

Schedule A

Preparation and Condition of Materials

(These are the guidelines TRP requires its Certified Deconstruction Contractors to follow and adhere to)

TRP will be responsible for preparing a fixture inventory and a lumber inventory of salvaged materials as needed for the completion of the donation process. The fixture inventory will be prepared by a TRP representative prior to deconstruction and will include all materials other than framing lumber, roofing tile, bricks, pavers, etc. since these materials are difficult to see and to count until they have been prepared for shipping. The fixture inventory may also include specific reference to the handling of special materials like bricks and roofing tiles. Contractor will work with TRP and Owner to arrange for the fixture inventory to be taken at least three days prior to the start of deconstruction. The lumber inventory, including roofing tiles, bricks, pavers, etc. will be taken after deconstruction has been completed and before these materials are shipped off site. All materials being shipped off site must be noted on the inventory and a copy of this inventory must accompany each shipment.

- **Labels.** All fixtures marked with a white TRP label and item number are to be removed and delivered to a location designated by TRP. The item numbers correspond to the materials on the fixture inventory. All materials marked with a green TRP label are to be recycled.
- **Doors.** Doors are to be removed with jambs attached and the bottom of the jamb fastened to the edge of the door. Doors which are not being salvaged are to be stripped of their hardware (hinges, locksets and strike plates) and placed in plastic bags – 1 bag for each door.
- **Windows.** Remove them with the frames and sashes intact and the windows latched. They are to be stored and shipped in their upright position. Generally, if the windows are aluminum single glazed, the glass should be broken out and the aluminum recycled.

- **Carpets.**

Carpets are to be measured before rolling and the top side is to be rolled inward with the backing on the outside. The rolls are to be secured with duct tape and the size in feet and inches (e.g. 12' 5") written with a marker on the outside of the roll along with the item number.

Save the carpet padding for protecting fragile items or those that may be easily scratched, like cabinets, during shipping. Also, retain the carpet padding for future deconstruction projects which may not have padding.

- **Cabinets.**

After being detached, replace all doors and drawers that were removed. All exposed nails and screws are to be removed. All cabinets are to be shrink wrapped.

If possible, all sink or vanity cabinets are to be detached with their tops, sinks and faucets attached.

- **Granite Countertops.**

Leave countertops attached to the cabinets whenever possible. Do not break granite countertops. Use a grinder with a diamond blade and cut the top into pieces which may easily be handled by two people.

If the countertop is too heavy or the counter top tile is broken, then the sinks and faucets are separated. If any part of the countertop has broken tile, all tile must be removed and disposed of on the job site. When removing the tile, protect the sinks and garbage disposal from debris.

- **Plumbing Fixtures.** If the faucets are attached to the sink they should remain attached. All sinks, toilets and bathtubs are to be clean and free of debris before loading. Disconnect all garbage disposals from the sinks.
- **Electrical Fixtures.** Most electrical fixtures have small screws, caps and brackets that are integral to the fixture. Please ensure that these parts are salvaged, placed in sealed plastic bags and taped to the fixture in a secure manner.
- **Moldings and Trim.** Check with your TRP representative regarding the salvage or disposal of door and window trim and other moldings. Trim does not have to be identified with a specific window or door, however, each type should be kept separate (casings, base boards, chair rails, crown moldings, etc.). All bundles to be sized for one person to carry and held together with shrink wrap.
- **Finished Wood Flooring.** Always check with your TRP representative regarding the salvage of top nailed flooring. All finished t&g flooring (hardwood, softwood or engineered) is to be salvaged. Boards are to be de-nailed and unitized in bundles of short, medium and long lengths or they may be palletized and banded with sufficient shrink wrap to hold them together for handling and transportation.
- **Lumber.**
All lumber six (6) feet and longer is to be de-nailed, unitized and banded. Any lumber less than six feet should be recycled or discarded – check with your TRP representative.

