



# 2012 Handbook

*Rebuilding lives and neighborhoods...making homes safe, warm and dry.*

*We cannot live only for ourselves. A thousand fibers connect us with our fellow-men; and along those fibers, as sympathetic threads, our actions run as causes, and they come back to us as effects.*

~ Herman Melville



**Team Information**

**Homeowner:** \_\_\_\_\_ **House#:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Team Name: \_\_\_\_\_

**Area Director:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Team Captain:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Skill Captain:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Safety Coordinator:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Green Captain:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Volunteer Coordinator:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**The Story...**

Rebuilding Together, formerly named Christmas in April, originated in Midland, Texas in 1972. Bobby Trimble's Sunday school class adapted the old-fashioned barn raising tradition of neighbor helping neighbor to a home repair project dedicated to serving the elderly and disabled. One of the recipients exclaimed that it felt like "Christmas in April" and thus the project was named. In 1988, Christmas in April★USA was founded, and in 1992 the Oklahoma City affiliate took shape. The organization was renamed to Rebuilding Together to lend itself to year-round programs and include people of all faiths. Today these programs are rebuilding America with 250 affiliates serving more than 955 cities and towns.

Since the first Oklahoma City Work Day in 1992, we have repaired over 1,800 homes, 29 non-profit facilities, and 8 public school buildings with the help of over 44,000 volunteers, resulting in over \$20 million worth of donated goods and services.

**The Mission...**

Rebuilding lives and neighborhoods... making homes safe, warm and dry.

**The Philosophy...**

Rebuilding Together, a 501(c) (3) nonprofit organization, improves the living conditions of low income elderly homeowners in the Oklahoma City metropolitan area by making repairs and modifications to homes. The objectives of the program are to make homes safe, secure and weatherproof; to improve neighborhoods and foster neighborhood improvement by other residents; and to engage volunteers in a "hands-on" community improvement project. Repairs are made at no cost to the homeowners.

The homeowners we serve often have great needs. Rebuilding Together has limited resources. We do our best to give the homeowner *reasonable expectations* about what we can do. We are fair to our volunteers and do not ask them to do more than they can in the time they have agreed to work. The programs benefit everyone involved. Repairs allow elderly homeowners to remain living independently and safely in their homes, volunteers from all walks of life unite to rebuild the community while witnessing the impact of their labor, and our community becomes a stronger and better place to live.

## **Rebuilding Together is Teamwork**

### **Team Captains**

...are responsible for communicating with the homeowners and assuring their satisfaction. They are responsible for recruiting, organizing, and supervising volunteers. They ensure the project is planned and work is completed in compliance with the Rebuilding Together OKC's Quality Assurance Program. After planning the project, they must inform the homeowner about what the team hopes to accomplish and what the team cannot accomplish. On Work Day, they communicate with the homeowner, manage volunteers and make sure the work is completed and the site is cleaned up. They are responsible for staying within their budget and returning any unused materials to the vendor for credit.

### **Skilled Captains**

...are responsible for the technical aspect of the repairs undertaken by the team. Skilled Captains will use the Scope of Work and Material List that has been developed by the Program Staff. They will use these to set up their work schedule. They can make minor changes to the Scope of Work. On Work Day, they provide technical and skilled advice to volunteers and ensure satisfactory completion of the project. They are responsible to the Program Director/Area Director for meeting the Rebuilding Together OKC's Quality Assurance objectives on a daily, working basis.

### **Team Volunteers**

...are the primary asset of Rebuilding Together. Most volunteers are expected to work between 8:00 a.m. and 6:00 p.m. on Work Day. However, if the scope of work determined by their Team Captain cannot be completed on Work Day, volunteers may need to work before and/or after the scheduled event. These are the people ultimately responsible for the success of Rebuilding Together.

### **Area Directors**

...act as liaisons between the Rebuilding Together staff and the Captains of two to three teams. The Area Director's primary responsibility is to the homeowner to ensure that the work is done to their satisfaction. They are also there to help the team organize their work. On Work Day, they act as troubleshooters and will do the final inspection at the end of work day.

### **Safety Coordinators**

...to ensure that all work performed at the jobsite is done in a safe manner.

### **Green Captains**

...

### **Skilled Volunteers**

...are small groups and individuals who volunteer their time independently from a team to supplement repair needs prior to or on Rebuilding Together Work Day. The staff coordinates these volunteers to assist teams who submit a request on the Volunteer Estimate Form.

### **The Staff**

...organizes project selection, provides volunteer training and support, manages logistics, solicits and distributes resources, and coordinates Work Day.

## Team Support

### Board of Directors President

Todd Wedel

### Executive Director

Valerie Dick Aubert 607-0464

[rebuildingtogether@coxinet.net](mailto:rebuildingtogether@coxinet.net)

Keri Williams Foster 607-0464 (Assisting Valerie) [keri@coxinet.net](mailto:keri@coxinet.net)

- Budgeting and allotment of funds
- Identification and solicitation of donations
- Creation of solicitation materials and grant requests
- Tracking of donations and acknowledgments
- Development and implementation of PR plan
- Liaison with media

### Work Day Coordinator

Margaret West 607-0464 [margaret@coxinet.net](mailto:margaret@coxinet.net)

- Team solicitations and information management
- Team Liaison
- Homeowner solicitation and fall evaluations
- Liaison with elderly agencies

### Technical Coordinator

Tim Reardon 607-0464 Program Director

[tim@coxinet.net](mailto:tim@coxinet.net)

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Ernest Odunze 607-0464 AmeriCorps Member

[ernest@rebuildingtogetherokc.org](mailto:ernest@rebuildingtogetherokc.org)

- Recruitment, training and coordination of Area Directors
- Identification and solicitation of skilled volunteers
- Coordination of skilled volunteers
- Year-Round repairs
- RT owned supplies inventory control
- RT Warehouse access and security
- Approval of scope and material requests
- Budgeting and Allotment of Funds
- Order Port a Potties and Dumpster

### Area Directors

- Oversee 2 work sites throughout project
- Homeowner's representative on the work site
- Liaison with team leaders
- Make the initial visit to the homeowner prior to meeting with the team
- Work with team leaders in understanding Scope of Work and Material List
- Work with the team leaders in planning and organizing work day projects
- Provide technical resource for Team Leaders

## Timeline of Events: Dates to Remember

- Feb. 7** **Area Directors** attend a meeting at 5:30 p.m. at the Rebuilding Together office 730 W. Wilshire Blvd., Suite 108.
- Feb. 8-March 2** **Each team captain and skill captain will need to schedule a time to meet with staff to pick up your team packet this year. We will not have Team Assignment Night. You will need to schedule a time between 8 am and 5:30 pm with Margaret (607-0464 or Margaret@coxinet.net).**
- March 12** **Area Directors, Team Captains, and Skilled Captain** turn in: *Logistics Information, Volunteer Estimate, Materials List and Team Information.*
- April 3** **Area Directors, Team Captains, Skilled Captains, and Homeowners** attend Homeowners Meeting at Chesapeake Energy Corp. 6040 N. Western Avenue, Building 2 (A&D), 5:30 pm. Team Captains and Skilled Captains turn in: *Copy of the signed Home Owner Agreement.*
- By April 2** **Team Captains and Skilled Captains** provide information to volunteers:
- ★ Assignment (map to work site and homeowner profile)
  - ★ Tools needed (volunteer's name clearly marked)
  - ★ Lunch plans
  - ★ Have volunteers sign up online, [www.rebuildingtogetherokc.org](http://www.rebuildingtogetherokc.org)
  - ★ Letter to volunteers provided by Rebuilding Together
- April 10 – April 20** **Rebuilding Together Warehouse opens 9:00 a.m. – 6:00 p.m. Monday – Friday and 10:00 a.m.-12 noon, Saturday, April 14 - 730 W. Wilshire Blvd., Suite 108.**
- April 3 -April 6** **Team Captains** call and remind all volunteers of April 21 Work Day and call homeowner to confirm plans and discuss any problems.
- April 21** **Rebuilding Together Work Day! 8:00 a.m. - ? p.m.**  
At end of day - Return re-usable supplies, yard sign, all receipts, *Homeowner Agreement and Acceptance Form* to Rebuilding Together Warehouse. **Remember our annual cookout when you return the workday supplies to the RT Warehouse.**
- April 28** **Work Day Rain Date**
- By May 12** **Team Captains and Skilled Captains** return completed evaluations, record of volunteer hours and list of donated materials to Rebuilding Together office.

## MATERIALS AND SUPPLIES . . .

The demand for a large amount of merchandise in a short period of time puts a considerable strain on the resources of our suppliers. Please be patient, considerate and appreciative. We work with these businesses all year long, and they do a great job for us.

Team Leaders have the responsibility of ensuring that all materials and supplies are at the work site. It is extremely important to carefully complete the Materials List and obtain materials before Work Day. They may need a truck to pick up materials and supplies and a place to store them until Work Day.

## REBUILDING TOGETHER WAREHOUSE

Location: 730 W. Wilshire Blvd., Suite 108

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	April 9 Not open	April 10 Close at 6 pm	April 11 Close at 6 pm	April 12 Close at 6 pm	April 13 Close at 6 pm	April 14 Open from 10am-12 noon
April 15 Closed	April 16 Close at 6 pm	April 17 Close at 6 pm	April 18 Close at 6 pm	April 19 Close at 6 pm	April 20 Close at 6 pm	<b>APRIL 21 Work Day 8 am-? pm</b>

If access is necessary at other times, call the Rebuilding Together Office at 607-6464 to schedule an appointment.

Although inventory varies, items available to teams on a "first come, first serve" basis include:

paint brushes	buckets	tape
paint rollers	trash bags	lumber
paint pans	caulk & caulk guns	cleaning supplies

## GIFT CARD

Beginning April 6, a Rebuilding Together Gift Card and a paint line of credit for material purchases may be picked up at the Warehouse. Only the Team Captain and Skilled Captain are authorized to make purchases with these cards. Team Leaders must obtain as many materials as possible at the Warehouse-the cards are only used to purchase materials not available at the Warehouse. Credit limits will be clearly indicated and are based on the Materials List submitted by the Skilled Captain.

Rebuilding Together Gift Cards may be used only at the authorized stores listed on the face of the card. At checkout, purchases must be noted on the Cards to keep a running total of charges. Credit limits cannot be exceeded – **do not expect to be reimbursed without prior approval**

## **THE TEAM CAN HELP**

We encourage teams to assist with the cost of materials by being a cash sponsor, obtaining in-kind donations of supplies or "passing the hat" to contribute to the purchase of materials.

## **EMERGENCY PURCHASES**

Remember...if additional materials may not be available at the Rebuilding Together Warehouse. Team or Skilled Captains may obtain approval for emergency purchases from an area director. Your Area Director has access to gift cards. Keep all purchase receipts and turn them in to your Area Director or the Warehouse at the end of the day.

### **\*\* Important Note \*\***

***If materials are purchased from another supplier,  
The team is responsible for the cost.***

# **RT OKC**

## **Policies and Procedures**



## HOW TO HANDLE DIFFICULT SITUATIONS

### UNFORESEEN PROBLEMS

Sometimes unforeseen problems occur while making repairs. This may include “damage discoveries,” i.e. termite damage behind dry wall, bad plumbing or wiring, etc., that is beyond the skill of the assigned team. If this is the case, please contact your Area Director or the Program Director. Remember, the project should be complete by the end of the day, so there is not much time. Be creative and do the best you can. Rebuilding Together resources are limited. ***It is better to under promise and over deliver.***

### NO SHOWS

Despite the best of efforts and intentions, volunteer “no shows” happen. If the Team can get by without them, do. If not, the Team Leaders may need to consider adjusting the Homeowner Agreement or coordinating another day to complete repairs. You may contact an Area Director or Rebuilding Together staff for advice or assistance; however, they may not have volunteers to send on short notice.

### TOO MANY VOLUNTEERS

If you find you have too many volunteers, contact the Rebuilding Together staff. There may be another Team that needs the additional help.

### EMERGENCIES/INJURIES

Emergencies and serious injuries need to be referred to the Executive Director. This is not the responsibility of individual volunteers. Team Leaders or the Area Director need to identify witnesses and write down their names & phone numbers. Write down your recollection of the incident and encourage others to do the same. Do not admit liability.

If contacted about information on a problem, defer to the Executive Director. Give only facts, not opinions. All media inquiries should be referred to the Executive Director.

### WHEN TO PULL A TEAM

The safety of the homeowners and volunteers is paramount. If there is any serious threat to safety, the situation should be dealt with immediately. Threatening behavior, verbal assaults, sexual harassment, drug or alcohol abuse, or other inappropriate behavior by a homeowner or family member are all “just cause” for quitting the job and pulling the team.

Family members who do not offer to help may create a problem for some team members, but unless they are rude, demanding, or abusive of volunteers, this is probably not sufficient reason to pull the team – remember, the family members not willing to help should be told prior to Work Day not to be present while your team is working. Every effort should be made to change the behavior or encourage the offending person to leave. The homeowner should be made aware of the problem. If possible, the homeowner and the offending person should be given the opportunity to correct the problem before you pull the team. ***Do not pull your team without discussing it with the Executive Director.***

## Rebuilding Together OKC Dos and Don'ts

To receive material/funds from Rebuilding Together, repairs and modifications must meet RT OKC's Quality Assurance standards and address safety, security, and weatherproofing a home including but not limited to the items defined below:

**Safe:** Replacement/repairs of; doors, locks, grab bars, windows, carpet stretching, flooring, ramps, hand rails, electrical, heating, plumbing, ADA issues, cleaning, light bulbs, smoke detectors, interior paint, brush trimming/removal, concrete steps, wooden steps, wooden porches, batt (roll-out) insulation, stoves, replacing window air condition units (if electrical exists)

**Secure:** Replacement/repairs of; locks, doors, windows, deadbolts, overhead garage doors (attached garage only)

**Weatherproof:** Replacement/repairs of; roofs, doors, windows, heat, siding, caulk, weatherproofing, storm windows, storm doors, paint, batt (roll-out) insulation

The following items **will not** be supplemented:

Fencing

Appliances other than gas stoves, refrigerators, and window a/c units

Gardening

Tools

Decorative items

Extensive concrete work unless it provides the only safe means of egress or is somehow vital to the homeowner's safety

## Safety Policy

Rebuilding Together OKC volunteers have the right and the responsibility to make decisions based on experience, personal judgment, and training. We must make certain that:

- A copy of the *Rebuilding Together OKC Safety Program* is accessible to us while at the work site.
- Sufficient time is allowed to perform all work safely.
- Safety briefings are conducted prior to work.
- Co-workers are warned of known hazards.
- Our workplace is drug and alcohol free.
- The behavior in our work place is civil and courteous.
- Accidents and injuries are made known to the Team Captain and /or the Skilled Captain as soon as possible during the workday.

