

HOMEOWNER MANUAL



THE SHAUGHNESSY
ON LIONS PARK

onni
group

Homeowners Manual

Introduction

Congratulations on the purchase of your new home at The Shaughnessy. We would like to take this opportunity to welcome you to your new home and the neighborhood! The Onni Group prides itself in constructing homes of the highest quality and in providing our homeowners with a first-class experience.

Please note that this manual is not intended to deal with all issues related to your new home however; it will better acquaint you with the neighborhood, and provide you with a summary of the more important maintenance issues you can expect to encounter with regard to caring for your new home.

No Home Is Maintenance Free!

Proper and timely maintenance can extend the life of many of the components and systems incorporated in your new home, and help you to protect your investment.

These maintenance recommendations are intended to provide you with a basic understanding of the maintenance requirements of your home, however, should any questions arise, please contact either Onni Group or the specific product supplier or manufacturer. Undertaking maintenance is not for everyone. If you are uncomfortable undertaking any specific maintenance task, hire a professional.

General Information

Community Information pg. 4
 Utility Information pg. 5
 Important Names /Numbers pg. 5
 Development Information pg. 6
 Mail Delivery Information pg. 6

Condominium Living

Property Designation pg. 7
 Common Property pg. 7
 Limited Common Property pg. 7
 Strata Lot pg. 7

Strata Corporation

Organization pg. 8
 Maintenance Fees pg. 8
 Bylaws pg. 8
 House/Condominium Insurance pg. 9
 Third Party Warranty Provider pg. 9

The First Year in Your New Home

Construction Inspections pg. 10
 Pre-occupancy Orientation pg. 10
 Year-end Service Request pg. 10

Warranty Information

Mandatory Warranty Coverage pg. 10

Definitions pg. 11

Warranty Exclusions pg. 12

Emergency Situations pg. 13

Service Procedures pg. 13

Classification of Problems

Building or in-suite Emergencies pg. 14

Items requiring attention pg. 15

Care and Maintenance of Interior Finishes

Flooring pg. 16

Drapes and Blinds pg. 18

Interior Doors pg. 18

Paint pg. 18

Counter tops and Cabinets pg. 19

Plumbing pg. 19

Electrical Systems pg. 22

Heating and Ventilation pg. 23

Appliances pg. 24

Care and Maintenance of Exterior Building Components

Frozen Water Lines pg. 25

Masonry pg. 25

Caulking pg. 25

Decking and Handrails pg. 25

Weather Stripping pg. 26

Windows pg. 26

Trades List pg. 28

General Information

Community Information

Safety & Emergency

Ambulance – Police – Fire – Rescue (EMERGENCY Calls Only)	911
Fire (Non – Emergency)	604-927-5466
RCMP - Coquitlam (Non-Emergency)	604-945-1550
BC Gas Emergency Calls	1-800-663-9911
Poison Control	604-682-5050
Eagle Ridge Hospital	604-520-4253
Power Outages & Emergencies	1-888-769-3766

City Services

City of Port Coquitlam (General Inquires)	604-927-5411
City of Port Coquitlam Parks & Recreation	604-927-7900
Port Coquitlam Chamber of Commerce	604-464-2716
Recycling Information Line	604-927-5420
BC Transit	604-953-3333
BC Ferries	1-888-223-3779
Port Coquitlam Taxi	604-210-0531

Community Information

There are so many things to see and do in Port Coquitlam that we simply cannot list them all. We have highlighted only some of the great facilities and services, and invite you to visit the following website as a source of additional information:

http://www.portcoquitlam.ca/Home_Page.htm

Schools

Castle Park Elementary
1144 Confederation Drive
(604) 468-8620

Glen Eagle Secondary
1195 Lansdowne Drive
(604) 464-5793

Port Coquitlam School District
2260 Central Ave
(604) 941-0355

Port Coquitlam Daycare Society
3150 Coast Meridian Road
(604) 941-9206

Shopping

Coquitlam Centre
2929 Barnet Highway
(604) 464-1414

Westwood Mall Shopping Centre
2135A 1163 Pinetree Way
(604) 464-1333

Parks, Recreation, Culture & Entertainment

Port Coquitlam Recreation Complex
2150 Wilson Avenue
(604) 604-927-7970

Leigh Square Community Arts Village
110-2253 Leigh Square Place
(604) 927-8400

The RailSide at Lions Park
Located at Lions Way and Shaughnessy
Street – 40,000 sqft Skate Park
(604) 927-7900

Hyde Creek Centre
1379 Laurier Avenue
(604) 927-7946

Utility Information

Telephone, cablevision, hydro, and internet connection arrangements should be made directly with the companies concerned. You will be responsible for all hook-ups and monthly costs.

BC Hydro	604-224-9376
Shaw Cable & Internet	604-629-8888
Telus	1-888-811-2323
Telus Repair	611

Important Information & Addresses

Baywest Management Corp.

13468 – 77th Ave
Surrey, British Columbia
V3W 6Y3
604-591-6060
604-592-3965 (Fax)

National Home Warranty

1100-1125 Howe Street
Vancouver, British Columbia
604-608-6678
604-408-1001
1-888-243-8807

Onni Customer Care

300-550 Robson street
Vancouver B.C.
V6B 2B7
604-602-7711
604-688-7907 (Fax)
customer@onni.com (Email)

For a Building Emergency or an In-Suite Emergency please call the appropriate number listed below.

****NOTE**** Unless service is an emergency; all service requests should be made in writing via mail, fax, email or by using the service request form on our website. **Please refrain from giving your service request to your sales representative or our construction personnel**

AFTER HOURS

Baywest Management Corp.
604-591-6060

DURING BUSINESS HOURS

Onni Group
www.onni.com
P: 604-602-7711
F: 604-688-7907
customer@onni.com

Development Information

Video Enterphone System; Operating Procedures

Visitors at the front entrance can reach you on your telephone by dialing the coded security number associated with your suite, listed in the enterphone directory. Please note that the enterphone system can be connected to a land line or a cell phone.

To permit access, press 6 on your telephone. An elevator will be designated to pick up the visitor and drop off the visitor on *your floor only*. To deny access, simply hang up. A double tone will be heard if a visitor is trying to reach you while you are on the phone. To place the outside call on hold, press the flash button; this will connect you with the visitor. Press 6 to permit access and then press the flash button to return to your call. To deny access simply press the flash button to return to your call, do not press 6.

