



Rebuilding Together Richmond

House Captain Book



**East Brookland Park Neighborhood
April 22nd 2017**



Dear House Captain,

Welcome to Rebuilding Together! Thank you for volunteering to be a House Captain. Whether you are a first time House Captain or have been with us for years, we greatly appreciate your gift of time, effort, and expertise!

As a House Captain, you are the primary contact between the homeowner, your team of volunteers, and Rebuilding Together Richmond (RTR). Communication is vital throughout this planning process! To help us ensure the success of all our projects, please be responsive to our notifications and requests over the next couple of months.

We have compiled information into this House Captain Book to assist you with your planning process. You'll find a general timeline, advice and tips, and important forms. As we get closer to National Rebuilding Day (NRD) additional information will be provided to you. Most of the forms found in this book are also posted on our website www.rebuildingtogetherrichmond.org.

We want to provide you with gratifying opportunities to have a long-lasting impact on the lives of low-income homeowners by repairing their homes and revitalizing our communities. If you have any questions or concerns at any time, do not hesitate to contact us.

Thanks again for joining us this year; your investment is integral in ensuring our programs are a success. Have fun, and let's make this year's build the best yet!

With appreciation,

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Deadlines and Events

House Captain Meeting	Thursday, February 16 th at McGuireWoods
Visit your assigned house and homeowner(s)	ASAP – no later than March 1 st
Complete draft of work scope	ASAP
Communicate any skilled trade needs to RTR Program Manager	ASAP
Project Planning Workshop	Saturday, March 4 th at St. Elizabeth's
Contact your Technical Lead to review & approve your completed Work Scope	By March 20 th
Submit final Work Scope to Group Lead and RTR staff	By March 27 st
T-shirt pick-up	Week of April 17 th
National Rebuilding Day!	Saturday, April 22nd

The House Captain's Support Team:

- **Group Leads** are assigned to each house/House Captain. Go to your Group Lead first if you have any questions about your responsibilities as House Captain and how to get things done. Contact the RTR Program Manager if you don't know which Group Lead is assigned to you.
- **Technical Lead** is someone with contractor or handyman experience, assigned to provide you with technical expertise in evaluating the needs of your house and creating a plan to meet those needs.
- The **RTR Staff** is here to support you! We could not do this without you, please don't hesitate to reach out with any questions, concerns, or comments.

House Captain Guide

1. Visit Your House

- **Use the initial paperwork provided to you.** Review the homeowner information sheet and the preliminary work scope provided by RTR. Use these notes as a starting point for your project work scope. These notes are intended to bring your attention to the homeowner's needs and any challenges they are experiencing relative to living in their home. You are expected to accomplish as many of the listed repairs as possible, but we understand that this may not be feasible in every case.
 - * You will most likely find more repairs than the ones listed on the preliminary work scope, if you have sufficient funds (more on that below) and volunteers to take on more work – go for it! We encourage you to make sure that you aren't overworking your volunteers as you plan your work scope. Leaving work half done after NRD is NOT a situation we want to run into. Also, remember that RTR prioritizes repairs that keep a home warm, safe, and dry. There's nothing wrong with adding beautification or curb appeal items to your work scope, but they shouldn't take the place of more critical repairs.
 - * You are responsible for asking RTR to schedule any repairs (even those that are already noted on your preliminary work scope) that your team will not be able to handle such as roofing, plumbing, or electrical work.
- **House budgets** are initially set based on the repairs and needs identified during our intake process. As you perform a more detailed assessment of the house, you may discover a priority need not identified in the initial assessment. We understand this situation may occur. **Once you revise your final work scope and review it with your Tech Lead, you may request additional funds from your Group Lead.** Approval for additional funds will be considered on a case by case basis.
 - * House budgets do not include most skilled work coordinated through RTR such as roofing, electrical work, HVAC, and plumbing. Your budget does include appliances, sink/bath fixtures, lighting fixtures, etc. Certain items and materials such as safety equipment or insulation are also provided by RTR and don't come out of your house budget. If you are not sure what expenses come out of your budget, contact your Group Lead.
- **Get to know your homeowner(s)!** They are excited to have been chosen for this program, and most will want to explain the concerns they have about their home.
 - * Please listen, and involve them in the planning process, but DO NOT make any promises. You cannot guarantee exactly what work you'll be able to

accomplish – let them know what you’re planning on tackling, but remind them you may not be able to do everything.

- * We’ve invested many hours cultivating relationships within this community, and with your homeowner. Throughout this whole process, please be mindful that you are a representative of RTR, and we want our presence in the community to continue to be viewed favorably. If you have any questions or concerns regarding your homeowner, please contact the RTR Program Manager and your Group Lead.
- * Your homeowner may have strong feelings (for or against) the repairs/modifications that you’re planning. While we strive to educate homeowners on why we’re recommending certain repairs/modifications, be aware that this is their home, and we must respect their wishes.

2. Make A Plan

- **Prepare your final work scope.** There is an example work scope, modeled as a quantity take-off, provided in this manual. You may use it or use your own format, as long as the same general information is provided. Consult with your Tech Lead, Group Lead, and RTR staff as needed to complete this work plan. This is a **CRITICAL** task for our project planning. Please note the above deadlines to review with your Tech Lead and to submit to RTR.
 - * Make sure the work scope you’re planning is appropriate for the number of volunteers you have, and their skill level. We don’t want to overwork or underutilize your volunteers.
 - * Any repairs that your team will not be handling (roofing, plumbing, electrical, etc.), let the RTR Program Manager know ASAP what your needs are. The sooner we know about them, the sooner we can schedule them. There will be skilled trade professionals on stand-by during NRD to assist with critical needs that come up – but if you know about an issue ahead of time, **DO NOT** wait until NRD to let us know.
 - * If you will be installing insulation and/or a vapor barrier, you will need to note on your final work scope the square footage of the crawl space or attic where you’ll be installing the insulation.
 - * Review the **25 Health and Safety Priorities** and the **Repairs for Low-Skilled Volunteers** included in this manual for a list of tasks and products to consider including in your work scope.

