the manufacturer at the address shown on the Data Plate. Please specify the information desired and include the serial and model number of your home and the date of manufacture.

MODULINE HOMEOWNERS INSTRUCTIONS

INDEX

	<u>Page</u>
<u>DATA PLATE</u>	1
<u>PROTECTION SYSTEMS</u>	
Wind Protection	2
Utility Shutoff	2
Fire Safety	2
Insurance	3
<u>EXTERIOR MAINTENANCE</u>	
Exterior Finish	4
Roof	4
Skirting	5
Locks	5
Water Supply Line	5
Drain Lines	5
Set-up	6
<u>INTERIOR MAINTENANCE</u>	
Cabinets	7
Ceilings	7
Walls	7
Floors	7
Hardware	8
Condensation and Ventilation	8
<u>FURNITURE, APPLIANCES, & FIXTURES</u>	
Furniture	9
Appliances	9
Heating Systems	9
Water Heater	10
Windows	10
Doors	10
<u>RELOCATION</u>	11
<u>U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>	12
<u>LIST OF STATE ADMINISTRATIVE AGENCIES</u>	13-14
<u>MAINTENANCE CALENDAR AND RECORD</u>	15-16

DATA PLATE

Information regarding your home will be found on a data plate located near the electrical distribution panel, which provides the following information:

1. Manufacturer's name and address.
2. The serial and model number of the home and the date of manufacture.
3. A statement that the home was designed and constructed in accordance with the Federal Mobile Home Construction and Safety Act.
4. A list of all factory-installed equipment and the manufacturer's name and model designation of all appliances installed in the home.
5. Maps explaining the structural geographical zones of the U.S. for which the home has been manufactured, including snow and wind loads which the roof will withstand, designed temperature and heat loss information.
6. The name of the agency that approved the design and structure of the particular home.

PROTECTION SYSTEMS

WIND PROTECTION

Each Moduline home has been designed for installation of an anchoring system for protection against high winds. The dealer should be contacted in regard to installation as the procedure depends upon soil, climate, home design, and other factors discussed in detail in the Field Set-up Instructions contained in the Homeowner's Information Package. State law may require that the home be anchored at the time of set-up, and it is recommended that this safety precaution be taken even if not required by law.

UTILITY SHUTOFF

Each Moduline home is provided with protective shutoff systems for the electrical, water supply, and heat systems.

The electrical shutoff switch for the main supply into your home is situated in the service panel and is so marked on the chart that is attached to the door of this panel. This switch should be used any time there is a problem with the electrical system in your home. After cutting off the supply to your home, contact a qualified electrician to trace the problem before the system is reactivated.

Your home is also provided by the set-up contractor with a shutoff valve for the water supply that is located near the water inlet of your home. This shutoff valve should be used any time there is a leak or a problem with the water supply system in your home. You should contact a qualified plumbing specialist to correct any problems before the water supply is again turned on.

The heating system may be shut off by different methods depending on the type of heating unit you have purchased for your home. If you have a gas furnace to heat your home, you will find the shutoff valve inside the furnace compartment. If you have an electrical heating system, you will find the shutoff switch in the electrical service panel, as marked on the diagram attached to the panel.

If you incur difficulty and are required to shut off the heat supply, you should contact a qualified repairman to inspect and repair the system prior to turning it back on.

We strongly recommend that you locate and become familiar with the operation of each shutoff valve or switch. Such knowledge will save valuable time in an emergency.

FIRE SAFETY

Your Moduline home has been provided with a smoke detector that is located in the hallway or area communicating with the bedroom. It is on an interior wall as close to the bedroom door as practicable. If your mobile home has bedrooms separated by living

areas, you will have two smoke detectors, one for each bedroom area. A manufacturer's manual of recommended care and maintenance of the smoke detector is provided.

