



HABITAT HOUSE SPONSORSHIP MANUAL

A word from the Executive Director

WELCOME ABOARD! Habitat for Humanity of South Hampton Roads, Inc. has been called “a fast moving train” – from our first build in 1990, we have completed 137 homes.

You are embarking on a **GREAT ADVENTURE!** . . . the adventure of a lifetime! . . . working side by side with a Homebuyer family, members of the community, colleagues, your friends, and most importantly, your new friends. You will be learning new skills, not only in construction, but also in team building, communication, motivation and coordination.

THERE IS A SEAT RESERVED FOR YOU . . . maybe several of them! We encourage our volunteers to do something familiar, *then something remarkable.*

- Would you like to be on a talk show, or work with neighborhood relations? Join the Public Relations Team.
- Do you want to know what real hope is? Get to know the family you are working with by becoming a Family Advocate.
- How about roofing, or flat concrete? Then it’s the Construction Team for you.
- Want to experience the thrill of working on a construction site without doing construction? Then bring your grill and feed the crew one Saturday.

The following pages outline the total effort — how the partnership of Habitat for Humanity and your group will work together on this truly wondrous adventure of building a home that you can show to your grandchildren and say, “I helped build that house.”

YES!

YOU CAN MAKE A DIFFERENCE!

CLIMB ABOARD AND MAKE THE JOURNEY!

John K. Morgan
Executive Director

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1. HABITAT HOUSE SPONSORSHIP MANUAL GLOSSARY

1.1 HABITAT FOR HUMANITY OF SOUTH HAMPTON ROADS STAFF/TERMS

Habitat Affiliate – The Habitat Affiliate is an independent, locally organized 501-C-3 non-profit organization and is responsible for its own fundraising, publicity, volunteer recruitment, staffing, family selection and building projects. The relationship between Habitat for Humanity International and Habitat for Humanity of South Hampton Roads, Incorporated (hereafter referred to as Habitat) is governed by the Affiliate Covenant and the Domestic Affiliation Agreement.

Executive Director – Implements Board policy. Recruits Habitat House Sponsors (hereafter referred to as Sponsor) and matches Sponsors with land, funding sources, other resources, and their Habitat homebuyer family.

Director of Construction – The Habitat Director of Construction is a general contractor who advises and guides the Sponsor and may help directly supervise some phases of the build. However, the Habitat Director of Construction has oversight responsibility for all ongoing Habitat builds; therefore, he/she cannot be considered as an on-the-job supervisor for any build. The Habitat Director of Construction pulls building permits and Certificates of Occupation.

Director of Planning and Logistics – The Habitat Director of Planning and Logistics is responsible for maintaining a library of plans, takeoffs, and material requirements. He/she will assist the Sponsor's Construction Coordinator in planning for contractor, volunteer and materials requirements sufficiently in advance of need so as to provide for a smooth workflow on each project.

Director of Family Services – The Habitat Director of Family Services manages the relationship between the Sponsor, the Family Advocate and the Habitat homebuyer family. The Habitat Director of Family Services introduces the Sponsor to the Habitat family, keeps original log of sweat equity hours, provides homebuyer training, oversees the family advocacy process, and handles property closings.

Director of Operations/Land Acquisition – The Habitat Director of Operations/Land Acquisition assists in training office volunteers; maintains database of all volunteers and keeps them informed of volunteer opportunities; develops and manages volunteer recruitment, retention and opportunities; recruits and schedules volunteers for construction projects, special events, office duties, and other affiliate activities. Works with the Land Acquisition Committee to assure an adequate supply of land to meet Habitat's needs.

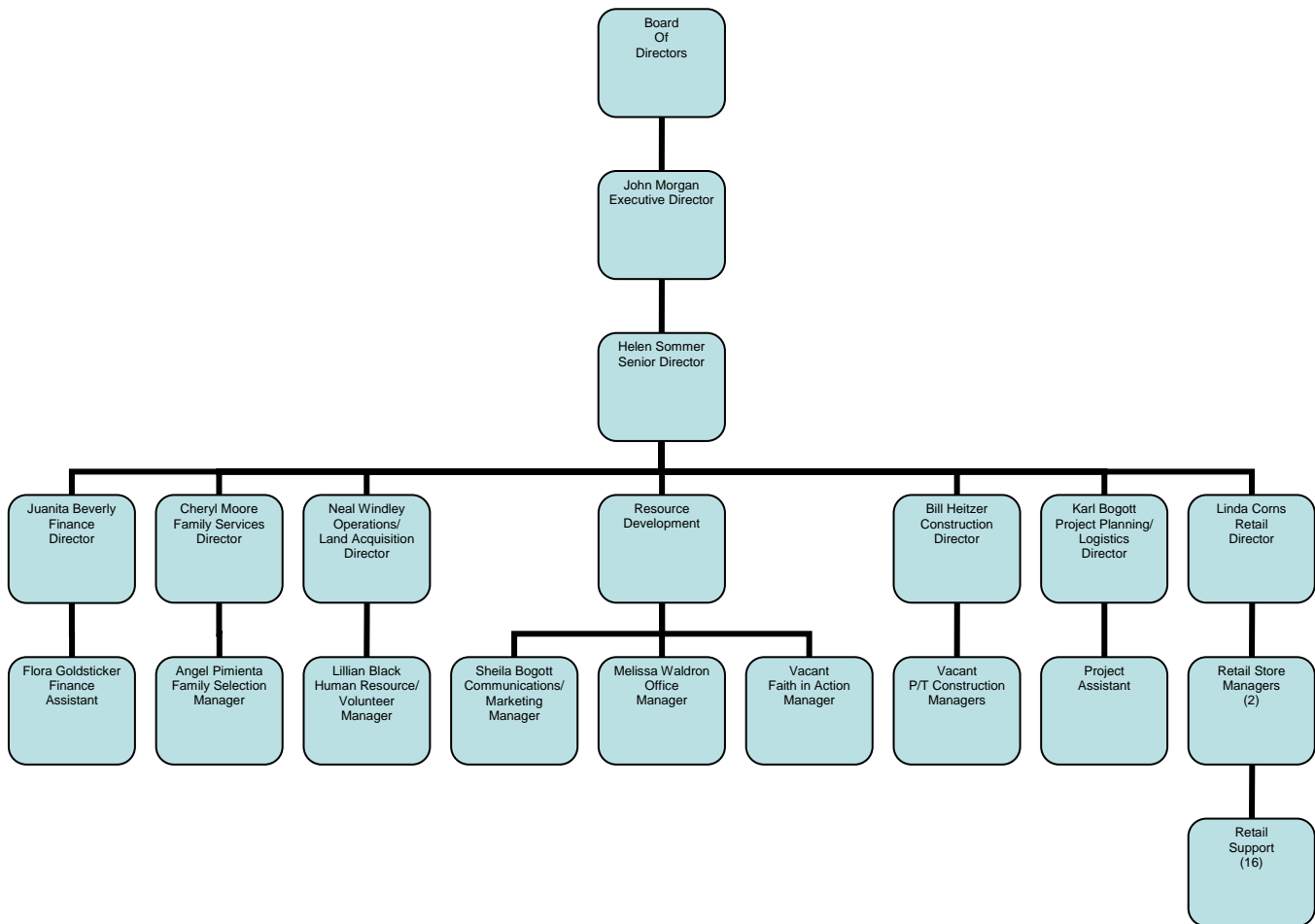
Director of Financial Services – The Habitat Director of Financial Services monitors the cost of construction against the house budget, maintains the Sponsor's construction checking account and the Habitat administrative accounts.

Director of Development and Marketing – The Habitat Director of Development and Marketing is responsible for directing and managing the resource development, marketing, public relations and

advocacy of the affiliate. Serves as advisor to the Sponsor’s fundraising and public relations efforts and approves the Sponsor’s fundraising and public relations plans and materials.

Director of Retail – Directs the day-to-day activities of the General Stores. He/She is responsible for soliciting donations and ensuring they are picked up and acknowledged in a timely manner. Ensures adequate stock is available for sale in-store and optimizes utilization of volunteers.

Habitat for Humanity South Hampton Roads Staff Organizational Chart 2008



1.2 SPONSOR JOB DESCRIPTIONS/TERMS

Sponsor – The Sponsors are groups of people who agree to build a home or homes for our Habitat families. They agree to raise funds, provide the volunteer workforce and all of the resources required to build a Habitat home. Sponsors work with the Habitat affiliate and within the purview of the affiliate's corporate 501-C-3 non-profit status, and Affiliate Covenant Charter. The relationship between the Habitat affiliate and the Sponsor is governed by this manual.

