Manitoba Indigenous Housing Capacity Enhancement & Mobilization Initiative

Tenant Handbook

First Nations Building Officers Association

First Nations Housing Professionals Association

L'Association des professionnels de l'habitation des Premières Nations

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Who We Are

The Manitoba Indigenous Housing Capacity Enhancement and Mobilization Initiative (MIHCEMI) welcomes you to your basic home maintenance manual! This manual has been created to help you protect and preserve your most significant investment. While your home was built to meet high standards, it contains numerous systems and components that require periodic and proactive maintenance to function properly for years to come.

By following the simple maintenance procedures and checklists provided here, you can ensure your family's safety, save money on costly, unexpected repairs, and extend the overall life of your house.

This guide offers general advice for common home types and issues. It is not intended to replace specific manufacturer instructions for appliances or systems, which you should consult for detailed information. Always prioritize safety and seek professional help for any complex tasks or emergency situations, such as gas leaks, major electrical issues, or major renovations.

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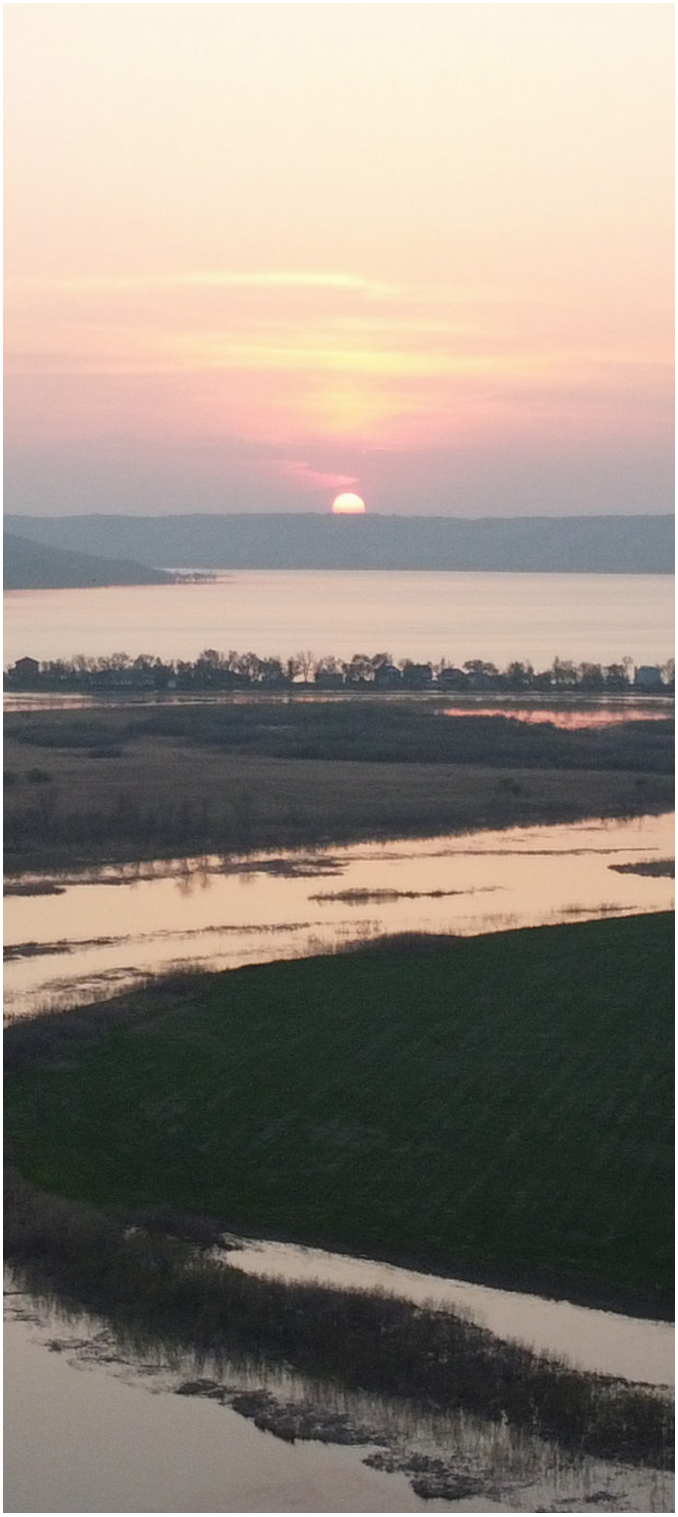


Frequently Asked Questions

What is Basic Home Maintenance?

Basic home maintenance can be labelled as the tasks that will help preserve a home's value, safety, and functionality. These tasks range from routine cleaning and inspections to addressing minor repairs and seasonal upkeep.

Regular maintenance of the home will help prevent larger, more costly problems down the line and ensures a comfortable living environment for the tenant.

Why Basic Home Maintenance?

The importance of regular home maintenance is necessary to "Keeping the House Alive" and protecting the health and safety of the people who are tenants of the home and the property itself.

Before doing bigger maintenance tasks, it is important to contact the Housing Department in your community. Certain maintenance will be the responsibility of the tenant and others will be the responsibility of the Housing Department (Landlord). Check your rental agreement.

What are the three Types of Home Maintenance?

Please refer to your community housing policies, tenant agreements, and lease agreements to better understand the maintenance that is the tenant's responsibility and which is the landlords (First Nations Housing Department) responsibility. May vary depending on policies and agreements.

1. Routine Maintenance

This type of home maintenance includes tasks like regular cleaning, minor repairs, and inspections to keep you home in good condition. It is important to schedule these tasks regularly.

2. Preventative Maintenance

This level of maintenance involves planned activities to address potential issues before they arise.

Examples: Replace and cleaning the HVAC & HRV Filters. You can always check the plumbing systems to ensure there are no leaks, and everything is draining properly.

3. Emergency Maintenance

This level of maintenance focuses on urgent repairs and addresses issues quickly. Emergency Maintenance can include fixing burst pipes, resolve power outages, or fix HVAC/HRV failures.

Responsibilities of the Tenant & Landlord (Housing Department)

Please refer to your tenant agreement, if no agreements are established, contact the housing department for an outline of what are the tenant's responsibilities and what are the landlord's responsibilities when referring to Home Maintenance of your home.

Best Practices

1. Document Everything: Take photos when moving in and moving out and report any issues in writing (email/text).
2. Communicate Early: Tell your landlord about problems before they worsen.
3. Know Your Agreement: Read it to avoid surprises about who is responsible for what.
4. Use a maintenance log to track repairs and communications.
5. Keep receipts if you pay in cases of reimbursement.

Notes

Seasonal Tasks Checklist Ideas

Spring/Summer Maintenance Task Ideas:

- ☐ Clean windows and screens
- ☐ Inspect for missing/damaged shingles from the ground and report it to the Housing Department Immediately (DO NOT GO ON ROOF)
- ☐ Check your siding for damage/pest damage Mow your lawn & keep the lawn clean
- ☐ Use outdoor bins (garbage & recycling)
- ☐ Test sump pump (pour water into the pit, Refer to Manual)
- ☐ Reverse ceiling fans (clockwise for summer/counter for winter)
- ☐ Deep-clean your home (refer to manual)
- ☐ Check attic & crawlspace for pests & mold.
- ☐ Set HRV to proper level (refer to manual).

