



SASKATOON TRIBAL COUNCIL INC.
Asimakaniseekan Askiy Reserve #102A
Suite 200- 335 Packham Avenue
Saskatoon, **SK S7N 4S1**

Phone: (306) 965-6100 Fax: (306) 244-7273

Housing & Engineering Services present:

Preventative Home Maintenance Manual



Preventive maintenance plays an essential role in the life expectancy of any house. The health of a home is a lot like our own personal health. If it is regularly checked and maintained, the chances of problems developing are reduced. With a proper preventive maintenance plan, when minor problems do occur, there would be less chance of these small problems developing into major problems down the road. This manual was designed to help assist band members in keeping their homes in good repair at minimum cost.

What happens if you do not maintain your home?

Simple fixes or maintenance if left ignored will become larger problems. A simple leak under the bathroom sink could result in a \$5,000 renovation if left unrepaired. The water could damage the vanity, the flooring, the subfloor and cause mold. The cost of major repairs typically falls back to the band.

Why should you care?

The money that is spent on emergency repairs or renovations impact the whole community. Your band has a limited budget for repairs and renovations. If the budget is overspent, that money comes from Band Based Capital which affects other services in the community (i.e. : Education, Health, Justice, etc ...).

How can you help your community?

Love your home! We take care of the things we love. Your home is more than shelter from the elements, it is where you and your family live and grow. This Maintenance Manual will help you identify problem areas and keep your home healthy. If you have any questions about your responsibilities as a home occupant, please contact your Housing Department for a copy of your Housing Policy.

- **Remember** to notify band if you are leaving the house for a period of time.
- **Remember** to notify band of any arising problems requiring a qualified maintenance worker to repair, so the problem may be rectified promptly.

Emergency Items

Write down this important information and keep it accessible in case of an **emergency**.

Fire:	
Ambulance/Hospital:	
Housing Department:	
Police:	

All adults in the home should know where these items are and how to shut them off. If you can't find or operate any of these items, ask someone knowledgeable to help:

- ▶ Fire extinguishers
- ▶ Main water shutoff into house
- ▶ Main sewer drain line cleanout
- ▶ Heating fuel main shutoff
- ▶ Furnace shut off switch
- ▶ Main electrical shutoff (service panel or transformer pole)



Heating/Cooling & Hot Water Systems

Most heating system maintenance should be done at least twice a year, once before the heating season and once before the cooling season. These service check-ups should be done by a qualified maintenance person from the band.



- ▶ General furnace inspection: look for rust, scaling on heat exchanger, proper flame color, note odd sounds or smells and check condition of venting .
- ▶ Ensure nothing is near the furnace and/or water heater, examine flue for leaks, rust, damage.
- ▶ Examine pressure-temperature relief valve on the hot water tank for leaking. Advise band if a drain pipe is not connected to this valve.
- ▶ Arrange for appropriate regular servicing/ cleaning of combustion appliances and ductwork.

Ventilation Systems & Condensation

Misty/steamy windows or damp spots on walls/ceilings are signs of too much moisture or condensation in your house. Water is carried in the air at all times & usually does no harm, but too much can promote mold growth & could also cause serious structural problems. These helpful tips can help you combat this problem:

- ▶ Use exhaust fans whenever hot water is being used in the kitchen, bathroom, and laundry and so on; or, if you don't have an exhaust fan, open a window.
- ▶ ***If your house contains an air exchanger***, such as those being installed in today's Sec. 95 homes, there is some information that you need to know in order for the system to be effective. Such as:



These systems are linked to your furnace fan. When the ventilation System turns on, so will the furnace which brings in fresh air to replace the stale air being exhausted.

There is a centrally located DE humidistat in hallway marked ventilation fan. This switch kicks the fan into high speed and should be turned on whenever humidity levels are high or stale air is present.

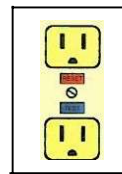
****** In older homes without these systems, you should utilize range hoods whenever cooking, and bath fans when humidity levels are high.

- ▶ Vent dryers and gas appliances to the outside .
- ▶ Open drapes and curtains during the day.

Monthly Safety Items

Make your home safer by testing the following items monthly & keeping them up-to-date:

- ▶ Test ground fault interrupter receptacles (G.F.I. plug) and circuit breakers (Push test button and reset button should trip\ to reactivate push reset button back)



- ▶ Test smoke alarms & carbon monoxide detectors. All alarms should be interconnected and go off at same time. (Push firmly on test button until horn sounds)

- ▶ Check fire extinguisher gauge and have it serviced.



- ▶ Practice family fire escape plans



- ▶ Inspect bedroom windows and ensure operational for use as emergency exits. Notify the Band if un-openable.
- ▶ General inspection of heating unit & water heater
- ▶ Check stairs & handrails for loose screws
- ▶ Replace damaged or worn extension cords.
- ▶ Do not store flammables in or around home.

Monthly Interior Jobs

These are some monthly jobs that should be done to keep appliances and mechanical systems working properly. Doing so will likely extend the life and performance of each item.

- ▶ **Replace furnace filter regularly** - every 3 months OR if gets really dirty (Pet hair can clog the filter) consider changing it more often.

... **Make note of your Furnace Filter SIZE!!**

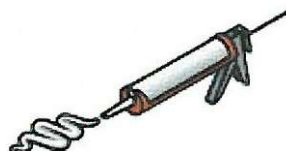


filter



- ▶ Every 6 months drain 2-3 gallons of water from water heater to remove sediment

- ▶ Inspect caulking around sinks, tubs, showers, windows and doors. Re-caulk as required.



