

Standard Work Practices

Notice to All Contractors:

Contractor is responsible for any building permits that may be required by state or local building codes. All Housing Rehabilitation work shall take place in a timely and efficient manner. All Lead Based Paint activities or remediation work shall follow HUD'S Lead Safe Work Practices. All Contractors working on federally funded programs shall indeed have the required certification and have a copy of such Lead Safe work Practices certification on file with SIMPCO Housing Manager. All materials are to be of moderate price, and of good quality. All material measurements are solely the responsibility of the contractor. Homeowner and Housing Manager of SIMPCO are not responsible for any incorrect material measurements. Selection of color, pattern or style of all building materials is the choice of the property owner. At the discretion of the Housing Manager an alternative material or method of work may be substituted as long it is greater or equivalent to the specifications listed below. All changes in specifications must be approved by SIMPCO Housing Manager before work can begin. If there is an item or repair method that is not covered below, you may contact your Housing Manager for a detailed work standard that would pertain to what is to be completed.

General Requirements:

The use of Lead Based Paint is not allowed.

All Housing units will meet HQS and minimum property standards upon completion of necessary repairs.

All Housing units will also meet current Model Energy codes.

All Workmanship shall be of the highest quality and shall meet all local and building codes.

All Workmanship and Materials will carry a one year warranty period from the contractor.

All Materials used for Housing Rehabilitation projects shall be new.

All work areas must be cleaned and have debris/rubbish removed at the end of the day or at the time of job completion whichever occurs first.

Roofing:

Remove all of existing shingling materials. If roof is flat on top, contractor must peak the roof for proper water drainage. All structural framing members of the roof must be in good condition before 7/16 sheathing and appropriate roofing materials are applied. All rotten, deteriorated and insect damaged framing members must be replaced with new framing material proportionate in size with existing framing members or larger. All metal flashing must be replaced (gutter apron, roof edging, valley tin, chimney flashing, and plumbing vents). All roofs need to have a minimum of three roof vents or two gable vents for proper venting requirements. Asphalt shingles must have a minimum 25-year warranty and be used in accordance with the manufacturer's recommendations for proper installation. Tar paper must be 30# felt and applied in accordance with manufacturing specifications. Roof sheathing must be properly nailed and not stapled. All full shingles shall have a minimum of 4 nails per shingle.

Roofing Lay-over:

Install a new asphalt shingle roof over the entire existing roof (front and rear porches, eyebrows, dormers, etc. unless otherwise specified). Install metal drip edge if missing. Install 30 year, Class C label, 235 lb. or better, three tab self-seal down, mineral surface, asphalt shingles or architectural laminate, asphalt shingles. Install in accordance with the manufacturer's specifications. Galvanized roofing nails or staples must be of proper length to hold shingles

securely. NOTE: This does not authorize installation of a new roof over two roof coverings. Exposed, partly exposed, or applied flashing shall be 16-gauge aluminum. Valleys may be flashed with 16 gauge aluminum, 90lb. felt, or laced. The color and style of the roofing material to be chosen by owner.

Gutters:

Gutters installed or replaced must be 5” Seamless aluminum gutters. Down spouts must have extensions 3 feet from the house for proper water drainage. Gutters must be installed where needed for proper water removal.

Insulation:

Insulation will be properly installed in specific areas, designated by the Bid Request and in accordance with the following guidelines.

Attic:	R-38
Walls: Framed Walls	R-11
Above Grade Masonry Walls	R-10
Basement Walls	R-11
Band Joist	R-19 (Where accessible)
Crawlspace Walls	R-11 (If floors above are not insulated)
Floors: Over unheated space	R-19
Slab on grade; edge	R-7 (24” down from top of slab)

Vinyl Siding:

Install new vinyl siding, soffits, fascia, and wrap all windows/doors with permanent aluminum trim coil. The minimum requirements for insulation are 1/2 inch insulation board or tyvek/housewrap with 3/8 inch fanfold insulation board, whichever is acceptable. Installation of the siding shall be done in accordance with the manufacturer’s recommendations. All trim around doors and windows must be properly caulked and sealed. Siding thickness must be .042 inches or more. Generally, all exterior areas of the home must be wrapped with trim coil or have siding applied. All exceptions must be disclosed at the time of bidding.

