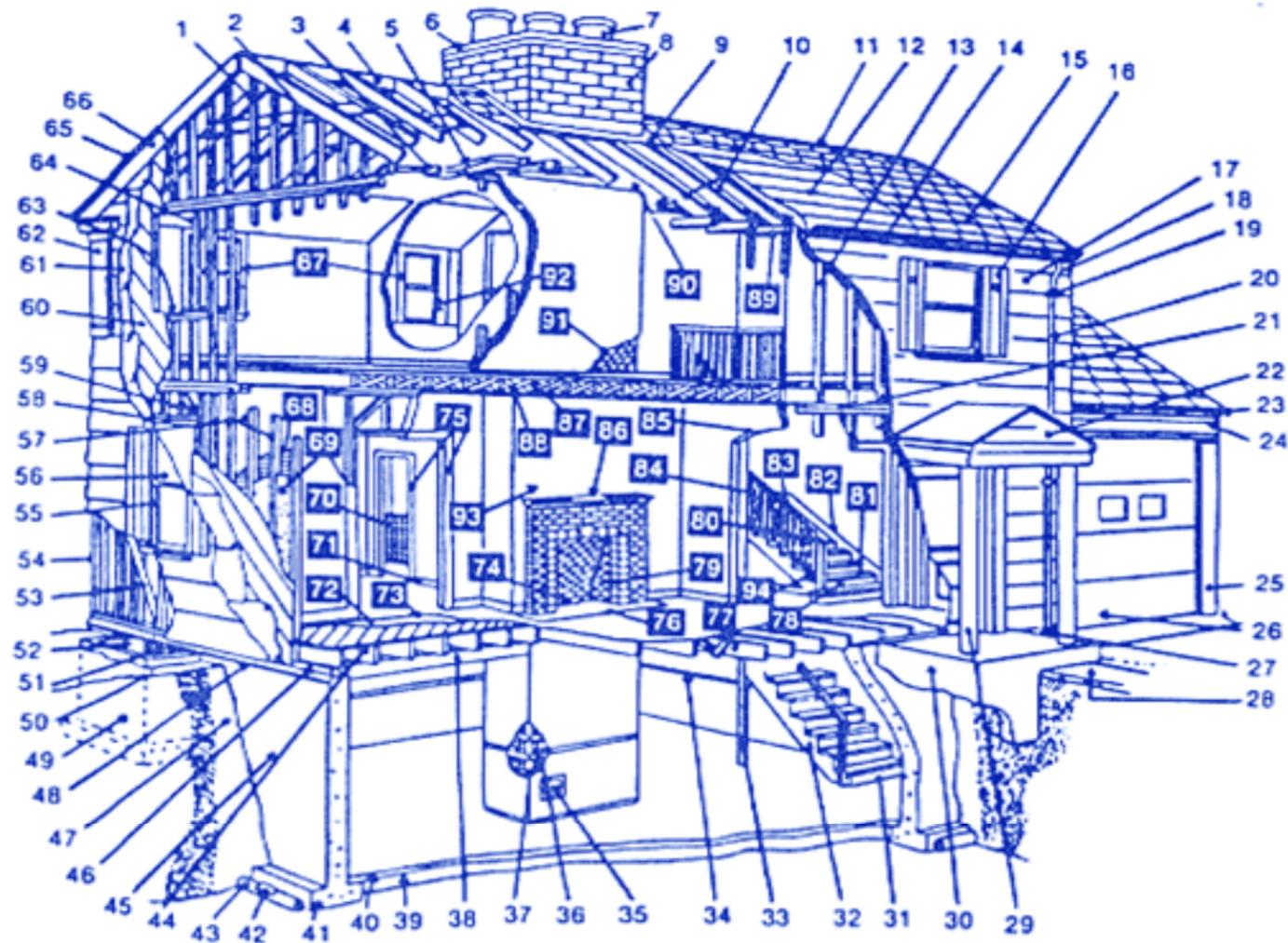


Schematic Diagram of a Home



| | | | |
|-------------------------|------------------------|----------------------|-----------------------|
| 1. Gable stud | 24. Fascia | 47. Backfill | 71. Baseboard |
| 2. Collar beam | 25. Door jamb | 48. Termite shield | 72. Building paper |
| 3. Ceiling joist | 26. Garage door | 49. Window well wall | 73. Finish floor |
| 4. Ridge board | 27. Downspout shoe | 50. Grade line | 74. Ash dump |
| 5. Insulation | 28. Sidewalk | 51. Basement sash | 75. Door trim-casting |
| 6. Chimney cap | 29. Entrance post | 52. Window well | 76. Fireplace hearth |
| 7. Chimney flues | 30. Entrance platform | 53. Corner brace | 77. Floor joists |
| 8. Chimney | 31. Stair riser | 54. Corner stud | 78. Stair riser |
| 9. Chimney flashing | 32. Stair stringer | 55. Window frame | 79. Fire brick |
| 10. Rafters | 33. Girder post | 56. Window light | 80. Newel cap |
| 11. Ridge | 34. Chair rail | 57. Wall studs | 81. Stair tread |
| 12. Roof boards | 35. Cleanout door | 58. Header | 82. Finish stringer |
| 13. Stud | 36. Furring strips | 59. Window cripple | 83. Stair rail |
| 14. Eave gutter | 37. Corner stud | 60. Wall sheathing | 84. Balusters |
| 15. Roofing | 38. Girder | 61. Building paper | 85. Plaster arch |
| 16. Blind or shutter | 39. Gravel fill | 62. Pilaster | 86. Mantel |
| 17. Bevel siding | 40. Concrete floor | 63. Rough header | 87. Floor joists |
| 18. Downspout gooseneck | 41. Foundation footing | 64. Window stud | 88. Bridging |
| 19. Downspout strap | 42. Paper strip | 65. Cornice moulding | 89. Lookout |
| 20. Downspout leader | 43. Drain tile | 66. Fascia board | 90. Attic space |
| 21. Double plate | 44. Diagonal subfloor | 67. Window casing | 91. Metal lath |
| 22. Entrance canopy | 45. Foundation wall | 68. Lath | 92. Window sash |
| 23. Garage cornice | 46. Sill plate | 69. Insulation | 93. Chimney breast |
| | | 70. Wainscoting | 94. Newel |



Clayton County
Community Development Department



Maintaining Your Home

| Maintaining Your Home | | PERIODIC | SPRING | FALL | ANNUALLY |
|--|---|----------|--------|------|----------|
| I. FOUNDATION & MASONRY: For basement and exterior walls: To prevent seepage and condensation problems. | | | | | |
| a. | Check basement for dampness and leakage after wet weather. | √ | | | |
