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HOME OWNERS MANUAL

CENTURY HOMES

P.O. BOX 528

NAPPANEE, INDIANA 46550

A SPECIAL WORD TO THE HOME OWNER

The National Manufactured Home Construction and Safety Standards Act of 1974 was enacted to improve the quality and durability of manufactured homes and to reduce the number of injuries and deaths caused by manufactured home accidents. The Federal manufactured home construction and safety standards issued under the Act govern how manufactured homes must be constructed. Your manufactured home was manufactured to the standards. The standards cover the planning and construction of your home. They were developed so that you would have a safe, durable home. The standards do not cover such aspects of the manufactured 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 manufactured home is found not to meet the standard or to contain safety hazards, the manufacturer of the manufactured home must notify you of that fact. In some cases where there is a safety hazard involved, the Act requires the manufacturer to correct the manufactured home at no cost to you or to replace the home or refund all or a percentage of the purchase price. If you believe you have a problem for which the Act provides a remedy, you should contact the manufacturer, the manufactured home agency in your state (see the list on page 33 of this manual), or the Department of Housing and Urban Development. Our address is printed on the front cover of this manual. We recommend that you contact us first, because that is the quickest way to have your complaint considered.

NOTICE TO THE HOME OWNER

PLEASE BE ADVISED THAT CENTURY HOMES DOES NOT PARTICIPATE IN RETAIL SALES. OUR UNITS ARE PURCHASED BY INDEPENDENT DEALERS, WHO IN TURN SELL THEM TO RETAIL CUSTOMERS. WE, OF COURSE, HAVE NO CONTROL OVER AND ARE NOT AWARE OF THE TERMS AND CONDITIONS OF THESE SALES, NOR THE MANNER IN WHICH THESE HOMES AND HOME SITES ARE PREPARED FOR FINAL INSTALLATION OF THE UNITS. IN LIKE MANNER, WE HAVE NO CONTROL OR OBLIGATION IN MATTERS CONCERNING AFTER MARKET ITEMS, SUCH AS INSTALLATION, SKIRTING, APPLIANCES AND/OR FURNISHINGS NOT ON THE FACTORY INVOICE, PORCHES, DECKS, AWNINGS, ETC.

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IMPORTANT AIR QUALITY INFORMATION

I. Limited Air Change and Limited Air Volume

Your new home is energy efficient, and the HUD regulations under which it was constructed limit the air infiltration around windows, ceilings, etc. As a consequence, air exchange is generally less than in an older, more drafty, larger home. Further, space is efficiently used, and total air volume of your home may be less than in an older or larger home you have lived in.

Some people, because of special health considerations, may require additional air exchange to feel comfortable breathing. This can be obtained by cracking windows or having an energy efficient air exchange system installed. People with allergies, emphysema, asthma, oxygen deficiencies, or the like should make certain that they are providing adequate fresh air through windows or other systems necessary to eliminate stale air.

II. Air Pollutants

All habitations of human beings have some degree of air pollutants. Your home had a warning label concerning formaldehyde installed on the counter top at the factory as required by the Department of Housing and Urban Development. There are numerous other pollutants in home atmospheres caused by cooking, cleaning chemicals, paints, varnishes, plastics, smoking, clothing, etc., and ingredients in various manufactured products. Proper ventilation by the home owner reduces the level of these pollutants in home atmospheres.

If any persons living in your home do not have a sense of well-being in the home or have a chronic problem, inadequate air exchange should immediately be suspected and the home owner should take immediate steps to provide additional air exchanges. Your dealer will be willing to install additional equipment for a reasonable charge if you object to ventilation through cracked windows.

Special information on your particular home is shown on the applicable diagrams following the **Important Notice** on the next page.

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IMPORTANT

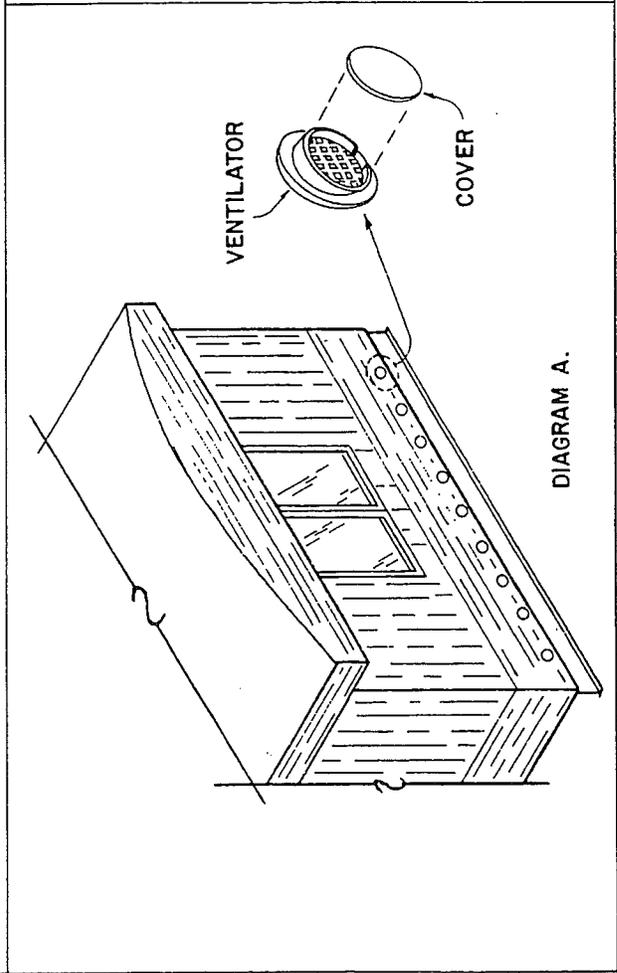
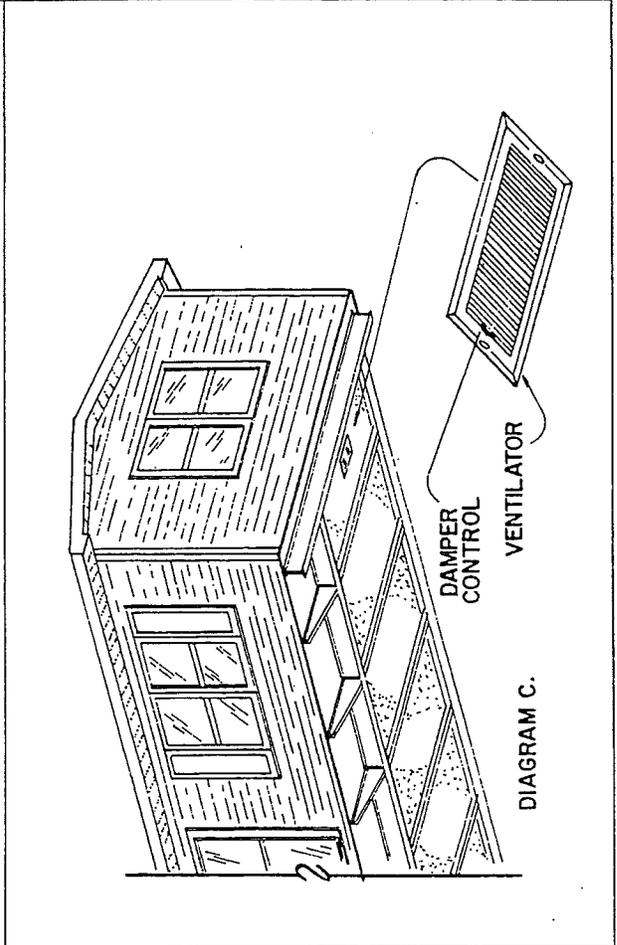
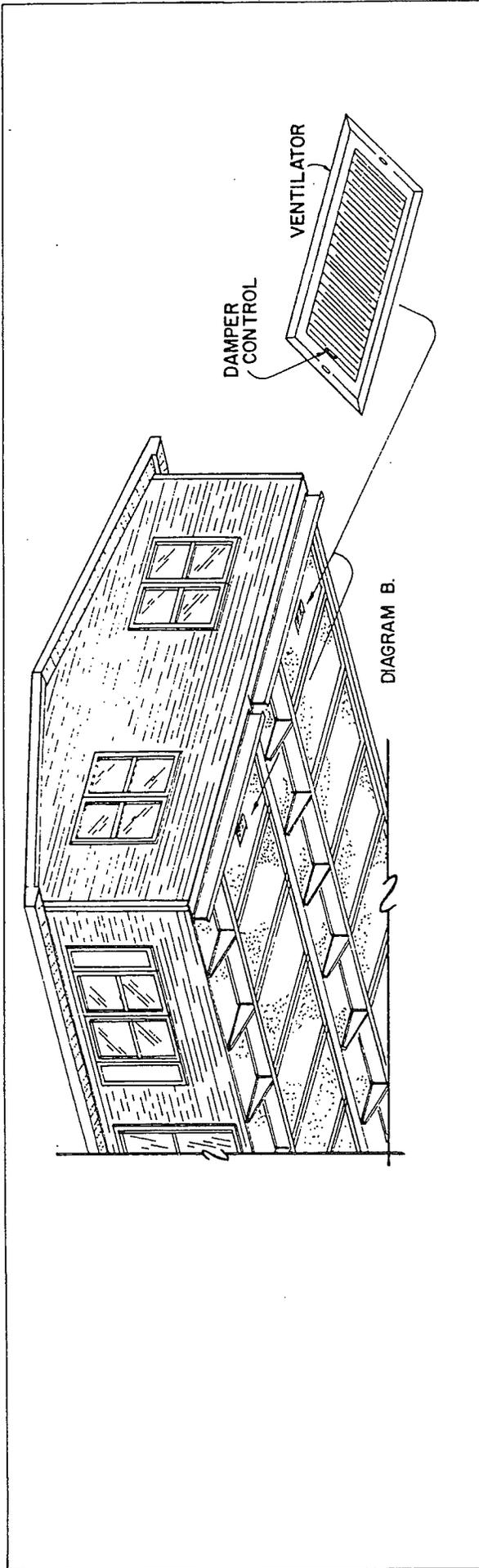
IMPORTANT

