HOUSING ASSISTANCE PROGRAM
CONTRACTOR'S PROPOSAL
(ITEMIZED COSTS)

EQUAL HOUSING OPPORTUNITY

The undersigned proposes to provide all materials, tools, labor, supervision, equipment, transportation, temporary construction, and all other services and facilities, necessary to perform and complete in a workman-like manner, and in accordance with the "Housing Rehabilitation Loan Program" the following selected phases of rehabilitation work as described under the attached "Itemized Work Specifications" for the property known by the address given under the attached "Itemized Work Specifications".

The owner is not bound to select the lowest proposal submitted and reserves the right to reject all proposals. In the event an owner selects other than that of the lowest proposal, the "Housing Rehabilitation Loan Program" will contribute a maximum monetary value of one-hundred and five percent of that lowest proposal and apply it towards the contractors proposal of their choosing. All monetary balances in excess of the one-hundred and five percent will be the responsibility of the owner and must be paid in full to the "Housing Rehabilitation Loan Program" prior to or at time of contract acceptance. If none of the proposals received are acceptable, the owner may either authorize (in writing) the rejection of all proposals and request new proposals for the rehabilitation work or negotiation by the Redevelopment Division of rehabilitation work proposals that are acceptable. **Submit Proposal in a sealed envelope labeled 237 E. 9th Street, No later than 2:00pm February 24, 2014 to Department of Administration, P.O. Box 150, Fond du Lac WI. 54936-0150.**

PROPOSALS FOR SELECTED WORK ITEM(S) Randy Backhaus - City of Fond du Lac / 237 E. 9th Street (920) 322-3440

Specification Item No.	WORK ITEM(S) **Date: February 03, 2014** **Bid Due Date: 2:00pm Feb 24, 2014**	Proposed Amount	Accepted Amount
Item #1	Roofing – Tear Off / Re-Roof (House Only)	$	$
Item #2	Gutters & Downspouts	$	$
Item #3	Window Replacement (Vinyl Units)(House Only)	$	$
Item #4	Siding – Reside Rear (North) Wall of House & Repair/Patch Other Walls	$	$
Item #5	Entry Door Installation (Front & Side) (Lead Safe)	$	$
Item #6	Combination Storm/Screen Door Replacement (Front & Side)	$	$
Item #7	Interior Wall & Ceiling – Repair-Remove-Construct & Finish (Lead Safe)	$	$
Item #8	Interior Door Jamb & Trim – Removal & Reinstallation (Lead Safe)	$	$
Item #9	Kitchen & Bath Cabinetry	$	$
Item #10	Floor Coverings	$	$
Item #11	Plumbing Fixtures & Piping	$	$
Item #12	Electrical Fixtures & Wiring	$	$
Item #13	Furnace Replacement & Ductwork Installation	$	$
Item #14	Attic, Wall & Box Sill Insulation	$	$
Item #15	Miscellaneous Hardware & Exterior Vent Installation	$	$
Item #16	Front Porch - Deck & Stair Repair	$	$
		TOTAL ACCEPTED AMOUNT	$

Complete A and B:

A. All labor for completing the above selected Item(s) will be by persons employed directly by the firm named below:

Item #: Type of Work: Person / Firm:

B. The following above selected Item(s) or noted portion of will be subcontracted to the person(s) or firm(s) named below:

Item #: Type of Work: Person / Firm to be Subcontracted:

I hereby certify that this proposal is made on behalf of: _____

Name of Firm

Mailing Address **City, State, Zip**

Continue on next page

( )
Phone Number

I have full authorization to submit this proposal on behalf of the firm named above.

Signature **Title** **Date**

This proposal includes all attached documents including but not limited to those entitled **"Specifications"** and the Assistance Programs **"General Conditions"** which are incorporated herein and made a part hereof.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined herein.

Signature

Date of Acceptance:

Signature

***NOTE: PLEASE READ THESE SPECIFICATIONS CAREFULLY. YOU WILL BE EXPECTED TO DO ALL THE WORK FOR EACH ITEM YOU BID AND THE REDEVELOPMENT DIVISION WILL ASSUME THAT YOUR BID INCLUDES ALL THE WORK LISTED. ANY CHANGE TO THESE SPECIFICATIONS WHETHER ADDITION OR DELETION MUST BE APPROVED BY THE REHAB SPECIALIST IN WRITING.**

SPECIFICATIONS

APPLICANT: Redevelopment Authority of the City of Fond du Lac (920) 322-3440

ADDRESS: 237 E. 9th Street
Fond du Lac, WI 54935

DATE: February 03, 2014

GENERAL INSTRUCTIONS TO CONTRACTORS

1. Bid each work item as described, separately. If contractor is subletting any item of work he is including in his contract, he should so state what company will be doing that item of work. **CONTRACTOR: PLEASE SUBMIT YOUR BID(S) ON THE BREAKDOWN SHEET provided with the specifications.**

2. Your attention is directed to the attached form "General Conditions". Please read and understand it in its entirety. All contractors should pay particular attention to Item #5, Insurance; Item #6, Commencing and Completing Work; Item #8, Special Conditions, Substitutions and Additional Items; Item #11, Payments; and Item #15, General Guaranty.

3. All bidders must visit the jobsite and examine the building to become familiar with the work items as specified.

4. Contractor(s) shall provide all labor, materials, and equipment necessary to complete the work as specified under their respective work items. Each individual contractor is responsible for maintaining a clean worksite and the removal/proper disposal of debris created in the performance of his or her work.

5. Contractor(s) shall complete and return the included form "Project Warranty Information" prior to completion of the project and receipt of final payment.

6. When a license and or ~~permit is required in the perfor~~mance of a particular work item, the Contractor performing that work item shall be liable for compliance with all codes, regulations and inspections pertaining to that item, as well as the acquisition, purchase and posting of all pertinent licenses and or permits required.

ITEM #1 - ROOFING TEAR OFF – RE-ROOF (HOUSE, PORCHES & ENTRY'S)

A. Scope: The contractor is to properly remove, dispose of and replace **all** weather resistant roof coverings associated with the home's roofs, including cornice returns. The contractor is to install a new weather resistant roof covering per these and the manufacturer's specifications. In the event of a discrepancy, the manufacturer's specifications will take precedence.

1. Contractor to remove the entire masonry chimney all the way down to the basement floor.

2. Contractor to remove all layers of existing roofing material, flashings, underlayment, and nails down to the roof boards and/or sheathing. Replace all rotten and defective roof boards and/or sheathing with an equivalent code compliant material to provide a solid workable roof surface. Verify that the existing substrate or roof boards are securely fastened, if additional fasteners are needed, use a minimum 8d smooth or common nail, 6d deformed nail or a 14 gauge, 1-3/4" length - 7/16" OD. Crown staple.

3. Due to wood deterioration, roof board spacing or leveling of the roof deck, the contractor shall include in their bid the cost to provide and install seven-sixteenth-inch (7/16") OSB, CDX or equivalent structural sheathing to cover the entire roof deck or decks. (Include this cost in the overall cost of the roofing job on the proposal form provided)

4. Contractor is to install all new roof flashings, edgings and boots associated with the home's roof or roofs. All roof flashings, edgings and boots shall be installed in accordance with the manufacturer's recommended method of application. The entire roof and all penetrations, flashings and edgings shall be made weather tight.

5. All fasteners shall be corrosion resistant.

6. Contractor shall provide and install all underlayment. The underlayment must be of a type approved by the manufacturer for use with its weather resistant roof covering, typically a number-fifteen (15) asphalt impregnated felt paper, its equivalent or other type material that shows no water transmission when tested in accordance with ASTM D 226 or ASTM D 4869 is acceptable. The above noted material shall also be provided and installed under the approved fiberboard underlayment used on flat or low-pitched rubber roofs.

7. Roofs that extend over heated areas of a dwelling or garage and have a roof pitch of four/twelve (4/12) or less shall be provided with ice dam protection in the form of sheet metal or a product labeled as meeting the requirements of ASTM D 1970 (Ice & Water Shield). This requirement states, ice dam protection shall extend a minimum of thirty (30") up the roof slope from the roof edge and at least twelve-inches (12") up the roof slope beyond the inner face of the exterior wall.

8. New roof coverings **may not** be installed over existing roofs when the roof or roof covering is water soaked or deteriorated such that it is inadequate as a base for additional roofing. In addition, if the existing roof is wood shake, slate, clay tile, cement or asbestos-cement tile or the existing roof has two (2) or more applications of any type of permanent roof covering.

9. Roof venting for attics and flat or low-pitched roofs shall include but not be limited to a continuous ridge vent, pod type vents, gable end or shed roof type vents with functioning soffit vents. All types are to be installed in accordance with the manufacturer's specifications.

10. Contractor shall supply and install new 30-year dimensional shingles with a minimum weight of 240 lbs. per square. They are to be installed in accordance with the manufacturer's recommended method of application, as noted on the roofing packaging. The manufacturer shall indicate conformance with the applicable ASTM standard by labeling each shingle package:

    a. Organic asphalt shingles – ASTM D 225, Class C requirements of ASTM E 108 and the wind resistance test of ASTM D 3161.

    b. Fiberglass asphalt shingles – ASTM D 3462 except that laminated shingles shall have a tear strength of at least 1450grams in each ply.

11. Provide one (1) unopened bundle of shingles to the owner for future repairs.

<u>Flat or Low Pitched Roofs</u>:

(Items #1A. through #1A.8., #1B & #1C Apply)

12. Contractor is to provide and install an approved underlayment per the manufacturer's specifications, such as a mechanically fasten one half inch (1/2") fiberboard underlayment.

13. Contractor is to provide and install all new flashings, edgings and accessories for the installation of a new one-piece rubber roof membrane. Contractor shall also provide and install new roof boots at all circular penetrations through the roof as well as any risers and roof vent kits needed for kitchen and/or bath exhaust fan venting. The entire roof system is to be made weather tight in accordance with the material manufacturer's recommended method of application.

14. Contractor to supply and install (fully adhere) a new sixty (60) mill one piece rubber roof membrane and all incidental components and accessories associated with the complete installation of the roofing membrane in a manner consistent with the manufacturer's installation specifications.

15. If the Contractor recommends an alternate roofing material, they must be proficient in its installation and its cost and warranty must be comparable to the material(s) specified, please bid as an alternate.
    $ _____ Alternate Cost to Reroof
    _____ Alternate Material Type
    Attach: Details, product specifications and warranty information.
    (Show the additional cost for this material as a separate line item on the proposal form provided)

B. All warranty and maintenance documentation/instructions are to be thoroughly explained to and left with the owner(s) upon completion of the project. The "Project Warranty Information" form (included) must be completed and returned at project completion.

C. All debris and scrap building material is to be removed from the premises upon completion of work. The disposal of debris is to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #2 - GUTTERS AND DOWNSPOUTS (NEW ON HOUSE / REHANG EXISTING ON GARAGE)

A. Scope: Furnish all labor and materials needed to install new five-inch (5") aluminum K-style gutters and three-inch (3") rectangular downspouts at all eaves and/or eave overhangs on the house. Rehang sections of gutters and downspouts removed from the home on the garage.

1. Gutter material shall be a minimum thickness of thirty-two thousandths (.032) of an inch and have a baked-on enamel finish.

2. Gutters are to be seamless where possible. If not, the manufacturer's specifications / recommendations for the use and application of sealants and direction of lapping must be adhered too.

3. Hangers shall be provided on all gutters at a minimum of one (1) every two feet (2') with standoffs provided every four feet (4'). Where rafter tails are not plum cut and roof straps are used, the Contractor shall cover nails with a sealant (tar, silicone caulk, etc.) that matches roof color and maintains the waterproof properties of the roof.

4. Gutters are to be tucked-up underneath the roof edging (gutter apron). When or if the pitch of the gutter prevents this, the contractor shall install a strip of aluminum of the appropriate width to achieve these results. The strip of aluminum shall match the fascia's color and design.

5. Downspouts material is to be aluminum with a minimum thickness of nineteen-thousandths (.019) of an inch. The connection or lapping of downspout and elbow sections shall be in a direction that promotes drainage and contains the flow of water. All connections are to be secured together using corrosion resistant fasteners and all downspout sections securely strapped to the house with a minimum of two (2) straps per ten feet (10') section.

6. Leaders shall be provided on all downspouts. Leaders are to extend a minimum of four feet (4') from the home's foundation, ten feet (10') where permissible and terminate no closer than four feet (4') from the property line.

B. All debris and scrap building material is to be removed from the premises upon completion of work. The disposal of debris is to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

C. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and Safe Work Practices" which follows in this packet.

ITEM #3 – WINDOW REPLACEMENT – VINYL UNITS (HOUSE ONLY) (LEAD SAFE)

A. Scope: Work involves the installation of new vinyl-replacement window units. All window units shall bear the Energy Star Label and have a "U"-value of less than or equal to .30. All Fenestration labels must remain in place until final inspection is completed.

1. Windows shall be double-glazed with a Low-E coating and Argon gas filled. (Double-glazed, Low-E Argon).

2. The interior and exterior are to be finish trimmed with new wood stops and cladding as required. Interior finish painting or staining to be done by the owner.

3. All aluminum trim cladding is to be blind nailed where possible.

4. Fiberglass batt or expanding foam insulation must be installed between the existing window's wood frame and the new replacement window's vinyl frame. If the existing windows have weight pockets, the cords and weights are to be removed and the weight cavity thoroughly filled with insulation.

5. All joints must be caulked between the new vinyl window and any existing wood, vinyl or aluminum surfaces (jambs, stops, sills, J-channel etc.)

6. **NOTED WINDOWS:**

1st FLOOR

Sun Room
2 – DH – East
3 – DH – South
2 – DH – West

Living Room
1 – Awning – South (Temp)
1 – Awning – West (Temp)
2 – DH – East

Kitchen
2 – DH – West
1 – DH – North

Dining Room
2 – Awning – North
3 – DH – East

2nd FLOOR

Stairway Landing
1– DH – West (Temp)
Match Bathroom Height

Bathroom
1– DH – West - Shorten Height to accommodate vanity

Bedroom 1
1– DH – North
1 – DH – East

Bedroom 2
1 – DH – East
1 – DH – South

Bedroom 3
1– DH – South

7. All windows are to include **full screens**.

8. **Include all basement windows.** Units to be slide-by style windows. Windows shall be vinyl with double glazed-insulated glass. For economy measures, one sash of the slide-by unit may be fixed. For all basement window installations, all exposed exterior wood shall be covered with aluminum cladding.

9. Safety glass is required in the following locations:

   a) In any side lite or glazing adjacent to a door that meet all of the following.

      1) The nearest point of the glazing is within 2' of the door;

      2) The nearest point of the glazing is within 2' of the floor;

      3) The plane of the glazing is within 30 degrees of the plane of the door when it is in the closed position.

   b) In any window within 5' vertically of the lowest drain inlet and 3' horizontally of the nearest part of the inner rim of a bathtub, hot tub, shower, spa, or whirlpool.

   c) Within 4' vertically of a tread or landing in a stairway and within one foot (1') horizontally of the near edge of the tread or landing. Within 4' vertically of the floor and 3' horizontally of the nosing of the top or bottom tread of a stair.

B. All manuals, warranty and maintenance documentation/instructions are to be thoroughly explained to and left with the owner(s) upon completion of the project. The "Project Warranty Information" form (included) must be completed and returned at project completion.

C. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

D. Contractor shall adhere to and comply with all Lead Safe Work Practices while conducting any lead based paint or related activity. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and the Safe Work Practices" documentation which follows in this packet.

ITEM #4 – SIDING – RESIDE REAR (NORTH) WALL OF HOUSE & REPAIR/PATCH OTHERS

A. SCOPE: Contractor is to furnish all labor and materials necessary to reside the rear wall of the home and repair other damaged areas. Contractor to use the removed siding to repair or fill in other areas, selecting pieces that best match in color and fade. The style and color of the new siding shall match existing.

1. The application of new vinyl siding is to be done in compliance with all applicable codes, the Vinyl Siding Institutes - Vinyl Siding Installation Manual and in accordance with the manufacturers recommended installation procedures.

2. New siding is to be an un-backed vinyl with a minimum thickness of forty-two thousandths of an inch (.042") or greater. All necessary accessories (starter strip, J channels, J blocks, corner posts, trim moldings, etc.) are to be included.

3. The existing vinyl siding is to be removed. Any loose substrate or sheathing is to be firmly re-attached and all severely damaged areas removed and replaced.

4. Nails are to be aluminum with a length that will penetrate a structural member (stud) at least three-quarters of an inch (3/4"). Nails to be sixteen inches on center (16" O.C.) and provide for thermal movement of the siding.

5. Siding end lap joints shall be in the direction away from entrances, the highest traffic areas and/or away from prevailing winds. Stagger the siding end laps so that no two courses are aligned vertically unless separated by at least three courses. The minimum length for a piece of siding shall be thirty-two inches (32") with no exceptions. No more than one (1) end lap joint per twelve-foot (12') piece of siding will be allowed.

6. All openings or penetrations through the siding shall be sealed with non-hardening color matched caulk and where all "J channel" or other siding accessories abuts unlike materials, i.e. trim cladding, shall also be sealed with non-hardening color matched caulk.

