



REBUILDING TOGETHER of RICHMOND 2012

HOUSE CAPTAIN BOOK

**Eastview
April 28, 2012**

This document can be found on the web at: http://www.rebuildingtogetherrichmond.org/house_captains.htm



Dear House Captain:

Welcome to Rebuilding Together! Thank you for agreeing to be a House Captain. You are your team's leader. As a House Captain, you are the principal contact between the homeowner, your organization, and Rebuilding Together.

We have compiled information into this House Captain Book for your use. As we get closer to Project Day, we will have additional information that we will be sending out to you. For your convenience, we will be posting all of this information on our website: www.rebuildingtogetherrichmond.org

Thank you for your gift of leadership and time. Its people like you that make Rebuilding Together work.

Very truly yours,

Susan Collett
Program Manager

cc: Working Board
Technical Leads
Group Leaders
RT Staff

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House Captain Materials

OUTLINE OF HOUSE CAPTAIN TASKS

PROJECT DAY: SATURDAY, APRIL 28, 2012

IMPORTANT DATES & DEADLINES:

- Visit your house..... **ASAP**
- Contact your Technical Lead to review & approve your completed Detail Take-Off **March 11th**
- Forward all pre-project forms to RT staff by 2nd House Captain meeting.....**March 28th**
- Contact your Special Project Coordinators/Skilled Trades team to coordinate special needs..... **April 1st**
- Purchase materials (don't wait until the day before Project Day)..... **April 21st**
- Project Day (no matter the weather!).....**Saturday, April 28, 2012**

IMPORTANT PEOPLE:

- **Group Leaders** are assigned to assist five or six House Captains. Go to your Group Leader **first** if you have any questions about your responsibilities as House Captain and how to get things done. Contact the RT Program Manager if you don't know which Group Leader is assigned to you.
- **Technical Lead** is someone with contractor or handyman experience, assigned to provide you with technical expertise in evaluating the needs of your house and creating a plan to meet those needs.
- **Special Project Coordinators** are the people you go to if you have special needs, such as pest control, power washing, Home Mods, trash removal, permits, etc. Consult the SPECIAL PROJECT COORDINATORS LIST to find their names and telephone numbers.

**Below is a general outline of what a House Captain is supposed to do.
See the House Captain Guide for more specific instructions and tips.**

STEP ONE: VISIT YOUR HOUSE (Do this immediately!)

- **Review your Initial House Paperwork and Note any Special Circumstances.** Your project summary and associated reports will give you an overview of the homeowner and the repair needs as well as notes regarding to how to arrange visits, who to communicate with and so forth. As many of our homeowners are quite elderly we often coordinate visits through adult children, a neighbor or friend.
- **Contact the Homeowner.** Introduce yourself, and arrange a visit to your house. If you need someone to accompany you to help you evaluate needs, contact your Technical Lead and/or Group Leader.
- **Visit your House.** Describe the program to the homeowner and create realistic expectations. Encourage the homeowner to invite family and friends to participate in the repair work with your team.
- **Forms.** Ensure that you have the Homeowner sign the **Waiver of Liability** and the **Limited Power of Attorney to Apply for Permits** forms at this time.
- **Evaluate Needs.** While at the house, evaluate what needs to be done to the house. Find out what the homeowner would like done, and try to accommodate them, but focus first on safety and security. Seek your Technical Lead's advice. Be realistic, and keep your budget in mind.

STEP TWO: MAKE A PLAN

- **Prepare the Detail Take-Off.** This is a form for you to use to describe what tasks you intend to tackle. It forces you to think about what tools, what materials, and how many volunteers you will need for every project, as well as how much each project will cost. Consult your Technical Lead for guidance as needed.
- **Recruit your Safety Coordinator** – You must select a safety coordinator, typically a volunteer from within your organization. Review the Safety Guidelines with the coordinator, have them sign the Safety Commitment form, and bring them to the second House Captain meeting. Please forward the signed form to RT staff.
- **Review and get approval from your Technical Lead for your Detail Take-Off and forward the approved copy to RT staff.**
- **Obtain Homeowner Approval.** After your Tech Lead has approved your Detail Take-Off, contact the homeowner and let them know what projects **you plan to attempt**. Obtain their approval. **REMEMBER DO NOT MAKE ANY PROMISES TO THE HOMEOWNER.**

- **Identify and Arrange for Special Needs.** Consult the Special Project Coordinators List and/or Skilled Trades team to determine what special needs you have that they can help you with, if any. Contact the applicable resources ASAP and no later than the deadline above.
- **Using the Detail Take-Off, Work Up Lists of Permits, Tools, Equipment, Materials and Volunteers Needed.**
- **Identify any Permit needs.** This needs to be done very early on. Contact your Technical Lead for guidance with permit needs for your house.

STEP THREE: OBTAIN TOOLS, EQUIPMENT & MATERIALS AND COORDINATE WITH YOUR VOLUNTEERS

- **Express Build Captains begin with this step plus Recruit Safety Coordinator in Step Two**
- **Arrange for Tools & Equipment.** Make sure you have arranged to have all the tools you will need on Project Day. Encourage all the volunteers working on your house to bring whatever tools they have.
- **Purchase Materials.** Stay within your budget! Use participating vendors when possible. *(It will be YOUR responsibility to find a place to store the materials before Project Day and to get the materials to the house no later than 8:00 a.m. on Project Day! KEEP YOUR RECEIPTS!*
- **Coordinate with Volunteers.** Let them know where the house is and when to show up (8:00 a.m.). Encourage them to bring their own tools. Unless your organization will be providing refreshments and lunch, make sure the volunteers know to bring their own. Encourage carpooling. Children under 16 must be accompanied by an adult.
- **Coordinate Trash and Refuse Disposal.** Make sure the Trash Coordinator knows how much to expect from your house.

STEP FOUR: PROJECT DAY

- **Arrive Early.** Stop by Headquarters: Pilgrim Baptist Church, 1900 Whitcomb Street, to pick up your house package and t-shirts before proceeding to your house. Be at your house with your house package and t-shirts already picked up no later than 7:30 a.m.
- **Lay Out Materials and Equipment.** Do not leave items unattended.
- **Post House, Sponsor Signs, Lead and Safety Signs.**
- **At 8:00 a.m., Hold an Introduction Meeting with your Volunteers.** Stress safety first! Volunteers must sign waivers BEFORE work begins. Assign tasks to particular volunteers. Ask volunteers to wear the Rebuilding Together t-shirts and nametags.
- **Take plenty of photos (before, during and after).**
- **Supervise and Manage Volunteers.** Delegate! Don't do everything yourself.
- **Workday Purchases.** DO NOT LEAVE THE HOUSE ON PROJECT DAY! Send your co-captain or a designated runner to purchase additional supplies.
- **Contact your Group Leader or Technical Lead if you have any problems.**
- **After 2:30 or 3:00, do not begin new tasks.** Focus on wrapping up what's already in progress.
- **End of the day.** Have the homeowner sign the Final Completed Task List form and the Release form. Gather up unused materials.
- **Have a Good Time!** Take pride in doing good.

STEP FIVE: AFTER PROJECT DAY – *Within one Week after Project Day:*

- **Return Unused Materials.**
- **Gather Your Receipts.** Make sure the house number is on every receipt.
- **Submit Paperwork.** Submit your receipts, Final Completed Task List form, Release Form and signed volunteer waivers to the Executive Director, P.O. Box 8508, Richmond, VA 23226

HOUSE CAPTAIN GUIDE

Step One – Visit Your House

- **How to use your Initial House Paperwork.** Review both the project summary and any additional reports (lead, energy and Home Mods) for your project and RT homeowner/family. Use these notes as a starting point for your project work scope. These notes are intended to bring your attention to the homeowner's needs and any challenges they are experiencing relative to living in this house. You are NOT expected to accomplish all of the listed repairs or any specific repair, however it is our intent to make the home safe and weatherproof. For example, we would not encourage your team to paint in lieu of caulking, weatherizing or adding safety features.
- **About House Budgets.** House Budgets are initially set based on the repairs and needs identified during our intake process. As you perform a more detailed assessment of the house, you may discover a priority need not identified in the initial assessment. We understand this situation may occur. While we want to meet as much need as possible, funds are limited and should be applied in priority order – first addressing warm, safe, dry types of repairs and then quality of life 'nice to do' improvements. Once you complete your detailed take-off and review it with your technical lead, you may request additional funds from the Executive Director if necessary to accomplish high priority tasks. Approval for additional funds will be considered on a case by case basis. NOTE: House Budgets do NOT include most skilled work coordinated through RT staff such as roofing, electrical service changes, HVAC and some plumbing (your budget DOES include appliances, water tanks, bath fixtures, faucets, lighting fixtures, etc.). If you are not sure what expenses come out of your budget, contact the RT staff. Once you are well into the project planning you may discover an unexpected expense. If your Group Leader has other houses that are below budget she or he can allocate this extra money to you, but each Group Leader has a maximum amount of money he or she can allocate. Contact the Executive Director should you have extenuating circumstances.
- **Things to Consider When Evaluating Needs** Review the **Home Safety Checklist** in this manual and the **RT Energy Efficiency work scope** for a list of tasks and products to include in your work plan. If your homeowner had a Safety Assessment performed by our Home Mods volunteers, we strongly advise including their recommendations in your work scope to the extent you are able. We recommend using the Detailed Take-off template provided in this manual. Consult with your tech lead, group leader or RT staff as needed to complete this work plan.

Step Two - Make a Plan

- **Preparing your Detailed Take-off** We recommend using the Detailed Take-off template provided in this manual. Consult with your tech lead, group leader or RT

staff as needed to complete this work plan. This is a **CRITICAL** task for our project planning. Please note the deadline for submission to the tech lead and RT staff.

