HOUSEHOLD OPERATIONS & EMERGENCY GUIDE

HOME OWNER MANUAL

Essential systems, shut-offs, contractors & emergency manual

PRESENTED COMPLIMENTS OF YOUR REAL ESTATE TEAM

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Table of Contents

INDEXED MANUAL DIRECTORIES

1. Emergency Shut-Offs, Fire & Hurricane Plan — Section 1
2. Utilities, HVAC & Backup Generator — Section 2
3. Pool & Spa Operations & Valve Dials — Section 3
4. Key Locations & Entry Security Codes — Section 4
5. Service Contractors Rolodex — Section 5
6. Financial Accounts, Institutions & Insurance — Section 6
7. Pet Care Routines & Veterinarians — Section 7
8. House Quirks & Troubleshooting Notes — Section 8

⚠ **IMPORTANT DIRECTIVE FOR HOUSE SITTERS / FAMILY:**

This manual resides in a physical binder on the kitchen counter or in the primary home safe. In emergency events (water leaks, storm/hurricane warnings, power blackouts, vet emergency), turn to the corresponding section. Keep binder updated twice annually.

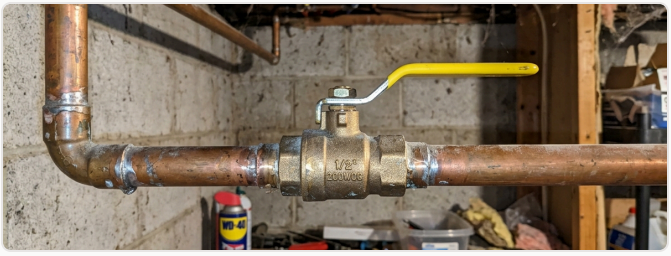
HANDWRITTEN NOTES & UPDATES

Section 1: Emergency & Safety

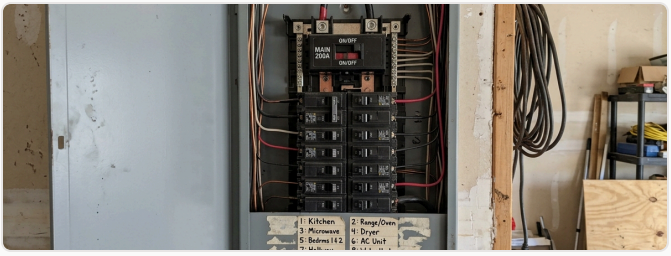
CRITICAL SHUT-OFFS, FIRE ESCAPE & HURRICANE PROTOCOLS

WATER MAIN LOCATION	**In the basement utility closet, on the north wall, behind the water heater. Look for the brass ball valve with the yellow handle.**
WATER MAIN TOOL	A standard blue valve key or medium crescent wrench, hanging on the hook next to the closet door.
ELECTRICAL PANEL	**On the garage west wall, next to the tool bench. Main shutoff breaker is at the top center (200A).**
GAS SHUT-OFF	Outside on the south side of the house, next to the gas meter. Turn the rectangular nut 90 degrees.
GAS EMERGENCY PHONE	`(800) 555-4321 (Metro Gas Corp - 24/7 Dispatch)`
FIRE EXTINGUISHERS	One mounted under the kitchen sink, one in the garage near the exit door, and one in the master bedroom closet.
FIRST AID KITS	Under the master bathroom sink and in the plastic bin labeled "Safety" on the top shelf of the garage storage rack.
FIRE ESCAPE PLAN & SPOT	Primary exit: Front door. Secondary: Back patio slider or basement Bilco doors. Family meeting spot: At the street mailbox by the curb. Emergency ladder stored under master bed.
SEVERE WEATHER & HURRICANE	**Safe shelter: Interior basement laundry room (no exterior walls/windows). For storms/hurricanes: Secure patio furniture in garage, latch storm shutters with tool on garage pegboard. Emergency flashlights, battery weather radio & hurricane supply kit in pantry.**

VISUAL REFERENCES & ATTACHED PHOTOS (2)



Main Water Shut-off Ball Valve (Basement Closet)



Main 200A Electrical Breaker Box (Garage)

HANDWRITTEN NOTES & UPDATES

Section 2: Utilities, HVAC & Backup Generator

MAINTENANCE CYCLES, EQUIPMENT SPECS & GENERATOR SETTINGS

HEATING & FUEL TYPE	Natural Gas (forced air furnace) + Central AC. Filter size: 16" x 25" x 1".
FURNACE FILTER SIZE	**16" x 25" x 1"**
FILTER SCHEDULE	Replace every 3 months (first day of January, April, July, and October).
WATER HEATER SPECS	50-gallon gas water heater, located in basement utility closet. Temperature set to 120°F.
SOFTENER SALT TYPE	Takes standard water softener salt pellets (yellow bag). Add two bags when level drops below line 2.
BACKUP GENERATOR SETUP	**Generac 22kW Whole-House Standby Generator (Natural gas, located outside east wall).**
GENERATOR SETTINGS & SWITCH	Weekly self-test runs Wednesdays at 2:00 PM. Automatic transfer switch located next to main breaker panel in garage.
SPRINKLER WINTERIZATION	Aquaflow Irrigation - (555) 765-4321 (Schedule by mid-October).
TRASH / RECYCLING	Trash (black bin) is picked up every Tuesday morning. Recycling (blue bin) is every other Tuesday. Put bins out Monday night.

