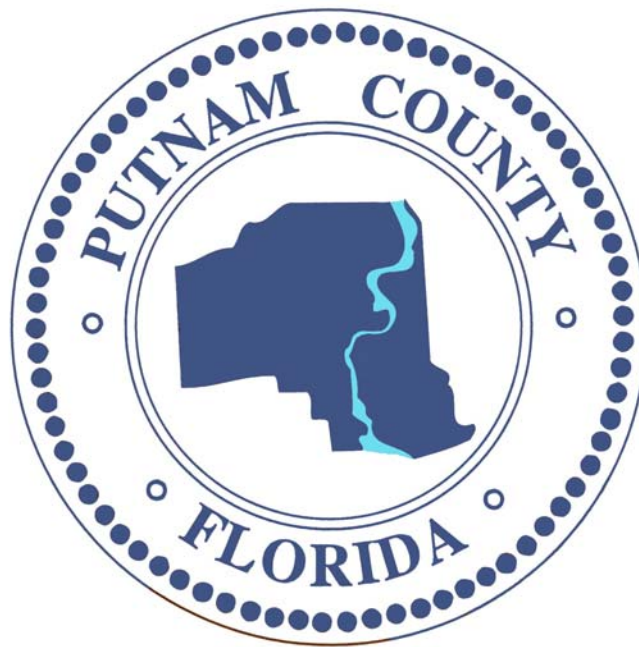


An Owner's Guide to Maintaining a Mobile / Manufactured Home

August 2010



Putnam County
Planning & Development Services
Building & Zoning Division
Compliance Section
PO Box 1486
Palatka, FL 32178-1486
Office – (386) 329-0317

Mobile / Manufactured Homeowner's Self-Inspection Checklist

Mobile / manufactured homes must be maintained in consistent condition as originally constructed in the factory. The Manufactured Home Construction and Safety Standards provide the minimum requirements for this checklist. In addition, the 1994 Standard Housing Code, as adopted by Putnam County, provides for minimum housing standards for all dwellings, including HUD manufactured homes and mobile homes designed and built prior to 1976 using ANSI A119.1 – Standard for Mobile Homes in a designated Hurricane Zone.

INSTRUCTIONS – Prior to requesting or participating in an on-site inspection by a County Housing or Building Inspector please perform this self-inspection on the subject home. Check each item for compliance and make sure the necessary corrections are made prior to your County inspection. You must provide access for the Inspector, this includes in and under the home.

PERMITS - Certain work will require a permit from the Putnam County Building Department. Failure to obtain the required permits prior to performing the work will result in double permit fees. Any work concealed prior to approval will have to be uncovered at the owner's expense. Please call (386) 329-0307 for questions regarding when a permit is required.

WIND ZONES – Mobile / Manufactured homes must be designed for a Hurricane Zone (ANSI A119.1), or Wind Zone II or Wind Zone III for HUD homes. Wind zone I manufactured homes are not allowed in Putnam County, Florida.

<u>Exterior / Egress Doors</u>	
<input type="checkbox"/>	Are two (2) egress doors located remote from each other provided?
<input type="checkbox"/>	Do the doors latch/lock, work properly, and provide a weather-tight seal?
<input type="checkbox"/>	Are steps, handrails / guardrails, and a 36" x 36" landing provided at each egress doors?
<input type="checkbox"/>	Are out swinging doors, including storm and screen doors, provided with safety door check or chain?
<input type="checkbox"/>	Are the egress doors provided with a keyed latch lock or deadbolt?
Note: Locks shall not require the use of a key for operation from the inside.	
<input type="checkbox"/>	Are all exterior-swinging doors providing a clear opening of 27 inches wide and 73 inches high?
<u>Windows / General</u>	
<input type="checkbox"/>	Are all windows provided with glazing free from cracks or damage?
<input type="checkbox"/>	Are windows within 12" of an exterior door provided with safety glazing?
<input type="checkbox"/>	Are windows provided with insect screens?
<u>Anchors & Tie Downs</u>	
<input type="checkbox"/>	Are all the anchors in place and good condition?
<input type="checkbox"/>	Are all the tie-down straps connected to the anchor and frame?
<input type="checkbox"/>	Are all the tie-down straps in good condition and undamaged by rust or corrosion?
<input type="checkbox"/>	Are the over the roof ties, if required, in place and connected to the anchors?
<input type="checkbox"/>	Are the piers plumb and in solid contact with the frame?
Note: Pursuant to State Law, a mobile home installer's license is required to modify, repair, or replace any components of the pier/ anchor / tie-down system of the mobile / manufactured home.	