3. Coordinate Your Volunteers

- After you’ve completed your work scope, determine which of your volunteers will be assigned to each task. **Do not wait until the day of the project to assign**

volunteers to tasks! This will add unnecessary stress and confusion. Standing around with nothing to do, does not make for a positive volunteer experience.

* If you have any questions on the best way to tackle this – reach out to your support team! We have a wealth of experience to offer, and mistakes to avoid.

- Establish realistic expectations and let the volunteers know in advance:
 - * The type of work to be done
 - * The condition of house/neighborhood
 - * The personality of the homeowner/family
- The minimum age for volunteers allowed on the project site is left up to your discretion. We generally recommend volunteers be 12 or older, and **any volunteers under 18 must have appropriate adult supervision at all times.**
- Volunteers are welcome to bring their own tools. Volunteers should label their tools as to not get them mixed up or lost.
- Making sure your volunteers are fed and watered, is your responsibility (or one of your volunteers if you delegate!). We recommend coolers with ice and water – you’ll be working hard! We recommend having lunch delivered to your project site, making lunch on site (ex. grilling in the backyard), or asking volunteers to pack a bagged lunch as opposed to letting people leave the work site for lunch.
 - * Portable toilets will be located throughout the neighborhood for volunteers to use.
- **SAFETY. Emphasize safety at all times.**
 - * Designate one of your volunteers as Safety Coordinator for the day. See page 45 for a description of this position.
 - * Before beginning any work have a brief safety discussion with all of your volunteers.
 - * Talk to your volunteers about carpooling. Some houses will have limited parking, and we’d like to respect the neighbors’ space as much as possible.
 - * For more safety tips and guidelines, see page 13.

4. Obtain Tools, Equipment, and Materials

- Before the project day, it is your responsibility to purchase and have on site all materials and equipment necessary to complete the job. **Do not wait until the day of the project to get materials.**
- You will be provided with a Home Depot card specified to your house budget. This card will be given to you once your final work scope has been turned in and approved. Instructions on how to use this card will be provided to you as well.
- If you buy supplies elsewhere, RTR will reimburse you for purchases that are within your house budget. Please present receipts to RTR staff for reimbursement. Be sure to include the name of the person or entity to whom the check should be written.
- If you would like to rent tools through the Richmond ToolBank, let the RTR Program Manager know and I will assist you.
- If your house is going to have a significant amount of trash/recycling, please let your Group Lead know the type and amount of materials. If you have any hazardous material – batteries, tires, appliances, etc. - that should be noted as well. The City of Richmond generously runs extra trash trucks on NRD to clear debris from the houses. RTR also runs Green Team recycling trucks to pick-up recyclable materials.

5. Project Day

- Remember to pick up your House Package at the Project Day Headquarters first thing on Project Day. **2017 HQ location: St. Elizabeth’s Church 2712 2nd Ave.**
 - * Your house package will contain items such as a yard sign, safety equipment requested, and important paperwork.
- Project Day is **Saturday April 22nd, 2017**. Rain or shine. You should start the most important tasks in the morning. Around 2 pm you should consider eliminating those tasks you have not begun and concentrate on finishing the tasks you have already started.
- Inventory your materials and equipment and set up a materials staging area (watch out that your materials and tools do not “grow legs and walk away”). Many groups post a copy of the work scope listing the volunteers in charge of each task, in a prominent place to help guide their volunteers.
- Set up the yard sign and post any relevant safety signs in visible locations.
- Organize a team meeting before you begin any work to give a pep talk, stress safety on the job, and finalize initial job assignments. Be sure volunteers are wearing appropriate attire, have completed a volunteer waiver, and are wearing name tags on their front and back.

- Make every effort to involve the homeowner and any family members in the project day activities. They may be overwhelmed by all the new faces and activity and may need help getting involved. If you run into any problems with your homeowner, contact your Group Lead or RTR staff.
- Coordinate day of purchases through a designated runner. Turn in receipts to RTR staff for reimbursements.
- Notify your Group Lead or Tech Lead of any emergency needs for skilled labor.
- Have a great time! You and your team are having a long-lasting impact on your homeowner and our communities.
- Rebuilding Together is a one day volunteer effort for the volunteer teams. We will do as much as we can on NRD. Please do not plan to come back another day to wrap up. **If you do run into difficulty and absolutely have to return the following day or in the near future, notify your Group Lead of your status and plan of action.**
- Fill out the Final Completed Task List and turn in to your Group Lead or HQ.
- Do a final walk-through of all portions of the house where work was done (with the homeowner if possible) to make sure everything is back in place (pictures, furniture, etc.) and all tools and building materials are removed (extra materials may be left with the homeowner if they want them).
- Take after photos with homeowners.
- At the end of the day, drop off the final paperwork detailed below at HQ (or mail to Rebuilding Together of Richmond: 406 W Franklin St. Suite B Richmond, VA 23220)
 - ✓ Completed and signed Volunteer Releases
 - ✓ Completed and signed original Final Completed Task List
 - ✓ Any charge slips or receipts – note whether or not they need reimbursement

6. After Project Day

- Please return all unused/unopened supplies to the appropriate vendor for credit.
- If you require reimbursement for purchases, send the receipts to RTR noting who the reimbursement should be made out to and where it should be sent.
- If you secured in-kind donations for your project, please let us know those values as well. We can send tax deductible donation letters if the donor would like.
- Please send all paperwork to RTR (email, mail, or drop them off)
- Post pictures to our Facebook! We love to see your volunteers working hard and having fun!

25 Health and Safety Priorities

These priorities focus attention on significant health and safety hazards, guide the design of repairs, and provide a means to report the results of our work consistently. Our impact is measured by the difference our repairs make in reducing risks to occupants' health and safety, not simply the number of homes repaired. These priorities were created based off of the 7 Principles of a Healthy Home: dry, clean, ventilated, pest-free, safe, contaminate-free, and maintained. For more information on health and safety repairs - [Volunteers for Healthy Homes](#).