Visitors can be viewed through your TV set on channel 116 or 399 depending on your cable provider.

Building Access

Salto cards, will allow access to the lobby entry door, elevators. To gain access with the security access card, simply swipe the card in front of the card reader.

To access the building through the parking gates, simply press the appropriate button on the garage remote. If you discover that your remote is not working, please contact your property manager. ****Please notify your Property Manager if your Salto card or garage remote is lost or stolen****

Garbage disposal and Recycling

The Garbage and recycling room is located in the parkade on P1 near the elevator vestibule.

Mail Delivery

The civic address for The Shaughnessy is your unit + 2789 Shaughnessy Street, Port Coquitlam B.C. The postal code for this address is V3C 0C3.

Individual mailboxes have been installed in the lobby. The 2 keys to your pre-assigned mail box are provided in your completion package. Be sure to let Canada Post know that you are moving. See your local post office for details on their relocation services. The Canada Post nearest you is located at Northside PO; located at 3295 Coast Meridian Road, Port Coquitlam 1-800-267-1177.

Condominium Living

The comments below reference general observations. Reference should be made to the applicable provisions of the Condominium Act.

Common Property

The **Strata Property Act** defines the Common Property as,

1. that part of the lands and buildings of **The Shaughnessy** shown on a strata plan that is not part of a strata lot, and
 - a. pipes, wires, cables, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services if they are located
 - i. within a floor, wall or ceiling that forms a boundary
 - ii. between a strata lot and another strata lot
 - iii. between a strata lot and the common property, or
 - iv. between a strata lot or common property and another parcel of land, or wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property.

Limited Common Property

Limited common property (LCP) is the common property that is designated on the strata plans as being for the exclusive use of one or more homeowners. At **The Shaughnessy** the balcony or patio of each strata lot is designated as LCP. These areas are sketched and dimensioned on the strata plan filed in the Land Title office. Although LCP is designated for the exclusive use of the homeowner, it is subject to the right of ingress and egress for members, employees and agents of the Strata Corporation in cases of emergency or where it provides access to other common areas.

Strata Lot

Your strata lot is that area shown as such on the strata plan filed in the Land Title office. The boundary of this area with another strata lot or with common property is the centre of the floor, wall or ceiling as the case may be. Each homeowner is individually responsible for everything inside these boundaries. Exterior doors and windows, however, may be the exception and remain the responsibility of the homeowner.

STRATA CORPORATION

Organization

The Strata Corporation is the body made up of all the owners at **The Shaughnessy**. The Strata Corporation will elect a small “Executive” from its members referred to as the Strata Council. The Strata Council carries out the mandate of the Strata Corporation and is charged with the responsibility of organizing and operating **The Shaughnessy** with the assistance of professional property managers. They will usually enforce the bylaws, award maintenance contracts, and assure payment of corporation bills. **Onni Group** as the developer has appointed **Baywest Management Corp.** as the property manager. The property manager will call the first meeting of the Strata Corporation, being the first annual general meeting (AGM), sometime in the coming months when one of two conditions is met. Either the building is 50% + 1 in possession of homeowners or nine (9) months has elapsed from substantial completion of the building. Until that time **Onni Group will** act as the Strata Council with the assistance of **Baywest Management Corp.**

Maintenance Fees

As you are aware, part of living in a strata corporation requires the payment of maintenance fees. These fees are based on unit entitlement - that is, they are assessed pro-rata on the basis of the square footage of your unit as it relates to the total square footage of all the units. They are usually payable on the 1st day of each and every month, in advance, to the Strata Corporation so that they in turn can pay all the bills relating to the operation of **The Shaughnessy**. The fees are usually paid by post-dated cheque or a pre-authorized chequing plan and are made payable to Baywest Management Corp. in care of your Property Manager. When submitting any payment ensure that your strata plan number, unit number and the strata lot number are clearly identified on the back of your cheque so that it may be credited to the correct account.

Bylaws

The bylaws are the rules and regulations of a Strata Corporation that determine the rules of conduct by which each owner in **The Shaughnessy** must abide by. One year after the first annual general meeting the owners may enact new, or vary the existing bylaws, provided that they satisfy the requirements of the Condominium Act in doing so.

If there are bylaw violations, fines can be levied against the individual strata lots by the Strata Council. Please refer to the Disclosure Statement for the applicable bylaws for **The Shaughnessy**

Condominium (Strata) Insurance:

Generally the insurance coverage provided by the insurer for the Strata Corporation will replace or repair items that are damaged and were included in the original specifications by the builder / developer. This will include such items as the building and its components, carpets or a dishwasher.

Household or Contents Insurance:

You need to have insurance coverage for your personal possessions and possibly any upgrades to your strata lot above and beyond the building standards. These are not covered under the Strata Corporations policy.

NOTE We strongly recommend that you contact your agent or the Strata's agent to clarify any questions about insurance and the coverage provided.

Please Note Your own personal contents are **not** covered by the Strata Corporation's insurance. Some suite upgrades may not be covered. Speak to your own Insurance Agent about these matters.

Third Party Warranty Provider:

National Home Warranty
1100 -1125 Howe Street
Vancouver, British Columbia
V6Z 2Y6
Phone: (604) 608-6678
Fax: (604) 408-1001
1-888-243-8807

Home Owner Protection Office
Suite #2270 – 1055 West Georgia Street
Vancouver, B.C.
V6E 3P3
P: 604-646-7050
F: 604-646-7051
Website: www.hpo.bc.ca

AFTER-MOVE-IN

Getting Settled

Once you've moved into your new home you will be introduced to a Customer Care Representative who will manage your questions and concerns. Your Representative will act as a liaison helping you wherever they can. They may help you fill out a service request form, show you where to find the information you're after or set up a service appointment.

Year One in Your New Home

We work together with your building's management company to provide you with round-the-clock service. Our team is available Monday to Friday, 8am to 5pm to field any concern from a minor defect to an emergency situation. All afterhours emergencies will be responded to by your building's property management company.

Year End Service

Because it can take months to settle in and really get acquainted with your home Onni provides all homeowners with an opportunity for a year-end review with a Customer Care Technician.

Should you encounter any unfinished details or deficiencies during the first 12 months in your new home simply write them down! At the end of the first year in your home submit a service request and we'll schedule an appointment to visit your home and assess everything.

