

11/28/1983



OWNER'S MANUAL



2200 East Middlebury Road, Elkhart, Indiana 46514

NOTE 1. SITE PREPARATION

The homesite must be evenly graded and sloped (1" in 12" recommended) to provide for storm drainage runoff and prevent water accumulation in the area beneath the home.

Proper support for the home must allow for soil conditions in your area. Pier footings must be placed on firm undisturbed soil or soil which has been compacted to at least 90 percent of its maximum relative density. Support piers may also be placed directly on concrete slabs designed for home placement.

Climatic conditions must also be taken into account. If footings are placed on frost susceptible soil such as clay or silt, heaving and/or settling may occur. Therefore, in areas where temperatures fall below freezing, the following should be considered when the home is anchored with a tie down system:

1. Construct the tie down system with adjustable devices in order that the strap tension may be periodically adjusted to compensate for heaving or settling, or
2. Place the home on a properly designed foundation (slab), or
3. Have the foundation designed so that it is not susceptible to frost action, by placing pier footings below the frost line, and
4. Consult with the building officials in your area to determine the location of the frost line.

NOTE 2. EXIT DOOR LOCATIONS - SAFETY

Exit doors in your home are located so they can be reached without traveling more than 35' from each bedroom. Also they are located at least 20' from each other.

Your dealer can show you how they are operated. It is recommended that you check all doors periodically to make sure they remain in good working order.

NOTE 3. MAINTENANCE

If you, the owner, need diagrams of the mobile home systems (ie, plumbing, electrical, structural) please write or call your dealer or contact us at the factory.

ADDRESS: Elcona Homes Corporation
2200 Middlebury Rd.
Elkhart, Indiana 46514
(219) 294-1521

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SECTION 1. INTRODUCTION

Congratulations and welcome to the rapidly growing family of ELCONA HOME owners. As with any fine possession, your new home deserves continuing consideration and attentive care. With a proper understanding of your new home, both you and your family will enjoy a safe, healthy and beautiful environment for many years to come.

The longevity of your new home and its enduring value is the joint responsibility of four parties. These four parties are ELCONA HOMES CORP., the appliance manufacturers, the authorized mobile home dealer, and last but certainly not least, you, the home owner. The range and extent of this four-way responsibility is set forth in this Home Owner's Manual which has been prepared for the information, guidance, and assistance of you the home owner. We urge you to read this booklet very carefully and to acquaint yourself thoroughly with its contents. Please keep this Manual and all other relative information, instructions, warranties and documents together in the Purchaser Warranty and Information envelope in a safe place for future reference when needed.

IMPORTANT: Federal Regulations require the mobile home Purchaser to complete questions 1, 2, 3, and 4 on the Purchaser Registration Card and mail it to the Manufacturer immediately after purchase. A pre-addressed, post-paid card has been provided to you for that purpose. It will be found in the Purchaser Warranty and Information envelope in your home.

RESPONSIBILITY

In addition to high standards of workmanship and quality materials used in the manufacture of your home, your home is subject to

continuous inspections through the various stations on the production line. These inspections and tests are performed to assure the compliance with all applicable Federal Standards, in addition to our own rigid quality standards.

ELCONA HOMES CORP., warrants to the original purchaser, as stated in the enclosed Limited Warranty Certificate, that your home is free from substantial defects in material or workmanship for a period of one year from date of delivery to you. Due to our rigid quality standards it is very unlikely that any substantial problems will exist in the original construction of your home. However, this warranty protection gives all responsible parties a reasonable period of time in which to locate and correct any substantial problems which may appear.

ELCONA HOMES CORP., of necessity, retains the right to determine whether corrective action, if required, falls under the terms of the enclosed Limited Warranty.

SERVICE PROCEDURE

All requests for service should be made to your dealer. If the service necessary is a dealer responsibility, he will take the action to repair the problem promptly. If the dealer requires technical assistance or the service required is a factory responsibility, the dealer will forward your written request to ELCONA HOMES CORP., service department, where a determination will be made whether to instruct the dealer how to perform the service or to schedule a factory representative to visit your home to make the necessary repairs.

There may be over 3,000 individual components used in the manufacture of a home. Due to this complexity of construction material, equipment, etc., and the volume of ELCONA HOMES produced each year, it is very important that all service requests

be made in writing. All such requests must include your name, address and phone number, location of home if different from address and the serial number of your home (refer to your warranty for number). This aids us in identifying you as a home owner and through researching our records filed by your serial number, we are able to determine the types of material used in the particular model which you purchased, and thereby process your service request without further delay for additional information. Because of ELCONA HOMES dependence on many suppliers for this large variety of components, it is not always feasible to duplicate components exactly when reordering, often due to circumstances beyond our control. Accordingly, ELCONA HOMES CORP., reserves the right to make substitutions when it deems necessary, but will attempt to obtain substitutions of at least equal quality, if available.

Please be assured that ELCONA HOMES CORP., desires to give you prompt, dependable service. However, there are occasions when special materials must be obtained to perform the necessary service. In such cases, delays in waiting for the materials are inevitable and we appreciate your tolerance when these unavoidable delays sometimes occur.

APPLIANCE/EQUIPMENT MANUFACTURER'S RESPONSIBILITIES

Your new ELCONA HOME includes many appliances, materials and items of equipment which are warranted individually by their respective manufacturers. After moving into your home, please fill out the various warranty forms (or cards) that you will find in the Purchaser and Information Warranty envelope and return them to the manufacturers as directed, at your earliest convenience. In many cases, these warranties are not valid until the forms have been returned. Completing these forms as soon as possible is for your protection, since these warranties are separate, and are offered in addition to the warranty.

APPLIANCE/EQUIPMENT SERVICE PROCEDURES

Service for all appliances and equipment covered under separate warranty usually can only be performed by authorized service agents. Should repair or service be required, call your local authorized service agent. His number is often listed in the handbooks accompanying the various appliances or on the warranty form in the Purchaser Warranty and Information envelope. If you are unable to locate a proper service center it is advisable to check the yellow pages of your telephone directory, as most major appliance manufacturers carry authorized service center listings. If you do not find a listing in the yellow pages, call the regional headquarters office of the manufacturer in the nearest large city for their service information.

ELCONA HOMES CORP., and its dealers are not authorized to provide the service on these items. However, we will attempt to assist you if for any reason you have been unable to contact the appliance/equipment manufacturer to provide service.

AUTHORIZED DEALER RESPONSIBILITY

The dealer is responsible for the original setup, customer checkout and routine on-site repairs. Because each ELCONA HOME is carefully inspected just prior to shipment, in general, most problems are transit incurred and very minor in nature. In most instances such problems are readily identified and repaired on-site by the dealer setup crew. The dealer is responsible to see that all routine repairs are corrected promptly and in a workmanlike manner. Should any problem or defect of a substantial nature occur it should be referred through the dealer to ELCONA HOMES CORP., for corrective action under the terms of ELCONA'S Limited Warranty.

AUTHORIZED DEALER SERVICE PROCEDURES

As previously mentioned, ALL service requests should be referred to your dealer for processing.

Upon receipt of your written request, your dealer will determine whether the service needed is dealer or factory responsibility. If it is dealer responsibility he will schedule a service call on a mutually agreeable date and will perform the necessary service in a professional, workmanlike manner. If the required service is ELCONA'S responsibility, the dealer will so advise you and will forward your request to the factory service department as outlined in the previous section, and arrangements will be made for a service visit to your location by a factory representative.

Should the dealer be unwilling or unable to render service to your satisfaction please advise ELCONA HOMES CORP., at the address shown on your warranty and corrective action will be immediately initiated by the factory.

HOME OWNER RESPONSIBILITY

Just as ELCONA HOMES CORP., appliance/equipment manufacturers, and mobile home dealers have specific, defined areas of responsibility, so do the home owners themselves. Generally speaking, the home owners' responsibility is protective and preventive in nature. It is the responsibility of the owner to promptly report, preferably in writing, defects in materials and workmanship to his dealer. The owner is also responsible to protect his home from being subjected to either interior or exterior abuse or damage. Unauthorized modification, additions to or other alteration of the home are not covered by ELCONA'S Limited Warranty.

The owner should care for the home in the same manner as he would for any home, providing such preventive maintenance as may be required to insure the lasting beauty of his investment. The home owners' responsibilities for such maintenance are discussed in more detail on the pages that follow, which you will find informative, useful and practical.

