

NEST  
HOMEOWNER  
MANUAL



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## **A. INTRODUCTION**

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Your new home has been inspected and certified by the builder, architect, progressive warranty company, professional engineers, and the City of Spruce Grove.

This manual will better acquaint you with the service request procedures for your development as well as provide a summary of the more important maintenance issues you can expect to encounter with regard to caring for your new home. This manual also offers some information about the services you may require; however, it is not intended to deal with all issues related to new home maintenance.

No home is maintenance free. Proper and timely maintenance can extend the life of many of the components and systems incorporated in your new home and help you to protect your investment. Your strata should have a maintenance program in place and hired a property management company to administer your development. Make sure to shut off or turn down all appliances, equipment and services while the home is unattended. Most insurance providers have limitation clauses for unattended homes.

These recommendations are intended to provide you with a basic understanding of the maintenance requirements of your home; however, should any questions arise, there are a number of steps to be taken in order:

- 1) Consult your home warranty
- 2) Contact your strata property management company for assistance.
- 3) Refer to Section B Service Procedures below.
- 4) Contact the specific product supplier or manufacturer.

Undertaking maintenance is not for everyone. If you are uncomfortable undertaking any specific maintenance task, hire a professional.

It is the owners' responsibility to contact the local gas, electricity, Telephone, internet, and other appropriate utility service providers to set up a new account and service for your home.

## **B. SERVICE PROCEDURES**

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New homes built in Alberta are covered by the strongest home warranty protection in the country. Private sector home warranty insurance companies offer these warranties based on the requirements and conditions established by the government and coordinated through the Home Protection Office. Your new home has been constructed in accordance with the standard prescribed by the National Building Code of Canada, the Alberta Building Code and Municipal Bylaws and Amendments.

A customer service process is set up to facilitate these warranted items in the most efficient manner, with minimal inconvenience to the owner. Warranted items are backed by the Home Protection Office and are based on the guidelines set out in the Alberta's Industry Standards.

Your cooperation and effort to understand our policies and procedures will help to ensure your satisfaction. Please note the following important points.

1. Read the Homeowners Manual to understand your responsibilities.
2. Review your warranty documentation; take note of the builder/developer and their contact information. Make note of your warranty commencement date. It is the date you took possession of your home, or the day you signed-off your pre-occupancy orientation if this is prior to possession.
3. Note that for Strata projects there are essentially two coverages: one for each of the owners' covering their individual unit and a distinctly separate warranty issued to the Strata Corporation for the common property. If the problem occurring relates to common property as outlined in your purchase information, you must contact your Strata Property Management Company.
4. There is a one (1) year materials and labour warranty which includes drywall repairs. (Drywall repairs are sanded, ready to paint but DO NOT include REPAINTING)
5. Normal service requests will be reviewed ONCE and will be completed AFTER the expiration of your individual one-year warranty. Accordingly, throughout the year you may want to compile a list. Furthermore, the request MUST be from the actual owner, not from a management representative or tenant.
6. All service requests must be submitted to us IN WRITING by Mail, or through the website. Attention: Customer Services Manager: Mailing address: 761 Burley Place, West Vancouver, BC V7T 2A2 Fax: 604-925-6646 Email address: nestcustomerservices@gmail.com Website URL: <http://www.livingatthenest.com/>
7. Service requests must be sent PRIOR to the expiration date of your warranty. Any request received after your warranty expiry date WILL NOT be processed.
8. For service requests regarding urgent matters; those adversely affecting the enjoyment of your home; i.e. a door that does not close properly or a constant dripping faucet; please notify IN WRITING via method noted above IMMEDIATELY.
9. Service requests MUST NOT be given to sales representatives, construction personnel or customer service personnel as these might go astray. We will be able to serve you better if all service requests are directed to the Customer Service Manager as set out in number 6 above.
10. If a service request repair is found to be due to neglect or a lack of maintenance by the homeowner and/or not an item covered under warranty, the homeowner will be invoiced for costs incurred for the service call.
11. All service requests should include your name, name of the development, unit number and a brief

description of the problem.

12. After receipt of your service request, a reply will be forthcoming in writing stating either:
  - a) the warrantable items will be remedied;
  - b) the items will *not* be remedied pursuant to the warranty; which will also include the basis for such a decision;
  - c) the items require further investigation to determine if they are warrantable; or
  - d) contact information for the sub-trade to have the item repaired.
13. A Customer Service Representative will contact you to schedule an appointment to assess your service request and determine the scope of work required.
14. To complete the scope of work, access to your home will most likely be required during regular business hours, 8am-4pm, Monday to Friday. Please keep in mind re-scheduling of your time may be necessary.
15. If a reasonable amount of time (two weeks) has passed, and you have not yet been notified regarding the necessary service work, please contact our Customer Service Manager **IN WRITING** again, and we will follow up.
16. We attempt to send our permanent staff when possible; however, at times we must call outside trades whose employees we may not be familiar with. In either case, we caution our purchasers to always protect their valuables, as **NO** responsibility will be taken.  
  
**Please note:** If the service call involves working behind or next to furniture or other valuables, it is the responsibility of the owner to move or protect such items in advance so the area is immediately ready for access by the service person upon his arrival.
17. Service Representatives who respond to service requests are only authorized to complete scheduled work. They will **NOT** perform additional tasks. They will request you to sign off forms indicating acceptance of the repair.
18. Please keep a record of all correspondence, dates and times of communication as we may require this information.

## **C. COMMUNITY DIRECTORY**

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### **SAFETY & EMERGENCY**

Ambulance-Police-Fire-Rescue (EMERGENCY Calls only) 911

Ambulance (Non-Emergency) 780-962-4496

Fire (Non-Emergency) 780-962-4496

Police (Non-Emergency) 780-960-6500

Poison Control 1-800-332-1414

Stony Plain Hospital 780- 968-3600

Power Outages and Emergencies 780-310-9473

### **UTILITY INFORMATION**

#### **Utility Hook-ups**

Telephone, cablevision, hydro and Internet connection arrangements should be made directly with the companies concerned. You will be responsible for all hook-up and ongoing monthly costs.

Fortis Alberta 1-855-333-9473

Shaw Cablevision & Internet 1-888-472-2222

Telus (604) 1-888-811-2323

## **D. DEVELOPMENT INFORMATION**

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### **GARBAGE DISPOSAL/RECYCLING**

Garbage will be picked up weekly at the complex. Owners are responsible to carry their garbage to the appropriate area for pickup. Garbage will be picked up once a week. Contact City of Spruce Grove, 780-962-7580, for the closest recycling depot near you.

### **MAIL DELIVERY**

Individual mailboxes have been installed at the main entrance of the development. A key to your assigned box will be provided by the developer, upon closing, when you receive your house key.