**Objective:** The objectives of the Rebuilding Together OKC Safety Program are to stress safety first for our homeowner and our volunteers through the application of disciplined safety procedures at each work site. Safety is everyone's responsibility. Safety prevention must be practiced at all times. Where a safety environment is in jeopardy work must be curtailed until such time that the cause is determined, corrected and a way forward determined to complete work in a safe manner. Teams will be proactive in establishing a safe work environment by utilizing safety briefings at the beginning of every workday and appointing a safety monitor at each work site.

1. Clothing and personal protective equipment:
  - a. Wear personal protective equipment and clothing as required for the job and/or work environment. This includes:
    - i. Wear a hard hat furnished or approved by REBUILDING TOGETHER during appropriate activities. If in doubt you should confer with the on-site safety volunteer or the Skilled Captain. Hardhats shall be non-conductive, and free of structural defects.
  - b. Confirm that personal protective equipment is in good working condition before use.
  - c. Use the personal protective equipment for the purpose(s) intended.
2. Hair and Jewelry
  - a. Secure hair when working around machines or equipment in which hair could become tangled.
  - b. Remove loose or dangling jewelry when working on the work site.
3. Work environment:
  - a. Keep the work site clean, orderly, and free from clutter and debris. Special attention is required when multiple teams are working a site together. Large power equipment like table saws and such should be restricted to a dedicated location away from the normal work areas and traffic. Material storage should be afforded a similar dedicated space.
  - b. Handle, store, and dispose of contaminants, hazardous materials, and waste according to Rebuilding Together policies.
  - c. Use safety equipment associated with all tools and equipment. Loose clothing around power tools should be avoided.
- b. 5. Asbestos: Rebuilding Together is not a licensed asbestos contractor. Therefore removal of friable asbestos-containing materials will be sub-contracted to firms possessing a valid Oklahoma Department of Labor Asbestos License. However, volunteers may remove non-friable floor tile, Transite siding, and roofing.

4. Compressed air:
  - a. Use air nozzles designed for the system to be used. Use effective chip guarding.
  - b. Inspect hose before charging with pressure.
  - c. Direct airflow away from clothing, body, closed containers, other volunteers and the homeowner and his property.
  - d. Do not use compressed air cleaning methods in lead-based paint, asbestos, or other toxic material cleanup.
5. Confined space entry: Volunteers will exhibit due diligence when planning to enter confined spaces such as the attic or going under the house. The age and condition of the house sub-structure will dictate the need for supporting systems to ensure a safe environment. Those entering a confined space should not go alone but should use a buddy system to ensure communication and awareness of activities going on around the area of the confined space that would be detrimental to the safety of the volunteer in the confined space.
6. Electrical safety:
  - a. Utilize electrical receptacles with ground fault circuit interrupters whenever possible.
  - b. Electrical tools and equipment must be grounded or double insulated
  - c. Volunteers are responsible to visually inspect their tools at the start of each day. Damaged or defective tools / cords should be removed from the immediate work site to prevent accidental usage by another volunteer(s).
  - d. Do not use tools with splices or electrical cord repairs. Remove from the immediate work site to prevent accidental usage by another volunteer(s).
  - e. Electrical cords must be protected in locations where they may be subject to damage or cause tripping hazards.
  - f. Energized wiring in outlets, junction boxes, circuit breaker panels, etc, must be covered at all times.
  - g. If you lose power do not randomly trip circuit breakers at the power center panel. Seek the advice of an experienced electrician or the Skilled Captain
  - h. Metal portable ladders will not be used when working on or near energized equipment.
7. Environmental safety:
  - a. Do not clean any part of your body with gasoline, solvents, or oily/dirty rags. Use only approved hand creams and soaps for cleaning hands, arms, face, and other parts of the body.
  - b. Identify and label all chemical containers.
  - c. In the event of a chemical spill, avoid contact with materials and stay upwind of the site until the materials are identified and safe handling procedures are determined.
8. Fall protection: Volunteers should buddy up when exposed to fall hazards greater than 4 feet so as to prevent falls.
9. Fire safety: Fire prevention begins in the workplace with prudent housekeeping practices. Keeping the workplace free of trash and waste materials makes a significant contribution to fire safety. We may choose to fight a fire to protect life and property, but only in those situations where we believe it is safe to do so.
10. First aid:
  - a. Local EMS provides acute response to trauma at our projects. Rebuilding Together provides first aid equipment for a "lay" rescuer to provide first aid until medical help

arrives.

- b. First aid basics:
- c. Evaluate the setting and environment to first ensure your own safety.
- d. Protect yourself from the possibility of blood borne pathogens.
- e. If the victim is conscious, obtain consent before rendering aid.
- f. Perform aid only within ones training.
- g. Exercise caution in moving an injured person.

#### 11. Ladders and scaffolds

- a. Use only approved ladders or scaffolds. Use non-conductor type ladders and scaffolds near electrical wires. Inspect the ladder prior to each use.
- b. Set ladder on a stable surface and at a safe angle of one foot away from wall for every four feet of ladder height.
- c. Climb no higher than the third rung from the top of a straight ladder or the second step from the top of a stepladder. Never climb a ladder on which someone else is standing.
- d. Face the ladder at all times when climbing and descending.
- e. Protect ladders from moving equipment and door swings.
- f. Use stepladder for purposes intended, not as a straight or extension ladder. Use only a fully open stepladder with spreaders properly set. Do not use with missing spreaders.
- g. Use a buddy to hand you tools or materials when climbing or descending a ladder. Do not carry items in your hand. Use caution not to over extend your reach.
- h. Extend ladder at least 3 feet beyond top plane.
- i. Do not use ladder rungs to set tools or materials on. Find a way to position tools and materials to prevent them from falling.

#### 12. Lead based paint (LBP): Renovation of surfaces that may contain lead-based paint (LBP) is a fundamental component of Rebuilding Together construction practices. Rebuilding Together OKC strives to ensure LBP work shall be conducted by volunteers under the direction of EPA-certified lead paint renovators. All 1078 and earlier painted surfaces shall be assumed to contain LBP until tested. In conducting the work, Rebuilding Together will:

- a. Protect the homeowner's property and environment from lead dust and debris.
- b. Use wet methods to minimize dust.
- c. Clean the work area daily.
- d. Ensure no torch burning of LBP
- e. Ensure dry sanding, planning, grinding or blasting without ventilation controls.
- f. Ensure no use of heat guns in excess of 1100 degrees F.

#### 13. Lifting and body mechanics; In general, Use good lifting practices and body mechanics when lifting. Use lifting and carrying equipment to lift and move heavy loads. Avoid tripping and slipping hazards while lifting or carrying. Estimate weight of any object you plan to lift by test-tilting the object. If you are unaccustomed to lifting, use extra caution and get help, or do not lift. Use only moderate force and do not overexert when lifting, pushing, or pulling.

- a. Ensure good footing and a good grip on the materials.
- b. Keep the object close to your body.
- c. Keep your upper body erect.
- d. Lift smoothly – do not use jerky motions.
- e. Lift with legs, not back.
- f. Do not lift and twist at the same time.
- g. If load slips from your grip, let it fall.
- h. If the load is too heavy to lift safely, obtain assistance or lighten the load.

14. Hearing protection - Use hearing protection:

- a. When tools indicate the use of hearing protection on the box or in the instructions for use.
- b. As a rule of thumb, when you have to raise your voice to clearly communicate with co-worker who is next to you.

## Safety Policy Receipt

I, \_\_\_\_\_, have received the Safety Policy as set by Rebuilding Together OKC and agree to follow and enforce it during all times when volunteers, including myself, my Skilled Captain, and Area Director, are present on the work site.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

### For staff use only

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

## Quality Assurance Policy

Rebuilding Together has a responsibility to ensure all work is completed satisfactorily and achieves our primary purpose of providing our homeowners a safe, secure and weatherproof home with a positive impact on the homeowner's quality of life. Towards that end, the Rebuilding Together OKC Quality Assurance program has a two-fold purpose.

1. To ensure homeowner satisfaction with our services and the first-time quality of our work.
2. To minimize liability to Rebuilding Together OKC and ensure the most efficient use of our resources.

**Objective:** The objectives of the Rebuilding Together OKC Quality Assurance program are to strive for first-time quality through an inspection process that prevents significant rework. Where quality issues arise during the work day then our objective is to minimize further resource expenditures and determine corrective action and a way forward to complete the project and achieve our quality purpose.

**Process:** The Rebuilding Together OKC Program Director has overall responsibility for Quality Management during work team operations at homeowner sites. The Program Director will ensure the experience, proficiency; prior performance and skills of each team are considered in the team assignment process. The Program Director will determine those work assignments where the *Quality at Home* checklist will be accomplished after completion of the work effort. The Program Director will determine the most effective way to complete the checklist utilizing volunteer resources available to him, e.g. the Evaluation Team who completed the initial evaluation of the house or Area Director, etc. The Program Director will assign remedial work as needed. The checklist should be accomplished within 10-20 days of work completion.

Each Team Captain will enforce quality assurance in their team's work planning efforts and during the execution of home repairs. Performing quality work is the responsibility of the Skill Captain on a day-to-day basis. Skill Captains will ensure quality control through ongoing self-inspection using the Quality at Home checklist as repair efforts progress. Skill Captains will be familiar with the elements of the checklist and will provide for ongoing inspection of the work. This is critical for those initial efforts that provide the foundation of follow-on repair efforts (e.g. a quality subfloor/structural repair greatly affects the quality of the finished floor). Occasionally, as damage discovery progresses during the work effort, a situation could arise where repair efforts are beyond the capability of the assigned team. The Team Captain and Area Director/Program Director will decide how best to proceed. If the Skill Captain is unsure of the sufficiency of any critical repair in terms of expected quality then he/she is to obtain the advice of the Area Director or Program Director before proceeding.

**The Quality at Home checklist is included in the Skilled Captain section of this handbook and should be used during pre Work Day work and on Work Day.**

## Disposal of Construction Debris

**Work Day:** Teams that are doing bathroom remodels, replacing windows, replacing carpet, or replacing flooring will be required to request a dumpster. Dumpsters will not be allowed for landscape or brush removal. All other trash must be bagged and set by the curb for the normal trash pick-up day. Teams may have to return to the home to take trash to the curb. No trash should be left at the curb, more than 2 days before normal trash pick-up. If a team estimates a large quantity of waste will be produced please use the Logistics Form to inform RT OKC staff of need for same day trash pick-up. **ALL TRASH MUST BE BAGGED** to be picked up this way. Teams will be given a map that indicates when the bulk trash days are. They can use those dates for bulk trash. Teams can also bring trash to the warehouse dumpster for one week after work day. Hazardous waste will not be mixed in with the regular waste.

**Year Round:** Normal year round construction trash can be disposed of with the city's scheduled trash days or bulk waste days. Hazardous waste will be disposed of the same way as work day. **Bring the homeowner's City water bill as proof of residency.**

## Hazardous Waste

In Oklahoma City hazardous waste can be disposed of at the hazardous waste center, 1621 S Portland. The center will be open Tuesday through Friday 9:30 a.m. — 6 p.m., and on Saturday 8:30 — 11:30 a.m. The center is free to Oklahoma City residents. **Bring the homeowner's City water bill as proof of residency.** Residents of The Village, Tinker Air Force Base, Edmond, Bethany, and Warr Acres can recycle their waste at the facility, but may be charged for the service through their municipality. It is the teams responsibility to dispose of trash. In some circumstances Rebuilding Together will reimburse teams that use the county landfill. Approval must be received from Rebuilding Together before this method is used.

**What they can take:** Propane, gasoline, lubricants, motor oil, brake fluid, degreasers, antifreeze, pesticides, herbicides, fertilizer, CFL and fluorescent light bulbs, swimming pool chemicals, furniture polish, household cleaners (including oven, drain and toilet bowl cleaners)mercury paint and thinner

**Do not pour chemicals into a single container. Leave them in their original packages.**

Some household products, although harmless in themselves, can be toxic when mixed. **If you have any questions regarding the disposal of hazardous waste please call the Hazardous Waste Collection Facility at 405 682-7038.**

## Recycling

We also would like to encourage teams to speak with their homeowners about recycling plastic bottles, aluminum cans, glass containers, newspapers and magazines.

## **UNFINISHED WORK DAY TASKS**

It is the policy of Rebuilding Together OKC that all work initiated will be finished. A statement that says "All repairs/modifications that have been initiated will be completed", will be inserted in the Team Handbook, the Scope of Work and the Homeowner Agreement. To this end each team will complete an "Unfinished Work Day Tasks" report at the end of work day, and at the end of each year round team project. Even if there is nothing to finish, the team should turn in the report and state that all tasks are complete. All work that is unfinished will be itemized, and should include a plan for completion. This report will be initialed by the Homeowner, Team Captain and the Area Director. This report will be turned in with the other team paperwork at the end of workday. Year round paperwork will be turned in when the project is complete.

The Rebuilding Together program staff will review unfinished tasks and do everything possible to encourage the teams to complete the tasks they initiated. Tasks that cannot be finished by the work day team will be assigned to year round volunteers. Electrical and plumbing repairs will be assigned to our regular contractors. Every effort should be made to have all items cleared up two weeks after work day. If there is extensive painting that needs to be done, it will be put on the spring & summer painting schedule.

# Lead Fact Sheet

## Why is Lead Dangerous?

Everyone is affected by lead. Childhood lead poisoning is a major health problem in the United States. Eighty percent of US homes built prior to 1978 contain lead-based paint, the most common cause of lead poisoning in children. A very small amount of lead can poison a child, 10 micrograms per deciliter. Lead poisoned children can suffer brain damage, hearing problems, and slowed growth and have behavioral or learning problems. Lead poisoning can even lead to death in some cases. Because lead poisoning frequently has no obvious symptoms, it can go unrecognized for years, resulting in permanent damage. Also, fetuses can be affected if their mothers are exposed to lead, or have been in the past.