Window Replacement:

The minimum requirement for replacement windows shall be Thermopane Low-E glass, filled with argon gas. Windows shall be installed properly in a sound frame opening and shimmed accordingly so the window opens and closes correctly. All operational windows must have a lockable latch. Fiberglass Insulation must be installed between the replacement window and existing jamb. Windows are to be caulked and sealed properly. All replacement windows shall be supplied with a screen covering at least 50% of the window area.

Emergency Egress Window Requirements:

Every sleeping room shall have at least one operable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside to a full clear opening without the use of a key or tool. Where windows are provided as means of egress or rescue they shall have a sill height of not more than 44 inches above the floor. All egress or rescue windows for sleeping rooms must have a net clear opening of 5.7 square feet. The minimum net clear opening height shall be 22 inches. The minimum net clear opening width shall be 20 inches.

Exterior Door Replacement:

All exterior doors being replaced shall consist of an insulated core metal door with adjustable threshold. Exterior doors shall be installed properly in a sound frame opening. All trim work is to be completed. All exterior doors must include a safe and secure door lock. Doors shall be properly shimmed and installed so the door does not drag or hang up on the jamb or flooring. All doors must be finished with one primer coat and a minimum of one finish coat of paint on all six sides of the door.

Storm Door Replacement:

Remove and dispose existing door and replace with a combination storm and screen door of good quality. The new door shall be equipped with new hardware including hinges, lockable latch, safety chain, and bottom weather-strip. Storm door shall be supplied with a screen covering at least 50% of the storm door area.

Interior Door Replacement:

All interior doors shall be installed and shimmed properly so the door is not dragging or hanging up on the door jamb. New wood doors shall be finished to match existing trim, with one coat of stain, one coat of sanding sealer/primer, and one coat of polyurethane/paint. Seal top and bottom of door with one coat of polyurethane/paint. All trim work must be completed accordingly.

Exterior Painting:

Prepare all exterior surfaces properly and apply paint in accordance with the paint manufacturer's recommendations. Rotted or deteriorated surfaces must be repaired and/or replaced with new materials comparable to existing materials on the home. Lead-safe work practices must be followed if it is determined lead-based paint is present. The use of lead-based paint is strictly prohibited.

Interior Painting:

Prepare the interior walls for painting by removing all nails and hooks and then proceed to repair any holes, cracks, or blemishes. Areas can be repaired by using joint compound/spackling as directed by the manufacturer and sanded smooth. Lead-safe work practices must be followed if it is determined lead-based paint is present. The use of lead-based paint is strictly prohibited.

Drywall/Plaster Construction:

Drywall and plaster construction will consist of proper installation according to the manufacturer's recommendations. Accessories used such as screws, nails, corner bead, joint tape, joint compound, etc. must be of good quality. The minimum requirements for drywall are ½ inch on the walls and ½ inch on the ceilings. It is recommended to use 5/8 inch drywall on the ceiling. Water resistant drywall must be used in bathroom areas. Drywall/plaster must be ready to paint upon completion.

Furnace/Central Air Conditioning/Window Air Conditioning:

All furnace unit and air conditioning unit replacement shall done in accordance with the manufacturing recommendations. Furnace must be a 90% efficiency unit or better. Heat Pumps must be 7.8 HSPF. Boiler units must be 83 AFUE. Supply and Return Air ducts must be sealed

with mastic and insulated to an R-8 value. The minimum requirement for a central air conditioner unit is 12 seer and 10 seer for a room air conditioner.

Water Heating:

Electric water heaters must be 0.91 efficiency and gas water heaters must be 0.60 efficiency. Gas water heaters must be properly vented to the exterior with UL approved chimney. Chimney must be properly fastened to water heater with sheet metal screws or pop rivets. The size of the water heater will be determined by the calculated load of demand for the family size and requirements. Safety overflow on all water heaters are required to be 6" above the floor.

Exits:

All stairways and steps of two (2) or more risers shall have at least (1) one handrail, and all stairways and steps which are five (5) feet or more in width, or which are open on both sides shall have a handrail on each side. All handrails shall be not less than 30" vertically above the nose of the stair treads and not less than 36" above the stairway platform. All balconies and platforms, which are 30" or more above grade, shall have protective railings not less than 36" in height above the balcony or platform level. Railing shall have a 4" spacing from center to center of spindles.

