



THE BEST EXPERIENCE

HOME MAINTENANCE MANUAL

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Introduction:

Congratulations on the purchase of your new home! We know what an exciting and overwhelming time this can be, so we've designed "Your Home Maintenance Manual" to smoothly guide you through some of the important details involved with properly maintaining your new home.

Keep this manual available for easy access and review. Please always check your booklet for possible warranty coverage before hiring a contractor to perform corrective work. The maintenance outline included in this manual is a suggested schedule only. The manufacturer's maintenance guidelines should be followed instead of our suggestions when a discrepancy occurs.

Thank you and enjoy your new Prodigy Home!



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Before the Move Checklist:

Establish Utilities in Your Name:

Find contact information for utilities conveniently provided for you in the front of your Homeowners Guidebook Binder

- Power
- Water
- Gas
- Telephone
- Cable or Satellite
- Trash Collection
- Internet
- Security

Notify the Following of Your New Address:

Post Office
Places of Employment
Insurance Companies
Credit Card Companies
Social Security Administration
Health and Benefits Plans
Investment Accounts
Magazine Subscriptions
Professional Organizations
Family
Friends



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After the Move Checklist:

- Find a Secure Place to Store your Homeowners Guidebook Binder and home insurance documents
- Change the Address on Your Driver's License and vehicle registration
- Register Your Children in School
- Fill Out and Mail-In All Manufacturer's Warranty Information Cards for Your New Appliances or Do So Online (Find These in Your Homeowner's Guidebook Binder, under the "Manuals" Tab)
- Purchase Fire Extinguishers for Each Floor of the Home and a Separate One for the Kitchen and Garage
- Locate Main Water and Gas Shut-Off Valves
- Familiarize Yourself With the Operation of All Appliances and Equipment.
- Install Floor Protector Pads on Furniture Legs Where Needed
- Vacuum out Heating/Cooling Ducts
- Apply Grout Sealer to Porcelain Tile
- Apply Granite Sealer on all Granite Countertops
- Put Together a First Aid Kit
- Start a Basic Tool Kit



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Home Maintenance Repair Contractors:

Systems		
HVAC System	Pancho's Heating & Cooling	509-727-6420
Electrical System	Wire-Tech Electric	509-947-2447
Plumbing System	Tritan Plumbing	509-438-2214
Security System		
Inside Home		
Appliances	Fred's Appliance Service Dept.	509-327-5536
	Fred's Appliance	509-736-9595
Doorbell	Wire-Tech Electric	509-947-2447
Garbage Disposal	Tritan Plumbing	509-438-2214
Cabinet Provider	Huntwood Cabinets	509-924-5858
Entry Doors	Taylor Made Services	509-582-4001
Windows	Perfection Glass	509-586-1177
Millwork Materials	Taylor Made Services	509-582-4001
Cabinet and Trim Install	Fine Finish and Floors Inc.	509-491-3828
Flooring Materials	Great Floors	509-491-5100
Flooring Installer	Fine Finish and Floors Inc.	509-491-3828
Insulation	Intermountain West Insulation	800-882-0388
Painting	DIV Construction	509-845-1578
Plumbing Fixtures	Delta Faucet Company	800-345-3358
Outside the Home		
Stone	Garcia's Rock	509-302-8458
Concrete	Court Concrete	509-366-1245
Gutters and Down Spouts		
Landscaping	Huesitos Landscaping	509-727-6104
Painting	DIV Construction	509-845-1578
Roofing Materials	Western Materials	50- 547-3301
Roofing Install	Capital Roofing	509-308-6227
Stucco	Loyalty Construction	509-396-8216



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As a homeowner you have normal maintenance responsibilities for your new home. This suggested schedule should not replace the manufacturer's recommendations.

Monthly Maintenance:

Smoke Detectors- Check operation by pushing test button
Fire Extinguishers- Check for proper charge
Clean Garbage Disposal Blades- Grind ice cubes and citrus fruit rinds
Clean or Replace Dirty Filter in Range Hood
Check for Evidence of Leaks around Toilets, Under Sinks, and around Dishwasher
Clean and Freshen Sink Drains- Flush with hot water and baking soda
Inspect Furnace and Air-Conditioning Filters, Humidifier, and Electronic Air Cleaners
Clean Aerators on Faucets
Monitor and Maintain Floor Coverings- Regularly Vacuum to reduce wear of carpet and other flooring
Check the Temperature Pressure Release (TPR) Valve on the Water Heater- Drain Periodically