<u>Under Home / General</u>	
<input type="checkbox"/>	Is the ground sloped to ensure water does not run under the home?
<input type="checkbox"/>	Is the underside of the home properly insulated?
<input type="checkbox"/>	Is the exterior vapor barrier properly attached to the underside of the floor joist and free of holes or damage?
<input type="checkbox"/>	Are all penetrations through the barrier sealed to prevent the entry of rodents?
<input type="checkbox"/>	Is the mobile home free of wood destroying insects as best determined by a visual inspection of the space under the home?
<u>Plumbing- exterior</u>	
<input type="checkbox"/>	If the mobile home is connected to a private septic, is the system approved by the Health Department?
<input type="checkbox"/>	Is the mobile home connected to a potable water supply approved by the Health Department?
Health Department – Phone: (386) 326-3267	
<input type="checkbox"/>	Is a main cold water shut off valve provided on the exterior of the mobile home?
<input type="checkbox"/>	Is a clean out provided for the building sewer?
<input type="checkbox"/>	Is the DWV (drain, waste & vent) piping supported under the mobile home and the proper slope provided?
<input type="checkbox"/>	Is the building sewer properly connected to the approved septic or sewer?
<input type="checkbox"/>	Is at least one primary plumbing vent stack provided, vented to the outside and extending a minimum of 2" above the roof?
<u>Electrical</u>	
<input type="checkbox"/>	Is the service pole in acceptable and safe condition?
<input type="checkbox"/>	Are two (2) ground rods provided at the service?
<input type="checkbox"/>	Is there a dead front cover on the service & house panel?
<input type="checkbox"/>	Do all the openings in the service & house panel have a breaker or an approved knock-out plug?

<input type="checkbox"/>	Are the circuits leaving the service panel in gray electrical conduit with approved connectors?
<input type="checkbox"/>	Are the electrical feeders to the home in gray electrical conduit with approved connectors and properly installed under the home?
<input type="checkbox"/>	Is at least one (1) GFCI receptacle, with an approved exterior cover, provided on the exterior of the home?
<input type="checkbox"/>	Does the GFCI receptacle properly trip when tested?
<input type="checkbox"/>	Are exterior light fixtures provided at each required egress door?
<input type="checkbox"/>	Do the lights work properly?
<input type="checkbox"/>	Are general purpose electric receptacle outlets provided at a spacing not to exceed 12 feet, within 6 feet of doors, and including walls 24" or more in length?
<input type="checkbox"/>	Are additional receptacles provided at counter tops with one on each side of sink, at built-in vanities, adjacent to the refrigerator and gas stove, under wall mounted cabinets, and where bar type counters attached to the wall?
<input type="checkbox"/>	Do all receptacles and switches work properly and test correctly?
<input type="checkbox"/>	Are cover plates provided on all receptacles and switches?
<input type="checkbox"/>	Are light fixtures provided and installed properly?
<input type="checkbox"/>	If ceiling fans are provided are they installed per code and the manufacturer's instructions?
<p>Note: Ceiling fans cannot be installed below the minimum height required by the manufacturer of the fan, or in rooms not approved by the mobile home manufacturer for a ceiling fan, or in obviously dangerous conditions as determined by the Housing Official.</p>	
<p>Note: If the mobile home was constructed prior to 1976 and is wired with aluminum wire, a County Electrical Inspector must inspect the home for safety concerns for this wiring type. Aluminum wiring is not approved for use in a HUD mobile home.</p>	
HVAC	
<input type="checkbox"/>	Is a permanent source of heat provided, not including plug-in or portable appliances?

