



HOMEOWNER ORIENTATION

The Homeowner Orientation will be conducted by a member of the Construction staff of Dunn & Stone Builders. In most cases this will be the Superintendent who oversaw the construction of your new home. The purpose of this meeting is to thoroughly acquaint you with the proper operation of the home's equipment, and to familiarize you with the many features of your new home and its maintenance requirements. The superintendent will also discuss with you the home's warranty program, manufacturers' warranties and the proper procedures to request customer service.

This introduction to the home also provides you with the opportunity to review the condition of your new home to assure that all items meet or exceed specifications and standards of workmanship. At this time a list will be made of all items requiring attention. Although no home can be "perfect", you can expect that your new home will meet the same standards of quality as represented in the Model Home.

All items will be noted in writing, and the necessary repairs will be scheduled at the earliest opportunity. Also be aware that the repair of certain items may be delayed due to contractor scheduling, the availability of materials or weather conditions.

HOME WARRANTY

Dunn & Stone Builders is providing you with a Home Warranty program through one of the nation's largest insurance backed warranty providers. At the home introduction you will receive a copy of this warranty. Please take the time to review this booklet as it contains detailed information on deficiencies, construction quality standards, builder and warrantor's responsibilities and exclusions. In addition to this warranty program, many of the homes components carry Manufacturer's warranties. Information on Manufacturer's warranties and available warranty information will be given to you at the Home Orientation.

WARRANTY PROCEDURES

NON- EMERGENCIES: Warranty Service requests can be made by emailing your request to info@dunnandstonebuilders.com. Please include your name, address, best number to reach you and a brief description of your non urgent warranty item(s). Or you can place your request by calling our Customer Service at **(281) 259-3577**. Please be prepared to give us detailed information as to the nature of your warranty issues and contact information so that a Customer Service representative can call you to schedule any necessary work to be done. Written requests for warranty service can be mailed to:

Dunn & Stone Builders, LLC
32360 SH 249 Suite 190
Pinehurst, TX 77362

EMERGENCIES: In the event of an emergency situation, take all reasonable precautions to protect yourself and your property. During office hours call us immediately at **281-259-3577**. Our office hours are Monday through Friday 8:00am to 5:00pm. For "after hours" emergencies we are providing you with a list of our contractors that you may contact directly.

Volume lighting (fixtures)

UTILITIES

It is the responsibility of the homeowner to arrange for transfer of all utilities. Dunn & Stone Builders has initiated all utility services and will **maintain service in our account through the date of closing**. In order to avoid any service interruptions and possible "reconnect fees" it is important that the homeowner make arrangements for the transfer of service prior to the scheduled closing. Dunn and Stone utility accounts **will be disconnected 3 days after closing**. A listing of all utility providers is included with this information.

HOME MAINTENANCE

Along with the pride of ownership in your new Dunn & Stone Builders home comes the responsibility of home maintenance. Listed here is a variety of useful information intended to help you maintain your new home in a manner that will extend that "New Home Feeling", and assure that the components of your new home function properly.

HEATING AND AIR CONDITIONING

THERMOSTAT: The thermostat is positioned in your home in a location to provide it with the average current temperature in the home. Other locations in the home may vary somewhat in temperature. This may be corrected either by adjusting the thermostat to account for this difference or by adjusting the air flow (see ductwork). Make sure that you do not install any furniture or wall coverings that would restrict the air flow around the thermostat, thus creating a false reading. Be sure that the thermostat is set to the desired temperature and that the thermostat is set to the proper cycle (heating or cooling).

COMPRESSOR: The compressor is located on the outside of the home to facilitate the release of heat during the compression cycle. The homeowner should not place anything around or near the compressor, which would restrict the airflow, as this could cause premature failure. Care should be taken during normal yard maintenance to ensure that the compressor is not damaged. It is recommended that any visible or suspected damage be inspected immediately by a qualified technician. A power disconnect may be located on the wall adjacent the compressor to facilitate service of the unit. If the compressor fails to operate, this switch should be checked to ensure that it is in the "on" position.

FURNACE: The gas furnace will be located in the attic area. You should not inspect the furnace area with any open flame device or conduct any electrical work where there is a chance of sparking. If the homeowner suspects any failure or malfunction of the furnace unit, he should immediately shut off the gas supply by using the gas shut off valve located adjacent the furnace.

