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# Maintaining Your Home

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## Home Maintenance Tips

Thank you for choosing the **Joyner/Barnes Team** to work with you in finding your new home. Our goal is to ensure that you are entirely comfortable with your new home.

As a responsible homeowner you will want to protect your investment. That is why we have developed this booklet. It is designed to provide you with important information on the care and maintenance of your new home.

We appreciate your choice to use The Joyner/ Barnes Team in helping you with your home purchase. We wish you the best of luck in your new home.

For all of your real estate needs, please remember us! We *love* Referrals!

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## Monthly Interior Maintenance Check List

- Check and replace furnace air filter.
- Drain 1 to 2 gallons of water from the water heater.
- Pour water down unused drains.
- Grind ice cubes in garbage disposal.
- Inspect dishwasher for leaks.
- Inspect and clean faucets and shower heads.
- Clean frost-free refrigerator drain pan.
- Clean kitchen exhaust fan filters.
- Check tub/shower area. Keep caulked areas clean. Re-caulk as needed

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## Monthly Exterior Maintenance Check List

- Check all gutters and downspouts for proper water flow
- Check exterior for bird, wasp or hornet nests
- Check all windows and screens for proper function
- Water shrubs and lawn when needed
- Prune shrubbery as needed
- Check for evidence of termites

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## Seasonal Tips- Spring Checklist

- Adjust sprinkler system setting for season.
- Change furnace filter (monthly).
- Check drainage swales for proper rain water flow.
- Check smoke and carbon monoxide detectors.
- Clean aerators on faucets and shower heads (monthly).
- Clean clothes dryer exhaust duct, damper and space under dryer.
- Inspect A/C unit for proper operation as recommended by the manufacturer.  
Maintenance should include:
  - Cleaning the evaporator coil
  - Lubricating fans and motors
  - Tightening or changing the belts
  - Checking the drain pan for leaks
  - Checking the condensate drain
  - Calibrating the thermostat

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## Seasonal Tips-Spring Checklist Continued...

- Inspect kitchen backsplash caulking and re-caulk as needed
- Inspect interior paint, stain or siding, putty and re-caulk as needed
- Inspect shower and tub caulking and re-caulk as needed
- Inspect roof and roof vents
- Replace porch/storm windows with screens
- Remove hose bib protectors
- Reseal wood fences, and wood decks as needed
- Seed and feed lawn
- Test alarm system
- Test GFCI receptacles
- Turn on dehumidifier for warmer season

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## Seasonal Tips - Summer Checklist

- Adjust sprinkler system settings for season
- Check for evidence of termites
- Change furnace filter (monthly)
- Check drainage swales for proper rainwater flow
- Check smoke and carbon monoxide detectors
- Deep-water shrubs and trees
- Have carpet cleaned
- Inspect caulking of backsplash, shower and tub areas and re-caulk as needed
- Lubricate door hinges with silicone spray
- Lubricate rollers and guides on garage door and opener
- Test alarm system
- Test GFCI receptacles

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## Seasonal Tips-Fall Checklist

- Adjust sprinkler system setting for season
- Change furnace filter (monthly)
- Check for evidence of termites
- Check smoke and carbon monoxide detectors
- Clean aerators on faucets and showerheads.
- Inspect A/C unit for proper operation
- Inspect backsplash, tub and shower for caulking and re-caulk as needed
- Inspect caulking around doors and windows
- Inspect roof and roof vents
- Test alarm system
- Test GFCI receptacles

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## Seasonal Tips-Winter Checklist

- Adjust sprinkler system settings for season
- Apply pest control (annually)
- Change furnace filter (monthly)
- Check Drainage swales for proper rainwater flow
- Check smoke and carbon monoxide detectors
- Drain outside faucets and remove all hoses
- Inspect backsplash, shower and tub caulking and re-caulk as needed
- Inspect and re-caulk control joints in driveway

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## Seasonal Tips-Winter Checklist Continued

- Insulate pipes in your crawl space
- Insulate hose bibs after disconnecting all hoses
- Remove screens from porch/storm window frames and replace with storm windows
- Seed and feed lawn
- Test alarm system
- Test GFCI receptacles
- Use wood conditioner on all wood cabinets

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## Home Maintenance Guide

### Air conditioning and Heating

**Filters** – Your A/C system has an air filter to help keep the air in your home clean. For maximum efficiency, this filter should be replaced or cleaned regularly. Clogged filters can cause a unit to malfunction. The instruction manual for your system will tell you the location of the filter and how to clean and replace it.