Adults and pets can also be affected. Adults who are affected by lead experience kidney malfunction, infertility, loss of hand coordination and strength, peripheral nerve damage, and hearing problems. It also can interfere with the formation of red blood cells and cause anemia. That means that RT Staff, volunteers, homeowners, families and even the surrounding neighborhood residents are at risk for lead poisoning when a build is going on. Anyone who is in the vicinity of lead that is being disturbed is easily affected and through contact may affect others.

## Lead may be a hazard if

- Your project was built before 1978.
- There is peeling paint anywhere in the house.
- Window sills, doorways, hand railings have missing paint. These surfaces are touched a lot or incur a lot of friction and creates very fine dust that poses a hazard.

## If you suspect lead may be a hazard

- A Certified Lead Safe Renovator must be present during set up and clean up. (RT OKC has 3 on staff; your skilled volunteers may also be certified. Be sure to ask!)
- All persons working in the "contaminated" area must follow lead safe work practices laid out by the Lead Safe Renovator.

# A Guide for Team Project Photographs

## General tips:

1. When photographing inside, use a flash.
2. Make sure the date stamp is turned off on your camera.
3. Try not to take photo looking into sun or bright light.
4. If time allows, jot down the names of your photo subjects for publications or promotional materials. Remember check the spelling of names.
5. Consider background composition- especially around heads of subject.
6. If possible, get photo containing every volunteer at work (groups shots fine.)
7. Compose photo so you can see the front or back of Rebuilding Together t-shirts and volunteer paint brushes or tools.
8. Make sure everyone in photo is practicing safe work habits as dictated by activity – protective eye gear, gloves, etc. and that they are at least 14 years of age.

## Photos to Take:

1. First – the green team sign in the front of the house and/or the house address number so you know where the section following was photographed.
2. Before and after photos of each major repair – show obvious need for renovation and results.
3. One or two whole team photos. The best time is at the beginning of the day or at lunchtime. Volunteers may need to take a quick break from work to capture the whole team. Include the homeowner if he/she is onsite. Make it obvious that the subjects are Rebuilding Together workers (by banner or yard sign.)
4. Action shots of people working.
  - a. **Mentoring/teaching someone a new skill**
  - b. **Installing safety features- grab bars, handrails, ramps, bathroom mods**
  - c. **Energy Efficiency – installing windows/doors, changing light bulbs, caulking**
  - d. **Skilled labor – plumbing, electrical, etc.**
  - e. **Lots of busy workers**
  - f. **People sawing or painting**
5. Homeowners in front of their homes, with family members and/or with volunteers.
6. Memorable faces – hugging, laughing or showing emotion.
7. Positive interaction between the homeowner and the volunteers.
8. Diversity (i.e. age, ethnicity, etc.)
9. Any notable people on the worksite.

# **Team Captain Job Description and Checklists**



## Team Captain

Thank you for volunteering to serve as the Team Captain for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also tedious work. With your help, we can have maximum impact on the lives of those in need. Your task is an important one – thank you for taking the lead!

Please review this job description and make sure you meet all the requirements to do the job successfully.

### Qualifications

He/she should have full knowledge of the project, as well as Rebuilding Together. This person should have sufficient knowledge to know what their team can and cannot do. The Team Captain is responsible for organizing and executing the planning and preparation of Work Day and overseeing the completion of the project. This person should commit to be at the worksite for the duration of the project. **The time commitment for a Team Captain is approximately 30 hours, minimum.**

### Responsibilities

Team Captains are the primary link to homeowners before workday and have the responsibility of assuring their satisfaction. They need patience and the ability to deal with sometimes uncertain and skeptical elderly homeowners. The Team Captain is responsible for recruiting, organizing and informing volunteers. Home rehabilitation is usually completed over several weeks, but Rebuilding Together is primarily accomplished in one day. The difference is planning and teamwork. Good preparation will help make the day go smoothly.

- Go to [http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Familiarize yourself with all of the policies and procedures set out by RT OKC; Handling Difficult Situations, RT Dos and Don'ts, Construction Debris Disposal, Unfinished Work Day Tasks, Quality Assurance and Safety.
- Attend two mandatory meetings: an Assignment Meeting with RT OKC staff and Homeowner Night.
  - At the Assignment Meeting you will receive a **Scope of Work** for your project. You may make additions to the Scope but they have to be approved by the Project Manager or the Program Director. Priority should be given to repairs that make homes safe, secure and weatherproof.
- Visit work site several times prior to Work Day to plan and organize the project. The first visit must include your Area Director.
  - Communicate with homeowner in regards to their priorities. Inform the homeowner of what repairs the team can and cannot accomplish – leave them with realistic expectations.
  - The Skilled Captain is in charge of discussing any preliminary work and return visits.
  - Determine if the homeowner will be present on Work Day. Make arrangements accordingly.
  - Visits must include assisting the Skilled Captain in planning and coordinating the Scope of Work and Materials List for Work Day.

- Obtain permission from the homeowner for all repairs using the Homeowner Agreement. **Do not promise anything your team cannot accomplish.**
- After the Skilled Captain estimates the number of skilled and unskilled volunteers needed (see Volunteer Estimate Form), you will recruit sufficient skilled and unskilled volunteers to complete the work. Schedule and organize sufficient number of team volunteers, allowing for “no-shows”.
- Make final plans according to the availability and abilities of your volunteers. Plan according to the amount of time they are willing to spend and a limited budget. Make wise decisions and plan well. Don't take on too many repairs.
- Make arrangements for volunteers to bring the tools necessary to complete the repairs
- Make sure the Volunteer Coordinator sends volunteer packets out at least two weeks prior to Work Day
- Make all arrangements for waste removal and porta-potty needs for Work Day. See **Disposal of Construction Debris** and **Hazardous Waste** policy and **Porta-Potty Request Form**.
- On Work Day, organize, delegate, and supervise. Even though you may be skilled, you should not do the work. Your job is to be sure the team is effective. You cannot do that if you are under the sink.
- Maintain the flow and spirit of volunteers.
- Meet with Area Director and Skilled Captain, Safety Captain, Green Captain, Room Captains, Volunteer Coordinator, Ambassador, Clean-up Captain and Runner before other volunteers begin to arrive.
- Try to maximize your use of all volunteers.
- **Each volunteer must sign a Volunteer Liability Waiver form. No volunteer will get a T-shirt or be allowed to work unless Rebuilding Together has possession of the signed form. The Medical Treatment Authorization form must be completed for all volunteers under the age of 18. It requires a parent or guardian's signature. The form is found on the reverse side of the Volunteer Liability Form. These forms should be completed prior to work day if a parent or guardian will not be present.**
- Provide a master list of jobs, in order of priority, with the assignments listed. Be sure that the room captains are aware of their responsibilities and the scope of work in their care.
- **Team Captains are responsible for interacting with media representatives.**
- Communicate with homeowner, Area Director, Skilled Captain, and other captains throughout the day concerning progress of work and any unexpected problems.
- Assist the Skilled Captain as needed.
- Make sure all work that volunteers started is finished. Walk through the home with the homeowner and discuss what has been accomplished and what may not have been accomplished. Your team is responsible for the assigned house. Remember not to make promises about doing additional work after Work Day besides returning to complete work not finished on Work Day.
- Clean up all work areas. See “Disposal of Construction Debris” and “Hazardous Waste” policy in Handbook.

- Return unused and borrowed materials to the warehouse or supplier for a refund.
  - Leave opened cans of paint with the homeowner.
  - Obtain a credit receipt and return it to the Warehouse.
- Make arrangements to complete any unfinished work.
- Take Care of all necessary paperwork. Return the signed forms to your Area Director or the Warehouse at the end of the day, along with all receipts for all material purchases and credits.

## **JOB OVERVIEWS**

- The Green Captain will be in charge of making the no - low cost repairs that will help the home owner save money and energy.
- The Safety Captain is responsible for ensuring that all work performed at the jobsite is done in a safe manner. This person must plan for potential hazards in advance, take preventive measures by checking material and providing safety supplies, and watch for tripping and falling hazards, personal injury risks, improper material handling, improper tool usage, etc. Finally, this person must orient the volunteers on potential hazards, and distribute safety materials.
- The Room Captains will be responsible for prep (if applicable) and overseeing the work of volunteers in their assigned rooms. Each room will have a specific work scope with tasks that will be completed by the volunteer team assigned to the room. The number of team leaders depends on complexity and scope of the project. Also, they must be available to supervise and assist volunteers in their assigned area for the duration of the project.
- The Volunteer Coordinator will contact volunteers and provide them with the project overview, project location, maps, and carpooling info. They will be responsible for obtaining waivers from the volunteers at the beginning of Work Day, as well as planning lunch for the volunteers. The coordinator should be present all day, one of the first in and last out. On work day, collect the Volunteer Waivers, distribute t-shirts and name tags, inform volunteers of their job assignments and arrange lunch.
- The Ambassador should be someone who would enjoy spending the day caring for and communicating with the homeowner. If the homeowner would like to be away from their home on Work Day, they should make appropriate arrangements. They should also see that the needs of the homeowner are taken care of throughout Work Day. When there are questions about household items or decisions to be made about repairs, the Ambassador should visit with the homeowner. It is very important that the homeowner feels they are a member of the Team.
- The Runner will need to be available to pick up last minute items. They should be familiar with the type of materials and supplies at the Rebuilding Together Warehouse and know where it is located. They should be introduced to the Area Director and be informed about the Emergency Purchase Order process and the location of Forest Building Materials and the nearest Lowe's.
- Team Leaders (Team Captain and Skilled Captain) are expected to obtain the necessary skilled labor to complete the scope of work they have planned. If you have a need for volunteers with skills you cannot provide, ask around. You and the volunteers on your team have friends, relatives and coworkers that may have an unknown talent you can utilize. If you are still unable to recruit the volunteers needed, inform your Area Director and the Rebuilding Together office as soon as possible.

# Team Captain Checklist

## Planning and Preparation

**Instructions:** Use this checklist to ensure proper planning of the project. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Make an appointment to visit the assigned work site with Skilled Captain and Area Director.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Discuss the repairs needed with the homeowner, make note of the homeowner's priorities and try to accommodate them if mission-appropriate. Be sure to obtain permission from the homeowner on repairs you plan to make – leave them with realistic expectations.
- Advise the homeowner that most volunteers will be unskilled. Indicate that things may be a little chaotic on Work Day and there will be a lot of people in their home.
- Have the Skilled Captain discuss any preliminary work and return visits that may be scheduled. Ask how much advance notice will be needed.
- If you feel the homeowner is able, ask him/her to store valuables and remove any wall hangings and breakables that will interfere with the work. Ask homeowner to label any items to be discarded during clean up.
- Determine if the homeowner will be present on Work Day. If so, arrange to introduce them to the Ambassador. Request that able-bodied family members participate in the project. If they are not willing, ask that those family members not be present while the team is working.

- Obtain signed Homeowner Agreement; this may require another visit to the work site.

Notes: \_\_\_\_\_  
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- Recruit volunteers and obtain information on special skills they may have, including skilled volunteers needed to complete work. Schedule and organize sufficient number of team volunteers, allowing for "no-shows".
- Submit request for skilled assistance to Area Director and Program Director (if you are unsuccessful in recruiting for a particular skilled need).
- Plan the details of Rebuilding Together Work Day with the Skilled Captain and Area Director.

- Appoint Ambassador, Green Captain, Safety Captain, Volunteer Coordinator, Room Captains, and Runner to obtain supplies on Work Day.
- Create a master list of jobs, in order of priority
- Divide the scope of work into rooms, and divide your volunteers into groups assigned to complete each room.
- Use **Volunteer Inventory Form** to determine skill levels, strengths, personalities and weaknesses of your volunteers. Inform the Skilled Captain of your inventory and determine any needs. If some volunteers are considered "fragile", assign them to less strenuous tasks such as Volunteer Coordinator, Ambassador to the homeowner, Safety Officer, Runner for last minute material needs, or Photographer.
- Plan to divide a large number of volunteers into teams around the house so you don't have people tripping over each other.
- Prepare a time schedule. Determine how long each task should take, and coordinate the tasks so you can finish on time. If you have skilled volunteers for a limited time, be sure to schedule their work to meet their schedules.
- Direct the room captains to do the jobs that will require "waiting time" first. They can finish these jobs towards the end of the day. For example, paint takes time to dry. Do the first coat early. Towards the middle of the day, you can put on the next coat

Notes: \_\_\_\_\_

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- Prepare "homeowner profile" from the information provided by RT OKC and meetings with the homeowner to include in volunteer packet that introduces the volunteer to the home situation before they arrive.
- Create an "Ask" to be included in volunteer packs for volunteers to bring the tools necessary to complete the repairs
- Ensure the Volunteer Coordinator mail information packets to the volunteers.
- Obtain Volunteer Liability Waiver forms and final list of volunteers signed up on the RT OKC website from the Volunteer Coordinator.
- Contact homeowner a week before Work Day and inform of all plans.
- Get team members to assist in obtaining material donations
- Request a porta-potty from Tim Reardon if your project involves bathroom repair

Arrange to have waste removed properly and the site is cleaned up at the end of the day. See **Disposal of Construction Debris** and **Hazardous Waste** policies.

Make final call to homeowner and confirm plans.

Notes: \_\_\_\_\_  
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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Team Captain Checklist

## Work Day

**Instructions:** Use this checklist to ensure safety during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Meet with Area Director to obtain last minute information
- Meet your Skilled Captain at the work site before the volunteers arrive to make sure the homeowner is prepared.
  - Identify other areas you could work if you have volunteers with free time. Yard work, cleaning windows, planting, etc.
  - Take care of the homeowner. Introduce the homeowner to the Ambassador. Be sure the homeowner feels involved and understands that this day is also very important to you. Answer the homeowner's questions and let the homeowner know the plans for the day.
- Provide a central location for materials and tools, and assign a volunteer to keep an eye on the area
- Introduce and explain the roles of other coordinators
- Thank the volunteers for coming
- Do not expose a building's interior or homeowner's belongings to inclement weather.
- Confirm persons with cell phones onsite in case of emergency
- Introduce and explain the roles of yourself and other captains/coordinators
- Provide an overview of work to be done at the house
- Assign volunteers to tasks if they have not been previously assigned
- Tell volunteers where supplies are located
  - Make sure volunteers know to let you know if they need a supply they can't find
  - Remind them not to expect to be reimbursed for materials without prior approval from staff
  - Make sure volunteers know who the Safety Coordinator is
  - Allow Safety Coordinator to give a brief safety presentation to volunteers
- Reminder volunteers to respect the homeowner
- Introduce the homeowner(s) to your volunteers
- Be sure that each Room Captain is aware of their responsibilities and the scope of work in their area.

