

Keep everything in check by.....

MANAGING YOUR NEW HOME'S INTERIOR



Here are several ways you can manage the interior of your home to maximize your use and enjoyment.

VENTILATION

Understanding your new Baywood Homes' ventilation system is important for controlling the indoor air quality. Air in a new home should be every homeowner's concern.

When warm air reaches its maximum water vapour and comes into contact with a surface that is sufficiently cold, condensation occurs. Daily living habits contribute to moisture levels. Condensation may soak into the roof sheathing, exterior walls, and insulation where hidden leaks release humid air to the outside.

Some condensation of moisture on windows is common in the winter months. However, a build-up of condensation causing staining, rotting and molding can become a serious concern if corrective measures are not taken immediately.

This condition is more visible during the home's first winter when it is still drying out (many of the materials in construction contain moisture).

The kitchen area has its share of condensation due to:

- Excessive home humidity levels;
- Cooking foods;
- Washing dishes;
- Washing the floor; and
- Combustion moisture from gas ranges.

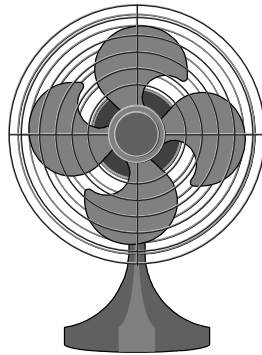
It is suggested you control the humidity level by turning on the range fan when cooking and by not letting liquids and food simmer uncovered for unnecessary lengths of time.

An indicator of the humidity level in a home is the amount of condensation on the windows. If there is an excessive build up of moisture or ice on the windows, you will need to run the ventilation system. Operating your ventilation system properly will allow you to control the humidity levels so little or no condensation appears on the inside surface of the windows.

The basement may produce condensation in the summer. In warm weather, basement areas, specifically along walls and in corners, are cool due to the surrounding earth temperature. When humid air is allowed to enter from the outside through open basement windows, it will seek out those cool areas and condensation occurs. Basement windows, in areas with this condition, should be kept open during periods of dry weather and closed during humid ones.

Baywood Homes installs a ventilation system to protect your home against moisture damage and to provide you with fresh air during the heating season. To minimize the amount of moisture in your new home, it is suggested you run the ventilation fan continuously during the first year of occupancy whenever the windows are closed. This ventilation switch is labeled and located on the main floor next to the thermostat.

Baywood Homes also installs an exhaust fan in each bathroom to control the moisture content and ventilation. When bathing or showering, it is suggested you turn on the exhaust fan to control the moisture level.



TIP:

- It is suggested that you install a dehumidifier in your home to control the humidity levels in summer months. A humidifier is needed in the winter months.
- In the event mold and mildew persist, clean the area with a solution of one-part chlorine bleach and four-parts water. Apply in well-ventilated areas using gloves. Let stand 10 to 15 minutes and rinse well. Keep surface areas dry after rinsing off the solution.

THE BASEMENT

Concrete Floors and Walls

Concrete surfaces sometimes develop pitting and superficial cracking. You should not be alarmed if a white powder appears on the walls or floors. This is the result of the salts in the concrete mix which are carried to the surface when the water in the concrete evaporates in the curing process. The salt deposits do not impair the strength of the concrete.

**TIP:**

It is suggested that you paint the basement floor with an alkali resistant paint which permits continued curing of new basement floors. This procedure reduces the dust produced by the concrete curing and daily walking traffic.

Floor Drains

A basement floor drain automatically provides replacement water for substances evaporating from the trap below the floor surface. This u-shaped trap (similar in shape to those commonly used under sinks) is designed to hold water as a seal against gases entering the basement from the sewer or private sewage disposal system. Depending on site conditions, the drainage position may vary. This drain is usually located in the utility room near the furnace and hot water tank.

Note: Please be aware that this drain is installed near the utility room to collect water that may spill out of the water tank. It is not sloped to drain water from the entire floor.

**TIP:**

Keep drains clear of debris. If there is sufficient build-up, use a wet-dry vacuum for its removal.

Sump Pump

In certain municipalities, Baywood Homes is required to install a sump pump in the basements, generally in the furnace area. This pump is designed to collect the water from the weeping tiles around the foundation, and then discharge the excess water through the home's exterior wall onto the grade, when the float has reached its maximum.

**TIP:**

Make sure the sump pump is connected at all times. Run the pump by lifting the float to keep the motor lubricated and in working order.

