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# Connecticut Housing Finance Authority

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Construction Guidelines:  
Technical Services/  
Asset Management  
(TSAM) Capital  
Improvement Guide (CIG)  
2014

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These Guidelines are effective on January 1, 2014

# Capital Improvement Guidelines for Repairs, Replacements and Installations (CIG)

January 2014

## **Introduction**

Individual building materials, components, fabrications, and equipment for all proposed repair, replacement and capital improvement projects shall comply with all Building Codes, State and Federal regulations and the applicable section(s) of the current “Multifamily Design, Construction and Sustainability Standards – CHFA” (the Standards). However, when determining the scope of work for proposed repair, replacement and capital improvement projects, Owners and Property Managers are strongly encouraged to consider the interconnection of individual building materials, components, fabrications, and equipment that comprise a fully-functioning building. CHFA Technical Services has developed these “Construction Guidelines: Technical Services/Asset Management (TSAM) Capital Improvement Guide (CIG)”, which include suggested related issues and conditions to be examined when replacing or installing additional individual building materials, components, fabrications, and equipment. To determine the Technical Services process for reviewing specific Asset Management capital improvement, repair and replacement projects, consult the CHFA “Construction Guidelines: Technical Services/Asset Management (TSAM) Capital Improvement Project Review”.

The Standards and the CIG define the design considerations and specific requirements for capital improvement repair and replacement projects for multifamily housing financed through the Authority. It is the intent of these documents to insure that housing financed through CHFA’s multifamily lending programs best serves the physical, environmental and social needs of its residents as the marketplace, resources and need will permit.

Some of the Standards are general, and are intended to be guidelines that must be applied to the local situation. It is acknowledged that individual developments may face unique site, design, financing or market constraints for which full compliance may be difficult, impractical or undesirable. It is further intended that such unique constraints are to be identified during the Design Review Process, and that the Developer request a Design Modification or Waiver. CHFA will consider such requests, on a case-by-case basis, to determine whether specific requirements should be modified or waived, for reasons and purposes acceptable to the Authority.

The Standards are not intended to reduce or circumvent the requirements of current applicable Building Codes, and/or Federal, State and Local law. It is the responsibility of Owners/Property Managers, and their Professional Consultants (if required) to assure compliance of the design and construction with all required laws, Codes and Standards.

## **Instructions**

The CIG were developed by CHFA Technical Services for use by Owners, Property Managers, Developers, and other interested parties including internal CHFA staff members, when considering various repair, replacement and capital improvement projects. These Guidelines are meant to assist Owners and Property Managers with questions they may have regarding their specific project. The Guidelines reflect the Standards, which promote safe and healthy home environments, as well as energy efficiency and “Green” building measures.

Each specific repair, replacement or installation project includes a Review Checklist which provides detailed information about what Documents may be required, the Scope of Work description (if applicable), and Questions to Consider (see the “CHFA Technical Services/Asset Management (TSAM) Capital Improvement Project Review” manual). The Review Checklist was created to help Owners and Property Managers in understanding the questions and concerns typically raised by CHFA Technical Services.

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The Documentation that may be required by CHFA Asset Management or Technical Services, includes items such as bids, drawings, specifications, structural or capital needs assessments and environmental reports or testing for the specified capital improvement project.

The Scope of Work description describes the extent of the work to be performed for the repair or replacement project. The contractor bids should match the Owner's scope of work description. The Scope of Work description is not required for all projects. In more complex projects, the project drawings and specifications serve as the 'Scope of Work' description.

An important part of the Review Checklist is the "Questions to Consider" section. This section helps to clarify the appropriateness and extent of the proposed Scope of Work, by posing questions which would normally be asked by a professional building design or construction professional when assessing the repair or replacement project. This section also references the corresponding sections of "Multifamily Design, Construction and Sustainability Standards – CHFA" for use in seeking additional information about the specific requirements. Since CHFA is a proponent of green design and energy-efficient design and methods, suggestions are offered about various sustainable, recyclable and renewable materials and ways to increase energy efficiency and natural resource conservation. As always, a safe and healthy living environment is of vital importance to CHFA.