7. Provide one-quarter (¼) square of siding (in the box) to the owner(s) for future repairs.

B. All manuals, warranty and maintenance documentation/instructions are to be thoroughly explained to and left with the owner(s) upon completion of the project.

C. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #5 – ENTRY DOOR – REPLACEMENT (FRONT & SIDE) (LEAD SAFE)

A. Scope: Work involves providing all labor and materials necessary for the replacement of the home's entry door assemblies while adhering to Lead Safe Work Practices. All painting is the responsibility of the owner.

1. All entry doors are to be a pre-hung type manufactured door or its equivalent, installed per the manufacturer's recommended installation specifications/procedures.

2. All doors are to be primed, steel clad, insulated doors with compression / magnetic weather-stripping and an adjustable threshold. Deviating or varying from the above requirements is only permitted upon approval by the Rehabilitation Specialist.

3. Thresholds are to be properly adjusted to ensure the doors smooth operation and weather-tight seal. Use care when adjusting the threshold, a setting that is too tight will damage the door-bottoms weather-stripping causing premature failure.

4. The new door(s) may include a lite (window).

5. Include all hardware, i.e. locksets and dead bolts for the complete installation and proper operation of the door(s). All locksets and dead bolts are to be keyed alike.

6. Insulate between the door's jambs and the rough framing members with fiberglass batt or expanding foam insulation. Seal between the threshold and framing member with a high grade non-shrinking adhesive sealant.

7. Include the installation of form fitting aluminum trim cladding for the doors brick-mold or exterior trim. Caulk all junctures between moldings, trim cladding and siding. Use a high grade non-shrinking color matched caulk.

8. Interior trim is to be carefully removed (if necessary) so it may be re-applied with all miter or butt joints tightly fitted. If the existing trim does not fit the new door or the joints cannot be made tight, the contractor is to replace all its trim. If plinth blocks are used they are to match the existing as close as possible. Any new or replacement trim/molding shall match the original trim's profile or be as close as possible. If a profile cannot be easily matched using readily available or stock items, then a standard or typical style molding may be used, provided it is sized to cover the area of the original molding and is approved for use by the Rehabilitation Specialist.

9. **NOTED AREA:**
   Front Entry Door (Include - Entry Lockset & Dead Bolt)
   Side Entry Door (Include - Entry Lockset & Dead Bolt)

B. All manuals, warranty and maintenance documentation/instructions are to be thoroughly explained to and left with the owner(s) upon completion of the project.

C. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

D. Contractor shall adhere to and comply with all Lead Safe Work Practices while conducting any lead based paint or related activity. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and the Safe Work Practices" documentation which follows in this packet.

ITEM #6 – COMBINATION STORM/SCREEN DOOR REPLACEMENT (FRONT & SIDE)

A. Scope: Work involves the complete removal, disposal and replacement of the existing combination storm/screen door(s). Contractor is to re-use the existing door(s) as long as its finish is not deteriorated, it fits the opening correctly and all components and seals are functional.

1. New door(s) to be a solid core, aluminum or vinyl-clad unit(s) with self-storing storm and screen. Some, all-vinyl units are acceptable. Verify prior to bidding.

2. New door(s) to be installed according to the manufacturer's installation instructions. They are to include all necessary hardware and be properly adjusted and weather-stripped to provide smooth operation and weather-tight seal. Include a storm chain.

3. Use a LARSEN (TM) (Best Grade) door or one of equivalent standards.

4. **NOTED AREAS:**
   Front Entry Door
   Side Entry Door

B. All manuals, warranty and maintenance documentation/instructions are to be thoroughly explained to and left with the owner(s) upon completion of the project. The "Project Warranty Information" form (included) must be completed and returned at project completion.

C. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #7 – INTERIOR WALL & CEILING - REPAIR, REMOVE, CONSTRUCT & FINISH (LEAD SAFE)

A. Scope: Provide all labor and materials necessary to remove, construct and repair the interior walls and ceilings per these specifications and attached floor plans for first and second floor.

1. The contractor to remove the entire masonry chimney all the way down to the basement floor and portions of its interior walls per plan provided.

2. Remove all debris from the kitchen including all appliances and cabinetry. Remove the plaster and lath from the ceiling and the north, east and south walls. Remove the entire southern wall including framing (common wall between the kitchen and the living room closet) and a portion of the rear entry's utility closet wall, per plan. Remove all baseboard and hardwood flooring from the closet, protect and save for re-use.

3. Reframe the kitchen ceiling. Sister new two-inch by ten-inch (2"x 10") SPF joist to the side of the existing two-inch by eight-inch joist, glue and nail to existing. Use 12" o/c nailing pattern, staggered from each side.

4. Contractor is to reframe the cased opening approximately ten-inches (10") to the south to accommodate a full depth countertop and the openings casing. The edge of the casing is to be kept as close as possible to the end of the countertop and under no circumstance is the casing to be notched around the counter.

5. Carefully remove the living rooms closet door assembly (including trim). Protect and store for future re-use. Frame-in or stud up the living room closet door opening and add walls to the utility closet, framing the door opening as needed, per plan.

6. Cut a new window in the kitchens north wall, use two-ply two-inch by eight-inch (2-2"x 8") header minimum, set window height to match existing. Window to be centered between east and west walls. Windows overall width including trim cannot exceed thirty-six inches (36") and the maximum height including trim is forty-four-inches. Dimensions are based on a twelve-inch drop ceiling, four-inch window trim, five-inch countertop and backsplash height, thirty-five-inch base cabinet height and an overall wall height of ninety-six-inches. Contractor to verify all dimensions.

7. Contractor is to gut the entire 2nd floor bathroom, walls and flooring. Remove and dispose of all fixtures, cabinets, wall, and floor coverings. Remove the necessary walls and reframe as required per plan. Save and protect all hardwood flooring removed.

8. Remove all damaged and/or loose plaster from first floor walls and ceilings. Fill in areas as needed with an appropriate substrate and repair all cracks. All first floor walls and ceilings are required to have a complete plaster skim coat applied using industry standard practices so as not to produce visible lines or joints.

9. Remove all damaged and/or loose plaster from all second floor walls and ceilings. Fill in areas as needed with an appropriate substrate and repair all cracks using industry standard practices so as not to produce visible lines or joints. Second floor walls and ceilings do not require a complete skim coat.

10. All new framing of walls and ceilings are to be finished using the appropriate sheathing and matching texture plaster skim coat applied.

11. All priming, painting and varnishing to be completed by contractor.

12. Contractor to construct approximately an eight-foot long bearing wall in the basement. Wall to be located on the west side of the basement, approximately twenty-four-inches south of the main beam. Utility sink, washer & dryer are to be placed on the south side of the wall.

13. Contractor shall use Spruce Pine Fir (SPF) construction and stud grade lumber, two-inch by four-inch (2" x 4") lumber for all wall studs and wall plates, fir out as required. All other structural lumber with dimensions exceeding two-inches by six-inches (2"x 6") shall be either Douglas Fir (DFir) or (SPF) #2 or better grade. Verify species with rehab specialist prior to installation.

14. Corner studs, shoulder stud assemblies and intermediate wall studs where cabinetry and millwork is to be installed shall be straight and free of twists. In other locations, the intermediate wall studs shall not have a crown of more than three-eights of an inch (3/8") over its entire length, installed with all crowns facing the same direction.

15. Studs used in the assembly of a wall panel shall be installed with a maximum spacing of sixteen inches on center. Corner studs, shoulder stud assemblies and intermediate wall studs where cabinetry and millwork is to be installed shall be straight and free of twists. Other intermediate wall studs shall not have a crown of more than three-eights of an inch (3/8") over its entire length. The studs shall be crowned and installed with all crowns facing the same direction.

16. All wall panels shall be assembled per applicable building codes using the appropriate size and quantity of fasteners.

17. Wall panels shall be installed straight, plumb and square in relationship to one another and the existing structure. Due to the age of the existing structure some deviation and or compromises may have to be made, of which must be approved by the rehab specialist.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #8 – INTERIOR DOOR, JAMB & TRIM REMOVAL & REINSTALLATION (LEAD SAFE)

A. Scope: Provide all labor and materials necessary to remove, protect, install and/or reinstall several of the home's interior door assemblies, including trim, as noted below.

1. Contractor is to remove protect and store the rear-entry/kitchen door the jamb and trim may remain in place but protected from future damage.

2. Contractor is to carefully remove, protect and store the components of the cased opening and baseboard between the kitchen and dining room and re-install them after all wall modifications have been completed.

   a) Any component damaged during removal is to be replace with a like item, preferably from another assembly being removed, if one is not available or its condition is less than desirable a new one must be provided that matches the original in species, grade, dimension and finish. All staining and varnishing is to be done by contractor.

3. Contractor is to carefully remove, protect and store the components of the living room closets baseboard and door assembly and re-install them as/where needed.

   a) The door is to be re-installed into the existing door frame of the closet in bedroom 1on second floor, provided modifications do not drastically alter its overall symmetry or appearance.

   b) If the existing door is or becomes un-useable, one that matches the existing style is to be provided, installed and finished to match existing.

4. Contractor is to install a new door with existing jambs and trim to the rear entry's utility closet opening.

   a) The new door is to match the existing style and finish. The trim and jambs from the living room closet may be reused provided they are in good condition, if not new material matching the existing is to be provided, installed and finished to match.

5. New or replacement doors, jambs and trim/molding shall match the original profile or be as close as possible. If a profile cannot be easily matched using readily available or stock items, then a standard or typical style may be used, provided it is sized to cover the area of the original and is **approved for use by the Rehabilitation Specialist.**

   a) The joinery used to assemble the molding is to match existing i.e. miter or butt joints; they are to fit tight together with no gaps (no-exceptions) and be glued and pin-nailed together at the corners.

b) If plinth blocks are used they are to match the existing as close as possible.

c) After assembly, verify that all sharp edges have been eased over or broken, nail holes filled and any saw kerfs have been removed from surfaces to be painted, stained or varnished. All staining and varnishing is to be done by contractor.

6. Contractor is to reuse existing hardware where possible. If new hardware is required it is to match existing as close as possible. New hardware style and finish is to be pre-approved by rehab-specialist prior to installation.

7. Contractor shall adhere to the finish-carpenters standard-practices, for the installation of all doors, windows, cabinetry and millwork.

8. **NOTED DOORS:**
2nd FLOOR
Cased Opening – Kitchen/Dining
Closet Entry – Bedroom 1
Utility Closet Entry – Rear Entry

9. Contractor to lightly scuff sand and refinish with a comparable/compatible finish the existing doors, door trim and window trim which have deteriorated.

B. All manuals, warranty and maintenance documentation/instructions are to be thoroughly explained to and left with the owner(s) upon completion of the project. The "Project Warranty Information" form (included) must be completed and returned at project completion.

C. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

D. Contractor shall adhere to and comply with all Lead Safe Work Practices while conducting any lead based paint or related activity. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and the Safe Work Practices" documentation which follows in this packet.

ITEM #9 – KITCHEN AND BATH CABINETRY

A. SCOPE: Work shall involve the removal of existing antiquated cabinets and countertops. The design of a new functional kitchen layout for the installation of new cabinets and countertop is to be attached to Contractor bid.

1. Cabinets shall be of a good quality grade, constructed of wood and include all necessary trim, hardware, latches and accessories.

2. Cabinets are to be stained in color. The doors are to have raised panels; with the uppers having a cathedral style arch and the lowers square. Cabinetry to be Merillat or equal.

3. Finish on cabinets shall be factory applied, durable, cleanable, and resistant to moisture.

4. Kitchen countertop shall be Formica (.052") with roll-formed edges and a 4" back splash. Bathrooms shall have a molded style/type vanity top, sized to fit cabinet. Where cabinets abut an adjacent wall a side backsplash shall be included. Color/style to be selected by Rehab Specialist.

5. Contractor is to scribe backsplashes to within one sixteenth of an inch from all walls and secure to cabinets, then seal with a non-hardening caulk at the junction between the wall and backsplash after walls are finish painted.

6. Contractor shall furnish cabinet layout plans and specifications for the kitchen and bathroom along with the proposal.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #10 – FLOOR COVERINGS

A. SCOPE: Work involves installation of new vinyl flooring in the kitchen, rear entry (including stairs) and 2nd floor bathroom. Material is to be a better to best grade, wax-free, or equivalent.

1. Vinyl is to be installed over an approved strut board. This application is to be in accordance with the manufacturer's installation instructions.

2. All seams are to be sealed with an approved vinyl floor seam-sealer.

3. Provide metal dividers in accordance with the manufacturer's specifications and include all transitions to adjacent differing floor coverings.

4. Provide all necessary caulking at juncture of the tub and toilet and bathroom flooring when being installed.

5. Vinyl allowance of $45.00 per sq. yd. including subfloor, vinyl flooring and installation.

B. SCOPE: Work involves installation of carpet and padding in the 2nd floor stairway, hallway and bedrooms.

1. Material is to be jute backed level loop pile with a minimum face weight of 28 oz. installed over a 6-pound rebond pad.

2. Include the transitions to adjacent differing floor coverings where needed.

3. Carpet allowance for material and installation is $40.00 per square yard.

C. SCOPE: Work involves installation of indoor-outdoor carpeting on the front porch deck.

1. Contractor is to install a better to best grade indoor-outdoor carpeting. Carpeting is to be 100% glued down and installed in accordance with the manufacturer's installation instructions.

2. All seams are to be sealed with an approved seam-sealer.

3. Provide a metal nosing at deck/stair edge in accordance with the manufacturer's specifications and include any transitions to adjacent differing floor coverings.

4. Carpet allowance for material and installation is $35.00 per square yard.

D. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #11 – PLUMBING / FIXTURES AND PIPING

A. SCOPE: Work involves removal of corroded, undersized, lead, galvanized, PVC and illegal hot and cold supply lines as well as all existing fixtures. Install new copper piping sized and distributed for the plumbing fixtures. Option Pex tubing for all new piping.

1. Work shall conform to current State of Wisconsin Plumbing Codes.

2. Provide shut-off ball valves at all fixtures.

3. Check all gas fired fixtures for proper exhaust venting, and gas piping.

4. New main water lines to be 3/4", branch lines to be 1/2" inch type-M copper. All copper joints to be sweat-soldered with lead-free solder. New flexible supply lines to be ¼" to 3/8" inch braided stainless steel. Option Pex tubing for all new main and branch line piping.

5. Install new PVC drain and vent lines as needed. Check for proper venting and code compliance of all existing drain and vent lines.

6. Soil pipe is to be replaced.

7. Kitchen remodel per plan.

   a. Install a new heavy-gauge stainless steel, double compartment kitchen sink; use a better to best grade stainless.

   b. Faucet to be single-handle with spray, American Standard or equivalent.

   c. Replace all supply and drain lines, sized for newly installed plumbing fixtures as needed.

8. Bath remodel per plan.

   a. New tub/shower unit is to be a standard 5'0" x 32" acrylic unit with three-piece surround. American Standard or equivalent.

   b. Shower valve to be single-handle American Standard or equivalent, thermostatically controlled (anti-scalding).

   c. New cultured marble style lavatory top sized to fit cabinet. 49"x 22"

   d. Lavatory faucet to be American Standard or equal, single-lever design.

   e. Replace toilet with a new water-saver type. American Standard Model AMSTD545 with seat

   f. Replace all supply and drain lines as needed, sized for the newly installed plumbing fixtures.

9. Coordinate rough openings as needed with appropriate trades.

10. Provide a new utility sink and washer hook ups in new location in basement. Basement toilet to remain functional during construction.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

C. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and Safe Work Practices" which follows in this packet.

ITEM #12 – ELECTRICAL / FIXTURES AND WIRING

A. SCOPE: Work entails providing all labor, materials and fixtures necessary to update the homes existing electrical system. The Kitchen and bathroom will be gutted, which will facilitate the installation.

1. Contractor to correct any deficiencies and/or code infractions relating to the existing service entrance cable, the wiring from the meter socket to the distribution panel and the breakers and wire with-in the distribution panel.

2. Check and split circuits for proper loading of breakers and correct any hazardous wiring.

3. Replace existing 2-prong receptacles with 3-prong grounded receptacles and install ground-fault and arc-fault receptacles where required.

4. Electrical Contractor is to provide and install Fire/Smoke and Carbon Monoxide Detectors/Alarms.

   a. Install one Fire/Smoke/Carbon Monoxide detector/alarm on each level of the home. Basement, first floor and second floor.

b. Install one (1) Fire/Smoke Detector/Alarm in each sleeping room.

c. The Fire/Smoke/Carbon Monoxide detector/alarm installed on second floor must be installed with-in twenty feet of the entrance doors to the sleeping rooms.

d. All detectors are to be hard wired interconnected and have a battery back-up. Current code takes precedence for the installation of fire, smoke and carbon monoxide detectors/alarms.

5. Contractor is to check all remaining existing fixtures, switches and wiring for proper function, correct and/or replace as needed to meet current electrical code.

6. Disconnect and/or remove any knob and tube wiring, if the circuit is to remain the wiring is to be replaced with code approved wiring without destroying walls or ceilings.