Project Coordinator – Oversees the Sponsor's budgeting, planning and work schedules. He/She is the primary liaison with Habitat staff. Principal qualification required is the ability to organize and lead others; construction background is helpful, but not necessary. Time commitment minimum: six to ten hours per week during the building phase.

Public Relations Coordinator – Works with the Habitat Director of Development and Marketing in publicity and promotion efforts of the Sponsor to raise awareness and generate interest among members and friends. Develops public relations plans, and creates publicity/promotion programs and drives. Coordinates the details of groundbreaking and dedication ceremonies with the Family Advocate and family. Submits all public relations plans and materials to the Habitat Director of Development and Marketing for approval. Time Commitment: two to four hours a month.

Fundraising Coordinator – Develops fundraising plans and seeks fundraising opportunities as necessary for the sponsored house in coordination with the Habitat Director of Development and Marketing. Calls on all members of the Sponsor to participate and help with fundraising efforts. Submits all fundraising plans and materials to the Habitat Director of Development and Marketing for approval. Time Commitment: varies with Sponsors and fundraising events.

On-site Support Team – Works with the Volunteer Coordinator to take attendance on-site, ensuring that all volunteer workers have signed a Release and Waiver of Liability Form. Provide all first aid supplies, drinking water, sodas, coffee with condiments, and complimentary donuts when available. Time Commitment: two to four hours per week during the build.

Food Support Team – Works with the Project Coordinator and Volunteer Coordinator to set up a rotating schedule to provide lunch for volunteers at the work site. Time Commitment: one to two hours per week during the build.

Family Advocate – Is selected and trained by the Habitat Director of Family Services to work closely with the Habitat staff to assist the new homebuyer family in the many aspects of becoming a homebuyer. Coordinates times and dates with the Project Coordinator regarding family work on the job site to achieve required sweat equity hours. Attends monthly Family Advocacy meetings at Habitat office. Checks in on newly moved-in families, and continues minimal support after move-in. Must have e-mail and/or voice mail. Time Commitment: Sixteen to twenty-four hours per month during the build.

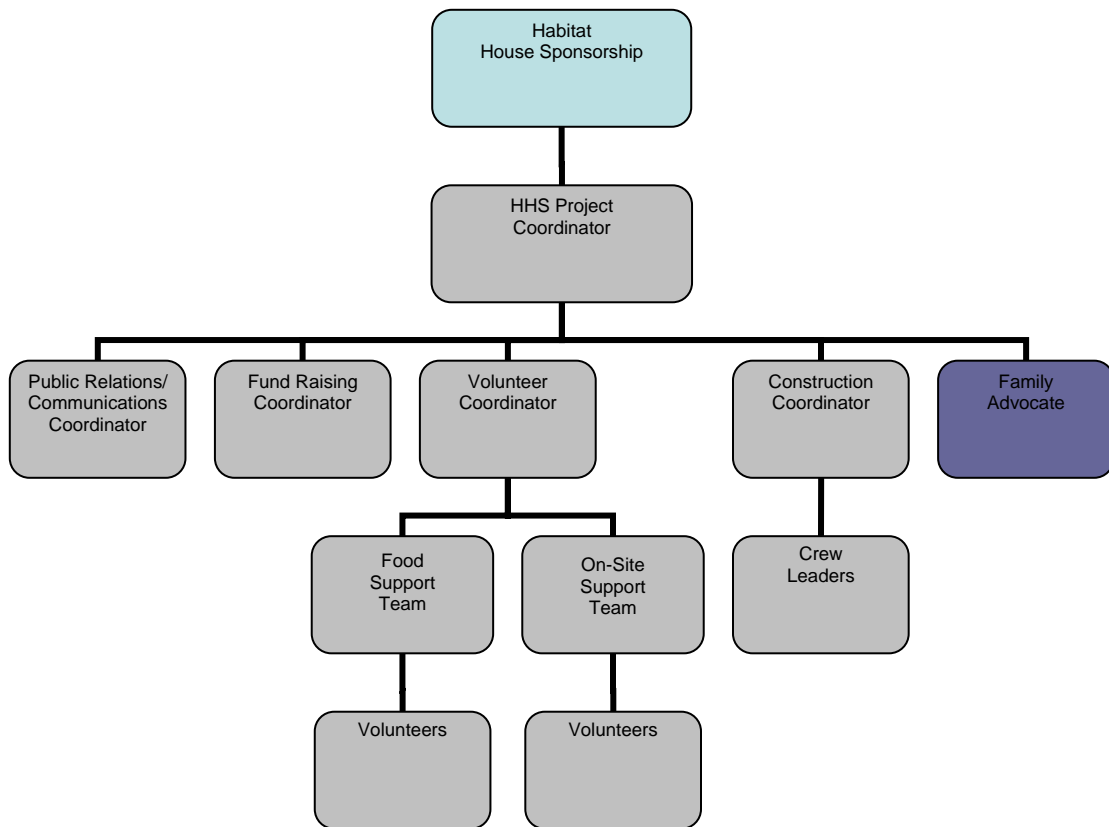
Construction Coordinator – Is certified by the Habitat Director of Construction to assist in providing the necessary oversight during all phases of construction. Provides the Volunteer Coordinator with skill requirements in a timely manner. Coordinates material deliveries with the

Habitat Director of Planning and Logistics so the materials are on-site to support scheduled work. Coordinates site inspections with skilled sub-contractors (plumbers, electricians, mechanical installers, etc.), City inspectors and the Habitat Director of Construction. Detailed knowledge of the homebuilding process is essential. Time Commitment: nine to twelve hours per week during the building phase.

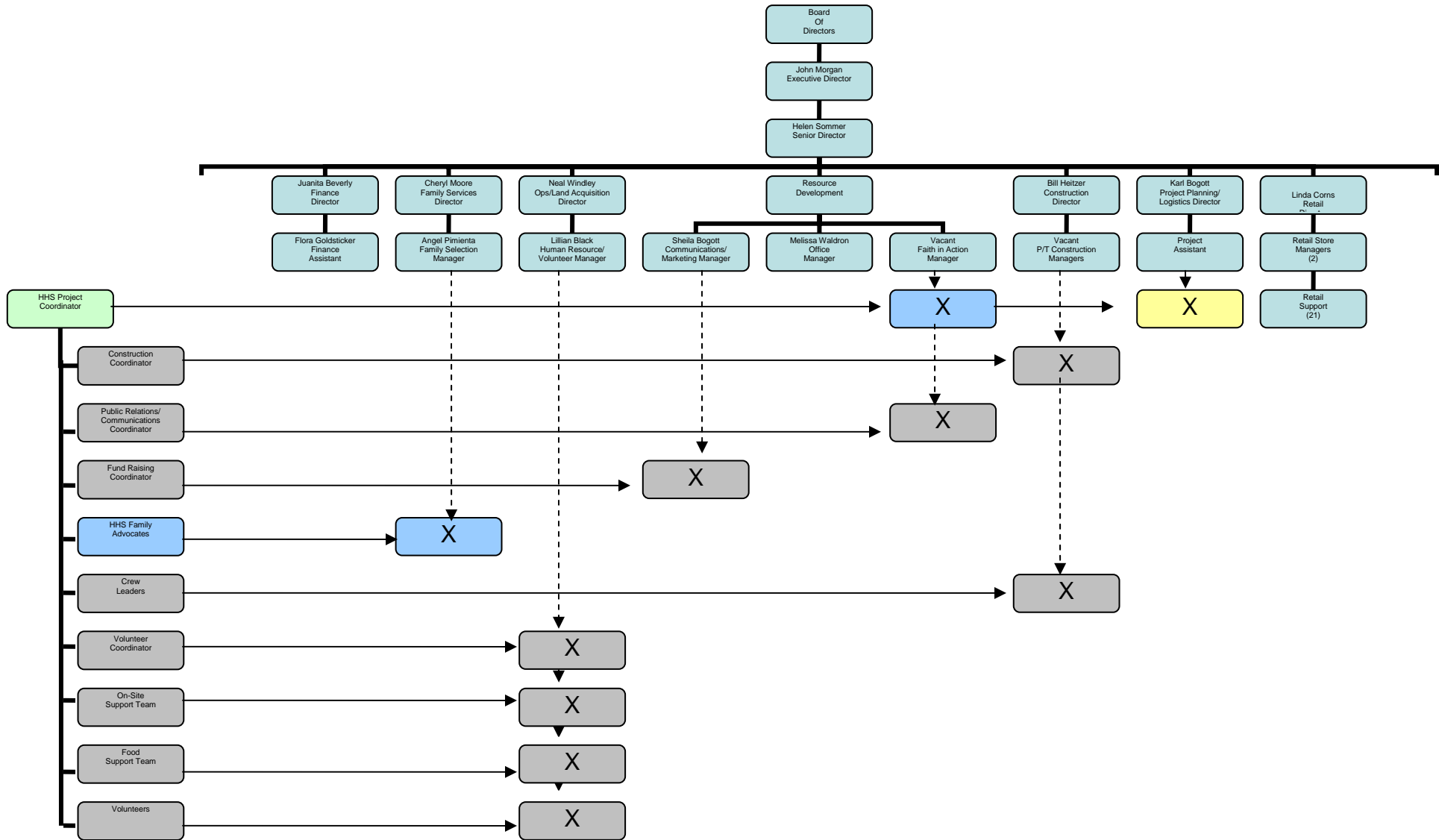
Crew Leaders(s) – Habitat recommends that the Sponsor appoint two Crew Leaders. Crew Leaders can be recruited from Sponsor employees or members or, if requested, recruited and assigned by the Habitat affiliate. They work under the direction of the Construction Coordinator to direct the building work at the site, organize volunteers into work groups, teach necessary skills, assign tasks, and monitor safety and work quality. The Crew Leader is in charge of the day-to-day construction process. He/She must be very knowledgeable about the construction process for residential buildings, and is often a general contractor. He/She will identify how and when to do each construction task, while maintaining overall job site safety awareness and practice. Weekday volunteers are often retired individuals with residential building background. Time Commitment: as many hours as volunteer wishes to put into the project.

