Affordable Rental Program

The BTO Life Skills Program Workshop Handout

Blessings
To Others
We Create
Affordable Housing
To Empower
Thriving Families

Table of Contents

Introduction to the Program ……..2

Our Mission ……..2

Our Vision Statement ……..2

Welcome Letter ……3

Walls

Exterior Walls……**5**

Roofing

Roof **……6**

Cutters and Downspouts**…….6**

Plumbing

Water Supply and Drain Systems **……...7**

Plumbing Essentials **……8**

Water Supply and Combined Sewer Drainage System **..9**

Drains **……10**

Unclogging a Sink **…….10**

How to Clean Out a Sink Trap **……..11**

Prevent Bathtub Leaks **……..11**

Unclogging a Toilet **……..12**

Yard and Main Drains **……..12**

Your Gas Water Heater **……13**

Water Heaters **……...14**

Heating

Types of Heat **……...15**

Hot Water Systems **……...16**

Gas Hot Air Heating System…**…….17**

Forced Hot Air Systems **……...18**

Thermostats **……..19-20**

Electric

About Your Electrical System **…….21**

Circuit Breaker Panels **…….22**

Fuse Boxes **……...23**

GFCIs**……..24**

Plugs and Extension Cords **……..24**

CFLs **……24**

Conserve

How Heat Leaks From Your House **……25**

Conserve Energy and Reduce your Utility Bills **.26-27**

How to Read an Energy Guide Label **……..28**

Maintenance Schedule

Maintenance Schedule **…….29**

Spring **……..30**

Fall **……...30**

Homeowner Records ……..31

Exterior Walls

INSPECT ONCE A YEAR

Trees

Trees that sprout next to or even in exterior walls often grow very fast and can cause severe damage to your home. These trees should be pulled out as soon as you see one growing.

Pointing

Most exterior walls in St. Louis are made of brick. The mortar between bricks can deteriorate, loosen and fall out over time. Replacing this mortar is called "pointing." Pointing is necessary to prevent water from getting between the bricks and into the wall where it can cause more damage.

Pointing should be done by professional masons but inspect your walls once a year for loose, crumbling or missing mortar. Be aware that vines and ivy can loosen mortar.

KEEP ALL EXTERIOR WOOD IN GOOD CONDITION

Painting

Paint acts as a barrier to moisture and prevents wood from rotting. Take precautions while doing minor repainting jobs. ***Children and pets should be kept away from any painting project.***

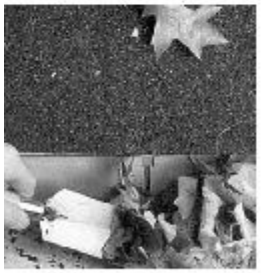
Place a tarp or sheet under the area to be painted. Wet the surface lightly. Scrape loose and peeling paint. Wash the surface to remove dust and particles and after the surface dries, apply primer, which can be purchased at any hardware store. This preparation work will help the paint bond to the wood and lengthen its life expectancy.

There are many different kinds of paint – interior, exterior, wall, ceiling, and door and trim. Use the paint best suited for your job. Read the labels or ask a salesperson for advice.

When you are done, put the paint chips in the trash. Wash your hands, arms and face thoroughly to remove any paint chips or dust.

If your home needs a large paint job consider using a professional painter. Many St. Louis homes still have lead paint, which is toxic if inhaled or eaten. A painting contractor certified in lead paint removal may be necessary if your home still has any layers of paint that were applied before 1978.

W A L L S



Roof

INSPECT TWICE A YEAR

The roof should be kept clear of leaves, twigs or any debris that could clog your downspouts.

If you have a flat roof, have it checked for large bubbles or cracks. Do not step on the bubbles. You should call a licensed roofing contractor before they develop into leaks.

PROTECT YOUR ROOF

Never attach a satellite dish to your roof – it will cause leaks and will void your roof warranty, if you have one. A roof deck should only be added to your house by a licensed professional contractor who knows how to install deck supports on a roof.

Save $

IF YOU HAVE A FLAT ROOF, HAVE IT COATED EVERY 3 – 5 YEARS

Coating is a good low-cost investment that lengthens the life of your roof. Using a silver coat or a highly reflective white coat is recommended.

If you have a roof warranty, keep it handy and make sure you understand its requirements.

Gutters and Downspouts

CLEAN EVERY FALL

Gutters carry water along a horizontal surface (such as the front of a porch roof) to a downspout.

Downspouts carry water down to a drain called a "rain leader" or may flow directly into the yard.

During a rain, walk outside your home to check for leaks and clogs in your gutters and downspouts. Keep your gutters and downspouts free of clogs, and patch leaks.

- Wear work gloves when pulling debris from gutters and downspouts. Both can have sharp edges. Remove leaves, balls and other objects.
- Clear any clogs in downspouts with a hose set at full pressure or with a tool called a plumber's snake (auger).
- Repair small gutter leaks. First, remove rust with a wire brush. Next patch holes with gutter caulk which you can buy at a hardware store.

These preventive measures will protect your roof, walls and exterior woodwork.

