

Work Write-Up

Cynthia Baker

* EXHIBIT 1 *

Dated: 9/23/2011

Printed: Friday, September 23, 2011 01:27 PM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Cynthia Baker

Project Address

6420 Williams Rd

Tallahassee, Fl 32311

Customer Address

6420 Williams Rd

Tallahassee, Fl 32311

Home Phone: 524-9050

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Cynthia Baker
 WWU: Cynthia Baker
 Site: 6420 Williams Rd

Dated: 9/23/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

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<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs, and 3) be Leon County approved.</p>			
<p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p>	1		
<p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p>	1		
<p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub-floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p>	1		
<p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p>	1		
<p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p>	1		
<p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	1		

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01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exterior 3 1/2" wall cavities that are to be enclosed by a new wall surface material are to have R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

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ROOF & ATTIC			
35.0325 P1 REMOVE ALL ROOF COVERING MATERIAL DOWN TO SHEATHING Remove all roof covering material down to roof sheathing. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.	1,630	SF	
35.0375 P1 REPLACE UP TO 10% OF ROOF DECKING Replace up to 10% of any rotten, badly warped or broken roof decking and nailers. Material shall match remaining material as closely as possible. Roofs requiring more than 10% decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and before replacing additional decking and nailers.	160	SF	
35.0925 P1 INSTALL NEW SHINGLES ON ROOF DECKING Install 15 lb asphalt saturated felt or equal and new class "A" three tab fiberglass self sealing strip shingles on top of roof decking according to manufacturer's instructions. Install starter course at edges of roof. Shingles to have a minimum 20 year limited manufacturer's warranty. Replace missing or damaged drip edge. Replace all plumbing vent flashings. Shingle color to be selected by Owner from standard inventory colors, no special order or upgrade colors included.	1,630	SF	
FRONT PORCH/ENTRANCE			
45.0500 P1 INSTALL A NEW STORMDOOR WITH SLIDING GLASS PANEL Install a high quality stormdoor with a baked on enamel or anodized finish. Stormdoor to have Z-bar frame, 1" or thicker door, 1-3/4" or wider stiles and rails, an operable self storing tempered glass bottom sash, stationary tempered glass top sash, locking latch-set, automatic closer, wind chain, screen and door sweep. Owner may select door using \$100 allowance.	1		
SIDE PORCH/ENTRANCE			
40.0775 P1 INSTALL NEW 4" X 6" PRESSURE TREATED WOOD POST Remove existing posts. Install a new pressure treated 4" x 6" wood porch post properly strapped to structure. Post to rest elevated above floor on a Simpson or equal high uplift post base secured to slab with 1/2"X8" Titen or equal. Apply 2 coats of solid color stain or paint to post. Homeowner to select color.	2	EA	

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BATHROOM #1			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	35	SF	
75.0625 P1 INSTALL A NEW TOILET Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Commode to include all new components including new shut off valve, supply line, seat, and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an \$100 fixture allowance.	1		
BATHROOM #2			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	40	SF	
75.0625 P1 INSTALL A NEW TOILET Install a new 2 piece closed coupled, vitreous china, water saving commode with maximum 1.6 gallons per flush manufactured by American Standard, Kohler or approved equal. Commode to include all new components including new shut off valve, supply line, seat, and wax seal. Top of toilet tank to be no more than 1" from back wall. Owner to select commode using an \$100 fixture allowance.	1		
BEDROOM #1			

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50.0050 P1 REPLACE FOGGED WINDOW PANE Replace water damaged insulated window panes using new glazing bead. Seal glass to aluminum frame with appropriate adhesive sealant.	3		
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	175	SF	
80.0325 P1 INSTALL A NEW CEILING FAN WITH LIGHT KIT, SWITCH AND WIRING Remove existing ceiling light fixture. Install a new 3-speed 5-blade 52" diameter ceiling fan with reversible wood/cane blades, light kit, globe, and bulbs. Owner to select ceiling fan and light kit using a \$100 allowance.	1		
<hr/>			
BEDROOM #2			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	150	SF	
80.0325 P1 INSTALL A NEW CEILING FAN WITH LIGHT KIT, SWITCH AND WIRING Remove existing ceiling light fixture. Install a new 3-speed 5-blade 52" diameter ceiling fan with reversible wood/cane blades, light kit, globe, and bulbs. Owner to select ceiling fan and light kit using a \$100 allowance.	1		
<hr/>			
BEDROOM #3			
<hr/>			

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Location / Work Description	Quantity	UOM	Cost
50.0050 P1 REPLACE BROKEN WINDOW PANE Replace broken window pane. Use new glazing bead. Seal glass to aluminum frame with appropriate adhesive sealant.	1		
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	150	SF	
80.0325 P1 INSTALL A NEW CEILING FAN WITH LIGHT KIT, SWITCH AND WIRING Remove existing ceiling light fixture. Install a new 3-speed 5-blade 52" diameter ceiling fan with reversible wood/cane blades, light kit, globe, and bulbs. Owner to select ceiling fan and light kit using a \$100 allowance.	1		
KITCHEN AND DINING			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	252	SF	
70.0025 P1 REPAIR EXISTING BASE CABINETS Replace rotten particle board toe kick with 3/4" thick wood. Apply 2 coats flat black enamel paint.	12	LF	
95.0125 P1 INSTALL A VENTED RANGE HOOD Install a new 2 speed 30" range hood with light. Vent hood to be vented to atmosphere. Install a vent collar where vent passes through cabinet and flashing where vent passes through roof. Owner may select range hood using a \$80 allowance.	1		

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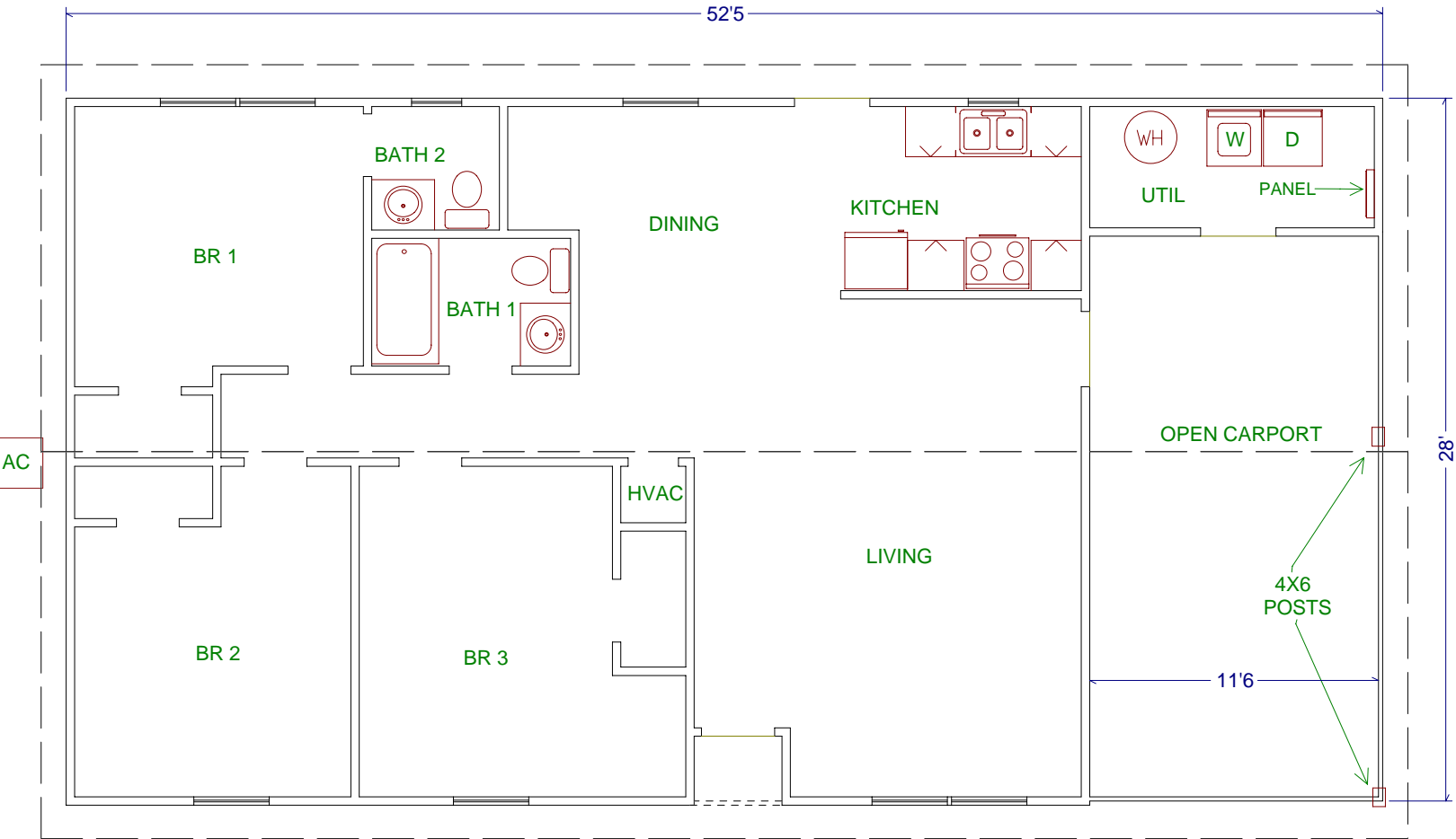
Location / Work Description	Quantity	UOM	Cost
HALLWAY			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	60	SF	
LIVING ROOM			
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Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



CYNTHIA BAKER
6420 WILLIAMS RD. 32311

Work Write-Up

Ollie Balcom

* EXHIBIT 1 *

Dated: 9/22/2011

Printed: Thursday, September 22, 2011 07:49 PM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Ollie Balcom