Volunteer Coordinator – Receives volunteer data sheets, inputs volunteer data into the Habitat on-line data base, and forwards the sheets to the Habitat Director of Operations/Land Acquisition. As directed by the Construction Coordinator, recruits volunteers with required skills to be on-site to support the build schedule. Computer skills required. Time Commitment: two to six hours per week during build.

Habitat for Humanity South Hampton Roads House Sponsorship Team 2008



Habitat for Humanity South Hampton Roads Staff Organizational Chart & House Sponsor Team 2008



1.3 HABITAT FAMILIES

Homebuyer – The homebuyer is the family selected for home ownership by Habitat and matched to a specific Sponsor. They have been carefully screened (interviews, credit check, etc). They agree to not only make timely mortgage payments, but to complete the required number of volunteer service (sweat equity), 250 to 400 hours (as determined by the Family Selection Committee) in meaningful, productive work on their home or other Habitat projects. The homebuyer is responsible for maintaining a record of their sweat equity.

Sweat Equity – The sweat equity is similar to a down payment. The homebuyer family is required to volunteer 250 to 400 hours (as determined by the Family Selection Committee) in meaningful, productive work on their home or other projects for Habitat. This is a very important principle to Habitat, and is one of the many characteristics that sets it apart from other programs. Sponsors should ensure that the family is involved in meaningful, important work in all phases of the building process, even if that slows the process or inconveniences the Construction Coordinator.

1.4 CONSTRUCTION TERMS

Land Acquisition – Land acquisition and maintenance is the responsibility of the Habitat affiliate. At the point that the Habitat affiliate holds title to the land, and a Sponsor agrees to build the home, the Sponsor will be responsible for all costs associated with lot preparations, including the survey done on the building lot preparatory to development of the site plan. These are required before a building permit can be obtained from the City. They are contracted by the Habitat office and are a Sponsor budget item.

Home Design – Each home must have an architectural rendering that has a blue print footprint and layout of space within the house. The Habitat affiliate will decide which design will be built on the property based on lot size, neighborhood character, budget restrictions, and family need.

Materials List – A list of materials for foundation, footing, framing, windows, exterior doors, interior and exterior trim, vinyl siding and roofing, is required. The licensed mechanical, HVAC, electrical and plumbing sub-contractors should complete their own list of material needs. Carpet and cabinet suppliers will measure the framed house for final material list developed by the Construction Coordinator and the Habitat Director of Planning and Logistics.

Punch List – The punch list is a form filled out by the Habitat Director of Construction, the Sponsor's Construction Coordinator, the Habitat Director of Family Services, and the family during a final walk-through of the completed house. This is a list of items that must be completed before the home is considered finished. The Sponsor is responsible for completing the punch list items as soon as possible, but no later than thirty (30) days following the walk- through inspection.

2. SPONSOR PROJECT INFORMATION LIST

Sponsor: _____

Project Address: _____

Family Name: _____

POSITION	NAME	ADDRESS	PHONE	EMAIL
Project Coordinator				
Communications Coordinator				
On-site Support				
Public Relations Coordinator				
Food Support				
Family Advocate				
Fundraising Coordinator				
Construction Coordinator				
Crew Leaders(s)				
Volunteer Coordinator				

3. PERSONS AUTHORIZED TO MAKE PROJECT RELATED PURCHASES

POSITION	NAME	TYPES OF PURCHASES	PHONE #'s: WORK/ HOME/CELL

4. PROJECT MANAGEMENT AND FUNDRAISING

4.1 HABITAT RESPONSIBILITIES

- Provide a Sponsor Agreement and Manual.
- Provide house plans.
- Assign available land to Sponsor.
- Set up Sponsor's construction checking account and the administration of funds.
- Coordinate family selection process.
- Provide documents required to start project (i.e. site survey, site plan, building permit).
- Provide the appropriate "Thank You" in writing for all financial, material and labor donations to the building project using contact data provided by the Sponsor Fundraising Coordinator.

4.2 SPONSOR RESPONSIBILITIES

- Sign Sponsor Agreement. Accept Habitat house plans based on location and family requirements.
- Recruit coordinators and volunteers required to conduct the project efficiently.
- Develop fundraising opportunities to ensure the capital and materials required to complete the project are in place. Coordinate such activities with the Habitat Director of Development and Marketing.
- Deposit at least 50% of the Sponsorship amount with Habitat and provide a detailed plan, including signed Materials and Gifts in Kind (MAGIK) commitments and fundraising plan for the remainder, before construction begins.
- Provide the appropriate "Thank You's" in writing for all financial, material and labor donations to the building project, and provide that information to the Habitat Director of Development and Marketing.
- Work with Habitat Director of Planning and Logistics to develop the project budget, timeline, and other planning documents required to begin the project.
- Oversee the completion of all documents in the Sponsor Manual and submit to Habitat office.
- Introduce the Habitat family to each group in the Sponsorship and encourage the family in their efforts to complete the required hours of sweat equity in preparation for successful home ownership.
- Make every good faith effort to ensure the full funding and completion of a quality Habitat home.
- Provide periodic status reports, volunteer usage information and MAGIK forms to the Habitat affiliate.
- Recognize and convey to all participants the fundamental principle that as a Sponsor, YOU ARE HABITAT.

5. BASIC HOUSE DESCRIPTION

SQUARE FOOTAGE

- 3 Bedroom – approximately 1,100 sq. ft.
- 4 Bedroom – approximately 1,200 sq. ft.

BEDROOMS

- Master with 5 ft. closet
- Additional bedrooms with 4 ft. closet
- Privacy blinds through MAGIK

BATH

- 1-1/2 bath standard with optional two baths for family of six (6) or more
- Minimum 2'0" door and built-in tub/shower combination in one (1) bath
- Accessories - medicine cabinet/mirror, paper holder, two (2) towel bars, linen closet
- Privacy blinds through MAGIK

KITCHEN

- Refrigerator, electric range with hood, dishwasher, kitchen cabinets. Whirlpool donates a refrigerator and range for every Habitat house built in the United States.

LIVING ROOM AND DINING AREA

- Coat closet

FLOORS

- FHA approved carpet and vinyl flooring

WALLS

- Sheetrock or plaster with semi-gloss latex in kitchen and baths; a washable latex on all others

WINDOWS, DOORS, LOCKS

- Insulated windows with screens
- 3 ft. steel entry doors with dead-bolt locks on all exterior doors

MECHANICAL/UTILITY/APPLIANCE SYSTEMS

- 13 Seer heat pump (or code) for energy efficiency
- Water heater
- Central air conditioning
- All ceiling fixtures fan-ready
- Minimum two (2) phone jacks
- Minimum one (1) cable jack

EXTERIOR

- Vinyl siding and soffit
- Aluminum fascia (maintenance-free)
- Covered front entry
- Stoops at all exterior doors
- Concrete or gravel driveway and walkway (depending upon City requirements)
- Exterior storage space/shed (if there is no garage)

- Security lighting as required

LANDSCAPING

- Lawn graded and seeded
- Landscaped as per City code

ITEMS NOT PROVIDED: Ceiling fans, storm doors, washer/dryer, garbage disposal, screened porch, special cabinets, special doors or trim work, curtains or blinds (except in bedrooms and bathrooms), garage or carport, freezer, concrete patio.