FRAME

The wood used to construct your home contains moisture. During the first heating season after occupancy, shrinkage caused by drying out may occur, and the following are possible results:

- Thin cracks appear in exposed wood structural members (e.g. joists and beams);
- Small gaps appear between cabinets or vanities and walls;
- Minor joints open in door and window trim, baseboards at walls, and under door jambs and trim;
- Squeaks develop in floor underlay, wood flooring, and stair steps;
- Small gaps show between stairs or stair molding and the walls;
- Drywall corners may show hairline cracks.



TIPS:

- It is suggested that you delay decorating plans until the construction material has dried out (approximately 12 to 18 months).
- Use a humidifier and dehumidifier throughout the seasons to balance moisture and prevent cracks in the frame.

MILLWORK

Shrinkage may appear to the millwork, the interior wood trim. You may notice some joints at the corners of windows, doors, and baseboards will open slightly. This is a normal occurrence due to the drying out process of the home.

DRYWALL

If interior walls or ceilings are finished with drywall, cracks may appear over doors, windows, and archways due to the shrinkage of larger sized wooden membranes behind the drywall used to span these openings. This cracking is considered normal.

Shrinkage cracks and nail pops can be serviced with applied compound to these areas. With your permission, Baywood Homes will come into your home at the end of one year of occupancy to service these areas. However, Baywood Homes ***will not sand or repaint these areas*** (please refer to the *Year-End Drywall Information Sheet*; see appendix).



TIP:

It is suggested that you refrain from painting or applying wallpaper on drywall until the end of one (1) year of occupancy to allow the home to settle.

INSULATION

All homes constructed by Baywood Homes are insulated to meet the Ontario Building Code standards. Please be aware that no home is completely draft free, and that seasonal maintenance is required.



TIP:

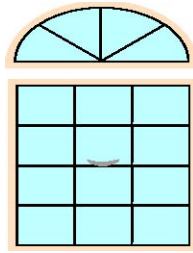
- Check if attic insulation is blown out of place. Wear gloves when making the inspection.

WINDOWS

During cold weather, it may appear there are drafts around adequately glazed and weather-stripped windows. With some possible exceptions as extreme wind conditions, the draft felt may be vertical air movement over the face of the windows. This is due to convection as warm air rises and cool airdrops.

TIPS:

- A silicone lubricant or petroleum jelly is suggested for use on weather-stripping and tracks of windows. If your windows slide horizontally and have weep holes to the outside at the bottom track or frame, these must be kept clean to allow drainage.
- Use a brush to remove dust, debris, or insects from window tracks on a regular basis.
- It is suggested that you refrain from painting where wood-meets-wood when a window is closed, as this will cause sticking. The window is treated at the factory with a clear wood preservative to fit precisely.



DOORS

All doors, especially exterior ones, are exposed to a variety of climatic conditions, including inside humidity variations from summer to winter, and are subject to dimensional variations and warping. Exterior doors are naturally subject to more extreme conditions. In winter, doors must withstand the temperature difference from heat and moisture on the inside facing, and cold dry air on its outside one. In the summer, this situation may be reversed or of equal strain.



As doors tend to swell in summer and shrink in winter, it is advised that you do not cut down or shave interior doors, but wait until the end of one year of occupancy. At that time, if they are excessively ‘rubbing,’ Baywood Homes will service those doors and make any necessary adjustments.

If wall-to-wall carpet is installed, sufficient clearance must be left at the bottom of interior doors to permit proper return of air circulation between rooms, or from all rooms to a central return air-duct, as per plan.

**TIP:**

Use a humidifier in winter and a dehumidifier and central air conditioning unit in summer to maintain proper moisture levels in the home, and keep swelling and shrinking to a minimum.

EXTERIOR AND INTERIOR LOCKS***Exterior Locks***

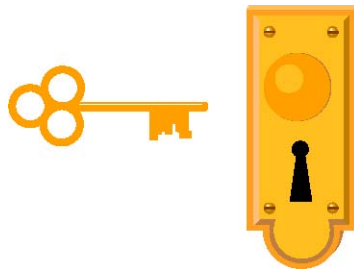
Due to the weather conditions, the original finish on exterior locks and door handles will wear with time. When this starts to occur, you may remove the remaining finish with a mild scouring powder. You may leave the metal untreated for a natural weathered appearance or it may be polished with a silverware compound, followed by a coat of lacquer to give a new appearance.

Interior Locks

The interior locks do not require polishing compounds. You should wipe the interior locks occasionally with a damp cloth and polish with a soft cloth.

