



OXFORD HOUSING, INC.
WHERE HOMEOWNERSHIP BEGINS

Homeowner Maintenance Schedule

Like any home, a manufactured home requires regular care and maintenance. Keeping up with routine maintenance can help prevent damage, improve energy efficiency, extend the life of your home's systems, and reduce unnecessary service requests.

Routine maintenance and normal upkeep are the homeowner's responsibility and are not generally covered by the manufacturer's warranty.

This schedule is provided as a general guide. Always follow the maintenance instructions included in your manufacturer's homeowner manual, appliance manuals, HVAC documentation, and warranty materials.

Monthly Maintenance

Complete these items approximately once each month.

Heating and Cooling

- ☐ Check the HVAC filter and replace it when dirty.
- ☐ Make sure all supply vents and return-air vents are open and unobstructed.
- ☐ Keep furniture, rugs, curtains, and personal belongings away from vents.
- ☐ Check for unusual noises, odors, moisture, or changes in system performance.
- ☐ Keep the outdoor HVAC unit free from grass, leaves, weeds, and debris.

Plumbing and Water

- ☐ Check beneath sinks for leaks or moisture.
- ☐ Check around toilets, tubs, showers, washing machines, and the water heater.
- ☐ Look for staining, soft flooring, unusual odors, or other signs of hidden water leaks.
- ☐ Address dripping faucets and running toilets promptly.

Safety

- ☐ Test smoke detectors.
- ☐ Test carbon-monoxide detectors, when installed.
- ☐ Make sure fire extinguishers are accessible and in usable condition.

Moisture and Humidity

- ☐ Monitor indoor humidity and condensation.
- ☐ Use bathroom exhaust fans while bathing and for a short time afterward.
- ☐ Use the kitchen exhaust fan when cooking.
- ☐ Use a dehumidifier when necessary.
- ☐ Check windows, exterior doors, and ceilings for signs of condensation or moisture.

Every Three Months

Complete these items approximately every three months.

Beneath the Home

- ☐ Look beneath the home for plumbing leaks, standing water, moisture, pests, or damaged insulation.
- ☐ Confirm that under-home access panels are secure but accessible.
- ☐ Make sure nothing is blocking skirting vents.
- ☐ Check for unusual movement, sagging insulation, or visible damage.

Do not crawl beneath the home when conditions are unsafe. Contact a qualified professional when a closer inspection is needed.

Skirting

- ☐ Inspect the skirting for cracks, gaps, loose panels, or storm damage.
- ☐ Repair damaged or missing panels promptly.
- ☐ Keep soil, mulch, leaves, and landscaping materials away from the skirting.
- ☐ Keep all required vents open and unobstructed.

Do not permanently seal skirting vents or block access beneath the home.

Dryer and Laundry Area

- ☐ Inspect the dryer vent for lint buildup, damage, or disconnection.
- ☐ Make sure the dryer is venting fully to the exterior.
- ☐ Clean behind and around the washer and dryer.
- ☐ Check washing-machine hoses and connections for leaks, bulges, or deterioration.

Clean the dryer lint filter after every load.

Exterior Walkaround

- ☐ Walk around the home and check the siding, trim, doors, windows, and exterior fixtures.
- ☐ Look for loose materials, cracks, gaps, or damaged seals.
- ☐ Check steps, decks, porches, and handrails for movement or damage.
- ☐ Make sure exterior vents are clear.

Spring Maintenance

Spring is a good time to inspect the home after freezing temperatures, storms, and wet winter weather.

Property and Drainage

- ☐ Confirm that water drains away from the home.
- ☐ Look for standing water near or beneath the home.
- ☐ Check for soil erosion or areas where the ground has settled.
- ☐ Clear drainage areas, ditches, and culverts when applicable.
- ☐ Make sure downspouts direct water away from the home.
- ☐ Correct landscaping or soil buildup that directs water toward the home.

The homeowner is responsible for maintaining proper drainage after installation.

Exterior Inspection

- ☐ Inspect the roof from the ground for missing, lifted, or damaged materials.

- ☐ Check siding, exterior trim, shutters, and fixtures for storm damage.
- ☐ Inspect exterior doors and windows for damaged weather stripping or seals.
- ☐ Check exterior caulking for cracks, gaps, or separation.
- ☐ Inspect gutters and downspouts, when installed, and remove debris.

Do not climb onto the roof unless you are qualified and have the proper safety equipment.

HVAC Preparation

- ☐ Replace the HVAC filter.
- ☐ Clear grass, leaves, and debris from the outdoor unit.
- ☐ Make sure plants and landscaping are not restricting airflow.
- ☐ Schedule professional HVAC maintenance when recommended by the equipment manufacturer.

Summer Maintenance

Hot and humid weather can increase demands on the HVAC system and contribute to moisture concerns.

