



# NEW HOME CARE GUIDE

Plus: Seasonal tips to keep your home safe all year round.





Dear Homeowner,

**Congratulations on your new home!**

At Gibson Homes we take pride in the processes for compliance and go above and beyond the rigorous standards to ensure this is a home that you and your family will enjoy for many years to come. And with a little extra help from the professionals at our office, it is our treat to supply you with a care and maintenance schedule that will allow you to fully enjoy the benefits of your investment.

We have designed the “New Home care Guide” to remind you of the big and small, but crucial details that come with owning and maintaining your own home.

It is our hopes that we can answer all the questions you have as a new homebuyer by simply reviewing this booklet and keeping it for your personal records along with your home warranty booklet, manufacturers’ warranties and insurance documents. The maintenance we have included in this manual is a suggested schedule only and you are not ordered to follow them step by step. If there is ever a discrepancy between the Gibson Home guide and the warranty maintenance guide, please follow what the warranty maintenance entails.

Welcome to the Gibson Home Family.



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## I. WINDOWS

Your windows, frames and hardware should be cleaned and inspected annually. Check all hardware on the window including the opening and closing mechanism, hinges, locking mechanism, jambs, and sliders. Make sure every part of the window is functioning properly. Another thing to check is the weather stripping, you want to make sure that it is holding up properly and doing its job.

### Cleaning do's

1. It is important to vacuum dirt and debris from the window sill and track before cleaning
2. Clean window with mixture of dish soap and warm water. Rise window with **clean** water and wipe down with a paper towel or soft cloth

### Cleaning don'ts

NEVER wash glass in direct heat or sunlight

NEVER use an abrasive cloth, or harsh soap to clean your windows

NEVER power wash windows it can lead to cracks and possible shattering

## II. DOORS

For exterior doors, a proper seal will prevent most water and dust from entering your home. The weather-stripping around your doors should help to seal them from hot and cold air. If you see light around or under these doors, try adjusting the weather-stripping.

Doors made from Fiberglas or Steel are resistant to weathering or fading and are relatively maintenance-free. \*Wooden doors, however, require regular care, especially if they are in direct sunlight and weather paths. Inspect them regularly and repaint or refinish as needed.

Hinges and locks may require lubrication every now and then. Remove the hinge pin and rub it with a graphite tube or lead pencil. Then replace it. Oil can cause dust to accumulate, and because of that it is not recommended.

### A. WOOD (Authentic wood, composite, and molded)

1. Clean the door with a clean, non-abrasive cloth, removing all dust and foreign debris.
2. Mix one part mild soap to ten parts water for tough dirt removal, if that doesn't work you may want to think about a light sand or re-finish
3. Allow door to dry without interruption

## B. SLIDING GLASS DOORS

Always keep the tracks clean and free of debris. Apply a very small amount of oil periodically at both the bottom of the door and at the lock mechanism. Make adjustments to the threshold if the door doesn't slide properly, such as if it drags on the sill or is difficult to open.

1. Clean window with mixture of dish soap and warm water
2. If outside of doors are more heavily soiled try mixing 1 1/2 cups vinegar to one gallon of water and wiping with a soft brush or cloth
3. Rise window with **clean** water and wipe down with a paper towel or soft cloth

## C. GARAGE DOORS

Keep the door free of obstructions while operating. We do not recommend children playing with or operating the door or electric door controls. Never stand under or walk through the doorway while the door is moving.

1. Inspect your garage door and opener at regular intervals for signs of wear and improper alignment.
2. Check cables, rollers, and hinges for signs of wear every three months.
3. Tighten any loose hinge screws. Lubricate all hinges, rollers, and moving parts every month with light oil or spray lubricant to reduce noise and add to their life span (Never lubricate the chain or screw drive)
4. Use warm, soapy water to clean the door. Rinse thoroughly with clean water and allow time to dry before opening and closing

## III. EXTERIOR FINISHES

### A. LIGHT FIXTURES

1. Avoid leaving porch lights on all night; the light will attract bugs, which will enter your home when the door is opened
2. **Before** cleaning, cut the power to the light fixtures by flipping the circuit breakers to OFF
3. Clean light fixtures with mixture of dish soap and warm water
4. After cleaning, allow the fixtures to dry thoroughly, and then reset the breakers ON
5. Inspect and repair any holes around the light fixtures with caulking

## B. DRYER VENTS

It is important to make sure your dryer vent isn't blocked, or that nothing is in the way of the ventilation system.

1. Remove lint from the dryer's lint filter after every load.
2. Remove any accumulated lint from the exhaust duct running between the back of your dryer and the dryer vent once a year.

## C. SIDING AND TRIM

Maintaining the exterior of your home helps prevent water intrusion and is an important part of sustaining the value of your new home. The extent and nature of maintenance will depend on the design of your house, and what kind of weather it endures. Wash your exterior surfaces every 6 to 12 months with a garden hose to remove dirt and debris.

