This manual shall remain with the building throughout the life cycle of the structure.

This structure contains various elements designed for the purpose of improving public health, safety, and general welfare. Please note the following elements that are applicable to this structure, and provide or attach the appropriate information.

1. HVAC System  Installed?  YES ☐  NO ☐
   Manufacturer
   SEER
   Efficiency
   Air Filter MERV
   Attach operation and maintenance instructions to this manual.

2. Water Heating System  Installed?  YES ☐  NO ☐
   Manufacturer
   Efficiency
   Attach operation and maintenance instructions to this manual.

3. Other Equipment  Installed?  YES ☐  NO ☐
   Manufacturer
   Special Instructions
   Attach operation and maintenance instructions to this manual.

4. Roof and Yard Drainage  Installed?  YES ☐  NO ☐
   Linear Feet of Gutter
   Gutters shall me maintained free of debris at all times.
   Number of Downspouts
   Number of Catch Basins

5. Irrigation System  Installed?  YES ☐  NO ☐
   Irrigation Controller Type and Manufacturer
   Attach operation and maintenance instructions to this manual.

6. Water Reuse System  Installed?  YES ☐  NO ☐
   Water Reuse Type
   Attach operation and maintenance instructions to this manual.

7. Utilities
   Electrical Service Provider
   Tel – (  ) ________-__________
   Natural Gas Service Provider
   Tel – (  ) ________-__________
   Water Service Provider
   Tel – (  ) ________-__________
   Septic System Installer
   Tel – (  ) ________-__________
   Recycling Pickup
   Tel – (  ) ________-__________

8. Public Transportation
   Nearest Bus Stop
   Nearest Subway Stop
   Nearest Carpool Location
   Attach a map to this manual showing the structure’s location relative to public transportation.
9. Humidity

Provide information about the positive impacts of maintaining a relative humidity between 30%-60% within this structure. Positive impacts include:
   a. Resistance to the growth of dust mites, mildew, and mold.
   b. Resistance to possible allergic reactions.
   c. Maintains interior wood and paint surfaces.

10. Routine Maintenance

Attach instructions on routine maintenance for critical building elements including, but not limited to the following.
   a. Equipment and appliances
   b. Roof and yard drainage
   c. Space conditioning systems
   d. Landscape irrigation systems
   e. Other installed systems

11. Solar Energy

Installed? YES ☐ NO ☐

Manufacturer ____________________________________________

Special Instructions ______________________________________

Attach operation and maintenance instructions to this manual. If no solar energy system is installed, attach information on state incentive programs.

12. Verifications

Adhesives Manufacturer and Type __________________________

   VOC Level________________________

Caulk Manufacturer and Type __________________________

   VOC Level________________________

Aerosol Adhesives Manufacturer and Type __________________

   VOC Level________________________

Paint Manufacturer and Type __________________________

   VOC Level________________________

Sealer/Stain Manufacturer and Type ______________________

   VOC Level________________________

Carpet Manufacturer and Type __________________________

Testing Program Certification ____________________________

Resilient Flooring Manufacturer and Type __________________

Testing Program Certification ____________________________

Composite Wood Manufacturer and Type __________________

Formaldehyde Limits_______________________________

Attach all product certifications, specifications, and applicable chain of custody certifications to this manual.