CAUTION: Certain operations, such as those dealing with gas, oil, electrical and set-up, can be hazardous if attempted by someone not qualified in those areas. To avoid possible damage or injury contact a qualified technician in that field.

No adjustments or alterations of any kind are to be made on the gas, oil or electrical systems or appliances except as outlined in the manufacturer's guide for that item, except by a qualified technician.

Failure to observe this requirement may void your warranty and may further result in serious injury or death.

SECTION 2. ON-SITE SETUP, OWNER/DEALER CHECK OUT AND
MOVE-IN PROCEDURES

ON-SITE SETUP

All ELCONA HOMES receive a thorough factory inspection and check out of the home prior to shipment.

Occasionally some problems may occur during and after setup which cannot be foreseen at the factory due to park-site topography, varying soil conditions, home size and weight, and on-site setup procedures which can produce causes and effects not possible to simulate at the factory.

Transportation from the dealership and on-site setup is the responsibility of your dealer. Proper setup is the most important factor in minimizing future service problems. Transport and setup must be performed only by professional mobile home movers and qualified installers.

It is possible that settling of your home may occur after initial setup due to varying soil conditions, topography, etc. If required, your dealer is responsible to check and re-level your home after approximately one or two months of occupancy. We also recommend that you have your dealer re-check your home annually and after experiencing unusually severe weather conditions. Once the initial setup and one-time re-leveling is completed satisfactorily, any further blocking, leveling, etc. becomes the responsibility of the owner. You should be very careful not to allow water to accumulate under your home, as excessive water puddling around the piers can cause ground to soften and the home to become out of level.

PROVISIONS FOR SUPPORT AND ANCHORING SYSTEMS

All homes built to Federal HUD Standards must have provisions for support and anchoring systems which when properly designed and installed, will resist overturning and lateral movement (sliding) of the home as imposed by the wind loads for the zone for which the home was designed as indicated on the data plate of the home. The home manufacturer is required to make provision for the support and anchoring system, but is not required to provide the equipment or stabilizing devices.

This means that depending on the area where the home is to be installed, the installation of approved means for "tie-down" of your home must be obtained. There are several patented "tie-downs" on the market. You must consult your dealer, local building inspection authorities or mobile home park operator for the recommended method to be used in their area.

UTILITY HOOK UPS

Your new home includes complete provision for electricity, LPG only, or combination LPG and natural gas, water and sewage hook ups. For oil fueled appliances, follow manufacturer's instructions in Purchaser Warranty and Information envelope. Normally, your dealer will complete the arrangements for all these services. However, such arrangements do vary by locality, park, etc., and it is therefore impractical to define here specific procedures to follow. Questions pertaining to utility service should be referred first to your park manager or local utility companies. These sources can acquaint the dealer with the arrangements in any particular park or locality with which he may not be familiar.

WATER SUPPLY LINE

Your home is designed for an inlet water pressure of 80 PSI and if connected pressure exceeds 80 PSI a pressure reducing value must be installed. If your home is located in an area where prolonged periods of freezing temperatures occur, the water supply line must be installed below the frost line. The entire pipe riser above the frost line must be insulated. There are a number of suitable insulating materials available with which to accomplish this. An electric heating element, generally referred to as a "heat tape", may also be used. Refer to installation instructions for detail information concerning insulating methods.

When the heat tape is wrapped around the pipe and plugged into an electrical outlet, protection against freezing will be provided to the pipe in most climates. Electric current consumption is about equal to that of a 25 watt light bulb if the water line is not too long. An alternate method for protection is to provide a thermostatically controlled heat tape which will turn off the electricity when heat is not required to prevent freezing. Be certain that any heat tape purchased be labelled as listed and approved for use with mobile homes.

DRAIN CONNECTIONS

All homes built to Federal HUD Standards are provided with a single drain outlet connection. However, there are occasions when, because of the design of the home, it is necessary to provide a loose length of drain piping to be used for connecting a remote drain to the main drain line. This piece will normally be installed at the time your home is first set in place.

If the drainage lines underneath your home are exposed, there must be sufficient fall (1/4" per foot) to prevent freezing and bursting of the line.

During cold weather, long drain lines - such as those from the kitchen sink - may have a tendency to clog. This is because fats, greases, and oils, which usually go down the sink, congeal and solidify in a cold drain line. With a period of a few weeks, they can build up in certain spots until the drainage is partially or completely blocked.

Many owners pour in a strong drain cleaner through the kitchen sink every two weeks during winter.

HITCH REMOVAL AND STORAGE

If your home is equipped with a special detachable front end hitch used to transport your home to the site, after setup, this hitch is normally removed for aesthetic purposes. However, it should be retained in the event you should want to relocate your home and common practice is to store the hitch under the home where it will be concealed by the skirting.

WHEEL REMOVAL AND STORAGE

After setup is completed, it is common procedure to remove the tires and rims from your home. The axles, suspension system and other portions of the under carriage of your home may also be removed in certain states and localities, but in others it must remain as it was installed at the factory. Before removal of axles, it is recommended that you check with your dealer, park manager, or local legal/tax authority for permitted practice in your locality.

The tires of your home are designed ONLY for use to transport

mobile homes. They are not designed for any other use or purpose.

Removal of the tires and rims will normally prolong their useful life and in the event you desire to move or relocate your home the tires and rims will be readily available. These tires and rims are generally stored under your home. However, they may be stored in any other convenient manner you prefer.

After the tires and rims have been removed, it is well to coat the hub surfaces with heavy grease to resist rust and corrosion. The tires should be kept inflated even when not in use to prolong their life. In some States, mobile home owners are allowed to sell their tires, rims and axles if they choose to. Again, it is recommended that you check with your dealer, park manager, or local legal/tax authorities concerning the practice in your locality. Remember, however, that should you subsequently decide to relocate your home to another area, you may face a new set of circumstances and have to re-acquire these items to conform to prevalent practice in the new area.

OWNER/DEALER CHECK OUT

After completion of the setup, your dealer is prepared to finalize all details concerning your possession and move-in into your new home. Prior to move-in, it is the normal procedure to make a final inspection in the company of your dealer. For your own protection, you are urged to personally accompany the dealer on this final inspection and carefully note during this inspection, any discrepancies, shortages, damage, or any other condition not to your satisfaction, either on the interior or exterior of the home and obtain the dealer's commitment for the repair or replacement of such items prior to your taking possession of the home. Obtaining such a commitment at this time will preclude possible future misunderstandings concerning such items.

ACCESSORY INSTALLATIONS

ELCONA HOMES CORP., does not manufacture or supply skirting, porches, patio awnings, carport awnings, storage enclosures, or other similar accessories.

Such items are, however, furnished by most dealers. We recommend that you make arrangements for these accessory items through your dealer in order that he may supervise their proper installation to prevent damage to your home, as any damage caused by improper awning or accessory installation will not be covered under the terms of ELCONA HOMES Warranty.

SKIRTING

Before skirting is installed around your home to ground level, provision must be made for vents to allow for circulation. THIS IS EXTREMELY IMPORTANT. If your home is not to be positioned on a cement pad, the ground under the home must be covered with a light grade of roll roofing or heavy asphalt felt to prevent ground moisture from being drawn into your home. Such moisture can cause damage to walls and framework.

RELOCATING YOUR HOME

TOWING

Mobile homes are moved by professional mobile home movers. There are several firms that specialize in this activity. They have offices in all major cities.

READY FOR TOWING

While you should never attempt to move the mobile home yourself, there are certain procedures you can follow to prepare for

the move. Pictures, clocks, radios, television sets, lamps and other fragile items can be tied on the couch in the living room or on a bed. Anything loose will slide forward on a quick stop. Some people prefer to put these small items in cartons.

Dishes should be packed in cartons with towels and pillows. Use masking tape to secure latches.

The furniture must be placed so that the weight is well-distributed. Do not overload either the front or rear of the home. Balance the load. Homes are not intended to transport other than house-hold goods and furnishings normally contained in a single household.

The water inlet and sewer outlet must be capped. Close all windows. Lock all doors.

The mover will check the entire undercarriage of your home and the tires for proper inflation.

If you prefer, arrangements can usually be made for the mover to handle this entire procedure.

BRAKES

A home that has been parked for a prolonged period must have its brakes checked by a competent automotive mechanic before being moved over the highway. Electrical connections to the brakes must be checked to make sure they are clean and tight or the result may be weak, uneven, or grabbing brakes, or lack of brakes. Linings approved by the maker of the brakes must be used.