Warranty

Your new home is covered by a comprehensive warranty, commonly referred to as the 2-5-10-year warranty. This warranty is regulated by the Homeowner Protection Office and is supported by National Home Warranty, your third-party warranty provider. To submit any warranty-related deficiencies, please submit a [Service Request Form](#).

Mandatory warranty coverage is provided as follows:

12 months	Defects in labour and materials
2 years	Defects on labour and materials related to the major delivery and distribution systems (electrical, plumbing, heating, ventilation and air conditioning)
5 years	Building envelope including water ingress
10 years	Structure of the building

The Homeowner Protection Office *Residential Construction Performance Guide* describes the required performance and warranty coverage for new homes in British Columbia. We recommend that purchasers download a copy and save it for future reference.
http://www.hpo.bc.ca/files/download/Res_Guide/Residential_Construction_Performance_Guide.pdf

Definitions Pertaining to Warranty:

Building Envelope: Means the assemblies, components and materials of a New Home which are intended to separate and protect the interior space of the New Home from the adverse affects of exterior climatic conditions. Interior space of the New Home includes all material not directly exposed to the exterior climatic conditions. Exterior climatic conditions mean the direct affect of weather on the above-grade portion of the New Home.

Defect: Means any design or construction that is contrary to the Building Code or that requires repair or replacement due to negligence of a Builder or person for whom the Builder is responsible at law.

Delivery and Distribution Systems: Means the mechanical and electrical systems for delivery and distribution of gas, electricity, water, waste, heat and air within and throughout a New Home, but excludes plumbing and electrical fixtures and appliances.

Material and Labour: Means only the Materials and Labour supplied by the Builder for construction of the New Home. **Owners duty to Mitigate Damage and Maintain**
As per your National Home Warranty 2-5-10 home warranty certificate, you are required to maintain your new home and mitigate any damage to your new home, including damage caused by defects or water penetration.

You must take all reasonable steps to restrict damage to your new home if the defect requires immediate attention i.e. turn off water system in the event of a burst pipe.

For defects covered by the National Home Warranty, the duty to mitigate is met through timely notice in writing to your builder and National Home Warranty.

An owner's duty to mitigate survives even if;

- the new home is unoccupied,
- the new home is occupied by someone else other than the homeowner,
- water penetration does not appear to be causing damage, or
- the owner advises the strata corporation about the defect.

Unfortunately, if a defect occurs or is made worse due to an owner's failure to follow the maintenance procedures provided, or to mitigate any damage, it will be excluded from warranty coverage.

Warranty Exclusions

The warranty does not cover the following:

- Weathering, normal wear and tear, deterioration consistent with normal industry standards;
- Any loss or damage which arises while the New Home is being used primarily or substantially for non-residential purposes;
- Materials, labour, or design supplied by an Owner;
- Any damage to the extent it is caused or made worse by an Owner or Third Party;
- Failure of an Owner to take timely action to prevent or minimize loss or damage, including the failure to give Onni prompt notice of a Defect or discovered loss or a potential Defect or loss;
- Any damage caused by insects or rodents and other animals, unless the damage results from non-compliance with the Building Code by the Builder or it's employees, agents, or sub-contractors;
- Accidental loss or damage from acts of nature including, but not limited to, fire, explosion, smoke, water escape, glass breakage, windstorm, hail, lightning, falling trees, aircraft, vehicles, flood, earthquake, avalanche, landslide, and changes in the level in the underground water table which are not reasonably foreseeable by the Builder;
- Bodily injury or damage to personal property or real property which is not part of the New Home;
- Any defect in, or caused by, materials or work supplied by anyone other than the Builder or it's employees, agents, or sub-contractors;
- Changes, alterations, or additions made to the New Home by anyone after initial occupancy, except those performed by the Builder or it's employees, agents, or sub-contractors under the construction contract or sales agreement, or as required by National Home Warranty.
- Contaminated soil;
- Subsidence of the land around the New Home or along utility lines, other than subsidence beneath footings of the New Home or under Driveways or Walkways;
- Diminution in value of the New Home;
- Landscaping, both hard and soft, including plants, fencing, detached patios, gazebos and similar structures;
- Non-residential structures including sheds, garages, carports or outbuildings, or any structure or construction not attached to or forming an integral part of a multi-unit building or the New Home;
- Commercial use area and any construction associated with a commercial use area;
- Roads, curbs, and lanes;
- Site grading and surface drainage, except as required by the Building Code;
- The operation of municipal services, including sanitary and storm sewer;
- The quality or quantity of water, either piped municipal water supply or from a well;
- Damage caused or made worse by the failure of an Owner to take reasonable steps to mitigate any damage.

For complete warranty information on coverage, exclusions, terms, etc., please refer National Home Warranty 2-5-10 Home Warranty Certificate.

Service Procedures

If you feel a defect exists and is covered under the warranty, please provide **written correspondence** to the **Onni Group**. Upon receipt, an Onni representative will contact you to arrange an appropriate time to review your concerns so that they may be dealt with effectively.

Please ensure that you review all of your warranty documentation closely so that you are aware of all the deadlines and complaint procedures and warranty exclusions.

Items for Year End Review

For the purpose of recording these items, **Onni Group** has provided service request forms for your convenience. By using this form, you will be able to note each item for review, giving appropriate details and date. Having a written record is important. We would appreciate your forwarding your service requests to us at approximately ELEVEN (11) MONTHS after your possession. Onni will send a reminder letter to each resident at the 11 month period outlining some common repairable items to look for. Some examples of items that should be repaired/replaced at the end of the year might include:

- Drywall cracks
- Nail pops
- Cracked floor tile

It is our intention to rectify all of the warrantable defects that you may find in your home by the end of the year. If you are not in agreement with the proposed corrective measures or the standards for repair, **National Home Warranty** or the Homeowner Protection Office will assist you with your concerns.

Year End Service Call

During this final visit your customer care representative will address any items that will require repair or adjustment to as per the warranty guidelines/ standards for your home.

Although this is your final regular service call our personnel are still available to advise you with concerns about your home.

Onni would like to thank you for allowing us to be of service!

Classification of Problems

What to Look For, What to Report, When and Who to Report to.

Your home has been built to meet or exceed the standards of quality in materials and workmanship set out by the Building Code and the Homeowner Protection Act. In addition, **Onni Group** takes great pride in the quality of its homes and the satisfaction of our customers.