Be sure to let Canada Post know that you are moving. Your mail can be redirected for six months for a charge. See your local post office for details on their relocation services. Change of address cards are available from any Canada Post outlet.

## **E. OWNER'S DUTY TO MITIGATE AND MAINTAIN**

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As per your home warranty, you are required to maintain your new home and mitigate any damage to your new home, including damage caused by defects or water penetration.

You must take all reasonable steps to restrict damage to your new home if the defect requires immediate attention i.e. turn off water system in event of burst pipe. Contact your strata property management company for assistance.

For defects covered by the warranty, the duty to mitigate is met through timely notice in writing to Customer Service. An owner's duty to mitigate survives even if:

- a) the new home is unoccupied;
- b) the new home is occupied by someone other than the homeowner; or
- c) water penetration does not appear to be causing damage.

Unfortunately, if a defect occurs or is made worse due to an owner's failure to follow proper maintenance procedures or to mitigate any damage, it will be **excluded from warranty coverage**.

## **F. EMERGENCY SITUATIONS**

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***\*PLEASE READ "OWNER'S DUTY TO MITIGATE AND MAINTAIN"***

***(SECTION E ABOVE)\****

### **PLUMBING**

#### **Water Line Burst**

A water line can burst due to a number of reasons, such as a loose joint, freezing, etc. and should be dealt with immediately. If the burst occurs between a fixture and a shut-off valve, close the shut-off immediately. If no shut-off exists, locate the main water shut-off, and turn it off until the problem can be repaired. It is also advisable to turn off your hot water tank and breaker to prevent overheating while the water supply is shut off. You should also call your Property Manager.

#### **Plugged Fixture or Sewer Line**

This generally occurs because of inappropriate materials being flushed down a toilet or drain by users of the facility. Do not continue use of toilets or sinks once a major blockage has occurred. Attempt to unclog the line using a plunger. If a larger blockage occurs, the services of a plumber may be required. Call customer service only if the blockage is due to a proven builder defect; the builder will then take full responsibility for the problem. Otherwise, the customer will be responsible for costs incurred. Plugged toilets and drains are not covered.

#### **Minor Plumbing Leak in the Line or Hot Water Tank**

Put a container under the leak and contact your builder. If major leakage occurs at the hot water tank, immediately shut off the water supply as well as the electrical breaker.

## **Frozen Water Line**

If garden hoses are left attached to hose bibs during the winter, freezing of the water line can occur. This is problematic once the pipes thaw as they may leak. If a major leak occurs, follow the steps described above regarding “Water Line Burst”. If accessible, heating the pipe with a hair dryer may thaw it out. Call customer service only if the frozen pipe is due to a proven builder defect; the builder will then take full responsibility for the repair. Otherwise, contact the Property Managers.

Please note the fire sprinkler system is separated from the unit plumbing system.

## **ELECTRICAL**

### **Circuit Overload (Breaker Tripping)**

If this occurs, ensure that the circuit is not overloaded with too many appliances, or that the appliance itself is not faulty. Appliances such as hair dryers, toasters and kettles that generate heat tend to draw a lot of electrical current. More than one of these types of appliances in use at the same time on the same circuit can cause circuit overload. Should circuit overload occur, unplug one or more of the appliances and reset the breaker. If tripping reoccurs, refer to Section B.

Ground fault circuit interruptors (G.F.C.I.s) protect your exterior plugs and those in the bathrooms. This device will either be located in the actual plug itself or be a dedicated breaker in your electrical panel. It is sensitive and designed to trip when grounding occurs due to damp conditions, or when extension cords are excessively long, and/or in poor condition, or if appliances are old/faulty. Ensure that no unsafe situations exist and that appliances and extension cords are unplugged, then reset the G.F.C.I.

### **Plugs and Outlets**

If a plug or outlet sparks excessively, immediately turn off the breaker and refer to Section B.

A small spark when an appliance is unplugged is not uncommon.

Your bedrooms and living area have been provided with several wall switch controlled plugs or outlets. The top section of the plug or outlet is controlled by a wall switch in the general area.

### **All Power to Your New Home is Out**

It is the owners’ responsibility to contact your local electricity supplier to set up your new account.

If, for any reason, all the power in your home goes out, check to see if there is a power blackout in your neighborhood. If not, check your main breaker (in the electrical panel) and reset it after checking for a current overload.

## **HEATING**

If your heating system does not appear to be operating, ensure that the breaker has not tripped and refer to your manual to check operating procedures. Also, check the thermostat setting to ensure it has not been turned down.

## **ROOF LEAKS**

If a roof leak occurs, contact your strata manager to check for the following:

- a) plugged gutters or downspouts;
- b) debris on the roof;
- c) ice damage; or
- d) missing roof shingles.

Until the leak is repaired, place a bucket under the leak to protect your new home and contact your strata property management company to assess.

## **G. MAINTENANCE ITEMS**

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### **EXTERIOR**

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#### **DRIVEWAYS, SIDEWALKS AND PATIOS**

##### **Concrete**

Sidewalks are generally made of concrete. Concrete is a strong material that wears well and will perform for many years.

Following installation, concrete will shrink as it cures. This shrinkage causes stress in the concrete which often results in surface cracks as this stress is released. This cracking can be controlled by the installation of control joints in the concrete. These deliberate joints in the concrete are more susceptible to cracking than the remainder of the slab, thereby preventing cracks from occurring in the slab surface itself. Unfortunately, these control measures are not always effective and surface cracks can appear despite the builder's best efforts. These cracks are generally cosmetic and do not require repair unless they constitute a tripping hazard that exceeds acceptable standards as set out by your warranty provider.

Both of the instances above are natural occurrences that are beyond the builder's control.

Another potential cause of damage to concrete surfaces is road salt and other chemical contaminants. Road salt or other de-icing products used for ice control in the winter may adversely affect the surface of the concrete. As a result, road slush, which contains road salt, should not be allowed to melt on the concrete. A good alternative to de-icers, is sand or cat litter for increased traction on icy sections of the driveway or sidewalk. The use of snow removal equipment may affect the surface and position of the concrete.

Common lawn fertilizer, contaminated surface water and run-off from stored materials can cause staining of the concrete surface that cannot be removed. Concrete sealers that are commercially available may reduce damage due to chemical contaminants. Care should be taken in the handling and storage of potential contaminants on or near any concrete surface.

## **Concrete Pavers**

Manufactured concrete products such as paving stones are also susceptible to surface damage and staining. The precautions pertaining to concrete surfaces listed above also apply to these products.

Concrete pavers are installed on a bed of coarse sand or fine gravel. Some localized settlement may occur due to compaction of these materials. Should some areas settle excessively, lift out the pavers in the low area and add sand to level the area out. Suitable material for this repair can be purchased in bag form from most home supply centers.

