

WORK SCOPE

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Organization RUPCO
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Date 2/20/19 revised 3/8/19 for lead

Project Name Janet Asiain
Dwelling Type 1 Family
CONTACT TO ARRANGE APPOINTMENT FOR ESTIMATE: Janet Asian

Project Type Single Family Repair

Project Location 404 Peoples Lane Saugerties NY 12477



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.
 - ◆ 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. Manufacturers warranty information must be submitted to the client along with any product brochures that are available.**
- ◆ 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 other wise 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.

IF RUPCO IS NOT FUNDING THE REHABILITATION THE CONTRACTOR REQUIREMENTS DO NOT APPLY EXCEPT WHERE BOUND BY THE LOCAL BUILDING DEPARTMENT OR LENDERS REQUIREMENTS WHERE APPLICABLE.

WORKSCOPE

A. ELECTRIC:

RECEPTACLE--GFCI COUNTERTOP 15 AMP—KITCHEN—NEW INSTALLATION

Install flush mounted, ground fault circuit interrupted, ivory/white, duplex receptacles and appropriate cover plate(s), to code, at the kitchen counter tops. Include wiring back to the main panel, any boxes, breakers, etc. as required.

RECEPTACLE--GFCI 15 AMP—BASEMENT-WASHING MACHINE

Install a flush mounted, ground fault circuit interrupted, ivory/white, duplex receptacle and appropriate cover plate in place of the existing duplex receptacle at the washing machine.

RECEPTACLE--GFCI 15 AMP—MAIN BATH

Install a flush mounted, ground fault circuit interrupted, ivory/white, duplex receptacle and appropriate cover plate in place of the existing receptacle at the bathroom location (may require changing the box size).

RECEPTACLE--GFCI 15 AMP— EXTERIOR—FRONT PORCH—REPLACE EXISTING BOX

Install a flush mounted, ground fault circuit interrupted, ivory/white, duplex receptacle, new weatherproof box and appropriate in use cover plate in place of the existing duplex receptacle at the front porch exterior location.

SMOKE AND CO DETECTORS—BATTERY OPERATED

Source and install battery operated smoke and CO detectors to meet NFPA 74 or the most current local code requirements for this item. Include all labor and materials necessary for a complete and code compliant installation.

RECEPTACLES—(2) PRONG—REPLACE—VARIOUS LOCATIONS

There are several (2) prong receptacles in the home that are to be replaced with properly grounded (3) prong receptacles as required. Include all necessary components to ensure proper grounding when installed.

INSTALL RECEPTACLES--LIVING ROOM & BEDROOMS—NEW INSTALLATION

Install (8) ivory, duplex, 15 amp receptacles and ivory cover plates at least 15" above floor level using copper 14-2 non-metallic (NM) cable. Fish wire and repair all tear out. No wire mold unless approved by client/RUPCO. Install 2 receptacles in the living room, and 2 in each bedroom.

INSTALL LIGHT SWITCH -- BOTH 2ND FLOOR BEDROOMS—NEW INSTALLATION

Install a single pole, ivory switch and ivory cover plate using NM cable to control existing light fixtures, in both 2nd floor bedrooms, no more than 48" above floor height. Fish wire and repair all tear out. No wire mold unless approved by client/RUPCO.

HEATER--8' BASEBOARD--BOTH 2ND FLOOR BEDROOMS—NEW IINSTALLATION

Install a high density, 8' long, 2,000 watt electric baseboard heater on exterior wall in each 2nd floor bedroom with a wall mounted thermostat for each baseboard heater. Include an independent, properly sized circuit for each heater. Fish all wire and patch all tear out.

MISSING LIGHT FIXTURE—MUD ROOM—NEW INSTALLATION

There is currently no light fixture installed in the mud room at the rear of the home. There is a fixture box and wiring present. Investigate and estimate for the installation of a new (builders grade) light fixture suitable for this space. Include all necessary hardware, wire, etc. for a code compliant installation.

Include all labor, materials, wire, breakers, boxes, patching materials, paint, etc. necessary for a complete and code approved repair/installation of the above items.

Owner's Initials _____
Contractor's Initials _____

B. STORM WINDOWS—INSTALL NEW—SEVERAL LOCATIONS WITH NO EXISTING STORM Following EPA RRP Lead Safe Work Practices—with cleaning for clearance

There are several windows on the home which, while single pane, are in serviceable condition and the client would like to retain these window and install new triple track storms for better energy efficiency. These new storm windows are to be new white, triple track aluminum storm windows with screens. Measure, order and install new white triple track units in all existing locations that currently lack proper storm windows. Include all labor, materials, caulk, fasteners, etc. required for a complete code compliant installation.

