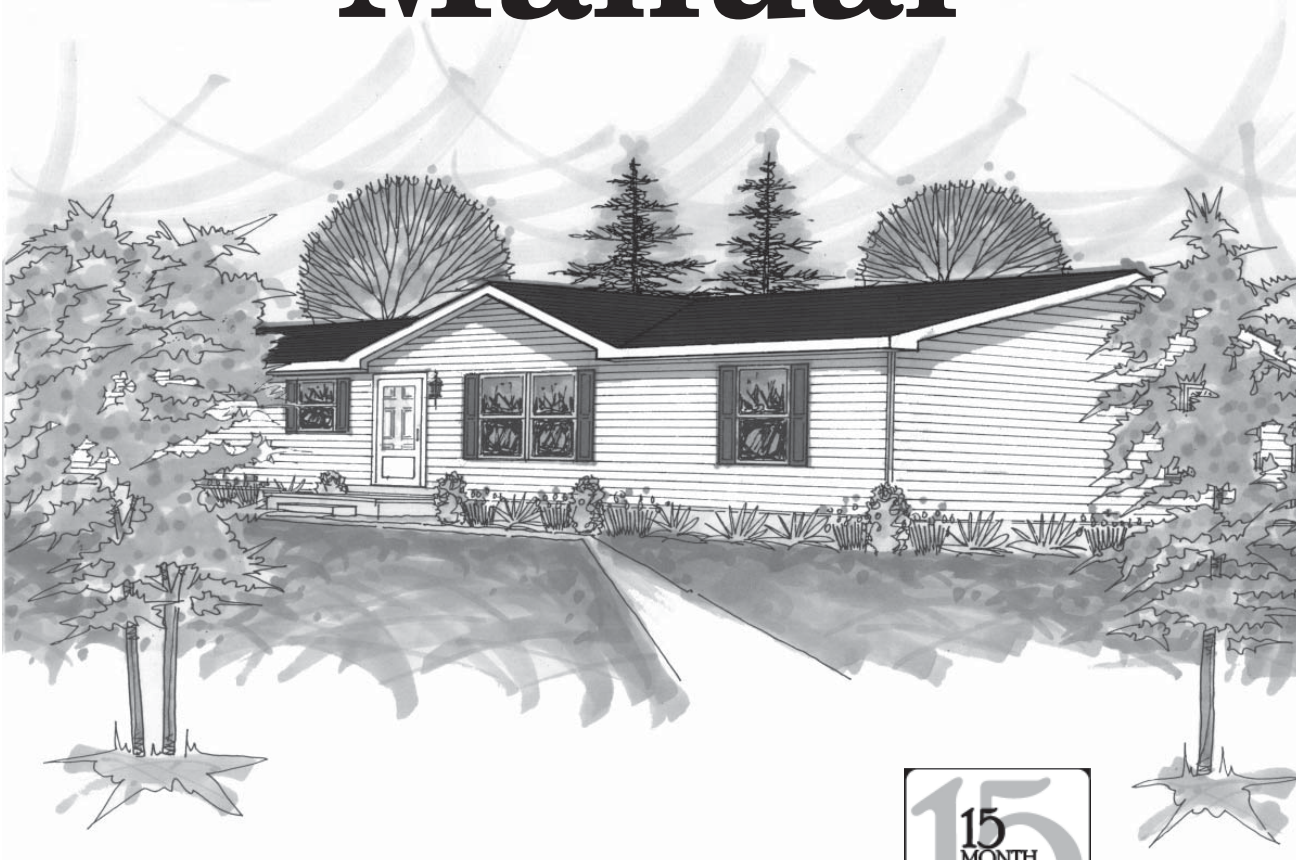


IMPORTANT FIRST STEP
Complete and mail the attached Home Location Notice Card.

Keep this booklet with your manufactured home. Title VI of the Housing and Community Development Act of 1974, provides you with protection against certain construction and safety hazards in your manufactured home. *To help assure your protection, the manufacturer of your manufactured home needs the information which these cards, when completed and mailed, will supply. If you bought your home from a dealer, please be sure that your dealer has completed and mailed a card for you.* If you acquired your home from someone other than a dealer, you should promptly fill out and send a card to the manufacturer. It is important that you keep this booklet and give it to any person who may purchase the manufactured home from you. **NOTE:** Home location notice cards can be found inside this manual. Tear off and send in as required.

Home Owner's Manual



This Quality Home Proudly Built By:

15
MONTH
FULL
WARRANTY
Not
PARTIAL
Not
LIMITED

SKYLINE[®]
BRINGING AMERICA HOME. BRINGING AMERICA FUN.

We're delighted that you chose to invest in a Skyline-built home. It was designed and constructed to give you years of comfortable, safe and convenient living. And, we want you to know that we won't be satisfied until you're completely happy with every aspect of your new home.

This manual can help assure that happiness. We urge you to read it carefully and follow its instructions and recommendations. We also urge you to read the other manuals and information about the appliances in your new home. This information should be kept where it will be available for easy reference.

To further ensure your satisfaction:

1. Your home is inspected by your dealer after it leaves the factory and before it is delivered to you.
2. Both you and your dealer receive copies of Skyline's Installation Manual. That's because it's absolutely essential for every home to be correctly installed on a recommended foundation.
3. After your home is delivered and set up, your dealer inspects it to assure that it is properly installed and ready for you to move in.
4. Even though your dealer has agreed to install and check over your home in accordance with Skyline's Installation Manual, we know that you are the best "inspector" and the ultimate judge as to whether the home is satisfactory. Therefore, we ask you to thoroughly check over your home as soon as possible after delivery.

Easy-to-follow instructions and a Home Owner Checkout Guide are included in this manual. A detachable postage-paid, self-addressed Home Location Notice is also included.

As we're sure you understand, even the best-built homes occasionally require service. So if service is needed, please see the "How to Obtain Warranty Service" instructions in this manual.

All of us at Skyline join with your dealer in wishing you every happiness in your new home.

Skyline Cares About You

Skyline is a leader in the manufactured housing industry because Skyline cares about its home owners. And the proof of that caring is the exclusive five-point program that protects your investment in your Skyline-built home:

1. **Research and Development.** Skyline-built homes are planned by a complete staff of professional engineers and designers.
2. **Code Construction.** Every home built by Skyline meets or exceeds code standards and features quality components and name-brand appliances.
3. **Full 15-Month Warranty.** It's the no-nonsense guarantee printed in this manual. We urge you to read it.
4. **Full Field Service.** Skyline and its dealers are pledged to back up the warranty with service that takes care of problems quickly and effectively.
5. **Financial Strength.** Skyline is financially solid. You can rely on Skyline today and tomorrow.

IMPORTANT SAFETY MESSAGE

The heating, cooling, electrical and other systems and appliances in your home must be operated and maintained only as specified in this manual and in other manuals furnished with your home. These manuals must be followed for good performance and to assure your safety, so carefully read these manuals immediately. Obtain qualified help whenever recommended or whenever you are in doubt. Be sure you clearly understand how to operate any system before you try it. If you are at all uncertain, contact your dealer, the Skyline factory, the system or appliance manufacturer's local representative or Skyline's director of consumer relations before you try to operate any system or appliance. Please read with special care the safety section of this manual, which explains important safety features such as smoke alarms and egress windows. Also, please read all instructions, notices and warnings on the home, its systems and appliances. Failure to follow these important precautions may result in serious injury or death. If you sell your home, please make sure that this manual and other manuals furnished with your home are given to the new owner.



Your New Home Warranty

Full 15-Month Warranty

Manufacturing defects reported to Skyline within 15 months after original delivery by an authorized dealer will be corrected on site, without charge and within reasonable time. Misuse, unauthorized repairs or alterations, minor imperfections and dealer or owner improper transportation or setup are excluded.

This warranty gives you specific legal rights. You may have other rights which vary from state to state.

The Home Location Notice should be completed by the selling dealer and mailed to Skyline within 60 days after delivery of your home. If this has not been done, please do so.

How to Inspect Your New Home

Thoroughly inspect your new home, using the Home Owner Checkout Guide in the back of this manual.

How to Obtain Warranty Service

Even the best-built homes occasionally require service. If service is needed, please follow these steps:

1. **Inspect your home thoroughly** to determine exactly what service is required.
2. **Make a list of the required service.** Be sure to sign it.
3. **Call, write or visit your dealer.** Give the dealer a copy of your list. Reminder: If service is found to be required during your home owner checkout, give the dealer a copy of the Home Owner Checkout Form. Review the form with the dealer.

If your request for service is not resolved to your satisfaction, *make sure the request has been called to the attention of the general manager or owner of the dealership.*

Note: Your appliances are warranted both by the appliance manufacturer and by Skyline. If the appliance manufacturer has a service facility near you, you may be able to obtain fast service directly from the appliance manufacturer.

4. **If your request for service has not been answered to your satisfaction within a reasonable length of time,** write (include the complete serial number of your home, your telephone number and a copy of your list of required service) and/or call toll free the factory representative at the address or phone number listed on the cover of this manual.
5. **In those rare instances when your dealer and factory representative have been unable to resolve the problem,** write the director of consumer affairs, Skyline Corporation, P.O. Box 743, Elkhart, Indiana 46515-0743 or e-mail crelations@skylinecorp.com. Include the complete serial number of your home, your telephone number and a complete list of the required manufacturer's warranty service. Your request will receive prompt attention.

All service under your Skyline warranty will be performed at your home, without charge for either parts or labor. Whether authorized service is performed by the dealer, the factory or others, Skyline accepts final responsibility for fulfillment of all its warranty obligations. Skyline will use its best effort to see that all manufacturer's warranty service is completed as expeditiously as possible.

Warranty service requests must be made within the warranty period and should ordinarily go to your dealer.



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6. **Your maintenance responsibility** — Your home will be a source of pride and satisfaction for many years to come. With the benefits of home ownership come the responsibility to take care of your home and perform preventative maintenance. You, the home owner, can do these minor repairs and adjustments effectively and efficiently. *You are responsible for these minor repairs and adjustments.* You may do them yourself, or contact your dealer or other qualified contractor to do the work. Please remember that routine home maintenance is not part of your warranty coverage.