A minimum of two exit doors are provided in your mobile home; one in the front and one in the rear. Also provided for your safety in the event of fire are egress windows in each bedroom that are clearly labeled "emergency egress window". Instructions are given on a label attached to the windows for the use of this safety feature and you should make yourself and your family familiar with their use, and hold fire drills until every member of the family knows exactly what to do. Learn the location of the fire alarm box nearest your home, and post the number of the fire department near your telephone.

Remember this important rule--it could save your life: If you smell smoke, do not rush out into the hallway. First place the palm of your hand against the door. If the door feels hot, that hallway is already filled with deadly heated gases. Keep the door closed and use the alternate escape route, usually the egress windows.

INSURANCE

It is recommended that the homeowner obtain adequate and appropriate insurance coverage for the mobile home and its contents, and an insurance agent should be contacted for professional advice in this regard.

EXTERIOR MAINTENANCE

EXTERIOR FINISHES

Moduline home exteriors are generally pre-finished color-coated aluminum. Some homes also have either wood-sided or vinyl exteriors in different forms.

The color coating of the metal-sided mobile home is generally a synthetic enamel, lacquer, or acrylic-type enamel, each of which has good endurance qualities. Best maintenance of exterior finishes involves frequent wiping with a damp chamois or cloth or washing with clear, cool water before dirt and grime accumulate excessively. The surface should never be dry dusted.

In the event of minor scratches in the exterior finish of the home, the finish color can be matched by a local paint supply store providing this service. By using a fine artist's brush, the homeowner can refinish the siding to effectively repair such scratches. A thoroughly clean surface is essential, and washing with water and detergent, followed by thorough rinsing, is effective in preparing the surface to be touched up.

ROOF

The smallest leak or break in the roof can mean damaged ceilings, interior panels, and even furnishings. The cause of most costly metal roof troubles can be prevented as follows:

1. The mobile home roof should not be walked on except when absolutely necessary. Most inspections, cleaning, and repair work can be done effectively from a stepladder.
2. The roof should be inspected at least twice yearly, and accumulated debris removed. The roof should be washed occasionally to eliminate corrosive action from accumulated dirt.
3. When sited, it is **EXTREMELY IMPORTANT** that the mobile home be properly leveled to avoid strain which can part seams and create buckling of the roof area. Low hanging tree branches should not scrape the roof.
4. Roof seams should be coated at least once a year for maximum trouble-free life and checked every six months. Rust and oxidation are almost sure signs of potential leaks. These areas should be scraped or wire brushed and the roof re-coated before additional damage occurs.
5. When walking on a roof cannot be avoided, only those sections which are supported by rafters or stringers should be walked on. Pieces of board or plywood can be used to distribute one's weight and avoid damage.

6. All roof mouldings should be firmly held by screws or nails. Damaged mouldings should be removed and repaired or replaced, using a heavy coating or caulking. Special attention should be given to assure that all screw or nail heads are covered or coated.
7. If stacks or vents have rusted and fail to function properly, they should be replaced. Caulking should be applied to the underside of the base of the fixture as well as the roof where it is to be set, and the fixture should be firmly secured in place with suitable fasteners. Caulking should be applied so that it completely covers all fasteners.

SKIRTING

Skirting not only adds to the appearance of the home, but will decrease the amount of energy required to heat the home in cold climates and lessen the likelihood of freeze-up of water supply lines. It's therefore recommended that skirting be installed by qualified personnel to assure maximum effectiveness and to minimize condensation problems, described more fully under "Interior Maintenance" in this manual.

LOCKS

Powdered graphite should be used to lubricate door lock mechanisms as necessary. The latch bolt and door strike must be completely in alignment, and if not, an adjustment should be made so that the door strike and the latch bolt will mate properly.

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 or lock manufacturer if keys are lost.

WATER SUPPLY LINE

If your Moduline 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 and the entire pipe riser above the frost line should be insulated. An electric heating element, generally referred to as a "heat tape," may also be used.

If the home is left unheated for a period of time during winter months, all sink and lavatory traps should be drained or anti-freeze poured into the traps. Anti-freeze should always be poured into bathroom commode and tub traps. No water should be allowed to remain in the flush cabinet, and 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 be closed.