## **Asphalt**

Asphalt surfaces are seldom smooth and often have indentations. Tire impressions and checking or cracking at the edges due to expansion and contraction are other common characteristics. Damage to the surface may also occur in hot weather as the surface softens due to the heat. Sharp or pointed objects such as motorcycle kickstands or trailer hitches can penetrate the surface under such conditions. The precautions pertaining to concrete surfaces listed above also apply to these products.

Gasoline and solvents will dissolve asphalt quickly. Any spills or fluid leakage from automobiles should be removed immediately. Periodic sealing of the asphalt surface (every two to five years) with an acrylic-based sealant is recommended. These products are readily available at most home supply centers.

## **Gravel**

Gravel driveways require raking periodically to fill in depressions to maintain an even surface. Crowning the driveway to the center or sloping it to one side, is a good method of controlling surface water.

## **SITE DRAINAGE AND GRADING**

The intent of site drainage patterns is to prevent surface water from pooling near or against the perimeter foundation wall of your new home. This is accomplished adjacent to the house by sloping the soil away from the residence.

Depressions due to soil compaction following construction may occur adjacent to the foundation walls. These depressions should be filled and graded to direct surface water away from the walls for a distance of at least two meters (6'). At no time should water be allowed to pool against the foundation walls.

In addition to the drainage considerations adjacent to your new home, overall property drainage systems may include surface depressions (swales), drain tile curtain drains and catch basins. Ice, snow, leaves and other debris can block the flow of drainage and must be seasonally maintained by the owner. Care must be taken not to permanently alter the drainage flow so as to cause an ongoing drainage problem.

During periods of excessive rainfall, standing water may occur due to soil saturation. Such conditions are beyond the control of the owner or builder.

## **DRAIN TILE AND SUMP**

In some instances, there is a requirement for a perimeter drain tile system to be located below the level of the basement or crawlspace floor. This system is generally comprised of perforated pipes that are covered with gravel to allow water to seep into them. This drain tile carries the water away from the perimeter of the house to prevent it from accumulating against the foundation wall or footing. The drain tile then carries the water to a sump or catch basin. The sump allows any sediment in the water to settle to the bottom of the sump. The clear water is then drained off by another pipe to municipal storm sewer, ditch or a rock pit located in the yard. Access pipes or cleanouts are installed to allow the perimeter drain tile to be inspected and cleaned. The location of these cleanouts should be identified for future reference.

Sumps and catch basins should be cleaned every two years at a minimum to remove any excessive sediment, leaves or other debris. Exterior stairwells are often equipped with a drain and sump at the bottom of the stairwell to prevent flooding of the basement. These drains must be kept clear of debris.

Deep-rooted plants or trees should be avoided next to the foundation walls as deep roots can clog a drain tile system.

## **LANDSCAPING**

Your landscape design and installation has been installed according to plans approved by the City and a the Landscape Architect.

Frequent watering of the grass is essential during the first few weeks after an area has been sodded or seeded. Once the grass is established, weekly watering is adequate. This will promote a deep root system that will result in a healthier, more drought resistant lawn. Frequent light watering results in a shallow root system that causes the lawn to dry out and die in drought conditions. For the same reason, grass should not be cut shorter than two inches in height.

Fertilizing twice a year and controlling weeds will promote a healthy lawn. Consult your local home garden centre for suitable products.

During the spring thaw, do not allow snow or ice to accumulate in shaded areas as this will damage the grass. Any accumulations of snow should be distributed evenly over a large area so it melts evenly.

Some minor settlement will occur over some areas of new lawns or landscaping. These areas should be filled and re-seeded to maintain a level surface.

When installing flowerbeds, be careful not to interfere with the drainage system. Ensure that flowerbeds are graded away from the foundation wall and that a minimum clearance of eight inches is maintained between the ground level and the bottom of the exterior wall cladding. Never allow soil or gravel to come in contact with untreated wood materials or your exterior finish.

Trees and shrubs should be kept clear of the house. Deep rooted plants or trees could interfere with the performance of the perimeter drainage system of the house.

Some newly planted trees or shrubs required a shallow depression around their base. The depression should be worked periodically to loosen the soil to allow air and water to penetrate to the root system. Once the plant is established (approximately two years), the depression can be filled in; however, never raise the soil above the level of the base of the trunk as this will kill the tree.

In some arid locations, the installation of lawns, planters, trees or shrubs directly adjacent to your

new home is not recommended. The water required to sustain the health of the lawn or plants causes the soil to expand or collapse depending on the composition of the soil and may cause structural damage to the residence.

## **EXTERIOR BUILDING COMPONENTS**

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### **VINYL, METAL OR COMPOSITE SIDING**

Generally, vinyl, metal or composite siding materials will not require refinishing. Metal and composite siding materials can be re-painted, vinyl siding cannot. Due to their smooth surface, these materials can be kept clean by washing with a garden hose and mild detergent and some light scrubbing. Never use a pressure washer to clean the exterior cladding. Excessive water pressure can cause damage to the surface of the cladding and/or force water into the wall cavity.

Vinyl and metal siding materials are installed loosely to allow for expansion and contraction due to the variations in the outside temperature. Damaged or very loose siding should be replaced or refastened to prevent further damage to the siding and to prevent the entry of water into the wall cavity.

### **SHINGLES**

Shingles can be swept with a stiff broom, cleaned with a mild detergent and a garden hose. Do not use a pressure washer to clean wood siding as this will damage the surface and force water into the pores of the wood.

Painted wood siding or shingles will generally require re-painting or staining within five years. This will vary depending on the type and quality of the product used, the initial coverage, and the exposure to the elements. The siding will require re-painting or staining whenever the surface begins to fade, discolour or peel.

Moisture in wood siding causes most exterior paint failures. This moisture may be from garden sprinklers, damp shrubbery close to the wall, small cracks in the siding or around the door and window details. Spot repair of affected areas can sometimes extend the life of the remaining surfaces. Please note that if spot touch ups of the painted/stained surfaces are undertaken, the new paint/stain colour will likely not match that of the existing surface due to fading and weathering. This cannot be avoided.

Siding installed on the south and west elevations, especially dark and bright colours could fade more rapidly, may require more frequent repainting or staining to maintain their original appearance and also to provide adequate protection for the siding. For best results, follow the manufacturer's recommendations for surface preparation.

Decks, handrails and window-sills may require cleaning and "touching up" more frequently than other components of the house due to their horizontal orientation.