VENT CLOSURES MUST BE IN PLACE CLOSING VENTS DURING
SUB-FREEZING WEATHER TO PREVENT PLUMBING FREEZE-UPS

- I. For control of the ambient atmosphere within your home during the curing process of glues and finishes, your home is equipped with a vent-controlled floor. Floor venting is achieved in one of two ways. The first method consists of button vents along the floor line at the front and rear of your home which control the air flow through easy snap-in, snap-out covers (see diagram A on the following page). Please note that the home is shipped to the dealer and displayed on his lot with vent covers removed. The manufacturer recommends that you do not snap the vent covers in place for the first year except in the extremely cold weather between December 29 and February 20 and at times when the outside temperature is lower than 10° F. The second method consists of lever-operated vents located on the underside of your home. These vents can be operated like any heat register within the home (see diagrams B or C on the following page). Again, it is recommended that you do not close vents for the first year except in the extremely cold weather between December 29 and February 20 and at times when the outside temperature is lower than 10° F. If you need replacement vent covers or require any information regarding vent operation, you may write to the Director of Service, Century Homes, P.O. Box 528, Nappanee, Indiana 46550.

- II. Each home is also furnished with weather-resistant window vents for each bedroom and two for the living room for cross-ventilation. Use of this venting in the period when glues and finishes in your new home are drying will hasten the process and provide desirable air changes during the curing of your home. If you vacation or are away from your home during the first year and the venting is not used in the floor and windows, emission from glues and finishes will be quite noticeable and will require complete "airing out."

- III. Remember that the skirting in your home should also be properly ventilated to avoid building up moisture under your home which can contribute to excess humidity in the home and interfere with the curing of the glues and finishes.



IMPORTANT HEALTH NOTICE

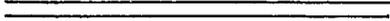
Some of the building materials used in this home emit formaldehyde. Eye, nose, and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone 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 the home has been equipped or designed for the installation of an air-conditioning system.

If you have any questions regarding the health effects of formaldehyde, consult your doctor or local health department.

NOTES:



SECTION A

Exterior Maintenance Guide

EXTERIOR MAINTENANCE

A wise homeowner will perform the small tasks of preventative maintenance that are his responsibility, and thus avoid major repair costs in the future due to ignoring owner maintenance requirements.

Roof - The roof of your home is either galvanized steel or house-type asphalt shingles with an asphalt impregnated felt underlay. You should make periodic inspections of your roof, especially in the fall and early spring.

Metal Roof

A metal roof is one solid membrane and, like an airplane wing, it tends to raise during high winds and then release. Consequently, there is some noise that has to be expected on windy days which depends on the severity of the winds. Likewise, rain and hail can be heard on metal roofs. To reduce the above circumstances, this company uses insulation over the rafters to help muffle and soften the sound, but we cannot eliminate the sounds that are normal with a one-piece metal membrane roof.

1. When inspecting the roof you should check for cracks or leaks around roof seams, roof edges, vents and gutter rail. Caulking and roof coating should be applied where necessary. If a leak is suspected, build up a heavy coating of kool seal or an asphaltic base roof mastic all around the vent, about 12 inches from center.

2. Walking on a metal roof should be avoided. Most

roof inspections, cleaning and repair work can be accomplished from a step ladder. You should walk on the roof of your home only when it becomes absolutely necessary. When walking or working on the roof, only the section supported by rafters should be mounted. Ideally, roof inspections and repairs should be made from workways composed of plywood or hardboard sections which serve to distribute the weight and thus hinder damage to the metal and seams.

3. For maximum life your roof should be coated with a roof preservative, such as kool seal, every year. When applying, always get extra thickness on seams and around roof jacks or vents. Every three (3) to five (5) years the seams in the roof metal should be cleaned and overlaid with a coating of mastic and angel hair. This will ensure maximum weather-proofing and eliminate the effects of the freeze/thaw cycle and wind flexing on the seams.

4. The annual realignment of your home on an owners' maintenance basis is essential to proper roof care. Settling can put excessive strain on the roof and cause buckling or seam separation, and interfere with window and door operation.

5. In the winter, snow and ice may accumulate on the roof and sometimes a condition is produced where the ice and snow curves over the roof edges and "J" rail. This condition can in some cases

EXTERIOR MAINTENANCE (Cont'd)

contribute to roof leaks in both metal and shingle roofs. Ice expanding in the roof edge seam can cause leakage problems that normally would not occur in areas where ice and snow build-up are not a problem. You are advised to keep the build-up at the eaves to a minimum so as to avoid any problems. Avoid build-up of snow and ice on the edge of the roof, in particular, by brooming off edges before snow turns to ice. When you are leaving your home vacant, make sure that extraordinary build-up of snow and ice does not occur.

6. For your information, your roof has two putty tape seals; one between the roof and top starter, and one between the "J" rail and roof. The most important seal is the one sandwiched between the roof and white top starter. When you tighten the "J" rail, you are compressing the roof against the top starter, and the tighter the better, as long as you do not spin out screws. Tighten screws and add new ones when spin-outs occur on an annual spring owner-maintenance basis.

7. After a harsh winter or in the event of staining of ceiling at the edge of the sidewall, you, the homeowner, must retighten the J-rail screws. A "J" rail, which has loosened due to ice expansion, can usually be repaired quickly by the following steps: (a) Tighten the screws in the "J" rail by hand with a Yankee screwdriver; you will see putty ooze up at tape edge. If head of screw breaks off, run

another screw along side. The compression will seal off any problem. There will not be a hole in the "J" rail for the screw, but you can make one by tapping with a stylus. (b) Replace any "spun-out" screws with a #10, 1-1/2" screw all along the "J" rail. REMEMBER - Do not use an electric power screwdriver for tightening. A power screwdriver spins out screws, and is too quick to allow the putty tape in your roof edge to flow.

Shingled Roof

1. When inspecting homes with the shingle roof option, you should check for loose shingles and ridge caps, and vent stacks should be recaulked where necessary. Gutters should be tight and free of accumulated dirt and leaves. Gutters should be checked more frequently in wooded areas. Gutter seams should be caulked where necessary.

In the winter, snow and ice may accumulate on the roof and sometimes a condition is produced where the ice and snow curves over the roof edges or eaves. This condition can in some cases contribute to roof leaks in both metal and shingle roofs. Ice expanding in the roof edge seam can cause leakage problems that normally would not occur in areas where ice and snow build-up are not a problem. You are advised to keep the build-up at the eaves to a minimum so as to avoid any problems.