7. Additional wall receptacles may be required to meet code.

8. The living room is to have switched outlets.

9. Contractor to provide, wire and install two ceiling light fixtures in the kitchen, one centrally located with ceiling fan, light kit switched from two locations and one over the sink, switched from one location. Wall receptacles, garbage disposal, electric range, refrigerator and a space saver microwave.

10. Contractor to provide, wire and install a ceiling fan/light combination fixtures in the three bedrooms on second floor. The fixtures are to have a double switch at the wall, one for the light and one for the fan.

11. Contractor to provide, wire and install a new light bar fixture above the mirror in the bathroom a new ceiling exhaust fan/light unit, Broan model # 761BN or equal, vented to exterior by others and code compliant wall receptacles near the vanity top.

12. Electrical contractor is to provide, wire and install a wall switched four foot florescent fixture above the washer and dryer in the basement and check remaining porcelain ceiling light fixtures, quantity and locations to be dictated by Code.

13. Install two code compliant outlets on exterior of home, one (1) on the North wall and one (1) on the South wall. Verify location with the rehab specialist prior to installation.

14. Contractor is to provide an allowance for fixtures.

15. Contractor is to verify with the rehab specialist all fixtures, switch placement and function prior to rough-in.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

C. Electrical Contractor to bring any hazardous conditions not mentioned above to the attention of the Housing Rehabilitation Specialist for possible inclusion as a change order.

D. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and Safe Work Practices" which follows in this packet.

ITEM #13 – FURNACE REPLACEMENT AND DUCTWORK INSTALLATION

A. SCOPE: Work involves the removal and disposal of the homes existing heating system and the complete installation of a new furnace, including all necessary exhaust / intake venting, gas piping, plenum and ductwork alterations.

1. The furnace shall be listed for its intended use.

2. The new furnace shall be a thermostatically controlled, sealed combustion, single stage, natural gas, forced-air, high efficiency furnace with a minimum efficiency rating of 92% , option a two (2) stage 96% efficient unit.

3. Sizing of the furnace shall be based on the thermal performance of the building envelope, utilizing the coefficients of heat transfer (u-values).

4. Furnace shall be installed per the manufacturer's installation instructions and all applicable HVAC codes.

5. Gas piping components i.e. piping, sizing, unions, shut off valves and supports shall be installed per the National Fire & Gas Code (NFP 54).

6. The furnace shall be provided with its own individual electrical circuit. A qualified licensed electrician shall do all electrical wiring. All wiring of or relating to the installation of the new furnace, is to be included as a separate line item within the bid.

7. All venting necessary for the efficient operation of the furnace shall be installed in compliance with the manufacturer's installation specifications.

8. The furnace shall be installed on elevated pads per the manufacturer's specifications.

9. The air distribution system (ductwork) shall be sized and located for the efficient distribution of air, all rooms shall be provided with a supply and return air duct that accommodates the heating load of that conditioned space, with the exception of the kitchen and the bathroom, which are to have a supply ducts only (no returns).

B. Contractor is to explain thoroughly all thermostat functions to the homeowner as they relate to the specific product supplied.

C. Contractor shall provide and explain thoroughly all warranty information and contact phone numbers to the homeowner upon completion of the project.

D. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

E. Contractor shall adhere to and comply with all Asbestos removal procedures and Lead Safe Work Practices while conducting any asbestos and/or lead based paint or related activity. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and the Safe Work Practices" documentation which follows in this packet.

ITEM #14 – ATTIC, WALL & BOX SILL INSULATION

A. SCOPE: Work involves providing all labor and materials necessary to insulate the homes attic.

1. The homes attic area shall be insulated to a minimum R50 with blown-in fiberglass insulation. Thickness markers (labeled in inches) indicating the minimum initial installed thickness and the minimum settled thickness, shall be installed throughout the attic at a minimum of one per three-hundred square feet. Markers shall be affixed to the ceiling joist and rafters, facing the attic access.

2. Proper vents are to be installed in the attic between the rafters, starting from the soffit area and extending inward (toward the attic) for a distance of not less than twelve inches (12") above the horizontal level of the attic insulation. Note: The insulation must not block, prevent or reduce ventilation through the proper vents.

3. The contractor shall insulate the box sill (between the floor joists at the rim board) in the basement and between floor levels where exposed, with a minimum R19 faced fiberglass batt insulation.

4. The contractor shall insulate all opened up exterior walls with the appropriate thickness fiberglass batt insulation. 2 x 4 walls - R15, 2 x 6 walls - R21. Seal around all penetrations through wall plates with expanding foam or non-shrinking silicone caulk.

5. A continuous vapor retarder must be installed on the warm-in-winter side of all opened up exterior walls and ceilings with attic area above. The vapor retarder may be plastic sheathing with a rating of 1.0 perm or less and a minimum thickness of four (4) mills. It must cover the insulation and framing members completely, all seams lapped a minimum of six inches (6") and taped or sealed with the appropriate tape or approved sealant. All rips, punctures and voids must be patched with vapor retarder materials and taped or sealed.

6. Attach weather stripping and insulation to the attic access panels to create an airtight barrier and maintain the continuity of insulation.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #15 – MISCELLANEOUS HARDWARE & EXTERIOR VENT INSTALLATION

A. Scope: Provide all labor and materials necessary to install all miscellaneous hardware.

1. Contractor to install minimum four-inch (4") solid round insulated ductwork to vent the bathroom exhaust fan to a typical Braun™ roof mounted exhaust vent.

2. Contractor is to vent the clothes dryer to the exterior using four-inch (4") solid round ductwork approved by the appliance manufacturer.

3. All sections of ductwork are to be supported with approved hangers, mechanically fastened together and sealed with the appropriate tape or sealant with the exception of the dryer vent, which its joints are **not** to be mechanically fastened but must still be sealed. Exhaust vents must be equipped with backdraft dampers.

4. Contractor is to install all bathroom mirrors, towel bars, toilet tissue dispensers, Shower curtain rod etc.

5. Contractor is to install new mail box and house numbers.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

ITEM #16 – FRONT PORCH – DECK & STAIR REPAIR

A. SCOPE: Work involves the repair and replacement of deteriorated stair and porch deck components. Including but not limited to decking, stringers, treads, risers and all handrail components.

1. Replace all deteriorated deck boards with like material, new stringers to be cut from two-inch by twelve-inch (2" x 12") pressure treated lumber with a maximum spacing of twenty four inches on center. Contractor must insure code compliance per the Uniform Dwelling Code (UDC) 21.04 STAIRWAYS AND ELEVATED AREAS. The stairs shall have a maximum uniform riser height not exceeding eight-inches (8") and a minimum uniform tread depth (run) of nine-inches (9") measured from nosing to nosing. The overall width of the stairs shall not be less than the existing stairs. The uniform rise and run cannot deviate by more than three-eighths of an inch (3/8") from the tallest to the shortest riser and the narrowest to the widest tread.

2. Pressure treated two by six lumber is acceptable for tread material with treated three-quarter inch material for closing the risers and privacy lattice for closing below stringers.

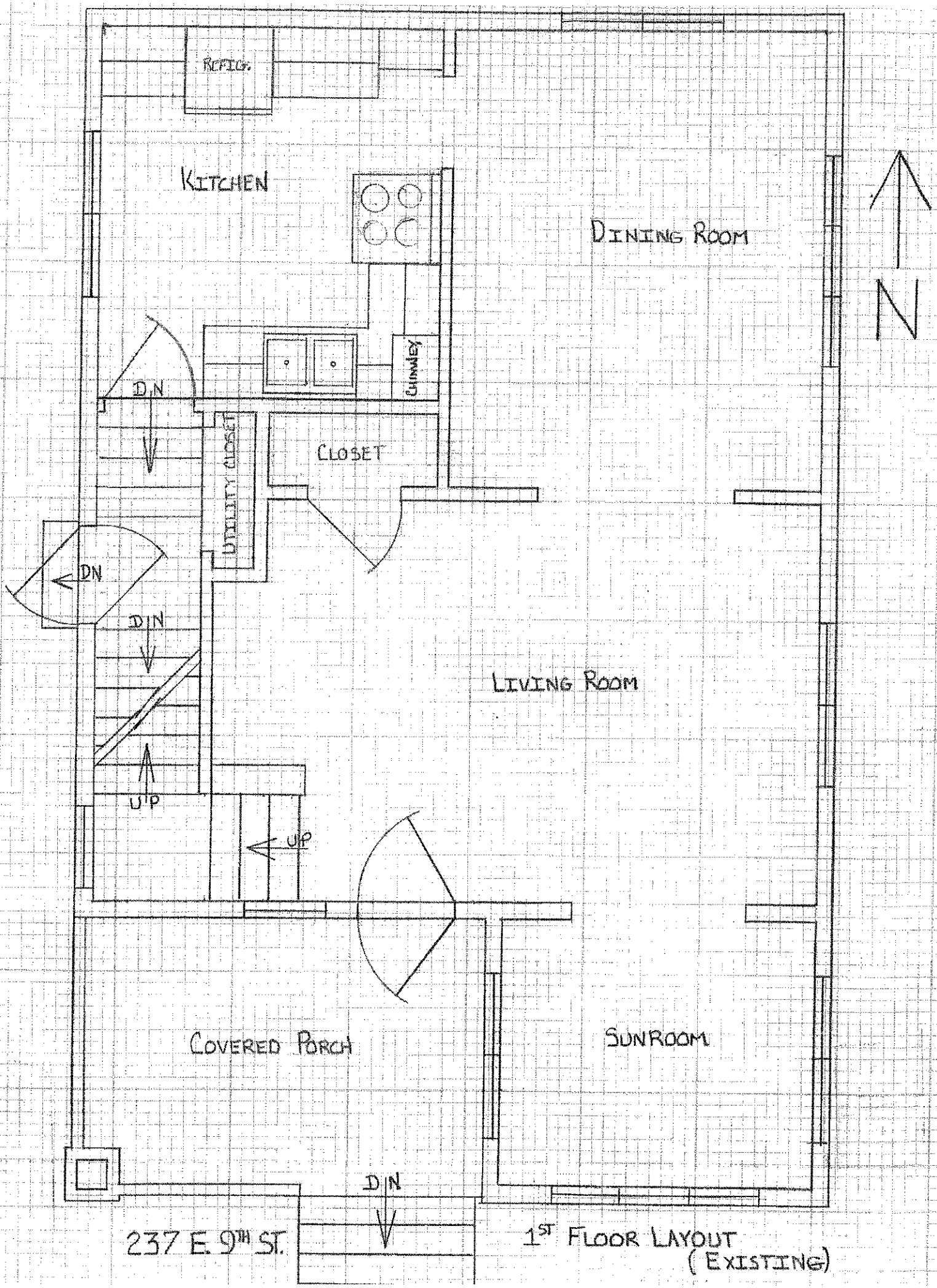
3. All stair parts must be approved by the Rehab Specialist prior to installation.

4. All surfaces that require painting are to be completed by the contractor.

B. All debris and scrap building material is to be removed from the premises upon completion of work. Disposal of debris to be in a Department of Natural Resources (DNR) approved waste facility. The jobsite or worksite is to be kept in a safe and workman-like manner at all times.

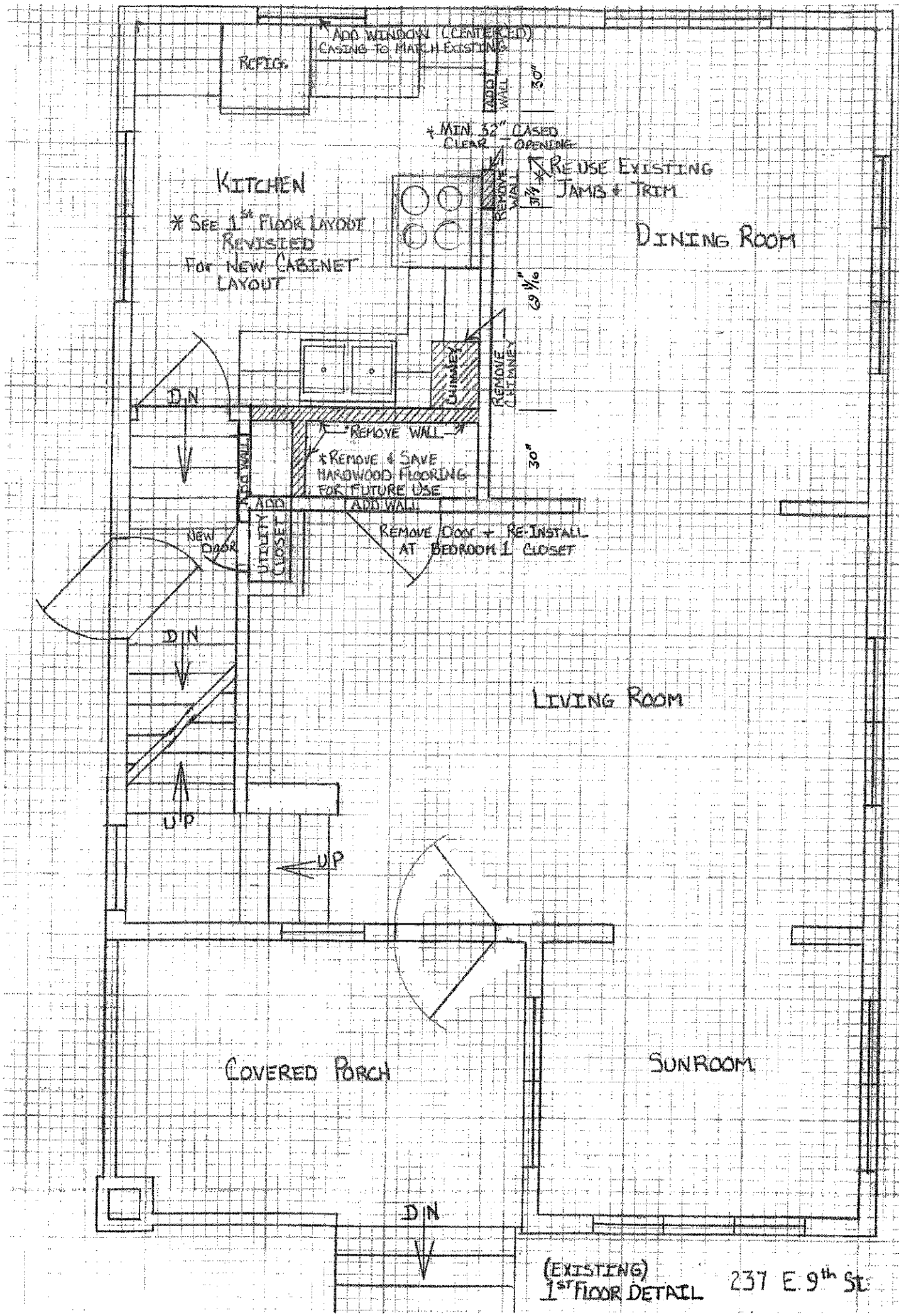
C. Contractor shall adhere to and comply with all Lead Safe Work Practices while conducting any lead based paint or related activity. See the detailed "General Work Specifications Involving Lead Based Paint and/or Lead Dust Hazards and the Safe Work Practices" documentation which follows in this packet.

