



UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

SINGLE FAMILY REPAIR SPECIFICATION SAMPLE

Select and edit the appropriate sample paragraphs for a complete descriptive scope of work that will be legally binding and require the contractor to provide a repaired home that is in compliance with minimum standards. All these sections work together and need general paragraphs prefacing material and work specifications.

A. GENERAL PARAGRAPHS

1. **Work Included:** The Contractor shall provide all materials, labor and equipment necessary to clean and repair this home and provide a complete and usable home ready to occupy in accordance with the minimum standards as set forth in this scope of work.
2. **Location of Work:** The work shall be performed on a _____ (type) single family inventory house located at _____. The house is vacant.
3. **Performance of Work:** All work shall be performed in accordance with these General Paragraphs and the attached detailed specifications for all work as stated in this scope of work.
4. **Submittal Requirements:** The Contractor shall submit for approval by the Rural Development, Community Development Manager, all required submittals as described in the contents of this Statement of Work. Submittals shall be approved by the Community Development Manager prior to obtaining the Notice to Proceed. All submittals involving interior finishes shall be submitted at one time to allow for color and texture coordination and selection.
5. **Contract Completion Time:** The Contractor shall satisfy the conditions of this Statement of Work within 30 consecutive calendar days after award of contract unless stated otherwise _____.
6. **Government Coordination:** The Contractor shall notify the Rural Development, Community Development Manager, (951)159-2601, two working days (48 hours) prior to beginning each phase of construction so as to schedule an inspection of that work by Rural Development personnel.
7. **Code Compliance:** All work shall be in accordance with applicable Federal, State, and local laws, Rural Development regulations, the 2000 International Residential Code (IRC), the 1999 National Electrical Code (NEC) and any local municipal codes and ordinances. If more than one provision is applicable in any given situation, the most restrictive requirement shall apply.
8. **Utilities:** The Contractor shall open accounts in their name and provide all utility deposits and pay all utility bills. Utilities shall remain on until inspected and final completion is satisfactory to the Rural Development, Community Development Manager. After completion of the contract and prior to disconnecting the utilities, consult with the Rural Development, Community Development Manager, to see if they want the utility billing transferred to Rural Development.
9. **Excavation Permit:** Excavation shall be coordinated with all utilities so as to avoid disturbing or destroying utility service lines. The Contractor is responsible for all coordination and any liabilities associated with excavation.
10. **Dumping:** All trash and rubbish shall be discarded off-site in an approved and lawful manner. Unless otherwise stated, all material scheduled for removal or disposal becomes the property of the Contractor. Burning or burying of rubbish on-site is prohibited.
11. **Products:** All materials shall be of best quality for purpose intended and shall be manufactured by companies that regularly engage in the manufacturing of the product specified.
12. **Workmanship:** All work shall be performed by skilled craftsman that are regularly engaged in work to be performed and shall be at the Journeyman level or directly supervised by a Journeyman.

13. **Craftsmanship:** All work shall be crafted in a professional manner. No drips, flaws, or second rate work will be accepted. If craftsmanship is lacking, the Contractor shall correct the deficiencies at no additional cost to the Government.
14. **Resource Conservation and Recovery Act (law):** Compliance with this law requires the use of recycled materials whenever available and economically feasible (the use of recycled materials may cost more, but must be used if they are within 150% of the cost of using other non-recycled materials).