Cooling System

- ☐ Check the HVAC filter frequently and replace it when dirty.
- ☐ Keep the outdoor HVAC unit clear.
- ☐ Make sure all interior vents remain open and unobstructed.
- ☐ Avoid setting the thermostat dramatically lower than the outdoor temperature.
- ☐ Watch for unusual condensation, water around the indoor unit, or reduced cooling performance.

Humidity Control

- ☐ Use exhaust fans when bathing and cooking.
- ☐ Keep interior doors open when needed to improve airflow.
- ☐ Use a dehumidifier if indoor humidity remains high.
- ☐ Check closets, cabinets, windows, and exterior walls for condensation.

- ☐ Avoid turning the HVAC system completely off for extended periods during hot, humid weather.

Storm Preparation

- ☐ Secure lightweight outdoor items before severe weather.
- ☐ Check steps, porches, decks, and handrails.
- ☐ Trim tree limbs that could damage the home, while maintaining safe clearance from power lines.
- ☐ After severe weather, inspect the roof, siding, skirting, exterior fixtures, and property drainage.

Contact the appropriate utility company or emergency provider for downed power lines, damaged electrical service, gas concerns, or immediate hazards.

Fall Maintenance

Fall maintenance helps prepare the home for colder temperatures and winter weather.

Heating System

- ☐ Replace the HVAC filter.
- ☐ Test the heating system before temperatures become extremely cold.
- ☐ Check for unusual noises, odors, or reduced airflow.
- ☐ Keep all vents and return-air openings unobstructed.
- ☐ Schedule professional heating-system maintenance when recommended.

Freeze Preparation

- ☐ Identify exposed plumbing that may require protection.
- ☐ Disconnect exterior water hoses when appropriate.
- ☐ Close or protect exterior faucets according to the manufacturer's instructions.
- ☐ Make sure plumbing beneath the home is properly insulated.
- ☐ Review the manufacturer's freeze-protection and winterization instructions.
- ☐ Make a plan for maintaining heat during freezing temperatures.

Damage caused by freezing or failure to maintain adequate heat may not be covered under warranty.

Exterior and Property

- ☐ Remove leaves and debris from gutters, roof drainage areas, and around the home.
- ☐ Check exterior caulking and weather stripping.
- ☐ Inspect the skirting and repair loose or damaged panels.
- ☐ Confirm that skirting vents and access panels remain functional.
- ☐ Check property drainage before winter rain.

Winter Maintenance

Cold weather requires special attention to plumbing, heating, and moisture.

During Freezing Temperatures

- ☐ Maintain adequate heat throughout the home.
- ☐ Keep interior doors open as needed so warm air can circulate.
- ☐ Open sink-cabinet doors when necessary to allow warm air around plumbing.
- ☐ Follow all manufacturer recommendations for protecting pipes.
- ☐ Check plumbing regularly for freezing, leaks, or reduced water flow.
- ☐ Do not use unsafe heaters, open flames, or unapproved heat sources beneath the home.

If a pipe freezes, contact a qualified plumber. Do not use an open flame to thaw plumbing.

Heating and Airflow

- ☐ Check HVAC filters regularly.
- ☐ Keep vents and returns open.
- ☐ Do not place furniture, rugs, or belongings over floor vents.
- ☐ Watch for unusual odors, noises, or changes in heating performance.

Condensation

- ☐ Monitor windows, exterior doors, ceilings, and walls for condensation.

- ☐ Use exhaust fans while bathing and cooking.
- ☐ Avoid excessive indoor humidity.
- ☐ Use a dehumidifier when needed.
- ☐ Address active water leaks immediately.

Condensation may result from indoor humidity, limited airflow, temperature differences, or normal household activities and is not always evidence of a defect.

Annual Maintenance

Complete these items at least once each year or as recommended by the manufacturer.

HVAC System

- ☐ Have the heating and cooling system inspected or serviced by a qualified HVAC professional.
- ☐ Inspect the outdoor unit, indoor equipment, thermostat, drain lines, and duct connections.
- ☐ Replace filters according to the equipment manufacturer's instructions.

Water Heater

- ☐ Inspect the water heater and surrounding area for leaks, corrosion, or moisture.
- ☐ Follow the manufacturer's flushing and maintenance recommendations.
- ☐ Check that access to the water heater remains clear.

Contact a qualified professional before adjusting, draining, or servicing the water heater.

Roof and Exterior

- ☐ Have the roof inspected when needed, especially after severe weather.
- ☐ Inspect siding, exterior trim, windows, doors, and seals.
- ☐ Repair deteriorated caulking and weather stripping.
- ☐ Check exterior fixtures, vents, and penetrations.
- ☐ Clean gutters and downspouts when installed.