Project Address

8686 Freedom Rd.

Tallahassee, Fl 32305

Customer Address

8686 Freedom Rd.

Tallahassee, Fl 32305

Home Phone: 877-8413

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

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Work Write-Up

Ollie Balcom
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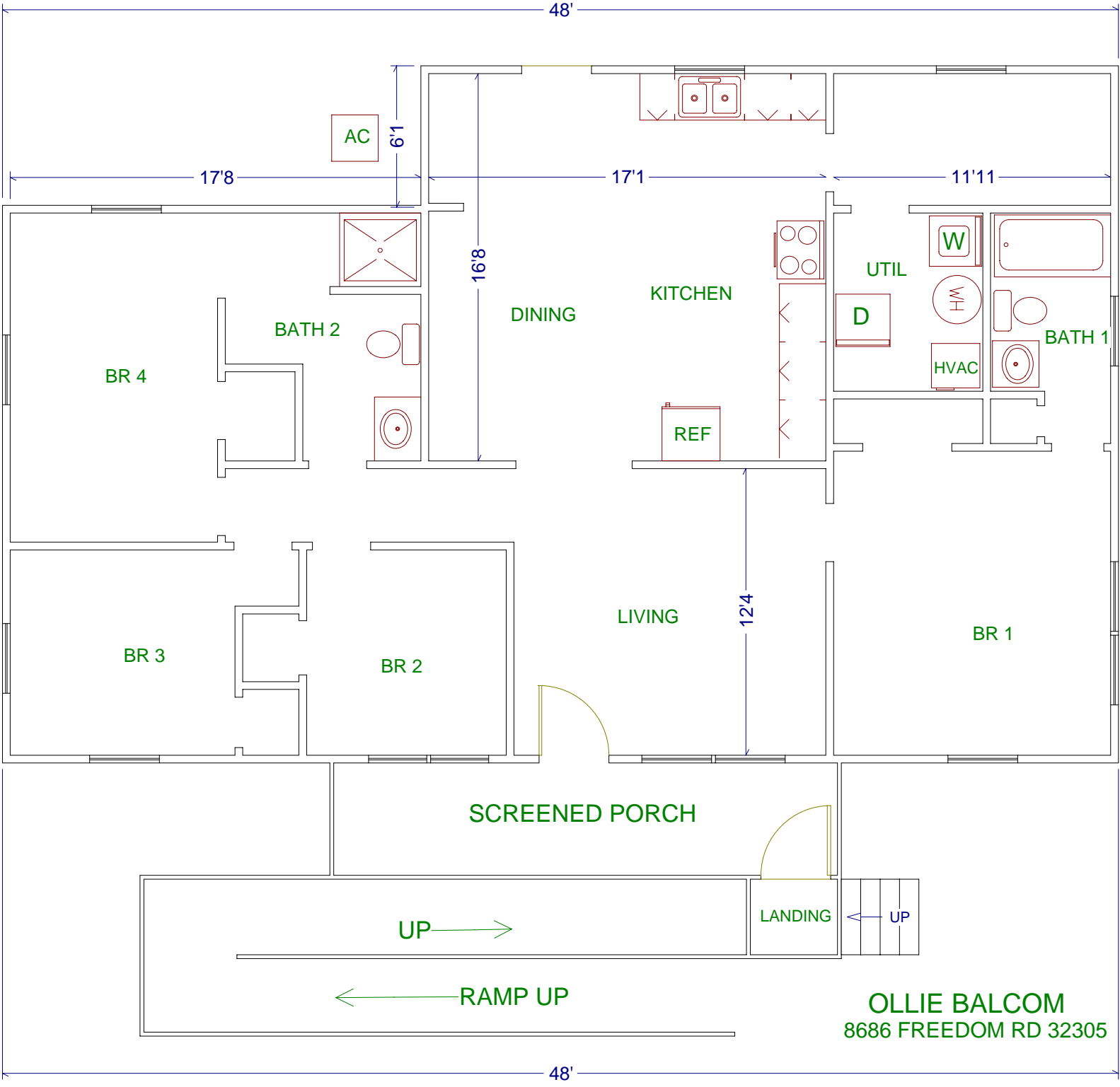
Location / Work Description	Quantity	UOM	Cost
FRONT PORCH/ENTRANCE			
40.0025 P1 REPAIR WOOD RAMP Replace failing pressure treated plywood on front ramp with similar material.	96	SF	
HVAC & GAS SYSTEM			
85.0500 P1 REPLACE HEAT PUMP Install a new replacement UL listed electric heat pump having a minimum SEER rating of 13 and sized to properly heat and cool the house. Heat pump to have a minimum 5 year manufacturer's warranty. Provide material necessary to connect heat pump to existing duct system. Install new thermostat if necessary. Provide electrical connections including correct sized breakers. Material and method of installation to comply with mechanical and electrical code requirements.	1,332	SF	

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



OLLIE BALCOM
 8686 FREEDOM RD 32305

Work Write-Up

Carolyn Mitchell

* EXHIBIT 1 *

Dated: 9/23/2011

Printed: Friday, September 23, 2011 10:23 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Carolyn Mitchell

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834 Clover Way

Tallahassee, Fl 32312

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834 Clover Way

Tallahassee, Fl 32312

Home Phone: 893-1003

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Carolyn Mitchell
 WWU: Carolyn Mitchell
 Site: 834 Clover Way

Dated: 9/23/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

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Location / Work Description	Quantity	UOM	Cost
<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs, and 3) be Leon County approved.</p> <p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p> <p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p> <p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub-floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p> <p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p> <p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p> <p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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Location / Work Description	Quantity	UOM	Cost
01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exterior 3 1/2" wall cavities that are to be enclosed by a new wall surface material are to have R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

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Location / Work Description	Quantity	UOM	Cost
EXTERIOR WALLS			
30.1025 P1 PREPARE AND PAINT WOOD SIDING AND RELATED WOOD COMPONENTS Wet scrape loose paint from wood siding and related wood components, including but not limited to, trim, casing, window sashes, doors, roof overhangs, cornice, etc. Renail loose material and caulk all cracks prior to applying primer. Apply appropriate primer on bare wood and as required elsewhere prior to applying two coats of acrylic latex paint to all non-pressure treated wood surfaces and doors. Primer and paint to be applied according to manufacturer's instructions. One heavy coat not accepted in lieu of 2 coats. Call Program Administrator for compliance inspection between primer and paint coats. Primer and paint to high quality and have a 10 year manufacturer's warranty. Homeowner may select up to three colors. Leave unused paint with Owner.	960	SF	
ROOF & ATTIC			
35.0325 P1 REMOVE ALL ROOF COVERING MATERIAL DOWN TO SHEATHING Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.	1,000	SF	
35.0375 P1 REPLACE UP TO 10% OF ROOF DECKING Replace up to 10% of total roof area any rotten, badly warped or broken roof decking and nailers. Material shall match remaining material as closely as possible. Roofs requiring more than 10% decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and before replacing additional decking and nailers.	96	SF	
35.0925 P1 INSTALL NEW SHINGLES ON ROOF DECKING Install 15 lb asphalt saturated felt (or equal) and new class "A" three tab fiberglass self sealing strip shingles on top of roof decking according to manufacturer's instructions. Install starter course at edges of roof. Shingles to have a minimum 20 year limited manufacturer's warranty. Replace any missing, damaged, or otherwise defective metal drip edge. Replace all plumbing vent flashings. Shingle color to be selected by Owner from standard inventory colors, no special order or upgrade colors included.	1,000	SF	
35.1075 P1 INSTALL RIDGE VENT Install continuous shingle-over type ridge vent along ridge lines of roof according to manufacturer's instructions. Stop vents 18" from end of ridge line or from intersections of ridge lines. Make sure decking at ridge line is cut back at least 1" from edge of ridge pole so that a ventilation opening exists below vent.	32	LF	

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Location / Work Description	Quantity	UOM	Cost
FRONT PORCH/ENTRANCE			
40.0575 P1 REPLACE WOOD HANDRAILS Replace existing handrails at front stoop and steps. Materials to be pressure treated with fasteners suitable for pressure treated wood. Balusters to be 2X4s secured with screws to resist impact from sustained use. Termination posts at ground level to be at least 30" deep and set in concrete.	28	LF	
BATHROOM			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips in door openings. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance.	30	SF	
70.0175 P1 INSTALL NEW VANITY CABINET AND CULTURED MARBLE COUNTER TOP Field measure and install high quality bathroom vanity base cabinet built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" hardwood frames and 3/4" hardwood plywood end panels. Doors to be made from hardwood plywood. Particleboard is not permitted. All visible wood surfaces to be protected with water resistant coating. Install a cultured marble counter top with back and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet stain and/or paint and style of cabinet and cabinet hardware using a \$55 per foot allowance. Owner to select counter top using a \$50 per foot allowance. See Program Administrator for location of cabinet.	2	LF	
75.0275 P1 INSTALL A NEW BATHROOM SINK FAUCET Install a new washerless bathroom sink faucet with pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Install new P-trap and drain piping. Use Delta Model #522 or #520 or approved equal. Owner to select faucet using a \$60 allowance.	1		

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BEDROOM #1			
45.0725 P1 INSTALL A PREHUNG HOLLOW CORE WOOD DOOR WITH A NEW LOCKSET Install a new 1-3/8" thick prehung hollow core lauan door with a split jamb, casing and a new lockset. Lockset to be appropriate for door type--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$17 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.	1		
BEDROOM #2			
45.0725 P1 INSTALL A PREHUNG HOLLOW CORE WOOD DOOR WITH A NEW LOCKSET Install a new 1-3/8" thick prehung hollow core lauan door with a split jamb, casing and a new lockset. Lockset to be appropriate for door type--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$17 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.	1		
BEDROOM #3			
45.0725 P1 INSTALL A PREHUNG HOLLOW CORE WOOD DOOR WITH A NEW LOCKSET Install a new 1-3/8" thick prehung hollow core lauan door with a split jamb, casing and a new lockset. Lockset to be appropriate for door type--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$17 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.	1		
HALLWAY			
55.0150 P1 REPLACE DEFECTIVE FRAMING AND SUBFLOOR Replace severely defective subfloor and floor framing with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center. Use pressure treated material when material is within 16" of grade. Call Program Administrator for compliance inspection after installing framing and again after installing subfloor.	32	SF	