Step Three – Obtain Tools, Equipment, Materials and Coordinate with Volunteers

- Before the Project Day starts, it is your responsibility to purchase and have on site all materials and equipment necessary to complete the job. **Do not wait until the Project Day to get materials.**
- With regard to any services or materials for your house that you are not buying or picking up yourself, such as any materials you are getting through Rebuilding Together (appliances, paint, etc.) or any services that are being done by others (roofing, electric upgrades, power washing), now is the time to check directly with the coordinator for those items and confirm when this work will be done. Double check with your Technical Lead or your Group Leader if you have any questions.
- The House Captain(s) and authorized persons may charge purchases at participating Vendors. If you buy supplies elsewhere, Rebuilding Together will reimburse you for receipted purchases that are within your House Budget. Please present original receipts (identified with house number) to the Executive Director (keep copy for your records). Be sure to include the name of the person or entity to whom the check should be written!
- Please fill out the Trash Worksheet included in this manual. If your house is going to have a significant amount of trash/rubbish/refuse, please make sure you have marked this on your Detail Takeoff and told the Trash Coordinator. If you have any hazardous material – batteries, tires, etc. or appliances that should be noted as well.
- During the week before the Project Day, we will circulate a form entitled “Information for Project Day” Please complete and circulate this form (or a similar form with the same information) to all prospective volunteers.
- All children under 16 must be accompanied by an adult at all times.
- Encourage all volunteers to bring their own tools (hammers, screwdrivers, rakes, brooms, mops, ladders, gloves and hats). You should not be purchasing rakes, shovels, etc. Please have your volunteers bring these items and label them with their names.
- All House Captains should arrange for coolers, ice and water for their volunteers. Sponsor organizations are asked to provide lunch for their volunteers. If that is not possible, we strongly recommend asking volunteers to pack a bagged lunch as opposed to letting people leave the work site for lunch.
- Establish realistic expectations and let the volunteers know in advance:
 1. The types of work to be done;
 2. The condition of house/neighborhood; and

3. The personality of the homeowner.

- **Emphasize safety at all times.** Talk to volunteers about carpooling. When away from your house, try to travel in pairs. Talk about safety with your volunteers and caution people to think safety first.

Step Four – Project Day

- Remember to pick up your House Package at the Project Day Headquarters first thing on Project Day. 2012 HQ location: Pilgrim Baptist Church, 1900 Whitcomb Street.
- Arrive early. House Captains should be at the house by 7:30AM if possible.
- Project Day is **April 28, 2012, 8:00 a.m. to 5:00 p.m.** Rain or shine. Remember that you may lose some of your volunteers after lunch, so make sure that the most important tasks are all started in the morning. At 2:30 or 3pm you should consider eliminating those tasks you have not begun and concentrate on finishing the tasks you have already started.
- Inventory your materials and equipment and set up a materials staging area (watch out that your materials and tools do not “grow legs and walk away”). Many groups post a copy of the Detail Takeoff or other task list in a prominent place so that you can check off tasks as they are completed.
- Post the Rebuilding Together sign, house sponsor sign, permits and safety signs.
- Organize a team meeting very early in the Project Day (before 9:00 a.m.) to give a pep talk, stress safety on the job and finalize initial job assignments.
- Make every effort to involve the homeowner and any family members in the Project Day activities. These folks may be startled by all the new faces and activity and may need help getting involved. However, participation of the homeowner and family is important so that the homeowner takes pride in the work done and the volunteers see some reward for their hard efforts.
- If you run into any problems with your homeowner, contact your Group Leader. Most homeowners are a joy to work with, however, if you or your volunteers are threatened in any way we will pull our people out of that house.
- Coordinate Project Day purchases, volunteer shortages and emergency needs for skilled labor to your Group Leader.
- Keep all charge slips and receipts for purchases and put the house address on all charge slips and receipts.
- Have a good time. We are making these homes safer and more weatherproof for people who need our help and we have a great bunch of volunteers!
- You will be tired (and we hope, proud) at the end of the day but there are several important tasks that must be done by the House Captain at the end of the Project Day.

We cannot overemphasize that we do not return to the neighborhood after the Project Day.

- Rebuilding Together is a one day volunteer effort for the volunteer teams. We will do as much as we can on the Project Day. Each year we choose a different neighborhood and do not return to that neighborhood next year. Please do not plan to come back another day to wrap up. Finish those things you can and (if you want to and it is appropriate) leave any excess materials with the homeowner. If you do run into difficulty and absolutely have to return the following day or in the near future, notify the Executive Director of your status and plan of action.
- Fill out and get the homeowner to sign the “Release” and the “Final Completed Task List.” Blank forms for each of these items will be provided at a later date before the Project Day and extra copies will be available from your Group Leaders and at Headquarters on the Project Day.
- Do a final walk-through of all portions of the house where work was done (with the homeowner if possible) to make sure that pictures are rehung, furniture is moved back in place and all tools and building materials are removed (but leave any extra paint and materials with the homeowner if they want them).
- Take “after” photos and photos with homeowners.
- At the end of the Project Day drop off the final paperwork detailed below, at Headquarters (or mail them in a package to: Amy King, Executive Director, P.O. Box 8508, Richmond, Virginia 23226):
 1. signed original Release;
 2. completed and signed Volunteer Releases; and
 3. completed and signed original Final Completed Task List; and
 4. all charge slips and receipts.

Step Five – After Project Day

- Please return all unused/unopened supplies to the appropriate vendor for credit.
- If you require reimbursement for purchases, send the receipts to the Executive Director noting name, address, house # and amount to be reimbursed.
- A final expense summary for your project is appreciated. There is no specific format for this report.
- If you secured in-kind donations for your project, please complete a Product and Services Donation form so we can acknowledge those gifts.
- Please send all paperwork and CD of your project photos to the Executive Director at the RT post office box.

HOUSE CAPTAIN READINESS PUNCH LIST

Use this punch list to help you prepare for Project Day. It's a quick way to gauge your level of preparedness. This is exclusively for your use, and does not have to be provided to anyone else.

HOUSE #: _____
ADDRESS OF HOUSE: _____

LABOR:

1. How many volunteers are committed to work at your assigned house? _____
How many do you need? _____
2. Do you have skilled labor to perform the special jobs (electrical, plumbing, etc.) on this house?
Yes _____ No _____
3. Have you assigned specific tasks to individual volunteers in advance, so they can know what is expected of them?
Yes _____ No _____

LOGISTICS:

4. Have you begun collecting tools and equipment required to perform work?
Yes _____ No _____
5. How have you accommodated the following items?
(Circle one selection for each category.):
 - LUNCH (By brown bag, corporate sponsor or other)
 - TRASH COLLECTION (By truck or curbside pick-up)
 - TOILET ACCESS (By port-o-let, homeowner or headquarters location)
 - PARKING SPACES (By carpool, shuttle or nearby overflow site)

COST:

6. Have you completed a materials list?

Yes _____ No _____

7. Have you begun buying and found an adequate place to store materials for repairs?

Yes _____ No _____

8. Are the cost of material and supplies within your revised house budget?

Yes _____ No _____

COMMUNICATIONS:

9. Have you designated a telephone number where workers on your job can be reached in case of a family emergency?

Telephone Number: _____

10. Have you collected your Rebuilding Together T-shirts for your organization?

Yes _____ No _____

11. Have you called and finalized details with each of the following persons:

Homeowner, Volunteers, Technical Lead, Group Leader

SUMMARY:

If I were to summarize my current organizing and planning status for Project Day, I'm probably in:

PRETTY GOOD SHAPE OKAY NEED HELP

HOUSE CAPTAIN CHECK LIST

(Items that must be completed and turned in by the House Captain)

Prior to Project Day:

- Waiver of Liability
- Limited Power of Attorney to Apply for Permits
- Trash Questionnaire (assuming your house has significant trash removal needs)
- Detail Take-off
- Safety Coordinator Commitment Form

At the end of Project Day:

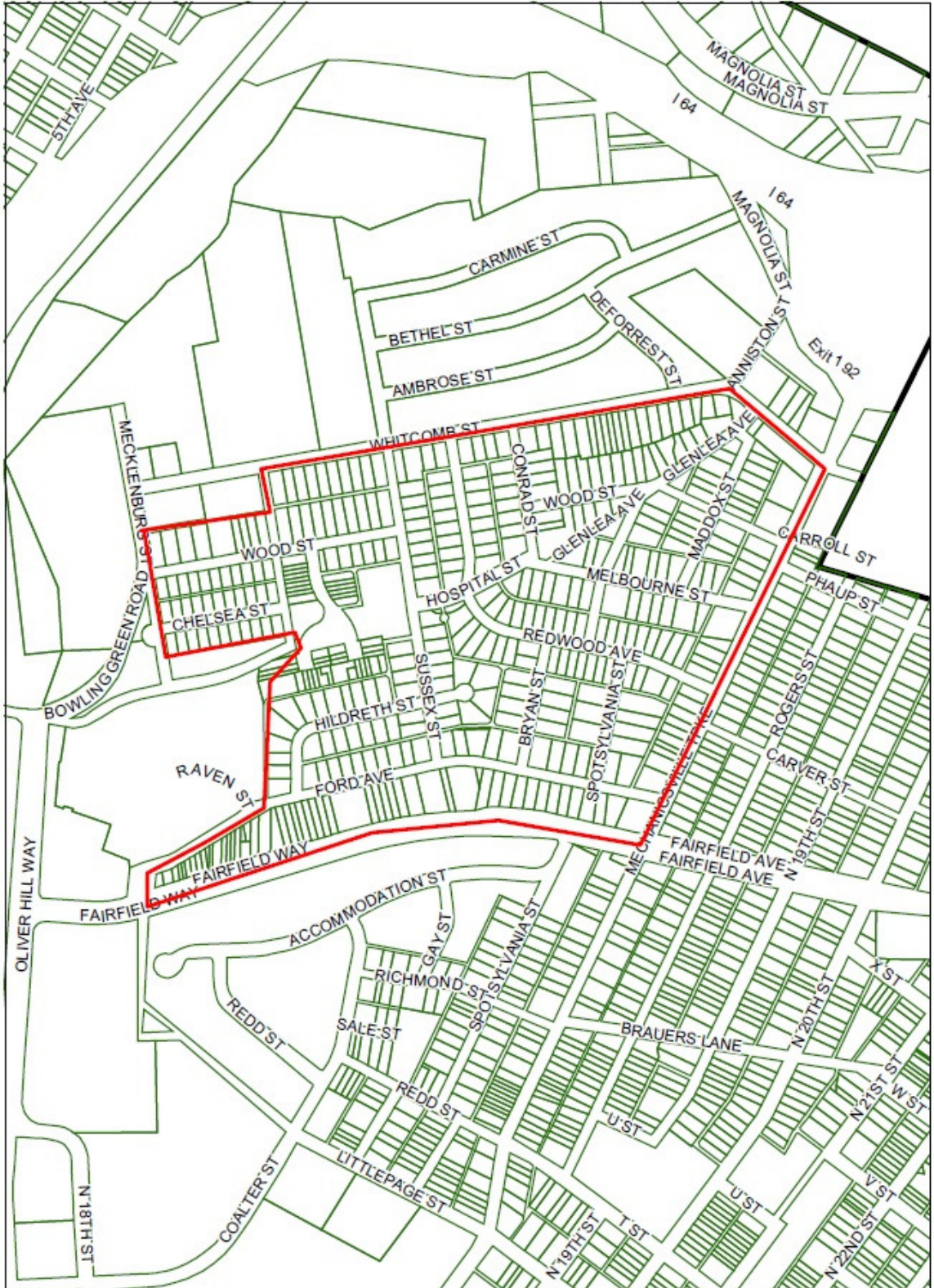
- Final Completed Task List
- Homeowner Release
- Volunteer Releases
- All Receipts for Materials and Services