Acceptance of Specifications – The above specifications are satisfactory and hereby approved for use in the bidding process of my Rehabilitation Loan Program's Project.	**Signature**_____
Date of Acceptance: _____	**Signature**_____



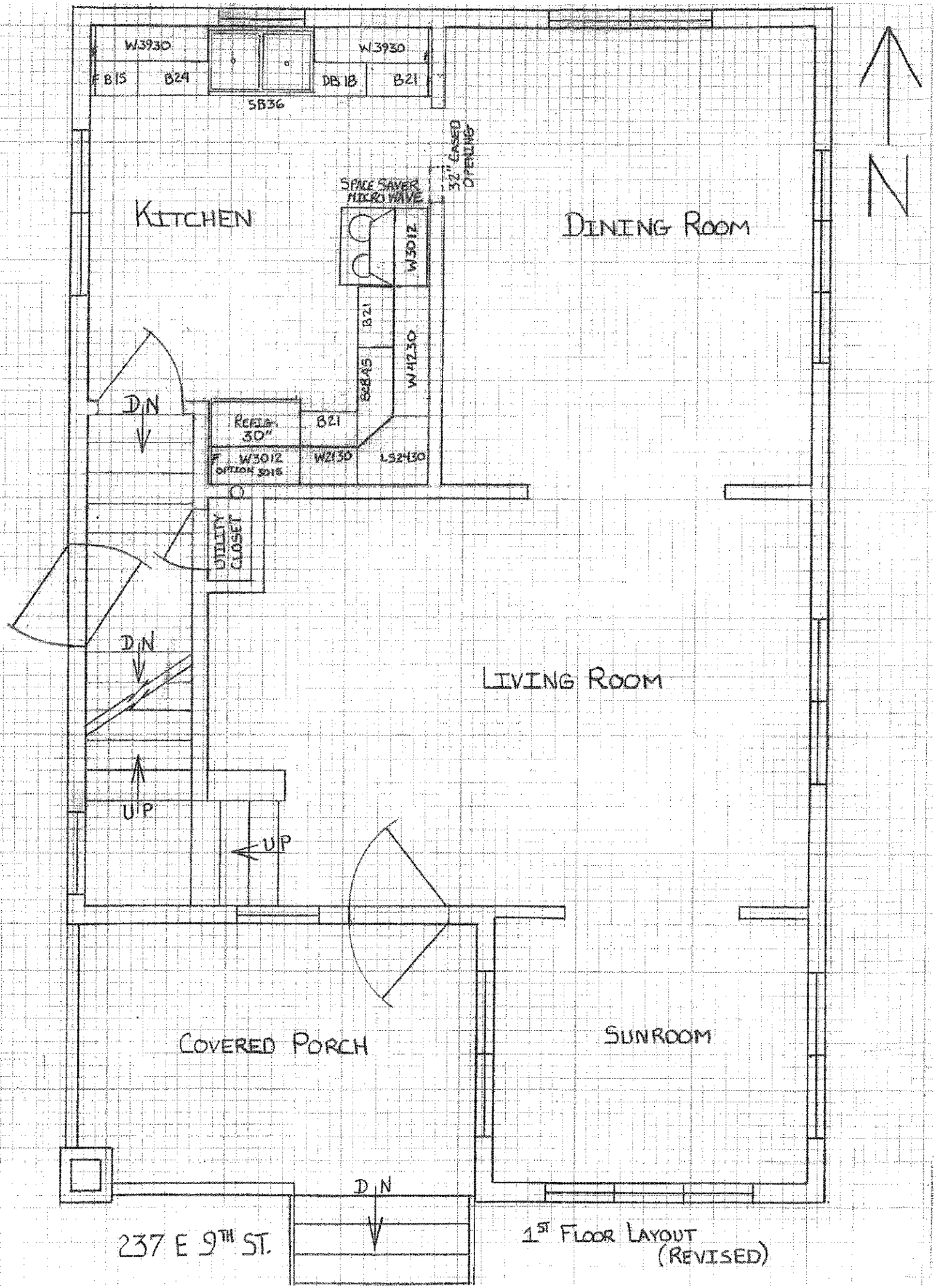
237 E. 9TH ST.

1ST FLOOR LAYOUT
(EXISTING)



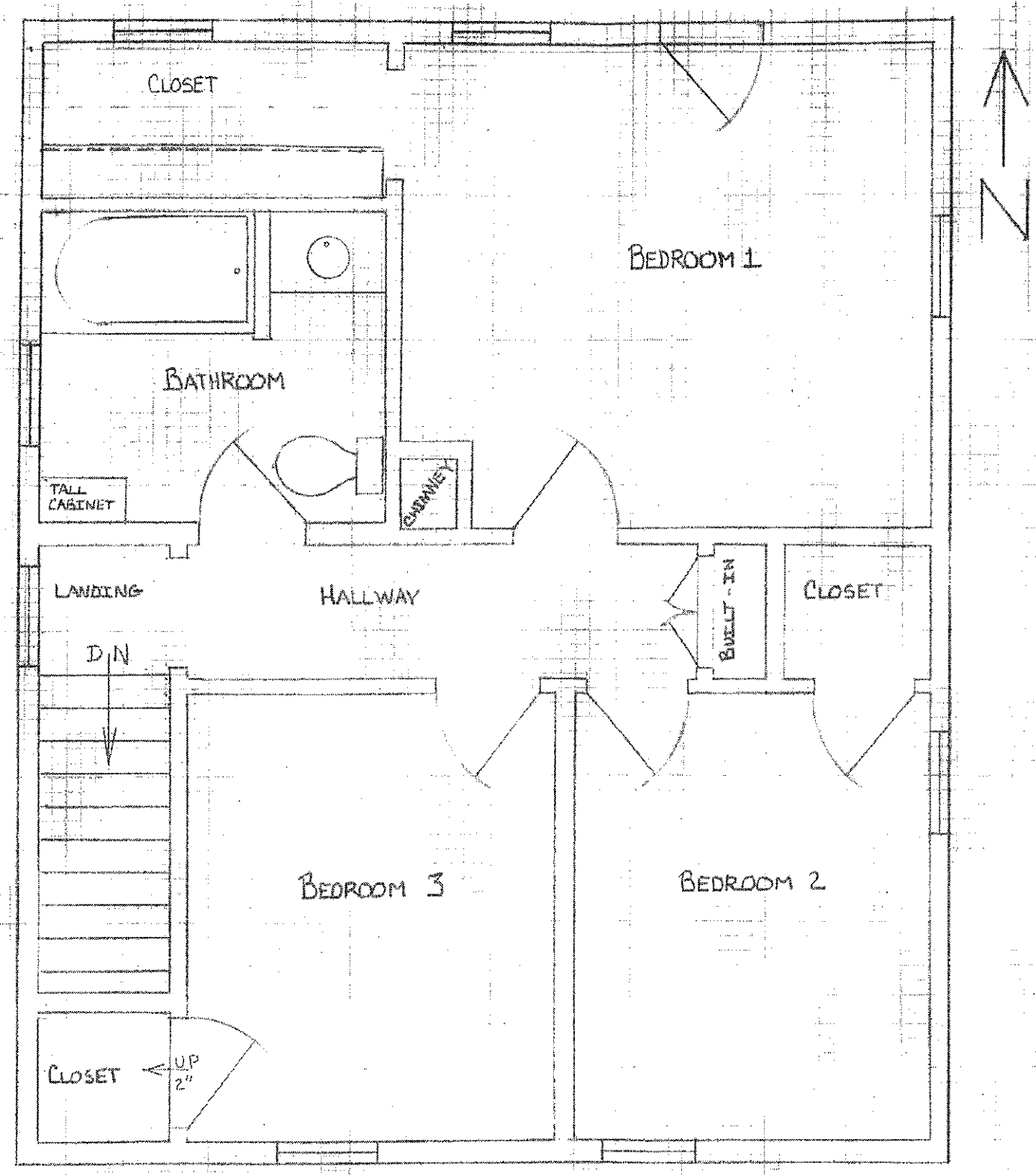
(EXISTING)
1st FLOOR DETAIL

237 E. 9th St.



237 E 9TH ST.

1ST FLOOR LAYOUT (REVISED)

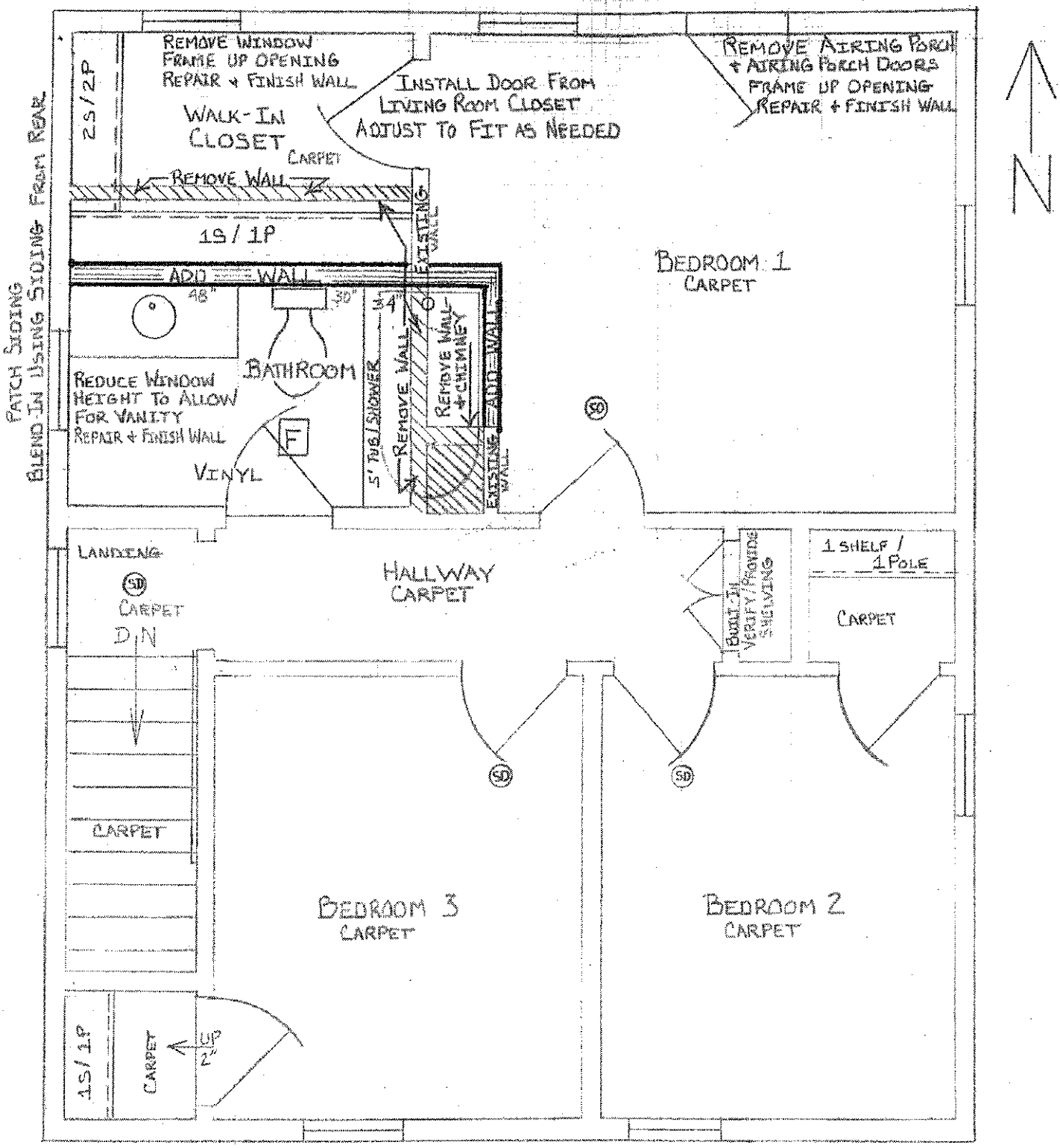


237 E 9th STREET

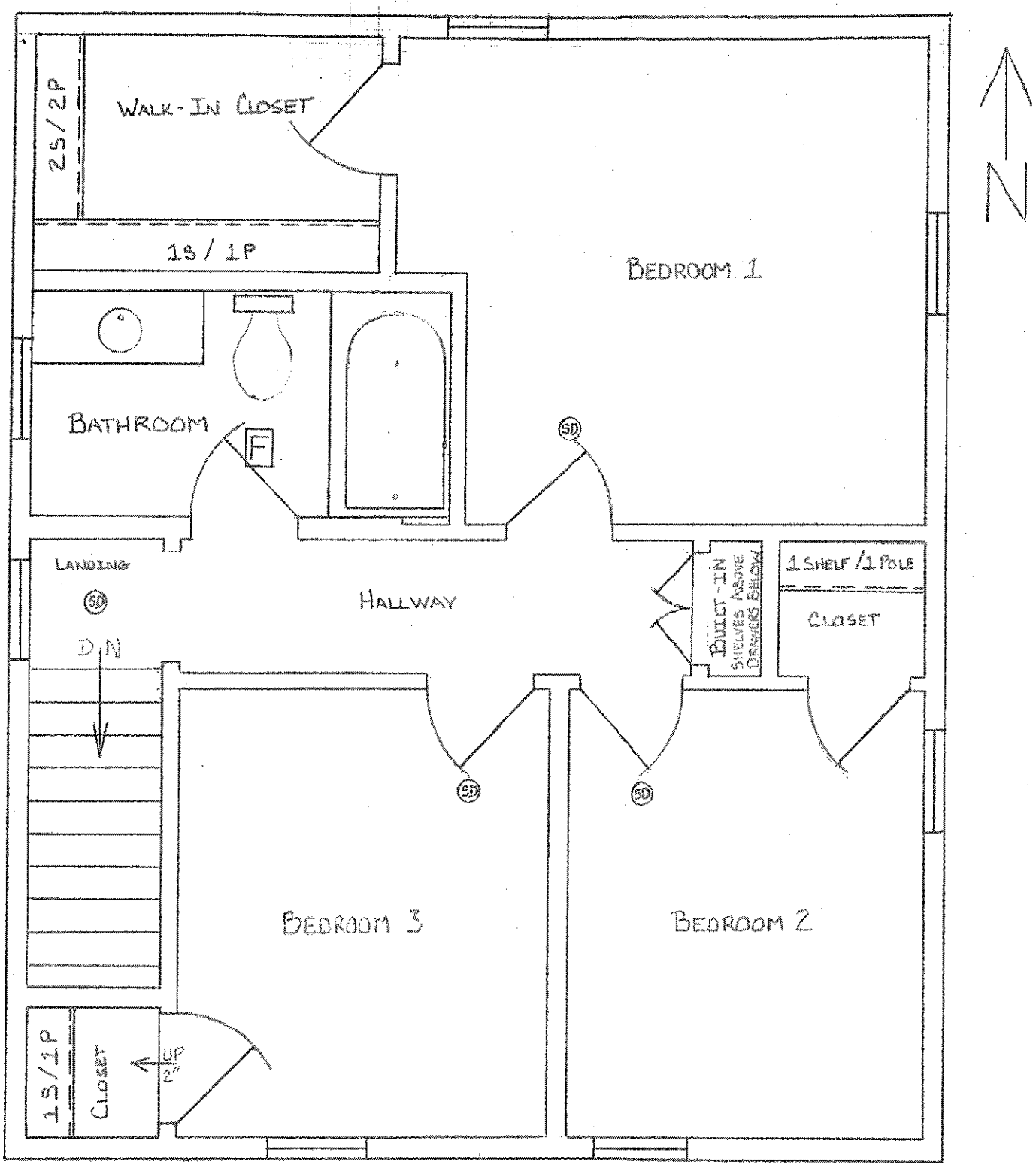
2nd FLOOR LAYOUT

(EXISTING)

REMOVE EXISTING VINYL SIDING - (REAR WALL ONLY)
SAVE EXISTING SIDING FOR PATCH-WORK
RESIDE REAR WALL WITH VINYL SIDING MATCHING EXISTING STYLE & COLOR.



237 E. 9th St.
2ND FLOOR DETAIL



237 E. 9th St.
2nd. FLOOR LAYOUT
(REVISED)

Project Warranty Information

Roof(s): Contractor: _____

Address: _____ Phone #: _____

Supplier: _____

Address: _____ Phone #: _____

Manufacture: _____ Warranty Period: _____

Manufacture Warranty Service Phone #: _____

Product Installation Date: _____ Name/Model#: _____

Color (If Applicable): _____ Style/Type: _____

___ Yes ___ No / Gutters and Downspouts ___ Yes ___ No / Re-Sheet Roof w/OSB

Entry Door(s): Contractor: _____

Address: _____ Phone #: _____

Supplier: _____

Address: _____ Phone #: _____

Manufacture Warranty Service Phone #: _____

Manufacture: _____ Warranty Period: _____

Product Installation Date: _____ Name/Model#: _____

Color (If Applicable): _____ Style/Type: _____

___ Front ___ Rear ___ Other: _____ ___ Yes ___ No / Replace Int. Trim

Storm/ Door(s) Contractor: _____

Address: _____ Phone #: _____

Supplier: _____

Address: _____ Phone #: _____

Manufacture Warranty Service Phone #: _____

Manufacture: _____ Warranty Period: _____

Product Installation Date: _____ Name/Model#: _____

Color (If Applicable): _____ Style/Type: _____

___ Front ___ Rear ___ Other: _____

Project Warranty Information

Windows: Contractor: _____

Address: _____ Phone #: _____

Supplier: _____

Address: _____ Phone #: _____

Manufacture: _____ Warranty Period: _____

Manufacture Warranty Service Phone #: _____

Product Installation Date: _____ Name/Model#: _____

Color (If Applicable): _____ Style/Type: _____

Replace Trim (Casing) ___ Yes ___ No Exterior Aluminum Cladding ___ Yes ___ No

Furnace: Contractor: _____

Address: _____ Phone #: _____

Supplier: _____

Address: _____ Phone #: _____

Manufacture: _____ Warranty Period: _____

Manufacture Warranty Service Phone #: _____

Product Installation Date: _____ Name/Model #: _____

Serial #: _____ Type: _____ Natural-Gas _____ Fuel-Oil

_____ Liquid-Propane (LP) _____ Forced-Air _____ Boiler-Hot Water

Flooring: Contractor: _____

Address: _____ Phone #: _____

Supplier: _____

Address: _____ Phone #: _____

Manufacture Warranty Service Phone #: _____

Manufacture: _____ Warranty Period: _____

Product Installation Date: _____ Name/Model#: _____

Vinyl: _____ Carpet: _____ Hardwood: _____ Laminate: _____

GENERAL CONDITIONS

1. **REHABILITATION LOAN.** The owner shall pay for the work listed in the Itemized Work Specifications at least partially by means of a rehabilitation loan from the United States Government, State of Wisconsin, or City of Fond du Lac, payable through the Redevelopment Division.

2. **ADMINISTRATION EXCLUSION.** No member of the governing body of the locality and no other official, employee, or agent of the City government who exercises policy, decision-making functions or responsibilities in connection with the planning and implementation of the Housing Assistance Program shall have any interest, direct or indirect, in this contract.

