

# **Home Care Essentials: Interior**

**Winterize Your Home – Interior**

**Interior Home Maintenance Calendar**

**Attic & Crawl Space**

**Carpet**

**Hardwood Floors**

**Vinyl Floors**

**Interior Paint, Drywall & Caulk**

**Ceramic Tile, Grout, Caulking, Marble & Laminate**

**Window Liners, Doors, Cabinets, Stained Millwork**

**Heating System**

**Whole House Ventilation**

**Plumbing**

**Homeowner's Guide to Ventilation**

# Winterizing Your Home - Interior

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- Check your heating system and have it service by a qualified technician as suggested in the manufacturer's manual.**
  - *Remember to change out the filters in your furnace according to the instruction in the manual.*
  
- Clean the dryer exhaust duct and heating vents**
  - *Cleaning out your dryer vent prevents lint from building up and therefore decreases the risk for a fire.*
  
- Inspect the washing machine hoses**
  - *If they begin to look frayed it is best to replace them now to prevent leaks and water damage to your home.*
  
- Check your smoke detectors & replace batteries**
  - *Make sure you know how to replace the batteries and how to reconnect your smoke detector. It is generally best to replace these batteries annually.*
  
- Locate all water shut off valves**
  - *In freezing temperatures it is a good idea to let your faucets drip a little to keep them from freezing.*
  
- Review safe fireplace operation located in the manufacturer's operation guide.**
  
- Check garage overhead door and service per the instructions in the manufacturer's manual.**
  - *Learn how to manually operate your garage door in case of a power failure.*



<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Clean furnace filter  Seal grout	Clean dryer vent	Replace smoke detector batteries	recaulk shower, tubs & sinks if needed	Clean / Replace furnace filter  Seal grout	Clean kitchen exhaust fan filter

<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Replace smoke detector batteries	Clean dryer vent	Service fireplace per mfct's recommendations  Seal grout	recaulk shower, tubs & sinks if needed	Clean / Replace furnace filter	Clean kitchen exhaust fan filter

## ATTIC AND CRAWL SPACE

### ATTIC

- The attic of your home is not designed to be used for storage.
- **Insulation** has been placed in the attic and attached to the attic access cover. It should remain firmly in place on the cover so that no heat is lost through the access hole.
- **If it is necessary for you to enter the attic space for any reason, step only on the cross members.**

### CRAWL SPACE

- **A plastic membrane** has been placed on the floor of the crawl space, which serves as a vapor barrier between the ground and your home.
- It is very important that the vapor barrier be kept intact, as it protects your home from any possible ground moisture.
- The crawl space should not be used for storage, and should be kept free of debris.
- Any items placed in the crawl space may attract moisture or insects.
- It is also important to keep the area free and clear for proper cross ventilation.
- **Cross ventilation** keeps the moisture level down in the crawl space.



### **NEVER BLOCK CRAWL SPACE VENTS.**

- **Positive Drain:** A drain has also been placed in the crawl space.
  - It is typically covered with an area of crushed rock.
  - In the event the ground water level becomes excessive, it should drain the water out to the storm water system.
  - Periodically, check the drain area for debris and proper operation.

**CARPET CHARACTERISTICS**

**Seams:** **Seams in the carpet will show.**

- The construction and finish characteristic of certain styles will show more readily than others.

**Shedding:** *Shedding is normal* in new cut pile carpets.

- The amount of fiber loss is of no consequence.
- Regular vacuuming removes the loose fibers without harming the carpet.

**Snags:** If tufts are pulled out of the carpet, clip off with scissors. ***Never pull them.***

**Sprouts:** To remove yarn tufts that stick up higher than the carpet; you can clip off the excess length with scissors. **Do not use a knife.**

- *This is not a carpet manufacturing defect.*

**Pile Crush:** Pile crushing is most apparent in high traffic areas or in front of furniture.

- It is aggravated by soiling from traffic from animals and bare feet.
- This characteristic is usually mistaken for wear.
  - It is not actual yarn wear, but gives the appearance due to the pile laying over. Although this cannot be eliminated, it is best minimized by regularly vacuuming against the lay of the tufts with a beater bar or using a brush with a pile groomer to lift and restore the crushed pile.