Fall/Winter Maintenance Task Ideas:

- ☐ Drain outdoor hoses (to prevent frozen pipes).
- ☐ Shovel snow away from foundation.
- ☐ Remove debris from the exterior drains
- ☐ Keep downspouts away from the house to prevent flooding or freezing depending on the season
- ☐ Set HRV to proper level (refer to manual)
- ☐ Check for window/door drafts

Outdoor Care:

- ☐ Mow the lawn
- ☐ Rake leaves
- ☐ Wash Exterior of your home
- ☐ Shovel snow off walkway/driveway

Tenant Health & Safety Checklist Ideas

Daily/Weekly/Monthly Task Ideas
(Tasks can be found in the Manual)

- ☐ Keep the house clean by sweeping, mopping, and vacuuming. (DEPENDING ON PRODUCT- USE PROPER CARE, PLEASE REFER TO HOUSING MANUAL)
- ☐ Dispose of trash regularly (this avoids pests)
- ☐ Clean dryer lint vent after each use
- ☐ Clean the kitchen
- ☐ Clean appliances (oven, fridge, microwave, etc.)
- ☐ Replace light bulbs (Kitchen, Rooms, Bathroom, etc.)
- ☐ Test batteries monthly (smoke & carbon monoxide detectors)
- ☐ Replace HVAC air filters (every 1-3 months)
- ☐ Clean HRV air filters (every 1-3 months)
- ☐ Inspect for leaks (under sinks, toilets, water heater, etc.)
- ☐ Check fire extinguishers (ensure they are accessible and not expired.)

Basic Home Maintenance Tips on Preventative Maintenance

Ensure upon move in, that a thorough inspection be conducted with the two parties involved so the tenant knows where main shut-off switches/valves are located.

Tenants should know the contact numbers for the different emergency contacts such as the Fire, Plumbing, Maintenance, and Housing Departments.

Preventative Maintenance

- ☐ Report leaks, mold, pests, and damage immediately.
- ☐ Have proper bins for indoors and outdoors (garbage, recycling, storage)
- ☐ Conduct tissue test to ensure HRV is working properly.
- ☐ Document and report on any issues with your home.
- ☐ Use of exhaust fans can help prevent moisture, mold growth, and help improve the overall indoor air quality in your home.
- ☐ Establish a schedule for when tenant maintenance needs be done. *Example:* Changing furnace filters, cleaning HRV filters, changing HRV settings (depending on season), rotation of ceiling fans (depending on season)

Important Plumbing Tips:

- Familiarize and identify where the shut off valves in the home are and how to turn them off to prevent damage when leaks occur.
- To prevent clogs; Avoid dumping grease/oil into drains.
- To prevent toilet back-up; Ensure only toilet paper is flushed down the toilet and that schedule regular pump-outs are being followed.
- To prevent major leaks; Fix minor leaks by re-caulking when needed and do a routine inspection on the seals around the tub, shower or toilet.
- If the drainage stops in the sinks, use snake to clear blockage. If needed, clean out the trap underneath the sink.
- Refer to manual on how to use a plunger, snake and pipe wrench unclogging a drain.

Electrical issue tips:

- Never ignore flickering lights, burning smells, sparking outlets and frequent breaker trips – Contact your housing department immediately.
- Fire Hazards: Overloaded circuits, faulty wiring or damaged cords can cause fires.
- Do not touch live wires – it can cause electric shock and can seriously injure or kill.
- Familiarize yourself with the Main Breaker Box (Electrical Service Panel).
- Refer to resource links on "what causes an electrical fire and how to prevent them" and Electrical Safety in a home video.

Extending the life expectancy of household products

- Know what type of maintenance care is needed for the specific product. Example: If you have Vinyl Flooring do not use excess water when cleaning to ensure that you do not damage the floor.
- If you are unsure, research online or contact the housing department and ask how they would suggest cleaning the specific product.

HRV (Heat Recovery Ventilator) System Tips

- Familiarize on how to operate the system as the primary function is to improve indoor air quality while minimizing energy loss.
- Understanding fully how the HRV system works will benefit your health and the home.
- Knowing how to maintain the system and clean the filters is essential.
- Replace furnace filters every 1-3 months – doing this will have better airflow, less energy bills and will prevent damage to the furnace.
- Always ensure proper installation and clearance from walls and furniture.

Fire Safety

- Never leave cooking unattended.
- Never leave burning candles unattended.
- Avoid overload circuits.
- Be responsible when smoking in and around your home.
- Ensure all smoke detectors are in working condition.
- Ensure all fire extinguishers are in working condition.
- Consider having an escape plan in place for your family.

Air Quality

- Familiarize yourself with the operation of the controls for the humidity during the seasons.
- Use exhaust fans when showering or cooking.
- Run a dehumidifier in damp areas.
- Do not block air vents – ensure air flows throughout the house.
- Prevent mould by controlling moisture.
- See the five steps to removing mould from your home on page 28.

Winter & Spring Housing Maintenance Tips

During Winter Months:
When it's cold outside, a warm house can be prone to moisture condensation on cold surfaces – follow these steps to heat your house safely and prevent mould.

- Lower the indoor moisture levels by using bathroom fans and kitchen range hood.
- Heavy curtains or blinds can cause condensation (water) on your windows – Keep coverings open so warm air can reach the windows and prevent water build up.
- Make sure furniture does not block air intake grilles or heating supply vents.
- Check that your heating vents and dampers in the floor grille are open.
- Keep interior doors open for better airflow.

As it starts to get colder outside, make sure to follow these tips to prevent mould and moisture indoors.

- Ensure every room in your house is adequately heated. Colder rooms tend to have more condensation and mould problems.
- Prevent and repair leaks. Cracks and holes in walls and ceiling interior surfaces allow moist air to condense in the walls and attics – promoting mould growth.
- Store firewood outside. Dry firewood releases moisture in your home.

During Spring Months:
As the snow starts to melt, leaks or floods can become a major issue – take a minute to check if you find moisture or water.

- Dry or remove water-damaged items the first 48 hours to prevent mould growth
- Repair leaks right away.
- Throw away things that cannot be dried.
- Pull carpets and furnishings away from wet walls to let air flow and help dry faster.

Spring Thaw Tips:

- If you can always and ensure safety, clear downspouts.
- Repair leaks and make sure water can flow off your roof and away form your foundation and basement windows - at least 1.8 meters (6 feet).
- Direct flow away from the house.
- Keep an eye on the basement and crawlspace every day for signs of water.
- Make sure your sump pump is always working properly.
- Ensure the sump pump float switch is operating properly and is not obstructed.
- Ensure that the sump pump is not plugged up with debris at intakes.
- Ensure that the sump pump hose is not blocked and it is directing the water away from the house, extending far enough to drain away.
- Don't place items of value on the basement/crawlspace floor – place at a higher level.

Notes

Fire Safety & Prevention

Fire Safety Escape Plan *(fig. 1)*

Creating, implementing, and practicing a Fire Safety Escape Plan is critical when minimizing injuries and/or death when dealing with house fires. Your Escape Plan should be practiced minimum twice a year.

After a Fire

- Stay out until firefighters say it's safe.
- Check for injuries (smoke inhalation is deadly).

Some details to include in your Fire Safety Escape Plan			
Mapping Exits	**Set a Meeting Place**	**Practice**	**Special Considerations**
• Educate children about why the safety plan is in place • Identify 2 ways out of every room (door/window) and show how to remove screens, open window, etc. • Ensure windows open easily (screens removable)	• Pick a safe spot outside (mailbox, telephone pole, end of driveway, garbage bin, tree, etc.) • Head count (make sure everyone has escaped the home safely, then go to neighbours and call the fire department (if cellphone use is not an option)	• Conduct fire drills regularly and follow your ***Fire Safety Escape Plan!*** • Crawl low under smoke. • Feel doors for heat before opening. • Check doorknob for heat. • Practice removing screens and safely escaping from windows.	• Kids and Elderly may not be able to espace out the windows, if they are unable to, you **must** unsure that an adult has a plan in place to help them escape. • Sleep with bedroom doors closed (this can slow the fire spread). • If trapped, close doors, seal cracks with towels/clothes. • If pets are unable to escape, safely open the front and back door so they have a way out.