3. **PROVISIONS FOR OWNER.** The owner shall permit the contractor to use at no cost existing utilities, such as light, heat, power and water, necessary to the carrying out and completion of the work. Further, the owner shall cooperate with the contractor to facilitate the performance of the work, including the removal of rugs, coverings, and furniture, as necessary. The premises are to be [occupied]/[vacant] during the course of the construction work.

4. **MEASURREMENTS.** Measurements stated in the attached Specifications or Drawings are only approximate. The Contractor is responsible for making the correct measurements to assure that the specific item in the Specifications or Drawings will be completely provided for. This stipulation is included so that the Bid will not exclude any work which is necessary (e.g. 1500' of siding when 1600' is needed).

   The Bid is also to be itemized by each individual Specification so that it can be deleted if the total cost exceeds the money available. CONTRACTOR: PLEASE SUBMIT BIDS ON BREAKDOWN SHEET SUPPLIED WITH SPECIFICAITONS.

5. **INSURANCE.** The contractor shall not commence work under this contract until he has obtained all insurance required under this heading. A certificate of insurance shall accompany the signed contract and shall be filed with the Community Development Department as proof of such insurance, which shall also not be cancelable in less than thirty (30) days upon written notice to the insured and the City. All insurance premiums shall be the obligation of and shall be paid by the contractor.

   Insurance requirements under this heading and during the term of the contract shall provide protection for the City, the contractor, and any subcontractor performing work covered by this project from claims for damages for personal injury, including accidental death, as well as form claims for property damages, which may arise from operation under this project, whether such operation be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall be:

   a. Workmen's Compensation Insurance to meet Wisconsin Statutory requirements.

   b. Automobile Liability Insurance: limits of liability applicable to automobile insurance shall be not less than $1,000,000 combined single limit to include all owned, non-owned and hired automobiles.

   c. General Liability and Property Damage Insurance limits shall not be less than :

      1) General Aggregate.....$300,000
      2) Products-Completed Operations Aggregate.....$300,000
      3) Each Occurrence.....$300,000

   The City of Fond du Lac will only accept 7-90 ISO Certificate of Insurance forms. The City of Fond du Lac shall be an additional insured as respects to the General Liability for operations and activities and shall be so noted in the proper blank on the insurance certificate.

   Laws to be Observed. The successful bidder or contractor shall observe and comply with all state and local laws and ordinances or regulations which in any manner affect the conduct of this work. Such contractor shall indemnify and save harmless the Redevelopment Authority of the City of Fond du Lac (RDA) and all of its officers, agents or employees against any claims for any material or other liability arising from or based upon conduct of the work or violations of any law, ordinance, regulation, or order, whether by the contractor himself or his employees.

   No cancellation or change of the above policies will be allowed without written notice of change or cancellation which must be presented to the Director of Redevelopment of the City of Fond du Lac ten (10) days prior to any alterations. If the policy is due to expire during the construction period, new certificates will be presented to the City.

6. **COMMENCING AND COMPLETING WORK.** The contractor shall commence work within thirty (30) days after the Proceed Order is issued and shall proceed with diligence to complete the work within one hundred twenty (120) days. No work shall commence by the contractor until a written Proceed Order is issued to the contractor.

7. **SUBCONTRACTORS AND ASSIGNMENTS.** No subcontractor or assignment of this contract shall be made without the written consent of the owner and the Redevelopment Division.

8. **SPECIAL CONDITIONS, SUBSTITUTIONS, AND ADDITIONAL ITEMS.** Any special conditions found and noted by the contractor during initial examination of the property or during work which may require special work deviating from the Itemized Work Specifications, must receive approval in writing by the Redevelopment Division and the owner before being carried out. No substitutions or alternatives for any part of this contract shall be accepted unless approved in writing by the Redevelopment Division. Methods and types of construction for any such alternatives shall be submitted in drawings and/or specifications, prepared by the contractor as part of this bid packet. The contractor shall notify the Housing Inspector of any obvious violations of applicable codes or omissions which are not listed before the proposal is submitted.

9. **HIDDEN CONDITIONS.** Contractor is to immediately bring any potentially harmful conditions that were initially hidden and not part of the original scope of the contract to the attention of the Housing Rehabilitation Specialist and the Owner. Some of these conditions may include, but are not limited to, conditions of insect and/or rodent infestations such as ants, wasps, bees, mice, rats, cockroaches and/or mold, rotted wood, and/or dry rotted wood or other surfaces. After consultation with the Owner, the Housing Rehabilitation Specialist will determine whether a Change Order to address the condition is warranted.

10. **CODES, PERMITS AND INSPCTIONS.** All materials and work shall comply with applicable codes and regulations of the City of Fond du Lac, including the local and state building codes, housing code, zoning ordinance, state and local plumbing codes, heating codes, National Electrical Code, floodplain ordinance,

and property rehabilitation standards, whether or not covered by the Itemized Work Specifications. The contractor shall secure at his own expense all necessary permits prior to the start of work. The contractor shall call the appropriate inspector when ready for any required inspections and shall secure approval by the appropriate inspector, including taking action to comply with any notice or orders issued by the inspector. The contractor shall permit representatives of the Department of Housing and Urban Development, State of Wisconsin and the Redevelopment Division to inspect all work under this contract.

11. **PAYMENTS.** The contractor shall be paid the contract price in one lump sum amount after the work is satisfactorily completed unless payment is to be made in progress payments. Progress payments are limited as follows: (1) contracts from $0-$4,999 – 1 payment; (2) contracts from $5,000-$9,999 – 2payments; (3) contracts from $10,000-$14,000 – 3 payments; (4) contracts from $15,000-$19,999 – 4 payments; and (5) contracts from $20,000 and more – 5 payments unless approved by the Director of Redevelopment. Progress payment requests shall be accompanied by a bill showing the amount of work completed and a lien waiver in the same amount. 80% of the work completed will be paid under a progress payment with balance due under the final payment; and, as an example, when a contractor is 50% finished with a $10,000.00 contract and request 50% of his money due, he will be paid $4,000.00[e.g. $10,000.00 (50%) (80%) = $4,000.00]. Work shall be inspected and approved by the Redevelopment Division before any payments will be made. Progress payments and final payment due the Contractor will be paid within thirty (30) days after the City makes final inspection and receives satisfactory release of liens or claims for liens for subcontractors, laborers, and material suppliers for completed work or installed materials.

If there are weather related delays that inhibit completion of a project, the maximum hold back shall be equal to the value of the item as determined by the City of Fond du Lac plus $1,000. Project to be fully completed within 30 days of suitable weather as determined by the City of Fond du Lac. All other work items must be fully complete.

Contractor shall protect, defend, and indemnify Owner from any claims for unpaid work, labor or materials. Payment shall not be due until the Contractor has delivered to the Owner complete release of all liens arising out of this contract or receipts in full covering all labor and materials for which a lien could be filed, or a bond satisfactory to the Owner indemnifying him against any lien, all to the satisfaction of the City. All payments will be made in the form of a check made payable to the Contractor.

12. **LIEN WAIVERS.** The contractor shall protect, defend, and indemnify the owner from any claims for unpaid work, labor, or materials. Payment shall not be due until the contractor has delivered to the owner commuter release of all liens arising out of this contract, or receipts in full covering all labor and materials for which a lien could be filed, or a bond satisfactory to the owner indemnifying him against any lien, all to the satisfaction of the Redevelopment Division.

13. **HOLD HARMLESS.** The contractor shall defend, indemnify, and hold harmless the owner and the City of Fond du Lac, it officers, commissioners and employees from liability and claim for damages because of bodily injury, death, property damage, sickness, disease, or loss and expense arising from the contractor's operations under this contract.

14. **CONDITION OF PREMISES AND EXCESS MATERIALS.** The contractor shall keep the premises clean and orderly during the course of the work and at the completion of the work shall remove all debris except materials that have been removed and replaced as part of the work that the owner wishes to keep. All excess new materials shall belong to the contractor, except that the owner shall have the right to keep small quantities for "touch-up" or other small repairs.

15. **GENERAL GUARANTY.** The contractor shall remedy any defect due to faulty material or workmanship and pay for any damage to other work resulting therefrom which appears within the period of one (1) year from the date of final acceptance of all work required by the contractor. Any alterations to contractor supplied materials that would void any manufacturer's warranty must be approved in writing by the Rehabilitation Specialist, contractor, and property owner.

The contractor shall be required to guarantee the work performed for a period of one (1) year from the date of final acceptance of all the work required by the contract. Furthermore, furnish the Owner with all manufacturers' and suppliers' written gumrantees and warranties covering materials and equipment furnished under the contract.

16. **WASTE DISPOSAL.** Contractor shall remove all debris, scrap, and waste materials form the premises upon completion of the project or at any time excess debris, scrap or waste materials accumulate. All debris, scrap, and waste materials shall be transported to and deposited in a transfer station or waste facility approved by the Wisconsin Department of Natural Resources.

17. **LEAD-BASED PAINT.** Lead-based paint shall not be applied to any portion of the project covered by the Contract by the Contractor or by the Owner. The Contractor agrees to abide by all Federal requirements regarding lead-based paint poison prevention and agrees to use no lead-based paint in the Contractor's performance of this Contract, including the performance of any subcontractor. "Lead-based paint" means any paint containing more than six one-hundredths of one per centum lead by weight (calculated as lead metal) in the total nonvolatile content of the paint or the equivalent measure of lead in the dried film of paint already applied. All work to be performed involving the disturbance of more than two square feet of lead paint or asbestos containing materials shall be done by licensed contractors.

18. **CHANGE ORDERS.** No modifications of this contract shall be made except by written change order, signed by the Contractor and by the Owner; with the approval of the Rehabilitation Specialist.

19. **EQUAL OPPORTUNITY.** The work to be performed under this contract is subject to the requirements of the "Notice of Requirement for Affirmative Action to Insure Equal Employment Opportunity (Executive Order 11246)", contained in the contract documents which sets forth, in part, goals and timetables for the employment of women and minorities in the project area (City of Fond du Lac).

    A. Nondiscrimination. The work to be performed under this contract is subject to the requirements of Section 109 of Title 1, Housing and Community Development Act of 1974, which states that "No persons in the United States shall on the ground of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity founded in whole or part under this Title".

    B. Section 3. All Section 3 covered contracts must include the following clause in its entirety:

    1) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low- income persons, particularly persons who are recipients of HUD assistance for housing.

City of Fond du Lac Redevelopment Division
General Work Specifications Involving Lead Based Paint and/or Lead dust Hazards

1. Summary of Work

A. The work under this contract will consist of the following:

1. Building rehabilitation work including work which will disturb more than 2 square feet of lead based paint at the subject property.
2. All work which will impact components identified as containing lead based paint shall be done according to this specification, and to include Safe Work Practices Outline.
3. Replacement/Reinstallation of all lead impacted components affected as detailed in general specifications.
4. Where necessary all exterior and interior work which will impact deteriorated lead based paint contractor shall take steps outlined in this specification to catch and control all paint chips and lead paint containing debris.
5. The contractor will be responsible for all means and methods of conducting this work and completing the outlined scope of work pursuant to this specification.
6. The contractor is required to submit a Notification of Lead Abatement (NOLA) for the project at least two days prior to the job start date. Copies of the NOLA can be obtained from and submitted to the Asbestos and Lead Certification Program at DHFS. (608) 267-0928.
7. The contractor will be provided with a complete lead XRF inspection report which will show all positive areas shaded in gray and all negative areas as unshaded. This report will be furnished to the contractor by the Rehabilitation Specialist.

2. Conditions of the Site at the Time of Work

A. The site conditions will be as follows on all job sites where lead disturbance takes place:

1. All children under the age of 6 years will not be permitted within the boundaries of the lead containment work area.
2. All personal belongings will be moved by the occupant to a location directed by the contractor. Any additional covering of belongings necessary will be the responsibility of the contractor.
3. All work and component removal and replacement will be done per the scope of work unless approved by the Redevelopment Division or in cases where they have jurisdiction, the Fond du Lac County Health Department.
4. Any additional requests during work process for changes must be made at the time of bidding, unless authorized by Rehabilitation Specialist.

3. Work Included

A. The requirements of this section govern specific aspects of the administration of the work. The Contractor, his workers and any subcontractors are responsible for compliance with the requirements of this section and all applicable laws that govern Lead Abatement work or encapsulation work.

B. The Contractor is responsible for all correction of and changes in work, and for any delays resulting from his/her failure to conform to these requirements, and for all costs arising there from.

4. **Performance of Work**

A. Work of the contractor: The contractor or subcontractor performing the following work shall be appropriately licensed as a Certified Lead Contractor in the State of Wisconsin. In addition all workers on site performing lead abatement work will be certified at a minimum level of lead worker, including the presence of one lead supervisor on site at all times.

B. Removal of all interior and exterior components containing lead based paint shall be in accord with the specifications and inspection report information.

C. All preparation and refinishing for (encapsulation) of lead based paint bearing structural members shall be conducted per specifications and according to manufacturers direction.

D. All work performed by the contractor on this job site shall be done in accordance with applicable current federal, state and local regulations.

5. **Quantification and Identification of Lead Based Paint Hazards**

A. All sampling of lead based paint and lead dust conducted pre-project or clearance shall be conducted by a certified risk assessor approved by the City of Fond du Lac. Cost will be paid by City of Fond du Lac for the first clearance sample only. Subsequent clearance samples are the responsibility of the Contractor.

B. Wisconsin State Lab of Hygiene or equal approved by the City of Fond du Lac will be used for the analysis of all lead sampling conducted.

6. **Contractor Work Procedures, Equipment, and Scheduling**

A. All work practices, procedures and equipment must comply with the following applicable references:

OSHA
29 CFR 1910 General Industry Standard
29 CFR 1910.134 Respiratory Protection
29 CFR 1910.1200 Hazard Communication
29 CFR 1910.245 Specifications for Accident Prevention (Sign and Tags)
29 CFR 1926 Construction Industry Standards
29 CFR 1926.62 Construction Industry Lead Standard
EPA
4 0 CFR Part 261 USEPA Regulations
HUD
24 CFR parts 35, 36, 37 HUD Lead-Based Paint Regulations
Wisconsin Statutes and Codes/Fond du Lac Municipal Code (Building Code)
Chapter 254 Wisconsin State Statutes
HFS 163 Wisconsin Administrative Code
Applicable City of Fond du Lac Building Code (including permits)

B. Project Scheduling

1. It will be the contractor's responsibility to schedule all work times, dates, etc. with the homeowner/occupants.
2. All clearance testing and final visual inspection must be scheduled by contractor with the Rehabilitation Specialist.

C. Materials to be Used (Minimum Requirements)

1. Damaged or deteriorating materials will not be allowed on the premises.
2. Polyethylene sheeting for use as drop cloths or wrapping of removed components must be a minimum of 6 mil in thickness.
3. Polyethylene disposal bags shall be a minimum of 6-mil thickness. All bag closures will be done using duct tape with gooseneck type closure.
4. Any exhaust systems, mechanical sanding equipment or vacuums must be served by HEPA filtration.
5. No chemical strippers will be used unless given approval by the City of Fond du Lac.
6. Any chemicals, detergents, solvents, encapsulates, paints, etc. must have any accompanying MSDS sheet on site.

7. **Site Preparation and Cleaning Requirements**

A. Pre-cleaning shall be done on all surfaces in the work area using a HEPA vacuum. All occupants' belongings remaining in the area shall be covered with a minimum one layer of 6-mil polyethylene with joints taped. All debris gathered should be property disposed of in an approved site.

B. Polyethylene drop cloths, containments and other preparations should be done per HUD Guidelines and accepted lead safe work practices.

C. Final cleaning must be conducted to the extent where clearance dust levels can be achieved. All waste materials, wash water, etc. must be handled as to not contaminate other portions of the house or property.

D. The entire property shall be maintained free of litter, refuse and building material wrappings. All waste materials shall be the responsibility of the contractor unless alternative arrangements are made with the owner.

8. **Project clearance and final approval**

A. Final project visual inspection and clearance samples within EPA/HUD Guidelines will be required on all phases of work.

1. Any failed visual inspections or clearance sampling will be the contractors responsibility.
2. All additional analytical fees, and risk assessors time will be at the expense of the contractor. No final release for payment would be given until such time as final visual and clearance samples are received with applicable levels.

Clearance Levels

All locations in this project, unless otherwise stated must not exceed the following EPA/HUD lead dust standards in order to be considered complete:

Surface	HUD lead dust clearance level/local requirement*
Floors	40 µg/sq ft
Windows stools	250 µg/sq ft
Window troughs	400 µg/sq. ft*

*Denotes level which varies from the HUD clearance level.