Pump them up for a great day of hard and rewarding work!

Notes: \_\_\_\_\_  
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\_\_\_\_\_

- Communicate with homeowner, Area Director, Skilled Captain, and other captains throughout the day concerning progress of work and any unexpected problems.
  - Check in with all Room Captains throughout the day making sure jobs are being completed.
  - Be sure the Safety Captain is monitoring all potentially dangerous situations; i.e. use of power tools, ladders, etc.
    - If the Safety Coordinator informs you that an accident occurs, contact the Executive Director and your Area Director immediately and ensure that an Injury Report is filled out.
  - Check in with the Ambassador to make sure the homeowner is happy with everything going on.
- **Team Captains are responsible for interacting with media representatives.** If a media crew arrives, ask the homeowner permission to show or discuss the home and ask permission for photos to be taken. If you are asked to help set up a photo, please try to be of assistance. Be prepared to share information about your Team, the sponsor of the project, what is being accomplished on Work Day, and the history of Rebuilding Together. (See The Story, The Mission, and The Philosophy)

Notes: \_\_\_\_\_  
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- Finish all work that volunteers started
- Walk through the home with the homeowner and discuss what has been accomplished and what may not have been accomplished. Your team is responsible for the assigned house. **\*\*Remember not to make promises about doing additional work after Work Day besides returning to complete work not finished on Work Day.\*\***
- Clean up all traces of your labor.
- Make plans with volunteers to complete any unfinished work. Make arrangements with the homeowner for work to be completed.
- Get homeowner's signature on Homeowner Acceptance Form.

- Collect all unused materials and Rebuilding Together owned supplies.
  - Leave opened cans of paint with the homeowner.
  - Return unused purchased materials to the appropriate supplier and obtain a credit receipt.
  - Return all other supplies to the Warehouse.
- Obtain the signature(s) of all homeowners on the Homeowner Acceptance Form. If there is more than one homeowner, all must sign.
- Inform office of donated items and number of volunteer hours spent on the house.
- Return all purchase receipts, credit receipts, gift cards, Unfinished Work Day Tasks Form and Homeowner Acceptance Form to the Warehouse or Area Director.

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



# **Skilled Captain Job Description and Checklists**



## Skilled Captains

Thank you for volunteering to serve as the Skilled Captain for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also tedious work. With your help, we can have maximum impact on the lives of those in need. Your task is an important one – thank you for taking the lead!

Please review this job description and make sure you meet all the requirements to do the job successfully.

### Qualifications

This person should have some knowledge of construction tools and practices. He/she should be able to help instruct volunteers on the technical aspects of the project, as well as lead the skilled volunteers. The Skilled Captains will use the Scope of Work and Material List that has been developed by the Program Staff. This person should commit to be at the worksite for the duration of the project. The time commitment for a Skill Captain is approximately 30 hours, minimum.

### Responsibilities

Skilled Captains are responsible for the technical aspect of the repairs undertaken by their team. They should have sufficient knowledge to know what their team can and cannot do. They will need to be familiar with the RT OKC Quality Assurance program and ensure compliance throughout the day to day work at their site.

- Go to [http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Attend two mandatory Team Meetings: an Assignment Meeting with RTOKC staff and Homeowner Night
  - At the Assignment Meeting you will receive a **Home Evaluation Worksheet** for your project. You are not limited to the items indicated, nor are you required to do all the repairs. This is just a starting place for development of the Scope of Work. You may discover repairs that are needed or decide that you do not have the volunteers to address every issue. Priority should be given to repairs that make homes safe, secure and weatherproof.
- Visit work site several times prior to Work Day to plan and coordinate repair activities. The first visit must include the Area Director assigned to your project.
  - Prepare a detailed and complete list of materials and supplies needed to complete the planned work.
  - Consult with Area Director regarding Scope of Work, Materials List and skilled volunteer needs.
- Complete Materials List and deliver to the Program Director by **March 12**.
- Coordinate with roofing contractor, if applicable.
- Notify Area Director of any repairs to be made prior to Work Day.
- Become familiar with the Quality Assurance Policy and its requirements
- Determine number of volunteers and skills needed on Work Day

- Estimate the number of skilled and unskilled volunteers needed (see Volunteer Estimate Form). Discuss these needs with the Team Captain and Volunteer Coordinator who are responsible for recruiting volunteers. Team Leaders are expected to obtain the necessary skilled labor to complete the Scope of Work that has been planned. If you have a need for skills you cannot provide, ask around. You and the volunteers on your team have friends, relatives and coworkers that may have an unknown talent you can utilize. If you are still unable to recruit the volunteers needed, inform your Area Director.
  - Work with the Team Captain to divide the scope of work into rooms assignments with volunteer teams assigned to each room
  - After the Team Captain and Volunteer Coordinator have recruited the volunteers, determine the skill levels, strengths, personalities, and weaknesses of volunteers. Assign any fragile volunteers to meaningful but less strenuous tasks such as Photographer, Runner, or Homeowner Ambassador.
  - Work with the Team Captain to assign Room Captains from the pool of skilled volunteers
- Obtain materials and supplies from Rebuilding Together Warehouse and suppliers where gift card can be used
  - Skilled Captains must first obtain donated materials and supplies from the Rebuilding Together Warehouse before getting a gift card to purchase additional materials. Items at the Warehouse are available on a **“first come, first serve”** basis.
  - The credit limit for each card is determined by the Materials List submitted by the Skilled Captain. Credit Cards, along with all receipts, must be returned to the Area Director at the beginning of Work Day and may not be used on Work Day. Buy quality items, yet not the most expensive. Our objective is to make the home safe, secure, and weatherproof. Stay within your budget – you will not be reimbursed without prior approval of a staff member.
  - Have the Volunteer Coordinator or Team Captain encourage the team to assist with the purchase of materials for their project by making a financial commitment to sponsor their home or by obtaining in-kind donations of supplies for their work site
  - Arrange for storage of materials as needed.
  - If materials are needed on Work Day, check with your Area Director before using the balance on your gift card. If you need more funds your area director will then get approval from RT Staff prior to authorization.
    - First thing on Work Day your Area Director will ask for the balance on your gift card. It will then be given to the RT Staff at the warehouse. If/when additional purchases need to be made they will then have to be approved by RT staff.
- Organize, delegate, and supervise on project day. Even though you have the skills, you should not do the work. Your job is to teach the team and make sure it is effective. You cannot do that if you are under the sink!
  - Do not allow anyone to use power tools they do not know how to operate
  - Do not allow anyone to work on plumbing or electrical that is not experienced (these repairs should be completed prior to work day)

- Try to maximize your use of skilled volunteers. Make sure all materials are ready. Clear out spaces they need to work in. Plan to have unskilled volunteers assist them if necessary.
- Complete all necessary paperwork.



# Skilled Captain Checklist

## Planning and Preparation

**Instructions:** Use this checklist to ensure proper planning of the project. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Make an appointment to visit the assigned house with Team Captain and Area Director

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Visit homeowner with Team Captain and Area Director
  - Take the appropriate tools to plan the work (tape measure, flashlight, paper, clipboard, etc.)
  - Discuss and prioritize the repair needs with Homeowner. Be sure the homeowner knows that you cannot promise that all work on their list will be completed.
  - Make sure the homeowner understands and is comfortable with your Scope of Work.
  - Discuss with Homeowner any work to be done prior to Work Day. Ask how much advance notice will be needed.
- Use the Job Analysis Form to organize the planned repair work (Each room will have a different Job Analysis Forms to be used by the Room Captain to prioritize and supervise the work)
- Complete a prioritized Scope of Work
  - Anticipate the need for outside professional services, such as roofers, plumbers, and electricians. If there are such needs, notify your Area Director as soon as possible so arrangements can be made
- Complete a detailed Materials List (including a Paint Need Estimation Form)
- Turn in Materials List by **March** to your Area Director

Notes: \_\_\_\_\_  
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- Determine, in conjunction with the Team Captain, how many volunteers will be needed for the Volunteer Coordinator and Team Captain to recruit
  - Complete Volunteer Estimate Form

- Copy information to Volunteer Coordinator
- Assist Team Captain in finding skilled volunteers.
- Submit request for skilled assistance to Area Directors (if you are unsuccessful in recruiting)

Divide the scope of work into rooms and assign a Room Captain to complete each room. Work with the Team Captain and Volunteer Coordinator to make assignments.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Notify Area Director and Rebuilding Together office of work to be done prior to Work Day
- Coordinate with the Volunteer Coordinator and Team Captain for volunteers to work prior to Work Day, as needed
- Complete any work needed to be completed before Work Day

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Plan Rebuilding Together Work Day with the Team Captain - projects, schedules, tasks, etc.
- Make plans to store materials and supplies prior to Work Day

Location: \_\_\_\_\_

- Pick up donated materials and supplies at the Warehouse with Team Captain
- Purchase materials using the Rebuilding Together Credit Card with Team Captain

Notes: \_\_\_\_\_

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Quality at Home Checklist

**Instructions:** Use this checklist to ensure compliance with Rebuilding Together OKC's Quality Assurance Policy. The Skilled Captain should note all completed work and any unfinished or poor work. The Team Captain should then receive this list and either assign volunteers to the tasks or put them on the "Unfinished Work Day Tasks" sheet. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

\*If the SC or TC is not pleased with the quality of work on a particular task, the Area Director makes the final decision.

- Structure (floor, wall, ceiling, rafters, stairs, etc)
  - Subfloor structure
    - Integration with existing subfloor structure to ensure support and true measure of level
    - Sufficiency of attachment to ensure strength and continued support
  - Wall/Ceiling
    - Constant distance between studs (preferably 16 inch centers)
    - Right angles with adjoining walls
    - True vertical/horizontal measured
    - Plane of the wall/ceiling structure provides for a smooth surface for sheetrock attachment
    - Provisions for "nailers" at sheetrock joints

Notes: \_\_\_\_\_  
\_\_\_\_\_  
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- Electrical
  - Wire type and gauge sufficiency
  - Wire connections
  - Proper electrical enclosures and method of attachment
  - Routing and attachment of wires
  - Proper grounding provisions

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Windows

Properly shimmed and attached

Properly insulated

Sufficient exterior caulking

Doors

True in alignment

Weather strip and threshold plate installation

Hardware installation

Notes: \_\_\_\_\_

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Plumbing

Interface with existing pressure lines and sewer provisions

Water line routing and support attachments

Use of proper fittings

Leak test

Notes: \_\_\_\_\_

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Painting

Proper set up to contain paint: move furniture to the center of the room (or out), plastic coverings, taping.

Look for paint spills

Paint on surfaces where it doesn't belong

Proper clean up of painting supplies: wash brushes and pans, throw out plastic, take tape down.

Clean up

All tools and materials borrowed from Rebuilding Together collected

Return them to the warehouse

All open paint is left with the homeowner

All trash is bagged and taken to the curb

Notes: \_\_\_\_\_

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Skilled Captain Checklist

## Work Day

**Instructions:** Use this checklist to ensure all planned work is completed and supervised properly during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Meet with Team Captain before the volunteers arrive to discuss last minute information about the project
- Meet with Area Director to obtain any last minute information and turn in Credit Cards/receipts
- Emphasize safety
  - If power tools are on site, give a brief overview of how to be safe around them
- Gather skilled volunteers and give a brief overview of skilled tasks to be completed

Notes: \_\_\_\_\_  
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- Delegate and supervise, don't do it all yourself!
- Be available to answer any questions Room Captains or volunteers may have about the technical aspects of repairs
- Inform the Team Captain of any unexpected repairs that require skilled labor
- Obtain additional materials needed at the Rebuilding Together Warehouse or call your Area Director and staff member for an Emergency Purchase Order (in conjunction with your Team Captain). Keep all receipts and turn them in, along with gift cards and their remaining balances, to your Area Director at the end of Work Day.

Notes: \_\_\_\_\_  
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- Clean up all traces of your labor

- Paint brushes, rollers and pans; all paint is water soluble so buckets, brushes, and pans can be easily cleaned with a garden hose.
- Leave opened cans of paint with the homeowner. Hazardous waste such as opened paint cans must not be brought to the Warehouse (see Hazardous Waste Disposal procedure).
- At the end of the day, review with homeowner all work that has been completed and go over any necessary instructions
- Make arrangements with the Team Captain and Homeowner to complete any unfinished work. Remember not to make promises about returning to complete work that was never started or not previously agreed to
- Collect all unused materials and supplies owned by Rebuilding Together
- Return unused, purchased materials to appropriate supplier and obtain a credit receipt
- Return all other supplies to the Warehouse
- Return all emergency purchase receipts and Homeowner Acceptance Form to the Warehouse or the Area Director.
- Complete the Skilled Captain Evaluation Form and return it to the Rebuilding Together office. Your feedback will help us to improve the process for years to come.

Notes: \_\_\_\_\_  
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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# **Volunteer Coordinator Job Description and Checklists**



## Volunteer Coordinator

Thank you for volunteering to serve as the Volunteer Coordinator for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve. With your help, we can have maximum impact on the lives of those in need while also giving our volunteers the best experience possible. Your task is an important one – thank you for taking the lead!

### Qualifications

This person should have leadership, communication and organizational skills. This person must be willing to be the contact person for volunteers prior to and on Work Day and take their role seriously. This person should commit to be at the worksite for the duration of the project. Time commitment is at least 20 hours.

### Responsibilities

The Volunteer Coordinator serves as the liaison between the Team Captain and the volunteers. They collaborate with the Team Captain to organize the project, recruit volunteers, manage volunteer registration, organize on-site food, and ensure that the project runs smoothly. They will also be responsible for communicating with RT OKC Staff to obtain the correct number and sizes of t-shirts and obtaining any skilled volunteers they are unable to recruit themselves.