1. The homeowner has safe ingress and egress to the home.
2. The roof is watertight.
3. Rainwater is effectively directed away from the structure.
4. Exterior walls have no gaps, cracks or holes larger than 1/8 inch.
5. Windows and exterior doors open effectively, close and lock securely, and seal well.
6. The home is free of live infestation of pests, and sources of attraction are removed.
7. The numerals in the property's street address are clearly visible from the street.
8. A working smoke detector is on each floor and in or near each bedroom to meet code.
9. A working CO detector protects homes with combustion appliances or attached garage.
10. A currently dated Class ABC fire extinguisher is available in or near the kitchen.
11. Water heaters, furnaces and space heaters that produce CO exhaust outside.
12. No known electrical hazards are present, and kitchens and baths have GFCIs.
13. The homeowner has access to a working water heater, refrigerator and range.
14. The kitchen and bathrooms have an exhaust fan vented outside.
15. The homeowner has access to a working sink, toilet, and bathtub or shower.
16. Modifications to toilets and tubs assist those who need help using the toilet or bathing.
17. Grab bars are strategically placed for those at risk of falls.
18. Stairs and steps have secure handrails that meet occupants' needs.
19. Main rooms and stairs are free of tripping hazards.
20. Old, filthy wall-to-wall carpeting has been replaced, preferably with durable flooring.
21. The clothes dryer, if present, vents outside with metal duct and unobstructed airflow.
22. The homeowner can maintain the interior temperature in a comfortable range.
23. Main rooms and stairs have adequate lighting for occupants to move about safely.
24. Interior paint and wall covering is intact.
25. The home is free of active water leaks and serious moisture problems.

Home Safety Modifications

Why does Rebuilding Together Richmond emphasize home safety modifications?

- There is a rapidly growing older population and many of them desire to age in place.
- Home environments without proper modifications and safety precautions, can be hazardous and contribute to falls and injuries.
- Unintentional injuries in the home cause more than 21 million medical visits per year at a cost of more than \$222 billion per year; falls in the home account for \$100 billion per year alone.
- Many unintentional injuries, including falls, can be prevented by making simple and inexpensive changes in the home.

What are home safety modifications?

Home safety modifications are adaptations to the living environment intended to increase ease of use, safety, security, and independence.

Examples include:

- Securing or removing scatter rugs on the floor
- Installing handrails on both sides of a staircase and outside steps
- Installing ramps for accessible entry and exit
- Installing a raised toilet seat or ADA comfort (17” -19”) height toilet
- Installing grab bars in the bathroom
- Installing a hand-held, flexible shower head
- Installing lever-handed faucets that are easy to turn on and off
- Installing sliding shelves in a cabinet

What is an occupational therapist?

An occupational therapist is a practicing professional who helps individuals in need achieve independence in their daily lives.

The American Occupational Therapy Association (AOTA) and Rebuilding Together partner to provide volunteer services to repair and rebuild homes and to educate the public on ways that occupational therapy practitioners address an individual’s need for independent living. AOTA and RT work toward mutual goals of raising visibility, actively participating in communities, and promoting home safety and independence. VCU Occupational Therapy graduate students assess the majority of houses selected for NRD. They then provide recommendations for home modifications that will make the daily lives of the homeowner easier and safer.

Repairs for Low-Skilled Volunteers - Simple repairs that can benefit health & safety

Sometimes it can be a struggle to find work for the unskilled or less handy volunteers on your team. However, there are many simple repairs that can provide important health and safety benefits to our homeowners. Below are a few suggestions for keeping volunteers with limited skills actively engaged and increasing their satisfaction by making a meaningful difference. For a list of

1. Install downspout splash block or extender
2. Remove ivy from foundation and siding
3. Remove small trees and bushes encroaching on home
4. Prune bushes away from foundation and siding
5. Prune small tree limbs overhanging the home
6. Remove debris in yard that provides harborage to pests
7. Fill in holes in the yard to correct tripping hazards
8. Provide walk-off mat inside exterior door
9. Replace loose rug with no-slip rug or install no-slip pad
10. Install night lights
11. Install plastic plug in outlets if a child under 5 lives in or frequently visits the house
12. Replace burned out light bulbs/tubes
13. Install stair tread tape
14. Install bath mat or no-slip strips
15. Install handheld showerhead
16. Provide sealable containers for pet food
17. Install house numbers visible from the street
18. Clean gutters (1 story home)
19. Install landscaping pipe to divert water from downspout
20. Seal exterior gaps, cracks, holes in foundation and siding
21. Install door sweep
22. Provide bar to secure sliding door with broken lock
23. Install battery powered smoke detector
24. Install CO detector
25. Vacuum refrigerator coil if accessible at bottom front
26. Change the furnace filter and provide extras

27. Install Filter Lock cover on furnace filter slot
28. Seal seams in exposed HVAC ducts with mastic
29. Weatherstrip attic stairs/hatch to seal air leaks
30. Move belongings stored on concrete to shelves
31. Remove furniture/belonging blocking HVAC vents
32. Remove clutter and tripping hazards
33. Label utility shut offs
34. Replace defective “flapper” to stop toilet from running
35. Relocate or anchor wires and cables that pose a tripping hazard
36. Set back temperature on water heater to 110-120 degrees



❖ **The Healthy Housing Challenge** (a partnership between RT and the National Center for Healthy Housing) developed **Repair Specifications for 350 common repairs**, including step-by-step instructions, specs for contracting out, links to “how-to” videos, cost estimates, and any special tools needed. To access this database Go to the Healthy Home Manager home page: hhmrtc.net (use Chrome as your browser for optimal experience)

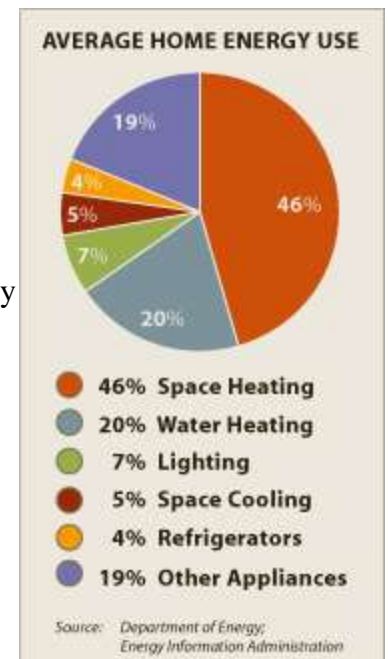
Username: S&HH2016
 Password: S&HH2016

Energy Efficiency Tips

Energy efficiency improvements can make a significant difference for a homeowner. Not only can they make the house more comfortable but they will save the homeowner money. Consider the suggestions below as you develop your work scope.