City of Fond du Lac CDBG Housing Program
Safe Work Practices

The following are steps that must be followed when dealing with surfaces containing lead based paint. **These safe work practices should be considered a part of this work specification and should be considered when providing bids for the applicable work specification:**

1) Assume that a surface contains lead-based paint if it is not identified as lead free on the risk assessment report.
2) Minimize and contain any dust that may be generated as a result of work that directly impacts lead based paint.
   - ❑ Make sure all furniture and personal belongings are removed from the area.
   - ❑ Cover the floor with plastic sheeting at least 3 feet beyond the edge of the area being worked on (i.e. window).
   - ❑ Turn off forced air heat and cover cold air returns as necessary.
   - ❑ No family members in the area during work.
   - ❑ Seal all unaffected rooms and areas with plastic sheeting.
   - ❑ Use at a minimum tyvek suits when working on interior surfaces. Suits must never be worn outside the regulated area. Minimize traffic to one door in and out of house. Wet wipe at the end of every workday.
3) Avoid the following work practices when dealing with lead based paint:
   - ❑ Mechanical sanding
   - ❑ Dry sanding and Scraping
   - ❑ No heat guns or open flame stripping methods
4) Final cleaning requirements are as follows:
   - ❑ Roll all poly drops onto themselves to remove the bulk of paint debris.
   - ❑ Obtain and use a HEPA fitted vac to clean all viable dust and debris remaining.
   - ❑ Wash all horizontal surfaces in the work area with quality cleaner and water at least two times or until rag no longer picks up dirt and debris (minimum 2 washes with new water and cleaner). This includes the entire floor surface.
5) Project clearance and final approval:

   Final project visual inspections or clearance samples within EPA/HUD Guidelines will be required on all phases of work. Any failed visual inspections or clearance sampling will be the contractor's responsibility. All additional analytical fees and risk assessor's time will be at the expense of the contractor. No final release for payment will be given until such time as final visual and clearance samples are received with applicable levels. All locations in this project, unless otherwise stated, must not exceed the following HUD lead dust standards to be considered complete:

Surface	HUD lead dust clearance level/local requirement*
Floors	40 µg/sq ft
Window stools	250 µg/sq ft
Window troughs	400 µg/sq. ft*

*Denotes level that varies from the HUD clearance level.

Please contact the City of Fond du Lac Redevelopment Division at 929-3310 if you have any questions about these requirements.

kay/leadspecs

Tommy G. Thompson
Governor

Joe Leean
Secretary

State of Wisconsin
Department of Health and Family Services

DIVISION OF PUBLIC HEALTH

BUREAU OF OCCUPATIONAL HEALTH
1414 E WASHINGTON AVE RM 117
MADISON WI 53703-3043

Telephone: (608) 261-6876
FAX: (608) 266-9711
www.dhfs.state.wi.us

Congratulations! Your certificate of approval as a certified lead (Pb) company is enclosed. Please feel free to contact us at the above address and numbers if you have questions.

Reminder

Lead companies must complete the following for *every abatement project*:

✓ Notification of Lead Abatement or HUD LBP Grant-Funded Lead Hazard Reduction Activity
Submit a lead hazard reduction notice at least 48 hours before performing any lead abatement and before certain other lead hazard reduction projects. The required form is attached.

✓ Occupant Protection Plan
Prepare an occupant protection plan before an abatement project begins. This plan explains to the building occupants how they will be protected from lead-based paint hazards during the abatement project. An optional check-off occupant protection plan form is attached.

✓ Abatement Report
Write an abatement report after the abatement project is done and must give a copy to the person who contracted for the work. The reverse side of the lead hazard reduction notice may be used.

Lead companies must complete the following for *every inspection, lead hazard screen or risk assessment*:

✓ Lead-Based Paint (LBP) Identification Summary Report
Submit a quarterly summary of lead identification activities whenever the company has performed a lead inspection, lead hazard screen or risk assessment during the quarter. A report is not required when no lead inspections, lead hazard screens or risk assessments are performed during the quarter. The form is attached.

Note: A local public health department does not have to submit a report of blood lead investigations, since these are reported to the Wisconsin Childhood Lead Poisoning Prevention Program of the Department of Health and Family Service. However, we report the amount of activity to the U.S. Environmental Protection Agency, so voluntary reporting demonstrates the work being done to protect children from lead poisoning.

Important Training Information

We strongly recommend taking refresher training every 2 years for the following reasons:

- To stay current with rapidly changing regulations.
- To maximize the certification period. (Certification always expires on or before the date training is due, so certification may be issued for a shorter period if training is due in less than 12 months.)
- To avoid missing the "training due by" date and having to retake the entire initial course.

Training providers are currently offering a limited schedule of refresher courses and many courses are cancelled due to lack of registrants. If you don't register your staff for refresher training early enough, they may not be able to complete refresher training before the "training due by" dates shown on their certification cards. The training requirements have been in effect for one full year and no exceptions to the training deadlines will be made for those who miss their "training due by" dates.

Note: Watch for a change of address notice. We expect to move within 6 months.

Lead-Based Paint Hazard Reduction Activity
Notification Requirements

The Wisconsin lead certification rule, HFS 163, Wis. Adm. Code, requires notification of lead-based paint hazard reduction activities 2 work days (1 work day in an emergency) before the project begins when certified lead workers/supervisors are required.

Certified lead workers/supervisors are required for the following:

✔ To perform, supervise or offer to perform or supervise *abatement* involving one of the following:

- A child-occupied facility or the real property on which it stands.
- Target housing (pre-1978 dwellings) or the real property on which it stands when:
  - Not owned by the individual performing the work.
  - Rented or occupied by an individual other than the owner or the owner's immediate family.
  - A child residing in the dwelling has a confirmed concentration of 20 or more micrograms of lead per deciliter (µg/dl) of whole blood for a single venous test or a concentration of 15-19 µg/dl in 2 consecutive tests taken 3 to 4 months apart.

✔ To perform *abatement or interim controls* when funded by a lead-based paint grant awarded to Wisconsin by the U.S. Department of Housing and Urban Development (HUD) to fund lead hazard reduction activities in low and moderate income housing.

✔ To perform *abatement or interim controls* when certification is required under an order issued by a court, the department, another state agency or a local agency.

"Interim control activity" means any measure or set of measures designed to temporarily reduce human exposure or likely exposure to a lead-based paint hazard.

"Abatement" means any measure, set of measures or project designed or intended to permanently eliminate lead-based paint hazards. Abatement includes:

- Removal of lead-based paint or lead-contaminated dust.
- Enclosure or encapsulation of lead-based paint.
- Replacement of lead-based painted surfaces or fixtures.
- Removal or covering of lead-contaminated soil.
- All preparation associated with an abatement.
- Cleanup associated with an abatement.
- Preparation for disposal of waste from an abatement.
- An abatement project as described on the reverse side.

For further assistance and to request notification forms, contact the Asbestos and Lead Section of the Bureau of Occupational Health at (608) 261-6876

Abatement includes the following projects:

✓ A project for which there is a written contract or other documentation which provides that a person will be conducting an activity in or to target housing or a child-occupied facility when the project:

- Will result in the permanent elimination of a lead-based paint hazard.
- Is designed to permanently eliminate a lead-based paint hazard and includes one or more of abatement activity.

✓ Subject to the exceptions below, a project conducted by a certified company or individual that results in the permanent elimination of a lead-based paint hazard.

✓ Subject to the exceptions below, a project resulting in the permanent elimination of a lead-based paint hazard that is conducted by a person who, through their company name or promotional literature, represent, advertise or hold themselves out to be in the business of performing lead-based paint activities.

✓ A project resulting in the permanent elimination of a lead-based paint hazard that is conducted in response to a state or local government abatement order.

✓ A project conducted in response to a request for an abatement activity or which claims to be an abatement.

***Exceptions** - "Abatement" does not include:*

- A project the consists solely of interim control activities, operations and maintenance activities, or other measures and activities designed to temporarily, but not permanently, reduce lead-based paint hazards.
- Renovation, remodeling, landscaping or other activities, when the activities are designed *solely* to repair, restore or remodel a given structure or dwelling, and are not designed to permanently eliminate a lead-based paint hazard, even though these activities may incidentally result in a reduction or elimination of lead-based paint hazards.

While not an abatement activity, clearance must be conducted by a certified lead (Pb) inspector or risk assessor and clearance levels met before abatement is finished.

City of Fond du Lac
First on the Lake

LEAD-BASED PAINT RISK ASSESSMENT REPORT

City of Fond du Lac Certification # HSF-30290

237 EAST 9TH STREET

By:

Randal E. Backhaus, Risk Assessor

Wisconsin State License # LRA-145838

INTRODUCTION

The purpose of a risk assessment is to identify any hazard in the dwelling that could expose a small child to lead poisoning. A visual assessment of the painted surfaces of the dwelling is conducted to determine the condition of the paint. A component of the dwelling will be considered a lead-based paint hazard, or Lead Hazard, in this report when there is peeling of the paint or paint chips and the concentration of lead on the surface is equal to or above the Wisconsin Standard defined below. A lead-based paint hazard will also be in an area where a small child can be subjected to the intake of lead through dust or soil. The lead paint was tested in the areas of the dwelling where a small child could eat, sleep and play with a procedure using a spectrum analyzer. Typically, the floors and window sills are tested. Any test result that has a numerical reading in an undarkened area means that the reading was at a low detectable level of .7 (ug) or a lower interpolation of this number. The spectrum analyzer report of the testing can be found attached and is measured in micrograms of lead per foot squared of surface area tested (ug/ft^2).

It is possible for a child to ingest lead from the dust of the soil in bare areas under an open window, which can blow into the house when the window is open. The amount of lead in soil is reported in micrograms of lead per gram of soil. The drip line is the external area of the dwelling next to the foundation where water runs off of the siding; this area usually contains the highest concentration of lead. The base soil in the yard where a child is likely to play can be tested for lead in the soil. The tolerance for lead in the soil of the play area is lower than the drip line.

The United States Department of Housing & Urban Development (HUD) in the *Guidelines for the Evaluation and Control of Lead-Based Paint in Housing* (HUD Guidelines) defines lead-based paint as having a surface concentration of lead that is at or greater than 1 milligram of lead per square centimeter of surface (mg/cm^2) or 0.5% or greater of lead per weight of a paint chip sample. These measurements will be referred to in this report as the HUD Standard. The HUD Guidelines also defines a protocol for a lead-based paint risk assessment; this assessment follows the protocol of the HUD Guidelines.

The Wisconsin Administrative code for lead-based paint, HFS-163, is more protective and will be referenced in this report where a potential lead poisoning hazard may be present. The Wisconsin Administrative Code defines lead-based paint as having a surface concentration of lead that is more than 0.7 milligrams of lead per square centimeter of surface (mg/cm^2) or more than 0.06% of lead per weight of a paint chip sample. These measurements will be defined as the Wisconsin Standard.

The threshold of lead dust allowable in a dust wipe clearance test for interior window sills and floors before becoming dangerous to children is outlined in the Final Rule for Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act (September 15, 2000) and updated with a recent EPA ruling. The amount of lead that is allowable in the soil next to the house in an area known as the drip line and any area of bare soil in the yard where a child could play is also defined. A summary of these threshold levels are listed in the chart below and will be considered the levels of lead that are a hazard to a child.

	Floors	**Interior Sills**	**Window Troughs**
Dust Wipes	40 ug/ft^2	250 ug/ft^2	400 ug/ft^2
	Drip Line	Play Area	
Soil Samples	1200 ug/g	400 ug/g	

The Assessor used a Niton, Model XLP 300A, Lead-in-Paint Alloy Analyzer, to perform a lead inspection, which tested for the presence of lead-based paint on exterior and interior surfaces. This analyzer was operated by Randal E. Backhaus, a certified lead inspector/risk assessor in the state of Wisconsin, #LRA-145838.

The assessment will start at the front of the dwelling, which is the side facing the addressed street, and continue, in a clockwise fashion labeling each common room accordingly, i.e., living room, dining room, bedroom and so on. Each wall of the common rooms will also be labeled accordingly, the wall with the door that enters that room will be labeled 1 and continue in a clockwise direction with wall 2, 3 and so on.

REPORT

A copy of this summary must be provided to the owners of this property under Federal law (24 CFR part 35 and 40 CFR part 745) before they become obligated under a lease or sales contract. The complete report must be provided to new purchasers and it must be made available to new tenants. Landlords (lessors) and sellers are also required to distribute an educational pamphlet and include standard warning language in their leases or sales contracts to ensure that parents have the information they need to protect their children from lead-based paint hazards.

Any work done to correct any hazard found in this report should be done by a certified lead abatement contractor and documented with a letter or receipts kept with this report.

Randal E. Backhaus
Wisconsin Certified Risk Assessor

237 E. 9th St.

SUMMARY OF FINDINGS

XRF PAINT TESTING

A Lead Inspection was performed on December 18, 2013 and verified that lead based paint is present on a few of the surfaces with-in this home. An interior door and window assembly and first floor walls and ceiling have tested positive for the presence of lead. Provided is a spreadsheet that details the actual amount of lead detected, in mg/cm^2 at a given location, this amount is indicated under the column heading PbC. All surface coatings that contain lead in an amount greater than or equal to the action level of .7 mg/cm^2 are noted on the survey as positive readings. The location of the lead within these surface coatings are noted under the column heading Depth Index: a reading less than or equal to 1.5 indicates that the lead is very near the surface, a reading between 1.6 and 4 indicates the lead is at a moderate depth and a reading greater than 4 indicates the lead is deeply buried. After a careful and complete evaluation of the information obtained from this site, the readings are assessed and corrective measures recommended.

VISUAL ASSESSMENT

A visual assessment of the dwelling's painted surfaces revealed that their overall condition is excellent.

Repair areas that do not require lead-based-paint work are as follows:

- ☐ Roofing Tear-Off / Re-Roof
- ☐ Gutters & Downspouts
- ☐ Window Replacement (all except the bathroom)
- ☐ Siding - Reside
- ☐ Storm Door Installation
- ☐ Kitchen & Bath Cabinetry Installation
- ☐ Floor Covering Installation
- ☐ Plumbing Fixtures & Wiring
- ☐ Electrical Fixtures & Wiring
- ☐ Furnace Replacement & Ductwork Installation
- ☐ Attic, Wall and Box Sill Insulation
- ☐ Miscellaneous Hardware Installation
- ☐ Front Porch – Deck & Stair Repair

RECOMMENDATIONS

Interior: Replace the affected window and door components (including the casing), and apply a plaster skim coat to the affected walls and ceilings.

Exterior: None, exterior is all vinyl and aluminum.

