



CITY OF NEWBERG PLANNING & BUILDING DEPARTMENT
HOMEOWNER'S MAINTENANCE HANDBOOK



NOTICE

The City of Newberg does not warrant or guarantee that any of the projects described herein will correct any particular homeowner's problems. The homeowner acknowledges that the City of Newberg has not performed any independent analysis of your home in connection with any of the maintenance checklists or projects contained herein. The City of Newberg advises that you consult with specialists such as plumbers, heating & air professionals, or electricians in appropriate instances. The City of Newberg does not assume responsibility for any loss or damage resulting from reliance upon the information herein.

The homeowner is expressly warned to consider and adopt all safety precautions that might be indicated by the projects described herein, wear protective safety gear, and avoid all potential hazards. By following the instructions for projects contained herein, the homeowner willingly assumes all risks in connection with repairs performed in accordance with the Homeowner Maintenance Handbook and releases the City of Newberg from all liability in connection therewith.

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Dear Homeowner:

In order to protect our investment and yours, and to help insure years of satisfaction with your home, we have prepared this Homeowner Maintenance Handbook. This booklet is divided into three sections for your easy reference.

Section I: Home Maintenance Checklist. This section is perfect for everyone. You don't have to be an expert in home repairs! Simply check the items on the list, according to the schedule. This will help you detect small problems before they get serious. And if you find problems while making your inspections, you may want to call a repairperson, or, you can learn how to make certain repairs by referring to Section II.

Section II: Do-It-Yourself Home Repairs: This section has information on a variety of home repairs which many people may find easy to do on their own.

Section III: Useful Phone Numbers and Websites: We have provided you with a list of helpful numbers and websites for your convenience.

On behalf of all Planning & Building Department staff, I wish you much enjoyment in your home!

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This handbook was originally prepared by the City of Wichita, KS Housing and Community Service Department. The City of Newberg wishes to thank the City of Wichita staff for their efforts and allowing us to use the handbook for our efforts in Newberg.



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INTRODUCTION

What Is A Homeowner Maintenance Handbook?

The Homeowner Maintenance Handbook is an easy-to-use resource to help homeowners maintain their homes.

Why Produce A Homeowner Maintenance Handbook?

This handbook will help homeowners protect their home and the City's investment in their home.

Why Concentrate On Home Maintenance?

A home is often the greatest investment a person can make. A home is often also more than an investment it is the place where children are born and raised, where memories are made and where retirement years can be enjoyed. Homes that are safe and comfortable can easily stay that way, when everyday wear and tear are addressed. Homes which are well maintained, help make the neighborhood comfortable and attractive and when the neighborhood feels and looks good, people want to live there. When people want to live in a neighborhood, property values go up and the homeowners see a return on their investment. Home maintenance makes good personal sense, makes good neighborhood sense, and makes good economic sense.

What's Next?

Turn the page and learn how to maintain your home!

PREVENTIVE MAINTENANCE

WHAT IS PREVENTIVE MAINTENANCE?

Preventive maintenance means: “take care of the little things before they become BIG PROBLEMS”! As a homeowner, avoid extra costs and hassles by being proactive.

INSIDE:

Take care of household appliances (stove, refrigerator, washer, dryer), and major heating, electrical and plumbing systems, so they continue to provide you with quality services. Follow Manufacturer’s guides for regular service and maintenance, and report problems immediately, while they are small. Fill out and send in the warranty cards on new appliances (see checklist on the next page).

OUTSIDE:

Pay close attention to the outside of your house and watch for problems with roofs, foundations, doors, walls, and windows (see checklist on the next page).



CHECKLIST

Following is a list of home maintenance items to check on a regular basis (seasonally or annually). If problems are noted, either make the necessary repairs or call a repairperson.

OUTSIDE	
What to Check	When
Doors and Windows	
Doors, windows and trim for decay or rot.	Fall
Window glass for loose putty.	Fall
Windows and doors for broken glass and damaged screens.	Fall
Caulk at doors, windows and all other openings and joints.	Fall
Clean window and door screens.	Fall
Lubricates window hardware.	Fall/Spring
Exterior Walls	
Wall masonry for cracks and loose joints.	Fall
Painted surfaces for chipping and peeling.	Fall
Siding and trim for damage or decay.	Fall
All trim for tightness or fit.	Fall/Spring
Foundations	
The base of your house on the outside for soft chipped or rotten wood which could be a sign of termites.	Annual
The ground around your house to insure that it is built up around your foundation so that water runs away from the house.	Annual
Interior walls and floors to see if there are signs of water damage.	Annual
To see if tree roots are growing near or under the foundation.	Annual
Fences	
Post, gates and slats for deterioration.	Fall
Ground and Yard	
Drain outside waterline and hoses (disconnect hoses from sill-cocks).	Fall
Roof	
Damaged, loose &/or bubbled shingles.	Fall
Attic for water stains or dampness.	Fall
Flashing damage (metal around chimney, vents, etc.)	Fall
Damaged gutters, downspouts, hangers, and splash boxes.	Fall
Low tree limbs brushing against roof.	Fall/As Needed

INSIDE	
What to Check	When
Interior Surfaces	
All joints in ceramic tile, laminated plastic, and similar surfaces.	Fall
Caulk or grouting around tubs, showers, and sinks.	Fall/Spring
Floors	
Wear and damage, especially where one material meets another.	Annual
Electrical System	
Condition of lamp cords, extension cords, and plugs for damage.	As needed
Areas where wiring is exposed and/or damaged.	As needed
Fuses or breakers, which trip frequently.	As needed
If you feel a shock or tingling from touching any appliance-disconnect it immediately.	As needed
Heating and Cooling System	
Clean or change air filters.	Every 30-45 days
Clean dirt and dust from around furnaces and condensing units.	Fall/Spring
Remove window air conditioner in the winter.	Fall/Spring
Arrange for regular servicing by qualified professionals.	Spring
Plumbing System	
Hoses for leaks.	Annual
Water heater for leaks.	Annual
Faucets for leaks.	Annual
Smoke Detectors	
Check and replace batteries (see p. 40)	Test every 30 days, replace annually

PAINTING

WHY PAINT?

If the exterior of your home is brick or vinyl siding, you won't need to paint anything but the trim. However, if your home is wood, you will need to repaint periodically to protect the wood. If you don't keep your paint in good condition, the wood will be exposed to weather conditions, which can lead to rotting, cracking, and so forth. If the wood rots and does not protect the interior of your house, there will be **BIG PROBLEMS**.

A bonus effect of painting is it makes your house attractive, which could make your neighbors want to paint their houses, so they'll look good too. When everyone paints, the neighborhood looks good and everyone is proud of where they live!

WHEN TO PAINT?

You should paint your house when:

- It's been longer than 5 years since you last painted.
- There is peeling, cracking or blistering of the paint on your house.

WHAT COLOR PAINT TO USE?

Choose a color with these tips in mind:

- Use a neutral color, saving bright colors for trim
- Use tones of one color with the main part in the lighter shade
- Don't use dark colors on small homes (it makes them look smaller and dark colors attract and hold heat)
- Avoid using more than three colors
- Don't forget to paint the garage, fence and other accessory buildings!