DRAIN LINES

Your mobile home is provided with a single drain outlet connection. The Field Set-up Instructions manual explains how to connect this outlet to the permanent sewer system, but it is important to

remember that a fall of 1/4" per foot is required to prevent freezing, if applicable, and to permit proper operation.

Caution should be taken to assure that any drain cleaners used are compatible with the plastic pipe used in the drain system.

SET-UP OF THE MOBILE HOME

For further information concerning set-up of your mobile home or hook-up of the utilities, please refer to the Field Set-up Instructions which are included in the Homeowners Information Package. It is recommended that set-up, installation, and hook-up of all utilities be performed by qualified servicemen.

FRAME

The metal frame supporting your home has been protected against corrosion by a special paint. If touch-up is required, a flat black zinc-chromate paint should be used. This type of paint is most conveniently available in a spray can from your local paint or hardware store. The manufacturer's recommendations should be followed in applying the paint.

INTERIOR MAINTENANCE

CABINETS

Moduline homes have built-in cabinetry. If any drawers should stick, tallow or beeswax applied to the drawer guides should ease them.

Heat, cold, or excessive moisture may cause plywood or lumber to expand, causing doors or drawers to stick. If so, a block plane can be used to remove just enough material to eliminate the binding.

CEILINGS

Ceilings used in Moduline homes are chosen for attractive appearance and low maintenance. They require little care, but a few common problems sometimes occur:

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

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

Soft art gum will probably remove dirt and finger prints. If a portion remains after art gum has been used, the area should be wiped with soft white chalk.

Sealing with shellac and repainting with a non-flammable white latex ceiling paint is usually necessary in the event of water stains.

WALLS

The various types of walls generally found in Moduline homes include plywood, natural wood, paint coated material, and plastic coated wood or hardboard. Furniture polish should be used, according to the manufacturer's directions, to clean the walls. Do not use abrasive materials or solvents as these will damage the panel surface.

FLOORS

Floors, whether of wood, linoleum, or composition tile, will look better and last longer if they are cleaned and waxed regularly. Avoid excessive application of water as it may damage the adhesive bond or the underlayment.

Parquet or cork floors require the use of special cleaning preparations, available at most stores.

All carpeting should be kept clean for long wear, by frequent vacuuming and shampooing as required.

HARDWARE

Moduline homes may have chrome, brass, antique copper, or colonial black hardware. Chrome-plated hardware is best cleaned with a commercial chrome cleaner. Other hardware may be cleaned with a damp cloth or by using a very mild soap or detergent if necessary. Do not use chemicals or abrasive cleaning agents on these finishes because they will destroy the protective coating applied to them.

CONDENSATION AND VENTILATION

All types of modern dwellings may encounter condensation problems, particularly during periods of cold, humid weather. Because they are sealed by a vapor-proof lining in ceiling, walls, and floor, to assure insulation and weather protection, mobile homes may be particularly susceptible to this problem and, therefore, require that adequate ventilation be maintained.

The National Research Council of Canada has determined that normal household activities of a family of four add approximately 24.5 lbs. of moisture to the air in the home each day. Unless adequate ventilation is provided to remove this accumulation of moisture, condensation will occur, usually first noticed on windows, and will eventually damage walls, floors, carpeting, and ceilings.

As stated by the Council, the owner frequently assumes that the fault is window or home construction and does not realize that "a well-built house is often more vulnerable to excess moisture than one that is loosely constructed."

