



SCHEDULE OF HOMEOWNER MAINTENANCE

NOTE: You may find a situation where this document suggests one thing and a manufacturer document suggests another. In these circumstances, always follow the manufacturer's recommendations.

It is a good idea to set yourself up with a few basic tools and supplies for your home. Having them on hand saves a lot of time. Here are a few suggestions:

- Clear Plastic Bin to house all of your manuals and misc. punchout items
- A medium-sized tool box
- Adjustable wrench
- Channellock Pliers
- Full set of screwdrivers
- Hammer
- Assorted nails and wood screws
- Flashlight
- Caulk Gun
- Interior Silicone Caulk (Home Depot)
- Interior Paintable Caulk (Sherwin Williams)
- Exterior Caulking (window/door)
- 1" and 3" paint brushes
- 6-foot stepladder
- Klein Tools Basic Voltage Test Kit (NCVT2KIT)

WINTER:

- Disconnect and drain outdoor hoses - a hard freeze could burst faucet or pipes regardless of the "frost free" hose bib
- Winterization of irrigation system (Affordable Lawn Sprinkler can be hired)
- Check gutters for ice build up due to leaves – be sure to clean your gutters to ensure they do not hold water
- Remove leaves/snow from around HVAC unit, vents and intakes
- **Warning:** Salt and deicing chemicals used to thaw ice and snow can damage concrete, asphalt and stone (driveway, lead walks, stoops)

SPRING:

- Test your Air Conditioning (if applicable) before the first warm day
 - Clean condensation drain lines prior to starting up air conditioner, you can use bleach



- Be sure you change your furnace filters TIP: Set a reminder on your EcoBee
- Re-caulk and re-grout ceramic tile in bathrooms and kitchens
- Check and Test your Sump Pump before the rains start again (you can use the bypass plug to test the system)
- Clean gutters - this will prevent unnecessary roof leaks when spring rains hit
- Check your Roof for loose, damaged or missing pieces (shingles, flashing, etc.) - you can do this from across the street with a pair of binoculars
- Caulk around exterior openings
- Re-mulch shrub beds
- Check foundation for proper drainage
 - Add fill dirt if needed, to keep water draining away from foundation (we will take care of this for you one time over the first year for free)
- Spring start-up of irrigation system (remember to call or email ALS in late February to get on their schedule)

SUMMER:

- Re-paint and re-caulk exterior wood surfaces every 2-3 years if applicable
 - This helps wood products last their longest and beautify your investment
- Treat pressure-treated decks, steps, fencing, posts etc. every 2 years
- Clean and lubricate windows, sliding doors, and interior doors for smoother sliding
- Check exterior drain holes on windows for clogging or debris
- Locate outside gravity drains {Downspouts, sump pump, etc.) and clear of any obstructions
- Check and replace exterior door weather stripping as required

FALL:

- Clean gutters - this will prevent unnecessary roof leaks from winter ice build-up
- Re-caulk and re-grout ceramic tile in bathrooms and kitchens
- Caulk around exterior openings
- Remove leaves/snow from around HVAC outdoor units
- Change your Aprilaire Steam Humidifier filter (one time per year)
- Check roof for loose, damaged or missing pieces (shingles, flashing, etc.) – you can do this from across the street with a pair of binoculars

OTHER TIPS AND RECOMMENDATIONS:

- CO2/Smoke detectors:
 - Replace batteries 2X per year (when you change your clocks)
 - Clean annually with a vacuum
 - Check for replacement every 5 years
- Vacuum return and/or supply air vents if they are dirty



- Replace thermostat batteries (if applicable) as needed
- Install a “ceramic seal and finish” to grout after you move in and every two years
- Fire Suppression Sprinkler System: visually inspect all sprinklers (if applicable)
- Periodically check your interior and exterior GFIs to ensure they are functioning properly
- **Inspect furnace filters once per month and replace as necessary**
- Carpet: Vacuum twice each week lightly and once a week thoroughly



HOMEOWNER MAINTENANCE ITEMS

The following is a list of tips that may assist homeowners on the simple, but important maintenance matters regarding their new home. Although these items **do not** fall under our Limited Warranty, by following the suggestions below homeowners are taking the proper steps in maintaining the quality and beauty of their home that we are so proud to offer.

If ever you have any questions, please feel free to call our main office.

Air Filters

- It is important for the homeowner to inspect & replace (as necessary) air filters on a regular basis (at least once a month for the first 12 months and every 2-3 months thereafter) in order for clean air to circulate throughout the home.
- Changing air filters can also help extend the life of the heating and cooling system.

Caulking

- It is the homeowner's responsibility to caulk on a regular basis in areas where this water-based material has dried out (around cabinets, baseboards, tubs, showers, outside surrounds and exterior of windows).
- Tubes of caulk can be purchased at most local hardware stores.
- We will return after 90 Days to complete a "90 Day List" at which time we will review any caulking issues.

Ceramic Tile

- If your home has ceramic tile, you should expect to re-grout and re-caulk as necessary. Ceramic tile will require maintenance to keep it from leaking. We also recommend applying a clear sealer to the tile. This may be obtained from most hardware stores or any ceramic tile dealer. Please refer to your Builder's Warranty for additional details.