<input type="checkbox"/>	Is the permanent source of heat working properly?
<input type="checkbox"/>	If a central HVAC system is provided are the ducts properly connected and sealed to the system and outlet boots, and provided with floor registers?
<input type="checkbox"/>	Are the floor registers rated for floor use to support a 200 lbs. concentrated load?
<input type="checkbox"/>	Is the ductwork under the home properly supported with a minimum of 4" clearance from the ground and free of holes or damage?
<input type="checkbox"/>	If an outside HVAC unit is provided is it properly installed, level, 3" above grade, with a disconnect and code compliant wiring?
<input type="checkbox"/>	If a central HVAC system is provided is there adequate return openings provided?
	Note: One square inch for every 5 square feet of living space in rooms closed off by doors must be provided for return. This may be accomplished by cross-over grills and undercutting of doors. Only 50% of the required opening may be provided under the door. The door must be undercut a minimum of 2" but not more than 2 ½" and only account for half the required opening. The remainder must be provided by wall openings or cross-over vents.
<input type="checkbox"/>	If the required heating provided is a stand-alone appliance (i.e., window AC, gas wall heater) is the appliance installed per the manufacturer's guidelines?
<input type="checkbox"/>	If a power/fuel source is provided (i.e., electric wiring, gas piping, fuel oil lines, etc.) is the installation code compliant?
<u>Exterior - Siding / Roof / Skirting</u>	
<input type="checkbox"/>	Is the exterior siding / sheathing properly attached to the structural framing? This includes metal or wood.
<input type="checkbox"/>	Is the exterior siding properly sealed at joints, windows, and doors?
<input type="checkbox"/>	Is the roof in good condition, watertight, and free of damage or aggressive rust?
<input type="checkbox"/>	Is skirting provided around the perimeter of the mobile home?
<input type="checkbox"/>	Is the skirting of an approved material, such as treated or painted wood, metal, or vinyl?
<input type="checkbox"/>	Is the skirting installed in a manner not detrimental to the structure?

<input type="checkbox"/>	Is an access door or panel (24" W x 18" H) provided?
<input type="checkbox"/>	Are adequate air vents provided for under the home (1 square foot for every 150 square foot of floor space)?
<input type="checkbox"/>	Is the mobile home free of exterior damage or deterioration of structural components vital to the structural performance of the mobile home?
<p>Note: If the exterior of the home shows signs of buckling, deterioration, damage, rot or other indications the exterior skin is not watertight and/or structural damage has occurred in the roof, wall or floor system, the home will not be approved for occupancy until structural repairs are made and approved by the Building Department. A building permit will be required.</p>	
<u>Sleeping Rooms</u>	
<p>Note: Mobile homes not built under the HUD Standard (pre-1976) may have windows not meeting the definition of an egress window and these original windows are allowed to remain, but if replaced must meet the current egress requirement.</p>	
<input type="checkbox"/>	Is there at least one (1) egress window provided in each sleeping room?
<input type="checkbox"/>	Is the bottom of the egress window no more than 36" above the floor?
<input type="checkbox"/>	Is the locking mechanism no more that 60" above the floor?
<input type="checkbox"/>	Does the egress window have a minimum clear dimension of 22" with a net opening of 5 square feet?
<input type="checkbox"/>	Is the insect screen, in the egress window, easily removed from inside?
<input type="checkbox"/>	Is a clothes-hanging space at least 22" deep with a rod provided in each sleeping room?
<input type="checkbox"/>	Is the master sleeping room provided with a minimum floor space of 70 square feet?
<input type="checkbox"/>	Are other sleeping room provided with a minimum floor space of 50 square feet?
<input type="checkbox"/>	Is the travel distance from each bedroom to an egress door 35 feet or less?
<input type="checkbox"/>	Is a switched light fixture or receptacle provided in each sleeping room for lighting purposes?

