

Evergreen

Homeowner's Manual

Instructions for assembling your Evergreen Homeowner's Manual:

This sample document is intended to be more than a “green manual”. It is an example of what might be a typical home and what any owner will want to know so that their home operates as designed and is well maintained by the homeowner. The sample uses Seattle area information so if the home is outside of Seattle, you will need to adapt the sample to the specifics of the home and its location. Read all information carefully and change as appropriate. Remember to keep your manual concise and user-friendly or no one will read it.

The sample document was designed to be printed on 8½” x 11” paper and inserted into a half inch, 3-ring binder. Use tabbed dividing sheets that are labeled “Table of Contents” plus 1 through 11 numbered tabs to correspond with the 11 sections noted in the Table of Contents. Pre-printed numbered tab divider sheets and 3-ring binders are available at all office supply stores. Inserting information into a 3-ring binder gives the homeowner flexibility to revise pages as information changes and also insert pre-printed manufacturers directions for appliances when available.

Each page has a footer that identifies where the page belongs. For example, if the footer says, “Tab 3”, put the page in the Tab 3 section of the manual.

This is only one sample of how a manual can look and by no means covers everything that you may want to put in your homeowner manual. Use it as your base and innovate to your hearts delight!

Remember—delete these instructions before printing your manual.

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Welcome to your Evergreen Home!

Welcome to your new Evergreen home. The owner, XXXXX, has built this home based on the guiding principles of the State of Washington's Evergreen Sustainable Development Criteria. Evergreen criteria promote public health, energy conservation, operational savings and sustainable building practices in affordable housing. The strategies in Evergreen enhance affordable housing and communities as a whole.

This *Evergreen Homeowner's Manual* will help homeowner's understand the unique features of their home so that they can experience the full benefits of living in a high performing, resource efficient and healthy living environment. The care you give your home now will ensure a healthy home for your family and future families to come.

Guiding Principles-Evergreen Sustainable Development Criteria

- Cost-effective to build, durable and practical to maintain
- Results in a high quality, healthy living environment
- Lowers residents' and owners' utility costs
- Enhances the residents' connection to nature
- Protects the environment by conserving energy, water, materials and other resources
- Prevents degradation of local and regional ecosystems
- Promotes the local economy

Live Right and Prosper!

DON'T FORGET TO SET UP YOUR NEW ACCOUNTS:

Seattle City Light	206-625-3000
Qwest	1-800-244-1111
Cable TV XXXX	XXXXXX
Voter registration	206-296-1600

Basic Home Maintenance and Cleaning:

- Keep a walk-off mat at your front door to reduce dirt and allergens from entering your home.
- Vacuum carpets regularly and change your vacuum bag frequently to improve your indoor air quality. Remove spots and spills promptly. Most stains on carpets can be removed with a paste of baking soda and water.
- Vacuum and wipe clean bathroom fan/vent covers every 3 months to ensure optimum fan performance and improve your indoor air quality.
- Clean kitchens and bathrooms regularly with non-toxic cleaning materials (see cleaning recipes in Tab 8); avoid pest infestation with prompt and proper disposal of food waste and trash.
- Many of the light fixtures in your apartment are equipped with compact fluorescent bulbs (CF). These bulbs use $\frac{1}{4}$ of the energy of regular incandescent bulbs and should last 10 times longer.

Outdoor Areas:

- Enjoy the community gathering areas and green spaces. Green spaces were designed to encourage wildlife corridors—please respect the wildlife that may share these areas with you.

Parking and Vehicles:

- Keep your parking area neat and clean at all times. Do not store flammable or hazardous materials in your parking area.
- Vehicle oil changing and car washing should be done at establishments set up for this activity. Never dispose of oil in storm drains or garbage.

Transportation Options:

- Bus lines close to your home are Routes XX, XX, XX located on XX.
- Get to know your neighbors and set up carpools or a van pool with Metro.
- A ZipCar is available at XXX.
- Walking is the best and healthiest mode of transportation.

