

***This Work Write Up was developed for a fictional property. All specification language and costs are for discussion purposes only.***

**Work Item List Cover Sheet**

**Property Address:** 123 Olympic Street

**Owners:** Susan and Bill Jones

**Phone No:** (111) 222-3333

Original Cost Estimate completed by: Bruce Smith

Date: October 4, 2001

Total Initial Estimate:\$10,092.55

Modifications completed by: Bruce Smith

Date: October 18, 2001

Total Final Estimate: \$14,210.20

**Explanation for Modifications:** *Integrated results of risk assessment*



Date Bids Sent To Contractors:\_\_\_\_\_



Bid Opening Date:\_\_\_\_\_

Bids Returned by:	Amount
1. _____	_____
2. _____	_____
3. _____	_____

Rehab Specialist:\_\_\_\_\_

Witnessed by:\_\_\_\_\_

Owner's Acceptance: \_\_\_\_\_ Date:\_\_\_\_\_

**WORK WRITE-UP FOR  
123 OLYMPIC STREET  
COOLSVILLE, ANY STATE 12345**

PREPARED BY: Bruce Smith  
DATE: OCTOBER 18, 2001

**SPECIFICATIONS BY LOCATION**

<u>Spec Number</u>	<u>Spec</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
<b>GENERAL REQUIREMENTS</b>					
0031.1	CONSTRUCTION DEFINITIONS “Install” means to purchase, set up, test and warrant a new component. “Replace” means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. “Repair” means to return a building component to like new condition through replacement, adjustment and recoating of parts. “Reinstall” means to remove, clean, store and install a component.	1.00	GR	0.00	0.00
0035.1	VERIFY QUANTITIES/MEASUREMENTS All measurements (i.e. SF of Drywall, or those provided with drawings) are for the contractor’s convenience prior to a mandatory site inspection to verify all dimensions. All quantities (i.e. number of window units) are as stated. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal.	1.00	GR	0.00	0.00
0039.1	HVAC PERMIT REQUIRED Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	EA	0.00	0.00

0077.1 NEW MATERIALS REQUIRED 1.00 GR 0.00 0.00  
 All materials used in connection with this work write-up are to be new, of first quality and without defects – unless stated otherwise or pre-approved by Owner and Construction Specialist.

0090.1 1 YEAR GENERAL WARRANTY 1.00 DU 0.00 0.00  
 Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers’ and suppliers’ written warranties covering items furnished under this contract prior to the release of the final payment.

9000 LEAD SAFE WORK PRACTICES \$0  
 On all work items flagged as “interim controls” or as requiring “lead safe work practices”, workers must use lead safe work practices per 24 CFR 35.1350. These practices are represented in the “Lead Safety Field Guide” (*Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*) published by HUD, EPA, and DCD as HUD Publication #HUD-1779-LHC, March 2001 or any HUD-approved Lead Safe Work Practices class. Work disturbing lead-based paint is not considered complete until clearance, if required, is achieved.

9057 WORKER TRAINING – INTERIM CONTROLS \$0  
 All persons carrying out activities flagged as “interim controls” or as requiring “lead safe work practices” must either be supervised by an EPA abatement supervisor or provide proof of completion of HUD-approved worker training course in lead safe work practices prior to start of work.

9090 TEMPORARY RELOCATION \$0  
 All occupants must be out of the work area while work items flagged as “interim controls” or as