1. It is recommended that you use a soft brush or wet soft cloth in a side to side motion in the direction of the siding when cleaning this is also a good time to check your foundation and paint for any cracks and or chips
2. Clean by working small sections at a time, starting your way down to prevent dripping or streaking onto the cleaned area
3. Check and repair missing, cracked or peeling caulking on weather stripping around window seals, door frames, and in siding gaps **twice yearly**

We do not recommend the use of a pressure washer, but if you decide that cleaning with a cloth is not doing the job, you should remember that extra care should be taken when cleaning your siding and trim using a pressure washer. To minimize the chance of damaging your siding and trim use a wide fan tip, keep a minimum of 6 feet from the wall and keep the pressure below 1500 psi.

- WOOD-Inspect exterior wood surfaces frequently for cracking and peeling paint. Sand and repaint immediately. Exterior wood surfaces that receive direct morning and mid-afternoon sunlight may need to be repainted every three to five years.
- STUCCO, MASONARY, HARDI PANEL  
The powdery white substance that sometimes accumulates on these surfaces is called efflorescence which cannot be prevented, but it can sometimes be removed using a stiff scrub brush and a strong vinegar solution or a commercial product made for this purpose. Prolonged exposure to water can discolor and deteriorate stucco surfaces. **DO NOT USE PRESSURE WASHER ON STUCCO.**

## D. GUTTERS

It is recommended to check gutters and down-spouts twice a year to clear any leaves and debris. Remove as necessary

#### IV. **LANDSCAPE**

Never over water lawn and shrubs, it cause's pooling around your foundation which causes structural damage. Try to keep plantings a minimum of three feet from the foundation.

##### A. **DRIVEWAY**

1. We recommend applying a sealcoat mixture every two years to protect the surface of your driveway
2. Keep the driveway free from gasoline and motor oil. This will help prevent deterioration of the driveway
3. Fill any cracks with filler as soon as they show
4. It is important to Wash the entire surface on a monthly basis to remove surface irritants such as dirt, and debris. We recommend you don't use more than water to do this

#### V. **ROOF**

We recommend checking your roof after the winter season for any missing or damaged shingles and or leaks that can damage the exterior and interior of your home. If you notice any problems contact your roofing company immediately.

#### VI. **CABINETS**

1. Clean spills and splatters immediately, any prolonged messes can lead to discoloration of cabinets.
2. All wood and laminate surfaces may be cleaned with a damp, soft cloth moistened with warm soapy water (The original Dawn dish soap is an effective cleaner) and immediately wiped dry with a dry soft cloth.
3. As with all cabinet surfaces, take a little extra care on bottom edges of cabinets and cabinet doors where invisible moisture can collect. Do not use detergents or other harsh, abrasive material as it is likely to damage the finish.
4. Please avoid any paste wax as the wax build up is difficult to remove and will leave a residue that attracts dust and moisture. Polishes that contain silicone should also not be used.

**VII. COUNTER TOPS \* Please refer to your care maintenance provided by your counter top supplier**

1. Always used a cutting board when cutting anything on your countertops
2. Wipe up spills immediately. Some liquids, especially hot ones, will stain grout and plastic laminate. Clean with warm soapy water. Wipe down with clean non-abrasive cloth immediately
3. Set heavy objects down gently to avoid breaking or chipping counter top

**VIII. CEILINGS AND WALLS**

1. Remove most spots by gently cleaning with warm water and dish soap. Never use chemicals or abrasive cleaners on painted surfaces. Before you use any cleaner, we suggest testing it on a conspicuous area of your wall.
2. Don't scrub painted walls. Excessive scrubbing with abrasive material will damage the texturing on your walls or stain paint.
3. Check your walls and ceilings for signs of condensation and/or mold growth; if you detect any, call for service immediately. Vacuum or dust ceilings gently to remove dust or spider webs.

**IX. INTERIOR LIGHTING**

1. Never use an abrasive brush or cloth to clean your fixtures, most of the time a light dusting will take care of any dust that settles in or around the light. Always make sure the light is turned off while changing the light bulb. Follow the manufactures guide to determine what size and type of lightbulb should be used.

**X. FLOORING \* Please refer to your care maintenance provided by your flooring supplier**

➤ **CARPETING**

It is normal for you to find your carpet shedding fibers vacuuming often should help elevate this problem. Always clean spills or messes immediately. If you are going to use a carpet cleaning solution, please follow the instructions carefully

➤ **CERAMIC TILE**

Dirt and debris will scratch or dull your tile. Frequent sweeping and mopping is encouraged. Wipe with a dry cloth after mopping to avoid any water marks. If you are going to use a cleaning solution, please follow the instructions carefully

➤ **HARDWOOD**

Clean your hardwood following the manufacturer's recommendations. Sweep and clean with a soft, dry mop or cloth. Wipe up spills to prevent from water marks and damages. . If you are going to use a cleaning solution, please follow the instructions carefully.