Any questions or clarifications regarding a specified project should be addressed to CHFA Technical Services.

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**I. Project Classification A**

**A. Air-Conditioning units in existing sleeves replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Air Conditioning.
  - b. Please consider energy-efficient equipment and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the existing sleeve and the sleeve flashing? Are there leaks apparent? Is replacement of the sleeve needed?
  - d. Is there an insulated sleeve/unit cover for winter months?
  - e. Are there air leaks into the apartment?
  - f. What is the condition of the existing frame and trim? If wood, is it rotted or damaged?
  - g. Is there any indication of water infiltration into the surrounding wall cavity?
  - h. Is the existing electrical outlet and service sufficient for the new air-conditioning unit? Is the current service 60 or 100 amp per apartment? Is an upgrade needed to support the new units given the existing electrical load(s) of the apartments?

**B. Bathroom cabinet/countertop/flooring replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Countertops, Gypsum Board and Ceramic Tile, and Kitchen and Bathroom Cabinets.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.

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- c. What is the material of the bathroom floor? Is it 9" x 9" vinyl tile? If so, this could possibly be VAT tile, i.e. asbestos tile flooring, and therefore testing and abatement may be required.
- d. If the new flooring will be installed over existing, is the existing flooring in good condition, or is there cracking and buckling?
- e. What is the condition of the bathroom sub-floor? Is moisture or water infiltration an issue which may have caused damage to the sub-floor or walls? If walls have sustained any water damage and require re-building, moisture and mold resistant gypsum board with cement backer board is required per the Standards.
- f. Is mold visible or suspected?
- g. What is the condition of the gypsum wall and ceiling board?
- h. Does the floor have a floor drain? Is the existing pitch adequate for drainage?
- i. All electrical outlets shall be GFI and all should be tested and confirmed to be in good working condition. GFI's should be installed if there are none existing.
- j. Is the unit handicapped accessible? If so, are all of the appropriate grab bars installed per code requirements? Does it have a 'roll-out' shower stall? If so, the new flooring and door threshold will need to meet code.
- k. HUD 'Severe Use' cabinetry is required to be installed.
- l. Flooring shall be installed so as not to void the manufacturer's warranty.

### **C. Bathroom plumbing fixtures/controls/fittings replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Bathroom Accessories, Plumbing Fixtures and Trim, and EPA WaterSense® program.
  - b. Please consider water-efficient fixtures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Water-efficient fixtures shall be installed such as low-flow toilets and flow reducers for shower heads, bathtubs and lavatories.

### **D. Bathroom and Kitchen Exhaust Fans replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?

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- e. Low bidder is commonly recommended unless otherwise specified.
- 2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
- 3. Questions to consider:
  - a. Please refer to the Standards for additional information on Bath Ventilation and Kitchen Ventilation.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Has moisture, steam or water infiltration been an on-going issue which may have caused damage to the ceiling, walls and/or cabinetry? If walls or ceilings have sustained any moisture or water damage and require re-building, moisture and mold resistant gypsum board is required per CHFA Standards.
  - d. What is the condition of the current venting? Is it adequate?
  - e. CHFA Standards promotes the installation of one dual control for both lighting and exhaust fan venting.

### **E. Building and Site Termite treatment**

Required common documents for Asset Management file: Bids and Scope of Work

- 1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
- 2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
- 3. Questions to consider:
  - a. Please refer to the Standards for additional information on Termite Control.
  - b. Has termite damage occurred? If so, has the damage been addressed and corrected appropriately?

### **F. Carpet replacement**

Required common documents for Asset Management file: Bids and Scope of Work

- 1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
- 2. Scope of Work description:
  - a. Describes the extent of the work to be performed

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- b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
- c. Is the timeframe to complete the work acceptable?
- 3. Questions to consider:
  - a. Please refer to the Standards for additional information on Carpet, Resilient Flooring, and Low VOC Water-based Wood Finishes.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. For maintaining indoor air quality, hard floors are preferred carpeting in dwelling units.
  - d. If hardwood flooring is found to exist under carpeting, and if it is salvageable, consider refinishing the existing hardwood floor for greater aesthetics and health benefits to the residents.
  - e. What is the condition of the sub-floor? Does the sub-floor need to be replaced or repaired, and to what extent? The replacement carpeting shall meet the requirements outlined in Standards.
  - f. When installing the carpeting and pad, they shall be installed to 'lay flat' under all heating elements, rather than 'rolling up' underneath the elements.