Service Directory

Local service contacts can save time and eliminate confusion during an emergency. For your convenience, we have provided the itemized list below, so that your service representatives' names, addresses and telephone numbers will be readily available to you. Your Skyline dealer can help you develop this list. Also, your appliance instructions will often include information about local service.

Your Skyline Dealer

Name _____
Address _____
Phone _____

Refrigerator Service

Name _____
Address _____
Phone _____

Range Service

Name _____
Address _____
Phone _____

Furnace Service

Name _____
Address _____
Phone _____

Water Heater Service

Name _____
Address _____
Phone _____

Washer/Dryer Service

Name _____
Address _____
Phone _____

Dishwasher Service

Name _____
Address _____
Phone _____

Garbage Disposal Service

Name _____
Address _____
Phone _____

Air Conditioner Service

Name _____
Address _____
Phone _____

Local Utility Companies

Gas Company

Name _____
Address _____
Phone _____

Fuel Oil Company

Name _____
Address _____
Phone _____

Electric Company

Name _____
Address _____
Phone _____

Water Company

Name _____
Address _____
Phone _____

Other Emergency Numbers

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____



Home Owner General Information

Data Plate

The data plate contains important information about your home. It shows the manufacturing plant location, serial number, model designation of your home, make and model of factory-installed appliances, roof and wind design load data and certification that the home was designed to comply with the Federal Manufactured Home Construction and Safety Standards.

It is of special importance that your home be located in a zone for which the wind, roof load and thermal requirements indicated on the data plate equal or exceed those that apply to the zone.

The data plate is either located at the electrical distribution panel or located as described by a label placed at the electrical distribution panel.

Because of the reference value of the data plate, it should never be removed.

Appliance Instructions and “Use and Care” Booklets

Instructions pertinent to setting up your home are covered in the “Manufactured Home Installation Manual” provided with your new home. In addition, you have been provided with all of the instructions and “Use and Care” booklets that came with the factory-installed appliances. First of all, be sure that you have received an owner’s manual for each factory-installed appliance indicated on the data plate. Be sure to read these books and instructions carefully and to keep them in a convenient location for future reference.

Appliance Ownership Registration

Complete and mail ownership registration cards attached to appliances (see instructions on cards) to register them.

Utility Shut-off Locations and Operations

You should become familiar with the gas, electric, fuel oil and water shut-off locations and operations. Your dealer will be glad to go over them with you.

Alteration or Expansion of Systems

Any addition or change to the structural, electrical, plumbing, heating, cooling or transportation system of your new home should be made only by a qualified contractor. The correct interfacing of new work with the factory-built home is extremely important and requires special skill. Normally, a qualified contractor will make all necessary determinations and complete the work without assistance. Other information about the home structure and systems may be obtained from, and on terms specified by, the manufacturer.

Home Owner Insurance

Owners should promptly contact an insurance company of their choice to obtain adequate insurance protection.



Service Systems

Electrical System

All Skyline-built homes are built to the Federal Manufactured Home Construction and Safety Standards in force at the time of manufacture. They use conventional, modern permanent electrical power supplies (240/120 volt, 3 pole, 4 wire with ground).

Before locating your home, make sure that sufficient power is available. Insufficient power will cause improper operation of motors and appliances, resulting in costly electrical service. The ampere rating of the distribution panel main disconnect in your home should not exceed the rating of the power supply.

Of vital importance is the grounding of the distribution panel. Each branch circuit and each noncurrent-carrying conductor, i.e. exterior metal, water lines, gas lines, heat ducts, etc., is grounded through an electrically-isolated grounding bar in the distribution panel. In turn, the grounding conductor in the power supply grounds the system back through the supply. The neutral conductor in the wiring system must *not* be grounded in the home or in the distribution panel.

The electrical system in your home has been installed by qualified personnel. All light fixtures, nonmetallic (NM) cable, receptacles, switches and distribution panels are UL listed and installed in accordance with listing requirements. All-copper wire has been used for safety and dependability. All wiring contains a ground to provide added protection against electrical shock from fixtures and appliances. When required, nonmetallic cables are protected by steel plates.

The electrical system was completely tested before your home left the plant. Receptacles and light fixtures were checked for continuity, polarity and proper operation. A dielectric strength test was conducted to check for shorts.

Your dealer is responsible for repeating these tests, prior to the time you move into your new home, to make sure that no damage occurred in transit. The dealer is also responsible for verification that the electrical interconnection between your home and the power source is safe.

WARNING

Careless installation of telephone and cable television lines may be hazardous. The home walls contain electrical circuits and the floor section may contain electrical circuits, plumbing or duct work. Extreme care must be exercised during drilling through and placing of communication cables within these cavities to avoid contact with these home systems. Such work should be performed only by qualified personnel. Failure to follow these instructions may result in serious injury or death.

Use Electricity Safely

The following is a list of “do’s” and “don’ts” about your electrical system:

1. Any changes or repairs to your electrical system must be done by qualified personnel.
2. Should you frequently trip circuit breakers, call a qualified repair representative. Do not change to larger capacity breakers.
3. Each permanently-mounted light fixture is marked with maximum allowable light bulb size. Do not install higher-wattage bulbs than indicated on the fixture, as overheating can occur.



4. Your home contains factory-installed special receptacles, termed a ground fault interrupter (GFIs). The GFI protects the bathroom, the outside receptacles and kitchen counter receptacles within 6 feet of the sink. Periodically check the operation of the GFI in accordance with the instructions supplied. See also the Ground Fault Interrupter section of this manual.
5. Your home contains two or more interconnected smoke alarms with battery backup. Instructions for periodically testing, maintaining the alarm and replacing the batteries, are contained in the instruction booklet provided by the manufacturer.
6. Outdoor lights are UL listed for wet locations. If replacement fixtures are installed, they should be the same type as the preceding fixtures.
7. Patio light installation is the obligation of the dealer.

CAUTION

Failure to properly install, connect and test electricity to your home may result in serious injury or death — as may an electrical problem after your home is installed, such as a circuit breaker continually tripping or an appliance or light malfunctioning. If in doubt, get qualified help immediately.

Heating System

The gas, oil or electric heating system installed in your home was designed to provide comfort and maintenance-free service. Generally, forced-air furnaces are used, although electric baseboard heating is available as an option at some localities. Every heating unit in a Skyline home is UL, CSA or ETL listed and installed in accordance with its listings.

Manufactured home furnaces obtain combustion air from outside the home. This is accomplished by using a sealed combustion furnace system. Products of combustion, i.e. odor, smoke, carbon monoxide, etc., of a properly operating furnace are all exhausted to the outside of the home.

When a home has a central forced-air heating system, the furnace blower forces warm air through the ducts located in the floor or ceiling and throughout the home. Air within the home is returned to the furnace where it is reheated and recirculated.

Thermostatic Equipment

All manufactured home heating equipment — whether gas, oil or electric — is controlled by a thermostat. The thermostat can be set to maintain any desired temperature without further attention.

Heating System Maintenance

Some important considerations with regard to the maintenance of your heating system are:

1. It is the dealer's responsibility to assure that your furnace is thoroughly checked over prior to start-up.
2. Only rely upon qualified personnel to provide service to the heating unit.
3. Read the furnace manufacturer's operation and maintenance instructions supplied with your home. Information about periodic cleaning, replacing the filters, servicing the blower and lighting the burner is contained in these instructions. Periodic maintenance is essential for years of trouble-free service.



The following should be done at least once a year:

1. Clean or replace all air or fuel filters.
2. Clean and if specified by the manufacturer's instructions, oil the blower and blower motor.
3. Inspect the flue pipe and roof jack. The area should be kept free from leaves, dust and dirt. A badly rusted or corroded roof jack should be replaced.

Gas Furnaces

Gas furnaces are supplied with the burners adjusted for natural gas. Most furnaces are easily converted to LP gas (bottled gas). If bottled gas is to be used, burner adjustments must be made prior to start-up. A qualified service person must make these adjustments.

The gas system was thoroughly leak-checked before your home left the factory. However, the gas system must be retested prior to start-up since vibration or damage in transit may result in leakage. Utility companies or LP suppliers usually perform these tests prior to connecting your home to the system. It is your dealer's responsibility to assure that the leakage test has been performed.

CAUTION

Failure to properly convert a gas appliance from natural to LP gas can result in serious injury or death.

Electric Furnaces

Electric furnaces operate in the same manner as gas or oil furnaces, except that electricity is used to power the heating units. The furnace blower forces air past the heating elements, thus heating the air and circulating it through the home.

Baseboard Heating Units *(optional at some locations)*

Baseboard units are installed in each room and are controlled by individual thermostats. Baseboard heating has the added advantage of providing individual room temperature control. Room air conditioners or the addition of a duct system for central air conditioning are required for mechanical cooling.

Oil Furnaces

Oil gun furnaces are used which are convertible to gas. Conversions should be done only by qualified service persons.

Fuel oil tanks and the supply system are not provided by Skyline. The fuel oil supply system must be installed by a qualified service representative, and the following rules must be observed:

1. Installation, including hookup, must be in accordance with the furnace manufacturer's instructions.
2. The tank must be located a suitable distance from your home and in an area free from danger of fire.
3. Fuel line filters must be used to trap dirt and water before it enters the furnace.
4. Water condensation within the tank should be reduced by keeping the tank filled, especially during summer.



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5. Reasonable precautions must be taken to keep dirt and water from entering the tank. When water does accumulate, it can be drained or pumped out. Your fuel oil supplier will assist you as a part of his regular service.
 6. At least once per year, the fuel tank filters should be changed.

WARNING

Operating the furnace with all or most of the registers closed or blocked may cause inefficient and improper furnace operation, or cause the furnace to dangerously overheat. This could cause damage to your furnace or home, or even result in a fire which could cause serious injury or death.

Air Conditioning

If your home is factory-equipped with air conditioning, it is your dealer's responsibility to hook up and check over the system. You should retain the air conditioning installation and maintenance instructions for future reference.

If your home is not factory-equipped with air conditioning and you desire to add it at a later date, contact your Skyline dealer or your furnace service representative for guidance in selecting the proper equipment. Refer to the "Heating/Cooling Certificate" located near the furnace for supply duct capacity limitations. Information necessary to properly size air conditioning equipment will be found adjacent to the "Heating/Cooling Certificate." Use the services of qualified personnel for the selection and installation of air conditioning equipment.