- **VINYL FLOORING**  
Soft vinyl flooring can be damaged easily. Use warm water and cleaning products made specifically for vinyl flooring but remember to follow the instructions carefully
  
- **PLASTIC LAMINATE FLOORING**  
Clean regularly using cleaner designed for laminate floors or warm water with mild soap. If you are going to use a cleaning solution, please follow the instructions carefully.

## **XI. CAULKING**

1. All caulking should be inspected regularly for cracking and or separations especially those around high water traffic areas such as sinks and tubs. If these problems do occur remove loose caulking and re-caulk the problem area. Make sure you are getting the right kind of caulking for the problem area.

## **XII. PLUMBING**

1. Simultaneously turn on the water at all water sources in your home such as sinks, dishwasher etc.
  2. Check on all drains first to make sure nothing is backing up. Look for leaks in areas of your home such as cabinets and closets.
  3. If any water line leaks are found, locate the shut-off valve nearest to the leak which will usually be under sinks or behind toilets and turn the handle clockwise or push in knob to stop the flow of water. Consult with a qualified plumber if necessary.
- **BATHTUBS AND SINKS**  
Baths and Sinks Can be cleaned with a non-abrasive cloth or sponge, hot water and a mild cleaning solution. If you are going to use a “bathroom cleaner” please follow the instructions carefully. Always rinse with clean water to ensure there is no slippery or residue left behind.
  
  - **TOILETS**  
Toilets should be cleaned with a proper “toilet scrubber” and only used with the proper toilet bowl cleaner. If backing up occurs, a plunging device is highly recommended to remove clog.
  
  - **FIXTURES/MIRRORS**  
Never use abrasive cleaning products on your finishes. This will leave you with unwanted scratching and marks. If you are going to use a “bathroom cleaner” please follow the instructions carefully. Always rinse with clean water to ensure there is no residue left behind.

➤ **WATER HEATER**

Always read the manufacturer's operations manual for your specific water heater. Always shut off the electric or gas supply before engaging with your water heater. If you need instructions on how to cut off the supply, it will be located on the side of your heater. Consult with a qualified plumber if necessary.

➤ **GARBAGE DISPOSAL**

Be careful not to dispose of large objects in disposal, this can lead to the blades becoming jammed. Always run cold water while the garbage disposal is on to help process the garbage. Keep the disposal running for about 20 seconds or until you can hear the food process effectively.

**XIII. HEATING AND COOLING**

Always keep all dust and air filters clean and free from any debris to maintain a good quality of airflow. For heating and cooling systems, always follow the manufacturer's guidelines.

➤ **FIREPLACE**

Whether your new home has a gas or wood fireplace, always follow the manufacturer's instructions before you light a fire. Remember, your fireplace is not to be used as a primary source of heat, and if there is a problem with anything related to the fireplace please check your warranty guidelines.

➤ **AIR CONDITIONER**

Have your air conditioner maintenance by a license professional before the summer season arrives. When you are running your air conditioner for long periods of time, make sure that the lines are working properly and it is free from dirt and debris.

**XIV. SMOKE ALARMS**

Do not ever remove, or disable smoke alarms. They are placed strategically in your home to warn you of fire danger. Check your alarms **twice yearly** to make sure that they are in working order. A beeping noise is often heard when the batteries need to be changed.

# Moisture Intrusion & Water Damage

## Information for Home Owners

Effective July 1, 2008, contractors that build new homes must provide special information to homebuyers about moisture intrusion and water damage, and provide a home maintenance schedule in accordance with ORS 701.335. The following information was prepared by the Oregon Construction Contractors Board (CCB) to help contractors comply with this requirement.

### **What is moisture intrusion and water damage?**

“Moisture intrusion” means water – whether liquid, frozen, condensed or vaporized – that penetrates into your home. “Water damage” means damage or harm caused by moisture intrusion that reduces the value or usefulness of your home.

### **How does moisture intrusion and water damage occur?**

Some causes of moisture intrusion and water damage are:

- Missing or loose roofing materials or flashing
- Window sills or door frames without adequate caulking or weather-stripping
- Lack of caulking in siding, mortar in masonry, or grout in exterior ceramic tile installations
- Degraded paint on exterior siding or surfaces
- Overflowing or clogged gutters
- Gutter drains or downspouts that are not a sufficient distance from the structure
- Improper drainage slope next to foundation
- Plant materials too close to the structure or foundation
- Sprinklers that overspray onto the structure or foundation
- Non-working interior ventilation systems

### **How can you tell if your home has water damage?**

Signs of water damage may include dampness, staining, mildew (blackened surfaces with a musty smell), or softness in wood (a possible sign of dry rot).