**Gas furnace** – Gas furnaces are normally automatic starts. If you're heating unit is not an automatic start, your pilot light will have to be lighted manually at the start of the heating season and turned off at the end of the heating season. Your furnace and vent stack should be inspected by a professional repairman at least once a year prior to the heating season. We highly recommend you purchase a carbon monoxide detector– this is only needed if you have gas heat

**Heat pumps** – Heat pumps work to heat or cool your home. They transfer warm air from one location to another. As a result, the warm air delivered through your registers is cooler than the heated air produced by a gas or electric furnace. This gradual heat will keep the home comfortable.

**Register** – The registers throughout your home help to regulate the flow of air and to maintain the desired temperature. By opening and closing the registers and dampers, you can determine the amount of cool or warm air together with the thermostat and will maintain the temperature in your home. In addition to the air outlets, your home will have an air intake (return) register. These registers should never be obstructed.

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## Home Maintenance Guide

### Air conditioning and Heating

**Thermostat** – The thermostat (usually located near the air return duct) helps to keep your home at an even temperature. Individual room temperatures can vary and can be regulated by adjusting the registers in the various rooms. The temperature may also vary between floors as air rises. If you have a second floor, it is likely to be warmer than a lower level. These variations in temperature with in a home can be further minimized by leaving the furnace circulating fan on more consistently. If your home is heated by a warm air furnace or a heat pump system, your thermostat also may contain controls for converting from the cooling system to the heating system and vice versa. A recommend setting for a thermostat is 72 degrees for heating and 78 degrees for cooling.

### Attic Ventilation

If your home has a pitched roof, the space between the ceiling and the roof may have louvered openings. Louvered openings should remain unobstructed all year round. If your home has soffit vents and/or ridge vents they should also be clear of debris. Ridge vents should be checked periodically to ensure they are secure and have not been loosened loose in high winds. Please remember you can over insulate a home creating mold and mildew problem! Your attic was built to breath.

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## Home Maintenance Guide

### Bathtubs, Sinks and Showers

**Tile and porcelain enamel** – The surface of these fixtures is hard, smooth and glossy like a mirror, but is not indestructible. Accidents or improper cleaning will cause chipping, scratches and stains. A blow from a heavy or sharp object will chip the surface and scraping or banging metal utensils in a sink will gradually scratch and dull the surface. The finish is then susceptible to stains, which become increasingly difficult to remove. Shiny new fixtures can also be dulled or stained within a short time through excessive use of abrasive cleaners. Most household cleansers are mildly abrasive, and are not harmful when used with plenty of water; however, a nonabrasive cleanser is safer. If you prefer a dry material, baking soda and Bon Ami<sup>®</sup> Powder are non-abrasive. Most stains are caused by dirt, food, grease, rust or water minerals.

**Stainless Steel** – Stainless steel fixtures and sinks generally resist staining but may need a thorough scrubbing only occasionally. Do not use steel wool pads, as these can remove the finish of stainless steel sinks. Use a nonabrasive cleanser or a commercial stainless steel cleanser. Stainless steel sinks will dent when they receive a strong impact. Stainless steel can rust if food or water are left in them for an extended period of time.