237 E. 9th Street

December 18 2013

Niton XRF Analyzer - XLp 300A Serial # 24903

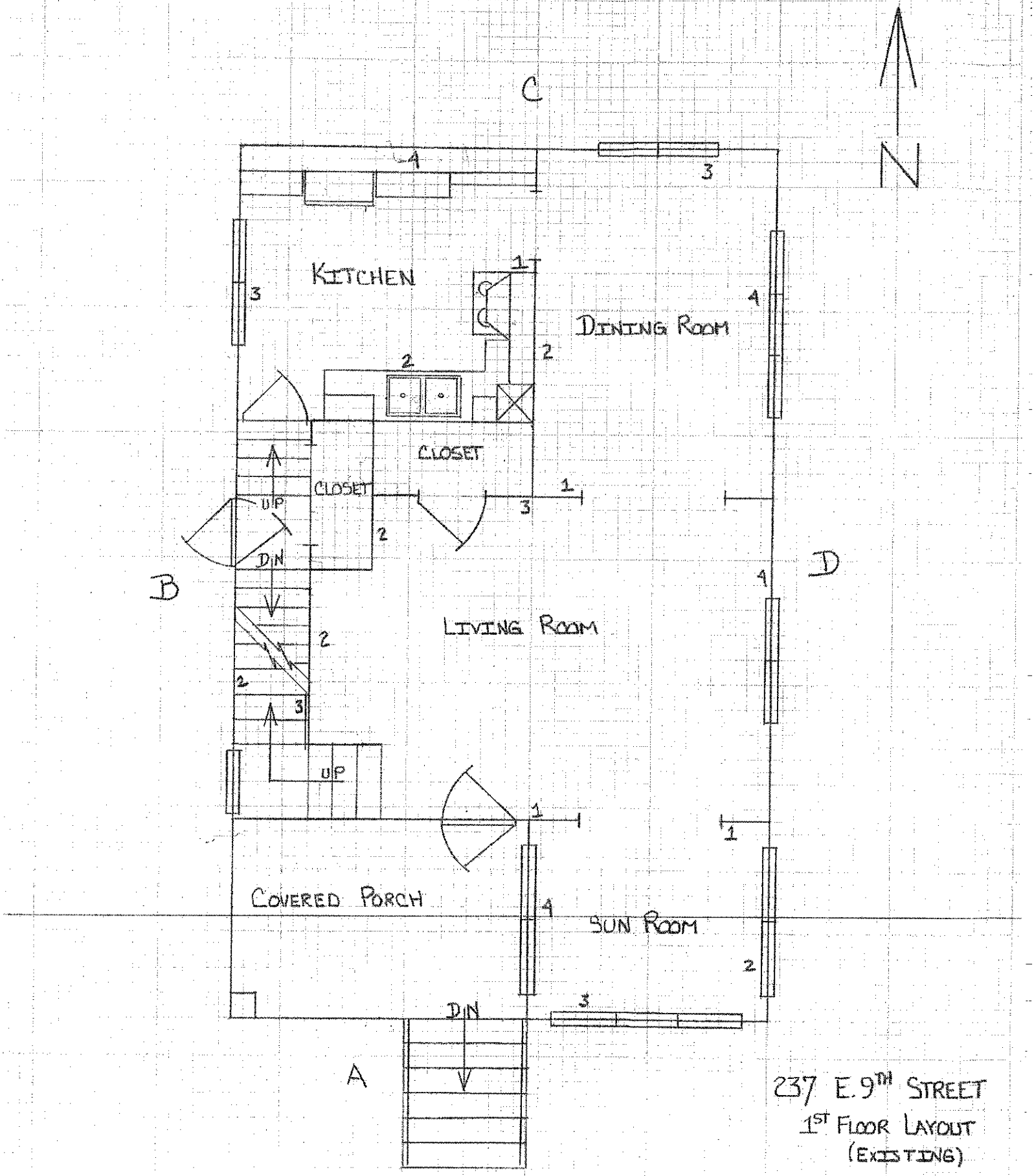
Reading No	Type	Duration	Component	Substrate	Side	Condition	Floor	Room	Results	Depth Index	PbC	PbC Error
1	SHUTTER_CAL	54.42									5.57	0
2	Paint	20	SRM 2573	Standards	Surface				Positive	1.12	1.1	0.1
3	Paint	20	SRM 2571	Standards	Surface				Positive	1.27	3.6	0.2
4	Paint	20	SRM 2575	Standards	Surface				Negative	1.02	0.3	0.03
5	Paint	20	Wall	Plaster	1	Cracked	1st	Living Room	Null	8.62	0.8	0.2
6	Paint	20	Wall	Plaster	1	Cracked	1st	Living Room	Null	8.38	0.7	0.2
7	Paint	20	Wall	Plaster	1	Cracked	1st	Living Room	Null	10	0.7	0.2
8	Paint	20	Wall	Plaster	2	Cracked	1st	Living Room	Null	6.98	0.4	0.1
9	Paint	20	Wall	Plaster	2	Cracked	1st	Living Room	Negative	6.09	0.5	0.1
10	Paint	14.62	Wall	Plaster	3	Cracked	1st	Living Room	Positive	9.58	1.5	0.6
11	Paint	20	Wall	Plaster	4	Cracked	1st	Living Room	Null	6.93	0.7	0.1
12	Paint	2.52	Wall	Plaster	2	Flaking	1st	Sun Room	Positive	5.96	2.6	1.2
13	Paint	3.02	Wall	Plaster	4	Flaking	1st	Sun Room	Positive	6.3	2	1
14	Paint	20	Wall	Plaster	1	Cracked	1st	Dining Room	Null	10	0.5	0.2
15	Paint	20	Wall	Plaster	2	Cracked	1st	Dining Room	Null	10	0.6	0.2
16	Paint	8.56	Wall	Plaster	3	Cracked	1st	Dining Room	Positive	10	1.6	0.7
17	Paint	20	Wall	Plaster	4	Cracked	1st	Dining Room	Null	9.21	0.6	0.2
18	Paint	4.54	Wall	Plaster	1	Cracked	1st	Kitchen	Negative	1	< LOD	0.03
19	Paint	0.5	Wall	Plaster	2	Cracked	1st	Kitchen	Null	1	< LOD	0.03
20	Paint	4.54	Wall	Plaster	2	Cracked	1st	Kitchen	Negative	1	< LOD	0.03
21	Paint	4.53	Wall	Plaster	3	Cracked	1st	Kitchen	Null	1	< LOD	0.03
22	Paint	2.02	Window Trim	Wood	3	Intact	1st	Kitchen	Negative	1.89	< LOD	0.11
23	Paint	2.03	Window	Wood	3	Intact	1st	Kitchen	Negative	3.3	< LOD	0.26
24	Paint	2.51	Window	Wood	3	Intact	1st	Dining Room	Negative	1	< LOD	0.07
25	Paint	2.01	Window Trim	Wood	3	Intact	1st	Dining Room	Negative	1.2	< LOD	0.06
26	Paint	2.03	Door	Wood	1	Intact	1st	Living Room	Negative	1	< LOD	0.04
27	Paint	2.03	Door Trim	Wood	1	Intact	1st	Living Room	Negative	1	< LOD	0.05
28	Paint	2.01	Door Trim	Wood	3	Intact	1st	Living Room	Negative	1.19	< LOD	0.07
29	Paint	2.03	Door	Wood	3	Intact	1st	Living Room	Negative	1.19	< LOD	0.07
30	Paint	20	Wall	Plaster	2	Cracked	1st	Stairs	Negative	5.75	0.4	0.1
31	Paint	17.67	Wall	Plaster	2	Cracked	1st	Stairs	Negative	5.89	< LOD	0.68
32	Paint	11.02	Wall	Plaster	3	Cracked	1st	Stairs	Negative	5.76	< LOD	0.89
33	Paint	20	Wall	Plaster	4	Cracked	1st	Stairs	Negative	5.52	0.4	0.1
34	Paint	5.06	Wall	Plaster	2	Peeling	2nd	Hallway	Negative	5.44	< LOD	0.08
35	Paint	4.54	Wall	Plaster	4	Peeling	2nd	Hallway	Negative	3.78	< LOD	0.05
36	Paint	4.55	Wall	Plaster	1	Cracked	2nd	Bathroom	Negative	1	< LOD	0.03
37	Paint	2.51	Wall	Plaster	4	Cracked	2nd	Bathroom	Negative	1	< LOD	0.03
38	Paint	5.58	Door	Wood	1	Intact	2nd	Bathroom	Positive	10	5	1
39	Paint	2.51	Door Trim	Wood	1	Intact	2nd	Bathroom	Positive	10	5.1	2.5
40	Paint	3.04	Window Trim	Wood	2	Intact	2nd	Bathroom	Positive	9.44	5.1	2.4
41	Paint	2.53	Window	Wood	2	Intact	2nd	Bathroom	Positive	8.53	5.8	2.7
42	Paint	4.54	Wall	Plaster	1	Cracked	2nd	Bedroom 1	Negative	5.2	< LOD	0.09
43	Paint	11.09	Wall	Plaster	2	Peeling	2nd	Bedroom 1	Negative	9.64	< LOD	0.83
44	Paint	4.56	Wall	Plaster	3	Peeling	2nd	Bedroom 1	Null	8.09	< LOD	0.17

237 E. 9th Street

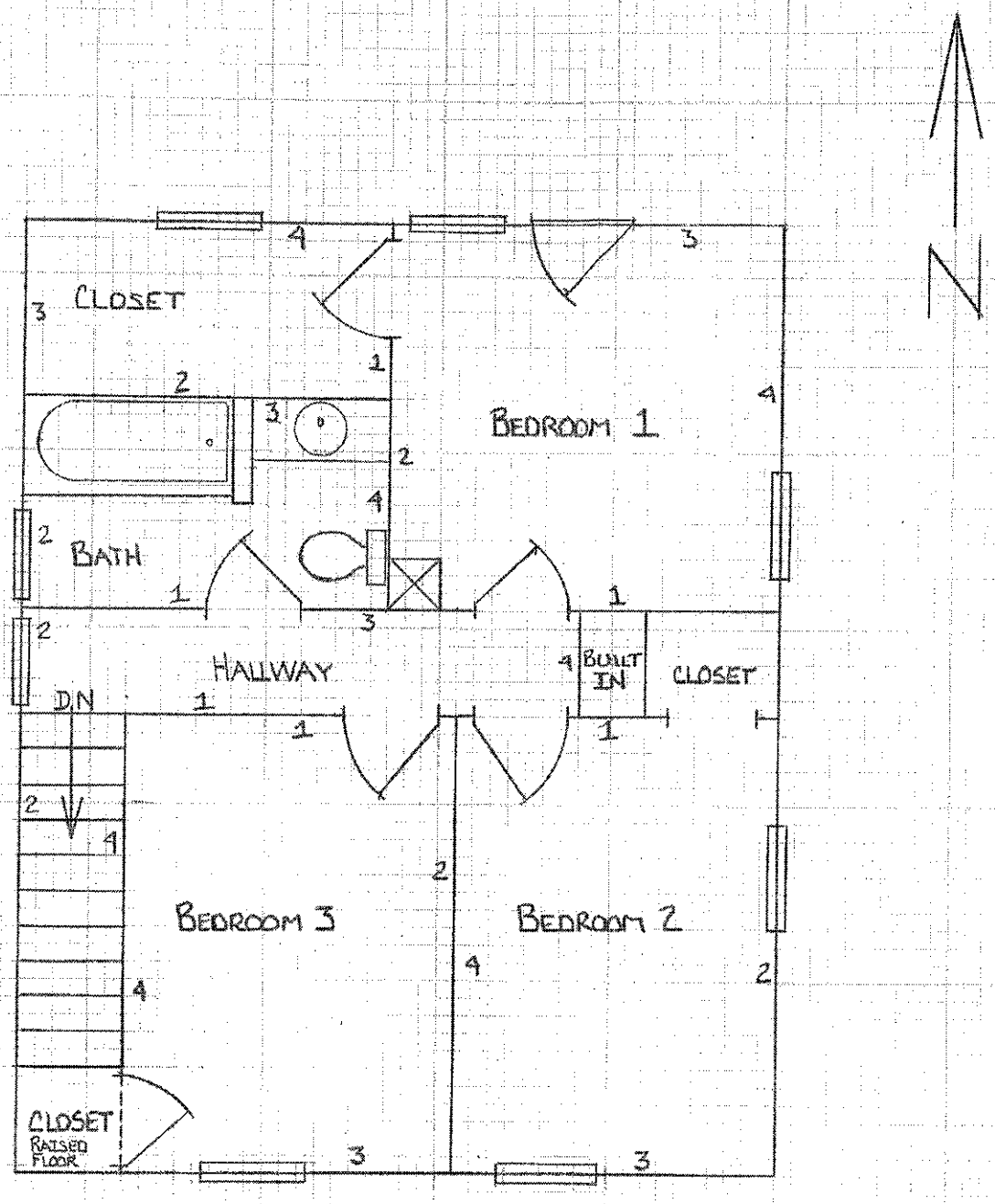
December 18 2013

Niton XRF Analyzer - XLp 300A Serial # 24903

Reading No	Type	Duration	Component	Substrate	Side	Condition	Floor	Room	Results	Depth Index	PbC	PbC Error
45	Paint	2.01	Door	Wood	1	Peeling	2nd	Bedroom 1	Negative	1	< LOD	0.1
46	Paint	13.13	Door Trim	Wood	1	Peeling	2nd	Bedroom 1	Negative	1	0.09	0.02
47	Paint	2.02	Window	Wood	3	Peeling	2nd	Bedroom 1	Negative	1.15	< LOD	0.13
48	Paint	2.02	Window Trim	Wood	3	Peeling	2nd	Bedroom 1	Negative	1.54	< LOD	0.2
49	Paint	3.03	Door	Wood	3	Peeling	2nd	Bedroom 1	Negative	1.1	< LOD	0.1
50	Paint	2.01	Door Trim	Wood	3	Peeling	2nd	Bedroom 1	Negative	1.15	< LOD	0.15
51	Paint	4.53	Wall	Plaster	2	Cracked	2nd	Bed 1 Closet	Negative	1.96	< LOD	0.04
52	Paint	4.52	Wall	Plaster	4	Cracked	2nd	Bed 1 Closet	Negative	2.66	< LOD	0.05
53	Paint	4.58	Wall	Plaster	2	Cracked	2nd	Bedroom 2	Negative	3.83	< LOD	0.06
54	Paint	4.52	Wall	Plaster	4	Cracked	2nd	Bedroom 2	Negative	10	< LOD	1.44
55	Paint	2.03	Door	Wood	1	Intact	2nd	Bedroom 2	Negative	1.23	< LOD	0.13
56	Paint	2.03	Door Trim	Wood	1	Intact	2nd	Bedroom 2	Negative	1.15	< LOD	0.14
57	Paint	2.51	Window	Wood	3	Intact	2nd	Bedroom 2	Negative	1	< LOD	0.1
58	Paint	8.57	Window Trim	Wood	3	Intact	2nd	Bedroom 2	Negative	1	0.09	0.03
59	Paint	3.52	Wall	Plaster	1	Cracked	2nd	Bedroom 3	Negative	1.2	< LOD	0.03
60	Paint	5.03	Wall	Plaster	3	Cracked	2nd	Bedroom 3	Negative	10	< LOD	1.34
61	Paint	3.53	Door	Wood	4	Cracked	2nd	Bedroom 3	Negative	1	0.07	0.03
62	Paint	2.03	Door Trim	Wood	4	Cracked	2nd	Bedroom 3	Negative	1.24	< LOD	0.15
63	Paint	20	SRM 2573	Standards	Surface				Positive	1.13	1.1	0.1
64	Paint	20	SRM 2571	Standards	Surface				Positive	1.27	3.7	0.2
65	Paint	20	SRM 2575	Standards	Surface				Negative	1.07	0.3	0.03



237 E. 9TH STREET
1ST FLOOR LAYOUT
(EXISTING)



237 E. 9TH STREET
2ND FLOOR LAYOUT
(EXISTING)

City of Fond du Lac
First on the Lake

LEAD-BASED PAINT
FINAL SUMMARY REPORT

City of Fond du Lac Certification # HSF-30290

237 EAST 9TH STREET

By:

Randal E. Backhaus, Risk Assessor

Wisconsin State License # LRA-145838

EXPLANATION OF A LEAD INSPECTION

EQUIPMENT USED

The inspector used an X-Ray Fluorescence (XRF) Niton Analyzer, Model XLp 300A, Serial #24903 to test for the presence of lead. This analyzer was operated by, Randal E. Backhaus, a certified lead inspector / risk assessor in the State of Wisconsin. An XRF analyzer can determine the presence of lead-based paint on or within the surface of the component and under layers of surface coverings such as paneling, and wallpaper. The XRF surface readings are listed as PbL readings and are reported as milligrams of lead per square centimeter of surface area(mg/cm^2). This data is recorded at the end of this report.

INSPECTION PROCEDURES

The United States Department of Housing & Urban Development (HUD) in the *Guidelines for the Evaluation and Control of Lead-Based Paint in Housing* (HUD Guidelines) defines lead-based paint as having a surface concentration of lead that is at or greater than 1 milligram of lead per square centimeter of surface or 0.5% or greater of lead per weight of a paint chip sample. These measurements will be referred to in this report as the HUD Standard. This inspection follows the procedures of the client as to the location of the testing. Due to the limited testing conducted, conclusions on the presence of lead-based paint in other areas not tested is unknown.

The Wisconsin Administrative Code (HFS 163) for lead-based paint is more protective and will be referenced in this report where a potential lead poisoning hazard may be present. The Wisconsin Administrative Code defines lead-based paint as having a surface concentration of lead that is more than 0.7 milligrams of lead per square centimeter of surface or more than 0.06% of lead per weight of a paint chip sample. These measurements will be defined as the Wisconsin Standard.

The XRF analyzers calibration was verified using three source samples, each of which contains a known amount of lead, sample SRM 2573 1.04+/-0.06, SRM 2571 3.58+/-0.39 and SRM2575 0.31+/-.02 milligrams of lead per square centimeter of surface area (mg/cm^2). The XRF analyzer was verified again at the end of the inspection using the same procedure.

The results of the XRF tests were then classified as follows:

Positive
Any result above the Wisconsin Standard of 0.7 milligrams per square centimeter.

Negative
Any result below the Wisconsin Standard of 0.7 milligrams per square centimeter.

The inspection report will start at the front of the building, which is the side facing the addressed street, and continue, in a clockwise direction labeling each common room accordingly. Each wall of these common rooms will also be labeled in a clockwise direction, starting with "1" the wall the entry door is located in then "2", "3" and so on.

REPORT

A copy of this summary must be provided to new owners or (tenants) and purchasers of this property under Federal law (24 CFR part 35 and 40 CFR part 745) before they become obligated under a lease or sales contract. The complete report must be provided to new purchasers and it must be made available to new owners and tenants. Landlords (lessors) and sellers are also required to distribute an educational pamphlet and include standard warning language in their leases or sales contracts to ensure that parents have the information they need to protect their children from lead-based hazards.

Any work done to correct any hazard found in this report should be documented with a letter or receipts and kept with this report.

Randal E. Backhaus
City of Fond du Lac Risk Assessor
Wisconsin State License # LRA-145838

237 E. 9th St.

FINAL SUMMARY REPORT

GENERAL SUMMARY NOTE:

The home as surveyed was overall in poor condition. However, only several of the surface coatings identified through the XRF survey contained hazardous amounts of lead. These coatings were found on an interior door and window assembly as well as the first floor wall and ceiling surfaces. When these coatings are no longer intact or when they are associated with impact and/or friction surfaces they are considered a hazard and must be corrected. With this in mind, it is my considered opinion that the most economical solution to alleviate this hazard is to replace the door and window assembly (including the casing) and install a plaster skim coat to all affected walls and ceilings which will provide a permanent protective barrier.