Over the course of the first year of any new building, a certain amount of shrinkage of building materials is expected. There may be some cracking of drywall due to building material shrinkage or components adjusting and responding to their new environment. As well, there may be other items that you may notice, but do not constitute a hazard or, in any way interfere with the enjoyment of your home.

For your own piece of mind and convenience it is important to report problems at the appropriate time. Some items should be considered emergencies that should be dealt with immediately. Others may require prompt attention, but can wait until normal working hours. Lastly there are those items to be noted for the six month or year-end review. Below are examples of each type of problem and the appropriate response.

Building or In-Suite Emergencies

An emergency is a problem that will affect the well being of the resident(s) and requires immediate skilled attention to the defect. Examples might include:

Gas Smell:

If at any time you smell gas contact your gas utility supplier immediately. They will check your system and advise you of any problems.

Water Leak:

If the leak occurs between a fixture and a shut-off valve, close the shut-off valve immediately. If no shut-off exists locate the main water shut-off (usually located where the water line enters your home) and turn it off until the problem can be rectified.

Plugged Sewer Line or Fixture:

A plugged fixture or sewer line generally occurs because users of the facility are flushing inappropriate materials down a toilet or drain. **DO NOT** continue to use the facility once a blockage has occurred. Attempt to unclog the line by using a plunger. If a larger blockage has occurred the services of a plumber may be required. If the blockage is the result of a proven builder defect then **Onni Group** will take full responsibility for the repair.

Electrical:

Sparking - If a plug or outlet sparks excessively, immediately turn off the breaker and contact the electrical contractor listed in your Trades List or **Onni Group**. A small spark when an appliance is unplugged is not uncommon.

Circuit tripping - Appliances plugged into the same circuit that is tripping should be unplugged one at a time until an overload is alleviated. This will stop the breaker from tripping.

Power outage - If all power is out to your home, check to see if there is power to your neighbour's home. If there is power, check the main breaker on your electrical panel and reset it after checking for an overload. This may require the assistance of the building manager to open the electrical room closet.

No Heat:

If the heating system does not appear to be operational ensure the thermostat has not been turned down. For electric heat check to ensure that the breaker is in the on position by tripping it off and resetting it. To re-light the pilot on a gas furnace refer to the operating manual for lighting instructions.

Building Entrance Systems: I.E (a malfunction of the front or garage doors) Please contact the resident manager or property manager.

Items Requiring Attention

Items falling into this category are those that could pose a safety hazard or which, if left unattended until the year-end review, can do greater harm to your home or the building. In our experience, these items are rare, but might include such things as:

- Loose railings and other safety concerns,
- Malfunctioning plumbing
- Electrical problems, including inadequate heat or environmental control,
- Water seepage visible as damp areas on surfaces such as exterior stucco,
- Window seal failure (the space inside the sealed glass becomes foggy,
- Window cracks not due to accidents,
- Exterior or entry doors and windows that no longer fit or function properly,
- Cracked or broken tile in the shower not due to accidents.

Frozen Water Line -If garden hoses are left attached to hose bibs during the winter, freezing of the water line can occur. This becomes a problem once the water thaws, as a leak will occur. If accessible, heating the pipe with a hair dryer may thaw it out. If the frozen pipe is the result of a proven builder defect then **Onni Group** will take responsibility for the repair.

Care & Maintenance of Interior Finishes

The following advice is meant as a guide for the care and maintenance of the various finishes that may have been included in your home.

Flooring

Laminate flooring

Sweep on a daily basis or as needed. Never wet-mop a laminate floor. Excess water can enter the gaps between boards at joints and can cause the floor to expand and can cause damage. Make sure to wipe up any spills immediately. Hard to clean areas can be spot cleaned with a moist towel or rag but be careful not to use too much water or cleaning liquid. Avoid using any cleaning tools that spray cleaner or water onto a surface. These cleaning tools may inject moisture in between the floor joints and cause damage to your floor.

Variations in humidity levels in the living space may cause some creaking and cracking and slight separation of the seams. Excessive humidity should be avoided.

We recommend:

- Avoid excessive wet or damp mopping of the floor.
- Sweeping the floor on a daily basis.
- The use of felt pads or a similar product should be placed under table and chair legs.
- Planted pots should be isolated from the floor surface.
- Spills should be wiped up immediately.
- Avoid high heels or stiletto shoes.

Hardwood

Kiln dried material is used for the construction of hardwood floors. However, these materials are susceptible to movement caused by variations in humidity levels in the living space. Low humidity levels will cause the wood to separate slightly at the seams of the flooring. High humidity levels will cause the wood to expand. If excessive, this expansion may lead to cupping or swelling in the center of the board. These movements vary seasonally and can be somewhat controlled by monitoring the indoor moisture levels. The movement of the flooring may also create noises as it expands and contracts.

The appearance of hardwood flooring is easy to maintain and a dry mop or a hardwood cleaner, is all that is required for cleaning. The need for wax on hardwood floors is rare and many types of flooring are now factory finished and have specific maintenance requirements. Refer to your builder or flooring supplier for specific instructions

- Avoid excessive wet or damp mopping of the floor.
- Sweeping the floor on a daily basis.
- The use of felt pads or a similar product should be placed under table and chair legs.
- Planted pots should be isolated from the floor surface.
- Spills should be wiped up immediately.

Carpet

Carpeting care basically consists of avoiding spills, cleaning high traffic areas regularly to remove surface dirt and vacuuming the entire carpeted area weekly to remove dirt. Consult your flooring supplier for the specific cleaning and maintenance requirements of the flooring products used in your home.

Carpets and rugs should be professionally cleaned every year depending on the use and appearance.

Carpets should be steam cleaned regularly. Avoid the use of soaps. If soaps are not removed properly it can leave a residue that changes the P.H. balance of the carpet thus changing the color of the carpet i.e. yellow. Avoid walking barefoot on the carpet or with socks. Oil from the body will ultimately cause the carpet fibers in traffic areas to mat or stick together which is referred to as pooling. We recommend the use of slippers with soles or soft soled shoes instead.