Scan these QR codes to view Fire Escape Plan videos:

How to create an escape plan for your family

FSRI: Plan Your Escape: Single-Story Home Fire

Fire Prevention: Top Causes & How to Avoid Them	
Causes	**Prevention**
Cooking	· Never leave a stove unattended. · Keep Flammables away!
Electrical	· Avoid overloaded outlets. · Replace Frayed extension cords.
Heating	· Keep space heaters 3+ feet from furniture/curtains. DO NOT RUN 24/7!
Smoking	· Smoke outside, use deep ashtrays, clean ashtrays.
Candles	· Purchase battery/solar operated lights in case of emergencies · Never leave burning candles unattended.
Grease Fire	· Turn off the heat immediately to prevent further burning. · Cover the pot with metal lid, baking sheet, etc. to smother the flames. · Use Baking soda or salt to extinguish the fire, **DO NOT USE WATER!**

Prevent	· Learn and teach children about fire safety.
	• **Smoke & CO Alarms!**
	  • **Smoke alarms** in every bedroom and outside sleeping areas
	  • **Carbon monoxide (CO) alarms** near bedrooms and fuel-burning appliances.
	  • **Test monthly!** Replace batteries twice a year and replace units every 10 years.
	  • **Clean Dust away from Smoke and Carbon Monoxide Alarms to ensure they are working properly and effectively.**

Fire Extinguishers

- **Place Fire Extinguishers:** Kitchen, garage, near furnace, bedrooms, near fridge, dryer etc.
- **Use PASS method** *(fig. 2)*
  - Pull pin → Aim low → Squeeze handle → Sweep side to side.
  - Only fight small fires (if in doubt, evacuate!)

Fire Safety Checklist

- Test alarms monthly
- Keep exits clutter-free
- Practice Fire Safety Escape Plan
- Store matches/lighters out of reach

Be Prepared—Not Scared! A fire safety plan saves lives. Practice regularly!

Air Quality

Home Moisture

Condensation & Humidity Control

Signs of Excess Moisture:

- **Visible:** Water droplets on windows/walls, dampness/wet floors on lower levels, visible mold on drywall, baseboards, etc.
- **Hidden:** Mold in walls/attics (musty smells, stains). Hidden mould may also cause health issues, such as, respiratory illness, headaches, etc.

Causes:

- High indoor humidity (cooking, showers, poor ventilation).
- Air leaks letting warm, moist air into walls (interstitial condensation).

Solutions:

- Reduce humidity.
- Use exhaust fans (bath/kitchen).
- Run a dehumidifier in damp areas.
- Install an HRV (Heat Recovery Ventilator) in cold climates.
- Seal air leaks.
- Caulk around windows/doors.
- Ensure proper vapour barrier behind drywall.

Heat Recovery Ventilation (HRV) System fig. 4

How an HRV System Works: Please refer to the Large Manual for more information

Air Exchange:

The HRV system has two separate air streams:

1. One for extracting stale air from inside the building.
2. Another for supplying fresh air from outside.

These air streams pass through a heat exchanger, but they do not mix. This ensures that contaminants from the exhaust air are not transferred to the incoming fresh air.

Heat Recovery: The core component of an HRV system is the heat exchanger. As the warm, stale air from inside the building passes through the heat exchanger, it transfers its heat to the cooler, fresh air coming from outside.

In winter, this process pre-warms the incoming fresh air, reducing the need for additional heating.

In summer, the system can work in reverse, transferring coolness from the outgoing air to the incoming air, thereby reducing cooling loads.

Benefits of HRV Systems:

- **Improved Indoor Air Quality:** Continuous supply of fresh air reduces pollutants, allergens, and moisture levels inside the building.
- **Energy Efficiency:** By recovering heat from the exhaust air, HRV systems reduce the energy required to heat or cool incoming air, leading to lower utility bills.
- **Comfort:** Maintaining a consistent indoor temperature and humidity level enhances overall comfort.

Troubleshooting

- **Poor Airflow:** Check filters, ducts, and vents for blockages. Unusual Noises: Inspect the fan and motor for issues.
- **Inefficient Heating/Cooling:** Ensure the heat exchanger is clean and the system is set to the correct mode for the season.

Step-by-Step Process for Changing an HRV Filter *(fig. 5)*

Step 1: Locate the HRV Unit.

Step 2: Turn Off the HRV System
Turn off the HRV system at the control panel or switch to ensure safety while working on it.

Step 3: Access the Filter Compartment
Open the front panel or cover of the HRV unit to access the filters. This may require unscrewing or unclipping the panel.

Step 4: Remove the Old Filters
Locate the filters (usually one for the incoming air and one for the exhaust air).
Carefully slide out the old filters, noting their orientation for proper replacement.

Step 5: Inspect and Clean (if reusable)
If the filters are reusable, clean them according to the manufacturer's instructions (e.g., vacuuming or washing). If they are disposable, discard them properly.

Step 6: Insert the New Filters
Take the new filters and insert them into the slots, ensuring they are oriented correctly (check for airflow arrows on the filter frame). Make sure the filters are securely in place.

Step 7: Close the Filter Compartment
Close and secure the front panel or cover of the HRV unit.

Step 8: Turn On the HRV System

Step 9: Test the System
Listen for proper operation and check airflow to ensure the system is working correctly.

Regular maintenance and proper settings are key to maximizing its performance and lifespan.

Mould & Education Facts

What is Mould?

A type of fungus that thrives in damp environments, reproducing via spores. It plays ecological roles in decomposition but can pose health risks indoors. Not all moulds are toxic, but some produce allergens or mycotoxins

Mold Prevention

- Clean mold-prone areas (shower grout, tub edges) regularly.
- Re-caulk if sealant cracks or discolors.
- Fix leaks as soon as possible to prevent hidden mold.

Common Types:

- Aspergillus
- Cladosporium
- Stachybotrys (black mould)

Health Risks

- Allergies & Respiratory Issues: Sneezing, coughing, asthma exacerbation.
- Vulnerable Groups: Children, elderly, and immuno-compromised individuals are more susceptible.

Mould Prevention Strategies		
Control Humidity	**Ventilation**	**Fix Leaks ASAP**
• Keep indoor humidity below 60% (ideally 30-50%) using dehumidifiers or setting HRV system to proper range.	• Use exhaust fans in bathrooms/kitchens; this ensures proper airflow. • Keep clutter away from wall vents (intake & outtake) This will ensure that your room has proper airflow.	• If deemed major repair call your Housing Department immediately. • Prevent mould by controlling moisture. • Use protective gear during cleanup.

Mould Remediation

- DIY Cleanup: For small areas (<10 sq. ft.), use protective gear (gloves, N95 mask), scrub with warm soap water, and dry thoroughly.
- Professional Help: Required for large infestations, HVAC systems, or suspected toxic mould.
- Address Root Causes: Fix moisture sources to prevent recurrence.

Mould Myths vs. Facts.

- **Myth:** Bleach kills all mould.
- **Fact:** Bleach works on non-porous surfaces but may not penetrate materials like drywall.