### **G. Decking repair/replacement (< 24" above finished grade)**

Required common documents for Asset Management file: Bids and Scope of Work

- 1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
- 2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
- 3. Questions to consider:
  - a. Please refer to the Standards for additional information on Wood Stairs and Railings, Handrails and Guards.
  - b. Please consider 'Green' and recycled materials and building methods which promote a healthy and safe home environment.
  - c. Please refer to Prescriptive Residential Wood Deck Construction Guide, Based on the 2009 International Residential Code - © 2010 American Forest & Paper Association, Inc. This guide applies to single-level residential wood decks only.
  - d. The new deck and/or balcony including handrails and guardrails shall meet all current building and fire codes.
  - e. Why is the new deck being repaired or replaced? What is the cause of the problem?
  - f. The new deck and/or balcony structure must meet all applicable structural loading requirements, including live and dead loads, such as snow, wind, seismic and lateral loading.

### **H. Electrical light fixtures and outlets repair/replacement**

Required common documents for Asset Management file: Bids and Scope of Work

- 1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.



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- b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
- a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
- a. Please refer to the Standards for additional information on Compact Florescent Bulbs, General Lighting, and Interior Luminaires.
  - b. Please consider energy-efficient, green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the surrounding ceiling and/or wall? Does the ceiling and/or wall need to be replaced or repaired, and to what extent?
  - d. If the outlets are located in Bathrooms or Kitchens near water sources, the outlets shall be GFI. All existing GFI's shall be tested and confirmed to be in good working condition.
  - e. Energy-efficient bulbs shall be used in all fixtures.
  - f. Does the condition of the existing electrical wiring, boxes and switches support the new fixtures to be installed?
  - g. Is an upgrade of the panel box from 60 to 100 amps needed? Does the panel have outdated fuses?

### **I. Exterior painting/caulking/weatherproofing**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Painting.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the exterior building component to be painted? If wood, is there any rot or other damage which will need to be repaired or replaced?
  - d. Has the existing exterior paint been tested for lead?
  - e. Has the existing caulking been tested for asbestos?

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- f. If the existing painted exterior has areas of significant chipping, peeling and/or blistering of the paint, there may be a moisture infiltration problem and further investigation is needed to address the problem.
- g. If wood trim is being replaced, what is the condition of the flashing? Also, in lieu of wood trim, consider using PVC.

### **J. Exterior storm door replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Doors.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the exterior door trim? If the door trim is wood, is there any rot or other damage which will need to be repaired or replaced?
  - d. What is the condition of the existing door jamb? Are there cracks or areas where water infiltration is evident?
  - e. What is the condition of the surrounding exterior wall, siding and sheathing?
  - f. Has the existing exterior trim paint been tested for lead?
  - g. Does the new storm door have a 'screen' option?

### **K. Gutter system repair/replacement/installation**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Gutters and Downspouts.
  - b. Please consider water-efficient, green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.

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- c. What is the condition of the existing roof? Is it due to be replaced?
- d. What is the condition of the fascia and flashing?
- e. If the gutters are being replaced, is the new gutter and downspout sizes and locations adequate for the anticipated rainwater?
- f. Will the downspouts end with a splash block and/or extenders?
- g. Is the existing grade at the building graded away from the building foundation?
- h. Is a water-reclamation method possible to recycle rainwater for other uses within the building or for irrigation?

### **L. Kitchen Appliance replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Residential Appliances.
  - b. Please consider water-efficient, green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Are Energy Star appliances being installed?
  - d. Is the existing space provided adequate in size for the new appliance?

### **M. Kitchen cabinet/countertop/flooring replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Countertops, Gypsum Board, Ceramic Tile, and Kitchen and Bathroom Cabinets.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.