| b. | Check foundation walls, steps, retaining walls, walks, patios, driveways, garage floors, etc. for cracks, waving and crumbling. | | √ | | |
| c. | Check chimneys, deteriorated chimney caps, loose and/or missing mortar. | | √ | √ | |
| d. | Maintain grading sloped away from foundation walls. | | | | √ |
| II. ROOFS & GUTTERS: To prevent roof leaks, condensation, seepage and decay problems. | | | | | |
| a. | Check for damaged, loose or missing shingles and blisters. | | √ | √ | |
| b. | Check for leaking, misaligned or damaged gutters, downspouts (leaders), hangers (straps), gutter guards and strainers. | | √ | √ | |
| c. | Clean gutters, leaders, strainers, window wells and drains. Be sure downspouts direct water away from foundation. | √ | | | |
| d. | Cut back tree limbs growing on or over roof. | | | √ | |
| e. | Check antenna supports for sturdiness and as a possible source of leakage. | | | | √ |
| f. | Check flashings around roof stacks, vents, skylights and chimneys as sources of leakage. | | √ | √ | |
| g. | Check vents, louvers and chimneys for birds nests, squirrels and insects. | | √ | √ | |
| h. | Check fascias and soffits for paint flaking, leakage and decay. | | √ | | |
| III. EXTERIOR WALLS: To prevent paint failure, decay and moisture penetration problems. | | | | | |
| a. | Check painted surface for paint flaking or paint failure. | | √ | | |
| b. | Check siding, shingles and trim for damage, looseness, warping and decay. | √ | | | |
| c. | Check exterior masonry walls for cracks, looseness, missing or broken mortar. | | √ | | |
| d. | Cut back and trim shrubbery against sidewalls. | | √ | √ | |
| IV. DOORS & WINDOWS: To prevent air and water penetration problems. | | | | | |
| a. | Check caulking for decay around doors, windows, corner boards and joints; recaulk as needed. | | | √ | |
| b. | Check glazing putty around windows. | | | √ | |
| c. | Check weather-stripping. | | | √ | |
| V. ELECTRICAL: For safe electrical performance. | | | | | |
| a. | Learn location of electrical panel box for breaker or fuses. Never over fuse. | | | | |
| b. | Trip circuit breaker every six months and ground circuit fault interrupters (GCFI) monthly. | √ | | | |
| c. | Mark and label each circuit. | √ | | | |
| d. | Check condition of lamp cords, extension cords and plugs; replace at first sign of wear and damage. | √ | | | |