To eliminate condensation, the following steps should be followed:

1. When using the shower or bathtub, the power vent should be used or a window left open. This will allow moisture to escape from inside the home.
2. Do not hang wet clothes inside the home as this greatly increases the moisture in the air.
3. If your home is equipped with a clothes dryer, make sure that it is properly vented to the outside of the home.
4. When using the range, particularly when liquids are being boiled, the power vent should be used or a window opened.
5. Although the underside of your home comes with a vapor barrier, you should place an additional vapor barrier on the ground beneath your home. Most commonly used material is a thin (5 to 10 millimeters) polyethelene vapor barrier.
6. If your home is skirted, ventilation holes must be provided to insure air circulation beneath the home.
7. During cold weather use storm doors and windows. If these were not ordered with your home, your dealer or local hardware store will be able to assist you.
8. Under extreme weather conditions, visible condensation may still be present. If the above guidelines have not eliminated this problem, it is recommended that you use a dehumidifier to remove the excess moisture in the air.

FURNITURE, APPLIANCES, AND FIXTURES

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 cover at least two or three times a month.

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 one of the cleaning agents designed for specific materials, available to the homeowner in almost every hardware store or supermarket.

APPLIANCES

As they are made by nationally-known manufacturers, the appliances in your home, in most cases, are provided with their own warranty. Warranty cards, operating instructions, and lists of authorized service facilities have been provided in your homeowner's information package, and instructions regarding warranty service are contained in the "warranty" section of this handbook. (The appliance manufacturer may require validation of the warranty by completion and mailing a warranty card)

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

If the enamel becomes chipped or broken, patching materials are available that can be used to permanently repair the damage on white or colored units.

Fiberglass fixtures should be cleaned only with recommended products and never with abrasive cleaners. Household detergents are usually adequate, but stains may require the use of specially-formulated cleaners available at your supermarket.

All fixtures should be protected from extreme heat which may crack them. A wire rack or protective pad should be placed beneath hot utensils until they have cooled.

HEATING SYSTEM

The heating system of your Moduline home, whether gas, oil, or electric, has been designed to meet or exceed the comfort range specified on the data plate. The combination of insulation and heater capacity combine to provide an economical low-maintenance

system. Alterations or adjustments to the heating system should not be performed without the advice of a qualified heating/cooling specialist.

Lighting, operating, and maintenance instruction information 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. If, by chance, there are no instructions with the furnace, the homeowner should write to the furnace manufacturer, giving the model number of the furnace and request a new copy of the "Use and Care Manual". The address of the manufacturer can be found on the name plate attached to the furnace.

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), and 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.

WINDOWS

In extremely cold climates, windows or exposed glass areas may accumulate excessive moisture due to condensation, and it may be helpful to install storm windows when cold weather comes. These can be ordered through a mobile home 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.

Screws and thrust arms should be kept tightened. Window hinges and operating arms should be lubricated with a light oil at least once a year.

DOORS

The care of doors in a Moduline home is the same as in stationary homes.

The exterior doors 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 leveling of the home will normally assure that proper clearances are maintained and will assure that the door will remain weathertight and the lock mechanism will function properly.

RELOCATION

It is recommended that the home be moved only by professional mobile home transporters specializing in this activity. The owner's preparation for moving should include the following:

1. Obtain estimates and retain the services of a mobile home transporter.
2. Be sure brakes and wheels have been properly serviced and that the tires are in good condition and inflated to the recommended pressure.
3. Contact utility companies as necessary to arrange for disconnection of water, sewer, gas, electrical, and telephone service. Drain the water supply system, including flushing all toilets to drain their tanks, cap inlet and discharge lines to avoid contamination.
4. Pack all loose items in cartons.
5. Pack all food from the refrigerator and cupboards.
6. Pack in carts or tie down all fragile items which are to remain in the home during transport. Pad tops of toilet tanks and place in shower stall or tub.
7. Tape all drawers and doors in a closed position with masking tape.
8. Disconnect all appliances.
9. Disconnect anchor system and secure loose ends.
10. Remove all blocks and shims.
11. Re-inspect the home - room-by-room, the exterior and the undercarriage - to assure it is completely prepared to be transported.
12. Assure that the mover inspects the home prior to hook-up to the towing vehicle, particularly with regard to the wheels, bearings, tires, brakes, lubrication, and hitch coupler assembly to insure a safe move.
13. Lock all doors and windows.

