



Homeowner Orientation

Check-List

| Loc./Initials | Item | Comments |
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| Kitchen | HO Handbook | Have you received your CD with warranty and HOA documents? Are there any questions? |
| Kitchen | Documents/Issues | Explain all documents first, have them fill out the Necessary forms before the Orientation but do not have them sign them. Make sure to discuss mail, HOA, Maintenance Company, temporary parking, etc. |
| Kitchen | Warranty | Explain that many items that will be viewed today are Only covered while on the Orientation. These items include window screen cuts and/or tears, appliance dents and scratches; cuts, nicks, scratches and stains in flooring materials, nicks in walls, cracked or chipped toilets and/or showers, any caulking |
| Kitchen | Garage Parking Space | Confirm the homeowner garage parking space. At this time, or after the Orientation, confirm their correct space. |
| Kitchen | Appl. Warr. | Show them the Appliance warranty cards and let them Know that they need to filled out completely and sent in. Put all manuals, warranty cards, etc. in the clear plastic folder and then put them in the drawer. |
| Kitchen | Utility Service | Explain that the homeowners need to have the utilities changed into their name to avoid interruption of service. Order telephone service as soon as possible. Let them know when city trash service is occurring. |
| Kitchen | Paint Kit | Give the homeowner their paint kit. Explain that this is a |

Gift from the Fulton Court Homeowner's Association. Explain the contents of the kit. Leave it under the cabinet in the kitchen.

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| Kitchen | Garbage Disposal | Explain operation – run cold water when in use. Do not Put hard items like steak bones and artichoke leaves down the disposal. To unjam the unit, turn off and unplug it. Use the “key” to turn the gears, and show the location of the reset button. Plug the unit in... |
| Kitchen | Dishwasher | Make sure the unit is attached to the countertop. Make Sure the door closes properly. Is the unit centered in the opening? Run the unit to check for leaks. |
| Kitchen | Stove/Microwave | Refer to manufacturer for use and care. Is the unit level And centered in the opening? If gas, show the unit shut-off behind the stove. For all appliances, contact the manufacturer directly. (For Orientation – If appliances do not operate, always check the circuit breaker box first.) |
| Kitchen | Range/Vent Hood | If installed, this is a recirculation system. Show how to remove and reinstall the filter for the system. |
| Kitchen | Cabinets | Check that doors are level. Adjust hinges is necessary. Follow manufacturer's recommendations for cleaning. However, suggest that all cleaning be down with a small amount of water only. Chemicals and harsh cleaners can dull and scratch the surface. Never let any liquid stand on your cabinets. Wipe this up immediately. Wood is a natural product and each piece takes paint or stain differently. No two doors will look alike. |
| Kitchen | Countertops | Check for cracks, chips, etc. in countertops. Check grout for same. Point out that the grout is unsealed and that the homeowner may want to seal the grout to prevent staining. However, be aware that sealing grout may darken it. In solid surface granite, discuss the differences in look and feel due to the nature of the product. |
| Kitchen | GFI Outlet(s) | Demonstrate use. Explain different locations, including The kitchen, laundry room, and bathrooms. Explain that one GFI may control more than one outlet. Also explain that you do not want to plug in a freezer or other appliance into this system as it can trip, spoiling refrigerated goods. |

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| Kitchen | Faucet | Explain operation and emphasize cleaning of aerators. Show location and operation of water shut-offs. Never use pliers or wrenches on your faucet heads – this will scratch and damage them permanently. Tighten and loosen by hand. |
| Living Room | Switched Outlets | Show/explain which ones are controlled by a wall switch. |
| LR/DR | Fireplace | Explain operation. Explain how glass may cloud during the first few minutes of operation because of the cold air inside the fire box. This is a result of condensation. Also, explain that during the first few uses there may be a slight burning smell. This is packaging materials inside the unit and on the vent pipes burning off. Over time, the glass may become soiled. It can be cleaned. |
| LR/DR | Fireplace Tile | Like kitchen tile, the grout is unsealed. During operation, tile may become warm to the touch. This is not a problem. |
| LR/DR | Can Lighting | (optional) Switch location. Discuss maximum light bulb wattage. |
| LR/DR | Ceiling Fan Prewire | Switch location. |
| LR/DR | Glass and Screens | Inspect for cracks, breaks, etc. Are screens in place? Tears or scratches? Must be found at today's Orientation. |
| LR/DR | Sliding Glass Door | Inspect for cracks, breaks, etc. Is the screen in place? Does the door lock properly? Does the door slide freely? This is Orientation only. |
| LR/DR | Thermostat | Show location and demonstrate use. |
| LR/DR | Carpet | Check for loose areas, gaps or fraying at the edges. Explain that seams are necessary because carpet only comes in 12' wide lengths. Explain carpet shedding and how it will disappear in time. You can't over vacuum your carpet. Also, change traffic patterns to reduce wear. |
| LR/DR | Hardwood | Inspect for gouges and excessive separation. Explain That wood is a natural product and no two pieces will look alike. Also, explain how hardwood floors will |

