

Attachment “B”
Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0443 Jackson

Jackson, Geraldine
3943 Hartness Street
Macon, Georgia 31204
Cell Phone: 478 501 8300

Monday, July 20, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

We are in the process of inspecting this home and will have confirmation if Lead-Based Paint is present before the roof replacement is performed.

Your company may bid on this house. However, if the house is positive for lead-based paint, your company must be lead-safe certified for the bid to be accepted.

GENERAL REQUIREMENTS

01.0025 Permits and Licenses

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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. Contractors shall also carry worker's compensation insurance if required by State law, Program Administrator or Homeowner.

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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 the manufacturer’s specs and 3) meet the 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 the project contract for specific requirements concerning warranty.

01.0250 **Scheduling Work**

Contractor to schedule work between 8:00am and 6:00pm, Monday through Friday. Requests to work before these hours and at 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**

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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.

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01.0475 **Reduce Airborne Dust during Construction**

Contractors 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. Contractors 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 PASSAGEWAYS 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.

35.0200 **Repair the Roof Overhang**

- Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

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

Remove all the 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.

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

Replace up to 30% of any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing and spray paint black.

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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.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____%

Total Cost:

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Work Write-Up
2026 0444 Stephens

Stephens, Margaret
2045 Strozier Street
Macon, Georgia 31217
Cell Phone: 478 258 2658

Monday, July 20, 2026
Prepared By: Kenneth Braden

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01.0500 **GENERAL CLEANUP**

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20.0075 **Trim Tree Overhanging Roof**

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roof plane and any remaining tree limbs. Clean leaves and debris from roof. Remove debris to legal dump site.

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

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

Remove all the 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.

35.0500 **Replace up to 60% of Roof Decking**

Replace up to 60% any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty.

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Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing.

35.1000 **Install Roll Type Selvege Edge Roofing on Decking**

Install 15 lb. asphalt saturated felt and 110-120 lb. double coverage selvedge edge asphalt roofing having a 17" visible exposure and 19" lap. Include double layer at roof edge. Install per manufacturer's instructions on all roofs with less than a 4/12 pitch. Install an aluminum drip edge with white baked on enamel finish intersections. Install galvanized metal flashing tucked securely at least ½" into masonry units of chimneys and walls. Owner to 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.

35.1300 **Remove and Cap (1) Chimney Below Roof Plane**

Remove the chimney below roof framing to a point where the remaining chimney is stable. Install a metal or concrete cap on the chimney. Frame in opening and installing building felt and shingles to match existing shingles in color as closely as possible.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____%

Total Cost

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Work Write-Up
2026 0445 Cullins

Cullins, Mary
2005 Hubbard Road
Macon, Georgia 31217
Home: 478 743 2756
Cell Phone: 478 461 7418

Monday, July 20, 2026
Prepared By: Kenneth Braden

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35.0200 **Repair the Roof Overhang**

-

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

35.0500 **Replace up to 40% of Roof Decking**

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35.0925 **Install New Shingles on Roof Decking**

Install 15 lb. asphalt saturated felt or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing.

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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 Chimney**

Properly install galvanized metal flashing tucked securely and at least ½" into masonry units Of chimney. Aluminum flashing is not permitted.

80.0000 **Remove Disconnected Weather Head**

Remove disconnected electrical weather head and conduit and repair decking.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____%

Total Cost

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Work Write-Up
2026 0446 Zellner-More

Zellner-More, Rujeana
1263 Calhoun Street
Macon, Georgia 31201
Cell Phone: 478 978 8027

Monday, July 20, 2026
Prepared By: Kenneth Braden

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20.0075 **Trim Tree Overhanging Roof**

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roofs plane and any remaining tree limbs. Clean leaves and debris from the roof. Remove debris to legal dump site.

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board, soffit and roof decking at eaves and overhangs.

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COST SUMMARY

Material – Labor _____

Overhead and Profit _____%

Total Cost _____

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Work Write-Up
2026 0447 Griggs

Griggs, Chris
1551 Stratford Circle
Macon, Georgia 31206
Cell Phone: 478 250 5242

Monday, July 20, 2026
Prepared By: Kenneth Braden

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20.0075 **Trim Tree Overhanging Roof**

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35.0200 **Repair the Roof Overhang**

-

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Guidelines, Specifications and Cost Summary

35.1000 **Install Roll Type Selvege Edge Roofing on Decking**

Install 15 lb. asphalt saturated felt and 110-120 lb. double coverage selvedge edge asphalt roofing having a 17" visible exposure and 19" lap. Include double layer at roof edge. Install per manufacturer's instructions on all roofs with less than a 4/12 pitch. Install an aluminum drip edge with white baked on enamel finish intersections. Install galvanized metal flashing tucked securely at least ½" into masonry units of chimneys and walls. Owner to 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.