B. PROVIDE GENERAL CLEANING, WORK, and CERTIFICATION:

1. **Trash Removal:** Remove all trash and rubbish in or under the house or located on the property. Generally clean inside, outside, and under the house.
2. **Termite Certification:** Treat the house and soil immediately adjacent and under the house for termites and provide a termite inspection certification from a licensed exterminator.
3. **Revive Lawn:** Fill any holes or voids in the lawn and prepare and seed damaged lawn areas. Water and care for seeded or damaged areas during the course of this contract.
4. **Drainage:** Fill the void in the landscaping adjacent to the house that prevents water from draining away and seed. Soil shall not be within 6 inches of the bottom of siding and no soil shall come in contact with untreated wood.
5. **Landscaping:** Mow and edge the lawn and prune trees and shrubs just prior to final inspection of all work. Groom the lawn and landscaping so that the property is attractive and ready to sell.
6. **Windows and Doors:** Replace all broken doors and window glazing and clean all inside and outside surfaces of the windows, frames, tracks, and sills, and lubricate the operable portion of the window to allow for smooth operation. Clean and replace damaged insect screens. Caulk around doors and windows with a silicone base caulk.
7. **Roof Drainage:** Replace missing or damaged splash blocks and assure water from roof drain is diverted away from the house; alter lawn contours and seed if necessary to provide 6" slope in 10'-0" away from the house. Grade shall provide drainage away from the house!
8. **Gutters and Downspouts:** Install, repair or replace as necessary with matching materials. If installing new gutters, provide minimum 5" gutters.
9. **Mechanical/Electrical Certification:** Check the heating and cooling system, plumbing, and electrical systems and provide Rural Development with a completed certification form (MO RH Guide 11). Immediately notify the Rural Development Community Development Manager of any deficiencies (correction of deficiencies may be included as a change order or as a separately bid contract depending on extent of work).
10. **Minor Electrical:** Replace electrical cover plates or switches and light bulbs as necessary.
11. **Light Fixtures:** Replace damaged or missing light fixture to match others in the house.
12. **Plumbing Fixtures:** Clean all plumbing fixtures of stains, mineral deposits, and damaged caulking. Apply new silicone base caulk, repair and wax grout as necessary. Notify Rural Development, Community Development Manager, if fixtures are beyond economical repair.
13. **Garage Door:** Clean, repair, and lubricate garage door and tracks.
14. **Garage Floor:** Clean all grease and oil stains from the garage floor.
15. **Vinyl Flooring:** Wash and wax vinyl flooring as recommended by the wax manufacturer.
16. **Carpet Cleaning:** Professionally steam clean carpeting that is not to be replaced and provide adequate ventilation until dry.
17. **Door Refinishing:** Sand all interior doors as necessary. Stain and varnish to match existing woodwork. Replace damaged doors and repair all doors\hardware for proper operation. Install new hardware as necessary and replace lockset on garage and entrance doors.
18. **Woodwork:** Repair all scratches, nicks, and chips in woodwork and refinish to match existing woodwork.
19. **Shelving:** Paint or refinish all shelving. Replace damaged or missing clothes rods and shelf supports.
20. **Kitchen Cabinets and Vanities:** Clean all cabinets, counter tops, and drawers with soap and water, inside and out. Repair/refinish cabinets as necessary to match existing woodwork.

21. **Kitchen Appliances:** Clean and provide very minor repairs to appliances. If any appliances are not properly functioning or need further repair, contact the Rural Development, Community Development Manager, for further instructions.
22. **Door Stops:** New wall or floor mounted door stops shall be provided throughout the house for all doors (no hinge mounted types - they punch holes in the door or wall too easily).
23. **Extermination:** Professionally exterminate rodents and insects as necessary.
24. **Smoke Detectors:** Replace existing smoke detectors with new AC/DC powered UL approved smoke detectors. Provide smoke detectors in each bedroom, the hallway leading to the bedrooms area and on each additional floor (including unfinished basement).
25. **Doorbell:** Test the operation of the doorbell and if replacement is necessary, contact the Rural Development, Community Development Manager.
26. **Bathroom Accessories:** Replace missing or damaged accessories such as: toilet paper holder, towel racks, soap holders, towel racks, shower curtain rod, shower glass doors, medicine cabinet.
27. **Exhaust Vent:** Test the bathroom exhaust vent and notify the Rural Development, Community Development Manager, if not properly operating. Vent to outside and insulate vent to prevent condensation.
28. **Thorough Cleaning:** Before the final inspection by Rural Development personnel, thoroughly clean the entire inside, outside, underside, and topside of the house and yard.