- Go to [http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Assist in recruiting volunteers, skilled in building trades and unskilled
- The minimum age for volunteers is 14. Plan to have a ratio of at least one adult for every five teens on site
- Coordinates volunteers for prep days
- Organizes breakfast and lunch for the volunteer team on the workday
- Ensures sufficient bottled water for the day
- Provide project information to volunteers prior to Work Day; date/time, location, individual responsibilities, lunch plans, homeowner situation, etc.
- Check each volunteer in and out, making sure they have either signed up online or completed a physical waiver
- Distributes Rebuilding Together T-Shirts to each volunteer who has completed a waiver form or signed up on the RT website (T-shirt sizes are **required** in order to receive the correct number of t-shirts in the correct sizes)

- Directs the work of volunteers on the workday; ensuring each Room Captain has enough volunteers to complete assigned tasks, all volunteer needs are met, and dealing with all volunteer paperwork
- Takes pictures of the team working throughout the day
- Enter all paper volunteer waivers into RT OKC database using the online volunteer application found at [www.rebuildingtogetherokc.org](http://www.rebuildingtogetherokc.org)
- Complete all necessary paperwork and return to RT OKC
- Send thank you's to any skilled volunteers unaffiliated with the team

# Volunteer Coordinator Checklist

## Planning and Preparation

**Instructions:** Use this checklist to ensure volunteer organization and information collection prior to Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Send a "Save the Date" to all possible volunteers **as soon as possible**, for their planning purposes
- Recruit unskilled and skilled volunteers, send out the "Volunteer Ask" letter
  - Utilize the Volunteer Commitment sheet to determine all volunteer skill sets
- After receiving the Volunteer Commitment sheets have all volunteers sign up on the RT OKC website, [http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate_ID=52) (it takes about 5 minutes to fill out and will reduce the amount of paperwork for you to deal with later, online form replaces paper waivers)
- Recruit at least one volunteer that is First Aid certified (see Volunteer Commitment sheet)
- Recruit at least one volunteer that is CPR certified (see Volunteer Commitment sheet)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
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- Communicate number and skills of volunteers to the Team Captain and Skilled Captain before Work Day (utilize the Volunteer Tracker spreadsheet)
- Communicate with RT OKC Staff member Margaret West to order and receive the correct number and sizes of t-shirts ([margaret@rebuildingtogetherokc.org](mailto:margaret@rebuildingtogetherokc.org))
- Check the Volunteer Commitment sheets you have received against the list of volunteers signed up online Margaret West will send you **5 weeks prior to work day**
- If there are volunteers that have not signed up on the RT OKC website that have give you Volunteer Commitment sheets, contact them and have them do so
- Check the Volunteer Commitment sheets you have received against the list of volunteers Margaret West will send you **3 weeks prior to work day**
- If there are volunteers that have not signed up on the RT OKC website that have give you Volunteer Commitment sheets, contact them and have them do so

- Pick up t-shirts 2 weeks before Work Day for each volunteer who has signed up online at the Rebuilding Together warehouse, **t-shirts will not be given for volunteers who have not signed up on the RT OKC website**

Notes: \_\_\_\_\_

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- Send information packets to all the volunteers (2 to 3 weeks in advance if by email, 3 to 4 by mail)
- Reminder to sign up on the RT OKC website
  - Include homeowner information; background and current situation, i.e. disabilities, family composition, health problems, etc.
  - Brief description of the work to be done
  - Media release form
  - Map/directions to work site; emphasize the importance of carpooling
  - List of tools that will be needed (such as paint brushes, rags, hammers, yard equipment, screwdrivers, brooms, etc.) asking the volunteers to bring items marked clearly with owner's name.
  - List of suggested personal items to bring
    - Work gloves
    - Hat
    - Hand sanitizer
    - Bug spray
    - Sunscreen
  - If t-shirts are distributed prior to Work Day**, remind volunteers to wear their t-shirts to the work site
  - Contact information for the Volunteer Coordinator, Team Captain, Area Coordinator and RT staff
  - Any other information provided by the Team Captain (**Lead information must be sent with this packet if lead is present**)
- Determine, with input, from your team a plan for lunch (many local restaurants are willing to donate or give a discount on food for RT OKC projects)

\*\*RT OKC recommends having food delivered or asking volunteers to bring a sack lunch because many times when volunteers leave to have lunch they do not return, for whatever reason!!!

Put together a "Hospitality Kit," if you deem it necessary/your team has the funds. RT OKC is in no way responsible for this kit. Include the following:

- Masking tape (available at the RT Warehouse)
- Sharpies
- Sun screen
- Bug spray
- Hand sanitizer
- First aid supplies

Secure use of a folding table that can be brought to the work site

Call/email (with read receipt!) volunteers for a final reminder of Work Day

Notes: \_\_\_\_\_  
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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Volunteer Coordinator Checklist

## Work Day

**Instructions:** Use this checklist to ensure volunteers are organized and taken care of during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Bring Hospitality Kit (if available), First Aid Kit and extra Volunteer Liability Waivers
- Set up check-in/refreshment table with waivers, water, First Aid Kit, and Courtesy Kit (lunch will later be set up on this table)
- Check in each individual volunteer ensuring they have signed a waiver, know what team they are on, and put a name tag on immediately (front and back!)
- Instruct volunteers store valuables in their cars or other secure locations
- Explain the lunch schedule, location of food/drink, restrooms and Courtesy Kit
- Inform the Team Captain of extra volunteers and assign them to Room Captains
- Invite and facilitate able-bodied homeowners and family members to participate in the workday
  - Those unwilling to work should be asked to leave or stay clear of immediate work site
    - Utilize the Team Captain or Skilled Captain for assistance in this matter
    - Have the Team Captain inform Area Director and/or RT OKC Staff of any problems
  - If you are uncomfortable doing this, please ask your House Captain or an RTOKC staff member to do this

Notes: \_\_\_\_\_

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\_\_\_\_\_

- Take photos of the team working throughout the day
- Pick up/receive the delivery of lunch
  - Make sure order is correct
  - If there were vegetarian options ordered, make sure they are provided
- Inform volunteers when lunch is ready and have everyone break together
  - Ensure no volunteers leave to "get lunch" because they may not return

Arrange team photo with sponsor banner

Check volunteers out when they leave and record number of hours worked

Notes: \_\_\_\_\_  
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Enter all volunteer waivers into RT OKC database using the online Volunteer Application (if volunteers turn in paper waivers)

Return paper waivers to Team Captain to be turned in to RT OKC along with all other paperwork

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# **Safety Coordinator Job Description and Checklists**



# Worksite Safety Coordinator

Thank you for volunteering to serve as the Worksite Safety Coordinator for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also potentially very dangerous work. With your help, we can have maximum impact on the lives of those in need while reducing the exposure of our volunteers to accidents and hazards. Your task is an important one – thank you for taking the lead!

Please review this job description and use these talking points to impress upon the volunteers the importance of safety on the worksite.

## Qualifications

This person should have some knowledge of construction tools and their proper use, or be willing to spend time learning. This person should have an appreciation of the importance of safety. This person should commit to be at the worksite for the duration of the project. Time commitment is at least 20 hours.

## Responsibilities

It is the responsibility of the Worksite Safety Coordinator to ensure that all work performed at the jobsite is done in a safe manner. They must familiarize themselves prior to Work Day with RT OKC's Safety Policy. This person must plan for potential hazards in advance, take preventive measures by checking materials, providing safety supplies, watching for tripping and falling hazards, personal injury risks, improper material handling, improper tool usage, etc. They are also responsible for orienting the volunteers on potential hazards, distribute safety materials, and filing accident reports.

- Go to [http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civcore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Read through the RT OKC Safety Policy
- Go over all Safety Coordinator Checklists to get a more in depth view of the position responsibilities throughout each phase of the project
- Review the scope of work with the House Captain and determine any special actions and PPE (personal protective equipment) needed to ensure a safe job site. Ensure you will be able to obtain enough PPE for all volunteers present
- Estimate the number of volunteers necessary to oversee safety throughout the workday, at least one per room or more if there are multiple safety hazards in the area, and recruit volunteers to help oversee the worksite, providing them with task descriptions if necessary and inform the Volunteer Coordinator
- Provide safety coordination for any advance work performed by the team, including providing PPE.
- Gather appropriate safety materials for the worksite; including Personal Protective Equipment (PPE), new extension cords or ladders, labeled containers for hazardous materials, etc. (See checklist for specifics)
- Make sure you are aware of the proper disposal methods for any hazardous wastes and educate volunteers if special steps are needed
- Oversee all safety measures on Work Day

- Fill out all necessary paperwork and return them to RT OKC Staff
- Give RT OKC Staff feedback about the Safety Coordinator position

# Safety Coordinator Checklist

## Planning and Preparation

**Instructions:** Use this checklist to ensure you have full knowledge of safety procedures needed on the worksite. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Read through all **Worksite Safety Information**
- Use the Work Scope to determine what Personal Protective Equipment (PPE) is needed on Work Day and make sure it is available at the Warehouse or purchased prior to Work Day.
- Provide Team Captain with a list of the PPE needed so he/she can add it to the Materials List
- Provide the Volunteer Coordinator with any/all special safety information to be distributed to volunteers prior to Work Day
  - If lead is present**, provide Lead Hazard Fact Sheet and instructions on Lead Safe Work Practices
  - Ask volunteers to provide their own PPE if possible (use Work Scope and Worksite Safety Information PPE to determine necessary PPE for Work Day)
- Provide safety coordination during any work done before Work Day (use Workday House Prep Work Checklist, make copies if work is undergone for more than one day)
  - Meet with the Team Captain/Skilled Captain to determine if/when prep work will be done
  - Use prep work Work Scope to determine PPE and safety measures necessary for prep work
  - Be present during all prep work

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Safety Coordinator Checklist

## Workday House Prep Work

**Instructions:** Use this checklist to ensure safety during all prep work. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Do a walk through before work begins and note all safety hazards
  - Turn off all gas/water/electricity (if necessary)
  - Set up ladders properly
  - Tape down all extension/power cords
  - Ensure all power tools have machine guards
  - If lead is present**, make sure all Lead Safe Work Practices measures are in place (see Lead Safe Work Practices sheet)

Notes: \_\_\_\_\_  
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\_\_\_\_\_

- Hang signs noting any hazards for the prep work volunteers
  - Mark areas where ladders are in use with "Falling Objects" signs
  - Mark all extension/power cords with "Tripping Hazards" signs
  - Mark all areas where paint or chemicals are present with "Harmful Fumes" signs
  - Mark all areas where paint scraping or power tools that create dust are in use with "Air Contaminant" signs
  - If lead is present**, mark all areas where paint scraping is occurring with "Lead Hazard" signs

Notes: \_\_\_\_\_

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\_\_\_\_\_

- Provide all needed Personal Protective Equipment (PPE)
  - Tape name tags for all volunteers on their front and back
  - Gloves for all volunteers
  - Safety glasses/goggles for anyone working with dust, paint, power tools, or chemicals
  - Dust masks/respirators for people working with dust, paint, power tools, or chemicals (**special respirators are needed for lead based paint projects, see LSWP sheet**)
  - Set up lights in all areas that electricity has been turned off.
  - Hard hats in areas where objects may fall (i.e. work is being done on ladders or on the roof of the project)
  - Ear plugs/earmuffs for volunteers using power tools or working in an area where power tools may be used
  - Ensure all volunteers are wearing closed toe shoes
    - No sandals, flip flops or backless shoes
    - Work boots or tennis shoes are preferred
- Give a brief safety overview to volunteers
  - Point out what hazards are present on the worksite
  - How to properly use the PPE provided
  - Location and PPE needed for each hazard

Remind all volunteers of safe lifting process

- Assess the situation
- Determine whether there is an alternative to lifting; disassemble/reassemble, push cart, etc.
- Ask for help
- Lift with your legs, not your back
- **Never twist your body while lifting, keep your head up, don't look down**
- Squat with your legs to set down the object, do not bend

Be present during all work to ensure safe practices among volunteers

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Safety Coordinator Checklist

## Work Day

**Instructions:** Use this checklist to ensure safety during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Do a walk through before volunteers arrive and note all safety hazards
  - Turn off all gas/water/electricity (if necessary)
  - Have homeowner remove or contain all pets in an area not being worked on
  - Set up ladders properly
  - Tape down all extension/power cords
  - Ensure all power tools have machine guards
  - If lead is present**, make sure all Lead Safe Work Practices measures are in place (see Lead Safe Work Practices sheet)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Hang signs noting any hazards for the prep work volunteers
  - Mark areas where ladders are in use with "Falling Objects" signs
  - Mark all extension/power cords with "Tripping Hazards" signs
  - Mark all wet, icy, greasy, or otherwise slippery areas with "Caution: Slippery" signs
  - Mark all areas where paint or chemicals are present with "Harmful Fumes" signs
  - Mark all areas where paint scraping or power tools that create dust are in use with "Air Contaminant" signs

- If lead is present**, mark all areas where paint scraping is occurring with "Lead Hazard" signs

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Provide all needed Personal Protective Equipment (PPE)
  - ABC fire extinguishers
  - Tape name tags for all volunteers on their front and back
  - Gloves for all volunteers
  - Safety glasses/goggles for anyone working with dust, paint, power tools, or chemicals
  - Dust masks/respirators for people working with dust, paint, power tools, or chemicals (**special respirators are needed for lead based paint projects, see LSWP sheet**)
  - Set up lights in all areas that electricity has been turned off.
  - Hard hats in areas where objects may fall (i.e. work is being done on ladders or on the roof of the project)
  - Ear plugs/earmuffs for volunteers using power tools or working in an area where power tools may be used
  - Ensure all volunteers are wearing closed toe shoes
    - **No sandals, flip flops or backless shoes**
    - Work boots or tennis shoes are preferred
- Give a brief safety overview to volunteers
  - Point out what hazards are present on the worksite

- How to properly use the PPE provided
- Location and PPE needed for each hazard
- Remind all volunteers of safe lifting process
  - Assess the situation
  - Determine whether there is an alternative to lifting; disassemble/reassemble, push cart, etc.
  - Ask for help
  - Lift with your legs, not your back
  - **Never twist your body while lifting, keep your head up, don't look down**
  - Squat with your legs to set down the object, do not bend
- Notify all Room Captains of potential hazards in their work areas
- Be present during all work to ensure safe practices among volunteers and answer questions
- Notify RT OKC Staff if any accidents occur
  - Fill out accident report for all accidents

Notes: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

- After work is complete, clean and properly store all PPE (see manufacturer instructions or Worksite Safety Information Personal Protective Equipment section of the Work Day Handbook)
- Return all reusable PPE to the RT OKC Warehouse

Return all unused PPE to the store

Turn in all accident reports to the Team Captain, Area Director or RT OKC Staff

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# **Green Captain Job Description and Checklists**



## Green Captain

Thank you for volunteering to serve as the Green Captain for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve. With your help, we can have maximum impact on the lives of those in need by reducing their energy consumption and costs. Your task is an important one – thank you for taking the lead!

