



**Affordable Quality Craftsmanship
from a Builder You Can Trust!**

Helpful Tips After The Move:

- Establish Utilities in your name
- Call Don's Exterminating to transfer the Termite Bond into your name.
- Organize important instruction manuals, manufacturer's warranties, insurance documents, etc....
- Change your address on your driver's license
- Apply for homestead exemption with your local tax office
- Purchase fire extinguishers for each floor of the home and a separate one for the kitchen and garage
- Store all touch up paint in a common location (not near your water heater or furnace)
- Locate main water and gas shut off valves
- Locate electrical service panel and main shut off switch
- Install floor protector pads on the bottom of all furniture legs where needed.
- Apply sealer to grout lines and porous tiles in your home.
- Identify any Homeowners Association property improvement deadlines
- Enjoy Your New Home!!



What Your Home Has a Right to Expect From You:

We view the issue of preventative maintenance in terms of what your home has a right to expect from you. None of the materials used in the construction of your home will last forever; however, most will last for a long time if properly maintained. It is our desire to help you to understand how to prolong the life of your home through regular maintenance that is appropriate for the types of materials used in your home.

Home maintenance includes regular, seasonal and one-time tasks. The following maintenance schedule identifies some of the more common maintenance tasks that may be performed on a weekly, monthly or semi-annual basis. Tailor it to fit your own situation, adding or deleting items as required.

As a homeowner, you have normal maintenance responsibilities for your new home. Establishing a maintenance schedule is the best way to manage your time and budget. This suggested maintenance tasks and schedule should not replace the manufacturer's recommendations. We suggest the use of licensed contractors for any tasks you may feel unprepared to complete.

Above all else, Congratulations and Enjoy Your New Home!!

Sincerely,

Bailey & Stephen Shivers



Suggested Monthly Maintenance Items:

- Smoke detectors- check operation by pushing test button. Check and replace battery if necessary.
- Check fire extinguishers for proper charge. Never buy units without a pressure gauge. Be sure that you have an adequate number of extinguishers for your home.
- Clean garbage disposal blades by grinding ice cubes and citrus fruit rings.
- Change or replace dirty filter in range hood.
- Check for evidence of leaks around toilets, under sinks and around dishwashers.
- Clean and freshen sink drains by flushing them with hot water and baking soda.
- Inspect furnace and air conditioning filters, humidifier and electronic air cleaners. Replace monthly to prevent air flow blockage that can cause major damage to your system. (Warranty on HVAC units is voided if filters aren't changed often enough!)
- Clean aerators on faucets regularly, depending upon water hardness. You may need to use a rust or scale remover to return them to normal condition, or have them replaced. Check water filters and softeners regularly. The life of filters is dependent upon water usage and water characteristics.
- Monitor and maintain floor coverings on an as-required basis. Regular vacuuming will reduce wear of carpets and other floor coverings. Repair tears and remove stains as soon as possible. Check the Temperature Pressure Release (TPR) valve on the water heater. Water heater should also be drained periodically. In areas with hard water drain at least 5 gallons of water from the drain valve every six months to prevent sediment build up. Follow manufacturer's instructions for proper drainage.



Twice A Year Maintenance:

- Inspect roof and chimney for broken or missing tiles or shingles, identifying anything that might cause leaks or problems. Inspect and clean gutters and down spouts. Do not walk on the roof as it is very dangerous and may cause damage.
- Inspect outside of home and condition of siding, paint, masonry, stucco and wood trim.
- Inspect doors and windows to verify proper operation, security and weather resistance. Clean tracks of windows and sliding glass doors before applying silicone lubricant.
- Maintain wall finishes, clean/sand/re-stain all exterior wood.
- Monitor and maintain cabinets and countertops
- Inspect the main service panel, circuit breakers and all GFI outlets and breakers
- Complete seasonal maintenance on heating and air conditioning until by licensed HVAC contractor.
- Inspect and replace as needed caulking and grout around tubs, showers and sinks.
- Have carpets professionally cleaned at least twice a year. If you sealed your grout and porous tiles, re-seal them to maintain it's effectiveness.

Annual Maintenance:

- Examine caulking around windows, doors and other areas.
- Visually survey wood trim, clean all woodwork (beams, doors, shutters, etc.) and sand/re-stain if necessary.
- Complete annual furnace and air conditioning maintenance by a licensed HVAC contractor.
- Schedule professional inspection of major appliances, especially if gas fueled.
- Inspect and perform maintenance on your garage door, because your door moves, the hardware can loosen. Inspect and tighten all roller brackets and the bolts that hold the rails to the support brackets. Lubricating the chain on your opener will help to keep the door functioning properly and quietly. Failure to maintain the door will result in a service charge from the door provider if it begins to have problems.
- Pressure wash your house, eaves, driveway, and sidewalks.