Twice-A-Year Maintenance:

Inspect Roof and Chimney for Broken or Missing Tiles or Shingles- Do not walk on roof
Inspect and Clean Gutters and Down Spouts
Inspect Outside of Home and Condition of Siding, Paint, Masonry, Stucco, and Wood Trim
Inspect Doors and Windows
Clean Window and Sliding Glass Door Tracks- Do this prior to applying silicone lubricant
Maintain Wall Finishes
Monitor and Maintain Cabinets and Countertops
Inspect the Foundation, Basement, or Crawl Space
Inspect Main Service Panel, Circuit Breakers, and All GFI Outlets and Breakers
Complete Seasonal Maintenance on Heating and A/C by a Licensed HVAC Contractor
Check General Condition of Compressor- Remove debris as necessary
Inspect and Replace As Needed Caulking and Grout around Tubs, Showers, and Sinks
Have Carpets Professionally Cleaned At Least Once a Year

Annual Maintenance:

Examine Caulking around Windows, Doors, and Other Areas
Inspect the Condition of Concrete Slabs and Patios
Check Condition of Septic Tank and Leach Field
Visually Survey Wood Trim, Then Clean and Wax
Complete Annual Furnace and Air Conditioning Maintenance by a Licensed HVAC Contractor
Schedule Professional Inspection of Major Appliances- Especially if gas fueled

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Roof and Chimneys:

Why: To identify anything that might cause leaks or problems

When: Twice a year

How: Roofs- Visually inspect all surfaces from the ground if possible. Look for torn, broken, missing, or cracked shingles or tiles, accumulated debris, gaps in flashing, exposed joints, and obstructed vent pipes. Avoid walking on roof tiles-they will crack. Shingle granule deposit found in gutters is normal and common to new roofs. Check that sealed joints around skylight frames are not cracked and in good condition. Look in attic for water stains on underside of room or wet insulation. Consult with a qualified roofing contractor, as necessary, for correction of any roofing problems. After any snow, ice, high winds, and heavy rains, check for water stains under overhang and in attic. Always call your homeowners insurance company first for any storm-related damage. Many attics do not have floors. If you step on insulation or ceiling, you may be seriously injured.

Chimneys- Look for open gaps between the house and chimney, cracks in mortar or stucco, and minor settlement. Seal gaps with an appropriate caulk and repaint to match as required. Consult with a mason to re-paint or repair mortar and stucco. Never burn pressure-treated wood, Christmas trees, plastic, or flammable liquids in the fireplace. Keep flue closed when not in use to reduce cooling and heating losses. Clean chimney flue once a year. Clean out ashes as necessary- store in a metal container to reduce fire risk.

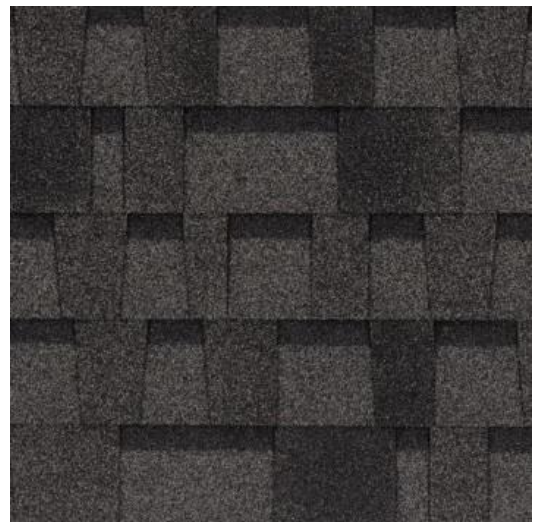
With the return of cold weather, before building the first fire you should:

1. Check to see if any of the “fire clay” (mortar) has fallen out and replace as necessary
2. Ensure damper works properly and closes tightly
3. Check the flue with a flashlight for soot build-up

Warranty Section:

Roofing

Fireplaces



info@homesbyprodigy.com

Gutters and Downspouts:

Why: To make sure they operate as intended

When: Twice a year

How: Hire a gutter cleaning service or find a ladder and do it yourself. Leaves and debris will accumulate in the gutters as the seasons change. If you do it yourself, carefully climb up to the gutter and scoop out leaves and debris with a small hand shovel. Also, remove debris from the down spouts. After cleaning, consider installing a downspout filter device to keep out debris. Make sure gutters are sloped to drain toward down spouts and that water drains a minimum of 5 feet away from the foundation as it discharges from down spouts. When on the ground, inspect gutters from underneath and look for leaks, rust spots, or holes. Caulk as necessary.