EXTERIOR MAINTENANCE (Cont'd)

Siding

The exterior siding of your home is either a prefinished metal, vinyl or a wood fiber product such as masonite. Each type of siding utilized in manufactured homes has certain advantages and disadvantages. The advantages of metal and vinyl over wood fiber products are that the finish on vinyl and metal is more durable than the finish on wood fiber, vinyl and metal are not subject to humidity absorption over the years, vinyl and metal are less likely to have the swelling and distortion because of the expansion pressures over the years, and they do not require sealing and painting periodically to avoid these conditions. Wood fibers, because of their ability to absorb moisture, must be resealed from time to time. In this regard, we recommend no less than every three (3) years, or earlier if required. Metal siding and vinyl siding are more resistant to impact damage causing dents unless they are exposed to severe impacts. Both metal siding and vinyl siding are subject to normal expansion during the heat of a hot summer and will expand in the day and contract on cool evenings, especially when they are not in the shade. This will cause some noticeable undulation in the surface of the siding but it does not affect its structure. Vinyl siding, although having this slight rippled effect in extremely hot weather, has some unique advantages in that it is impervious to water, it does not absorb moisture, it does not chip, peel, rust or

oxidize, and its color runs completely through the material so that scratches are minimal and less apparent. In addition, vinyl siding does not fade as much as metal or wood fiber sidings when exposed to sunlight over a period of time, eliminating the noticeable difference in color when replacing a damaged section of siding. Replacement metal or wood will be off-shade, as will vinyl to a lesser extent. Dirt left to accumulate will etch or stain siding. Since we offer choices on each of these materials; on making your choice, you must enjoy the benefits and live with the disadvantages of each. Proper cleaning and protection will prolong the life of these materials.

1. Metal and vinyl siding can be cleaned with a mild detergent and a sponge or soft brush. The siding should be thoroughly rinsed after cleaning. Abrasive cleansers should never be used on or metal or vinyl siding.

2. For maximum protection and beauty, prefinished exterior metal should be waxed. Automobile-type paste wax provides a durable coating that protects against weather, abrasion and minor scratches.

3. As is the case with any home sided with wood fiber products, periodic restaining or repainting is required. Information on treatment of wood product siding can be obtained from your local hardware or paint store.

EXTERIOR MAINTENANCE (Cont'd)

Windows and Doors

All cracks and joints around windows and door casings were thoroughly caulked at the factory. Road shock and vibrations may have caused some seams to split or re-open. Caulked seams should be inspected and recaulked if leakage seems possible. Inspection of caulking should be made periodically to prevent leaks. Screws around windows and doors may also work loose in transit and should be retightened.

CAUTION

ANY LEAK AROUND THE DOORS AND WINDOWS SHOULD BE CORRECTED IMMEDIATELY. IF THE WATER REACHES THE FLOOR AND IS ALLOWED TO STAND, THE FLOOR WILL DETEORATE AND SWELL CAUSING IT TO FAIL AND COULD RESULT IN SERIOUS INJURY.

If doors or windows stick or seem misaligned, it is likely that your home is not in proper alignment. The realigning of your home will correct this problem.

Proper Alignment

A manufactured home is cambered and reverse cambered along the I-beam as part of the engineering for the stress of transportation. Likewise, it is cambered from side to side for transportation stresses and live load as well as dead load stresses. Consequently, siding and flooring and roof lines will have variations due to camber lines which are normal. The home should be blocked and shimmed on the foundation to

follow natural camber and reverse camber lines as the home is received from the factory.

A properly maintained installation will, under normal conditions, protect the home from the effects of frost heave and settling and avoid the possibility of incurring expensive repair bills. If your home is not set and maintained in proper alignment as it was designed, or if it is not set on a completely firm and proper foundation system as described in the installation manual, certain portions of your home will undergo undue and unnatural structural strain. Such structural strain could lead to problems later. Typically, these problems appear in the form of the buckling, loosening, or separating of wall coverings, exterior siding, floors and their covering, ceilings, metal roof membranes and miscellaneous fixed original fixtures and cabinets of the home. Other problems relating to installation include the leaking of doors, windows, roofs, ceilings, and exterior walls due to the loss of the weather seals in these areas, as well as the loss of proper operation of windows and doors and their locking devices. The alignment and supporting piers must be checked on an annual basis as part of your owners maintenance program. An installation manual was provided with your home at the time of manufacture and should have been passed to you by your dealer. If you did not receive a copy, contact your dealer asking for your copy. Please read this manual.

NOTES:



SECTION B

Interior Maintenance Guide

INTERIOR MAINTENANCE

The interior of your Century home needs no more than the regular common sense attention required to keep any home in good condition. In fact, because of the many modern, durable components employed in its construction, your home's maintenance should be easier than most. Some special maintenance tips follow:

1. Walls

Prefinished Paneling - Various products are sold in hardware and lumber stores to maintain paneling. These include lemon oil, furniture polish, panel cleaners, etc. Do not use solvents.

Vinyl Walls - A mild detergent in lukewarm water can be used to clean vinyls; wipe clean with clear water. Abrasive cleansers and solvents should never be used on vinyls.

2. Cabinets

Vinyl Covered Doors - Same as vinyl walls.

Wood - Treat like a fine piece of furniture.

Cabinet Hardware - These are lacquer-finished to preserve original luster. Wipe with a damp cloth.

Cabinet Drawers - If any drawers should stick, apply beeswax or even a bar of soap to drawer guides to make them slide easier.

3. Tub and Lavatories

Use a mild detergent. Do

not use any type of an abrasive cleanser. Abrasive cleansers will scratch moulded fiberglass tubs, showers and lavatories.

4. Furniture

Upholstered furniture should be professionally cleaned. Wood furniture - use good quality furniture polish.

5. Counter Tops

Use a mild detergent to clean counter tops. Do not use abrasive cleansers or solvents. Use a cutting board to protect counter when preparing food.

6. Drapes and Spreads

These should be professionally dry-cleaned. **DO NOT WASH DRAPES OR SPREADS.**

7. Loose Moulding

Popped moulding caused in transit or by settling can be rectified by use of an ordinary finishing nail.

8. Floors

Carpet - All carpet should be vacuumed and cleaned regularly and kept clean for long wear. A professional steam cleaning once a year would be the best way to insure long carpet life.

Linoleum - Linoleum 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.

INTERIOR MAINTENANCE (Cont'd)

9. Ceilings

Marks and Gouges - 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. In the case of a dry wall ceiling, a little touch-up paint should be applied over the chalk.

Dirt Smudges - Soft art gum erasers probably will remove dirt and fingerprints. If a portion of the smudge remains after the eraser has been used, the area should be wiped with a soft white chalk.

Water Stains - In some instances water stains can be taken out by bleaching them with Clorox. In other instances repainting may be necessary.

Condensation

Warm air has the ability to hold much more water vapor than cold air, and water vapor has a tendency to move from a warmer to a cooler place. The combination of the above facts leads to a condition that can occur in all modern, well-constructed homes. This condition is known as condensation.

Condensation and its winter counterpart, frost, forms when warm moisture-laden air contacts a cooler surface. The only way to control condensation is to control humidity, the amount of moisture in the air. It is important to understand that humidity, condensation, and frost are not built into a home

but originate from such necessary living requirements as cooking, laundering, bathing, dishwashing, house cleaning, plants, aquariums, etc., as well as from the breathing and perspiring of people. In a typical family of 4, the average daily production of water vapor from these sources may be as much as 25 pounds and may be much greater where appliances such as automatic washers and dryers are used. Another large source of water vapor is the bare earth underneath the home. All of this water vapor must escape the home through natural ventilation such as a partly-opened window or door, forced ventilation such as a kitchen or bathroom exhaust fan, or the use of 1 or more dehumidifiers.

The accompanying chart prescribes recommended humidity levels for present outside temperatures. A hygrometer measures humidity and may be purchased at any drugstore. This instrument may be used to monitor the humidity level in your home.

The following practices should be followed in order to reduce humidity and consequent condensation:

1. Use storm windows.
2. Turn on exhaust fan in kitchen when using range.
3. Keep registers and furnace filters clean to insure good air circulation.

INTERIOR MAINTENANCE (Cont'd)

4. Do not dry laundry in your home unless you use a mechanical dryer which is vented to the outside. Dryer must be vented to the exterior of the home. Never let a dryer vent empty below your home. This will cause an accumulation of moist air below your home.

5. When using the shower or bathtub, and for thirty minutes thereafter, it is recommended that the door be closed and the vent fan be left running so as to prevent the escape of moisture. In bathrooms without a fan, the windows should be opened to permit ventilation.

6. Beds and furniture should be spaced away from walls to permit free air circulation.

7. Improperly installed skirting will cause moisture to accumulate beneath the home. The skirting must be installed in a manner which prevents it from collecting the water from rainfall or melting snow and ice, which cascades down the sides of the home. The area beneath the home must be ventilated. The minimum vent area shall be 1 square foot of net free area (area of opening in grillwork) for every 150 square feet of area under the home. (Length of home multiplied by width of home divided by 150 equals net free area of vent required in square feet.) Each ventilator must have a minimum of 60 square inches of net free area. Install an equal number of ventilators along each side of the home. One ventilator should be within

4 feet of each end of the home with the remainder equally spaced along the length of the home and located across from one another. This will allow for cross-ventilation and dissipate damaging condensation. In addition to the ventilation, a 6-mil visqueen vapor barrier must have been installed under your home as described in your installation manual. In like manner, homes installed on permanent foundations must also have the foundations vented.