Low-Cost

- Wall socket insulators
- Caulking/Weather stripping - seal areas with moveable components such as doors and windows.



- Spray Foam - fill large cracks and small holes. A few precautions should be heeded when using spray foam: do not use near flammable applications and do not use expanding foams around windows and doors.
- Foam Pipe Insulation (exposed pipes)
- Low Wattage Lights/Compact Fluorescents
- Clean warm-air registers, baseboard heaters, and radiators as needed; make sure they're not blocked by furniture, carpeting, or drapes.
- Foundation Vent Covers

Medium-Cost

- Hot Water Blankets
- Insulation (blow-in/roll)
- Storm Doors
- Ceiling Fans to help circulate the air, pushing the warm air down in the winter and drawing it up in the summer.

Higher-Cost

- Furnace/Boiler (energy efficiency)
- Hot Water Heater
- New Windows



Clutter & Hoarding

As our population ages, hoarding has been increasingly recognized as a complex mental health problem that threatens the health, safety, and dignity of older adults. Although compulsive hoarding usually starts in young adulthood, it becomes particularly problematic later in life due to increased fall and fire risk. Moreover, the majority of older adults have multiple chronic health conditions, but necessary home care services may be denied until hoarding is resolved.

These life-safety, quality-of-life and health issues not only affect the occupants but their neighbors as well. What makes hoarding so challenging is that people who hoard are usually oblivious to the problem and resist intervention. Factors such as extreme emotional attachment to possessions (including what appears to outsiders as useless junk), fear of loss, and the inability to discriminate (trash mixed with valuables) makes discarding items almost impossible.

Without a proper understanding of the psychosocial issues and reasons for hoarding, forced clean-outs, which can be costly, are often unsuccessful: dwellings revert back to an uninhabitable level within a relatively short period of time. Additionally, older adults may experience

catastrophic emotional responses during forced cleanouts requiring emergency psychiatric care.

Best Practices

1. **Let go of ideal notions of cleanliness.** The homeowner may value items that appear to you as worthless or be rubbish. Parting with their belongings (even used paper cups) can cause severe emotional distress.
2. **Listen to homeowner's ideas and plans for their belongings.** Explore their hopes, both realistic and unrealistic, and accommodate them if possible.
3. **Focus on fall prevention.** *Create pathways free of debris, loose cords or slippery rugs.* Some frail homeowners hold onto furniture or other items while moving through the home; ask how the homeowner gets around and preserve their "props" until other assistive devices (canes, walkers) can be introduced.
4. **Focus on fire prevention.** Make sure the homeowner has a dual sensing smoke alarm with ten year batteries and test it monthly. *Red flags include newspapers stored on top of or inside a gas stove or near working radiators.* Help relocate their belongings from a hazardous area to a safe place.
5. **Ask the homeowner what they would like to do that currently they cannot do because of the clutter.** For example, "Would you like us to help you to figure out how you can cook again?" or "How could you do this differently so you can use the stove?"
6. **Communication is Vital.** It is important for the homeowner to communicate with the cleaning crew - making their concerns known and feel as if he/she has some control over the situation. Encourage the homeowner to participate even during a major cleanout. Get them involved so they can be part of the process and have some level of control. Ask them if you can help find something they might be looking for, or give them a box to help sort through.



Work Safe!

Personal Protection Equipment:

When should I wear personal protection?

- * You must wear safety glasses or goggles with fixed side shields at all times as minimum protection in all work areas where hazards of flying objects occur.
- * Noise levels exceeding 90 decibels require ear protection. Follow this rule of thumb: if you must shout to be heard, then you need hearing protection. If you are still unsure, check with your House Captain. Hearing problems develop gradually from continued exposure to high noise levels. This can result in temporary or permanent hearing loss.

What can I do to protect my body?

- * Refrain from wearing torn clothing, jewelry, or rings, which can easily get caught and cause damage. Always wear shirts and long pants, preferably 100% cotton, or wool, which is less flammable than other materials. Man-made materials or blends such as acetate, nylon, polyester, or rayon should not be worn. **In the event of fire, always STOP, DROP, AND ROLL.**
- * Proper footwear should always be worn. If possible, wear work boots. If work boots are not possible, try to wear boots or shoes that have a thick sole or adequate protection to your feet.
- * Gloves should be worn at all times for protection of your hands. Always wear gloves when handling equipment and materials. When handling chemicals, use rubber, plastic-coated, or insulated gloves.

Proper Lifting Method to Avoid Back Injuries:

A. Examine and evaluate the load

1. Is the load too heavy or awkward for one person?
2. Is anything protruding from the load, such as nails, splinters, sharp edges, or rough strapping?
3. Is my path flat and clear of obstructions?

B. Lift properly!

1. Establish solid footing and center your body weight over your feet
2. Keep your back straight, don't slouch
3. Get a good grasp on the object
4. Pull the object close to your body
5. Lift with your legs, not your back

6. Move your feet when turning; never twist your back

Ladder Safety:

1. **ONLY ONE** person is ever permitted on a ladder at any time. Assign a volunteer to hold and help carry ladders.
2. Always face a ladder when working from it.
3. Overlap extension ladders by at least three rungs.
4. Use **BOTH HANDS** while climbing up and down a ladder.
5. Make sure the ladder rests on a solid and stable base.
6. Always inspect ladders for any defects before each use.
7. Never use a ladder with broken or missing rungs or damaged side rails.
8. Use ladders only according to the manufacturer's recommendations.



Clean Air:

1. Never smoke or have any open flames around containers indicating a flammable substance. Smoking is not allowed in the home at any time.
2. Insure you have proper ventilation before you use a substance with an inhalation warning. Consult the MSDS, if necessary, to determine whether you need respiratory or other protective equipment. This protective equipment can be accessible at the warehouse, or special arrangements should be made if we know a head of time what you will need.