These parameters are affected by municipal requirements. Universal Design and energy efficiency should be incorporated, when possible. Universal Design is a building approach in which structures are made to be usable by as many people as possible, regardless of age, ability or situation. Universal Design adds flexibility, simplicity, safety, style and individuality.

6. COUNTDOWN TO A BUILD: SUGGESTED TIMELINE SEQUENCING

SIX (6) MONTHS BEFORE (180 DAYS)

- A. Yes to Habitat build.
 - Sign Habitat House Sponsorship Agreement.
 - Select Project Coordinator.
 - Develop fundraising and public relations plans and submit to Habitat.
 - Start raising funds and document pledges.
 - Public Relations/Communications (internal and external).
 - Construction/Materials Acquisition.
 - Volunteer Coordination.
 - General Support/Ceremonies/Office Volunteers.
- B. Start initial fundraising campaign.

FOUR (4) MONTHS (120 DAYS)

- A. Recruit volunteers.
- B. Set target date for construction to begin.
- C. Decide building schedule (i.e., 3 weeks or 3 months).

THREE AND ONE-HALF (3 ½) MONTHS (100 DAYS)

- A. Identify lot with Habitat office.
- B. Meet your homebuyer family.
- C. Survey and site plan.

THREE (3) MONTHS (90 DAYS)

- A. House plans assigned.
- B. Produce takeoffs.

TWO AND ONE-HALF (2 ½) MONTHS (75 DAYS)

- A. Survey and site plan complete.

- B. Start making contacts for supplies/building materials and sub-contractors

TWO (2) MONTHS (60 DAYS)

- A. Select crew leaders.
- B. Submit takeoffs to vendors for bids.
- C. Identify work teams.
- D. Set timeline.

ONE (1) MONTH (30 DAYS)

- A. Schedule volunteers.
- B. Select vendors.
- C. Start filling in budget worksheet and preliminary schedule of values.
- D. Schedule paid/non-paid sub-contractors (tradesmen).
- E. Building permit pulled by Habitat.
- F. Individual tradesmen must pull own permits.

TWO (2) WEEKS PRIOR (14 DAYS)

- A. Deposit with Habitat a total of \$35,000 (minimum required before construction can begin) and show documented pledges for remaining \$30,000 to the Habitat Director of Finance.
- B. Review budget and timeline with Habitat Director of Construction and Director of Planning and Logistics.

GROUNDBREAKING OR WALLRAISING CEREMONY

- A. Schedule dates of event (rain date).
- B. Plan with selected family and Family Advocate.

START DATE

- A. Raise balance due to fully cover the cost of construction.

7. HABITAT SAMPLE VOLUNTEER 16-WEEK BUILD SCHEDULE

Notes:

- This sample is predicated upon a single story framed home built by an established group of volunteers with predetermined skill sets and sufficient team leadership and experience.
- Each week consists of not less than three work days of seven hours of work per day with no weather interruptions greater than one day in length.
- The following elements will adversely impact this sample schedule:
 - A two story house
 - Decorative architectural elements such as porches, overhanging soffit, frieze board or outbuildings
 - An unfamiliar and/or inconsistent volunteer base
 - Insufficient experience and/or leadership expertise
 - *Inspection scheduling and delays*
 - Variations in building codes, inspection criteria and scheduling
 - Seasonal weather events, such as summer heat or winter storms

- The sample should be viewed as a process guide rather than a “hard and fast” calendar of events.

Week	Proposed Dates	Tasks	Volunteers Needed
1		Build floor system (if not slab on grade). Mount joists. Lay decking.	10 to 15
2		Layout walls. Construct jacks, ‘T’s, corners and headers.	10 to 15
3		Frame walls. Stand exterior walls. Plumb and square exterior shell. Brace.	12 to 15
4		Frame and stand interior walls. Plumb and square.	15 to 20
5		Recheck exterior shell for plumb and square. Brace. Run top plate.	10 to 15
6		Stand trusses. Plumb and square. Brace. String line and square rafter tails. Install hurricane clips. Sheath roof.	12 to 15
7		Complete roof sheathing. Install and seal windows and exterior doors. Paper roof. Install roof elements and commence shingling. Call in trades for rough-in.	15 to 20
8		Complete roof. Install fascia, soffit and frieze (if required). Insulate interior. Install ceiling insulation baffles.	15 to 20
9		Install sheetrock and siding.	20 to 30
10		Form up all driveways and sidewalks. Rough grade. Complete drywall. Install interior doors, trim windows.	15 to 20
11		Complete trim. Prepare to paint interior.	10 to 15
12		Paint walls and trim.	10 to 15
13		Complete painting of walls and touch up work. Hang cabinets and vanities.	8 to 12
14		Install vinyl and carpeting. Trades top out. Install bath accessories and shelving systems. Install appliances. Finish grade. Begin landscaping and lawn.	10 to 15
15		Complete landscaping. Remove storage and work structures.	5 to 10
16		Finish details. QA paint touch-up. Install door stops. Clean windows and entire house. Final inspections.	10 to 15

8. BUDGET/FINANCE

8.1 HABITAT RESPONSIBILITIES:

- Set up a \$1,500 construction checking account for Sponsor.
- Promptly deposit all funds received and pay all bills when presented.
- Acknowledge all financial contributions.
- Provide an accurate accounting of Sponsor’s account at least monthly.

8.2 SPONSOR RESPONSIBILITIES:

- Develop and monitor budget for build (Habitat will participate in this process).
- Promptly send all checks received to Habitat Director of Finance for deposit.
- Promptly forward all cash received, along with source, to Habitat Director of Finance for deposit.
- Review, at least monthly, the Sponsor’s accounts.
- Maintain at least a \$3,000 balance in Sponsor’s operating account.
- Submit MAGIK donation forms monthly.

8.3 INVOICES/PAYMENT OF ACCOUNTS:

Only THREE authorized purchasers for construction materials. (Suggest Construction Coordinator, Project Coordinator and Crew Leader only.)

- The project address is required for all invoices and becomes the Purchase Order Number.
- The Project Coordinator and the Habitat Director of Finance must communicate every month to review Sponsor's account. All receipts (contributions), and payments will be verified to assure account accuracy. Habitat Director of Construction will approve invoices. Sponsor must use the Virginia Sales Tax Exemption Form provided by the Habitat Director of Finance for ALL purchases.

8.4 SAMPLE BUDGET

The following Sample Budget is the Sponsor's working budget. All of the construction tasks are broken into materials and labor costs which is how a general contractor would bid the job. When you look at the bottom line, you see the real work your Volunteer Coordinator and Project Coordinator must accomplish.

The Sponsor's job is to cut the costs with volunteer labor, wise selection of materials and contract labor and the *frugal use of both*. The Habitat Director of Planning and Logistics has a preliminary list of vendors who have negotiated at least minimal reductions in prices. Your job is to beat the prices you see on the Sample Budget.

Begin determining your budget as soon as you evaluate your volunteer labor. You can usually reduce or remove the framing labor. You can start looking into generic materials, i.e., doorknobs, appliances not supplied through MAGIK, carpet, etc., as soon as you commit to the build. When you get your framing, siding, roofing and trim takeoffs, you can begin to look for specific quantities.

Plumbing, electrical and mechanical people must be State-licensed and City-approved to pull your permits. They will also do your material takeoffs for their area of expertise. Likewise, your flooring and cabinet supplier will do specific takeoffs when the house can be measured. It is best to wait for completion of sheetrock or plaster before measuring for cabinets and counter tops.

Generally, when you have a professional sub-contractor involved, let them have the lead in estimating the materials needed to do the job. It is important to keep the Habitat Director of Construction in the loop to prevent any deviation from Habitat standards.