Carpet Drafting: In some cases a black line may be identified running along the wall. In most cases it will be an exterior wall or stairwell. This is called Carpet Drafting. The cause is from air pollutants such as diesel exhaust. The air enters the home, without being filtered, through open windows etc. The natural convection in the home causes hot air to rise and cold air to fall. Cold air will fall on exterior walls. The carpet will act as a filter and remove the pollutants. These pollutants will form a dark line along the wall. This can not be prevented but regular cleaning may help. It will occur more rapidly in areas where there are heavy trucks or machinery operating on a regular basis. This phenomenon is becoming more apparent as our homes become more energy efficient and airtight.

Ceramic Shower Tiles

Ceramic tile is very durable. For routine cleaning use a mild detergent; do not use waxes or sealers. As the grout is porous and will absorb water which will lead to staining, annual sealing of the grout joints with a clear liquid silicone sealer should be carried out.

Sealing of the grout is **your** decision and responsibility. It is however recommended. Applying a grout sealer will help to prevent water from penetrating through the grout and into the sub surface wall area. It is suggested that the tile surface be wiped down after each shower. An alternative that is gaining in popularity is the use of a squeegee. Some separation in the grout lines may occur. Cracks can be filled using a premixed grout purchased from a tile or hardware shop.

Ceramic floor tiles have been used in some areas of your home i.e. the bathroom(s). If you wish you may seal the grout between the tiles. This is **your** decision and responsibility.

For routine cleaning we recommend:

- Using a broom to sweep the tile or a damp mop to wash the surface, household detergents can leave a film on the surface and strong degreasers may actually damage the grout.
- Remove any wet spillage immediately with a damp mop.
- Not waxing the floor tile. The surface may become very slippery.
- Padding be used to help avoid chipping the tile when moving a heavy object across the surface

Drapes and Blinds

Because of their nature, dust does not collect on vertical blinds as on normal window coverings. Fabric louvers are wipeable, not scrubbable. Stains cannot be cleaned. Any stains to the base material are not removable, but this is rare due to the special vinyl coating used. Excessive water will cause permanent damage. This is not covered by warranty.

Interior Doors

Interior door hardware can be wiped clean with a damp cloth and polished with a soft dry cloth. It should be noted that natural body oils and many hand lotions are detrimental to brass finishes and will cause tarnishing.

Paint

Care and Maintenance if interior Latex Paint

Latex paints in a lower sheen level like eggshell, satin and flat have created problems for homeowners for cleaning or washing walls. Lower sheen products have pigment close to the surface and when cleaned improperly may burnish or become shiny. This is non-repairable other than repainting.

You could avoid this problem if you take the time to properly clean latex painted walls.

1. Do not attempt to wash walls prior to latex paint curing (30 days after application)
2. Always use a mild liquid detergent with no abrasives, (i.e.) dish soap
3. Apply liquid detergent onto a soft sponge - not cloth, as they act like an abrasive
4. Gently massage the detergent into the soiled area, allowing the detergent to attack the soiled area
5. Once soiled area is clean, rinse sponge out and wipe area gently with clean moist sponge

** If you use this style of cleaning you will reduce burnishing by 90 to 95%.

Scheme A

Painted Area	Colour/Type	Name
Walls throughout	CLW 1013W	Latex Eggshell
Trim	CLW 1033	Latex Semi Gloss
Ceiling	CLW 1033	Flat

Scheme B

Painted Area	Colour/Type	Name
Walls throughout	CLW 1033	Latex Eggshell
Trim	CLW 1033	Latex Semi Gloss
Ceiling	CLW 1033	Flat

**Paint was supplied by General Paint @ 2750 Barnet Highway Coquitlam, BC V3B 1B9

Counter Tops and Cabinets

Engineered Stone

Engineered stone countertops only require a simple cleaning routine to maintain their attractive look. Regular cleaning using a damp cloth and a mild soap detergent is already enough. Because they are highly resistant to stains, they cannot be affected by coffee, tea, wine, soda, fruit juice, and vinegar spills. You can simply blot the spills, and your engineered stone countertop can look good as new again. Avoid using very strong chemicals (such as acid, alkaline material and acetone etc.) and other solutions with unidentified ingredients to clean your engineered stone countertop. Make sure your cleaning agent is recommended by your manufacturer. Read the label of your cleaning agent before using it to identify its components. Stay away from floor strippers and oven cleaners because they have very strong chemicals that can damage your countertop surface. **About Sealing** -Engineered Stones are made of nonporous material; engineered stone countertops do not require regular sealing to prevent staining, unlike other countertops made of natural stone. Compared to granite countertops, engineered stone countertops are almost indestructible. They are not easily stained by fruit juices, wine, cooking oil, coffee, tea, nail polish and remover, lotions, and other common household liquids. Engineered stone countertops are also hygienic because they do not affect the taste of food or compromise its safety when it is prepared on their surface.

Cabinets

Wood, PVC & vinyl surfaced cabinets are very susceptible to heat damage. If the kitchen is equipped with a self-cleaning oven, the cabinet drawers and cabinet doors adjoining the range should be kept open when the range is in self-clean mode to allow excess heat to dissipate. If heat is allowed to build up, the surface may delaminate. This precaution should also be taken when the oven is used for a prolonged period at a high temperature.

Most cabinet surfaces can be cleaned using a damp cloth and a mild detergent. Abrasive cleaners should not be used. Grease splattered on the surfaces should be removed immediately as it becomes more difficult to remove as it solidifies.

Our cabinet suppliers have advised us that when using the self-clean cycle of the oven it is recommended that the doors and drawers adjacent to the oven be opened. The temperatures inside the stove in the self-clean cycle are very high. The heat can affect the laminate finishes.

Plumbing

General

The plumbing in your new home consists of plastic and copper piping for the supply of potable water throughout the home and PVC plastic piping for the waste disposal. Other products are available but are less common.

A main water supply shut off has been provided to shut off the water supply to your new home. This can be used in the event of an emergency and should be located upon occupancy for future reference. Additional shutoffs may also have been provided to the sink supply lines and toilets to allow for routine maintenance.

The waste lines have been provided with clean outs throughout the residence. These may be located within cabinets, inside closets or clearly visible on a wall surface. These clean outs

must remain accessible as they are the means of access to the piping should a blockage occur. P-traps are present at the outflow of all waste piping. These traps are designed to provide a barrier of water, which prevents the entry of sewer gases into the home. Sinks or drains, which are used infrequently, may lose this water barrier due to evaporation. If sewer gases are detected, running water down the waste pipe will re-prime the trap and likely stop the odor. Any waste materials, including grease, fat and petroleum products, should not be disposed of down the plumbing system. These materials will accumulate in the piping, especially in the P-traps, and can significantly reduce the flow of water through the waste system. These substances are also very detrimental to the municipal sewage treatment systems and private septic systems.