C. PROVIDE REPLACEMENT COMPOSITION SHINGLE ROOF

1. **Removal of Existing Shingles:** If the roof has 2 or more layers of existing shingles, remove them and the building paper underlayment. Removal of existing shingles and felt recommended and required if damaged. *Roofs in the following counties shall have all existing roofing removed regardless of number of layers: Barton, Vernon, Bates, Lawrence, Dade, Cedar, St Clair, Greene, Polk and Webster (Hail Counties, IRC 2000).*
2. **Roof Sheathing:** Repair or replace roof sheathing as necessary to match existing materials.
3. **Underlayment:** 15 lb. asphalt-saturated building felt installed in accordance with the shingle manufacturer's instructions. Provide 1-layer of underlayment if roof pitch is 4:12 or greater and 2-layers if roof is less than 4:12. (IRC R905.2.7)
4. **Shingles:** Class A label fiberglass shingles warranted by the manufacturer for 25 years.
5. **Accessories:** Furnish ridge shingles and drip edge as necessary. Replace flashing as necessary with corrosion resistant sheet metal. (Flashing at masonry flues should be let-in to mortar joints.) All roof edges shall be provided with metal drip edge.
6. **Venting:** Replace roof vents that have rusted and are weathered. Provide additional vents as necessary to achieve proper venting (IRC R806)
7. **Submittal:** Submit specifications and color samples for selection and approval.
8. Provide additional roof ventilation with continuous ridge vent.

D. PROVIDE CARPET REPLACEMENT

1. **Subfloor Preparation:** Strip the floor of the existing carpet, pad, tack strips, or method of adhesion. Clean, repair and replace the subflooring as necessary and in accordance with the carpet manufacturer's instructions.
2. **Padding:** Carpet pad shall be 7/16 or 1/2 inch thick rebond or urethane with a 5 or 6 pound density complying with HUD Use of Materials Bulletin No. 72A. Proof of compliance with HUD UM 72A is required.
3. **Carpet:** Carpet shall bear certification showing compliance with HUD UM 44d, Type I, Class 1. All carpet shall be from the same manufacturer's dye lot. In addition, carpet shall meet the following specifications:
 - a. Carpet Fiber: Nylon, Polypropylene, or Nylon/Polypropylene Blend or similar.
 - b. Backing: Primary and Secondary Backing of Jute or Synthetic Jute
 - c. Carpet Pile: Level Loop (preferred) or Cut Pile
 - d. Pile Height: 1/4 (0.25) inch (as necessary for density factor)

- e. Yarn Weight: 28 ounce per sq. yard (as necessary for density factor)
 - f. Density Factor: 3000 Minimum (36 x yarn weight, divided by pile height)
 - g. Colors: Multi-colored Tweed or Pattern of Medium Toned Colors
 - h. Warranty: 10 Year Wear Warranty
4. **Installation:** Installation shall be professional and all seams shall be consistent with the run of the carpet and be unnoticeable to the casual observer. Provide adequate tack strips and stretch the carpet as necessary. Carpet installation shall be in accordance with carpet manufacturer's instructions.
 5. **Cleaning:** After installation, clean the carpet of all loose material yarn and have ready for occupancy.
 6. **Submittal:** Submit specifications and color samples for selection and approval.

E. PROVIDE PAINTING

1. **Surface Preparation:** Clean and prepare the surfaces to be painted in accordance with the paint manufacturer's instructions.
2. **Primer:** Acrylic primer shall be used to prime all bare wood. Brush and/or roller application is required (no spraying). Metal primer shall be rust inhibiting type.
3. **Exterior Finish Coats:** Paint shall have a 10 year warranty. Semi-gloss finish, enamel or equal.
4. **Interior Finish Coats:** Paint shall have a 10 year warranty. Semi-gloss finish, enamel or equal.
5. **Application:** Application shall be such that drips, spatters, flaws, streaking, shadowing or other types of inferior workmanship does not occur.
6. **Submittal:** Submit specifications and color samples for selection and approval.