VISUAL REFERENCES & ATTACHED PHOTOS (1)



Furnace Air Filter Slot (16x25x1) - Airflow Points Toward Blower

HANDWRITTEN NOTES & UPDATES

Section 3: Pool & Spa Operations

EQUIPMENT PAD, VALVE DIALS & MAINTENANCE

EQUIPMENT LOCATION	Behind the detached garage on the concrete equipment pad.
VALVE DIAL SETTINGS	Main Drain valve open 50%, Skimmer valve open 100%. Spa return valve set to Pool Spillover. Filter multiport valve set to "FILTER".
PUMP AUTOMATION	Pentair automation panel set to AUTO. Pump runs 8:00 AM to 4:00 PM daily. Pool heater set to 82°F / Spa set to 101°F.
CHEMICALS & CARE	Empty skimmer baskets Mondays and Thursdays. Add 2 chlorine tablets to inline feeder weekly. Backwash filter when pressure gauge exceeds 22 PSI.
POOL TECH CONTACT	**Crystal Clear Pools - Dave (555) 444-8899 (Weekly service on Wednesdays).**

VISUAL REFERENCES & ATTACHED PHOTOS (1)



Normal Run Valve Positions & Filter Pressure Gauge

HANDWRITTEN NOTES & UPDATES

Section 4: Keys & Security

PHYSICAL ENTRY & SECURITY PROTOCOLS

HIDDEN SPARE KEY	Under the large grey fake rock on the left side of the front porch steps, nestled behind the hostas.
GARAGE KEYPAD CODE	[redacted]
HOME WIFI NETWORK	`Smith_Family_WiFi`
HOME WIFI PASSWORD	[redacted]
DOOR & LOCK QUIRKS	The back sliding door latch is sticky. Lift up on the handle while sliding it to unlock. Lock from inside only.

VISUAL REFERENCES & ATTACHED PHOTOS (1)



Spare Key Hidden Inside Faux Stone (Front Porch Garden)

HANDWRITTEN NOTES & UPDATES

Section 5: Service Rolodex

TRUSTED EMERGENCY TECHNICIANS & HOME SPECIALISTS

PLUMBER

Dave Smith (Smith Plumbing)

> Super reliable, installed our water heater. Knows exactly where the main shut-off is.

(555) 123-4567
dave@smithplumbing.com
Acct:

HVAC TECH

Comfort Air Specialists

> Maintains our AC and furnace. We have an annual service contract with them.

(555) 987-6543
service@comfortair.com
Acct:

ELECTRICIAN & GENERATOR

Mr. Electric Services

> Familiar with our main sub-panels, 22kW backup generator maintenance, and auto transfer switch.

(555) 456-7890
service@mrelectric.com
Acct:

LANDSCAPER & IRRIGATION

TruGreen Services

> Mows lawn on Thursdays. Controls the seasonal irrigation startup and winter blowout.

(555) 765-4321
support@trugreen.com
Acct:

HANDWRITTEN NOTES & UPDATES

Section 6: Financial & Insurance

INSTITUTIONS, POLICIES & OFFLINE CREDENTIALS ROADMAP

CHECKING & SAVINGS

Chase Bank

> Primary checking for bills and mortgage auto-pay.

(800) 935-9935
chase.com

Acct #: [redacted]

User ID: [redacted]

RETIREMENT (401K/IRA)

Vanguard

> Investment accounts. Monthly automated contributions.

(877) 662-7447
vanguard.com

Acct #: [redacted]

User ID: [redacted]

HANDWRITTEN NOTES & UPDATES

Section 7: Pet Care

FEEDING ROUTINES, MEDICATIONS & EMERGENCY VETERINARY CONTACTS

DOG

Bailey

Golden Retriever

FEEDING SCHEDULE	1.5 cups dry kibble (blue bin in pantry) at 7:30 AM and 6:00 PM. Clean water always.
MEDICATIONS	Heartgard chewable on the 1st of every month (stored in medicine cabinet).
EMERGENCY VET	**Valley Veterinary Hospital - (555) 900-1200 (Open 24/7 for emergencies).**

PET IDENTIFICATION PHOTO



Bailey - 7 yr old Golden Retriever

HANDWRITTEN NOTES & UPDATES

Section 8: House Quirks

IDIOSYNCRASIES & OPEN TROUBLESHOOTING NOTES

1. The master bedroom ceiling fan hums on high speed. Use medium speed instead.
2. Basement lights have a 2-second delay after flipping the switch.
3. The guest bathroom toilet handle needs to be held down for 3 seconds for a complete flush.
4. Back sliding screen door latch is sticky: lift upward slightly on the handle while sliding to unlock.
5. Irrigation blowout valve key is hanging on the red pegboard in the garage.

HANDWRITTEN NOTES & UPDATES (PEN/PENCIL WRITE-IN AREA)