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## Home Maintenance Guide

### Bathtubs, Sinks and Showers (Continued)

**Fiberglass Tubs and Showers** - Never use powdered cleansers or any type of abrasive on fiberglass tubs and showers. Special fiberglass cleaners are available at most supermarkets. Spray window cleaners are also effective. For long-term protection, wax your fiberglass units with a high quality automobile wax immediately on move in and after each major cleaning. When waxing, do not wax the bottom of the tub this will create a safety hazard.

**Shower Enclosures** – To clean shower enclosures, an ordinary dishwashing detergent (not soap) will do a good job unless hard water minerals have been deposited. For these, use a commercial glass cleaner containing ammonia or 1 tablespoon of household ammonia in a quart of water. **WARNING:** Be sure to read the caution note on the label before using ammonia. Never use steel wool or scouring pads on the metal portion of the enclosure. It will remove the protective finish applied by the manufacturer and cause unsightly scratches. To prolong the life of your plumbing fixtures follow these precautions:

- \* Do not let food waste stand in sink.
- \* Do not use plumbing fixtures to hold paint cans, trash, or tools when you are re-decorating. Cover them when painting walls and ceilings.
- \* Do not step in a bathtub or shower stall w/ shoes on for any reason. Shoes carry hundreds gritty particles that will scratch surfaces.
- \* Do not use sink, tub for receptacles for photographic graphic or developing solutions.

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## Home Maintenance Guide

### Cabinets

Kitchen and bathroom cabinets should never be cleaned with harsh abrasives. Wood cabinets may be cleaned like any other piece of wood furniture with lemon oil or a good furniture oil, unless it has been plastic coated. An excellent product for hiding minor nicks and scratches that occur over time is Old English Furniture Polish<sup>®</sup>. Periodic use of silicone spray lubricant on drawers and hinges will improve operating efficiency.

### Carpeting

Vacuum at least once a week. Plan to give your carpet a professional cleaning at least once a year to remove deep down dirt and stubborn stains. Always attack stains immediately. Seek the advice of a carpet expert. Always test a hidden area in a closet before trying stain removers. Should your furniture become wet for any reason, the bottom of furniture legs must be taken out of contact with the carpet. Aluminum foil works well in this situation.

### Caulking/Exterior

Caulking will separate and deteriorate over the life of the home. Moisture can work its way behind wood trim or siding and cause serious rotting problems. Leaks around doors and windows can also result if this condition goes unnoticed for any length of time.

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## Home Maintenance Guide

### Ceramic Tile

Simply vacuum when needed. Occasionally, a wet mopping with warm water may be needed. Avoid detergent in the water. Grout sealers are available to make the grout more resistant to stain, but must be applied on an ongoing basis and may void the limited warranty on the grout. To keep looking new wet mop with water only from time to time. Cleaning solutions can alter the color of grout. Grout sealers are available to make the grout more stain resistant.

### Counter Tops

Always refer to the manufacturer's care information. Most spots or glass rings will usually clean with a damp cloth and mild soap. Be careful of inks used in grocery products, especially meats and produce. They are extremely difficult to remove. Newspaper ink can also produce difficult stains. Cigarette burns are almost impossible to remove. Do not sit on countertops. Excessive weight can cause drawer malfunctioning and cause the top to pull away from the wall. Make sure to monitor the caulking and redo if separation occurs. For bathroom counter tops, be especially careful of razor blades. If hard water minerals collect they may be removed with a mild ammonia solution of one tablespoon to each quart of water. Scratches in solid surfacing can easily be removed with steel wool. Just gently rub. Granite is a natural stone product and does scratch over time. Do not buff out scratches. You will do more damage. Grout in tile countertops needs to be clean regularly. The best product to use is Comet<sup>®</sup>.

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## Home Maintenance Guide

### Disposals

The disposal will provide more effective disposing action if cold water is running and the unit is turned on prior to depositing food into it. Cold water helps to solidify grease, which can be chopped up and moved out in a more effective manner. Once a month, a tray of ice cubes with a lemon can be deposited and chopped up. The ice has a cleaning effect on the blades and exit areas of the disposal and the lemon adds a fresh smell. If the disposal is jammed:

1. Turn off the switch before trying to unclog.
2. Use the Allen wrench provided.
3. After removing the jammed item, reset the button located on the bottom of the disposal.

