

## Scope of Work

### GENERAL WORKING CONDITIONS

- There will be a company representative on property daily to work with the on-site Manager.
- The Contractor will submit a progress schedule each week to the on-site Manager. The project will be completed on time, permitting unexpected weather delays.
- To minimize the disturbance to tenants, work will be done as professional as possible.
- Vehicles should be moved away from painting area. Contractor will cover vehicles, which are not moved in order to protect from paint.
- To protect the safety of tenants and the general public, the Contractor will post proper warning signs when necessary and will inform tenants of work that will be affecting them.
- The Contractor will bring only a limited number of vehicles to the property.
- Working hours will be from 8:00 AM to 5:00 PM, Monday through Friday. Saturday work will be permitted when approved by the on-site Manager.
- The Contractor will clean and remove any job related trash on a daily basis.
- The Contractor will provide a one-year warranty on re-paint work provided.
- The Contractor will provide the on-site Manager five gallons of siding paint, two gallons of trim paint, two gallons of door paint (if different from trim color), and one gallon of paint for the metal railings to be used for future touch-ups.
- The Contractor will provide FREE touch-up services on any graffiti markings or abuse by the tenants for the first year. Just call our office and touch-up painters will be dispatched.

## EXTERIOR SIDING

- The Contractor will power wash all siding to remove accumulated dirt, chalk, and loose or peeling paint, as well as any other contaminant that would affect the finished paint coat. If loose paint remains, the Contractor will hand scrape to remove.
- The Contractor will notify the on-site Manager when and if the power washing reveals rotten or damaged wood that needs to be replaced. The on-site Manager would then determine who would repair the wood, the on-site maintenance personnel or at an additional cost the Contractor.
- The Contractor will secure any loose wood or protruding nails by pounding nails back into place. The Contractor will not attempt to paint any wood that is in disrepair.
- The Contractor will caulk:
  - All vertical siding pieces where they join together.
  - All cracks in the boards or between the siding and trim.
  - All joints where the siding meets adjoining brick or trim boards with high-quality latex caulk to enhance weatherproofing.

\*Any caulk applied over old caulk will completely cover the old caulk without excessive buildup.

- The Contractor will spot prime all new and raw siding and lumber.
- The Contractor will apply one coat of exterior flat paint to all previously painted siding.
- All primer and paint will be applied only when the surface is completely dry, and will be applied in accordance with the paint manufacturer's procedures and specifications.

## EXTERIOR TRIM

- The Contractor will power wash all trim boards to remove accumulated dirt, chalk, and loose or peeling paint, as well as any other contaminant that would affect the finished paint coat. If loose paint remains, the Contractor will hand scrape to remove.
- The Contractor will notify the on-site Manager whenever the power washing reveals rotten or damaged wood that needs to be replaced. The on-site Manager would then determine who will repair the wood, the on-site maintenance personnel or at an additional cost, the Contractor.
- The Contractor will caulk:
  - All trim boards where they join.
  - All cracks in the boards or gaps between the siding and trim.
  - All joints where the trim boards meet adjoining brick with a high quality latex caulk to enhance waterproofing.

\*Any caulk applied over old caulk will completely cover the old caulk without excessive buildup.

- The Contractor will spot prime all new and raw trim boards and lumber with an exterior primer.
- The Contractor will apply one coat of exterior flat paint to all previously painted trim boards.
- All primer and paint will be applied only when the surface is completely dry, and will be applied in accordance with the paint manufacturer's procedures and specifications.

## **EXTERIOR RAILS AND STAIRS**

- The Contractor will power wash all rails and stairs to remove accumulated dirt, chalk, and peeling paint. If loose paint remains, the Contractor will hand scrape to remove.
- The Contractor will treat all rusted areas with OSPHO solution to neutralize the rust.
- The Contractor will spot prime all rusted and raw areas with a metal primer.
- The Contractor will paint all previously painted metal rails and stairs with an enamel coating. The Contractor will apply a second coat, where needed, to provide uniform coverage.
- All primer and paint will be applied only when the surface is completely dry and will be applied in accordance with the paint manufacturer's procedures and specifications.

## **EXTERIOR DOORS**

- The Contractor will rinse all doors to remove dirt.
- The Contractor will sand and scrape all doors to remove any loose paint.
- The Contractor will apply one coat of enamel paint to all doors to provide a smooth surface with full coverage.
- All doors to be painted will be painted no later than 11:00 AM each day to permit the doors to dry before being secured for the day, or as arranged by on-site Manager.
- The Contractor will coordinate with the on-site Manager to make sure that, during times when the tenant doors are open to permit the paint to dry, no one has access to the tenant's apartments.
- All primer and paint will be applied only when the surface is completely dry, and will be applied in accordance to the manufacturer's procedures and specifications.