

SCOPE OF WORK



Homeowner's Name: [Redacted] House #: [Redacted]
 Team Name: [Redacted]
 House Captain's Name: [Redacted] Phone #: [Redacted] email: [Redacted]
 Skill Captain's Name: [Redacted] Phone #: [Redacted] email: [Redacted]

I will purchase the materials I need and submit receipts to you for reimbursement

I will need an advance

I will use Lowe's account

Please check one:

I will provide my own skilled trades people (Electricians, Plumbers, Carpenters)

I need help from Rebuilding Together staff finding skilled trades

Please list tasks you need skilled trades for: N/A

Please list the tasks, materials needed, your estimate of time and volunteers needed to complete the task, and any prep work needed from your team or the homeowner. Feel free to type directly into this form (the cells will expand as you type), then e-mail or fax it to the Rebuilding Together office.

Task (LOCATION AND BRIEF DESCRIPTION)	Materials Needed	Time required	Number of volunteers needed	Prep work (needed including tasks you need the homeowner to do to help prepare)	Purpose W = Warmth S = Safety D = Drier I = Independence CR = Community Revitalization C = Cosmetic
Living room Install plywood subfloor for carpeting 15x15	Plywood, liquid nails, screws, carpet	3 hrs	2-3	Empty room Lay subfloor	S, C
Dining room Install plywood subfloor for carpeting 15x11 Scrape paint ceiling	Plywood, liquid nails, screws, carpet, scrapers, joint compound, sandpaper, caulk, paint, masks, goggles	7 hrs	2-3	Empty room Lay subfloor Scrape, patch	S, C

Task (brief description)	Materials Needed	Time required	Number of volunteers needed	Prep work needed	Purpose W = Warmth S = Safety D = Drier I = Independence CR = Community Revitalization C = Cosmetic.
Kitchen - install plywood substrate for tile, repair cabinet, install base to floor	Plywood, liquid nails, screws, tile glue, tile	5 hr	2-3	key substrate, clear out room	S, C
Bedroom Right Bear Repair ceiling, paint, install door	Scrape, joint compound, caulk, sandpaper, hinges, door, lock knob	4 hr	2-3	scrape, patch	S, C, W
Bedroom Front - install door, patch cracks, paint	Door, hardware, joint compound, scrape, sandpaper, paint	4 hr	2-3	scrape, patch	C, W
Bedroom Rear Left - install door	Door, hardware	1 hr	2	None	W
Upstairs hallway, patch and paint	Joint compound, scraper, sandpaper, masks, paint	3 hrs	2	scrape, patch	C
Front & Back Door weatherstripping	weatherstripping, adjust door	2 hr	1	adjust door	W, D
Basement exterior and sliderail	slide bolt (2)	1 hr	1	None	S

Please submit to Jim Diel at Rebuilding Together Baltimore NO LATER THAN April 10th 2009

By fax: 443-586-0785 By email: jim@RTBaltimore.org
 By U.S. Mail: 1014 W. 36th Street, Baltimore, MD 21211