Condensation that collects in the A/C unit during the cooling cycle is removed by a drain pan under the coils. The homeowner should inspect periodically to ensure that no restriction is in this primary drain pan, or the auxiliary drain pan.

110 Volt electric power is supplied to the furnace for operation of the fan. This power is controlled by a wall type switch located in the furnace area. If the fan fails to operate in normal conditions, the homeowner should

THE HOMEOWNER SHOULD EXERCISE EXTREME CAUTION WHILE IN THE ATTIC AREA.

DUCTWORK: Air flow may be adjusted by adjusting the operable fins on the registers. The return air in the home is centrally located to create an efficient air flow in the home. The air conditioning filters should be inspected monthly and changed if appropriate. This is particularly important during the first few months of occupancy as the combination of the recent move-in by the homeowner and the newness of the home will generate a higher than normal level of dust in the home.

SERVICE: It is highly recommended that the homeowner have semi-annual service checks of the heating and air conditioning system; one in the spring primarily to check the air conditioning components and one in the fall to check the heating components.

Prior to placing a request for service, within the warranty period and thereafter, we recommend that the purchaser first conduct the following checks, as it their responsibility for costs incurred if any of the following items is found to be the cause of the problem.

1. Check to ensure that all circuit breakers are "on".
2. Check to ensure that the disconnect switch at the compressor is "on".
3. Check to see that the power to the furnace blower is "on".
4. Check to ensure that the thermostat is set to the proper heating or cooling cycles.
5. Check to ensure that the air filter is clean and unobstructed.

PLUMBING

PLUMBING FIXTURES: Your home is equipped with high quality name brand plumbing fixtures. Those fixtures equipped with an aerator (kitchen, lavatories, and tubs) occasionally become partially restricted through the accumulation of debris on the aerator. This can be corrected by simply unscrewing the aerator, removing the debris and reinstalling it. Do not use an abrasive or harsh cleaners on these fixtures. Frequently wiping with a damp sponge or cloth will remove soap and mineral deposits.

MARBLE TOPS: The vanities in the home are constructed with cultured marble covered by a clear resin finish. Do not use abrasive or caustic chemicals to clean the surface area. A diluted solution of household detergent and water, followed by a rinse of clear water will remove a build up of soap scum and mineral deposits.

COMMODOES: Effective January 1, 1992 the state of Texas required "water saver" toilets be installed in all new construction. The commodes we install meet the new requirements by flushing only 1.6 gallons or fewer of water per flush. Commodes with a reduced water capacity do not flush with the force, which you may have been accustomed to and may require some time getting used to the volume of material that the commode can accommodate.

KITCHEN COUNTERTOPS:

LAMINATE: Do not clean laminate tops with abrasive or caustic cleaners. A diluted solution of household cleaner or detergent, followed by a rinse of clear water should be applied to clean stains incurred during normal household operation. Direct cutting, placement of hot objects (heated pans or pots) or striking with objects should be avoided, as the surface is not designed for this use.

SOLID SURFACE: For routine care of solid surface tops, soapy water and a sponge or dishcloth is all that is necessary. For stains or stubborn dirt use an abrasive cleanser and a Scotch Brite pad. For objectionable scratches follow the instructions of the manufacturer. To prevent knife cuts or damage from excessive heat use a cutting board and or trivet or pot mat.

GRANITE COUNTERTOPS: For routine care of granite countertops, a few drops of neutral cleaner, stone soap (available at hardware stores), warm water and a sponge or dish-cloth is all that is necessary. Too much cleaner or soap may leave a film, or cause streaks. Do not use products that contain lemon, vinegar or other acids. Do not use scouring powders or creams as they will scratch the surface. Use coasters under glasses, particularly those containing alcohol or citrus juices as many drinks contain acids that may etch or dull the stone surface. Use trivets or mats under hot dishes and placemats under china, ceramics, silver or other objects

KITCHEN SINKS:

STAINLESS STEEL: The stainless steel sink is made from a nickel-chrome alloy. To clean on a daily basis, wash with a wet dishcloth and dish detergent. Occasional scouring will remove stubborn stains. Small scratches and wear cracks are normal.