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- c. What is the material of the kitchen floor? Is it 9” x 9” vinyl tile? If so, this could possibly be VAT tile, i.e. asbestos tile flooring, and therefore testing and abatement may be required.
- d. If the new flooring will be installed over existing, is the existing flooring in good condition, or is there cracking and buckling?
- e. What is the condition of the kitchen sub-floor? Is moisture or water infiltration an issue which may have caused damage to the sub-floor or walls? If walls have sustained any water damage and require re-building, moisture and mold resistant gypsum board with cement backer board is required.
- f. Is mold visible or suspected?
- g. What is the condition of the gypsum wall and ceiling board?
- h. Does the floor have a floor drain? Is the existing pitch adequate for drainage?
- i. All electrical outlets shall be GFI and all should be tested and confirmed to be in good working condition. GFIs should be installed if there are none existing.
- j. Is the unit handicapped accessible? If so, the new flooring and door threshold will need to meet code.
- k. In units designed as barrier-free and also for the elderly, cabinetry shall meet accessibility codes for design and clearances. Also, lever handles shall be used at doors.
- l. ‘Severe Use’ cabinetry is required to be installed.
- m. Flooring shall be installed so as not to void the manufacturer’s warranty.

### **N. Kitchen plumbing fixtures/controls/fittings replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner’s scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Plumbing Fixtures and Trim, and EPA WaterSense® program.
  - b. Please consider water-efficient fixtures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Water-efficient measures shall be considered such as flow reducers for sinks.
  - d. Spray hoses are not recommended due to the possibility of leaks.

### **O. Laundry appliance replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.

2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Residential Appliances.
  - b. Please consider water-efficient, green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Are Energy Star appliances being installed?
  - d. Is the existing space provided adequate in size for the new appliance?

**P. Masonry re-pointing, minor brick replacement and joint repair**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Unit Masonry.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is there evidence of efflorescence on the brick wall (white staining which is evidence of water infiltration within the brick wall cavity)? If so, further investigation may be needed to determine the cause of water infiltration.
  - d. Are the weep holes clogged? Are weep holes even installed in the brick coursing?
  - e. If there are existing cracks in the brick wall, has the crack widened or lengthened over time? If so, a structural analysis may be required to investigate and determine the cause of the cracking.
  - f. What is the condition of the flashing?
  - g. What is the condition of the lintels? Are the lintels rusted? Is mortar missing from the joint at the lintel?

**Q. Pool/tennis court/fitness center/playground repair/replacement**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.

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2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Please consider water-efficient fixtures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is there any significant cracking on the walls or slab which have widened or lengthened over time? If so, a structural analysis may be required to investigate and determine the cause of the cracking.
  - d. Is ponding and/or site drainage an issue?
  - e. Is the existing pool leaking? Does the pool have a fence around it which meets code for safety? If there are existing cracks in the brick wall, has the crack widened or lengthened over time? If so, a structural analysis may be required to investigate and determine the cause of the cracking.
  - f. Is the existing playground safe and stable? Is the play equipment age-appropriate and barrier-free for use by children of all abilities? Is the surface under the play equipment suitable? Does the surface meet code requirements? Sand is NOT an appropriate surface. Many recycled 'Green' materials are available which meet code requirements and also provide a good and safe surface under play equipment.
  - g. Does the fitness equipment have the appropriate safety devices installed?
  - h. Is the existing electrical service adequate for the new equipment and usage?

### **R. Power washing of exterior building elements**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. What is the condition of the exterior building components to be power washed? If wood, is there any rot or other damage which will need to be repaired or replaced?
  - c. What is the condition of the flashing? Have leaks been reported at doors and windows, and flashings?
  - d. If power washing vinyl siding, spray at a perpendicular and downward angle to the siding to avoid water infiltration under the siding.

### **S. Security systems repair/replacement**

Required common documents for Asset Management file: Bids and Scope of Work

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1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information on Alarms and Detection and Building Security.
  - b. What is the testing schedule?
  - c. If cameras are used, verify that there are no 'blind spots'.
  - d. What is the procedure for fob security, if a key fob is lost?
  - e. Verify that the new equipment can be accommodated by the existing electrical service.