8. Rooms should be frequently aired out, preferably once per day.

9. Some seepage of air through the windows is desirable. Outside air is dryer than inside air and helps to maintain lower humidity.

10. A small inexpensive dehumidifier may be purchased if humidity cannot be lowered to the above precautions.

The only way to control condensation is to control humidity. If a homeowner insists on maintaining relative humidity ranging above 40 per cent and will not attempt to control moisture in his home, then he will have to accept condensation and other problems caused by water vapor.

Now, before we summarize specific steps for reducing humidity in your home, let's include some basic data about recommended moisture.

INTERIOR MAINTENANCE (Cont'd)

Outside Air Temperature

1. -20 F or below
2. -20 F to -10 F
3. -10 F to 0 F
4. 0 F to 10 F
5. 10 F to 20 F
6. 20 F to 30 F

Inside Relative Humidity for 70 F Indoor Temperature at Outside Air Temperatures Shown Above

1. not over 15%
2. not over 20%
3. not over 25%
4. not over 30%
5. not over 35%
6. not over 40%

To summarize:

1. Install storm windows.

2. Recognize that the only way to stop condensation is to reduce moisture in your home.

3. Be willing to try living in lower humidity.

4. Turn off any source of moisture which you can control.

5. In the winter provide more controlled ways for inside air to get out and for dry outside air to get in.

6. If troublesome condensation still persists, purchase one or more dehumidifying devices and operate as needed.

Winter Precautions

In the event you elect to vacate your home during the winter months, care should be taken to ensure that adverse weather conditions will not damage your home.

1. Follow the procedures listed in the Utility Systems section of your installation manual to properly drain your water system and add antifreeze to your P-traps at all locations.

2. The heat should be left on to maintain a temperature that will not allow the build-up of moisture and the growth of mold. Moisture build-up can cause swelling or warping of materials and furnishings.

3. Provisions should also be made to inspect the home on a weekly basis to ensure that the skirting ventilators are open and not snow-covered and to remove any ice and snow build-up along the eaves, as stated earlier in this manual, to prevent the water created by melting ice and snow from backing up under the shingles or entering the home by other means.

NOTES:

SECTION C
Home Safety

SAFETY FEATURES

Egress Windows

All manufactured homes built under the federal standard are required to have an emergency exit window in each bedroom which does not have an exterior door. This window, called an egress window, must have an instructional label on it when the home is delivered to the home owner. We suggest that you leave these instructions attached. All members of the family should be taught how to operate the window and to test it occasionally to see that it is in working condition. Access to the egress window should never be blocked.

Smoke Detectors

All manufactured homes are required to have smoke detectors positioned between the bedroom areas and living areas. These devices are sensitive to smoke generated in the initial stages of a fire and will sound an alarm to alert occupants during a fire. Most alarm units incorporate a small light to indicate that the unit is functioning. Please read the manufacturer's operating instructions.

GFCI Circuit Breaker

All exterior and bathroom receptacles of the manufactured home must be guarded by a ground fault circuit interrupter (GFCI). This GFCI is a safety device installed to protect the occupant from electrical shock. If the GFCI has tripped to the "OFF" position due to a fault in the circuit, the receptacle which it services will not

operate. The reset button on the GFCI will reactivate it. You should periodically check the operation of each GFCI by pressing the "Test" button located on the GFCI receptacle in the rear bathroom, or in the case of a GFCI circuit breaker, adjacent to the circuit breaker inside the electrical distribution panel. When the "Test" button is depressed, the circuit breaker should trip to indicate proper operation of the GFCI. You can then reset the breaker to restore electricity to the circuit.

Fire Protection

Certain areas of your home are provided with extra fire protection. The furnace and water heater cavities are completely lined with non-combustible, fire-retarding panels. The area behind and above the range is also protected by non-combustible materials.

Vented Kitchen

All kitchen areas are vented to the exterior by means of wall, ceiling, or range-hood exhaust fans or by means of a non-power draft hood. This provision permits exit of cooking fumes, smoke, and helps control condensation by removing moisture laden air.

Tie Downs

Your set-up instructions indicate the recommended manner in which your home should be secured to the ground. These tie-down recommendations should

SAFETY FEATURES (Cont'd)

be followed so as to secure the home during periods of high winds. It should be advised that no manufactured home, anchored or otherwise, is safe during the extremely high wind conditions of a tornado or hurricane.

OTHER SAFETY CONSIDERATIONS

Electrical System

Your home is designed to be connected to an electrical supply source rated at 120/240 Volts, 3-pole, 4-wire, 60-Hertz having an insulated neutral. In making the feeder connections to this power source, it is extremely important that wires of the correct size, insulation type, and material be used. If wire is incorrectly sized, the ampacity for that wire may be exceeded resulting in a voltage drop within your home or an overheating of the wire which will cause the circuit breaker to trip protecting the wire from a short circuit (see figure 2).

It is vital for your protection that the home be properly grounded. The only safe and approved method of grounding your home is through the electrical isolated grounding bar located in the distribution panel which grounds all noncurrent-carrying metal parts to the electrical system in your home to a single point. The ground conductor of the entrance feeder in turn connects the grounding bar to an electrical ground back through the feeder to the disconnect box (see figure 1). This means that for the 120/240 volt service, you must have a 3-pole, 4-wire feeder entrance.

NOTICE

THE MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS AND THE NATIONAL ELECTRICAL CODE PROHIBIT CONNECTING THE GROUNDING BAR AND THE NEUTRAL BAR TOGETHER IN THE DISTRIBUTION PANEL. THE GROUND AND THE NEUTRAL ARE INSULATED FROM ONE ANOTHER. IT IS EXTREMELY IMPORTANT THAT THE GROUNDING CONDUCTOR AND THE NEUTRAL CONDUCTOR FROM THE DISTRIBUTION PANEL IN THE HOME BE CONNECTED TOGETHER AT THE DISCONNECT BOX LOCATED OUTSIDE OF THE HOME (SEE FIGURE 1). FOR THIS REASON, ALL FOUR OF THE SERVICE ENTRANCE FEEDER WIRES ARE ABSOLUTELY ESSENTIAL.

WARNING

IF THE GROUNDING CONDUCTOR AND THE NEUTRAL CONDUCTOR ARE NOT CONNECTED TOGETHER AT THE DISCONNECT BOX AND THEN PROPERLY GROUNDED TO THE EARTH AS REQUIRED BY THE NATIONAL ELECTRICAL CODE, THE INDIVIDUAL BRANCH CIRCUIT BREAKERS LOCATED IN THE DISTRIBUTION PANEL WITHIN THE HOME WILL NOT FUNCTION AND A SHORT CIRCUIT AT ANY TIME COULD CAUSE AN ELECTROCUTION.

The complete grounding of your home is of utmost importance to your safety. You must make certain that the installer has fulfilled his responsibility of grounding your home. You are fully within your rights in demanding that he demonstrate that proper grounding has been accomplished. PLEASE refer to the service entrance connection drawing located at the main electrical entrance box in your home and figures 1 and 2 of this manual.

SAFETY CONSIDERATIONS (Cont'd)

Never tape, wedge, or otherwise lock a circuit breaker in the "On" position so as to render it incapable of performing its function of guarding against circuit overloads and shocks.

Guard against overloading of circuits. Be especially careful of exterior outlets when using heating cables. Extension cords or multiple plugs should not be used with heating cables.

CAUTION

ONLY U.L. LISTED HEAT TAPES SHOULD BE USED. THEY MUST BE INSTALLED IN ACCORDANCE WITH THEIR LISTINGS AND INSTALLATION INSTRUCTIONS. FAILURE TO FOLLOW THESE INSTRUCTIONS COULD RESULT IN AN ELECTRICAL HAZARD OR SHORT CIRCUIT WHICH COULD CAUSE A FIRE.

Your home's electric system is equipped to handle all factory-installed equipment. Should additional major appliances be desired, check with your local utility or a qualified electrician. There is a possibility of overloading your electrical system when you install additional non-portable appliances, such as an air conditioner, water pump, etc.