PORCELAIN SINKS: The porcelain sink is made from porcelain over cast iron or steel. To clean on a daily basis, wash with a wet dish-cloth and dish detergent. Do not use abrasives on a daily basis. On stubborn stains use abrasive cleaner sparingly. Use a soft nylon brush, but avoid using steel wool, wire brushes, metal scrapers and abrasive sponge pads.

WHIRLPOOL OR GARDEN TUBS: If you have a whirlpool tub in your home it is designed for service as a regular bathtub or a whirlpool spa. Water must be at the normal operating level prior to activation of the whirlpool mechanism. Failure to do so will result in severe damage to the motor. These tubs are made of acrylic with a protective resin coating; therefore do not clean the whirlpool or garden tub with abrasives or harsh cleaners. A diluted solution of detergent or household cleaner, followed by a rinse of clear water will remove soap scum or mineral deposits.

CERAMIC TILE SURROUNDS: The shower stall and secondary bath tub surrounds are ceramic tile. Only those products specifically designed for use in cleaning ceramic tile should be used. Minor cracking in the grout joints, particularly at the corners, is normal, however, the homeowner should immediately take one of the following steps to correct the problem.

1. Remove the cracked grout, and re-grout the area.
2. Apply a tile-caulking product specifically designed for ceramic tile.

Failure to address minor cracking will only contribute to further cracking and other potentially more serious damage.

WATER HEATER: Each home will have one or two gas water heaters installed. It is recommended that semi-annually the water heater be drained to assist in removing mineral deposits that accumulate.

SEWER CLEANOUT: An exterior sewer cleanout has been provided on your home. The location of the cleanout was pointed out to you at the time of the home orientation. The sewer cleanout should be kept exposed and readily available in the event of a sewer stoppage. In that event, the sewer cleanout should be opened to allow excess sewage overflow, thus eliminating back up into the living area of the home.

COLD WEATHER OPERATION: Prior to an anticipated "hard" freeze, it is recommended that the homeowner take steps to drain the water system in the home. This can be accomplished by the following steps:

1. Shut off the water service to the interior of the home. The location of the shut off valve was indicated during the homeowners' orientation.
2. Open all fixtures in the home and allow the water pressure to drain. NOTE: The water pressure will decrease before the hot water is drained to a level that would damage the water heater; therefore it is not necessary to extinguish the water heater pilot unless the water will be shut off for an extended period of time. Ensure that all exterior hose bibs are opened and drained.
3. To restore water to the home, follow the above steps in the reverse order.

PAINT

INTERIOR PAINT:

The interior walls of the home were painted with a quality interior flat latex paint. The removal of small amounts of dirt can be accomplished by dry brushing with a soft bristle brush. Do not scrub with an abrasive, as this will damage the paint surface. The use of water to remove stains can damage the sheetrock texture.

For more heavily soiled or damaged areas, it may be necessary to repaint. Depending on the age of the damaged area, the paint may have faded or changed in color slightly. It is best to test new paint in a small less visible area to ensure that it will match properly. Once this is done, and the paint matches, then apply small amounts to the intended area and brush lightly, spreading the paint as far as possible; a heavy build up of paint, even if the color is the same, will show a slightly different color due to the thickness of the dried coat. In the areas where the paint is not an exact match, we suggest that you paint the entire wall to a transition point (wall corner or ceiling line).

The painted woodwork in your home has been finished with a semi-gloss enamel. Enamel paint is more durable than latex and may be washed repeatedly with a mild solution of soap and water, followed by a rinse of clear water. Do not use cleaning solutions containing ammonia as it may cause the enamel to yellow.

Minor cracking in the sheetrock and in the woodwork is normal and can be expected in any home. This condition can be corrected periodically with a minor amount of effort on the part of the homeowner. In the case of sheetrock cracks, apply a small amount of good quality, interior tub and tile caulk to the area to fill the cracks and allow it to dry. Touch up the caulked area with latex paint using the same procedure as outlined above. For minor cracks in enameled woodwork, first spackle the crack with a good interior spackle and allow it to dry; then take a small piece of fine grade sandpaper and sand lightly around the spackled area. Wipe the area clean of any grit. Then using a small brush, apply the enamel paint spreading or "feathering" it out as far as possible.