expand and contract during the changing seasons. Finally, never let any liquid sit on hardwood floors. It will stain the surface. Wipe up immediately.

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| Bathroom | Vinyl | Inspect vinyl floors for damage. Recommend to homeowner's that they sweep their vinyl floors frequently to eliminate dirt and grit that can dull the surface. For tougher stains, use a small amount of water and make sure to leave the surface completely dry when finished. Do not leave any liquid on the floors. |
| Bathroom | Countertops/Formica | Check for scratches, separations, gouges, chips or tears. Do not use abrasive cleaners and explain that all liquid should be wiped up immediately to prevent staining, warping, and loosening of the surface – all of which are unwarrantable. |
| Bathroom | Cabinets | Inspect for damage. Make sure the doors are level. |
| Bathroom | Toilet | Explain 1.6 gallon toilet (this is federally mandated since 1994) and that homeowner's may need to flush twice to eliminate solid waste. Do not flush diapers or sanitary products down the toilet. Show location of water shut-off valve. Explain how to adjust the water level in the tank. |
| Bathroom | Shower and Tub | Explain use of shower and tub drains. Explain water Barrier (p-trap) between sewer and home. For unused showers and sinks, run water in the trap once a month to keep the barrier intact. |
| 2 nd Bedroom | Door Knobs | Will loosen with use...Tighten with a screwdriver... |
| 2 nd Bedroom | Return Air Grill | Show location and explain operation. Do not block the flow of air. |
| 2 nd Bedroom | Air Registers | Show location and explain operation. Inform the homeowner about regulating air flow through the registers, as temperatures will vary throughout the home. |
| 2 nd Bedroom | Smoke Detectors | Show location and explain operation. Explain back-up battery. Explain how they are hard-wired into the electrical system. |
| 2 nd Bedroom | Paint | Do not scrub latex-painted interior walls. |

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| Master BR | Drywall | Normal settling crack may occur. Fill cracks with latex Caulk or a spackle compound and touch up with paint if necessary. |
| Utility Room | HVAC System | Show location. Explain the system and that it is warranted through the manufacturer. If your system shuts down, refer to the manual for instructions on how to light it. In case of a gas leak show the location of the shut-off valve. |
| Utility Room | HVAC Filter | Show location. Change filter within the first 30 days and then on a regular basis as needed. Dirty filters reduce efficiency and increase utility bills. |
| Utility Room | A/C Condensation | Show location of drain lines and explain operation. Make sure that the drain that they drain into is kept clean and free of dirt and debris. |
| Utility Room | Water Heater | Show location and explain operation. Show location of Water and gas shut-off valves. Explain different settings for water temperature (very hot, hot, vacation, etc.). Very hot water can seriously injure small children. |
| Utility Room | Main House Water Shut-off | Show location and explain operation. |
| Hallway | Circuit Breaker Panel | Show location and explain operation. |
| Hallway | Security System | Show location and explain operation. |
| Garage | Garage Door Opener | Explain operation. Do not operate the door with the lock bar engaged. They get one opener and a keypad. Show them the location of the keypad and how to reset. |
| Outside | Main Gas Meter | Show location of the unit at the end of the building. Explain the shut-off valve. |

By signing below, the above information has been explained and demonstrated to me by a member of Parkway Circle LLC Customer Care.

Homeowner Signature

Date

Homeowner Name (print)

Homeowner Signature

Date

Homeowner Name (print)

Address

Bldg./Lot

For: Parkway Circle LLC

Date

Distribution of copies: White; Corporate, Yellow; Construction, Pink; Customer Care, Gold; Homeowner