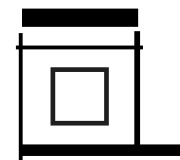
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- ▶ Inspect all visible plumbing lines for leaking such as under tubs, toilets or sinks. If a leak is found, or the drywall covering lines begin to swell or stain due to leaking, **notify the band** so the problem doesn't worsen.

- ▶ Inspect and clean (if needed) faucet aerators and shower heads by soaking or scrubbing with white vinegar.

- ▶ **Clean underside of range hood and clean or replace grease filter.**

- ▶ **Ensure clothes' dryer vent is connected properly.**

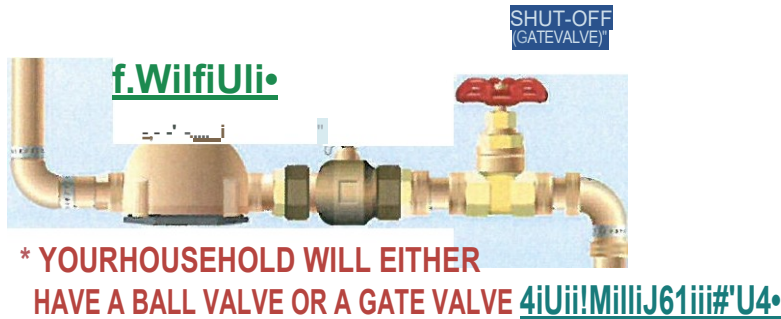


- ▶ Maintain drains with baking soda and hot water, not with chemical drain openers.
- ▶ Pour water down unused drains. Doing so will fill the P-trap and stop sewer gases from coming up through the drain.

Annual INTERIOR Jobs

At least once a year, these items need to be checked. It's important to properly check the combustion appliances by fall, because the house is "sealed up" all winter and not much fresh air enters in.

- ▶ Inspect plumbing shutoff valves - All adult occupants should know where the shutoff is located.



- ▶ Inspect toilets for stability and worn parts inside the tank.
- ▶ Clean refrigerator coils at back of fridge.
- ▶ **Vacuum smoke alarms & CO detectors**
- ▶ Vacuum heating registers, vents and ducts
- ▶ Vacuum bathroom fan cover or remove it and wash it.
- ▶ Arrange to have the furnace and flue system cleaned at least once a year to maintain efficiency and safety.
- ▶ Remove, clean, reconnect dryer vent.



Does your dryer vent need cleaning?

Before:

Build-up in your dryer vent may cause slow dry times, higher energy and repair costs and can be a potential fire hazard.



After:

- Dryer may dry faster
- Lower energy costs
- Less strain on your dryer
- Reduced fire hazard

Seasonal EXTERIOR Jobs

No matter where you live, seasonal changes in temperature and moisture levels require special maintenance tasks. Fall and spring cleaning are necessary to maintain a home's appearance and keep it in good condition.

- ▶ **FALL** - Close shutoff valve inside. Although you have shut off the valve inside your home, there will be some water already in the pipes. It's important to get rid of all of this water, so that there is no chance of it freezing and causing any damage. To get rid of the water, turn the tap on and let the water run out and drain. Remove your hose, drain it and store it for next year.



- ▶ **SPRING** - Open shut off valve. Re-attach your hose, test the tap for leaks.

- ▶ Visually inspect roof, looking for loose, missing or damaged roofing materials. If you have access to the underside of the roof, check during a heavy rain for leaks. Notify band of any problems.

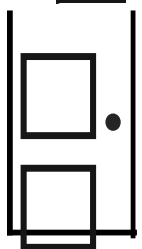
- ▶ Check condition of eavestroughs and downspouts. Make sure that water flowing from downspouts is draining away from the foundation. Advise band if repair is necessary

- ▶ **Cut grass back away from all sides of house.**

- ▶ Ensure ground slopes away from house. Advise band of any low spots or settlement near foundation.

- ▶ Advise band of any foundation issues if observed.

- ▶ Inspect crawl space (if applicable) for water accumulation or excessive moisture, as well as indications of water damage on the subfloor and joists beneath bathrooms, kitchen and laundry.



- ▶ Inspect caulking around exterior windows and doors.

- ▶ Inspect weather stripping around doors.

- ▶ Check doors and windows for proper operation.

Lubricate hinges and tighten loose hinge screws and tighten door knobs and deadbolts.

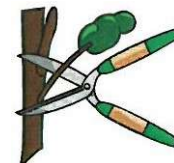


- ▶ Repair damaged window screens with screen repair kits.

- ▶ Trim any trees or shrubs that touch house.

- ▶ Hose off house exterior every spring.

- ▶ Each spring the house should be inspected from top to bottom, looking for damage that may have occurred over the winter. Prepare a "to do" list of repairs needed.



When to call your Housing Department:

URGENT ITEMS - As soon as you notice them!

- Smoke alarms are missing or not working
- Water leak that you cannot fix
- Damage to roof or siding due to weather
- Furnace not working, in winter, cool days in summer furnace need not be on
- Crack in foundation - major

NON Urgent Items - When you are able to call.

- Missing eavestroughs /Downspout/ Splash pads
- Low spots in the ground around your home(Puddling)
- Doors knobs need to be tighten, doors sweeps loose or missing
- Screen door screens broken or missing ,

This concludes the list of some preventative maintenance items which may be utilized on your home. So between the band, tribal council, and band members working together, we can create a safer and healthier living environment not only for our generation but also for the generations to come.

Please continue to the Home Maintenance Checklist.