- **Myth:** All mould is dangerous.
- **Fact:** Most moulds are harmless unless sensitive individuals are exposed

Drywall Guide: Prevention & Repairs

What is Drywall?

- Standard wall/ceiling material (not waterproof unless marked for wet areas).
- Vapour retarder behind it stops moisture/ air leaks.

Repairing Minor Damage

Small Holes/Cracks:

- Sand the area.
- Fill with drywall compound (let dry between layers).
- Sand smooth → prime & paint.

Larger Holes:

- Add a wood backing for support.
- Secure a drywall patch, then mud, sand, then paint.
- Big cracks and gaps: Could mean structural issues → **Call Housing Department!**

Caulking for Moisture Protection

- Where to caulk? Bathrooms, kitchens, windows, showers.
- Use: Mold-resistant silicone caulk (reapply every few years).

When to Call the housing department

- Structural cracks: large/horizontal
- Persistent mold: Water staining and discoloured areas may indicate hidden leaks.
- Wet insulation or rotting walls → Needs full repair before spreading to other areas of the home.

Quick Tips

- Keep humidity below 50% (use a hygrometer).
- Ventilate! Open windows, when possible, even in winter months for at least 5 minutes.
- Inspect annually for leaks/seal damage.
- Dry, well-sealed homes need fewer repairs and have better air quality!
- When cooking makes sure to use stove ventilation (if you have one) to help reduce humidity and condensation while cooking.
- Use Tissue Test on ventilation systems (exhaust fan & HRV) to ensure they are working properly.

Tissue Test

Take 1 square of toilet paper or paper towel and place it over the ventilation system grate you are troubleshooting (exhaust fan, HRV, etc.) if the paper towel sticks to the grate you know that your ventilation system is working. If the paper towel DOES NOT stick you may need to clean the HRV filters (either in the actual HRV or where the exhaust areas are in the home).

Home Air Quality Guide: Risks & Solutions

Possible Hazardous Materials in Homes

Asbestos

- **Found in:** Insulation, tiles, drywall, roofing (pre-1990s).
- **DO NOT** damage or remove asbestos. Contact your housing department as removing asbestos requires professional remediation.

Lead

- **Found in:** Old paint (pre-1950s), pipes, solder.

Formaldehyde (UFFI & Others)

- Found in: Plywood, particleboard, some fabrics.

Radon Gas *(fig. 6) diagram illustrates radon movement.*

- Found in: Basements (enters via cracks/ floor drains).

Improving Air Quality

- **Ventilate!** Use exhaust fans, Use HRV or current ventilation systems, set HRV system to proper humidity level (depending on the season), open windows.
- **Control humidity (30-50%)** to prevent mold.
- **Change HVAC filters regularly.**
  - **Clean HRV Filters regularly.**
  - **Avoid smoking indoors.**

When to Call a Pro

Immediate action needed for:

- **Peeling lead paint** (kids/pregnant women at risk).
- **Crumbling asbestos** (do NOT DIY removal!)
- **High radon levels.**
- **Persistent mold** (black mold is toxic, **immediately** call your housing department in case they need to send Environmental Health Officer to do testing, remediation/ repairs will need to be completed)

Quick Fixes

- **Dust/clean often** (reduces allergens).
- **Seal cracks** in basement (stops radon).
- **Choose non-toxic paints/furniture.**

Why It is Important

- Electricity powers your home but can be **dangerous** (fire & shock risks).
- Always follow **electrical codes**—they keep you safe.
- If unsure, call a licensed electrician! If tenant they would call their housing department.
- Do you have power surges? If so, tenant would experience a ray of challenges within the home. (Ex: appliances being fried and require frequent replacement.

Basic Electrical System Setup

1. **Typical Circuit Connection to a Main Breaker Box (Electrical Service)** ***fig. 3***

2. **Main Service Panel (Breaker Box)**

- Distributes power to circuits.
- **Circuit breakers** trip if overloaded (safety feature).
- A safety switchboard that stops wires from overheating (e.g., Overloading - if you plug in too many gadgets). Circuit breakers and fuses (identify if breaker trips frequently)

3. **Wiring**

- Must be properly insulated and grounded.
- Different wires for hot (live), neutral, and ground.
- Hidden in walls, delivering power to outlets, lights, and appliances.

4. **Outlets & Switches**

- It must be installed correctly to prevent shocks.
- **GFCI outlets** (in wet areas) cut power if a shock risk is detected.
- Provide a connection device that allows electricity to be tapped to operate fixtures or appliances points to electrical power

5. Appliances: Use electricity to do work (fridge cools, oven heats, TV entertains).

Key Safety Risks

- **Fire Hazard**
  - Overloaded circuits, faulty wiring, or damaged cords can cause fires.
- **Electric Shock**
  - Touching live wires can injure or kill.

Why It is Important

- Electricity powers your home but can be **dangerous** (fire & shock risks).
- Always follow **electrical codes**—they keep you safe.
- If unsure, call a licensed electrician! If tenant they would call their housing department.
- Do you have power surges? if so, tenant would experience a ray of challenges within the home. (Ex: appliances being fried and require frequent replacement.

When to Call an Electrician/Housing Department

- Flickering lights or frequent breaker trips.
- Burning smell or sparking outlets.
- Adding new circuits or major appliances.

Never DIY if you are unsure, safety first! Always protect yourself!

Simple Safety Tips

- Do not overload outlets (use surge protectors).
- Inspect & replace damaged cords immediately.
- Call your housing department when electrical issues arise **DO NOT** complete electrical work if you are a tenant (this is a landlord's responsibility)

Electricity is powerful—respect it and stay safe!

Guide to GFCI Outlets

What is GFCI?

A Ground Fault Circuit Interrupter (GFCI) protects you from electrical shocks in areas where water and electricity could mix, like outdoor outlets, bathrooms, and kitchen sinks.

Where is it located?

- In the outlet: Look for “Test” and “Reset” buttons on the plug.
- In your electrical panel: A special circuit breaker labeled GFCI.

Reset

Why is it tripped?

It shuts off power if it detects a dangerous electrical fault, such as:

- Damp/wet conditions (e.g., rain, spills).
- Damaged/old appliances or frayed cords.
- Overloaded or very long extension cords.

How to reset it:

Identify the dangers of overloading the receptacle as in picture. Safety concern that could case a fire. (No surge protection at all either on top of the overloading) this picture does not identify if it is a GFCI.

1. Unplug all appliances/cords from the outlet.
2. Press the “Reset” button (top button) firmly.
3. Plug devices back one by one.

If it trips again, the last item plugged in may be faulty.

How to test it:

- Press “Test” (bottom button) → The “Reset” button should pop out with a click.
- Press “Reset” to restore power.
- Test monthly to ensure it is working!

Troubleshooting:

- If resetting does not work, the GFCI may be broken or there is a wiring issue (call an electrician).
- Some outlets are linked to one GFCI—check nearby plugs after resetting.

Key Tip: Never ignore a tripping GFCI—it is a safety warning! Fix the cause to stay protected. (e.g., replace damaged cords, call housing department to hire an electrician, etc.)

Common Electrical Problems & Fixes

1. Circuit Overload

- **Signs:**
  - Lights dimming
  - Frequent tripped breakers/blown fuses.
- **Cause:**
  - Too many outlets/appliances on one circuit (max: 12 outlets or 1 major appliance per circuit)
- **Fix:**
  - A licensed electrician must add a new circuit from the breaker box.