Electrical:

All electrical materials shall be new and UL approved and/or National Electrical Code rated, and approved by the State Electrical Inspector. All wiring must be done in accordance with local and State of Nebraska Electrical requirements. Receptacles shall be 125 volt, grounding type, 20 amp with #12 wire for kitchen, dining area and house panel circuits. Other areas may be 15 amp with #14 wire, if allowable by code. Ground fault circuits shall be installed for receptacle outlets outdoors, in the kitchen and in bathrooms. Generally, the load center size is a minimum of 100 amp to 150 amp, but must be designed to adequately meet the needs of the family or property.

Smoke Detectors:

Smoke detectors are required on all levels of the home excluding crawl spaces. It is highly encouraged that the smoke detectors be wired directly into a battery backup electrical system.

Kitchens:

Kitchen cabinets if being replaced shall be installed correctly and have adequate storage space for the occupant's needs. Countertops shall consist of a Formica top and have adequate food preparation area for the family household size. All miters and edgings shall be free of sharp edges and gaps in counter itself.

Flooring – Carpet & Vinyl:

A good quality vinyl or carpet shall be properly installed in accordance with the manufacturer's recommendations. The selection of flooring must be cost effective in relation to the project.

Bathrooms:

All bathroom replacements or repairs shall be done in accordance with all state and local building codes. All cabinets shall be of a good quality. Bathrooms must have at least one opening window or an exhaust fan. Outlets in the bathroom must be GFCI outlets. Handicapped accessible showers, commodes, grab bars and widening of doorways is allowed and can be required when it deemed necessary. All bathrooms shall consist of a bathtub and/or shower, sink and a working commode.

Plumbing:

All plumbing replacement and repair work shall be done in accordance with state and local building codes. All replacement of water lines shall be done with ½ or ¾ copper water lines. Water lines must be properly sized for adequate water pressure. Sewer/drain lines must have a proper drainage slope of ¼ inch per foot, and shall consist of PVC sewer/drain tubing. All PVC fittings, elbows and sewer/drain lines shall be glued with PVC glue. All plumbing fixtures in bath and kitchen must have both cold and hot water.

Concrete Work:

All concrete work shall be done properly and in accordance with all state and local codes. Fill dirt and proper grading is the responsibility of the contractor. The area affected by the concrete work must allow for proper water drainage and be ready for seeding or sodding, if necessary. Basement walls and footings shall be sized according to the size and support required for the structure. Sidewalks must be a minimum of 3 ft in width and 4 inches in depth.

Landscaping:

Dirt work or landscaping shall be done in specific areas, designated by the **Bid Request** for proper water drainage. Fill material shall be locally available topsoil. Fill is to be placed around the foundation walls below the siding and shall be uniformly sloped away from the foundation walls. Compaction is required and the surface shall be raked smooth, ready for seeding or sodding.

CONTRACTOR WARRANTY

Homeowner: _____ Contractor: _____
Address: _____ Address: _____

Coverage Provided

All improvements, materials, hardware and fixtures installed or constructed at the property named above by the Contractor named herein are warranted, under normal use to be free from defects in materials or workmanship, and all improvements have been constructed in accordance with plans and specifications for such improvements.

This warranty extends to the Owner and is assignable to subsequent owners. The warranty begins on the date of the Contractor's request for final payment stating that all work under the Contract has been completed and continues for twelve (12) months thereafter; except the warranty for any item which is defective, which warranty shall extend for twelve (12) months from the remedy of such defect.

Owner's Obligation

The Owner is responsible for normal maintenance of all improvements.

If a defect occurs or appears which the Owner believes is covered by this warranty, the Owner shall contact the Contractor in writing at the address provided herein, giving the Contractor sufficient information to enable him to resolve the matter in a reasonable manner with due diligence within thirty (30) days, to the satisfaction of the Owner.

Contractor's Obligation

The Contractor is obligated at no charge to the Owner to repair or replace any parts necessary to correct defects in material or workmanship.

Items Not Covered By This Contractor Warranty

1. Defects caused by or related to:
 - ✓ abuse, misuse, negligence or accident; or,
 - ✓ normal deterioration due to wear or exposure.
 2. Loss of time, inconvenience, commercial loss, loss of use of the home, incidental charges such as telephone calls, hotel bills, or other incidental or consequential damages.
 3. Any undertaking, representation or warranty made by any Contractor or other person beyond those expressly set forth in this Warranty.
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By: _____
Signature _____ Date _____

Printed Name and Title