

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0098 Garling

Jacqueline Garling
280 Balkcom Avenue
Macon, Georgia 31217
Home Phone: 478 743-3037

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

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**

Contractor to schedule work between 8:00am and 6:00pm, Monday through Friday. Requests to work before these hours and on weekends must be approved by the Homeowner and Program Administrator.

01.0275 **Compliance inspections**

Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. Check each spec to see if a compliance inspection is required. Work concealed without an inspection may cause payment delays and denials.

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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35.0325 **Remove All Roof Covering Material down to Sheathing**

Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.

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*****

COST SUMMARY

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

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Total Cost
Work Write-Up
2016 0100 Pitts

Violet & Oliver Pitts
3638 Fair Street
Macon, Georgia 31204
Home Phone: 478 477-2949

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

GENERAL REQUIREMENTS

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35.0525 **Replace up to 40% of Roof Decking**

Replace up to 40% of any rotten, badly warped or broken roof decking and nailers. Material shall match remaining material as closely as possible. Call Program Administrator for compliance inspection before covering.

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.

35.0975 **Install New Modified Asphalt Roof Membrane**

Install new 95 lb. asphalt roofing/waterproofing membrane material. Roof covering material shall be "NORDPOLY 4M" modified asphalt roofing membrane or program approved equal. Location @ MAIN BODY.

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*****

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____ % _____

Total Cost _____

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Work Write-Up
2016 0101 Rivers

Eric Rivers
3356 Napier Avenue
Macon, Georgia 31204
Cell Phone: 478 787-2663/478 841-1569

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

GENERAL REQUIREMENTS

01.0025 **Permits and Licenses**

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35.1125 **Install Metal Flashing On Chimneys & Dormers**

Properly install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimney. Aluminum flashing is not permitted.

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

COST SUMMARY

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

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Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0102 Coleman

Eugenia Coleman
780 Grosso Avenue
Macon, Georgia 31204
Home Phone: (478) 743-0457 Cell Phone (404) 621-0392

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

GENERAL REQUIREMENTS

01.0025 **Permits and Licenses**

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35.0500 **Replace up to 30% of Roof Decking**

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35.1075 **Install Ridge Vent**

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

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____%

Total Cost _____

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0103 Sallette

Freddie Sallette
1947 Houston Avenue
Macon, Georgia 31201
Home Phone: (478) 978-2165

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

GENERAL REQUIREMENTS

01.0025 **Permits and Licenses**

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30.0800 **Install Fascia Board Over End Of Rafter Tails**

Install new 2" x 4" pine sub-fascia and 3/4" thick #2 spruce fascia board to cover the ends of the rafter tails. Replace severely defective, rotten and missing rafter tails. Location @ RIGHT HAND SIDE

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35.0925 **Install New Shingles on Roof Decking**

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

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____ % _____

Total Cost _____

Attachment "B"
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Work Write-Up
2016 0104 Brown

Mary Brown
377 Albert Lane
Macon, Georgia 31204
Home Phone: (912) 610-9131 (Nephew Willie Martin)

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

GENERAL REQUIREMENTS

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

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____ % _____

Total Cost _____

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0105 Balkcom

Lillie Ruth Balkcom
2510 Houston Avenue
Macon, Georgia 31206
Cell Phone: (478) 832-3870

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

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. 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

01.0250 **Scheduling Work**

Contractor to schedule work between 8:00am and 6:00pm, Monday through Friday. Requests to work before these hours and on weekends must be approved by the Homeowner and Program Administrator.

01.0275 **Compliance inspections**

Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that Item. Check each spec to see if a compliance inspection is required. Work concealed without an inspection may cause payment delays and denials.

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.

Attachment "B"
Guidelines, Specifications and Cost Summary

35.0325 **Remove All Roof Covering Material down to Sheathing**

Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.

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

Replace up to 30% of any rotten, badly warped or broken roof decking and nailers. Material 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.

35.0975 **Install New Modified Asphalt Roof Membrane**

Install new 95 lb. asphalt roofing/waterproofing membrane material. Roof covering material shall be "NORDPOLY 4M" modified asphalt roofing membrane or program approved equal. Location @ PORCH.

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*****

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____ % _____

Total Cost _____

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0106 Brown

Sheila & Ramona Brown
1965 Cedar Street
Macon, Georgia 31201
Cell Phone: (478) 714-7505

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

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. 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 of high quality, 2) be installed in accordance with manufacturer's specs and, 3) meet requirements of code inspections.

Attachment "B"
Guidelines, Specifications and Cost Summary

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.

01.0250 **Scheduling Work**

Contractor to schedule work between 8:00am and 6:00pm, Monday through Friday. Requests to work before these hours and on weekends must be approved by the Homeowner and Program Administrator.

01.0275 **Compliance inspections**

Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that Item. Check each spec to see if a compliance inspection is required. Work concealed without an inspection may cause payment delays and denials.

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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.

Attachment "B"
Guidelines, Specifications and Cost Summary

30.0800 **Install Fascia Board Over End Of Rafter Tails**

Install ne 2" x 4" pine sub-fascia and 3/4" thick #2 spruce fascia board to cover the ends of the rafter tails
Replace severely defective, rotten and missing rafter tails. Location @ FRONT

35.0325 **Remove All Roof Covering Material down to Sheathing**

Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.

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

Replace up to 30% of any rotten, badly warped or broken roof decking and nailers. Material 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.

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

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____% _____

Total Cost _____

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0107 Lockett

Brenda Lockett
4215 West Oak Drive
Macon, Georgia 31210
Cell Phone: (478)250-5519

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

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.

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Attachment "B"
Guidelines, Specifications and Cost Summary

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01.0500 **GENERAL CLEANUP**

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

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____%

Total Cost _____

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2016 0108 Glasco

Johnnie Mae Glasco
3346 Hollingsworth Rd
Macon, Georgia 31210
Home Phone: (478)477-2983 Cell Phone: (478)719-7108

Monday, March 7, 2016

Location

Prepared by: Sitten/Thurman

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.

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01.0500 **GENERAL CLEANUP**

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

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____%

Total Cost _____