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HVAC & GAS SYSTEM			
85.0725 P1 INSTALL NEW HEAT PUMP WITH INSULATED DUCT WORK Install a new UL listed electric heat pump having a SEER rating of at least 13 that is sized to properly heat and cool the house. Heat pump to have a 10 year manufacturer's warranty. Install new ductwork insulated to a minimum of R6. Make ductwork airtight including use of mastic to seal ductwork seams and connections for supply and return. Install a new thermostat. Each room to have at least one diffuser. Provide all electrical connections. Material and method of installation to comply with mechanical and electrical code requirements.	864	SF	
KITCHEN			
45.0375 P1 INSTALL A NEW PREHUNG 6-PANEL INSULATED METAL DOOR WITH LOCKS Install a new prehung 1-3/4" thick 6-panel insulated metal door unit including jamb, casing, hinges, striker plate, threshold and weatherstripping. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$22 for entry lock and \$17 for deadbolt lock. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.	1		
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Remove existing floor coverings. Prepare underlayment surface to accept new floorcovering. Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips where needed. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance. NOTES: <i>There are at least 2 layers of existing floorcovering. Unsuitable substrate will be addressed with change order. Measurements are approximate.</i>	192	SF	
70.0125 P1 INSTALL NEW BASE CABINET AND COUNTER TOP Field measure and install high quality kitchen base cabinet built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet to have 3/4" solid wood hardwood frames and 3/4" hardwood plywood end panels. Door and drawer faces to be made from hardwood. Shelves to be 1/2" finish grade wood with smooth edges. Particleboard is not permitted. Cabinets, other than sink base cabinets, to have one drawer. All visible wood surfaces to be protected with water resistant coating.	8	LF	

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Location / Work Description	Quantity	UOM	Cost
<p>Sink base floor to have non-porous coating i.e. plastic laminate or heavy polyurethane. Install a post formed rolled edge plastic laminated counter top with back and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet stain and/or paint and style of cabinet and cabinet hardware using a \$77 per foot allowance. Owner to select counter top using a \$14 per foot allowance.</p>			
<p>70.0225 P1 INSTALL NEW WALL CABINET Field measure and install high quality kitchen wall cabinets built by a professional cabinet maker or cabinet manufacturer meeting ANSI A161.1 standards. Cabinet face and door frames to be 3/4" solid hardwood. End panels to be 3/4" hardwood plywood. Back panels to be 1/4" lauan and shelves to be 1/2" lauan. Install trim to conceal cracks between cabinet and wall surfaces. Particleboard is not permitted. All visible wood surfaces to be protected with water resistant coating. Top edge of cabinet to be placed 7" above floor level. Cabinets over counter tops to be 30" in height. Cabinets over sinks and refrigerators to be 18" in height. Cabinets over range tops to be 15" in height. Build matching duct enclosure inside vent hood cabinet and between vent hood cabinet and cieling. Owner to select using a \$55 per foot cabinet allowance. See Program Administrator for location of cabinet. NOTES: 2 ea 3030 wall above sink run, 1 ea 3015 wall over range</p>	8	LF	
<p>95.0125 P1 INSTALL A VENTED RANGE HOOD Install a new 2 speed 30" vented range hood with light vented to atmosphere. Install a vent collar where vent passes through cabinet and flashing where vent passes through roof. Owner may select range hood using a \$80 allowance.</p>	1		
LIVING ROOM			
<p>45.0375 P1 INSTALL A NEW PREHUNG 6-PANEL INSULATED METAL DOOR WITH LOCKS Install a new prehung 1-3/4" thick 6-panel insulated metal door unit including jamb, casing, hinges, striker plate, threshold and weatherstripping. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$22 for entry lock and \$17 for deadbolt lock. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Owner to select lockset finish and paint color.</p>	1		
<p>50.0050 P1 REPLACE BROKEN, CRACKED AND MISSING WINDOW PANES Replace broken insulated window pane. Install with new glazing bead and appropriate sealant between glass and aluminum frame.</p>	1		

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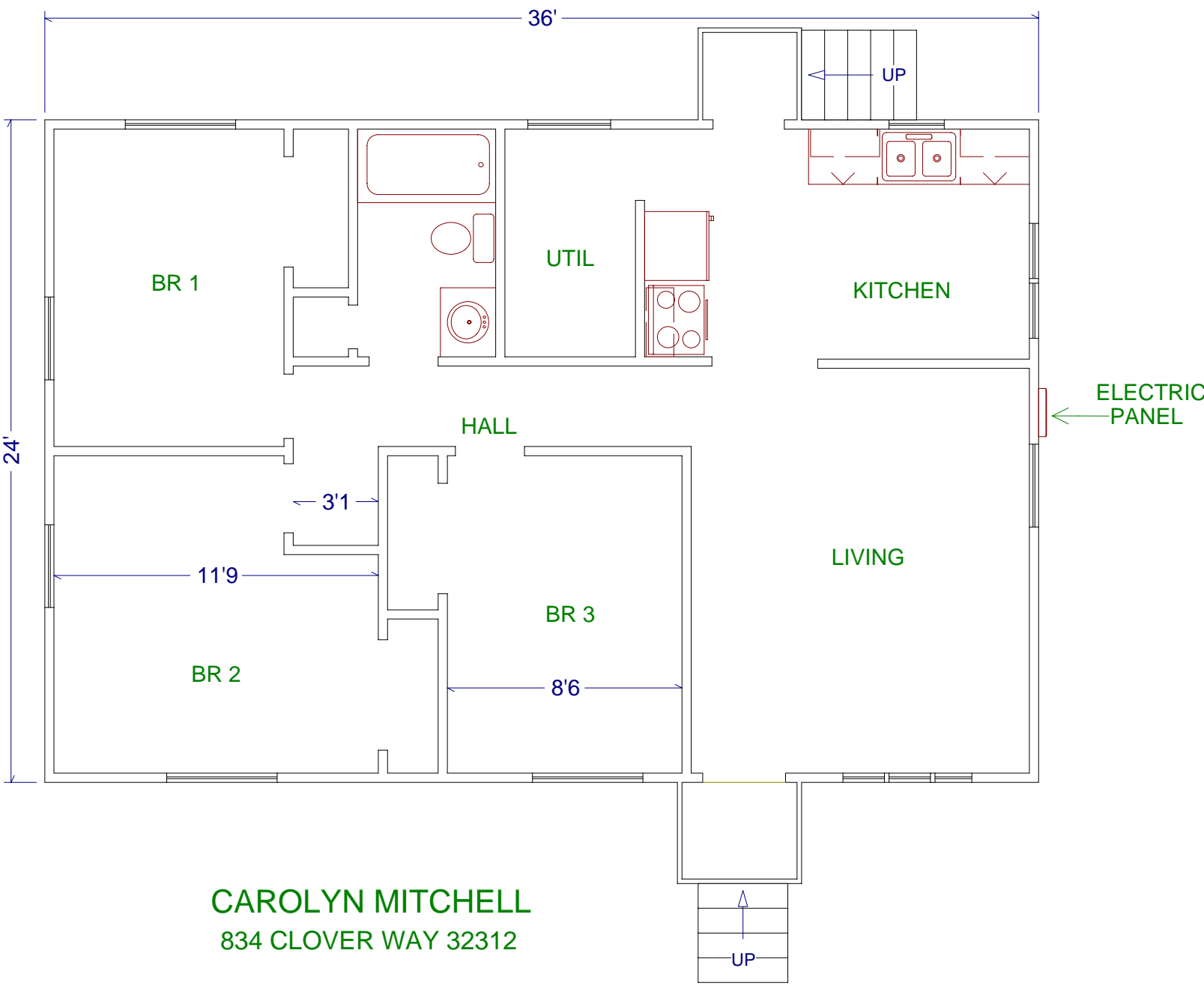
Location / Work Description	Quantity	UOM	Cost
REAR ENTRANCE			
40.0050 P1 BUILD NEW WOOD STEPS Remove existing stairs and build new stairs using pressure treated lumber. Use 3 ea. 2" x 12" stringers spaced no more than 2' on center. Tread material to be 2" x 6" or 5/4" boards. Stringers to rest on concrete. Risers to be closed according to current code. Construction techniques to meet with building code requirements.	6	LF	
40.0575 P1 REPLACE WOOD HANDRAILS Replace existing handrails at rear stoop and steps. Materials to be pressure treated with fasteners suitable for pressure treated wood. Balusters to be 2X4s secured with screws to resist impact from sustained use. Termination posts at ground level to be at least 30" deep and set in concrete.	16	LF	
UTILITY ROOM			
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Remove existing floor coverings. Prepare underlayment surface to accept new floorcovering. Glue new 12-mil or thicker 100% sheet vinyl with "innerflex" type backing or equal using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Install shoe mold around perimeter. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl. Install metal carpet strips where needed. Use Armstrong "Successor" line or approved equal. Owner to select color and pattern of vinyl using a \$13.00 per square yard allowance. NOTES: <i>There are at least 2 layers of existing floorcovering. Unsuitable substrate will be addressed with change order. Measurements are approximate.</i>	40	SF	

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



Work Write-Up

Dunk and Burnell Chambers

* EXHIBIT 1 *

Dated: 8/23/2011

Printed: Monday, September 19, 2011 09:32 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Dunk and Burnell Chambers

Project Address

4048 Duncan Ln.

Tallahassee, Fl 32303

Customer Address

4048 Duncan Ln.

Tallahassee, Fl 32303

Home Phone: 850-562-1624

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

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THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
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Work Write-Up

Dunk and Burnell Chambers
 WWU: Dunk and Burnell Chambers
 Site: 4048 Duncan Ln.

Dated: 8/23/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed according to manufacturer's instructions, and 3) meet current local code requirements.	1		
01.0225 P1 GENERAL WARRANTY	1		

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Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.			
01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.	1		
01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!	1		
01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.	1		
01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.	1		
01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping,	1		

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 Site: 4048 Duncan Ln.