### **CAULKING**

Flexible sealing compounds are generally referred to as caulking. Numerous varieties exist and have many specialized uses. Caulking is generally used to seal gaps between dissimilar materials on the exterior of the building and seal gaps or joints in exterior finishes. As the building moves due to the shrinkage of the building framing members and/or the finishing materials themselves, considerable stress is placed on the caulking materials. While a caulking joint should never be the only means of preventing water from entering a building, it is one of the initial means of keeping water out. Therefore, caulking requires examination annually before the wet weather arrives. Any cracked or

damaged caulking should be removed and replaced. This is not the responsibility of the builder.

When caulking, use a high quality material formulated for your specific purpose. Some caulking are for interior use or cannot be painted. Consult with your builder or local home supply centre for an appropriate product.

## **WINDOWS**

Window glazing is typically made of glass with the exception of some skylights that may use an acrylic glazing. Current building standards require the use of double glazed sealed units mounted in thermally broken frames. There is a wide assortment of frame types and the material used can vary widely. Windows may open in different fashions: they may slide horizontally or vertically, open outwards like a door or tilt open in the fashion of any awning. Typical windows require minimal maintenance. Window hardware should be cleaned and lubricated annually. Any accumulated grime or debris should be removed from between the window and the frame.

Most window designs incorporate a drainage track at the bottom of the window to collect any condensation that runs off the glazing. These tracks will have weep holes to the outside to drain this moisture. These holes must be kept clean and can be maintained with a short piece of wire or a cotton swab.

If high relative humidity levels occur inside your new home during periods of very cold weather, condensation and frost on the inside face of the windows will occur. This is a ventilation issue and is not a fault with the window. Condensation can result in the growth of mold on the window frame that can be controlled with a mild solution of bleach and water.

Condensation between the layers of glass within the window frame indicates that the sealed unit has failed. The glazing unit will require replacement as there is no method of repairing sealed units. If failure of the sealed unit occurs after the expiry of the first year of warranty coverage, contact your window supplier as the cost of this repair may be partially borne by the manufacturer.

## **DOORS**

Exterior swing doors are generally made of solid wood, metal, wood over a foam core or fiberglass. Sliding patio doors are usually constructed with metal or vinyl frames and are supplied by the window manufacturer. Interior doors are usually a wood veneer over a hollow core.

Exterior doors are exposed to detrimental weather conditions and extreme temperature variations from the inside to the outside which can harm the surface of the door. Variations in the relative humidity from the interior to the exterior can also affect the door. Collectively, or separately, these conditions can cause doors to warp or change in dimension. Seasonal variations can occur up to 1/4" in any direction. It is prudent to refrain from trimming a binding exterior door as the problem may rectify itself with a change in climatic conditions.

Some exterior doors have restrictions imposed by the manufacturer as to the colour the door may be painted. The heat absorbed by darker colours can cause failure of the sealing compounds in the glazing and/or cause excessive warping of the door. The wrong paint colour may void the manufacturer's warranty; therefore, any such restrictions should be reviewed prior to the door being painted.

Interior doors are generally sized to allow a gap up to 18mm (3/4") at the bottom of the door between the door and the floor covering. This gap is provided to allow for the circulation of air beneath the door.

## **WEATHER-STRIPPING**

Weather-stripping is installed around doors and windows to reduce air infiltration. Check the weather-stripping annually to ensure that the seal is adequate. Some weather-stripping is adjustable and the door should be slightly difficult to latch or lock. Petroleum jelly can be used to lubricate rubber or vinyl products to maintain their flexibility.

## **FINISH HARDWARE**

The factory finish on exterior locks and door handles will wear with normal use. To restore this finish, remove the factory lacquer finish with a scouring powder, then polish the hardware. Once a uniform appearance is obtained, the surface can be sealed with a coat of clear lacquer.

Interior door hardware can be wiped clean with a damp cloth and polished with a soft dry cloth. It should be noted that natural body oils and many hand lotions are detrimental to brass finishes and will cause tarnishing.

Door hardware and locks can be lubricated with powdered graphite or light oil. Hardware that works itself loose should be tightened to avoid damage to the mechanism or the door. This is not a builder item.

## **DECKING AND HANDRAILS**

Sundecks, balconies and handrails are exposed to rain, snow and sun. Cracking, warping and splitting of wooden deck materials is normal and cannot be prevented. Painted surfaces will chip and peel and should be touched up annually before the onset of poor wet weather. Open seams in wood trim should be sealed with a suitable caulking to prevent the entry of water.

The decking on your home is covered with a vinyl membrane. Care must be taken not to damage any deck membranes and any damage must be repaired immediately. To clean the vinyl membrane the use of a mild cleaning detergent and a brush should be adequate. Also, when cleaning the deck, avoid spraying water directly at the wall and deck junction locations.

## **PAINT**

Consult with the builder for the paint codes used for home.

## **ROOF AND GUTTERS**

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### **Roof**

The roof of your home is sloped, and is surfaced with asphalt or fiberglass shingles. Flat or slightly sloped roofs may be surfaced in either built-up tar and gravel or torched on rolled sheet goods. The typical life expectancy of these various roof materials ranges from 10 – 25 years. Your roof has been inspected by a professional on completion prior to the occupancy permit being granted

The life expectancy of the roof will depend on the product used and care and maintenance provided. Loose, broken or missing shingles following heavy windstorms should be repaired or replaced. It should be noted that most manufactures' warranties for shingles do not cover wind damage in conditions exceeding 80 kpm (50 mph) unless otherwise specified. Storm related damage is not the builder's responsibility; therefore, maintenance repairs should be made as soon as possible after such occurrences to prevent leakage. Leakage can cause serious damage to the interior of your new home or further damage to the remainder of the roof.

Asphalt shingles and some roll roofing have granules on the surface to protect the product from

damage due to ultra-violet radiation from sunlight. If bare areas of the underlying roof material are present, they should be protected with additional granules. This material is available at most roofing material supply stores. In addition, these types of roofs will become soft in hot weather and the top surface can become damaged from people walking over it.

Deflection of the roof sheathing or the lifting of the shingles due to expansion can cause variations in the roof surface.

Flat roofs should be inspected by a professional every two years, and all recommended maintenance should be carried out.

All forms of roofing are intended to shed water and prevent its entry into the residence. Obstructions that prevent the free flow of water off the roof surface or to a drain can cause leakage and/or premature failure of the roofing material. The roof and ancillary flashings must be kept free of debris and build-up of ice or snow. While cleaning the roof is recommended annually, the roof surface should also be checked for excess debris after every heavy windstorm. This is especially true if trees surround the home. Please note that coniferous trees will also deposit debris in sufficient quantities to impede the free flow of water.

Regardless of the type of roof material used, the area beneath the roof surface will be vented to the outdoors. Sloped roofs generally have an attic which is vented at the perimeter (eaves), gables or at the ridge of the roof. Flat roofs are also vented. This unobstructed ventilation is crucial to the longevity of the roof and roofing material. At no time should you allow this venting to become blocked.