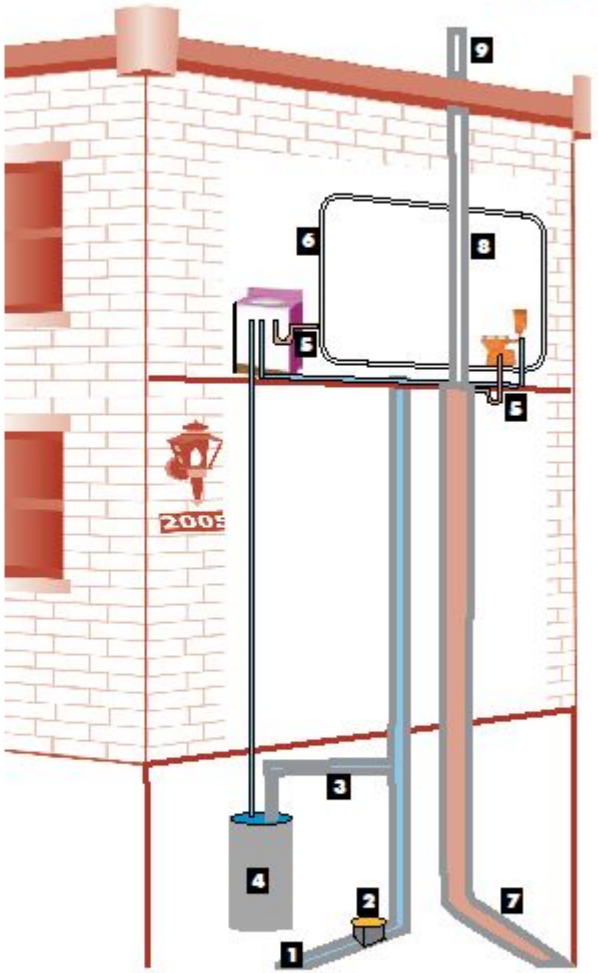
ROOFING

Water Supply and Drain Systems

The plumbing system in your house is composed of two major systems - the water supply and the drain (sewer line) system. These serve your appliances, your faucets, your toilets and your hot water heater.

The diagram at right details these systems:

1. Main water supply line
2. Water meter (measures how much you use)
3. Branch water line to water heater
4. Water heater
5. Trap - all sinks, baths and toilets have traps
6. Vent pipes (air) - critical to allow water flow
7. Sewer line
8. Waste and vent stack (air)
9. Roof vent (air)



Water meter and main shut-off valve

Shut-off valves

Hose bib

Foam pipe insulation

Plumbing Essentials

Supply

Fresh water comes into your house from city water supply lines (water service) through a water meter that measures how much you use. It then flows through pipes to the plumbing fixtures of your house.

SHUT-OFFS

Main Water Shut-Off Valve is located near the water meter. Your water meter is usually in the basement near the front of your home.

Fixture Shut-Off Valves: Many plumbing fixtures have shut-off valves. To shut off water to a fixture (a leaky faucet or an overflowing toilet), turn the shut-off valve clockwise until the water stops. If the valve is stuck or the fixture doesn't have a shut-off valve, use the main shut-off valve.

LEAKS

If a supply line leaks or breaks, turn off the water to that supply line to prevent water damage to the house. Contact a licensed plumber to repair the supply line.

WINTER PRECAUTIONS

Garden Hoses should be disconnected, drained of water and stored inside until spring.

Outside Faucets (hose bibs) should be shut off at the inside water fixture shut-off valves. The outside faucets should be left in the open position for the winter. If there are no inside shut-offs, cover the hose bibs with insulated covers which you can buy at a hardware store.

Water Pipes: If prolonged, extreme weather is forecast and there are water lines in an unheated area of your home (like under a shed or in a garage), leave the water faucet at the end of those lines dripping slowly. If it's possible to access these pipes, wrap them with foam pipe insulation. Make sure to cover the pipe elbows. This will reduce the likelihood of freezing.

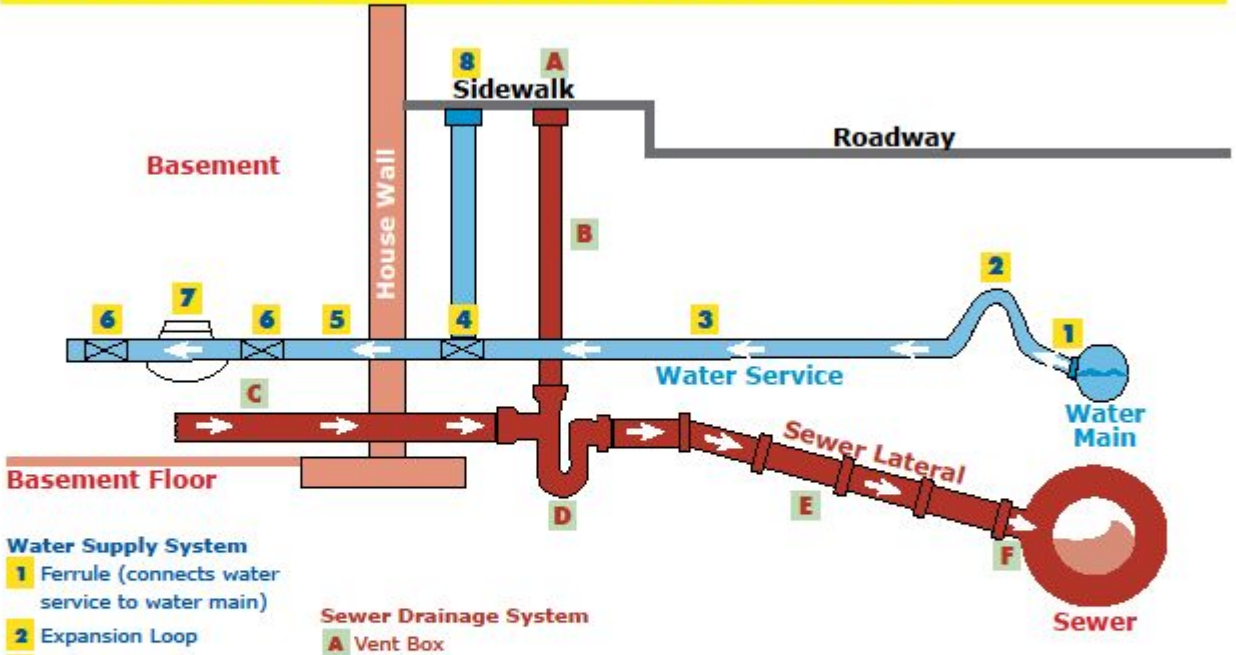
Frozen pipes: If pipes freeze, thaw the pipe slowly with a hairdryer. Never use a torch.