WHAT KIND OF PAINT TO USE?

There are 2 kinds of paint to select from: latex and oil based. Make sure to consider low toxic or non-toxic paint versions of each type. Here is how they compare:

	PROS	CONS
Oil	<ul style="list-style-type: none">■ Covers better because it's heavier■ Helps condition old wood	<ul style="list-style-type: none">■ Hard to clean brushes and paint drips■ Takes at least 2 days for one coat to dry
Latex	<ul style="list-style-type: none">■ Breathes and is useful when moisture is a problem■ Colors fade less quickly■ Clean up is easier■ Dries in about 4 hours	<ul style="list-style-type: none">■ May not last as long

HOW MUCH PAINT TO BUY?

You need to know the size of your house to know how much paint to buy. Here's how you find out: (1) add the length of all sides and multiply the sum by the height of the structure. For the gable ends; multiply the height by the length and divide by 2. Add the totals together to get the total sq. ft. of the painted surface. (2) Divide the number by 300 because this is approximately how much one-gallon of paint will cover. The number you get when divide is the number of gallons of paint you will need. Or, you can ask the paint store salesperson!



WHAT ABOUT COST?

It's important to use a **TOP GRADE** paint so that the painting will be easier to apply, last longer and look great! Compare prices and watch for sales.

WHAT TOOLS ARE NEEDED TO PAINT?

- Paint scraper to remove the old paint
- Step ladder to reach the high spots
- Sandpaper to sand down to the original wood in trouble areas
- Power sander if the trouble areas are large
- Caulking compound to patch holes and cracks
- 3 brushes: 4" brush for flat surfaces 2" brush for the trim 1" brush for the windows
- Rollers to use with latex paint on large areas
- Roller tray to hold the paint
- Eye protection (clear glasses or goggles).
- Mask or respirator



AFTER I HAVE THE PAINT AND TOOLS, THEN WHAT?

1. **Get the wood ready!** To get the wood ready you have to remove the flaking paint. Flaking is caused by moisture underneath the paint. When moisture gets under the paint and then dries, it causes the paint to shrink and swell. Then the paint pulls away from the wood. Blistering and spot peeling appears on the sides of the house where the sun's rays hit continuously. Obviously, if you want to prevent these problems from continuing, you must take steps to eliminate the moisture. Check for leakage at the gutters and eaves of the house. Once the moisture problem has been checked and fixed, you're ready to paint.
2. **Prepare the surface.** Please follow these following steps when preparing surfaces for painting to comply with Lead-Based Paint safe work practices:
 - a. Cover the ground with protective sheeting that extends 10 feet out from work surface to protect the soil from contamination by lead-based paint chips and dust.
 - b. Remove all paint at least 12 inches beyond the flaking, blistering or peeling condition. NOTE: Mist small areas frequently to keep down dust. Use wet-dry sandpaper or wet sanding sponges. A power sander may be used if attached to a HEPA vacuum and the worker is wearing respiratory protection.
 - c. In order to avoid future moisture problems apply a coat of quality primer on all bare wood surfaces and seal cracks, holes, and seams with caulking compound. Allow the primer and caulking time to dry before applying paint.
3. **Start painting!** Allow the first coat to dry before applying the second coat. Cracking is caused by either applying an additional coat of paint before the previous coat has dried or by using a primer that does not work well with the finish coat.



NOTE: If your home was built before 1978, there is possibility that the paint on it contains lead. If it does, you need to take special precautions. Contact a contractor qualified in “Lead Safe Work Practices” to paint your home or take a one-day training on “Lead Safe Work Practices.”

WINDOWS, DOORS, AND DETAILS

WHY PAY ATTENTION TO WINDOWS, DOORS AND DETAILS?

Windows and doors with weathered putty, chipped sills or jambs, and broken or cracked glass are unattractive and wastes energy which costs you money. The cool of air conditioning will go out the cracks in the summer, the same way the heat from your furnace will escape in the winter.

WHAT IS INVOLVED IN MAKING WINDOW REPAIRS?

Weathering of paint on windowsills and jambs, and cracking putty in windowpanes are the most common kinds of deterioration. However, both are easily fixed and not only make your house look better, but also help keep in heat and air conditioning.

Weathered putty must be replaced. First dig out the old putty with a putty knife or chisel. Now roll a small piece of new putty into a rope about 3/8" round and press it along the edge of the glass firmly, hold a putty knife at an angle and flatten the putty, making a smooth finish. This can also be done using a caulking gun.

HOW DO I FIX A BROKEN WINDOW?

The method for fixing a window depends on what kind you have. Most houses will have one of two types: either a wood frame or metal frame window.

WOOD FRAME WINDOWS:

1. Remove the old putty with a chisel. Remove the broken glass. Be sure to wear heavy work gloves to protect your hands when handling the glass.
2. Sand the wood on all sides where the glass will be replaced, and then paint with linseed oil or thin paint.
3. Measure the dimensions of each side of the window. Take your measurements to a hardware store (or glass company) and ask them to cut it about 1/8" less on each measurement to take care of irregularities in the frame.
4. Apply about 1/16" of putty on all interior sides of the frame. Press the glass gently into the putty until it's embedded.
5. Tap in on all 4 sides. Place the glass about halfway into the wood frame using the side of a chisel, putty knife, or screwdriver.
6. Roll a small piece of putty to make a rope about 3/8" in diameter and press it into the groove along the edges of the glass.
7. Hold a putty knife at a 45-degree angle and smooth the putty into a 45degree angle sloping away from the glass.

8. Allow the putty to dry thoroughly (about a week depending on the weather) and then paint.

METAL FRAME WINDOWS:

1. Remove the old putty, the spring clips holding the glass, and then the broken glass.
2. Paint the frame to prevent rusting.
3. Measure the frame and have the glass cut $1/8$ " less than the measurements.
4. Apply $1/16$ " bead of putty on all interior sides of the frame and press the glass against it.
5. Reinsert spring clips.
6. Apply putty around the edges and pull the putty knife across it to secure and allow to dry.



HOW TO FIX A SCREEN DOOR OR WINDOW SCREEN?

Fixing holes in screens is easy if you think of the screen mesh as a piece of fabric and you are going to patch it just like patching a pair of jeans. However, a screen is only worth repairing if it is in good shape. Otherwise, go ahead and replace the screen.

HOW DO I REPAIR A SCREEN?

Today most screens are plastic. If you have a plastic screen that is damaged it is best to replace it. If you have a metal screen you may want to consider the following steps for repair:

1. Trim out the hole or tear to a rectangular opening with an ordinary pair of scissors.
2. Using a screen mesh similar to that already on the door or window, cut a patch 2" larger in width and length than the hole.
3. Unravel the wires on each edge of the patch about ½”.
4. Place the patch over the hole from the outside and push the prongs through.
5. With a helper or a piece of duct tape hold the patch from the outside, bend wires toward the center on the inside. You can finish the ends off with clear nail polish to keep them from snagging clothes.

HOW DO I REPLACE A SCREEN?

If the screen mesh is has a number of holes and tears or is loose, then you should replace it.