TIRES

Before being moved, the air pressure of the tires must be adjusted according to the tire manufacturer's recommendations.

SECTION 3 EXTERIOR CARE AND MAINTENANCE

METAL ROOFS

The standard mobile home roof is made of galvanized steel sheets which are interlocked to form a continuous one piece roof. Before your home leaves the factory, all vent caps, roof jacks, and other flashings and seams are sealed with a roof coating to insure a water-tight roof. However, unavoidable vibrations and road shocks experienced in transit can sometimes cause small voids in such caulked areas. Immediately after setup, it is extremely important for these areas to be examined and re-sealed where required.

A regular preventive maintenance program is advisable to preclude possible damage from leaks that may develop due to heat expansion and wind vibration. It is recommended that after the first year the entire roof be coated with a white or aluminum roof coating to give longer lasting protection. There are a number of plastic / asbestos type coatings available on the market that are warrantied for ten years or more, and it is suggested that you consult with your dealer for a recommendation on the use of this type of roof coating.

If you don't choose to coat the entire roof, at the very minimum, the seams, vents and other flashings, should be coated with a good grade sealing compound each year or as needed. These compounds are available in a variety of colors to match the original finish of your home. We recommend caulking compounds that do not dry hard but rather remain elastic, as they are less susceptible to cracking due to vibration or heat expansion. For best results, apply all roof coatings and sealing compounds in accordance with the manufacturer's instructions. When working on the roof, great care must be taken not to scuff the existing sealing or caulking material and to walk only on wide, flat

walk boards placed to span the rafters to avoid undue pressure between rafters which may cause a loosening of the interlocking seams. Care must also be taken not to crush, damage, or separate the caulked drip rail fastened to the eave edges of the roof by striking or undue pressure from ladders, scaffolding, etc., when working on the roof. If damaged, straighten, re-caulk and re-fasten securely.

SHINGLED ROOFS

Shingled roofs are the most attractive, durable, weather resistant, and relatively maintenance free roofs available, requiring a minimal amount of owner attention.

Observing the following suggestions will prolong the life of your roof and insure years of trouble-free service.

- Always keep gutters, down spouts, roof and awning surfaces clear of debris, twigs, fallen leaves and other litter so that water will drain freely and will not back up.
- Never allow excessive water from a greater height to pour directly onto the roof. Always keep the down spout connected to the gutters which drain the roof. Prevent scuffing by branches or damage by falling limbs by keeping trees trimmed and such items as climbing vines trimmed back.
- Never walk on roof cap, ridge, or shingles. When it is necessary to walk on the roof, use wide flat walk boards or other suitable protection.

- Never drag equipment, heavy objects, or ladders on the roof.
- Should your roof be damaged in a heavy wind storm or any other manner, call a local well-established roofing contractor for repairs as soon as possible.

MOLDINGS

All moldings should fit tightly to the roof and be firmly held by screws. Damaged moldings must be removed and replaced. Before moldings are reset, a heavy coating of caulking must be liberally applied to the underside with a small brush, putty knife or caulking gun. After molding has been reset, a coating must be applied over the top of the entire molding. Special attention must be given to assure that all screw heads are coated.

STACKS AND VENTS

If stacks or vents should fail to function properly, they must be replaced. Before resetting them, remove the old, dried caulking and apply new caulking. In setting stacks and vents, caulking must be applied to the underside of the base of the fixture as well as the roof where it is to be set.

The fixture must be firmly secured in place with screws or other suitable fasteners. Caulking must be applied so that it completely covers all fasteners.

If stacks and vents don't have to be removed, old dried caulking around them must be scraped away and a new coating liberally applied.

PRE-FINISHED ALUMINUM SIDING

The exterior aluminum siding of your home is coated with baked enamel paint that is pretreated to resist corrosion resulting in a durable finish that will give you many years of trouble-free service.

Keeping the surfaces free of dirt and grime will prolong the paint life of your siding considerably. A periodic washing with a mild soap solution will remove dirt satisfactorily, and between washings we suggest that the siding be rinsed down occasionally with a garden hose.

We also recommend that you have the siding cleaned and waxed about every two years, depending upon the weather conditions experienced. There are a number of mobile home maintenance firms who specialize in this type of service at a reasonable cost (ask your park manager or dealer for a recommendation). Waxing protects the paint and gives the siding added beauty, making the removal of grime and dirt much easier, particularly after several years of exposure to wind and weather.

NATURAL WOOD SIDING

As with any painted wood surface, homes furnished with natural wood exteriors require restaining or painting periodically, depending upon exposure.

To achieve best results follow good painting practices and directions outlined by the paint or stain manufacturer, including recommended surface preparation, sanding, etc.

ALUMINUM FRAME WINDOWS AND SLIDING GLASS DOORS

The windows in your new home should provide a life time of service with very little attention required. To make vertical or horizontal windows slide more easily, a silicone spray lubricant may be sprayed in the side or top and bottom tracks after first cleaning of accumulated dust and dirt. To lubricate torque tier or awning type windows, crank the window to almost the "full open" position and spray silicone or similar lubricating solution to the individual vent hinge rivets, located on the inside of the window. Operate window several times to work lubricant thoroughly into the hinges.

To clean the aluminum frame, use a mild hand soap in warm water. AVOID use of acids, abrasive cleaner, or steel wool, as they will scratch the surface. To further protect the exterior of the aluminum finish, the frames may be waxed with a paste wax such as used on automobiles. You may also use a clear lacquer which applies as easily as wax and provides a longer lasting protection. Any of the automotive lacquers may be used. AVOID varnish and shellac on window frames.

Use the foregoing procedures where applicable on sliding glass doors in your new home.

At least once per year, and always before the rainy season, it is important to inspect caulking around all windows, doors, lighting fixtures, etc., on the exterior of your home, for any cracks or voids in sealed areas. Any suspect areas must be immediately re-caulked and sealed to prevent possibility of leaks. The best caulking compounds do not dry hard, but retain their elasticity and are available in a variety of colors to match existing finishes.

Whenever necessary, usually about once per year, it is advisable to REMOVE and clean your window and sliding glass door screens. To clean, merely hose the screens down throughly with a garden hose. Dry the screens completely in the open air and reinstall. Although there are several types of screens manufactured, they are all usually released by lifting a screen tab and pulling forward to release spring tension and sliding from the channel. Merely reverse procedure for screen installation. On some types of screens you may find it necessary to remove a screw from the top and bottom before removal. If your home is equipped with optional storm windows they are normally held in place by simple toggle type latches and are easily removable for storage. Some models are equipped with optional "self storing" storm windows which are designed to remain in the sash the year around, but slide open to expose the screened area and admit fresh air when desired, and are removable for cleaning as needed. Should you have any further questions regarding the operation of the windows in your home, consult your dealer.

EXTERIOR DOORS

The care of doors in your mobile home is the same as in stationary houses.

The exterior doors of your home have been installed so that they provide a certain amount of clearance at both the top and bottom of the door opening. The clearance space is filled with flexible weatherstripping. If the door clearances are not uniformly maintained there is a likelihood that the door will bind...and ultimately the door or hardware may fracture. Careful leveling of the home will normally assure that proper clearances are maintained and prevent this problem from occurring.

The entrance doors to your new home are one of four optional types, fiberglass molded, vinyl wrapped wood door, metal, or wood. The first three types are designed for maintenance free service for many years and their special protective surfaces should not require repainting or refinishing under normal usage. The fourth, with painted or varnished wood surfaces may require periodic refinishing, depending on the amount of exposure it has had to weather and if it has been protected by a storm door.

To clean the door, simply wash down with a mild detergent and water solution and wipe dry with absorbent toweling.

LOCKS

The door locking mechanism for your home is easy to unlock in case of an emergency. Powdered graphite should be used to lubricate any lock mechanism.

KEYS TO YOUR HOME

A record should be kept of the identification number and make of the house lock. With this information, it should be possible to obtain a duplicate key from a locksmith if keys are lost.

FLOOR UNDERSHEATHING

The exterior underside of your new home is completely sheathed with a special moisture and rodent resistant asphalt impregnated material to give you a completely enclosed, insulated floor. It is extremely important that the undersheathing be kept intact at all times.