PLUMBING

Water Supply and Combined Sewer Drainage System

Curb stop box for water supply (8)

Vent box (in sidewalk) for sewer drain: you must keep this free of debris (A).



Water Supply System

1. Ferrule (connects water service to water main)
2. Expansion Loop
3. Water Service
4. Curb Stop
5. Supply Pipe
6. Shut-off Valve
7. Water Meter
8. Curb Stop Box

Sewer Drainage System

- A Vent Box
- B Vent Pipe
- C Main Drain Line
- D Curb Trap
- E Lateral Pipe
- F Slant (connects sewer to lateral)

OWNER'S RESPONSIBILITY

As a homeowner you are responsible for repairs to the water supply and sewer drainage systems for your house. This includes the ferrule (1) and the slant (F).

Use a plunger to unclog the kitchen sink

Threaded joint

Drains

Waste (or "used") water leaves your home through drains. Sinks, tubs, toilets, yard drains and most downspouts flow into the main drain inside your home which empties into city sewer lines.

LEAKS

Be alert for signs of drain leaks. Look for water, green crust or water stains near the drains. If you see signs of a leak, run water through the drain to see where the leak is. If there is a hole in the pipe, contact a licensed plumber to replace the pipe. If the leak is at a threaded joint, you may be able to fix the problem by tightening the nut.

CLOGS

Each plumbing fixture in your house has a drain trap. This u-shaped pipe (see next page) provides a water barrier that keeps sewer gases from entering the house. Because of its shape, traps are also the source of most clogging problems.

Drains are only for water and sewage.
Do **NOT** pour cooking grease down a drain.
Do **NOT** flush paper towels, sanitary products or diapers down the toilet.

Unclogging a Sink

1. **Boiling Water**
   First pour boiling water - lots of it - into the drain. Boiling water can dissolve grease, soap and other sticky things that can clog a drain. Be careful not to burn yourself.

2. **Plunger**
   If the boiling water doesn't work, wait for the water to cool and then use a plunger. Cover any overflow openings. Make sure there is enough water in the sink to cover the rubber edges of the plunger. Center the plunger over the drain opening and press firmly to create a good seal around the drain. Plunge up and down 15 or 20 times rapidly. Lift the plunger to see if the clog has cleared.

3. **Auger**
   If plunging doesn't work, try a plumber's snake (auger) or call a licensed plumber. Chemical drain openers rarely work on fully clogged sinks and are dangerous to use as they can splash up and burn you.

PLUMBING

How to Clean Out a Sink Trap

Study the photos at right: most kitchen and bathroom sink drain traps will look like one of these. Pipes will either be metal or plastic. They are the most frequent source of clogs but are simple to unclog. If a plunger or auger does not unclog the sink, the clog may be in the drain trap.

Pipe threads (D)

Slip nut (A/B) and washer (C)

1. Place a large bowl or bucket under the trap to catch any water that is in the pipes.

2. Loosen the two large slip nuts (A and B) by turning them counter clockwise (you may need channel-lock pliers). Then unscrew the nuts and slide them away from their connections. Note the position of the washers (C).

3. Gently pull out the trap.

4. Remove all the debris in the trap. Clean metal traps with a wire brush, plastic traps with a scrubbing brush and soapy water.

6. Replace the trap.

7. Slide the slip nuts to the pipe threads, making sure each washer is in place, and tighten by turning the slip nuts clockwise.

8. Turn on the water and check for leaks.

Prevent Bathtub Leaks

One source of leaks in the home is the joint between your walls and your tub or shower. Recaulking that joint once a year prevents leaks and reduces mildew buildup. For best results use a 100 percent silicone caulk with a fungicide to prevent mildew. Follow the instructions on the caulk tube for removing old caulk, cleaning the joints and recaulking.

Toilet shut-off valve

Use either a closet auger (above) or a hand auger (below) to unclog a toilet

Unclogging a Toilet

The trap for a toilet is less accessible because it is built into the toilet, but a clogged toilet can be plunged like a clogged drain or you can use an auger.

Shut off the water to the toilet using the shut-off valve. Plungers for toilets have a bell-shaped rubber end (usually black). For sanitary reasons keep one plunger only for the toilet.