Hazardous Materials:

Before using any hazardous materials, follow these steps to learn about the specific substance:

1. Locate the warning label.
2. Read the label carefully, making sure you understand it.
3. Locate the Material Safety Data Sheets (MSDS).
4. Consult the MSDS for specific information such as:
 - a. Precautions to avoid exposure
 - b. Limits of exposure
 - c. Effects or dangers of overexposure
 - d. Emergency and spill clean-up procedures
 - e. First Aid requirements

Passersby and other workers must observe the same safety precautions as you, or they may not enter the workplace

Primary Containers

1. Only use substances from marked containers
2. Never remove, deface, alter, or otherwise mark any container labels.

Mixing Chemicals

1. Never mix substances or chemicals, as hazardous chemical reactions can result.
2. Store oxidants and corrosives away from each other to avoid fire or explosion.

Lead and Asbestos

1. Follow signage posted at your project site regarding lead paint.
2. Use personal protection such as a dust mask, gloves, and a Tyvek suit.
3. See the below section on lead safety for more information.

Hand Tools

Proper care and maintenance

1. Maintain all hand tools and similar equipment in top-notch working condition.
2. Store tools with sharp edges so that they cannot cause injury or damage.
3. Do not carry tools with sharp edges in your pocket.
4. Do not leave tools lying around where they could cause an obstruction or a hazard, such as causing a person to trip.
5. Clean, oil, or adjust machinery **only** when it is not in motion.
6. Keep tools and accessories clean, sharp, and correctly oiled.

How do I use tools appropriately?

1. Select the appropriate hand tool for each specific task, and then properly, as it has been designed. For example, never use a wrench as a hammer or a screwdriver for prying.
2. Never try to increase a tool's capacity with bypasses, "cheaters," or other modifications.
3. Never attempt to bypass the manufacturers' installed safety devices.

Electric Hand Tools

General guidelines for using power tools

1. Maintain all power tools and similar equipment in top-notch working condition, whether they belong to you, your volunteers, or someone else.
2. Never use electrical cords for hoisting or lowering tools or materials!

3. Keep moving parts of a power tool pointed away from your body!
4. Never leave a running power tool unattended!
5. Make sure the proper safety guards and shields exist and are in proper working order before operating any power tool! **NEVER** remove any factory-installed guards!

Make sure that the operational switch on any power tool or appliance is **off before**:

1. Plugging the tool or appliance into an electrical outlet or extension cord.
2. Disconnecting the tool or appliance from its power source.
3. Setting the tool down.
4. Attempting repairs or adjustments, such as cleaning and oiling.
5. Changing drill bits or blades.

Guidelines for grounding

1. Stand on a dry surface while operating electrical tools.
2. Keep your hands dry at all times while operating electrical tools.
3. Use the three-wire type of extension cords for portable electric tools and appliances.
4. Use electric power tools that are the approved double-insulated type or grounded type.



Electrical Work

Only Competent Electricians shall work on or near live circuits or equipment. This is serious and dangerous work. **No unskilled volunteers** shall be permitted to work in these areas.

Extension Cords

1. Extension cords must be of the three-wire, heavy-duty type.
2. Visual inspections of extension cords and cord-plug connected equipment for defects must be performed daily.
3. Never use worn or frayed electrical cords or cables.

Permit Information

If you are undertaking any activity which is (a) structural in nature, *i.e.*, ramps, replacing or putting in new floor joists, walls or roof (over 100 s.f. of area), (b) replacing or putting in new electrical circuits or plumbing, or (c) putting up handrails or doing porch repairs, you may need a permit from the City of Richmond.

- If you need assistance in determining whether or not a permit is required for the work you have planned, please contact your Tech Lead.
- Permit requests need to be turned in at least 6 weeks prior to your work date.

***Please contact Robert Skipper for assistance in obtaining a permit. (804) 303-8618**
robert_skipper1@yahoo.com



**Dig With C.A.R.E.
Keep Virginia Safe!**

C Call Miss Utility at **811** before you dig.

A Allow required time for marking.

R Respect the marks.

E Excavate carefully.

Whether your project is big or small, one free and easy call gets the underground utility lines marked and helps avoid costly damages, fines and even personal injury. So, please call 811 and dig with C.A.R.E.

This message is brought to you by the Virginia State Corporation Commission

EPA Lead Rule Protocol

As of April 22, 2010, the Environmental Protection Agency (EPA) has in place a Renovation, Repair and Painting (RRP) Rule that requires “all entities or individuals performing Renovations for Compensation on most residential buildings to comply with requirements aimed at preventing the introduction of new lead hazards into buildings” (Rebuilding Together National Office memorandum dated July 22, 2010). Affiliates performing work on residences built prior to 1978 are especially likely to encounter lead in the course of their work.

Rebuilding Together Richmond (RTR) is a local affiliate of the national organization. The rule has significant implications to how RTR manages its work

The purpose of this document is to outline RTR’s protocol for handling renovations and projects that fall under the guidance of the RRP. Additionally, this document provides the procedures to be followed in accordance with The United States Department of Housing and Urban Development (HUD) Leadsafe Housing Rule (24 CFR Part 35) to protect children from lead based paint hazards in housing financially assisted by the federal government. The Rule affects assisted housing built prior to January 1, 1978, which was when the use of lead based paint in residential structures was banned.

Protocol

3.1 Rehabilitation Projects using Federal Funding (CDBG)

Project Development

- Verify Age of Property (pre or post January 1, 1978). If unit was built post January 1, 1978, submit Sections I & II Lead Based Paint Form and proof of age, such as an assessment or certificate of occupancy. Nothing else is required.
- If unit is occupied, educate occupants about lead based paint and distribute the pamphlet “Renovate Right”. Have occupants sign the Notification that they have received the pamphlet
- If unit is not occupied until after the renovation is complete. As occupants are identified educate them about lead based paint and give the pamphlet “Protect Your Family from Lead in Your Home” and have occupants sign the Notification that they received the pamphlet.
- Obtain information on children in the household.
- Develop preliminary scope of work and cost estimate.
- Determine the project’s rehabilitation category.
- Presume lead based paint or have properly licensed person evaluate lead based paint & lead hazards (paint test and/or risk assessment as required). Obtain copy of licenses for project files.
- Notify occupants of Evaluation. Have occupants sign the Notification that they have received information regarding the Evaluation (if unit is not occupied this is to be done as soon as occupants are identified).