Conserve Your ENERGY!

Excellent detailed energy tips for homeowners may be found in City Light brochures (*Owners should download from <http://www.seattle.gov/light/printdocs/newhomebrochure.PDF> print, and insert all appropriate brochures into manual*).

Most important to remember:

- Your unit is equipped with thermostats that you control. Directions for operating the thermostat are included in this section. (*owner should insert thermostat instructions in this tab*)
- Set your thermostat to 65-68 degrees F when you are home, and 55 degrees F (or off) at night or when you're not home. Put on a sweater before you turn up the thermostat.
- Open blinds and curtains on sunny days to gain solar heat. To keep cool in the summer, open your windows at night and close first thing in the morning before the outside temperature starts climbing.
- Turn off lights whenever you leave a room. Turn off your computer when not in use.
- Keep all furniture and other items at least 24" from heaters to ensure efficient operation, air circulation and safety.
- Keep your windows CLOSED when heating your apartment. If you need to open your windows for fresh air or to vent out excess moisture, turn your heat OFF first.
- Laundry room dryers are Energy Star appliances. (*owner should insert appliance instructions in this tab*) Clean the lint filter in dryers before every load. Lint accumulation makes the dryer run poorly and longer. Don't overload.

Conserve Your WATER!

- Low flow showerheads and faucet aerators have been installed in your unit. They are specially designed to give good pressure and reduce water flow.
- Take showers not baths. Take short showers—5 minutes or less. Short showers = lower water bills to YOU.
- Fix all running toilets and dripping faucets immediately upon discovery. Water is a precious resource—use what you need and save the rest.
- Turn the water off. Minimize faucet use when washing dishes.
- Wash only full loads of laundry. Wash clothes in cold water to save energy.
- The laundry is equipped with resource efficient, Energy Star machines. *(owner should insert appliance instructions in this tab)*
Please use low-sudsing, environmentally friendly detergents made for front loading washing machines. These products are usually marked “HE” for “High Efficiency”.

Recycle first! ...then garbage disposal

All Seattle residents are required to recycle and we want to make it as easy for you as possible. Recycle containers are easily accessible in side yard. Please be sure to review the detailed information from Seattle Public Utilities in this section to understand what CAN be recycled and what must be put in the garbage dumpster. (Owners should download City brochures from www.seattle.gov/util/stellent/groups/public/@spu/@csb/documents/webcontent/recyclable_2003120207594812.pdf and www.seattle.gov/util/static/spu01_001971.pdf and www.seattle.gov/light/printdocs/CF_Bulb_Disposal.pdf print, and insert information into guide)

- Never dispose of hazardous materials in garbage.
- Please take large items and furniture to City transfer stations. Do not put in garbage/recycling.
- Reuse plastic bags. Reuse plastic spray bottles by filling them with the non-toxic cleaners you've made with the recipes in this guide.
- Remove yourself from junk mail lists. Instructions and forms to do so are available at <http://www.newdream.org/junkmail/index.html>.

Indoor Air Quality

(Owners should download City Light brochure “Air Quality in the Home” from www.seattle.gov/light/printdocs/airquality.pdf print, and insert this brochure into guide.)

- Stay healthy and keep your family healthy—don’t smoke!
- Your home is equipped with whole house ventilation to keep indoor air quality healthy. These fans run quietly and continuously for optimum air exchanges. *(owner should insert HVAC instructions in this tab)*
- In addition, the bathroom fan comes on when you turn on the light. When you turn off the light, the fan will continue to run for several minutes to remove any excess moisture in the air. Ventilate your home well so mold/mildew will not have an opportunity to grow.
- Your windows have built in air vents as part of your home’s passive ventilation system for fresh air. Keep these vents OPEN. The openings are not large enough to cause drafts or raise your heating bills.
- Use non-toxic, natural cleaning products in your home.
- Low-toxic, low-VOC (volatile organic compounds) paints and sealants and Green Seal approved carpet have been used in your unit to keep off-gases to a minimum and improve air quality. *(owner should insert paint and carpet specifications from construction in this tab)*
- Use a door mat at the entrance to your home to reduce track-in of dirt and allergens.

