

*Welcome Home*

# HOMEOWNER

H A N D B O O K



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# CONCRETE

Concrete expands when heated and shrinks when cooled and can cause concrete cracks.

In efforts to minimize cracking, during this finishing process, control and expansion joints are placed so that the concrete has some space between concrete squares/joints to encourage cracks at the joints, rather than at the center of the concrete slab.

This significantly reduces their visibility and the chances of cracking. Cracks 1/4" wide or less are normal.

Please note that only the house slab is included in your warranty, driveway and sidewalks are excluded.



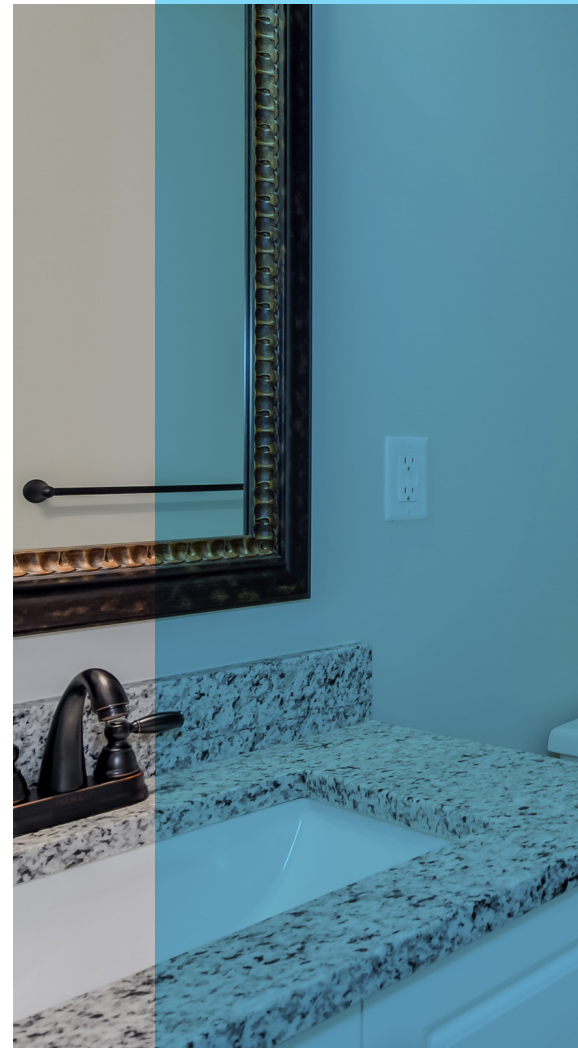
# *Exterior* **GFCI**

There is an outside GFCI outlet with a reset button, typically located in the garage, but may be elsewhere on the exterior of your home. It controls power to the garage and outside receptacles.



# *Bathroom* **GFCI**

All bathrooms have a GFCI receptacle, but only one or more bathrooms have a reset button. This reset button(s) control multiple bathroom receptacles.



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# Breaker PANEL

We label all break panel/box switches once electrical is installed. If one breaker trips turn it off and then back on. You can tell the breaker is tripped when it is not in an "on" or "off" position, but rather in between.



# Smoke DETECTORS

All smoke detectors are bonded together, this means if triggered they will all sound the alarm together. They have a 9-volt battery in each as a backup system. The smoke detector should alert you when the batteries are low, but we recommend changing batteries twice a year to ensure your smoke detectors are working at all times.





# KEYS

## *& garage remote*

If you do not have a back-slider door, you will get one set of keys. If you have a back-slider door you will get two sets. All doors except the sliding door is keyed to our builder's key. Once you use your key on both locks on the front door, it punches out a tumbler in the key cylinder and makes our key useless. You do not have to change locks or rekey your locks unless you want to. Most of our communities have cluster boxes, rather than mailboxes, where your mail is delivered. You will be given a mailbox key at closing. If you do not receive a mailbox key at closing, visit the appropriate post office and they will assign one.

You get two garage remotes at closing with your closing package. There is a wire hanging from the garage door motor, this is the antenna for your remotes and needs to be in good standing for your garage remotes to work properly. Do not cut or damage this wire. Your garage remotes are battery powered; you may need to change these batteries from time to time. If you need to obtain a replacement garage remote, you may purchase one from our vendor or a local hardware store that has them in-stock.

# LAUNDRY

The dryer plug installed in your home has four prongs, please ensure that the dryer you intend to install has the applicable hardware needed, otherwise you may need to obtain a converter. Upon initial washer install, wash two or three loads of clothes like normal and then check for leaks to ensure the washer is installed properly.





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# WINDOWS

The windows tilt forward by lifting window and then pulling the tabs on each side.

This allows for easy cleaning and removal. Only remove window completely if necessary, as it is more difficult to reattach and may require assistance from a second person.

Window-screens are included in your new home purchase. If in the future you need to repair or replace a screen, you will need to open the window and remove the screen from the inside.

This allows the homeowner only to access and remove.



# HEATING & air

## WARRANTY TERMS

Your HVAC unit comes with a one-year general workmanship warranty and a 5-year parts warranty (parts only – labor and Freon costs additional). The packet provided at closing includes a registration card to register your HVAC unit. If you are unable to locate this registration card, please contact the HVAC company that installed your unit immediately after closing. If you register your unit, Tempstar will extend your parts warranty an additional 5 years, 10 years total.

## SERVICE

We recommend changing filters every 30 days, inexpensive ones work best if you can change every 30 days. We recommend having a professional service your HVAC equipment several times a year. If you do not properly service your unit and it is discovered that an issue you're having with your unit is a result of lack of regular service, this may void your warranty.



# KITCHEN

## REFRIGERATOR

Upon move in, make a tray of ice and dispense at least a gallon of water and discard both to remove any possible dust in the lines. Check for leaks after a few days at the ice maker hookup.



## DISPOSAL

There is a disposal reset button underneath the unit to reset the power. You can use an Allen wrench to loosen a clog. The receptor is on the bottom, in the middle.



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## WATER CUT-OFFS

There are hot and cold-water cutoffs under the sink in the kitchen and bathrooms and an additional cutoff for the dishwasher in the kitchen.



# KITCHEN



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## CABINETS

We install cabinets with removable doors and adjustable shelves. You will need to remove doors to adjust shelves. In order to remove doors, press button on back of each hinge and the doors come off. You can also adjust door alignments by adjusting the screw on each hinge.



## DISHWASHER

Per code there must be a separate disconnect for the power supply. Your dishwasher may be plugged in under the sink or it is controlled by a "light" switch usually located next to the disposal switch.





# **WATER** *heater*

You can control water temperature by adjusting the dial to the desired temperature behind the two panels, one top, one bottom. If you need to turn off the water valve for any reason, the "cut off" is located on the top of one of your water heaters.

# WARRANTY

## TERMS

Visit our warranty page and download your warranty manual to find out details of your coverage.

## REPAIR REQUESTS

For steps on how to file a warranty claim, visit our website [www.buildkeystone.com](http://www.buildkeystone.com), locate our resources tab and follow warranty steps provided. If you have any questions about the use of our warranty systems or your warranty coverage, please contact our Customer Care manager for more information.

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