NOTE: All heavy items not installed in the home by the manufacturer, including skirting, awnings, furniture, and other property, should be transported by means other than within the home. The mobile home is not a freight truck, and has been engineered for the transportation of only those contents which have been installed at the factory. Transportation of other items within the home, or relocation of furniture and appliances originally installed, may dangerously overload or unbalance the home and INVALIDATE THE WARRANTY.

U. S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

The National Mobile Home Construction and Safety Standards Act of 1974 was enacted to improve the quality and durability of mobile homes, and construction and safety standards issued under the Act govern how mobile homes must be constructed. Your mobile home was manufactured to the standards. The standards cover the planning and construction of your home, and were developed so that you would have a safe, durable home. The standards do not cover such aspects of the mobile home as furniture, carpeting, certain appliances, cosmetic features of the home and additional rooms or sections of the home that you have added.

The Act provides that if for some reason your mobile home is found not to meet the standard or to contain safety hazards, the manufacturer of the mobile home must notify you of that fact, and in some cases other remedies, including repair, are also available to you. If you believe you have a problem for which the Act provides a remedy, you should contact the manufacturer, the mobile home agency in your state (see list on pages 13-14 of this manual), or the Department of Housing and Urban Development.

The Department of Housing & Urban Development is the Federal Agency which administers the Act and any questions concerning the Act or your rights under the Act should be directed to HUD. In order to contact HUD you should refer to the Department of Housing & Urban Development under listings for the U. S. Government in your telephone book. In calling or writing the local HUD office, you should address your inquiry or call to the "Consumer Complaint Officer." If you live in a small town or rural area, your local HUD office will probably be located in a nearby city. You may also contact the Central HUD Office directly by writing or calling the Mobile Home Standards Division, Department of Housing & Urban Development, Washington, DC 20410 (telephone 202-472-4703).

STATE ADMINISTRATIVE AGENCIES

Alabama - State Fire Marshal, Insurance Department,
445 South McDonough Street, Montgomery Alabama 36130.

Arizona - Director, Arizona Division of Building Codes,
1645 West Jefferson, Phoenix, Arizona 85007.

Arkansas - Mobile Home Standards, 500 East Markham Street,
Little Rock, Arkansas 72201

California - Department of Housing and Community Development,
921 10th Street, 4th Floor, Sacramento, California 95814

Colorado - Director, Colorado Division of Housing, Department of
Local Affairs, 623 Centennial Building, 1313 Sherman Street,
Room 523, Denver, Colorado 80203.

Florida - Department of Highway Safety and Motor Vehicles, Division
of Motor Vehicles, 2900 Apalachee Parkway, Tallahassee, Fla. 32304

Georgia - State Fire Marshal's Office, Office of the Comptroller
General, 238 State Capitol, Atlanta, Georgia 30334.

Idaho - Director, Idaho Department of Labor and Industrial Service,
317 Main Street, Room 400, Boise, Idaho 83720.

Illinois - Department of Public Health, Office of Environmental
Health, Division of Engineering, 535 West Jefferson Street,
Springfield, Illinois 62761

Indiana - State Building Commissioner, State of Indiana, Manufactured
Building Division, Administrative Building Council, 300 Graphics
Art Building, 215 North Senate Avenue, Room 300, Indianapolis,
Indiana 46204.

Iowa - State Building Code Commissioner, Office of Planning and
Programming, State Planning Code Section, 523 East 12th Street,
Des Moines, Iowa 50319.

Kentucky - Department of Insurance, Capital Plaza Tower, Second Floor,
Frankfort, Kentucky 40601.

Louisiana - State Fire Marshall, 106 Louisiana State Office Building,
New Orleans, Louisiana 70112.

Maryland - Director, Codes Administration, Department of Economic
and Community Development - Division of Housing, 1748 Forest
Drive, Annapolis, Maryland 21401.

Michigan - Executive Director, Construction Code Commission,
Department of Labor, 7150 Harris Drive, Lansing, Michigan 48926.

