CONTRACTOR’S NARRATIVE OVERVIEW

PROPERTY ADDRESS:  

NUMBER OF UNITS: 8 (Res) 8 (Comm’) 0 Number of Stories 3  

DATE:  

PLEASE GIVE A BRIEF DESCRIPTION OF THE EXTENT AND SCOPE OF WORK TO BE DONE. PLEASE ADDRESS EACH ITEM AND ADD CATEGORIES IF NECESSARY. (IF NO WORK IS NEEDED, SHOW “N/A”. IF SOME WORK IS PLANNED TO BE DONE AT A LATER DATE FROM RENTS, SAY SO.)

I. GENERAL

A. PLANS: We will provide architectural plans for de-conversion of 13 units to 8 units to include porch replacement and heating layout.

B. PERMITS: We will provide general building permit, plumbing permit, electrical permit, HVAC permit and porch permit.

C. DEMOLITION: Remove approximately 160 linear feet of existing partitions, all kitchen cabinets, most bath fixtures, all hot and cold water lines and one bathroom stack in the south tier. Remove one 3 story porch. Also, any work that disturbs more than 6 S.F. of paint on the interior or 20 S.F. of paint on the exterior or involves window replacement will be done by Certified Renovators, or by workers trained by Certified Renovators, and that the work will be done utilizing lead-safe work practices.

D. ENVIRONMENTAL: Suspected asbestos pipe covering will be removed from basement and clearance air tests and dump certificates will be provided.

E. THE APPROXIMATE AREA OF THE FOUNDATION “FOOTPRINT” OF THIS BUILDING IS 2800 SQUARE FEET.

F. ANTICIPATED LENGTH OF CONSTRUCTION: Nine (9) MONTHS.

II. BUILDING EXTERIOR

A. FRAMING (exterior walls, roof – new or repair): Replace approximately 250 linear ft. of 2 X 12 roof joists and 300 sq. ft. of sheathing (3/4" plywood) in the southwest quadrant of roof.
B. BRICKWORK/LINTELS: Clean face brick and stone, 100%. Repair front stone above building entry. Point all stone trim. Spot point face brick approximately 40%. Point common brick 100%. Replace 3 lintels south exterior & 2 lintels west exterior – both inner & outer angles.

C. WINDOWS: Replace 120 windows with insulated metal windows: Silverline 1500. Cap wood trim with aluminum. Lintels will remain exposed so their condition can be monitored. Scrape and paint lintels.

D. EXTERIOR PAINTING/SIDING: Paint all basement and apartment rear entry doors and frames. Spot paint all porch repairs.

E. ROOF: Repair flashings and any areas where old mechanical equipment is removed.

F. GUTTERS/DOWNSPOUTS & YARD DRAINS: Replace 1-10' section of downspout. Repair and clean collapsed catch basin, rod from all fixtures to basement, catch basin and street.

G. PORCHES: Replace 8 stair treads, 2-12' handrails and 13 balusters on 1 porch. Rebuild other porch to code standards.

H. CONCRETE/PAVING: 550 sq. ft. of new parking area to be installed. Replace front service walk, approximately 150 sq. ft. Replace 200 sq. ft of basement floor.

I. FENCING/LANDSCAPING: Sod 1000 sq. ft. at front and plant shrubs. Install five foot high wrought iron fence at front, approximately 75 linear feet with gate.

J. PORCH/YARD LIGHTING: Install 1 halogen yard light and 3 fluorescent light fixtures with vandal proof covers at porch landings.

III. COMMON AREAS

A. ENTRANCE DOORS AND VESTIBILES: Strip all doors and woodwork 100%. Do minor plaster repairs and paint, repair ceramic floor tile.

B. MAILBOXES/INTERCOMS: Install eight mailboxes and intercom with electric door strike.

C. ELEVATOR: Install new cab finishes and doors, new car panels and call buttons.
D. STAIRWAY REPAIR AND DECORATING: Strip treads and install runner, patch and paint walls, varnish rails.

E. CORRIDOR REPAIR AND DECORATING: Laminate walls and ceiling with 1/2" drywall; replace all trim (1x3 MDF); install new carpet. Paint walls, doors and trim contrasting colors.

F. STAIR, CORRIDOR LIGHTING/SMOKE DETECTORS: Replace all fixtures with fluorescent, install hardwired smoke detectors. Install battery pack emergency lighting per code.

G. BASEMENT: Patch plaster approximately 20% of ceiling to maintain fire rating. Drywall and fire tape 30%.

H. INSULATION: Blow-in cellulose fiber insulation, R-38, through access panels cut in ceilings of third floor closets; approximately 2800 sq. ft.