2. Exposed Wiring (Older Homes)

- **Problem:**
  - Unsafe wiring running along baseboards (except phone/ doorbell wires).
- **Fix:**
  - **Reroute or cover wires** Electrical wiring is required to be concealed for safety. (housing department will need to hire an electrician)

3. Extension Cord Use

- **Problem:**
  - Using extension cords long-term means **not enough outlets/circuits.**
  - **DO NOT** use extension cords as a permanent outlet. This can cause electrical fires.
- **Fix:**
  - **Install new outlets** (Housing Department will need to hire an electrician)
  - With new home builds we can plan for more outlets, so additional work does not have to be done in the future!

4. Total Power Loss

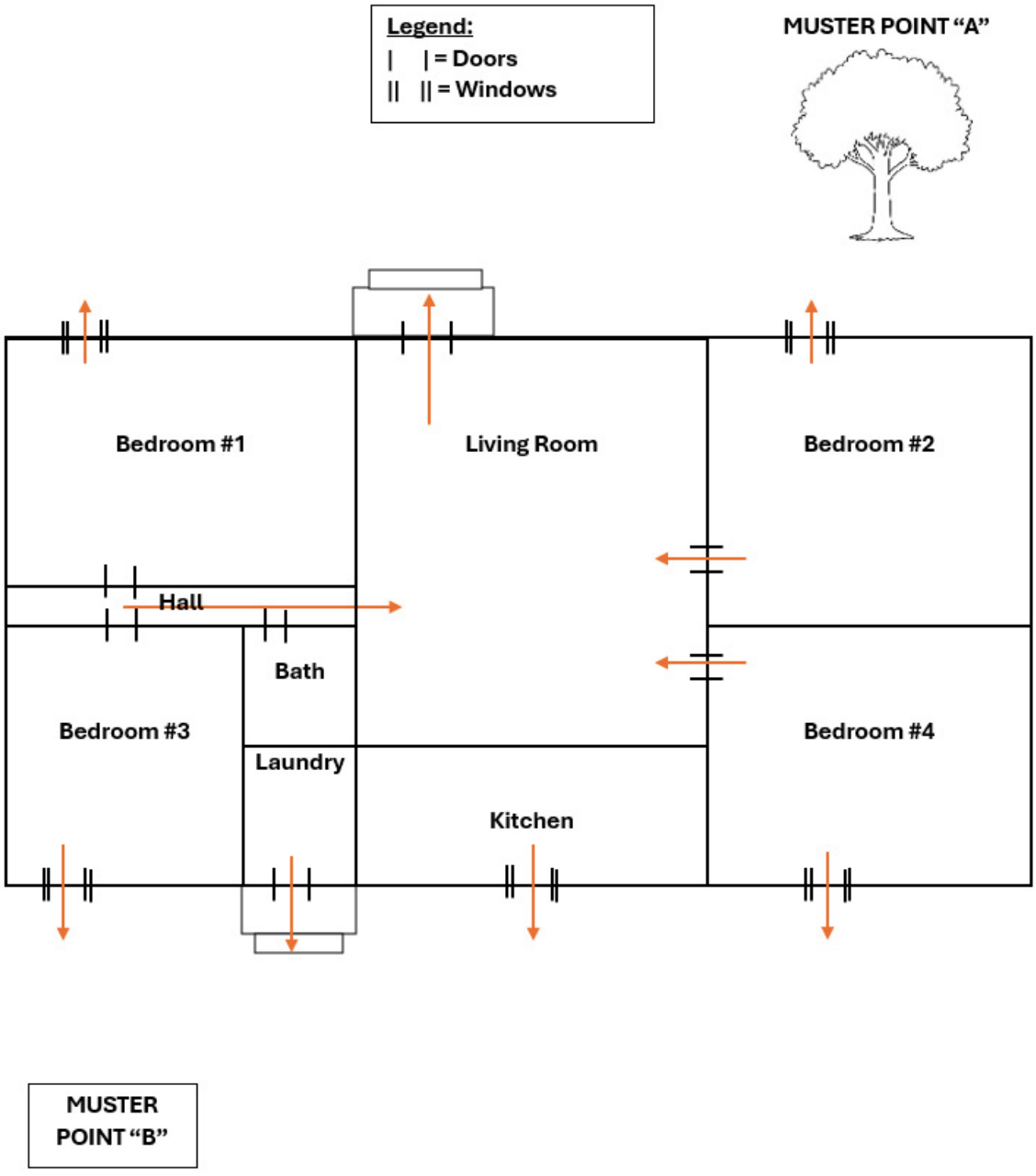
- **Check:**
  - Is there a **neighborhood blackout**?
  - If not, check the **main breaker** in your electrical panel:
    - Reset it **after unplugging overloaded devices**.
- If power still won't come back on → **Call the Housing Department/ Manitoba Hydro immediately!**

Safety Reminders

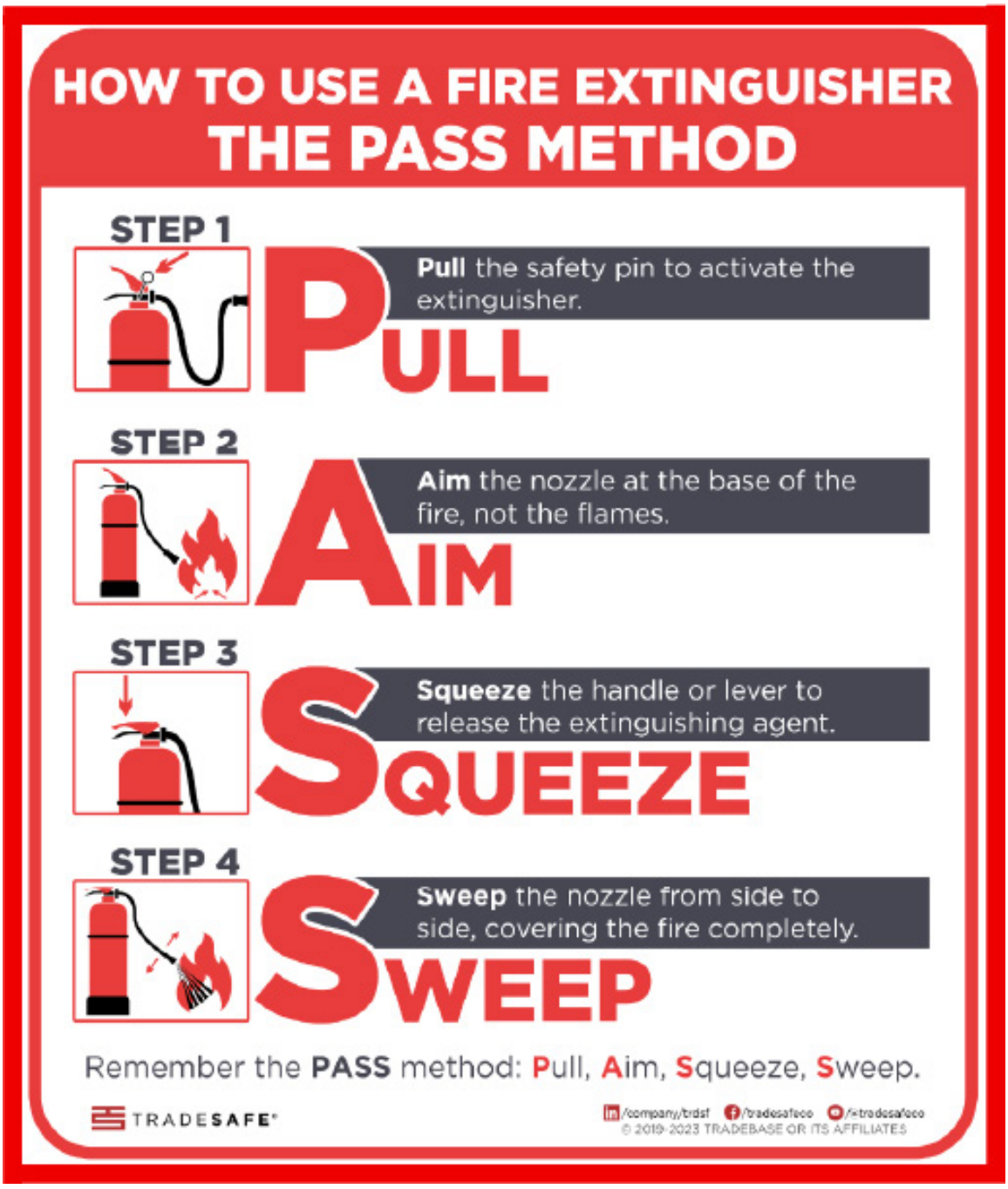
Never ignore:

- Burning smells
- Sparking outlets
- Frequent breaker trips
- Keep fire extinguisher in an accessible place.
- Practice using the fire extinguisher.