Care must be taken that the undersheathing is not damaged when placing equipment or tools or other items for storage under the home. In the event the sheathing is broken or ripped, repair should be made promptly.

SECTION 4. INTERIOR CARE AND MAINTENANCE

CEILINGS

The key to keeping your ceilings clean is to be certain to check and replace your furnace filters regularly.

Use a soft brush or vacuum cleaner with a soft brush attachment to remove loose dirt or dust that may accumulate. Stubborn dirt, smudges or marks will normally be easily removable with an ordinary art gum eraser. If this fails and washing is necessary, wash very lightly with a damp sponge using only a mild soap and water solution (being very careful not to soak the ceiling with water) and wipe the panels in one direction only. Most scratches, chips and spots can usually be well-hidden by the application of some soft white chalk and a clean cloth.

For deeper gouges use a spackling paste and a flat white water base touch up paint. Water spots may be covered by a single application of acoustical paint, but if this is necessary, expect to paint the entire ceiling of the spotted room for matching purposes. If the ceiling stain is the result of a roof leak, be sure to fix the leak before repairing the stain or it will simply recur.

WOOD WALL PANELING

Interior wall paneling in your home is decorator selected to provide attractive grain patterns and warm rich tones of choice woods and is available in various grades, finishes, types and colors. Some models feature vinyl covered or painted gypsum "dry wall" construction.

In normal cleaning, use a soft brush vacuum attachment or a soft dust cloth. A damp sponge will normally remove stubborn dirt or

fingerprints. NEVER use harsh detergents, abrasive cleaners, or most common household preparations as they possibly will dull or even discolor the natural beauty of the paneling finish.

A periodic polishing with a good furniture polish will enhance the beauty and preserve the finish of the panels for many years. If you would give your panelled walls the same treatment and consideration as you would any fine piece of furniture, you will be rewarded with lasting beauty in your home.

VINYL WALL COVERINGS

Bathrooms, kitchens, and in some models, other rooms of your home may be finished with decorative vinyl wall coverings. For cleaning these surfaces use a mild solution of soap and water and sponge down very lightly. NEVER soak the vinyl surface or use abrasive cleaners, harsh bleaches or chemical cleaning solutions.

In the bathrooms, avoid a build up of steam and water vapor on vinyl wall coverings by using the vent fan or opening the bathroom window slightly to eliminate excessive moisture.

CARPETING

Carpeting is designed to withstand the average amount of daily punishment it will normally receive in a household. A carpet's ability to withstand continuous abuse is directly proportional to the day-by-day care it received. Regular use of a carpet sweeper or vacuum cleaner, immediate attention to stains or spots and a thorough professional cleaning periodically will keep your carpets looking beautiful.

HARD SURFACE FLOOR COVERING

Newly installed resilient floor surfaces should not be scrubbed or thoroughly cleaned until approximately one week after setup to allow the adhesive to cure and set properly.

Use a good quality cleaner designed for vinyl floors to clean the floors periodically. Apply a quality polymeric floor finish, rather than a wax, for best results on vinyl flooring. Initially it is preferable to apply two light coats of floor finish rather than a single heavy coat. Between major cleanings the beauty and gloss of your floor may be restored by simple damp mopping.

CABINETRY

The cabinets in your home are handcrafted and should be cared for as you would fine furniture.

Panelled and veneered cabinets require the same attention as your wood wall paneling. Lacquered cabinets, both solid painted colors, and stained, should be cleaned with a damp sponge or cloth and rubbed dry to prevent accumulation of moisture on the surface, which can cause spotting and discoloration.

An occasionally sticking drawer can usually be quickly remedied with a small application of beeswax or tallow to the drawer guide. If the wood has expanded with the change in weather conditions, a block plane should be used to remove a few small shavings.

HIGH PRESSURE PLASTIC LAMINATE COUNTER TOPS

The plastic laminate-covered counter tops in your home are designed to give you many years of service. Plastic laminates are not harmed by boiling water, fruit acids, alcohol and

most household chemicals. Plastic laminates resist scratches, cracking, crazing and the abuse of normal household useage. Laminates are subject to damage, however, from hot pans right off the stove. Burning cigarettes, sharp knives, hammering or excessive pounding, particularly on the edges, can also damage them. NEVER use strong bleaches, cleansers, or abrasive cleansers to clean the surfaces.

Plastic laminate surfaces are very easy to care for as they clean easily with a damp cloth or sponge. Regular cleaning with mild detergent and water solution will keep your plastic laminate surface bright and sparkling for years to come. Waxing is not necessary, but a light application is not harmful to the surface and will add lustre and sheen.

CULTURED MARBLE TOPS

These surfaces are highly resistant, beautiful and will take normal household use with virtually no loss of their glossy appearance for many years.

To clean, merely wipe with a damp cloth or sponge occasionally using a mild household cleanser to remove stubborn stains. The tops are subject to extreme heat and will scorch if a lighted cigarette is allowed to remain on the surface. In the event your cultured marble top is scorched or burned, the stain can be easily removed by using 400 grit, wet or dry sandpaper, sanding out the stain while keeping the area well moistened. When the stain is removed, polish the surface with a regular household light abrasive cleanser.

PORCELAINIZED SINKS AND TUBS

The sinks in your new home are the same type used in conventional homes and should be cleaned regularly with normal household

cleansers. Care should be taken not to drop heavy or sharp objects onto the porcelainized finish as chipping may occur.

FIBERGLASS BATHTUBS/SHOWER STALLS/LAVATORY TOPS

The original high gloss finish can be protected by routine cleaning with liquid detergent, soap or household cleanser. Stubborn household stains can be removed with household bleach or chlorine and stains such as paint, tar, etc., can be removed with solvents such as lacquer thinner, turpentine or acetone. AVOID the use of abrasive cleansers.

TUB AND SHOWER ENCLOSURES

The service life and beauty of these enclosures can be enhanced and prolonged through proper care and use.

The shower door should be dried after each use to prevent spotting or soap build up. Such a practice takes only a few seconds and will keep your enclosure looking like new for many years to come.

Some home owners use appliance wax on the inside of their shower doors and have found that the glass and the rails are less susceptible to water spotting and soap build up. NEVER use a scouring pad, wire brush or abrasives on the aluminum rails or plastic panels and never use a paint thinner or solvents on plastic panels or serious damage will result.

DRAPERIES AND WINDOW COVERINGS

The draperies and window coverings in your new home have been furnished in decorator selected color coordination to provide an attractive decor in harmony with the paneling, carpet and other features of your home.

Draperies should be cared for by vacuuming fabrics often to remove dust. This will keep them attractive and saves on cleaning. Dust has impurities which eventually effect all fabrics. Very few fabrics are washable and when your draperies require cleaning, always have them dry cleaned at a reputable cleaner to be safe. Attempting to wash draperies is almost always unsatisfactory.

FURNITURE

The life and beauty of any kind of furniture can be prolonged with proper cleaning and care.

One form of protection for upholstered furniture is the use of slip covers. It is important to vacuum the upholstery or cover at least two or three times a month.

Loose cushion pieces, as well as mattresses, must be turned frequently. Turn and reverse so that the same side will not be in constant use.

Wood, leather and synthetic materials all require regular cleaning. This is best accomplished by using some of the countless cleaning agents designed for specific materials and available to the home owner in almost every hardware store or supermarket.

Be sure that the cleaner used is recommended for the material to be cleaned. If in doubt, try first cleaning a small area which will not show.

SECTION 5. APPLIANCES AND EQUIPMENT

INTRODUCTION

Manufacturers of the appliances and major equipment items installed have furnished individual instruction manuals detailing operating instructions as well as care and maintenance of these items. These manuals may be found in the Purchasers Warranty and Information envelope. As previously mentioned, all of these appliances and equipment are covered by separate warranties issued by the manufacturer and service on these items is handled by the manufacturer through authorized service centers (refer to Section 1 Introduction Appliance/Equipment Manufacturer Responsibilities).

The helpful hints and recommendations that follow are of necessity, general in nature, and are supplemental to the instructions of the manufacturer, but are not to be interpreted to supercede or conflict with the instructions issued by the manufacturers of the various appliances and equipment.

RANGE, COOKTOP AND OVEN

ELCONA HOMES are supplied with either a built-in cooktop and oven, or a free standing range and oven. Both gas and electric appliances are available.

GAS RANGES

NOTE: Do not attempt to made adjustments in any appliance except as specifically instructed in the manual for that appliance.