**Texture Change:** Normal usage will usually result in texture change.

- This is usually in the form of pile crush or loss of twist in individual tufts.
- Pile crush is best handled as noted above; however, loss of twist can be reduced by preventative measures such as the use of soft backed rugs in high traffic areas.

**Fading:** All carpets will slowly lose some color due to natural and artificial forces in the environment. **Fading can be delayed by:**

- Frequently removing soil by vacuuming.
- Regular cleaning of cold air return filters.
- Keeping humidity from getting too high.
- Reducing sunlight exposure with window coverings.

**Dents:** Dents occur as a result of furniture or heavy objects resting on the carpet.

- Shift location of furniture from time to time.
- Brush the dented area by using a grooming tool to loosen the strands and pull crushed tufts upward.
- Holding a steam iron several inches above the carpet surface, steam the dented area lightly and brush the tufts upward with your fingertips. **Do not let the iron touch the carpet.**

## SOIL FILTRATION

**Soil filtration lines:** Are dark, soiled areas that develop gradually on carpet.

- These patterns can show anywhere, but are usually seen around the perimeter walls, under draperies, and at doorways of seldom used rooms.

**Soil filtration is the result of:** The carpet fibers acting as a filter for the pollutants or particles of dirt and dust in the home airflow.

**Once noticed:** we recommend that you contact a reputable, professional cleaning company for suggestions on specific carpet care.

Soil filtration is not a result of a defect in the carpet or construction of the home.  
**Therefore, this is not covered under your builder warranty.**

## PREVENTATIVE MAINTENANCE

1. Frequent cleaning
2. Regular cleaning of cold air return filters
3. Keep your fireboxes clean between burnings and have your flues professionally cleaned annually.
4. Rearrange furniture to alter air flow patterns
5. Install electric air cleaners.

## GENERAL CARE AND MAINTENANCE

**To reduce soiling problems:** It is recommended that absorbent area rugs be placed by the exterior entry doors to pick up soil from foot traffic.

**For longer carpet life:** Carpet should be vacuumed a minimum of once a week - especially high traffic areas. Gritty soil can damage the fibers and there is less possibility of permanent damage if the carpeting is vacuumed frequently.

**A beating or brushing action** on carpet will give the best results by loosening the gritty soil and raising the pile.

**The final sweep** of the vacuum should be made in one direction to align the tufts.

# CARPET

## SPOT REMOVAL

**Spills and stains should be treated immediately.** The longer a spot remains, the more difficult it will be to remove.

Following are general tips on spot removal:

1. Scrape off excess solids with a dull knife. Immediately blot up spills, using a clean absorbent material (tissues, napkins, towels, etc.)
2. Pretest spot removal formula in an inconspicuous area. Put a few drops of formula on the carpet, place the absorbent material against the spot and hold it for count of 10. If color transfers to the cloth or if a color change occurs, a professional cleaner should be consulted.
3. **Do not over wet.** Use small amounts of formula and blot frequently. Blot, do not rub or brush. Excessive agitation may cause unsightly distortion.
4. Work from the outer edge towards the center of the stain to prevent rings.
5. Blot frequently and continue to apply and blot until the staining material is no longer transferred to the absorbent material.
6. Blot any remaining moisture or cleaning solutions by pressing or padding the area with absorbent towel; weight it down and allow at least six hours to dry.

If the stain persists, consult a professional cleaner.

## PROFESSIONAL CLEANING

There are differing opinions on how frequently professional cleaning of carpet is needed. Some experts suggest carpet be cleaned every one or two years. This time may vary depending on lifestyle, children, pets and vacuuming frequency. In general, if your carpet lacks luster, it may be time to have it professionally cleaned.