Installation of air conditioning equipment must be made in such a manner that simultaneous operation of heating and air conditioning equipment is prevented.

Modern central air-conditioning systems require a minimum amount of routine care. Following are a few simple steps recommended for efficient use:

1. Inspect return air filters regularly (every other week or more frequently under severe dust conditions), and clean or replace as necessary.
2. Keep the condenser coil clean. It may be washed down with a water hose if dirty.
3. Keep the area surrounding the condenser clear of items which may obstruct the air flow.
4. Clean and oil the blower and blower motor at least twice during the cooling season.

Contact your air conditioning service representative should service be required on the unit.

Drainage System

All fixture drain lines are brought to a single drainage outlet connection point. However, some designs require that a portion of the drainage system be shipped loose with the home. In the latter case, all fittings and pipes are provided to bring the drainage system to a single point. The system has been designed with the necessary slopes for proper gravity drainage. Therefore, it is necessary to ensure that the home is correctly leveled (and re-leveled as necessary) in order for the drainage system to operate effectively. Piping from the home outlet to the site connection must be installed with sufficient slope (1/4 inch per foot) and be adequately supported to preclude the possibility of water standing in the pipe.



All parts in the drain system are approved and listed by a nationally-recognized testing agency and are of the same type found in many conventional on-site constructed homes. In the event replacement parts are needed, they can be purchased at most hardware stores.

Most stoppages in any plumbing system can be attributed to clogging of fixture “P” traps by grease, oil, hair, etc. Many home owners clear stoppages of this type by using a commercial drain cleaner or by removing and mechanically cleaning the “P” trap. All fixture “P” traps are accessible for routine maintenance. Caution must be exercised in the selection of a chemical cleaner to ensure that it is safe for use on ABS plastic pipe.

In the event that a mechanical clean-out tool is used to clean out a drain line, reasonable care should be exercised to avoid damage to the drain line fittings.

If your home is to be unoccupied for extended periods and/or unheated during cold weather, the drainage system must be protected against freeze damage. This may be accomplished by pouring four ounces (one-half cup) of permanent-type antifreeze (ethylene glycol) into each fixture drain and eight ounces (one cup) into each toilet bowl. Also turn off the main water inlet valve and drain the water lines.

Water Distribution System

The fresh water distribution system is supplied by a 3/4-inch inlet connection identified by a tag. The system is designed so that little or no maintenance is required for proper operation. The hot water system may be adjusted to the desired temperature by means of a temperature control device located on the water heater (see water heater instructions for proper adjustment procedures). The water heater is equipped with a temperature/pressure-relief valve set to relieve excessive temperatures and/or pressures should a malfunction occur with the water heater controls. Consult an authorized dealer if water heater service or parts are needed.

The water piping system is constructed of standard sizes and types of materials available at most plumbing supply or hardware stores.

In cold climates, all exposed water piping must be protected from damage due to freezing. Many owners accomplish this by means of electric heaters (heat tapes) and insulation. Both may be purchased at most hardware and department stores in a variety of lengths and types. It is important that the heat tape and insulation be installed according to the manufacturer’s instructions. See also the drainage system section if you plan on leaving your home for an extended period.

Any heat tape installed should be listed for manufactured home use by a national testing laboratory such as UL.

In cold climates, the water lines are routed in the floor adjacent to the heat duct. Failure to operate the furnace for heating of the home, such as when heating is provided by a wood-burning stove or kerosene space heater, may cause the water lines to freeze.

Vacation Tips

If the home is to be unoccupied for extended periods or unheated during cold weather, turn off the main water inlet and drain the entire water system including the water heater and toilet(s). Ensure that the water heater heat source is shut off prior to draining. It is very important that the procedures outlined in the water heater operating instructions be carefully followed. ***Be sure not to turn the water heater on until the heater is completely filled with water, as damage may occur to the heating element.***



Appliances

All appliances installed in your new home are “listed” appliances — tested and approved by a reputable, national testing laboratory. The appliance approval is, however, based upon installing and maintaining the unit according to the manufacturer’s instructions.

Follow the appliance manufacturer’s instructions for service, adjustment and operation. Should service, repair or adjustment be necessary, contact your local representative or authorized service repair center.

CAUTION

Failure to properly convert a gas appliance from natural to LP gas can result in serious injury or death.

Gas Water Heaters

Prior to operating or relighting your gas water heater, be certain to carefully read the instructions supplied by the manufacturer.

WARNING

Do not use the gas water heater compartment as a storage area, especially for flammable materials. Storing anything in the compartment could interfere with the clearances required and result in a hazardous condition, which can cause serious injury or death.

Gas water heaters are supplied with the burners adjusted for natural gas. Most water heaters can be easily adjusted to utilize LP gas (bottled gas). If bottled gas is to be used, burner changes must be made prior to start-up. A qualified service person must make the changes.

Gas Ranges

Gas ranges are supplied with the burners adjusted for natural gas. They are easily converted to LP gas (bottled gas). If bottled gas is to be used, burner adjustments must be made prior to start-up. A qualified service representative must make these adjustments. It is also the responsibility of the service representative to assure that the entire system is completely checked over for any leaks prior to your using the appliance.

Should a change from one type of gas (LP or natural) to another be desired, the range must be readjusted by a qualified service representative.

Electric Water Heaters

To prevent damage to the heating element, the electric water heater must be connected to the water connection and filled *prior to* turning on the electric power.

Clothes Dryers

If a clothes dryer is installed, the dryer vent must be extended to the outside of your home. If skirting or crawl space foundation is installed, the dryer vent must extend to the outside of the enclosure.

CAUTION

Failure to vent a dryer through the skirting may result in severe moisture condensation or create a fire hazard and cause serious injury or death.



If installing a gas dryer, a moisture/lint exhaust duct and termination fitting must also be extended to the exterior of the home. The termination fitting is to be “listed” or “certified” as a component of the gas dryer. Your local gas utility or appliance store should provide this installation service.

Fireplaces or Wood-burning Stoves

Some homes have been factory-equipped with solid fuel burning fireplaces or stoves. Be sure to follow the manufacturer’s recommendations for the charging, igniting, safe use and maintenance of these products.

This also applies to products installed by others. However, there are the following additional important considerations:

1. Be sure the product is of the solid fuel burning type and that it is listed for use in manufactured homes.
2. Be sure the installation is done by a skilled person and that the manufacturer’s installation instructions are closely followed.

CAUTION

Failure to follow the fireplace or stove manufacturer’s recommendations and instructions may create a fire hazard and can cause serious injury or death.

Gas Fireplaces (Decorative Gas Appliances)

Optional gas fireplaces may be factory installed if specified by the customer. Gas fireplaces are factory equipped to burn natural gas. A conversion kit is provided with the fireplace to convert to propane gas. Should the change in fuel be desired, the burner modifications are to be made by a qualified service representative.

Consult the operating instructions, provided with the fireplace, to obtain instructions on the operation of the fireplace, operation of the remote control device and inspection and maintenance requirements for the fireplace.



General Maintenance

The care and general maintenance of a home are among the important responsibilities of home ownership. The following guide should prove useful in establishing a routine of good care, upkeep and general maintenance.

Porcelain Enamel

Kitchen sinks, bathtubs and working surfaces finished with porcelain enamel baked onto steel may become pitted or porous if not cared for properly. Soap or a suitable liquid household cleanser will keep them sparkling clean. Chlorine bleach will probably remove any stains or discoloration that may occur.

Porcelain enamel should also be protected from extreme heat which may crack it. A protective pad or wire rack should be placed between a hot utensil and the porcelain surface.

If the enamel becomes chipped or broken, patching materials are available at your local hardware or paint store.

Fiberglass Fixtures

Fiberglass sinks, bathtubs or showers should be cleaned only with warm water and a mild detergent. Avoid abrasive cleansers which may dull the surface or ammonia which may discolor or scratch. Scratches can be repaired successfully by your local service representative, or you may wish to purchase a repair kit from your local hardware or paint store.

Countertops

All kitchen countertops are high-pressure laminates and have been chosen for their clean design and easy care. Clean them with warm water and liquid detergents. It is recommended that acrylic fiberglass-molded lavatory tops be cleaned in the same manner. Avoid abrasive cleansers and cleansers with ammonia as they may discolor or scratch the surface.

Bedroom furniture tops are of synthetic wood grains in vinyl. Occasional cleaning with spray cleaner suitable for vinyl and a soft cloth is all that is required. Dry detergents or abrasive cleansers should not be used.

Furniture

The furniture in your home has either a wood or synthetic laminate surface. Both require only simple care to maintain their original beauty. Use a good quality furniture polish following instructions on the label.

Floor Loading

As is true in most single-family dwellings, the floor system of your home is designed for a uniform live-load of 40 pounds per square foot. Special provisions may need to be incorporated when extra-heavy furniture or appliances are placed in your home. Examples of these may be water beds, large pianos or large upright freezers. It is recommended that you contact your dealer or a reputable local contractor if you have any questions regarding the installation of extra-large or heavy furnishings.

Curtains, Drapes and Bedspreads

The curtains, drapes and bedspreads in your home should be dry cleaned. They should not be washed.



Cabinet Doors and Drawers

Cabinet doors and drawers should require little attention. Only an occasional waxing with a product designed for preserving wood surfaces should be necessary.

Any cabinet drawer tending to stick will glide easier if a light coating of wax or bar soap is applied to the running edges of the drawer and the center guide.

Ceilings

The attractive appearance of your drywall ceiling will generally require little care or maintenance. Here are some tips on general care and remedies to problems which sometimes occur:

1. **Dirt Smudges.** Soft art gum will probably remove dirt and fingerprints. If a portion remains after art gum has been used, touch-up paint may be required.
2. **Gouges.** The damaged area and chips should be cleaned of loose, dusty particles and then filled with a spackling paste applied with a clean putty knife. The paste should be leveled off to the surface of the panel, and the compound sculptured to conform with the surface of the panel. After the compound dries, touch-up paint should be applied.
3. **Water Stains.** Repainting is recommended. Prior to painting, the area should be washed with a bleach solution to lighten and to kill fungus.
4. **Repainting.** When repainting is necessary, a quality product should be selected to assure that the paint will not have a tendency to yellow with age.

