

# Sample



## SCOPE OF WORK

Homeowner's Name: Betty Jones House #: A55

Team Name: Big Bank Superheroes

House Captain's Name: Harry House Captain Phone #: 555-555-5555

Skill Captain's Name: Steve Skill Captain Phone #: 123-456-7891

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

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 the specific tasks for which you need skilled trades: plumber to replace toilet in 2<sup>nd</sup> floor bedroom

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 (brief description)	Materials Needed	Time required	Number of volunteers needed	Purpose
<p><i>Location +</i></p> <p>3<sup>rd</sup> Floor Bedroom            Fix hole in ceiling            Replace window sill            Scrape wall, patch holes,            Paint back wall &amp; window</p>	<p>Drywall, drywall compound, window sill, primer, paint</p>	<p>3 hours</p>	<p>2</p>	<p>W = Warmth            S = Safety            D = Drier            I = Independence            C = Cosmetic            W &amp; C</p>

<p><b>3<sup>rd</sup> Floor Hall &amp; Bathroom</b>  Put trim around bathroom ceiling  Scrape, caulk, and paint bathroom window  Scrape, patch, prime and paint hallway ceiling.  Paint hallway walls</p>	<p>Trim boards  Primer  Paint  Caulk</p>	3	2		C
<p><b>2<sup>nd</sup> Floor - White Bedroom</b>  Put trim boards on top of windows. Patch hole between the windows. Pull down warped drywall on ceiling and replace with new drywall (approx 2 sheets)  4 broken window panes - cover with plexiglass or replace glass. Caulk, scrape, &amp; paint windows.</p>	<p>Drywall  Drywall compound  Plexiglass  Primer  Paint  Caulk</p>	3	3		W, D, & C
<p><b>2<sup>nd</sup> Floor - Bathroom</b>  Remove toilet and put plywood base under it - replace toilet. Put plywood patch around hole in floor next to bathtub  Prime, caulk, and paint walls &amp; window</p>	<p>Plywood  Wax Ring  Primer  Caulk  Paint</p>	4	2		S & C
<p><b>2<sup>nd</sup> Floor Purple Bedroom</b>  Patch hole in ceiling</p>	<p>Drywall</p>	1	1		C

<p><b>2<sup>nd</sup> Floor Hallway</b> Patch hole in ceiling Patch holes in the wall coming up the back steps Scrape, prime, &amp; paint the ceiling. Paint the hallway walls.</p>	<p>Drywall Paint Caulk Primer</p>	3	2	C
<p><b>1<sup>st</sup> Floor Dining Room</b> Replace ceiling tiles</p>	<p>2 X 4 ceiling tiles</p>	2	1	C
<p><b>1<sup>st</sup> Floor Bath</b> Replace ceiling tiles Caulk and Paint window</p>	<p>2 x 2 ceiling tiles Caulk and paint Paint</p>	2	1	C & W
<p><b>Stairwell going up 3 levels</b> Paint walls and banister</p>	<p>4</p>	4	2	C
<p><b>Miscellaneous</b> Rewire TV Cable and Phone cable to reduce tripping hazard.</p>	<p>Phone Cable and TV Cable</p>	2	1	S
<p><b>Exterior of House</b> Install Storm door off Kitchen</p>	<p>Storm Door</p>	2	1	S & W
<p>Remove ramp &amp; build 8 X 10 deck over broken up concrete outside back door</p>	<p>Decking Lumber</p>	5	2	S & C
<p>Scrape, caulk and Paint windows at the back of the house</p>	<p>Paint &amp; Caulk</p>	3	2	D, W, C

Please submit to Rebuilding Together Baltimore NO LATER THAN April 1<sup>st</sup> 2005

By fax: 443-586-0785

By email: [bonnie@RebuildingTogetherBaltimore.org](mailto:bonnie@RebuildingTogetherBaltimore.org)

By U.S. Mail: 1014 W. 36<sup>th</sup> Street  
Baltimore, MD 21211