## HARDWOOD FLOORS

*Hardwood, being a product of nature, reacts to the seasons or conditions to which it is exposed, and it is important that you, as a new homeowner, understand what to expect. Listed below are explanations of some of the more common concerns:*

### SHRINKING / GAPS

- Most common in winter months
- It is caused primarily by the fact that the heating system in your home creates dry, warm air which draws moisture out of the hardwood. This may cause the boards to pop and creak as they rub against each other.
- **This condition typically is self-correcting with the humidity of summer.**

### CUPPING

- High humidity or moisture creates swelling and expansion as wood absorbs moisture.
- This occurs when the floor is exposed to too much water from a leak, excessive damp mopping, or lack of constant heat if the home is left unoccupied for long period of time.

*The process of hardwood adjusting to atmospheric conditions may continue for 2 to 3 years and should stabilize after that.*

### CARE & MAINTENANCE

- **Never allow liquids to stand on a hardwood floor** - always wipe up all liquids before they set.



#### **Do Not Allow:**

- Heavy objects to drop on hardwood floors.
- Heavy furniture to be pulled across the floor.
- High heels or shoes with rocks embedded to walk across the floor.
- Chairs or stools to slide across the floor.
- Children's toys on floors if they could scratch or dent the surface.

## **HARDWOOD FLOORS**

### **HARDWOOD FINISH**

#### **Standard Finish**

- Your hardwood has had two coats of Swedish finish applied to it, which requires 90 days to totally cure.

#### **Manufacturer's Recommendations**

- The manufacturer recommends that homeowners have an additional (third) coat of finish applied between 9 and 18 months to lessen the possibility of damage and to further enhance the appearance of the floor.

#### **Maintenance**

- Under normal use, hardwood floors with Swedish finish need to be recoated every 2 to 3 years. Failure to maintain the finish on the floors will result in the need to entirely refinish the floors, an expensive and unpleasant process.
- The application of the third coat of Swedish finish, as well as additional re-coatings in future years, are considered to be part of routine homeowner maintenance.

## CARE

### Moving Objects over Vinyl:

- When moving appliances, place plywood or hardboard panels on the floor and “walk” the objects across the floor. Carpet samples or remnants can also be used.



**Never slide appliances or furniture on a vinyl floor.**

### Fading:

- Direct sunlight can cause the floor to fade or yellow.
- Some rubber-backed mats can cause the floor to discolor in time; coca-fiber mats will also scratch. It is recommended that a rug or mat that does **not** have a rubber latex back be used on vinyl floor.

### Caution:

- High heeled/narrow tipped shoes may damage vinyl floors.

## Care & Maintenance:

### General Cleaning:

- Floors will lose their brilliant shine if they are repeatedly subjected to sand and dirt. Surface dirt can be removed with a broom, non-beater bar vacuum or damp mop.
- Mop your floor with clean warm water. For heavy soil, add clear ammonia. Always rinse thoroughly with clean warm water. Do not use soap; it will leave a dulling film.
- **Do not wax vinyl floors.** If the luster diminishes in heavy traffic areas, wash the floor as recommended and buff with lamb’s wool pad. A liberal coat of vinyl floor finish will give the floor a high shine.
- **Do not use a beater bar.** This can visually damage the floor surface.

### Scuffs:

- For scuffs, use a wet bristle brush or synthetic scrub pad and rub in a circular motion. Do not use scouring powder or other abrasive materials which may harm the surface.

### Stains:

- No floor is completely stain proof. Certain spills and smears can be especially harmful: solvent type shoe polish, hair waving solutions and hair dying solutions, lipstick, wax crayons, furniture oils, and polishes, animal excretions, etc. **Wipe up all spills quickly before they set.**
- Household chlorine bleach will effectively remove some stains. For tough stains, cover the area overnight with a clean white cloth soaked with bleach. Cover the cloth with plastic wrap and seal the edges with tape to prevent evaporation.

## INTERIOR PAINT

### INTERIOR - LATEX

#### Flat Paint

- Flat latex paint is used throughout your home except in the kitchen, bathrooms, powder room and laundry room (unless otherwise specified).
- Flat latex paint is not washable.