Dated: 8/23/2011
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Location / Work Description	Quantity	UOM	Cost
mopping and vacuuming.			
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		
EXTERIOR WALLS			
30.0010 P1 Install Crawl Space Ventilated Skirting Remove existing crawl space vinyl skirting and install perforated vinyl skirting. Color to match existing.	194	SF	
SIDE PORCH/ENTRANCE			
40.0000 P1 Raise Landing for Handicap access Raise stoop at rear door to facilitate wheelchair access at threshold. Raise existing ramps and landing as necessary and insure 1" per foot maximum slope. Re-work or replace existing steps and rails to match new stoop height and code compliance.	1	EA	
BEDROOM #1			
55.0150 P1 Replace Defective Floor Framing, Subfloor, and Underlayment Replace severely defective subfloor, floor framing, and underlayment with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center with ring shank nails. Use pressure treated material when within 16" or less of grade. Install underlayment grade plywood nailed 4" o.c. around edges and 6" o.c. in field with 1 1/4" ring shank nails. Call Program Administrator for compliance inspection after installing framing, again after installing subfloor, and after underlayment installation.	325	SF	
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a	325	SF	

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Dunk and Burnell Chambers
 WWU: Dunk and Burnell Chambers
 Site: 4048 Duncan Ln.

Dated: 8/23/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
<p>dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl in wet areas. Install metal carpet strips in door openings. Install shoe moulding, caulked and painted at baseboards. Use Armstrong "Successor" line or approved equal. Color and pattern to match existing.</p>			
<hr/>			
<p>DEN</p> <p>55.0150 P1 Replace Defective Floor Framing, Subfloor, and Underlayment Replace severely defective subfloor, floor framing, and underlayment with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center. Use pressure treated material when within 16" or less of grade. Install underlayment grade plywood nailed 4" o.c. around edges and 6" o.c. in field with 1 1/4" ring shank nails. Call Program Administrator for compliance inspection after installing framing, again after installing subfloor, and after underlayment installation.</p>	230	SF	
<p>55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl in wet areas. Install metal carpet strips in door openings. Install shoe moulding, caulked and painted at baseboards. Use Armstrong "Successor" line or approved equal. Color and pattern to match existing.</p>	230	SF	
<hr/>			
<p>FAMILY ROOM</p> <p>55.0150 P1 Replace Defective Floor Framing, Subfloor, and Underlayment Replace severely defective subfloor, floor framing, and underlayment with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center with ring shank nails. Use pressure treated material when within 16" or less of grade. Install underlayment grade plywood nailed 4" o.c. around edges and 6" o.c. in field with 1 1/4" ring shank nails. Call Program Administrator for compliance inspection after installing framing, again after installing subfloor, and after underlayment installation.</p>	168	SF	

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Dunk and Burnell Chambers
 WWU: Dunk and Burnell Chambers
 Site: 4048 Duncan Ln.

Dated: 8/23/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl in wet areas. Install metal carpet strips in door openings. Install shoe moulding, caulked and painted at baseboards. Use Armstrong "Successor" line or approved equal. Color and pattern to match existing.	168	SF	
HALLWAY			
55.0150 P1 Replace Defective Floor Framing, Subfloor, and Underlayment Replace severely defective subfloor, floor framing, and underlayment with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center. Use pressure treated material when within 16" or less of grade. Install underlayment grade plywood nailed 4" o.c. around edges and 6" o.c. in field with 1 1/4" ring shank nails. Call Program Administrator for compliance inspection after installing framing, again after installing subfloor, and after underlayment installation.	70	SF	
55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl in wet areas. Install metal carpet strips in door openings. Install shoe moulding, caulked and painted at baseboards. Use Armstrong "Successor" line or approved equal. Color and pattern to match existing.	70	SF	
LIVING ROOM			
55.0150 P1 Replace Defective Floor Framing, Subfloor, and Underlayment Replace severely defective subfloor, floor framing, and underlayment with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center. Use pressure treated material when material is within 16" of grade. Call Program Administrator for compliance inspection	224	SF	

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Dunk and Burnell Chambers
 WWU: Dunk and Burnell Chambers
 Site: 4048 Duncan Ln.

Dated: 8/23/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
<p>after installing framing and again after installing subfloor.</p> <p>55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl in wet areas. Install metal carpet strips in door openings. Install shoe moulding, caulked and painted at baseboards. Use Armstrong "Successor" line or approved equal. Color and pattern to match existing.</p>	224	SF	
<hr/>			
BEDROOM #5			
<p>55.0150 P1 Replace Defective Floor Framing, Subfloor, and Underlayment Replace severely defective subfloor, floor framing, and underlayment with building code approved and sized material. New subfloor material to be as close to thickness of remaining subfloor as possible. Use 3/4" T&G plywood and stagger joints when possible. Nail subfloor to joists 8" on center. Use pressure treated material when within 16" or less of grade. Install underlayment grade plywood nailed 4" o.c. around edges and 6" o.c. in field with 1 1/4" ring shank nails. Call Program Administrator for compliance inspection after installing framing, again after installing subfloor, and after underlayment installation.</p>	100	SF	
<p>55.0300 P1 INSTALL NEW SHEET VINYL FLOOR COVERING Glue new 12-mil or thicker 100% sheet vinyl using manufacturer recommended adhesive and installation instructions. Splices 1) to be inconspicuous, 2) located away from the center of room and heavy traffic areas and 3) not permitted in rooms having a dimension of 12' or less. Removable objects to be removed and reinstalled so vinyl can be installed--slit cutting around objects not permitted. Apply mildew resistant caulk to conceal cracks and prevent water penetration at edges of vinyl in wet areas. Install metal carpet strips in door openings. Install shoe moulding, caulked and painted at baseboards. Use Armstrong "Successor" line or approved equal. Color and pattern to match existing.</p>	100	SF	

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Dunk and Burnell Chambers
WWU: Dunk and Burnell Chambers
Site: 4048 Duncan Ln.

Dated: 8/23/2011
* EXHIBIT 1 *

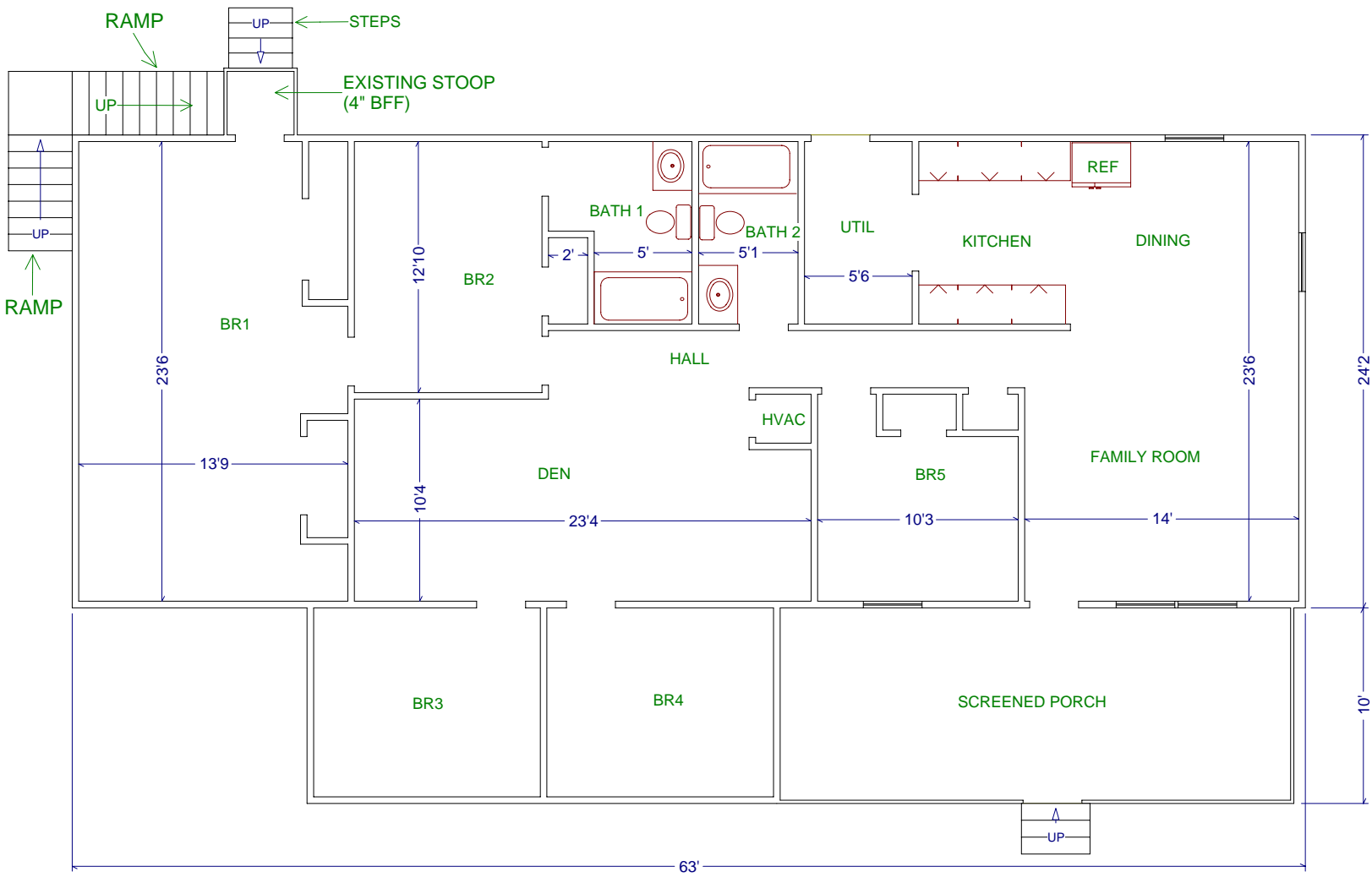
Location / Work Description	Quantity	UOM	Cost
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Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



Work Write-Up

Shaguanna Jones

* EXHIBIT 1 *

Dated: 9/20/2011

Printed: Wednesday, September 21, 2011 03:39 PM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Shaguanna Jones

Project Address

5739 Cypress Circle

Tallahassee, Fl 32303

Customer Address

5739 Cypress Circle

Tallahassee, Fl 32303

Home Phone: 294-3053

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Shaguanna Jones
 WWU: Shaguanna Jones
 Site: 5739 Cypress Circle

Dated: 9/20/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Shaguanna Jones
 WWU: Shaguanna Jones
 Site: 5739 Cypress Circle

Dated: 9/20/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs, and 3) be Leon County approved.</p> <p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p> <p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p> <p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p> <p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p> <p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p> <p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Shaguanna Jones
 WWU: Shaguanna Jones
 Site: 5739 Cypress Circle