EXTERIOR PAINT: The exterior Hardiplank on your home was pre-primed by the manufacturer and then painted with exterior acrylic latex. The exterior wood on your home was primed with a water-based primer and then painted with exterior acrylic latex. The woodwork and windows were caulked with a high- grade exterior caulking. The proper procedure to clean the exterior paint surfaces of your home is to wash with a garden hose to remove the dirt film. On those areas that have mildew, wash with a solution of two ounces of liquid detergent and eight ounces of chlorine bleach per gallon of water. Rinse thoroughly with clear water.

While all the materials used on the exterior of your home are classified as high quality products, the time until the exterior of your home needs to be repainted is dependent on several factors. There will be sides of you home (normally the South and West) which will receive greater exposure to the sun and will weather faster; the amount of rain and other forms of severe weather will decrease the life of the finish coat, and the severity of the summer heat will effect the finish coat. Monitor these variables to determine when to repaint your home to maintain a good looking, like new home. Repainting should include removing and replacing any brittle or cracked caulking in the wood areas and around the windows.

FINISHES

HARDWARE: For security purposes deadbolt locks have been installed on the perimeter doors of your home. All of the deadbolt locks and key locks are designed to operate off of the same key. Most homes are equipped with high quality hardware with a satin nickel finish. Although the hardware we install is a high quality product, eventually any hardware regardless of quality or price will tarnish. Tarnish is not considered a product defect. The homeowner may extend the life of the protective coating on the hardware by following the list of procedures below.

1. Wipe down the hardware with a soft cloth. Apply a good nonabrasive wax (such as an automotive or floor wax) at least once a month. Never use any chemicals or cleaning agents.
2. Do not apply abrasives, metal polishes, or other caustic chemicals to the hardware.
3. Do not apply paint or lacquer removers to the hardware.
4. Areas in which the hardware is likely to get wet should be wiped dry as soon as possible.

VINYL: Some of the areas in your home may have been covered in a cushioned vinyl flooring. This flooring is fairly durable and resistant to soiling. However, it has certain limitations, particularly to chair and table legs that come in contact with the vinyl. Women's high heeled shoes, especially when the rubber heel is worn away, will dent any cushioned vinyl product. We strongly suggest that you contact the manufacturer concerning these limitations. Do not use area rugs with a rubber backing on vinyl floors. Chemicals in the rubber react with the vinyl and will discolor the vinyl.

CARPET: The product installed in your home is a quality carpeting. Do not become alarmed if during your first several vacuumings you remove significant amounts of carpet knap (fuzz). This is quite normal and is not an indication of any defect in your carpet.

To extend the life of your carpet and keep it looking as fresh as possible, we recommend the following procedures:

1. Frequent vacuuming is the best protection for your carpet as it removes the dirt before it becomes embedded in the fibers.
2. Remove spills and food products as soon as possible with water or carpet cleaning products available at most supermarkets.
3. If you feel that you need to have the carpet cleaned, we strongly recommend that you have a reputable commercial contractor accomplish this task. Most of these contractors will

warrant their work and have a great deal of experience in removing different stain types without damaging the carpet. NOTE: Most commercial cleaning applications will remove all or part of the stain resistant treatment during the cleaning process. We recommend that you have the cleaning contractor reapply this product immediately after cleaning.

CERAMIC TILE: Ceramic tile flooring may be cleaned using a mild household detergent diluted in water, rinsed with clear water, and buffed with a soft cloth to restore the shine. You may use cleaners specifically designed for use on ceramic tile. NOTE: Care should be used during cleaning to avoid getting the adjacent carpeted areas wet. Persistent wetting of the carpet will cause discoloration and/or deterioration of the carpet.

MARBLE/GRANITE: Marble and granite flooring may be cleaned using clear water, followed by buffing with a towel or soft cloth. Do not allow excess water to sit on the marble or granite for an extended length of time. For stains or damage to the marble or granite surface, you should contact a tile supplier concerning products to handle these circumstances. Those products should be used according to the manufacturer's instructions.

We want you to know that marble and granite are natural substances. Our suppliers are unable to guarantee consistency or uniformity, which means that the marble or granite tile installed in your home may vary significantly in color and pattern from others in the same installation.

WOOD FLOORING: The wood floor in your home has a no-wax finish. You may remove liquid spills with a soft dry cloth. Sweep or vacuum the floor frequently. Never damp mop or let sand or grit build up. Avoid high heeled shoes, especially without caps as they can damage the surface. You should also use proper protection under the feet of furniture. The use of wax, oil soaps, or other household cleaners is not recommended. The manufacturer has products available to clean and re-shine wood floors.