IV. SYSTEMS

A. ELECTRICAL: Replace all exterior lights with vandal-proof fixtures, add 1 yard light, replace all stair/corridor light fixtures. Install 400 amp service with new switch and circuit breaker boxes, add 20 amp circuit for kitchen, 15 amp for new heating and 30 amp for A/C in addition to 3 lighting circuits. Install battery pack emergency lighting. Add approximately 32 new receptacles and replace 16 pull chains with switches. Relocate load centers into each apartment unit.

B. PLUMBING: Replace all hot and cold water lines and hot water return line. Replace 75 gal. high efficiency and high recovery water heater. Replace one bath stack in the south tier and add one kitchen stack system in the north tier. Three apartments will have three baths, four will have two baths, and one will have one bath. Reglaze and use five existing face bowls and half of existing tubs. Replace 18 toilets. All new fixtures in five of 18 baths. Install new kitchen sinks in all units.

C. HEATING/ENERGY MANAGEMENT SYSTEMS: Install eight furnaces (75-125,000 BTU Carrier – 90+ efficiency) with air conditioning and set back thermostats. Remove old boiler. Ductwork will be extended to exterior walls of rooms to provide optimum air circulation and enclosed in drywalled soffits.

D. FIRE SPRINKLER AND ALARM SYSTEMS: Install Class 1 fire alarm system for apartments and public areas.
V. **SITE WORK** *(THIS SECTION IS FOR NEW CONSTRUCTION ONLY)*

*insert N/A if Not Applicable*

A. **EXCAVATION/GRADING:** Dig foundations for 2-24 unit buildings. Grade for streets and parking, dig retention pond in southeast portion of site. Fill 1000 sq. ft. low spot in northeast corner and grade entire site to provide runoff to pond, per drawings.

B. **STORM DRAINAGE:** Extend storm sewer 300 ft. south to the site and install storm sewer throughout parking lot to drain to pond, per drawings.

C. **SANITARY SEWER:** Extend sanitary sewer from across Smith Road to site and throughout site per drawings. Sewer lines service both ends of each building.

D. **WATER SERVICE:** Water is at site. Run throughout site per drawings, one service line to each building and 4 takeoffs for fire hydrants.

E. **ELECTRIC SERVICE:** At site in the form of Commonwealth Edison transformer outside property line at northeast corner. Run service underground to provide one 800 amp service to each building and service to parking lot lights.

F. **GAS SERVICE:** Gas company will run main under Smith Road to site and throughout site to provide 1 service to each building.

VI. **INDIVIDUAL UNITS**

A. **ROUGH CARPENTRY (stud walls, joists, sub-floor):** Close 15 doorways, build five closets. Erect 80 feet of stud wall to convert dining rooms to bedrooms. Replace 27 floor joists on 2nd and 3rd floor, east side units.

B. **DRYWALL/PLASTERING:** Drywall 100% kitchens and baths. Patch remaining walls. Drywall about 50% of existing ceiling.

C. **FLOOR COVERING, REFINISHING, REPAIR:** Repair with oak where partitions have been removed. Sand and varnish all wood floors in six units. Carpet two basement units. Install new ceramic tile on five of the bath floors. Sand and varnish six hardwood kitchen floors after removing linoleum. Install 3/32” VCT in kitchens of basement units.

D. **DOORS:** Install eight new solid core rear doors. Install 6 combination storm/screen doors. All entry doors will have single cylinder deadbolts and peepholes. Install 12 new H/C interior doors and check, fit and free all others.
E. TRIM: Install new wood base to match existing at closed doorways, vinyl base in 2 basement kitchens, in five closets and in baths with new ceramic floors. Install new base, door and window trim in two basement units and patch and strip existing oak trim in six units.

F. BATHS: Install ceramic tile tub surrounds on cement board substrate at 13 built-in tubs. Install medicine cabinets and accessories in 18 baths. See plumbing regarding fixtures.

G. KITCHENS: Install new cabinets, sinks, and tops; approximately 10 linear feet of base cabinets and 12 linear feet of wall cabinets per unit. Cabinets to be Kraft Maid Provincial line.

H. APPLIANCES: Install new range, refrigerator, dishwasher, and ductless hood in eight kitchens.

I. PAINTING/DECORATING: Strip/stain/varnish interior doors and trim 100%. Paint walls and ceilings 100%.

By: _____________________________          By: _____________________________
Owner                           General Contractor

Date: _______________________________           Date: ___________________________

MPG/mb
1-7-11