

FORMS CHECKLIST

DUE NO LATER THAN MONDAY APRIL 1, 2024

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/nonprofit, create a preliminary list of repairs and modifications your team anticipates completing. Discuss these items with the homeowner/nonprofit 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.

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 will be given to you with your assignment. Please do your best to estimate the cost of the various task(s). RT-AFF will consider adjusting the budget if needed to complete critical repairs. Once approved, RT-AFF will mail Home Rebuilder teams store cards to purchase materials at Home Depot and Lowe's. (Starting Thursday April 4)

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.

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 each page of the *Order Form* and include the group name and project number. All supplies ordered on this list will be available for pick up at Rebuilding Together-AFF on Friday, April 26, 2024. Please contact RT-AFF at (703) 528-1999 to schedule a pick-up time.

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 15, 2024

- PROFESSIONAL SERVICES AND ADDITIONAL VOLUNTEERS 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 22, 2024

- HOMEOWNER AGREEMENT AND RELEASE FROM AND END OF DAY**
As the house captain it is your responsibility to sit down with the homeowner/nonprofit 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 can complete. ***After the owner has signed part 1 of this form, provide a copy to RT-AFF and the homeowner.***
Part 2 – End of Day Section should be signed by the homeowner(s) once all work has been completed provide the signed form (Part 1 & 2) to RT-AFF no later than May 20, 2024.

FORMS THAT MUST BE SIGNED BEFORE PROJECT WORK-DAY Saturday APRIL 27

Completed forms due to RT-AFF no later than Monday, May 20, 2024

- VOLUNTEER’S AGREEMENT AND RELEASE FROM LIABILITY - ADULT**
Please have all adult volunteers complete and sign this form prior to any volunteer activities. Volunteers are not allowed to work until this form has been completed. Keep completed forms on hand during the workday for reference.
- VOLUNTEER’S AGREEMENT AND RELEASE FROM LIABILITY – MINOR (AT LEAST 14 YEARS OLD)**
The minor and parent/guardian of a minor must complete and sign this form prior to any volunteer activities. Minors are not allowed to work until this form has been completed. Keep completed forms on hand during the workday for reference.
- MEDICAL TREATMENT AUTHORIZATION FOR PARTICIPATING MINOR (AT LEAST 14 YEARS OLD)**
In addition to the Volunteer’s Agreement and Release From Liability Form - Minor, parents/guardians must complete and sign this form for minors 14 and older prior to any volunteer activities. Keep completed form on hand during the workday 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 20, 2024

- HOMEOWNER FOLLOW-UP QUESTIONNAIRE**
At the end of the workday, 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.

Project #: _____ Group Name _____ Homeowner _____

HOUSE CAPTAIN FINAL REPORT

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 completed. Indicate any work that you feel is vital that you were unable to accomplish or complete.

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 Rebuilder partners, 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 early April. 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.