<u>Smoke Detectors</u>	
<input type="checkbox"/>	Is a smoke detector provided in the hallway or space communicating with the sleeping rooms?
<input type="checkbox"/>	If the sleeping rooms are remote to each other are additional smoke detectors provided?
<input type="checkbox"/>	Is the top of the smoke detectors located on a wall within 5-7 inches from the ceiling?
<input type="checkbox"/>	Are the smoke detectors mounted to an electrical box and connected by a permanent wiring method to a general electrical circuit?
Note: Battery operated smoke detectors cannot be used as the required smoke detectors but may be provided in addition to the hardwired smoke detectors.	
<input type="checkbox"/>	Do the smoke alarms produce a loud audible sound in the test mode?
<u>Bathrooms and Toilet Compartments</u>	
<input type="checkbox"/>	Is a window or door with 1-½ square feet of openable glazed area or an exhaust fan vented directly to the exterior provided?
<input type="checkbox"/>	Is a non-absorbent floor covering provided?
<input type="checkbox"/>	Is the lavatory and counter constructed of a non-absorbent material?
<input type="checkbox"/>	Is GFCI protection provided for all electrical receptacles in the bathroom or toilet compartment?
<input type="checkbox"/>	Is cold and hot water provided to the lavatory?
<input type="checkbox"/>	Is the drain line properly connected, trapped and vented under the lavatory?
<input type="checkbox"/>	If the lavatory is vented through the use of air-admittance valve (AAV) is the AAV in place and functioning properly?
<input type="checkbox"/>	Is the water supply & drainage under the lavatory leak-free?
<input type="checkbox"/>	Is the tub/shower provided with hot and cold water?
<input type="checkbox"/>	Is an access panel provided to tub/shower fixture and drain?
<input type="checkbox"/>	Is a non-absorbent waterproof material provided around the shower to a height not less than 72" above the finished bathroom floor?

<u>Kitchens</u>	
<input type="checkbox"/>	Is a non-absorbent floor covering provided?
<input type="checkbox"/>	Is an exhaust hood provided for the cook stove?
<input type="checkbox"/>	Does the exhaust hood extend 6" on each side of the stove?
<input type="checkbox"/>	Does the exhaust hood extend 3" past the front of the overhead cabinets?
<input type="checkbox"/>	Does the exhaust hood vent directly to the outside?
<input type="checkbox"/>	Is there a minimum of 24" between the top of the stove and the underside of the cabinets directly over the stove?
<input type="checkbox"/>	Is the countertop constructed of a non-absorbent material?
<input type="checkbox"/>	Is GFCI protection provided for all electrical receptacles within 6 feet of the sink?
<input type="checkbox"/>	Is cold and hot water provided to the kitchen sink?
<input type="checkbox"/>	Is the sink drain line properly connected, trapped and vented.
<input type="checkbox"/>	If the sink is vented through the use of air-admittance valve (AAV) is the AAV in place and functioning properly?
<input type="checkbox"/>	Is the water supply & drainage under the sink leak-free?
<u>Laundry / Utility / Water Heater Compartment</u>	
<input type="checkbox"/>	Is a non-absorbent floor covering provided?
<input type="checkbox"/>	Is a clothes washer connection provided with hot/cold water and drainage pipe?
<input type="checkbox"/>	Is a 20 amp branch circuit provided within 6' for the laundry area?
<input type="checkbox"/>	If a dryer connection is provided are the electrical wiring and receptacle code compliant?
<input type="checkbox"/>	Does the dryer vent exhaust to the exterior and not under the home?
<input type="checkbox"/>	When the washer and/or dryer are installed is a minimum hallway clearance of 28" provided in front of the units, if applicable?
<input type="checkbox"/>	Is a water heater provided and working properly?

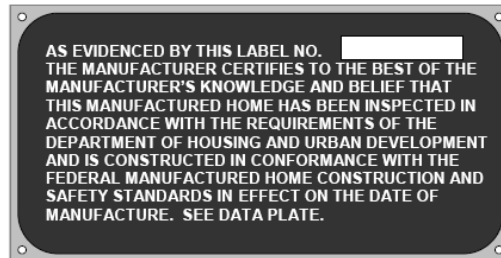
<input type="checkbox"/>	Is the water heater provided with a temperature & pressure (T&P) relief valve?
<input type="checkbox"/>	Does the temperature & pressure (T&P) relief valve have a minimum ¾" drain line directed downward and venting to drain under the mobile home?
<input type="checkbox"/>	Is the floor area directly under the water heater covered with a non-absorbent waterproof floor covering?
<input type="checkbox"/>	Is the water heater capable of heating water to 120° Fahrenheit?
<input type="checkbox"/>	Is the water heater set between 120° and 140° Fahrenheit?
<u>Interior - General</u>	
<input type="checkbox"/>	Are sleeping rooms and bathrooms provided with privacy doors?
<input type="checkbox"/>	Are the doors provided with privacy locks?
<input type="checkbox"/>	Are the locks the type that can be opened from the locked side, in an emergency?
<input type="checkbox"/>	Can the doors open to at least 90 degrees to the wall?
<input type="checkbox"/>	Is the door opening provided with an unobstructed path equal to the opening dimensions?
<input type="checkbox"/>	Is the floor free of holes, rot, or damage, except for HVAC vents?
<input type="checkbox"/>	Is the ceiling in the home in good condition and of a material consistent with the original construction?
<input type="checkbox"/>	Are the walls in the home in good condition and of a material consistent with the original construction?
<u>LP / Natural Gas</u>	
<input type="checkbox"/>	If natural gas or LP gas appliances are provided (i.e., dryers, water heaters, furnaces, room or wall heaters, or cook stove) is there a shut off valve within 6' of the cook stove and within 3' of all other appliances?
<input type="checkbox"/>	If gas appliances are provided (i.e., dryers, water heaters, furnaces, room or wall heaters, or cook stove) are the appliances properly vented and code compliant?
<input type="checkbox"/>	Is the gas line bonded to the metal frame?
Note: LP and Natural Gas piping, venting and	