Post Project Day:

- House Captain Survey

Information

Interim Neighborhood Map



DETAILED PROJECT MAP

(Map includes location off project houses,
port-o-lets, and project head quarters)

TO BE PROVIDED AT A LATER DATE

PROJECT COORDINATORS

TO BE PROVIDED AT A LATER DATE

VENDOR INFORMATION

(Provides information on where and how to purchase your supplies using your Rebuilding Together House Captain account.)

TO BE PROVIDED AT A LATER DATE

THINGS TO REMEMBER WHEN PHOTOGRAPHING

- ◆ The best times to photograph are the first and last two hours of light or overcast days.
- ◆ When approaching a building site, take a photograph of the sponsor sign in the front before anything else so that you know where the next section of film is photographed.
- ◆ Stand in the same place for the “before” and “after” shots. Spray a dot of paint on the road to mark the spot.
- ◆ When photographing inside, use a flash and always carry a wide-angle lens so that you can get an entire room in one shot.
- ◆ Prioritize shots: Make sure to photograph all public officials, sponsors and other “important” people who show up.
- ◆ Try to capture as much diversity (age, ethnicity, etc.) as possible.
- ◆ Pose your subjects so that you can see the front of their Rebuilding Together T-shirts and their paint brushes or tools. Try to capture fun and friendship in your images.
- ◆ Great photos include one or more of the following:
 - √ A face that’s memorable,
 - √ Lots of busy workers,
 - √ T-shirts with the Rebuilding Together logo,
 - √ Action, such as sawing or painting,
 - √ Obvious need for rehabilitation.
- ◆ Make sure that you take down the names of your subjects so you can give them credit in future literature. Double-check the spelling!

PERMIT INFORMATION

- If you are undertaking any activity which is (a) structural in nature, *i.e.*, replacing or putting in new floor joists, walls or roof (over 100 s.f. of area), (b) replacing or putting in new electrical circuits or plumbing, or (c) putting up handrails or doing porch repairs, you may need a permit from the City of Richmond. Request guidance from your Technical Lead.
- If you need a permit, you need to provide information to your Technical Lead for assistance with completing the permit application. For example:

Electrical circuit: You need to advise what amp circuit is being added and how many receptacles and lights are going on that circuit.

Plumbing: You will need to advise the type of pipe and the length of pipe that will be installed.

Structural Elements: You will need to provide a small sketch showing what it is that you are replacing and list on the sketch the sizes of the materials that are being used (*i.e.*, 2x6's or 2x8's). If you are doing a handrail and/or any stair replacements, you will need to provide (i) a side sketch graphically showing how the handrail and the steps are laid out and (ii) a plot plan, aerial view, sketch showing the relation of the house to the lot and the front and side and rear distances between the house and the apparent property line. These sketches can be rough.

MULCH INFORMATION

- A central mulch pile will be located at Headquarters with a bucket loader to load pickup trucks.
- If you want free mulch, you will need to provide a pickup truck to go to the mulch pile and get a load.
- In your Detail Take-Off, please estimate how much mulch (in numbers of pickup truck loads) you will need.

Home Modifications: **An Explanation**

WHY IS REBUILDING TOGETHER EMPHASIZING HOME MODIFICATIONS?

- People are living in older homes that are deteriorating to the point that they are hazardous and contribute to falls and injuries.
- Falls and related injuries are the leading cause of death in those 65 and older to the falls and injuries.
- One-half of home accidents, including falls, can be prevented by making a few, simple changes in the home

Rebuilding Together has the opportunity to effect change in inexpensive but ultimately substantial ways while repairing homes. We have, in effect, been doing home modifications for years. By emphasizing it as a program, we are acknowledging the increasing concerns of a rapidly growing elderly population and their desire to age in place.

WHAT EXACTLY ARE HOME MODIFICATIONS?

Home modification is adaptation to the living environment intended to increase ease of use, safety, security and independence.

Some home modifications include:

- Securing or removing scatter rugs on the floor
- Handrails on both sides of staircase and outside steps
- Ramps for accessible entry and exit
- Walk-in shower
- Grab bars in the bathroom
- Hand-held, flexible shower head
- Lever-handed faucets that are easy to turn on and off
- Sliding shelves in a cabinet
- C or D ring handles on cabinet doors and drawers for easy gripping

How Occupational Therapists contribute to the Home Modifications effort

WHAT IS AN OCCUPATIONAL THERAPIST OR “O.T.”

An occupational therapist is a practicing professional who helps individuals in need achieve independence in their daily lives.

The American Occupational Therapy Association (AOTA) and Rebuilding Together partner to provide volunteer services to repair and rebuild homes and to educate the public on ways that occupational therapy practitioners address individuals' needs for independent living. AOTA and Rebuilding Together work toward mutual goals of raising visibility, actively participating in communities, and promoting home safety and independence.

Local OT's assess the majority of houses selected in the Richmond Rebuilding Together neighborhoods. These OT's provide recommendations for home modifications that will make the daily lives of the homeowner easier and safer.

Rebuilding Together's National Rebuilding Day/Project Day

The last Saturday of April is when volunteers will repair and rebuild on behalf of low-income homeowners, particularly the elderly and disabled. Occupational therapy practitioners and students will volunteer and consult on home safety and modifications related to the effects of aging and disability.

AOTA Goals for partnering with Rebuilding Together:

- Increase public awareness of home modification to address the needs of older people and people with disabilities.
- Broaden public awareness of the role that occupational therapy practitioners play in helping older individuals participate more fully in their lives.
- Build stronger foundations for partnerships with referral organizations, community groups, and corporations.

SAFETY GUIDELINES

Table of Contents

- ✓ Home Safety Checklist for House Captain
- ✓ Personal Protection Equipment
- ✓ Proper Lifting Method to Avoid Back Injuries
- ✓ Ladder Safety
- ✓ Hazardous Materials
- ✓ Hand/Electric Tools
- ✓ Safety Related Electrical Work Practices

HOME SAFETY CHECKLIST FOR HOUSE CAPTAIN

All of the items on this list should, if not already on your detail take-off, be considered for Project Day tasks.

1. Smoke Detectors-working batteries
2. Hand Rails at all stairways
3. House Numbers clearly visible on outside of home
4. Dead Bolts on doors
5. Window latch-locks (as required)
6. Hot Water Tank pre-set at 110 degrees
7. Fire Extinguishers
8. Non-Slip Step Strips on stairways
9. Rubber Tub Mats/ Grab Bars in Shower (properly installed)
10. CO Detector (If required)

PERSONAL PROTECTION

FACE, EYES, AND EARS

WHEN SHOULD I WEAR PERSONAL PROTECTION?

You must wear safety glasses or goggles with fixed side shields at all times as minimum protection in all work areas where hazards of flying objects occur.

Noise levels exceeding 90 decibels require ear protection. Follow this rule of thumb; If you must shout to be heard, then you need hearing protection. If you are still unsure, check with your House Captain. Hearing problems develop gradually from continued exposure to high noise levels. This can result in temporary or permanent hearing loss.

WHAT CAN I DO TO PROTECT MY BODY?

Refrain from wearing torn clothing, jewelry, or rings, which can easily get caught and cause damage. Always wear shirts and long pants, preferably 100% cotton, or wool, which is less flammable than other materials. Man-made materials or blends such as acetate, nylon, polyester, or rayon should not be worn. **In the event of fire, always STOP, DROP, AND ROLL.**

Proper footwear should always be worn. If possible wear work boots. If work boots are not possible, try to wear boots or shoes that have a thick sole or adequate protection to your feet.

Gloves should be worn at all times for protection of your hands. Always wear gloves when handling equipment and materials. When handling chemicals, use rubber, plastic-coated, or insulated gloves.

PROPER LIFTING METHOD TO AVOID BACK INJURIES

WHAT ARE THE STEPS FOR PROPER LIFTING?

1. Protect yourself- Wear the proper gloves and supportive work shoes.

A. Examine and evaluate the load!

1. Is the load too heavy or awkward for one person?
2. Is anything protruding from the load, such as nails, splinters, sharp edges, or rough strapping?
3. Is my path flat and clear of obstructions?

B. Get ready to Lift!

1. Establish solid footing!
2. Center your body weight over your feet!
3. Keep your back straight!
4. Don't slouch!

C. Lift the object properly!

1. Get a good grasp on the object!
2. Pull the object close to your body!
3. Lift with your legs, not your back!
4. Move your feet when turning; never twist your back!

LADDER SAFETY

USING THE LADDER

1. Follow this Rule: **ONLY ONE** person is ever permitted on a ladder at any time!
2. Always face a ladder when working from it!
3. Overlap extension ladders by at least three rungs!
4. Use **BOTH HANDS** while climbing up and down a ladder!
5. Make sure the ladder rests on a solid and stable base!

MAINTENANCE

1. Always **INSPECT** ladders for any defects before each use!
2. Never use a ladder with broken or missing rungs or damaged side rails!
3. Use ladders only according to the manufacturer's recommendations!

STEPLADDERS

1. Open stepladders completely, resting all four feet on sound, level footing with braces locked!
2. **DO NOT** stand on the top step or the top cap!