Household Appliances

- Refrigerators are Energy Star and frost-free. Clean regularly. Manufacturer instructions are included in this section. (*owner should insert instructions in this tab*)
- Vacuum under and behind the refrigerator once a month so dust and debris does not block refrigerator coils and operation.
- Ranges are Energy Star. Manufacturer instructions are included in this section. (*owner should insert instructions in this tab*)
- Energy tips:
 - defrost frozen foods in the refrigerator the day before they are to be used to save cooking time and cool the refrigerator;
 - only preheat the oven when baking;
 - cover pans with lids when cooking or boiling water;
 - keep range burners and reflectors clean to better reflect heat to your food;
 - match the size of pan to the size of the heating element

Safe, Effective, Non-toxic Cleaning Recipes

Be safe! Do NOT mix these cleaning recipes with other cleaning products. NEVER mix chlorine bleach with these recipes or any other cleaning product—if you do, you risk a sudden release of chlorine gas which can harm (even kill) you.

Basic Window & Mirror Cleaner

Put ¼ cup of white vinegar in a spray bottle and fill to top with water. Spray on surface and wipe clean with sheets of newspaper.

Lemon-Mint Window Wash

Juice from one fresh lemon
2 cups club soda
½ teaspoon peppermint essential oil
1 teaspoon cornstarch
Mix all ingredients and pour into plastic spray bottle. Shake well before using.

Peppermint Floor Cleaner

1/4 cup liquid soap
1 cup white vinegar or lemon juice
1 cup very strong peppermint tea (has antibacterial qualities)
Combine ingredients in a bucket of warm water and mix until sudsy. Scrub floor with mop or rag. Rinse with clean water.

All Purpose Cleaner

Add a drop of Murphy's Oil Soap on a wet washcloth and rub briskly until clean.

Club Soda Spray (simple and works!)

2 cups club soda
16 ounce spray bottle
Use a funnel and pour club soda into spray bottle. Spray on area to be cleaned and wipe with a clean rag.

Tub and Sink Cleaner

Use baking soda in place of scouring powder. Sprinkle baking soda on porcelain fixtures and rub with a wet rag. Add Castile Soap or Murphy's Oil Soap to the rag for more cleaning power. Rinse well with clean water.

Toilet Bowl Cleaner

Sprinkle baking soda inside the bowl. Squeeze a couple of drops of soap in also. Scrub with a toilet bowl brush and finish outside surfaces with a rag sprinkled with baking soda. Rinse well with clean water.

Drain Cleaner

Put 1 cup baking soda down drain.

Then pour 1 cup white vinegar down drain.

After 3-5 minutes, flush drain with a pan or kettle of boiling water.

Repeat as necessary until drain runs clear.

Laundry machines

Once a year, put a cup or more of distilled white vinegar in the washing machine and run a full cycle to clean it.

Baking Soda Oven Cleaner

Baking soda

Water

Sprinkle the oven with baking soda and spray with water. Let it sit for several hours or overnight; scrape up stains and spills. Be sure to thoroughly wash the oven with water. For really tough stains, put an inch of vinegar in a metal baking dish and leave in oven overnight—it loosens up spills and then you can use the vinegar in water to wipe out the oven.

Mold and Mildew Treatment

A spray made from one drop of tea tree oil to one cup of water will help clean up most mold and mildew problems. Keep the solution handy in a spray bottle—it should last for months.

A simple vinegar spray (1/2 cup distilled white vinegar to one cup water) is also effective and has a less intense scent.

Your Sustainable Landscape

The landscape and green spaces at your home are planted with drought tolerant and mostly native plant species. These plants should use minimal water after the first two years that they are in the ground if they are healthy and mulched annually.