#### Paint Touch-ups

- ***After 60 days, all paints, especially flat paint, age and do not touch up perfectly.***
- After a home has been painted and touch up is applied, there is a thickness difference which tends to make colors appear different.
- Cooking, deodorants and household sprays also change colors of paint when touched up. This is especially true of flat paint.

Flat paints can be applied with a brush, roller, or painting pad, and cleanup is done with water. To touch up wall corner nicks, dip the corner of an old, slightly damp sponge into paint and blot nick.

### INTERIOR - Eggshell

#### Eggshell Latex Paint

- Latex eggshell sheen paint is used in all wet rooms, such as bathrooms, kitchen, laundry, and powder room.
- Like flat latex, ***eggshell paint does not touch up perfectly, and some color difference may appear after touch ups.***

Brushes, rollers or painting pads can be used for latex eggshell paint as well, which can also be cleaned up with water.

### MILLWORK

#### Latex enamel paint

- Latex enamel paint is used on millwork, wainscoting, stair rails, etc., and is washable.
- ***Paint touch ups on painted millwork are difficult, and it is recommended that a professional painter be consulted for any touch ups needed on millwork.***

## DRYWALL

### DRYWALL CRACKS & NAIL POPS

#### **Cracks & Nail Pops**

Cracks and pops are a normal part of the drying process that takes place in a new home.

- Repair of drywall cracks in excess of 1/8th inch will be done **once** by the builder during the first year.
- These repairs should be done at the end of the warranty period to allow for the completion of the drying process.

#### **Care & Maintenance:**

***The repair of hairline cracks is the responsibility of the homeowner.***

- Repairs may be somewhat visible and textures do vary.
- There is no guarantee that the repairs will match the surrounding area.

## CERAMIC TILE, GROUT, CAULKING, MARBLE, LAMINATE & VINYL

### CERAMIC

Ceramic tile requires very little care and is very easy to clean. Most dirt will not adhere to tile.

#### **Care & Maintenance:**

- To clean counter tops, vanities and shower walls, wipe with a clean, damp cloth or sponge. For stubborn soil, use either a window cleaning agent or an all-purpose liquid cleaner. Wet down and allow standing for 5 minutes, then rinsing well.
- It is necessary to seal the grout around your ceramic tiles, minimum, once a year.

**NOTE:** Standing water can deteriorate tile and especially grout. Standing water should always be removed.

## CERAMIC TILE, GROUT, CAULKING, MARBLE, LAMINATE & VINYL

### GROUT



The grout has **NOT** been sealed by the seller, and it is highly recommended that the buyer do this.



Failure to properly seal your grout can void your warranty!

There are two methods of sealing grout:

- Sub-surface sealants penetrate the grout and leave the surface natural in appearance. Penetrating sealers are recommended in shower areas.
- Topical sealants form a barrier on the surface and may give a slight gloss to the grout. Topical sealants are used in most other areas, such as countertops.

Stains:

- Grout sealant helps repel stains; however, it is not stain resistant.
- Left unsealed, cement based grout readily absorbs any liquid coming in contact with it. Acids in foods, such as citric acid, vinegar, soda water, and coffee can damage grout and its colorant.

***Care & Maintenance:***

- The normal drying process may cause some cracking of the grout, particularly in corners and edges. This condition should be taken care of promptly.
- ***Proper maintenance of grout is a homeowner responsibility.***
- There is a variety of grout sealants available. Consult your flooring company to determine what sealant is right for your needs.

## CERAMIC TILE, GROUT, CAULKING, MARBLE, & LAMINATE

### SILICONE CAULK

At areas where vinyl or ceramic tile adjoins the tub or shower, the silicone caulking, like all other caulking, can become loose as a result of shrinkage, settling, or other movement.

#### **Care & Maintenance:**

- Homeowners must check caulking regularly, especially around areas subject to water, and reapply as necessary.