SETTING UP SAFELY

1. Always secure ladders to prevent displacement.
2. Keep the area around the top and bottom of the ladder completely clear of any materials.

HAZARDOUS MATERIALS

PRECAUTIONS TO REMEMBER:

What are the first steps in working with hazardous materials?

Before using any hazardous materials, follow these steps to learn about the specific substance:

1. Locate the warning label.
2. Read the label carefully, making sure you understand it.
3. Locate the Material Safety Data Sheets (MSDS).
4. Consult the MSDS for specific information such as:
 - a. Precautions to avoid exposure
 - b. Limits of exposure
 - c. Effects or dangers of overexposure
 - d. Emergency and spill clean-up procedures
 - e. First Aid requirements

What are the general guidelines for protecting others?

1. **Passersby and other workers must observe the same safety precautions as you, or they may not enter the workplace.**

What does Clean Air mean to you?

1. Never smoke or have any open flames around containers indicating a flammable substance. Smoking is not recommended in the home at any time.
2. Insure you have proper ventilation before you use a substance with an inhalation warning. Consult the MSDS, if necessary, to determine whether you need respiratory or other protective equipment. This protective equipment can be accessible at the warehouse, or special arrangements should be made if we know a head of time what you will need.

Primary Containers

1. Only use substances from marked containers
2. Never remove, deface, alter, or otherwise mark any container labels.

Mixing Chemicals

1. Never mix substances or chemicals, as hazardous chemical reactions can result.
2. Store oxidants and corrosives away from each other to avoid fire or explosion.

LEAD AND ASBESTOS

1. Follow signage posted at your project site regarding lead paint.
2. If there are volunteers under the age of 14 years old, please consider before you initiate work on questionable lead and asbestos areas.
3. Never underestimate the damage that these hazards can produce, always seek professional advice!!!

HAND TOOLS

What is the proper care and maintenance of hand tools?

1. Maintain all hand tools and similar equipment in top-notch working condition, whether they belong to you, your House Captain, or someone else.
2. Store tools with sharp edges so that they cannot cause injury or damage.
3. Do not carry tools with sharp edges in your pocket.
4. Do not leave tools lying around where they could cause an obstruction or a hazard, such as causing a person to trip.
5. Clean, oil, or adjust machinery **only** when it is not in motion.
6. Keep tools and accessories clean, sharp, and correctly oiled.

How do I use tools appropriately?

1. Select the appropriate hand tool for each specific task, and then properly, as it has been designed. For example, never use a wrench as a hammer or a screwdriver for prying.
2. Never try to increase a tool's capacity with bypasses, "cheaters," or other modifications.
3. Never attempt to bypass the manufacturer's installed safety devices.

ELECTRIC HAND TOOLS

What are the general guidelines for using power tools?

1. Maintain all power tools and similar equipment in top-notch working condition, whether they belong to you, your House Captain, or someone else.
2. Never use electrical cords for hoisting or lowering tools or materials!
3. Keep moving parts of a power tool pointed away from your body!
4. Never leave a running power tool unattended!

Guarding

1. Make sure the proper safety guards and shields exist and are in proper working order before operating any power tool!!!
2. **NEVER** remove any factory-installed guards!!!

Turning Power Off

Make sure that the operational switch on any power tool or appliance is **off before**:

1. Plugging the tool or appliance into an electrical outlet or extension cord. Surprise or accidental startups can be dangerous!!!
2. Disconnecting the tool or appliance from its power source.
3. Setting the tool down.
4. Attempting repairs or adjustments, such as cleaning and oiling.
5. Changing drill bits or blades.

HAND TOOLS (con't)

What are the general guidelines for grounding?

1. Stand on a dry surface while operating electrical tools.
2. Keep your hands dry at all times while operating electrical tools.
3. Use the three-wire type of extension cords for portable electric tools and appliances.
4. Use electric power tools that are the approved double-insulated type or grounded type.

What is the importance of Ground Fault Circuit Interrupters (GFCI)?

Ground Fault Circuit Interrupters detect low amounts of current leaking from electrical tools and cords. The interruption of the ground fault should occur fast enough to prevent electrocution of a worker contacting the cord or tool. Therefore:

1. Always use GFCI's.
2. Use GFCI's with extension cords.

SAFETY RELATED ELECTRICAL WORK PRACTICES

Only Competent Electricians shall work on or near live circuits or equipment. This is serious and dangerous work. **NO unskilled volunteers** shall be permitted to work in these areas!!!

Extension Cords

1. Extension cords must be of the three-wire, heavy-duty type.
2. Visual inspections of extension cords and cord-plug connected equipment for defects must be performed daily
3. Never use worn or frayed electrical cords or cables

Rebuilding Together of Richmond

EPA Lead Rule Protocol

Version 1.4

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Introduction

As of April 22, 2010, the Environmental Protection Agency (EPA) has in place a Renovation, Repair and Painting (RRP) Rule that requires “all entities or individuals performing Renovations for Compensation on most residential buildings to comply with requirements aimed at preventing the introduction of new lead hazards into buildings” (Rebuilding Together National Office memorandum dated July 22, 2010). Affiliates performing work on residences built prior to 1978 are especially likely to encounter lead in the course of their work.

Rebuilding Together Richmond (RTR) is a local affiliate of the national organization. The rule has significant implications to how RTR manages its work. Specifically, RTR organizes much of its work around a single large project day in which numerous teams of volunteers are on site at numerous house and locations across an entire neighborhood in the city. Oversight of RRP work would prove difficult if not impossible given this arrangement. RTR needs to respond to both the rule and the national office’s position relative to the rule by creating a protocol for handling renovations on homes that fall under the rule’s guidance.

File Information

Document ID:

Owner: Amy King, Executive Director, RTR

File Location (URL):

File Name: Lead Protocol v1.4

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Revision History

Date	Version	Revised By	Description of Revision
9/24/2010	1.1	Kristin Swanlund	Initial draft
9/27/2010	1.2	Kristin Swanlund	Incorporate first pass comments and add forms
11/7/2010	1.3	Amy King	Includes 4. Protocol changes
2/14/2011	1.4	Steve King	Update forms

Affectivity

This document supersedes all previous versions and shall be effective on the signature date.

Purpose

The purpose of this document is to outline RTR’s protocol for handling renovations and projects that fall under the guidance of the RRP.

Philosophy

RTR’s goal is to be fully compliant with the RRP. The RT National Office’s guidance is that affiliates should be fully compliant. That said, RTR does not have the resources or the oversight to allow for RRP guided work to occur on Project Day, so a specific protocol will be used for the following purposes:

- Create awareness with house captains, teams, skilled volunteers, technical leads and other volunteers to ensure safety and compliance.
- Notify homeowners of the rule, RTR’s method of compliance with the rule, and the implications to the work that may be done for them.
- Minimize the amount of RRP guided work that is identified for completion.
- Outline the process by which RRP guided work may be completed.

Protocol

Pre-Project Day Work

The following steps will be taken prior to project work beginning:

Step	Purpose/Comments	Responsible Party
Acquire Certification for RTR	<ul style="list-style-type: none">• Because RTR works in neighborhoods that seem likely to qualify for RRP guidelines, RTR will become a certified firm• Identify opportunities for increased education of RTR Staff, Committee Members, skilled volunteers, etc.	<ul style="list-style-type: none">• RT Staff and Board• Other Volunteers
Home Inspection	<ul style="list-style-type: none">• Highlight any potentially qualifying scope before homes are assigned to teams• Identify any “red flag” scope as early as possible	<ul style="list-style-type: none">• RT Staff and Volunteer Inspectors
Initial Lead Testing	<ul style="list-style-type: none">• Order testing for red flag issues identified in home inspection documents• Perform as early as is reasonable to schedule with testing firm	<ul style="list-style-type: none">• RT staff
House Captain Training	<ul style="list-style-type: none">• Educate captains on the rule and its implications• Request that captains avoid RRP related work unless it is absolutely critical to the success of the project• Obtain acknowledgement of awareness and agreement to comply from captains	<ul style="list-style-type: none">• RT Staff and Volunteer Trainers
Homeowner	<ul style="list-style-type: none">• RT Staff will deliver RRP proscribed brochure/notification to homeowner and obtain an	<ul style="list-style-type: none">• RT Staff

Step	Purpose/Comments	Responsible Party
Acknowledgement	acknowledgement from them that they are aware of the rule and understand that the team will be in compliance with the rule.	
Scope Review	<ul style="list-style-type: none"> As house captains turn in scope documents, add a form for requesting RRP exceptions for any critical work. Each house scope to be reviewed for any additional RRP work. If exception is requested by specified date in House Captain timeline and deemed worthy of RTR's attention (by RT staff), the affected area in the home will be tested to determine whether lead is present (if not already tested) before determining whether to proceed. Committee consisting of Executive Director, Board Chair, and other designees to review each exception request to approve or deny an exception. 	<ul style="list-style-type: none"> House Captains RT Staff and Board Technical Leads
Pre-Project Preparation for Granted Exceptions	<ul style="list-style-type: none"> Certified Renovators (CRs) will be identified and engaged to scope and oversee granted exception work. CRs provided by volunteer teams must be qualified and approved by RTR All work will be completed either prior to or after project day and only in conjunction with a designated CR. 	<ul style="list-style-type: none"> House Captains RT Staff Certified Renovators obtained by RT Staff

Project Day Work

Because Project Day is a fluid, active event and volunteers are working hard to provide helpful and real time value to their homeowners, we will take the following precautions to ensure that RRP work is not pursued in the “heat of the moment.” The following steps will be taken as project work:

Step	Purpose/Comments	Responsible Party
House Visits	<ul style="list-style-type: none"> All RRP exceptions will be performed with a Certified Renovator providing oversight on another day. NO RRP WORK WILL BE COMPLETED ON PROJECT DAY. Technical Leads, Board Members and other volunteers will visit all houses throughout project day to ensure that no RRP work is being pursued. RT Staff will provide the House Visit Teams with contact names and numbers for each house as well as RT Staff and other key contacts. 	<ul style="list-style-type: none"> Certified Renovators Technical Leads, Group Leads, RT Staff and other volunteers
Team Member Acknowledgement	<ul style="list-style-type: none"> On site volunteers will sign an acknowledgement of the rule and agree to avoid RRP prohibited 	<ul style="list-style-type: none"> House Captains Group Leads