Dated: 9/20/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Shaguanna Jones
 WWU: Shaguanna Jones
 Site: 5739 Cypress Circle

Dated: 9/20/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
ROOF & ATTIC			
35.0325 P1 REMOVE ALL ROOF COVERING MATERIAL DOWN TO SHEATHING Remove all roof covering material down to roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect plants, shrubs, trees and fences from damage during removal.	2,225	SF	
35.0375 P1 REPLACE UP TO 10% OF ROOF DECKING Replace up to 10% of any rotten, badly warped or broken roof decking and nailers. Material shall match remaining material as closely as possible. Roofs requiring more than 10% decking shall be covered through a Change Order. Call Program Administrator for Compliance Inspection after installing new decking and nailers, and before replacing additional decking and nailers.	224	SF	
35.0925 P1 INSTALL NEW SHINGLES ON ROOF DECKING Install 15 lb asphalt saturated felt or equal and new class "A" three tab fiberglass self sealing strip shingles on top of roof decking according to manufacturer's instructions. Install starter course at edges of roof. Shingles to have a minimum 20 year limited manufacturer's warranty. Install metal flashing tucked behind siding at intersections of roof and walls. Shingle color to be selected by Owner from standard inventory colors, no special order or upgrade colors included.	2,225	SF	
BATHROOM #1			
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a white baked on enamel finish, lock, and fiberglass screen to fit existing opening. Window to have grid pattern similar to remaining windows. Minimum frame thickness to be 2-3/8". Repair drywall returns and existing ceramic tile sills if damaged.	1		
BEDROOM #1			
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a white baked on enamel finish, lock, and fiberglass screen to fit existing opening. Window to have grid pattern similar to remaining windows. Minimum frame thickness to be 2-3/8". Repair drywall returns and existing ceramic tile sills if damaged.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Shaguanna Jones
 WWU: Shaguanna Jones
 Site: 5739 Cypress Circle

Dated: 9/20/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
BEDROOM #2			
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a white baked on enamel finish, lock, and fiberglass screen to fit existing opening. Window to have grid pattern similar to remaining windows. Minimum frame thickness to be 2-3/8". Repair drywall returns and existing ceramic tile sills if damaged.	1		
BEDROOM #3			
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a white baked on enamel finish, lock, and fiberglass screen to fit existing opening. Window to have grid pattern similar to remaining windows. Minimum frame thickness to be 2-3/8". Repair drywall returns and existing ceramic tile sills if damaged.	1		
LIVING ROOM			
50.0425 P1 INSTALL A NEW 2-PANE ALUMINUM WINDOW WITH A GRID PATTERN SIMILAR TO ORIGINAL GRID PATTERN Install a single-hung, double-pane aluminum frame window with a white baked on enamel finish, lock, and fiberglass screen to fit existing opening. Window to have grid pattern similar to remaining windows. Minimum frame thickness to be 2-3/8". Repair drywall returns and existing ceramic tile sills if damaged.	1		
PLUMBING SYSTEM			
75.0875 P1 INSTALL A NEW 30 GALLON ELECTRIC WATER HEATER Remove existing water heater and install a new 30 gallon high recovery glass lined R-7 insulated double element electric water heater with a minimum 5 year tank warranty. Install a new 3/4" TPR valve, 3/4" discharge tube and drip pan (if required). Install a new cut-off valve. Provide necessary electrical connections.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Shaguanna Jones
WWU: Shaguanna Jones
Site: 5739 Cypress Circle

Dated: 9/20/2011
* EXHIBIT 1 *

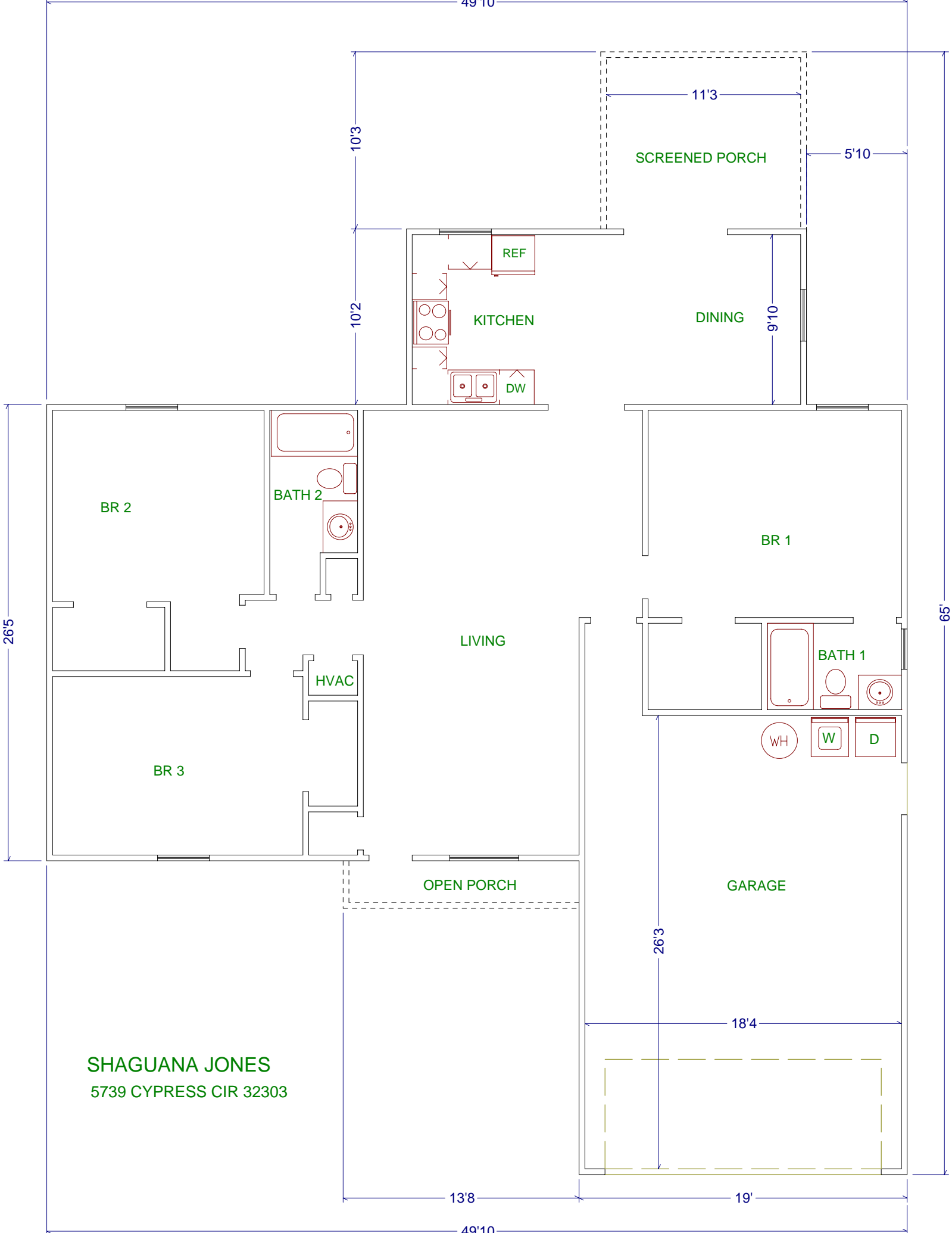
Location / Work Description	Quantity	UOM	Cost
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Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



49'10"

10'3"

11'3"

5'10"

SCREENED PORCH

REF

KITCHEN

DW

DINING

9'10"

BR 2

BATH 2

BR 1

LIVING

HVAC

BATH 1

BR 3

WH

W

D

OPEN PORCH

GARAGE

26'3"

18'4"

SHAGUANA JONES
5739 CYPRESS CIR 32303

13'8"

19'

49'10"

26'5"

65'

Work Write-Up

Lisa Leath

* EXHIBIT 1 *

Dated: 9/22/2011

Printed: Thursday, September 22, 2011 10:05 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Lisa Leath

Project Address

4017 Camino Real
Tallahassee, Fl 32311

Customer Address

4017 Camino Real
Tallahassee, Fl 32311

Home Phone: 559-9966

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Lisa Leath
 WWU: Lisa Leath
 Site: 4017 Camino Real

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1	EA	
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lisa Leath
 WWU: Lisa Leath
 Site: 4017 Camino Real

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs, and 3) be Leon County approved.</p>			
<p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p>	1		
<p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p>	1		
<p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub-floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p>	1		
<p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p>	1		
<p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p>	1		
<p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lisa Leath
 WWU: Lisa Leath
 Site: 4017 Camino Real

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lisa Leath
WWU: Lisa Leath
Site: 4017 Camino Real