Any penetrations through the roof, such as skylights, plumbing stacks, vents, etc., need to be checked annually and re-sealed as necessary.

### **Ice Dams**

Snow melting on the roof and freezing as it runs off at the un-insulated overhang or eave of the roof can cause ice damming. Ice dams can cause water to back up under the shingles, which will result in a leak inside. This is a natural occurrence and generally is not due to a builder defect. When ice dams occur, the snow and ice should be removed off of the roof at the eaves and valleys.

### **Gutters and Downspouts**

Although gutters are not required by building regulations, they are often installed at the perimeter of the roof to control the runoff of rainwater from the roof. They also serve to prevent the rainwater from being deposited alongside the foundation wall where it could eventually seep in to the basement or splash water and mud up onto the surface of the wall. If the gutters or the downpipes become clogged with debris or ice, water damage can occur.

Keep gutters, roof drains and downspouts free of obstructions such as leaves, tree needles and moss. Washed down by rain, particles from asphalt shingles can settle in the gutters and reduce their efficiency. As with the roof, the gutters should be checked for obstructions at least twice a year, and after every heavy windstorm or after prolonged periods of freezing and thawing. When cleaning out the gutters, do not allow the leaves and debris to clog the down pipes of your new home.

## **STRUCTURE**

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### **FOUNDATION**

The most common material used in foundation construction is poured in place concrete. Alternative methods of construction include masonry block walls and concrete piles.

If constructed of concrete, it is important to understand that concrete shrinks as it cures. As with concrete flat work, such as driveways, the concrete of the vertical wall may crack as the stresses caused in the concrete due to shrinkage are released. Minor shrinkage cracking cannot be avoided in conventional concrete foundations and floors. These cracks have little effect on the structural integrity of the building.

The exterior of foundation walls are generally coated with a bituminous dam-proofing material below grade. This material is often exposed for several inches above grade as well. Damp-proofing is installed to prevent moisture from seeping into the concrete. It is not waterproof; therefore, excessive amounts of ground water must be controlled by other means such as site grading or drainage.

As previously referenced, hairline cracks in the foundation wall may allow the entry of water. These can be repaired from the outside with an asphalt-based sealant. If exterior access is not possible, numerous concrete patching compounds are available commercially, which can be installed to the inside surface of the concrete wall.

### **WOOD FRAME**

The most common means of building the structure of a new home is a method called western platform framing. This method incorporates a vertical frame of 2"x 4" or 2"x 6" stud with continuous plates of the same width at the top and bottom of the wall. The wall studs are generally on a 16" or 24" spacing. Plywood, lumber or oriented strand board (OSB) sheathing is used on the exterior of the frame.

The floor "platforms" are constructed using 2"x 8", 2"x 10" or 2"x 12" floor joists of solid lumber or manufactured floor joists with plywood or OSB sheathing screwed or nailed to the top surface. To help eliminate squeaks and to provide additional structural rigidity, glue is often applied to the top of the floor joist prior to the installation of the floor sheathing. The interior and exterior walls of the structure and/or the perimeter foundation wall generally support the floor joists. The floors are not guaranteed to be squeak less.

For space considerations, beams constructed of several joists nailed together, or engineered wood products, may be used to support the joists in lieu of a wall. For larger loads or longer spans, a specialized manufactured beam may be used for added strength. Posts at intermediate locations may support these beams.

Most roofs are constructed using prefabricated wood roof trusses spaced 600 mm (24") apart. Detailed roof structures may be framed by hand using roof rafters and ceiling joists. Trusses are capable of spanning large distances while carrying considerable weight; therefore, it is likely that the interior walls on the top floor of your home carry no roof loads and the load is supported by the exterior walls only. As the design and installation of the truss is engineered, this can be confirmed by your builder or by the supplier of the trusses.

Following installation, the wood used to construct your new home will shrink as it dries out. This shrinkage will cause minor changes in the size or shape of the wood members. These changes do not affect the structural integrity of the wood frame, but may cause changes in the finishes used throughout your new home. The most common changes are cracks or nail pops in the finished surfaces of the drywall on the walls and ceilings. The movement that results from the shrinkage of

the structure may also affect other finishes such as flooring and wood trims. Minor floor squeaks may appear and doors may begin to bind. Any necessary repairs in this regard should be postponed until towards the end of the first year to allow the majority of the wood shrinkage to occur.

## **BEAMS AND TELEPOSTS**

As previously referenced, the main floor of the residence may be constructed with one or more beams installed beneath the floor structure to support the floor joists above. In turn, posts may support these beams at specific intervals. Clay or other soils subject to shrinking or swelling may be common in some geographical regions. The beam should be checked for straightness at least twice a year and the posts adjusted as needed. A hairline crack between the wall and the ceiling over a main beam may be an indication that adjustments are required.

If the basement is renovated, or if further development is undertaken, the new walls must not come in contact with the underside of the beam as this will not allow adjustments to be made to the posts.

## **INTERIOR FINISHES**

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### **FLOOR FINISHES**

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#### **Laminate Flooring**

Kiln dried material is used for the construction of laminate floors. However, these materials are susceptible to movement caused by variations in humidity levels in the living space. Low humidity levels will cause the wood to separate slightly at the seams of the flooring. High humidity levels will cause the wood to expand. If excessive, this expansion may lead to cupping or swelling in the center of the board. These movements vary seasonally and can be somewhat controlled by monitoring the indoor moisture levels. The movement of the flooring may also create noises as it expands and contracts.

Remove spills promptly. Use a vacuum or broom for dry spills and abrasives. To clean wet spills, use a soft cloth and blot up spills or spots with a damp cloth. Consult the manufacturer for their recommendations and use their guidelines for cleaning.

#### **Resilient Flooring**

Whether it is a tile or sheet product, resilient flooring is susceptible to damage from indentations or scratches, particularly those caused by furniture. The floor should be protected from such damage by using furniture pads beneath heavy furniture legs. The ability of a given flooring product to withstand abuse varies greatly from product to product and related damage is not a warranty issue.

Resilient flooring should be cleaned with lukewarm water. Harsh cleaners can cause facing or affect the composition of the flooring material making it hard and brittle. Consult with the supplier of the specific flooring product for their recommendations, as specialty products are available for different floorings to both clean and restore the sheen. Detergents often cause adjoining carpeted areas to mat down as the soaps are carried onto the carpet from the resilient floor areas.

Once construction is complete, movement of the floor structure due to shrinkage can also affect the floor. While flooring installers apply filler at the seams of the wood underlay materials, it is not always possible to achieve and retain a perfectly level subfloor. This can result in minor ridges becoming visible beneath the flooring under certain light. Generally, these are only cosmetic and do not require any action.