Diagrams



Fire Safety Escape Plan | Fig. 1



PASS Method | Fig. 2

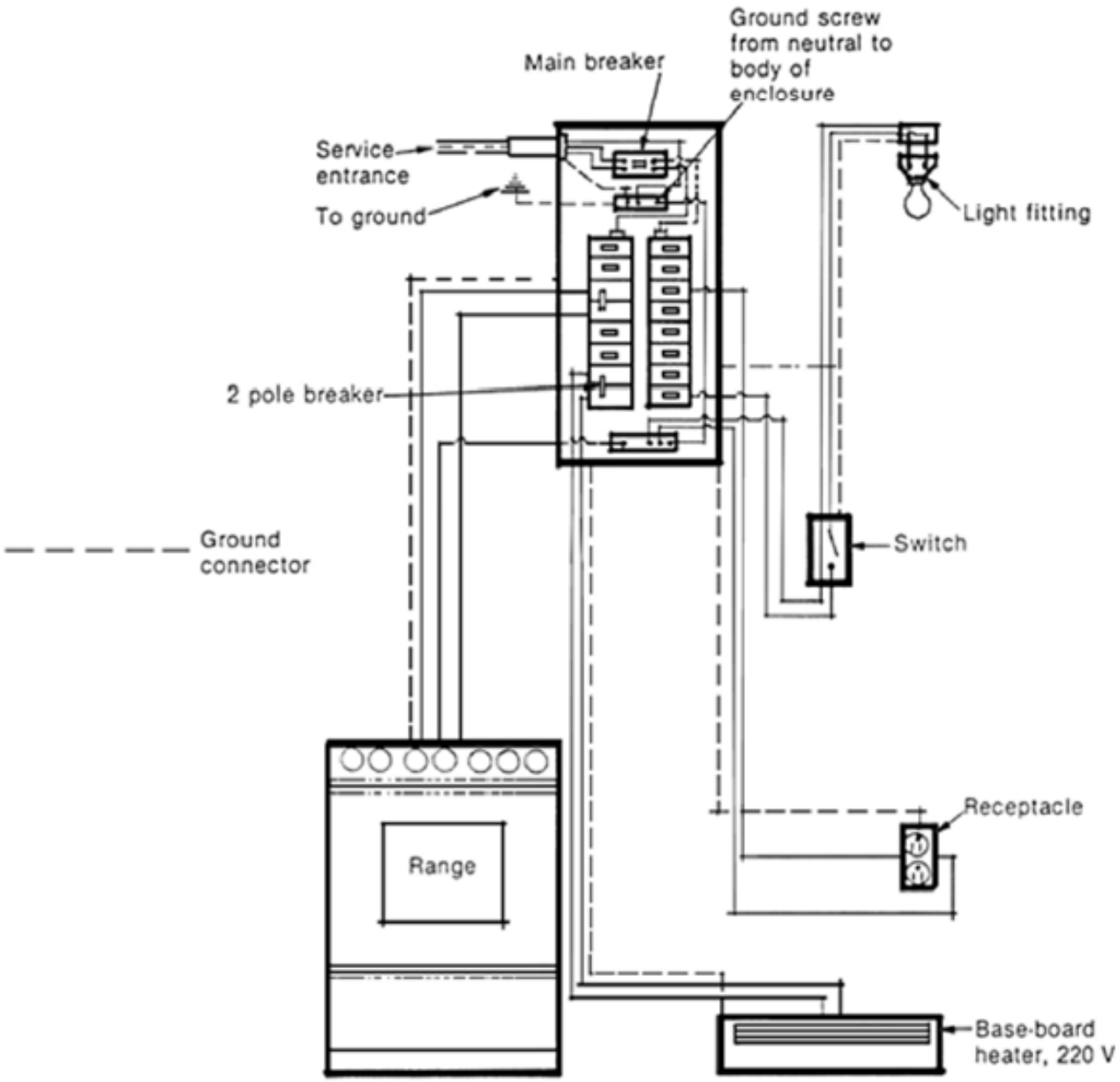
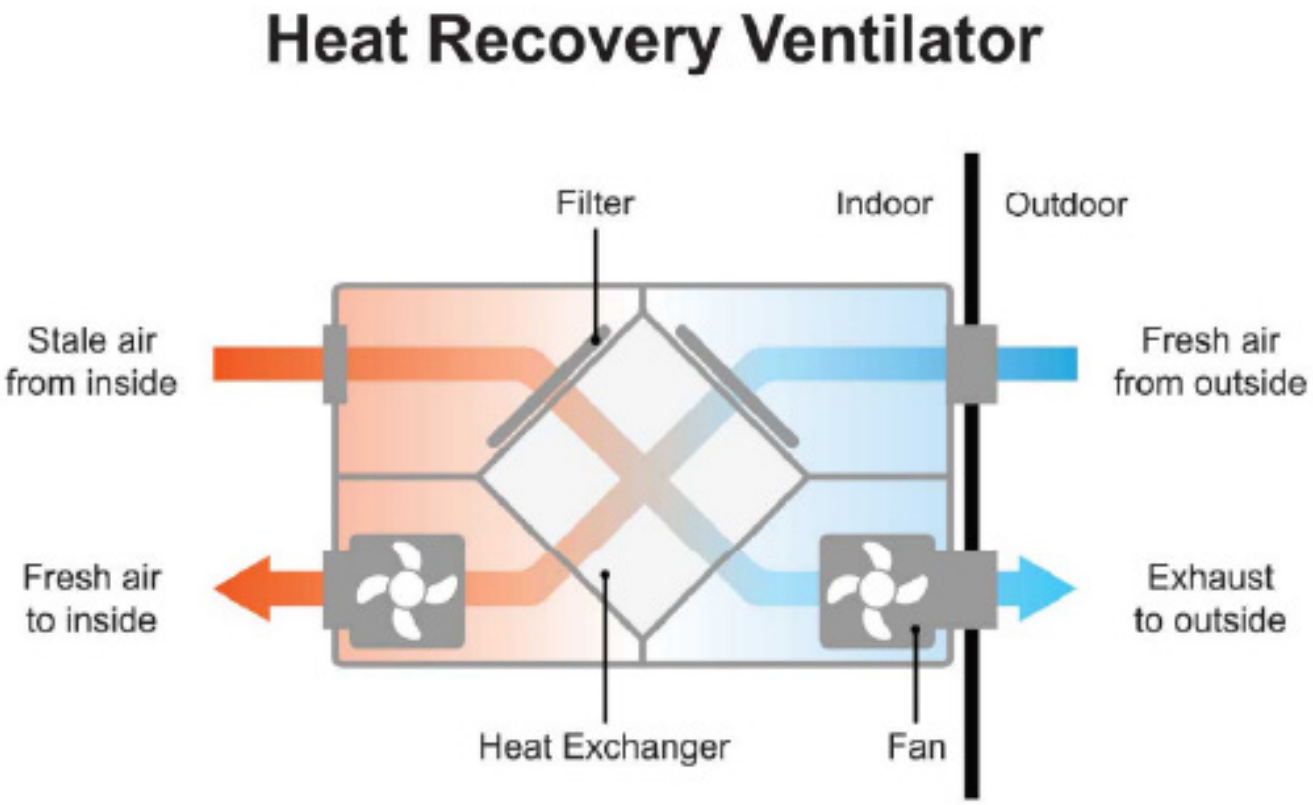