Fixtures

The surfaces of the plumbing fixtures are susceptible to damage from abrasive cleaners. Use of abrasive products and steel wool pads should be avoided as these products will cause the finish of the fixture to become dull and porous. Refer to the manufacturer's recommended maintenance procedures for specific information relating to your products. From paint stripper to nail polish remover, household solvents are all too common throughout every home. A solvent is a substance that dissolves another substance forming a solution. Solvents that contain carbon are known as organic solvents and can contain chemicals considered hazardous -- they can be flammable and toxic. Some household maintenance and cleaning products contain organic solvents such as petroleum distillates. These are sometimes used to dissolve difficult stains or greases on certain materials that may be damaged by water-based cleaners. Plumbing fixtures are intended for normal household use only. Caustic products should not be disposed of in the household fixtures.

Toilets

If water continuously runs into the toilet bowl from the tank, there may be a poor seal at the flapper valve at the base of the tank. This seal can be cleaned with a stiff brush or steel wool. A worn flapper valve would require replacement.

Water dripping from the base of the toilet tank is likely due to condensation on the tank versus a leak of any connections. High interior humidity levels will result in condensation on the cold surface of the toilet tank as the tank is refilled with cold water.

Some toilets and some basins are made of glazed and kiln-fired vitreous china, while some basins and bathtubs are made of enameled steel. Both are very durable and attractive. To clean these fixtures, use mild powdered or liquid cleaners. Avoid abrasive cleansers or pads as they will damage the finish.

Newer Energy efficient (low-volume or dual flush) toilets use less water to flush than older models. The operation of some new toilets is more sensitive to the effects of the:

- a. amount of waste
- b. amount and type of papers
- c. volume of water in the tank.

Plugged toilets and Drains

Toilets are very susceptible to blockage. New toilet designs use very little water per flush. This results in a lower volume of water carrying away the waste. Repeated flushing may be required in some instances to remove solid waste. Dense tissue paper and some thick toilet papers are

unsuitable for these toilets. Never dispose of hair, grease, lint, diapers, sanitary products, “Q-tips” or plastic in the toilet. Please note, this is not under warranty. Hair, grease, large food particles or other solid forms of waste can plug drains. Should they become plugged, try removing the debris from the trap beneath the fixture. Alternatively, a plunger can be used. Once partially cleared, very hot water may complete the job. A more severe blockage may require a plumber. As commercial drain cleaners are very corrosive they are not recommended.

Faucet Repairs

Noisy or leaking faucets are frequently due to loose or damaged washers. Turning the fixture off with too much force can damage washers. Faucet handles should be turned no further than the point at which they stop the flow of water.

Faucets can generally be easily repaired by either replacing the damaged washer or the faucet cartridge itself. Basic home repair books describe how to repair typical faucets; however, due to variations in the methods of manufacture, specific instructions may be required. Prior to beginning the repair, the water supply must be shut off at the shut off valves provided. If such valves are not present, the entire water supply system will need to be shut off at the main shut off valve.

Contact a plumber if you are uncomfortable attempting this repair. Green staining of fixtures is usually a water related issue due to the chemical compositions in the water, and is not a builder defect.

Taps should be cleaned with clear water and dried with a soft cloth. Do not use chemical cleaners or abrasive pads. These products may cause de-plating of the finishes.

Plumbing fixtures are susceptible to damage from abrasive cleansers. Use of abrasive products and steel wool pads should be avoided, as these products will cause the finish to become dull and porous.

Green staining of fixtures is usually a water related issue due to the chemical compositions in the water, and is not a builder defect. A solution of baking soda and white table vinegar will generally remove these stains. Thoroughly rinse with water after cleaning.

Stainless Steel Sinks can be cleaned with a mild abrasive such as Vim. Avoid steel wool as they will leave small bits of metal lodged in the sink and will cause rust spots to show. The sink does not rust. **Caution:** Use of anti bacterial soaps may cause discoloration of the surface if the sink is not rinsed thoroughly after use.

Waste disposers should have cold water run through it before, during the emulsification and after. The water before and after will help to flush the main sewer lines. Avoid greases as they may build up in the trap in your drain and cause a blockage. Fibrous foods such as celery will jam under the pivots and cause them to stick. To help clean the appliance place 2 -4 ice cubes in the Disposer, every 1 - 2 months, and turn it on. If the Disposer fails to come on check to make sure that the thermal protector on the motor has not tripped. There is a small reset button located on the side or bottom of the unit - push it in. Confirm that there are no foreign objects in the unit before resetting.

Tub and Shower Enclosures

A shower curtain will prevent water from running onto the bathroom floor while the shower is in use. To prevent damage to the flooring or walls, any spills or puddles of water should be cleaned up immediately.

Caulking is used to seal seams and prevent water from entering behind the enclosure. If a separation occurs around your bathtub between the tub and the wall tiles or between the wall and the enclosure itself, it should be filled immediately with a tub sealer or caulking compound available at any home supply centre. Leaving the gap unsealed may cause serious water damage to adjacent materials.

You should apply a clear liquid silicone sealer to the grout joints of tub or shower enclosures that are finished with ceramic tile. This should be done every six months. This sealer is used to prevent the porous grout from allowing water to seep through to the substrate material behind the tile. This sealing cannot be done until the grout has cured for approximately six to eight weeks. Please note this is a liquid product and should not be confused with silicon based caulking. Follow the manufacturer's recommendations for application.

Some tub enclosures have specific cleaning requirements. Generally, abrasive cleaners are not recommended and harsh chemical cleaners should be avoided entirely. Follow the manufacturer's recommendations for maintenance. Also, you should never step into a bathtub with shoes on as trapped grit and dirt can damage the tub surface.

Gas

If, at any time, you smell gas, contact your gas utility supplier, FortisBC Gas immediately by calling their 24 Hour Emergency Line **1-800-663-9911**. They will check your system and advise you of any problems.