## **Carpet**

Carpeting care basically consists of avoiding spills, cleaning high traffic areas regularly to remove surface dirt and vacuuming the entire carpeted area weekly to remove dirt. Consult your flooring supplier for the specific cleaning and maintenance requirements of the flooring products used in your home.

Carpets and rugs should be professionally cleaned every year or two depending on the use and appearance.

## **Ceramic Tile**

Ceramic tile is very durable. For routine cleaning use a mild detergent; do not use waxes or sealers. You should apply a clear liquid silicone sealer to the grout joints. This should be done every six months. This sealer is used to prevent the porous grout from allowing water to seep through to the substrate material behind the tile. This sealing cannot be done until the grout has cured for approximately six to eight weeks. Please note this is a liquid product and should not be confused with silicon based caulking. Follow the manufacturer's recommendations for application. This is not done by the developer or builder.

## **Marble / Granite**

Although strong and attractive, spills can permanently stain natural marble or granite. Granite countertops should be protected from heat or hot items to prevent discoloration. Also, care should be taken to prevent scratching of the surface. All spills should be cleaned up immediately. Clean the surface using a mild solution of warm water and non-abrasive soap or mild detergent. **DO NOT** use abrasive cleaners, such cleaners will dull the finish. A sealer can be applied as a maintenance item. Follow the manufacturer's recommendations for application.

## **COUNTERTOPS AND CABINETS**

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### **Laminates**

Laminated countertops will burn or de-laminate if hot pots or pans are placed directly on the surface. Protective potholders should be used if the hot items are to be placed on the countertop. Electrical appliances may also require protection when in use. The damage caused by hot items is generally not repairable so it is best to err on the side of caution.

Abrasive cleaners or steel wool should not be used, as the surface of the laminate will scratch. The ability to withstand scratching does vary with the laminate material used. If allowed to remain on the surface, household bleach or solvents can stain or discolour the laminate.

Water must not be allowed to remain on joints in the countertop as this will result in the substrate of the countertop swelling due to excess moisture. This damage is irreversible.

Clean the surface of plastic laminates with a damp, soapy cloth or sponge. For stubborn stains, use a mild household cleaner and rinse thoroughly with clear water. Be aware that some liquid cleaners contain abrasives and/or solidify at the mouth of the container. These hard solid pieces can scratch the surface if they inadvertently get on the cleaning cloth or sponge used to clean the laminate surface.

## **Granite Surfaces**

Granite countertops should be protected from heat or hot items to prevent discoloration. Clean the surface using a mild solution of warm water and non-abrasive soap or mild detergent. **DO NOT** use abrasive cleaners, such cleaners will dull the finish. Use a cutting board to prevent scratches. A sealer can be applied as a maintenance item. Follow the manufacturer's recommendations for application.

## **Cabinets**

Wood, PVC & vinyl surfaced cabinets are very susceptible to heat damage. If the kitchen is equipped with a self-cleaning oven, the cabinet drawers and cabinet doors adjoining the range should be kept open when the range is in self-clean mode to allow excess heat to dissipate. If heat is allowed to build up, the surface may delaminate. This precaution should also be taken when the oven is used for a prolonged period at a high temperature.

Most cabinet surfaces can be cleaned using a damp cloth and a mild detergent. Abrasive cleaners should not be used. Grease splattered on the surfaces should be removed immediately as it becomes more difficult to remove as it solidifies.

## **INTERIOR PAINT**

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The majority of the interior drywall surfaces of your new home will be finished with either a latex (water-based), or alkyd (oil-based) paint. Maintenance can quite easily be carried out by gently washing the painted surfaces with a mild soap or detergent solution. Abrasive solutions or over scrubbing should be avoided, as this will remove the paint.

## **PLUMBING**

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### **GENERAL**

The plumbing in your new home consists of plastic and copper piping for the supply of potable water throughout the home and PVC plastic piping of the waste disposal. Other products are available but are less common.

A main water supply shut off has been provided to turn off the water supply to your new home. This can be used in the event of an emergency and should be located upon occupancy for future reference. Additional shutoffs may have been provided to sink supply lines and toilets to allow for routine maintenance.

The waste lines have been provided with clean outs throughout the residence. These may be located within cabinets, inside closets or clearly visible on a wall surface. These clean outs must remain accessible as they are the means of access to the piping should a blockage occur.

P-traps are present at the outflow of all waste piping. These traps are designed to provide a barrier of water, which prevents the entry of sewer gases into the home. Sinks or drains, which are used infrequently, may lose this water barrier due to evaporation. If sewer gases are detected, running water down the waste pipe will re-prime the trap and likely stop the odour.

Any waste materials, including grease, fat and petroleum products, should not be disposed of down the plumbing system. These materials will accumulate in the piping, especially in the P-traps, and can significantly reduce the flow of water through the waste system. These substances are also very detrimental to the municipal sewage treatment systems and private septic systems.

## **FIXTURES**

The surfaces of the plumbing fixtures are susceptible to damage from abrasive cleaners. Use of abrasive products and steel wool pads should be avoided as these products will cause the finish of the fixture to become dull and porous. Refer to the manufacturer's recommended maintenance procedures for specific information relating to your products.

Plumbing fixtures are intended for normal household use only. Caustic products should not be disposed of in the household fixtures.

## **HOT WATER TANK**

An average setting for the water temperature is 140°F which is adequate for dishwashers. This temperature is hot enough for most uses but will not cause scalding or burns. If hotter water is needed for a special purpose, the thermostat on the tank can be set to a higher temperature. If the house is remaining unoccupied for a substantial period time, the water temperature should be switched off at the tank or breaker panel. Some hot water tanks have a "vacation" setting on the thermostat for this purpose.

Hot water tanks are equipped with a pressure relief valve at the top of the tank. This is a safety feature that will open and relieve water pressure if the tank exceeds its rated working pressure. If water or water stains are evident at the discharge pipe leading from the relief valve, contact a plumber as this is an indication that the normal operating pressure of the tank has been exceeded.

A typical hot water tank has a life expectancy of 8 to 12 years. Periodic draining of the tank will remove sediment from the base of the tank and prolong its life. The sediment has an insulating effect, especially with immersion type elements, which causes the heating elements to operate longer than necessary with a consequent increase in cost and energy consumption.

Prior to draining water from the tank, the power supply or fuel source must be turned off. Do not restore power to the tank until it has been refilled as it may explode due to excessive pressure caused by the heating of air instead of water.

The tank can be drained by attaching a garden hose to the outflow drain at the base of the tank and routing the hose to a nearby floor drain. Draining can only be accomplished by gravity feed; therefore, the outflow of the drain used must be lower than the base of the tank. Alternatively, the hose can be run outside as long as the outflow is lower than the tank.

