



POETRY LIVING

QUICK
TIPS

Interior Doors

Interior doors are usually made of varnished or painted wood.

Wooden doors are subjected to expansion and contraction with changes in heat and humidity. This can result to warping and sticking of doors. This is normal and usually corrects itself as conditions change.

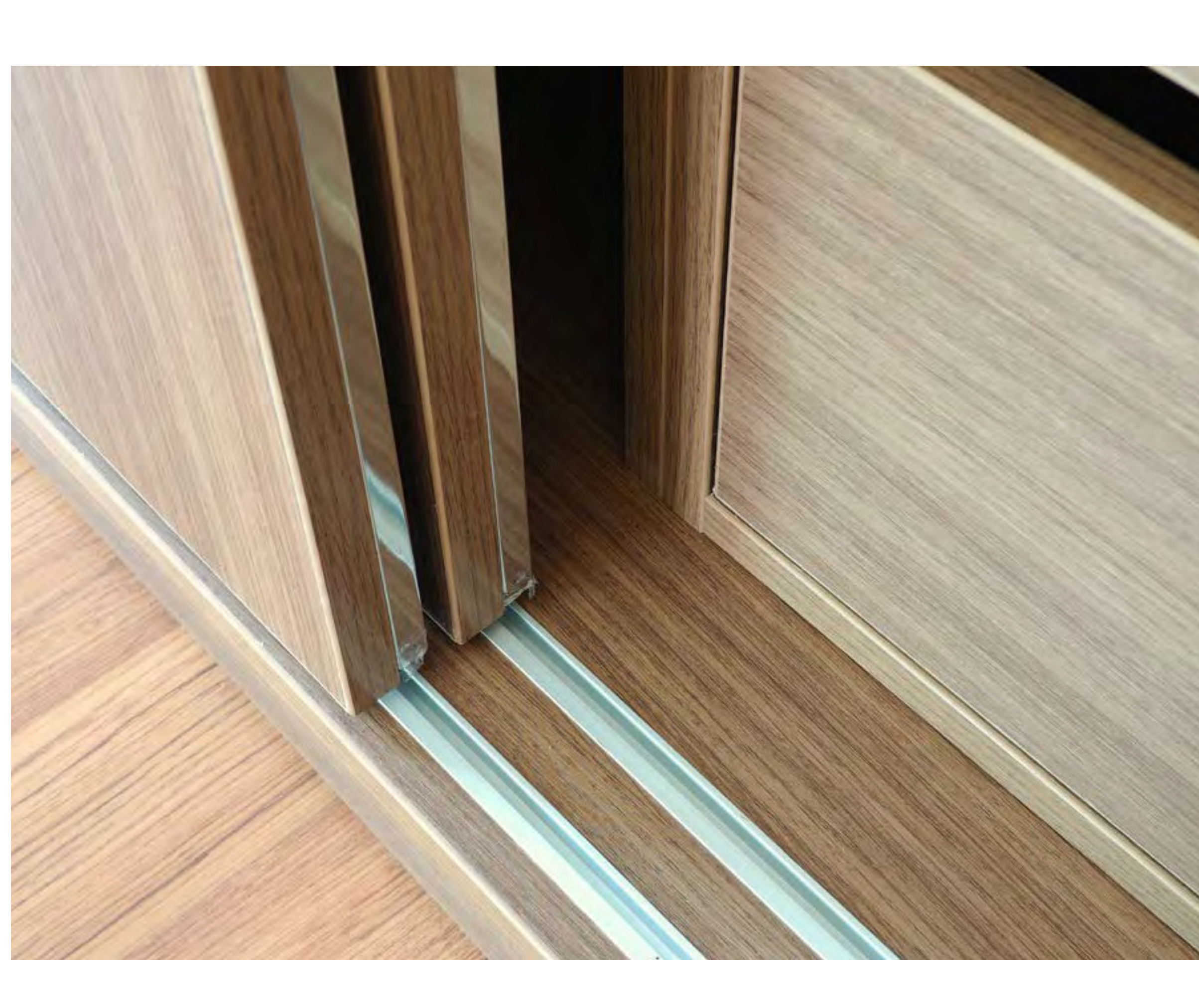


i Tip: Use a humidifier in the winter and a dehumidifier in the summer to maintain proper moisture levels in the home, and keep swelling and shrinking to a minimum; and to remove finger smudges and hand marks on interior doors, use a soft cloth or sponge and wash it with warm water. Thoroughly dry the surface with a soft cloth or towel.

As doors tend to swell in the summer and shrink in the winter, it is advised that you do not cut down or shave interior doors, but wait until your 1-year of occupancy. At that time, if they are excessively 'rubbing,' Poetry Living will service those doors and make any necessary adjustments. Avoid slamming doors as it may result in damage and may not be warranted.