Rehabilitation Planning

- Develop occupant relocation plan or, if occupants are permitted to stay, occupant protection plan. If unit is occupied by elderly person(s) who choose to stay, have them sign the Elderly Relocation Waiver.
- Develop Lead Project Design /Work Write-Up.
- Submit Lead Based Paint Form to the City (with Project initiation Form if possible). Also submit Lead Paint Evaluation, Project Design, financial proforma, and Notice of Exemption (if applicable).
- Determine timing/sequence of work.
- Verify qualifications of lead contractor & award work to properly licensed contractor. Obtain copy of licenses for project files.
- Contact Lead Based Paint Planner to schedule a site visit prior to the start of the project. Preferably schedule the visit to coincide with the City's Historic Preservation Planner's site visit.

Pre-Construction Conference

- Confirm roles of contractors.
- Discuss work schedule.
- Discuss safe work practice.
- Arrange occupant relocation.

Supervising Lead Hazard Reduction

- Contact City Lead Based Paint Planner just prior to the start of the lead hazard reduction to schedule a site visit.
- Verify quality of adherence to project design/ work write-up.
- Check that safe work practices are being used.
- Check that daily clean-up is performed.
- Check that worker protection measures are followed.
- Verify that everybody on the jobsite is signing the Daily Sign-In Sheet (Substantial Rehab projects).
- Have abatement supervisor complete an abatement report (Substantial Rehab projects).

Final Inspection and Clearance

- Check that work is complete.
- Check that clean-up is done properly.
- Have clearance test, including soils test if applicable, done by properly licensed inspector or risk assessor. Obtain copy of licenses for project files. Clearance test and soils test to be done when all rehabilitation is complete.
- If clearance test fails, correct any deficiencies in lead work and re-clean. Repeat clearance test.
- If soils test fails, contact the Lead Based Paint Planner about options.
- Notify occupants of Lead Hazard Reduction activities and provide them with copy of passing clearance and soils test. Have occupants sign the Notification that they have received the clearance and soils test (if unit is not occupied this is to be done as soon as occupants are identified).

- Submit copy of clearance test and soils test to the City.
- Submit copy of signed Notification to the City when occupant is identified.

3.2 Rehabilitation Projects without Federal Funding—Pre project planning

The following steps will be taken prior to project work beginning:

Step	Purpose/Comments	Responsible Party
Acquire and Maintain Certification for RTR	<ul style="list-style-type: none"> • Because RTR works in neighborhoods that seem likely to qualify for RRP guidelines, RTR will become a certified firm • Identify opportunities for increased education of RTR Staff, Committee Members, skilled volunteers, etc. 	<ul style="list-style-type: none"> • RT Staff and Board • Other Volunteers
Home Inspection	<ul style="list-style-type: none"> • Highlight any potentially qualifying scope before homes are assigned to teams • Identify any “red flag” scope as early as possible 	<ul style="list-style-type: none"> • RT Staff and Volunteer Inspectors
Initial Lead Testing	<ul style="list-style-type: none"> • Order testing for red flag issues identified in home inspection documents • Perform as early as is reasonable to schedule with testing firm 	<ul style="list-style-type: none"> • RT staff
House Captain Training	<ul style="list-style-type: none"> • Educate captains on the rule and its implications • Request that captains avoid RRP related work unless it is absolutely critical to the success of the project • Obtain acknowledgement of awareness and agreement to comply from captains 	<ul style="list-style-type: none"> • RT Staff and Volunteer Trainers
Homeowner Acknowledgement	<ul style="list-style-type: none"> • RT Staff will deliver RRP proscribed brochure/notification to homeowner and obtain an acknowledgement from them that they are aware of the rule and understand that the team will be in compliance with the rule. 	<ul style="list-style-type: none"> • RT Staff
Scope Review	<ul style="list-style-type: none"> • As house captains turn in scope documents, add a form for requesting RRP exceptions for any critical work. • Each house scope to be reviewed for any additional RRP work. • If exception is requested by specified date in House Captain timeline and deemed worthy of RTR’s attention (by 	<ul style="list-style-type: none"> • House Captains • RT Staff and Board • Technical Leads

Step	Purpose/Comments	Responsible Party
	RT staff), the affected area in the home will be tested to determine whether lead is present (if not already tested) before determining whether to proceed. <ul style="list-style-type: none"> • Committee consisting of Executive Director, Board Chair, and other designees to review each exception request to approve or deny an exception. 	
Pre-Project Preparation for Granted Exceptions	<ul style="list-style-type: none"> • Certified Renovators (CRs) will be identified and engaged to scope and oversee granted exception work. • CRs provided by volunteer teams must be qualified and approved by RTR • All work will be completed either prior to or after project day and only in conjunction with a designated CR. 	<ul style="list-style-type: none"> • House Captains • RT Staff • Certified Renovators obtained by RT Staff

3.3 Rehabilitation Projects without Federal Funding Project Day

Because Project Day is a fluid, active event and volunteers are working hard to provide helpful and real time value to their homeowners, we will take the following precautions to ensure that RRP work is not pursued in the “heat of the moment.” The following steps will be taken as project work:

Step	Purpose/Comments	Responsible Party
House Visits	<ul style="list-style-type: none"> • All RRP exceptions will be performed with a Certified Renovator providing oversight on another day. NO RRP WORK WILL BE COMPLETED ON PROJECT DAY. • Technical Leads, Board Members and other volunteers will visit all houses throughout project day to ensure that no RRP work is being pursued. • RT Staff will provide the House Visit Teams with contact names and numbers for each house as well as RT Staff and other key contacts. 	<ul style="list-style-type: none"> • Certified Renovators • Technical Leads, Group Leads, RT Staff and other volunteers
Team Member Acknowledgement	<ul style="list-style-type: none"> • On site volunteers will sign an acknowledgement of the rule and agree 	<ul style="list-style-type: none"> • House Captains • Group Leads

