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## CONTRACT COMPLIANCE REQUIREMENTS FOR AWARDED PROJECTS

### NOTICE: To All Contractors

A general description of the work required includes, but is not limited to the following attached work scope.

Please be advised that this work scope may/ and does not address all inferior aspects of the dwelling. The measurements and amounts on this work scope may or may not be accurate; it is merely a guideline for convenience purposes only. Onsite Contractor field measurements will be required for proper pricing and materials ordering purposes. **RUPCO** or the scope writer assumes no responsibility for incorrect estimates of the contractor based on this scope.

Please be advised that the following documents apply to **ALL PARTIES** providing labor, services or materials for this project. :

It is imperative that those to whom these documents are issued are familiar and adhere to the guidelines set forth herein. If you require any additional information, contact Sandra Altomare or the Rehab Department at **RUPCO (845) 331-9860**

## COMPLIANCE REQUIREMENTS FOR RUPCO FUNDED PROJECTS

- ◆ The local Building Department must be contacted by the contractor to inquire and obtain all permits before the work starts. Do not guess about permits!! A copy of the permit must be submitted to **RUPCO**. Permits are the contractor's responsibility; they must apply for them and pay for them. Upon completion, a copy of the final inspection certificate must also be submitted to **RUPCO**. You are responsible for your subcontractor's permits and final inspections. The Contractor is responsible to close out and arrange all final inspections for the building department, board of fire underwriter, lead clearances, third party air testing for asbestos and any other inspection related to your project. Dig safe should be called before any excavation is performed to identify underground utilities.



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- ◆ A copy of the General Contractors General Liability Insurance and Workman's Compensation Coverage must be submitted to **RUPCO**, this includes all sub-contractors that the General Contractor hires. Even If you do not have employees, Workman's Compensation Coverage is required for you and any sub-contractors that you hire. If a licensed professional is required, then a copy of the license must be submitted to **RUPCO** (electrician, plumber, asbestos, lead safe certified, etc.).
- ◆ All systems to be totally operable upon completion that relate to your project.
- ◆ All work shall comply with all national, state, and local codes and Ordinances regardless of whether specifically covered by this contract or not.
- ◆ All work shall meet all local utility requirements.
- ◆ UNDER NO CIRCUMSTANCES shall any work be done in violation of health and safety codes.
- ◆ All material and equipment furnished and installed shall be new, unused and of good quality. Any exceptions shall meet with the approval of the local code enforcement official having jurisdiction.
- ◆ Prior to completion, work shall be inspected by the Building Department or agency having jurisdiction, If permits are required. NYS Fire Underwriter Inspection (or other electrical inspector authorized to perform electrical inspections)(see list) must be completed on completion of all electrical work that will not be inspected by a local building inspector. All inspections must be ordered and paid for by the contractor with the exception of the first lead clearance test. Failed primary lead clearance tests will result in contractor re-cleaning, ordering and paying for any subsequent test. No final payments shall be released without all inspections performed and given approval by the authorized agency (building dept., electrical underwriter, and lead clearance inspector) where applicable. Please advise your sub-contractors of this also.
- \* **All contractors agree to provide a one year warranty to the client for parts and labor and sign a full lien waiver upon completion of the contract work. Additional warranties may be added to the contract upon proposal. If the homeowner supplies materials the materials will not be under warranty. Manufacturer's warranty information must be submitted to the client along with any product brochures that are available.**



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- ◆ It is the contractor's responsibility to secure any materials on site during construction and to dispose of all debris related to the project in a safe and legal manner. It is the contractor's responsibility to protect the dwelling from the weather by having tarps available at all times if doing a roof or window job or any project that involves exposure to the outside.
- ◆ It is the homeowners responsibility to keep their personal belongings out of the worksite, it is advised that all homeowners be present while the work is being done not leave your home unattended. **RUPCO** is not responsible for damage, theft, poor workmanship, unfinished work or other issues that may arise between the contractor and homeowner. Although it is expected that the contractor will vacuum and wash the affected area of work, the homeowner understands that all construction results in a minimal amount of dust unless it is a lead safe project, and they may have to clean in addition to the contractor.
- ◆ Allowable work times will be from 8:00 am through 5:00 pm Monday through Saturday unless otherwise agreed upon between homeowner and contractor. Special needs must be relayed to **RUPCO** and the contractor before a project is contracted or begins. All projects are performed according to normal construction methods and does not incorporate special needs such as chemical, noise or odor sensitivity. The homeowner is required to provide electricity and water to the contractor upon request. The homeowner is not required to provide food, beverages, garbage bags, paper towels or bathroom facilities unless they want to. Smoking and eating on the premises will not be allowed unless approved by homeowner.