	<p>requiring “lead safe work practices” are underway. Children and women of childbearing age are specifically prohibited from entering the dwelling at any time during the reduction process, including times when work is not in progress. Provide moving and packing services to and from temporary housing unit. Pay all utility hook-up fees for both moves as well as daily rental costs.</p>				
9122	<p><b>GROUND CONTAINMENT</b>                  During the period of work on exterior windows and porch, maintain ground containment. Attach two layers of 12’ wide 6 mil polyethylene to the building perimeter with staples or furring strips extending 10’ past work station. Construction a worksite perimeter curb of 4 x 4 timbers wrapped under the containment. Create an outer barrier of flags or plastic tape 3’ on center, 20’ from work site. Close and lock all windows and doors on work site elevation. Remove and replace daily.</p>	6	DY	\$65.00	\$390.00
9133	<p><b>PRE-CLEAN</b>                  Before any rehabilitation or interim controls activities begin, the structure and site must be inspected and pre-cleaned following HUD specified cleaning protocols, as detailed in the Guidelines for the Evaluation and Control of LBP Hazards in Housing (June 1995 &amp; 1997 Revision), published by the U.S. Department of Housing and Urban Development. Some of the required steps include removing large debris and paint chips followed by HEPA vacuuming of all horizontal surfaces (floors, windowsills, troughs, etc.). The cleaning protocols described in this publication can assist the contractor in doing a preliminary cleaning and improving the chances of passing clearance inspections after remediation.</p>	1200	SF	.75	\$900.00
9129	<p><b>FINAL CLEAN</b>                  After completion of all rehabilitation using safe work practices and interim controls perform a final clean. Wet mist, fold and remove all containment plastic. Remove plastic from floors last. HEPA vacuum all visible surfaces including</p>	1200	SF	.75	\$900.00

	clothing, furniture, walls, floors and ceilings from the top down. Detergent scrub all horizontal surfaces in small sections using a 3-bucket cleaning system. Completely rinse with clean water and new supplies. After surface is dry, HEPA vacuum all visible surfaces except ceiling.				
9030	<b>CLEARANCE EXAMINATION</b> After completion of all work that disturbed LBP and any other lead hazard reduction activities, a qualified person shall perform a clearance examination in accordance with 24 CFR Part 35, including visual inspection and dust wipe samples. The clearance examiner must be independent from the contractor performing the work.	1	EA	\$275.00	\$275.00

**EXTERIOR**

3185.2	<b>FRONT DOOR – PREHUNG METAL ENTRANCE</b>	1.00	EA	450.00	450.00
	Dispose of door and frame. Install a prehung metal, insulated, 4-panel entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, wide angle peepsight, one entrance and one mortised deadbolt keyed alike. Prime and top coat. <b>Lead-based paint is present on door and casing. Use Lead Safe Work Practices as described in Spec #9000 above.</b>				

9156	<b>SCRAPE AND REPAINT WINDOW COMPONENTS AND TRIM: INTERIM CONTROLS - STABILIZATION:</b> Mist affected painted areas with water. Scrape all loose paint. Feather edges with a sponge sanding block. Saturate with de-glossing agent. Rinse and HEPA-vacuum small visible chips. Allow surface to dry, spot prime, and topcoat with premium acrylic latex paint from a single manufacturer. Color to be determined by the owner.	15	EA	70.00	1050.00
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**ROOFING**

4580.1 TEAR OFF AND REROOF SHINGLES 12 SQ 145.00 1,740.00  
 Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed aluminum, drip edge, and vent pipe boots. Install a 220 lb fiberglass asphalt, 3 tab shingle with a 25 year warranty. Replace all flashing. Install shingle-over ridge vent.

4755.3 REPAIR FASCIA 1" X 6" 1 LF 5.00 5.00  
 Install a 1" x 6", #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints, and prime. **Lead based paint is present on fascia. Use Lead Safe Work Practices as described in Spec #9000 above.**

**PORCH**

5685.2 PREP & PAINT PORCH 375 SF 1.00 375.00  
 Scrape all loose, peeling, cracked, blistered paint from porch, including floor, railing, ceiling, posts and trim. Feather edges and dull gloss by sanding. Rinse entire area with water. Let dry. Caulk all cracks. Spot prime and top coat with owner's choice of premixed acrylic latex. **Lead based paint is present on most porch surfaces. Use Lead Safe Work Practices as described in Spec #9000 above.**

3525.2 GUARD RAIL – WOOD 24 LF 15.00 360.00  
 Dispose of any existing railing. Construct a preservative treated pine railing using 2" x 4" top and bottom rails, and 2" x 2" balusters face nailed 6" on center. Create a 3'6" high railing between 4" x 4" end posts. **Lead based paint is present on railing, column, wall, and posts. Use Lead Safe Work Practices as described in Spec #9000 above.**

3585.2 TREAD REPLACEMENT – EXTERIOR 3 EA 22.00 66.00  
 Dispose of damaged tread. Install 1-5/8" preservative treated pine stepping stock with

screw shank nails. **Lead based paint is present on porch floor. Use Lead Safe Work Practices as described in Spec #9000 above.**