Step	Purpose/Comments	Responsible Party
	<p>to avoid RRP prohibited activity except that which has been clearly approved by RTR via signage at the home. (incorporate into current waiver)</p>	<ul style="list-style-type: none"> • RT Board/key volunteers
<p>Project Day Work Stoppage</p>	<ul style="list-style-type: none"> • If RRP work is found on Project Day, the specific work in question will be immediately stopped. House captains, RT Staff, Board members, and/or technical leads can call a work stoppage in this event. Any other person identifying this situation should contact the appropriate House Captain immediately. • RTR Immediate Action Response to unapproved RRP work will be initiated: RT staff is notified of temporary work stop, CR is deployed to work site to determine if we have an issue. If yes – CR is in charge of engaging volunteers (using RRP work practices to work) to return space to ‘free of lead dust, paint chips, etc. If no - work will be allowed to continue. If the issue is deemed by the CR and RT Staff to be of sufficient magnitude to prohibit continued work at the house, the project will come to an all stop. • RT Staff, CR, Technical Lead, and House Captain will meet to determine next steps. • Certified Renovators will be engaged to clean up and complete or oversee any RRP work. 	<ul style="list-style-type: none"> • RT Staff/Board • Certified Renovators secured by RTR • House Captains • Technical Leads

Work Scope Overview

Your work scope will be your most important reference; it will guide you through much of the planning necessary to ensure a successful Project Day. On the following pages you'll find a blank work scope and an example. Feel free to use your own format of work scope so long as all the same basic information is given.

Contact Information: The top section of the take-off will contain the key contact information you'll need leading up to Project Day. Fill this out as soon as this information is available.

Project or Task: This is where you detail the individual tasks to be performed. Be sure to include dimensions, colors, and any details necessary to describe this task.

Materials: List the supplies needed to perform this task. Be sure to be specific, this will drive your shopping list as you gather supplies needed for your project. This is also helpful to let your volunteers know exactly what they need to complete the task.

Estimated Cost: Provide estimated cost for the materials needed for this task. This will help determine if you have the budget to complete all the identified tasks. Update these costs with actuals after procuring your supplies, that way you'll know if you have additional budget for adhoc needs on Project Day. You can total the costs at the bottom of the form.

Tools: Here you can list the tools needed to complete this task. This is helpful when rounding up your volunteers, as you can ask them to bring some of these tools.

People: This is where you will estimate the number of volunteers needed to complete the task. This will be helpful in determining how many volunteers you'll need as well as helping you schedule tasks to avoid too many workers in the same area of the house.

Special Needs: Here you will identify any special needs associated with this task. There is a key for the different needs provided at the top of the form. These are typically needs for which you will require some professional assistance (ie. plumbing, electrical, carpentry, etc.). Remember that you are responsible for asking RTR to schedule any repairs (even those that are already noted on your preliminary work scope) that your team will not be able to handle such as roofing, plumbing, or electrical work.

*** If you're uncertain or concerned about the complexity or requirements of a particular task, consult with your Tech Lead and your Group Leader. That's what they are there for! ***



Contact Information	
House Captain:	Phone:
Homeowner:	Phone:
Address:	

Skilled needs			
Plumbing	P	Roofing	R
Electrical	E	Pest Control	PC
HVAC	H	Tree Work	T

House#:

	Project or Task	Materials	Est. Cost	Tools	People	Special Needs*
1						
2						
3						
4						
5						
6						
7						
8						
9						



Contact Information		Skilled needs			
House Captain:	Phone:	Plumbing	P	Roofing	R
Homeowner:	Phone:	Electrical	E	Pest Control	PC
Address:		HVAC	H	Tree Work	T

House#: 11

Project or Task	Materials	Est. Cost	Tools	People	Skilled Needs
Kitchen sink cabinet floor	2'x3'x1/2" plywood	\$10	Saw, tape measure screw gun	1/1 hr	
Kitchen floor repair	vinyl flooring, flooring for small soft section of floor, shoe mold, metal threshold	\$100	Hammer, prybar, chisel, straight edge, saw	2/6 hrs	
Add shoemold around living room to reduce drafts	shoe mold ~80', spray foam, caulking	\$20	Finish nailer, chop saw, hammer nailset	3/4 hrs	
Bathroom floor repair	Joist / flooring, vinyl, New tall toilet, spline handle for tub filler	\$250	Hammer, prybar, chisel, straight edge, saw	3/6 hrs	P
Replace crawl space door	5/4x6 PT for 18x32 door, hinges, latch, caulking	\$50	Saw, screw gun, hammer	2/6 hrs	
Repair cracks in brick walls	Mortar mix crack filler tubes	\$20	Level, screw gun, hammer, circular saw.	2/4 hrs	
Rebuild two railings from outside steps at street side	(1) 4x4x8PT; (2) 2x4x8PT; (4) 2x2x8PT; 3" exterior screws – 1 box; (2) 4x4 drivable post fixtures	\$80	Chop saw; drill driver and bits, measuring tape,	3/5 hrs	
Storm window repair	(1) 23x28 inch piece of replacement glass	\$50	drill, screwdriver or poprivet gun, shovel	1/3 hrs	
Install insulation and vapor barrier	1189 sf – 16" Batt Insulation, vapor barrier	provided by RTR	Tyvek suits, dust masks, goggles, utility knife	4/6 hrs	
Replace gutters all around house	Gutter (70 ft total – 8 pieces), 8 endcaps, 28 hangers, 6 outlets, 4 downspouts	\$318	≥ 16' extension ladder, pop rivet gun, brushes	4/8 hrs	
	Total	\$898			



Volunteer Sign-Up Sheet

National Rebuilding Day: Saturday, April 22nd

Since launching a grassroots effort in 1993 to help low-income homeowners maintain their homes, more than 1,000 homeowners have been touched by the generosity of this community. Together we can positively impact the millions of homeowners living in unsafe and unhealthy homes. By investing in communities, we transform the lives of low-income homeowners by improving the safety and health of their homes and revitalizing our communities.

This year we have selected to work in the East Brookland Park Neighborhood, where our goal is repair 40 homes on National Rebuilding Day with the help of volunteers like you! Your support enables us to have a lasting impact on the lives of low-income homeowners, and revitalize our communities

Please sign-up below if you would like to join us for all or part of the day!

