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LITTLE ROCK

— BUILDERS —



Homeowner Maintenance Guide



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Maintenance Checklist

Preparing for Fall

- Check windows and doors on the exterior for possible air or water leaks - make sure the weep holes are clear at the bottom on the outside.
- Inspect caulking around windows for cracks or separation from the window or building.
- Check the roof for loose shingles, tiles or shakes. Make sure vents are in good condition and are not blocked with debris.
- If you have large trees or shrubs close to the home, make sure they are trimmed well back to avoid branches damaging the exterior of the home, the shingles or interfering with vents.
- Check for leaves and debris in gutters and eavestroughs - check for blockages at the down-pipe connections.
- Have gas heating systems inspected by a certified professional.
- Vacuum and clean out forced air registers (vents) and ductwork in your home.
- Remove the hoses and any diverter manifolds or other attachments from the hose bib itself.
- Remember to turn outside water outlets off and drain exterior faucets of water before winter! There are several kinds of outside water outlets. If you have only the frost-free type of hose bib it shuts off only from the outside of your home. Make sure all hoses and appliances are disconnected to allow water to drain out. You may have a frost-free type that also has an inside water shut-off valve. Shut off the inside valve, then open the outside hose bib to allow it to drain. You may have a non frost-free type of hose bib with an inside shut-off. Turn off the water at the inside valve and open the outside valve to ensure the water drains. Some new homes have the hose bibs inside the garage or a utility room - these too should have the hoses disconnected and be drained, or have the water supply shut off and drained before freezing temperatures.
- Check CO (Carbon Monoxide) detectors if installed.
- Check all the vents outside your home; the combustion vent intake, the dryer vent and the range hood vent. Make sure they are all clear, functional and the screens are clean.

Preparing for Winter

- Check the attic for leaks, check the insulation, look for blocked vents and look to see if any daylight is coming in through the roof or around chimneys (may indicate a leak or hole).
- Replace the furnace filters (homeowner), check fan belt and lubricate the motor if required (may require a technician).
- Clean and test all the smoke alarms - check or replace the batteries.
- Test all the Ground Fault Circuit Interrupters (GFCIs) and all the panel breakers.
- Remove ice and snow from porches and concrete stairs as soon as possible - don't use salts or other chemicals that will damage the concrete to melt or disperse ice.
- Remove salt from driveway and/or garage that has accumulated from vehicles.
- In freezing or snow conditions check for ice dams on the overhangs of the roof.
- Occasionally open windows to allow the house to air out (weather permitting).
- Avoid overloading circuits with heaters, light decorations or appliances during the winter.
- Remember to remove and store all your hoses, turn off the water supply to the exterior faucets and drain hose bibs (remove diverters too) BEFORE freezing temperatures. (See the information under FALL).
- If you have an in-ground sprinkler system, make sure it is properly drained and winterized BEFORE freezing temperatures.
- Check that your faucets are not leaking - this will save you money especially on your hot water heating costs.
- Check all the CO (Carbon Monoxide) detectors for operation. This is especially important in winter.
- Do not pile snow against the side of your home.

Preparing for Spring

- Clean and test all your smoke alarms (if needed replace batteries).
- Test all GFCIs in bathrooms, kitchens, outside receptacles and on the electrical panel.
- Change furnace filters and inspect the fan belt (may require a technician).
- Inspect the roof visually from the ground if possible (be safety conscious if you have to go on the roof or hire a contractor).
- Clean gutters and down-pipes and make sure downspouts and splash pads drain away from walls and foundation.
- Inspect caulking inside and out and touch-up or replace where needed with approved products.
- Clean windows, window tracks and make sure weep holes are not blocked (including sliding door tracks - lubricate openers and track rollers with silicone spray).
- Remember to turn on the interior water supply to hose bibs and exterior faucets! (IMPORTANT - check for leaks).

Preparing for Summer

- Remove debris from gutters, eavestroughs and down-pipes. Hose them out and ensure good drainage flow.
- Examine window and door seals and repair as necessary. This will cut down on energy costs for cooling.
- Examine and repair grout in bathrooms and tile floors to prevent moisture damage - materials' shrinkage may occur during the hot season.
- Inspect and lubricate garage door roller shafts (do not attempt to adjust door springs yourself - always call a technician).
- Lubricate locks on doors and windows with silicone spray.
- Check window screens and screen doors for tears if installed.
- Check the condition of concrete slabs and sidewalks and asphalt driveways - repair cracks as necessary.
- Make sure sprinklers and hoses are not directed against the outside of the house.
- Make sure that plants and bushes do not grow up against the outside of the house (moisture can stay trapped and not dry causing damage).
- Check all landscaping and outdoor features to ensure good drainage away from the house, if the ground has settled or water is running back toward the house.
- Make sure all your drainage systems are working properly and that water drains away from your home. If it does not, take corrective actions immediately.
- Check to ensure there are no insects or vermin getting into your home.

Maintenance Information

Smoke Detectors

- Check twice a year by pressing the test button. Ensure that all floors are tested and working properly.
- Replace any backup batteries that may be required yearly.