Warranty Section:

Sheet Metal

Siding, Paint, Masonry, Stucco, and Wood Trim:

Why: To maintain its good looks and confirm adequate weather protection

When: Twice a year

How: Perform a walk-around inspection of the perimeter walls. Over time, normal weathering and minor settlement can cause cracking, peeling, warping and crumbling in some or all of these materials. Look for cracks in brick, stone, and stucco. Identify any areas where mortar has fallen out. A white powdery substance known as efflorescence may appear from time to time and is considered normal. Check for warped siding, gaps in wood trim, and peeling or blistering paint. Sand, scrape, wire-brush, caulk, stain, repaint, and apply wood preservatives where necessary. Consult with a mason as necessary, to repair cracked brick or mortar and traditional stucco problems. Consult with a siding contractor, as necessary, to repair warped siding.

Warranty Section:

Unit Masonry

Finish Carpentry

Painting

Stucco and Cement Plaster

Exterior Siding

Caulking:

Why: To keep out water, air, dust, and insects

When: Once a year

How: Walk around the house and inspect each caulking joint at window and door frames, between two different siding materials, or around piping which enters the home. Original caulking will shrink and crack over time due to normal weathering. Confirm that caulked joints are still properly sealed and haven't cracked, pulled apart, or fallen out. If necessary, clean the old joint out with warm soapy water and a toothbrush and reapply the same caulking material to achieve a proper seal. Consult with your local hardware store to select the right type of caulking.

Warranty Section:

Sealants

Concrete Slabs and Patios:

Why: To maintain their cosmetic appeal and intended usage

When: Once a year

How: Examine all concrete sidewalks, patios, porches, stoops, and garage slabs for cracks, chipping, stains, scaling, or settlement. Consult with your local hardware store for products that can fill and repair cracks or chipping, or remove scaling residue. Automotive break cleaning fluid works well to remove most concrete stains. Seal and caulk any large gaps created by minor settlement.

Warranty Section:

Cast In-Place Concrete

Construction and Control Joints



Maintaining Grading, Drainage, and Landscaping:

Why: To reduce the possibility of water or foundation damage

When: At all times

How: Visually survey your yard and existing drainage patterns. Verify that the ground slopes away from the foundation. Stabilize any bare areas with grass, ground cover, or landscaping materials to discourage erosion. Dig out areas where sand has accumulated and fill any low spots where necessary to re-establish drainage flow. Avoid over-watering plants and shrubs which are next to the foundation. Adjust sprinkler systems to avoid over-spraying the house or causing puddles near the foundation. Plant trees and shrubs an adequate distance away from foundation to allow for mature spread and root systems. Water, fertilize, mow, and aerate your grass as necessary. In areas of the country with active soils, maintenance and irrigation guidelines specific to your soils and foundation type should be followed. Conventional landscape practices may be inappropriate in these areas. Consult with your builder, nursery, or landscape professional, as necessary, to correct or learn more about your local soil and growing conditions.

Warranty Section:

Grading

Drainage

Septic Tank and Leach Field:

Why: To keep your wastewater system working as intended

When: Once a year

How: Know the location of your septic tank and drain field. Have your septic tank inspected annually by a licensed contractor or health department official. Inspection will reveal problems before they become serious, and tell you when your tank needs to be pumped. Periodically check the drain field for a foul odor, excessive wetness, or overly lush grass growth. Never drive or park over any part of the system. Do not plant anything but grass over or near the drain field, as tree and shrub roots may clog drain field.

Warranty Section:

Septic Tank Systems



Attic:

Why: To look for any changes since construction

When: Twice a year

How: Prior to entering the attic, purchase a paper filter mask from your local hardware store to avoid lung irritation from possible airborne insulation fibers. Bring a flashlight. Gain access through the trap door and check that all air vents are unobstructed and intact. Make sure there are no animals nesting in the insulation. If you walk around, be careful not to step on the drywall ceiling below and watch out for nails sticking through the roof. Never store anything in the attic unless it was designed for that purpose. Check with your builder for more information regarding storage capacity or lack thereof.