- Place the plunger in the toilet, covering the drain opening in the bowl and plunge up and down 15 or 20 times. Lift the plunger to see if the clog has cleared.
- You can unclog a toilet with a closet or hand auger which can be purchased at a hardware store. Unwind the auger through the toilet bowl until it will not go any further. Then rewind to see if you have retrieved a clogging item.

If several attempts don't clear the clog, call a licensed plumber.

Yard and Main Drains

Yard Drain

The pipe for an outside yard drain usually enters the home through the basement wall and goes into the soil pipe to take water out to the city sewers. If you have a yard drain, keep it clear of leaves and other debris.

Main Drain/Soil Line

The horizontal pipe running across your basement is the soil pipe (main drain line) for your house. If all of your sinks are draining very slowly or backing up, it could be because of a clog in this drain line. Contact a licensed plumber if this happens or if you notice leaks in this line.

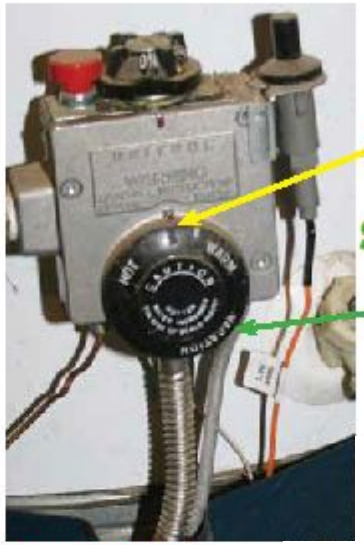
Yard drain

Main drain line in basement

PLUMBING

Your Gas Water Heater

Gas water heater



Thermostat on gas water heater

Save $

HAVE YOUR WATER HEATER WRAPPED

Types of Heat

Heating systems generally use gas or oil as fuel. Some houses heat with electricity. You need to know how to turn off your heater in an emergency. Gas heaters have an emergency switch on or directly above the heater. Oil heaters should have an emergency switch at the top of the basement steps.

Baseboard fin radiator (electric)

Gas and oil systems should be serviced annually (preferably before the heating season) by a licensed heating contractor. Service should include cleaning of heat exchange surfaces and burner jets (gas). The chimney base should be cleaned out. Fans and circulators should be lubricated. Filters should be changed. Operation and safety controls should be checked.

Types of Heat

- **Hot water or steam:** heat comes from cast iron radiators.
- **Electric or hot water:** heat comes from the fins in short, thin steel radiators.
- **Hot air furnace:** hot air comes out of vents on the floor, walls or ceiling.

Hot air furnace vent

Cast iron radiator

Steam vent

Many radiators have water supply shut-off valves

Hot Water Systems

Heated water travels through pipes to radiators or baseboard convectors (baseboard "fin" radiators). The water heats the radiators which heat the room. The water is returned to the boiler, either by gravity or by a circulator pump, to be heated again.

Radiators and convectors work best when they are clean and not blocked by furniture or other items.

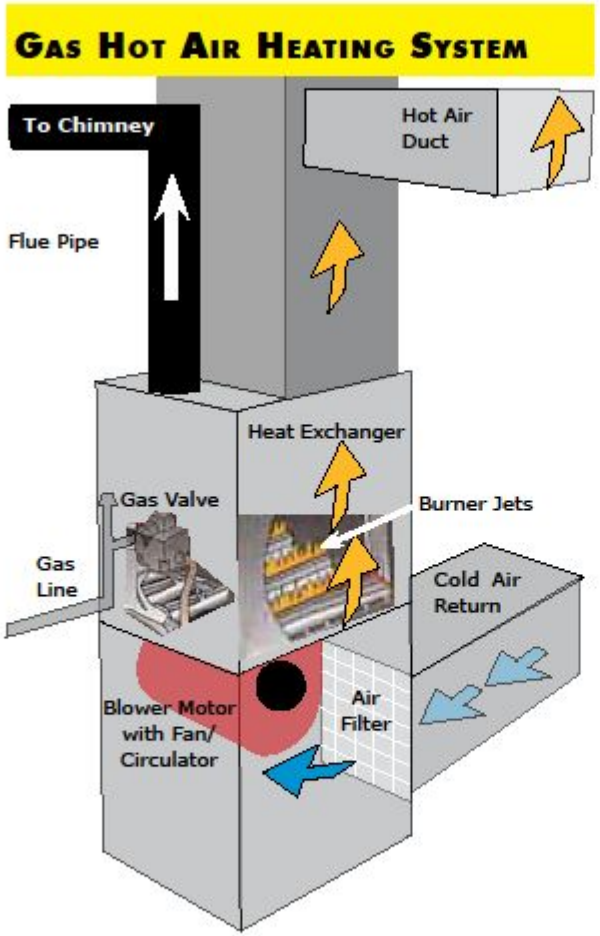
Air trapped inside a radiator or convector reduces heat transfer. If your radiators do not have automatic air valves, they may need to be "bled" manually.

Bleed the radiator if it is hot at the bottom but cold near the top. Bleeding means removing air so that water will fill the pipes and radiators.