NOTICE

ELECTRICAL CONNECTIONS MADE TO ENERGIZE AIR CONDITIONING EQUIPMENT SHOULD BE MADE ONLY BY QUALIFIED PERSONNEL. THE COMPLETED INSTALLATION MUST CONFORM TO ARTICLE 440 OF THE NATIONAL ELECTRIC CODE AND APPLICABLE LOCAL CODES.

CAUTION

THE FACTORY-INSTALLED CLOTHES DRYER ELECTRICAL CIRCUIT IS SUPPLIED BY A CABLE CONTAINING 4 ELECTRICAL CONDUCTORS AND TERMINATES WITH A 4-PRONG RECEPTACLE. DO NOT CHANGE THE 4-PRONG RECEPTACLE TO A 3-PRONG RECEPTACLE. PURCHASE A 4-PRONG APPLIANCE CORD AND INSTALL IT ON YOUR DRYER.

Fuel Systems

Gas - All gas connections and hook-ups must be made by a qualified technician. Do-it-yourself gas connections are dangerous and are strongly discouraged by this company. Proper gas pressure should be maintained. Any wide variation from the normal level will adversely effect the pilot light stability of gas appliances. Either LP gas or natural gas may be used in your system, however, certain changes must be made when switching from one system to another. Make sure that the correct size of orifice is installed in each appliance to handle the type of gas being used.

Oil - The oil supply to your oil-heated home must be gravity-fed to the furnace, unless otherwise indicated in the appliance manufacturer's owner's manual. Your oil supply system must incorporate a manually operated shut-off valve at the oil tank outlet. The oil line should be periodically checked for leaks and kinks. The oil tank should be kept full to inhibit condensation and rusting. In

SAFETY CONSIDERATIONS (Cont'd)

conditions of extreme cold the oil line should be wrapped with insulation to prevent congealing.

Water and Drainage Systems

The water inlet pipe of your home is a standard 3/4" pipe. At the time of installation, a water supply line is connected to the inlet pipe of the home. A shut-off valve is necessary in order to isolate the water source for the purpose of making repairs or performing maintenance to your water supply system.

The water lines of your home were factory tested at a pressure of 100 pounds per square inch (psi). The system was engineered to operate at a pressure not exceeding 80 psi. If the line pressure at your particular home site exceeds 80 psi a pressure regulating valve must be installed at the water inlet so as to limit the pressure to a maximum of 80 psi.

In areas where temperatures fall to the freezing point or below, the water supply line and sewer lines should be installed below the frost line and all exposed piping must be protected from freezing.

This company recommends that all exposed water piping subject to freezing should be protected with a UL listed heat tape wrapped with fiber-glas insulation (do not use vinyl foam insulation) and that all exposed sewer lines be wrapped with insulation. UL listed heat tape must be

installed in accordance with its installation instructions. An exterior receptacle has been provided under your home near the water inlet for use with the heat tape.

Heating and Cooling Systems

The air circulation system of your home has been designed to operate cleanly and efficiently and to provide a supremely comfortable living environment. The heat can be controlled by use of the thermostat and by individually adjusting the vent openings in each room so that an equal amount of air is coming from each register. Each register is equipped with an adjustable damper which will allow the system to be balanced. Only by balancing the system can you achieve an even heating or cooling. This balancing process is wholly within your control.

During the heating season when the furnace is operating, the air temperature within the heat duct can fluctuate 150°F, more or less. If sustained contact between the human body and a register is allowed, the heat build-up could cause serious injury. Never place an infant or person who could be incapacitated on or near a heat register or in a position where they could fall or be immobilized on the register for any period -- like with a heating pad -- severe burn could result.

Heating and air conditioning units are installed according to the instructions and procedures recommended by

SAFETY CONSIDERATIONS (Cont'd)

the manufacturer of each specific unit and should require a minimum of maintenance and service. Each manufacturer has supplied an instruction booklet that details the operation, care, and maintenance procedures of each particular heating or air conditioning unit. Read these booklets carefully and file them in the back of this folder for future reference.

Furnaces

The most important single maintenance operation regarding the heating system of your home is keeping a clean furnace filter. Dirty filters cut down drastically on the heating capability of a furnace, besides increasing fuel use and reducing the operating life of the furnace. The furnace and furnace enclosures are not for storage. DO NOT store anything on top, in front of, or beside your furnace as this will create a fire hazard and affect the return air system.

Gas Furnace

Gas heating systems utilize either natural or liquified petroleum (bottled) gas. The size of the orifice (the mouthlike fitting at the end of the pipe that regulates gas flow) varies with the type of gas used. It is important that the proper size for your system be installed. These furnaces are fully automatic and employ a safety pilot light. All adjustments should be made by a qualified serviceman.

Oil Furnace

Oil furnaces function automatically and incorporate various safety devices. Little operating knowledge is required. However, particular attention should be paid to the manufacturer's lighting instructions. If adjustment is required, contact a qualified serviceman.

CAUTION: Only the recommended grade of fuel oil should be used. Never add gasoline or Naptha to the fuel oil.

Electric Furnace

Electric furnaces are simple to operate and require little attention other than filter maintenance.

Air Conditioning

Factory installed air conditioning is properly wired and fused. If air conditioning is installed at a later date, the following details should be considered:

1. The addition of an air conditioner, as well as any other major electrical appliance, will put an extra load on your home's electrical system. A qualified electrician should always be consulted when planning new installations.

2. If the air conditioning unit is intended to operate throughout the air distribution system of the home, careful attention must be paid to the minimum size necessary and the maximum allowable size for a specific home as stated on the Heating and Cooling Design Basis Certificate.

SAFETY CONSIDERATIONS (Cont'd)

3. If a remote system (compressor and blower outside the home) is installed automatic dampers must be installed between the furnace and the home's air duct system, and between the air conditioner and the home's air duct system. This provision prevents the flow of warm furnace air out of the air conditioner when the furnace is operating and likewise prevents the flow of cool air out of the furnace when the air conditioner is working. The air conditioner supplier should have these dampers available and will provide proper installation instructions. The duct connecting the remote system to your home must be securely supported and should not contact the ground. The ducts must have an R (thermal resistance rating) of 4 and a perm rating of not more than 1 perm. Follow all manufacturer's instructions when you connect remote duct supply and return.

4. If your home has been factory fitted for remote A/C, connect the ducts via the protrusion from the bottom of the home.

Major Appliances and Water Heaters

Nationally recognized brand name appliances have been factory installed in your home. Each appliance has been provided with an "operation, care and maintenance" booklet along with the specific warranties. All warranties should be filled out and mailed immediately, and the serial numbers of all units should be recorded for future reference.

Water Heaters

Water heaters, whether they are gas or electric, require very little attention. They are equipped with internal thermostats to maintain the water temperature at the desired level. The temperature setting is normally 120 F (a minimum of 140 is required for automatic dishwashers). All water heaters are equipped with pop-off pressure relief valves as a back-up in case of thermostat failure. These valves should be checked at time of installation to make certain that they are free to function properly.

Electric Water Heaters

Electric water heaters must be filled with water prior to supply of electric power so as to prevent damage to the heating elements. Check electrical power requirements before installing a new water heater so as to prevent any circuit overloads.

Gas Water Heaters

Gas water heaters should not be ignited until filled with water. Make certain that the proper sized orifice is installed for the type of gas being used. Building Codes and Manufacturers Specifications fix combustion air requirements for these units. Combustion air is provided by means of vented water heater access doors or by floor vents. **DO NOT**, under any circumstances, block these vents.

SAFETY CONSIDERATIONS (Cont'd)

Clothes Dryers

If your home has been wired for an electric dryer, then provisions have been made for a dryer vent. Completion of the venting hook-up is the responsibility of the owner.

The hook-up procedure is as follows:

1. Locate the vent pipe that has been installed in the floor of the laundry area.
2. Remove the vent pipe top cap.
3. Connect the dryer vent to the floor vent pipe by means of 4-inch flexible tubing.
4. Locate the vent opening underneath the home.
5. Attach tubing to exit point of vent pipe.
6. Suspend tubing by means of rustproof straps attached to bottom of floor and run to exterior of home.
7. Install damper vent.

CAUTION

DO NOT ALLOW YOUR DRYER TO VENT UNDER YOUR HOME. THIS MAY CAUSE A BUILD-UP OF FLAMMABLE MATERIALS UNDER THE HOME, AND IT WILL ALSO CAUSE MOISTURE TO ACCUMULATE UNDER THE HOME.

Shut Off Valves

All natural and LP gas burning appliances are factory equipped with shut off valves on the fuel lines. These valves are located inside the home within a few feet of the

appliance. They may be located behind cabinet doors, drawers, or behind a removable panel. Be sure you make yourself aware of their exact location and use. It requires only 1/4 turn of the handle to turn the valve off and cut the fuel supply.