Warranty Section:

Insulation

Louvers and Vents

Cabinets and Countertops:

Why: To maintain their good looks, durability, and intended usage

When: Twice a year

How: Cabinets- Check hardware and adjust, tighten, or lubricate as needed. Refresh varnished wood cabinets with quality furniture polish once a month. Never use a paraffin-based spray wax. Painted cabinets may be cleaned with a mild non-abrasive detergent on a damp sponge. Scratches can be filled with a matching touch-up crayon. Wood cabinets should be cleaned and waxed just like furniture. Plastic-coated cabinets may be cleaned with a detergent solution.

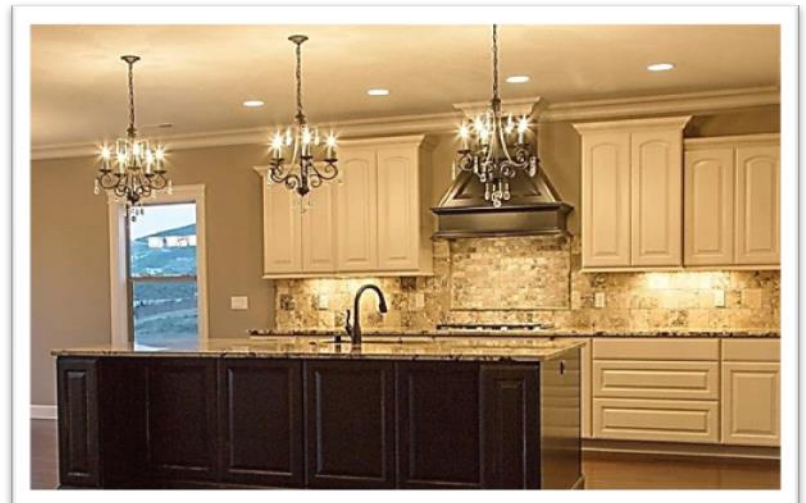
Laminate Countertops- Verify that any caulking joints are in good condition and well-adhered to both sides of the joint. Water can cause underlying wood material to swell when wetted. Clean joint and re-caulk with matching material as necessary. Avoid placing hot items on countertops and always use a cutting board. Clean with a mild, non-abrasive detergent on a damp sponge. Avoid prolonged exposure of dishwasher steam to underside of countertop.

Ceramic or Porcelain Tile Countertops- Inspect grout and tile for cracks on countertops. Replace cracked tiles and re-grout as necessary. White grout can be refreshed by applying a diluted bleach solution with a stiff narrow brush.

Granite Countertops- Regularly clean countertops with warm water and dishwashing detergent. Properly sealed stone will repel most stains, so be sure to seal your granite after moving in. Avoid prolonged exposure to temperature extremes and never stand on your countertops. Every few years, hire a professional to restore your granite to ensure your countertops last a lifetime.

Warranty Section:

Kitchen Cabinets and Vanities



info@homesbyprodigy.com

Floor Coverings:

Why: To keep them looking great and preserve their longevity

When: As required

How: Carpet- Vacuum often using short, slow movements for maximum cleaning. Traffic lanes may require more frequent cleaning. Spills should be wiped up and stains spot cleaned promptly.

Always dab at the stain, never rub it. Use a manufacturer-approved carpet cleaning product as needed. Use mats or rugs near outside doors to reduce soil tracking. Have carpets cleaned professionally yearly.



Ceramic or Porcelain Tile- Sweep or vacuum tile often. To clean, use a dishwasher crystal and water solution applied to a damp sponge. Check for cracks in the grout. Apply matching grout as necessary. Check caulking near bathtubs and baseboards. Caulk should be well-adhered to both surfaces. Make sure all furniture legs have floor protectors installed.

Natural Stone Tile- Dust floors frequently using a clean, dry, dust mop. Wash with a neutral cleaner, stone soap, or a mild dishwashing detergent and warm water. Rinse thoroughly after cleaning to prevent any film or streaking. Sand, dirt, and grit do the most damage to natural stone due to their abrasiveness. Mats or area rugs in the entrance will help minimize these materials, but be sure that the bottom of the mat is a non-slip surface. Do not use worn vacuum cleaners as their metal or plastic attachments or wheels may scratch the surface of the stone. Sealing is a common step taken on some stone to help resist stains, so review manufacturer recommendations.