35.1375 **Repair Gutter System**

Replace defective and missing gutter system components including gutters, downspouts, leaders, drops and components such as splash blocks. New components to match remaining components as closely as possible.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____%

Total Cost

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0448 Jones

Jones, Tisa
1420 Cambridge Drive
Macon, Georgia 31206
Cell Phone: 478 283 6968

Wednesday, January 7, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

We are in the process of inspecting this home and will have confirmation if Lead-Based Paint is present before the roof replacement is performed.

Your company may bid on this house. However, if the house is positive for lead-based paint, your company must be lead-safe certified for the bid to be accepted.

GENERAL REQUIREMENTS

01.0025 Permits and Licenses

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

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 the manufacturer’s specs and 3) meet the 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 the 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 at 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**

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

01.0475 **Reduce Airborne Dust during Construction**

Contractors 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. Contractors 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 PASSAGEWAYS 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.

20.0075 **Trim Tree Overhanging Roof**

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roof plane and any remaining tree limbs. Clean leaves and debris from roof. Remove debris to legal dump site.

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board, soffit and roof decking at eaves and overhangs.

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

Remove all the 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.

35.0500 **Replace up to 100% of Roof Decking**

Replace up to 100% any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing.

Attachment "B"
Guidelines, Specifications and Cost Summary

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.

35.1450 **Clean Debris off Roof and out of Gutters and Downspouts**

Clean branches, leaves and debris off roof and out of gutters and downspouts. Hose down gutters and downspouts to assure clear passageway for rainwater.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____%

Total Cost

Attachment “B”
Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0449 Adams

Adams, Patricia
2383 West Marion Road
Macon, Georgia 31206
Cell Phone: 478 258 0081

Monday, July 20, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

We are in the process of inspecting this home and will have confirmation if Lead-Based Paint is present before the roof replacement is performed.

Your company may bid on this house. However, if the house is positive for lead-based paint, your company must be lead-safe certified for the bid to be accepted.

GENERAL REQUIREMENTS

01.0025 Permits and Licenses

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

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 the manufacturer’s specs and 3) meet the 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 the 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 at 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**

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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.

Attachment "B"
Guidelines, Specifications and Cost Summary

01.0475 **Reduce Airborne Dust during Construction**

Contractors 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. Contractors 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 PASSAGEWAYS 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.

20.0075 **Trim Tree Overhanging Roof**

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roof plane and any remaining tree limbs. Clean leaves and debris from roof. Remove debris to legal dump site.

35.0200 **Repair the Roof Overhang**

- Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

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

Remove all the 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.

35.0500 **Replace up to 60% of Roof Decking**

Replace up to 60% any rotten, badly warped, or broken roof decking and fasteners. Materials shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing.

Attachment "B"
Guidelines, Specifications and Cost Summary

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.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____ %

Total Cost

Attachment “B”
Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0450 Meadows

Meadows, Ruby
3326 North O’Hara Drive
Macon, Georgia 31206
Cell Phone: 478 978 3065

Monday, July 20, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

We are in the process of inspecting this home and will have confirmation if Lead-Based Paint is present before the roof replacement is performed.

Your company may bid on this house. However, if the house is positive for lead-based paint, your company must be lead-safe certified for the bid to be accepted.

GENERAL REQUIREMENTS

01.0025 Permits and Licenses

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

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 the manufacturer’s specs and 3) meet the 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 the 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 at 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**

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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.

Attachment "B"
Guidelines, Specifications and Cost Summary

01.0475 **Reduce Airborne Dust during Construction**

Contractors 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. Contractors 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 PASSAGEWAYS 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.

20.0075 **Trim Tree Overhanging Roof**

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roof plane and any remaining tree limbs. Clean leaves and debris from roof. Remove debris to legal dump site.

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

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

Remove all the 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.

35.0500 **Replace up to 50% of Roof Decking**

Replace up to 50% of any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least

Attachment "B"
Guidelines, Specifications and Cost Summary

½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing.

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.

COST SUMMARY

Material – Labor

Overhead and Profit _____ %

Total Cost

Attachment “B”
Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0451 Crockett

Crockett, Marilyn
934 Ashlin Avenue
Macon, Georgia 31217
Cell Phone: 478 714 1618

Monday, July 20, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

We are in the process of inspecting this home and will have confirmation if Lead-Based Paint is present before the roof replacement is performed.

Your company may bid on this house. However, if the house is positive for lead-based paint, your company must be lead-safe certified for the bid to be accepted.