Exit Doors

Every home is designed to the U.S. Department of Housing and Urban Development Manufactured Home Construction and Safety Standards with two exit doors which are remote from one another. Be sure that these doors are openable and left free for exit.

NOTICE

**METHOD OF WIRING & GROUNDING
THIS MANUFACTURED HOME**

NOTE: ALL WIRES FROM THE PANEL BOX TO THE DISCONNECT MUST BE INSULATED, INCLUDING THE GROUND WIRE. ALL WIRES WILL BE COPPER.
(ALL FOUR WIRES ARE ABSOLUTELY ESSENTIAL.)

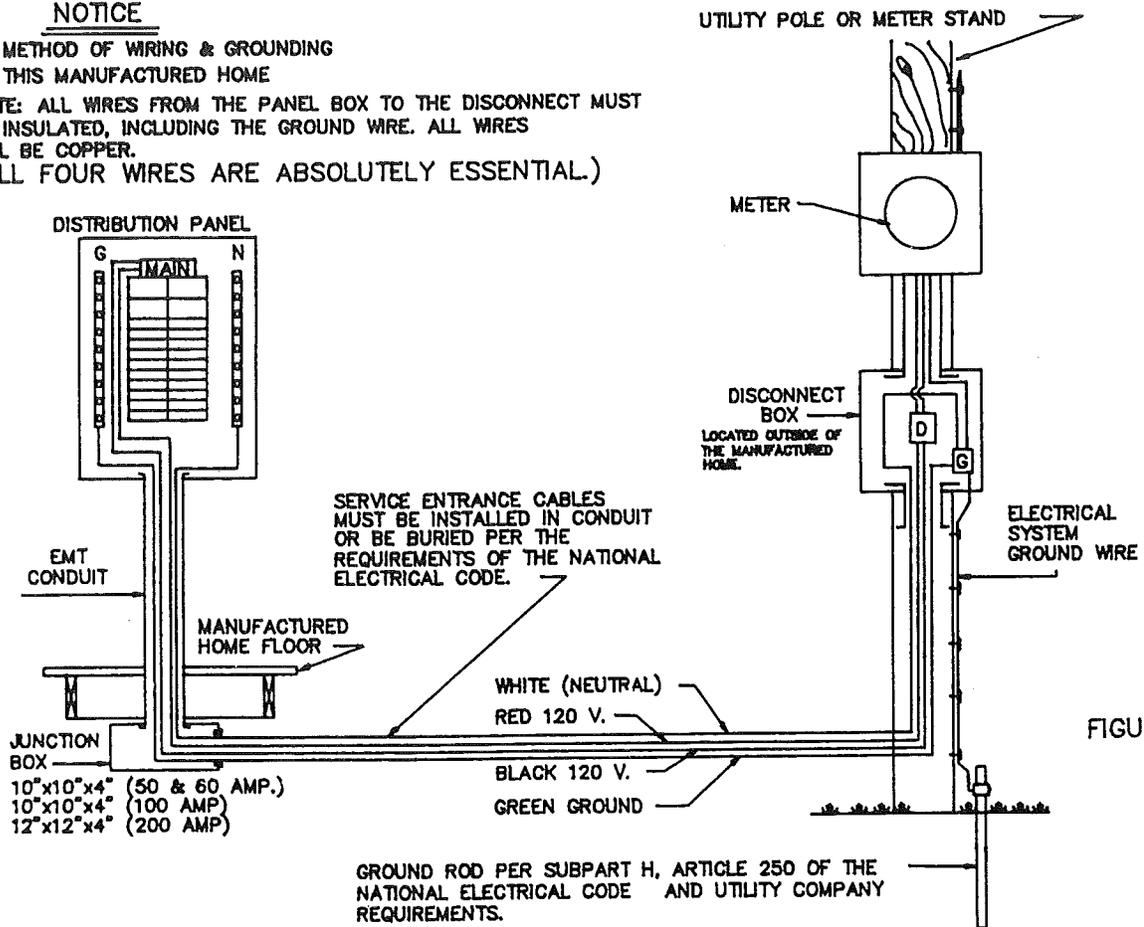


FIGURE 1

CAUTIONS

READ EVERY ITEM

1. NEVER DOUBLE-UP ON A CIRCUIT BREAKER.
2. NEVER REMOVE COVER FROM ENTRY PANEL.
3. NEVER OVERLOAD A CIRCUIT.
4. NEVER ADD ADDITIONAL CIRCUITS TO THIS PANEL.
5. NEVER REPLACE A CIRCUIT BREAKER WITH ONE HAVING A HIGHER AMPACITY RATING.
6. NEVER CONNECT THE ENTRY PANEL TO THE DISCONNECT BOX WITH A MANUFACTURED LIFE LINE (PIGTAIL CONNECTOR).
7. NEVER USE 3 WIRES IN PLACE OF 4, BECAUSE THE HOME WILL BE IMPROPERLY GROUNDED. WITHOUT THE 4 WIRE CONNECTION THE CIRCUIT BREAKERS WILL NOT FUNCTION AND A SHORT CIRCUIT AT ANY TIME COULD CAUSE AN ELECTROCUTION.
8. TRIPPED CIRCUIT BREAKERS OF A PROPERLY CONNECTED SYSTEM INDICATE A SHORT CIRCUIT OR OVERLOAD.

WARNING

THE FOURTH INSULATED CONDUCTOR, WHICH IS THE GROUND, IS ABSOLUTELY CRITICAL FOR SAFETY AND PREVENTION OF AN ELECTROCUTION IN THE EVENT OF A SHORT CIRCUIT.

ELECTRICAL FEEDER & EQUIPMENT SIZES					
FEEDER SIZE (See Main Breaker and Label on distribution Panel) (AMPS)	MINIMUM SIZES		FEEDER CONDUCTOR SIZES (AWG) COPPER CONDUCTORS		
	Junct. Box (In.)	CONDUIT (In.)	Red & Black (Power)	White (Neutral)	Green (Grounding)
50 & 60	10x10x4	1 1/2"	No. 6 THW (Cu.)	No. 6 THW (Cu.)	No. 6 THW (Cu.)
100	10x10x4	1 1/2"	No. 3 THW (Cu.)	No. 3 THW (Cu.)	No. 8 THW (Cu.)
200	12x12x4	2"	No.3/0 THW (Cu.)	No.3/0 THW (Cu.)	No. 4 THW (Cu.)

NOTE: BASED ON 75° C, COPPER (CU.) WIRE.
Conductor Sizes Are in Accordance With The 1987 N.E.C. Table 310-16.
Note: They Do Not Take into Consideration Voltage Drop.

FIGURE 2

NOTES:

SECTION D
Insurance

INSURANCE

Insurance coverage for manufactured homes and rates may vary from state to state as a result of their different regulations.

The kinds of coverage you need should be discussed with an agent of your choice who represents an insurance company that understands the manufactured home and can help plan a program best suited to your needs.

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

Insurance companies have given recognition to the problems of the manufactured home owner so that adequate protection is possible both when the home is (1) in transit or (2) sited.

If you plan to relocate your manufactured home, be sure to ask your transport company which aspects of the move will be covered by his insurance. You may wish to obtain temporary additional collision or upset "trip" insurance, or to insure specific items in the manufactured home for possible transit damage.

Included among the types of insurance that the home owner should be aware of are four basic types of insurance coverage that he may want to consider. This list is included to help you select adequate coverage, but there may be additional types of coverage which you should consider.

A. Comprehensive Physical Damage

This type of insurance pays for certain kinds of direct damages to your property, such as flood, fire, theft (of your home), earthquake, windstorm, landslide and lightning. Other damages might be included such as spillage of inks, chemicals, paint, oils, faulty thermostatic controls, etc.

On-the-road collisions or upsets would not be included in this category, but could be insured separately as could natural disaster protection which would pay off the loan in the event the home is destroyed before all payments are made.

It would be well to determine whether adjacent structures (such as steps, awnings, carports, skirting, air conditioning, utility buildings) are automatically considered a part of the "comprehensive" physical damage policy.

Be sure to check if personal effects may also be included, whether or not they are in the manufactured home at the time of destruction or disappearance. If you have collections, art, antiques, jewelry, or other valuables, determine whether or not they are automatically on your policy or must be declared separately.