**TIPS:**

- Lubricate exterior and interior locks periodically. Lubricate interior passage sets with a few drops of sewing machine oils or other light oil on the latch bolt.
- You can maintain smooth operation of the locks by blowing powdered graphite into the keyed exterior locks and bolts.

***HEATING AND VENTING SYSTEMS***

Prior to installing a heating system into a new home, Baywood Homes ensures the heating system selected will heat the home at a comfortable temperature, taking into account the climatic conditions common to your area. Heating equipment can be maintained at maximum efficiency through regular inspections according to the manufacturer's specifications. In the event that a furnace does not start, examine the following:

- Make sure the furnace door is closed. If it is open at all, it will not turn on;
- Make sure the switch is on;
- Check exterior vents to make sure they are not obstructed;

- Check that the furnace filter is not clogged;
- Check your circuit breaker panel for tripped breakers; and
- Review the operating procedures in your furnace manual.

Verify the thermostat setting is higher than room temperature; otherwise the furnace will not work.

All kitchen and exhaust vents should be inspected and lubricated on a periodic basis to ensure that no blockage (i.e. leaves, debris, etc.) which could restrict air flow is apparent in their operation.

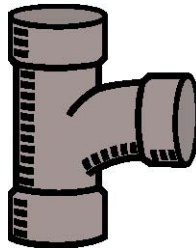


TIPS:

- It is advised you become familiar with the heating system for troubleshooting and maintenance purposes. Literature is attached to the furnace and from Baywood Homes on request;
- It is recommended that you refrain from making any adjustments to the heating system, as any alteration/adjustment will void the two-year warranty;
- In the case of an emergency, we suggest you contact the heating contractor specified on the label of the furnace;
- Check that heating system outlets and cold air returns are kept free from airflow obstructions such as carpets, drapes, and furniture for maximum performance;
- Check the furnace on a regular basis to ensure it is in working order. It is suggested you replace the furnace filter at least one a year.

PLUMBING

Prior to taking occupancy of your new home, the plumbing has had a municipal inspection to ensure and enforce the Ontario Building Code requirements. Plumbing consists of the assembly of pipes and fittings together to supply drinking water, provide for the disposal of wastewater, and to protect the health and safety of people using the system.





TIPS:

- It is advised that you refrain from altering the plumbing in your new home. Any alterations or additions to your plumbing system (e.g. installing a water softener) will null and void Baywood and Tarion's plumbing warranty on your new home;
- It is suggested you minimize the disposal of grease, fat and similar petroleum products through the plumbing system. These materials tend to accumulate in the pipes, reducing the efficiency, and, with time, affect the municipal or private sewage disposal systems. Disposing of these products in this manner could also null and void Baywood and Tarion's plumbing warranty on your new home; and
- Avoid putting obstructive objects in toilets such as brushes or diapers that can block proper flow and use.

Fixtures

It is suggested you protect the smooth, glossy surfaces of the plumbing fixtures by not using harsh or abrasive cleaners and soap pads which wear down the plumbing fixtures, leaving the finish dull and porous. Most household cleaners are slightly abrasive, but if used in moderation and diluted with enough water, will be relatively harmless. This is also applicable to stainless steel sinks, bathtubs, and toilets. It is advised that you avoid scrapping the surface with metal utensils and exercise care in its use.

Bath Tubs & Bathroom Sinks

Fixtures contain water-filled traps to prevent sewer back-up and gases into the home. The traps can become plugged and require regular cleaning to eliminate blockage.



TIPS:

In the event that an accident occurs (after closing) which chips or defaces the sink, Baywood Homes suggest that you purchase a touch-up enamel kit from your local plumbing supply store.

Hot Water Tank

Hot water and overheating are the principle causes of tank lining damage. If super heated water is needed for special purposes, remember to reset the tank dial back to normal when done. Turn the water temperature down or switch it off before going on vacation.

If the cold water is clean and hot water is discoloured, the most likely cause is sediment in the tank. This can usually be drained by using the tap at the bottom of the tank. The sediment has an insulating effect, especially with immersion type elements, which causes the heater to operate longer than necessary and results in higher consumption and fuel costs.

Be careful, as water in the tank is hot. Shut off the gas to the hot water tank before you drain it. In addition to being a safety precaution, shutting off the power will save the heating elements from possible overheating and burnout when no water is in the tank. Every hot water storage tank is equipped with a pressure relief valve at the top of the tank. This is a safety device designed to open if the water pressure exceeds its rated working pressure. Never tamper with it.

