



# NEW HOME ORIENTATION CHECKLIST

*The goal of a new home orientation is to give you, the buyer, an explanation on how everything works and how to maintain your new home.*

## WHAT YOU SHOULD EXPECT TO LEARN:

- How the home functions
  - Turning off the main power and water, using the dishwasher, etc.
- Tips for a more energy-efficient home
  - How to decrease energy bills, reduce maintenance, etc.

## HOW TO GET THE MOST OUT OF THIS EXPERIENCE:

- Give yourself plenty of time
  - Around 2 hours or less
- Ask questions
- Collect the binders and important warranties given
- Take notes, video, etc.

## EXTERIOR WALKTHROUGH CHECKLIST:

- Irrigation system
  - How to work irrigation system. Are sprinklers working correctly and in the right spots?
  - Each irrigation system is different; search on YouTube to find operating tips and instructions.
- Septic tank (Note: Septic tanks are to be serviced, inspected and pumped every 3 years.)
  - Where is it located?

## INTERIOR WALKTHROUGH CHECKLIST:

- Door and alarm codes
- Dishwasher
- Sink disposal
- Faucets
- Stovetop
- Oven
- Microwave
- Under cabinet shutoffs
- Shower features
- Water heater temperature adjustment for tankless water heaters
- Thermostat programming
- Change HVAC filters
- Breaker box
- Water shutoffs
- Air handler
  - Dispenses cool or hot air throughout house
- How to change air filter
- Garage door
  - Open and close correctly? Test remotes, keypad, and sensors
- Test that all appliances are in working order





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## NEW CONSTRUCTION WALKTHROUGH NOTES AND GUIDE

Name:  
Address:  
Date:

### WOOD ELEMENTS

Crown molding, trim and all wood joints are likely to change with heating and cooling cycles. It is common for separation to occur. These items should be addressed at \_\_\_\_\_ month review or with builder's warranty.

### WATER

Water shut off locations \_\_\_\_\_

Washer \_\_\_\_\_

Water heater \_\_\_\_\_

Bath 1 \_\_\_\_\_

Bath 2 \_\_\_\_\_

Bath 3 \_\_\_\_\_

Bath 4 \_\_\_\_\_

Spigot \_\_\_\_\_

Toilets \_\_\_\_\_

How to operate and/or change water heater temperature

\_\_\_\_\_  
\_\_\_\_\_

### ELECTRICAL

Alarm system panel notes if applicable:

- All outlets are on ARC fault breakers. If a ARC /blue spark/ is caused (usually by pulling an electrical cord) if no power is found at the outlet, go to the breaker panel and reset the applicable breaker.
- Smart box panel is located at \_\_\_\_\_.  
Tell the cable and alarm company to access the panel to connect at this location.





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**ARC fault breaker:** An arc-fault circuit interrupter is a circuit breaker that breaks the circuit when it detects the electric arcs that are a signature of loose connections in home wiring.

**GFCI:** The ground-fault circuit interrupter, or GFCI, is a fast-acting circuit breaker designed to shut off electric power in the event of a ground-fault within as little as 1/40 of a second.

GFCI locations:

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## KITCHEN

While doing the walkthrough in the kitchen, run the range cooktop or oven and dishwasher (full cycle) for the first time while closely monitoring to ensure no issues are found.

Cooktop \_\_\_\_\_

Oven \_\_\_\_\_

Dishwasher \_\_\_\_\_

Kitchen sink \_\_\_\_\_

Disposal

If the disposal seems to be stuck, try using an Allen wrench. There is a reset button you can press after you turn the Allen wrench.

Dishwasher

The shut off valve is located under the sink, as well as the faucet shut off valve.

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Kitchen gas stove shut off location:

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## FIREPLACE/GAS SHUT OFF

Gas shut off: \_\_\_\_\_

Gas stove: \_\_\_\_\_

Gas fireplace: \_\_\_\_\_





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How to light fireplace (video is ideal for this)

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If you have or suspect a gas leak, call the fire department first. Then reach out to the gas provider. The gas provider will take too long to come and gas is an extreme hazard. The gas company does need to be notified, however.

## WARRANTIES

- All warranties and operating manuals are located in the kitchen drawer.  
THIS IS EXTREMELY IMPORTANT!!!!

Register all of these appliances along with the water heater, HVAC unit and thermostat ASAP!

- YOU NEED TO REGISTER ALL APPLIANCES, HVAC, THERMOSTAT AND WATER HEATER WITHIN 30 days your date of purchase to register all of these items. Your “purchase date” is the date of your closing.

Warranty: is day and/or month

Warranty information and request:

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Directions for non-emergencies go on warranty list.

In the case of an emergency contact numbers are found \_\_\_\_\_

Water Heater Model Number & VIN: \_\_\_\_\_

HVAC Model Number & VIN: \_\_\_\_\_

Dishwasher Model Number & VIN: \_\_\_\_\_

Oven Model Number & VIN \_\_\_\_\_

Fridge Model Number & VIN: \_\_\_\_\_

Washer/Dryer Model Number & VIN: \_\_\_\_\_

Range Stove Model Number & VIN: \_\_\_\_\_

Microwave Model Number & VIN: \_\_\_\_\_

Thermostat Model Number & VIN: \_\_\_\_\_





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## HVAC

Air filter size \_\_\_\_\_

Change filters every 30 days or as a reminder, when you get power bills (use cheap filters) \_\_\_\_\_

Every 6 months, pour 4-6 oz. of bleach into your condensate line to prevent build up.

How to operate HVAC control \_\_\_\_\_

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Do not turn the HVAC system off completely, just turn it up to a higher temperature when the areas are not in use rather than completely cutting off the system. It needs to run to bring air in and out of the house to let the home “breathe.”

## OTHER TIPS

Always run bath lights with a fan in all bathrooms for about 15 min after you shower or bathe. It's also good to run the fan in the water closet at the same time.

Make sure someone is in the home for the first few times when running washer/dishwasher to make sure there are no leaks.

It's best to have stainless steel supply lines on the laundry washer supply lines. These can be purchased at a home improvement store and prevent leaks.

Check to make sure breaker box is labeled correctly.

Electrician, HVAC, plumber contacts are located at \_\_\_\_\_ for emergencies.

If you pull the red cord on the garage door it changes the garage doors manual operation. (i.e. when you have a full home power outage)

The water heater needs to be serviced each year like an oil change. Call a plumber to service the water heater each year. Failure to service could void the warranty. Keep records of servicing.





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Use \_\_\_\_\_ to clean the floors.

Windows single or double hung? How to clean: \_\_\_\_\_

Clean dryer vents every year. There are kits from Amazon or your local chimney and vent company.  
[See my Helpful Contacts for resources.](#)

Clean fireplace when the time changes with Daylight Savings.

For the smoke detectors, you need to have spare nine volts on hand.

After move in, put paint in attic or a somewhat controlled climate location--don't leave in garage.

Take photo of dryer plug and vent type so you have the appropriate connections prior to move in.

Globes, mirrors, windows and granite are not warrantable for scratches or cracks/breaks after closing.

Need to obtain a copy of the covenants and restriction and the warranty program provided.

## NOTES

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