C. ROOF SHINGLE TEAR OFF AND REPLACEMENT FULL ROOF: Full tear off and re-roof. Use an EPDM product on all low slope areas.

- Secure site with tape to keep people away from the site during work.
- A dump truck or dumpster must be on site during removal as no materials are to be left on the ground.
- A tarp must be present at all times, during work, and installed when site is left for any period of time to avoid damage due to a sudden down pour.
- Remove and dispose of all roofing shingles, drip edge, paper, vent stack flashings & defective sheathing, etc. in a code legal manner. Factor in multiple layers of roofing where evident.
- Cut a 2" wide vent at ridge board, if none exists, and install a "Cobra" style ridge vent.
- Include replacement of up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Estimate for additional sheathing if needed beyond this amount on Spec. E1.**
- Re-nail all sheathing to ensure proper wind resistance.
- Install self-adhering ice and water shield a minimum of 3 feet up all edges, in all valleys and on any non-vented peaks. This material must extend at least 24" in from the sidewall towards the peak.
- Install new preformed white or brown drip edge, as appropriate.
- Staple 30 lb. felt or synthetic underlayment to the entire roof surface as needed..
- Install Lifetime architectural shingles in owner's choice of color. (PROVIDE PRODUCT NAME AND MODEL # OF SHINGLE)
- Replace all flashings with a material appropriate to the home. Step flashing will be utilized at all sidewall Junctions and be installed under the siding where possible. If flashing cannot be installed under siding, such as brick surfaces or other siding materials that cannot be disturbed then exterior flashing may be installed if tightly sealed and neatly installed. All flashing, including chimney flashings, should be neatly replaced and neatly sealed using a polyurethane caulking.

GENERAL CONDITIONS: Liability insurance and Worker's compensation insurance must be in force during project. Protective safety harnesses and any other OSHA required safety equipment must be worn by workers to prevent falls. All debris shall be removed upon completion and no nails, scraps or other debris shall remain. Areas that can be swept or vacuumed will be cleaned. **WHERE FLAT OR LOW PITCH ROOFS EXIST use a rubber roof product.** please specify what type of flat or low pitch application you will be using on your estimate if flat for low pitch roofs exist, you must include all flashing and edging to create a water tight final product. Include all porches, overhangs attached garages and all areas where roofing material exists on or attached to main house. If removing sheathing, protect attic to insure personal items and attic space do not get covered with roofing debris during the removal process. Upon completion, Remove plastic and HEPA vacuum the space to clean up any debris that fell into the attic during this process.

IF SKYLIGHTS EXIST, inspect and advise if replacement of the skylights are recommended, or if existing skylights Can remain and a watertight seal be created when installing new roof. (as a general rule Grant funds cannot be used for skylight replacement) **Note:** If additional sheathing is needed after opening up roof, or rafters need replacing, a change order must be immediately drawn up by RUPCO and contractor must provide RUPCO and the owner an invoice for the cost. This invoice must be approved before go ahead. NO other work shall be performed outside of the contracted work without pre-approval from RUPCO.

C.1 ROOF SHEATHING 1/2"- Replacement CONTINGENCY

In the event that all new plywood is needed after the roof material is stripped, please pre-price for CDX plywood replacement 4x8 sheets nailed 8" on center using plywood clips and the total sheets needed for the entire roof.

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D. FUEL OIL TANK—REMOVE—REPLACE WITH NEW

The existing fuel oil tank, in the basement, appears to be original to the home and is in suspect condition. There is significant surface rust and scaling present at the very bottom of the tank. The existing tank is to be removed and disposed of in accordance with DEC/EPA guidelines with disposal in a code approved manner. Source and install a new steel, 275 gal, upright fuel oil tank with a min. 10 year manufacturer’s warranty in place of the existing tank in the basement of the home. Include reconnection to the existing boiler, new oil filter a quantity of oil to re fire the existing boiler. Include all labor, materials, tank, disposal, pumping of old oil/sludge, new vent and fill pipe and fittings, fuel gauge, caps, whistler, etc. necessary for a complete and code compliant installation/removal.