### Doors

**Bi-fold doors** – these doors may stick or warp because of weather conditions. Apply a silicone lubricant to the tracks to minimize this inconvenience.

**Exterior Finish** – Plan to refinish doors at least once a year. Stained exterior doors tend to weather faster than painted doors. Treat with a wood preserver every three months to preserve the varnish and prevent the door from drying and cracking.

**Failure To Latch** – This can be corrected by making a new opening in the jam for the latch plate and raising or lowering the plate accordingly.

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## Home Maintenance Guide Doors (Continued)

**Hinges** – Remove the hinge pin and apply a silicone lubricant to remedy squeaky hinges. Avoid using oil, as it can gum up or attract dirt. Graphite works but can create a gray smudge on the door or floor covering beneath the hinge if too much is used.

**Locks** – Lubricate door locks with graphite or other waterproof lubricant. Avoid oil.

**Sticking** – If swelling during a damp season causes sticking, do not plane the door unless it continues to stick after the weather changes. Before planing a door due to sticking, try two other steps: first, apply either a paste wax or candle wax to the sticking surface; or, second, tighten the screws that hold the door jamb or door frame. If planing is necessary even after these measures, use sandpaper to smooth the door and paint the sanded area to seal against moisture.

### Drywall

During the year, it is common for cracks and nail pops to occur. To correct a nail pop, reset the nail with a hammer and punch. Cover it with Spackle which is available at paint and hardware stores. Apply two or three thin coats. When dry, sand the surface with fine grain sandpaper before painting. Indentations caused by sharp objects can be filled with Spackle in the same manner. Hairline cracks can be repaired with a coat of paint.

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## Home Maintenance Guide Electrical System

**Breaker Panel** – This includes a main shut-off that controls all the electrical power to the home. Individual breakers control the separate circuits. Each breaker is marked to help you know which breaker is connected to which major appliances and outlets. For any electrical failure, always check the breakers in the main panel box.

**Breakers** – Circuit breakers have three positions: on, off and tripped. When a breaker trips, it must first be turned off before it can be turned on. Switching the breaker directly from tripped to on will not restore service.

**Breakers Tripping** – Tripping can be caused by too many appliances plugged into the circuit, a worn cord, or defective appliance or operating an appliance with too high a voltage requirement for the circuit. The starting of an electric motor can also cause this.

**Buzzing** – Fluorescent fixtures use transformer action to operate. This action can cause a buzzing sound. It is not harmful.

**GFCI (Ground Fault Circuit - Interrupters)** – GFCI receptacles have a built in element that senses fluctuations in power. The GFCI is really a circuit breaker in itself. Building codes require these to be installed in bathrooms, the kitchen, outside and garage areas, all possible wet areas. Never plug a refrigerator or freezer into a GFCI outlet. The contents of the appliance may be ruined should the GFCI be tripped with out your knowledge. Each month test the test and reset button. One GFCI breaker can control several outlets.

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## **Home Maintenance Guide** **Electrical System Continued**

**Grounded System** – Your electrical system has a three-wire ground system. Never remove the bare wire that connects to the box or device.

**Outlets** – If an outlet is not working, check first to see if it is controlled by a wall switch or GFCI. Next, check the breaker.

**Underground cables** – Before digging, check the location of buried service cables by calling the local utility company.

### **Fireplace**

About ten percent of the heat produced by a fire is radiated into the house. A fresh air vent is installed to supply the fireplace with combustion air and reduce the amount of heated air the fire draws from your house. Open this vent before starting the fire as you do the damper. Close the damper and cold air vent when the fireplace is not in use. Leaving these open is equivalent to having an open window in the house. If the fire is still burning, but you are finished enjoying it, use the glass doors to prevent heated air from being drawn up the chimney until your damper can be closed. Do not close glass doors over a roaring fire, especially if you are burning hard woods like oak or hickory. This could break the glass. Begin with a small fire to allow the components of the fireplace to heat up slowly. Start the fire by burning kindling and newspaper under the grate with two or three logs stacked with air space in between. One sheet of paper burned on top of the stack will help the chimney start to draw. Do not burn trash in the fireplace and never use any type of liquid starter.