Please review this job description and use these talking points to impress upon the volunteers the importance of green repairs.

### Qualifications

This person should have some knowledge of green building practices and their implementation, or be willing to spend time learning. This person should have an appreciation of the importance of being green. This person should commit to be at the worksite for the duration of the project. Time commitment is at least 12 hours.

### Responsibilities

The Green Captain will be in charge of making the no/low cost repairs that will help the home owner save money and energy. This person must plan for all the green repairs specified in the Work Scope developed by the Team Captain and Skilled Captain and manage a team of volunteers responsible for completing the repairs.

- Go to [http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time.
- Attend Assignment Meeting to discuss the results of a blower door test and receive the green scope of work for your project.
- Educate yourself on green building techniques to find even more ways to help our low-income homeowner save money by visiting the websites listed on the Planning and Preparation checklist.
- If there is any information you wish your team to have previous to Work Day, send it to the Volunteer Coordinator to include in their information packets.
- Manage a team of volunteers who will help with the green repairs on the home.
- Make the repairs that will save energy and money for the homeowner.
- Make plans to finish any green repairs that were not completed.
- Contact Jonathan Merrick to find out how much the percentage of air flowing through the home has changed and share with the team.



# Green Captain Checklist

## Planning and Preparation

**Instructions:** Use this checklist to ensure prior knowledge of green building practices and which of them are necessary for your project. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Visit these websites to educate yourself on Green Building Practices
  - [www.rehabadvisor.pathnet.org](http://www.rehabadvisor.pathnet.org)
  - [www.rebuildingtogetherinstitute.org](http://www.rebuildingtogetherinstitute.org)
  - [www.energystar.gov](http://www.energystar.gov)
  - [www.energysavers.gov](http://www.energysavers.gov)
  - Contact Jonathan Merrick for additional sites and references that will help clarify why RTOKC wants to make houses more energy efficient and best practices.
- Attend the Assignment Meeting where Jonathan will share the findings of a blower door test from your assigned house as well as discuss the green repairs you will be responsible for.
- Do a walkthrough of the work site, along with the Team Captain and Skilled Captain, to assess where and which green repairs are needed
- Provide the Team Captain with a list of materials need to make said repair
- Send the Team Captain all information on supplies needed to do the green repairs needed so he/she can collect them at the RT Warehouse or purchase them prior to Work Day.

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Green Captain Checklist

## Work Day

**Instructions:** Use this checklist to ensure proper use of knowledge of green building practices and completion of all green repairs scheduled during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

- Arrive before the volunteers and gather all necessary supplies for the day
  - Compact Fluorescent light bulbs
  - Caulk
  - Great Stuff foam
  - Caulk guns
  - Weather stripping
  - Air filters
  - CO2 detector
  - Hot water heater insulation blanket (if in unconditioned space)
  - Low flow shower heads (if homeowner approves)
  - Light switch and outlet gaskets
- When volunteers arrive, give a brief overview of the day's green repairs to assigned volunteers; explain how to use any products that may not have been used before (caulk, Great Stuff, etc.) and how the repairs will help the homeowner

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Manage the volunteer team completing the following repairs on the home
  - Replace light bulbs with Compact Fluorescent Lights
  - Close cracks or openings with caulk, foam, or backer
  - Caulk around windows both interior and exterior, new and old (including storm windows)
  - Install gaskets on electrical outlets and light switches
  - Weather strip doors where needed
  - Change air filter

Insulate the hot water heater with an insulation blanket (if in an unconditioned space)

Make sure the hot water tank is set on Medium (110 degrees)

Install low flow shower heads (if homeowners wants)

Inform the Team Captain of any unexpected problems or repairs that need to be done.

Notes: \_\_\_\_\_

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# **Room/Task Captains Job Description and Checklists**



## Room/Task Captain

Thank you for volunteering to serve as a Room Captain for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve, but it is also complicated and diligent work. With your help, we can have maximum impact on the lives of those in need. Your task is an important one – thank you for taking the lead!

Please review this job description and use these talking points to impress upon the volunteers the importance of safety on the worksite.

### Qualifications

This person should have some leadership skills, as well as basic construction knowledge or experience. This person should have an appreciation of the importance of leading a group of volunteers to complete all assigned tasks. This person should commit to be at the worksite for the duration of the project. Time commitment is at least 8 hours.

### Responsibilities

It is the responsibility of a Room/Task Captain is to ensure that all work in his/her assigned room/group of tasks is completed by his/her volunteer team by the end of Work Day. This person must plan to have all materials and tools the team will need, assigning tasks to the individuals on his/her team, and making sure the Team Captain inspects all tasks before they are deemed finished.

- Go to [http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Lead a team of volunteers in the completion of all tasks assigned to your room/area/group of tasks
  - A task list will be supplied by the Team Captain
- Make sure the Skilled Captain inspect work before it is checked off the list
- Inform the Team Captain if/when all room tasks are complete and receive new placement for your volunteers
- Supervise the cleanup of any/all materials used by your volunteer team



## Room/Task Captain Checklist

**Instructions:** Use this checklist to ensure safety during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

### Planning

- Receive room assignment and task check list from Team Captain
  
- Receive room team list from the Team or Skilled Captain
  
- Receive materials list for tasks in assigned room from Team or Skilled Captain

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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### Work Day

- Arrive before the volunteers to separate your materials and move them to your assigned room
  
- Ask volunteers when they show up if they have checked in with the Volunteer Coordinator
  
- Be sure to appoint someone to be responsible for housekeeping so debris does not accumulate
  
- Check tasks off of task list provided by the Team Captain as things are completed
  - Check with the homeowner before throwing things out
  
  - Check with Skilled Captain before agreeing to do any job requested by the homeowner on Work Day
  
- Have the Skilled Captain inspect all completed tasks before moving on

Supervise the proper cleaning of all supplies used by volunteer team before moving on to another task

Receive new assignment from Team Captain when all room tasks are complete

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# **Homeowner Ambassador Job Description and Checklists**



## **Homeowner Ambassador** **(only necessary if homeowner is on site)**

Thank you for volunteering to serve as the Homeowner Ambassador for Rebuilding Together! The work of Rebuilding Together is vital to the independence and safety of the homeowners we serve. With your help, we can have maximum impact on the lives of those in need while also giving our homeowners the best experience possible. Your task is an important one – thank you for taking the lead!

### **Qualifications**

This person should have a high level of interpersonal skills. This person must be willing to be the contact person for the homeowner on Work Day. This person should commit to be at the worksite for the duration of the project. Time commitment is at least 8 hours.

### **Responsibilities**

The Homeowner Ambassador serves as the liaison between the homeowner, the Team Captain, and the volunteers. They collaborate with the Team Captain to ensure the homeowner's safety and wishes are met throughout the project.

- Go to [http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate_ID=52) and fill out a new Volunteer Application or, if you've volunteered with us previously, enter your email address to review the information you used last time
- Familiarize yourself with the homeowner's story and situation
- Help the homeowner in communications with the House Captain, Volunteer Coordinator, and volunteers:
  - When necessary, explain the need to cease activities that the homeowner does not want undertaken
  - Be observant, noting any behavior on the part of the volunteers that may be upsetting to the homeowner
  - Invite and facilitate able-bodied homeowners and family members to participate in the workday
  - Thank the homeowner for the opportunity to help
  - Help the homeowner thank volunteers
  - Help Team Captain get all necessary paperwork signed by homeowner



# Homeowner Ambassador Checklist

**Instructions:** Use this checklist to ensure homeowner's comfort and safety during Work Day. If there is anything not included on the list please make note of it and tell an RT OKC staff member. If something does not apply to your job please mark it NA (not applicable).

## Preparations

- Read and know homeowner's story

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Work Day

- Encourage the homeowner to hide/remove all valuables from the worksite and store breakables out of harm's way
- Keep the homeowner informed
- Discuss with the homeowner anything that might be removed from the house prior to actually doing so
- Introduce homeowner to volunteers throughout the day
- Help homeowner thank volunteers/volunteers thank homeowner
- Make sure Team Captain gets all necessary paperwork signed by the homeowner
  - Help explain all forms to the homeowner if he/she has questions

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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I certify that all items on this checklist have been completed or marked "NA" because they are not applicable to my work site.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# **Paperwork Descriptions And Instructions**

## **Paperwork Due Dates**

**March 12** Volunteer Estimates (Program Director)  
Team Information, Logistics (Volunteer Manager)

**March 20** Materials List, Signed Home Owner Agreement (Program Director)

**March 23** T-shirt sizes and Volunteer Waivers due (Volunteer Manager)

**April 21** Volunteer Waivers (Volunteer Manager)  
Volunteer Hours (Volunteer Manager)  
Injury Reports (Executive Director or Program Manager)  
Unfinished Work Day Tasks (Program Manager)  
Support Information (Development Director)

## Paperwork Descriptions and Instructions

The **Scope of Work** and **Materials List** is used to prioritize and describe in detail the repairs you plan to make and the materials needed to complete the work. Develop the Scope of Work and Materials List according to the abilities of volunteers, the amount of time they are willing to spend, and a limited budget. The Scope of Work and Materials List must be submitted to and approved by the staff before the Homeowner Agreement is signed.

The **Job Analysis Form** will assist you in planning the details of each task to be undertaken. It helps you prioritize the jobs and gives your volunteers directions as to what are the most important tasks to accomplish. Ensure the jobs that will require "waiting time" are done first. It allows you to finish them towards the end of the day. Prepare a time schedule. Determine how long each task should take, and coordinate the tasks so that you can finish on time. If you have skilled volunteers for a limited time, be sure to schedule their work at the time they will be available to you. They will be given to the Room Captains to help them prioritize tasks and will also be posted during the day as instructions and/or used at the end of the day for evaluation.

The **Volunteer Estimate Form** is used to evaluate the abilities of volunteers on your team. It is also the form to submit if you need additional volunteers to complete the Scope of Work. The Volunteer Estimate Form must be turned in to the Program Director

**Logistics Information** is used so Rebuilding Together staff is aware of your team's logistical needs (porta potties, trash pickup, etc) prior to Work Day. It also provides a number for staff to reach your team on Work Day for immediate contact.

**The Homeowner Agreement (proposed work)/Homeowner Acceptance Form (completed work)** must be signed before work begins. The agreement lists a Limited Scope of Work agreed upon by the Team Leaders and the Area Director. List only priority tasks that the Team is committed to complete. This form will clarify to the homeowner, as well as the Team, the tasks that will be completed. Other home repair tasks may be undertaken as time and resources allow but should not be listed – they will be happy with any extra work, whereas they might be frustrated with things promised but left undone.

**T-Shirt Sizes** are due to the Volunteer Manager prior to Work Day. T-shirts will only be provided to those volunteers on the list who have signed a volunteer waiver on our website.

**Volunteer Waivers** must be filled out for every volunteer on site. If the volunteers have signed up online prior to Work Day it is **not** necessary they fill out a form. Without the entire form filled out the volunteer may not receive a t-shirt nor should they be allowed to work.

**Volunteer Hours** is used to track the volunteers on site on Work Day. Rebuilding Together requires this information in order to properly serve and recognize volunteers and teams.

**Injury Reports** are only needed if a volunteer gets injured on Work Day. This form must be filled out for **any and all** injuries that occur. If the injury is serious please notify the Executive Director immediately.

**Unfinished Work Day Tasks** is used to inventory any work that is not finished by the team on Work Day. Anything on the Scope of Work that is not completed should go on this sheet.

**Support Information** is a way to record donations that are acquired by the team, both in kind and monetary.



## Job Analysis Form for Team Use Only

This is to be prepared for each project in the Scope of Work. Make copies as needed. Keep for team reference.

Job to be done: \_\_\_\_\_

Priority #: \_\_\_\_\_

#Skilled Volunteers Needed: \_\_\_\_\_ Semi-Skilled Needed: \_\_\_\_\_

Other Volunteers: \_\_\_\_\_

Total Expected Time Required: \_\_\_\_\_

Materials Required: \_\_\_\_\_

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Tools Required: \_\_\_\_\_

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Procedure:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





## Volunteer Estimate Form 2012

House Number: \_\_\_\_\_ Homeowner: \_\_\_\_\_

Team Name: \_\_\_\_\_

Skilled Captain: \_\_\_\_\_ Phone: \_\_\_\_\_

Area Director: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Number of Unskilled Volunteers to Be Provided by Team: \_\_\_\_\_

2. Number of Skilled Volunteers to Be Provided by Team: \_\_\_\_\_

- |                |              |             |
|----------------|--------------|-------------|
| a) Carpenter   | Number _____ | Hours _____ |
| b) Plumber     | Number _____ | Hours _____ |
| c) Electrician | Number _____ | Hours _____ |
| d) Roofer      | Number _____ | Hours _____ |
| e) Gas fitter  | Number _____ | Hours _____ |
| f) Plasterer   | Number _____ | Hours _____ |
| g) Glazer      | Number _____ | Hours _____ |
| h) Other _____ | Number _____ | Hours _____ |
| _____          | Number _____ | Hours _____ |

3. Do you need Rebuilding Together to provide any skilled volunteers? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explain in detail the scope of work to be completed by skilled volunteers:

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**\*Rebuilding Together has a limited number of skilled volunteers. Try to find your own skilled workers or expect to share them with other houses. Do not tell the homeowner that the work will be completed until you have the necessary volunteers.**



# LOGISTICS INFORMATION

House # \_\_\_\_\_ Team Name \_\_\_\_\_

**Homeowner Name and Address** \_\_\_\_\_

The Team Captain, Skilled Captain, & Area Director should discuss and agree on the following information. Return this form to the RT staff on or before March 12.

**WASTE REMOVAL:** *If you need trash pick-up on an alternate date or a dumpster, please indicate your needs.*

**We need curbside trash pick-up before/after Work Day on \_\_\_\_\_, 2012.**

Our work requires a dumpster on \_\_\_\_\_, 2012 for the following reason:

**Pick up by** \_\_\_\_\_.

**PORTA-POTTIES:** *Porta-potties will be available only to teams who do not have access to a bathroom (i.e., they are working on the bathroom at the project.) Remember to consider nearby facilities, such as restaurants or churches that will allow your team to use their restroom.*

Yes, a porta-potty is needed at our site on \_\_\_\_\_, 2012.

