

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2015 0084 Hughes

Ethel Hughes  
3376 Hollingsworth Road  
Macon, Georgia 31210  
Home Phone: (478) 476-4530 Cell Phone: (478) 256-1173

Monday, November 30, 2015  
Location  
Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

01.0025      **Permits and Licenses**

Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.

01.0050      **Code Compliance**

All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements and must meet with the approval of local code enforcement officials.

01.0075      **Insurance Requirements**

The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or any one directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage not less than \$100,000/\$300,000 in the event of bodily injury including death and \$50,000/\$100,000 in the event of property damage arising out of the work performed by the Contractor. Contractor shall also carry worker's compensation insurance if required by State law, Program Administrator or Homeowner.

01.0150      **Contractor to verify Measurements, Sizes and Quantities**

All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.

01.0200      **Workmanship and Material Standards**

Contractor to perform work specified in Work Write-Up in a high-quality good workman-like manner using specified materials or approved equals. Materials must: 1) be high quality, 2) be installed in accordance with manufacturer's specs and 3) meet requirements of code inspections.

01.0225      **General Warranty**

Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner & Program Administrator. Refer to project contract for specific requirements concerning warranty.

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01.0250      **Scheduling Work**

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01.0275      **Compliance inspections**

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01.0325      **Protect House Contents from Damage during Work**

Contractor shall take steps to protect house and contents from damage during project.

01.0350      **Repair Damage Caused to Property during Work**

Contractor is responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.

01.0375      **Prime Bare Wood**

The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.

01.0475      **Reduce Airborne Dust during Construction**

Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do Not use electric sanders or torches to remove paint. Contractor and workers are encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.

01.0500      **GENERAL CLEANUP**

CONTRACTOR TO PROVIDE CLEAR AND SAFE PASSAGE WAYS IN AND AROUND STRUCTURE DURING PROJECT. CONTRACTOR TO REMOVE DEBRIS AND BUILDING MATERIALS FROM, IN AND AROUND STRUCTURE BEING REPAIRED TO LEGAL DUMP SITE REGULARLY AND AT THE END OF THE PROJECT.

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35.0475      **Replace up to 30% of Roof Decking**

Replace up to 30% of any rotten, badly warped or broken roof decking and nailers. Materials shall match remaining material as closely as possible. Call Program Administrator for compliance inspection.

35.0925      **Install New Shingles on Roof Decking**

Install 15 lb. asphalt saturated felt and new 220 lb. or heavier Class A three tab fiberglass self-sealing strip shingles on top of roof decking using 8 nails per shingle. Install starter course at edges of roof. Shingles to have a 20 year limited manufacturer's warranty. Install metal flashing tucked behind siding at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimneys. Program Administrator will select color.

35.1075      **Install Ridge Vent**

Install continuous metal ridge vent along ridge lines of roof. Stop vents 18" from end of ridge line or from intersections of ridge lines. Make sure decking at ridge line is cut back at least 1" from edge of ridge pole so that the attic can ventilate.

\*\*\*\*\*INSTALL DRIP EDGE AROUND PERIMETER OF ROOF\*\*\*\*\*

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COST SUMMARY

Material – Labor \_\_\_\_\_

Overhead and Profit @ \_\_\_\_\_% \_\_\_\_\_

Total Cost \_\_\_\_\_

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Work Write-Up  
2015 0085 Lucas

Janice Lucas  
4049 Napier Avenue  
Macon, Georgia 31204  
Home Phone: (478) 474-8152 Cell Phone: (478) 781-4988

Monday, November 30, 2015  
Location  
Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

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\_\_\_\_\_

\*\*\*\*\***APPLY DRIP EDGE AROUND THE PERIMETER OF THE ROOF**\*\*\*\*\*

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COST SUMMARY

Material – Labor \_\_\_\_\_

Overhead and Profit @ \_\_\_\_\_%

Total Cost \_\_\_\_\_

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Work Write-Up  
2015 0086 Green

Evelyn Green  
870 Richmond Street  
Macon, Georgia 31206  
Home Phone: (478) 784-8664

Monday, November 30, 2015  
Location  
Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

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35.0975      **Install New Modified Asphalt Roof Membrane**

Install new 95 lb. asphalt roofing/waterproofing membrane material. Roof covering shall be "NORDPOLY" 4M modify asphalt roofing membrane or program approve equal. All material shall be installed by certified roofing install.

@ Rear \_\_\_\_\_

35.1075      **Install Ridge Vent**

Install continuous metal ridge vent along ridge lines of roof. Stop vents 18" from end of ridge line or from intersections of ridge lines. Make sure decking at ridge line is cut back at least 1" from edge of ridge pole so that the attic can ventilate.

\*\*\*\*\*APPLY DRIP EDGE AROUND THE PERIMETER OF THE ROOF\*\*\*\*\*

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COST SUMMARY

Material – Labor	_____
Overhead and Profit @ _____%	_____
Total Cost	_____

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Work Write-Up  
2015 0087 Kirkland

Michele Kirkland  
1842 Bethlea Avenue  
Macon, Georgia 31204  
Home Phone: (478) 475-6742 Cell Phone: (478) 952-6714

Monday, November 30, 2015  
Location  
Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

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\_\_\_\_\_

\*\*\*\*\* APPLY DRIP EDGE TO PERIMETER OF ROOF\*\*\*\*\*

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COST SUMMARY

Material – Labor      \_\_\_\_\_

Overhead and Profit @ \_\_\_\_\_%      \_\_\_\_\_

Total Cost      \_\_\_\_\_

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2015 0088 Ford

Velma Ford  
875 Edwards Avenue  
Macon, Georgia 31204  
Home Phone: (478) 714-1669 Cell Phone: (478) 745-3186

Monday, November 30, 2015  
Location  
Prepared by: Sitten/Thurman

---

**GENERAL REQUIREMENTS**

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COST SUMMARY

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Overhead and Profit @ \_\_\_\_\_%      \_\_\_\_\_

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