3875.2	HOUSE NUMBER SET Install 3” high metal or PVC house numbers on a 1” x 4” pine backer board painted with 2 coats of exterior white latex paint on siding to right of the door. <b>Lead based paint is present on siding. Use Lead Safe Work Practices as described in Spec #9000 above.</b>	1	EA	42.00	42.00
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**FURNACE ROOM**

6050.1	FURNACE & DUCT – GAS: 80,000 BTU Install 80,000 BTU intermit. pilot, forced air furnace complete with plenum, insulated supply duct, galvanized return duct connected to wall registers, to service all rooms. Include setback thermostat, filter, fan and plenum control. Connect thimble breaching to chimney per code. Provide separate power circuit & operating manual. System to maintain 70 F indoor temp when outside temp is –10 F. Min AFUE rating of 86.	1	EA	4,210.00	4,210.00
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5210.1	DRYWALL – PATCH – LARGE Cut back defective gypsum to expose half of the studs on each side of the hole. Cut and tightly fit drywall patch. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8”. Wet sand ready for paint.	36	SF	5.00	180.00
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**KITCHEN**

7595.2	RECEPTACLE – GFCI COUNTERTOP Install a flush mounted, ground fault circuit interrupted, ivory, duplex receptacle and ivory cover plate using #14 copper romex. Fish wire and repair all tear out. <b>Lead based paint is present on the wall. Use Lead Safe Work Practices as described in Spec #9000 above.</b>	3	EA	100.00	300.00
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7835.2	RANGE HOOD EXTERIOR VENTED	1	EA	275.00	275.00
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Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 soles. Attach hood cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper romex. Owner’s choice of color. **Lead-based paint is present on the wall. Use Lead Safe Work Practices as described in Spec #9000 above.**

5490.2	PREP & PAINT WALLS – SEMI-GLOSS Remove/cover hardware, fixtures, accessories not to be painted. Scrape loose, peeling, cracked and blistered areas. Clean oil, grease, fungus, dirt and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex primer. Top coat with owner’s choice of premixed acrylic latex. Replace or uncover hardware, fixtures and accessories. <b>Lead based paint is present on the walls. Use Lead Safe Work Practices as described in Spec #9000 above.</b>	520	SF	0.62	322.40
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**BATH**

9100.1	<b>REMOVAL OF DUST LEAD HAZARD AND STABILIZATION (INTERIM CONTROLS)</b> An existing dust-lead hazard on the bathroom floor must be removed prior to any other rehabilitation activities in this room. This room must be carefully inspected and cleaned following HUD-specified cleaning protocols. As the area is prepared for replacement of the plumbing fixtures and repainting, lead-safe work practices must be used. All of the required procedures for control and containment of dust to this room must be used. Any work that will disturb these surfaces must be carried out by properly trained lead workers. Following preparation work, the lead-based paint coatings on the bathroom walls may be addressed by stabilizing the surfaces with new paint. This activity has the potential to create a high volume of lead-contaminated dust, and extra	1	EA	50.00	50.00
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care must be taken by the contractor to limit and contain the dust generated.

4150.2	<p>TUB END WALL</p> <p>Frame a 2" x 4" wide partition at tub end for full ceiling height. Provide blocking for a showerhead fitting and a 2' x 2' access panel. Hang water resistant drywall, tape and finish with 3 coats of compound. Use metal corner bead around access panel opening. Make stops for access panel and use 4 round-headed screws to install panel of 1/2" BCX plywood with smooth, sanded edges. <b>Lead based paint is present on the wall, baseboard and shoe molding. Use Lead Safe Work Practices as described in Spec #9000 above.</b></p>	1	EA	228.00 228.00
3680.2	<p>TUB SURROUND – PREFAB</p> <p>Install a white fiberglass or acrylic, 3 or 5 piece tub surround kit with a built-in soap dish. Caulk all joints with white, mildew resistant, siliconized caulk. Prepare substrate and attach panels using manufacturer's recommended adhesive and fasteners. <b>Lead based paint is present on the wall. Use Lead Safe Work Practices as described in Spec #9000 above.</b></p>	1	EA	265.00 265.00
5560.2	<p>PREP &amp; PAINT BATHROOM WALLS</p> <p>Remove/cover all hardware and fixtures not to be painted. Wet scrape all loose cracked, peeling, blistered surfaces. Clean surfaces with household detergent. Fill all holes and cracks. Spot prime with acrylic latex. Apply top coat of owner's choice of premixed acrylic latex semi-gloss. <b>Lead based paint is present on the walls. Use Lead Safe Work Practices as described in Spec #9000 above.</b></p>	1	RM	120.00 120.00
5930.2	<p>UNDERLAY AND VINYL TILE</p> <p>Install 5/16" underlayment grade plywood using 7d screw shank or cement coated nails, 6" on center allowing a 1/4" gap at wall. Lay 12" x12"x1/8" vinyl composition tile, color group B as made by Armstrong or Azrock, per</p>	36	SF	3.45 124.20