All units of lumber shall have a nominal width of forty-eight (48) inches unless they are 2x10s in which case the units will be fifty (50) inches with 5 boards wide or 2x14s that will be forty-two (42) inches. The units shall have a height as close to thirty-six (36) inches as possible. All units will be flush or square on one end with the longest boards on the bottom.

All units up to twelve feet in length shall have at least two bands evenly spaced, and longer lengths shall have three bands. All banding material shall be three-quarter (3/4) inch steel and fastened with steel fasteners.

When banding 2x4s, use a 2x4 bolsters across the top of the unit and under each steel band so keep the unit square.

All lumber of same dimension shall be unitized together and lumber of varying dimensions shall not be mixed except as provided below. The lengths in any single unit shall not vary by more than two (2) feet from the shortest to the longest piece. The longest pieces shall be on the bottom of the unit and the shortest pieces shall be on the top, and all pieces of lumber shall be flush with each other on one end of the unit.

At the end of any job, there may be various pieces of odd-sized lumber left over which did not fit in previously banded units. It is permissible to mix this lumber together in one unit as long as a 48" unit width and a maximum height of 36" are maintained.

Lumber shall be stacked with sets of two (2) bolsters to allow room for forklift forks to lift the units. These bolsters shall be at least three (3) inches thick.

- **Roofing Tile.** All roofing tile will be placed on pallets that have been constructed with wood sides to hold and protect the tile. The tile will be placed on edge with the long dimension in a vertical position. When the entire pallet is fully packed with tile, plywood or other durable material will be placed on top of the tile so that a second row of tile can be stacked on top. Note: the wood sides must be above the height of the second row tile so that one pallet may be stacked on top of another.
- **Bricks & Pavers.** Bricks are to be cleaned and stacked on pallets in a 2-by-2 criss-cross pattern. Generally, a pallet will hold up to 500 bricks. Use shrink wrap to keep the brick tightly packed and secured to the pallet. At the end of the job, after they have been palletized, TRP will inventory these materials.
- **Protection of Materials.** Protecting the fixtures after they have been disconnected from the house and prior to shipping is important. Always protect fixtures from weather damage during staging and shipping. All materials are to be placed on trucks in such a manner that they will not be damaged during shipping. Small or fragile items like hardware or lighting fixtures are to be protected and placed in boxes. Use carpet padding for the protection of cabinets and other fragile materials.
- **Damaged Materials.** While it must be the intent and practice of the contractor to remove items without damaging them, it is understood that some items may be damaged in the removal process. All damaged items shall be placed in one location (not just thrown away) for inspection by a TRP representative prior to disposal.
- **Removal of Materials from Job Site.** Your TRP representative must be notified prior to any materials being shipped from a job site. No materials shall be removed from the job, sold or disposed of, other than in the normal course of delivery to TRP, without the expressed written permission of TRP.
- **Recycling.**

In order to comply with many state and local diversion regulations, TRP will need the following data from each individual job:

- Weights for each fixture load.
- Weights for all recycled metals.
- Weights for all other recycled materials (clean lumber, wood shakes, glass, carpeting, etc.) as well as those taken to a materials recovery facility (MRF).

All weight tickets on every project must be given to your TRP representative.

- **Safety.** Our MOC requires that all local, state and federal safety rules be followed. In addition, we do require that all fixtures be delivered in trucks with lift gates so that the unloading at our warehouse can be done safely and that all lumber be delivered in flatbed trucks that can be unloaded from the side with a forklift. Only box and flatbed trucks will be accepted for delivery at our warehouse – no roll-off boxes.
- **Inventories.** A copy of the fixture inventory with loaded items clearly marked must accompany each load and be given to the recipient. The driver shall be responsible for waiting until the materials are unloaded at the destination.
- **Final Inspection.** On the last day of a job an on-site meeting shall be arranged by Contractor with a TRP representative to ensure all materials have been properly salvaged and delivered. Materials on the inventory but not received will not be included in the final appraisal value.