

# **House Instruction Books?**

We are in the process of building a house. Do you have any suggestions to help with the process?

Yes, we do. It is important to keep good records of everything that evolves during construction. Keep records of conversations with the builder, changes to the design, changes to the contract amount and anything no matter how small. Always send the builder a copy by memo or email.

#### NEW OR OLDER HOMES

All homes need a set of records you can refer back to. For instance: I had my septic tank pumped out a few years ago. If



I am selling my house, it would be a great advantage to be able to furnish the buyer with a copy of the receipt showing who did the work and when. It is also good to keep records of all the companies that have serviced different areas of the house. You need the names, addresses and telephone numbers for:

- 1. Roofers
- 2. Plumbers
- 3. Electricians
- 4. Heating and Air Conditioning Contractors
- 5. Painters
- 6. Drywall
- 7. Wallpaper Hangers
- 8. Ceramic Tile Installers
- 9. Appliance Installation and Repair
- 10. Cabinet and Countertop Installers
- 11. Interior Designers

- 12 Remodelers
- 13. Concrete Finishers
- 14. Lawn Maintenance
- 15. Termite Treatment

If you are building a new home, list all of the subcontractors the builder uses with the person to contact and the phone number.

We recommend purchasing a binder that has a section for names & addresses and at least three folder pockets to keep important information. One section can be an alphabetized listing of the contractors, one section can be for warranty papers & owner's manuals and one section can be for receipts for the work already completed. This is a good place to keep a list of what needs to be maintained and what time of year it needs to be maintained.

#### AS BUILT FOLDER

If you are building a new home, it is important to make a record of the house as it is being built. Start with the footings and continue through every phase of construction.

You also need a full record of the interior spaces. When all of the framing is finished and all of the wiring, plumbing and heat & air ducts are installed, photograph every section of each wall before the drywall is installed. This will show every wire and pipe that will be hidden in the wall.

For instance, five years from now you may want to cut a door in the center of a wall, but are not sure what is in the wall. Pull out your photos and look inside the wall.

This is not an easy task to perform, but it is worth the effort. Obtain a copy of the floor plan from the builder. Go around the house and photograph each section of the wall. Mark on



MAIN LEVEL FLOOR FLAN

the floor plan the photo number as it faces each section. I use

a triangle pointing towards the wall and put the photo number inside it. When I photograph the ceiling, I use a circle directly under the point where the photo was taken. When the photos come back from the developer, the pictures will be in order. Mark each photo with the number on the negative. Keep the floor plan and photos in a binder and put the binder in your bookshelf where it will always be accessible. When you sell your house, you will have a complete record of all of the maintenance that was performed and a list of all the people you used. What a great gift to give to the buyer.

If you have a question, change of address, comment, home tip or would like to send Home Tips to your clients, send your letter to Home Tips, Christian Building Inspectors, Inc., 1003 Star Court, Norcross, Georgia 30093-4817. You can also E-Mail your questions to us at rodharrison@ christianbuildinginspectors.com/.

We reserve the right to edit questions for length.

# **CPSC**, Maytag Announces **Recall of Electric Ranges**

In cooperation with the Consumer Product Safety Commission (CPSC), Maytag is voluntarily recalling about 13,000 Crosley and Magic Chef electric ranges. Liquids can enter the indicator light and cause sparking and flaming in the light, presenting a fire hazard to consumers.

The recalled ranges are 30 inch free-standing units with the control in the front between the door and the main top.

The Crosley brand name ranges have model numbers CE35000AAW or CE35000AAT, and the Magic Chef brand name ranges have model numbers CER1110AAT or CER1110AAH. The model number can be found by opening the storage drawer and looking at the tag on the side. Consumers should stop using the ranges immediately and disconnect the power to them.

Appliance stores sold the ranges from January 2000 through March 2001. Consumers should call Maytag tollfree 800-462-9267 for a free in-home repair or log on to the company's website at www.maytag.com to schedule the repair.

## **Home Tips**<sub>®</sub> **Back Issues Available**

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## Quote Of The Month

"THE BEST INHERITANCE A PARENT CAN GIVE THEIR CHILDREN IS A FEW MINUTES OF THEIR TIME EACH D&Y."

- O. A. BATTISTA

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