### **T. Tree/bush/shrub trimming or removal**

Required common documents for Asset Management file: Bids and Scope of Work

1. Documentation of three (3) bids:
  - a. Typically three (3) bids are solicited for the work to be completed.
  - b. Verify the range of the bids received. Is there a wide discrepancy? If so, why?
  - c. How long are the bids good for and do they expire?
  - d. Are the bidders licensed Connecticut contractors licensed to perform the work they have bid upon?
  - e. Low bidder is commonly recommended unless otherwise specified.
2. Scope of Work description:
  - a. Describes the extent of the work to be performed
  - b. The description provided in the three (3) bids shall reflect a clear understanding of the contractor of the nature and scope of the work to be performed and should match the Owner's scope of work description.
  - c. Is the timeframe to complete the work acceptable?
3. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Where is the tree located? Verify the appropriate clearance needed given existing overhead wires and poles, structures and vehicles.
  - c. Verify the existing utility locations underground if digging is needed. Be aware of overhead lines and poles.
  - d. Be sure to create a safe zone for tree removal work, with barriers in place for the tree fall zone.
  - e. Plan for the removal of the tree debris and clean-up.

## **II. Project Classification B**

### **A. Air-Conditioning units in existing/new sleeves replacement/installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Air Conditioning.
  - b. Please consider energy-efficient equipment and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the existing sleeve and the sleeve flashing? Are there leaks apparent? Is replacement of the sleeve needed?
  - d. Is there an insulated sleeve/unit cover for winter months?
  - e. Are there air leaks into the apartment?
  - f. What is the condition of the existing frame and trim? If wood, is it rotted or damaged?
  - g. Is there any indication of water infiltration into the surrounding wall cavity?
  - h. Is the existing electrical outlet and service sufficient for the new air-conditioning unit? Is the current service 60 or 100 amp per apartment? Is an upgrade needed to support the new units given the existing electrical load(s) of the apartments?

### **B. Air conditioning equipment and systems (roof top) repair, replacement, installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Air Conditioning.
  - b. Please consider energy-efficient equipment and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the roof? Roof drains? Roof penetrations?
  - d. If the roof has a parapet wall, what is the condition of the parapet?
  - e. What is the condition of the roof flashing?
  - f. If the dunnage or curbs exist, what is the condition? Are repairs needed?
  - g. Is the roof structure able to support the new loads of the equipment?
  - h. Is the existing electrical service adequate to support the new equipment?
  - i. What is the condition of the ductwork and plumbing connections?

### **C. Asphalt roof shingle repair/replacement/installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Attic Ventilation, Insulation, Asphalt Shingles, Gutters and Leaders, Sealants and Caulking, and Window Design.



- b. Please consider 'Green' and recycled materials and building methods which promote a healthy and safe home environment.
- c. Does this project allow for water reclamation possibilities from the storm water runoff for use in irrigation or recycled grey-water reuse within the building to flush toilets etc.?
- d. What is the condition of the roof sub-structure – plywood sheathing, wood rafters or trusses, etc.?
- e. What is the age of the existing roof?
- f. How many layers of asphalt shingles are presently installed on the roof?
- g. May hazardous materials be present such as asbestos?
- h. What is the condition of the roof insulation, fascia and/or soffit?
- i. Is the existing roof/attic ventilation adequate? Are there attic louvers, ridge venting and soffit venting? What is the condition of these elements?
- j. Are there skylights? What is the condition of the skylights?
- k. Is there any evidence of water infiltration at the roof penetrations?
- l. What is the condition of the gutters and leaders? Are they sized adequately for the storm water runoff?
- m. What is the condition of the flashing at the roof and the flashing at the chimney?
- n. What is the condition of the chimney?

**D. Bathroom and Kitchen exhaust fan system installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Bath Ventilation.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Has moisture, steam or water infiltration been an on-going issue which may have caused damage to the ceiling, walls and/or cabinetry? If walls or ceilings have sustained any moisture or water damage and require re-building, moisture and mold resistant gypsum board is required.
  - d. What is the condition of the current venting? Is it adequate?
  - e. CHFA Standards promotes the installation of one dual control for both lighting and exhaust fan venting.