Gas cooking ranges in today's mobile homes use either LP gas or natural gas. The gas range must be carefully adjusted to accommodate the type of gas being used (LP or natural). THE ENTIRE GAS SYSTEM MUST BE THOROUGHLY CHECKED BY A QUALIFIED TECHNICIAN BEFORE THE GAS IS TURNED ON. All gas ranges in homes built to Federal HUD Standards are either AGA or UL listed. Incorrect adjustment of any part of the system can result in unsatisfactory operation and pilot failure.

The manufacturer of the range has supplied to you a "Use and Care" booklet. It must be carefully studied in order to get effective use of the equipment.

Be sure to observe all validation and maintenance instructions in order to insure that your warranty will continue in effect.

In the event of malfunction contact the nearest warranty service center authorized by the appliance manufacturer.

ELECTRIC RANGES

The "Use and Care" booklet supplied to you by the manufacturer of an electric range will provide all information necessary to assure its proper use.

The electric range is covered under a separate warranty supplied by the manufacturer of the appliance. Be sure to observe all validation and maintenance instructions in order to insure that your warranty will continue in effect.

In the event of malfunction contact the nearest warranty service center authorized by the appliance manufacturer.

For detailed operating and cleaning instructions, refer to your appliance manual. However, following these helpful hints will aid you in preserving the new appearance of your cooktop and oven.

The porcelain enamel surfaces on your range, cooktop and oven consist of porcelain enamel, fused on steel at very high temperatures. While this is a very durable surface it must NEVER be subjected to sharp blows or heavy falling objects, radical temperature changes, etc., as this could cause enamel to chip or crack. Clean regularly when the surface is cool, with a soft cloth dampened in detergent solution, using a dry cloth or paper towel to completely dry the surface. When surfaces are warm always use a dry cloth or paper towel to clean spatters or spills as a damp cloth used on a warm surface would cause sudden cooling and may fracture the porcelain finish. It is also important to remember that some foods contain acid which will dull the finish of enamel so such spills should be cleaned immediately. Since the surface is glass, NEVER use steel wool pads, wire scourers or very gritty cleansers in cleaning as they will mar the surface. Use a gentle kitchen cleanser powder or a chemical grease remover for a thorough cleaning which will not harm the surface. This also applies to all chrome surfaces as they are subject to scratching which will not be removable. Stubborn spots caused by spillage may be removed by a quality chrome polish.

REFRIGERATOR

Since the number of models and sizes of refrigerators are optional, refer to Purchaser Warranty and Information envelope for detailed manufacturers instructions on your particular model refrigerator. The following helpful hints should also prove useful in caring for this valuable appliance.

It is recommended that you clean the interior of both refrigerator and freezer sections as needed, but at least once a year, using baking soda and a warm water solution (a teaspoon of soda per quart of water). Thoroughly rinse with warm water and wipe dry following the same procedures for cleaning door gasket, vegetable and meat pans and all other plastic parts.

Clean the exterior regularly with mild soap and water solution. AVOID use of abrasive scouring powders or any oily type furniture polish. Rinse thoroughly with clear water and dry with a paper towel or soft cloth. Added luster may be obtained by the application of a high grade appliance wax if desired.

GARBAGE DISPOSER

For best results follow the manufacturers instructions contained in the Purchaser Warranty and Information envelope concerning the operation and maintenance of the particular model installed in your home.

Disposers are ruggedly built to give you trouble-free performance and are designed to dispose of most normal food waste such as vegetable leaves and tops, peelings, rinds, coffee grounds and plate scraps. Disposers are NOT designed to grind and dispose of non-food waste items such as bottles, bottle caps, glass, china, leather, cloth, rubber, string, etc. These items should be disposed of in the trash can as most municipal codes prohibit the introduction of any such materials into the sewage system.

Disposer motors are permanently lubricated for the life of the unit. Disposers are also designed to be self cleaning, scouring itself thoroughly after every use.

DISHWASHER

Dishwashers are an often requested option, much appreciated by the homemaker. If your home has an installed dishwasher, please refer to the manufacturers handbook for operation and care.

The exterior is finished with a durable baked on synthetic enamel and can be cleaned with a warm sudsy cloth, rinsed in clear water, then wiped dry with a paper towel or soft cloth. AVOID use of gritty or harsh cleansers. For added luster a high grade appliance wax cleaner may be also used if desired.

The interior of a dishwasher is designed to be self cleaning. NEVER use scouring pads or harsh cleaners on the interior as they may mar the finish. A mild cleansing powder may be use if desired.

TRASH COMPACTOR

This convenience appliance is optional in most models. The compactor is designed to make disposing of trash, cans, bottles, etc., quick and easy. The manufacturers instruction booklet should be carefully followed for operation and routine care of this valuable appliance.

The exterior may be cleaned as needed with a warm damp sudsy cloth rinsed with clear water and wiped dry with a paper towel or soft cloth. NEVER use abrasives or harsh cleansers. For added luster a high grade appliance wax may also be used if desired.

The bag sling bin and drawer, ram and wiper, and compactor base pan may be cleaned with any normal household cleanser.

DRYER

All models designed for installation of automatic dryers and washers as optional appliances are properly wired, plumbed and vented at the factory for such installation. Be certain to follow the operating and maintenance instruction manual supplied by the dryer manufacturer for best results.

To protect the porcelain and enamel finish, wipe with a damp cloth and occasionally polish with a high grade appliance wax cleanser. NEVER use harsh or abrasive cleansers. Periodically wipe down the interior drum with a soft damp cloth. Always check the lint trap to make sure it is clean prior to using the dryer.

CAUTION: Should your home not be equipped with a dryer and you wish to install one at a later date, be sure that the dryer is a model approved for mobile home installation and that it is properly wired and vented to the outside of the home as specified by the dryer manufacturer's installation instructions.

WASHER

All models are designed for installation of automatic washers as an optional appliance. Please refer to the manufacturer's operation and care manual and follow these instructions for best results. In the event of accidental washer overflow, do not allow water to stand on floor, mop up immediately to avoid damage to sub floor.

The porcelain tub of the washer is designed to be self-cleansing. After each use, leave the lid open until the moisture has evaporated. Never scour with gritty cleansers, lye, scouring powder or acids in your washer.

To keep the surfaces free of washing compounds, powders, ect., wipe frequently with a damp cloth. Polish the surface periodically with a high grade appliance wax cleanser. Avoid damage to the porcelain enamel finish from falling heavy objects, sharp tools, etc.

FORCED AIR FURNACE

The forced air furnace in your home has a large capacity BTU unit equipped with remote thermostat and summer switch. The BTU output has been specifically sized for your home and the locality in which it will be located. Furnaces are available for operation with natural gas, LPG, oil or electricity in accordance with the specifications of the purchaser. The furnace is usually factory installed and is warrantied by the furnace manufacturer (refer separate warranty in Purchaser Warranty and Information envelope). For detailed operating and maintenance instructions refer to the owners manual supplied by the furnace manufacturer and follow these recommendations carefully.

The operation of your forced air furnace is entirely automatic and is thermostatically controlled at whatever temperature the home owner selects. The furnace blower forces heated air through ducts and distributes heat through registers located in various rooms. This air is then pulled back through return air openings to the furnace, mixed with some outside air to provide combustion oxygen, reheated, and the discharge cycle is repeated.

The most important consideration for the home owner is the maintenance of the filter. A clogged or dirty filter can reduce the efficiency of the furnace, cause an erratic performance of the controls and can eventually cause burn out of the motor or heat exchanger. It is important to inspect this

filter at least once a month. If it is a throwaway type, remove from furnace and replace with same type filter. As a general rule you should replace the filter at least twice in the heating season. Some filters are the washable type which may be reinstalled after drying. Refer to the manufacturers manual concerning filter replacement and various other adjustments instructions.

The various types of heating systems are briefly described below.

GAS SYSTEMS

Gas heating systems use either natural or petroleum gas. They are fully automatic - with a safety pilot. Observe manufacturer's recommendations.

OIL SYSTEMS

Points to observe in operating mobile home oil furnaces:

- 1) The operating instructions supplied by the furnace manufacturer must be carefully followed.
- 2) Only straight run no. 1 fuel oil must be used. Gasoline or naphtha must NEVER be added to the fuel oil.
- 3) The bottom of the outside fuel tank must be at least 18" above the oil level marked on the fuel control valve (carburetor).
- 4) If your home is located in a high altitude area, special operating procedures may be recommended. Check the operating instructions manual.
- 5) If adjusting of the furnace appears to be necessary, a qualified oil service man must be contacted.