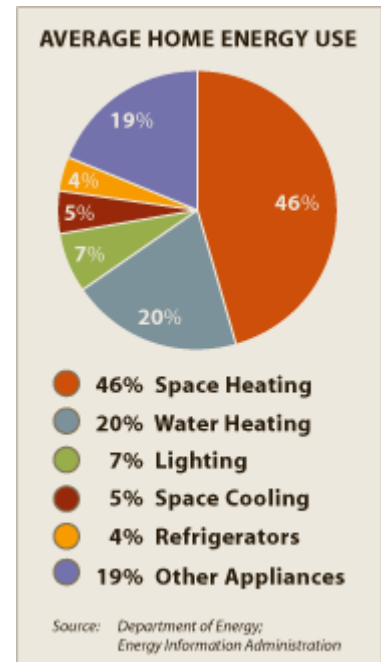
Step	Purpose/Comments	Responsible Party
	activity except that which has been clearly approved by RTR via signage at the home. (incorporate into current waiver)	<ul style="list-style-type: none"> • RT Board/key volunteers
Project Day Work Stoppage	<ul style="list-style-type: none"> • If RRP work is found on Project Day, the specific work in question will be immediately stopped. House captains, RT Staff, Board members, and/or technical leads can call a work stoppage in this event. Any other person identifying this situation should contact the appropriate House Captain immediately. • RTR Immediate Action Response to unapproved RRP work will be initiated: RT staff is notified of temporary work stop, CR is deployed to work site to determine if we have an issue. If yes – CR is in charge of engaging volunteers (using RRP work practices to work) to return space to ‘free of lead dust, paint chips, etc. If no - work will be allowed to continue. If the issue is deemed by the CR and RT Staff to be of sufficient magnitude to prohibit continued work at the house, the project will come to an all stop. • RT Staff, CR, Technical Lead, and House Captain will meet to determine next steps. • Certified Renovators will be engaged to clean up and complete or oversee any RRP work. 	<ul style="list-style-type: none"> • RT Staff/Board • Certified Renovators secured by RTR • House Captains • Technical Leads

Energy Efficiency Tips

Energy efficiency improvements can make a significant difference for a home owner. Not only can they make the house more comfortable but they will save the home owner money. Consider the suggestions below as you develop the detailed take-off for your homeowner.

Low-Cost

- **Wall socket insulators**
- **Caulking / Weather stripping** - To seal areas with moveable components such as doors and windows.
- **Spray Foam** - To fill large cracks and small holes. A few precautions should be heeded when using spray foam: do not use near flammable applications and do not use expanding foams around windows and doors.
- **Foam Pipe Insulation** (exposed pipes)
- **Low Wattage Lights / Compact Fluorescents**
- **Clean warm-air registers, baseboard heaters and radiators** as needed; make sure they're not blocked by furniture, carpeting, or drapes.
- **Foundation Vent Covers**



Medium-Cost

- **Hot Water Blankets**
- **Insulation** (blow-in/roll)
- **Storm Doors**
- **Ceiling Fans** to help circulate the air, pushing the warm air down in the winter and drawing it up in the summer.

Higher-Cost

- **Furnace/Boiler** (energy efficiency)
- **Hot Water Heater**
- **New Windows**



Green Day Challenge

Q: What is the Green Day Challenge?

A: It's a fun way to participate in a new program designed to help your homeowners save money on energy while being stewards of the environment. How can you say no!?

Checklist to participate in the Green Day Challenge:

- Designate a Green Captain to coordinate your green activities
- Attend RT Skills Workshop (minimum attendance – Green captain or his/her designee)
- Inform homeowner of green improvements provided by your team
- Bring homeowner to RT Energy Saving Tips workshop
- Recycle project day waste (water bottles/paper, etc)
- Select green products when possible – Home Depot 'eco friendly' labels will help guide your selections. Also look for EPA 'Energy Star' or 'Water Sense' labels.
- Evaluate the RT Energy Efficiency (EE) work scope for tasks to include for this house
- Take on a special project: rain barrel, native landscaping, establish recycling system for homeowner or another project of your choice
- Submit a short statement detailing why your team wants to be 'RT Green' – to be included in RT communications such as Facebook and web site
- Sign off on the challenge form and communicate the great news to your team

Plus, we have some great incentives:

- \$\$\$ added to your budget
- Special signage at the house recognizing your Green efforts/attention on RTR's web site and Facebook page
- Green Day Challenge t-shirts for volunteers
- Most important of all – you are helping the homeowner save money and reduce their energy usage
- It's cool to be green...make the other teams "green" with envy

Yes, we want to sign up and take the Green Day Challenge!

Name: _____ **Phone Number:** _____

Email: _____ **House Number:** _____

CLUTTER & HOARDING

As our population ages, hoarding has been increasingly recognized as a complex mental health problem that threatens the health, safety, and dignity of older adults. Although compulsive hoarding usually starts in young adulthood, it becomes particularly problematic later in life due to increased fall and fire risk. Moreover, the majority of older adults have multiple chronic health conditions, but necessary home care services may be denied until hoarding is resolved.

These life-safety, quality-of-life and health issues not only affect the occupants but their neighbors as well. What makes hoarding so challenging is that people who hoard are usually oblivious to the problem and resist intervention. Factors such as extreme emotional attachment to possessions (including what appears to outsiders as useless junk), fear of loss, and the inability to discriminate (trash mixed with valuables) makes discarding items almost impossible.

Without a proper understanding of the psychosocial issues and reasons for hoarding, forced clean-outs, which can be costly, are often unsuccessful: dwellings revert back to an uninhabitable level within a relatively short period of time. Additionally, older adults may experience catastrophic emotional responses during forced cleanouts requiring emergency psychiatric care.

Best Practices

- 1. Let go of ideal notions of cleanliness.** The homeowner may value items that appear to you as worthless or be rubbish. Parting with their belongings (even used paper cups) can cause severe emotional distress.
- 2. Listen to homeowners's ideas and plans for their belongings.** Explore their hopes, both realistic and unrealistic, and accommodate them if possible.
- 3. Focus on fall prevention.** *Create pathways free of debris, loose cords or slippery rugs.* Some frail homeowners hold onto furniture or other items while moving through the home; ask how the homeowner gets around and preserve their "props" until other assistive devices (canes, walkers) can be introduced.
- 4. Focus on fire prevention.** Make sure the homeowner has a smoke alarm and test it monthly. *Red flags include newspapers stored on top of or inside a gas stove or near working radiators.* Help relocate their belongings from a hazardous area to a safe place.
- 5. Be creative and negotiate.** Perhaps the homeowner can keep the previous year's copy of a particular magazine, but throw away the prior twenty years' collection. Consider photographing belongings, as this may help the homeowner part with them and preserve memories.
- 6. Ask the homeowner what they would like to do that currently they cannot do because of the clutter.** For example, "Would you like us to help you to figure out how you can cook again?" or "How could you do this differently so you can use the stove?"

7. Create a limited number of categories for belongings. Large plastic crates or wicker baskets can help separate items into these categories.

8. Discuss how to safeguard valuables in the cleaning process. Agree on what to do with valuables that turn up, such as money, jewelry, checks, bonds, stock certificates, collectibles.

9. Encourage the homeowner to participate even during a major cleanout. Get them involved so they can be part of the process and have some level of control. Ask them if you can help find something they might be looking for, or give them a box to help sort through.

10. Communication is Vital. It is important for the homeowner to communicate with the cleaning crew - making their concerns known and feel as if he/she has some control over the situation.

HOUSE CAPTAIN DESCRIPTION

The House Captain role is a critical component for making the Rebuilding Together formula successful. This is the person that brings all the pieces - the homeowner, the volunteers, the supplies, skilled trades and tasks together on project day. Each house accepted into the program has a House Captain assigned to that house. This person is typically recruited from within the organization that is sponsoring that particular house.

What follows is a brief description of the House Captain's primary responsibilities:

- Meet and develop a relationship with the homeowner. Earn their trust, evaluate their needs, and engage them throughout the project. Communicate with your Group Leader about any issues or concerns regarding the homeowner client or the environment at the home.
- Develop a detailed takeoff of the work that can be performed on or before Project Day. The focus is on warmth, safety and security. Review your detailed takeoff with your Technical Lead. Remember, the established budget for the house must be considered throughout this process.
- Recruit the volunteer team, typically from within the sponsoring organization. This includes a safety coordinator and any crew leaders that may be necessary. Hold organizational and information sharing meetings with the team. Bring them up to speed on the specific family situation and reason for your presence at this home.
- Identify the need for skilled trades (electrical, plumbing, HVAC, etc...). Coordinate those needs through your Technical Lead and RT staff as necessary.
- Arrange for any special tools or equipment that might be required to perform the tasks.
- Purchase all the materials necessary to complete the tasks identified in the detailed takeoff and make arrangements to get these supplies to the house on or before Project Day.
- Lead the team of volunteers on Project Day to complete as many of the tasks as possible. DO NOT plan to be 'hands on' during project day. Sorry. Keep in mind this is a one day project for your team; all tasks started on Project Day need to be completed that day.
- Handle any follow up items such as returning tools or unused supplies.
- Paperwork; filing the required paperwork is critical. Waivers and release forms as well as a completed task list represent some of the paperwork required of the House Captain.

TECHNICAL LEAD DESCRIPTION

The Technical Lead is someone with contractor or handyman experience that assists House Captains with setting a realistic work scope as well as matching up the appropriate resources to successfully accomplish that scope. Unlike the Group Leader, whose focus is on budget and non-technical escalations issues and questions, the Technical Lead will focus on the specific project tasks to help support the House Captains on a technical and skill level.