The REAL work happens in the volunteer recruiting and materials acquisition phase of the build. None of us likes to go back to our fundraising sponsors and request additional funding should we exceed budget. **Remember, Habitat has no discretionary funds. Bringing this house in under budget depends on your group's dedication and exceptional ability.**

8.5 SAMPLE BUDGET FORM

Category	Item	Costs		Actual	Category Total	Over/Under
		Estimated Actual	Category Est. Total			
Site Prep			3150		6440	3290
	Site Plan	900		900		
	Survey	450		450		
	Permit Fees	900		0		
	Termite Treatment	250		140		
	Rough Grade	300		300		
	Tree Removal	350		850		
	Taps	0		3800		
Foundation			2950		2990	40
	Footing Material	1200		1200		
	Footing Labor	400		400		
	Foundation Block	720		750		
	Block Labor	280		250		
	Brick (if required)	0		0		
	Brick Labor	0		0		
	Fill Sand	350		390		
Framing			14300		15500	1200
	Lumber Material	14000		15500		
	Framing Labor	300		0		
Dry-in			7015		6495	-520
	Doors (Ext)	500		500		
	Windows	1725		1725		
	House Wrap Material	250		0		
	Siding	1000		2020		
	Siding Labor	0		0		
	Coil Stock	200		300		
	Coil Stock Labor	0		0		
	Roof Material	750		750		
	Roofing Labor	1390		0		
	Porch Material	1200		1200		
	Porch Labor	0		0		
Utilities			10400		10400	0
	Plumbing Material	1600		1600		
	Plumbing Labor	1000		1000		
	Electric Material	1700		1700		
	Electric Labor	2000		2000		
	HVAC Material	2700		2700		
	HVAC Labor	1400		1400		
Insulation			1375		1875	500
	Wall Insulation	375		375		
	Ceiling Insulation Materials	500		500		
	Ceiling Insulation Labor	500		1000		
Wall Covering			3450		1500	-1950
	Wall Board	1450		0		

	Installation Labor	1000		250		
	Finishing Material	500		750		
	Finishing Labor	500		500		
Trim			12260		5925	-6335
	Trim Material (Lumber)	1500		250		
	Doors (Interior)	900		0		
	Hardware	200		150		
	Shelving/Bath Material	450		450		
	Trim Labor	300		0		
	Vinyl Flooring Material	725		500		
	Vinyl Installation Labor	200		1000		
	Paint Material	350		50		
	Paint Labor	800		0		
	Cabinets	2300		2300		
	Cabinet Installation Labor	500		0		
	Counter Tops	300		450		
	Counter Installation Labor	250		0		
	Carpet	1200		0		
	Carpet Installation Labor	750		300		
	Lighting Fixtures	285		250		
	Appliances	1250		225		
Exterior			7150		6619	-531
	Flatwork Material	2050		1269		
	Flatwork Labor	2800		2800		
	Landscaping Material	800		800		
	Landscaping Labor	250		0		
	Clean up	250		0		
	Shed	1000		1750		
Punch List			1150		0	-1150
	Punch List Materials	300				
	Punch List Labor	150				
	Warranty Reserve	700				
Miscellaneous			1800		1650	-150
	Food	0				
	Film / Developing	250		150		
	Printing	0				
	Misc. Equipment	500		300		
	Toilet	500		500		
	Dumpster	550		700		
Grand Totals			65000		59394	-5606

9. CONSTRUCTION

9.1 HABITAT RESPONSIBILITIES:

- Provide building site plans and floor plans for build.
- Provide material takeoffs, if available.
- Confirm availability of utilities.
- Provide a preferred vendors list and available materials.
- Acquire building and driveway permits, if required.
- Provide project oversight from Habitat Director of Construction during the build.
- Provide Budget Outline, Timing Outline and Task Outline.
- Coordinate required City inspections with the Construction Coordinator. Perform a final walk-through with homebuyer, Construction Coordinator, Habitat Director of Family Services and the Habitat Director of Construction, and develop a punch list.

9.2 SPONSOR RESPONSIBILITIES:

- Assign Construction Coordinator and Crew Leader(s).
- Review and accept site and house plans.
- Set timeline for the build and provide to Habitat Director of Construction.
- Teach and enforce safety on the job site.
- Establish leadership for all phases of the build. The Construction Coordinator must have assistance. Crew Leaders(s) must be on-site at all times during construction.
- Obtain electric, plumbing and mechanical permits through licensed sub-contractors.
- Coordinate volunteers and sub-contractors in an appropriate sequence with appropriate Habitat staff.
- Weekly status report due by close of business every Monday; should include all materials request for following week-end.
- Resolve any questions concerning bills received.
- Follow Habitat Construction Manual guidelines (included on CD provided).
- Provide to Habitat Director of Construction all approved inspection certificates.
- Provide Habitat a list of all vendors used.
- Motivate, train, encourage, and THANK all volunteers.
- Attend the final walk-through. Respond to punch list and complete all items within thirty (30) days.
- **STAY WITHIN BUDGET AND BUILD A QUALITY HOME.**

9.3 SUB-CONTRACTORS

HABITAT DIRECTOR OF CONSTRUCTION AND DIRECTOR OF PLANNING AND LOGISTICS

- Assist in developing a list of sub-contractors in difficult or licensed tasks.
- Assist in negotiating best possible prices with sub-contractors.
- Review contracts with paid sub-contractors for pricing, guarantees and insurance.
- Provide limited on-site guidance.
- Provide training assistance as requested.

- Order materials.

SPONSOR CONSTRUCTION TEAM RESPONSIBILITIES:

- Establish with Habitat Director of Construction which tasks need outside skilled help, which tasks volunteers need training in, and which tasks will be contracted out with little or no volunteer help.
- Establish your needs for expert and/or contracted services from the following list. These are the tasks for which Sponsors most frequently need expert guidance and assistance.

ITEM	VENDOR	TELEPHONE
Footing		
Foundation		
Electrical		
Plumbing		
Mechanical		
Roofing		
Vinyl Siding		
Coil Stock		
Plaster and Drywall		
Carpet		
Vinyl Floors		
Final Grade		
Flatwork		
Concrete		

- Seek the skilled help you need.
- Get a written commitment from experts/contractors for date work is to be performed.
- Comply with permit and inspection requirements for plumbing, electrical and mechanical systems. Enlist a contractor who is licensed by the State to pull permits and either perform or sign-off on the work on these systems.
- Schedule paid/non-paid sub-contractors **before build begins**.
- Schedule volunteer training workshops.

9.4 MATERIAL/TOOLS ACQUISITION TASKS

HABITAT DIRECTOR OF PLANNING AND LOGISTICS RESPONSIBILITIES:

- Assist in negotiating best prices with suppliers for low cost, high quality materials.
- Open and maintain credit account with suppliers.
- Review potential gift materials for compliance with City codes, Habitat guidelines and ease of volunteer installation.
- Provide preliminary list of vendors who offer discounts and/or donations to Habitat.
- Pay all bills in a timely manner.
- Provide a list of specialized tools which may be checked out as required.
- Order POD's and porta-potty.

- **HELP YOU STAY WITHIN BUDGET.**

SPONSOR CONSTRUCTION TEAM RESPONSIBILITIES:

- Review budget at least two (2) weeks before building begins.
- Stay within budget.
- Confirm availability/delivery of trusses, windows and kitchen cabinets.
- Recognize that the house CANNOT be built within budget if all materials are purchased.
- With Habitat Director of Construction approval, establish aggressive team to acquire free or low-cost materials. (Note: Larger suppliers are heavily involved. Coordinate with Habitat lists).
- Look first to your group and volunteers for specific donations – resources abound. For example, an entire electrical materials order was shipped from Michigan by a volunteer’s father.
- Contractors have equipment, supplies, materials and credit accounts that may be available to you. Ask a general contractor to authorize a \$500.00 credit in your name at a lumber supplier. Ask a landscape contractor to authorize two loads of topsoil. The preceding are just ideas; let your imagination run with this one. It is important that you keep the control of delivery in your hands. Depending on availability of a third party may wreck havoc on a schedule!
- Coordinate availability and delivery of materials with Construction Coordinator.
- Acquire (borrow, buy, or rent) needed tools and equipment and return tools after used if borrowed or rented.
- The Sponsor must receive the Habitat Director of Construction’s approval prior to the purchase of any tool.
- Prepare a list of contributors and contributions for your “Thank You Note” Committee. Send a copy to the Habitat office at the conclusion of the project.

9.5 CONSTRUCTION VOLUNTEER COORDINATOR

HABITAT DIRECTOR OF OPERATIONS RESPONSIBILITIES:

- Forms and organizational tools and materials.
- Form letters, if requested.

