

Schedule A
General Deconstruction Guidelines
July 9, 2009

(These Guidelines may be changed at any time without notice)

TRP will be responsible for preparing a fixture inventory and a lumber inventory of salvaged materials as needed for the completion of the appraisal and/or donation process. The fixture inventory will be prepared by a TRP representative prior to deconstruction and will include all materials other than framing lumber. The fixture inventory may also include specific reference to the handling of special materials like bricks and roofing tiles. TRP- certified deconstruction contractors will work with TRP and the owner to arrange for the fixture inventory to be taken at least two 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. No materials may be shipped from a job site without a complete inventory being taken and TRP labels on all items.

**In any conflict between these General Deconstruction Guidelines and the job specific inventories,
the job specific inventories will prevail**

1. **Labels.** All materials marked with a white TRP label are to be removed and delivered to a location designated by TRP. All materials marked with a green TRP label are to be recycled.

2. **Doors.** Doors are to be removed with jambs attached and the bottom of the jamb is to be fastened to the edge of the door.

3. **Windows.**

To be removed with the frames and sashes intact and the windows latched. They are to be stored and shipped in their upright position.

If the windows are aluminum single glazed sliding ones, then the glass will be broken out and the frames and sashes recycled.

4. **Carpets.**

To be measured before rolling and the top side 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 room in which the carpet was located (e.g. living room).

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.

5. **Cabinets.**

After being detached they are to have all doors or drawers replaced and 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. If 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 than all tile must be removed.

6. **Granite Countertops.** 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. Leave countertops attached to the top of cabinets whenever possible.
7. **Plumbing Fixtures.** All sinks, toilets and bathtubs are to be clean and free of debris before loading.
8. **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.
9. **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 board, chair rail, crown molding, etc.). All bundles to be sized for one person to carry and held together with masking tape or shrink wrap.
10. **Finished Wood Flooring.** Top nailed hardwood flooring is generally not salvaged; however always check with your local TRP representative. All finished t&g flooring (hardwood or fir) ½ inch in thickness or greater is to be salvaged. All wood flooring is to be de-nailed and unitized in bundles of short, medium and long lengths or they may be palletized and banded with sufficient tape or shrink wrap to hold them together for handling and transportation.

11. **Lumber.**

All lumber six (6) feet and longer is to be de-nailed, unitized and banded, placed on a flatbed truck and delivered to a location designated by TRP. Any lumber less than six feet will either be recycled, discarded or reused, check with your local TRP representative. Note, bolsters, four (4) feet in length are used to separate units of lumber when loading – this will allow the forks of a forklift to slide under each unit.

All units of lumber shall have a width of forty-eight (48) inches unless they are 2x10s in which case the units will be fifty (50) inches with 5 boards wide. The units shall have a height as close to thirty (30) inches as possible.

All units will be flush or square on one end.

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.

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 30" height is 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.

12. **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.
13. **Bricks & Pavers.** Bricks are to be cleaned and stacked on pallets. Generally, a pallet will hold 500 bricks. Use shrink wrap to keep the brick tightly packed and secured to the pallet. These materials will be included with the lumber inventory. Check with your TRP representative prior to the start of any job containing these materials. At the end of the job, after they have been palletized, TRP will inventory these materials.
14. **Recycling.** All metals (ferris and nonferris) are to be recycled and all proceeds from recycled materials shall belong to the contractors. However, we require copies of the recycled weight tickets.
15. **Protection of Materials.**

It is important to protect all fixtures after they have been disconnected from the house and prior to shipping. It does no good if you store the cabinets in the garage, then remove the garage roof and rain damages the cabinets prior to shipping.

Also, if it is raining or threatening to rain the day or days when the fixtures are being moved off the job site, use a box vehicle.

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.

16. **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 thrown away or trashed) on the job site for possible salvage and inventory correction by a TRP representative.

17. **Removal of Materials from 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.
18. **Inventories.** An inventory of each load shall accompany all loads and be available to the recipient. The driver shall be responsible for waiting until the materials are unloaded at their destination and receive a copy of the received inventory from the recipient.
19. **Trucks.** All trucks carrying fixture materials will have proper tie-downs (no roll-off boxes) and will have a lift gate to minimize worker injuries.
20. **End of Job.** The last day of a job, an on-site meeting shall be arranged by the contractor with a TRP representative to ensure all materials have been properly removed.
21. **Truck Weights.**

All trucks carrying materials other than lumber will have to be weighed prior to delivery and the weight tickets given to the recipient.

Copies of all weight receipts for disposal must be given to the TRP representative.