***As a homeowner, you can expect to remove the old caulking and replace it with new every 6 – 12 months depending on your use habits.***

### MARBLE

#### **Care & Maintenance:**

- Marble should be washed with a clean, soft cloth and fresh warm water.
- As an additional safeguard, wash the marble twice a year with warm water and a mild detergent to remove any residue which may have become ingrained.

#### **Scratches:**

- Marble scratches easily, and scratches are difficult, if not impossible, to remove.
- Care should be taken to prevent scratches.

### PLASTIC LAMINATE

#### **Care & Maintenance:**

- Plastic laminates are easy to care for.
- Most cleaning can be done with warm soapy water and a sponge, or with a household ammoniated liquid detergent.
- Abrasive cleaners should not be used.



**Do not place hot pans on plastic laminate.**

- This may scorch or create a bubble in the surface.
- Scorches are permanent damage; bubbles can be repaired by a qualified installer.

## CERAMIC TILE, GROUT, CAULKING, MARBLE, & LAMINATE

### **Staining:**

- Plastic laminates are susceptible to staining from a wide variety of foods.
- Although the stain may persist for several days, repeated cleaning with all-purpose cleaning agents will usually remove such stains.

### **Scratches:**

- Laminates are plastic and subject to scratches, cuts and pits from knives and other sharp objects.
- Laminates are not warranted for scratches, chips or mars except those noted in the Possession Agreement.

### **Pulled Seams:**

- Direct sunlight, hot or cold, and moisture may cause laminate to shrink and pull away at seams.
  - This problem can be cured with a matching color seam filler.
- Pulled seams will allow water to reach and deteriorate the contact adhesive. This situation should be repaired immediately.

### **Shading:**

- Shading may be detected at the seams.
- This cannot be avoided due to limitations in the manufacturing process.

Never let standing water to remain on plastic laminate countertops, always wipe up water and other liquids immediately.

## STAINED WINDOW LINERS, DOORS, CABINETS, MILLWORK

### **General Information for Stains:**

- Window liners and doors are stained or painted the same color.
- Some woods are different in graining and accept stains and paints differently, resulting in different colors.
- Pitch and water levels contained in wood alter the acceptance of stain or paint; therefore, these areas are lighter.
- Wood dyes may also appear after the wood has been stained or painted, sealed and finished. This causes a spotted effect that cannot be controlled.
- New woods may have a lighter color due to aging.
- Woodwork that is pre-finished may take stain differently due to the difference in graining, hardness and softness of the wood.

### **Re-Applying Stains:**

- Any time stains are reapplied to a finished surface, a pigment build up will occur and make the wood darker or create an uncontrolled color change.

### **Putty & Nail Holes:**

- Putty is used to fill in holes or indentations in wood.
- In stained wood, the color of the putty is matched from the same stain that is used on the wood.
- Putty is a solid-colored substance; therefore, when holes are filled and the woods have accepted the stains, it may appear that lighter and darker putties have been used.

### **Care & Maintenance:**

- Scratches in woodwork and the luster of all stained woodwork and wood cabinets may be renewed with the use of Old English Oil, available in grocery stores.

## INTERIOR DOORS & GARAGE DOORS

### INTERIOR DOORS

#### **Sticking:**

- Sticking is the most common problem with doors.
  - If sticking is caused by swelling in damp weather, fold sandpaper around a wooden block and sand the edge that binds.
  - If the hinge screws are loose, tighten them.

#### **Warping:**

- You may notice some warping when you have a sudden dry heat dehumidifying a door. This is apparent when a door is open over a heat vent.
- ***Since this is natural for wood, the possibilities of it returning to its original state are high.***
- There is no corrective action to be taken unless the door is warped greater than ¼” in one position for more than a 90-day period.

### GARAGE DOORS

#### **Care & Maintenance:**

- The moving parts of garage doors should be oiled every 3 months.
- The screws that fasten the hardware to a door should be tightened every 12 months.

The heat in your home comes from a forced air gas heating system.

### **Warning Signs for Maintenance:**

- A noticeable difference between the actual temperature of your home and the thermostat setting.
- Excessive soot build-up on or around the furnace.
- Loud bangs or unusual noise on start up or shut down of furnace.
- A burning odor.