1. Remove the door or window screen and place it on a bench or flat surface.
2. With a putty knife, pry out the molding that holes the screen, remove tacks and discard the screen.
3. Cut the new screen mesh to the desired size. Be sure to cut square with mesh lines and make sure the mesh lays parallel to the sides of the frame before stapling. Now staple at one end.
4. If you are replacing a door screen, place a 2" board under each end of the door and secure with a clamp. This will cause the frame to bow slightly, but will make the screen tight when you door is straightened out and re-hung.
5. Pull the opposite end of the screen tight and staple. Now, beginning at the center of the sides staple the screen down, working toward the ends. Place staples about 2 inches apart. Nail molding back into place.

WHAT KIND OF PROBLEMS WITH DOORS DO I NEED TO BE AWARE OF?

A worn doorsill is one type of problem. Doorsills or thresholds receive a great deal of water and get badly worn. Here is how to replace it:

1. Remove the door from its hinges by slipping out hinge pins. You may have to remove the doorstop from the jamb with a heavy putty knife or prying tool.
2. Lift out the old sill with a crowbar or claw hammer. If it is badly worn, you can split the wood with a chisel and remove the pieces. However, it is wise to keep the sill intact as a pattern for cutting a new one.
3. Cut a new sill out of a hardwood like oak or maple. Make sure to buy wood that is already treated and sealed.
4. Slip the new sill in place, drill holes, and countersink nails or screws.

OTHER KINDS OF PROBLEMS WITH DOORS:

- Doors that squeak
- Door knobs that rattle
- Doors that stick or drag
- Door locks that don't catch

WHAT DO I NEED TO FIX THESE TYPES OF PROBLEMS?

- Machine oil
- Graphite
- Sandpaper
- Screwdriver
- Hammer
- Pliers

SQUEAKS AND OTHER NOISE:

You can usually stop a squeaky door by putting a few drops of oil at the top of each hinge. Move the door back and forth to work the oil into the hinges. If the squeaking does not stop, raise the pin, and add more oil. Noisy or squeaking locks should be lubricated with graphite. You can buy this at any hardware store.



STICKING OR DRAGGING DOORS:

1. Tighten screws in the hinges. If screws are not holding, replace them one at a time with longer screws or insert a matchstick in the hole and put the old screw back in.
2. Look for a shiny spot on the door where it sticks. Open and close the door slowly to find the spot. Sand down the shiny spot. Do not sand too much or the door will not fit as tight as it should.
3. If the doorframe is badly out of shape, you may have to remove the door and cut down the part that drags.
4. Sand the edge of the door before painting to prevent a paint build-up, which can cause the door to stick.

LOCKS:

If the lock is tight or will not turn, lubricating it with graphite may resolve the problem, if not, replace with a new lock set.





EXTERIOR WALLS

WHY WORRY ABOUT EXTERIOR WALLS?

Deterioration of exterior walls not only makes a house look unkempt, but can also lead to further structural damage. A crack in the wall, however small, means it cannot do the job intended by its construction. Water can get in, causing swelling or even rotting interior framing or wall covering. Therefore, an attractive, efficient and safe home can depend heavily on routine maintenance and repair of exterior walls. Most homes in Newberg have wood walls, although some are brick. Many people don't worry about exterior brick walls however lack of maintenance usually results in the bricks becoming broken and chipped. This condition detracts from the total appearance of the house. Many people think this type of repair is a large task however it is not as difficult as you might think.

HOW DO I REPLACE WOOD SIDING?

1. Repairs are made by cutting out the damaged part of the board with a saw.
2. Since the board will not simply fall away, you'll have to use a hammer and chisel to pry as much of the board away as possible.
3. Remove the nails in the upper board. If necessary, insert wedges under the upper board and saw through the nails.
4. Chisel out the remaining board underneath the upper board.
5. Have a board cut the length you need and drive it in place of the old one. Nail with aluminum or galvanized nails. Prime and paint the board.

WHAT CAUSES CRACKS OR SPLITS IN BRICK WALLS?

Cracks or splits in brick walls are usually caused by settlement in the foundation. If the settling has stopped, then a wall repair will solve your problem. However, if settling continues, then repair of the foundation may be needed.

HOW DO I REPAIR CRACKS IN MY BRICK WALL?

If the crack is in the mortar joints between the bricks, it will be easy to fix. Make sure to wear proper eye protection before beginning the repair.

1. Simply chip out the cracked material with a steel chisel and heavy hammer to a depth of at least ½ inch. Remove the mortar in small chunks but do not hit hard enough to chip the bricks. Don't drive the chisel straight in; angle it down so it will move along the joint as you hit.
2. Brush the joint with a stiff brush and wet the entire wall area with a fine spray of water. This will prevent the bricks from soaking up too much moisture from the mortar, which would cause the joint to crack again.
3. Mix mortar using a commercial dry mix, which already contains the proper blend of materials except water.
4. Now place mortar into the joints. After the mortar hardens, brush off waste. To make flush, use your trowel to cut off excess mortar.

If the wall crack is big and cut through the bricks as well as the mortar joints, you will need to:

1. Wet the crack with water.
2. Seal the lower portion of the crack with wide duct tape or a board. This will keep the grout in place.
3. Attach a tube to a funnel and stick the tube well into the cracks.
4. Pour grout into the top of the crack through a funnel and tube. After the grout has set about a day, remove covering and clean up with a trowel. Move up the wall, repeating the process until the crack is filled. Finally, use a mortar color to blend in grout with bricks.

Cracks around windows and doorframes caused by shrinking and swelling of wood create gaps, which can be repaired with a caulking compound. Always follow the directions on the package.

WHAT HAPPENS WHEN THE BRICK IS DAMAGED OR LOOSE?

Wear eye protection before beginning this task.

1. Using a chisel, remove mortar from around the damaged brick.
2. Chip the brick until it can be removed.
3. Clean the remaining hole with a wire brush.
4. Put mortar on the bottom of the hole and press the new brick into place.

5. Fill in the top and bottom of the hole with mortar.

HOW CAN I TELL IF THE FOUNDATION IS STILL MOVING?

With a brick wall, it is easy. Simply cover the crack with plaster of Paris, or a piece of flat glass glued down on either side of the crack with epoxy cement. If the foundation shifts, the plaster or glass will crack, settlement is a slow process and you may have to wait 2 or more months for some results.

FENCE FIXER

What condition is your fence in? If it is wooden, are the fence posts rotting at the base? Is the whole fence beginning to sag? Or, if you have a chain link fence, is it leaning to one side? Does the gate refuse to open? If you have answered yes to any of these questions, your fence is probably in need of repair.

WHY SHOULD I REPAIR MY FENCE?

Your fence is an important part of your home. A good fence provides you with privacy where you want it, and if it is well-maintained, it improves the appearance of your home and neighborhood. A well-maintained fence also keeps your neighbors happy, and that makes for a neighborhood where people want to live.

Pet lovers like fences because a fence allows pets to be outside but restricted to your property, which also makes your neighbors happy. By contrast, a poorly maintained fence just might allow your pets to roam freely out of your yard. This can be dangerous to children, as well as seniors who are unable to defend themselves from overly aggressive animals.



WHEN TO REPAIR OR REPLACE A FENCE?