Dated: 9/22/2011
* EXHIBIT 1 *

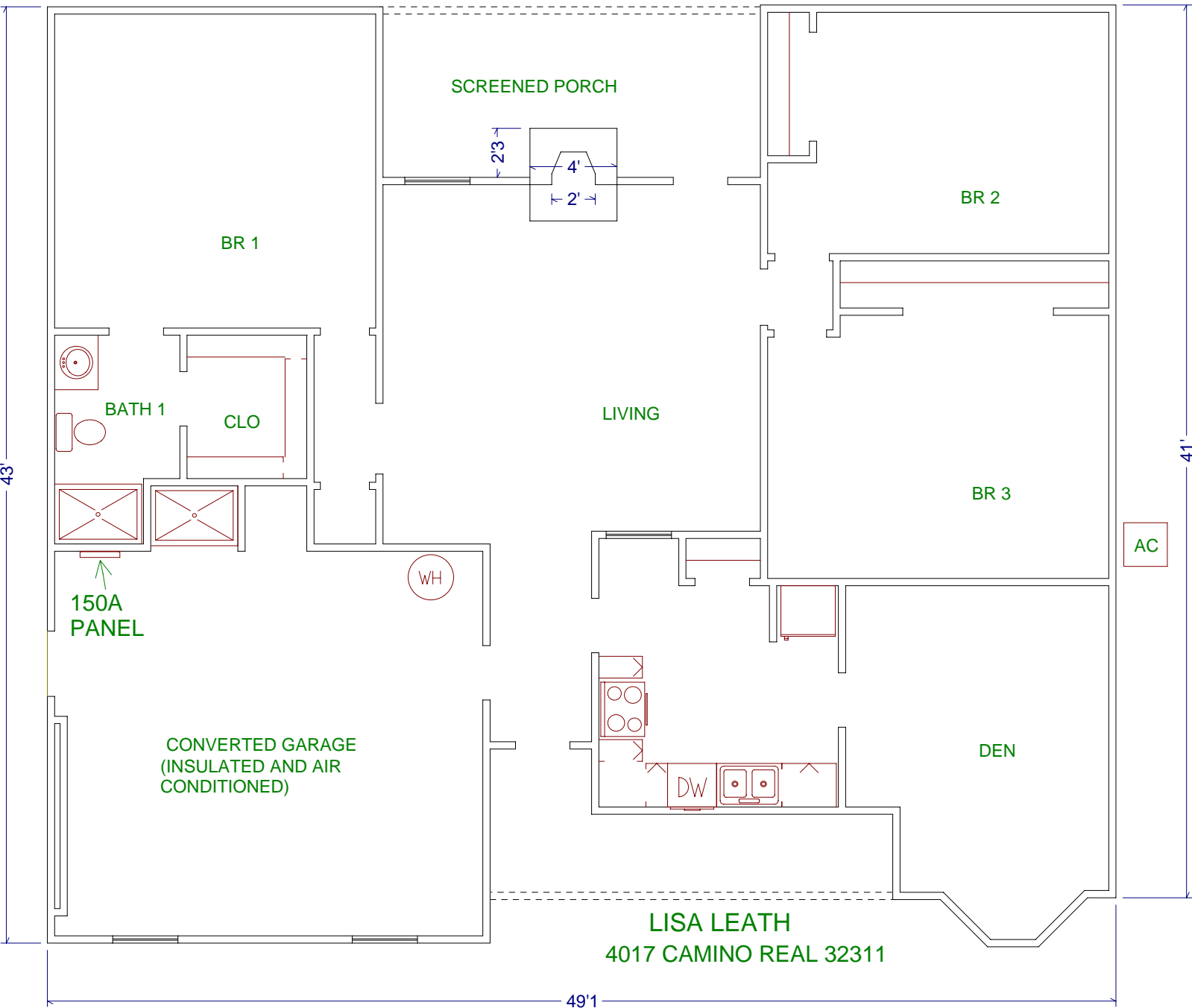
Location / Work Description	Quantity	UOM	Cost
HVAC & GAS SYSTEM			
85.0500 P1 REPLACE HEAT PUMP Install a new replacement UL listed electric heat pump having a minimum SEER rating of 13 and sized to properly heat and cool the house. Heat pump to have a 10 year manufacturer's warranty. Provide material necessary to connect heat pump to existing duct system. Install new thermostat if necessary. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements.	1,822	SF	

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



LISA LEATH
4017 CAMINO REAL 32311

Work Write-Up

Lamona Rollen

* EXHIBIT 1 *

Dated: 9/12/2011

Printed: Monday, September 19, 2011 09:30 AM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Lamona Rollen

Project Address

2024 Kingsbridge Ct.

Tallahassee, FL 32311

Customer Address

2024 Kingsbridge Ct.

Tallahassee, FL 32311

Home Phone: 766-6239

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Lamona Rollen
 WWU: Lamona Rollen
 Site: 2024 Kingsbridge Ct.

Dated: 9/12/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1	EA	
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lamona Rollen
 WWU: Lamona Rollen
 Site: 2024 Kingsbridge Ct.

Dated: 9/12/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs and 3) meet requirements of code enforcement inspectors.			
01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.	1		
01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.	1		
01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!	1		
01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.	1		
01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.	1		
01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lamona Rollen
 WWU: Lamona Rollen
 Site: 2024 Kingsbridge Ct.

Dated: 9/12/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have R-11 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lamona Rollen
 WWU: Lamona Rollen
 Site: 2024 Kingsbridge Ct.

Dated: 9/12/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
FRONT PORCH/ENTRANCE			
80.0025 P1 REPAIR LIGHT FIXTURE, SWITCH AND WIRING Repair or replace existing light fixtures, switches and wiring to operate properly. Replace globe and bulbs if missing or broken. Methods and materials to be code compliant. NOTES: <i>Front porch and garage flood lights</i>	3		
BEDROOM #1			
50.0000 P1 GENERAL WINDOW WORK Remove sealing compound from window sash to insure proper operation. Replace weatherstripping and any other components as necessary.	1	EA	
HVAC & GAS SYSTEM			
85.0500 P1 REPLACE HEAT PUMP Install a new replacement UL listed electric heat pump having a minimum SEER rating of 13 and sized to properly heat and cool the house. Heat pump to have a 5 year manufacturer's warranty. Provide material necessary to connect heat pump to existing duct system. Inspect duct system and repair as necessary. Install new thermostat. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements. NOTES: <i>Split system</i>	1,530	SF	
BATHROOM #1			
80.0575 P1 REPLACE BATH EXHAUST FAN Replace existing bath fan with new 70 CFM exhaust fan. Remove any attic insulation from around fan. Material and installation method to comply with local codes.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Lamona Rollen
WWU: Lamona Rollen
Site: 2024 Kingsbridge Ct.

Dated: 9/12/2011
* EXHIBIT 1 *

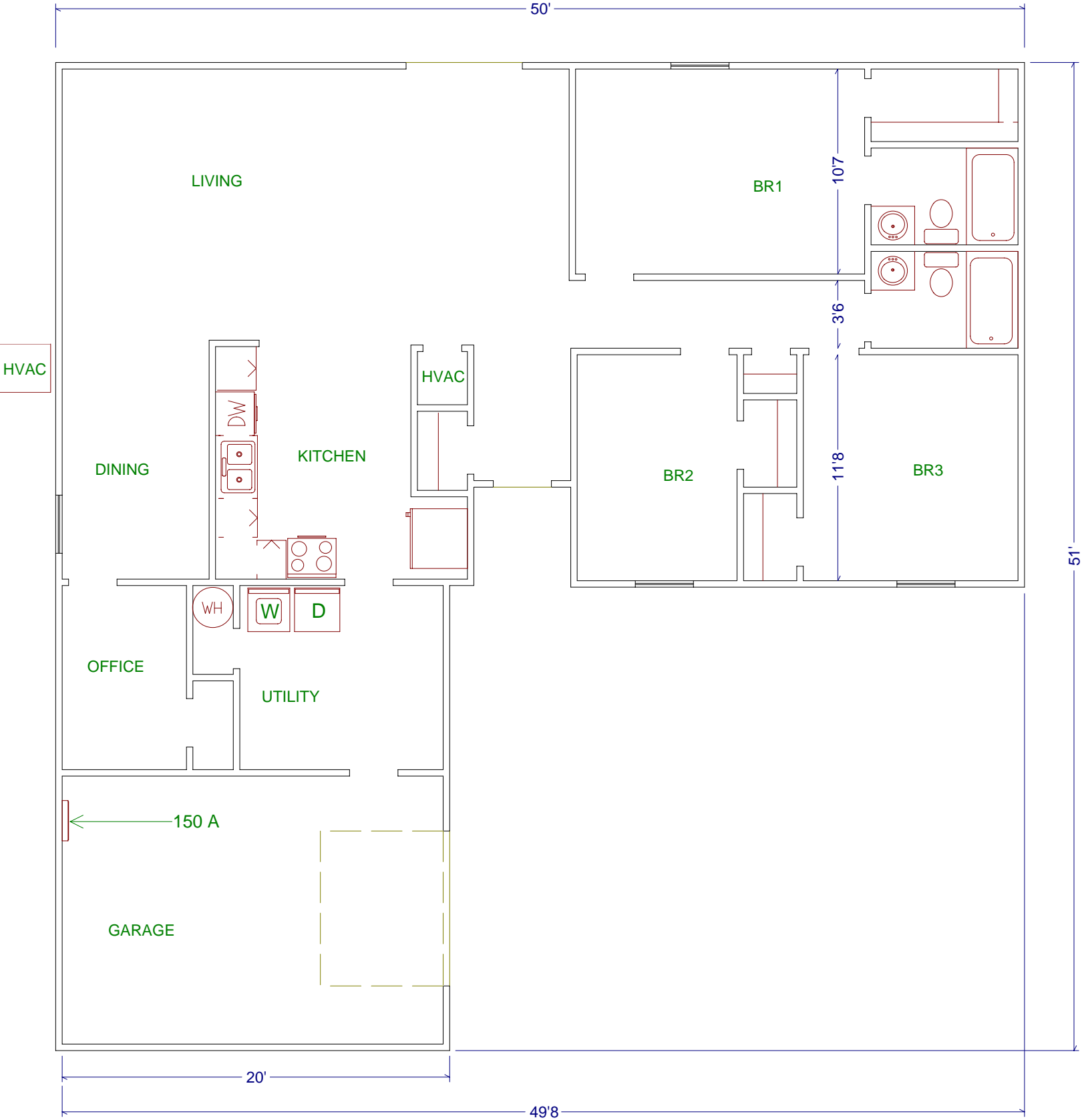
Location / Work Description	Quantity	UOM	Cost
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Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



Work Write-Up

Jacqueline Washington

* EXHIBIT 1 *

Dated: 9/22/2011

Printed: Thursday, September 22, 2011 12:19 PM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Jacqueline Washington

Project Address

2063 Little River

Tallahassee, Fl 32311

Customer Address

2063 Little River Ln

Tallahassee, Fl 32311

Home Phone: 566-9145

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Jacqueline Washington
 WWU: Jacqueline Washington
 Site: 2063 Little River

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Jacqueline Washington
 WWU: Jacqueline Washington
 Site: 2063 Little River

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs, and 3) be Leon County approved.</p> <p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p> <p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p> <p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub-floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p> <p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p> <p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p> <p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Jacqueline Washington
 WWU: Jacqueline Washington
 Site: 2063 Little River

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exterior 3 1/2" wall cavities that are to be enclosed by a new wall surface material are to have R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Jacqueline Washington
 WWU: Jacqueline Washington
 Site: 2063 Little River