How to Bleed a Radiator

1. Some systems automatically fill with water when you open the bleed valve. If yours does not, you will need to add water manually. Turn the water-feed valve on (in the basement) before you begin to bleed the radiators.
2. Use a radiator key (available from hardware stores) and start at the radiator nearest to the heater.
3. Hold a small container under the bleed valve to catch any water.
4. Insert the key into the bleed valve and turn counterclockwise until you hear air escaping.
5. When water starts to come out of the valve, shut it off by turning the key clockwise.
6. Move to the next radiator and continue until all radiators are filled with water.
7. Immediately shut the water-feed valve off at the heater when you are finished.

HEATING


GAS HOT AIR HEATING SYSTEM
To Chimney
Hot Air Duct
Flue Pipe
Heat Exchanger
Gas Valve
Burner Jets
Gas Line
Cold Air Return
Blower Motor with Fan/ Circulator
Air Filter

Arcoaire

Gas furnace

Furnace air filter

Furnace air filter size

Forced Hot Air Systems

Forced hot air systems heat the air, then use a blower (fan) to circulate the air through a system of ducts to each room in your house.

In newer hot air systems, the blower turns on earlier and turns off later than in older systems. The air may feel cool at the start and end of the fan cycle, but the air is warmer than room temperature, and will save you money on your heating bill.

Air returns to the heater through a cold air return duct to be heated again and distributed. **Keep all vents clear** or the heater will not be able to send warm air throughout the house. Even if a vent doesn't blow hot air it must be kept clear. This is the return vent, and your system will not work effectively if it is blocked.

When air returns to the heater, it passes through an air filter to reduce dust and dirt in the system and in the house. **Clean or replace this air filter once a month** during the heating season. Air filters are cheap and can be purchased at your local hardware store. Remove the metal panel on the heater that covers the air filter. Slide out the filter. Note its size (written on the side). The replacement must be the same size. **Replace cover securely after putting in the filter.**

Save $

CLEAN OR REPLACE YOUR FURNACE'S AIR FILTER ONCE A MONTH

Doing this during the heating season will make your furnace run much more efficiently.

HEATING

THERMOSTATS

Manual thermostat (digital)

Manual thermostat (dial)

Manual thermostats use buttons, dials or levers to control the temperature in the house.

Programmable thermostat

Thermostats

Thermostats are switches that turn your heater on and off, keeping the temperature in the house near the temperature you've chosen. Manual thermostats contain buttons, dials or levers that you adjust by hand to control the temperature in the house.

Save $

WITH A PROGRAMMABLE THERMOSTAT

Automatic or programmable thermostats can be set to change the house temperature several times a day. It saves money to have the house at a lower temperature when you are away or at night when you are under blankets.

Save $

IN WINTER DON'T OVERHEAT YOUR HOUSE - DRESS WARMLY

The less your heater runs, the more money you save. Keep your house warm rather than hot in the winter and dress warmly to stay comfortable.

Sample plan for a programmable thermostat for a furnace.

In this example the household is away during the work day. Adapt this information to your lifestyle.

Time of Day	Temperature
Just before you wake up	68⁰
When no one is in the house	55⁰
Just before you return	68⁰
When you go to bed	55⁰

Every house and furnace is different, so try different settings on your programmable thermostat to find out what works best in your house. If your house heats up quickly, set the heat to kick on just before you wake up or arrive home. If your house heats up more slowly, set the thermostat to kick on a little earlier.

You can save energy with a manual thermostat, too. Just turn down the thermostat when you go to bed or leave the house and turn it back up when you wake up or return home.

HEATING

About Your Electrical System

Electricity comes into your home through wires, passing through an electric meter that measures usage and into a main service panel of either circuit breakers or fuses. Electricity is carried from this panel throughout your house.

Each circuit breaker or fuse is a safety switch for an electrical circuit in the home. Each circuit can have one or more lights, receptacles or appliances on it. When too many items on the same circuit are drawing electricity at the same time, the safety switch will shut down to prevent overheated wires and even a fire.

Each circuit breaker panel or fuse box has a main disconnect or switch to shut off electricity to the entire house. Know where this is located. In case of an emergency, turn off the main disconnect switch for the circuit breakers (see page 19) or remove the main disconnect fuse block (see page 20).

Electric meter

Circuit Breaker Panels

Circuit breakers and fuses function by shutting down electricity to prevent fires caused by overheated wires.

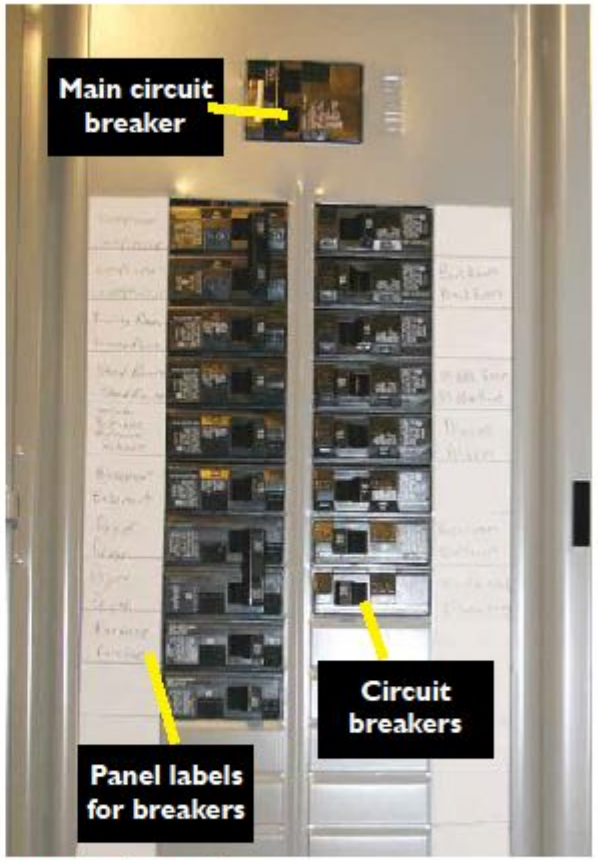
Circuit breaker panel with one breaker in the "OFF" position