GENERAL REQUIREMENTS

01.0025 **Permits and Licenses**

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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.

Attachment "B"
Guidelines, Specifications and Cost Summary

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 the manufacturer's specs and, 3) meet the 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 the 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 at 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**

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

01.0475 **Reduce Airborne Dust during Construction**

Contractors 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. Contractors 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 PASSAGEWAYS 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.

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board, soffit and roof decking at eaves and overhangs.

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

Remove all the 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.

35.0500 **Replace up to 60% of Roof Decking**

Replace up to 60% any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipe and electrical service head flashing.

Attachment "B"
Guidelines, Specifications and Cost Summary

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.

COST SUMMARY

Material – Labor

Overhead and Profit @ _____%

Total Cost

Attachment "B"
Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0452 Thomas

Thomas, Mary
3555 Westhaven Drive
Macon, GA 31206
Cell Phone: 478 960 0445

Monday, July 20, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

We are in the process of inspecting this home and will have confirmation if Lead-Based Paint is present before the roof replacement is performed.

Your company may bid on this house. However, if the house is positive for lead-based paint, your company must be lead-safe certified for the bid to be accepted.

GENERAL REQUIREMENTS

01.0025 Permits and Licenses

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

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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 the manufacturer’s specs and 3) meet the 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 the project contract for specific requirements.

01.0250 **Scheduling Work**

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

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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.

Attachment “B”
Guidelines, Specifications and Cost Summary

01.0475 **Reduce Airborne Dust during Construction**

Contractors 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. Contractors 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 PASSAGEWAYS 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.

20.0075 **Trim Tree Overhanging Roof**

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roof plane and any remaining tree limbs. Clean leaves and debris from roof. Remove debris to legal dump site.

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board and roof decking at eaves and overhangs.

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

Remove all the 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.

35.0500 **Replace up to 100% of Roof Decking**

Replace up to 100% of any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer’s warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½” into

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Guidelines, Specifications and Cost Summary

masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing.

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 Chimney** _____

Properly install galvanized metal flashing tucked securely and at least ½" into masonry units Of chimney. Aluminum flashing is not permitted.

COST SUMMARY

Material – Labor _____

Overhead and Profit @ _____%

Total Cost _____

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Guidelines, Specifications and Cost Summary

Work Write-Up
2026 0453 Vandiver

Vandiver, James
1114 Chisholm Trail
Macon, Georgia 31220
Cell Phone: 478 258 1337

Monday, July 20, 2026
Prepared By: Kenneth Braden

According to the U. S. Department of Housing and Urban Development (HUD), any structure built prior to 1978 that receives Federal Rehabilitation assistance must conduct paint testing or presume the presence of lead-based paint, implement safe work practices during rehabilitation work, and after any rehabilitation disturbing painted surface, perform a clearance examination. **(24 CFR 35 Subpart J-Rehabilitation)**

GENERAL REQUIREMENTS

01.0025 **Permits and Licenses**

The contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractors 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. Contractors 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.

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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 the manufacturer's specs and 3) meet the 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 the project contract for specific requirements concerning warranty.

01.0250 **Scheduling Work**

Contractor to schedule work between 8:00am and 6:00pm, Monday through Friday. Requests to work before these hours and at 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**

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

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

The contractor is responsible for professionally repairing or replacing building and site components damaged because 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**

Contractors 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. Contractors 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 PASSAGEWAYS 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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Guidelines, Specifications and Cost Summary

35.0200 **Repair the Roof Overhang**

Replace severely defective, rotten and missing rafter tails, barge rafters, fascia board, soffit and roof decking at eaves and overhangs.

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

Remove all the 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 50% of Roof Decking**

Replace up to 50% of any rotten, badly warped, or broken roof decking and fasteners. Material shall match the 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 or comparable Synthetic Roofing Underlayment and new 220 lb. or heavier Class A three-tab fiberglass self-sealing strip shingles on top of roof decking using 4 nails per shingle. Install the starter course at edges of roof. Shingles to have a 20-year limited manufacturer's warranty. Install an aluminum drip edge on all fascia boards and barge rafters. Install metal flash tucked behind side at intersections of roof and walls. Install galvanized metal flashing tucked securely and at least ½" into masonry units of chimneys. Homeowners will select color. Replace all vent pipes and electrical service head flashing and spray paint black.

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 Chimney**

Properly install galvanized metal flashing tucked securely and at least ½" into masonry units Of chimney. Aluminum flashing is not permitted.

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COST SUMMARY

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Overhead and Profit @ _____% _____

Total Cost _____