SPONSOR VOLUNTEER COORDINATOR RESPONSIBILITIES:

- Work closely with your team to solicit volunteers.
- Develop complete list of all volunteers and break into group and team lists before build begins.
- Organize, motivate and schedule volunteers with your Construction Coordinator and Crew Leaders. Inform group and Team Leaders as to progress of build. Group Leaders and Team Leaders will communicate to their team members any changes in schedule (weather, Murphy’s Law, etc.).
- Submit monthly reports of the number of volunteers and their hours to the Habitat Director of Volunteers.
- Give out lists among volunteers...*important communication and motivation aid.*
- Provide name tags to enhance communication on the construction site.

- **YOU ARE THE “NUMBER ONE” RIGHT ARM OF THE CONSTRUCTION COORDINATOR – IT CAN’T HAPPEN WITHOUT YOU!!**

10. TASK OUTLINE

The Task Outline is found in the documents CD. This CD has been developed with all of the forms and schedules necessary for planning the sequence of building a house. After you have studied the Task Outline, you will need to review the skills of your volunteers and recruit Crew Leaders and Task Leaders. Remember, current knowledge is not always necessary. A volunteer with energy, willingness to learn, and communication skills can learn the mixture for mortar and teach others. Don’t hesitate to combine a number of tasks together. You may have a concrete person available; that person will become your Crew Leader for both footing and flat concrete.

Generally speaking, the less you know about a building phase, the smaller you break it down into discrete tasks. The more you know, the more you combine.

Once you have rearranged, combined and split the task list to your specific needs, correct the Crew and Team Leaders form and recruit the Leaders. *Get that commitment* with names and phone numbers.

11. TIMING OUTLINE

Once you have your leadership in place and your task list revised, you need to estimate the time required for each phase of the build. Review the timeline proposed in which much of the required sequencing is illustrated. You cannot hang drywall until all of your plumbing, electric, HVAC and insulation are complete – not to mention your inspections.

The number of days illustrated are roughly the time that a general contractor would take to complete the job. You need to review this sheet with your leadership and establish your own time frame. Siding, for example, often takes volunteers longer to do than contracted labor, so give it more time. We won’t talk about drywall; think seriously about plaster with a pro.

Estimate the number of days, hours per day and days of the week that you plan to work. This helps team members plan their time with the other work and confirms availability of sub-contractors. Schedules are never exact – *there is no substitute for communication*. **HERE** is the importance of your Crew Leaders and Team Leaders.

12. CONSTRUCTION INFORMATION TO BE COVERED WITH NEW VOLUNTEERS

Sponsor construction personnel are required to adhere to the standards set forth in the Habitat construction handbook entitled How to Build a House. This document is available from the Habitat office.

13. SAFETY

13.1 HABITAT RESPONSIBILITIES:

- The Habitat Director of Planning and Logistics will conduct safety training for Sponsor supervisory personnel.
- Complete Notification of Injury forms and provide to Habitat to report accidents and file claims with Habitat insurance carrier.

13.2 SPONSOR RESPONSIBILITIES:

- Maintain and keep first aid kit on-site at all times.
- Establish procedure for response to a serious accident.
- Post the procedure in a conspicuous place at the work site and be sure everyone, especially supervisory personnel, are familiar with it.
- In the event of an accident or injury, complete and send an accident report, along with a Notification of Injury Form, to Habitat for Executive Director's signature.
- Follow-up on accident victims.
- Check sign-in sheets at work site and ensure that each individual has a signed Waiver of Liability Form on file prior to actually working.

The Sponsor will adhere to all of the requirements detailed in the HABITAT SAFETY POLICY attached to this manual as Exhibit A.

14. VOLUNTEERS

14.1 HABITAT RESPONSIBILITIES:

- Provide Notification of Injury forms to report accidents and file claims with Habitat insurance carrier.
- Provide Sign-In and Waiver of Liability forms for recording volunteer hours (to be duplicated by Sponsor).
- File Notification of Injury forms with Habitat insurance carrier.
- Acknowledge contribution made by each volunteer.
- Habitat Director of Operations is the primary contact for Sponsor's Volunteer Coordinator.

14.2 SPONSOR RESPONSIBILITIES:

- Assign Volunteer Coordinator and on-site support personnel.
- Determine policy for providing food for volunteers.
- Obtain donations for food, cups, plates, and utensils.
- Keep water and cups on-site at all times and, on very hot days, keep electrolytes available (i.e., Gatorade).
- Communicate regularly with Construction Coordinator to arrange for appropriate number and skill level of volunteers for each work day.
- Maintain careful records of Waiver of Liability forms with the Work Log.
- Have sign-in sheets at work site and record the volunteers' names and hours. Send a copy of the sign-in sheets to the Habitat office at completion of project.

- Document your build with photographs or videos. Set up a budget for film developing. Having photos available at the site can add lots of grins, and is also a source of revenue when duplicates are sold. A copy of these photographs and videos will be made available to the Habitat Director of Operations.
- Communicate with Habitat Director of Operations.
- Complete Emergency Medical Information Form for each volunteer and keep on-site.

14.3

**HABITAT FOR HUMANITY OF SOUTH HAMPTON ROADS, INC.
RELEASE AND WAIVER OF LIABILITY**

**PLEASE READ CAREFULLY
THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR LEGAL RIGHTS**

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") is executed on the date below, by the undersigned volunteer (the "Volunteer") in favor of Habitat for Humanity of South Hampton Roads, Inc., a Virginia non-profit corporation, its directors, officers, employees, and agents (collectively, "Habitat"). The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer. As an inducement to Habitat to accept Volunteer's offer of volunteer work, Volunteer does hereby freely execute this Release under the following terms:

1. Waiver and Release: The volunteer does hereby and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise, either directly or indirectly, as a result of Volunteer's work for Habitat. The Volunteer understands and acknowledges that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the Volunteer's work for Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, other volunteers or agents, or otherwise. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Virginia, and that this Release shall be governed by and interpreted in accordance with the laws of the Commonwealth of Virginia.

2. Assumption of the Risk: The Volunteer understands that the work for Habitat may include activities that are inherently dangerous to the Volunteer, including, but not limited to, construction, loading and unloading, and travel to and from the work sites. The Volunteer hereby expressly and specifically assumes the risk of injury, illness, death, or property damage resulting from activities associated with the Volunteer's work for Habitat.

3. Photographic Release: The Volunteer does hereby grant and convey unto Habitat the right to freely reproduce and/or circulate any photographs or other recordings of the Volunteer for any lawful purpose. Volunteer shall not be entitled to any compensation there, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Witness these signatures this _____ day of _____, 20____.
 Witness: _____
 Print Name of Volunteer: _____
 Signature: _____

To Be Signed By Parent Or Guardian Of Volunteer Under Age 18:

I, the undersigned parent or legal guardian of the above named Volunteer, understand that the Volunteer is below the age of 18 years, and I hereby consent to Volunteer's participation in activities sponsored by Habitat. I understand that Volunteer's work may involve inherently dangerous activities, and I hereby freely agree to all of the terms and conditions of the above Release.

Print Name of Parent/Legal Guardian: _____
 Signature: _____

14.4 EMERGENCY MEDICAL INFORMATION

PLEASE PRINT

NAME: _____

ADDRESS: _____

In case of emergency, please contact:

Name: _____ Home #: _____

Relation: _____ Work#: _____

Address: _____ Cell#: _____

The following information may be needed by any hospital or medical practitioner not having access to the Volunteer/Participant's medical history:

Allergies (medicine, food, etc.): _____

Medication being taken: _____

Date of last tetanus shot: _____

Physical impairments: _____

Other: _____

Personal Physician:

Name: _____

Address: _____

Phone: _____

Health Insurance Coverage:

Company: _____

Policy number: _____

Insurance agent: _____

15. FAMILY SERVICES

15.1 HABITAT RESPONSIBILITIES:

- Habitat Family Selection Committee will select and match homebuyer family with build.
- Establish required number of sweat equity hours the family must perform.
- Provide homebuyer training.
- Select and train a qualified Family Advocate for the family and provide Sweat Equity Books.
- Complete all forms and conduct closing.
- Set move-in date and notify homebuyer.

15.2 SPONSOR RESPONSIBILITIES:

- With the Family Advocate, introduce homebuyer family to volunteers.
- Provide homebuyer with schedule of work so they can be on-site when needed.
- Document and sign the Sweat Equity Books. Each Habitat family must have signed documentation for the assigned hours of sweat equity prior to move-in.
- Accompany family at walk-through and review punch list with Sponsor's Construction Coordinator and Family Advocate. Follow up until punch list items are complete.
- Complete punch list items in a timely manner and notify Habitat of completion.