When a circuit breaker shuts down or "trips," the switch moves from the "on" to the "off" position or sometimes to a middle position. Unplug the appliances and turn off any lights on that circuit. Move the switch all the way to "off" and then back to "on."

If the circuit trips again immediately when you turn the lights or appliances back on, or won't stay in the "on" position, contact a licensed electrician.

LABEL YOUR CIRCUIT BREAKER PANEL

You'll need a partner to assist with this. Turn on your lights and appliances. Move one switch to the off position and see which lights and/or appliances no longer work. Mark the space next to that breaker with the information. Move the switch back to the "on" position. Repeat this step until all breakers are labeled.



Circuit breaker panel

ELECTRIC

Fuse Boxes

Fuse boxes can use two different types of fuses: "S" or "ST" fuses and "T" or "TL" fuses. There will also be an amperage rating on each fuse with a number like 15, 20 or 30. **Always replace the fuse with the same letters and numbers, never with anything different.** Keep a box of spare fuses and a flashlight by the fuse box so you can easily reach them if a fuse blows out.

Before replacing a blown fuse, unplug the appliances and turn off the lights that were on that circuit. If you replace a fuse and the new one blows out immediately when you turn the lights or appliances back on, contact a licensed electrician. **Never put anything other than a fuse in a fuse socket!**

LABEL YOUR FUSE BOX

You will need a partner to assist with this. Turn on your lights and appliances. Remove one fuse from the box and see which lights and/or appliances no longer work. Mark the space next to that fuse with that information. Replace the fuse. Repeat this step until all fuses are labeled.

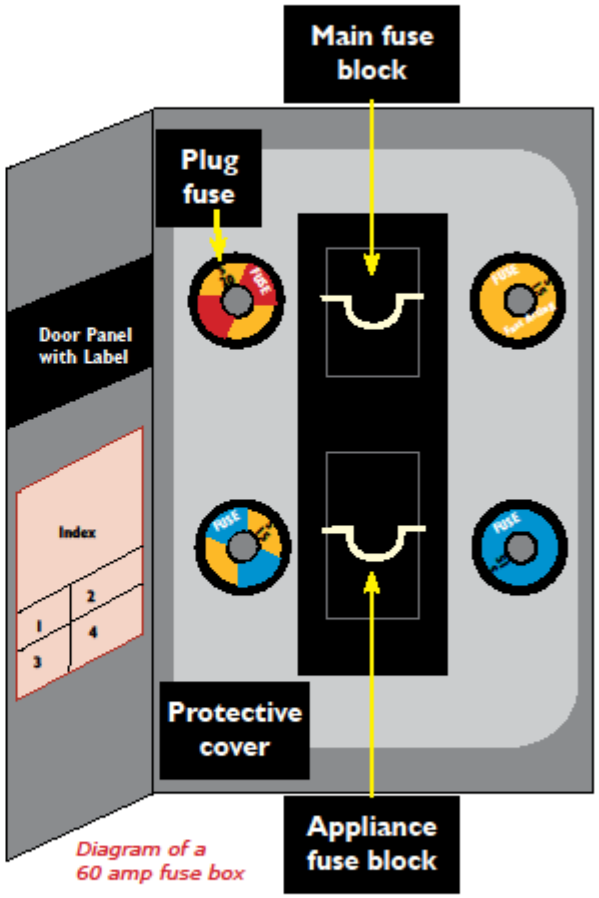


Diagram of a 60 amp fuse box

GFCI outlet (receptacle)

Extension cords come with either 2 or 3 prongs, in different gauges and lengths

GFCIs

Ground Fault Circuit Interrupters (GFCIs) are safety devices that prevent shock or electrocution. GFCIs have two buttons: one marked "Test" and the other marked "Reset." Push the "Test" button and the power to the outlet should cut off. Push the "Reset" button to turn the power back on. If it does not turn off, the outlet should not be used until it has been replaced by a licensed electrician. GFCIs are sensitive and can trip easily. If the power to the receptacle goes off, push the "reset" button to restore it.

Plugs and Extension Cords

When you plug a cord into an outlet make sure the plug is pushed all the way in. Loose connections can cause overheating. If the outlet seems loose it should be replaced by a licensed electrician. Use extension cords as little as possible. Where necessary, use the shortest cord possible.

Do NOT use extension cords with heavy duty appliances, such as refrigerators.

Do NOT run extension cords under carpeting or where they will be walked on.

CFLs

Save $
WITH CFLs

Compact Fluorescent Light (CFL) bulbs are energy efficient and can save you money on your utility bill. Replace incandescent light bulbs with CFLs. The only place where a CFL does not save money is where the light is only on for a very short time such as in a closet. CFLs take a few seconds to warm up to full light power.