manufacturer’s recommendations. Square to room axis. Include metal edge strips at openings, and shoe molding or 4” vinyl base around perimeter. Owner’s choice of in-stock color. **Lead based paint is present on the baseboard and shoe molding. Use Lead Safe Work Practices as described in Spec #9000 above.**

6945.2	<p>BATHTUB – 5’ STEEL COMPLETE</p> <p>Install a 5’ white, enameled, formed steel, tub complete with lever operated pop up drain and overflow, PVC waste, molded base, metal two handle shower diverter, shower rod and Delta 6122 shower head. <b>Lead based paint is present on the wall. Use Lead Safe Work Practices as described in Spec #9000 above.</b></p>	1	EA	595.00 595.00
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**SOUTHWEST BEDROOM**

3260.2	<p>REWORK INTERIOR DOOR - ENTRANCE DOOR</p> <p>Rehang door. Adjust door and lockset to operate properly. If door rubs carpeting, trim bottom of door to clear carpeting. <b>Lead based paint is present on door and casing. Use Lead Safe Work Practices as described in Spec #9000 above.</b></p>	1	EA	50.00 50.00
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5495.2	<p>PREP &amp; PAINT INTERIOR TRIM</p> <p>Remove or cover hardware/surfaces not to be painted. Wet scrape loose, cracked, peeling and blistered paint from all trim including doors, sash, and radiators. Feather edges and dull gloss with wet sanding. Clean oil, grease, dirt and dust from trim. Fill holes and caulk cracks. Spot prime. Apply one top coat of acrylic latex enamel. Finish type and color choice of owner. <b>Lead based paint is present on the trim. Use Lead Safe Work Practices as described in Spec #9000 above.</b></p>	1	RM	78.00 78.00
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**MASTER BEDROOM**

4010.1	<p>CLOSET POLE</p>	1	EA	24.00 24.00
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	Field measure and install 1-1/2" diameter wood closet pole and sockets.				
4015.1	<b>CLOSET SHELF</b> Install 1" x 12" closet shelf of #2 grade pine or B/C plywood, from wall to wall, supported on three sides by hood strip. If more than 4' span, use center support bracket. If plywood, fill all cracks, holes and front edge cuts with putty, and sand smooth.	3	LF	6.00	18.00
2410.1	<b>BASEBOARD – 1" X 4"</b> Install 1" x 4", #2 grade pine base with finish nails or tee headed brads.	56	LF	2.10	117.60
5235.1	<b>LAMINATE 3/8" DRYWALL – WALLS &amp; CEILING</b> Hang 3/8" gypsum over wall or ceiling surface with screws 8" on center and a bead of construction adhesive 20" on center. Butt drywall to door and window casing and apply J channel molding. Remove top molding from 3-piece base and reinstall after surface is paint-ready. Tape, 3-coat finish and sand ready for paint.	560	SF	1.25	700.00
5565.1	<b>PREP &amp; PAINT BEDROOM</b> Remove/cover all hardware, fixtures not to be painted. Wet scrape loose, cracked, peeling, blistered surfaces. Feather edges and dull gloss surfaces with sandpaper. Clean all surfaces with household detergent. Spot prime and top coat trim, ceiling, walls, doors and windows with owner's choice of premixed acrylic latex. Include any closets.	1	EA	150.00	150.00