**Pick up by** \_\_\_\_\_.

**SMOKE DETECTORS:** Homeowners have been given phone numbers to call to have the OKC Fire Department volunteers install smoke detectors at homes where there is no working smoke detector. Remind them to call if they need one.

**SKILLED NEEDS:** Skilled volunteer requests are due March 12. If you have skilled volunteer needs and haven't already turned them in, please describe in detail the work to be done below.

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## MOBILE PHONES:

I have a mobile phone that I am willing to use for contact with my Area Director, RT staff, and the warehouse on Work Day.

Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

## ADDITIONAL QUESTIONS/REQUESTS/COMMENTS:

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## MATERIALS LIST

### FASTENERS

ITEM	QUANTITY	SIZE	TYPE
NAILS:			
4 FINISH			
6 FINISH			
8 FINISH			
10 FINISH			
8 BOX			
12 BOX			
16 BOX			
GALVANIZED			
6 COMMON			
8 COMMON			
GALVANIZED BOX			
6 CASING			
8 CASING			
WOOD SCREWS			
DRYWALL SCREWS			
WALL ANCHORS			
CONCRETE			
JOIST HANGERS			
MISCELLANEOUS			

Area Director's Initials \_\_\_\_\_

FINISH PRODUCTS (FROM ICI DULUX)

ITEM	QUANTITY	SIZE	TYPE
DRYWALL MUD (50#)			
DRYWALL TAPE			
ACOUSTIC SPRAY			
INTERIOR PAINT*			
EXTERIOR PAINT*			
CAULK - 25 YR.			
CAULK GUNS			
TUB & TILE CAULK			
QUICKSET PATCHING			
SPACKLE COMPOUND			
KILZ SPRAY			
SANDPAPER			
MISCELLANEOUS			
RAZOR BLADES			
SCRAPERS			
BLUE PAINTERS TAPE			
PAINT BRUSHES			
MASKING TAPE			
DROP CLOTHS - VISQUEEN			
OTHER			

**\*Please use Paint Estimating Form when figuring quantity needed.**

Area Director's Initials \_\_\_\_\_

SIDING

ITEM	QUANTITY	SIZE	TYPE
HARDBOARD			
SHEET ROCK/ DRYWALL			
WOOD SHEET PLYWOOD			
WOOD LAP			
MISCELLANEOUS			

Area Director's Initials \_\_\_\_\_



DOORS & WINDOWS

ITEM	QUANTITY	SIZE	TYPE
INTERIOR SLABS			
INTERIOR PRE-HUNG (INCLUDE HAND OF DOOR)			
INTERIOR JAMBS			
EXTERIOR SLABS			
EXTERIOR PRE-HUNG			
EXTERIOR STEEL PRE-HUNG (INCLUDE HAND OF DOOR)			
WEATHERSTRIP			
STORMDOORS (INCLUDE HAND OF DOOR)			
CLOSERS			
LATCHES			
STORM WINDOWS			
WINDOWS			
SCREEN MATERIAL			
RUBBER CORD			
GLASS			
GLAZING POINTS			
GLAZING COMPOUND			

Area Director's Initials \_\_\_\_\_

PANELING & TRIM

ITEM	QUANTITY	SIZE	TYPE
PRE-FINISHED PANELING			
INSIDE CORNERS			
OUTSIDE CORNERS			
BASE			
CASE			
STOP			
MOULDING			
BASE SHOE			
QUARTER ROUND			
COLORED NAILS			
LIQUID NAILS			
MISCELLANEOUS			

Area Director's Initials \_\_\_\_\_

ROOFING & GUTTERING

ITEM	QUANTITY	SIZE	TYPE
SHINGLES - COMP.			
WOOD SHINGLES			
FELT			
METAL EDGE			
ROOF CEMENT			
FLASHING			
GALV. ROOF NAILS			
10' GUTTERING			
DOWNSPOUTS			
45 ELL			
ACCESSORIES			
GUTTER CAULK			
SPLASH BLOCKS			
MISCELLANEOUS			

- WE WILL NOT HANG NEW GUTTERING.

Area Director's Initials \_\_\_\_\_



ITEM	QUANTITY	SIZE	TYPE
CARPET			
(ORDER BY ROOM SIZE)			
CARPET PAD			
(ORDER BY ROOM SIZE)			
VINYL SHEET GOODS			
(ORDER BY ROOM SIZE)			
VINYL TILES			
(ORDER BY ROOM SIZE)			
VINYL TILES - STICKY BACK			
ADHESIVE			
FLOOR LEVELER			
TACK STRIP			
METAL FINISH STRIP			
FLAT TRANSITION STRIP			
INDOOR/OUTDOOR CARPET			
CERAMIC TILE			
GROUT			

Area Director's Initials\_\_\_\_\_

ELECTRICAL

ITEM	QUANTITY	SIZE	TYPE
ROMEX 12-2			
CIRCUIT LOAD CENTER			
FUSES			
CUT-IN BOXES			
ELECTRIC BOXES			
RECEPTACLES			
SWITCHES			
WIRE NUTS			
COVER PLATES			
LIGHT FIXTURES			
CEILING FANS			
LIGHT KITS			
LIGHT BULBS			
MISCELLANEOUS			

Area Director's Initials \_\_\_\_\_





## Paint Need Estimation Form

### Instructions

#### General

- 275 square feet per gallon
  - If you need to coat a wall more than once, you must calculate that into the amount of paint you need. A 10x20 exterior wall will need more than one gallon of paint (200 square feet per coat).
- **DO NOT USE OIL BASE PAINT.**
- If you're going to use Kilz as a stain sealer, use the Water Borne product, it is easier to clean up.
- **SOME VERY SPECIFIC CIRCUMSTANCES REQUIRE OIL BASED PRODUCTS** (i.e. NICOTINE STAINS) call Spectrum Paint (405-525-6519) for advice

#### Interior

- Ceilings require **flat paint**
- Walls require **eggshell**
- Kitchens, bathrooms, and trim require a **semi-gloss paint**

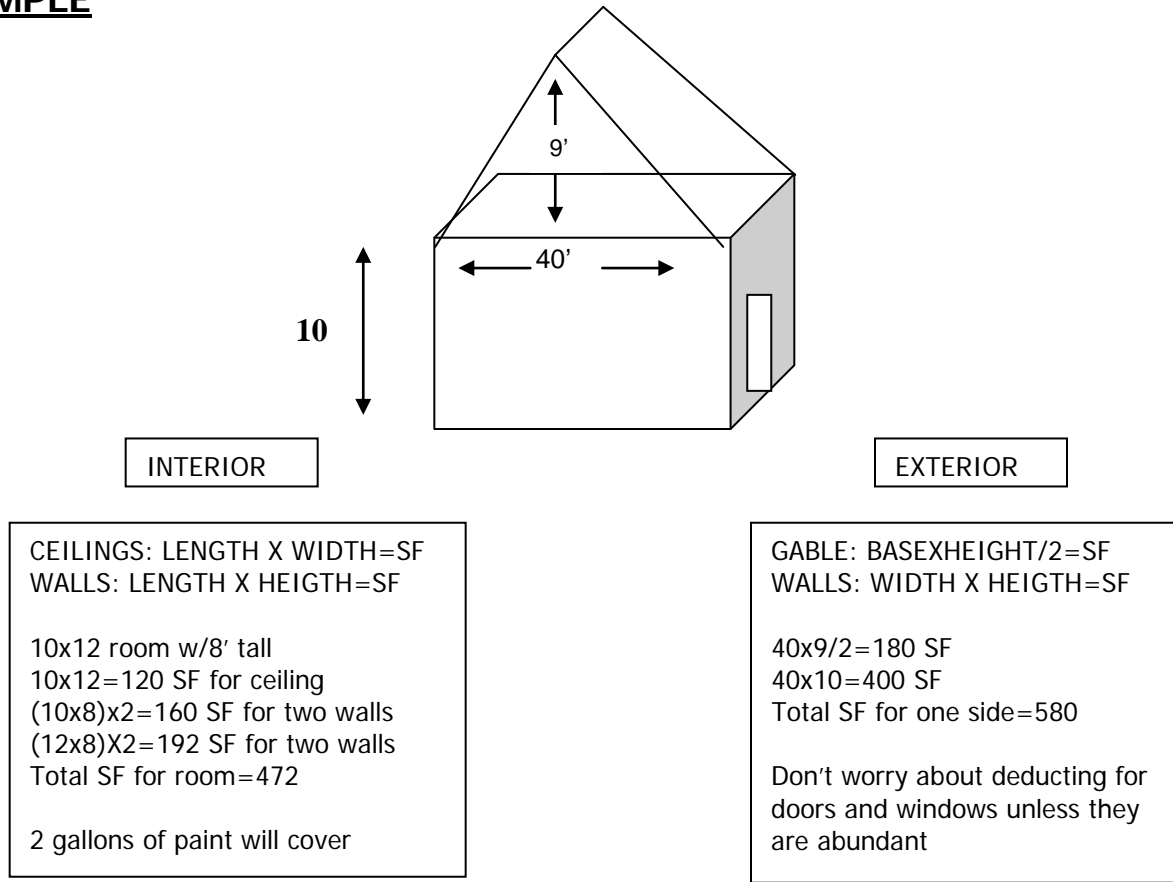
#### Exterior

- Exterior paint is available in six ready-mix trim/accent colors. **USE THESE!** Any overages that are unopened can be returned for credit.
  - Use **flat exterior** for **siding** (white only)
  - Use **satin or semi-gloss** for **doors and trim**

#### Other Tips:

- Window glazing – use Dap Glazing from a can, it is much easier to use than the tube.
- Use a siliconized acrylic caulk that is paintable on siding and trim
- Use silicone caulk only in the kitchen and bathroom, it is also okay for some windows and doors. **It is not paintable.**

**EXAMPLE**



**Room #4:** EXAMPLE: 10x12 room w/8' ceilings

Ceiling:	Length <u>10</u>	X	Width <u>12</u>	=	Total Square Footage <u>120</u>
Wall #1:	Length <u>10</u>	X	Width <u>8</u>	=	Total Square Footage <u>80</u>
Wall #2:	Length <u>10</u>	X	Width <u>8</u>	=	Total Square Footage <u>80</u>
Wall #3:	Length <u>12</u>	X	Width <u>8</u>	=	Total Square Footage <u>96</u>
Wall #4:	Length <u>12</u>	X	Width <u>8</u>	=	Total Square Footage <u>96</u>

**TOTAL INTERIOR SQUARE FOOTAGE:** 472

**Exterior**

Wall #1:	Length <u>40</u>	X	Height <u>10</u>	=	Total Square Footage <u>400</u>
Gable:	Base <u>40</u>	X	Height <u>9</u>	/ 2 =	Total Square Footage <u>180</u>

**TOTAL EXTERIOR SQUARE FOOTAGE (for one side):** 580

**Gallons of Paint Needed:** 2 gallons inside, 3 gallons outside

## Paint Calculation Form

### Interior

**Room #1:** \_\_\_\_\_

*Ceiling:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #1:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #2:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #3:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #4:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

**Room #2:** \_\_\_\_\_

*Ceiling:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #1:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #2:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #3:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #4:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

***TOTAL INTERIOR SQUARE FOOTAGE:*** \_\_\_\_\_

### Exterior

*Wall #1:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #2:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #3:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Wall #4:* Length \_\_\_\_\_ X Width \_\_\_\_\_ = Total Square Footage \_\_\_\_\_

*Gable:* Base \_\_\_\_\_ X Height \_\_\_\_\_ / 2 = Total Square Footage \_\_\_\_\_

***TOTAL EXTERIOR SQUARE FOOTAGE:*** \_\_\_\_\_

**Gallons of interior paint needed** (total square footage/275): \_\_\_\_\_

**Gallons of exterior paint needed** (total square footage/275): \_\_\_\_\_





## Homeowner Agreement and Acceptance Form

*To be completed by RBT representative and signed by homeowner prior to work beginning*

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

House #: \_\_\_\_\_

Team: \_\_\_\_\_

TASK	DESCRIPTION (Be Specific)	HOME OWNER INITIAL	SKILL/TEAM CAPTAIN INITIAL	AREA DIRECTOR INITIAL At Completion

I understand that Rebuilding Together OKC has selected my home to be included in its home repair and improvement Work Day to be held April 21, 2012. I understand that the repairs and improvements will be performed entirely by a team of volunteers and will be free of charge.

I have spoken with representatives from the team assigned to repair my home and we have agreed on the scope of work listed above. I understand it may be necessary to do some preparation, repairs, improvements, and clean up prior to and after Work Day. All repairs/modifications that have been initiated will be completed. I agree that I will

cooperate with the Team Captain, Skill Captain, and volunteers who work on my home. I assure that all able-bodied members of my family will either participate or be absent from

my home while the work is being done. If they are present and not working a Rebuilding Together volunteer may ask them to leave.

I understand that Rebuilding Together and its volunteers, licensed professionals (including without limitation architects and engineers) disclaim all warranties, express or implied, concerning the work. In consideration of the repairs and improvements, I further release and forever discharge from all claims (known or unknown) and hold Rebuilding Together its officers, directors, employees, agents, donors, volunteers, and other affiliates, collectively and individually, harmless from any claims and liabilities arising at any time as a result of the repairs, including, without limitation, any rights or causes of action resulting from personal injury, death, or damage to property, directly or indirectly arising from any improperly performed repairs or improvements or defects in material or workmanship, design, inspection or supervision.

I also grant to Rebuilding Together permission to take or have taken, still and moving photographs and films including television pictures of my home. I consent and authorize Rebuilding Together its advertising agencies, news media and any other persons interested in Rebuilding Together and its work, to use and reproduce the photographs, films, and pictures and to circulate and publicize the same by all means including, without limiting the generality of the foregoing, newspapers, television media, brochures, pamphlets, instructional materials, books and clinical material.

No inducements or promises have been made to me to secure my signature to this release other than the intention of Rebuilding Together to perform the repairs and improvements and to use such photographs, films and pictures for the primary purpose of promoting and aiding its program and its works.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Homeowner

Witness \_\_\_\_\_

### **Homeowner Acceptance of Completed Work**

To be completed by RBT representative and signed by homeowner after work is completed

To: Rebuilding Together OKC and its Volunteers

I (We) acknowledge entire satisfaction with the repairs and improvements performed on my (our) home without charge by volunteers organized by Rebuilding Together. I (we) release Rebuilding Together and each of its officers, directors, employers, agents, donors, volunteers, and other affiliates, collectively and individually, and hold them harmless from any claims and liabilities arising at any time as a result of the repairs and improvements, including, without limitation, any rights or causes of action resulting from personal injury or death or damage to my property directly or indirectly arising from improperly performed repairs or improvements or defects in material or workmanship.