Once a year you need to examine your fence closely to discover any signs of deterioration or potential problems. If you have a wooden fence, dig away the dirt around the posts to see if they are rotting. Check the gates to determine if they are hanging properly. Are the posts aligned correctly, are nails working loose, or is the wood warping? If the answer is “YES,” you may need to make fence repairs.

WOODEN FENCE:

Most problems with wooden fences occur because the wood was not treated with a preservative. Treating a wooden fence with a preservative and then applying an outdoor paint or stain will reduce required maintenance. In any case a wooden fence should be painted or stained as often as your house, about every five years. The facelift of a fresh paint job will yield instant results!

WOODEN FENCE POSTS:

For fence posts rotten below ground, use two 2" x 4" boards, which are treated with a preservative and drive them into the ground on each side of the rotten posts.

1. Clear out or dig a new hole to install a new wood fence post.
 - a. For the best results, you'll want to use a narrow shovel known as a post-hole digger for this step. To use this two-handled shovel, shove it into the ground as hard as you can, then pry apart the two handles.
 - b. While holding the handles wide open, lift and remove the tool from the soil. The metal scoops on the bottom may hold only a handful or two of dirt: This is normal and not a reflection on your strength or skill.
 - c. Deposit the soil on the ground or a tarp and continue to dig out the hole. The

depth should be at least 18” below grade.

2. Place the posts in the new hole. Secure the boards to the post with galvanized screws.

WOODEN GATES:

Constant slamming of the gate will cause it to eventually loosen. To help prevent this, put rubber stoppers along the board, in order to soften the blow. Once the hinges are loose, remove screws and replace with nuts and bolts. Then apply the rubber stoppers to prevent future damage.

CHAIN LINK FENCES:

Less maintenance is required with chain link fences since most of them are galvanized and not subject to rusting. However, poles can become loose and cause the whole fence to sag. When this happens, cut off the pole at ground level and either: slip a small pole into the remainder of the old one or set a larger pole over the original pole. Secure with bolts.

CHAIN LINK GATES:

If your gate is leaning or will not close properly, it is probably because the posts supporting it are loose and need to be reinforced. Secure the posts following the instructions above.

OTHER FENCE IDEAS:

If you do not have a fence, consider adding one as decoration. They can be used as an accent, such as picket fences. They are useful as screens, windbreakers, property definers, to confine pets, etc. They can be constructed out of wood or metal. Whatever you use, design them with beauty as well as utility in mind.





LAWN CARE

WHAT IS INVOLVED IN HAVING AND MAINTAINING A HEALTHY LAWN?

Lawn care is not very hard, but it will require time to get things started correctly. However, once your lawn is established and healthy, you'll spend less time working in the yard and more time enjoying it. There are four steps to successful lawn care:

1. Fertilizing
2. Watering
3. Mowing
4. Controlling insects and disease

WHY BOTHER TO HAVE A NICE LAWN?

You and your neighbors will be happy when your lawn is well cared for. In addition, weeds and other lawn diseases could infect other yards. The longer you wait the more work it is going to require to get your lawn back into shape.

HOW DO I GET STARTED?

If your lawn has little or no grass, you may want to buy sod and/or grass seed to spread over needed areas. You can buy this at any home improvement or lawn and garden store. Follow directions on the package for a healthy lawn.

WHAT DOES IT TAKE TO KEEP A NICE LAWN NICE?

To maintain your lawn you need to know how to keep it in good shape. The Regional Water Providers Consortium recommends the following steps for lawn care best management practices:

Mowing

The general rule of thumb is to mow often enough that it is only necessary to cut a third of your grass's total height. Adjust your lawn mower to a higher setting. A taller lawn provides shade to roots and holds soil moisture better than if it's closely clipped. It is also important to use sharp blades to prevent tearing and injuring your grass.

Fertilizing

Fertilizing can encourage healthy root development and replace essential nutrients lost through leaching and transpiration. If a soil test or plant performance indicates a need, use organic or slow-release fertilizer in late fall or late spring. Organic and slow release fertilizers release nutrients over a longer period of time and are less likely to run off your lawn into waterways after rain. They also support the variety of soil organisms that improve fertility and combat diseases.

Watering & Irrigation

Our water consumption is at its highest during the summer months due to outdoor watering. That's one reason why irrigation — whether it's a single sprinkler attached to a hose or a sophisticated underground system — is a key component to your water conservation efforts.

The first point to remember is that the greatest waste of water is watering too much, too often. The following steps will help you use water most efficiently and make your lawn look great:

1. Group Plants With Similar Water Needs. Different plants need different amounts of water, sun and shade to survive. Some microclimates of your yard are probably hotter and drier, or wetter and cooler, than others.
2. Create Watering Zones. In addition to your yard's microclimates, look at creating watering zones within your landscape. Inside each zone, all of the plants should have the same general watering needs, allowing you to give each plant the water it requires — not too much or too little. Watering zones help you avoid wasting water while helping to reduce the time and effort needed to maintain your garden.
3. Water When Temperatures Are Cooler and the Air is Calmer. Make sure you water before 10 a.m. or after 6 p.m. when temperatures are cooler and the afternoon winds have calmed so that evaporation is kept to a minimum.
4. Apply the Amount of Water Your Soil Can Absorb. The amount you water should be based on soil conditions and plant needs. Here in the Pacific Northwest, soils are typically clay or sandy loam which may take longer for the water to penetrate. Run off and puddling are visible cues that water is being applied at a quicker rate than it can be absorbed. If this occurs, you may want to use a “cycle and soak” pattern for your watering so that you apply water for a shorter time period, let it soak in and then repeat the process. For example, if your watering schedule is 40 minutes per week and you plan to water two days per week, your new “cycle & soak” schedule might be to water for 10 minutes at 6 am and then again for 10 minutes at 8 am.
5. Water to Your Plant's Needs. On average, we recommend watering your lawn about an inch a week – a bit more during long, hot, dry spells and a bit less during the cooler spring and fall. Trees, shrubs and perennials typically don't need water as frequently, however they may require more volume at each cycle, so it is best to check with your local garden center or landscape professional on your plant's specific watering needs.
6. Amend Your Soil with Mulch. Mulches come in two forms — organic and inorganic. Organic mulches include aged manure, kitchen compost, and bark chips or wood chips. Organic mulches increase the soil's ability to store water by covering and cooling the soil

thereby minimizing evaporation. Inorganic mulches, such as gravel and river rock, can provide interesting landscape textures; however they do absorb and re-radiate the sun's heat, increasing the amount of water surrounding plants will need to survive. Mulches also reduce erosion and help with weed control. Use about 3 inches of organic mulch for weed control, but do not bury the crowns of plants because they may smother and rot. If the mulch is too deep, water will have a difficult time reaching the plant roots.

7. Water Thoroughly, But Infrequently. Watering thoroughly, but infrequently, will help roots go deeper, resulting in more water-efficient, drought-tolerant plants. This is one reason the Consortium recommends watering one or two times per week. It will also save you time.
8. Set It, But Don't Forget It. The key to efficient irrigation is to adjust watering schedules frequently during the season. If you set your automatic controller once for the hottest part of the summer and let it run all season, you're wasting a lot of water that could damage your plants along with your wallet. Most modern controllers allow you to easily adjust your watering schedule based on the weather.