To sign up to work with your fellow co-workers, contact:

[House Captain contact info here]

or return the tear-off below:

Please sign me up for the Rebuilding Together Richmond Project on April 22nd 2017

Name

Dept.

Address

Telephone No. (Day)

(Evening)

Specify preferred job assignment. (Please check in priority order)

Painting Carpentry Yard Work Electrical

Plumbing Landscaping Doors Windows

Other (specify skill)

Non-skilled but willing to help

Safety Coordinator Position Description

Thank you for volunteering to serve as the Safety Coordinator for your team's National Rebuilding Day project! The work done is vital to the health and safety of the homeowners we serve, but it is also potentially dangerous work. With your help, we can have maximum impact on the lives of those in need while reducing the exposure of our volunteers to accidents and hazards.

Responsibilities

It is the responsibility of the Safety Coordinator to ensure that all work performed at the jobsite is done in a safe manner. You must plan for potential hazards in advance, provide safety supplies, and watch for personal injury risks, including improper material or tool handling. You will also conduct a safety briefing with volunteers prior to beginning work and encourage safety throughout the day. As Safety Coordinator, you should commit to be at the worksite for the duration of the project.

Before the event

- Review the work scope with the House Captain and determine any actions needed to ensure a safe job site.
- If there is a volunteer orientation meeting prior to the workday, participate by providing an overview of safety rules.
- Verify that a full-size first aid kit is available at the worksite.
- Review the Safety Guidelines in the House Captain Manual.

Project Day: Before

- Walk through the house and yard, noting and marking tripping hazards or dangerous items.
- Locate the on/off switch for electricity, water, and gas.

Project Day: Safety Orientation Meeting

- **All volunteers must wear nametags (front and back).** It's the quickest way to get someone's attention if you run into trouble.
- Explain the need for people to pick up tools and other equipment. Recommend housekeeping occur throughout the day so debris does not accumulate.
- Suggest volunteers remind others to use their PPE and continue to monitor its use yourself.
- If hazardous materials are needed on the worksite, make volunteers aware of what they are, and what to do in the event of a mishap.

Project Day: Throughout the Day

- Keep the job site neat. Ensure work is performed to safety standards.
- Make sure tools are used properly.
- Be mindful of extension cords and ladders – be sure they are removed from walkways whenever possible and unplugged/dismantled immediately after use.
- Report any injury immediately to your House Captain.



Rebuilding Together Richmond Volunteer Waiver Form

Name: _____

Email: _____

Phone: _____

Address: _____ City/Zip: _____

Volunteer Waiver of Liability

I am working as a volunteer for a Rebuilding Together Richmond project. I hereby acknowledge that working on the Rebuilding Together Richmond project involves some risk of personal injury. I hereby acknowledge that Rebuilding Together Richmond has made no representations about the condition of the premises on which I will be working or the activities in which I choose to engage. I hereby release and hold harmless Rebuilding Together Richmond, its officers and directors and others working on this project, including the sponsor organization and the homeowner where I will volunteer, from any and all liability which might result from my working on this project. I hereby acknowledge that I assume the risk of any injury which might occur as the result of working on this project.

Regarding Lead Paint


I understand RT Richmond is required to comply with the EPA Renovation, Repair and Painting (RRP) Rule regarding lead paint. I will **read and abide** by the signage posted at the work site regarding lead paint. I understand that if actions violating the RRP Rule are undertaken, work may be stopped at the home.

Permission for Use of Photo for Promotional Materials

To help us spread the word about Rebuilding Together of Richmond, we produce a number of promotional materials that are distributed to the public. We request your permission to use your name and photo image in our promotional pieces.

I have read and agree to the disclaimer.

(Name of volunteer or parent/guardian if volunteer is under 18)

	Approximate # of Volunteers:		House #:
		Adults	Youth (under 18)
	Skilled:		
	Unskilled:		
			Homeowner:
			Address:
			House Captain:

Final Completed Task List

It is critical that this form is completed and returned to RTR. Without this information, we cannot meet certain grant requirements, jeopardizing critical funding for this project.

Please enter the number of each type of repair completed. Space is provided under 'Other' for items not listed.

Weather Proofing: Doors / Windows / Roof

_____ roof repaired / replaced	_____ # storm doors installed	_____ feet of weather-stripping installed
_____ # windows installed	_____ # storm doors repaired	_____ total square feet of insulation installed
_____ # windows repaired	_____ gutters installed / repaired	_____ # tubes of caulk used
_____ # exterior doors installed	_____ rotten trim / siding replaced	
_____ # exterior doors repaired	_____ crawlspace / attic repairs	

Structural: Floors / Ceilings / Walls

_____ # floors replaced / repaired	_____ # walls replaced / repaired	_____ floor covering replaced / repaired
_____ # ceilings replaced / repaired	_____ decking replaced / repaired	

Electrical / Plumbing / Heating & Cooling

_____ # light fixtures replaced / repaired	_____ # toilets replaced / repaired	_____ hot water heater replaced
_____ # faucets replaced / repaired	_____ # outlets, switches replaced	_____ furnace replaced / repaired
_____ # appliances replaced / repaired	_____ # sinks replaced	_____ electrical service upgrade
_____ # repairs to vents/pipes/leaks	_____ # light bulbs replaced with compact fluorescent bulbs _____	

Cosmetics: Painting / Cleanup / Landscaping

_____ interior painting	_____ mulch beds	_____ Plantings
_____ yard cleanup	_____ trash removal	_____ power wash
_____ exterior painting		

Home Modifications: Safety / Accessibility / Security

_____ # railings installed / repaired	_____ # grab bars installed	_____ # lighting improvements
_____ # walkways repaired	_____ # hand held showers installed	_____ # fire extinguishers installed
_____ # deadbolts installed	_____ # non-slip strips installed	_____ # smoke detectors installed
_____ fencing replaced / repaired	_____ # wheelchair ramps built	_____ # CO detectors installed

Other: Please list any repairs completed not listed above

House Captain Signature: _____ Date: _____

**** Return To: Rebuilding Together of Richmond, 406 W Franklin St. Suite B. Richmond, VA 23220 or email to jillian@rebuildingtogetherrichmond.org**