| Maintaining Your Home | | PERIODIC | SPRING | FALL | ANNUALLY |
|--|---|----------|--------|------|----------|
| V. ELECTRICAL - CONTINUED: For safe electrical performance. | | | | | |
| e. | Check exposed wiring and cable for wear or damage. | | | | √ |
| f. | If fuses blow or breakers trip frequently, contact a licensed electrician determine cause. | √ | | | |
| g. | If you experience slight tingling shock from handling or touching any appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, contact a licensed electrician. | √ | | | |
| VI. PLUMBING: For preventive maintenance. | | | | | |
| a. | Check faucets, hose bibbs and valves for leakage. | √ | | | |
| b. | Drain exterior water lines, hose bibbs, sprinklers and pool equipment. | | | √ | |
| c. | Check for leaks at sink, house traps and sewer cleanouts. | √ | | | |
| d. | Draw off sediment in water heaters monthly or per manufacturer's instructions. | √ | | | |
| e. | Have septic tank cleaned every two (2) years. | | | | |
| VII. HEATING & COOLING: For comfort, efficiency, energy conservation and safety. | | | | | |
| a. | Change or clean furnace filters, air conditioning filters and electronic filters as needed. | √ | | | |
| b. | Clean and service humidifier. | √ | | | √ |
| c. | Have oil burning equipment serviced. | | | | √ |
| d. | Clean around heating and cooling equipment to remove leaves, dust, overgrown shrubby and debris. Be sure power is off. | √ | | | |
| e. | For steam systems - "blow off" or drain low water cut-off per manufacturer's instructions or instruction tag. | √ | | | |
| VIII. INTERIOR: General house maintenance. | | | | | |
| a. | Check bathroom tile joints, tub grouting and caulking. Be sure all tile joints in bathrooms are kept well sealed with tile grout to prevent damage to walls, floors and ceilings. | √ | | | |
| b. | Keep garage doors closed in winter to prevent freezing to exposed water lines. Exposed water lines and drains should be wrapped with insulation. | | | | |
| c. | Close crawl vents in winter and open in summer. | | √ | √ | |
| d. | Check underside of roof for water stains, leaks, dampness and condensation particularly in attics and around chimneys. | | | | √ |
| e. | Keep attic louvers and vents open all year round. Check louver screening. | | | | √ |
| IX. KNOW THE LOCATION OF: | | | | | |
| a. | The main water shut off valve. | | | | |
| b. | The main electrical disconnect or breaker. | | | | |
| c. | The main emergency shut off switch for heating system. | | | | |
| Because of the general nature of this advice it is intended as reminders of maintaining your home. Clayton County does not assume any responsibility for loss, cost, damage, injury or expense which may be incurred by these maintenance suggestions. | | | | | |