equipment / appliances are subject to inspector approval and should be serviced and maintained by a licensed gas contractor.

Labels and Identification

Labels on the home

Each section of a home manufactured under the federal manufactured home construction and safety standards shall bear a label issued by the inspection agency. A single wide home would have one label; a double wide would have two labels, etc. The label is commonly referred to as the "HUD label" and is approximately 2" by 4" in size and is generally located on the rear of each unit and is required to be affixed in a permanent manner. The label indicates that the manufacturer has certified that the home meets the applicable standards and that the construction process has been monitored by an inspection agency.



Wind Zones for manufactured homes

Hurricane Resistant




Prior to June 15, 1976, the term hurricane resistant applied to Florida built mobile homes, which were built to the ANSI A-119.1 Standard. Wind zones were not designated until HUD took control of the industry.

Wind Zone II



June 15, 1976, HUD takes over the regulation and construction of the mobile home industry nationwide. All mobile homes built in or to be shipped into Florida were designated as Wind Zone II.

Wind Zone II & III



July 13, 1994, HUD added Wind Zone III after a two year study of Hurricane Andrew. The following counties in Florida are designated as in Wind Zone III; Broward, Charlotte, Collier, Dade, Franklin, Gulf, Hendry, Lee, Martin, Manatee, Monroe, Palm Beach, Pinellas and Sarasota. Wind Zone II homes shall only be located in Wind Zone II counties. Wind Zone III homes may be located in any county since they are built to stronger criteria.

Data Plate

Each manufactured home will have identification inside the home known as a data plate. The data plate is usually a single piece of 8 ½ by 11 piece of paper with information about the home. The name of the manufacturer, the date of manufacture, HUD label number(s), serial number, engineering company, appliance and model numbers, wind, roof load, and thermal zones. Homes built before June 15, 1976 do not have Data Plates or HUD labels.