Aeration & Cultivation

Aerating your soil in the spring or fall (or both, if you can) each year promotes moisture infiltration into the soil, efficient use of fertilizers and promotes better root growth. Use a rented power aerator or garden fork to aerate your lawn. Then overseed with a rye/fescue mix designed for Pacific Northwest conditions and top dress your lawn with about a quarter inch of fine compost to improve the condition of soil and allow for better water retention. Another important step in lawn care is cultivation. Following are cultivation steps you should follow:

1. Trim your lawn in early spring to get rid of the dead grass.
2. Add fertilizer and weed killers.
3. If the soil is compacted you will need to aerate (punch holes throughout the ground).
4. A good time to fertilize is when you aerate. This will get the fertilizer to the roots of your grass. And don't forget the flowers!



To learn more please visit the Regional Water Providers Consortium's website at www.conserveh2o.org.



FOUNDATION FUNDAMENTALS

WHY ARE FOUNDATIONS IMPORTANT?

A foundation is very important because the entire house rests on it. In most areas of Newberg homes are built upon clay dirt. The clay dirt swells up like a sponge when it rains and shrinks up when it is dry. This seasonal movement of the earth can cause many houses to shift, or entire walls to crack. The strength and design of the foundation, which holds the house together, becomes very important under these conditions.

WHAT KIND OF FOUNDATION DO I HAVE?

Generally, there are two types of foundations. Check your mortgage appraisal documents if you don't know which type you have.

1. Post and Girder, or Pier and Beam Foundation.

This type of foundation holds a house up on columns, piers or posts, which are sunk deep into the ground. They rest on solid rock or other stable material. With a foundation like this, the soil can shrink and swell around the columns. Post and girder foundations are common to wood houses. In this foundation, the floors are built over large wood girders, which rest on wood posts set in 18" square bases of concrete. Pier and beam foundations consist of concrete columns or piers with a continuous concrete wall or beam running around the perimeter. You can eliminate shaking or bounces, in some cases, by driving hardwood shims between the concrete pier and the floor beam or sill. If the concrete itself is defective or deteriorating, call a qualified contractor.

2. Slab Foundation

This type of foundation is essentially just a large concrete platform. This kind of foundation is most common in new housing construction.

HOW DO I KNOW IF I HAVE FOUNDATION TROUBLE?

Your foundation will let you know if there are problems. You have to know how to listen. Following is a list of “messages” your foundation may be sending you to let you know that there might be trouble ahead:

- Ripples or wrinkles forming in wallpaper, especially around corners or along the ceiling line.
- Small cracks in the wall paint, especially around corners or along the ceiling line.
- Floors which seem bouncy or which are not level. A good way to check for levelness is to put one tablespoon of water on the uncarpeted floor at various spots. If the water stays in a puddle, then the floor is fairly level, if it runs, then the floor slopes. If you have carpet try using a ball instead of water.
- Structures with slab foundations will often have linoleum, vinyl or carpet floors covering placed over concrete. If either is buckled or wrinkled and you can feel something under it, then the concrete beneath is probably cracked.
- Roofing that shows unevenness or sags or other horizontal lines in the building facade may indicate foundation problems.
- Porches that sag or lean severely.
- Doors or windows which are hard to open or which drag.
- Cracks in the exterior walls.

Some of these things appear in many houses because of normal “settling”, however, if you notice several of these in your home, then the foundation is probably beginning to yield to various stresses or pressures in the soil. Here are some tips on how to stabilize the soil conditions around your house, which can help stabilize your foundation:

1. Improve drainage around the house. If you can get water to move away from the building, then soil around the building will not be subject to the extremes of swelling and prolonged saturation.
2. Be careful when watering during dry periods because a swelling of the soil at one end of the house, while the other end is dry, will cause uneven movement of the foundation.
3. Control soil erosion around the home with good ground cover planting or a retaining wall.

If you have a house where foundation settlement is very noticeable, you may have a serious problem – but most foundation problems can be fixed by qualified contractors!



- Repair to pier foundation usually requires the house to be lifted on jacks to allow the piers to be replaced or repaired.
- Slab foundation repairs usually involve patching cracks that can be patched and/or repairing slab segments.

There are many reputable foundation repair firms in Newberg and the cost isn't as much as most homeowners would think. Always shop carefully for responsible contractors and check references before signing any contract.



PATIOS, SIDEWALKS, DRIVEWAYS

FIX THAT CRACK!

Does your sidewalk or driveway need repair work? (Your sidewalk is the walk that leads to your house). Cracking or sinking sidewalks and driveways are unsightly and dangerous. All homeowners in Newberg are responsible for maintaining the sidewalk and planter strip adjacent to their property. Please remember, a permit is required first before replacing the public sidewalk. See page 43 for permit requirements.

SHOULD I FIX CRACKS IN MY PATIO, SIDEWALK, OR DRIVEWAY ?

Before you make a decision about fixing your sidewalk, take a close look at it. If the damage is extensive, and the ground below the pavement is uneven, you might consider replacing the walk or drive entirely. Otherwise, cracks may appear again very quickly.

When you decide to replace the surface, consider whether you might prefer to use a different material. Materials such as brick or flagstones are as easy as concrete to install and maintain, and they can look much better and last longer.

Cost and availability of materials will make some difference to you. While the cost of cement of the same quality doesn't vary much, you might be able to find enough brick or stone from demolished buildings or other sources to complete your project at a minimal cost.

WHAT TOOLS WILL BE NEEDED?

You will need the following tools in order to complete a sidewalk or driveway repair. You can get them at a local hardware store.

- Wood float
- Trowel

HOW DO I REPAIR MY PATIO, SIDEWALK, OR DRIVEWAY?

Home repair of patios, sidewalks or driveways will generally take the form of patching. Patching can be done with compounds for smaller jobs and dry-mix for large jobs. For patching compounds, such as latex, vinyl, or epoxy, follow the following instructions:

1. Chisel out loose fragments, making a 1" hole.
2. Rough up the new surface and undercut the edges of the hole to help hold the new cement.
3. Wash out all loose particles and dirt, and sponge out excess water.
4. Make a thick mixture of cement and water and spread it over the damp surface.
5. Fill the hole with the patching concrete and pack it down.
6. Smooth with a wood float, then let it set for six (6) days.

This process can be used most successfully on small cracks. If there is a major crack, however, you should replace the whole section with new concrete. You may want to hire a contractor for this job.

THE ROOF OVER YOUR HEAD

WHY SHOULD I WORRY ABOUT MY ROOF?

Many people think the roof is only necessary to keep out the rain. Unfortunately, in many cases, this is the only time that people think about their roof - when it starts leaking. As we have stated throughout this handbook, that is too late to start home maintenance – a leaking roof can mean a **BIG PROBLEM!** Under most residential roofs are wooden supports, called rafters, that hold up the roof. These wooden beams can rot and decay if exposed to moisture over a period of time.

Replacing rotted beams is both expensive and necessary, but replacement is avoidable if taken care of in time.



With careful thought given to material and color, a new roof can do much to beautify a house and the neighborhood, and increase energy efficiency.