EXTERIOR

LANDSCAPE: The yard at your home has been graded to establish proper drainage and allow for lawn installation. The final grade alone will not guarantee proper grass installation. Any areas that have been left un-landscaped by Dunn & Stone Builders should be reviewed with the following recommendations in mind:

1. The area that is to be sodded must be raked to ensure that the area is smooth and all low areas have been filled in. Be sure not to fill any drainage swales.
2. As each square of sod is laid it should be hand tucked. This will eliminate any gaps between each piece of sod, which could become a water trap and will result in an irregular appearance in the lawn.
3. The ground area adjacent to flatwork should be hand raked in such a manner that the ground immediately adjacent the flat work is a minimum of 1-1/2 below the top of the flat work; then when the sod is installed it will be approximately the same level as the flat work, thus allowing for proper drainage.
4. No landscaping should be allowed to exceed three inches below the first course of brick. If landscaping is built up around the brick, it can cause permanent damage and obscure the weep holes keeping them from functioning as designed.

Landscaping (including grass) is specifically excluded from the Warranty program. At the time of your Home Orientation, any problems with landscape materials should be noted at that time. Other policies regarding landscaping are noted as follows.

1. If the purchaser has requested that the seller not remove certain trees in close proximity to the home, then the purchaser acknowledges that the existence of mature trees within close proximity to the foundation could cause future foundation problems.
2. Existing trees on the home site may die as a result of construction. Even though care and consideration may be exercised on the location of the home in proximity to the trees, Dunn & Stone Builders does not accept responsibility for the life of the trees. The existence of mature trees in close proximity to the foundation may result in future foundation problems. This may be of particular concern if you have requested Dunn & Stone Builders not to remove certain trees in close proximity to the home.
3. Plants, grass, or trees that die as the result of insect infestation or acts of God, including but not limited to freeze, hurricane, tornado or other severe weather conditions are not the responsibility of Dunn & Stone Builders.

Dunn & Stone Builders will maintain the landscaping up to the day of closing. If there is any delay in the homeowner occupying the home after closing, he should take steps to assure that the proper maintenance and watering takes place. This is particularly important during the hot summer months.

Exterior Foundation: Each foundation is engineered and designed for the soil conditions present in the area of your home. Due to the nature of most soils in the Houston area, a radical change in the moisture content of the soil can result in significant expansion or contraction of the soil around the foundation. It is important that the homeowner be aware of this and take steps to ensure that the relative moisture around the foundation remains constant. This can be accomplished by:

1. Ensure that the drainage is maintained away from the foundation.
2. Ensure that during protracted dry periods the necessary moisture is placed into the soil adjacent to the foundation. All sides of the home not having plant beds should be watered as much as those sides that have landscaped beds.

Minor surface cracking in the concrete is normal. If you have a concern in this area, contact our Customer Service Department and a member of our construction staff will inspect that area of the foundation to ensure that it conforms to the standards of the warranty program.

DRAINAGE: The drainage for your property is in place on the date of closing. Careful consideration to the effect on drainage should be given when installing sprinkler systems, swimming pools and decks, playground equipment or additional landscaping. Any damage to the home caused by an alteration if the original drainage pattern will not be the responsibility of Dunn & Stone Builders. Proper positive drainage away from the foundation is important for maintaining and ensuring that the foundation performs as designed.

BRICK: The brick on your home is designed to need little or no maintenance. You should periodically inspect the weep holes open joints at the bottom course around the perimeter of the home) to assure that they are clear and unobstructed.

Mildew may occur on any area that receives little sunlight. This can be removed using a solution of two ounces of detergent and eight ounces of chlorine bleach per gallon of water. Rinse thoroughly with clear water. Efflorescence is a white salt deposit that can form on any masonry finish. The dusty deposit is a water-soluble salt that migrates to the exterior of the brick. When the water evaporates the white residue may remain. This condition usually disappears with normal weathering. It is not advisable to wash efflorescence off since moisture will bring more salt to the surface. The efflorescent may be removed with a dry stiff brush. Efflorescence is not considered to be a defect in the material.