Hardwood Floors- Sweep or vacuum area often. Use non-rubber backed mats or throw rugs to minimize exposure to dirt. Floors having a polyurethane finish may be damp mopped with a mixture of 1 cup vinegar to 1 gallon of water. Never wet mop or wax. When squeaks occur, apply some powdered graphite to the area. The appearance of small splinters is common for new hardwood floors. Avoid exposure to prolonged sunlight and high-heeled shoes. Make sure all furniture legs have floor protectors installed. Never allow water to sit on the surface for an extended period of time. Over time polyurethane finished floors may need to be recoated. A qualified contractor should do this. Waxing a polyurethane finish is not recommended. Other finishes may have different care and maintenance requirements. Contact the flooring company for the manufacturer’s recommendations.



Engineered Hardwood Floors- Sweep, vacuum, or just mop the floors frequently. Always wipe up spills immediately. Floors having a urethane coating should not be waxed. All wood flooring, sealed or finished, is water sensitive so do not allow it to accumulate or sit for a prolonged period on the wood surface. Follow manufacturer’s instructions precisely for restorative maintenance. This often will include buffing or hiring a professional to refinish the surface.



Vinyl- Sweep, vacuum, or damp mop flooring often. To “wax” your no-wax floor, use acrylic finishes recommended by the manufacturer. Excessive water near seams can cause separation, lifting, or curling. High heels will damage these floor types. Install floor protectors on furniture legs and lift furniture when moving.

Warranty Section:

- | | |
|------------------------|--------------------|
| Hard Surface Flooring | Resilient Flooring |
| Finished Wood Flooring | Carpeting |

Wall Finishes:

Why: To preserve their good looks and longevity

When: Twice a year

How: Drywall- Check for cracks at windows, doors, corners, and ceilings. Repair with 2-3 coats of joint compound. Sand and repaint when convenient. Minor cracks can be filled with a heavy coat of matching paint. Look for any nail pops or protrusions. Reset offending nails deeper into drywall then repeat drywall repair. Most drywall cracks will occur after a heating or cooling season with the change in humidity. Consult with a drywall contractor to retexture.

Paint or Stain- Look for peeling, cracking, blistering, fading, or scuff marks. Scrape off paint from damaged areas. Flat paint can be touched up with a small brush and matching paint. Semi-gloss and glossy paint can be touched up or wiped off with a damp sponge to clean. Exterior paints can usually be used for inside areas however, the opposite is not always true. Do not use an acrylic or latex paint over enamel or varnish, since it will not adhere. Use a washable paint in the bathroom, kitchen, and utility area.

Stain can often be rejuvenated with a good quality furniture polish.

Wallpaper- Look for any loose or curling seams. Changes in humidity can cause seams to separate. Reattach with a compatible wallpaper seam adhesive. Keep water and condensation away from all seams. Clean surface as necessary with a damp sponge.

Stone Veneer- Periodically check for cracks in mortar. Changes in humidity can cause mortar to shrink. Consult with a qualified mason to re-paint cracks and match existing mortar.

Cleaning Walls- Some painted surfaces can be cleaned with a mild solution of detergent and water. If you are not sure of the washability of the paint, try washing in an inconspicuous place. Glazed brick or tile should be washed with soap and water. Use a non-abrasive household cleaner to remove stains. Wood paneling should be cleaned with a wood cleaning product and then treated with paneling wax or with linseed oil.

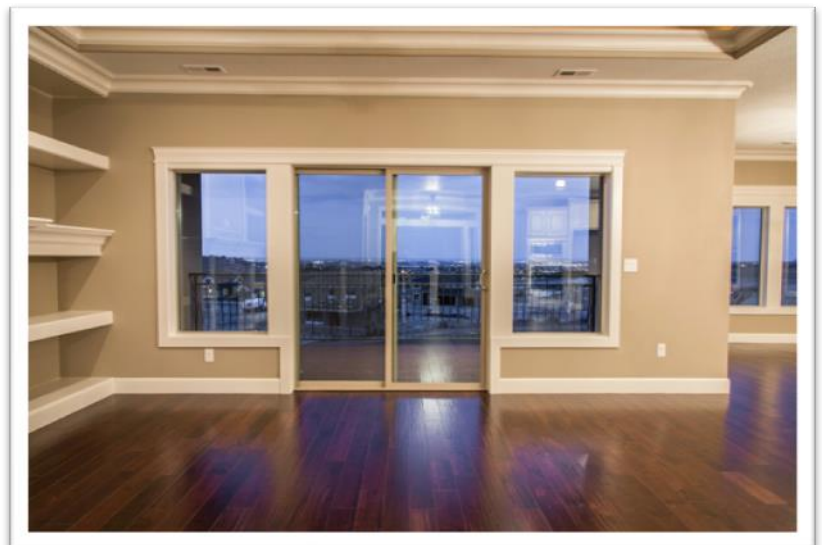
Warranty Section:

Lath and Plaster

Painting

Gypsum Wallboard

Wall Covering



Wood Trim:

Why: To preserve its good looks

When: Once a year

How: Examine all baseboards, chair rails, crown molding, door frames, and window frames. Changing humidity levels can cause wood to shrink, crack, and warp. Look for dust accumulation, cracks, corner separations, or warping. Wipe off dust with a damp sponge. For stained trim, treat with a good quality furniture polish. For cracks or corner separations, fill in gaps with matching wood putty. Treat with furniture polish for stained wood, or repaint with a matching color for painted wood. Warped trim boards can be re-secured with finish nails. Set the finish nail heads slightly into the wood with a nail set tool, and then cover nail heads with matching wood putty or touch-up paint.

Warranty Section:

Finish Carpentry

Doors and Windows:

Why: To ensure proper operation, security, weather resistance, and intended usage.

When: Twice a year

How: Check overall door and window integrity and operation. Windows and door can be affected by a number of elements, so check weather stripping at each window and door. Make sure a tight air seal is formed when closed. Replace any weather stripping that becomes loose or damaged. Check door and window hardware and make sure door latch bolts and dead bolts engage properly. Spray graphite into keyholes and onto hinges. Never use oil to lubricate. Look for binding or rubbing in the frames, cracked panes, difficult operation, locking problems, and cracking or peeling paint or varnish. Adjust, lubricate, clean, and re-seal as necessary. Paint or seal top and bottom of doors to reduce moisture penetration and wood shrinking or swelling.



Warranty Section:

Doors: Interior and Exterior

Hardware

Weather Stripping and Seals

Glass and Glazing

Garage Doors

Storm Doors, Windows, and Screens

info@homesbyprodigy.com

Appliances:

Why: To ensure proper function

When: As required

How: Take the time to read all owners' manuals for your appliances. These documents contain maintenance and normal operating procedures along with warranty information. If an appliance is not working and there is no helpful information in the owner's manual, check the circuit breaker in the main electrical panel. If the breaker is tripped, switch it to "off" then back to "on". If this still doesn't help, call the customer service phone number listed in the owner's manual for assistance. Be prepared to supply the purchase date (closing date), serial number, model number, and a brief description of the problem.

Warranty Section:

Provided by manufacturer. See warranty sheet in "manuals" section of Homeowner's Guidebook binder.

Foundation, Basement, or Crawl Space:

Why: To identify leaks or problems

When: Twice a year

How: Slab-on-grade- Walk the entire ground floor and look for water stains or cracks in the concrete or cinder blocks. Remove stains with a concrete cleaning agent. Seal non-structural cracks with a compatible water-proof caulk. Inspect sump pump pit if there is one, and if there is standing water in the pit, verify it is operational by pouring additional water into the pit.

Crawl-space- Gain access to the crawl space through the trap door. Inspect concrete or cinderblock walls. Look for water stains or cracks and seal cracks that may allow water to enter. Check ground surface for any standing water. Inspect sump pit if applicable. If there is water in the pit, verify it is operational by adding additional water in pit. Locate all air vents and verify that they are open and unobstructed.

Warranty Section:

Cast-in Place Concrete	Waterproofing
Louvers and Vents	Insulation
Construction and Control Joints	Sealants
Unit Masonry	

Plumbing:

Why: To verify proper operation and intended usage

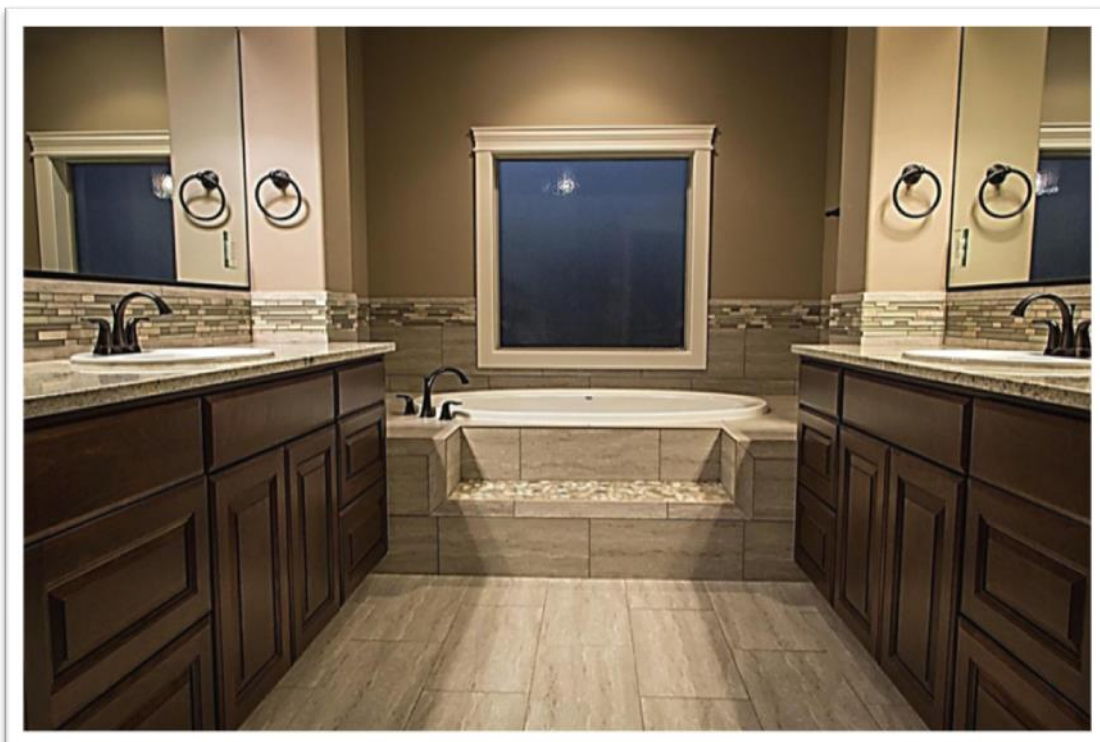
When: Twice a year

How: Simultaneously turn on all sinks, bathtubs, showers, operate dishwashers, washer and dryers and flush all toilets. Check all drains to make sure nothing overflows, and then look for any leaks in the water and sewer pipes. Look in cabinets, closets, on the floor, under lower level ceilings and in the basement or crawl space. Water pipes will be copper or a grey plastic. Sewer pipes will be white or black plastic. If freezing temperatures occur, make sure to disconnect the outside garden hoses to keep inner water pipes from freezing and bursting the spigot. If any water line leaks are found, locate and shut-off the valve nearest to the leak and turn the valve to the right until tight. If any sewer line leaks are found, try to trace the piping back to the area it serves and discontinue use of those fixtures until repairs are made. Consult with a qualified plumber as necessary.

Warranty Section:

Plumbing

Water Supply



Plumbing Fixtures and Appliances:

Why: To ensure proper operation

When: Twice a year

How: Sinks- Turn on the hot and cold water and observe for adequate water pressure and drainage. If water pressure is low, unscrew the aerator and inspect the filter screen. Wash out any trapped debris, then reinstall. If the sink is slow to drain and you don't have a septic system, you can use drain cleaner but use a funnel. You may also disassemble the trap under the sink to try and clear any obstruction. To clean sink surfaces, use a non-abrasive cleanser and warm water on a damp sponge.



Bathtubs and showers- Operate the cold and hot water and check for adequate water pressure and drainage. If you notice low water pressure in the shower, unscrew the shower head and flush it out against the direction of normal flow. A plunger can usually unclog any clogged drains. If that doesn't work, you can try some drain cleaner if your home is not on a septic system. Clean surfaces with a non-abrasive cleanser and warm water on a damp sponge.

Toilets- Clean toilets often but avoid scrubbing bowl too hard with a toilet brush, as this may scratch the porcelain. Avoid using drop-in cleaners and never mix cleaners. If toilet clogs and begins to overflow, turn off water supply at shut-off valve near the floor. Use a plunger to clear clogs. If toilet runs, adjust the float mechanism in the tank. Never flush baby wipes, floss, small dead pets, etc. Condensation on the outside of the tank is not a leak.

Garbage disposals- Always use cold water when operating as hot water causes food to be cut less efficiently by the blades and grease to liquefy which may lead to a clog. Avoid putting fruit or vegetable peels in the disposer. If disposer won't operate, unplug it and manually try to rotate the inner chamber. After you've given the chamber a few turns, plug it back in and press the reset switch. Consult with a qualified repairman as necessary.

Hot water heaters- Read the operation manual and follow draining directions. Check that temperature settings is on letter "B", "Normal", or 140 degrees.