NOTED AREAS:

	Item	Room	Location	Reading No.
□	Wall	Living Room	wall #1	#5
□	Wall	Living Room	wall #2	#8
□	Wall	Living Room	wall #4	#11
□	Wall	Sunroom	wall #1	#12
□	Wall	Sunroom	wall #4	#13
□	Wall	Dining Room	wall #1	#14
□	Wall	Dining Room	wall #2	#15
□	Wall	Dining Room	wall #3	#16
□	Wall	Dining Room	wall #4	#17
□	Wall	Dining Room	wall #1	#14
□	Wall	Kitchen	wall #2	#19
□	Wall	Kitchen	wall #3	#21
□	Door	Bathroom	wall #1	#38
□	Door Trim	Bathroom	wall #1	#39
□	Window Trim	Bathroom	wall #2	#40
□	Window	Bathroom	wall #2	#41
□	Wall	Bedroom 1	wall #3	#44

*****LEAD BARRIER ENCAPSULATING PAINTS *****

It has been documented that latex base paints are not durable enough to sufficiently protect the lead based paint for an extended period of time without the lead leaching through the latex barrier.

****SURFACES NOT TESTED ARE ALWAYS PRESUMED TO CONTAIN LEAD****

(FOR HOMES BUILT PRE 1978)

DEPARTMENT OF HEALTH & FAMILY SERVICES
Division of Public Health
F-44012 (Rev. 10/02)

STATE OF WISCONSIN
Bureau of Environmental and Occupational Health
HFS 163, Wis. Adm. Code
Fax Number (608) 266-9711

NOTIFICATION OF LEAD-BASED PAINT ACTIVITY

Read separate instructions, F-44012I, before completing this form.

Lead Company Project Number

A. PROPERTY OR RESIDENCE INFORMATION (Check most accurate response)

Type:

☐ Commercial Business ☐ Day Care/Preschool ☐ Government ☐ HUD Residential ☐ K-12 School
☐ Lead-Safe Facility-Certificate Number _____ ☐ Lead-Safe Residential-Certificate Number _____
☐ Manufacturing ☐ Public ☐ Residential (Number of units _____) ☐ University/College ☐ Other _____

Occupancy:

Is building occupied or frequented by a child under the age of 6? ☐ Yes ☐ No
If a residence, is the building occupied only by the owner and the owner's immediate family? ☐ Yes ☐ No

Property Name, if applicable _____ Number of Units _____

Street or Fire Code Address _____

City _____ ZIP Code _____

Property Contact Person _____ Telephone Number _____

Name of Property Owner _____ Telephone Number _____

B. PROJECT TYPE

☐ Ordered Lead Abatement ☐ Lead Abatement ☐ Temporary Lead Hazard Reduction ☐ Renovation/Remodeling
☐ Maintenance

C. RESTRICTED PRACTICES

Will any of the following restricted activities be performed? (Check 'Yes' if any of the following apply) ☐ Yes ☐ No

Abrasive Blasting/Sandblasting — Machine Chipping/Grinding/Planing/Sanding — Chemical Paint Stripping
Power Washing — Removing Components — Use of Heat Gun

D. TYPE OF NOTIFICATION

☐ Original Notice ☐ Revision Number _____ New Start Date _____ New End Date _____ ☐ Cancellation ☐ Emergency

E. PROJECT DATES / HOURS

Start Date _____ End Date _____

Shift(s): ☐ 1st ☐ 2nd ☐ 3rd Weekend ☐ Yes ☐ No

F. CERTIFIED LEAD ABATEMENT COMPANY INFORMATION (Company performing lead-based paint activities)

Company Name _____ WI Lead Certification No. _____

Street Address _____

City _____ State _____ ZIP Code _____

Company Contact Person _____ Telephone Number _____

G. LEAD IDENTIFICATION

☐ Lead Assumed Present ☐ Site Tested ☐ Unknown

Lead Investigator Name _____ WI Lead Certification No _____ Date Lead Identified _____

H. PROJECT INFORMATION ☐ Interior work ☐ Exterior work

Number of rooms _____ Number of windows _____ Estimated exterior square footage _____ Estimated Project Cost $ _____

I am a certified lead supervisor and authorized representative for the certified lead company above. I certify that to the best of my knowledge this project complies with HFS 163, Wisconsin Administrative Code, and all applicable state, federal, and local regulations.

_____ _____ _____
SIGNATURE – Lead Supervisor/Authorized Representative — Signee's WI Lead Certification ID No. — Date Signed

Note: Local ordinances may apply to this lead project. For information about a local ordinance, contact the local health department.

When a lead permit is required by a City of Milwaukee ordinance, submit this form (and fee when required) to the City of Milwaukee Health Department (MHD) and show, a valid Wisconsin lead supervisor certification card. MHD may suspend or deny a permit for failure to comply with any municipal requirement relating to lead hazard reduction. Call MHD at 414-286-0387 for detailed information.

Local Lead Permit Number_____

The following format is being provided as an example of information that must be included in a Mandatory Written Abatement Report. The use of this format is optional and a company may choose to use a different format, but a written report must be completed.

Mandatory Written Abatement Report

Complete number 1 prior to commencing abatement activity. Complete numbers 2 and 3 after abatement project is completed.

1. List name(s) and WI Lead Certification number of each supervisor assigned to project:

_____

_____

_____

_____

2. Abatement dates if different from dates on the front of side of the form.

   Start Date:_____ Completion Date:_____

3. Attach or provide here a detailed description of the abatement, including locations of rooms and components where abatement occurred, abatement methods used for each component and reasons for selecting them, and any suggested monitoring of encapsulants or enclosures. If a copy of the abatement contract or orders is attached, describe any changes from the contract or order and give any additional details needed to provide a clear picture of the actual abatement.

_____

_____

_____

_____

_____

_____

_____

_____

Attach a copy of the Clearance Report from the lead company that conducted the clearance for this project and Division of Public Health Occupant Protection Plan that was prepared before the project started. Give a copy of the full abatement report, including the Notification of Lead-Based Paint Activity (this form page 1), Occupant Protection Plan, and Clearance Report, to the person who contracted for the abatement services. Retain a copy for the company records.

DEPARTMENT OF HEALTH & FAMILY SERVICES
Division of Public Health
F-44012I (10/02)

STATE OF WISCONSIN
Bureau of Occupational Health
HFS 163, Wis. Adm. Code

Instructions for Completing the Notification of Lead-Based Paint Activity

The lead abatement supervisor must submit the Notification of Lead-Based Paint Activity (F-44012) for receipt by the Department of Health Services a minimum of two working days before the project starts. Mail the completed form to the Department of Health Services, Asbestos and Lead Section, Room 137, P.O. Box 2659, Madison, WI 53701-2659, or fax to (608) 266-9711. Working days are counted by including the day the notice is received and excluding the day the project starts. For example, a project for a notice received on Friday, may start on Tuesday, and a project for a notice received on Monday, may start on Wednesday.

Provide the Lead Company's Project Number. The project number and WI Certification Number for the lead abatement company must be included on any revisions to the notice. Every item in sections A through H **must be** completed. (Refer to Chapter HFS 163.14(2), Wisconsin Administrative Code for the regulations concerning notification of lead-based paint activity.)

A. PROPERTY OR RESIDENCE INFORMATION.

Type. Check one box that most accurately describes the use of the portion of the building where this lead-based paint activity will be conducted.

Commercial Business. Commercial business, such as a restaurant, store, shopping mall, health club, or private business not involved in manufacturing.

Day Care / Preschool. Premises used for the supervision of children of preschool age.

Government. Building owned, managed or used by a local, state or federal governing body or organization.

HUD Residential. Pre-1978 housing that is federally owned or receives federal assistance.

K-12 School. Public or private academic school for children in any grade: kindergarten through 12.

Lead-Safe Facility. Premises with a valid certificate of lead-safe status in effect, that is not a dwelling or dwelling unit.

Lead-Safe Residential. Dwelling or dwelling unit with a valid certificate of lead-safe status in effect.

Manufacturing. Building involved in manufacturing.

Public. Building not otherwise described that is routinely used by the public, such as a church, library, YMCA, or other club.

Residential. Dwelling, apartment, or other area where any person resides, that does not have a valid certificate of lead-safe status in effect.

University / College. University or college. (Check "Commercial business" box for any university-owned commercial business that is not directly related to the education of university students.)

Other. Any other building. Explain how the building is used.

Occupancy. Check the correct response to both questions. Always answer "yes" to question number 1 if the building or any portion of the building is used as a day care, pre-school and or provides services to children on-site.

Complete all information requested about the property where the project will be conducted. For "Property Contact Person," enter the name and telephone number of the person to be contacted about the project.

B. PROJECT TYPE. Check one box as follows:

Ordered Lead Abatement. A local, state, or federal health agency has ordered the lead abatement to be done. Abatement includes any measure intended to permanently reduce a lead hazard under normal conditions, such as removal, enclosure, or encapsulation of a lead-based paint component. Attach orders that describe what work is to be done or have orders at the work site for review by state or local government staff.

Lead Abatement. Lead abatement project other than ordered lead abatement work. Abatement includes any measure intended to permanently reduce a lead hazard under normal conditions, such as removal, enclosure, or encapsulation of a lead-based paint component.

Temporary Lead Hazard Reduction. A non-abatement lead-based paint hazard reduction activity, such as cleaning or paint stabilization.

Renovation/Remodeling. Activity that disturbs or removes lead-based paint, where the intent is not to reduce or eliminate a lead-based paint hazard.

Maintenance. Activity that disturbs lead-based paint in the process of keeping buildings in good repair, and is not intended or designed to reduce lead-based paint hazards.

C. RESTRICTED PRACTICES. Check the "Yes" box if any of the restricted practices listed will be performed during the lead-based paint activities.

D. TYPE OF NOTIFICATION. Check one box as follows:

Original notice. First written notice for a project that is not an emergency.

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-00201 (12/09)

STATE OF WISCONSIN
Bureau of Environmental and Occupational Health
DHS 163, Wis. Adm. Code

OCCUPANT PROTECTION PLAN

Checklist for Lead-Based Paint Activities

1. For all regulated lead-based paint activities, complete an Occupant Protection Plan and keep it at the job site for viewing by interested persons.
2. When restricted work practices will be used in conducting any regulated lead-based paint activity:
   - Provide the Occupant Protection Plan to the property owner and all occupied dwelling units with direct access to work areas at least 2 days before starting the activity.
   - Deliver the document and keep a signed copy for company records.
   - The Occupant Protection Plan can be delivered to each dwelling unit by mail if sent by certified mail at least 7 days before the start of this activity.

Name of Occupant(s) (List property owner's name if unit is not occupied)

Address | Unit Number (if applicable)

City | WI | Zip

Lead Contractor Name | DHS Certification Number | Contractor Telephone Number ( )

Project Date(s) (mm/dd/yy)

OCCUPANT PROTECTION PLAN CHECKLIST FOR LEAD-BASED PAINT ACTIVITIES

This is a checklist of actions the contractor will take to protect the occupant, while paint is disturbed. Occupants must stay out of work areas while work is in progress. The contractor will do daily clean-ups, but the work area may still contain dangerous levels of dust-lead. Unless otherwise noted, work will be done by the contractor.

Occupant Location (Check all that apply)

- ☐ Unit is vacant (no movable objects remain in the unit; i.e. stove, refrigerator).
- ☐ Occupants will be relocated and out of the unit until the lead project is done.
- ☐ Occupants will not be allowed within the work area before project completion, including clearance with documented dust wipe sample results.
- ☐ Occupants will not be allowed within the work area before project completion, including mandatory visual clearance.
- ☐ Occupants will be outside the dwelling during work times but may return each day after clean up.
- ☐ Occupants will have lead-safe passage to bathroom, living area, and entry/exit door during the project.
- ☐ Occupants will be provided a lead-safe entry and exit pathway during the project.
- ☐ Occupants pets will not be allowed in the work area.

Furniture (Check all that apply)

- ☐ Will inform Occupant(s) to remove all personal items and as much furniture as possible from work area before work begins.
- ☐ Will cover with plastic all furniture and personal belongings that cannot be removed.

Containment and Barrier System (Check all that apply)

Interior Work

- ☐ Will use a dust room for work on removable components such as windows and doors.
- ☐ Will use an airlock flap on all doorways to work areas (Z-flap), or will close and secure doors from inside the work site.
- ☐ Will use plastic to cover entire floor, all worker pathways to exit and any workrooms.
- ☐ Will use plastic to cover floor extending 5 feet beyond work area in all directions and where it is practical.
- ☐ Workers will stay on plastic.
- ☐ Will inform Occupants to keep off of plastic in work area.
- ☐ Will lock or firmly secure work area to provide an overnight barrier.
- ☐ Will post warning signs at entry to each room where work is being done, or will post warning signs on the building exterior near main and secondary entryways.

Exterior Work (Containment and Barrier System continued)

- ☐ Will remove all movable items (playground equipment, toys, sandbox, patio furniture, etc.) to a distance of 20 feet from work area or seal these items with plastic and tape.
- ☐ Will use plastic sheeting or landscape fabric on the ground extending 10 feet from building, where practical.
- ☐ Will keep all windows, including windows of adjacent dwellings, within 20 feet of work closed.
- ☐ Will erect barrier tape or temporary fencing to make a 20-foot perimeter around building.
- ☐ Will post warning signs on the building exterior near all entryways.

Exterior Work (Containment and Barrier System continued)

- ☐ Will remove all movable items (playground equipment, toys, sandbox, patio furniture, etc.) to a distance of 20 feet from work area or seal these items with plastic and tape.
- ☐ Will use plastic sheeting or landscape fabric on the ground extending 10 feet from building, where practical.
- ☐ Will keep all windows, including windows of adjacent dwellings, within 20 feet of work closed.
- ☐ Will erect barrier tape or temporary fencing to make a 20-foot perimeter around building.
- ☐ Will post warning signs on the building exterior near all entryways.

Window Work

- ☐ Will tape plastic to exterior wall when removing windows from the inside.
- ☐ Will tape plastic to interior wall when removing windows from the outside.
- ☐ Will use plastic sheeting or landscape fabric on the ground under the windows.

Restricted Work Practices (Check all that apply)

- ☐ Will use a heat gun, not to exceed 1100 degrees Fahrenheit.
- ☐ Will use machine planer, chipper, grinder, or sander that is attached to a properly operating HEPA-filtered vacuum. Will use proper containment while using any of these machines.
- ☐ Will use chemical paint stripper to remove lead-based paint from components and will follow manufacturer instructions.
- ☐ Will use power washing or hydro-blasting. Will use proper containment to prevent the waste generated from contaminating soils or surface waters.
- ☐ Will remove components such as complete door systems, siding, walls, cabinets or trim. Will use containment to isolate areas where paint is being disturbed from the rest of the property.
- ☐ Will use abrasive blasting or sandblasting. Will use containment to isolate areas where paint is being disturbed from the rest of the property while using either of these practices.

Ventilation System (Check all that apply)

- ☐ Will turn off system and seal all vents in workroom with plastic.
- ☐ Will turn off system and seal off vents within 5 feet of the work area.

Daily Cleaning (Check all that apply)

- ☐ Will remove debris from dwelling or store it in a locked secure area.
- ☐ Will clean all horizontal surfaces in the work areas with a HEPA vacuum and wet washed.
- ☐ Will clean and remove plastic walkways each day.
- ☐ Will clean all walkways that are used as pathways to the work area with a HEPA vacuum.
- ☐ Will clean if containment is breached on both sides of the containment.
- ☐ Will clean off debris, fold, and secure all plastic sheeting or landscape fabric overnight but may use again the next day.

Final Cleaning (Check all that apply)

- ☐ Will remove all debris and visible dust.
- ☐ Will HEPA vacuum; wet wash and HEPA vacuum all horizontal surfaces and trim in work areas.
- ☐ Will HEPA vacuum, wet wash, and HEPA vacuum all surfaces and floors extending at least 5 feet in all directions from treated surface.

LEAD CERTIFIED CONTRACTOR

I certify that a copy of the Occupant Protection Plan was provided to the property owner or occupant(s) of the property address listed on this form on this date _____ by way of _____ (describe delivery method).

SIGNATURE – Certified Lead Contractor _____ Date Signed (mm/dd/yy) _____

For more information, contact the Asbestos and Lead Section at the information below

Mailing Address	Department of Health Services Asbestos and Lead Section, Rm 137 P.O. Box 2659 Madison WI 53701-2659
Telephone Number	(608) 261-6876
Fax Telephone Number	(608) 266-9711
Website Address	http://dhs.wisconsin.gov/lead

Form 15.1
Lead Hazard Control Visual Clearance Form

Date: _____

Name of clearance examiner: _____

License no. (if applicable): _____

Name of property owner: _____

Property address: _____ Apt. no. _____

Date cleanup completed: _____

Time cleanup completed: _____

Abatement/interim control contractor name: _____

Address: _____

Telephone no. _____

Check if repeat clearance examination: _____

Room Identifier	List all building components required to be treated in each room.	Work on each component completed ? (yes or no)	Visible paint chips seen ? (yes or no)	Visible settled dust seen ? (yes or no)	Additional work required ?

Exterior Soil _____Treated _____Not treated

If treated, is bare soil present ? _____Yes _____No

Was contaminated soil removed ? _____ Yes _____No

Is additional soil treatment required ? _____ Yes _____No

NOTES:

Signature_____