Electrical Systems

General

The electrical system in your home has been installed in accordance with the requirements of the provincial electrical code. The power supply is fed to the home via underground or overhead cable. With underground service cables, piping, gas lines, etc., care should be taken when digging on your property. For information on these underground services, contact your hydro, gas provider, TELUS, or your cable supplier or your local building department.

Circuit protection will be via circuit breakers located in the electrical panel(s). The main power shut-off will be located inside the electrical panel or immediately adjacent to it. This panel and the location of the main breaker should be located upon moving into your new home.

Should the circuit breaker "trip", it is likely due to overloading of a specific circuit or a short circuit in an appliance cord. The start-up load of electric motors can also temporarily overload a circuit. To correct tripped breakers, isolate the cause of the overload or short and disconnect it. The circuit breaker can then be reset by turning it to the "off" position and then to the "on" position. If the breaker continually trips, contact an electrician.

G.F.C.I. Circuits

A ground fault circuit interrupter (G.F.C.I.) is an additional electrical safety device installed in the electrical system. This device is a breaker that can be located in the main electrical panel or within specialty outlet receptacles and is designed to provide protection from ground faults. The

G.F.C.I. is extremely sensitive and will trip if grounding of the electrical current is detected. Ground faults usually occur in older appliances and electrical equipment or inexpensive extension cords. A poorly insulated extension cord lying on wet ground will often cause a ground fault. Because water and electricity are a poor combination, protection is installed to the outlets in the bathroom and outdoors. If this breaker trips, unplug the source of the ground fault and reset the breaker either at the panel or at the outlet itself. G.F.C.I. outlets should be tested monthly to ensure their proper operation. Please note that two outlets can be located on the same G.F.C.I. receptacle as they are connected on the same circuit.

Smoke and Fire Detectors

Smoke detectors have been installed in accordance with the requirements of the Building Code. They should be tested monthly to ensure their proper operation, and should be cleaned twice a year with a vacuum.

Please note that these devices are connected directly to the electrical system of the home and do not require batteries. However, they will not operate in a power outage unless the unit has a backup battery.

Heating and Ventilation

Baseboard Heaters

Baseboard heaters should be cleaned periodically with a damp cloth to remove any dust that has accumulated over time. If baseboard heaters have not been cleaned, you may notice a burning smell caused by the burning of surface dust when the heater is initially turned on after an extended period of time. Please note that the area directly around baseboard heaters should be kept clear to prevent any potential fire hazards.

In addition; baseboard heaters often make a ticking or humming noise when heating up or cooling down. This is caused by the expansion and contraction of the aluminum fins within the metal housing of the heater. This type of noise may vary from one base board heater to another but is not a cause for concern and is considered normal; this is not covered under warranty.

Ventilation

Ventilation is often the only effective means for removing moisture. Dehumidifiers are only practical in limited areas. Exhaust fans in the kitchen and bathroom will remove moisture created from cooking and bathing before the vapor can circulate through the house. These fans need to be run often enough to remove the moisture. ***Your home is equipped with a fan timer that controls the fan in your main bathroom. It is recommended that this fan is programmed to operate for four hours twice a day everyday.***

Windows are an effective means of ventilation and depending on weather conditions, thoroughly airing out the home for 15 minutes a day may suffice. In addition, opening a window near the source of moisture while the exhaust fan is in operation will allow for cross ventilation and more effective moisture and odor removal.

If high relative humidity levels occur inside your new home during periods of very cold weather, condensation and frost on the inside face of the windows will occur. This is a ventilation issue and is not a fault with the window. Condensation can result in the growth of mold on the window frame that can be controlled with a mild solution of bleach and water.

If you are experiencing condensation on your windows, below are a few effective and efficient ways to reduce the condensation in your home.

- Use exhaust fans while cooking
- When doing laundry, please be sure to open a window and run the booster fan (if included in your laundry center).
- Close the bathroom door and open a window after baths and showers
- Use bathroom exhaust fans while having a bath or shower
- Ventilate the home at least once a day by opening a window or door
- Open the blinds and drapes throughout the day to allow for air circulation on windows
- Move furniture roughly 12-16 inches from windows and heaters

Range Hoods and Exhaust Fans

Range hoods and exhaust fans are provided to reduce or eliminate cooking odours and excess moisture. For efficient operation and to reduce potential fire hazards created by grease accumulation, filters should be washed frequently.

Appliances

The appliances included with the purchase of your new home have been checked to ensure that they are operating properly.

All of the appliances in your new home come with a manual, which detail the operating procedures for the specific appliance. These instructions must be followed in order to maintain the manufacturer's warranty. Any warranty cards provided with the equipment should be completed and sent to the manufacturer to ensure your warranty obligations are met.

***With dryers, check and clean the exterior vents on a monthly basis as they commonly become plugged with lint which reduces the efficiency of the dryer and can be a fire hazard.*

***Please note that it is recommended that the lint trap in the dryer itself should be cleaned after every load of dried laundry. Failure to clean this lint trap as recommended may result in condensation build up in the dryer duct and trap moisture in the ceiling or walls of your home.*

Kitchen fan and filter requires cleaning. The frequency of cleaning required will depend on how often the range is used and what type of cooking is done. The filter is made of a steel mesh that performs best when clean. It is easily removed and cleaned by soaking in warm water with regular detergent. It is also recommended to clean the fan and housing as well.

Bathroom fan(s) installed in your home are intended to be an integral part of your home's ventilation system. A manual switch will control one fan. Some switches can be overridden by the de-humidistat controller when the humidity level in the home is higher than the setting on the controller. The fan(s) should be cleaned seasonally by removing the dust and dirt that has built up on the fan blades and grille.

The Fan Timer will activate the bathroom fan at pre-scheduled times.

Care & Maintenance of Exterior Building Components

Frozen Water Line

If garden hoses are left attached to hose bibs during the winter, freezing of the water line may occur. This is a result of the water that is standing in the hose and hose bib to freezing and causing the metal in the hose bib to expand and crack. The resultant crack will create a water leak. This hose bib will need to be replaced.

Masonry

Neither the mortar joints in the stone/brickwork nor the stone/bricks themselves are entirely waterproof. Periodically, the mortar joints should be checked for cracks. Hairline cracks are not problematic; however, if these cracks are excessive, they should be repointed to reduce the potential for moisture related problems. Repointing involves cleaning out loose mortar to a depth of at least ½" and filling the space with new mortar which is available at your local building supply store.

