

KITSUMKALUM INDIAN BAND



♦ AN ORIGINAL TRIBE OF THE TSIMSHIAN ♦

HOME MAINTENANCE *GUIDE*

**Kitsumkalum Housing & Property
Development**

HOME MAINTENANCE *GUIDE*

The following guide is provided to assist tenants and homeowners in identifying general items within and outside of the house that throughout the year require regular home repairs and maintenance.

There are many areas of importance in home maintenance and preventative maintenance that can avoid costly repairs, extend the life expectancy of various household components and in many cases reduce energy costs.

Although this guide is somewhat generic, you may have different components within your home that are not identified here but are extremely important to maintain.

HOUSEHOLD SYSTEMS

Each residence is made-up of independent parts and components from landscaping and exterior finishes to mechanical components and interior furnishings. All of these components working properly will ensure a comfortable living environment.

Exterior

1. Gutters and Downpipes

Gutters should be cleaned at least twice a year, in the spring and again in the fall. Clean gutters will allow for unimpeded run-off of rain water ensuring that heavy settled water will not weaken gutter fastenings or cause unwanted water overflow throughout the length of the gutters.

Ensure that downpipes are not blocked and have adequate bottom extensions that allow rainwater to flow freely and away from the foundation. Downpipes without extensions will cause rainwater to settle at or immediately around the foundation.

2. Roof

A roof inspection should be completed at least twice a year. Check all flashing and roof penetrations to ensure that caulking remains intact. Dried or cracked caulking could cause leaking. Check shingles to ensure that there are no loose shingles.

3. Siding

Check the integrity of the siding annually to ensure fastenings are sound and that siding is not loose. Loose flapping siding is not only irritating it could cause unseen leakage.

4. Heat Pump

Check to ensure that heat pump is free and clear of branches, debris, etc. Loose items could be drawn into mechanism causing mechanical seizure or other damages. Check to ensure that no leakage is occurring with heat pump. *Report any findings to the Housing & Property Development office.*

5. Landscaping

Cut back trees or shrubs away from house siding or walls and exterior heat pumps.

6. Debris

Loose debris and or derelict vehicles are not only a community eye sore but could be dangerous for young children playing in the yard. Policy is currently being developed that will require the voluntary removal of derelict vehicles from residential and community owned property.

Interior

7. Exterior Doors

Air flow or air loss through exterior doors is a major contributor to increased energy costs. When door is closed check to see if there is daylight evident or air movement is detected. Should this occur you may resolve this issue by adjusting the striker plate which will allow the door to close tighter and compress the weather stripping. If a striker plate adjustment does not correct the problem your weather stripping may require replacing.

8. Windows

Always check to ensure window track is clean and clear of debris. A dirty window track may damage weather strip or cause failure of window to open or close easily, also a

dirty window track could cause blockage of drain holes causing moisture to build and flow into the residence.

9. Flooring

As many homes constructed today have laminate or vinyl plank flooring it is important to always ensure flooring is dry and clear of debris. Wet flooring caused by spilling of fluids may damage the flooring and may be cause for replacement. *Please ensure that any form of liquid deposited on a laminate floor is immediately wiped clean and dry.*

In cases where ceramic tile has been installed in kitchen or in a bathroom space it is important to be cognizant of damaged or potentially damaging tile should they be broken with sharp edges.

10. Kitchen Exhaust Fan

It is important to check the operational characteristic of the exhaust fan. When operating properly air should be exhausted to the exterior freely, clogged vent pipes could cause damage to the exhaust fan. Always check your fan filter, filters tends to clog with grease and may cause the fan to exhaust improperly. Remove and wash the filter in hot soapy water should this occur.

11. Bathroom Exhaust Fan

Bathroom fans working properly are in place to exhaust moisture from the bathroom. A clogged vent pipe will not allow the fan to exhaust properly and will leave moisture within the bathroom which over time may cause mold build-up.

12. Plumbing & Faucets

Over time faucet washers may wear out causing continuous water dripping, failure to replace the washer or in some cases the entire faucet in a timely manner may cause increased energy costs due to constant running hot water.

Leaking plumbing causes damage primarily under the sink or cabinet. Moisture build-up could damage cabinets, walls and in some case flooring. Moisture build-up due to lack of air movement under a cabinet may also cause mold growth.

Always ensure that faucets shut completely off and that no plumbing fixtures are

leaking.

During the winter months residents must turn off the water source to exterior valves or hose bibs, failure to shut off these valves will cause freezing and other plumbing damages.

13. Bathtub/Tub Surround

Check to ensure the caulking around your bathtub and tub surround is in good shape. Faulty caulking will leak and may cause deterioration and/or mold to areas unseen unless tub is removed.

14. Attic Space

At least once a year the attic space should be checked to see if there are any visible water leaks. Check any air vents to ensure vents are not plugged and air is flowing as intended.

15. Alarm Systems

Check and test smoke detectors or carbon monoxide detectors regularly. To test simply push the lit button, alarm will activate and will shut-off on its' own. If alarm beeps from time to time your batteries are low and must be changed, good practice calls for regular battery renewal preferably prior to winter and just prior to fall season.

Mechanical

16. Furnace

As your main heat source your furnace is of utmost importance and must be recognized as such. Filters must be changed regularly as much as every few months during the winter. Heating ducts must be kept clear of furniture, etc. It is always good practice to remove grills to the ducting and vacuum out any debris that may have fallen through the grills. This type of maintenance will assist in ensuring your furnace is functioning as energy efficient as possible.

Forced air fan belt should be checked regularly for cracked or loose belts. To accomplish this task it is important to disconnect or turn-off power to the furnace to ensure the fan will not activate during inspection.

Furnace to be serviced professionally every two (2) years.

1. Gutters and Downpipes

Spring Cleaned: Yes ____ No ____

Fall Cleaned: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

2. Roof

Spring Cleaned: Yes ____ No ____

Fall Cleaned: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

3. Siding

Checked : Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

4. Heat Pump

Checked: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

5. Landscaping

Over growth is cleared: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

6. Debris

Debris is cleared: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

7. Exterior Doors

Checked for air loss/weather stripping: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

8. Windows

Checked: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

9. Flooring

Checked: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

10. Kitchen Exhaust Fan

Filter cleaned or replaced: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

11. Bathroom Exhaust Fan

Check exhausting: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

12. Plumbing & Faucets

Checked for leaks: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

13. Bathtub/Surround

Caulking checked: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

14. Attic Space

Checked for leaks: Yes ____ No ____

Deficiencies Identified: _____

Action Plan: _____

15. Alarm Systems

Checked: Yes ____ No ____ Date: _____, 2014

Deficiencies Identified: _____

Action Plan: _____

16. Furnace

Checked filter for replacement: Yes ____ No ____ Date: _____, 2014

Filter Make & Part No.: _____

Deficiencies Identified: _____

Action Plan: _____

Please submit completed Maintenance Guide to the office of Housing & Property Development on completion.

Name: _____
PRINT CLEARLY

Signature: _____

Date: _____