**E. Built-up roofing repair, replacement and installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Attic Ventilation, Insulation, Membrane Roofing, Sealants and Caulking, and Window Design.
  - b. Please consider 'Green' and recycled materials and building methods which promote a healthy and safe home environment.
  - c. Does this project allow for water reclamation possibilities from the storm water runoff for use in irrigation or recycled grey-water reuse within the building to flush toilets etc.?

- d. What is the condition of the roof sub-structure – plywood sheathing, wood rafters or trusses, metal decking, concrete, etc.?
- e. What is the age of the existing roof?
- f. May hazardous materials be present such as asbestos?
- g. What is the condition of the roof insulation, fascia and/or soffit or parapet?
- h. What is the R value of the existing insulation and is it adequate and to code?
- i. Is the existing roof ventilation adequate? Are there roof vents and soffit venting? What are the condition of these elements?
- j. Are there skylights? What is the condition of the skylights?
- k. Is there any evidence of water infiltration at the roof penetrations?
- l. What is the condition of the roof drains? Are they sized adequately for the storm water runoff? Are the number of drains adequate? Are the roof drains maintained and cleaned regularly of debris?
- m. Are secondary roof drains present such as scuppers?
- n. What is the condition of the flashing at the roof and the flashing at the chimney?
- o. What is the condition of the chimney?
- p. What is the condition of any roof-top curbs or dunnage?

**F. Electrical service repair, replacement and installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Electrical Service, Telecommunications Systems, Intercommunication, and Television Systems.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the existing electrical wiring, conduit, boxes and switches?
  - d. Is an upgrade of the panel box from 60 to 100 amp needed? Does the panel have outdated fuses? Is an overall upgrade needed? If so, please refer to Classification C – Electrical Upgrade.
  - e. Does the cable and/or telephone systems need to be updated as well?
  - f. Are GFI outlets installed?

**G. Exterior door replacement and installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Doors, Aluminum and Glass Entrance and Handicapped-accessible Hardware.
  - b. Please consider energy-efficient products, and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the exterior door trim? If the door trim is wood, is there any rot or other damage which will need to be repaired or replaced?

- d. What is the condition of the existing door jamb? Are there cracks or areas where water infiltration is evident?
- e. What is the condition of the surrounding exterior wall, siding and sheathing?
- f. Has the existing exterior trim paint been tested for lead?

**H. Exterior siding repair, replacement and installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Siding, Flashing, and Sealants and Caulking.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the condition of the exterior building components, such as trim and fascia boards etc? If wood, is there any rot or other damage which will need to be repaired or replaced?
  - d. What is the age of the siding? Is the existing siding asbestos?
  - e. What is the general condition of the doors and windows and the flashing at each?
  - f. Why is the existing siding being repaired or replaced? Is there damage to the exterior wall cavities?
  - g. Has the existing exterior paint been tested for lead?
  - h. Has the existing caulking been tested for asbestos?
  - i. If the existing painted exterior has areas of significant chipping, peeling and/or blistering of the paint, there may be a moisture infiltration problem and further investigation is needed to address the problem.
  - j. If wood trim is being replaced, what is the condition of the flashing? Also, in lieu of wood trim, consider using PVC.

**I. Hard-wired smoke detector system/carbon monoxide detector system installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Alarm and Detection Systems.
  - b. Please consider energy-efficient products and equipment, and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is the existing wiring and equipment capable of supporting the new system?

**J. Heating equipment/controls repair, replacement and installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing

2. Questions to consider:
  - a. Please refer to the Standards for additional information on HVAC Design, Air Distribution, Ductwork and Flues, Mechanical Controls, and Testing and Balancing.
  - b. Please consider energy-efficient equipment, and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the energy-efficiency of the new system being proposed?
  - d. Has the chimney been inspected for leaks?
  - e. Is there adequate draft?
  - f. Are the existing controls up-to-date and programmable? Or should they be replaced?

