



# On-site Orientation Checklist

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

## Plumbing

- \_\_\_\_\_ 1. Instruct in the use of faucets (emphasize cleaning of sreamer) and show water shutoff valves.
- \_\_\_\_\_ 2. Instruct in use of shower and tub drain.
- \_\_\_\_\_ 3. Hot water heater (gas):
  - \_\_\_\_\_ a. Pop-off valve and line.
  - \_\_\_\_\_ b. If water not hot, check pilot (if gas) or breaker box (if electric) first.
  - \_\_\_\_\_ c. Always turn off gas or breaker switch if draining tank.
- \_\_\_\_\_ 4. Show main house water cutoff.

## Electrical

- \_\_\_\_\_ 1. Show buyer which plugs are switch-controlled if any.
- \_\_\_\_\_ 2. Show buyer that correct size light bulbs is stamped on fixtures.
- \_\_\_\_\_ 3. Show main circuit breaker.

## Heating System

- \_\_\_\_\_ 1. Discuss warranty (by installer)
- \_\_\_\_\_ 2. Location and operation of thermostat.
- \_\_\_\_\_ 3. If heater does not operate, check:
  - \_\_\_\_\_ a. Thermostat setting and heat setting.
  - \_\_\_\_\_ b. Pilot on furnace, if gas.
  - \_\_\_\_\_ c. Breaker box to be sure breaker is in "on" position.
- \_\_\_\_\_ 4. Location of filters; should be changed every 30 days year-round.
- \_\_\_\_\_ 5. Name of company to call for direct service—name and number of customer representative. (Bills for service calls to be paid by homeowner.)

## Appliances

- \_\_\_\_\_ 1. Instruct in use and care of range.
- \_\_\_\_\_ 2. Instruct in use and care of oven.
- \_\_\_\_\_ 3. If appliances do not operate, always check breaker box or pilots.
- \_\_\_\_\_ 4. Show buyer name and phone number of appliance services, to call at their cost, as needed.

## General Inside

- \_\_\_\_\_ 1. Floor tile or vinyl can be damaged by neglect such as casters not being used under furniture, etc.
- \_\_\_\_\_ 2. Carpet has tendency to loosen in damp weather, but stretches tight again in dry weather (if applicable).
- \_\_\_\_\_ 3. Minor cracks in drywall which are not structurally significant tend to appear over time as the house settles. These are normally dealt with when a homeowner repaints the room. We do not touch up this type of normal aging.

## Paint:

- \_\_\_\_\_ 1. Not warrantied—we do not touch up.
- \_\_\_\_\_ 2. Kitchen and baths are enamel—can be washed.
- \_\_\_\_\_ 3. Don't scrub latex painted interior walls (repaint!)
- \_\_\_\_\_ 4. Inside doors 1/3" to 1/2" warp is a normal variation due to weather conditions.

## General Outside

- \_\_\_\_\_ 1. Maintain the grade so the water flows away from the foundation.
- \_\_\_\_\_ 2. Show location and operation of electric service and ground wire.
- \_\_\_\_\_ 3. Show location and explain sink and sewer clean-outs. (In case of emergency if sewer backs up remove, clean out and allow sewer to overflow from inside.)
- \_\_\_\_\_ 4. Floors, porches, drives, walks and patios will get hairline cracks; not structurally significant, cannot be stopped, and not warrantied.
- \_\_\_\_\_ 5. Sunken utility lines and washed out yards, not warrantied; homeowner to repair.
- \_\_\_\_\_ 6. Dead grass—not-warrantied. Grass is alive when planted, but needs root growth, fertilizer and plenty of water; homeowner to replace if it dies.

FSV Signoff: \_\_\_\_\_ FSV Signoff: \_\_\_\_\_ Date: \_\_\_\_\_