

MAIN SHUT-OFF VALVE



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This is your

MAIN SHUT-OFF VALVE

Use this to turn off the
water in your home or
in case of emergency.

FURNACE FILTER



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Changing your furnace filter is an important part in maintaining the mechanical systems in your home, as well as air quality.

For the First Year,
change the filter every two months.

Beyond the First Year,
change the filter every three months.

WINTERIZE YOUR TAPS



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This is a
HOSE BIB SHUT-OFF VALVE

for an outside spigot.

Turning these off in the fall is an important step in preventing frozen water lines from bursting.

Follow these steps to properly clear the line:

- 1) Turn this valve off.
- 2) Go outside and open the hose spigot.
- 3) Head back inside, and with a bucket ready to catch the water, open the bleeder cap and drain the remaining water.
- 4) Put the bleeder cap back on.

●

HRV



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This is an **HRV UNIT** which requires yearly maintenance

- 1) Turn off HRV unit located in the main hallway of your home
- 2) Remove two screws to gain access to the inside of the unit
- 3) Remove two filters and heat exchanger from the unit
- 4) Wash thoroughly in laundry tub with warm water and mild soap for 20 minutes
- 5) Remove all three items from laundry tub shake and let them dry
- 6) Re-install both filters and heat exchanger into unit
- 7) Fasten screws and turn unit back on

ELECTRICAL PANEL



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If you experience **loss of power** to any receptacles, open the electrical panel, find the breaker that is tripped and fully turn off the breaker and reenergize by turning it back on.

The **kitchen circuit** is linked to its own GFI (Ground Fault Interrupter) Circuit. If plugs do not work, reset GFI outlet located in the kitchen. Bathroom receptacles are all connected. If loss of power, reenergize circuit by resetting GFI outlet in main floor powder room.

SMOKE DETECTORS



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If the smoke detector has a **green light**, unit is working properly.

If there is an **orange light**, the unit is at the end of its life or has a low battery.

(if **orange** light occurs, the unit must be replaced. There is no internal battery that can be replaced).

If there is a **red light**, the unit has detected a problem. When the light turns **red**: remove the unit and blow air into the perforated area of the unit. Hold the illuminated button to reset and then re-install.