QUESTIONS TO CONSIDER BEFORE REPAIRING YOUR ROOF.

Before deciding to repair your roof, consider the following: **Is the roof leaking?** If it is leaking you should definitely consider repairing or replacement.

How does this improvement fit into my overall plan for home improvement?

Regular home maintenance is important to avoid problems. Roofs should be checked at least once a year (in the fall) and repairs made as needed. Most roofs are guaranteed for 20 to 30 years and should not need major repairs within that time unless they have been damaged.

HOW MUCH WILL IT COST?

Roofing varies in both quality and cost and will be determined by whether you decide on a 20-year or 30-year roof.

WHAT IS THE BEST SEASON FOR REPAIRING A ROOF AND HOW LONG DOES IT TAKE?

The ideal time to repair or replace a roof is late spring or early fall. Time varies, but a competent roofer should be able to shingle a roof in 4 or 5 days, if all conditions are ideal.

CAN I DO THIS MYSELF OR DO I NEED A CONTRACTOR?

If you are physically unable to re-roof your home, consult professional contractors or suppliers who will advise you on your special situation. Generally, if foundation work is needed it should be done prior to roofing.

WHAT TOOLS AND MATERIALS ARE NEEDED FOR DO-IT-YOURSELF ROOF REPAIR?

- A ladder that will extend safely over the roofline.
- Plywood sheets; 4' X 8' and 3/8".
- Rubber soled shoes. 3/4" thickness.
- Shingles.

All of this equipment can be rented on a daily or weekly basis or purchased at minimal cost. The following roofing materials are available at home improvement centers or specialized roofing suppliers.

- Metal flashing to prevent leaking near edges, chimney and vents areas.
- Felt paper to line the entire roof.
- Galvanized nails that are rust resistant.

WHAT ARE THE FIRST STEPS IN ROOF REPAIR OR REPLACEMENT?

After you have all your tools, inspect the present roof to determine if stripping the existing layers is necessary. The building code does not allow more than three layers of roof shingles on a roof area. If it is determined that you will want/have to strip down to the roof rafters, drop cloths are recommended to contain debris on the ground.

Begin roofing from edges moving upwards. Several patterns may be used. Consult with your contractor or a supplier regarding particular techniques and patterns. Try to get as many bundles of shingles on the top of the roof when working as possible and store in the area around the chimney (check for weakness prior to storing shingles in this area) - the supply company where you purchase the roof shingles may place the shingles on the roof for you - check with them at the time of purchase. Never work on the roof when it is wet or very windy. Keep a roll of plastic covering on hand for protection from sudden downpours.

Remember to cut all tree branches that scrape the new and/or repaired roof, and keep them trimmed to avoid future roof problems.



LEAKING FAUCETS

DO I HAVE TO LIVE WITH A LEAK?

NO! Leaking faucets can drive you crazy, but more important they waste water. A dripping faucet may also cause water spots in the sink.

WHAT TOOLS ARE NEEDED TO FIX A LEAKING FAUCET?

Repairing a leaky faucet is relatively simple. First, you need the proper tools:

- A box of assorted size washers, unless you know the size.
- A screwdriver.
- An adjustable wrench.

HOW DO I FIX A FAUCET?

1. First, turn off the water at the shut-off valve nearest the faucet you are going to repair. Then turn on the faucet until the water stops flowing.
2. Loosen packing nut with a wrench. Use the handle to pull out the valve unit.
3. Remove the screw holding the old washer at the bottom of the valve unit.
4. Put in a new washer and replace the screw.
5. Put valve unit back in the faucet. Turn handle to the proper position.
6. Tighten the packing nut.
7. Turn on water at the shut-off valve.



BATHTUB & SHOWER SEALS

WHY SHOULD I PAY ATTENTION TO CRACKS BETWEEN THE BATHTUB AND WALL?

When bathtubs and showers are installed, the point where they meet the wall is sealed with a substance designed to keep water from seeping between the tub and the wall. Over time, this sealant wears away and you see cracks. If there is such a crack, water can seep through and damage the wall and house frame. These cracks also trap dirt and look bad, but can be easily repaired.

WHAT WILL I NEED?

You will need something to fill the cracks. There are two types of waterproof crack fillers:

1. Waterproof grout: Grout comes in powder form and must be mixed with water. You can mix it in small amounts. Grout also costs less than plastic sealer.
2. Plastic Sealer: Plastic sealer is sold by the tube and looks like toothpaste. It is easier to use than grout, but costs more. Please read directions on the package before you begin your project.

You will also need a putty knife to remove the old grout and smooth the new.

HOW DO I REPAIR THE CRACKS AROUND MY BATHTUB OR SHOWER?

1. Remove the old filler from the crack.
2. Wash the surface to remove soap, grease, and dirt.
3. Dry the surface well before you make repairs.

USING GROUT:

- Put a small amount of grout in a bowl. Slowly add water and mix until you have a thick paste. Put this mixture in the crack with a putty knife. Press in to fill the crack. Smooth the surface.
- Wipe excess grout from the wall and tub before it dries and hardens. Let the grout dry (24 hours or more), before using the tub.
- Properly dispose of any leftover grout mixture (i.e. put in the trash). Do not pour down the drain! Wash your bowl and knife before grout dries on them.

USING PLASTIC SEALER:

You can squeeze plastic sealer from the tub in a ribbon along the crack. Use a putty knife or spatulas to press into crack. Smooth the surface. Work fast! The plastic sealers dry in minutes. Keep the cap on the tube when you're not using it.

STAND ALONE SHOWERS:

You should check the side panels of a stand-alone shower where they meet the wall to ensure the sealant has not worn away. If you see cracks, use the same steps mentioned above, to seal the area where the shower panel and the wall meet.

A HOLE IN THE WALL

WHAT'S THE BIG DEAL ABOUT A HOLE IN THE WALL?

We probably don't have to tell you no one wants a hole in their walls. It is unsightly, it takes away from the value of your home and it could present an opening for unwanted intruders (rodents).

HOW CAN HOLES BE FIXED?

The repair of small holes in plaster walls is not difficult if you have the right tools and materials.

WHAT TOOLS AND MATERIALS ARE NEEDED?

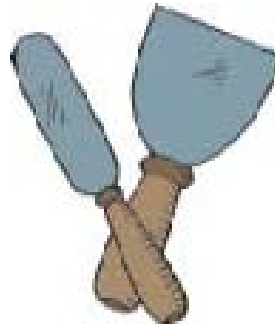
First, you will need to decide on a patching compound, there are two types to choose from:

1. Spackling compound is convenient for small jobs but is more expensive. It can be bought as a powder or ready mixed.
2. Patching plaster can be bought in large packages and costs less.

Both spackling powder and patching plaster need to be mixed with water.

You will also need:

- A putty knife
- A kitchen knife
- Sandpaper, medium grit
- Old cloth or a paintbrush



WHAT ARE THE STEPS FOR REPAIRING A HOLE IN THE WALL?