ELECTRICAL HEAT SYSTEMS

Electric systems in mobile homes will be one of two types:

1. Individual electric baseboard heating units or
2. An electric furnace.

BASEBOARD HEATING

Baseboard heating units are generally controlled by individual room thermostats. This permits the home owner to regulate the temperature of each room separately. A home heated in this manner requires the addition of a duct system if central air conditioning is desired.

ELECTRIC FURNACE

An electric furnace operates in the same manner as a gas or oil furnace except that electricity, instead of the gas or oil flame, provides the heat source. The duct system and means of heat distribution remain the same.

Operating instructions furnished by the furnace manufacturer outline maintenance required.

The furnace is covered under a separate warranty supplied by the manufacturer of the appliance. Be sure to observe all validation and maintenance instructions in order to insure that your warranty will continue in effect.

In the event of malfunction contact the nearest warranty service center authorized by the appliance manufacturer.

INSULATION

Homes built to Federal HUD Standards are insulated with fiberglass insulation in the walls, floors and ceilings. Vapor barriers are sometimes provided on the warm side of these surfaces.

The type, thickness and application of the insulation have been worked out by ELCONA HOMES CORP., in conjunction with insulation engineers in conformance with code requirements, so that both winter and summer comfort will be maintained.

AIR CONDITIONING

Operating instructions for air conditioners are furnished by the air conditioning manufacturer.

For proper operation of your air conditioner, these instructions must be followed.

In the event of malfunction, contact the nearest warranty service center authorized by the air conditioner manufacturer.

WATER HEATER

All homes are equipped with a factory installed water heater. Water heaters are equipped with thermostats to maintain the water at the desired temperature (usually around 150° F). An adjustment can be made to obtain either warmer or cooler water. A water heater must also be equipped with a temperature and pressure relief valve to prevent the build-up of dangerous temperature or pressures in the event that the tank thermostat should fail. The capacity of your water heater is determined by the particular model of home you have purchased. All water heaters

are warranted by their manufacturer against tank failure for specific periods depending on model purchased (refer to separate Purchaser Warranty and Information envelope).

For operating and maintenance instructions refer to the manual furnished by the manufacturer and follow these directions carefully. Under normal conditions care and maintenance of a water heater is minimal. Periodically check the water heater compartment to make certain that the air supply is not blocked or restricted and that no combustible material is stored in the compartment.

Should excess dirt or dust accumulate on the water heater exterior surface, simply sponge clean with a mild solution of detergent and water, rinse with clear water and wipe dry with a paper towel or soft cloth. Water heater and/or furnace compartments are not storage compartments and should NEVER be used to store anything except the equipment it was designed to contain.

SECTION 6. INSURANCE INFORMATION

INTRODUCTION

The increasing popularity and vast number of mobile homes has caused insurance companies to recognize the problems unique to the mobile home owner, making it relatively simple to obtain adequate insurance protection when the home is in transit or placed on site. In the event of relocation, collision or upset insurance is obtainable on a "trip" or "full term" basis for a specific period of time, as required.

The rate and type of insurance is to some extent based on the location of the home, whether in a mobile home park or on private property, area fire rating, etc.

Generally there are four basic types of insurance policies of interest to the mobile home owner.

PHYSICAL DAMAGE INSURANCE

- A) Fire and Lightning
- B) Theft (broad form)
- C) Combined additional coverages (earthquake, hail, windstorm riot, explosion, flood, vandalism, etc.)
- D) Comprehensive
- E) Collision or upset
- F) Personal effects

LIABILITY INSURANCE

Liability coverage for any damages home owner is obligated to pay as damage physically sustained to another's person or property resulting from accident arising out of insured's ownership, maintenance or use of the mobile home.

ALL RISK BROAD FORM BLANKET COVERAGE

Combines all above, plus additional living expenses, medical expense liability, comprehensive personal liability, protection on additional structures on your lot and credit card loss protection.

CREDIT LIFE, ACCIDENT AND HEALTH PROTECTION

When purchasing a mobile home under an installment sales contract or chattel mortgage, buyers often request insurance which guarantees that in the event of the borrower's death, the balance due on the loan is fully paid, or in event of accident or illness, the monthly payments are made until the borrower is able to return to his regular employment.

ELCONA HOMES CORP., does not offer insurance, but as a service to ELCONA owners, desires to acquaint you with this general information on types of insurance available and recommends that you review this important matter with your insurance agent or with your dealer.

SECTION 7. GENERAL INFORMATION FOR YOUR COMFORT AND SAFETY

EMERGENCY EXIT FACILITIES: EGRESS WINDOWS

All homes built to Federal HUD Standards are required to have an egress window in bedrooms unless the room contains an exit door. The bottom of egress windows cannot be located more than 36 inches above the floor, and operating handles for egress actuation cannot be located more than 60 inches above the floor. You and the members of your family should become familiar with the location and operation of such egress windows as soon as possible after taking possession of your home. Your dealer will gladly point these windows out to you and demonstrate the operation of this safety feature for you. It is recommended that you operate each egress window periodically to satisfy yourself that it remains in good working order.

FIRE DETECTION EQUIPMENT

All homes built to Federal HUD Standards are required to have at least one smoke detector installed in such a manner to protect each separate bedroom area. Your dealer will acquaint you with the location and operation of this safety device. The detector should be tested periodically as directed in the manufacturer's instruction booklet contained in the Purchaser Warranty and Information envelope.

CONDENSATION AND VENTING

Unless your home is completely air conditioned, be sure that there is adequate circulation of air throughout your home including behind electrical appliances, dryers, closets, wardrobes, etc.

This can be done by keeping a centrally located window slightly open, even in the winter time, to allow moisture laden air to escape and allow the heat to be distributed more evenly. It is essential to check your furnace filters frequently and replace or clean as necessary.

Excessive moisture in the home can cause both "sweating" of walls or ceiling panels, fog windows and be generally annoying. It should not be disregarded, as a continuous sweating of panels and windows can produce stains in ceilings and walls, may cause panel warping conditions and eventually cause mildew in fabrics and create a "musty" objectionable odor in the home.

Condensation buildup can be avoided when cooking, boiling water, taking hot showers, etc., by using the kitchen or bath fans at the time steam is being generated to exhaust the water laden air. Although your forced air system continually mixes forced air with fresh air, sometimes under extreme moisture conditions it may be advisable to bring in additional fresh air by opening several more windows slightly until the condition is corrected.

It is also important to stabilize the air temperature by correct use of the automatic thermostat. Normally the 70 to 75 degree range is the recommended interior temperature for comfortable living. It is important not to vary the temperature settings widely but rather arrive at a comfortable average temperature and then rely on the automatic thermostat to maintain the control.

ELECTRICAL POWER SUPPLY

Wiring must be repaired only by a licensed electrician.

Homes built to Federal HUD Standards require the same type of electric power supply (120/140 volt 1-phase, 3-wire with ground)

used in the conventional modern permanent dwelling.

Before moving, the park or the intended site must be checked to see that the electric power supply available meets the needs of the mobile home.

Wiring of inadequate capacity can result in low voltage to the home and cause a drop in the efficiency of all lights as well as appliances. Motors may burn out, the home owner may be paying for electricity he does not use, and circuit breakers may trip erratically.

To avoid the possibility of low voltage, proper size wiring must be installed. The wiring material must be UL listed. In no case may the main service conductors be less than four (4) #8 for a 40 ampere service or three (3) #6 and one (1) #8 for a 50 ampere service. The ampere rating of the main circuit breakers must not exceed the power supply assembly rating.

For the protection of occupants, it is vital that your home be properly grounded whenever it is connected to a source of electric power. Grounding to a rod or a water pipe or through your hitch caster or metal stabilizer in most cases will not provide this important protection.

The only safe and approved method of grounding your homes is through an electrically isolated grounding bar in or on your home power supply panel which grounds all non-current carrying metal parts of the electrical system and home at a single point. The ground conductor of the power supply cable in turn connects the grounding bar to a good electrical ground back through the park electric power supply system.

It is extremely important that the neutral conductor NOT be grounded in or on your home or your home service entrance cabinet.

