

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

Keep this booklet with your home. *To help assure your protection, the manufacturer of your 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 home from you. **NOTE:** Home location notice cards can be found inside this manual. Tear off and send in as required.

Modular Home Owner's Manual



This Quality Home Proudly Built By:

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 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 relations, 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.



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.

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 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 use conventional, modern permanent electrical power supplies (240/120 volt).

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 service entrance equipment shall be wired and the grounding provided in accordance with applicable paragraphs of the National Electrical Code or in accordance with local codes.

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 in to 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.



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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 smoke alarms which are wired so that if one should alarm all will alarm. Each smoke alarm is provided with a battery back up. The purpose of the battery back up is to energize the alarms if a fire were to occur either during or causing a power failure. Each battery should be replaced on a yearly basis or sooner if a low battery signal should occur. Instructions for maintaining and periodically testing the alarms 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 heating system, including the furnace and supply ducts, may be factory installed or installed on-site. If the heating system is site installed, a licensed or similarly qualified HVAC contractor should install it.

Factory installed gas, oil or electric forced air heating systems were designed to provide comfort and low-maintenance service. Factory installed heating units are tested and listed by a well-known third party agency, such as UL, CSA or ETL, and are installed in accordance with their listing.

Factory installed furnaces utilize a sealed combustion system. They take combustion air in from the outside and discharge the products of combustion, i.e. odor, smoke, carbon monoxide, etc. to the outside of the home. The furnace blower forces warmed air through the ducts located in the floor or ceiling cavity, and throughout the home.

Central forced air-heating systems whether gas, oil or electric are controlled by a thermostat. The thermostat can be set to maintain any desirable 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 or the furnace installer's responsibility when site installed equipment is utilized 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 oil the blower and blower motor if specified by the furnace manufacturer.
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.

That part of the gas system which was factory installed was thoroughly leak-checked before your home left the factory. However, the gas system must be retested prior to start-up. Utility companies or LP suppliers usually perform these tests prior to connecting your home to the system. It is your dealer's or furnace installer'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.

Oil Furnaces

Factory installed oil gun furnaces 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, and in accordance with local and national codes and standards.
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 they enter 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 the 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 a home is not equipped with an air conditioner and you desire to add it at a later date, contact your furnace service representative or a licensed and qualified HVAC contractor for guidance in selecting the proper equipment. It is very important that the proper air conditioning equipment be selected which is both compatible with the installed furnace and is sized to remove moisture while cooling the air.

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 site installed. 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 installed by Skyline are approved and listed by a nationally-recognized testing agency and are of the same type found in 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 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 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.

Water Distribution System

The fresh water distribution system if installed by Skyline is supplied by a 3/4-inch inlet connection. 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.

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

If the home is to be unoccupied for extended periods during cold weather, the entire water system (including water heater and toilet) should be drained. Ensure that the water heater power 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.

CAUTION

Failure to vent a dryer to the outside 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 sealed combustion type and that it is listed by a reputable third party agency.
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.

Floor Loading

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.



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 usually 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 usually 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

Curtains, Drapes and Bedspreads

The curtains, drapes and bedspreads in your home generally should be dry cleaned. Washing is permissible if specified by the manufacturer. Be sure to follow any special washing instructions.



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.

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

Roof

A small roof crack or leak can cause serious interior damage. Care and preventative measures will insure a watertight roof:

1. Avoid walking on the roof except when absolutely necessary. Most inspection, cleaning and repair can be done from a stepladder.
2. Periodically, the roof should be inspected and debris should be removed.
3. Broken or missing shingles are signs of trouble. They should be replaced with new shingles. Because Skyline shingle roofs are constructed the same as site-built shingle roofs, this repair can be made by a competent general roofing contractor.



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4. Proper setup is essential to prevent stress and roof sheathing separation. Low hanging tree branches should be cut away from the roof.
 5. Only reputable contractors that are bonded and warrant their work for a reasonable period of time should be used. The contractor should provide references from jobs that are at least two years old. These references and the Better Business Bureau should be contacted prior to hiring a contractor.
 6. Substantial accumulation of snow should be removed from any roof, especially on a home not occupied during the winter.
 7. 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. This can be accomplished from the ground by using a push broom or a snow rake, available at most hardware stores. If an ice dam forms on the roof, it must be removed immediately to prevent water damage to the roof and ceiling.

Exterior Finish

Vinyl siding because of its outstanding performance and qualities is increasingly the material of choice for homeowners and builders.

