

BOOK 1: THE HOUSE MASTER LEDGER

The Open-Book Property Biography, Specs, Maintenance & Emergency System

SECTION 1: SPECS & BUILD MATERIALS

TAB 1

Property Element	☐ Status Check	Brand / Model / Hex Code	Install Date	Warranty Until
Roofing Shingles	☐ OK ☐ Inspection Due ☐ Repair Scheduled	Architectural Gray - 30 yr	2021-05	2051-05
Exterior Paint	☐ OK ☐ Touch-up Needed ☐ Repaint Due	Sherwin Williams #7005	2022-08	2032-08
Interior Paint	☐ OK ☐ Touch-up Needed	Benjamin Moore Linen White	2023-01	N/A
Flooring / Tile	☐ OK ☐ Repair Needed	Oak Hardwood / Porcelain	2020-11	2040-11
Plumbing Lines	☐ OK ☐ Leak Checked ☐ Service Due	PEX Type-A / Copper	2019-03	2044-03
HVAC Unit	☐ Filter OK ☐ Annual Service Due	Trane 4-Ton 16 SEER	2021-09	2031-09
Water Heater	☐ Flush OK ☐ Anode Checked	Rheem 50-Gal Hybrid	2022-04	2032-04

SECTION 2: STRUCTURAL ADDITIONS & MORTGAGE

TAB 2

Structural Project	☐ Status Check	Permit # / Lender	Contractor / Terms	Date / Warranty
Patio Addition	☐ Approved ☐ In Progress ☐ Complete	Permit #2023-8841	Apex Builders LLC	2023-10 / 5 Yr
Solar Panels	☐ Active ☐ Inspection Scheduled	Permit #2022-1042	SunPower Systems	2022-06 / 25 Yr
Primary Mortgage	☐ Current ☐ Refinance Reviewed	Chase Home Loans	30-Yr Fixed @ 3.5%	2020-2050
Property Taxes	☐ Paid H1 ☐ Paid H2 ☐ Escrow OK	County Tax Assessor	Parcel #441-092-12	Annual / Nov & Apr

SECTION 3: LANDSCAPING & OUTDOOR GROUNDS

TAB 3

Zone / System	☐ Maintenance Checkmark	Plant / Equipment Variety	Service Schedule
Zone 1: Front Lawn	☐ Fertilized ☐ Aerated ☐ Mowed	Bermuda Turf / Rainbird	Bi-weekly Summer

Zone 2: Back Garden	☐ Pruned ☐ Mulched ☐ Drip Checked	Drip Irrigation / Citrus	Monthly Check
Zone 3: Hardscape	☐ Power-washed ☐ Sealed	Paver Patio & Firepit	Annual (Spring)
Sprinkler Timer	☐ Battery OK ☐ Schedule Updated	Hunter Pro-HC Smart	Spring & Fall Adjust

SECTION 4: EMERGENCY PROCEDURES & EVACUATION

TAB 4

CRITICAL HOUSEHOLD EMERGENCY & EVACUATION PLAN

Keep this section readily accessible during blackouts, power outages, and emergency situations.

Emergency Type	Immediate Action Protocol	Equipment / Shutoff Location
Fire Emergency	Get out immediately. Do not use elevators. Call 911. Meet at Primary Reunion Point.	Extinguishers: Kitchen & Garage
Gas Leak (Smell Gas)	Do not flip switches. Evacuate house immediately. Turn off main gas valve.	Gas Meter Valve (West Side Exterior)
Water Pipe Burst	Shut off main water valve instantly to prevent flooding. Call emergency plumber.	Main Shutoff Valve (Front Meter Box)
Power Blackout	Locate flashlight/batteries in Book 2. Check circuit breakers before calling utility.	Main Breaker Box (Garage / Basement)
Severe Storm / Quake	Take cover under sturdy furniture. Stay away from windows. Check gas/water after.	Emergency Kit (Hall Closet)

EMERGENCY QUICK-REFERENCE (CUT & LAMINATE)

FIRE / POLICE / AMBULANCE: 911
PRIMARY REUNION POINT: _____
SECONDARY REUNION POINT: _____
GAS SHUTOFF LOC: _____ WATER SHUTOFF: _____
ELECTRIC MAIN BREAK: _____ POISON CONTROL: 1-800-222-1222
ICE (IN CASE OF EMERGENCY) CONTACT: _____

SECTION 5: CONTRACTOR DIRECTORY & CARD HOLDERS

TAB 5

Trade / Service	☐ Preferred Contact	Phone / Email	License / Notes
Emergency Plumber	☐ Primary ☐ Secondary	QuickDrain Plumbing (555-0192)	Lic #PL-88312 / 24-7 Service

Electrician	☐ Primary ☐ Secondary	Volt Masters Elec (555-0144)	Lic #EL-99201 / Panel Specialist
HVAC Technician	☐ Primary ☐ Secondary	AirTech Services (555-0188)	Maintenance Contract Active
Roofing Specialist	☐ Primary ☐ Secondary	TopShield Roofs (555-0123)	Lic #RF-44102 / Free Inspections

SECTION 6: STANDARD 4X4 POST-IT & MEMO ZONE

TAB 6

HOUSEHOLD MAINTENANCE & HARDWARE POST-IT ZONE

(Standard 4" x 4" Sticky Note Target Zone)