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## Home Maintenance Guide

### Fireplace (Continued)

**Chimney Cleaning** – Creosote and other wood-burning by-products accumulate inside the flue over a period of time. This build-up can be a fire hazard. Burning soft woods or improperly seasoned woods necessitates more frequent cleaning. Hire a professional for this.

**Discoloration** – Discoloration of the firebox or brick is a normal result of use and requires no corrective action. Mortar-style fireplaces may develop cracks due to temperature changes and other factors.

**Downdraft** - Although extremely high winds can result in a downdraft, this condition should be temporary and occasional.

**Spark Arrester** – If this becomes clogged, the diminished airflow will affect the performance of the fireplace and may be a fire hazard. Have it cleaned professionally when needed.

**Water Infiltration** - In unusually heavy or prolonged precipitation, especially when accompanied by high winds, some water can enter the home through the chimney.

### Gas Fireplace

Read the manufacturer's directions completely. A slight delay between turning on the switch and the flame ignition is normal. The flames should ignite gently and silently. If you notice any deviation from this and any gas smell, immediately shut off the switch and report it to the gas company. Excessive winds can cause a downdraft, which can blow out the pilot requiring you to relight it before using the fireplace. The exterior vent cover for a direct-vent gas fireplace can become extremely hot when the fireplace is operating.

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## Home Maintenance Guide

### Foundations

**Cracks** – Surface cracks are not detrimental to the structural integrity of the wall. Cracks should not allow water to come through. Slight cosmetic imperfections in foundation walls, such as a visible seam are possible and require no repair unless water comes through.

**Dampness** – Due to the amount of water in concrete, basements may be damp. Condensation can form on water lines and drip onto the floor.

### Garage Overhead Door

Since a garage door is a large moving object, periodic maintenance is required. Garage doors cannot be airtight. Some light will be visible around the edges and across the top of the door. Some precipitation may enter around the door, as well as dust.

**Locks** - If the lock becomes stiff, apply a silicone or graphite lubricant.

**Lubrication** – Every 6 months apply a lubricant such as silicone spray to all moving parts: track, rollers, hinges, pulleys, and springs. Check to make sure that all hardware is tight and operating as intended with out binding or scraping.

**Opener** – Before operating a garage door opener, make sure the door is completely unlocked and the rope-pull has been removed before using the operator. Expect to replace the battery in the remote about one a year. It is usually a 9-volt battery. An electric eye provides a safety stop in the event someone crosses through the opening while the overhead door is in motion. Do not leave tools or other stored items in the path of the eye.

**Sag** – Garage doors may sag slightly due to weight and span. This will stabilize.

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## Home Maintenance Guide

### Gas Shut-Offs

These are located on the gas lines near their connection to each item that operates on gas. There is a main shut-off at the meter. The gas company is responsible for leaks up to the meter.

### Grading and Drainage

Maintain the slopes around your home to permit the water to drain away from the home as quickly as possible in order to protect your foundation. In most cases, drainage swales do not follow the property line. Soil levels should be 6 inches below siding, brick or other exterior finishes. Contact with soil can encourage pest infestation or deterioration of exterior materials. Keep splash blocks or downspout extensions sloped away from the home. Do not allow decorative rock or bark beds to dam the free flow of water away from your home. Inspect the perimeter of your home on a regular basis to check for signs of settling and fill in these areas as needed to maintain positive drainage.