We have touched on a few important items here that are crucial to the continued operation of your home. Check your manuals for the proper care and use when in doubt. There are many other items that need to be maintained around your home which are not listed here. For a more detailed guide go to the National Home Warranty website and click on the Maintenance Guide.

Care and Maintenance Guide for Hanstone Quartz

Introduction

The Natural Beauty of HanStone™ Quartz Surfaces is easy to maintain. Made from the finest natural quartz, HanStone™ is the premier surfacing material with all the beauty of nature without its drawbacks. HanStone™ is a non-porous material that is highly stain, scratch, and heat resistant; however, it is not stain, scratch, or heat proof. Therefore, using common sense and the right care & maintenance can keep your HanStone™ beautiful for years to come.

Routine Care and Maintenance

Simply clean HanStone™ with soap and water on a regular basis to keep the lustrous gloss and radiant sheen. For routine cleaning, use warm water and a damp cloth with a small amount of non-abrasive cleaner that does not contain bleach.

Although HanStone™ is resistant to stain, spills should be cleaned as soon as possible. Liquid spill, fruits, vegetables, or other foods should be wiped up and cleaned with soap and water.

Preventing Damages

- Heat -

HanStone™ is designed to be extremely resistant to heat and can withstand exposure to normal cooking environment for brief periods of time without being damaged. Although HanStone™ is more resistant to heat compared to most surfacing materials in the market, all surfacing materials, including stone, can be damaged by extreme temperature changes, whether prolonged or sudden. Trivets and hot pads should be used when placing hot skillets, pans, or other heat generating appliances on the surface.

- Scratches -

HanStone™'s durable surface is designed to withstand normal use. While it is resistant to scratches, cuts, and chipping, cutting directly on HanStone™ should be avoided. Using cutting boards and taking care not to drop or move heavy objects on the surface will help to ensure the long-lasting beauty of HanStone™

- Chemical -

There are some chemicals that may damage HanStone™. Avoid exposing HanStone™ to any strong chemicals and solvents. It is important to note some of these chemicals and solvents can be found in household items like paint removers, paint and stain strippers that contain trichlorethane or methylene chloride, nail polish removers, bleach, furniture cleaners, oil soaps, permanent markers or inks, and chemicals with high alkaline/PH levels (Oven Cleaners, Drain Openers, etc.). Avoid using cleaning products that contain oils, powders or abrasives.

Though long-term or frequent exposure must be avoided at all times, products that contain acetone or bleach may be used with short-term exposure (removing and rinsing within 5 minutes of application) to clean difficult stains or residues. Always handle such cleaning agents with care and rinse the applied surface with water completely afterwards.

- Chemicals to Avoid -

The below list of chemicals should be avoided with HanStone™; however, the below list is not a complete list, and there may be other chemicals not listed here that may damage HanStone™. The effect of any chemical usage on HanStone™ is ultimately dependent on the type of chemical, the length of exposure, and the degree of concentration.

- Oil soaps, bluing agents, dyes, stains, paint thinner or strippers.
- Solvents such as acetone, nail polish, lacquer thinner, or bleach (short-term exposure is acceptable for purpose of cleaning difficult stains—based on removing and rinsing applied area within 5 minutes).
- Chlorinated solvents such as trichloroethylene or methylene chloride
- Benzene, toluene, methyl ethyl ketone
- Concentrated acids such as hydrocyanic acid, hydrofluoric acid, hydrochloric acid, sulfuric acid, nitric acid
- Chemicals with high alkaline/PH levels (pH > 10)

If any of the substances listed come into contact with HanStone™, rinse with plenty of water and follow routine cleaning procedures immediately.

Removing Difficult Spills

For stubborn or dried spills, if routine cleaning procedures do not work, use non abrasive cleaning pad along with common household cleaners like Formula 409® Glass and Surface Cleaner* or a comparable cleaning product. If gum, nail polish, paint, or other substances are

accidentally allowed to adhere to the surface, they can be removed with the use of a plastic scraper or putty knife to gently scrape off the substance and by following routine cleaning procedures.

General Precautions

HanStone™ is made from the finest natural quartz, making it one of nature's hardest surfaces. As a result, HanStone™ will keep its beauty for years without sealing or polishing. It is also non-porous, so it won't absorb stains or harbor harmful bacteria. However, as general precaution, maintain your HanStone™ by using trivets and cutting boards to avoid damages caused by extreme or sudden change in temperature or impact on the surface.

Emergency Contacts

Trade	Company	Contact Number
Plumbing & Heating	Lifetime Plumbing & Heating	1-780-876-4555 / 1-780-897-9344
Electrical	Builders Electric	1-780-876-4501
Roofing	Great North Roofing & Exteriors	1-780-978-2760
Plumbing Maintenance	Hardline Plumbing & Heating	1-780-532-6844
Septic System	Perfection Backhoe	1-780-539-9725
Builder	Little Rock Builders	1-780-380-0355

In any situation please contact Little Rock Builders at 780-380-0355. If you are unable to reach us, please leave a detailed message.

In case of an emergency and we are unavailable, please contact the appropriate trade listed above.