Minnesota - Section Chief, State of Minnesota, Building Codes
Division, Department of Administration, 408 Metro Square Building,
7th and Robert Streets, St. Paul, Minnesota 55101.

Mississippi - Director, Mobile Home Inspection Division, Office
of the Fire Marshall, 416 Woolfolk Building, P.O. Box 22542,
Jackson, Mississippi 39205.

Missouri - Director, Mobile Home and Recreational Vehicles Division,
Missouri Public Service Commission, P.O. Box 360, Jefferson City,
Missouri 65101.

Nebraska - Department of Health, Housing and Environmental Health,
301 Centennial Mall South, P.O. Box 95007, Lincoln, Nebraska 68509.

Nevada - State Fire Marshall, State Department of Commerce, Mobile Home Section, 505 East King Street, Room 302, Carson City, Nevada 89701.

New Jersey - Director, Bureau of Housing Inspection, Division of Housing and Urban Renewal, Department of Community Affairs, 363 West State Street, Trenton, New Jersey 08625.

New Mexico - Executive Director, Mobile Housing Commission, State of New Mexico, P.O. Box 5759, Santa Fe, New Mexico 87502.

New York - Director Codes Bureau, Division of Housing and Community Renewal, Two World Trade Center, New York, New York 10047.

North Carolina - Commissioner of Insurance, North Carolina Department of Insurance, P.O. Box 26387, Raleigh, North Carolina 27611.

Oregon - Chief, Mobile Home and Recreational Vehicle Section, State of Oregon, Department of Commerce, Building Codes Division, 401 Labor and Industries Building, Salem, Oregon 97310

Rhode Island - State Building Code Commissioner, State of Rhode Island, Building Code Commission, 12 Humbert Street, North Providence, Rhode Island 02904.

South Carolina - Director, Division of Inspections Services, South Carolina Budget and Control Board, 300 Gervais Street, Columbia, South Carolina 29201.

South Dakota - Secretary, Commerce and Consumer Affairs, Division of Consumer Protection, State Capitol, Pierre, South Dakota 57501

Tennessee - Director, State of Tennessee, Department of Insurance, Division of Fire Prevention, 202 Capitol Towers Building, Nashville, Tennessee 37219.

Texas - Administrator, Texas Department of Labor and Standards, Mobile Home Division, P.O. Box 12157, Capitol Station, Austin, Texas 78711.

Utah - Director of Mobile Homes and Recreational Vehicles Division, Department of Business Regulation, State of Utah, 330 East 4th, South, Salt Lake City, Utah 84111.

Virginia - Chief Fire Marshall, State Corporation Commission, Commonwealth of Virginia, 521 Blanton Building, P.O. Box 1157, Richmond, Virginia 23209.

Washington - Assistant Director, State of Washington, Department of Labor and Industries, Mobile Home and Recreational Vehicles Section, 300 West Harrison Street, Seattle, Washington 98119.

Wisconsin - Chief, Mobile Home Section, Department of Industry, Labor and Human Relations, P.O. Box 2209, Madison, Wisconsin 53701.

MAINTENANCE CALENDAR AND MAINTENANCE RECORD

OWNER'S MAINTENANCE CALENDAR

The following procedures are given to help you in your mobile home care. You may have other activities to add to those listed here.

SPRING

Wash exterior
Inspect roof; clean off debris with hose
Check exhaust fan systems

SUMMER

Check air conditioner
Clean air filters
Replenish fuel oil supply

FALL

Check/clean furnace
Check oil supply
Wash exterior
Inspect and rinse roof and recoat seams
Check exhaust fan systems

WINTER

Lubricate window hinges and arms
Check furnace filters every 30 days and clean if necessary
Check skirting
Check ventilation

VACATION REMINDERS

Suspend telephone service if desirable
Stop all regular deliveries
Turn off water supply (during winter, put approved anti-freeze in kitchen, lavatory, and toilet traps)
Turn off water heater
Close and lock windows