F. PROVIDE VINYL SIDING

1. **Preparation:** Remove all the existing siding (siding is damaged or decayed). Clean and prepare the surface of application in accordance with the manufacturer's instructions.
2. **Air Infiltration Barrier:** Install an air infiltration barrier if required in the manufacturer's instructions.
3. **Vinyl Siding:** Vinyl shall be 44 mil thickness, double 4 inch lap, and color shall be light and integral (medium toned or dark colors are not allowed). Vinyl siding shall comply with ASTM D 3679-88, 4 NBS PS55-72, with a flame spread index of less than 25 and ASTM E 84 with a smoke development of less than 450. Vinyl siding shall be from the same manufacturer's lot number and installed in accordance with the manufacturer's instructions.
4. **Accessories:** Install accessories for vinyl siding in accordance with the vinyl siding manufacturer's instructions.
5. **Submittal:** Submit specifications and color samples for selection and approval.
6. **Bottom edge of siding must be installed 6" min. above grade and 4" min. above pavement.**

G. PROVIDE REPLACEMENT WINDOWS

1. **Replacement Windows:** The window will be designed and constructed as a replacement type window and shall be installed in accordance with manufacturer's instructions. The minimum requirements are:
 - a. **U-Value:** A maximum "U" value of 0.40 in a 15 mile per hour wind, as tested in accordance with ASTM C 236 (*overall average of entire window and frame, not center of glass*).
 - b. **Air Infiltration:** The air infiltration rate shall not exceed 0.5 cubic feet per foot of crack sash as tested in accordance with ANSI 134.1 and NWMA 15-2.
 - c. **Certification:** In order to determine whether or not a window submittal meets this criteria, the submittal must include verification from the manufacturer or an independent laboratory in one of the following forms (the burden of proof is the responsibility of the contractor or owner): printed manufacturer's literature; independent laboratory report; letter of certification from the manufacturer.
 - d. **Rule of Thumb:** If a metal or wood multi-paned window does not have the proper certification material, the window opening must have a dual paned primary window with a single paned storm sash. There must be a thermal break between the double paned primary window and the single paned storm sash.

The thermal break shall not be exposed to the elements. A thermal break is a non-conductive (non-metal) gap between the window frames.

- e. **Vinyl Windows:** Vinyl window frames must be white/off-white (vinyl deforms in excessive heat, especially medium toned/dark colors). A storm sash is not allowed.
 - f. **Low Maintenance:** Windows should be the type that don't require painting, are maintenance free, resist decay, and enhance the building in which they are installed.
2. **Install Windows:** Area between window frame and framed opening shall be insulated, trimmed, and caulked so as not to allow air infiltration. The window shall freely and easily operate and shall not bind or be restricted in any way from improper installation. Install new or replace molding and finish complete.

H. PROVIDE CONCRETE DRIVEWAY and SIDEWALKS

1. **Preparation:** The soil under the concrete slab needs to be undisturbed soil or compacted and moist, but not powdery dry or muddy. Place 4 inches of compacted clean 1" diameter rock over the prepared and compacted soil. Concrete shall not be placed over frozen ground/rock base.
2. **Concrete:** 3500 psi (6 bag mix) in accordance with ASTM C 94 with 5% air entrainment (CABO figure 301.2c). Concrete shall be poured with a minimum of 4 days of non-freezing temperatures after pouring. Concrete poured during weather exceeding 90 degrees shall be protected from exposure to the sun, wind, and from dehydrating. Moist cure for 7 days. **Do not add water to the mix after it reaches the construction site** (4" max. slump). Fly Ash additive shall be used if available and if compatible with design and strength requirements. Fly Ash use is in compliance with the Resource Conservation and Recovery Act (law).
3. **Aggregate:** Concrete aggregate shall be 1 inch diameter crushed quarried rock or washed river gravel free of organic materials.
4. **Reinforcing:** Concrete shall be a minimum of 4 inches thick with 6 x 6 - 10/10 welded wire mesh or a #3 rebar grid at 3'- 0" on center. Fiber reinforcing is not allowed as a substitute for steel reinforcing.
5. **Joints:** Expansion joints shall be 20'- 0" o.c. Control joints for sidewalks shall be 4'-0" on center.
6. **Finish:** Concrete shall be broom finished.