Chart of Energy Savings for one CFL Bulb

	27 Watt CFL	100 Watt Bulb
Purchase Cost	$6.00	$0.50
Life expectancy - days	1,642.5	167
Annual Energy Cost	$5.91	$21.90
Bulbs replaced in 4.5 years	0	10
Total Cost	$32.60	$103.55
Savings	$70.95	

Source: U. S. Department of Energy, Office of Energy Efficiency and Renewable Energy

ELECTRIC

How Heat Leaks From Your House

Air escapes your home through every gap large and small.

Ceilings, walls, floors	31%
Ducts	15%
Plumbing	13%
Doors	11%
Windows	10%
Fans and vents	4%
Electric outlets	2%

Weatherstripping

Source: U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy

Different caulks

Window sash lock

Window points

Conserve Energy and Reduce your Utility Bills

Your house protects you from the elements (heat, cold, wind, rain). You can help your house do this efficiently.

1. CAULK TO AIR SEAL YOUR HOME

Use caulk to seal holes around window or door trim, pipes, exhaust vents, cable TV or telephone wires coming into the house or any small cracks in walls.

Ask your hardware store attendant how to load and use a caulk gun and which caulk to buy.

2. WEATHERSTRIP

Apply weatherstripping to all your doors and windows.

3. FIX WINDOWS

- Close storm windows tightly in winter.
- Close primary windows tightly. Use a sash lock. Locks are inexpensive and can be purchased at any hardware store.
- Replace all broken and cracked window glass:
  1. Remove broken glass, old putty and window points (see photo at bottom left).
  2. Measure size of glass needed. Purchase glass at hardware store. They cut it to size.
  3. Place glass in window and replace the window points (they keep the window pane in place).
  4. Glaze around edge of window pane to seal in place. Wait for glazing (a type of caulk) to dry before painting.

Save $

BY WEATHERIZING YOUR HOME - CAULK AND WEATHERSTRIP

Caulking a window

Weatherstripping a window

CONSERVE

Conserve Energy and Reduce Your Utility Bills

Low-flow showerhead

Save $ in winter

BY TURNING YOUR THERMOSTAT DOWN

In cold weather, turn your thermostat down to between 52° and 62° when you are asleep or away from the house for extended periods, such as being at work all day.

Save $ in summer

BY TURNING YOUR THERMOSTAT UP

If you use air conditioning in hot weather, make the area comfortable, not cold. The colder you make it, the more it costs. Limit your use of the air conditioner. Suggested temperatures below.

Summer Time of Day	Temperature
When you wake up	72°
When no one is in the house*	Turn off
When you return	72°
When you go to bed	78°

** Unless you have pets in the house*

Save $

SET YOUR WATER HEATER THERMOSTAT AS LOW AS PRACTICAL

Save $ and Electricity

- Replace incandescent light bulbs with compact fluorescent light bulbs.
- Turn off all lights and appliances when they are not in use.

Save $ and Water

IN THE SHOWER

- Install a low-flow showerhead and take shorter showers (the number one use of heated water).

WATCH FOR DRIPS, RUNS AND LEAKS

- Replace washers in dripping faucets.
- If your toilet runs sometimes when no one flushes it, it is due to a water leak. Replace the mechanisms inside the toilet tank.

USE APPLIANCES WISELY

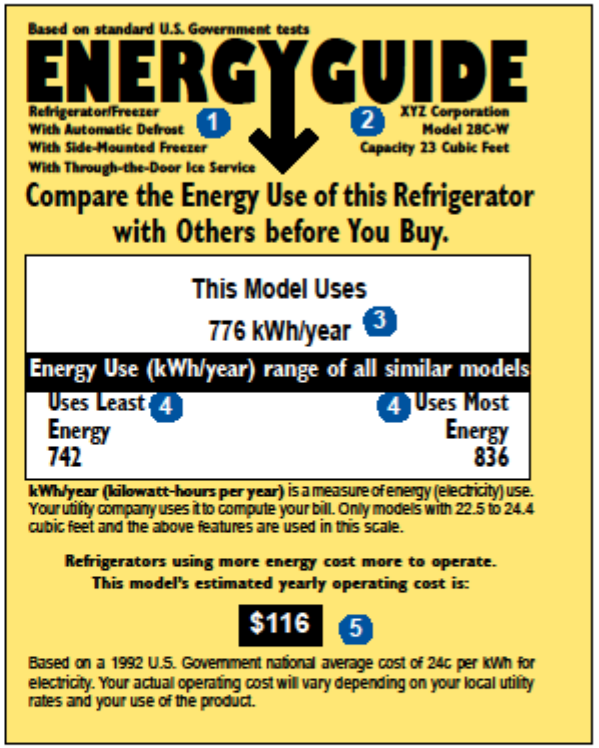
- Run your washer and dishwasher only with full loads. Wash clothes in cold water.

How to Read an EnergyGuide Label

EnergyGuide Label

Refer to the numbers in blue circles on the sample label at right:

1. Information about features.
2. Manufacturer, model number, capacity.
3. Estimates of annual energy use. The lower the number, the more energy efficient and the less it will cost to run.
4. Range of ratings for similar models from "uses least energy" to "uses most energy." This scale shows how a particular model measures up to the competition.
5. An estimate of the yearly cost to run this model.



