

February 11, 2014

Our file # 1076-11262

LOSS: **MARPOLE PLACE**
1305 West 70th Avenue
Vancouver, BC

ATTENTION: **JERRY COX**
Cox Insurance
1155 West 8th Avenue
Vancouver, BC, V6H 1C5

RE: WATER DAMAGE

SCOPE OF WORK – FINAL REPAIRS

We have examined the damage to the property at the above address. The following is a description of the work involved in effecting repairs to the property.

Electrical

- Complete all electrical repairs as per attached electrical repair specification including plugs, switches, covers, wiring, leg fixtures, low voltage control devices, alarm system, and all connections to sprinkler systems

Plumbing/Mechanical

- Complete all plumbing/mechanical repairs as per attached plumbing/mechanical repair specifications including hot and cold supply lines, drains, vents, hot water baseboard heating system, fixtures and faucets.
- Test and certify sprinkler system

Insulation

- Supply and install insulation as per attached insulation repairs specifications.

MAIN LEVEL

Please note see attached floor plans for room dimensions

East Entry

- Remove and save automatic door opener at East elevation
- Remove and save casing from exterior entry

- Remove and dispose of sheet vinyl flooring and carpet at alcove including edge metal
- Remove and dispose of drywall from exterior wall to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior areas where removed
- Supply and install drywall to walls and ceiling where removed

Please note: drywall to wrap around drop ceiling

- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall existing casing to entry door
- Supply and install casing to main office door as per sample on site (office door now inactive)
- Seal and paint casing at office door and entry door
- Supply and install sheet vinyl flooring as per sample on site
- Supply and install glued down carpeting and edge metal as per sample on site

Hallway

- Remove and dispose of sheet vinyl flooring
- Remove and dispose of remaining vinyl covered drywall from office and cubicle walls (remove and save vinyl trim pieces)
- Supply and install all required drywall backing
- Supply and install regular drywall where removed from walls and ceiling including columns (drywall to wrap around drop ceilings)
- Tape, fill and finish drywall
- Make minor repairs to remaining existing drywall
- Seal and paint walls and ceiling including columns
- Supply and install vinyl covered drywall panels to steel stud room partitions including vinyl trim pieces
- Supply and install paint grade baseboards as per sample on site
- Seal and paint baseboards

Main Office

- Disconnect all electrical attached to drop ceiling
- Remove and dispose of drop ceiling
- Remove and save hot water baseboard heating cabinet at East elevation
- Remove and dispose of drywall from exterior walls to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls and joist cavities
- Supply and install 2x4 frame drop ceiling (2x4 at 16" on centre)
- Reattach all electrical removed to facilitate repairs
- Supply and install drywall to walls where removed and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall casing to 2 windows at East elevation

- Supply and install paint grade window casing including paint grade sill at North elevation
- Seal and paint 3 windows including frames, casings, sills and apron
- Reinstall existing baseboard heating cabinet
- Supply and install glued down carpeting as per sample board on site
- Reassemble hot water baseboard heating cabinet at West elevation

Stairwell/Hallway (from North exit to top floor)

- Remove and save steel handrails at exterior walls to facilitate repairs
- Remove and dispose of drywall at exterior walls as required to facilitate insulation repairs
- Remove and save window casings
- Remove and dispose of vinyl tread covers and edge metals from stairs and landings
- Supply and install insulation and vapor barrier to exterior walls where removed
- Supply and install all required drywall backing
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall
- Make minor repairs to remaining existing drywall
- Seal and paint walls and ceilings
- Supply and install 1x4 paint grade expansion joint moulding where removed to match existing
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint all expansion joint moulding, baseboards, stair stringers and trim including risers
- Supply and install vinyl treads to stairs
- Supply and install glued down carpeting to landing as per sample board on site
- Reinstall all existing steel fire doors including closers
- Seal and paint all steel doors including steel frames
- Reinstall casing to window where removed
- Seal and paint window casing including sills and aprons
- Reinstall existing steel handrails
- Seal and paint all steel handrails including mounting brackets

Women's Shower

- Remove and save casing from window
- Remove and dispose of drop ceiling ledger at North elevation including ledgers at East and West elevation to first drop ceiling joist
- Supply and install insulation and vapor barrier to exterior wall and joist cavities
- Supply and install 2x4 drop ceiling ledger at North elevation including East and West elevations where removed
- Remove and save hot water baseboard heating cabinet to facilitate repairs
- Detach electrical from drop ceiling at entry to facilitate repairs