1. Remove any loose plaster. With a knife, scrape out plaster from the back edges of the hole until the back of the hole is wider than the front surface.
2. Thoroughly dampen the surface of the hole with a wet cloth or paintbrush.
3. Prepare patching compound according to directions on package. Mix only a small amount the first time.
4. Fill small holes with the patching mixture. Be sure to press the mixture until it completely fills the hole. Smooth the surface with the putty knife. After the patch has dried, you can sand it.
5. Large holes or cracks should be filled in phases. Partially fill the hole. Let the patch dry. This gives a base for the final fill. Add a smooth batch of compound. Let dry. Sand until smooth.
6. You may need to fill in the space behind large holes. Start patching by working in from all sides. Let dry. Apply another layer around the new edge. Repeat until the hole is filled. After the patch has dried, sand until smooth.

LEAD PAINT CAN POISON

Lead Paint in your home can be hazardous to your children:

- If your home was built before 1978, it probably has some lead paint.
- Most poisoning occurs when lead dust gets on children's hands and then in their mouths.
- Lead dust comes from peeling or damaged paint or from sanding or scraping paint in older homes.
- Dirt or bare soil around older homes can also contain lead.

Why is lead paint dangerous?

People can ingest lead by breathing or swallowing lead-based paint dust or by eating lead-contaminated soil or lead-based paint chips. Household animals are also at risk.

If not detected early, high levels of lead in a child can cause serious effects, including:

- Damage to brain and nervous system
- Behavior and learning problems
- Slowed growth
- Hearing problems
- Headaches

Lead is also harmful to adults and can, among other effects, cause:

- Difficulties during pregnancy
- Other reproductive problems for men and women
- High blood pressure
- Digestive problems
- Memory and concentration problems
- Nerve disorders
- Muscle and joint pain.



MAKE YOUR HOME A HEALTHY HOME:

If you own a home built before 1978, here are five things you can do to protect your children from lead:

1. Keep paint in good shape.

- Check often for peeling paint.
- Inspect for water damage that can make paint peel.
- Fix problems as soon as possible.

2. Work safely and clean up if you paint or repair.

- Seal off the workspace and keep children and pregnant women away from area.
- Wet down the paint before you sand or scrap to control lead dust.
- Cover doors, windows, vents, floors and furniture with heavy plastic. If possible, remove furniture from the room.
- Clean up the work area carefully with soap and water followed by vacuuming. Dispose of all trash and dust in heavy plastic bags.

3. Keep your home free of lead dust.

- Wash floors and windows sills often with soap and water and use fresh water to rinse.
- Use a vacuum with a HEPA filter. A broom or carpet sweeper will not remove lead dust.

4. Watch where your children play.

- Look for areas with grass or other safe covering.
- Avoid bare soil.

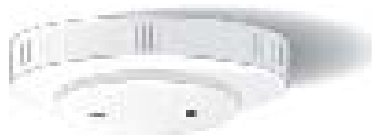
5. Test your child for lead.

- Children may not show signs of lead poisoning. Check with your doctor about having your child tested. The test is easy and inexpensive.
- Find out if your child is entitled to a free lead test. Children enrolled in Medicaid and other State health programs are.

SECURITY

A well maintained home should also be a safe home. Here are some tips for keeping your home secure:

- Lock all doors and windows when you are not at home.
- Trim shrubs that hide windows and doors.
- Install lights to illuminate the outside of your house and yard.
- Put up a “Beware of Dog” sign (even if you don’t have a dog).
- If you are going away for a few days or more, ask a neighbor to pick up your newspapers and mail and to generally watch your home for suspicious activity.
- Install a security system and keep it maintained. If possible, avoid burglar bars - these can be a hazard to you in case you need to escape a fire in your home.



SMOKE & CARBON MONOXIDE DETECTORS

The main cause of death in house fires is from breathing smoke. Put smoke detectors inside each bedroom and in or near both the kitchen and living room of your house. Remember to check the smoke alarm batteries and replace the alarm when needed:

1. If you have a **stand-alone alarm** (not hard wired), it should have a 10 year lithium battery. If it has only a standard 9-volt battery, then you should test the battery monthly and replace annually.
2. If you have a **hard wired alarm** with a battery back-up, the battery is usually a standard 9-volt (the 10 year battery is not required). You should test the battery monthly and replace annually. You should replace the entire alarm after 10 years.

What is carbon monoxide?

It is an invisible, odorless, colorless gas created when fuels, such as gasoline, wood, charcoal, coal, natural gas, propane, oil, kerosene and methane burn incompletely

Where does carbon monoxide come from?

1. Heaters, fireplaces, furnaces, appliances and cooking sources using coal, wood, petroleum products, and other fuels producing carbon monoxide.
2. Products and equipment powered by an internal combustion engine, such as portable generators, cars, lawn mowers, and power washers produce carbon monoxide.
3. Operating equipment inside an attached garage increases the risk of introduction of carbon monoxide into a living space.

What are the risk factors of carbon monoxide?

Carbon monoxide fumes are dangerous and may be deadly. Especially at risk are: unborn babies, infants, older adults, people who smoke, and people with chronic heart disease, anemia or respiratory problems

What are symptoms of carbon monoxide poisoning?

Initial symptoms are similar to the flu but without the fever: headache, fatigue, shortness of breath, nausea, dizziness. Severe symptoms include: mental confusion, vomiting, loss of muscular coordination, loss of consciousness, ultimately death

Who does what, when?

Oregon law requires carbon monoxide alarms to be installed following specific House Bill 3450 implementation dates:

JULY 1, 2010 – For all new rental agreements, landlords must provide properly functioning carbon monoxide alarms for rental dwelling units with, or within a structure containing, a carbon monoxide source

APRIL 1, 2011 – Landlords must provide properly functioning carbon monoxide alarms for all rental dwelling units with, or within a structure containing a carbon monoxide source

APRIL 1, 2011 – Home sellers of one-and two family dwellings, manufactured dwellings, or multifamily housing units containing a carbon monoxide source must have one or more properly functioning carbon monoxide alarms before conveying fee title or transferring possession of a dwelling

APRIL 1, 2011 – Carbon monoxide alarms are required in new construction or a structure that undergoes reconstruction, alteration or repair for which a building permit is required, and is identified in the structural specialty code as a residential Group R structure.



What is a carbon monoxide alarm?

Detects carbon monoxide, produces a distinctive audible alert when carbon monoxide is detected, and may be a separate stand alone unit or part of a detection and alarm system.

Where do I install carbon monoxide alarms?

- On each level of your home with sleeping areas
- In each bedroom or within 15 feet outside each sleeping area
- Install alarms according to the manufacturer's instructions

Where should carbon monoxide alarms NOT be installed?

- Garages and kitchens.
- Extremely dusty, dirty, humid, or greasy areas.
- Direct sunlight or areas prone to temperature extremes. These include unconditioned crawl spaces such as ventilated attics, basement, and crawl spaces, unfinished attics, uninsulated or poorly insulated ceilings, and porches.
- In electrical outlets covered by curtains or other obstructions.
- In turbulent air such as near ceiling fans, heat vents, air conditioners, fresh air returns, or open windows. Blowing air may prevent carbon monoxide from reaching the sensors
- Directly above or beside fuel-burning appliances, as appliances may emit a trace amount of carbon monoxide only upon start-up.
- Within 15 feet of heating and cooking appliances, or in or near, very humid areas such as bathrooms.

How often do I replace my carbon monoxide alarm?