Interior

- ☐ Inspect caulking around tubs, showers, sinks, countertops, and backsplashes.
- ☐ Repair cracked, loose, or missing caulking.
- ☐ Check flooring around plumbing fixtures and appliances for moisture.
- ☐ Inspect cabinet hinges, door hardware, and other frequently used components.

Safety Equipment

- ☐ Replace smoke-detector and carbon-monoxide-detector batteries as recommended.
- ☐ Replace detectors that have reached the end of their service life.
- ☐ Check fire extinguishers and replace or service them when necessary.
- ☐ Review your household emergency plan.

Home Site and Installation

- ☐ Inspect the property for drainage changes, erosion, or standing water.
- ☐ Visually check beneath the home for moisture, leaks, pests, or damage.
- ☐ Look for unusual changes in doors, floors, walls, or ceilings that could indicate movement.
- ☐ Visually inspect steps, decks, porches, and handrails.

Do not adjust blocks, anchors, tie-downs, piers, or other installation components yourself. Contact a qualified manufactured-home installer when an installation inspection or adjustment is needed.

Maintenance to Complete as Needed

Some maintenance should be completed whenever the condition is noticed rather than on a fixed schedule.

- ☐ Replace dirty HVAC filters.
- ☐ Repair damaged skirting.
- ☐ Address plumbing leaks.
- ☐ Replace deteriorated caulking.
- ☐ Correct drainage problems.

- ☐ Arrange pest-control treatment.
- ☐ Clean dryer vents.
- ☐ Repair damaged steps, decks, porches, or handrails.
- ☐ Replace detector batteries.
- ☐ Remove debris from the roof, gutters, and outdoor HVAC unit.
- ☐ Repair damaged weather stripping.
- ☐ Follow appliance maintenance instructions.
- ☐ Address damage caused by storms, pets, furniture, or personal belongings.

Waiting to complete routine maintenance may allow a small concern to become a larger repair.

After Severe Weather

After thunderstorms, high winds, tornadoes, hail, heavy rain, or freezing weather:

- ☐ Inspect the home's exterior from a safe location.
- ☐ Check the roof, siding, windows, exterior doors, and skirting.
- ☐ Look for standing water, erosion, or drainage changes.
- ☐ Check beneath the home for leaks or moisture when it is safe to do so.
- ☐ Inspect exterior HVAC equipment.
- ☐ Check steps, decks, porches, and handrails.
- ☐ Photograph visible storm damage.

Storm damage is generally handled through the homeowner's insurance company rather than the manufacturer's warranty.

Report electrical hazards, gas concerns, downed power lines, flooding, fire, or immediate danger to the appropriate emergency or utility provider first.

Keep a Home Maintenance Record

Keep a simple record of maintenance completed on your home.

Record:

- * Date completed
- * Maintenance or repair performed
- * Company or contractor used
- * Amount paid
- * Parts or filters replaced
- * Appliance or equipment serviced
- * Photographs
- * Receipts and invoices
- * Warranty claim or service reference numbers

Maintenance records may be helpful when requesting warranty service, filing an insurance claim, selling the home, or troubleshooting future concerns.

Before Submitting a Service Request

Before contacting Oxford Housing:

- ☐ Review this maintenance schedule.
- ☐ Review your manufacturer's homeowner manual.
- ☐ Confirm that routine maintenance has been completed.
- ☐ Locate the home, appliance, or equipment model and serial number.
- ☐ Take clear photographs or video.
- ☐ Write down when the concern began.
- ☐ Determine whether the issue is urgent or can be included on the 90-day punch list.

Routine maintenance, normal wear and tear, pest treatment, freeze protection, drainage, humidity control, and damage occurring after possession are generally the homeowner's responsibility.

Submitting a service request does not automatically mean the concern is covered under warranty.

When to Report a Concern Promptly

Do not wait for routine maintenance or the 90-day punch list when there is:

- * An active water leak
- * A serious electrical concern
- * An exterior door that cannot be secured
- * A significant HVAC concern during extreme temperatures
- * A serious installation or structural concern
- * A safety issue
- * A problem actively causing additional damage

For fire, gas leaks, electrical hazards, flooding, downed power lines, sewage emergencies, or immediate danger, contact 911, the utility company, fire department, plumber, electrician, or other appropriate emergency provider first.

Important Notice

This schedule is provided as general guidance and may not include every maintenance item required for your home.

Your manufacturer's homeowner manual, appliance manuals, equipment instructions, written warranties, signed sales agreement, and applicable state or local requirements should always be followed.

Oxford Housing's service department is not responsible for completing routine homeowner maintenance.

Failure to properly maintain the home, property, appliances, HVAC equipment, plumbing, drainage, skirting, or other systems may result in damage that is not covered under warranty.