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
EXTERIOR WALLS			
45.0375 P1 REPLACE DOUBLE DOOR UNIT. Remove existing double door unit. Install a new prehung 1-3/4" metal double door unit including jamb, casing, hinges, striker plates, threshold and weatherstripping to match existing. Door swing and configuration to match existing (inswing left hand). Doors to be complete with 15 lite insulated inserts. Re-use existing locks if serviceable. Caulk, prime and apply two coats of high quality semi-gloss acrylic latex paint on door, jamb and casing. Caulk under threshold according to manufacturer's instructions and provide sill support.	1		
BATHROOM #1			
60.0850 P1 INSTALL CERAMIC TILE ON WALL AROUND TUB Prepare wall surface and install new thin set ceramic tile and grout over approved cementitious backer board around tub per manufacturer's instructions. Apply mildew resistant tub and tile sealer between tile and tub. Owner to select tile color from standard inventory colors. No special order or upgraded colors included.	55	SF	
75.0325 P1 INSTALL A NEW BATHTUB Remove existing bathtub and install per manufacturer's instructions a new white steel bath tub. Install any necessary water lines, drain lines, vents, framing, blocking, shims and nailers to ensure proper and code approved installation of tub unit. Repair or replace room surfaces damaged during installation. Apply a bead of mildew resistant caulk between bottom of tub and floor covering. Allow \$165 for tub unit.	1		
75.0500 P1 INSTALL A NEW COMBINATION BATHTUB/SHOWER FAUCET Install a new washerless bathtub/shower faucet with shower head and pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute and at least a 2 year warranty. Use Delta Model #642 or approved equal. Owner to select faucet kit using a \$125 allowance.	1		
BATHROOM #2			
60.0850 P1 INSTALL CERAMIC TILE ON WALL AROUND TUB Prepare wall surface and install new thin set ceramic tile and grout over approved cementitious backer board around tub per manufacturer's instructions. Apply mildew resistant tub and tile sealer between tile and tub. Owner to select tile color from standard inventory colors. No special order or upgraded colors included.	55	SF	
75.0325 P1 INSTALL A NEW BATHTUB Remove existing bathtub and install per manufacturer's instructions a new white steel bath tub. Install any necessary water lines, drain lines, vents, framing, blocking, shims	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Jacqueline Washington
 WWU: Jacqueline Washington
 Site: 2063 Little River

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
and nailers to ensure proper and code approved installation of tub unit. Repair or replace room surfaces damaged during installation. Apply a bead of mildew resistant caulk between bottom of tub and floor covering. Allow \$165 for tub unit.			
75.0500 P1 INSTALL A NEW COMBINATION BATHTUB/SHOWER FAUCET Install a new washerless bathtub/shower faucet with shower head and pop-up valve. Faucet to have a maximum flow rate of 2.5 gallons per minute and at least a 2 year warranty. Use Delta Model #642 or approved equal. Owner to select faucet kit using a \$125 allowance.	1		
ELECTRICAL SYSTEM			
80.0000 P1 GENERAL ELECTRICAL WORK Check electrical system for proper operation and repair as necessary. Relocate dryer outlet to proper location. NOTES: <i>Living room, bedroom, and GFI circuits not working, breaker is tripping.</i>	0		
80.0325 P1 INSTALL A NEW CEILING FAN WITH LIGHT KIT, SWITCH AND WIRING Remove existing ceiling fans and light kits. Install new 3-speed 5-blade 52" diameter ceiling fans with light kits. Owner to select ceiling fans and light kits using a \$100 allowance per fan/light combination.	5		
KITCHEN			
70.0025 P1 REPAIR EXISTING BASE CABINETS Replace damaged sink base cabinet bottom. Install seamless plastic laminate on new cabinet floor. Caulk edges of laminate to cabinet walls.	1	LF	
75.0000 P1 GENERAL PLUMBING WORK Repair leak under sink. Replace parts as necessary. P-trap components to be maximum length and fully inserted into corresponding fittings. Connections tightened securely to prevent leakage from minor impacts from normal use (i.e. placement of cleaning supplies or other stored items).	1	EA	
HVAC & GAS SYSTEM			
85.0000 P1 GENERAL HVAC WORK Inspect ductwork and repair as necessary. Balance HVAC system to correct lack of air flow to Bedroom 4 (converted garage). Install transfer grill to accomodate air return.	1	EA	

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Jacqueline Washington
WWU: Jacqueline Washington
Site: 2063 Little River

Dated: 9/22/2011
* EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
UTILITY ROOM 60.0000 P1 GENERAL WALL WORK Repair utility room wall after dryer outlet is moved.	1	EA	
BEDROOM #4 80.1150 P1 INSTALL AN ELECTRIC SMOKE DETECTOR Install a UL listed electric hard wired smoke detector with a battery backup. Detector to have a test button, hush button and LED indicator. NOTES: <i>Bedroom 4 is converted garage</i>	1		

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

43'7"

26'1"

37'10"

BR1

BATH 1

LIVING

DINING

BATH 2

KITCHEN

BR2

BR3

W

BR4

3'1"

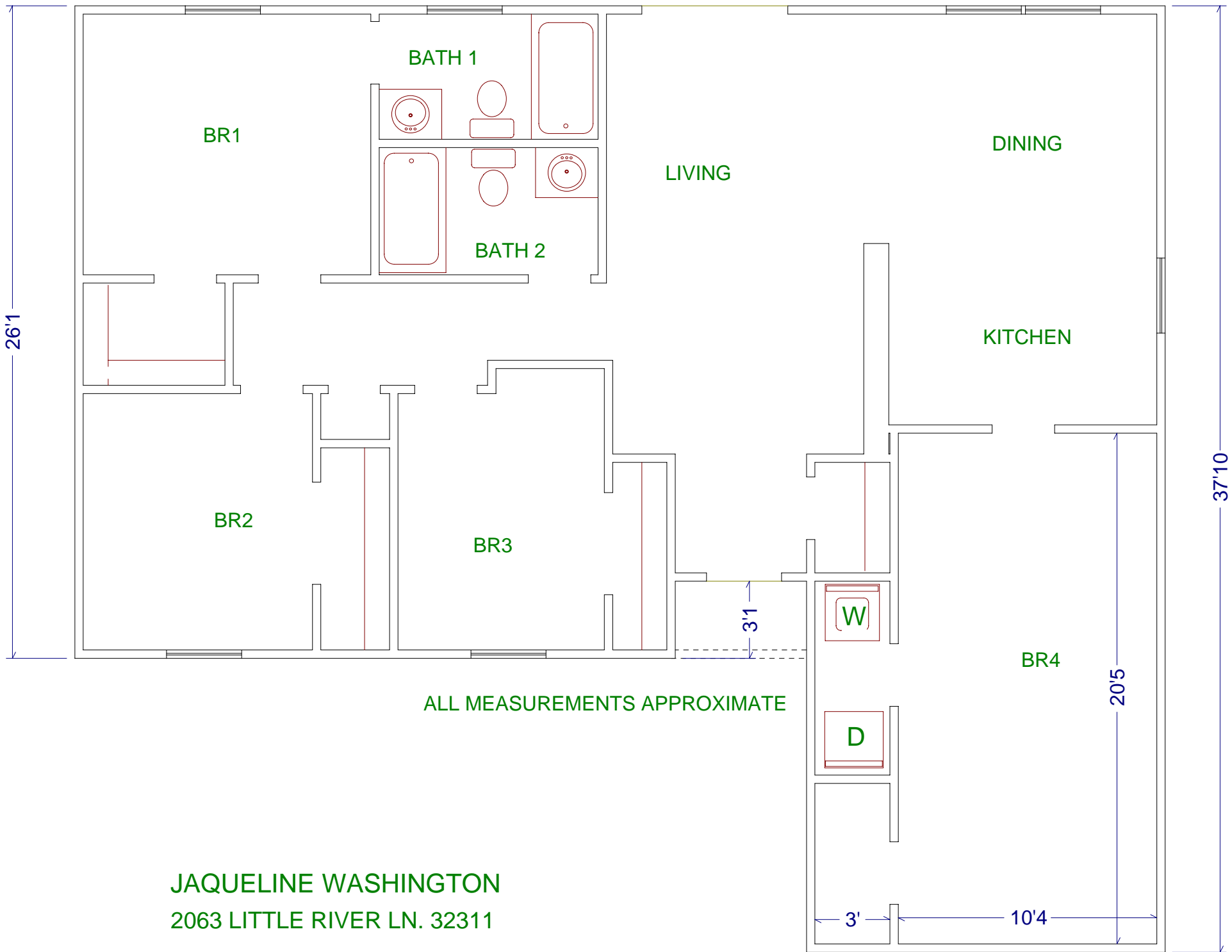
20'5"

ALL MEASUREMENTS APPROXIMATE

3'

10'4"

JAQUELINE WASHINGTON
2063 LITTLE RIVER LN. 32311



Work Write-Up

Roderick Wilson

* EXHIBIT 1 *

Dated: 9/22/2011

Printed: Thursday, September 22, 2011 04:27 PM

Arranged By: Location (All Locations)

Priorities: All Priorities

Cost: No Text: Yes Subtotals: No Summary: No Notes: Yes OP Method: At End

CUSTOMER INFORMATION

Roderick Wilson

Project Address

6848 Hugh Rd.

Tallahassee, Fl 32309

Customer Address

6848 Hugh Rd.

Tallahassee, Fl 32309

Home Phone: 859-3990

Work Phone:

PREPARED BY

Lon Twyman

HOUSING & HUMAN SERVICES, LEON COUNTY

918 Railroad Ave.

Tallahassee, Florida 32310

850-606-1900

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED, AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____ Contractor: _____

Work Write-Up

Roderick Wilson
 WWU: Roderick Wilson
 Site: 6848 Hugh Rd.