SHINGLES: The shingles on your home have a limited warranty from the manufacturer. Please refer to that specific warranty for details. The metal flashing on the home should be repainted periodically with a paint designed for metal application. Old paint that is blistered should be removed and any rusted areas should be lightly sanded to remove the rust prior to applying the paint. In heavily treed areas the roof should be washed with water and swept with a stiff broom to remove leaves and other debris and discharge from the trees.

Caulking around the metal flashing where it attaches to the siding or brick should be inspected annually to ensure that it is in good condition. Separated or damaged caulk should be removed and a fresh bead applied with a caulk specifically designed for this application. This caulk is available at most hardware stores.

GUTTERS: If guttering was installed on your home it should be inspected periodically to insure that it is secured and the downspouts are not damaged or restricted. In heavily treed areas, gutters should be inspected and cleaned of leaves and other debris at least annually. It may be necessary to repeat this process more frequently depending on circumstances.

FIREPLACE: Ensure that the fire box is kept clear of ashes and debris when not in use, and the damper is closed. Prior to lighting the fireplace, ensure that the damper is open and that the gas valve is off. If there is any question if the gas valve was completely off, open a window in the fireplace room and allow fifteen minutes to ensure that the residual gas has been evacuated. Use only long stemmed fireplace matches or butane fireplace lighters to light the gas log lighter. Once the log lighter is fully lit, adjust the flame as necessary using the log lighter valve. If you have difficulty lighting the log lighter, make sure you shut off the log lighter and allow gas to dissipate before attempting to restart. After the fire is properly lit, ensure that the log lighter is shut off in the fully "OFF" position.

Occasionally put a handful of table salt in the fire. This will help remove soot in the flue of the chimney.

FIREPLACE MAINTENANCE: At the end of the heating season, or when the fireplace will not be in use for an extended period of time, the ashes should be removed and the hearth area should be swept clean. The slow absorption of the moisture into the ashes over a long period of time could cause a condition that would be corrosive to fireplace parts.

At the beginning of the season, always operate the flue damper and make sure that it has not become stuck from soot, creosote, etc., during the period of inactivity.

DOORS and WINDOWS

WOOD DOORS: Your home may include a beautiful hand finished solid wood door. To enhance and protect the natural beauty of the door, it was stained, sealed and varnished. The result is a deep rich color with a high gloss finish. To protect the overall appearance of the door it will be necessary that you properly maintain the finish. The effects of mother nature, in particular the ultraviolet rays of the sun, will deteriorate the finish relatively quickly, and leave the wood exposed to the harmful effects of moisture as well as the sun. The results of this exposure are not covered in the home warranty program and can include warping, shrinking and discoloration.

Proper maintenance of your door can prevent deterioration. It is recommended that you do three things to maintain the like-new appearance.

1. Inspect your door on a regular monthly basis.
2. Keep your door dry and clean.
3. Apply a fresh coat of varnish on a regular basis.

If you should scratch your door, it is important that you protect the exposed raw wood with an exterior sealant or varnish in a timely manner. Raw wood will absorb moisture, weaken glue joints and cause expansions in wood sections.

Avoid having water from your sprinklers come in contact with your door since tap water contains minerals and chlorides, which will contribute to the deterioration of the varnished finish. Should your door get wet, it should be wiped dry with a soft cloth. To clean your door use a damp or dry cloth. Use a small amount of lemon oil to remove fingerprints or grime. Avoid the use of harsh detergents or abrasive applications.

Depending on the actual position of your home to the sun and the degree of protection from the front porch, it may be necessary to reapply a protective coat of varnish on a frequent basis.

Natural variations of color or texture in the wood are not considered defects.

Warp shall not be considered a defect unless it exceeds 1/4" in the plane of the door itself. Doors over 36" wide or over 84" in height are not warranted against bow, or twist. Warp is any distortion in the door itself and does not refer to the frame or the jamb in which it is hung.

The following could void the warranty on your door.

1. Damage resulting from exposure to standing or active water.
2. Modification or alteration of the door. The utility or structural strength must not be impaired in the fitting, application of hardware, or other special treatment.
3. Failure to perform maintenance following the guidelines set forth above.

WINDOWS

The windows in your home are designed to provide you with many years of trouble free operation. There are several specific maintenance tips, which will prevent damage or malfunction.