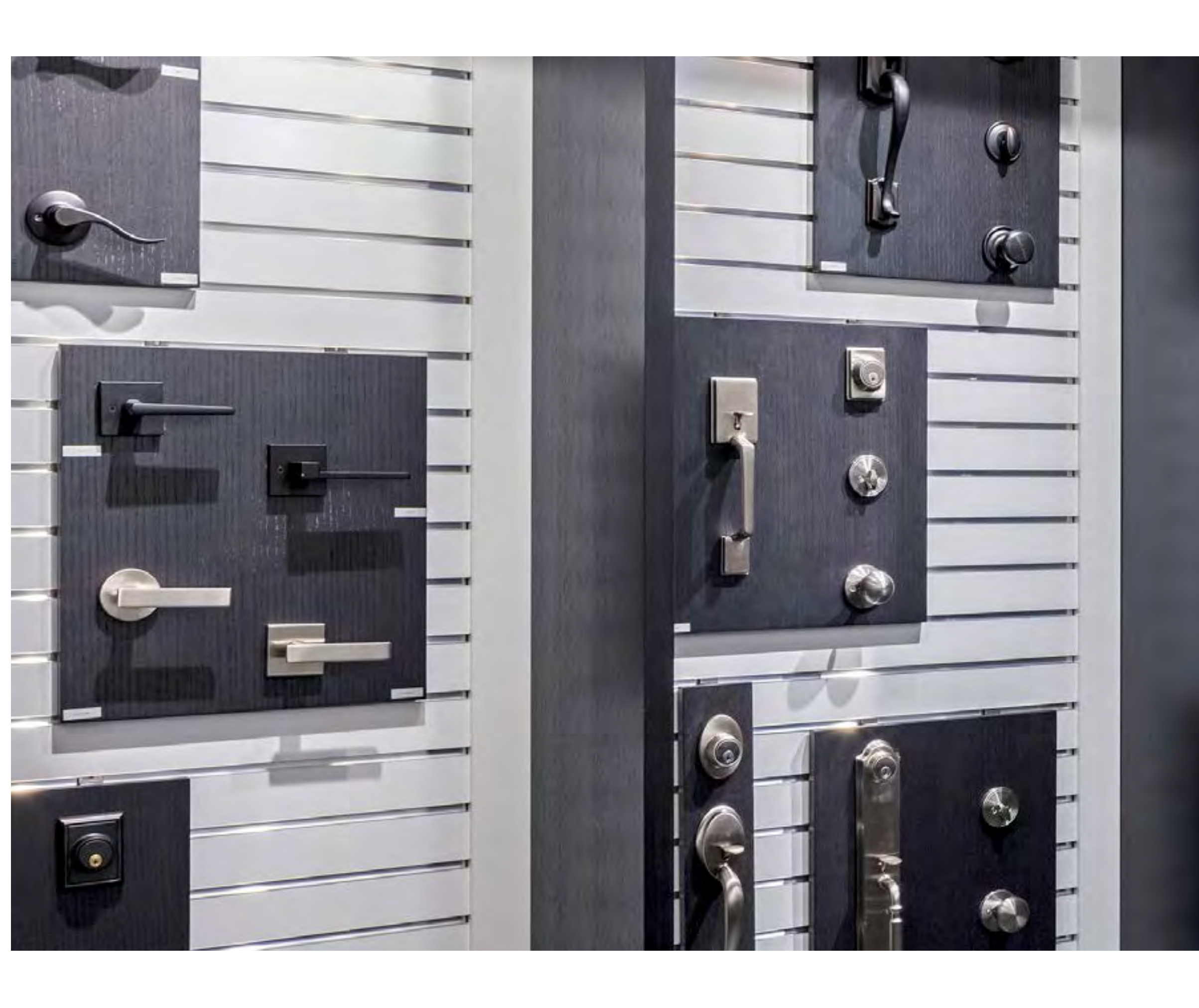
If wall-to-wall carpet is installed, sufficient clearance must be left at the bottom of interior doors to permit proper return of air circulation between rooms, or from all rooms to a central return air duct, as per plan.

i Tip: To prevent squeaks on door hinges, remove the hinge pin on your door and lubricate it with petroleum jelly or a penetrating oil spray (e.g., Vaseline, WD-40). Then swing the door back and forth a few times.



Sliding Doors

If you have sliding doors, keep clothes and other items away from the doors so that they do not obstruct the door when it is being operated. Rollers and tracks should be lubricated during regular home maintenance.



i Tip: Lubricate exterior and interior locks periodically. Lubricate interior passage sets with a few drops of sewing machine oils or other light oil on the latch bolt; and you can maintain smooth operation of the locks by blowing powdered graphite into the keyed exterior locks and bolts.

Door Hardware

Door knobs can become loose over time and after frequent use. If you notice any door knobs that are loose, tighten the screws on your door knob.

Door Locks

The interior locks do not require polishing compounds. You should wipe the interior locks occasionally with a damp cloth and polish with a soft cloth.



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