**Always check power switches and breakers before calling for service. Read the heating system manual to learn the position of the reset button on the furnace and the procedure to reset the system.**

### **Cleaning & Maintenance:**

- Avoid high dust conditions around the furnace as dust can plug gas orifices and reduce efficiency.
- Avoid closing heat registers on your system. This restricts air flow in the system and has a similar effect of a plugged air filter.
- Periodically remove the face cover of the furnace (turn the power off prior to removing the face cover) and remove any dust particles which may accumulate on the interior surfaces of the furnace.

## FILTERS

***It is recommended that the filters be cleaned every two months and never be left unattended for more than four (4) months at a time.***

### **Clean filters prevent:**

1. Wasted heating dollars due to inefficiency of air flow.
2. Damage to heating equipment by overheating.
3. Breakdown and the inconvenience of no heat.

### **Cleaning & Maintenance:**

- The coarse fiber filter should be removed and blown off with a high pressure air compressor.
- Tap the filter against the ground to shake out excess dirt and lint particles stuck in the fibers.
- Your furnace can operate while the filter is being cleaned.
- They should be replaced periodically when they no longer come clean after maintenance.

## HEATING SYSTEM

### THERMOSTAT

#### Night set back:

- It is recommended that you do not set the thermostat back more than 10 degrees.
- Reheating your home can take hours during low temperature weather conditions.
- For outside temperatures below 30 degrees, no set back on the thermostat is recommended.

## WHOLE HOUSE VENTILATION

### WHOLE HOUSE VENTILATION FAN

The “Whole House Ventilation” system’s job is to ensure regular removal of stale air and circulation of fresh air throughout the house, independently of the weather. The Whole House System should run automatically, but you can manually turn it on under special conditions, such as when smokers are present, during parties, etc.

#### When to Ventilate

- Observe when the most people are home or the most activity occurs. Then set the timer to provide ventilation at those times.
- Several shorter ventilation periods spread over the occupancy time will provide better air quality than an equal, single, long period.
- Make sure at least one of those periods is during the night. Night is usually when people are home and thermostats are turned down, two conditions which encourage higher relative humidity in the home.
- If there are regular times when odors or moisture are generated, make sure the ventilation system has a corresponding setting.
- When unusual episodes occur (e.g. Uncle Harry’s cigar smoke when he comes over to watch the game), turn on the whole house system with the manual control.
- Set the timer to run just before you enter the home after being away all day. This will reduce any pollutant levels that build up while you are gone.

## WHOLE HOUSE VENTILATION

### How Long to Ventilate

- Start out with the automatic control operating the ventilation fan 6 to 8 hours each day. If you do not see signs of inadequate ventilation, you can gradually reduce ventilation time. The two most obvious signs will be excessive moisture condensation on your windows and noticeable odors when you first enter the home after being away for a few hours.
- If you experience excessive moisture or odor conditions, look for behavior that is producing them (e.g. the clothes dryer is vented indoors, or hobbies that need special ventilation). If no obvious behavioral causes turn up, increase the ventilation system running time. Ideally, the fan should run 25-30% of the time the home is occupied.
- Long hot showers, aquariums and terrariums produce high levels of moisture, which if not properly vented can cause mold and mildew growth.

## PLUMBING

### REPAIRS



- Any plumbing leaks should be reported to the builder as soon as they are discovered to prevent any further damage.
- Locate water shut offs and use them as soon as possible.

*Any faucet leak that occurs after the Homeowner Orientation is the responsibility of the homeowner due to the fact that all faucets and valves have washers that do wear out.*

- Chips or scratches in plumbing fixtures are not warranted after the Homeowner Orientation.