Exterior Maintenance

Shingled Roofs

Annual preventative maintenance is required to keep a shingled roof in good working order and to help it last to its full potential. As part of this annual maintenance, the roof should be inspected by you or a qualified inspector. Your local phone directory is a good source of roofing professionals.

1. The annual roof inspection should include, but is not limited to, checking to make sure there is no moss, leaves, pine/fir needles or other debris on the roof. If your shingled roof is the three tab type, the keyways (slots between the sections of shingles) must be kept clear to allow the normal drainage of water from the roof. Special care should be taken in areas such as skylights, roof jacks and valleys to be certain there is no accumulation of debris.

During the inspection, care must be taken not to step in the valleys or on the ridge of the roof. Cracking may occur in these areas due to minor voids under the valley roofing and the honeycomb nature of the ridge vent on some models. If the ridge vent is crushed, it may limit or even eliminate the air flow into the ceiling cavity causing premature deterioration of the roofing materials or a costly leak.

Skyline shingle roofs are constructed the same as site-built shingle roofs. Repairs if required, can be made by a competent general roofing contractor or knowledgeable homeowner. Seams, vent, flashing and caulked joints should be resealed once a year. Always use sealants that remain flexible. Follow the manufacturer's instructions when applying coating and sealants. Sealants are available in many colors for matching.



2. High winds in an isolated area may cause shingles to lift partially while still remaining intact. A careful inspection should ascertain which, if any, shingle edges are loose or have minor surface cracks. Loose or curled shingles should be tabbed down with an appropriate sealant placed under the loose edge. Cracked shingles should be coated with sealant if it is a surface crack, or replaced if the crack goes all the way through the shingle. Broken or missing shingles are signs of trouble on an asphalt shingle roof. They should be annually inspected and resealed as required to maintain watertight barriers.
3. Substantial accumulation of snow should be removed from any roof, especially on a home not occupied during the winter.
4. Snow removal is also extremely important in localities where the January average daily temperature is 25 degrees Fahrenheit or less, and where there is a possibility of ice forming along the eaves causing roof leaks from a backup of water.

Metal Roofs

1. Proper leveling and setup is essential to prevent stress and roof seam separation. Low hanging tree branches should be cut away from the roof.
2. Roofs should be coated promptly after home installation. However, any and all surface oil and grime must be removed prior to the roof coating application. Properly washing the roof with a mild detergent solution and rinsing with clean water should remove surface oil and grime. A good quality **asphalt-base** roof coating, guaranteed not to damage the steel roofing, should be used. **Latex-base coatings are not recommended**, as they may entrap moisture and actually promote roof corrosion. Thereafter, periodic recoating of the roof is recommended. (Generally, once every two years.)
3. Only reputable contractors that are bonded and warrant their work for a reasonable period of time should be used. In order to evaluate the quality and durability of the coating application, the contractor should provide references from jobs that are at least two years old. These references and the Better Business Bureau should be contracted prior to hiring a contractor.

WARNING

Make certain that the coating and application is guaranteed not to cause damage to the steel roofing.

4. Periodically, the roof should be inspected and debris should be removed. Corrosive action on a metal roof can be reduced by washing the roof with a mild soap solution and rinsing with clear water.

If it is absolutely necessary to walk on the metal roof, it is highly recommended that boards or plywood be laid to distribute the weight. Never step between rafters.

5. Rust, oxidation, breaks and cracks on metal roof panels are all potential trouble spots. These areas should be scraped or wire-brushed and the roof coated before additional damage occurs. Cracks and breaks should be patched before coating. Contact your dealer if patching should be necessary.

DRAIN AND ROOF VENT CAPS

Caps and vents should be inspected once a year. If a cap is badly rusted, it should be replaced. To remove a cap, unscrew and pull upward. Scrape clean of old caulking and re-caulk, making sure that all holes are covered. Screw the new cap into place.

Exterior Finish

Metal exteriors have a polyvinyl-baked finish to provide for low maintenance. The finish can be made to last longer by keeping the exterior cleaned and waxed. Clean with a mild soap solution followed by a clear water rinse.

Hardipanel Siding Maintenance

Hardipanel vertical siding is installed vertically to walls with joints over studs. Joints are fastened by abutting edges and optionally covered by lumber battens or caulked. These caulked joints must be inspected periodically and maintained as necessary.



The maintenance of caulked joints is usually limited to the application of a paintable caulking and paint. For best results, use a latex caulk that complies with ASTM C834. Caulking should be applied in accordance with caulking manufacturer's written application instructions, then painted with two coats of 100% Acrylic paint which can be brush, spray, or roller applied.

Windows and Doors

Joints around windows and doors were carefully caulked before your home left the factory, but vibration and road shock in transit may have opened seams and caused leakage. These areas should be examined after your home is set up at the site. Any area where leakage appears likely should be re-caulked. Caulking compounds that remain elastic are preferable. Any loose screws around doors or windows should be retightened.

Frame

The steel frame under your home has been factory-protected with rust inhibitive coating. Under some conditions, corrosion can form on the steel surfaces, so the frame should be inspected yearly. If rust is found, remove it and touch up the area with asphalt base, zinc chromate base or another paint of equivalent protection.

Air Quality

Ventilation and Condensation

Your home is designed as a tight, well-insulated structure to maximize comfort and energy efficiency. However, unless proper ventilation is provided, indoor contaminants and odors may accumulate to objectionable levels. Everyday living habits can have an important effect on indoor air quality. For example, if your home is usually kept tightly closed or there is a heavy smoker in the family, potentially irritating indoor air contamination may occur. A persistent odor can usually be reduced or virtually eliminated by frequent and regular ventilation. Open the windows a little each day to allow outside fresh air to circulate, while operating your kitchen and bath exhaust fans. Periodic ventilation should not only improve indoor air quality but can also avoid excessive condensation, especially in cold or damp weather. If you have health concerns after you adequately ventilate your home, consult your doctor. If you have a question about your home, please contact the Skyline Consumer Relations Department in Elkhart, Indiana.

The following may be done to reduce visible condensation:

1. Use storm windows. If your home is not equipped with storms, your dealer can order them for you. Ventilate your home regularly by opening doors and windows; turn on power vent fans when using the range or bathroom.
3. Avoid hanging wet clothing inside your home.
4. If your home is equipped with a clothes dryer, ensure that it is properly vented outside.
5. If you have skirted your home or located it over a crawl space foundation, ventilate the enclosed space beneath the home. Also, dryer vents must extend outside the enclosure.
6. Unless your home is installed on a concrete pad at least four inches thick, a plastic vapor barrier should be installed over the ground beneath the home — many owners use six mil polyethylene vapor barrier over the ground surface.
7. Under severe cold or unusual moisture conditions, remove the excess moisture from the air by mechanical dehumidification.



IMPORTANT HEALTH NOTICE

Some of the building materials used in this home emit formaldehyde. Eye, nose and throat irritation, headache, nausea and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone with a history of asthma, allergies or lung problems, may be at greater risk. Research is continuing on the possible long-term effects of exposure to formaldehyde.

Reduced ventilation resulting from energy efficiency standards may allow formaldehyde and other contaminants to accumulate in the indoor air. Additional ventilation to dilute the indoor air may be obtained from a passive or mechanical ventilation system offered by the manufacturer. Consult your dealer for information about the ventilation options offered with this home.

High indoor temperatures and humidity raise formaldehyde levels. When a home is to be located in areas subject to extreme summer temperatures, an air-conditioning system can be used to control indoor temperature levels. Check the comfort cooling certificate to determine if this home has been equipped or designed for the installation of an air-conditioning system.

If you have any questions regarding the health effects of formaldehyde, consult your doctor or local health department.

WHOLE-HOUSE VENTILATION SYSTEMS

Each manufactured home is provided with a whole-house ventilation system having a minimum capacity of 0.35 cubic feet per minute per square foot of interior floor space or its hourly average equivalent. The provided ventilation capacity is in addition to that obtained by opening windows and doors. In no case is the installed ventilation capacity of the system less than 50 cfm or more than 90 cfm.

Skyline installs three (3) different types of whole-house ventilation systems depending upon the configuration of the home and the area of country where the home is designed to be located. The first and the most obvious type is whole-house ceiling exhaust fan. The exhaust fan is installed in an area of the home which is communicable with the whole house, such as a hallway. It exhausts air from the interior of the home through the ceiling cavity to the exterior. The fan is controlled by a mechanical snap switch but may also be controlled by a humidistat located in the ceiling cavity or an automatic timer.

The second type of whole-house ventilation system is integral with the home's heating or cooling system. This system operates when the furnace fan is operating. A small percentage of air is taken from the outside, heated or cooled and expelled through the registers into the interior of the home. The ventilation system can be operated manually by placing the furnace blower switch in the continuous run position.

The third system is also integral with the heating and cooling system. It provides a mechanical fan mounted on the roof which when operating purges the ceiling cavity and provides fresh air through the heating/cooling duct system. This system also operates when the heating or cooling is in operation but can also be controlled to provide ventilation when the furnace fan is not operating.

For any of the previously described systems, a label has been placed adjacent to or on the controls stating "Whole-House Ventilation". The whole-house ventilation system brings in fresh air from the exterior. Its usage is encouraged whenever the home is occupied as it can reduce condensation and indoor contaminants.

The operating and maintenance instructions for whichever ventilation system was provided with your home are included with the packet of appliance information, installation instructions and other important information for your home.



INFORMATION ABOUT MOLD

MOLD Mold is a fungus that occurs naturally in the environment, and it is necessary for the natural decomposition of plant and other organic material. It spreads by means of microscopic spores borne on the wind and is found everywhere life can be supported. Residential home construction is not, and cannot be, designed to exclude mold spores. If the growing conditions are right, mold can grow in your home. Most homeowners are familiar with mold growth in the form of bread and cheese mold, and the mold that may grow on bathroom tile.

In order to grow, mold requires a food source. These food sources might be supplied by items found in the home, such as fabric, carpet, wallpaper, or building materials (i.e., drywall, wood, and insulation). Also, most mold growth requires a temperate climate. The best growth occurs at temperatures between 40°F and 100°F. Finally, mold growth requires moisture. Moisture is the only growth factor that can be controlled in a residential setting. By minimizing moisture, a homeowner can reduce or prevent mold growth.