### Gutters and Downspouts

Materials that accumulate in gutters can slow water drainage from the roof causing overflows and clogging downspouts. Remove leaves and debris caught in them. Leaning ladders against downspouts and gutters may cause damage. Caulk the inside joint between sections of gutters with a commercial gutter caulking to prevent gutter drips. Clear excess snow and ice from downspouts as soon as possible to allow for drain water to flow in the proper place; however, it may be normal for gutters to overflow during periods of excessive rain. Small amounts of water may stand for short periods of time in gutters after a rain.

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## Home Maintenance Guide

### Hardwood Floors

Sweep floors as needed. Never use a wet-mop on hardwood floors since excessive water causes wood to swell and can possibly damage floors. Use a recommended hardwood floor cleaner. Clean spills up immediately with a dry cloth. For a tough spill use a warm water solution with vinegar. A white, filmy appearance can result from moisture from wet shoes. Install floor protectors on furniture placed on hardwood floors to prevent dimples. Be careful to move chairs over floors so as not to scratch or scuff.

**Mats and area rugs** – Use protective mats at exterior doors to help prevent sand and grit from getting on the floor. Gritty sand is a wood floor's worst enemy. Rubber backing on rugs or mats can cause yellowing and warping of the floor's surface.

**Recoating** – If your floors have a polyurethane finish you may want to have an extra coat applied by a qualified contractor within six months to one year.

**Splinters** – New flooring may have small splinters of wood.

**Sun Exposure** – Prevent damage to hardwood floors by installing and using window coverings in these areas.

**Waxing** – Waxing and the use of products like oil soap are neither necessary nor recommended. Waxing will cause the polyurethane finish to resist bonding with polyurethane again.

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### Insulation

Effectiveness of insulation is decreased if it is uneven. Make sure that insulation lays smooth and even. Do not step on drywall ceilings; this can result in damage to the drywall and personal injury.

### Keys and Locks

No keys used during the construction of your home will operate the locks after possession. Most exterior hardware finish comes with a sealant. Clear lacquer sealer can preserve the condition of your hardware. Periodic application of powdered graphite or silicone spray to keyholes can keep lock mechanisms operating smoothly.

### Plumbing

**Clogs** – The main causes of toilet clogs are domestic items such as disposable diapers, excessive amounts of toilet paper, sanitary supplies, Q-tips, dental floss, etc. You can usually clear clogged traps with a plumber's plunger. Improper garbage disposal usage also causes clogs.

**Dripping Faucet** – You can repair a dripping faucet by shutting of the water at the valve directly under the sink, then removing the faucet stem, changing the washer, and reinstalling the faucet stem. The showerhead is repaired in the same way. Replace the washer with another of the same type and size.

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### Resilient Flooring

Follow manufacturer's instructions on cleaning. Some require regular application of a good floor finish. This will assure retaining a high gloss. Avoid using cleaning or finishing agents on a new floor for at least two weeks until adhesive has been thoroughly set. Wipe up spills and vacuum crumbs instead of washing floor frequently. Excessive amounts of water can penetrate seams and get under edges, causing material to lift and curl. Place coasters under furniture legs to prevent permanent damage and do not move appliances across surfaces, this may result in tears and wrinkles. Seams may lift or curl if excessive moisture is allowed to penetrate them. Use a special caulking at tub or floor joints to seal at these locations.

### Roofs

If you walk on your roof for any reason, be careful not to damage the surface or the flashings. Be careful when installing a TV antenna or Dish. A qualified roofer should examine your roof every three years.

### Screens

A gentle washing and hosing once a year is all that is needed to maintain screens. It is not necessary to remove screens during winter.

### Sod

Newly placed sod requires extra water for several weeks. Water in the cool part of the day at regular intervals for the first three weeks.