## PLUMBING & PLUMBING FIXTURES

### TO PREVENT FREEZING PIPES



- It is important that you remove your garden hose from the hose bib and drain the line prior to freezing weather. (See Hose Bib Instructions).
- ***Clogged or frozen pipes are not warranted.***
- Any lavatory or kitchen sinks located on an exterior wall, during freezing temperatures, leave cabinet doors open so warm air can get to the wall.
- In extreme cold, allow all interior faucets to drip very slowly.
- Keep the garage door closed.
- During freezing weather, keep thermostat inside the house set at 70 degrees or higher. Do not allow automatic set backs on thermostat to lower temperature below 70 degrees at night when outdoor temperatures will be at their lowest.

### KITCHEN SINK

#### Scratches:

- Placing pots, pans and dishes in the sink may cause scratches.
- The biggest cause of scratches is the unglazed “foot-ring” found at the bottom of plates, platters, and other pieces of china.

#### Dull Finish:

- Use a protective rubber mat in the sink. Remove the mat after each use as hard water buildup (calcium or iron deposits) may cause discoloration or dulling of the surface.
- Rinse the sink thoroughly after each use.

#### Care & Maintenance:

- Do not use abrasive scouring pads or cleaners to clean the sink.
- Cleaning may be done with any **non-abrasive** cleaner, such as “Soft Scrub”.
- A quick sponge down with warm water and liquid detergent or foaming cleaner will take care of most cleaning needs.

## PLUMBING & PLUMBING FIXTURES

### FAUCETS

#### **Care & Maintenance:**

- Never use abrasive cleaners or polishes, alcohol or other organic solvents on faucets.
- To clean, simply wipe gently with a damp cloth and blot dry with a soft towel.

#### **DO:**

1. Wipe water from fixtures after each use to avoid spotting and build-up.
2. Use only a soft damp cloth to wipe clean.

#### **DO NOT:**

1. Use any cleaners on your faucets.
2. Use any scrubbers or abrasive type cleaning cloths.
3. Allow water to dry on fixtures as it may cause unsightly spotting.

#### **Polishing:**

- From time to time apply a high quality wax polish that does not contain abrasives to the metallic parts of your faucet. It will preserve the lush, deep tones of your faucet and make routine care easier.
- If faucets have a Polished Brass, Satin Brass or Antique Bronze finish, it is important to know that it will require some special attention.
  - If the clear lacquer coat on these finishes is scratched down to the brass base, your faucet will corrode.

### AERATOR

The faucet aerator at sinks and showers adds air to the water as it leaves the faucet and eliminates splashing.

#### **Care & Maintenance:**

- To clean an aerator:
  - Unscrew it from the mouth of the faucet remove any deposits.
  - Remove and rinse the washers and screens.
  - Replace them in their original order, and put the aerator back on the faucet.

***This process should be done periodically to assure good water flow.***

## PLUMBING & PLUMBING FIXTURES

### SHOWER PANS

- Cleaning may be done with any **non-abrasive** household cleaner such as: Dow Spray Cleaner, Lysol Tub and Tile Cleaner, Mr. Clean, Bathbrite or Soft Scrub.

### TUBS

#### **Care & Maintenance:**

- For normal care, clean with warm water and a liquid detergent or foaming cleanser.
- Avoid using abrasive cleaners on a regular basis as they will dull the surface finish.

#### **Stains & Soap Film:**

- For stubborn stains, use a liquid detergent.
- A mild abrasive action can also be accomplished with an automobile type rubbing compound.
- A heavy soap film can be removed with a mild powder detergent such as Spic and Span.

#### **Dull Areas:**

- To restore dulled areas use an automobile body cleaner wax to put the life back into the dulled surfaces and restore the original gloss. This also insures easier routine cleaning later.



DO NOT USE abrasive scouring powders or metal scouring pads.

Cleansing pads made of nylon, saran or polyethylene and containing no abrasives may be used.

### DRAINS

Each plumbing fixture in your house has a drain tap.

- This drain is designed to provide a water barrier that prevents the airborne bacteria and odor of sewer gas from entering the house.

#### **Care & Maintenance:**

- Any fixture that is used infrequently should be turned on at regular intervals to replace evaporating water and ensure that the barrier remains intact.
- It is recommended that, once a month, one half gallon of water run down the drain.