- Repair 2x4 drop ceiling framing at entry
- Reattach electrical wiring
- Supply and install water resistant drywall to shower area walls and ceiling
- Supply and install regular drywall to balance of walls and ceiling
- Tape, fill and finish drywall
- Seal and paint all walls and ceilings
- Reinstall casing to window
- Supply and install apron to window
- Seal and paint window casing including sill and apron
- Supply and install ceramic tile to shower walls as per sample board on site (floor to ceiling)
- Supply and install paint grade baseboard as per sample on site
- Seal and paint baseboards
- Reinstall plumbing fixtures
- Reinstall partition walls including new mounting hardware as required
- Supply and install 2 flat panel paint grade solid core entry doors including closers, hardware, and kick plates with paint grade casing both sides as per sample board on site (match door to Men's washroom)
- Seal and paint doors including frames and casing both sides

Men's Washroom

- Remove and save hot water baseboard heating cabinet to facilitate insulation repairs
- Remove and save window casing
- Detach electrical from drop ceiling to facilitate repairs
- Remove and dispose of drop ceiling to facilitate repairs
- Remove and dispose of drywall from exterior walls
- Supply and install insulation and vapor barrier to exterior walls including joist cavities
- Supply and install 2x4 drop ceiling (2x4 at 16" on centre)
- Supply and install drywall to walls and ceiling where removed
- Tape, fill and finish drywall
- Make minor repairs to remaining existing drywall
- Seal and paint walls and ceiling
- Reinstall existing window casing
- Supply and install paint grade apron to window as per sample board on site
- Seal and paint window casing including sill and apron
- Reinstall existing hot water baseboard heating cabinet
- Seal and paint baseboard heating cabinet
- Reinstall plumbing fixtures
- Reinstall bathroom partition walls including new mounting hardware as required
- Supply and install paint grade casing to entry door both sides as per sample board on site

- Seal and paint entry door including frame and casing both sides
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

Kitchen

- Remove and dispose of sheet vinyl flooring
- Supply and install steel stud drop ceiling and wall framing at West elevation
- Reinstall and secure all electrical
- Reinstall and secure all mechanical
- Supply and install drywall to walls and ceiling

Please note: Drywall at concrete block elevator shaft is glued directly to concrete block

- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Remove and dispose of door frame at East elevation
- Supply and install paint grade flat panel door including paint grade frame and paint grade casing both sides as per sample board on site (half door)
- Seal and paint door including frame and casing both sides
- Remove and save stainless steel countertop from island
- Remove and dispose of lower cabinetry
- Supply and install new lower cabinetry to match existing quality
- Reinstall existing stainless steel countertops
- Reinstall existing upper cabinetry including repairs as required
- Supply and install sheet vinyl flooring including final cove base around lower cabinets as per sample on site
- Supply and install paint grade baseboards to balance of walls as per sample on site
- Seal and paint baseboards
- Test and repair roll up shutter door as required to ensure proper operation
- Supply and install paint grade casing to 2 doors, roll up shutter, and 2 windows both sides as per sample board on site
- Seal and paint casing to doors, roll up shutter and windows both sides

Room 6 (Room with brass pole)

- Remove and dispose of remaining vinyl covered drywall panels including plastic trims
- Remove and dispose of remaining strips of carpet (minor at steel stud walls)
- Supply and install vinyl covered drywall panels to partition walls including vinyl trim
- Supply and install regular drywall to balance of walls and ceiling where removed including floor opening for firefighters pole
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install glued down carpet as per sample board on site

- Supply and install paint grade baseboards at East elevation only
- Supply and install vinyl cove base to balance of walls
- Remove and reinstall coat hooks

Office A

- Remove and save hot water baseboard heating cabinets to facilitate insulation repairs
- Remove and dispose of drywall from exterior wall to facilitate repairs
- Remove and dispose of remaining vinyl covered drywall panels including plastic trims
- Remove and dispose of remaining carpet at base of walls (minor)
- Supply and install insulation and vapor barrier to exterior wall including joist cavities
- Supply and install vinyl covered drywall panels to steel stud partition walls including plastic trims
- Supply and install drywall to balance of walls and ceiling
- Please note: drywall wraps around edges of drop ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall hot water baseboard heating cabinet
- Seal and paint baseboard heating cabinet
- Supply and install glued down carpeting as per sample board on site
- Supply and install vinyl cove base