E. PAINT STABILIZATION—USING EPA RRP LEAD SAFE PRACTICES—WITH CLEANING FOR THIRD PARTY CLEARANCE

TESTED POSITIVE FOR LBP HAZARDS: Exterior window trim/trough (bedroom)—basement door/window
Exterior trim items (fascia, soffits)

There are several areas that exhibit degraded paint and suspected friction/impact hazards that may require remediation in the form of paint stabilization. RUPCO will order a Lead Risk Assessment of the home after closing and all affected areas that exhibit degraded, chipped, peeling, heavily crazed or otherwise damaged paint that have tested positive for LBP hazards shall be remediated using EPA RRP lead safe rules by an EPA registered firm with cleaning for third party clearance. *RUPCO pays for the first clearance test. If the project fails, the contractor will have to clean all areas and pay for any subsequent tests.* Please review the Lead EPA RRP guidelines for providing customer booklets, posting lead notices, securing your site for lead work, applying plastic protection in rooms where you are working and any adjacent rooms, plastic on exterior perimeter, log and reporting requirements, etc.

Damaged or degraded areas of paint-After establishing any required floor/ground containment with polyethylene sheeting, wet mist, scrape and or wet sand any areas that show damaged or degraded paint, detergent wash, rinse, allow to dry and HEPA vacuum any paint chips, dust or debris and dispose of any debris and/or plastic sheeting in a lead safe manner.

Friction Impact surfaces-any areas identified as generating lead in dust hazards as a result of impact (such as a door and jamb) or friction (such as a window and frame) shall be mitigated according to EPA RRP lead safe rules for such areas. Affected doors, door jambs, windows, window frames and components are to be stripped back to increase clearances using a wet scrape/wet sand method and repainted per RRP rules. All friction impact areas shall be photographed prior to repainting to ensure compliance with EPA RRP rules.

Repainting after paint stabilization and cleaning operations are completed repaint any areas that are/were disrupted or stripped using a paint that is appropriate for the substrate and a color that matches the existing as closely as possible.

Clean for Clearance: Clean and arrange clearance with Deerpark 1 (845-856-6653) RUPCO pays for first clearance, failed clearances must be re-cleaned and any subsequent clearance(s) ordered and paid for by contractor. Final contract amounts are subject to withholding should clearance not be obtained.

F. SUMP PUMP—IN EXISTING SUMP PIT

The client indicates that her basement is prone to flooding and that the existing sump pump is inoperative. Source and install a new, min. 1/3 hp sump pump with a check valve and piping that discharges to the exterior of the building. Include the installation of a dedicated GFCI receptacle for this pump in the existing location if necessary. Include all labor, materials, sump pump, check valve, piping, etc. as required for a complete and code compliant installation.

HOMEOWNER NOTES SFR:

Not all inferior items can be detected in a home and will not be part of this work- write up.

Not all items listed in the work scope may be part of the final project. Contractor proposals and availability of professional installers will determine final project.

Materials listed are based on new construction grade materials. Homeowners who wish to have higher grade materials may do so by purchasing the materials themselves and supplying them to the contractor. All decisions to do any changes to the work scope or materials must be made prior to entering into a formal contract so price adjustments can be made.

Owner’s Initials _____
Contractor’s Initials _____

Energy audits, environmental tests, surveys, historical requirements, fees and Energy work may not be listed on this work scope and will be determined upon completion of these items where applicable and where it is cost feasible.

Post Bid projects that exceed budget will be handled the following ways:

- Less important items may be dropped from the scope if not deemed health or safety items
- Owner may choose to contribute to funding the project
- If after dropping non-health and safety issue line items the project still exceeds budget, the total project will be dropped.

The owner is responsible for the safety and transport of any personal items from the work area including pets and children unless otherwise noted.

It is the decision of the owner to be present during the construction except if they are banned due to hazardous materials projects.

The contractors are allowed to perform work between 8:00 am and 6:00 pm Monday through Saturday. Additional time frames or changes should be discussed and agreed upon between the contractor and homeowner.

The contractor shall be allowed to have a source of water supplied to them during the project such as a sink or hose in addition to the use of electric and lighting if available. The use of the owners bathroom, phones, televisions, computers are not allowed unless authorized by the owner.

Owners must be aware that all construction can produce a certain amount of noise, dust and new material smells. Sensitivities to these issues must be addressed prior to the start of the program and may cancel a project if a solution cannot be achieved to meet the needs of all parties.

The following items are not covered under the program and will be the responsibility of the Homeowner:

- Make sure all personal belongings are clear from any work areas.**
- Make sure all pets are secured from work areas.**

I(Owner) acknowledge receipt of the work-scope and understand the provisions and restrictions associated with the program

Signed _____ Date _____

Owner's Initials _____
Contractor's Initials _____