1. Keep you windows free of debris and dirt. Pay particular attention to the small weep holes, which allow drainage.
2. Keep the tracks and slides lubricated
3. It may be necessary to re-caulk the exterior frame of the windows to the brick or siding. The frequency of this maintenance will depend on the amount of exposure the window receives to the sun.
4. Make an annual inspection of all windows inside and out and make any necessary repairs as the need arises.

ELECTRICAL

The electrical wiring in your home is run to a central service located in either the garage or on the outside of the home. Located inside the service panel are individual circuit breakers. These breakers should be identified with markings adjacent to each breaker or on a reference index attached to the service panel. Refer to these markings or the index when checking breakers.

When checking a circuit breaker to see if it is tripped, inspect the breaker to see if it is fully in the "ON" position. Being approximately a third to half way back from the full "ON" position will indicate a tripped breaker. Return the breaker to the full "OFF" position and then to the full "ON" position. If the breaker immediately re-trips, do not attempt to re set the breaker; call an electrician.

The electrical outlets for the exterior, garage, kitchen and all bathrooms are wired as ground fault circuit interrupters. This circuit is designed to assure that there is an immediate power interruption in the case of loss to ground. One of the outlets in the circuit will have a reset and test button located on it. If the power is still not restored, check the circuit breaker.

APPLIANCES: For proper operation of the electrical appliances, refer to the appropriate instruction literature.

DISPOSAL: The disposal is designed to grind up soft food; avoid using it to grind up difficult to shred products such as wood, metals, sand, and egg shells, as these products will quickly deteriorate the disposal. If the disposal becomes jammed or stops operation, utilize the following steps:

1. Check the RESET button located on the bottom of the disposal.
2. If the disposal fails to operate, ensure that the countertop switch is in the "ON" position.
3. If the disposal will not operate with the switch in the "ON" position, put the switch in the "OFF" position, and shut off the circuit breaker. Disposals come with a wrench that may be used at the base of the disposal to rotate the blades. This information was covered with you during the Home Orientation.
4. Turn on the circuit breaker and run clear water through the disposal during operation.
5. To remove the stale food smell, pour a glass of salt water through the disposal system once a week.

DISHWASHER: If the dishwasher fails to operate, check the circuit breaker to ensure that it is on. If no water is getting to the dishwasher, ensure that the water valve servicing the dishwasher under the sink is in the open position and that the electrical switch is "on" at the kitchen countertop.

MICROWAVE OVEN: If the microwave oven fails to operate, check the circuit breaker to ensure that it is in the "on" position. Keep the microwave oven free of food spills.

Mold and Moisture in Your Home

BACKGROUND: This background information is provided for informational purposes only and is based on information provided to Dunn & Stone Builders by a variety of third party sources. Purchasers should direct any specific questions regarding mold growth to an expert in that field.

Mold commonly grows in the environment and is an abundant and essential part of the world's ecological system. Ancient writings reveal that people have been dealing with mold for thousands of years.

Molds are classified as fungi and are found everywhere. They are necessary for recycling organic material and for sustaining plant and animal life. They reproduce by releasing tiny spores into the air, much in the way plants release seeds. These spores can travel through the air, in and out of buildings, as air between the environments is exchanged. The spores eventually settle on various surfaces, and when the conditions are favorable (i.e. when moisture is present) they can feed on any organic or cellulose based materials present such as cloth, carpet, leather, wood, wall board, dust, or anything else. In general terms, sustained mold growth requires moisture, spores, organic material, and a temperature in the range of 40 to 100 degrees.

To date the health effects of mold are not known with certainty. The only agreement seems to be that the responses to mold are individualized, based on each person's immune system. They range from no ill effects to varying degrees of mold exposure, to some allergic responses (nasal and/or respiratory), to infectious growths of mold within the body, to disruption of cellular function within the body.

INGREDIENTS FOR MOLD GROWTH: although Dunn & Stone Builders is not an expert on mold growth, we are informed that mold growth can generally be attributed to five factors:

1. **Moisture:** Moisture can result from any number of sources, including but not limited to flooding, water leaks, high humidity, and insufficient air conditioning. Regardless of the source, moisture is a necessary ingredient for mold to grow.
2. **Nutrients:** Mold will feed on any organic or cellulose based products. Such products commonly used in residential construction include sheetrock, ceiling tiles, lumber, cloth, carpet, leather, wood, dust and wallpaper.
3. **Fungal Spores:** Mold spores are present to varying degrees in all buildings, including residences, and in all cellulose based building materials.
4. **Temperature:** Molds have been shown to grow in various temperatures fro 40 to 100 degrees. In general terms if a person is relatively comfortable, mold will be too.
5. **Time:** Most experts seem to agree mold growth will occur within 24 to 48 hours after the foregoing factors are present.