The beauty of vinyl siding is maintained with little effort. Although vinyl siding will get dirty, like anything exposed to the atmosphere, a heavy rain will do wonders in cleaning it. Or, it's possible to wash it down with an ordinary garden hose. If neither rain nor hosing does a satisfactory job, follow these simple instructions:

1. Use an ordinary, long-handled car washing brush. This brush has soft bristles, and the handle fastens onto the end of the hose. It allows the siding to be washed just like a car. Avoid using stiff bristle brushes or abrasive cleaners, which may change the gloss of the cleaned area and causes the siding to look splotchy.
2. To remove soot and grime found in industrial areas, wipe down the siding with a solution made up of the following:
 - 1/3 cup powdered detergent (e.g., Fab®, Tide®, or equivalent powder detergent)*
 - 2/3 cup powdered household cleaner (e.g., Solilax®, Spic & Span®, or equivalent)*
 - 1 gallon water
3. If mildew is a problem, use the solution previously mentioned, but add 1 quart liquid laundry bleach per gallon of cleaning solution.
4. For stubborn stains, use the following chart:



STAIN	CLEANERS*
Bubble Gum	Fantastic®, Murphy's Oil Soap®, or solution of Vinegar (30 percent) and water (70 percent)
Crayon	Lestoil®
DAP (Oil-based caulk)	Fantastic®
Felt-tip Pen	Fantastic® or water-based cleaners
Grass	Fantastic®, Lysol®, Murphy's Oil Soap® or Windex®
Lipstick	Fantastic®, or Murphy's Oil Soap®
Lithium Grease	Fantastic®, Lestoil®, Murphy's Oil Soap® or Windex®
Mold and Mildew	Fantastic®, or solution of vinegar (30 percent) and water (70) percent
Motor Oil	Fantastic®, Lysol®, Murphy's Oil Soap® or Windex®
Oil	Soft Scrub®
Paint	Brillo® Pad or Soft Scrub®
Pencil	Soft Scrub®
Rust	Fantastic®, Murphy's Oil Soap® or Windex®
Tar	Soft Scrub®
Top Soil	Fantastic®, Lestoil®, Murphy's Oil Soap®

**Cleaning materials are listed in alphabetical order.
Skyline does not endorse proprietary products or processes and makes no warranties for the products referenced herein.
Reference to proprietary names is for illustrative purposes only and is not intended to imply that there are not equally effective alternatives.*

Follow the precautionary labeling instruction on the cleaning agent container. Protect shrubs from direct contact with cleaning agents.

**Cleaning materials are listed in alphabetical order.*



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.”*

Drain and Roof Vent Caps

Caps and vents should be inspected once a year. If a cap is badly rusted or otherwise deteriorated, it should be replaced.

Frame (if part of permanent foundation)

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. If your home has single pane aluminum windows, use storm windows. If your home is not equipped with storms, your dealer can order them for you (vinyl windows with low-E insulated glass do not require storms). Ventilate your home regularly by opening doors and windows. Turn on power vent fans when using the range or bathroom.
2. Avoid hanging wet clothing inside your home.
3. If your home is equipped with a clothes dryer, ensure that it is properly vented outside.
4. If you have located your home over a crawl space foundation, ventilate the enclosed space beneath the home. 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. Also, dryer vents must extend outside the enclosure.
5. Under severe cold or unusual moisture conditions, remove the excess moisture from the air by mechanical dehumidification.

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.ci.nyc.ny.us/html/doh/html/epi/moldrpt1.htm1>
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.htm1
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.)

Site Installation

The "Home Installation Manual" provided with your home is intended to instruct and to assist already qualified (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. This manual must be used by your dealer or setup person when installing the home. Note that your modular home must be properly secured to a permanent foundation. Whether of the crawl space or basement type, the foundation is to afford full perimeter support to the home. We recommend that the home be inspected after installation by a qualified dealer or contractor.

In some areas of the country, special licenses are required by firms doing home setup. Check with your dealer since the dealer will know the requirements.

The "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:



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 home placement.

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, check local building code regulations for recommended minimum depth of footings.

Securing of the Home

It is important that your home be secured to the foundation. The part of the country where you live and the local climatic conditions will determine to a large degree the details of securing your home which will be required to reduce windstorm damage.

The anchorage details should be executed in accordance with local building codes and accepted practice.

Crawl Space Enclosure

Crawl space enclosures reduce heat loss from the home and reduce the danger and inconvenience of damaged plumbing as a result of freezing. Crawl space enclosures must be adequately ventilated. The recommended minimum ventilator area is one-square foot per 150 square feet of floor area. (Example: for a home of 1000 square feet of floor area, ventilator area should be equal to 6.7 square feet which should be equally distributed near all four corners.)

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.



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. The smoke alarms in your home are located in each bedroom and in the living areas adjacent to the bedrooms. The smoke alarms are wired together so that if one alarms they will all alarm. Each smoke alarm contains a back-up battery that will energize the alarm if a fire were to occur either during or causing a power failure. Install new batteries in your smoke alarms annually. Read the directions that come with the smoke alarm 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 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 affect 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.

Notes

Notes

BRINGING AMERICA HOME.

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 Travel Trailers and Fifth Wheels:

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 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.



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