Concrete

- Due to the nature of concrete, minor cracking of concrete walks, floors and foundation walls is normal and should be expected. Our Limited Warranty covers excessive cracking and/or foundation leaks during the first year of ownership. Please note that naturally occurring shrinkage cracks are different than structural cracks, which carry a Warranty of 10 Years. Please refer to your Builder's Warranty for additional details.

Condensate Lines/Exterior Drain Tile

- In order to remove additional moisture around the foundation or crawl space and unwanted condensation from the cooling unit, there are several pipes exiting the home or foundation. It is necessary for the homeowner to keep these outside lines free of any debris that may accumulate (grass clippings, dirt, mud, etc.)



- Additionally, it is appropriate to pour 1 capful of bleach down the main condensate line at its opening (located on the furnace) once a year to remove any mildew that might be on the inside of the pipe.

Driveway Maintenance

- Homeowners with asphalt paved driveways need to be aware that the pavement will be soft for the first few months after moving in and on hot days thereafter. Large trucks, moving vans and heavy machinery may cause depressions in the driveway. After approx. 10 months we will return to install the top coat.
- Homeowners with concrete driveways can expect to see naturally occurring cracks that will run from control joint to control joint. These cracks are not covered by any warranty.

Drywall Imperfections (nail pops, minor cracks & seams)

- We offer a one-time drywall check out to address drywall imperfections prior to closing.
- We also offer a 1 Year Drywall Service. This Program is put in place to address nail pops and minor cracks in drywall due to settlement, expansion and contraction.

Exterior Wood (If Applicable)

- Wood railings, wood trim, wood siding, etc., must be maintained on a regular basis. Caulking, painting, etc., are the responsibility of the homeowner. Wood will rot if not given proper care.
 - **TIP:** Check paint and caulking every six months, and re-paint exterior painted areas every 2-3 years, at a minimum

Frozen Pipes

- Your plumbing pipes may freeze if temperatures drop below normal temperatures. You should keep your heat set to at least 62 degrees even if you go away on vacation. If temperatures do drop below normal you should open cupboards and vanities to allow heat to the pipes and let the faucets drip to keep the pipes from freezing.

Gutters

- It is your responsibility to clean leaves and debris from your gutters to maintain proper drainage within the gutter system, and to prevent snow or ice from backing up under the shingles and causing leaks (aka “ice damming”). While your home or condo building was built with preventative measures in mind roof leaks due to ice damming are not covered under our Warranty.

Hose bibs/Exterior Faucets/Sump Pumps/Ejectors

- Winterize your outside faucets (hose bibs) prior to winter. It is very important that the outside faucets be drained to prevent them from freezing and bursting. Frozen and/or burst pipes caused by freezing are not covered by warranty.



- Each fall the outside faucets must be drained to prevent them from freezing. Shut of the outside faucet by turning off the inside shut off valves. Lift the ring on the vacuum breakers on the hose bibs. Open the outside faucet –this can be left open to allow excess water to drain out. Bleed the lines – open the bleed valve (cap) that is located by the inside of the shut off valve to let the excess water drain out of the line.
- In homes or condominiums with Frost-Free hose bibs, there is no vacuum breaker or plastic ring, simply removed any hose and shut off the hose bib at the exterior faucet and turn off the inside shut-off valves.
- In the spring, follow the procedure in reverse order to have your outside faucets operable.
- Your home is equipped with a Sump Pump that, per Building Code, is plugged into a GFCI. We recommend that you check your GFCIs regularly, especially before/during/after any major rain storms. We also recommend you check the GFCIs prior to leaving for a vacation. **WE ALSO STRONGLY RECOMMEND YOU BUY A BATTERY BACK UP FOR YOUR SUMP PUMP(S) IF YOUR HOME IS NOT EQUIPPED WITH A GENERATOR.**
- Your home may also have an ejector pump for all plumbing drains that are below the existing sewer invert. The ejector pump, per Building Code, is plugged into a GFCI. We recommend that you check your GFCIs regularly to ensure they have not tripped.

Smoke Detectors

- Inspect & test regularly (at least twice per year)
- Replace batteries at least once per year
- Clean annually with a vacuum
- Check for replacement every 5 years

Trees & Landscaping

- The builder is not responsible for trees or landscaping that may die or become diseased after settlement. Adequate watering is recommended during Spring and Summer months.

Wear & Tear Items

- The following “wear & tear” items are not covered by the Limited Warranty:
 - Tub chips & scratches
 - Cuts, scratches or stains on countertops
 - Tears or cuts in resilient (vinyl) flooring
 - Scratches on hardwood floors

Windows & Interior Doors

- During season changes, you will need to adjust and lubricate your windows for easy operation. Spray furniture polish (Pledge, for example) or a suitable lubricant recommended by the manufacturer. Slight adjustments can be made by tightening or loosening screws in the balance system, if necessary.



- Leaving windows and interior door closed as much as possible will minimize settlement and adjustments necessary in the future.
- If your windows were supplied and installed by TNT, they come equipped with a 10 Year Install Warranty.

Garbage Disposals

- Your garbage disposal has a red reset button on the bottom of it. If this has “popped” we recommend you use the disposal key to manually turn the blades to ensure there are no obstructions. If the disposal is clear, please click the reset button and test.