Moisture in the home can stem from a variety of sources such as spills, leaks, overflows, condensation, damp or standing water in the crawl space and human activity such as showering or cooking. Good housekeeping and home maintenance practices are essential in the effort to prevent or reduce mold growth. You should keep the humidity in your home below 40%. If optimal growth conditions persist, mold can develop within 24 to 48 hours.

Consequences of Mold Experts disagree about the level of mold exposure that may cause health problems, as well as the exact nature and extent of the health problems that may be caused by mold. Some people are allergic to mold and may suffer hayfever like allergic symptoms. Other, more serious health effects have also been attributed to exposure to mold. The immunocompromised (people with immune deficiencies or on chemotherapy), elderly, children and persons with asthma or other chronic respiratory disease may be at greater risk of adverse health effects. If you have any of these conditions or are concerned that you may be exposed to mold which could cause adverse health conditions you should consult with a qualified health care provider.

What the Homeowner Can Do The homeowner can take positive steps to reduce the occurrence of mold growth in the home, and thereby minimize any possible adverse effects that may be caused by mold. These steps include the following:

1. Before bringing items into the home check for signs of mold. Potted plants (roots and soil), furnishings, or stored clothing and bedding material, as well as many other household goods, could already contain mold growth.
2. Regular vacuuming and cleaning will help reduce levels of settled mold spores. Detergent solutions and most tile cleaners are effective in controlling mold growth on surfaces. If other biocides or mild bleach solution are used, care must be taken in handling these solutions.
3. Keep the humidity in the home below 40%. Vent clothes dryers to the outdoors. Ventilate kitchens and bathrooms by opening windows, using exhaust fans, or running the air conditioning to remove excess moisture in the air and to facilitate evaporation of water from wet surfaces. In general, windows or doors throughout the house should be opened periodically to ventilate the home.
4. Promptly clean up spills, condensation, and other sources of moisture. Thoroughly dry any wet surfaces or material. Do not let water pool or stand in your home. Promptly replace any materials that cannot be thoroughly dried, such as drywall or insulation.
5. Inspect for leaks on a regular basis. Look for discolorations or wet spots. Repair any leaks promptly. Inspect condensation pans (refrigeration and air conditioners) for mold growth. Take notice of musty odors and any visible signs of mold growth.
6. In many cases, mold growth that develops on surfaces can be thoroughly cleaned with a mild detergent solution (other biocides and bleach solutions can be used, but should be handled with caution) and dried completely. Porous materials with mold growth such as fabric, upholstery, or carpet should be discarded. Avoid exposing yourself or others to mold. A professional should be consulted if mold growth is extensive, a persistent musty odor is present, or evidence of ongoing water intrusion and dampness, leaks, unusual discoloration on walls or ceilings, or other concerns persist.



The information provided herein is merely a general guide to basic background information about mold and is not intended to be a complete discussion of possible problems relating to mold, methods for determining if a problem exists or of correcting mold problems. If you believe mold is present in your home you should immediately consult a qualified expert who will advise you on the proper steps for your specific situation.

For more information about mold, and what you can do to reduce mold growth in your home, please refer to the following websites or documents which contain additional basic information. If you would like to obtain a more comprehensive listing of available information about mold you should consult with a librarian, health care practitioner or industrial hygienist for search methods.

1. American Industrial Hygiene Association. *The Facts About Mold: for Everyone*
<http://www.aiha.org/governmentaffairs-pr/html/mold-consumer.htm>
2. Janet Macher. *Bioaerosols: Assessment and Control*. ACGIH. Cincinnati, Ohio, 1999.
3. New York City Department of Health & Mental Hygiene, Bureau of Environmental & Occupational Disease Epidemiology. *Guidelines on Assessment and Remediation of Fungi in Indoor Environments*. 2002.
<http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml>
4. U.S. Environmental Protection Agency. "Appendix C: Mold, Moisture and Mildew in Building Air Quality." *A Guide for Building Owners and Facility Managers*. 1991.
<http://www.cdc.gov/niosh/pdfs/appenc.pdf>
5. U.S. Environmental Protection Agency. *Mold Remediation in Schools and Commercial Buildings*. 2001. http://www.epa.gov/iaq/molds/mold_remediation.html
6. U.S. Environmental Protection Agency. *A Brief Guide to Mold, Moisture, and Your Home*. 2002. <http://www.epa.gov/iaq/molds/moldguide.html>.
7. Center for Disease Control. *Questions and Answers on Stachybotrys chartarum and other molds*. 2002. <http://www.cdc.gov/nceh/airpollution/mold/stachy.htm>

KEROSENE SPACE HEATERS

WARNING

Use of kerosene or other after market space heaters is not recommended and is at your own risk. Such heaters may discharge moisture and gases from combustion into your home or cause excessive indoor humidity. Such heaters may also cause a fire, deplete oxygen or release carbon monoxide or other harmful gases which can cause serious injury or death.



Black Residue in Houses

A most recent and increasingly common form of staining in new homes is caused not by dirt and dust but by soot. Black soot may outline items such as ornaments and pictures hanging on walls. Soot seems to have a particular affinity to plastics and glass such as coffee makers, blenders, computer monitors, TV sets, electrical switch and receptacle faceplates, refrigerator interiors and refrigerator door seals. Deposits have been observed on carpeting at doorways, at the edge of draperies and on the ceiling marking the location of roof trusses.

Investigations of buildings across the country have shown multiple causes of the soot. One of the primary causes of soot in modern homes has been traced to the use of candles. The length, thickness and strength of the wick influence how a candle burns. The candle composition also influences how cleanly the candle burns. There is a growing trend in the use of aromatic candles containing fragrance which may cause soot when burned. Other common causes of soot staining in the home are as follows:

1. Cigarette and cigar smoking
2. Improperly adjusted gas appliances and appliance pilot lights (i.e. furnaces, water heaters, ranges, etc.)
3. Improperly adjusted gas logs installed in fireplaces.
4. Airborne dust from exterior sources (i.e. power plants, factories, trash burners, etc.)

Setting Up and Securing

The “Manufactured Home Installation Manual” provided with your home is intended to instruct and to assist already qualified and preferably factory-trained personnel in proper installation of Skyline homes. It is not intended to enable someone unfamiliar with home installation to perform the installation. Following setup, be sure that you retain the “Manufactured Home Installation Manual” for future reference or setup at a new location. We recommend that the home be inspected after each setup by a qualified dealer or contractor.

In some areas of the country, special licenses are required by firms doing home setup, so check with your dealer for information about the requirements.

The “Manufactured Home Installation Manual” covers in detail the steps required in setting up your home. However, some important facts you should know about setup are briefly covered below.

Blocking

Good blocking is essential because:

1. It places the home on a rigid foundation. It is, therefore, an important step in providing the desired structural integrity.
2. It levels the floor which gives proper slope to the drain lines and insures that the plumbing operates properly.
3. It aligns panels and walls so that exit doors, cabinet doors and windows will open and close properly.
4. It prevents sag in the structure which could result in unwanted repair bills.



Site Services

The site where your home is to be placed must have the required services. Before moving your home, make sure that these services (gas, electric and water) are available and adequate. All service connections to the home must meet state and local codes and possibly utility company requirements.

Preparation of Site

The selected site for placement of your home must be properly graded and sloped to provide for storm drainage runoff. The area beneath the home must be graded to prevent water accumulation.

Proper support for your home depends on actual soil conditions in your area. Pier footings must be placed on firm, undisturbed soil (not loose fill) or soil which has been compacted to at least 90 percent of its maximum relative density. Support piers may be placed directly onto a concrete slab designed for manufactured home placement, such as the concrete slab found in many manufactured home parks.

Climate conditions must also be taken into account. In frost areas, if footings are placed on a frost-susceptible soil such as clay or silt, frost heaving and/or settlement may occur. Therefore, if your home is to be located in an area where temperatures go below freezing, it is important that you refer to the "Manufactured Home Installation Manual" for foundation design precautions.

Settling and Re-leveling

There is always the possibility that settling may occur after the home has been properly set up and blocked. Settling, if it should occur, will generally happen in the first six to eight weeks or in the spring.

Settling can affect the proper operation of doors, windows and cabinets, as well as place undue strain on the structural members of the home. Settling may also affect the tension in the tie-down devices.

The home should be checked periodically, re-leveled and the tie-down straps re-tensioned as required.

Securing of the Home

It is important that your home be tied down or otherwise secured to the ground. The part of the country where you live and the local climatic conditions will largely determine the details of securing your home, which will be required to reduce windstorm damage.

Areas of the country in which hurricanes may occur have been designated as "Wind Zone II" or "Wind Zone III." (A map showing such areas is located on the data plate near the electrical distribution panel). Manufactured homes for these areas must be designed to meet Zone II and Zone III conditions. Such homes manufactured by Skyline Corporation have the data plate marked to indicate "Zone II" or "Zone III."

The frame tie-down method recommended in the "Manufactured Home Installation Manual" provides stability against code design forces for all Skyline homes located with proper respect to load zone. However, some models have the additional capability to be secured with over-the-roof ties. Over-the-roof ties are optional in most areas, although there are some localities in which they are required by a state, municipal or county regulation.

The "Manufactured Home Installation Manual" makes note of available strap end connection devices that have been designed and tested to meet the wind load requirements. We recommend that these devices be used to assure that the complete tie-down system meets design criteria. Detailed instructions are included in every home which show the proper tie-down method for the intended zone.



Skirting or Crawl Space Enclosure

Skirting is usually either metal or fiberglass and is used to enclose the space between the home and the ground. Skirting not only adds to the beauty of the home, but also provides important benefits in the reduction of heat loss — as does a foundation with crawl space. Enclosure also aids in reducing the danger and inconvenience of damaged plumbing as a result of freezing. Thus, enclosure of the home underside can lower fuel bills and prevent problems and inconvenience due to frozen plumbing.

Skyline Corporation recommends the enclosure of the underside of the home. However, any enclosure must be adequately ventilated. The recommended ventilator area is one-square-foot per 150-square-feet of floor area. (Example: For a home of 1,000-square-feet of floor area, ventilator area should be equal to 6.7 square feet).