Office C

- Remove and save hot water baseboard heating cabinets at East and South elevations to facilitate insulation repairs
- Remove and save window casing and apron to facilitate repairs
- Remove and dispose of drywall from exterior walls to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls including joist cavities
- Supply and install drywall to walls and ceiling where removed

Please note: Drywall wraps around edges of drop ceiling

- Tape, fill and finish drywall
- Make minor repairs to remaining existing drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing to entry door both sides
- Seal and paint entry door including frame and casing both sides
- Supply and install paint grade cove trim to tops of all interior glazed units both sides
- Seal and paint trim both sides
- Seal and paint sills both sides

- Supply and install glued down carpeting as per sample board on site including vinyl cove base

Lounge

- Remove and dispose of sheet vinyl flooring
- Remove and save hot water baseboard heating cabinets to facilitate insulation repairs
- Remove and save window casing and apron to facilitate insulation repairs
- Remove and save curtain rods
- Remove and dispose of drywall from exterior walls to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls including joist cavities
- Supply and install drywall to walls, ceilings, and columns where removed

Please note: Drywall wraps around edges of drop ceiling.

- Tape, fill and finish drywall
- Make minor repairs to remaining existing drywall
- Seal and paint walls and ceiling including columns
- Reinstall hot water baseboard heating cabinets
- Seal and paint hot water baseboard heating cabinets
- Supply and install glued down carpet to East half of room as per sample board on site (follow line of existing edge metal)
- Supply and install sheet vinyl flooring to match sample board on site (inset contrasting vinyl at centre of space)
- Reinstall existing lower cabinetry at North elevation including cove top countertop
- Repair gables and kicks as required

Room 2 including entry area at double doors leading to banquet room

- Remove and dispose of rigid and fiberglass insulation from ceiling including sloped ceiling
- Remove and dispose of sheet vinyl flooring
- Supply and install insulation and vapor barrier to exterior walls and ceiling
- Supply and install a 6' high steel stud wall at South elevation to form storage room as per floor plans provided including opening for double doors
- Supply and install steel stud drop ceiling
- Supply and install drywall to walls and ceiling including interior of storage area
- Tape, fill and finish drywall
- Seal and paint walls and ceiling including interior of storage area
- Supply and install paint grade casing to double entry doors both sides
- Supply and install paint grade frame for double hung custom height doors to storage area including paint grade casing both sides and all required hardware
- Reinstall existing doors to frame
- Supply and install paint grade casing to access door at West elevation both sides

- Seal and paint double hung entry doors including frame and casing both sides, double hung storage area doors including frame and casing both sides, and access door including frame and casing both sides
- Supply and install sheet vinyl flooring as per sample board on site including contrasting inset flooring

Please note: No flooring present in storage area

Banquet Room

- Remove and dispose of sheet vinyl flooring
- Remove and dispose of remaining drywall from walls to facilitate insulation repairs
- Remove and dispose of all damaged steel stud framing to ceiling
- Remove and dispose of accordion partition wall including hardware

Please note: No allowance for preexisting condition of steel stud framing and steel column bases at South and East elevations

- Supply and install insulation and vapor barrier to exterior walls and cold areas of ceiling
- Supply and install steel stud framing to coffered ceiling where removed
- Supply and install drywall to walls and ceiling where removed

Please note: East elevation has a double layer of 5/8" drywall

- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing to double entry door at South elevation and double hung doors at South-East corner as per sample board on site
- Seal and paint door casing
- Supply and install sheet vinyl flooring including contrasting inset detail and vinyl cove base as per sample board on site
- Remove and dispose of all temporary window and door coverings
- Supply and install stain grade plywood boxes around ceiling mounted light fixtures as per sample on site
- Stain and finish boxes

North Entry

Please note: No allowance for preexisting rusted steel stud framing

- Remove and dispose of sheet vinyl flooring
- Remove and dispose of 1 bent 2x6 steel stud at double entry doors to banquet room
- Supply and install steel stud framing at North-East corner
- Supply and install steel stud drop ceiling
- Supply and install insulation and vapor barrier to exterior wall
- Supply and install drywall to walls and drop ceiling