ELECTRICAL PANEL AND CIRCUITS

The master electrical panel (sometimes called breaker box) is usually located in the rear portion of your home depending upon the particular model floor plan. On some models it is located on the exterior of your home and on others on the interior. You and the members of your household should become acquainted with its location as soon as possible after occupying the home as this is the power supply for your home and contains the circuit switches for turning electrical power on and off.

Should the power become interrupted in a portion of your home this is an indication that the circuit has been overloaded and the circuit has been cut off for protective purposes. Open the hinged door of the electrical panel and locate and reset the circuit breaker switch which has been tripped. If the circuit will not reset and hold, investigate immediately for shorts in appliances or other difficulties along that circuit. If the trouble cannot be readily located, call an electrician to correct the problem for you. This panel contains high voltage electricity and under no circumstances should any attempt be made to correct the difficulty by other than trained professional servicemen.

OIL SYSTEMS

CONNECTING, TESTING AND ADJUSTING OF OIL TANKS, LINES, CONNECTION AND CONTROLS MUST BE DONE BY A QUALIFIED TECHNICIAN AND IN CONFORMANCE WITH THE INSTRUCTIONS PROVIDED BY THE MANUFACTURER OF THE FURNACE.

Where oil is used as a fuel for heating, an adequate supply must be readily available. In general, this means the use of either an individual oil storage tank located adjacent to home or

a centralized oil distribution system now found in some of the newer mobile home parks.

The oil tank must be installed so that oil flows by gravity. The top of the oil tank can be no higher than 8 feet above the appliance oil control valve and the bottom of the tank can be no less than 18 inches above it.

A readily accessible and approved shut-off valve, manually operated, must be installed at the outlet of the oil supply tank. An approved oil filter or strainer must also be installed in the oil line down-stream for the shut-off valve. This oil filter must contain a pump with a drain for the entrapment of any water in the oil supply.

When a centralized system exists, it would normally only be necessary to connect from your home to the oil connection provided. The oil in the system is under pressure and is supplied through a suitable metering device.

During summer months when your furnace is not in operation, the oil tank must be kept full to prevent condensation and rusting.

GAS

CONNECTING, TESTING AND ADJUSTING OF GAS LINES, CONNECTIONS AND CONTROLS MUST BE DONE BY A QUALIFIED TECHNICIAN AND IN CONFORMANCE WITH THE INSTRUCTIONS PROVIDED BY THE MANUFACTURER OF THE GAS APPLIANCE.

If your home is equipped with gas for cooking or heating, or both, extreme caution must be used before turning on gas. All appliance valves MUST be closed. If your home has been in transit, fuel lines, connections, and appliance valves must be checked for

loose connections and leaks before and after opening the cylinder valve.

CAUTION: A match or flame must never be used in checking for leaks.

GAS BOTTLES

No DOT container which has been involved in a fire is to be refilled until it has been requalified for service according to DOT regulations.

No ASME container which has been involved in a fire is to be refilled until it has been retested in accordance with the requirements for its original hydrostatic test and found to be suitable for continued service.

The Gas Service Company must check, fill, and recheck range, and other gas appliances. Only after that may the gas be turned on again.

The gas must be turned off at the main valve above the cylinder before your home is moved.

CAUTION: The only L.P. cylinder or "bottle" that is to be used is one bearing the approval marking of either the U.S. Department of Transportation (DOT) or ASME. The chief difference between these two is that the DOT cylinders are acceptable in any state, whereas the ASME cylinders, which have been built to the Boiler and Pressure Vessel Code of The American Society of Mechanical Engineers may not be acceptable in all states. If in doubt, check with your L.P. supplier.

SUMMER STORAGE

If you plan to leave your home unattended during hot summer weather the following precautions are recommended to prevent damage:

- Shut off the water, gas and electrical services at the point of supply. Also, all appliance valves must be closed. (For safety, when relighting pilot lights upon your return, appliance valves must be individually opened and pilot lights individually ignited.)
- Empty refrigerator of all food and ice and leave doors ajar.
- Slightly open two or three windows to prevent mustiness.
- If located in the desert or arid region it is also advisable to leave several containers of open water within your home. The gradual evaporation of water will maintain enough humidity in the air to prevent cracking or warping of interior panels.
- Using a heavy brown wrapping paper or aluminum foil to cover the inside of your windows will prevent sun damage to drapes and furnishings.
- Suspend telephone service if desired.
- Stop all regular deliveries.
- Notify the park manager, a trusted neighbor, or the local police of your intended period of absence.

WINTER STORAGE

If your home is going to be unattended during freezing weather, the following precautions should be taken to prevent damage:

- Shut off the water, gas and electrical services at the point of supply, and disconnect the water supply to your home. Also, all appliance valves must be closed. (For safety, when relighting pilot lights upon your return, appliance valves must be individually opened and pilot lights individually ignited.)
- Drain all water lines and the water heater by means of drain valve located at base of the heater. Open each water faucet slightly in order to break the vacuum and drain completely. Leave the valves open slightly.
- Empty refrigerator of all food and ice and leave doors ajar.
- Pour one quarter pint of antifreeze into the "P" trap of each kitchen sink, bathroom, bathtub and water faucet trap. Flush water closet to empty all possible water and add approximately one pint of antifreeze to the water closet.
- It is advisable to provide some ventilation to prevent mustiness. Opening several windows a fraction of an inch will provide enough ventilation to accomplish this.
- Suspend telephone service if desirable.

- Stop all regular deliveries.
- Advise park manager, a trusted neighbor, or the local police of the period of which you intend to be absent.

WE APPRECIATE - - - - -

YOUR selection of an ELCONA HOME and the confidence you have demonstrated in us by making this important investment.

It is our desire to furnish you with a trouble free home that will provide a lifestyle of comfortable enjoyment for you and your family for many years.

Should you encounter any future problems with your home, we want to know about it. As mentioned in the beginning of this booklet, please report any problems in writing to your dealer promptly. The dealer and the factory service staff will then act as expeditiously as possible to correct your problems, under the terms of ELCONA'S Limited Warranty.

OWNER MAINTENANCE CALENDAR REMINDER

The below listed procedures are recommended to aid you in caring for your home. Space is provided for the addition of other items you may wish to include on this checklist.

SPRING

- Inspect roof; clean off debris; hose off with water
- Wash, wax exterior
- Check all exhaust fan systems
- Wash, Wax walls
- Wash, wax hard surface floors
- Clean Carpeting thoroughly
- Clean windows, screens
- Store storm windows

SUMMER

- Clean air filters
- Replenish fuel oil supply
- Check out air conditioner
- Inspect, clean wheel bearings
- Check any stored tires for inflation

FALL

- Check furnace, service if needed
- Check oil supply
- Inspect and hose down roof, recoat if required
- Check caulking around windows, doors and all small openings, re-caulk where needed
- Check all exhaust fan systems

WINTER

- Check furnace filters monthly, clean or replace as required
- Lubricate doors and windows
- Check condition or weather-stripping around doors, etc.

STATEMENT OF NATIONAL MOBILE HOME CONSTRUCTION
AND SAFETY STANDARDS ACT OF 1974:

The National Mobile Home Construction and Safety Standards Act of 1974 was enacted to improve the quality and durability of mobile homes and to reduce the number of injuries and deaths caused by mobile home accidents. The Federal mobile home construction and safety standards issued under the act govern how mobile homes must be constructed. Your mobile home was manufactured to the standards. The standards cover the planning and construction of your home. They were developed so that you would have a safe, durable home. The standards do not cover such aspects of the mobile home as furnitures, carpeting, certain appliances, cosmetic features of the home and additional rooms or sections of the home that you have added.

The Act provides that if for some reason your mobile home is found not to meet the standard or to contain safety hazards, the manufacturer of the mobile home must notify you of that fact. In some cases where there is a safety hazard involved, the Act requires the manufacturer to correct the mobile home at no cost to you or to replace the home or refund all or a percentage of the purchase price. If you believe you have a problem for which the Act provides a remedy, you should contact the manufacturer, the mobile home agency in your state (see the list in this manual), or the Department of Housing and Urban Development. Our address is 2200 Middlebury Street, Elkhart, Indiana 46514. We recommend that you contact your dealer first.

This mobile home has been built in accordance with the Federal Standards Act and has been inspected by independent agencies to be sure that it meets these requirements.