**K. Hot water heaters/controls replacement and installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Water Heaters.
  - b. Please consider energy-efficient equipment and methods, and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the energy-efficiency of the new hot water system being proposed?

**L. Single-ply roofing repair, replacement and installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Attic Ventilation, Insulation, Membrane Roofing, Sealants and Caulking, and Window Design.
  - b. Please consider energy-efficient, ‘Green’ and recycled materials and building methods which promote a healthy and safe home environment.
  - c. Does this project allow for water reclamation possibilities from the storm water runoff for use in irrigation or recycled grey-water reuse within the building to flush toilets etc.?
  - d. What is the condition of the roof sub-structure – plywood sheathing, wood rafters or trusses, metal decking, concrete deck, etc.?
  - e. What is the age of the existing roof?
  - f. May hazardous materials be present such as asbestos?
  - g. What is the condition of the roof insulation, fascia and/or soffit or parapet?
  - h. What is the R value of the existing insulation and is it adequate and to code?
  - i. Is the existing roof ventilation adequate? Are there roof vents and soffit venting? What is the condition of these elements?
  - j. Are there skylights? What is the condition of the skylights?
  - k. Is there any evidence of water infiltration at the roof penetrations?
  - l. What is the condition of the roof drains? Are they sized adequately for the storm water runoff? Is the number of drains adequate? Are the roof drains maintained and cleaned regularly of debris?
  - m. Are secondary roof drains present such as scuppers?

- n. What is the condition of the flashing at the roof and the flashing at the chimney?
- o. What is the condition of the chimney?
- p. What is the condition of any roof-top curbs or dunnage?

**M. Site paving repair, replacement and installation – including parking areas and sidewalks**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Concrete Design and Concrete Materials.
  - b. Please consider energy-efficient, ‘Green’ and recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the sub-soil condition? Has a soil report been developed for the site?
  - d. The existing site drainage must be evaluated for its condition and any possible deficiencies.
  - e. What is the traffic flow, parking layout and existing curbs condition?
  - f. What is the condition of the sidewalks?
  - g. Is the site handicapped accessible and barrier-free?

**N. Window replacement and installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Window Design.
  - b. Please consider energy-efficient products, ‘Green’ and recycled materials and building methods which promote a healthy and safe home environment.
  - c. Are the new windows energy-efficient?
  - d. What is the condition of the window flashing?
  - e. Has water infiltration at the windows been a problem or is it suspected? If so, the exterior wall cavity may be damaged, therefore further investigation may be needed.
  - f. What is the condition of the gypsum board walls and paint around the window areas? Is the paint chipping or bubbling? If so, water infiltration may be an issue which warrants further investigation.
  - g. What is the condition of the interior and exterior window trim? Will the trim be replaced?
  - h. The new window style shall be similar in appearance and aesthetics to that of the old windows.
  - i. If the windows are to be replaced in a complex served by the elderly, is minimal force required to open, close and lock the windows?

### **III. Project Classification C**

#### **A. Antenna; i.e. cell tower installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Please consider energy-efficient equipment, ‘Green’ and recycled materials and building methods which promote a healthy and safe home environment.
  - c. What permits are required for this installation? What are the code requirements?
  - d. Does the project need to be reviewed and approved by Planning and Zoning for height restrictions, etc.?
  - e. What is the aesthetic impact of the installation on the building and neighborhood’s appearance?
  - f. A structural assessment will need to be completed due to the increased roof, wind and lateral loading on the structure.
  - g. What roof penetrations are required? All new roof penetrations shall be adequately flashed.
  - h. What is the age of the existing roof? How and when will the existing roof be replaced with the new equipment in place? Will the new equipment need to be un-assembled and re-assembled after the new roof is installed?
  - i. Where will the equipment be located? On the roof? On the site? Consideration will need to be given for each possibility to determine the best location given the existing roof and site constraints.