Please note: Drywall at elevator shaft is glued directly to concrete block wall

- Tape, fill and finish drywall

- Seal and paint walls and ceiling
- Supply and install paint grade casing to window at East elevation both sides
- Seal and paint window including casing both sides
- Supply and install sheet vinyl flooring including vinyl cove base as per sample board on site

Elevator

- Complete all repairs to elevator including cab, mechanical equipment, and related electrical as per attached report

SECOND LEVEL

Elevator Lobby

- Repair steel stud framing above doors at West elevation
- Supply and install insulation and vapor barrier to exterior wall
- Supply and install backing for drop ceiling
- Prepare drop ceiling at West elevation
- Supply and install drywall to walls and drop ceiling

Please note: Drywall at elevator is glued directly to concrete block wall

- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing to double doors both sides
- Reinstall existing doors including hardware
- Seal and paint doors, frame, and casing both sides
- Supply and install carpet and underpad as per sample board on site
- Seal and paint window sill

Hallway (from elevator lobby to double doors near pole)

- Remove and dispose of resilient sound bar from ceiling
- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install resilient sound bar to ceiling
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall existing doors to 2 bathrooms, entry to stairwell, and double doors near pole including all hardware
- Seal and paint all doors including frames

Please note: No casing on steel frames

- Supply and install carpet and underpad as per sample board on site including vinyl cove base

Men's Washroom

- Remove and dispose of resilient sound bar from ceiling
- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install insulation and vapor barrier to exterior walls and joist cavities
- Supply and install resilient sound bar to ceiling
- Supply and install steel stud framing around vent around South-West corner
- Supply and install drywall to walls and ceiling including steel stud framing around vent
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Complete all plumbing and mechanical repairs as per attached scope
- Reinstall existing bathroom partition walls including new hardware as required
- Supply and install new stain grade plywood vanity including plywood and arborite countertop

Please note: Vanity came apart when removed. Pieces are on site for quoting purposes

- Supply and install vinyl composite flooring including vinyl cove base
- Reinstall bathroom accessories including mirrors

Women's Washroom

- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install insulation and vapor barrier to exterior walls and joist cavities
- Supply and install drywall to walls and drop ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reassemble hot water baseboard heating cabinet
- Complete all plumbing and mechanical repairs as per attached repair specification
- Repair gable and base to vanity
- Reinstall existing vanity including countertop and sinks
- Reinstall bathroom partition including new hardware as required
- Reinstall bathroom accessories including mirrors
- Supply and install paint grade casing to window including apron as per sample board on site
- Seal and paint window casing, sills and aprons

MOACS Office

- Supply and install 2x4 framed wall at West elevation (see plan for wall location)
- Remove and dispose of resilient sound channel from ceiling at West elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls and joist cavities
- Supply and install resilient sound channel where removed

- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reassemble baseboard heating cabinet
- Supply and install paint grade casing to 2 windows including matching aprons
- Seal and paint window casing including sills and aprons
- Reinstall 2 entry doors including hardware
- Supply and install paint grade casing to 2 doors both sides
- Seal and paint entry doors including frames and casing both sides
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

Storage (North-East corner with breaker panel)

- Remove and dispose of resilient sound channel at East and North elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls including joist cavities
- Supply and install resilient sound channel where removed
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing and matching aprons to 2 windows
- Seal and paint window casing including sills and aprons
- Reassemble baseboard heating cabinet
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

Central Open Area (with North brass pole and guard rail)

- Remove and save guard rail to facilitate repairs
- Remove and dispose of remaining carpet and edge metal from around brass pole
- Remove and dispose of resilient sound channel from ceiling to facilitate insulation repairs
- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install resilient sound channel to ceiling
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

- Reinstall guard rail around brass pole
- Clean glass block at floor level

MOAC Music Room

- Remove and dispose of resilient sound channel from ceiling to facilitate insulation repairs
- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install resilient sound channel to ceiling

Please note: Refer to insulation repair specification for insulation details in this room.