IMPORTANCE OF CONTAINING AND PREVENTING MOISTURE: Of these five factors, moisture is the only one people can reasonably control. Although there is considerable debate in the scientific community about the effects of mold, all credible experts agree:

ELIMINATING MOISTURE WILL ELIMINATE ADDITIONAL MOLD GROWTH. As a homeowner, you must immediately investigate and remedy any puddles or dampness once you discover it, regardless of the source.

SIGNS OF, AND LIMITING MOLD GROWTH: The most practical approach to limiting mold growth is early detection and prompt resolution of excessive moisture. If you can see mold, or detect an earthy or musty odor, you can assume that you have a moisture problem that must be resolved to achieve a permanent solution to arresting mold growth. Mold growth is found behind walls or under materials where water has damaged surfaces. Look for discoloration and mold on surfaces.

Controlling indoor air moisture will limit the possibility of supporting mold growth from condensing water on interior surfaces; such as on walls, windows, and areas near air conditioner supply registers. Relative humidity is a measure of the amount of moisture and water vapor in the air. Relative humidity meters are useful for detecting excessive moisture and they are available from most hardware stores. Moisture sources that increase indoor air relative humidity are: habitation (people release moisture), bathing cooking, plants, washing and air drying of dishes and clothes, humidifiers, and outdoor ventilation air in humid climates.

Another source is water leaks; such as, from pipes, rain water leakage through windows, roof flashing etc.

Listed below are some strategies that can help minimize mold growth:

- Take notice of musty odors in the home because that indicates the presence of mold
- Look for visible signs of moisture and abate the moisture source
- Watch for condensation and wet spots and eliminate the source of moisture
- Prevent moisture resulting from condensation by increasing surface temperatures. To increase the surface temperature, insulate or increase the circulation of air. To reduce the moisture levels in the air, repair leaks, increase ventilation, or dehumidify.
- Perform building and HVAC inspections and maintenance. Repair the condensate drain if the AC system's drip pan overflows with water.
- Vent clothes dryers to the outdoors.
- Run the air conditioner or dehumidifier during the humid months of the year. Controlling indoor air moisture to below 65 percent relative humidity will limit the probability of supporting mold growth.
- Clean and dry any wet areas within 48 hours
- Provide drainage for roof rainwater and maintain the ground with a slope that drains water away from the foundation.
- Repair water leaks within the building envelope as soon as possible.
- Do not store organic materials such as paper, books, clothes etc., in humid locations.
- Exercise extra care when cleaning up from damage from flood or sewer water.

CHECKLIST FOR MOLD AND MOISTURE MAINTENANCE: Dunn & Stone Builders provides this checklist to assist you in your home maintenance responsibilities. This list is intended to be a reference tool only and not a comprehensive list of all potential mold sources or all home maintenance responsibilities of the homeowner.

Monthly:

1. Clean and test smoke alarms
2. Test and reset all GFCI's
3. Clean and change air furnace filters
4. Inspect behind the refrigerator and icemaker for leaks.
5. Inspect the wall behind the washing machine for moisture
6. Inspect under the dishwasher for leaks

Quarterly:

1. Inspect washing machine hoses and clean as necessary
2. Inspect water heater pan and clean as necessary
3. Inspect air-conditioning drip pan and clean as necessary

Semi-annually:

1. Inspect air conditioning and heating systems
2. Inspect site drainage
3. Seal exterior cracks
4. Inspect exterior paint and stain
5. Touch up caulk and grout
6. Clean gutters
7. Clean window and masonry weep holes
8. Inspect roof and chimney flashing
9. Inspect caulking around windows and doors

Annually:

1. Drain and inspect water heaters
2. Operate pressure relief valve on water heater
3. Clean chimney
4. Pour 1 cup of bleach down primary A/C drain pipe
5. Test for air quality/mold