Natural gas units- The pilot light and main burner heat the water. If the pilot light goes out, read the re-lighting instructions on the tank. Never turn on electricity to the unit or light the pilot if its tank is empty. Shut off the electric or gas supply before the water supply. Never store combustible materials near the unit. Test the pressure relief valve at least once a year by pulling up on the lever and confirming water discharge. Consult with a qualified plumber as necessary. Clean fixtures regularly with appropriate cleaners and re-grout as necessary.

Warranty Section:

Plumbing

Water Supply

Heating and Cooling System:

Why: To verify proper operation

When: Just before heating or cooling seasons

How: Air conditioner- Turn on system only when outside temperature is over 60 degrees. Set thermostat to desired temperature or slightly higher if you will be away during the day. If air conditioner does not operate, check that the thermostat is set to “cool”, then check circuit breakers (there are 2 so verify that both are on). Call a qualified HVAC contractor as necessary. If system is operating correctly, ensure that the condensation drain tube is draining water and is unobstructed. Verify that the outside compressor is free of debris. Make sure all cooling and return air vents are clean, clear, and unobstructed. Set air vent vanes upward on lower floors and slightly downward on upper floors. Air blowing from vents should be noticeably cool. If not, there may be a refrigerant leak somewhere. Again, consult a HVAC contractor as necessary.

Heat pump or natural gas furnace- Turn on the system after the temperature is below 65 degrees. Set thermostat at desired temperature. If it doesn't operate, check that the thermostat is set to “heat”. Also check that the fan panel is secure on the furnace. If it still does not work, check the breakers. Consult with an HVAC contractor as necessary for repairs.

If the unit works, confirm that noticeably warm air is blowing out of the vents. A mild odor is normal for the first use, however if you have natural gas heat and smell a strong odor of gas, leave the home immediately. Do not turn on lights or use the telephone. Make sure the fresh air duct is open and unobstructed. Allow direct sunlight whenever possible to assist in heating walls, floors, and furniture. Make sure all heating and return air vents are clean and unobstructed.

Check the filter regularly on any heating or cooling system. Dirty filters result in reduced efficiency and higher cost. When replacing filters, verify that the filter arrow points in the direction of air flow. Permanent filters may be vacuumed or tapped to loosen dirt, then washed with warm water or a mild detergent. Have units serviced once a year.

Warranty Section:

Heating and Air Conditioning

Electrical:

Why: To confirm system performs as intended

When: Twice a year

How: Check the main service panel, looking for rust, water stains, soot stains, or melted wires. Check the circuit breakers. See that they are properly labeled. If any breakers are tripped, turn them off then back on. If the breaker trips again, unplug all devices on that circuit. If this corrects the problem, there are too many devices plugged in to this circuit or one of the devices or cords is faulty. If the breaker continues to trip, consult with an electrician. Check all GFI outlets and breakers. These outlets and switches have "Test" and "Reset" buttons and are found in bathrooms, kitchens, garages, basements, and in the main service panel. Push the "Test" button at least once a month to test the circuit. If the "Reset" button doesn't pop outward consult with an electrician. If it does pop out, push it back in and repeat the next month. Do not plug refrigerators or freezers into a GFI circuit.

In general, keep tree limbs away from overhead power lines. Always call your electrical utility service to locate underground power lines before digging any trenches or holes. If an electrical outlet doesn't work, see if it is controlled by a switch, GFI switch, or if the breaker has tripped, before calling an electrician. Don't use light bulbs with a higher wattage than the fixture allows. Avoid changing exterior lights in the rain. Never overload extension cords or use too many when bringing power to a remote device or fixture. Plug sensitive electronic devices into appropriate surge protector strips. Unplug them during lightning storms. If there are small children in the home, install outlet protector guards to keep out little fingers and paperclips.

Warranty Section:

- Electrical Conductors
- Switches and Receptacles
- Service and Distribution



THE BEST EXPERIENCE

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Sump Pump:

Why: To confirm system performs as intended

When: Every 3-4 months, Once a year

How: Every 3-4 Months- Clean pump inlet screen and check that the power cord is connected to power. Dump a bucket of water into the sump to make the float rise and make sure that the pump turns on.

Every year- Remove the pump from the sump to clean and check for wear or damage. Clean out the sump, and check the manufacturer recommendations to see if pump bearings require grease or oil. Replace the pump in the sump and check to make sure the power cord is plugged in. Dump a bucket of water into the sump to test that it turns on.

Warranty Section:

Sump Pump