### **What to do if you see signs of water damage:**

If water damage is discovered, you should investigate its source. Take steps to repair or replace any building parts or materials that allowed the moisture intrusion. You may need to take additional steps, depending on the extent of the water damage.

If you have specific questions about maintaining your new home, ask your contractor. If you need professional assistance in conducting a maintenance inspection, you may wish to contact your contractor or a licensed home inspection business.

**(ORS 701.335) (OAR 812-012-0120)**

## RECOMMENDED MAINTENANCE SCHEDULE FOR HOMEOWNERS (ORS 701.335) (OAR 812-012-0120)

<b>Caulking/Weather Stripping</b>	Check and repair missing, cracked, or peeling caulking or weather-stripping around window sills, door frames, and in siding gaps.	<b>Twice yearly</b>
<b>Debris Removal</b>	Inspect gutters for debris blockage. Remove debris (for example, tree needles and leaves) from downspouts and gutters.	<b>Yearly</b>
<b>Foundation</b>	Check soil around foundation to make sure that it slopes in such a way that water can flow away from the foundation. Fill soil in any areas that have settled around the foundation.	<b>Yearly</b>
<b>Gutters &amp; Downspouts</b>	Inspect gutters and downspouts for leaks. Repair if necessary. Check alignment of gutters, downspouts, and splash blocks to ensure that water is properly diverted away from the structure and foundation. Repair if necessary.	<b>Yearly</b>
<b>Landscaping sprinklers</b>	Check landscaping sprinklers to make sure that they are not set so that they will soak siding or form puddles near the foundation. Adjust if necessary.	<b>Yearly</b>
<b>Mortar</b>	Check and repair missing mortar in exterior masonry.	<b>Yearly</b>
<b>Paint</b>	Check painted surfaces for cracking, peeling, or fading. Repaint if necessary.	<b>Yearly</b>
<b>Roof</b>	Check roof for damaged, loose, or missing shingles. Check flashing around roof stacks, vents, skylights, and chimneys and in roof valleys for missing or loose flashing. Repair or replace if necessary.	<b>Yearly</b>
<b>Trees &amp; Shrubs</b>	Trim back tree branches, shrubs, and other plants to make sure they are not in contact with the structure.	<b>Yearly</b>
<b>Ventilation Systems</b>	Check to make sure that interior mechanical ventilation systems (such as bathroom, kitchen, and utility room vent fans) are in good working order. Repair if necessary.	<b>Yearly</b>
<b>Water Stains</b>	Check for water stains in the roof of the attic and in the exterior Over-hangs or soffits. If water stains are present, locate and repair the Cause of moisture intrusion.	<b>Every two months</b>

Here are just a few seasonal maintenance tips to help keep your home safe and beautiful all year long.



## WINTER – SPRING

- Check connections on your washer and dryer to make sure nothing has come loose, and the hoses don't contain any holes. Always clean out any excess lint from venting
- Do a walk around your homes to check for any minor repairs such as cracks in foundation, exterior paint and caulking \*This should also be done inside your home for caulking as well
- Walk driveway to view any cracks or potholes that may need to be fixed
- Trim all exterior plants away from siding and foundation
- Check that all fire alarms are in working order \***Monthly**
- Inspect your water heater for any visible signs of malfunction or rust build up
- Shut off all water connections to hose, and make sure there is no water in the faucet
- Leave cabinet doors open on exterior walls to prevent frozen pipes



## SUMMER - FALL

- Check to make sure that you can access your main water valve and that it is properly connected
- Schedule regular maintenance for your homes heating and cooling systems
- Clean off any decks and seal if needed
- Clean out gutters and downspouts, make sure they are free from leaves and debris
- Check all windows and doors to make sure they are properly sealed for months ahead
- Check for any mold growth in and around your home, treat as needed

# MOVING CHECKLIST



- Make a list of all utilities that need to be switched to your new home (power, gas, water, trash etc.)
- Get all things transferred to your new home, and utilities from your old home shut off
- Update your change of address on any accounts, licenses', mail that you have
- Establish new homeowners insurance for your home and property
- Familiarize yourself with things around your new home such as circuit breakers and water shut offs
- Secure all manuals and warranties for appliances and things regarding your home in a safe place for easy access
- ENJOY OWNING A HOME FROM GIBSON HOMES!

GIBSON HOMES	20420 SE HWY 212 SUITE A PMB 308 DAMASCUS, OR 97089	503.826.5971
PGE	PO BOX 4438 PORTLAND, OR 97208	503.228.6322
NW NATURAL	PO BOX 6017 PORTLAND, OR 97209	503.226.4211
GIBSON ROOFING	PO BOX 2018 CLACKAMAS, OR 97015	503.690.7663