What follows is a brief description of the Technical Lead's primary responsibilities:

- Each Technical Lead is typically responsible for 4-6 House Captains.
- Connect with each House Captain and maintain regular contact throughout the project cycle.
- Review each House Captain's detailed takeoff, provide feedback; recommended that you conduct a house visit with the captain to refine the work scope and resource needs. Submit work scope to RT staff with your approval noted.
- Ensure that the work scope is realistic for a ONE day project and that the skill set of the House Captain's volunteers along with RT provided skilled help will cover that scope. If the project cannot be completed in One day, the captain needs to articulate an acceptable plan for addressing the prep work **prior** to event day. Work must come to completion on event day if at all possible.
- Look for any project tasks that require a permit or have code/compliance requirements. Assist the house captain with requesting a permit through the RT permit coordinator and that ensure that the code requirements are understood. Note: Permits must be filed at least six weeks prior to project day (that's mid-March). Copies of permits should be filed with the RT staff.
- Recommend appropriate attention be paid to 'Green' choices and approaches, that any work with paint be evaluated for handling, in case it is a lead based paint situation. Guidance is in this manual.
- Assist the House Captain with identifying special tools or non-standard supplies that might need additional lead time to secure.
- Perform an event day evaluation of work in progress (midday – early afternoon). Offer guidance if you deem there's a risk of not wrapping up by end of day. If you are not able to perform this function, work with RT staff/other Tech Leads to cover your houses.

Group Leader Description

- Each Group Leader is typically responsible for 4-6 House Captains.
- You are the first level of escalation should your House Captain have questions or need logistical help.
- You are responsible for the aggregate budget of your houses and have the authority to reallocate funds between your houses as appropriate.
- A Group Leader should make regular contact (preferably weekly) with each House Captain to check on their progress and assist them in any way.
- The Group Leader should ensure that the House Captains have submitted all appropriate forms and are on schedule with their tasks.
- On Project Day, the Group Leader should visit each of their houses to 1) post lead signage before work starts, 2) collect volunteer waivers, 3) general checking in to assist as needed and 4) perform an exit interview with homeowners in the mid-afternoon.
- Generally support RTR staff with admin functions, photography and other needs as they arise during the day.

Forms

IMPORTANT CHECKLIST ITEMS TO AUDIT AND ASSESS HOMES

WHEN PERFORMING AN AUDIT ON THE HOMES OF ELDERLY, DISABLED, AND/OR DISADVANTAGED PERSON(S), WE WANT TO FOCUS ON THE FOLLOWING ESSENTIAL TYPE REPAIRS - FIRST AND FOREMOST:

*** SAFETY AND HEALTH ISSUES**

- ✓ ELECTRICAL WIRING, RECEPTACLES, PROPER FUSING
- ✓ FIRE HAZARDS, FRAYED CORDS, SMOKE DETECTORS
- ✓ GAS FUMES, LEAD PAINT, ASBESTOS ITEMS
- ✓ IMPROPER STORAGE OF HARMFUL OR FLAMMABLE LIQUIDS
- ✓ DRAINAGE PROBLEMS THAT MIGHT PROMOTE PEST INFESTATION

*** SECURITY OF HOMEOWNER**

- ✓ PROTECTIVE/SECURE FRONT AND BACK DOORS
- ✓ LOCKS, LATCHES, WINDOWS SECURE
- ✓ ADEQUATE OUTSIDE LIGHTING

*** HAZARDS TO ELDERLY AND DISABLED**

- ✓ POTENTIAL TRIPPING AND SLIPPING HAZARDS
- ✓ GRIPS-RAILS TO PREVENT FALLS
- ✓ ANY NEEDED RAMPS AND REPAIR OF STEPS/STOOPS

*** WEATHERIZATION AND INTERNAL HOUSE DAMAGE**

- ✓ WATER DAMAGE, ROOF LEAKS
- ✓ WINDOW SEALS, PANES BROKEN OR MISSING
- ✓ WALLS/CEILINGS WITH HOLES-CRACKS
- ✓ RUSTED PIPES, TERMITE DAMAGE

*** COST GLUTS ON THOSE WITH FIXED INCOME**

- ✓ APPLIANCES THAT MALFUNCTION
(STOVE, HOT WATER HEATER, A/C UNITS-REPLACE FILTERS)
- ✓ LEAKING FAUCETS, TOILET FLOAT PROBLEMS, ETC.
- ✓ GAS, OIL, HEATING COSTS

*** AESTHETICS AND ELEVATING SELF-ESTEEM**

- ✓ PAINTING OPPORTUNITIES
- ✓ GARDENING/WEEDING/SEEDING/PLANTING
- ✓ PORCH FOR COMFORT
- ✓ ADJACENT LOTS/PROPERTY THAT ARE EYE SORES



WAIVER OF LIABILITY

I (we) have received an opportunity to participate in the Rebuilding Together program. I understand that Rebuilding Together provides all such repairs without charge and receives no compensation for such work. In return for this opportunity, I (we) waive any right or cause of action against Rebuilding Together, its officers and directors collectively and individually, any sponsor or volunteer organization or any volunteers participating in the home repair program.

Without limiting this Waiver of Liability, this Waiver includes any rights or causes of action arising from damage to my (our) property caused by the activities of Rebuilding Together or its volunteers or the materials used for the program, and from personal injury to me (us) caused by the activities of Rebuilding Together, its volunteers or the materials used for the program. I understand that the Rebuilding Together program is a charitable activity undertaken for my (our) benefit, and execute this Waiver voluntarily.

Sign Here:

Print Full Name(s):

Address:

Date:



LIMITED POWER OF ATTORNEY
TO APPLY FOR PERMITS

(City of Richmond, Virginia)

I, _____, make this Limited Power of Attorney appointing Rebuilding Together as my true and lawful attorney in fact (“My Attorney”). My Attorney is authorized to act for me to apply for one or more of the following, and for no other purpose whatsoever: building permit, electrical permit, mechanical permit or plumbing permit, from the City of Richmond, Virginia. Such permits shall be issued with respect to work to be performed at the home that I own at _____.

Any person, firm, corporation, or governmental entity shall be fully protected in relying upon this Limited Power of Attorney unless and until the earlier of one month following Project Day, actual notice of its revocation, or actual notice of the death of the undersigned is received, at which time this appointment shall expire. This Limited Power of Attorney shall not terminate upon my disability.

I hereby ratify and confirm all actions which may be taken by My Attorney.

Witness my signature and seal this _____ day of _____, _____.

Sign Here: _____

Print Full Name: _____

HOMEOWNER CONTACT CARDS

Please complete the Homeowner Contact Cards on the following pages and leave them with the homeowner(s).



Homeowner contacts

House Captain: _____

(primary contact) **Phone:** _____

Group Leader: _____

Phone: _____

House Sponsor: _____

P.O. Box 8508 Richmond, VA 23226 | (804) 739-3462



Homeowner contacts

House Captain: _____

(primary contact) **Phone:** _____

Group Leader: _____

Phone: _____

House Sponsor: _____

P.O. Box 8508 Richmond, VA 23226 | (804) 739-3462

Detail Take-Off Overview

The detail take-off should be completed by the House Captain as soon as possible once you have received your house assignment. This will be your most important reference; it will guide you through much of the planning necessary to ensure a successful Project Day.

Contact Information: The top section of the take-off will contain the key contact information you'll need leading up to Project Day. Fill this out as soon as this information is available.

Project or Task: This is where you detail the individual tasks to be performed. Be sure to include dimensions, colors, and any details necessary to describe this task.

Materials: List the supplies needed to perform this task. Be sure to be specific, this will drive your shopping list as you gather supplies needed for Project Day. This is also helpful during Project Day to let your volunteers know exactly what they need to complete the task.

Estimated Cost: Provide estimated cost for the materials needed for this task. This will help determine if you have the budget to complete all the identified tasks. Update these costs with actuals after procuring your supplies, that way you'll know if you have additional budget for adhoc needs on Project Day. You can total the costs at the bottom of the form.

TIP: It's always a good idea to go into Project Day at least 10% under your budget. That way you'll be sure to have money for the inevitable 'Project Day supply runs'.

Tools: Here you can list the tools needed to complete this task. This is helpful when rounding up your volunteers, as you can ask them to bring some of these tools. It also gives you a place to highlight special tools that you may need your Technical Lead to help supply.

TIP: Be sure to tell your volunteers to label their tools. It sure makes it easier to sort out the pile of tools as Project Day wraps up.

People: This is where you will estimate the number of volunteers needed to complete the task. This will be helpful in determining how many volunteers you'll need as well as helping you schedule tasks to avoid too many workers in the same area of the house.

TIP: For tasks that require a large group of volunteers (ie. painting, landscaping, trash removal), it's a great idea to get one of your volunteers to lead this effort for you (a 'task leader').

Special Needs: This is a very important field. Here you will identify any special needs associated with this task. There's a key for the different needs provided at the top of the form. These are typically needs for which you'll require some professional assistance (ie. plumbing, electrical, carpentry, etc...). Once you have identified these needs, be sure and first consult with your Technical Lead and Skilled Team members, if he/she cannot fill the special need with professional services then you will need to contact the appropriate Project Coordinator. Please refer to the Project Coordinator contact list.

The Golden Rule: If you're uncertain or concerned about the complexity or requirements of a particular task, consult with your Technical Lead and your Group Leader. That's what they are there for. The last thing you want on Project Day is a surprise.



Contact Information		* Special Needs Key					
House Captain:	_____	Phone:	_____	Plumbing	P	Roofing	R
Technical Lead:	_____	Phone:	_____	Electrical	E	Power Wash	PW
Group Leader:	_____	Phone:	_____	HVAC	H	Tree Work	T
Home Owner:	_____	Phone:	_____	Carpentry	C	Pest Control	PC
Address:	_____			Appliances	A	Scaffolding	S

House#:

Detail Take-Off

Budget Rating (circle one): VL L LM M MH H VH

For any special needs, contact your Tech Lead and/or project coordinator ASAP

	Project or Task	Materials	Est. Cost	Tools	People	Special Needs*
1						
2						
3						
4						
5						
6						
7						
8						
9						

Budget Key: VL = \$500; L = \$800; L-M = \$1,000; M = \$1,300; M-H = \$1,500; H = \$2,000; VH = \$2,500



Contact Information		* Special Needs Key			
House Captain:	Phone:	Plumbing	P	Roofing	R
Technical Lead:	Phone:	Electrical	E	Power Wash	PW
Group Leader:	Phone:	HVAC	H	Tree Work	T
Home Owner:	Phone:	Carpentry	C	Pest Control	PC
Address:		Appliances	A	Scaffolding	S

Copy this form as needed for additional tasks.