Sample EnergyGuide label

CONSERVE

Hard-wired (no battery) smoke and carbon monoxide detector

Test your refrigerator gasket with a dollar bill. Close the door on it and if you can pull out the bill you should replace the gasket.

Maintenance Schedule

Use the following checklists to help you keep your home in working order:

MONTHLY

Smoke Detectors

- Test smoke detectors. Replace the battery in the smoke detector every six months (or sooner if the detector begins to warn of low battery). Do not simply remove the battery when the smoke detector starts to beep.

Air Filter - Furnace

- Check the air filter on your furnace and replace if necessary. Most air filters should be replaced every month in the heating season.

Plumbing Fixtures

- Check all drains, water supply lines and faucets for leaks.

GFCI

- Test GFCI receptacles by pressing the "Test" button and then "Reset."

Refrigerators

- Clean around rubber gasket seal of the refrigerator and freezer doors.

Range Hood

- Clean the range hood filter.

REGULARLY

Dryer Lint Screen

- Clean dryer lint screen after each use.

Clean the House

- Regular vacuuming and cleaning reduces the spread of intruders - bugs, microbes, mold, and small pests, such as mice. All of these, especially in high concentrations, can be harmful to your health, especially breathing.
- Most older homes in Philadelphia have some lead paint. Dust from lead paint can be very harmful, especially to young children. Vacuuming the house will greatly reduce the hazard.
- Replace the caulking around your tub and/or shower joints to prevent leaking to the rooms below.

Trim trees back away from your house.

Major damage from tree growing into house

Railings

Spring

- **Roof** - inspect for damage.
- **Gutters and Downspouts** - clean and patch.
- **Exterior Walls** - inspect for damage.
- **Railings** - inspect wrought iron railings for rust. Paint where needed.
- **Wood Trim** - inspect. Paint where needed.
- **Windows** - vacuum windows (inside the window where the bottom sash meets the frame). Storm windows have weep holes at the bottom, near the window frame. Make sure these are clear so that rain water will drain out rather than rot the window frame.
- **Water Heater** - drain sediment.
- **Trees** - trim trees and shrubs away from house. **Remove any small trees that take root in or close to your walls and roof.**
- **Porches, Steps and Railings** - inspect for loose boards and/or nails. Resecure.

Fall

- **Heater** - serviced by licensed professional.
- **Chimney** - inspected by licensed professional.
- **Radiators** - bleed air/fill with water.
- **Heat Vents** - vacuum to improve heat transfer.
- **Dryers** - clean lint out of dryer flue.
- **Roof** - inspect for damage.
- **Gutters and Downspouts** - clean and patch.
- **Exterior Walls** - inspect for damage.
- **Exterior Openings** - caulk and patch.
- **Windows and Doors** - caulk window trim and door frames as necessary.
- **Weatherstripping** - inspect and replace where necessary.
- **Water Heater** - drain sediment.
- **Garden Hoses and Hose Bibs** - drain and bring garden hose inside. Prepare hose bibs for winter.

maintain

notes

Affordable Housing Program

Landlord/Property Manager Name: _____

Tenant Name: _____ Address of Rental Unit: _____

This form is designed to assist in recording the condition of a rental unit upon moving in and moving out. To be most useful, it should be filled out in the presence of the property owner and the tenant, and each should retain a signed and dated copy. For each line item, either check "OK" or describe any problems present.

	Move-In Condition		Move-Out Condition	
Living room	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Walls & Ceiling				
Floor/Carpet				
Light fixtures				
Outlets				
Windows				
Other (describe)				
Dining room	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Walls & Ceiling				
Floor/Carpet				
Light fixtures				
Outlets				
Windows				
Other (describe)				
Kitchen	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Sink				
Counters				
Light Fixtures				
Cabinets				
Oven/Range				
Refrigerator				
Outlets				
Walls & Ceili				
Floor				
Windows				
Other (describe)				

Affordable Housing Program

INSPECTION CHECK-LIST

	Move-In Condition		Move-Out Condition	
Bathroom	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Toilet				
Sink				
Tub or Shower				
Mirror				
Waterproof Floors				
Walls & Ceiling				
Outlets				
Window Fan				
Other (describe)				
Bedroom #1	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Walls & Ceiling				
Floor Carpet				
Light Fixture				
Outlets				
Windows				
Other (describe)				
Bedroom #2	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Walls & Ceiling				
Floor/Carpet				
Light Fixture				
Outlets				
Windows				
Other (describe)				

Affordable Housing Program

INSPECTION CHECK-LIST

	Move-In Condition		Move-Out Condition	
Exterior	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
Exterior Building				
Landscaping/ Trash				
Windows				
Entry/Exit Doors				
Light Fixtures				
Garage Door				
Other (describe)				
Basement	**OK**	**If not OK, describe problems**	**OK**	**If not OK, describe problems**
General Cleanliness				
Windows				
Plumbing				
HVAC				
Smoke Detector				
Fire Extinguisher				
Locks				
Electrical				
Other (describe)				

Use the space below to note any disagreements to the checklist :(if more space is needed please use another sheet of paper)

I was present at the time of the inspection, and agree with this checklist, except as noted in the space above.

Move-In: Move-Out:

Date:

Landlord Signature: _____ _____

Tenant Signature: _____ _____