INSURANCE (Cont'd)

Other items which could be included if desired are:

1. Living expense coverage when the home cannot be lived in because of an insurance loss.

2. Emergency removal of the home to safety and back if there is a threat of loss.

3. Fire department service coverage if there is a charge.

4. Radio and TV antenna loss or damage.

5. Damage or destruction of landscaping.

6. Damage to anchoring systems.

B. Liability Insurance

This type of insurance pays damages to someone else should an accident for which the owner was responsible occur on his property. Such damages could include court costs, first aid and emergency treatments, lost wages, medical and dental costs, and other items agreed upon.

C. Credit Life Insurance

This type of insurance pays off a loan (on the manufactured home) if the home owner should die, except by suicide, before the home is paid for.

D. Credit Accident and Health Insurance

This type of insurance provides for the continued

payment of loan installments, in case the owner cannot work because of illness or an accident, up to the policy limits you purchase.

Some additional items to consider in buying manufactured home insurance are:

1. Total coverage received for money paid.

2. Comprehensive coverage that insures the home for direct or accidental loss.

3. Prompt and capable claims handling.

4. Guaranteed renewal.

5. Agent's knowledge of insurance needs of manufactured home owners.

NOTES:

SECTION E
Special Information

SET-UP PROCEDURE

Correct set-up procedures are absolutely essential if your home is to perform correctly. This work should be done by a competent installer. Your dealer can normally provide this service. You will find instructions for the installer to follow in the package that contains this manual. After the manufactured home installation has been completed, we recommend that it be professionally inspected to assure that it has not been damaged in transit and is properly set-up.

Your dealer should have provided the installation instructions which came with your home for your use. This manual contains important information which you will need should you decide to relocate your home. If you did not receive your copy of the installation instructions, contact your dealer requesting that he provide your installation instructions as soon as possible. Please read the installation instructions.

Settling

As with any building there is always the possibility that a manufactured home may settle after it has been in position for a period of time. This is most likely to occur in those cases where the home is not sitting on a solid concrete base.

A properly maintained installation will, under normal conditions, prevent the home from settling and avoid the possibility of incurring expensive repair bills. If your home is not set and

maintained in proper alignment as it was designed, or if it is not set on a completely firm and proper foundation system as described in the installation manual, certain portions of your home will undergo undue and unnatural structural strain. Such structural strain could lead to problems later. Typically, these problems appear in the form of the buckling, loosening or separating of wall coverings, exterior siding, floors and their covering, ceilings, metal roof membranes and miscellaneous fixed original fixtures and cabinets of the home. Other problems relating to installation include the leaking of doors, windows, roofs, ceilings, and exterior walls due to the loss of the weather seals in these areas, as well as the loss of proper operation of windows and doors and their locking devices. The alignment and supporting piers must be checked on an annual basis as part of your owners maintenance program.

Should this problem occur, contact your dealer or installer for an inspection of the set-up and have the unit realigned where needed.

Skirting

Skirting of your manufactured home is recommended. Not only does it improve the appearance of the home, but also it reduces the energy used to heat and cool your home.

Some mobile home parks require that all manufactured homes be skirted.

SET-UP PROCEDURE (Cont'd)

IMPORTANT: The skirting must be installed in a manner which prevents it from collecting the water from rainfall or melting snow and ice, which cascades down the sides of the home. The area beneath the home must be ventilated. The minimum vent area shall be 1 square foot of net free area (area of opening in grillwork) for every 150 square feet of area under the home. (Length of home multiplied by width of home divided by 150 equals net free area of vent required in square feet.) Each ventilator must have a minimum of 60 square inches of net free area. Install an equal number of ventilators along each side of the home. One ventilator should be within 4 feet of each end of the home with the remainder equally spaced along the length of the home and located across from one another. This will allow for cross-ventilation and dissipate damaging condensation.

MOVING

Manufactured homes are moved by professional manufactured home movers. There are several firms that specialize in this activity, and they have offices in all major cities.

While you should never attempt to move your home yourself, there are certain procedures that you should follow to prepare for the move.

NOTE: It is extremely important to consult with a professional manufactured home mover about the weight and load distribution prior to moving to prevent impairing the home's structure.

A. Road Gear Inspection

Hitch Coupler Assembly-
Your home is equipped at the front with a coupling and hoisting device called a hitch. This provides a means for attaching 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.

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 is advisable so the parts will be functioning when they are being used.

Brakes - A home that has been parked for a prolonged period should have its brakes checked by a competent manufactured home 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 immediately when they become worn out or greasy. Linings approved by the manufacturer of the brakes should be used.

MOVING (Cont'd)

Tires - When a home is blocked in position, tires should carry some of the weight but a board may be placed under the tire to keep it free of the soil. Tires should be kept inflated.

After the home is positioned and the skirting is installed, the tires will be shielded from the sun. Painting the tires with a rubber tire paint helps protect them from deterioration.

The original tires furnished with your home are guaranteed by the tire manufacturer to be free from defects in workmanship for a certain period of time. Check the tire warranty information. If an examination shows that any tire has failed under the terms of the warranty, adjustment should be arranged through the nearest tire dealer handling that brand of tire.

All tires are designed to carry a specific load at a specified air pressure. They will render satisfactory service if used within the load limitation indicated by the tire manufacturer.

Wheels - Wheel bearings can become badly etched or corroded when your home is parked 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 the hub should be cleaned and repacked with grease, leaving no voids in the hub to prevent the entrance of moisture.

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

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

To check for spindle tightness, the grease cap under the hub 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. No side play should be present in the bearings. This can be checked by rocking the wheel sideways by hand with the wheel jacked up.

B. Packing

Pictures, clocks, radios, small television sets, lamps and other fragile items can be tied on the couch in the living room or on a bed.

MOVING (Cont'd)

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.

It is strongly recommended that you consult with a professional manufactured home mover about the load and weight distribution within your home prior to moving. Since loose articles within a moving home tend to shift to the front and to the right, most of the weight should be placed against the forward walls.

Heavier and unbreakable items should be packed over the axle to the front, with the weight evenly distributed to the center of the home. Place as few items as possible in the rear rooms.

The water inlet and sewer outlets should be capped. Close all windows. Lock all doors. The mover should check the entire undercarriage of the home and the tires for proper inflation.

C. Overloading

Remember, overloading means overweight, unnecessary stress, and undercarriage sway--all of which result in extra cost to you for tire blow-outs, structural damage, and longer routing.

Check and make sure after loading that the distance between the top of each tire and the bottom of each wheel well is three inches or more. This will prevent a dangerous rubbing of tires when the home is moving.

Prior to moving, a good rule of thumb is to take out everything 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 mowers, or lawn equipment in your home when moving.

Items such as a piano, freezer, or large trunks should be shipped separately. Your home has been designed and constructed to be capable of sustaining the design loads, consisting of the dead load plus a minimum of three pounds per square foot floor load in the superimposed dynamic load resulting from the over-the-road movement.

Excessive weight or improper weight distribution while towing your home to another site could possibly cause the home's underframe to bend or misalign during transit. As a result, the whole structure of the home could be impaired, and the same four general conditions resulting from improper blocking and leveling of your home could also occur immediately or gradually after any secondary moves of the home.

D. Routing

Make sure you and your manufactured home mover map out a smooth route to the new location of your home. Your home should not be towed over a rough or dirt or gravel road. It should not be towed at excessive speeds.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

HUD is the Federal agency which administers the Act and any questions concerning the Act or your rights under the Act can be directed to HUD or to the approved SAA in your state acting as HUD's agent. In order to contact HUD, you should refer to the Department of Housing and 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 Manufactured Home Standards Division, Department of Housing and Urban Development, Washington, D.C. 20410 (Telephone 202-472-4703).