Inside your electrical panel cover door is located a Compliance Certificate/Data Plate which contains the following information relative to your mobile home:

- a) Date of Manufacture
- b) Manufacturer's serial number and model designation
- c) Name of design approval agency
- d) Listing of equipment and appliances furnished with the home
- e) Structural design loads for the mobile home
- f) Heat Loss Information
- g) Air conditioning information
- h) Zone map for structural design loads

Your mobile home can be located in areas on the Zone Map where the design loads of your unit equals or exceeds those shown on the Zone Map.

If air conditioning is installed or is contemplated, the information on the Heat Loss and Gain part of the certificate will be of assistance.

A list of State Administrative Agencies having local jurisdiction over mobile home matters when the unit was built is attached. If current information is needed at a later date contact your dealer.

LISTINGS OF STATE ADMINISTRATIVE AGENCIES (SAA'S)

- Alabama—State Fire Marshal, Insurance Department, 445 South McDonough Street, Montgomery, Alabama 36130.
- Arizona—Director, Arizona Division of Building Codes, 1645 West Jefferson, Phoenix, Arizona 85007.
- Arkansas—Public Health Administrator, Arkansas State Board of Health, Mobile Homes Standards Section, 4815 West Markham Street, Little Rock, Arkansas 72201.
- California—Director, Department of Housing and Community Development, 1807 13th Street, Sacramento, California 95814.
- Colorado—Director, Colorado Division of Housing, Department of Local Affairs, 623 Centennial Building, 1313 Sherman Street, Room 523, Denver, Colorado 80203.
- Georgia—State Fire Marshal, Office of the Comptroller General, 238 State Capitol, Atlanta, Georgia 30334.
- Idaho—Director, Idaho Department of Labor and Industrial Service, 317 Main Street, Room 400, Boise, Idaho 83720.
- Illinois—Chief, Illinois Dept. of Public Health, Office of Consumer Health Protection, Division of General Sanitation, 535 West Jefferson Street, Springfield, Illinois 62761.
- Indiana—State Building Commissioner, State of Indiana, Manufactured Building Division, Administrative Building Council, 300 Graphics Art Building, 215 North Senate Avenue, Room 300, Indianapolis, Indiana 46204.
- Iowa—State Building Code Commissioner, Office of Planning and Programming State Planning Code Section, 523 East 12th Street, Des Moines, Iowa 50319.
- Kentucky—State Fire Marshal, Mobile Home Section, Capital Plaza, Frankfort, Kentucky 40601.
- Louisiana—State Fire Marshal, 106 Louisiana State Office Building, New Orleans, Louisiana 70112.
- Maryland—Director, Codes Administration, Department of Economic and Community Development—Division of Housing, 1748 Forest Drive, Annapolis, Maryland 21401.
- Michigan—Executive Director, Construction Code Commission, Department of Labor, 7150 Harris Drive, Lansing, Michigan 48926.
- Minnesota—Section Chief, State of Minnesota, Building Codes Division, Department of Administration, 408 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101.
- Mississippi—Director, Mobile Home Inspection Division, Office of the Fire Marshal, 416 Woolfolk Building, P.O. Box 22542, Jackson, Mississippi 39205.
- Missouri—Director, Mobile Home and Recreational Vehicles Division, Missouri Public Service Commission, P.O. Box 360, Jefferson City, Missouri 65101.
- Nebraska—Director, Division of Housing and Environmental Health, State Department of Health, Lincoln Building, 3rd Floor, 1003 "O" Street, Lincoln, Nebraska 68508.
- Nevada—State Fire Marshal, State Department of Commerce, Mobile Home Section, 505 East King Street, Room 302, Carson City, Nevada 89701.
- New Jersey—Director, Bureau of Housing Inspection, Division of Housing and Urban Renewal, Department of Community Affairs, 363 West State Street, Trenton, New Jersey 08625.
- New Mexico—Executive Director, Mobile Housing Commission, State of New Mexico, P.O. Box 5759, Santa Fe, New Mexico 87502.
- New York—Director, Codes Bureau, Division of Housing and Community Renewal, Two World Trade Center, New York, New York 10047.
- North Carolina—Commissioner of Insurance, North Carolina Department of Insurance, P.O. Box 26387, Raleigh, North Carolina 27611.
- Oregon—Chief, Mobile Home and Recreational Vehicle Section, State of Oregon, Department of Commerce, Building Codes Division, 401 Labor and Industries Building, Salem, Oregon 97310.
- Rhode Island—State Building Code Commissioner, State of Rhode Island, Building Code Commission, 12 Humbert Street, North Providence, Rhode Island 02904.
- South Carolina—Director, Division of Inspections Services, South Carolina Budget and Control Board, 300 Gervais Street, Columbia, South Carolina 29201.
- South Dakota—Secretary, Commerce and Consumer Affairs, Division of Consumer Protection, State Capitol, Pierre, South Dakota 57501.
- Tennessee—Director, State of Tennessee, Department of Insurance, Division of Fire Prevention, 202 Capitol Towers Building, Nashville, Tennessee 37219.
- Texas—Administrator, Texas Department of Labor and Standards, Mobile Home Division, P.O. Box 12157, Capitol Station, Austin, Texas 78711.
- Utah—Director of Mobile Homes and Recreational Vehicles Division, Department of Business Regulation, State of Utah, 330 East 4th, South, Salt Lake City, Utah 84111.
- Virginia—Chief Fire Marshal, State Corporation Commission, Commonwealth of Virginia, 521 Blanton Building, P.O. Box 1157, Richmond, Virginia 23209.
- Washington—Assistant Director, State of Washington, Department of Labor and Industries, Mobile Home and Recreational Vehicles Section, 300 West Harrison Street, Seattle, Washington 98119.
- Wisconsin—Chief, Mobile Home Section, Department of Industry, Labor and Human Relations, P.O. Box 2209, Madison, Wisconsin 53701.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:

The Department of Housing and Urban Development (HUD) is the Federal Agency administering the Act and that any questions concerning the Act or a consumer's rights under the act should be directed to HUD.

In order to contact HUD, you should refer to the Department of Housing and Urban Development under listings for the U.S. Government in your local telephone book.

In calling or writing the local HUD office you should direct your inquiry to the "Consumer Complaint Officer".

You may contact the Central HUD Office directly by writing or calling the Mobile Home Standards Division, Department of Housing and Urban Development, Washington, D.C. 20410. (202) 472-4703.

WRITTEN WARRANTIES STATEMENT:

ELCONA HOMES CORP., provides a written warranty, please find under separate cover.

"ELCONA HOMES CORP., warrants to the original purchaser that the mobile home is free from any substantial defects in materials or workmanship under normal use and service for a period of one year from the date of delivery to purchaser by an authorized ELCONA dealer. ELCONA HOMES CORP., or its authorized dealer or both will take appropriate corrective action at the site of the mobile home in instances of substantial defects in material and workmanship which becomes evident within one year from the date of delivery of the mobile home to buyer; provided the original buyer gives written notice of such defects to the manufacturer or dealer at their business address not later than one year and ten days after date of delivery. ELCONA HOMES CORP., reserves the right to determine whether the corrections requested fall under the terms of this warranty.

Heating equipment, hot water heaters, cooking stoves, electric refrigerators, plumbing fixtures, electrical equipment chassis, tires, air conditioners, other appliances and the like are warranted by their respective manufacturers or suppliers. ELCONA HOMES CORP., will provide assistance if requested in writing, to obtain warranty service from such suppliers.

This Warranty will not apply to any items which have been repaired or altered by anyone other than an authorized ELCONA dealer or component part manufacturer or supplier which has been subject to misuse, negligence or accident, so as to affect adversely the mobile home or its component parts.

This warranty is expressly made in lieu of any other warranties, written or oral, expressed or implied, including any implied warranty or merchantability or fitness for a particular purpose. Manufacturer neither assumes nor authorizes any other person to assume on the manufacturer's behalf, any liability in connection with manufacturer's mobile homes or component parts and expressly disavows any liability for commitments or agreements made by any of its employees, agents or dealers which are not in accordance with the provisions of this warranty."

ELCONA HOMES CORP., will only pay for repair bills that have been previously authorized by our service manager. If you have need of warranty repairs you should first contact your dealer or the manufacturer of your component parts to obtain corrective assistance.

If you can not get satisfactory results, then you should contact our service department to obtain assistance.

Any request for warranty service must be in writing unless it concerns an imminent safety hazard, then a telephone call to your dealer or manufacturer is in order.