Ground screw
from neutral to
body of
enclosure
Main breaker
Service
entrance
To ground
Light fitting
2 pole breaker
Ground
connector
Switch
Range
Receptacle
Base-board
heater, 220 V

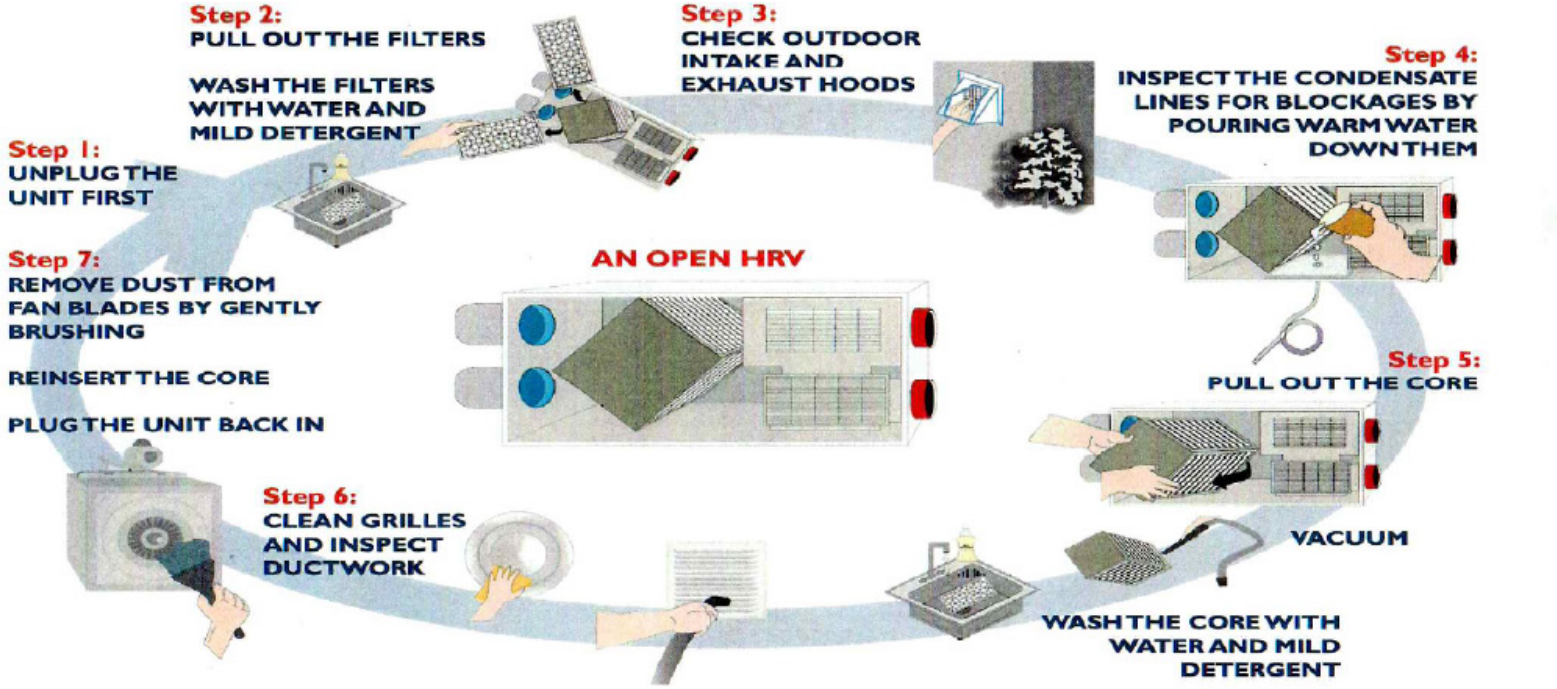
Fig. 3



Heat Recovery Ventilator | Fig. 4

MAINTAINING YOUR HEAT RECOVERY VENTILATOR (HRV)

Your heat recovery ventilator (HRV) can help make your house a clean, healthy living environment, while keeping fuel bills down. But your HRV can't do all this without your help. **It only takes seven simple steps to keep your HRV happy...**



HRV Maintenance Checklist

Year:

	Clean Filter	Clean Hood Screen	Other
Jan			
Mar			
May			•
July			
Sept			❖
Nov			

May (•)
Turn the dehumidistat to the HIGH setting or to OFF.

Year:

	Clean Filter	Clean Hood Screen	Other
Jan			
Mar			
May			•
July			
Sept			❖
Nov			

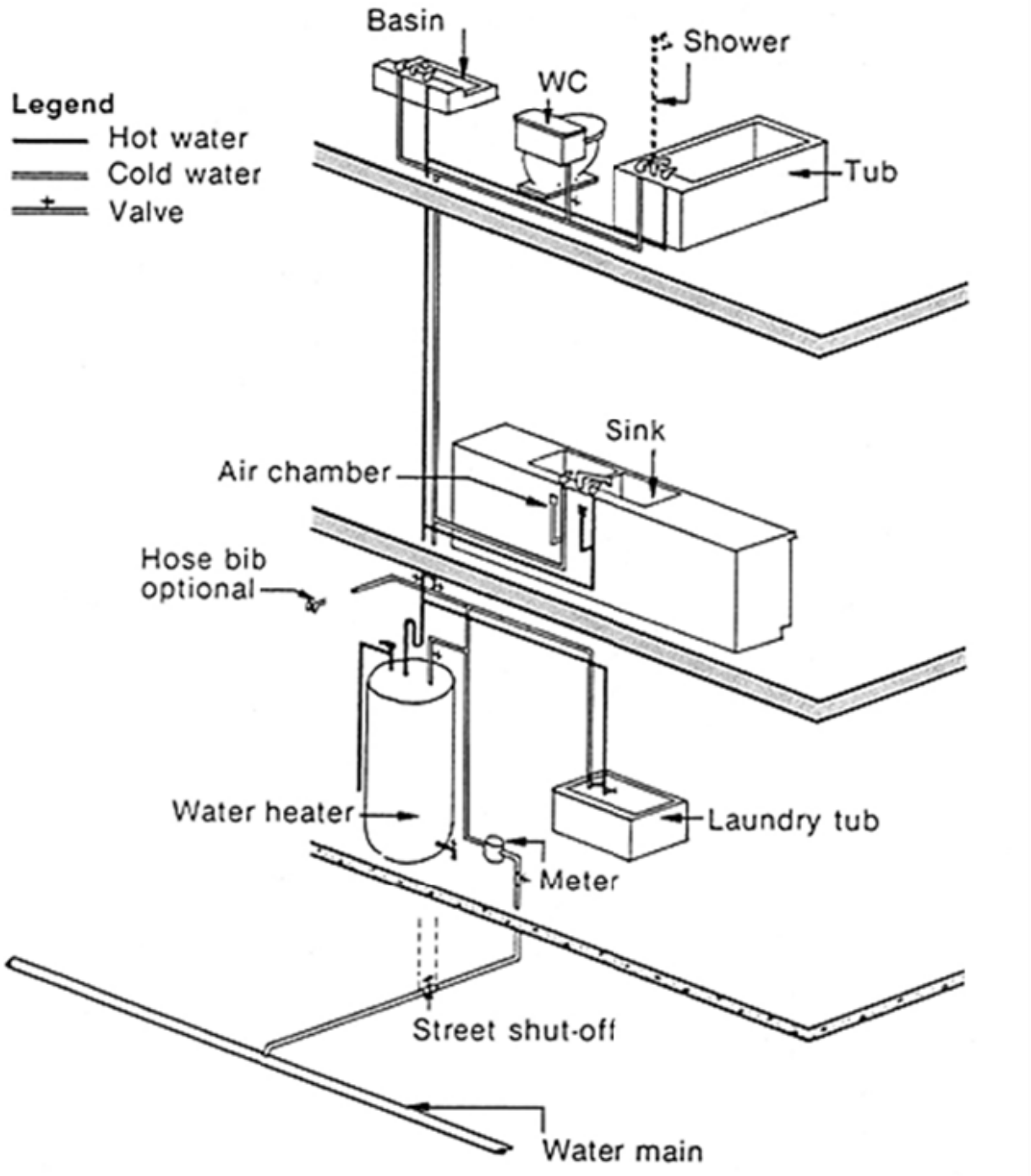
September (❖)
Clean core and check fans. Check condensate drain. Check grilles and ducts in house. Reset dehumidistat (40 – 80 per cent)