Budget Key: VL = \$500; L = \$800; L-M = \$1,000; M = \$1,300; M-H = \$1,500; H = \$2,000; VH = \$2,500



Contact Information			* Special Needs Key			
House Captain:	Steve King	Phone: 555-1212	Plumbing	P	Roofing	R
Technical Lead:	Joe Foreman	Phone: 555-3434	Electrical	E	Power Wash	PW
Group Leader:	John Group	Phone: 555-5656	HVAC	H	Tree Work	T
Home Owner:	Mrs. Homeowner	Phone: 555-6767	Carpentry	C	Pest Control	PC
Address:	123 Main St.		Appliances	A	Scaffolding	S

House#: 15

Detail Take-Off

Budget Rating (circle one): VL L LM M MH H VH

For any special needs, contact your Tech Lead and/or project coordinator ASAP

	Project or Task	Materials	Est. Cost	Tools	People	Special Needs*
10	Front storm door - does not latch. Needs hinge screws replaced	Sheet metal screws	5		1	
11	Front door - needs weather stripping	Weather stripping	5		1	
12	Front door - replace deadbolt	Deadbolt	20	Holesaw kit, chisel	2	
13	Front window - leaks when it rains - might need some caulking above the window.	Exterior white caulk (1 tube)	3	Caulk gun	1	
14	Front window - one does not latch - has nail for holding it still - not in the track	Window latch	3		1	
15	Kitchen cabinets on left-hand wall need to be replaced. Might be able to use the existing doors on new cabinets so that they match the existing kitchen cabinets. 30" high x 48" long x 12" deep (existing doors 22" wide x 28" tall)	(2) 48" cabinets (\$60ea) (unfinished), stain/poly (\$10) Brushes (\$10)	140		4	C
16	Stove left rear element not used because it only goes on HIGH. Will not set to warm, medium, etc. Believes there is a short in the stove. Stove is 29.5" wide x 28" deep - 4 burner with oven.	new burner or stove	20-200?	voltmeter	1	A
17	Floor - 9'x6' needs to be re-done. Home owner has 31 - 12'x12' Armstrong tiles but will need more to do the entire floor. Will also need a 7' thresh hold strip.	(3) sheets luan (\$15) glue (\$10) threshold strip (\$10) tiles, if necessary (\$50)	85	Skillsaw, hacksaw	3	
18	Sink - need to caulk behind the sink.	Bath and tile caulk (1 tube)	5	Caulk gun	1	
19	Rear door - replace storm door. 31 3/8" wide x 80" tall	Storm door	120		2	

Budget Key: VL = \$500; L = \$800; L-M = \$1,000; M = \$1,300; M-H = \$1,500; H = \$2,000; VH = \$2,500



Contact Information			* Special Needs Key			
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Home Owner:	Mrs. Homeowner	Phone: 555-6767	Carpentry	C	Pest Control	PC
Address:	123 Main St.		Appliances	A	Scaffolding	S

	Project or Task	Materials	Est. Cost	Tools	People	Special Needs*
20	Rear door – add deadbolt	Deadbolt (key same as front)	20	Holesaw kit, chisel	2	
21	Rear door - needs weather stripping	Weather stripping	5		1	
22	Fixed rear door - bottom pane has been replaced but not in there good - might replace and reglaze it 23 3/8" wide x 13" tall.	Glass (\$10) Glaze (\$5)	15		1	
23	Outside shed - need to replace door 32.5" wide by 79" tall (door itself	Prehung exterior door (\$100) Paint, brush (\$20)	120		2	
24	Replace clothesline	Umbrella style clothesline (\$20), bag of cement (\$3)	23		1	
25	Bathroom sink does not work, cut off valve frozen.	Cut off valve?	10		1	P
26	Bathroom - tub faucet leaks (hot water side) - might need replacement washer (Harcraft)	Washer kit for faucet	10		1	P
27	tile around tub is falling down - need to talk but probably needs more.	? Need Technical advice?	?		?	C
28	Replace fire extinguisher	Fire extinguisher – all purpose	20		1	
29	Check under house - hears a 'BANG' when the furnace turns off (cinder blocks under ductwork loose).	? Need Technical advice ?			?	H
30	Replace crawl space door - 28" wide x 18" tall and need strap hinges.	2'x4' exterior ply (\$10) 2x4 treated (\$3) strap hinges and latch (\$10)	23	skillsaw	2	
31	Mulch and trim beds	Mulch			2	
	Totals:		\$647- \$827			

Budget Key: VL = \$500; L = \$800; L-M = \$1,000; M = \$1,300; M-H = \$1,500; H = \$2,000; VH = \$2,500

TRASH REMOVAL QUESTIONNAIRE/ASSESSMENT

(All Quantities Should Be Listed by the Number of Wheelbarrows)

ADDRESS: _____

Homeowner's Name: _____

House Captain: _____ Phone: _____

YARD WASTE: Clippings: _____
Type/Size How Much

Tree Limbs: _____
Type/Size How Much

DEMOLITION Wood: _____
MATERIALS Type How Much

(removed from house): Concrete: _____
Type How Much

Plaster: _____
Type How Much

Brick: _____
Type How Much

HAZARDOUS MATERIALS: _____
Type of Material (ex.: oil, oil-based paint, refrigerator, etc.)

How Much

CLEANUP Old Furniture: _____
(interior of house, Type How Much
garage, basement):

Clothes: _____
Type How Much

Odds & Ends: _____
Type How Much

You may dispose of yard waste and regular trash removed from your house at the City's Hopkins Road Facility provided that your vehicle has the proper identification card that you get from Rebuilding Together. An identification card will be needed to have the dumping fees waived. **FEES WILL BE CHARGED IF YOU DO NOT HAVE A REBUILDING TOGETHER IDENTIFICATION CARD.** We encourage you to recruit a volunteer with a truck to dispose of the trash, if at all possible. This will help us to handle the high volume of trash that we normally have to remove from all of the houses. **If you need trash pickup or if you have a truck and can help with this job, we need to know ASAP.**

Please Answer All Questions and Return Immediately to the Trash Coordinator.

VOLUNTEER SIGN-UP SHEET

Use the form on the following page to post in your workplace. Be sure to provide your contact information (name and phone number) and location where they can inter-company mail the tear-off form.



VOLUNTEER SIGN-UP SHEET **Saturday, April 28, 2012**

Since launching a grassroots effort in 1993 to help older and disabled low-income homeowners maintain their homes, more than 900 homeowners have been touched by the generosity of this community. More than 1,500 Richmond volunteers have joined forces each year to make significant home repairs, install security doors, build wheelchair ramps, clear yard debris, and paint. Over the nineteen years, Rebuilding Together completed house repairs for homeowners in over 17 Richmond communities.

This year we have selected the Eastview neighborhood. Our goal is to refurbish 50 houses. We continue to have an enthusiastic response from sponsors and volunteer groups and once again expect to have well over 1,500 participants.

If you would like to join us for all or part of the day on **Saturday, April 28**, we welcome your participation.

To sign up to work with your fellow co-workers, contact:

or return the tear-off below to:

Please sign me up for the Rebuilding Together Richmond Workday Project on April 28, 2012.

Name _____

Dept. _____

Address _____

Telephone No. (Day) _____ (Evening) _____

Specify preferred job assignment. (Please check in priority order)

_____ Painting _____ Carpentry _____ Yard Work _____ Electrical

_____ Plumbing _____ Landscaping _____ Doors _____ Windows

_____ Other (specify skill) _____

_____ Non-skilled but willing to help



INFORMATION FOR VOLUNTEERS

House Captain: _____

Homeowner: _____

Home Address: _____

THANK YOU for volunteering to work all or part of Project Day, on the Rebuilding Together Project. There will be more than 1,500 volunteers from all over the metropolitan area working on more than 50 homes in the Eastview neighborhood. We'll be making repairs to help elderly, disadvantaged or disabled homeowners maintain their homes.

Transportation -- To reduce traffic congestion and to allow delivery and work trucks easy access, please plan to carpool with other volunteers, if possible.

Lunch – Unless your organization is providing lunches, please bring your own bag lunch and a plastic water bottle or other container of water.

T-Shirts -- Your House Captain may give you a Rebuilding Together T-shirt in advance. If not, T-shirts should be at your house and the House Captain will give one to you when you arrive.

What to expect -- If last year's experience is any indication, we'll work hard but we'll also have a great time. Plan to arrive by 8 a.m., ready to work. Find your House Captain, get your assignment, and put on your Rebuilding Together T-shirt. Projects vary from house to house. Depending upon your skills, you may find yourself mending an unsafe porch, installing doors or storm windows, caulking and weatherizing, replacing unsafe appliances, painting, helping to clear out rubbish or doing yard work.

What to bring -- Mostly, enthusiasm and a "can do" attitude! We'll have construction and repair materials. If you're an "unskilled" worker, please bring gloves and any other cleaning or gardening equipment you may need. If you're "skilled," please bring your tools and other equipment you find useful for home repairs. *Mark or label every piece of your equipment.*

Creature comforts, first aid and security -- Bathrooms will be available at headquarters and Port-a-Lets will be located near our houses. There will be a first aid station with a rescue vehicle, in the event of any accident. Although we don't anticipate any problems with security, the Richmond City Police are participating and will make patrols throughout the neighborhood. Rebuilding Together "Headquarters" on the day of the event will be at Pilgrim Baptist Church, 1900 Whitcomb Street Richmond, VA.

Remember, we are guests -- Although we have been invited, please remember that having dozens of strangers in your home may be unsettling for these homeowners. We need to be considerate of their feelings. At the same time, however, Rebuilding Together asks any able-bodied members of the household to work alongside the volunteers. If there are grown children in the house, for example, please make every effort to involve them in painting, cleaning, moving or any other activity. They may feel uncomfortable among so many strangers, so we need to help them to be participants rather than observers.

Questions? Call your House Captain.

**SEE YOU ON SATURDAY, APRIL 28th
RAIN OR SHINE!!**

(Each House Captain may attach a Sheet with directions and other information that is specific to his or her organization or house.)



(Date)

(Donor's Name)

(Donor's Address)

Rebuilding Together
In-Kind Donation Thank You Letter

Dear _____:
(Donor's Name)

Thank you for your donation of the following items:

with an estimated value of \$_____. Your donation will be used by our volunteers to help elderly and low-income homeowners.