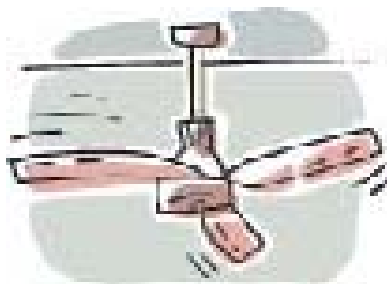
- Most carbon monoxide alarms have a five year limited warranty.
- Manufacturers recommend replacing alarms five years from date of production.
- Test alarms monthly.
- Vacuum alarms regularly to remove dust and cobwebs.
- Never disconnect or remove alarm batteries for other use.
- For battery operated, replace the 9-volt or AA batteries at least once per year.
- Carbon monoxide alarms are not required to have a 10-year battery.
- Carbon monoxide/smoke combination alarms are not required to have a 10-year battery.

What should I do when the carbon monoxide alarm sounds?

1. Don't ignore the alarm! It is intended to warn household members before they experience symptoms.
2. Silence the alarm
3. Move everyone outside to fresh air and call for help from a fresh air location:
4. If anyone is experiencing symptoms of carbon monoxide poisoning, call 9-1-1
5. If no one has symptoms, ventilate the building and contact a qualified service technician
6. Have all home equipment powered by fuels such as gas, wood, coal, natural gas, propane, oil, or methane inspected by a qualified technician
7. Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in

SAVING ENERGY

- Turn off lights when you leave a room.
- Do not let water run when you wash the dishes, brush your teeth, or do other chores.
- Plan meals so that you can bake more than one thing at a time.
- Do not use major appliances or bake during the heat of the day when you are trying to keep the house cool.
- Close the refrigerator door completely.
- Do not keep the thermostat too high in winter or too low in summer. For the summer months set thermostat at 78 degrees, in the winter months set the thermostat at 60 degrees.
- Install caulking or weather stripping around your windows and doors.
- If you need to buy new appliances, get the most energy efficient ones you can afford.
- Install compact fluorescent light bulbs.
- Install a programmable thermostat.
- Plug electronics into a strip, and turn off that strip when not in use.
- Check the insulation – add additional insulation if necessary.
- Install ceiling fans.



WHAT WORK NEEDS A PERMIT?

SAFETY FIRST

For your safety, your family's safety, and the safety of future occupants — and to avoid expensive mistakes — **do not do any structural work that is beyond your skill level.**

WHEN DO I NEED A BUILDING (STRUCTURAL) PERMIT?

A permit **is required** to construct, enlarge, alter, move or demolish any one- or two-family dwelling or related structure. For example:

- add a room
- build, demolish, or move a carport, garage, or shed of more than 200 square feet
- finish an attic, garage, or basement to make additional living space
- cut a new window or door opening, or widen existing openings
- move, remove, or add walls
- apply roofing when all of the old roofing is removed and new sheathing is installed
- build a stairway
- build a retaining wall more than four feet high
- build a deck more than 30 inches above grade
- put up a fence more than six feet high
- move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards

If you are not sure you need a permit, please call the Newberg Building Division at (503) 537-1240.

WHAT CAN I DO WITHOUT A PERMIT?

You **do not need** a permit to do the following minor repairs and maintenance on a one- or two-family dwelling:

- paint buildings that are not historic landmarks
- blow insulation into existing homes
- install storm windows
- install window awnings not more than 54 inches deep (and not in a design zone) that are supported by an exterior wall and do not project beyond the property line
- replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl
- install shelving and cabinets
- install gutters and downspouts (a plumbing permit may still be required for stormwater disposal)
- replace or repair siding on a wall that is three feet or more from a property line
- replace or repair as much as two layers of roofing, if there is no replacement of sheathing
- replace doors or windows if the existing openings aren't widened

- build a fence up to 6 feet high
- pave a walkway
- build a patio or deck that is not more than 30 inches above grade

Being exempt from a permit does not mean that you can do work that would violate any law or ordinance. Code standards must be met, even when a permit is not required.

WHERE DO I GET A PERMIT?

Homeowners must apply for a permit at the Newberg Planning & Building Department at 414 E. First Street.

WHAT INFORMATION WILL I NEED TO GET A PERMIT?

1. The address and legal description of the property.
2. A description of the work proposed.
3. The owner's name, address, and phone number.
4. If a contractor is doing the work, the contractor's name, address, phone number, and state license number.
5. Four sets of plans for new construction of homes (three for remodeling) that clearly show all work on the building and where the building sits on the property. Typical plans include a site plan, floor plans, and cross sections showing construction details.

WHO MUST REVIEW MY PROJECT?

An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the One- and Two-Family Dwelling Specialty Code. If additional information or changes are necessary, you will be contacted by phone or mail and asked to furnish the information.

WHO GETS THE PERMIT?

As the owner of a one- or two-family dwelling, you can hire a contractor registered by the Construction Contractors Board or you can get the permit and do the work yourself. An immediate family member, a friend, neighbor, tenant, or other relative can legally work on your one- or two-family dwelling only if the work is not for compensation.

HOW LONG DOES IT TAKE TO GET A PERMIT?

A plan review generally takes up to two weeks for one- and two-family dwellings. Time frames can change, depending on the complexity of the project and the completeness of the information you submit with your application.

When you submit your plans, you will be asked to pay the plan review fee. You may also pay the structural permit fee at that time or when the permit is issued.



When your plans have been reviewed, stamped “approved” and signed, one set will be returned to you with your permit.

WHEN CAN WORK START?

When your permit has been issued and one set of your approved plans returned, work can begin. The permit and plans must be on the job site and available to the inspector.

To change your plans from what was originally approved, you must show the changes on two additional sets of plans and take them to the Newberg Building Division at 414 E. First Street. Do not mark the approved set.

USEFUL PHONE NUMBERS & WEBSITES

City of Newberg

Planning & Building Department.....	(503) 537-1240
Inspection Requests.....	(503) 554-7714
Faxed Inspection Requests.....	(503) 554-7724
Public Works Department.....	(503) 537-1273
Fire Department.....	(503) 537-1230
Finance Department (Utility Billing).....	(503) 538-9421
Housing Resource Center.....	(503) 537-1240

Portland General Electric

Call before you dig.....	(503) 246-6699
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Yamhill County

Electrical Permits & Inspection.....	(503) 538-7302
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State of Oregon offices

Tri-County Service Center.....	(503) 872-6731
Salem Building Codes.....	(800) 442-7457 or (503) 378-4133
Construction Contractors Board.....	(503) 378-4621
Better Business Bureau.....	(503) 226-3981

Attorney General's Consumer Hotline

Toll-free.....	(877) 877-9392
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Local Hardware Stores

PARR Lumber.....	(503) 554-7277
Newberg Hardware.....	(503) 538-5460
Fred Meyer.....	(503) 537-1350
Home Depot (Sherwood).....	(503) 925-8447

Websites

Permits Protect: www.permitsprotect.info

Oregon Building Code Division: www.bcd.oregon.gov

City of Newberg: www.newbergoregon.gov

Metro Paint Recycling: <http://www.metro-region.org/index.cfm/go/by.web/id=581>