- Clean and reinstall single pane glazing to East and South elevations including paint grade stops both sides
- Seal and paint stops both sides
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reassemble baseboard heating cabinet
- Reinstall 7 LF of lower cabinetry including cove top countertop with cut out for sink at South elevation

Please note: This cabinet and countertop appear to sustained water damage prior to claim. A new cabinet and countertop is recommended.

- Repair and reinstall remaining existing upper and lower cabinetry
- Supply and install paint grade casing to entry door both sides as per sample board on site
- Reinstall existing door including hardware
- Seal and paint door including frame and casing both sides
- Supply and install carpet and underpad as per sample board on site

Main Office

- Remove and dispose of resilient sound channel from ceiling to facilitate insulation repairs
- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install resilient sound channel to ceiling
- Supply and install insulation and vapor barrier to exterior wall and joist cavity
- Clean and reinstall single pane glazing at East and West elevations including paint grade stops both sides
- Seal and paint stops both sides
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall doors to East elevation including paint grade casing both sides as per sample board on site and all related hardware
- Seal and paint 2 doors including frames and casing both sides

- Supply and install 2 paint grade door frames at West elevation including paint grade casing both sides
- Reinstall 2 doors at East elevation
- Seal and paint 2 doors including frames and casing both sides
- Reassemble baseboard heater cabinet
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

Daycare MOFD (see floor plan provided)

- Remove and dispose of resilient sound channel at East elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls including joist cavities
- Supply and install resilient sound channel to ceiling where removed
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing including matching aprons to 2 windows
- Seal and paint window casing including sills and aprons
- Reassemble baseboard heating cabinet
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

MOACS Office 3

- Remove and dispose of resilient sound channel from ceiling to facilitate insulation repairs
- Supply and install fiberglass insulation sound barrier to ceiling
- Supply and install insulation and vapor barrier to exterior walls and joist cavities
- Clean and reinstall single pane glazing to North and West elevations including paint grade stops both sides (10 units)
- Seal and paint stops both sides
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing to 3 windows including matching aprons
- Seal and paint window casings including sills and aprons
- Reassemble baseboard heating cabinet
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

Theologica (see floor plan for location)

- Supply and install drywall backing where required
- Supply and install 2x4 frame wall at North-East corner
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reassemble baseboard heating cabinet
- Supply and install laminate flooring and underlayment as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards
- Reinstall steel accordion security door at East elevation

Daycare

- Remove and dispose of damaged steel stud framing at ceiling
- Remove and dispose of damaged steel stud framing at North elevation kitchen and at entry to elevator lobby
- Supply and install insulation and vapor barrier to exterior walls as per attached repair specification
- Supply and install steel stud framing to ceiling where removed
- Supply and install steel stud framing to North elevation kitchen and at entry to elevator lobby where removed
- Supply and install drywall to walls and coffered ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall 4 doors including related hardware and paint grade casing both sides
- Seal and paint 4 doors including frames and casing both sides

Please note: No casing at windows

- Supply and install 1 paint grade window sill at West elevation
- Seal and paint 7 window sills
- Supply and install sheet vinyl flooring as per sample board on site including vinyl cove base

Daycare Storage (South-West corner)

- Remove and dispose of sheet vinyl flooring
- Disconnect and move heating unit and related ducting to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls and ceiling
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install sheet vinyl flooring including vinyl cove base

- Reinstall heating unit including related ducting

Daycare Washroom (North-West corner)

- Remove and dispose of vinyl composite flooring
- Remove and dispose of drop ceiling framing to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls and q-deck cavities
- Supply and install steel hat track drop ceiling
- Supply and install drywall to walls and ceiling including window returns
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade window sill
- Seal and paint window sill
- Reassemble baseboard heater cabinet
- Repair plumbing and mechanical as per attached repair specification
- Repair and reinstall vanity including cove top countertops
- Supply and install vinyl composite floor tiles including vinyl cove base
- Reinstall bathroom partitions
- Reinstall bathroom accessories

Daycare Kitchen

- Remove and dispose of vinyl composite flooring
- Remove and dispose of drop ceiling to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls and q-deck cavities
- Remove and replace steel stud at North-West corner and North-East corner
- Supply and install steel hat track drop ceiling
- Supply and install drywall to walls and drop ceiling

Please note: Window returns are drywall.

- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Remove and dispose of window sill at North elevation (West side of room)
- Supply and install paint grade window sill to 1 window
- Seal and paint 3 window sills
- Complete mechanical and plumbing repairs as per attached repair specification
- Repair and reinstall all upper and lower cabinetry
- Reinstall cove top countertop at North elevation cabinet
- Dispose of cove top countertop including serving shelf from South elevation cabinet
- Supply and install cove top countertop to South elevation cabinets including serving shelf (serving shelf extend through steel stud wall)
- Supply and install paint grade casing to kitchen pass through both sides

- Seal and paint casing
- Supply and install vinyl composite flooring as per sample on site including vinyl cove base

Coat Closet

- Remove and dispose of sheet vinyl flooring
- Supply and install insulation and vapor barrier to exterior walls and ceiling
- Repair steel stud framing at West elevation
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install sheet vinyl flooring as per sample board on site including vinyl cove base

South Elevation Patio

- No Repairs required at this time

THIRD LEVEL

Elevator Lobby (with wheelchair lift)

- Inspect and service wheelchair lift
- Report any damages to wheelchair lift
- Remove and dispose of steel stud drop ceiling
- Repair insulation as per attached insulation repair specification
- Supply and install steel stud drop ceiling
- Supply and install drywall backing wherer required
- Supply and install drywall to walls and ceiling where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Seal and paint window sill
- Sand and clear coat wood railing at window
- Supply and install carpet and underpad as per sample board on site including vinyl cove base

Third Hall (see floor plan)

- Supply and install insulation and vapor barrier to exterior wall and ceiling
- Supply and install drywall to walls and ceiling where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade casing to sewing room door both sides
- Seal and paint sewing room door frame and casing both sides

- Supply and install carpet and underpad as per sample on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

Sewing Room

- Remove and dispose of plywood underlayment
- Supply and install insulation and vapor barrier to ceiling
- Supply and install drywall to walls and ceiling
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install 3/8" plywood underlayment
- Supply and install vinyl plank flooring as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards
- Remove and dispose of peg board and backing
- Supply and install prefinished peg board and backing to match existing

Men's Washroom (North elevation)

- Remove and save handicap grab bar and toilet paper holder at North elevation to facilitate repairs
- Remove and dispose of drywall at North elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls
- Supply and install drywall to walls where removed including all required backing
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reinstall handicap grab bar and toilet paper holder
- Reassemble baseboard heating cabinet
- Complete all plumbing repairs as per attached repair specification
- Supply and install 4 LF of plywood and arborite countertop with stain grade plywood gables
- Reinstall bathroom partitions including new hardware as required
- Supply and install flooring as per sample board on site including vinyl cove base

Women's Washroom (North elevation)

- Remove and save handicap grab bar and toilet paper holder at North elevation to facilitate insulation repairs
- Remove and dispose of drywall at North elevation
- Supply and install insulation and vapor barrier to exterior wall
- Supply and install drywall to walls where removed including backing as required
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reassemble baseboard heating cabinet

- Reinstall handicap grab bar and toilet paper holder
- Complete all plumbing repairs as per attached repair specification
- Supply and install 4 LF of plywood and arborite countertop with stain grade plywood gables
- Reinstall bathroom partitions including new hardware as required
- Supply and install flooring as per sample board on site including vinyl cove base

Hall

- Remove and save wall mounted cabinets at East and West elevations to facilitate repairs
- Remove and save casing from windows at South elevation to facilitate repairs
- Remove and save baseboard heater cabinet at South elevation to facilitate repairs
- Remove and dispose of drywall at South elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior wall where removed
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling including ceiling beams
- Supply and install metal J channel at entry doors where removed
- Supply and install paint grade casing to 2 double hung doors at East and West elevations both sides as per sample board on site
- Seal and paint casing both sides
- Supply and install vinyl plank flooring as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards
- Reinstall casing to windows at South elevation
- Seal and paint window casing at South elevation
- Repair and reinstall wall mounted cabinetry at East and West elevations
- Reassemble baseboard heating cabinet
- Supply and install 6 LF of lower cabinetry at North elevation to match existing upper cabinetry

Please note: Existing cabinet left on site for bidding purposes.

- Supply and install cove top countertop

Please note: Existing cabinet left on site for bidding purposes.