EXHIBIT "A"

HABITAT FOR HUMANITY OF SOUTH HAMPTON ROADS INC. SAFETY POLICY

INTRODUCTION

Safety is everybody's concern and is always an important consideration at any construction site. Building construction can be one of the most dangerous occupations. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Try to be conscious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project. ***Be cautious at all times and ask questions. DO NOT go ahead with a task if you are uncertain as to how it is done, or if you are unable to do it.***

Safety is based on knowledge, skill, and an attitude of care and concern. Leaders must instruct workers about the correct and proper procedures for performing each task and familiarize the workers with the potential hazards. It is important that we at Habitat know about safe work practices and follow them at all times.

GUIDELINES FOR A SAFE ATTITUDE

- **Think** before you do your work or task.
- **Ask a leader for assistance** if you are uncertain about how to do a task or how to operate a power tool.
- **Concentrate on your task** and eliminate distractions.
- **Know the location of the first aid kit** and how to get emergency help.
- **Inspect all tools on a daily basis**, including power tools, hand tools, ladders, and scaffolding.
- **Advise your leader immediately** of any unsafe condition or hazard.

REQUIRED BASIC SAFETY EQUIPMENT

Safety is always paramount!! Habitat requires that all workers wear basic safety equipment when and where appropriate. The site leader must check the work site each day to ensure that these items are available to the workers. To ensure these minimum standards are met, we reserve the right to excuse workers from the site for refusal to comply.

- **Hard hats** are to be worn during demolition work, during the framing phase of construction, or when required by a leader. Hard hats will be made available to workers on each job site at all times.
- **Protective glasses** will be available to every construction worker. A worker must wear protective glasses while operating a power tool or when instructed by leader.
- **Dust masks** must be worn by all workers engaged in installing insulation, when sanding, or when instructed by a leader.
- **Hearing protection**

REQUIRED SAFETY STANDARDS

- All required safety placards and signs are to be posted in a conspicuous location at the work site.
- The location of the first aid kit and emergency reporting procedures are to be made known to all workers at the start of each work day.
- No one under the age of 16 is permitted within the construction area during working hours. This proscription includes children of the homebuyer.
- Children between the ages of 16 and 18 may be permitted within the construction area **UNDER ADULT SUPERVISION** with the following restriction. Any such children are required to “have feet on the ground”; that is to say, they may not be on ladders, scaffolding, pump jacks, on trusses or in rafters or, in any other way, off of floor level. Their work should be limited to landscaping, painting and other light duties.
- Eye protection must be worn by any operator of:
 - circular saws
 - miter or “chop” saws
 - reciprocating saws when cuts are being made above shoulder level
 - chain saws
 - grinders
 - orbital or belt sanders
 - pneumatic nailers

REQUIRED SAFETY EQUIPMENT

- Workers must wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing will not be worn when working with power tools.
- Work boots must be worn by all workers on the construction site. Workers must wear leather or other closed-toe shoes. No sandals, flip-flops or any other footwear that exposes (bares) any portion of the foot is permitted on the work site.
- Ear plugs must be worn by any worker using a power tool for a prolonged period of time.

POWER TOOLS AND OTHER ELECTRICAL EQUIPMENT

In order to avoid electrical shock, the following rules must be obeyed:

- A power tool may not be used without proper instruction on its use and on the consequences of improper use.
- Instruction must be done by a qualified person and be given to all workers, even experienced do-it-yourselfers.
- A trainee must use the power tool in the presence of the instructor until the instructor is satisfied that the trainee knows how to use the power tool properly.
- Never lower or carry a power tool by its cord.
- Clean tools daily.
- Power tools must be checked for defective switches, cords, plugs, and proper grounding.
- Defective tools must not be used and must either be reported to the leader or labeled and returned to Habitat for repair **immediately. Do not wait until the end of the day.**
- Power source must be approved ground fault interrupt.
- A three-pronged plug must be used on all electric power tools.
- Extension cords must not have frayed insulation or be fastened with staple, hung from nails, or suspended from wires.

- All temporary lights must be equipped with non-conductive guards.

CIRCULAR SAWS

- Adjust saw depth to the size of material you are cutting.
- Do not bind the blade.
- When cutting long panel, the blade may bind, and the sawmill will catch and kick back toward the operator. **DO NOT** stand directly behind the saw.
- Keep the blade guards working. Immediately repair bent guards, loose guard springs. **NEVER LEAVE GUARD OPEN.**
- Repair any damage to the guard as soon as it happens, and never tie the guard back out of the way.
- Properly support what you are working on.
- Never attempt to cut something that could tilt or fail and cause the saw to slip.

PNEUMATIC NAILERS

- No volunteer will operate a pneumatic nailer without the express approval of the on-site supervisor.
- No volunteer under the age of 18 will operate a pneumatic nailer.
- Operators must wear safety glasses.
- **NEVER** point a pneumatic nailer at yourself or others, regardless of being connected to a compressor or not.
- Keep fingers away from the trigger when not driving fasteners to avoid accidental firing.
- Do not exceed 120 psi of air pressure.
- Never use a pneumatic nailer in the presence of flammable liquids or gases (including oil-based paint fumes).
- Avoid loose clothing, dangling jewelry or loose (long) hair when operating pneumatic nailers.
- Always check safety devices and safety trigger operation before beginning use.
- Do not load fasteners with trigger or push lever depressed.
- Keep hands and feet away from firing head during use.
- Ensure that no other person is behind material being nailed; e.g. on the other side of sheathing, holding studs or in any other way “in the line of fire” of the discharged fastener.
- Do not drive fasteners into thin boards or near corners and/or edges of workpiece.
- When operating in proximity to electric wires or cables, HVAC equipment, or plumbing piping, ensure that the fastener is not in direct line with such items, such that contact or damage may result.
- Never carry a pneumatic nailer by the hose.
- Do not overreach. Use a ladder and maintain balance.
- Never use any nailer that is not operating normally. Immediately report it to the site supervisor.
- Do not disconnect the nailer with your finger on the trigger.
- Disconnect the nailer from the air supply whenever:
 - performing maintenance
 - clearing a jam
 - it is not imminently in use
 - moving it to another location
 - leaving the work area unattended

- Remove all fasteners from the nailer at the end of the work day.

PUMP JACKS

- Ensure that the work site is clear of construction debris and any obstructions that would hazard or inhibit the operation of the pump jacks.
- **DANGER!** Metal conducts electricity. Never erect or use pump jacks in the vicinity of any electrical source.
- When erecting the pump jacks in any configuration other than normal, ensure that no more than ¼ of the walk board extends past the jack assembly. The walk board, when erected with an extended arm, supports only one person on the extension, but **WILL** flex. Consult the site supervisor before erecting the pump jacks in any extraordinary configuration.
- Check all parts for good condition. Lightly lubricate moving parts every 30 days.
- Never use equipment with damaged or missing parts. Immediately contact the site supervisor for required repairs.
- Always use the provided safety net.
- Ensure that all components (walk board and work table) are securely chained to the pump jack assembly.
- Do not expose the metal components to any caustic materials, such as muriatic acid, caustic soda, trisodium phosphate, etc. Caustics are corrosive to aluminum and may cause personal injury as well.
- No more than three individuals are permitted on the walk board when erected.
- Do not use pump jacks in inclement weather or high winds.
- All equipment and materials must be removed from or secured to the scaffold platform at the end of the work period.
- Never throw or drop tools or materials from the scaffold platform.

HAND TOOLS

- Always select the correct type and size of tool for your work. Be sure it is in good working order, and properly adjusted.
- Do not use any tool if the handle is loose or in poor condition. Dull tools are hazardous to use because excessive force must be used to make them cut.
- Clean tools regularly; oil and dirt on a tool may cause it to slip and cause injury.
- Hold tools correctly, and handle and carry them with care.
- Avoid using your hand or fingers as a guide to start a cut.
- Keep edged and pointed tools turned downward.
- Carry only a few tools at one time unless they are mounted in a special holder or carried in a tool belt.
- When working with a hammer at a height, wear a hammer loop or tool belt. When the hammer is not in use, it must be kept in the loop or belt and not placed on a sloping surface.
- Do not carry sharp tools in your pockets. When the tools are not in use, keep them in special boxes, chests, or cabinets.