The bottom course of stone/brick contains intentional openings (weep holes) which allow for the drainage of moisture from the cavity located behind the stone/brick. These openings must remain unobstructed and must be a consideration when landscaping.

White dust or staining on the masonry surface is referred to as efflorescence. It is the result of salts within the masonry or mortar that migrate to the surface of the stone/brick with time. It can usually be controlled with water and a light scrubbing. More persistent occurrences can be washed off with muriatic acid or baking soda. Should efflorescence continually reoccur in a localized area, it may be due to a specific water source such as a leaking gutter. If so, the problem should be identified and corrected. The type of stone/brickwork used on your home is located at the end of this document.

Caulking

Flexible sealing compounds are generally referred to as caulking. Numerous varieties exist and have many specialized uses. Caulking is generally used to seal gaps between dissimilar materials on the exterior of the building and to seal gaps or joints in exterior finishes.

As the building moves due to the shrinkage of the building framing members and/or the finishing materials themselves, considerable stress is placed on the caulking materials. While a caulking joint should never be the only means of preventing water from entering a building, it is one of the initial means of keeping water out. Therefore, caulking requires examination annually before the wet weather arrives. Any cracked or damaged caulking should be removed and replaced.

Decking and Handrails

Balconies and handrails are exposed to rain, snow and sun. Cracking, warping and splitting of wooden deck materials is normal and cannot be prevented. Painted surfaces will chip and peel and should be touched up annually before the onset of poor wet weather. Care must be taken not to damage any deck membranes and any damage must be repaired immediately. The use of a mild cleaning detergent and a brush should be adequate.

Weather-Stripping

Weather-stripping is installed around doors and windows to reduce air infiltration. Check the weather-stripping annually to ensure that the seal is adequate. Some weather-stripping is adjustable and the door should be slightly difficult to latch or lock. Petroleum jelly can be used to lubricate rubber or vinyl products to maintain their flexibility

Windows

Window glazing is typically made of glass with the exception of some skylights that may use an acrylic glazing. Current building standards require the use of double glazed sealed units mounted in thermally broken frames. There is a wide assortment of frame types and the material used can vary widely. Windows may open in different fashions: they may slide horizontally or vertically, open outwards like a door or tilt open in the fashion of an awning. Typical windows require minimal maintenance. Window hardware should be cleaned and lubricated every 3 months. Any accumulated grime or debris should be removed from between the window and the frame.

Most window designs incorporate a drainage track at the bottom of the window to collect any condensation that runs off of the glazing. These tracks will have weep holes to the outside to drain this moisture. These holes must be kept clean and can be maintained with a short piece of wire or a cotton swab.

Condensation between the layers of glass within the window frame indicates that the sealed unit has failed. The glazing unit will require replacement as there is no method of repairing sealed units. If failure of the sealed unit occurs after the expiry of the first year of warranty coverage, contact your window supplier as the cost of this repair may be partially borne by the manufacturer.

- Use plenty of clean water for washing and rinsing.
- The use of harsh detergents is not recommended.
- Do not use abrasive cleaners.
- Remove stubborn stains with alcohol or a slightly acidic solvent. Clean with clear water immediately.
- Avoid solvents on frames. Should some solvent residue be on the frame, rinse immediately with clear water.
- Do not use sharp objects such as scrapers. These will scratch the glass.

Window seal failure: Condensation between the layers of glass within the window frame indicates that the air seal of the glass has failed. The sealed unit will need to be replaced. If the failure occurs after the first year warranty coverage, contact the window supplier/ manufacturer. The cost of the replacement may be partially borne by the manufacturer.

Doors

Exterior swing doors are generally made of solid wood, metal, wood over a foam core or fiberglass. Sliding patio doors are usually constructed with metal or vinyl frames and are supplied by the window manufacturer.

Exterior doors are exposed to detrimental weather conditions and extreme temperature variations from the inside to the outside which can harm the surface of the door. Variations in the relative humidity from the interior to the exterior can also affect the door. Collectively or

separately, these conditions can cause doors to warp or change in dimension. Seasonal variations can occur up to 1/4" in any direction. It is prudent to refrain from trimming a binding exterior door as the problem may rectify itself with a change in climatic conditions. Some exterior doors have restrictions imposed by the manufacturer as to the color the door may be painted. The heat absorbed by darker colors can cause failure of the sealing compounds in the glazing and/or cause excessive warping of the door. The wrong paint color may void the manufacturer's warranty; therefore, any such restrictions should be reviewed prior to the door being painted.

Trade List

We are pleased to provide you with a list of our trades. Please contact them directly with questions regarding their product.

Trade	Company	Phone Number	Email
Appliances	Whirlpool	1-800-807-6777	N/A
Aluminum/Metal Railings	Accurate Aluminum	604-437-6006	info@accuratealuminum.ca
Blinds	Hinds Blinds	250-884-2774	hindsblinds@gmail.com
Cabinets	Euro-Rite Cabinets Ltd.	604-464-5060	cs@eurorite.com
Carpet	NuFloors Langley	604-533-4231	sales@nufloorslangley.com
Countertops	Mountain Stone	604-422-8318	mountainstoneconstruction@yahoo.ca
Doors	Crown Doors	1-604-504-1658	admin@crowndoor.ca
Electrical	Nightingale Electrical Ltd.	604-275-0500	info@nightelect.com
Enterphone/Security	Cobra Integrated Systems	604-664-7671	support@cissecurity.ca
HVAC	Cascade Metal Design	604 996-1148	cascademetaldesign@hotmail.com
Landscaping	Actual Landscaping	604-462-0237	info@actuallandscaping.com
Light Fixtures	Brite Lite	604-525-5549	kelly@brite-lite.com
Painting	Voytek Painting Ltd.	604-329-7645	w.b@telus.net
Plumbing/Gas	DMS Mechanical Ltd.	604-437-8996 ext. 105	viccimaglia@dmsmechanical.com
Patio Membrane	Villa Roofing	604-261-2441	arman@villaroofing.com
Shower Doors, Mirrors	Glass World	604-534-1515	info@glassworld.ca
Sprinkler (fire)	Active Fire	604-721-6594	jit@activefire.ca
Tile	National Tile (2005) Ltd.	604-303-7003	Angus@nationaltile.ca
Windows	Phoenix Glass	604-525-2800	sales@phoenixglassinc.com