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## Home Maintenance Guide- Septic System

A septic system consists of two basic parts: septic tank and underground disposal field. To help preserve the effectiveness of the system follow these suggestions:

- Avoid disposing of chemicals such as solvents, oils, and paints into the system.
- Avoid using commercial drain cleaners that will kill the bacteria that work to break down the solid waste matter.
- Food from a disposal decomposes more slowly and adds to the solids in the tank. Coffee grounds may clog the system.
- Do not rely on yeast or chemical additive to digest sludge. They are not an alternative to regular pumping and may actually harm the system.
- Drain surface water away from the disposal field. Eliminate unnecessary sources of water in the area of the disposal field. Plant only sod over the field. Avoid fertilizers in this area.
- Correct leaky faucets or running toilets promptly.
- Don't drive or build over the disposal field.
- Regular pumping (every three to five years) is necessary.

If you believe your system needs attention call a professional to assess the situation. These are signs that your system needs attention.

- Black water with a foul odor backing up in drains or toilets.
- Toilets flush slowly.
- Water ponds on top of the disposal field.
- Grass stays green over the disposal field even in dry weather.

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### Smoke Detectors

Check every month. The alarm should sound when you push the button. Keep the device clean and in proper working condition. It is hard wired to your electrical system and may include a nine-volt battery backup. In the event the electricity is cut off, your system will still be in use. The smoke detector will sound off to inform you that battery replacement is necessary.

### Sprinkler System

Conduct weekly operational checks to make sure of proper performance for the system. Clean and adjust sprinkler heads routinely. Failure to drain the system before freezing temperatures can result in broken lines. Direct sprinklers away from house. Check automatic timer systems after power outages.

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### Termites

Plan to renew your treatment annually. Regularly inspect your home for signs of termites or conditions that would allow their attack.

- Check for wrinkles or waves in wood trim.
- Inspect under the carpet tacks by lifting the edge of the carpet in the corner of a room. Tack strips are untreated and provide a convenient path for termites through your home.
- Tap wood to see if it sounds or feels hollow.
- Be certain all roof water and precipitation move quickly away from your home's foundation.
- Avoid storing wood on the ground and against your home.
- Maintain a "safe zone" at least two feet in width around the perimeter of your home. Avoid planting grass, shrubs or installing any sprinkler device in this area. If you disturb this area, have it retreated.
- Before installing stepping-stone, river rock, concrete, etc., against the home, chemically treat the area that will be underneath the new material.
- If you add to or change the exterior of your home, be sure to have the areas treated first.

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### Water Heater

Review and follow the manufacturer's timetable and instructions for draining several gallons of water from the bottom of the water heater. This reduces buildup of chemical deposits from the water and prolongs the life of the tank as well as saving energy dollars. Also, drain the tank if it is being shut down during periods of freezing temperatures. At least once a year, manually operate the pressure relief valve. To avoid injury, stay clear of the discharge line. Keep the area around the water heater clear of stored household items. Never use the top for storage. The recommended setting for operation of a dishwasher is 140 degrees.

#### Trouble Shooting Tips

- Make sure pilot is lit.
- Make sure temperature setting is not on "vacation" or too low.
- Make sure water supply valve is open.

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### Windows

If your windows are an aluminum mill finish they should never need painting. If you prefer to keep the brand new look, a coat of wax will work well. Any name brand glass cleaner will work to clean the glass. If windows are excessively dirty, clean with a solution of house hold ammonia. Cleaning with a squeegee and lint less cloth will work well. The frames can be cleaned with a mild detergent solution. To lubricate aluminum windows use an aerosol silicone lubricant. Aluminum windows will characteristically sweat or form condensation, depending on weather and humidity. This is normal and may be regulated by the amount of humidity present in your home.

**Weep Holes** – In heavy rain, water may collect in the bottom channel of window frames. Weep holes are provided to allow excess water to escape to the outside. Keep these channels and holes freed of dirt and debris.

### Wood Trim

Wood shrinkage may result in separation at joints of trim pieces. You can usually correct this with caulking and touch up painting. Shrinkage may also cause a piece of trim to pull away from the wall. Drive in another nail close to, but not exactly in the existing nail hole. Fill the old nail hole with putty and touchup paint as need.

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**We hope that this Home Maintenance Booklet has been helpful. We would like to thank you for making our team a successful one and we wish you many happy memories in you new home!**

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