## **HOSE BIBS**

Hose bibs (garden hose connections) often have a valve inside the building that can be shut off to allow the hose connection to be drained from the inside before winter to prevent freezing and possible bursting of the exterior section of the piping. These shut-off valves should be identified and turned off in the winter months. Once the water supply has been turned off, the exterior valve should be opened to allow the exterior portion of the piping to drain. This process is reversed in the spring once the threat of freezing is gone.

Hose bibs are "frost free" which means that the valve is connected to a long stem that allows the water to be shut off inside the wall in the warm environment. The outer portion of the piping then drains freely.

Garden hoses should not be left connected to the hose bib during freezing weather as neither can drain. Ice forming in the hose due to undrained water can break the hose or the hose bib and cause

the supply pipe to freeze.

## **TOILETS**

Toilets generally refill as follows: a flush causes water in the tank to rise, which in turn lifts a ball float to a preset water level. Once the ball float reaches this level, the water flow valve is shut off. If set too high, the water level will rise in the tank and run down the overflow pipe into the toilet bowl without shutting off the water. To rectify this, simply adjust the height of the ball float so that the water is shut off before it reaches the height of the overflow outlet.

If water continuously runs into the toilet bowl from the tank, there may be a poor seal at the flapper valve at the base of the tank. This seal can be cleaned with a stiff brush or steel wool. A worn flapper valve would require replacement.

Water dripping from the base of the toilet tank is likely due to condensation on the tank versus a leak of any connections. High interior humidity levels will result in condensation on the cold surface of the toilet tank as the tank is refilled with cold water.

Some toilets and some basins are made of glazed and kiln-fired vitreous china, while some basins and bathtubs are made of enameled steel. Both are very durable and attractive. To clean these fixtures, use mild powdered or liquid cleaners. Avoid abrasive cleansers or pads as they will damage the finish.

## **FAUCET REPAIRS**

Noisy or leaking faucets are frequently due to loose or damaged washers. Turning the fixture off with too much force can damage washers. Faucet handles should be turned no further than the point at which they stop the flow of water.

Faucets can generally be easily repaired by either replacing the damaged washer or the faucet cartridge itself. Basic home repair books describe how to repair typical faucets; however, due to variations in the methods of manufacture, specific instructions may be required. Prior to beginning the repair, the water supply must be turned off at the shut off valve provided. If such valves are not present, the entire water supply system will need to be turned off at the main shut off valve.

Contact a plumber if you are uncomfortable attempting this repair.

Green staining of fixtures is usually a water related issue due to the chemical composition in the water, and not a builder defect.

## **PLUGGED TOILETS AND DRAINS**

Toilets are very susceptible to blockage. New toilet designs use very little water per flush. This results in a lower volume of water carrying away the waste. Repeated flushing may be required in some instances to remove solid waste. Dense tissue paper and some thick toilet papers are unsuitable for these toilets. Never dispose of hair, grease, lint, diapers, sanitary products, “Q-tips” or plastic in the toilet.

Hair, grease, large food particles or other solid forms of waste can plug drains. Should they become plugged, try removing the debris from the trap beneath the fixture. Alternatively, a plumber can be used. Once partially cleared, very hot water may complete the job. A more severe blockage may require a plumber. As commercial drain cleaners are very corrosive they are not recommended.

## **TUB AND SHOWER ENCLOSURES**

A shower curtain will prevent water from running onto the bathroom floor while the shower is in use. To prevent damage to the flooring or walls, any spills or puddles of water should be cleaned up immediately.

Caulking is used to seal seams and prevent water from entering behind the enclosure. If a separation occurs around your bathtub between the tub and the wall tiles or between the wall and the enclosure itself, it should be filled immediately with a tub sealer or caulking compound available at any home supply centre. Leaving the gap unsealed may cause serious water damage to adjacent materials.

Some tub enclosures have specific cleaning requirements. Generally, abrasive cleaners are not recommended and harsh chemical cleaners should be avoided entirely. Follow the manufacturer's recommendations for maintenance. Also, you should never step into a bathtub with shoes on as trapped grit and dirt can damage the tub surface.

## **FLOOR DRAINS**

Many municipalities require a floor drain primer, which automatically provides water for the P-trap located below the floor surface. This P-trap is similar to those used under sinks and when full of water; it will form a seal against gases entering from the sewer system. As this water will evaporate with time, the seal must be maintained by pouring a litre of water down the drain every two to three months if an automatic primer is not present.

## **FIRE SPRINKLERS**

Your home is equipped with fire sprinklers for your safety. The sprinkler heads are activated by extreme heat.

## **ELECTRICAL SYSTEM**

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### **GENERAL**

The electrical system in your home has been installed in accordance with the requirements of the Provincial Electrical Code. The power supply is fed to the home via underground or overhead cable. With underground service cables, piping, gas lines, etc., care should be taken when digging on your property. For information on these underground services, contact your hydro or gas provider, Telus, your cable supplier or your local building department.

Circuit protection will be via circuit breakers located in the electrical panel(s). The main power shut-off will be located inside the electrical panel or immediately adjacent to it. This panel and the location of the main breaker should be located upon moving in, before an emergency occurs.

Should the circuit breaker "trip", it is likely due to overloading of a specific circuit or a short circuit in an appliance cord. The start-up load of electric motors can also temporarily overload a circuit. To correct tripped breakers, isolate the cause of the overload or short and disconnect it. The circuit breaker can then be reset by turning it to the "off" position and then to the "on" position. If the breaker continually trips, contact an electrician.

## **G.F.C.I. CIRCUITS**

A ground fault circuit interrupter (G.F.C.I.) is an additional electrical safety device installed in the electrical system. This device is a breaker that can be located in the main electrical panel or within specialty outlet receptacles and is designed to provide protection from ground faults. The G.F.C.I. is extremely sensitive and will trip if grounding of the electrical current is detected. Ground faults usually occur in older appliances and electrical equipment or inexpensive extension cords. A poorly insulated extension cord lying on wet ground will often cause a ground fault. Because water and electricity are a poor combination, protection is installed to the outlets in the bathroom and outdoors. If this breaker trips, unplug the source of the ground fault and reset the breaker either at the panel or at the outlet itself.

G.F.C.I. outlets should be tested monthly to ensure their proper operation.

## **SMOKE AND FIRE DETECTORS**

Smoke detectors have been installed in accordance with the requirements of the Building Code. They should be tested monthly to ensure their proper operation, and should be cleaned twice a year with a vacuum.

Please note that these devices are connected directly to the electrical system of the home and do not require batteries. However, they will not operate in a power outage unless the unit has a backup battery.