I. PROVIDE EXTERIOR DOOR and STORM DOOR

1. **Preparation:** Remove existing jamb and framework. Repair and clean the door opening as necessary.
2. **Exterior Door:** Install pre-hung, pre-drilled, steel or heavy duty wood entrance door (no vinyl or plastic trim). Door shall come complete with weather-stripping (preferably magnetic). Door to have U-factor of .35 or less.
3. **Threshold:** Aluminum thermal break threshold.
4. **Storm Door:** Storm door shall be a durable steel 1-1/4 inch thick type with hardware and frame that will be compatible with the steel entrance door. The door shall have full glazing with operable sash and insect screen.
5. **Hardware:** Provide a keyed entrance door lock for the entrance door.
6. **Submittal:** Submit specifications and color samples for selection and approval.

J. PROVIDE INSULATION

1. **Preparation:** Clean, repair/prepare the surfaces to receive insulation in accordance with the manufacturer's instructions.
2. **Floor Joist Insulation:** R-19 fiberglass batt insulation if over unconditioned crawl space or basement.
3. **Basement Garage Insulation:** Basement garage ceiling insulated to R-19, with taped gyp. bd. Wall separating basement and basement garage to be insulated to R-13 with taped gypsum board on each side.

4. **Wall Cavity Insulation:** Fill wall cavity with wet-spray or dry-packed cellulose insulation if available and economically feasible or to the greatest R-value fiberglass batt insulation.
5. **Ceiling Insulation:** Add loose fill cellulose insulation for a total R-value of 32. Cellulose use is in compliance with the Resource Conservation and Recovery Act (law) or R-32 fiberglass. Install baffles or air chutes as necessary to contain the insulation and ensure proper ventilation of the attic.
6. **Certification:** The contractor shall certify R-values.

K. PROVIDE LEAD BASED PAINT TESTING

1. **Lead Based Paint Testing:** This home was constructed prior to 1978 (approximately 1972) and is required by federal law to be tested for lead based paint. Test all interior and exterior painted surfaces for the presence of lead. This testing shall be performed prior to any repair work. Test results shall be furnished to the Community Development Manager within 10 calendar days of the notice to proceed.
2. **Certified Tester:** The testing shall be accomplished and a report furnished by a certified and licensed individual in accordance with State of Missouri regulations. All procedures and testing methods shall comply with federal, state, and local laws and regulations.
3. **Lead Based Paint Abatement, Removal, or Encapsulation:** If any surfaces test positive for the presence of lead based paint, the contractor shall recommend the most cost effective method of abating, removing, or encapsulating the hazard and a bid for the accomplishment of the required work.

L. PROVIDE LEAD BASED PAINT ABATEMENT AND ENCAPSULATION

1. **Lead Based Paint Hazard:** This house was constructed in 1951 (approximately) and all exterior paint and interior trim paint has been found to contain lead in amounts that exceed the maximum allowed by law (see the attached report). Federal law requires that inventory homes with lead based paint have that lead based paint removed or encapsulated so as to eliminate the hazard prior to the sale or occupancy of the home.
2. **Work Included:** Remove all interior trim, moldings, and window sills as identified in the attached report and replace with painted new clear fir or pine materials of comparable shapes and sizes. All exterior surfaces shall be encapsulated by installing white baked aluminum perforated soffits that still allow for required attic ventilation, installing rigid insulation and vinyl siding and trim, and installing painted pressure preservative treated wood 6"x 6" front porch posts and as necessary for a complete encapsulation of all exterior lead based painted surfaces for a complete, attractive, and professional job.
3. **Other Sections:** Refer to vinyl siding replacement and painting sections for minimum standards.

End of Contract