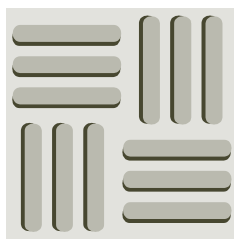


TIP:

It is suggested you contact your hot water tank provider if you are experiencing difficulties with the hot water tank, as it is on a rental basis.

Ceramic Tiles in Bathroom Areas

Baywood Homes installs ceramic tiles in the shower and the tub enclosure as a standard feature in all of our homes. Due to the drying out process in your home, you will encounter separating between the grouted tile joints and the bathtub. This is caused by shrinkage. It is suggested you immediately fill the gap with a tub sealer or water-proofed silicone sealer compound that is flexible and mildew resistant.



TIPS:

- Check the silicone in the bathroom periodically to prevent water damage; and
- Drying off tiles after use will prevent mildew and deterioration of grout.

ELECTRICAL SYSTEM

Similar to the plumbing in your new home, the electrical system has been approved by a qualified inspector to ensure everything is operating properly in compliance with the Ontario Building Code, and is free from defects in material and workmanship.

If you encounter an electrical outlet failing to work, it usually means a circuit breaker has tripped. Some examples of overloading a particular circuit are:

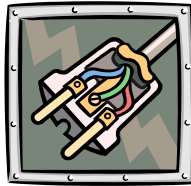
Short circuits from worn appliance cords;

Defective plug connections;

Start-up load from some electrical motors; and

The Ground Fault Circuit Interrupter has tripped in the bathroom (see section below).

In the event that there is ‘no’ power to an electrical outlet, it is advised you check the breakers in the basement panel. If the breaker is set to the ‘on’ position, you should set it to the ‘off’ position, and then switch back to the ‘on’ position.



 **TIPS:**

- Do not to make any alternations to the electrical work in your new home as it will void your warranty with Baywood and Tarion; and
- Check the circuit breaker panel when an outlet is not operating.

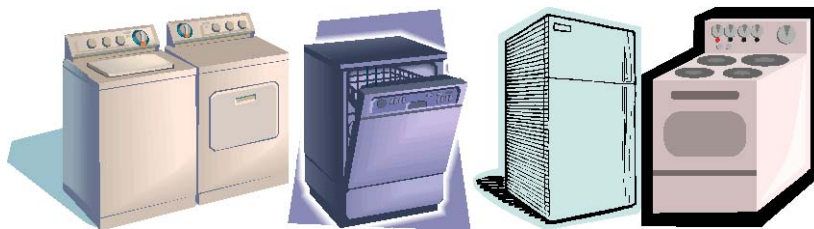
GROUND FAULT CIRCUIT INTERRUPTER (GFCI)

In your new home, Baywood Homes is required to install a Ground Fault Circuit Interrupter (GFCI) in the interior and exterior electrical outlets. The GFCI has a shock protector, which is a sensitive switching device that controls current flow in an electrical circuit. If a GFCI detects a leak that causes a shock or fire, it instantly interrupts or shuts-off the current to the tools or other devices plugged into it. For this reason, a GFCI is installed on the exterior of your home to prevent hazardous accidents.

A GFCI is also installed in one of the bathrooms but is connected to all of those in the home. It is advised for the homeowner to check and ensure the GFCI receptacle has the 'r' button pressed in.

APPLIANCES

Upon moving into your home, it is suggested you check to ensure that the major appliances are in proper working order. As a homeowner, you are responsible for reading all instruction books and manufacturer's warranty information. Follow the operating procedures suggested by the manufacturers.



If you encounter any difficulties with these new major appliances, please contact the number on the Care and Use Manual for the appliance. It is important that you fill out and return the warranty cards immediately. Make note of the Model and Serial numbers as you will need to provide this information for service. These items are not warranted through Baywood Homes.

SMOKE ALARMS

Smoke alarms have been installed in your new home to comply with the current building standards and to help ensure safety. The alarms are wired to the electrical system and do not need batteries for operation. In the event of a power failure, the smoke alarm will hold an electrical charge for one (1) to two (2) hours of continued operation.



TIP:

It is advised you periodically test your smoke alarms by pressing the illuminated indicator button on the facing of the alarm.

CABINETS

One of the most visible items is the cabinets installed in the kitchen and bathroom(s). It is suggested you exercise care in cleaning and handling the cabinet.