There is a strong tendency for ground moisture to be drawn into the home greatly complicating efforts to control humidity and condensation. A ground moisture-vapor retarder of 6 mil polyethylene plastic or similar material placed on the ground under the home is recommended to assist in controlling the humidity in the home.

Appurtenances Attached to Home

Any appurtenance attached to the home at the site must be self-supporting and designed to resist the roof and wind loads to which it will be subjected. Examples of site-installed appurtenances are garages, carports, screened porches, etc.

Moving Your Home

Before moving your home to another state, contact the manufactured home regulatory agency in that state to be sure that your home and the proposed setup will comply with state law.

Any home must be moved by professionals. There are many national firms which specialize in home movement. Refer to the Yellow Pages of your telephone directory. A professional mover will be equipped to handle any size home, obtain all required permits and assure that all state and federal regulations are met.

There are certain procedures and information that you should know and follow in preparation for moving. Some of the items listed below will be performed by the mover and others may need your personal attention:

1. Fragile and loose furnishings, i.e. pictures, clocks, dishes, radios, etc., should be packed in boxes and the boxes secured to prevent transit damage.
2. Refrigerator doors, drawers and all swinging or sliding doors should be secured.
3. Refrigerators, ranges, freezers, washers, dryers, etc., should be secured to the floor to prevent sliding and at the top to prevent overturning.
4. Heavier and breakable items should be evenly distributed over the axles.

It is very important that you do not overload your home. Overloading will result in extra costs due to blowouts and serious structural damage can result. A good rule is that ***except for normal clothing, bedding, hand towels, dish towels, etc., remove all equipment which was not on the original factory invoice.*** The following are examples of items which should not be shipped inside the home:



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1. Freezers
 2. Concrete blocks used for setup
 3. Steps and storage sheds
 4. Pianos
 5. Lawn mowers or lawn equipment
 6. Large trunks
 7. Boats

Skyline cannot be responsible for damage to a home or its contents due to shipment of such items. The home owner may be subject to penalties or overweight charges.

5. Inspect the brakes, brake linings, tires and undercarriage. Worn and damaged components should be replaced. The wheel bearings should be checked and repacked with grease if necessary. In addition, lubricate and check the hitch as required, clean and tighten all electrical connections and tighten wheel lugs.
6. Cap the water inlet and the drain outlet. Disconnect electrical, gas and oil supply lines. Install running lights.
7. Close and lock all doors and windows.

Damage Insurance

The home should be insured for damage during transit. This insurance may be provided by the carrier but be sure to inquire about this prior to movement.



Safety is a Team Effort

Your new home was designed and built with your family's safety in mind. Skyline, and your dealer work together to give you a safer home. ***However, if you believe that a dangerous condition may exist in your home, first immediately get everyone out of the home and a safe distance away to reduce the risk of serious injury or death.***

Your home contains a number of safety features not always found in on-site-built housing. For example:

Smoke Alarms

Smoke alarms are devices that sense smoke in the early stages of a fire and sound an alarm to warn the occupants. Smoke alarms are located in each bedroom and an additional alarm is located in the living area of the home. The alarms are electrically interconnected so that when one alarm sounds, all will sound. Each smoke alarm has a battery back-up to provide protection should a power failure occur. These batteries should be replaced on a yearly basis or sooner if an alarm indicates a low battery condition. Read the instructions that come with the smoke alarms and instruct your family of an escape plan should a fire occur.

Some ideas for devising a home evacuation plan for your family are:

1. Draw a floor plan of your home clearly showing all the exits.
2. Show alternate routes to be taken if a fire starts in a particular section of the home.
3. Don't wait until there is a fire to test your evacuation plan — have fire drills regularly.
4. If you have babies or very small children in your family, assign someone to take care of them in case of fire or any other emergency. This would also apply to any elderly or disabled members of your family who would need help in evacuating your home.
5. A meeting place outside your home should be specified where your family could gather after evacuation so that everyone can quickly and easily be accounted for.

Periodically test the smoke alarms in your home as recommended in the manufacturer's operating instructions furnished with your home.

Exit Doors and Bedroom Egress Windows

Every home is designed to the U.S. Department of Housing and Urban Development Manufactured Home Construction and Safety Standards with two exit doors which are remote from one another. Be sure that these doors are able to open and left free for exit. Every bedroom, unless it has an exit door leading directly to the outside, has one window designated and specially marked as an "egress" window. "Egress" windows are specially designed to make escape faster and easier in an emergency. Be sure that you and your family know the location of the "egress" window and understand its operation as described on the window label. Do not place furniture in front of the "egress" window so that it might become blocked.

Ground Fault Interrupter (GFI)

The ground fault interrupter (GFI) receptacles, which are installed on the exterior receptacles, bathroom receptacles and kitchen receptacles within 6 feet of the sink, afford shock protection. This device is designed to break the circuit when it detects an imbalance in the current flow. ***The imbalance may be due to an appliance failure which could result in serious injury or death.***

Attached to the electrical panel box are the test instructions and recording chart which you should use each month to test and document testing of the GFI. Familiarize yourself with the operation and testing of the GFI; it is an important device which could save your life. If the GFI breaks the circuit, be sure to have any appliance you were using serviced before using it again. If no appliance is involved, the circuit should be



checked by a qualified person before using it again. To restore power at the GFI protected outlets, firmly push the GFI reset button and reset any tripped circuit breakers in the electrical distribution panel board. If power cannot be restored, or if the GFI or circuit breaker should repeatedly trip, get qualified help immediately.

CAUTION

The GFI does not protect a person who simultaneously contacts both the “hot” wire and the neutral wire. Also, electric shock can be felt even with the GFI but will usually be of less-than-normally dangerous duration except for persons with heart problems or other conditions that may make them particularly susceptible to injury or death from electric shock. While the GFI circuit breaker does afford a degree of protection, there is no substitute for the knowledge that electricity can be dangerous when carelessly handled or used without reasonable care and can result in serious personal injury or death.

Fire Precautions

All of the safety features which are built into your new home will be of little value if fire should start and you and your family are not prepared. Every member of your family should know how to prevent fires and how to escape in case a fire should occur.

Before a Fire Starts

1. Remove trash and stored items of outlived usefulness — particularly from the vicinity of furnaces and heaters and from hallways and exit areas.
2. Exercise care in the use of electricity. Do not overload electrical outlets with many appliances, and do not hang electrical cords over nails or run under carpets. Have cords replaced when they begin to fray or crack, and have electrical work done by competent electricians.
3. Do not store gasoline or flammable cleaners in glass containers, which can break, and avoid storing them inside the home. Do not keep more flammable liquids on hand than you really need.
4. To avoid the danger of spontaneous ignition, dispose of rags wet with oil, polishes or other flammable liquids in outdoor garbage cans.
5. Inspect your home and workplace often for these and other hazards.
6. Plan for escape from every area of the home, discuss escape routes with your family and actually rehearse escape. You might have to find your way out in thick smoke or darkness.
7. Sleep with bedroom doors closed. In the event of a fire, you will gain precious minutes to escape.
8. Learn the best way to extinguish common fires in early stages. Roll a person whose clothing is on fire; use a proper portable extinguisher or even a handful of baking soda to extinguish a fire on your stove.
9. Clothing afire is prelude to tragedy. Do not wear (or permit children to wear) loose, frilly garments if there is any chance at all of accidental contact with a stove burner or other source of fire.
10. Exercise extreme care with smoking materials and matches, which are frequent causes of destructive fire. Do not leave these where children can reach them.
11. Invest in fire extinguishers.



If a fire starts and you have any doubt about whether you can extinguish it, immediately get everyone out of the home and a safe distance away to reduce the risk of serious injury or death. Never reenter a burning home.

12. If you see, smell or hear any hint of fire, evacuate the family immediately. Don't compound tragedy by attempting a rescue through a gauntlet of flames or thick smoke. Call the fire department as soon as possible. Don't attempt to extinguish a fire unless it is confined to a small area and your extinguishing equipment is equal to the task.
13. If your clothing ignites, roll over and over on the ground or the floor. Running will just fan the flames. Teach the proper procedure to your children.
14. Before opening your door when you suspect fire in another part of the home, feel the inside of the door with the palm of your hand. If it's hot, don't open it. If smoke is pouring into the room under the door, stuff bedding or clothing into the crack and get out of the home quickly. Identify bedroom egress windows and familiarize yourself with how to open all windows in your home. You may need to exit from a window if a fire or other emergency occurs.
15. In a smoke-filled room, keep low. Gases, smoke and air heated by fire rise, and the safest area is at the floor. Cover mouth and nose with a damp cloth, if possible. Don't assume that clear air in a fire situation is safe. It could contain carbon monoxide, a clear, odorless and very lethal gas that in its early stages of exposure affects judgment, hampering an escape.*

Fire Safety Reminders

Fire is an unexpected event even with the best of housekeeping, safety features and fire prevention procedures. The smoke detector(s) should ensure time to leave the home safely. In addition, remember these helpful hints when faced with a fire:

1. When reporting a fire, speak calmly, don't panic and give all the needed information.
2. Remember to feel the door before you exit. If it is hot, don't open it. Since smoke and heat may cause unconsciousness, look for another route of escape.
3. If the door seems to be cool, open it cautiously and be prepared to slam it shut if you see an outburst of flames. If the path is clear, then escape.
4. Remember to close the door behind you — this will slow down the spread of the fire.
5. Whenever you are in a smoke-filled room, keep down close to the floor — the air will be easier to breathe.
6. Never reenter a burning home.
7. Above all, don't panic.

If you have small children, you should also consider the following:

1. Make sure children are never left unattended.
2. Teach your children how to dial 911 and ask for assistance.
3. Instruct the baby-sitter to follow the evacuation plan which you have established for your family if a fire should occur.

*Materials made from or containing urethane foam will burn rapidly, releasing great heat and consuming oxygen at a high rate. The resulting lack of oxygen presents a danger of suffocation to the occupants. Hazardous gases released by the burning material can be incapacitating or fatal if inhaled in sufficient quantities.



In general, plan ahead for safer living...

1. Know your new home.
2. Learn the “do’s” and “don’ts” of safer living as outlined in this manual.
3. Follow the instructions provided with your home and the equipment in it.
4. Be sure all members of your family are safety-conscious.
5. Finally, take a few minutes with your family to read and understand the safety tips we have given you and to go through the “Fire Safety Checklist” in this manual.