Fun Facts:

- The evergreen shrub along the front walkway is called *Sarcococca* and will give off a sweet smell when it blooms in the winter. Yes, the winter! The white flowers are very small but very fragrant.
- Engage in smart watering. See the brochure “Smart Watering” in this tab.
- At least once every year, you should spread a mulch of 3-4” of Cedar Grove Compost in all garden beds. This compost is made from Seattle yard waste and trimmings. It brings nutrients to the soil and health to the plants. It smothers weeds and retains moisture so there is little need for extra watering.
- Does your soil have earthworms? That means it is VERY good soil. Healthy soil = healthy plants = you don’t need to use toxic chemicals to fight diseases and/or pests.
- The home owner’s community garden is available for residents to grow vegetables and flowers for personal use and enjoyment. See XX for details on how to get involved.
- Do not use pesticides or herbicides. See the brochure “Natural Pest, Weed and Disease Control” in this tab.

Community Resources

We live in a vibrant city where people can make positive choices to live healthy, enriching lives. Here are a few resources to help.

- Buy local produce at Farmer's Markets and support our local farm families. Eating food grown locally promotes a nutritious, healthy diet for you and your family.

Pike Place Farmer's Market: www.pikeplacemarket.org

Neighborhood Farmers Markets: www.seattlefarmersmarkets.org

- Metro Bus Information 206-553-3000 or TTY 206-684-1739
- Food Bank nearest to building is located at XXXXXX.
- 24-Hour Crisis Intervention (Crisis Clinic):
206-461-3222
TTY: 206-461-3219
1-800-244-5767
- Chemical Dependency Alcohol/Drug 24-Hour Help Line:
V/TTY: 206-722-3700 or 1-800-562-1240
- Domestic Violence 24-Hour Hotlines
New Beginnings for Battered Women and Children: 206-522-9472
Abused Deaf Women's Advocacy Services: TTY 206-236-3134
Consejo Counseling and Referral Service: 206-461-4880
- Financial Assistance with Utilities
Catholic Community Services: 253-854-0077
Central Area Motivation Program: 206-329-4111 ext. 306
King County Veterans Program: 206-296-7656
Salvation Army Social Services: 206-447-9944
Senior Information and Assistance: 206-448-3110
(call Crisis Clinic 206-461-3222 for more contacts)
- Boys & Girls Clubs of King County: 206-461-3890
- Senior Information and Assistance: 206-448-3110

Emergency Preparedness

Earthquake Tips

What do you do during an earthquake?

- Take cover until the shaking stops and do not run outside if indoors. You expose yourself to danger of falling objects if you go outdoors.
- If inside, crouch down on your knees and cover your head.
- If inside, get under a sturdy table or desk; or stand underneath a doorjamb, an inside wall or a corner where the structure is strongest.
- Stay away from objects that can tip, roll, shatter or collapse.
- If outside, drop to your knees and cover your head if necessary.
- If outside, use a building entryway to shelter yourself from falling objects coming from crumbling structures.
- If you are in an open area, get away from wires and other overhead danger.
- If you are in a vehicle, stay put, and keep away from overpasses, underpasses and overhead dangers.

What do you do after an earthquake?

- Take a head count, confine pets and administer first aid to the injured.
- Turn off the utilities (gas, water and electricity) and until you are sure there's no gas leak, do not use an open flame.
- Evacuate cautiously. The structure you are in may look sound but after shocks could collapse weakened structures.
- Wear shoes and choose exits carefully.
- Turn on your portable or car radio and get information.

Survival Needs:

- Have on hand a fresh water supply and non-perishable food that will last at least three days.
- In the event that your home is severely damaged, you may want to have a tent for shelter.
- Have a camp stove or barbecue (to be used outside) with extra fuel to cook and boil water.
- Be sure to have a good strong flashlight and a portable radio with lots of extra batteries.
- Have a well stocked first aid kit and the knowledge to use it.