

Attachment “B”  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0109 Wesley

Deloris Wesley  
3870 Vinson Robinson Rd  
Macon, Georgia 31204  
Home Phone: 478 788-7938

Thursday, June 23, 2016

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.

Attachment "B"  
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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.

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

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COST SUMMARY

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

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0110 Sanford

Hazel Sanford  
710 Main Street  
Macon, Georgia 31217  
Home Phone: 478 755-8346

Thursday, June 23, 2016

Location

Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

01.0025      **Permits and Licenses**

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

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

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Work Write-Up  
2016 0111 Alicea

Leila Alicea  
2872 Sommers Drive  
Macon, Georgia 31206  
Cell Phone: 912 270-6355

Thursday, June 23, 2016

Location

Prepared by: Sitten/Thurman

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

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

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Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0112 Butler

Alice Butler  
2427 Recreation Rd  
Macon, Georgia 31217  
Home: 478 722-8123 Cell: 478 207-0185

Thursday, June 23, 2016

Location

Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

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01.0500      **GENERAL CLEANUP**

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\_\_\_\_\_

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

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0113 Sherman

Lewis Sherman  
4696 Sylvester Circle North  
Macon, Georgia 31217  
Home Phone: 478 743-9434 Cell: 478 737-1227

Thursday, June 23, 2016

Location

Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

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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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35.1125      **Install Metal Flashing On Chimneys**

Properly install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimney.

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

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0114 Golden

Della Golden  
1871 Jeff Davis  
Macon, Georgia 31201  
Home Phone: 478 742-1241

Thursday, June 23, 2016

Location

Prepared by: Sitten/Thurman

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**GENERAL REQUIREMENTS**

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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.

35.0525      **Replace up to 40% of roof decking**

Replace up to 40% 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.

35.1125      **Install Metal Flashing On Chimneys**

Properly install galvanized metal flashing tucked securely and at least 1/2" into masonry units of chimney.

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

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COST SUMMARY

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

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0115 Ellis

Rosie Ellis  
1560 Hurley Circle  
Macon, Georgia 31206  
Home Phone: 478 784-8446 Cell: 478 361-4091

Thursday, June 23, 2016

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. 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.

35.0525      **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.

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 @ 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 PERIMETER OF THE ROOF\*\*\*\*\*

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

Attachment “B”  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0116 Richards

Carolyn Richards  
3140 Napier Avenue  
Macon, Georgia 31204  
Home Phone: 478 743-0761

Thursday, June 23, 2016

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. 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.

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

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 @ LEFT SIDE when Facing HOME.

\_\_\_\_\_

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. @ FRONT 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 PERIMETER OF THE ROOF\*\*\*\*\*

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0117 Bryant

Ruth Bryant  
1466 Berkner Avenue  
Macon, Georgia 31204  
Home Phone: 478 254-8679 Cell: 478 538-5825

Thursday, June 23, 2016

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. 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.

\_\_\_\_\_

35.0575      **Replace up to 50% of Roof Decking**

Replace up to 50% 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.

\_\_\_\_\_

35.1075      **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 PERIMETER OF THE ROOF\*\*\*\*\*

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COST SUMMARY

Material – Labor \_\_\_\_\_

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

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

Attachment "B"  
Guidelines, Specifications and Cost Summary

Work Write-Up  
2016 0118 Moreland

Amanda Moreland  
4198 Dorothy Avenue  
Macon, Georgia 31206  
Home Phone: 478 228-9225 Cell: 478 228-9225

Thursday, June 23, 2016

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. 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

35.0075      **Install New Rafters**

Remove defective rafters and install new rafters sized and installed to comply with building code.  
@ PORCH

35.0225      **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 end of the rafter tails.  
@ PORCH

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.

35.0425      **Replace up to 20% of Roof Decking**

Replace up to 20% 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. @ 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 PERIMETER OF THE ROOF\*\*\*\*\*

\*\*\*\*\*INSTALL METAL FLASHING @ ROOM ADDITION\*\*\*\*\*

Attachment "B"  
Guidelines, Specifications and Cost Summary

COST SUMMARY

Material – Labor \_\_\_\_\_

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

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