## **HEATING AND VENTILATION**

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### **HEATING**

Regardless of type, the heating system is designed to maintain a minimum temperature of the outside design temperature. The indoor temperature is measured in the center of the room. This calculation is a health and safety issue defined by the Building Code/Bylaw and is not directly related to comfort. Temperature variations from room to room can be expected. The heating system may temporarily not be able to meet comfortable temperatures in specific regions where the temperatures fall below the outdoor design temperature.

There are numerous types of thermostatic controls for any given heating system. The accuracy of these controls can vary due to internal heat gains caused by a continued demand for heat. At times, it may be necessary to ignore the numerical temperature settings and set the thermostat for a temperature that is comfortable. Adjusting a thermostat to a setting higher than the temperature desired will not speed the rise in temperature.

The various heating systems available all have specific requirements for maintenance in order to operate at maximum efficiency. The operation of your specific system is best determined by reviewing the instructions provided by your builder or the manufacturer.

Heating systems can be noisy at times due to the expansion and contraction of the pipes and other metal components of the distribution system. These noises are particularly noticeable when starting up or cooling down, or at night (when it is quieter) and do not affect the performance of the system.

Heating systems will not operate unless the thermostat setting is higher than the room temperature. Solar heat gains can warm a room or area to the extent that the thermostat is warm enough not to be calling for more heat. The heating system will then remain turned off and other rooms not positively affected by the heat of the sun can become cool.

## VENTILATION, CONDENSATION AND RELATIVE HUMIDITY

The optimum year round humidity level to be maintained within the residence is approximately 50%. Due to seasonal variations of the relative humidity outdoors, this level of humidity can be impossible to maintain without the use of specialized mechanical equipment. Mechanical means of maintaining a constant humidity within the home are available.

Due to Building Code/Bylaw requirements pertaining to energy conservation, current standards for house construction require that the exterior envelope of the building to be sealed against incidental air leakage. This sealing of the exterior walls prohibits the leakage of warm air to the outdoors from within the residence.

Warm air has the ability to hold more moisture than cold air; therefore, daily activities within your new home such as showering, boiling water and even respiration create moisture in the form of water vapour. Surprisingly, this can total 7-9 litres (1½ to 2 gallons) of moisture per day with four occupants. The warm air holds this water in suspension and as this moisture-laden air comes in contact with cold surfaces it will condense and water will form. Condensation will fuel the creation of mold and mildew.

*The failure of an owner to properly ventilate and maintain proper heating levels can seriously affect a new home and the health of the occupants. Any resultant damage due to an owner's actions would not be covered under warranty.*

The key to controlling humidity levels within the home and avoiding condensation is adequate ventilation. Ventilation allows the warm moist air to be exhausted from the home and replaced with dry cool air from the outdoors. This will marginally increase the cost of heating as this cold air is brought up to room temperature; however, this added cost is necessary to offset the harm the high humidity levels will cause.

As the outdoor temperature drops, the surface temperature of the exterior walls will also drop. The air inside the house will not be able to sustain as high a level of relative humidity. This will cause condensation to occur on cold surfaces.

The chart below provides a rough guideline as to the relative humidity levels that can be sustained within the house as the temperature drops.

<b>Outside air temperature</b>		<b>Desirable maximum inside relative humidity (%) at an indoor temperature of 21°C (70°F)</b>
<b>Celsius</b>	<b>Fahrenheit</b>	
-29	-20	20%
-24	-10	25%
-18	0	30%
-12	10	35%
-7	20	40%

Windows or the toilet tank of the toilet used most frequently can be used as a guide to determine whether or not the proper relative humidity is being maintained. As soon as condensation occurs on inside window surfaces or on the tank of the toilet, steps should be taken to reduce the relative humidity by controlling the moisture sources and/or by increasing ventilation.

As previously stated, ventilation is often the only effective means for removing moisture. Dehumidifiers are only practical in limited areas. If vented outdoors, exhaust fans in the kitchen and bathroom will remove moisture created from cooking and bathing before the vapour can circulate through the house. These fans should not exhaust into the attic space as this will only exhaust the moisture into the attic potentially causing problems. These fans need to be run often enough to remove the air borne moisture. The length of time required will depend on the number of occupants, the activities undertaken and outdoor climatic conditions. Fans are on timers and should be set accordingly.

Windows are an effective means of ventilation and depending on weather conditions, thoroughly airing out the home for 15 minutes a day may suffice. In addition, opening a window near the source of moisture while the exhaust fan is in operation will allow for cross ventilation and more effective moisture and odour removal.

### **RANGE HOODS AND EXHAUST FANS**

Range hoods and exhaust fans are provided to reduce or eliminate cooking odours and excess moisture. Not all range hoods vent directly outdoors. For efficient operation and to reduce potential fire hazards created by grease accumulation, filters should be washed in mild detergent yearly.

Range hoods that do not vent outdoors are usually provided with a charcoal filter that helps remove grease and odours. These filters should be replaced in accordance with the manufacturer's recommendations.

### **APPLIANCES**

Any appliances included with the purchase of your new home, which have been installed by the builder or its agents will have been checked to ensure their proper operation. Appliances generally come with instructions, which detail the operating procedures for the specific appliance. These instructions must be followed in order to maintain the manufacturer's warranty. Any warranty cards provided with the equipment should be completed and sent to the manufacturer to ensure your warranty obligations are met.

The contact numbers for the manufacturer are found on the appliance. If you have a problem locating this number, please call customer services for assistance (see Section B Service Procedures).

All water connection hoses should be checked every month. With dryers, check and clean exterior vents on a monthly basis as they commonly become plugged with lint which reduces the efficiency of the dryer and can be a fire hazard.

## H. NEW HOME MAINTENANCE SCHEDULE

<b>EXTERIOR</b>	<b>Once a Month</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
Check and clean sump		√			
Check grades around house and fill in low areas		√			
Check exterior caulking and recaulk if necessary.		√		√	
Check weather-stripping and adjust if necessary				√	
Clean exterior cladding			√		
Clean gutters and down spouts		√		√	
Check roof for defects		√		√	
Check foundation /concrete slabs for signs of leakage or damage			√		√
<b>INTERIOR FINISHES</b>	<b>Once a Month</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
Recaulk showers and countertops if necessary		√			
Seal grout			√		

Lubricate door hinges		√			
Wash range hood filter			√		
<b>PLUMBING</b>	<b>Once a Month</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
Disconnect hoses and drain hose bibs				√	
Blow out sprinkler lines				√	
Drain and refill hot water tank			√		
<b>ELECTRICAL</b>	<b>Once a Month</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
Check GFI circuits	√				
Check smoke/carbon monoxide detectors	√				
<b>HEATING</b>	<b>Once a Month</b>	<b>Spring</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
Clean fireplace, furnace and filters			√		√
Service heating system			√		√