Manufacturer Address <hr/> Date of Manufacture _____ HUD Label No. (s) _____ Plant Number _____ <hr/> Manufacturer's Serial Number and Model Unit Designation _____ <hr/> Design Approval by (D.A.P.I.A.) _____			<p>COMFORT HEATING</p> <p>This manufactured home has been carefully constructed to conform with the requirements of the federal manufactured home construction and safety standards for all locations within U/I/O value zone _____ (See map at bottom)</p> <p>Heating equipment manufacturer and model (see list at left)</p> <p>The above heating equipment has the capacity to maintain an average 70° F temperature in this home at outdoor temperatures of _____ °F</p> <p>To maximize furnace operating economy, and to conserve energy, it is recommended that this home be installed where the outdoor winter design temperature (90° 1/2%) is not higher than _____ °F</p> <p>The above information has been calculated assuming a maximum wind velocity of 15 mph at standard atmosphere pressure.</p>																																
<p>COMFORT COOLING</p> <p><input type="checkbox"/> Air conditioner provided at factory (Alternate I)</p> <p>Air conditioner manufacturer and model (see list at left)</p> <p>Central capacity _____ B.T.U./hour in accordance with the appropriate air conditioning and refrigeration institute standards.</p> <p>The central air conditioning system provided in this home has been sized assuming an orientation of the front (pitch) end of the home facing _____ (On this basis the system is designed to maintain an indoor temperature of 75° F when outdoor temperatures are _____ °F dry bulb and _____ °F wet bulb).</p> <p>The temperature to which this home can be cooled will change depending upon the amount of exposure of the windows of this home to the sun's radiant heat. Therefore, the home's heat gain will vary dependent upon its orientation to the sun and any permanent shading provided. Information concerning the calculation of cooling loads at various orientations and shading conditions are provided in Chapter 22 of the 1989 edition of the ASHRAE Handbook of Fundamentals.</p> <p>Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this home.</p> <p><input type="checkbox"/> Air conditioner not provided at factory (Alternate II)</p> <p>The air distribution system of this home is suitable for the installation of central air conditioning.</p> <p>The supply air distribution system installed in this home is sized for a manufactured home central air conditioning system of up to _____ B.T.U./hour rated capacity which are certified in accordance with the appropriate air conditioning and refrigeration institute standards, when the air conditioning of such air conditioners are rated at 2,3 inch water column static pressure or greater for the cooling air delivered to the manufactured home ducts or air duct system.</p> <p>Information necessary to calculate cooling loads at various locations and orientations is provided in the special comfort cooling information provided with this manufactured home.</p> <p><input type="checkbox"/> Air conditioning not recommended (Alternate III)</p> <p>The air distribution system of this home has not been designed in anticipation of its use with a central air conditioning system.</p> <p>To determine the required capacity of equipment to cool a home efficiently and economically a cooling load (heat gain) calculation is required. The cooling load is dependent on the orientation, location and the structure of the home. Central air conditioners operate most efficiently and provide the greatest comfort when their capacity closely approximates the calculated cooling load. Each home's air conditioner should be sized in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals 1989 edition, once the location and orientation are known.</p>																																			
<p>This manufactured home is designed to comply with the federal manufactured home construction and safety standards in force at time of manufacture. (For additional information, contact owner's manual.)</p> <p>The factory installed equipment includes:</p> <table border="1"> <thead> <tr> <th>Equipment</th> <th>Manufacturer</th> <th>Model Designation</th> </tr> </thead> <tbody> <tr> <td>For heating</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>For air cooling</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>For cooking</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Refrigerator</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Water Heater</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Washer</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Clothes Dryer</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Dishwasher</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Garbage Disposal</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Fireplace</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Equipment	Manufacturer	Model Designation	For heating	_____	_____	For air cooling	_____	_____	For cooking	_____	_____	Refrigerator	_____	_____	Water Heater	_____	_____	Washer	_____	_____	Clothes Dryer	_____	_____	Dishwasher	_____	_____	Garbage Disposal	_____	_____	Fireplace	_____	_____
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<p>HOME CONSTRUCTED FOR <input type="checkbox"/> Zone I <input type="checkbox"/> Zone II <input type="checkbox"/> Zone III</p> <p>This home has not been designed for the higher wind pressure and snowing provisions required for the Zone II and III wind and snowing and its installation system have been designed for the increased requirements specified on Enclosure 7-B.</p> <p>This home has _____ has not _____ been equipped with storm shutters or other protective coverings for windows and exterior door openings. For homes designed to be located in Wind Zone Band II, which have not been provided with shutters of equivalent covering devices, it is strongly recommended that the home be made ready to be equipped with these devices in accordance with the method recommended in manufacturer's printed instructions.</p>																																			
<p>BASIC WIND ZONE MAP</p>																																			
<p>DESIGN ROOF LOAD ZONE MAP</p> <p>North 40 PSF Middle 30 PSF South 20 PSF Other _____ PSF</p>																																			
<p>U/I/O VALUE ZONE MAP</p>																																			
<p>INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN</p> <p>Walls (without windows and doors) _____ °F</p> <p>Ceilings and roofs of light color _____ °F</p> <p>Ceilings and roofs of dark color _____ °F</p> <p>Floors _____ °F</p> <p>Air ducts in floor _____ °F</p> <p>Air ducts in ceiling _____ °F</p> <p>Air ducts installed outside the home _____ °F</p> <p>The following are the duct areas in this home:</p> <p>Air ducts in floor _____ sq. ft.</p> <p>Air ducts in ceiling _____ sq. ft.</p> <p>Air ducts outside the home _____ sq. ft.</p>																																			

Notes

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