

FORMS CHECK LIST

DUE MARCH 9, 2018

APPROVED PURCHASERS FORM

RT-AFF will provide Home Repair sponsor teams with store cards to purchase materials at Home Depot and Lowe's. Names of 2-3 purchasers should be provided to RT-AFF no later than March 9, 2018 by completing the Approved Purchasers Form.

DUE NO LATER THAN MARCH 26, 2018

PRELIMINARY WORK SCOPE

Based upon the initial site assessment provided to you by Rebuilding Together (RT-AFF), the project budget, the human resources that your team can provide (time, skill and labor) and the wishes of the homeowner, create a preliminary list of repairs and modifications your team anticipates to complete. Discuss these items with the homeowner prior to submitting the form (this form should not be signed). RT-AFF staff will review the request, consider our overall resources and other factors impacting the project to provide you with feedback to determine the final scope of work. In Arlington County, you may not add to the scope of work described in the initial site assessment report furnished to you by RT-AFF.

In order for you to better control your budget you will be responsible for securing all materials needed for the work project with the exception of a few items like t-shirts. The budget for your project is included at the beginning of this manual. Please do your best to estimate the cost of the various task(s). RT-AFF will consider adjusting the budget if necessary to complete critical repairs. RT-AFF will provide Home Sponsor teams with cards to purchase materials at Home Depot and Lowe's. Names of 2-3 purchasers should be provided to RT-AFF no later than March 26, 2018 by completing an Approved Purchasers Form.

LEAD-BASED PAINT DISTURBANCE FORM

EPA and HUD regulations require that a certified renovator and/or abatement supervisor be on the worksite and train volunteers when disturbing a specified amount of lead based paint and other coated surfaces (typically found in homes built prior to 1978). This amount differs depending on the geographic location of the site. In order to determine the extent of paint/coated surfaces that will potentially be disturbed on each worksite and to provide RT-AFF with enough information to create a safe and successful lead based paint work plan, please complete the Lead Based Paint Disturbance form. All areas indicated on the form will be professionally tested for the presence of lead and the results furnished to both the house captain and homeowner. Together staff and the house captain will create a work plan based upon these results.

LIMITED SUPPLY ORDER FORM

RT-AFF has limited its supply list to the following items: t-shirts, signs, accessibility items such as grab bars, and protective gear and supplies. Complete the order form and return it to RT-AFF by March 26, 2018. All supplies ordered on this list will be available for pick up at Rebuilding Together-AFF on Friday, April 27, 2018. Please contact RT-AFF at (703) 528-1999 to schedule a pick up time. Complete each page of the *Order Form* and include the group name and project number.

- REQUEST PORT-A-JOHN, DUMPSTER AND SPECIAL TRASH PICK-UP**
Indicate if your team needs a port-a-john, dumpster or special trash pick-up (private company). Sketch the house and placement of these items noting if there are any power lines or obstacles preventing the vendor's ability to place the units. Indicate the preferred delivery time and the order in which these items should be delivered. Describe the type of waste and estimated quantity of each type. It is important to keep waste separated by type if a trash pick-up is required.

DUE APRIL 12, 2018

- ADDITIONAL VOLUNTEERS AND PROFESSIONAL SERVICES REQUEST FORM**
Please complete this form to request professional services and additional volunteers that you may need for or prior to the work day.

DUE APRIL 23, 2018

- HOMEOWNER AGREEMENT FORM AND FINAL WORK SCOPE**
As the house captain it is your responsibility to sit down with the homeowner to explain and review this form prior to any work being started. Please indicate the repairs that both you and homeowner have agreed that your team will complete. We ask that you be conservative in your estimates - do not overestimate what you are capable of completing. After the homeowner has signed this form, return the original to RT-AFF and provide a copy to the homeowner.

FORMS THAT MUST BE SIGNED BEFORE PROJECT WORK DAY (APRIL 28)

Completed forms due to Rebuilding Together-AFF no later than May 18, 2018

- VOLUNTEER SAFETY CHECK LIST**
Every volunteer must be given a copy of this two-page check list with the Volunteer Agreement Form.
- VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY**
Please have all volunteers (parents/guardians if a minor) complete and sign this form prior to working on the project. Volunteers are not allowed to work until this form has been completed. Keep completed forms on hand during the work day for reference.
- AUTHORIZATION FOR PARTICIPATING MINOR RELEASE FROM LIABILITY/ MEDICAL TREATMENT**
In addition to the Volunteer Agreement and Release From Liability Form, parents/guardians must sign these forms for minors 14 and older prior to working on the project. Keep completed forms on hand during the work day for reference. **(No children under the age of 14 on the worksite).**
- INCIDENT REPORT (ONLY WHEN NEEDED)**
Please complete this report within 24 hours of an incident and submit to RT-AFF. The list of emergency medical facilities can be found in the "Safety Section" of this manual.

FORMS TO BE COMPLETED AFTER THE WORK HAS BEEN DONE

Due to Rebuilding Together no later than May 18, 2018

- END OF DAY FORM**
At the end of the work day, please sit down with the homeowner and complete this form stating that all work has been successfully completed.
- HOMEOWNER SURVEY**
At the end of the work day, please provide this form to the homeowner to complete. Ask the homeowner to either mail the completed form to RT-AFF in the enclosed envelope or give it back to you.
- HOUSE CAPTAIN SURVEY**
Please complete this final report and return it to RT-AFF. The information you provide to us is extremely important. It provides us with statistics, information on ways to improve the program and great stories to share.
- LIST OF COMPLETED REPAIRS AND HOME MODIFICATIONS**
List the completed repairs and modifications your team were able to complete. Please also indicate work that you were unable to accomplish or complete that you think is vital to do.
- PROJECT IMPACT SUMMARY REPORT**
At the end of the job, note the impact your repairs have made for these 25 health and safety priorities. Fill in both the Before and After columns. For any N/A responses, enter a Yes. Any priorities that have changed from a No to Yes gets a (+) in the Change column.
- REIMBURSEMENT FORM**
For Home Repair sponsors, use this form to request reimbursement for items purchased using cash or personal credit cards. Please keep in mind that all items purchased by your team (cash/store credit card issued by Rebuilding Together-AFF) may not exceed the budget amount. Please attach appropriate receipts.
- DONATION FORM**
Use this form for individuals or businesses that donate materials, food or services. Goods are tax deductible, services are not. Complete and return to RT-AFF so that we may acknowledge their contribution.
- BUDGET TRACKING SHEET, RECEIPTS AND STORE CREDIT CARDS**
This sheet will be mailed to the house captain in late March. Track all purchases made by your group on this sheet (or on a spreadsheet) and attach receipts. Please remember that all items purchased with cash, personal credit card or RT-AFF issued cards must be tracked. Please return the budget tracking sheet (or spreadsheet), receipts and all RT-AFF issued cards.