Fire Safety Checklist

How many safety items can you check?

- All family members briefed on fire safety.
- Everyone knows how to work bedroom egress windows.
- Everyone knows how smoke alarms work and sound.
- Smoke alarms are tested regularly (monthly, unless noted otherwise by smoke alarm manufacturer).
- Family has a fire exit plan ready.
- Everyone knows that getting out of the house is the primary consideration — No actions, including a call to the fire department, are to be taken until everyone has been alerted.
- Fire drills are practiced at frequent intervals.
- A family member makes a regular fire safety-walk through the home each night before going to bed to look for possible fire hazards, i.e. discarded smoking materials, range shut off, etc.
- Everyone knows how to call the correct fire department. It is a regular practice to brief baby-sitters on what to do in case of a fire.
- All electrical appliances or equipment used have the UL stamp of approval.
- Extension cords do not run under rugs, through doors or windows and are not hooked over nails.
- All space heaters and lamps are away from burnables.
- Electrical outlets are not overloaded.
- Heating and cooking equipment, including flues, are checked regularly by a qualified person.
- The furnace is checked regularly to ensure that it is not overheating, especially in cold winter weather.
- All flammable liquids are kept in tightly-closed metal, not glass, containers. The opening, pouring and using is limited to outdoors. If more than one gallon of gasoline is kept, it is stored in a safety can.
- All matches and lighters are out of the reach of children.
- There are no frayed or broken plugs on any electrical appliances.
- Check twice yearly to find out if electrical switch plates and receptacle cover plates are hot to the touch.
- Ash trays are emptied regularly into noncombustible containers and never emptied into wastebaskets.
- Ash trays are used only on solid surfaces — never on arms or seats of upholstered furniture.
- Wastebaskets are emptied regularly, prior to overflow.
- There is no smoking in bed or when drowsy.
- All lights in closets are away from burnables.
- All oily rags are kept in tightly-closed containers or are burned immediately after use.
- The water heater compartment contains no storage items.
- The television antenna has a lightning arrestor.
- No highly-flammable, explosive or fast-burning materials are stored under your home.
- All home wiring, installation of major appliances and repairs are done by qualified persons.
- The furnace compartment contains no storage items.
- Flue pipe and chimney are secure and clear of combustibles.
- Furnace has been maintained in accordance with the manufacturer's instructions.
- The trash burner is well away from the home and from all items that may burn.
- Trash burning or the burning of leaves is never done on windy days.



Maintenance Checklist

Seasonal maintenance and care of your home can add to your convenience, safety and comfort. To assist you, we have prepared the following checklist of some key maintenance procedures. (You may wish to include others). Just place a check in the appropriate box after you have completed each procedure.

Spring

- Inspect roof and clean off debris
- Check exhaust fan systems.....
- Check floors for level
- Check blocking for rigidity
- Check smoke alarm(s).....
- Unplug heat tape(s)

Summer

- Check air conditioner.....
- Clean air filters
- Replenish fuel oil supply.....
- Check smoke alarm(s).....

Fall

- Check / clean furnace.....
- Check oil supply
- Caulk all small openings.....
- Inspect roof, clean off debris, reseal roof penetrations as required..
- Re-coat metal roof, if necessary.....
- Check exhaust fan systems.....
- Clean air filters
- Check smoke alarm(s).....
- Disconnect garden hose from outside faucet.....
- Check heat tape(s);
- make sure it's plugged in and properly installed
- Inspect sewer and drain lines for leaks and cracks.....
- (insulate if exposed to the elements)
- Check water faucets and stools for water leaks
- (a dripping faucet or stool may cause sewer pipes to freeze in extremely cold weather)

Winter

- Check furnace filters every 30 days
- Clean filters, if necessary.....
- Check bottom perimeter enclosure
- Clean snow, leaves, brush, etc., away from bottom.....
- enclosure ventilations
- Check smoke alarm(s).....

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Dispute Resolution Process/Information

Many states have a consumer assistance or dispute resolution program that homeowners may use to resolve problems with manufacturers, retailers, or installers concerning defects in their manufactured homes that render part of the home unfit for its intended use. Such state programs may include a process to resolve a dispute among a manufacturer, a retailer, and an installer about who will correct the defect. In states where there is not a dispute resolution program that meets the federal requirements, the HUD Manufactured Home Dispute Resolution Program will operate. These are “HUD-administered states.” The HUD Manufactured Home Dispute Resolution Program is not for cosmetic or minor problems in the home. You may contact the HUD Manufactured Housing Program Office at (202) 708-6423 or (800) 927-2891, or visit the HUD website at www.hud.gov to determine whether your state has a state program or whether you should use the HUD Manufactured Home Dispute Resolution Program. Contact information for state programs is also available on the HUD website. If your state has a state program, please contact the state for information about the program, how it operates, and what steps to take to request dispute resolution. When there is no state dispute resolution program, a homeowner may use the HUD Manufactured Home Dispute Resolution Program to resolve disputes among the manufacturer, retailer, and installer about responsibility for the correction or repair of defects in the manufactured home that were reported during the 1-year period starting on the date of installation. Even after the 1-year period, manufacturers have continuing responsibility to review certain problems that affect the intended use of the manufactured home or its parts, but for which correction may no longer be required under federal law.

Additional Information - HUD Manufactured Home Dispute Resolution Program

The steps and information outlined below apply only to the HUD Manufactured Home Dispute Resolution Program that operates in HUD-administered states, as described under the heading “Dispute Resolution Information” in this manual. Under the HUD Manufactured Home Dispute Resolution Program, homeowners must report defects to the manufacturer, retailer, installer, a State Administrative Agency, or HUD within 1 year after the date of the first installation. Homeowners are encouraged to report defects in writing, including, but not limited to, email, written letter, certified mail, or fax but they may also make a report by telephone. To demonstrate that the report was made within 1 year after the date of installation, homeowners should report defects in a manner that will create a dated record of the report: for example, by certified mail, by fax, or by email. When making a report by telephone, homeowners are encouraged to make a note of the phone call, including names of conversants, date, and time. No particular format is required to submit a report of an alleged defect, but any such report should at a minimum include a description of the alleged defect, the name of the homeowner, and the address of the home.

Homeowners are encouraged to send reports of an alleged defect first to the manufacturer, retailer, or installer of the manufactured home, or a State Administrative Agency. Reports of alleged defects may also be sent to HUD at: HUD Office of Regulatory Affairs and Manufactured Housing, Attn: Dispute Resolution, 451 Seventh Street, SW., Washington, DC 20410-8000; faxed to (202) 708-4213; e-mailed to mhs@hud.gov, or reported telephonically at (202) 708-6423 or (800) 927-2891.

If after taking the steps outlined above, the homeowner does not receive a satisfactory response from the manufacturer, retailer, or installer, the homeowner may file a dispute resolution request with the dispute resolution provider in writing, or by making a request by phone. No particular format is required to make a request for dispute resolution, but the request should generally include the following information:

- (1) The name, address, and contact information of the homeowner;
- (2) The name and contact information of the manufacturer, retailer, and installer of the manufactured home;



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- (3) The date or dates the report of the alleged defect was made;
 - (4) Identification of the entities or persons to whom each report of the alleged defect was made and the method that was used to make the report;
 - (5) The date of installation of the manufactured home affected by the alleged defect; and
 - (6) A description of the alleged defect.

Information about the dispute resolution provider and how to make a request for dispute resolution is available at <http://www.hud.gov> or by contacting the Office of Manufactured Housing Programs at (202) 708-6423 or (800) 927-2891.

A screening agent will review the request and, as appropriate, forward the request to the manufacturer, retailer, installer, and mediator. The mediator will mediate the dispute and attempt to facilitate a settlement. The parties to a settlement include, as applicable, the manufacturer, retailer, and installer. If the parties are unable to reach a settlement that results in correction or repair of the alleged defect, any party or the homeowner may request nonbinding arbitration. Should any party refuse to participate, the arbitration shall proceed without that party's input. Once the arbitrator makes a non-binding recommendation, the arbitrator will forward it to the parties and HUD. HUD will have the option of adopting, modifying, or rejecting the recommendation when issuing an order requiring the responsible party or parties to make any corrections or repairs in the home. At any time before HUD issues a final order, the parties may submit an offer of settlement to HUD that may, at HUD's discretion, be incorporated into the order.

In circumstances where the parties agree that one or more of them, and not the homeowner, is responsible for the alleged defect, the parties will have the opportunity to resolve the dispute outside of the HUD Mediation and Arbitration process by using the Alternative Process. Homeowners will maintain the right to be informed in writing of the outcome when the Alternative Process is used, within 5 days of the outcome. At any time after 30 days of the Alternative Process notification, any participant or the homeowner may invoke the HUD Manufactured Home Dispute Resolution Program and proceed to mediation.

The HUD Manufactured Home Dispute Resolution Program is not a warranty program and does not replace the manufacturer's or any other warranty program.