TIPS:

- Clean all the cabinet doors regularly with a damp, clean, soft cloth and dry immediately with a dry, soft cloth;
- Clean off any excess water immediately; and
- Do not use detergents, strong soaps, abrasives, or self-polishing waxes on cabinets.

COUNTER TOPS

The counter tops installed in the kitchen and bathrooms are laminated with plastic. As a homeowner, you should perform regular cleanings to preserve its finish.



TIPS:

- Hot pans or activated electrical appliances should not be placed on laminated surfaces. Use a protective or insulating pad to avoid overheating;
- Never use abrasive cleaners or steel wool to clean surfaces;
- Common household bleach should not be allowed to remain on the surface;
- Do not use the surface as an ashtray or cutting board;
- Avoid a concentration of water or wet cloths at or near seams of the kitchen countertop. If the seams swell due to water penetration, both Baywood Homes and Tarion will exclude this from the warranty coverage; and
- Clean with a damp, soapy cloth. Rinse thoroughly with clear water.

FLOOR AND FLOOR FINISHES

Ceramic Tiles in Common Areas

Ceramic tiles are durable, but may crack or chip if heavy objects fall on them. For this reason, it is recommended that you take care in handling objects in these areas.



TIP:

Use a damp mop with mild soap and water to clean the floor, and immediately dry off any excess water.

Wood Floor Care

Important Humidity Control – Wood strip and parquet flooring are natural wood products and will absorb excess moisture under humid conditions and release their normal moisture content under excessively dry conditions.

All wood flooring expands in the humid summer weather and shrinks in the winter under dry conditions.

All flooring, particularly square edge type is apt to swell during the humid season and will shrink when heat is applied.

When the furnace or other heating system are off!... During this period in later spring, summer and early fall, we strongly recommend the use of a dehumidifier in the basement. This will help protect your wood floor from excessive humidity which would result in expansion and warping the strip or parquet bars.

When the furnace or other heating systems are on!... During this period in late fall, winter and early spring we strongly recommend the use of a humidifier system. As well as protecting your health, a humidifier system will also provide moisture in the air to help the problem of shrinking (cracks between strip or parquet bars) in your wood floors.

Discolouration – Light stain colours for example white, grey, etc., will show more discolouration than dark stain colours. Any covered areas should be moved periodically to help slow down aging. Blocking sun light from shining directly on the floor will also help slow down aging. Colour of sample is only a representation of the final flooring product. Actual colour may vary from production run.

Routine Care – Clean with vacuum cleaner, dry dust mop or with a well wrung out mop. Wipe up spills immediately with well wrung damp cloth and dry wipe area at once.

Polyurethane floors are not scratch proof. Dirt and grit will abrade the surface and wear off the finish. Remove daily by sweeping or vacuuming. Do not pull furniture across the floor. Use floor protector pads on legs of furniture.



TIPS:

- Follow these few simple tips and your hardwood floors will give you beauty and satisfaction for many years
- Avoid using excessive water and harsh detergents to clean the hardwood floor;
- It is suggested not to wax the hardwood floor if it has been sealed with a clear lacquer; and
- If you plan to leave your home for an extended period of time, maintain a constant moisture balance in the hardwood flooring to help prevent surface shrinking and cracking. It is recommended that you use a humidifier in winter, and a dehumidifier and central air conditioner in summer. Use ventilation fans throughout the year to maintain proper moisture levels in your new home.

RESILIENT/VINYL FLOORING

To preserve the even surface of tile or vinyl sheet flooring, you should guard against indentations made by furniture legs by using glides or furniture cups, available at hardware stores. Metal domes should not be used on furniture legs, as they will mark the flooring. It may take a short period of time for floor tile adhesive to completely set in place. Normal foot traffic and furniture weight will aid the process.



TIP:

Use a recommended brand name cleaner for your resilient flooring.

CARPETING

It is suggested you begin maintaining the carpets upon occupancy so they will keep their original appearance in the years to come.



TIPS:

- Begin daily maintenance of heavy traffic areas to pick up surface dirt and lint;
- Immediately clean and remove any spills to prevent spots and stains;
- Seasonal cleaning of the carpet surface is recommended to help remove oily film on carpet fibers;
- Thoroughly vacuum your carpets with your vacuum cleaner properly adjusted for the removal of embedded dirt. This should be done on a weekly basis;
- A professional cleaning every one (1) to two (2) years is recommended to enhance the carpet's appearance and performance; and
- In order to avoid indentations, do not use metal domes on furniture.