STATE ADMINISTRATIVE AGENCIES (SAA) :

Alabama Alabama Manufactured Housing Commission
908 South Hull Street
Montgomery, Alabama 36130

Arizona Office of Manufactured Housing
1645 West Jefferson, Room 431
Phoenix, Arizona 85007

Arkansas Arkansas Manufactured Home Commission
10222 High Street
Little Rock, Arkansas 72202

California Department of Housing & Community Development
P.O. Box 31
Sacramento, California 95801

Colorado Colorado Division of Housing
1313 Sherman Street
Denver, Colorado 80203

Florida Bureau of Mobile Home Construction
Department of Highway Safety and Motor Vehicles
2900 Apalachee Parkway
Tallahassee, Florida 32301

Georgia State Fire Marshal
200 Piedmont Avenue
West Tower, 7th Floor
Atlanta, Georgia 30334

Idaho Department of Labor & Industrial Service
317 Main Street, Room 400
Boise, Idaho 83720

Indiana Code Enforcement Division
Department of Fire Prevention & Building Safety
1099 North Meridian Street, Suite 900
Indianapolis, Indiana 46204

Iowa Building Code Bureau
Division of State Fire Marshal
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 Department of Public Safety
Mobile Home Division
1033 North Lobdell Avenue
Baton Rouge, Louisiana 70806

Maine Manufactured Housing Board
Department of Business Regulation
State House Station 35
Augusta, Maine 04333

Maryland Department of Economic and Community Development
45 Calvert
Annapolis, Maryland 21401

Michigan Department of Commerce
Mobile Home Division
6546 Mercantile Way
Lansing, Michigan 48909

Minnesota Building Codes Division
408 Metro Square Building
7th and Robert Street
St. Paul, Minnesota 55101

Mississippi Mobile Home Inspection Division
P.O. Box 22542
Jackson, Mississippi 39205

Missouri Manufactured Housing Department
Missouri Public Service Commission
P.O. Box 360
Jefferson City, Missouri 65101

Nebraska Division of Housing and Environmental Health
State Department of Health
301 Centennial Mall South
Lincoln, Nebraska 68509

Nevada Department of Commerce
Manufactured Housing Division
Capitol Complex
Carson City, Nevada 89710

New Jersey Division of Housing and Development--BCCE
Department of Community Affairs
CN 805 Manufacturing Construction
Trenton, New Jersey 08625

New Mexico Regulation and Licensing Department
Manufactured Housing Division
Bataan Memorial Building
Santa Fe, New Mexico 87503

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

North Carolina North Carolina Department of Insurance
Engineering and Building Codes Division
P.O. Box 26387
Raleigh, North Carolina 27611

Oregon Building Codes Division
 Department of Commerce
 401 L & I Building
 Salem, Oregon 97310

Pennsylvania Division of Industrialized and Mobile Housing
 Department of Community Affairs
 Room 509, Forum Building
 Harrisburg, Pennsylvania 17120

Rhode Island Building Code Commission
 Department of Community Affairs
 1270 Mineral Spring Avenue
 North Providence, Rhode Island 02904

South Carolina Division of General Services
 Manufactured Housing Section
 310 Gervais Street
 Columbia, South Carolina 29201

South Dakota Division of Commercial Inspection & Regulation
 Capitol Building
 Pierre, South Dakota 57501

Tennessee Factory Manufactured Structures and Recreational Vehicles
 9th Floor, Tennessee Building
 6th & Church
 Nashville, Tennessee 37219

Texas Texas Department of Labor & Standards
 P.O. Box 12157
 Capitol Station
 Austin, Texas 78711

Utah Director of Mobile Homes & Recreational Vehicles Division
 Department of Business Regulations
 160 East 300 South
 Salt Lake City, Utah 84110

Virginia Division of Building Regulatory Services
 Department of Housing & Community Development
 205 North Fourth Street
 Richmond, Virginia 23219

Washington Factory Assembled Structures
 300 West Harrison
 Seattle, Washington 98119

Wisconsin Light Building Section
 Department of Industry, Labor & Human Relations
 P.O. Box 7969
 Madison, Wisconsin 53707

WARRANTIES AND WARRANTY SERVICE

Specific provisions for the warranty on this home are covered by the separate warranty information contained with this manual. In addition to the basic warranty on the home, many appliances (such as furnaces, washing machines, etc.) supplied with the home will have separate warranties and operating instruction manuals. We suggest that you locate and familiarize yourself with these items. For your convenience, some of the separate appliance warranty manuals are contained in the information package with this manual. In other cases, such as furnaces and water heaters, the operating instructions (which may contain the warranty information) are required to be attached to the appliance.

If local service is requested under the terms of your warranty, you should become familiar with the appliance service representative. It is suggested that this information be recorded in the space provided on pages 38-39 of this book under the section entitled, "Your Local Service References." The retailer from whom you bought your home can probably provide this information, or it can be obtained from the manufacturer of the appliance.

PREVENTIVE MAINTENANCE

The electrical, heating, and plumbing systems of your manufactured home were designed and installed in accordance with accepted engineering practices. However, normal use

through time will cause some expected breakdowns on components just as would happen in any other building or home. To prevent major problems, watch for telltale danger signals such as continuous damp areas under drain and water lines, oil and gas leaks in your fuel system, overloading of electric circuits resulting in a fuse or breaker continuously tripping off, or unusual flickering of lights. Become acquainted with the Use and Care manuals provided by the appliance manufacturers and follow their instructions as closely as possible.

If a breakdown does occur, consult a concern specializing in the specific area of trouble. Complete the information requested in the Directory of Service Firms (on the following pages) as soon as possible so that you will have a ready reference in case of emergency.

If your home is equipped with gas appliances, a shut-off valve is installed within 6 feet of the appliance in case you have any problems. The electric distribution panel has a main shut-off switch to be used if it is ever necessary to cut off electricity throughout the house. The main shut-off valve for the water system is usually located at the left rear side of your home in the area of the water heater. This should be shut off if any break occurs in the water system.

THE COMPLIANCE CERTIFICATE

The manufactured home Compliance Certificate is located near the electrical panel or in a kitchen overhead cabinet. The certificate could be divided into 4 basic parts. Each part and its information are as follows:

1. The first part lists the manufacturer name and address, date of manufacture, the description of the home and its serial number and the agency who approved the overall design and structure of the home.

2. The second part lists all the major appliances that were factory installed. It should be noted that all these appliances are covered by their manufacturers' warranties and not by Fairmont Homes, Inc.

3. The third section identifies the structural zones the home was constructed for.

Design Roof Load Zone-
The design roof load is indicated by the shaded areas on the map and the labels North, Middle, and South. These areas are based on the amount of snowfall that a given area could receive. It is not recommended that your home be relocated into an area with a larger PSF rating than the one marked.

Design Wind Load - The design wind load is indicated by the shaded areas on the map and the labels Standard and Hurricane. These are based on the amount of force generated by the wind and applied against the side of the home. It is not recommended that your home

be relocated into an area

having a greater wind load than the one indicated. Refer to this map to determine the proper tie-down system to use.

4. The fourth and last part covers the heating and cooling design of your home. It will indicate which winter zone the home has been designed for, the lowest outside temperature at which the furnace will maintain +70 F inside, and the largest size air conditioner that the duct work can handle. The heat gain "U" values are also listed to enable an air conditioning contractor to size an air conditioner to your home.

OTHER INFORMATION

We hope you are pleased with your Century built manufactured home. Further information about it, including technical data, may be obtained by writing to Century Homes at the address on the cover of this Home Owner's Manual or on the data plate.

YOUR LOCAL SERVICE REFERENCES

When you purchase your Century home, your dealer can help you develop this list of local service contacts. Often the instructions received with separate appliances include information about local service. If you ever should need them, having the contacts listed here can save time and eliminate confusion during an emergency.

Your CENTURY DEALER

Firm _____

Street _____

City _____

State _____ Zip _____

Serial Number of Your Home _____

Year Purchased _____

Serial Number of Keys _____

Warranty Expiration Date _____

DRYER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

AIR CONDITIONER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

GARBAGE DISPOSAL Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

RANGE Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

DISHWASHER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

SERVICE REFERENCES (Cont'd)

FURNACE Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

HOT WATER HEATER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

WASHER Service

Model Number _____

Make _____

Representative _____

Phone _____

Warranty Expiration Date _____

SEASONAL MAINTENANCE AND CARE

Seasonal maintenance and care of your home can add to your convenience and comfort. We have listed some key activities. You may wish to include others.

SPRING:

1. Wash exterior; wax aluminum siding only.
2. Wash, wax walls.
3. Inspect roof, clean off debris; rinse off with water and hose. Reseal around all roof openings where needed.
4. Check exhaust fan systems.
5. Check floors for alignment.
6. Check blocking for rigidity.
7. Check wood fiber siding for need to be resealed.
8. Check door and window caulking seals for needed resealing.

SUMMER:

1. Check air conditioner.
2. Clean air filters.
3. Replenish fuel oil supply.
4. Check footings, piers and proper alignment of home.

FALL:

1. Check/clean furnace.
2. Check oil supply.
3. Caulk all small openings.
4. Wash exterior; wax aluminum siding only.
5. Inspect and rinse roof.
6. Recoat metal roof if necessary.
7. Check exhaust fan systems.
8. Clean air filters.
9. Check heat tapes for operation.
10. Check and wrap all exposed oil, drain and water lines.

WINTER:

1. Lubricate window hinges and arms.
2. Check furnace filters every 30 days.
3. Clean filters if necessary.
4. Check skirting around perimeter.

DEPT. OF AGRICULTURE
WASHINGTON, D.C. 20250

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