This letter serves as your record for tax purposes. Rebuilding Together is a 501(c)(3) qualified charity (Tax ID #54-1652359) and did not provide you or your organization with any goods or services in exchange for this gift.

Very truly yours,

(Print Name)

(Position with Rebuilding Together)

Please mail a copy of all completed letters to our Executive Director at:

Rebuilding Together of Richmond
Attention: Amy King, Executive Director
P.O. Box 8508
Richmond, Virginia 23226



Volunteer Release Form

I am working as a volunteer for the Rebuilding Together project. I hereby acknowledge that working on the Rebuilding Together project involves some risk of personal injury. I hereby acknowledge that Rebuilding Together has made no representations about the condition of the premises on which I will be working or the activities in which I choose to engage.

I hereby release and hold harmless Rebuilding Together, its officers and directors and others working on this project, including _____ (the sponsor organization) and _____ (the Homeowner) where I will volunteer, from any and all liability which might result from my working on this project.

I hereby acknowledge that I assume the risk of any injury which might occur as the result of working on this project.

REGARDING LEAD PAINT

I understand RT Richmond is required to comply with the EPA Renovation, Repair and Painting (RRP) Rule regarding lead paint. _____(initial)

I will **read and abide** by the signage posted at the work site regarding lead paint. _____(initial)

I understand that if actions violating the RRP Rule are undertaken, work may be stopped at the home. _____(initial)

Permission for Use of Photo for Promotional Materials

To help us spread the word about Rebuilding Together of Richmond, we produce a number of promotional materials that are distributed to the public. We request your permission to use your name and photo image in our promotional pieces.

Signed this _____ day of _____, _____

Signature: _____

(Guardian signature required if volunteer is under 18)

Printed Name: _____

Mailing Address: _____

Phone: (h) _____ (w) _____ (c) _____

Email address: _____

Revised: October 2010



Safety Coordinator Position Description

Thank you for volunteering to serve as the Worksite Safety Coordinator for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also potentially very dangerous work. With your help, we can have maximum impact on the lives of those in need while reducing the exposure of our volunteers to accidents and hazards. Your task is an important one – thank you for taking the lead! Please review this Job Description and use these talking points to impress upon the volunteers the importance of safety on the worksite.

Responsibilities

It is the responsibility of the Worksite Safety Coordinator to ensure that all work performed at the jobsite is done in a safe manner. This person must plan for potential hazards in advance, take preventive measures by checking material and providing safety supplies, and watch for tripping and falling hazards, personal injury risks, improper material handling, improper tool usage, etc. Finally, this person must orient the volunteers on potential hazards, encourage a safe worksite during the event.

Qualifications

This person should have an appreciation of the importance of safety and take their role seriously. This person should commit to be at the worksite for the duration of the project.

Before the event

- Review the scope of work with the House Captain and determine any special actions needed to ensure a safe job site.
- Provide safety coordination for any advance work performed by the team.
- If there is a volunteer orientation meeting prior to the workday, participate by providing an overview of safety rules.
- Verify that a full-size First Aid kit is available at the worksite.
- **Review carefully the Safety Guidelines in the RT Richmond House Captain Manual.**

Workday Efforts: Before the Volunteers Arrive

- Walk through the house and yard, noting and marking tripping hazards, uneven flooring or dangerous items.
- Identify and alert volunteers regarding wet, icy, greasy, or otherwise slippery areas on the worksite.
- Have ABC fire extinguishers on site and made sure everyone knows how to use them.
- Locate the on/off switch for electricity, water, and gas.

Workday Efforts: Safety Orientation Meeting

- **Ensure that volunteers wear nametags (front and back).** If you run into trouble, it is easier to get someone's attention by calling their name.
- Explain the need for people to pick up tools and other equipment.
- Recommend housekeeping occur throughout the day so debris does not accumulate.
- Confirm persons with cell phones onsite in case of emergency.
- Suggest volunteers remind others to use their PPE and continue to monitor its use yourself.
- Remind everyone of proper lifting techniques (bend at the knees, grab an object securely, hold it close to the body).
- **If hazardous materials are needed on the worksite, make volunteers aware of what they are, and what to do in the event of a mishap.**

Workday Efforts: Throughout the Day

- Keep the job site neat. Ensure work is performed to safety standards.
- Make sure tools are used properly.
- Be mindful of extension cords and ladders – be sure they are removed from walkways whenever possible and unplugged/dismantled immediately after use.
- Report any injury immediately. Work with the First Aid Coordinator to provide care for the injured person.

After the event

- Review and evaluate safety efforts. Make suggestions and comments to the Safety Coordinator, President or Executive Director.



SAFETY COORDINATOR COMMITMENT FORM

I, _____, agree to serve as a Worksite Safety Coordinator for Rebuilding Together of Richmond's National Rebuilding Day project. I have read the Worksite Safety Coordinator Position Description, the Safety Guidelines document from the House Captain manual, and am prepared to fulfill the duties stated therein.

House #: _____

Homeowner: _____

Street address: _____

Signature and Date

Please provide this signed form to the House Captain coordinators or Executive Director at:

Rebuilding Together of Richmond
Attention: Amy King, Executive Director
P.O. Box 8508
Richmond, Virginia 23226



INJURY REPORT

In case of injury: (1) report it to your House Captain immediately; (2) complete this form and turn it into your House Captain. House Captains, please turn in any injury forms to Headquarters or to the Executive Director.

Name: _____ SSN: _____

Home Address: _____
_____ Phone No.: _____

Project House Address: _____ House Captain: _____

In case of emergency / injury today, call:

Police: _____

Fire: _____

Type of Injury: _____

Was emergency medical assistance required: If so, describe. _____

SAFETY FIRST

Please return completed form to Headquarters or to the Executive Director at:

Rebuilding Together of Richmond
Attention: Amy King, Executive Director
P.O. Box 8508
Richmond, Virginia 23226



RRP Work Exception Request Form

Note that this form is intended for requesting an exception to permissible work as outlined in the RTR Lead Protocol. Exceptions should be considered only for critical work that would yield a significant benefit to the homeowner. All exception requests are subject to review for acceptance by the designated RTR committee. If the exception is granted, the work must take place either prior to or after Project Day and only in conjunction with a designated certified renovator in full compliance with the EPA RRP rule.

House #: _____ Address: _____

Proposed Work – include date(s), resources available:

Describe Benefit to Homeowner:

House Captain (or person making request): _____

Date of Request: _____

For RTR Review Committee Use

Approved: Declined:

Comments:

Revised: February 2011



Product and Service Donations

Please use the form below to provide information about each of the donors that provided either product or services toward the work on your Rebuilding Together house.

House Captain:
House#:
Homeowner:

Donor Company	Contact Name	Mailing Address	Phone #	Description of Donation	Value of Donation

Please return this form to:

Rebuilding Together of Richmond
Attention: Amy King, Executive Director
P.O. Box 8508
Richmond, Virginia 23226

Or
 Via email @ rebuildingtogether-richmond@comcast.net



HOMEOWNER RELEASE FORM

To: Rebuilding Together and Its Volunteers

I (we) acknowledge my (our) entire satisfaction with the repair work performed today on my (our) home without charge by volunteers organized by Rebuilding Together. I (we) hereby release and discharge Rebuilding Together and its volunteers from any and all claims or liabilities that in any way arise out of the work performed by Rebuilding Together and its volunteers on my (our) home.

(Homeowner)

(Homeowner)

Rebuilding Together House No.: _____

House Address: _____

RETURN ORIGINAL TO:

Executive Director

P.O. Box 8508

Richmond, VA 23226

**PERMISSION FOR USE OF PHOTO
FOR PROMOTIONAL MATERIALS**

To help spread the word about Rebuilding Together, we produce a number of promotional materials that are distributed to the public. The undersigned consents to Rebuilding Together's use of my photo in its promotional pieces.

Date

Homeowner (Signature)



Approximate # of Volunteers: _____ House#: _____
 Skilled: _____ Home Owner: _____
 Unskilled: _____ House Captain: _____

Final Completed Task List

Attention: It is critical that this form is completed and returned to the Executive Director. Without this information Rebuilding Together Richmond cannot meet certain grant requirements, jeopardizing critical funding for this project.

Please enter the number of each type of repair completed. Space is provided under 'Other' for items not listed.

Weather Proofing: Doors / Windows / Roof

_____ roof repaired / replaced	_____ # storm doors installed	_____ feet of weatherstripping installed
_____ # windows installed	_____ # storm doors repaired	_____
_____ # windows repaired	_____ gutters installed / repaired	_____ total square feet of insulation installed
_____ # exterior doors installed	_____ rotten trim / siding replaced	_____
_____ # exterior doors repaired	_____ crawlspace / attic repairs	_____ # tubes of caulk used

Structural: Floors / Ceilings / Walls

_____ # floors replaced / repaired	_____ # walls replaced / repaired	_____ floor covering replaced / repaired
_____ # ceilings replaced / repaired	_____ decking replaced / repaired	_____

Electrical / Plumbing / Heating & Cooling

_____ # light fixtures replaced / repaired	_____ # toilets replaced / repaired	_____ hot water heater replaced
_____ # faucets replaced / repaired	_____ # outlets, switches replaced	_____ furnace replaced / repaired
_____ # appliances replaced / repaired	_____ # sinks replaced	_____ electrical service upgrade
_____ # repairs to vents/pipes/leaks	_____ # light bulbs replaced with compact fluorescent bulbs _____	

Cosmetics: Painting / Cleanup / Landscaping

_____ interior painting	_____ mulch beds	_____ plantings
_____ yard cleanup	_____ trash removal	_____ power wash
_____ exterior painting		

Home Modifications: Safety / Accessibility / Security

_____ # railings installed / repaired	_____ # grab bars installed	_____ # lighting improvements
_____ # walkways repaired	_____ # hand held showers installed	_____ # fire extinguishers installed
_____ # deadbolts installed	_____ # non-slip strips installed	_____ # smoke detectors installed
_____ fencing replaced / repaired	_____ # wheelchair ramps built	_____ # CO detectors installed

Other: Provide a list of tasks not listed above

Home Owner Signature: _____ Date: _____

House Captain Signature: _____ Date: _____

Return To: Rebuilding Together, PO Box 8508, Richmond, VA 23226