LADDERS

The following rules for ladder safety must be adhered to at all times:

- If the ladder is unsafe, don't use it. Always inspect a ladder before you use it. Look for wear and tear, loose rungs, and defects.
- Use a ladder that will reach the work.
- Extension ladders must reach three feet above the work level. Remember to use the four-to-one rule: For every four feet of height, move the bottom of the ladder one foot away from the wall.
- Move your ladder with your work rather than leaning out to reach the work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.
- Place your ladder on solid footing. If there is a chance of the ladder moving while you work, tie it down. If there is a chance that the ladder will be hit, barricade it.
- NEVER use an aluminum ladder in the vicinity of electrical lines.
- NEVER use a ladder outdoors during inclement weather or on windy days.
- Keep your hands free for climbing. Use proper carrying devices for carrying tools and materials.
- Always face the ladder when climbing.

SCAFFOLDING

- All scaffolding that is elevated ten feet or more must be equipped with safety railing.
- All scaffolding must be equipped with a toe board to eliminate the possibility that tools or debris will be kicked or pushed on people below.
- A scaffold must be designed to support FOUR times the weight of the workers and the materials resting on it.
- Inspect all scaffolding each day before using.
- **NEVER** use damaged or defective equipment, and avoid rusted parts as their strength is unknown.
- When erecting scaffolding, provide adequate sills for the scaffold posts and base plates.
- Use adjusting screws, and not blocks, when on an uneven grade.
- Inspect planking daily for splits and knots, and remove defective or damaged planking.

WORKING ON ROOFS

- Workers are not permitted on any roof when the following conditions exist:
 - when the surface might be wet or slick
 - in winds exceeding 15 mph
- Tools used on any roof (including saws and pneumatic nailers) will be secured by a safety line short enough to prevent the tool from falling beyond the rafter tails.
- Footboards (minimum of 2x4 4') secured by a minimum of four 12d nails are to be used for footing.
- All hand tools and fasteners are to be kept in appropriate tool belts or pouches to prevent accidental falls.

Note: The working procedures, security, safety and safety equipment used by paid sub-contractor personnel are the responsibility of that sub-contractor. Observed "unsafe" practices are to be reported to the site supervisor, who will address them with the sub-contractor's on-site representative.

CLEAN WORK SITE

A clean workplace is a safe workplace. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents.

- Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways.
- Clean up all rubbish and scrap materials each day.
- Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire, or other materials to accumulate on the work site, since they interfere with work and can constitute a hazard.
- Keep tools and equipment which are not being used in chests, panels, or tool boxes. This protects the tools and the workers.
- **Never leave a work site unattended unless all tools and materials have been properly secured.**

POISONS AND TOXIC SUBSTANCES

The poisons and toxic substances which can most often be found on a work site are asbestos, lead oxides, bird feces, and solvents. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance.

- **DO NOT ATTEMPT TO REMOVE ANY POISON OR TOXIC SUBSTANCES – CALL A PROFESSIONAL.**
- Adequate ventilation must always be provided when using solvents.
- Protect workers against eye and skin exposure to harmful chemicals by providing goggles, masks and gloves.
- Dispose of chemicals properly.

EMERGENCIES AND EMERGENCY MEDICAL CARE

In the event of an accident on the work site, immediately inform the site supervisor, regardless of the seriousness of the incident; even a cut can become infected if not treated. Site supervisor will determine if emergency response is required.

- Know the location of the site first aid kit. Use supplies located therein to stabilize and mitigate the injury as much as possible pending arrival of emergency personnel.
- The address of the build should be prominently posted 'facing the work site' such that it is visible to any worker making a '911' call. (Remember that not all cell phones have GPS 911 location available. The operator will have to ask for the location.)
- The site supervisor should be aware of any qualified personnel (MD, RN, etc.) on-site in the event of a serious accident.
- At least one volunteer trained in first aid should be on-site during work hours.
- Emergency Release and Medical Information forms for all volunteers must be on-site and available to first responders if required.

Emergency First Responses On-Site

- Immediately secure electric power (or air pressure), at the source, to any tool in the proximity of any injured individual.
- Do not move any injured individual who:
 - has fallen more than one floor's distance (e.g. from a roof, rafter or truss)

- has been unconscious for any period of time
- shows evidence of any head injury, whether obvious (blood) or implied (confusion or disorientation)
- In the event that first responders are summoned, site personnel should immediately determine:
 - medical allergies (iodine, betadyne, antibiotics, etc.)
 - if the volunteer is aware when they had their last tetanus shot
 - the name and phone number of the person to be notified of the incident
 - any current medications or conditions

EXHIBIT "B"

HABITAT FOR HUMANITY of SOUTH HAMPTON ROADS, INC.
HOUSE SPONSORSHIP AGREEMENT

This House Sponsorship Agreement is entered into this _____ day of _____, _____ by and between Habitat for Humanity of South Hampton Roads, Inc. ("HFHSHR"), a Virginia not-for-profit corporation and _____ (the "Sponsor").

Whereas, HFHSHR is a Christian housing organization dedicated to building low cost housing with low-income families in accordance with guiding principles developed by Habitat for Humanity International ("HFHI"); and

Whereas, ("the Sponsor") has entered into an agreement with HFHSHR to sponsor the construction of a house utilizing (a) the Sponsor's Funds; (b) the Sponsor's Funds with an HFHSHR match; or (c) HFHSHR Funds.

HFHSHR and the Sponsor hereby agree as follows:

1. Funding

a. HFHSHR has entered into an agreement with _____ (the Sponsor) whereby the Sponsor has agreed to provide HFHSHR with a minimum amount of \$ _____ and \$ _____ in documented pledges (the Funds) to be applied solely towards construction of the House. We understand the full house sponsorship is \$65,000;

_____ (Sponsor initials) _____ (HFHSHR initials)

Or,

b. HFHSHR has entered into an agreement with _____ (the Sponsor) whereby the Sponsor has agreed to provide HFHSHR with a minimum amount of \$ _____ (the Funds) and HFHSHR has agreed to provide a match of \$ _____ to be applied solely towards the construction of the House;

_____ (Sponsor initials) _____ (HFHSHR initials)

Or,

c. HFHSHR has entered into an agreement with _____ (the Sponsor) whereby HFHSHR has agreed to provide for the Sponsor a minimum amount of \$ _____ (the Funds) to be applied solely towards the construction of the House.

_____ (Sponsor initials) _____ (HFHSHR initials)

d. Sponsor has agreed that the Funds may include the direct cost of construction of the House and other indirect expenses at the sole discretion of HFHSHR.

e. HFHSHR shall be responsible for all and any costs incurred in connection with the construction of the House that are not to be met by the Sponsor, including, but not limited to: acquisition of the project site; attorney fees; legal survey; and closing costs.

2. HFHSHR Home Owners

HFHSHR shall be responsible for the selection of a Home Owner to become the owner of the House (the "Home Owner"). HFHSHR agrees to sell the House to the Home Owner selected for an amount to be determined by HFHSHR in accordance with HFHI's house pricing guidelines of zero (0) profit and to provide the Home Owner with a mortgage of zero percent (0%) interest for a term to be determined by HFHSHR.

3. Insurance

HFHSHR shall carry one million dollars of general liability and two hundred fifty thousand dollars of volunteer accident insurance (per accident) at all times during the construction of the house.

4. Recognition of Sponsor

HFHSHR shall use its best efforts to ensure that Sponsor receives recognition as the sponsor of the house. HFHSHR shall provide signage and other recognition of the Sponsor.

5. Publicity

HFHSHR agrees to work with the Sponsor to develop joint publicity opportunities for this program.

6. Use of the HFHI Logo, Trademark and Trade Name

a. This agreement shall not be deemed to convey to the Sponsor or any other party any rights with respect to the HFHI name, logo, trademark, service mark or trade name (HFHI Marks) except as set forth herein.

b. Sponsor must submit to HFHSHR for approval all materials, publications and/or advertisements, in any media that include HFHI Marks and will be distributed to third parties.

c. The Sponsor will use its best efforts to ensure that:

- i. The HFHI Marks are used in a form identical to that provided without alteration.
- ii. No use of the HFHI Marks will be made which could adversely affect the reputation or good will of HFHSHR.

7. Habitat House Sponsorship Manual

By signing this agreement, the Sponsor acknowledges that it has received, understands and will abide by all of the Sponsorship requirements and responsibilities as stated in the Habitat House Sponsorship Manual.

This agreement between Habitat for Humanity of South Hampton Roads, Inc. and _____ is signed in the city of Norfolk, VA on _____ (date).

Habitat for Humanity of South Hampton Roads, Inc.

John Morgan, III
Executive Director

Sponsorship:

Project Coordinator

The Habitat for Humanity of South Hampton Roads, Inc. Board of Directors and Staff look forward to a successful partnership with your organization as **WE BUILD LIVES, ONE HOUSE AT A TIME!!**