Canada

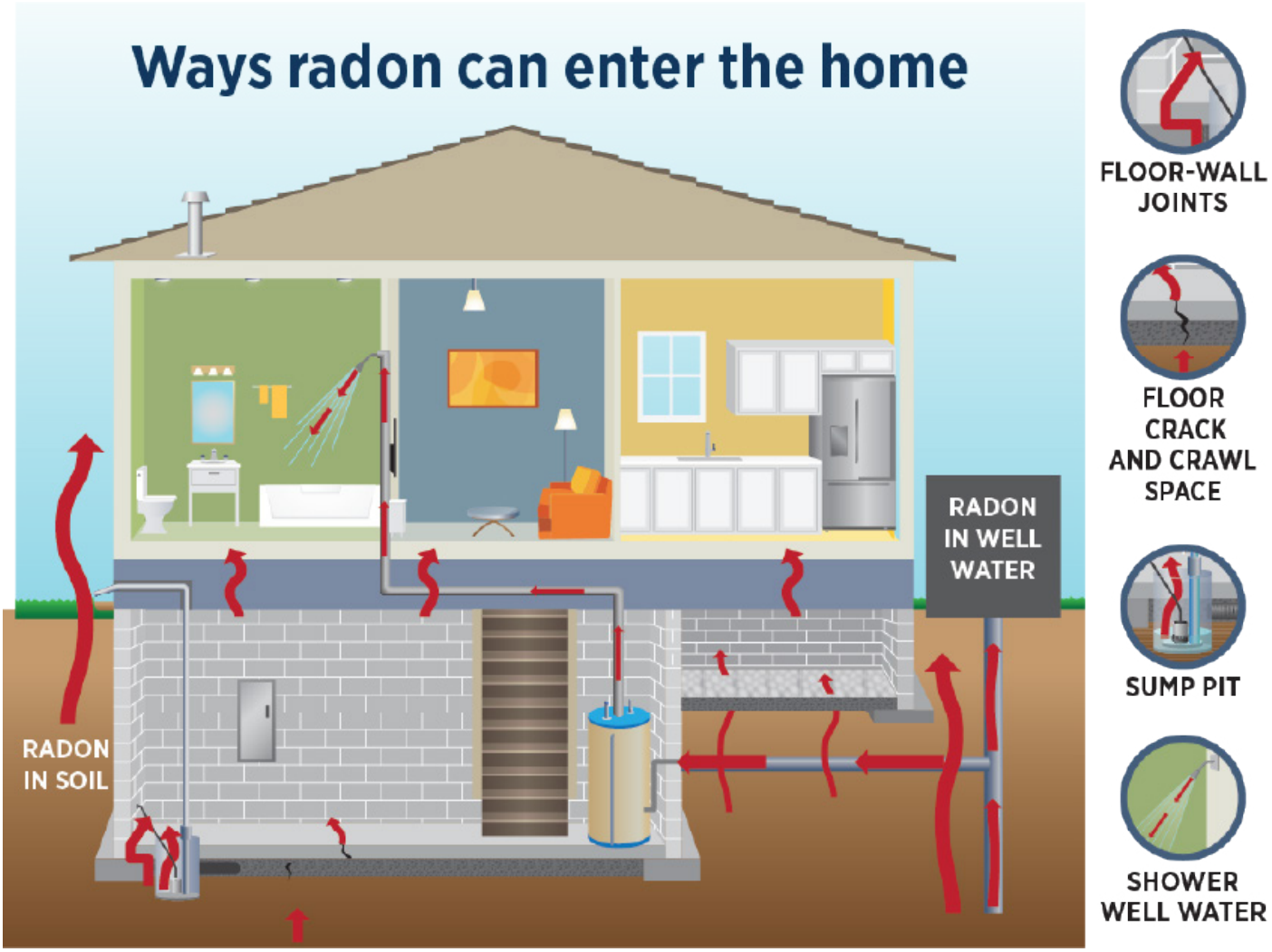
Provided by Canada Mortgage and Housing Corporation and Shibogama Technical Services www.cmhc.ca www.shibogama.on.ca

CMHC SCHL

Maintaining Your Heat Recovery Ventilator | Fig. 5



Wastewater Drains



Ways radon can enter the home | Fig. 6

Emergency Contact Information

FIRE

AMBULANCE

POLICE

HOUSING

In Partnership With

FNNBOA

The First Nations National Building Officers Association (FNNBOA), established in 2003, serves as a strong voice for building officers in First Nations communities. These officers perform a wide range of tasks, including inspections, plans review, technical advocacy and advisory services, going beyond traditional building inspections.

FNNBOA represents professionals who provide technical services for residential, commercial and institutional construction and renovation on reserves. Its primary focus is occupational development, with key objectives including:

- Representing technical service providers in First Nations communities
- Establishing national occupational standards to ensure core competencies
- Creating certification and accreditation processes
- Promoting capacity-building programs and policies
- Advocating for housing policies that improve building practices and housing conditions in First Nations communities

In summary, FNNBOA supports and empowers building officers to enhance construction standards and housing quality in First Nations communities.

FNHPA

The First Nations Housing Professionals Association (FNHPA) is the only Canada-wide organization dedicated to supporting staff and industry professionals working with First Nations communities.

It sets national standards, provides education and certification programs and fosters communication and knowledge-sharing among staff and industry professionals.

FNHPA offers personalized support and resources to help staff and industry professionals serve their communities effectively. It also develops programs, such as sponsorship and upskilling initiatives, to advance the goals of First Nations housing departments.

In short, FNHPA empowers staff and industry professionals through standards, education and support, improving housing outcomes for First Nations communities.

In partnership with:

First Nations Building Officers Association

First Nations Housing Professionals Association

L'Association des professionnels de l'habitation des Premières Nations