Manufactured Home Owner Information

The U.S. Department of Housing and Urban Development (HUD) requires certain information and statements to be furnished to the first retail purchaser of a home manufactured on or after June 30, 1977, for sale in the U.S., as follows:

1. The following states have been approved or conditionally approved to act as State Administrative Agencies:

ALABAMA Manufactured Housing Commission, 350 S. Decatur St., Montgomery, AL 36104-4306 (334) 242-4036 ext. 25

ALASKA Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

ARIZONA Department of Fire, Building and Life Safety, Office of Manufactured Housing, 1100 West Washington, Suite #100, Phoenix, AZ 85007, (602) 364-1003

ARKANSAS Manufactured Home Commission, 100 E. Capitol, Suite 210, Little Rock, AR 72201-5705 (501) 324-9032

CALIFORNIA Department of Housing and Community Development, Manufactured Housing Section, P.O. Box 31, Sacramento, CA 95812-0031 (916) 445-3338

COLORADO Housing Division, Department of Local Affairs, 1313 Sherman St., #321, Denver, CO 80203-2244 (303) 866-4616

CONNECTICUT Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

DELAWARE Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

DISTRICT OF COLUMBIA (Washington, D.C) Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

FLORIDA Bureau of Mobile Homes and R.V., Division of Motor Vehicles, 2900 Apalachee Parkway, MS66, Tallahassee, FL 32399-0640 (850) 617-2808

GEORGIA Manufactured Housing Division, State Fire Marshal's Office, #2 Martin Luther King, Jr. Dr., #620 West Tower, Atlanta, GA 30334 (404) 656-3687 or (404) 656-9498

HAWAII Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

IDAHO Division of Building Safety — Building Bureau, 1090 E. Watertower St., Meridian, ID 83642 (208) 332-3950

ILLINOIS Department of Public Health Division of Environmental Health, General Engineering Section, 525 W. Jefferson St., Springfield, IL 62761 (217) 782-5830

INDIANA Indiana Department of Homeland Security, Division of Fire & Building Safety, 302 W. Washington St., Room E-241, Indianapolis, IN 46204 (317) 233-1407

IOWA Manufactured Housing Coordinator, Iowa State Fire Marshal Office, 215 East 7th St., Des Moines, IA 50319-0047 (515) 725-6140

KANSAS Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

KENTUCKY Manufactured Housing Division, State Fire Marshal's Office, 101 Sea Hero Road, Suite 100, Frankfort, KY 40601-4322 (502) 573-0365, ext. 425

LOUISIANA Manufactured Housing State Administrative Agency, Louisiana Manufactured Housing Commission 224 Florida St., Baton Rouge, LA 70811 (225) 342-2943 or (225) 342-5919



MAINE Manufactured Housing Board, Office of Licensing and Registration, 35 State House Station, Augusta, ME 04333-0035 (207) 624-8678

MARYLAND Department of Housing and Community Development, Maryland Code Administration, 100 Community Place, Crownsville, MD 21032-2023 (410) 514-7220

MASSACHUSETTS Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

MICHIGAN Bureau of Construction Codes, P.O. Box 30254, Lansing, MI 48909 (517) 241-9347

MINNESOTA Department of Labor and Industry, Codes & Standards Division, 443 Lafayette Road North, St. Paul, MN 55155-4341 (651) 284-5068

MISSISSIPPI State Fire Marshal's Office, P.O. Box 79, Jackson, MS 39205-0079 (601) 359-1061

MISSOURI Manufactured Housing Department, 200 Madison St., Suite 500, P.O. Box 360, Jefferson City, MO 65102 (573) 751-7119

MONTANA Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

NEBRASKA Housing and Recreational Vehicle Department, Nebraska Public Service Commission, P.O. Box 94927, 300 The Atrium; 1200 "N" St., Lincoln, NE 68509-4927 (402) 471-0518

NEVADA Department of Business & Industry Manufactured Housing Division, 2501 E. Sahara Ave., Suite 204, Las Vegas, NV 89104-4137 (702) 486-4135

NEW HAMPSHIRE Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

NEW JERSEY Bureau of Home Owner Protection of Community Affairs, 101 S. Broad St., P. O. Box 805, Trenton, NJ 08625-0805 (609) 984-7905.

NEW MEXICO Manufactured Housing Division, Regulation and Licensing Department, 2550 Cerrillos Road, Santa Fe, NM 87504 (505) 524-6320, ext. 107

NEW YORK Division of Code Enforcement & Administration, Department of State, 11th Floor, Suite 1130, 41 State Street, Albany, NY 12231-0001, (518) 474-4073

NORTH CAROLINA Department of Insurance, Manufactured Building Division, 1202 Mail Service Center, Raleigh, NC 27699-1202, 800-587-2716, (919) 661-5880, Fax (919) 662-4405

NORTH DAKOTA Department of Commerce, Division of Community Services, P.O. Box 2057, Bismark, ND 58502 (701) 328-5300

OHIO Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

OKLAHOMA Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

OREGON Department of Consumer & Business Services, Building Codes Division, P.O. Box 14470, 1535 Edgewater Dr. N.W., Salem, OR 97309-0404 (503) 378-4133

PENNSYLVANIA Housing Standards Division, Dept. of Community and Economic Development, Harrisburg, PA 17120-0225 (717) 720-7416

RHODE ISLAND State Building Commission, Commonwealth Keystone Building, 400 North Street, 4th Floor, One Capitol Hill, Providence, RI 02908-5859 (401) 222-3529

SOUTH CAROLINA Manufactured Housing Board, P.O. Box 11329, Columbia, SC 29211-1329, (803) 896-4631

SOUTH DAKOTA Office of State Fire Marshal, 118 W. Capitol Ave., Pierre, SD 57501 (605) 773-3562



TENNESSEE Department of Commerce & Insurance, State Fire Marshal's Office, 500 James Robertson Parkway, Third Floor, Nashville, TN 37243-1162 (615) 253-5317

TEXAS Manufactured Housing, TX Dept. of Housing & Community Affairs, P.O. Box 12489, Austin, TX 78711-2489 (512) 475-1174

UTAH Construction Trades Bureau, Div. of Occupational & Professional Licensing, Department of Commerce, P.O. Box 146741, 160 E. 300 South, Salt Lake City, UT 84111-6741 (801) 530-6720

VERMONT Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

VIRGINIA State Building Code Administration Office, Dept. of Housing & Community Development, Jackson Center, 501 N. Second St., Richmond, VA 23219-1321 (804) 371-7160

WASHINGTON Office of Manufactured Housing, Washington State Office of Community Development, 906 Columbia St. S.W., Olympia, WA 98504-2525 (360) 725-2953

WEST VIRGINIA Manufactured Housing, West Virginia Division of Labor, State Capitol Complex, Building 6, Room B-749, Capitol Complex, Charleston, WV 25305 (304) 558-7890, ext. 237

WISCONSIN Safety and Building Division, Department of Commerce, 4003 Kinney Coulee Rd., LaCrosse, WI 54650, (608) 785-9335

WYOMING Office of Manufactured Housing Programs, Office of Regulatory Affairs & Manufactured Housing, Department of Housing & Urban Development, 451 Seventh Street, SW Rm. 9164, Washington, DC 20410-8000 (202) 708-6423

2. The purpose of the National Manufactured Home Construction and Safety Standards Act of 1974, is to improve manufactured home quality, durability and safety. Construction and safety standards issued under the Act govern home planning and construction but not furniture, carpeting, cosmetic features, or room additions or sections added by a retail purchaser. Each home is certified to the standards. If homes contain standards defects or safety hazards related to design or assembly, the manufacturer is to notify the known owner. Manufacturers are to correct safety hazards related to design or assembly without charge. If the home is not corrected as early as practicable, the Secretary or a court may require home replacement or price refund, possibly less depreciation. Requests for correction should be first referred to the dealer from which the home was purchased and then to Skyline on the address in the front of the Home Owner's Manual. You should first contact your dealer, and then Skyline, because that is the quickest way to obtain service. Finally, the purchaser or owner can contact the state manufactured home agency or HUD which is the federal agency that administers the Act. Questions concerning the Act can be directed to HUD at local phone book listings for the U.S. Government or at the HUD Manufactured Homes Standards Division of Washington, DC 20410 (202) 755-7420.
3. Warranties, setup, anchoring, safety, maintenance, relocation and insurance are covered in the Home Owner's Manual, the Installation Manuals or other documents furnished with your home.



Notes

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and

BRINGING AMERICA FUN.

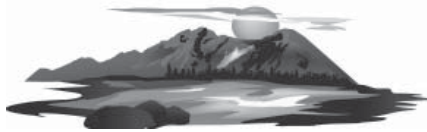
We build our RVs like we build our homes — with a lot of pride and craftsmanship. We do this for you so that you may get the most out of your investment in a new travel trailer or fifth wheel.

Visit your Skyline dealer today to see RVs that lead the way with smart styling, great features and solid construction — and prices that prove America's best overall value.

To guarantee you peace-of-mind, every RV we build carries the UL label. We also provide a coast-to-coast service network that makes traveling more enjoyable for the people we care most about — you.

**Look for these names in
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For the name of your nearest Skyline RV dealer, call (574) 294-6521 or (800) 755-6521 (outside Indiana).



Corporate Mission Statement

Skyline Corporation is a leader in the development, manufacture and marketing of high quality, innovative manufactured homes and recreational vehicles that meet customer needs for housing and leisure life-styles. Our mission is to continually improve the quality of our products and the way we do business, provide stable employment and a high quality work life for our people, be a responsible community citizen and return a reasonable profit to our shareholders.

Our mission reflects our deeply held corporate values and principles and its achievement involves these areas:

SAFETY...We will provide a safe work environment for our people and safe products for our customers.

QUALITY...We will provide products and services that consistently meet customer needs and exceed expectations for quality.

CONTINUOUS IMPROVEMENT...We will continually strive for excellence in everything we do. We will constantly seek day-to-day and long-term improvements and not settle for short-term "fixes."

CUSTOMER FOCUS...Customers are the ultimate reason Skyline is in business. Everyone at Skyline must direct his or her efforts to the production of products that exceed customer expectations. Every activity and every job in the Company is part of this process.

PEOPLE...People are our greatest asset. We will listen to and respect ideas from everyone and will involve our people in the decisions that affect the areas in which they work. We will continually encourage and provide training and educational opportunities for our people, so that they can optimize their performance, their individual development and their contribution to the Company.

TEAMWORK...Teamwork is the driving force of the Skyline organization, enabling us to coordinate the Company's resources to achieve the Company's vision. The essence of teamwork is breaking down barriers between departments and treating each person and each job as a customer whose needs must be met if the ultimate customer, the buyer of a Skyline product, is to be satisfied.

INTEGRITY...We will conduct all of our activities in a manner which is at all times fair, moral, ethical and legal. We will hire, reward and promote without discrimination and without regard to age, sex, ethnic origin, physical condition or religious belief.

DEALERS & SUPPLIERS...We view our dealers and suppliers as extensions of our Company. We will conduct our business in an atmosphere of trust and work to form mutually beneficial long-term partnerships.

PROFITS...Profits are the ultimate measure of how efficiently we satisfy our customers' desire for products of superior value. We will strive to achieve the profits required for survival and growth and to provide jobs and security for our people.



BRINGING AMERICA HOME. BRINGING AMERICA FUN.

Corporate Office, 2520 By-Pass Rd., P.O. Box 743, Elkhart, Indiana 46515-0743 1-800-755-6521

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