SIGNED this \_\_\_\_\_ day of April, 2012.

\_\_\_\_\_  
Homeowner

\_\_\_\_\_  
Homeowner

Witness \_\_\_\_\_





## Volunteer's Agreement and Release from Liability

1. Voluntary Participation: I have applied to participate as a volunteer in the Rebuilding Together OKC home repair project (the "Project"), in which the homes of disadvantaged persons will be repaired by volunteers. I understand that as a volunteer I will not be paid for my services, that I will not be covered by or eligible for any insurance coverage (if any) provided by Rebuilding Together, other Project volunteers or sponsors, or Project homeowners, including but not limited to medical, property and liability insurance, and workers compensation benefits. I further agree that my participation in the project may be terminated at any time by Rebuilding Together or by me. This release covers my participation any day I work for Rebuilding Together.

2. Assumption of Risks: I AM AWARE THAT, BY PARTICIPATING IN THE PROJECT, I MAY BE EXPOSED TO PERSONAL INJURY OR DEATH OR DAMAGE TO MY PROPERTY AS A RESULT OF MY ACTIVITIES, THE ACTIVITIES OF OTHER VOLUNTEERS, OR THE CONDITIONS UNDER WHICH MY VOLUNTEER SERVICES ARE PERFORMED. WITH KNOWLEDGE OF THESE RISKS, I AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY OR DEATH OR DAMAGE TO MY PROPERTY, AND I VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE:\_\_\_\_\_.

3. Release: In consideration of the opportunity afforded me to participate in the Project, I hereby agree that I, my successors, assignees, heirs, guardians and legal representatives, will not make any claim against Rebuilding Together or any of its affiliated organizations, or their officers, directors, employees, agents, or donors, or the suppliers of any materials or equipment that are used during the Project, any of the Project volunteers or sponsors, or any homeowner participating in the Project, for injury, death or damage resulting from the acts or omissions of any person or entity, however caused, arising from my participation in the Project. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting from personal injury to me or my death, or damage to my property, sustained in connection with my participation in the Project; provided, however, that the injury, death or damage was not caused by an act or omission of another person that was reckless, wanton, intentional, or grossly negligent. I further consent to the unrestricted use by Rebuilding Together and/or any person authorized by it of any photographs, recording, interview, videotapes, motion pictures or similar visual or auditory recording of me created in connection with the Project.

4. Knowing and Voluntary Execution: I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A CONTRACT BETWEEN MYSELF AND Rebuilding Together OKC AND A RELEASE OF LIABILITY, AND I SIGN IT OF MY OWN FREE WILL. BY SIGNING THIS AGREEMENT, I CERTIFY THAT I AM EIGHTEEN YEARS OF AGE OR OLDER OR HAVE DELIVERED THE CONSENT OF MY PARENT OR GUARDIAN TO Rebuilding Together OKC.

Executed at (city)\_\_\_\_\_ Oklahoma, date\_\_\_\_\_

Team\_\_\_\_\_ House\_\_\_\_\_

Name of Volunteer (please print)\_\_\_\_\_

Volunteer (signature)\_\_\_\_\_

Address (please print)\_\_\_\_\_

Cell #:\_\_\_\_\_ Work #:\_\_\_\_\_ Home #:\_\_\_\_\_ Email:\_\_\_\_\_

Signature of parent or legal guardian if volunteer is not eighteen years of age or older  
\_\_\_\_\_

I certify that \_\_\_\_\_(volunteer) acknowledged in my presence that he/she has read and fully understands the meaning and consequences of the foregoing AGREEMENT and signed it in my presence.

Name of witness (please print)\_\_\_\_\_

Signature of witness\_\_\_\_\_

## Medical Treatment Authorization for Participation of a Minor

I represent and warrant to Rebuilding Together OKC that I am the parent or legal guardian of the minor named above. The above named minor has my permission to participate in the Rebuilding Together project (the "Project"). On behalf of such minor and myself, I have signed a Volunteer's Agreement and Release from Liability (the "Release") and hereby agree to all of the terms and conditions of the Release.

In case of medical or dental emergency, I request that Rebuilding Together attempt to contact me at the telephone number set forth below. However, I hereby give permission to the physician or dentist selected by Rebuilding Together to hospitalize, treat, secure proper treatment for, and order injection, anesthesia or surgery for the minor named above. A copy of the permission form may be accepted by and treated by the physician or dentist as equivalent to the original permission form.

Signature of Parent/Guardian \_\_\_\_\_

Telephone \_\_\_\_\_

### PLEASE COMPLETE THE FOLLOWING:

Medical Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Family Dentist: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Any drug or food allergies: \_\_\_\_\_

Limitation on activities: \_\_\_\_\_

If I cannot be reached, please contact: \_\_\_\_\_

Telephone: \_\_\_\_\_





# Injury Report Form

Return completed form to:  
Rebuilding Together OKC  
730 West Wilshire Blvd. #108  
Oklahoma City, OK 73116

Team Name: \_\_\_\_\_ House Captain Name: \_\_\_\_\_

Address of Work Site: \_\_\_\_\_

## Injured Volunteer Info:

Name:	
Date of Birth:	
Home Address:	
Gender:	
Home Phone:	

## Accident Summary:

Date of Injury/ Onset of Illness:	
Time of Day Injury/ Illness occurred:	
If volunteer died, Date of Death:	
Specific Injury and part of body affected: medical diagnosis, if available	

## Accident Details:

Was anyone else injured?	
Materials in use at time of injury?	
Specific activity volunteer performed:	
Sequence of events:	
Was another person responsible for the event?	

## Treatment:

Was action taken at the site?
-------------------------------

Patient accepted treatment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name and address of Physician/ Health Plan:		
If hospitalized, name and address of hospital:		
Comments:		

To be completed by the site Safety Coordinator

---

Printed name

---

Signature & date

**STATEMENT BY INJURED VOLUNTEER:**

I have refused treatment or transport to the hospital.

---

Name

---

Signature & date

## UNFINISHED WORK DAY TASKS

Home Owner Name \_\_\_\_\_

*Itemize all incomplete work and your plans for completion. Have your Area Director turn this in at the end of work day.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

*Area Director Initials* \_\_\_\_\_ *Team Captain Initials* \_\_\_\_\_



# Support Information 2012

## Rebuilding Together OKC

Team \_\_\_\_\_ Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Rebuilding Together would like to know about and express our gratitude to all of our supporters. If you or someone on your team obtained a cash or in-kind donation, organized a fundraiser and/or recruited skilled volunteers please let the office know so that we may:

- \* Send them a thank you letter along with a Charitable Donation Acknowledgement
- \* Include a listing in our newsletter
- \* More accurately quantify the impact of Rebuilding Together OKC

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Business: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Contribution: \_\_\_\_\_ Contribution: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Business: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Contribution: \_\_\_\_\_ Contribution: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Business: \_\_\_\_\_ Business: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Contribution: \_\_\_\_\_ Contribution: \_\_\_\_\_

\_\_\_\_\_



# Outreach Materials

## Explanations/Uses

**Volunteers Needed/Volunteer Commitment** is used to ask people to sign up and commit to being a volunteer for your Work Day team. By filling out the volunteer commitment form the person is letting you know they will be present on Work Day and needs all further information. After receiving the Volunteer Commitment form it is your responsibility to ensure all volunteers sign up on Rebuilding Together's website.

**Letter to the Volunteers** should be used to impart the importance of Rebuilding Together's mission and sentiments from our Executive Director. This can be included in the packets the Volunteer Coordinator sends out to everyone who signs up as a volunteer on your team.



# Save the Date

## Saturday, April 21, 2012

Rebuilding Together ~ OKC

Investing in our community is a great way to give back to those who have helped support our business. As successful members of the community, we have a responsibility to help those who are less fortunate and contribute to the common good. Giving back to the community can give you a feeling of connectedness and the satisfaction of trying to make the world a better place. For several years I have supported the non-profit organization **Rebuilding Together**.

This will be the **(years participated)** for **(team name)** to support this incredible organization. **Rebuilding Together** is the nation's leading organization bringing volunteers and communities together to improve the homes and lives of low-income homeowners. They provide free repair services for those with the greatest need. Low-income homeowners, particularly those who are elderly, displaced or disabled, and families with children are most at risk. **Rebuilding Together** responds to their needs through four specific practice areas: Safe & Healthy Homes, Disaster Recovery, Reconstruction and Veterans Housing. "National Rebuilding Day" ensures homeowners live in safe, warm and dry homes.

We will continue to forward information regarding **Rebuilding Together**. In the meantime, please save the date! We need lots of volunteers to help make a difference in the life of someone who needs our help!

(Your logo here)

Thank you!





# Volunteers Needed!

This year, 272,000 volunteers across the US will donate their time and skills to **Rebuilding Together**. As the nation's largest all-volunteer home rehabilitation organization they rely on the generosity of individuals who give their time to their low-income neighbors. Be it painting a worn front porch, building a wheelchair ramp, or even planting a small garden where only weeds stood before, **Rebuilding Together** volunteers are making a commitment to preserving dignified homeownership in their communities.

## You can make a difference!

Team OTL has been assigned the home of **(homeowner name)** and is only **(distance from office)** from our office. David Keegan, our "Skilled Captain" and I are in the process of determining the entire scope of work needed. Upon preliminary inspection we need skilled volunteers in the area of plasterer/drywall, carpentry, and the installation of a new stockade fence..... *Not a skilled volunteer?* Perfect! Because we are in need of **(number of volunteers needed)** who can provide **(list of tasks unskilled volunteers can do)** the list could go on and on. There is something for everyone. Most importantly, our team will make repairs to the **(homeowner last name/name)** home which they are no longer able to do themselves.

Anyone over the age of 14 can volunteer. Each volunteer needs to complete the attached *Volunteer Commitment Form*, then visit RT OKC's website to complete the *Emergency Contact and Release From Liability Waiver* ([http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate\\_ID=52](http://rebuildingtogether.civicore.com/VolunteerApp/index.cfm?Affiliate_ID=52)) Please complete one form for each volunteer.

**Please help us make a difference, and achieve our team of (#) volunteers!** Should you have any questions, you can call or email **(Volunteer Coordinator name and contact info)**.

Thank you!

(Your logo here)

When: Saturday, April 21, 2012

Rebuilding Together ~ OKC



# Volunteer Commitment

Thank you for volunteering for Rebuilding Together Work Day, April 21, 2012. Your efforts will help a neighbor in need live in warmth, safety and independence.

We have work for everyone. Please complete this skills inventory form and return it as soon as possible. Please print:

Name: \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

\_\_\_\_\_ I am able to work from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_ I am available all day on April 21, 2012.

\_\_\_\_\_ I am available and willing to take on a larger role (Room Captain, Safety Coordinator, Homeowner Ambassador, or Green Captain)

*\*\*All of these positions require an all day commitment on May 7 and most require a larger time commitment.*

Please check your skills:

<input type="checkbox"/> Carpentry	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Glazing Windows	<input type="checkbox"/> Yard work
<input type="checkbox"/> Drywall /taping	<input type="checkbox"/> Roofing	<input type="checkbox"/> Painting
<input type="checkbox"/> CPR Certified	<input type="checkbox"/> First Aid Certified	<input type="checkbox"/> Other _____

T-shirt Size:

<input type="checkbox"/> XS	<input type="checkbox"/> L
<input type="checkbox"/> S	<input type="checkbox"/> XL
<input type="checkbox"/> M	<input type="checkbox"/> XXL

Lunch Information:

<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Peanut or other nut allergy
<input type="checkbox"/> Lactose intolerant	<input type="checkbox"/> Other food allergies

Please return this form to:

Volunteer Coordinator \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Home #: \_\_\_\_\_ Email: \_\_\_\_\_

If you have any questions, please contact the Volunteer Coordinator. More information will follow regarding our site.





rebuilding lives and neighborhoods . . .  
making homes safe, warm and dry

Dear Rebuilding Together Volunteer,

Thank you for joining thousands of volunteers from across Oklahoma City to make the homes of our low-income, elderly neighbors safe, warm, and dry. You make Rebuilding Together possible by organizing teams and donating both funds and materials to support our projects. **On April 21, 2012, tools in hand, an army of nearly 2,500 individuals will make repairs to approximately 41 homes.**

We hope Rebuilding Together Work Day is fun for you and your team. At the same time, it is very important to be patient and understanding as you take on a repair or discover a problem. Be sure to **cooperate** and **communicate** with your team. Remember this experience can be both wonderful and overwhelming for the homeowner. After the initial thrill of being chosen to receive repairs, the homeowner realizes they have agreed to let dozens of strangers, mostly amateurs, into their home -- their most valuable possession. Though Rebuilding Together provides a much needed service, remember that we are guests. *Include the homeowner in all decisions, don't make promises that may not be kept, and always return their possessions to the proper place.*

At the bottom of this letter you will find tips to prepare for a successful Work Day along with your assignment. We truly appreciate your commitment to our community.

Sincerely,

Valerie Aubert  
Executive Director

*To help make your Team's repair project a success please:*

**BEFORE WORK DAY:**

- ★ Sign up on the RT website  
[www.rebuildingtogetherokc.org](http://www.rebuildingtogetherokc.org)
- ★ Make sure you know the location of your work site.
- ★ Find out what time to be at the work site.
- ★ Check with Team Captain about lunch arrangements.
- ★ Find out what tools to bring and label them.
- ★ If possible, plan to carpool to reduce the number of cars parked at the site.

**WORK DAY:**

Prior to Arriving

- ★ Wear a Rebuilding Together t-shirt, work clothes, and closed toe shoes.
- ★ Bring work gloves, safety glasses, paintbrush or whatever instructed by your Team Captain.

At Work Site

- ★ Arrive at the time designated by your Team Captain.
- ★ Communicate with Team Leadership about problems, needs and progress of work.
- ★ Complete all work that was started.
- ★ Keep up with trash throughout the day.
- ★ Clean RT supplies and work area before you leave.

Homeowner: _____
Address: _____
Team Captain: _____
Team Captain Phone: _____