Reading Area

- Remove and save baseboard heating cabinet to facilitate repairs
- Remove and save casing from 3 windows to facilitate repairs
- Remove and dispose of drywall from East elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior wall
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall

- Seal and paint walls and ceiling including tower
- Reinstall casing to 3 windows
- Seal and paint window casing

Please note: Preexisting peeling paint not related to this claim. No allowance repairs in this scope of work.

- Reassemble baseboard heating cabinet
- Supply and install vinyl plank flooring as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards
- Supply and install paint grade casing to storage area door at South elevation
- Seal and paint storage door including frame and casing

Storage Area (between Reading Area and East Storage Area)

- No further repairs required at this time

East Storage Area

- Remove and dispose of drywall at East elevation to facilitate repairs
- Supply and install insulation and vapor barrier to East elevation where removed
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install vinyl plank flooring as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Supply and install paint grade casing to 2 access doors
- Seal and paint 2 access doors including frames and casing

South-East Storage Area

- Supply and install drywall to lower wall where removed at West elevation
- Tape and fill new drywall

Please note: No further repairs required in this room.

Utility Room

- Remove and save wooden shelves with adjustable metal brackets to facilitate repairs
- Remove and dispose of drywall at West elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

- Supply and install vinyl plank flooring as per sample board on site
- Supply and install paint grade casing to access door at South elevation
- Seal and paint access door including frame and casing

South-West storage area

- Supply and install drywall to lower wall at East elevation
- Tape and fill new drywall

Please note: No further repairs required in this room.

West Hall (landing for wheelchair lift)

- Supply and install drywall backing as required
- Supply and install insulation and vapor barrier to ceiling
- Supply and install drywall to walls and ceiling where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install paint grade plywood access door to North elevation including hardware
- Seal and paint access door

Please note: No repairs required in crawlspace in North elevation.

- Supply and install 12" melamine shelf and closet dowel

Please note: No casing on doors. Drywall is finished with J-bead.

MOAC Rec Room

- Remove and dispose of drywall from exterior walls to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls and ceiling
- Supply and install drywall to walls and ceiling where removed
- Supply and install 2nd layer of drywall to East elevation
- Tape, fill and finish drywall
- Seal and paint walls and ceiling including skylight wells
- Supply and install paint grade window sills to 2 windows
- Seal and paint 4 window sills
- Supply and install vinyl composite flooring as per sample on site including vinyl cove base

MOACS Storage Area

- Remove and dispose of drywall from West elevation and lower end of sloped ceiling at South elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling

- Supply and install vinyl composite floor tiling as per sample board on site including vinyl cove base

South Patio

Please note: No repairs required at this time.

MOAC North Storage Area

- Remove and save baseboard heating cabinet to facilitate repairs
- Remove and save storage cabinet and curtain rod at North elevation to facilitate repairs
- Remove and dispose of drywall from West elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior wall
- Supply and install drywall to walls where removed
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Reassemble baseboard heater cabinet
- Seal and paint window sill
- Reinstall storage unit and shower curtain rod
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboard as per sample board on site
- Seal and paint baseboard

Computer Room

- Remove and dispose of drywall at North elevation to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior wall
- Supply and install drywall to walls where removed including all required backing
- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Seal and paint window sills
- Remove and dispose of access doors at East elevation
- Supply and install 2 paint grade plywood access doors reusing existing hardware
- Seal and paint access doors including casing
- Supply and install carpet and underpad as per sample board on site
- Supply and install paint grade baseboards as per sample board on site
- Seal and paint baseboards

MOAC File Room

- Remove and dispose of drywall from North and West elevations to facilitate insulation repairs
- Supply and install insulation and vapor barrier to exterior walls
- Supply and install drywall to walls where removed including J-bead at entry door

- Tape, fill and finish drywall
- Seal and paint walls and ceiling
- Supply and install vinyl composite flooring including vinyl cove base as per sample board on site

General Notes

- All heat registers, diffusers, grills, cover plates and plumbing access panels to be installed by related trades or reinstalled where applicable
- No allowance for code upgrades
- No allowance for preexisting damage
- All drywall removal to be abated as required

Please contact the writer should you require further information regarding this project.

Yours truly,

BELFOR PROPERTY RESTORATION

Paul Brownlee

Project Manager

PB/ia