Dated: 9/22/2011
 * EXHIBIT 1 *

Location / Work Description	Quantity	UOM	Cost
GENERAL REQUIREMENTS			
01.0025 P1 PERMITS AND LICENSES Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses require by the State, County and City.	1		
01.0050 P1 CODE COMPLIANCE All materials and methods of construction related to work performed on this project must comply with locally adopted code requirements.	1		
01.0075 P1 INSURANCE REQUIREMENTS The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Program Administrator with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance if required by State law, Program Administrator or homeowner.	1		
01.0100 P1 JOB SITE WORK WRITE-UP A Job Site Work Write-Up shall be posted near the front door. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review scope of work and work being performed on project.	1		
01.0125 P1 PLACE A JOB SIGN IN FRONT YARD Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.	1		
01.0150 P1 CONTRACTOR TO VERIFY MEASUREMENTS, SIZES & QUANTITIES All measurements, sizes and quantities in this Work Write-Up are APPROXIMATE. The Contractor is responsible for verifying exact measurements, sizes and quantities prior to submitting a quote.	1		
01.0175 P1 COST ALLOWANCES When specifications in this Work Write-Up refer to a cost "allowance", the Contractor is to permit the Homeowner to select the product to be installed, providing the pre-tax cost of the product does not exceed the allowance. The product selected must meet the quality standards specified in this Work Write-Up.	1		
01.0200 P1 WORKMANSHIP & MATERIAL STANDARDS Contractor to perform work specified in Work Write- Up in a high-quality	1		

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Roderick Wilson
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Location / Work Description	Quantity	UOM	Cost
<p>good-workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality, 2) be installed in accordance with manufacturer's specs, and 3) be Leon County approved.</p>			
<p>01.0225 P1 GENERAL WARRANTY Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.</p>	1		
<p>01.0250 P1 SCHEDULING WORK Contractor to schedule work between 8:00am and 6:00pm Monday through Friday. Requests to work before or after these hours and on weekends must be approved by the Homeowner. Work requiring a Compliance Inspection by the Program Administrator can ONLY be performed between 8:00am and 5:00pm Monday through Friday. The Contractor responsible for scheduling and coordinating subcontractor work.</p>	1		
<p>01.0275 P1 COMPLIANCE INSPECTIONS Contractor to call Program Administrator for inspection of all work that will be concealed from view following completion of work on that item. For example, these inspections frequently include, but are not limited to, 1) inspection of footings, 2) inspection of roof sheathing prior to installation of new felt and shingles and 3) inspection of repaired floors prior to installation of new sub- floor, underlayment and floor coverings. Check each spec to see if a Compliance Inspection is required. Work that has been concealed without a Compliance Inspection may result in payment delays or denials!</p>	1		
<p>01.0300 P1 PROGRESS AND FINAL PAYMENT INSPECTIONS Contractor must submit to Program Administrator a payment request signed by the Homeowner approving payment. This request must be submitted in person to Program Administrator at least one day ahead of desired inspection date. Inspections will not be scheduled by phone. Payment inspections will be scheduled on a first-requested first-scheduled basis.</p>	1		
<p>01.0325 P1 PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.</p>	1		
<p>01.0350 P1 REPAIR DAMAGE CAUSED TO PROPERTY DURING WORK Contractor responsible for professionally repairing or replacing building and site components damaged as a result of construction activity.</p>	1		

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HOUSING & HUMAN SERVICES, LEON COUNTY

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Location / Work Description	Quantity	UOM	Cost
01.0375 P1 PRIME BARE WOOD The exposed face of all newly installed wood and all wood scraped down to bare wood must be primed with appropriate primer.	1		
01.0400 P1 CAULKING WOOD Caulking, if any, must occur only after primer has been applied to the area being caulked and prior to the installation of any paint.	1		
01.0425 P1 CONCEAL ANY NEW WIRING & PLUMBING LINES FROM VIEW All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floors and in attics. Unless otherwise approved by Homeowner and Program Administrator, surface mounted wire mold and conduit are not permitted.	1		
01.0450 P1 INSULATE EXPOSED WALL CAVITIES All exterior 3 1/2" wall cavities that are to be enclosed by a new wall surface material are to have R-13 insulation installed in the cavity before the new wall surface material is installed.	1		
01.0475 P1 REDUCE AIRBORNE DUST DURING CONSTRUCTION Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. Do NOT use electric sanders or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.	1		
01.0500 P1 GENERAL CLEAN-UP Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.	1		
HOMEOWNER WORK			
05.0005 P1 ATTEND CLASS OR WORKSHOP Homeowner to attend Leon County provided class or workshop. Subjects include but are not limited to homeowner maintenance, energy conservation, and finance/budget. Classes will be held on designated Saturdays. The County will notify the homeowner when and where the required classes will be scheduled.	1		
30.1000 P1 PREPARE AND PAINT NEW SIDING Apply appropriate primer on new siding if not factory primed and as required elsewhere prior to applying two coats of acrylic latex paint. Caulk everywhere 2 components meet	1,152	LF	

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY

Work Write-Up

Roderick Wilson
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 Site: 6848 Hugh Rd.

Dated: 9/22/2011
 * EXHIBIT 1 *

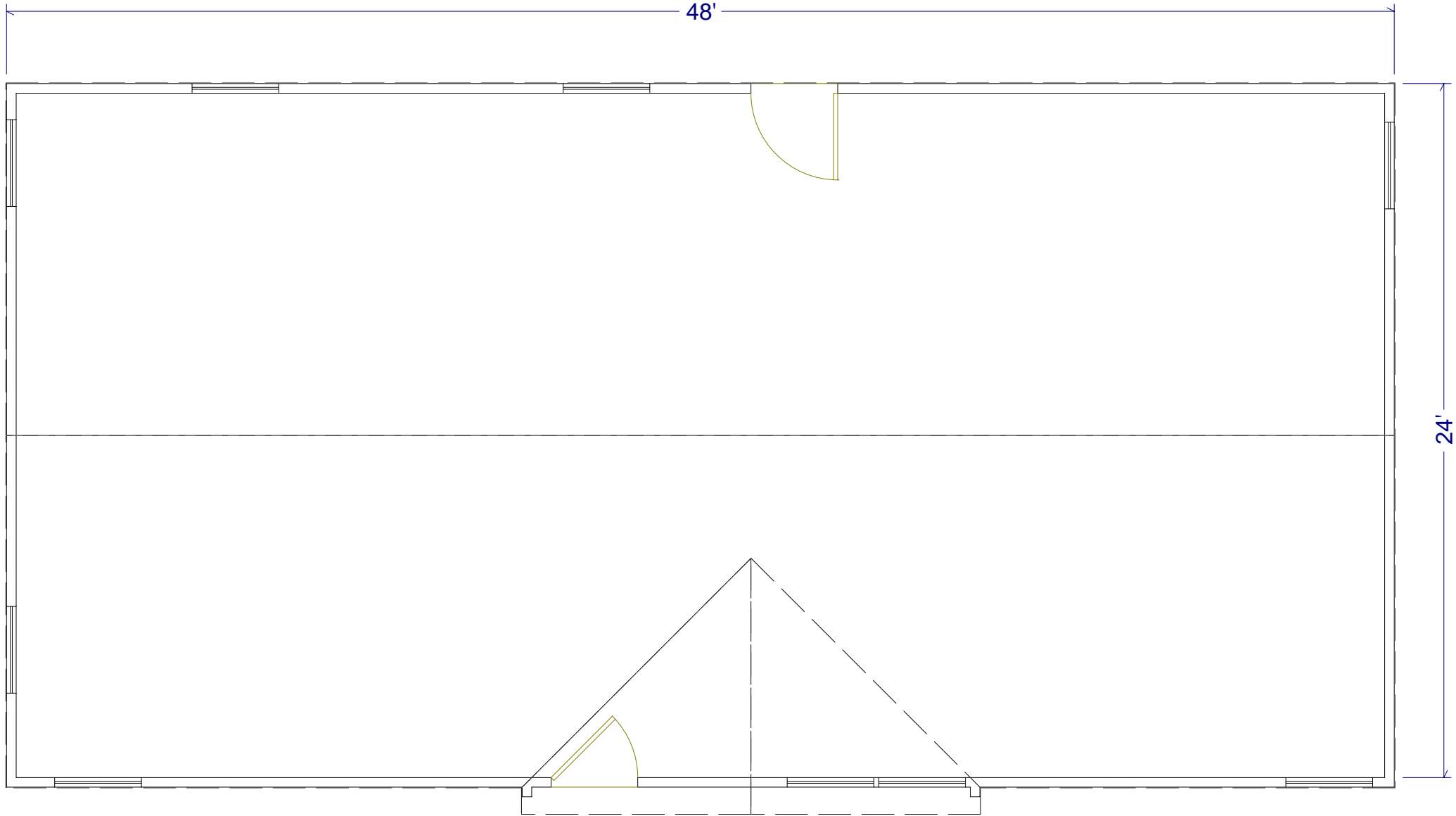
Location / Work Description	Quantity	UOM	Cost
according to manufacturer's instructions and industry standards. NOTES: <i>Painting must be completed prior issuance of Certificate of Completion.</i>			
EXTERIOR WALLS			
30.0300 P1 INSTALL NEW WOOD SHEATHING AND HOUSEWRAP TO WALL FRAMING Remove existing siding from walls. Install new 7/16" OSB sheathing to exposed wall framing according to manufacturer's instructions and local codes. Provide necessary nailers and blocking. Install Leon County approved hosewrap over OSB according to manufacturer's instructions. Remove siding and install OSB to one face of building before removing siding from next face to insure structural integrity during process.	1,152	SF	
30.0475 P1 INSTALL NEW SIDING Install 4X8 Hardie (or equal) siding according to manufacturer's instructions using manufacturer approved nails. Install 3/4" Hardie (or equal) corner boards.	1,152	SF	
50.0400 P1 INSTALL A NEW 2-PANE 1-OVER-1 ALUMINUM WINDOW Install a single-hung, double-pane, 1-over-1 aluminum frame window with a white baked on enamel finish, lock and fiberglass screen to fit existing openings. Minimum frame thickness to be 2-3/8". Repair interior returns and sills as needed.	9		
ROOF & ATTIC			
35.0250 P1 REPAIR THE CORNICE AT ROOF OVERHANGS Replace rotten fascia boards. New material to match existing as closely as possible.	40	LF	

Cost Summary

Total Cost

Customer: _____ Contractor: _____

HOUSING & HUMAN SERVICES, LEON COUNTY



RODERICK WILSON
6848 HUGH RD. 32309