# Homeowner's Guide to Ventilation

*This document will introduce you to the basics of home ventilation. Once you understand them, you'll know why ventilation is important, how your home is ventilated, and what you need to do to maintain a healthy environment.*

## Good ventilation is important

In any home, good ventilation is important because it helps protect your health *and* your home. Good ventilation is as critical to your comfort and safety, as a reliable heating system, smoke detector or roof. Good ventilation protects you, your family, and your guests from unpleasant odors, irritating pollutants, and potentially dangerous gases like carbon monoxide. Good ventilation also minimizes the likelihood of the growth of mold and mildew, which can damage your home and may cause allergic reactions in certain individuals. Good ventilation protects your home from damage by eliminating excess moisture from the air. Too much moisture rots window sills and attic eaves, peels paint and invites insect infestation. Damp insulation in walls and ceilings means lost heat, higher fuel bills, and destructive mold growth.

*Your new home has been built to today's energy code standards. The leaky, cold, drafty homes of old, have been replaced with well insulated, well sealed, energy efficient homes of today. Ventilation occurred naturally in old homes through leaks and drafts. Today's tight homes require good ventilation to bring fresh air into the home.*

## Ventilation means fresh air

Ventilation supplies fresh air to your home and dilutes or removes stale air. There are many ways this can happen. For example, opening windows to air out your home can supply fresh outdoor air that dilutes stale indoor air. Turning on the fan over the kitchen range or in the bathroom removes odors and moisture. Whole house fans provide general controlled ventilation of your home.

There are several ways to identify if you have a ventilation problem. Do you have condensation forming on the inside of your windows? Is there a musty odor or mold and mildew in your closet or bathroom? These conditions are indications that your ventilation needs attention.

## **Your home's ventilation**

While just opening a window may seem like an easy, low-cost way to provide fresh air, your home has been built with several fans to make sure the air goes where it is needed. Your home is equipped with a whole house fan connected to a 24 hour timer that has been pre-programmed to run at specified times to provide enough general fresh air for the typical lifestyle. Your home has also been designed with exhaust fans in the bathrooms and kitchen range to take care of individual ventilation problems.

## **Ventilation basics**

There are three ways to ventilate your home.

### **1. Windows**

- *Spot ventilation* - for localized pollution sources
- *General ventilation* - to dilute pollutants from sources that exist in many locations or move from place to place.
- General ventilation has been provided by your whole house, exhaust-only, fan located in your laundry room. General ventilation is essential, but spot ventilation is also needed in those places where strong sources are located, such as bathrooms and kitchens.

### **2. Spot ventilation**

- Spot ventilation uses exhaust fans to collect and remove pollutants before they spread throughout your home. The exhaust fan is generally turned on only when the source is producing pollutants. Bathrooms and kitchens produce high levels of moisture and odor and need to ventilate properly to avoid problems to your home.

### **3. General ventilation**

- General ventilation is provided in your new home through your whole house fan. The whole house fan will run automatically, and is controlled by a 24 hour timer. General ventilation is designed to control pollutants and moisture. General ventilation mixes fresh outdoor air with stale indoor air to lower the concentration of pollutants. Fresh air is provided by a fan, which exhausts stale air from the house, and draws fresh air inside. Your general ventilation (whole house) fan timer has been pre-set to run during the peak hours for producing moisture and odors. If you notice condensation on your bedroom windows, you should leave the bedroom door open to improve airflow. If this does not reduce the problem, consider adjusting the timer on the fan to run longer to remove the moisture in the air. We have preset the timer for the typical lifestyle; your lifestyle may require adjustments to the timer.

## **Ventilation adjustments**

By using your spot and general ventilation systems properly, your home should remain moisture and odor free. You may find that you need to make adjustments in your timer between the summer and winter months to provide the necessary ventilation for a comfortable home. The timer on your whole house fan can be adjusted by moving the pins on the dial to cause the fan to run longer or shorter. Remember, cooking, bathing and breathing cause an enormous amount of moisture to be released into your home, it is very important to control this moisture with good ventilation.