#### **B. Building or site structural repairs/replacement**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. What is the cause of the structural problem at the building or site?
  - c. Is water infiltration part of the on-going problem?
  - d. Is the problem related to heaving soil or soil settlement?
  - e. An evaluation by a Professional Engineer, P.E., is required to determine the underlying cause and recommended remedy to address the problem, which shall be submitted to Technical Services for review and comment.
  - f. The final drawings shall also be submitted to Technical Services for review and comment.
  - g. Is the scope of work to be insured?
  - h. All existing reports, logs, and on-going condition histories shall be investigated and submitted to Technical Services for review.

#### **C. Commercial space build-out**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment

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- d. Capital Needs Assessment
  - e. Environmental Reports/Testing
  - 2. Questions to consider:
    - a. Please refer to the Standards for additional information.
    - b. Please consider energy-efficient equipment and products and 'Green' and recycled materials and building methods which promote a healthy and safe home environment.
    - c. What is the nature of the commercial space?
    - d. Zoning review and approval may be required due to a possible change in use.
    - e. Is the building zoned for commercial use? Research may be required.
    - f. Are systems upgrades needed to support the new commercial use?
    - g. Is the space accessible and barrier-free? If not, what are the site and building limitations?
    - h. What are the parking requirements for the new use? Is parking available?
    - i. Are there special equipment needs for the new commercial use? Such as a grease-trap, etc.?
- D. Cooling plants for buildings – includes cooling towers, piping and ductwork repair/replace/install**
- 1. Possible required documents for Technical Services review:
    - a. Drawings – plans, elevations and/or details
    - b. Project Manual/Specifications
    - c. Structural Assessment
    - d. Capital Needs Assessment
    - e. Environmental Reports/Testing
  - 2. Questions to consider:
    - a. Please refer to the Standards for additional information.
    - b. Please consider energy-efficient equipment and products and 'Green' and recycled materials and building methods which promote a healthy and safe home environment.
    - c. What is the type of cooling system proposed? Geothermal?
    - d. What is the efficiency rating of the proposed system?
    - e. What is the existing system being replaced?
    - f. Where will the cooling equipment be located? On the roof? On the site? Consideration will need to be given for each possibility to determine the best location given the existing roof and site constraints.
    - g. What permits are required for this installation? What are the code requirements?
    - h. Does the project need to be reviewed and approved by Planning and Zoning for height restrictions, etc.?
    - i. What is the aesthetic impact of the installation on the building and neighborhood's appearance?
    - j. A structural assessment will need to be completed due to the increased roof, wind and lateral loading on the structure.
    - k. What roof penetrations are required? All new roof penetrations shall be adequately flashed.
    - l. What is the age of the existing roof? How and when will the existing roof be replaced with the new equipment in place? Will the new equipment need to be un-assembled and re-assembled after the new roof is installed?
- E. Decking/balcony repair/replacement (> 24" above finished grade)**
- 1. Possible required documents for Technical Services review:
    - a. Drawings – plans, elevations and/or details
      - b. Project Manual/Specifications
      - c. Structural Assessment
      - d. Capital Needs Assessment
      - e. Environmental Reports/Testing
  - 2. Questions to consider:

- a. Please refer to the Standards for additional information on Wood Stairs and Railings, Handrails and Guards.
- b. Please consider 'Green' and recycled materials and building methods which promote a healthy and safe home environment.
- c. Please refer to Prescriptive Residential Wood Deck Construction Guide, Based on the 2009 International Residential Code - © 2010 American Forest & Paper Association, Inc. This guide applies to single-level residential wood decks only.
- d. The new deck and/or balcony including handrails and guardrails shall meet all current building and fire codes.
- e. Why is the new deck being repaired or replaced? What is the cause of the problem?
- f. The new deck and/or balcony structure must meet all applicable structural loading requirements, including live and dead loads, such as snow, wind, seismic and lateral loading.

**F. Electrical Service upgrade**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Electrical Service.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Where is the electrical service located? Above or below ground? If below ground, all underground utility locations shall be determined and avoided. Call Before You Dig.
  - d. What is the condition of the existing electrical wiring, conduit, boxes and switches?
  - e. Do the cable and/or telephone systems need to be updated as well?
  - f. Are GFI outlets installed at all 'wet' areas?

**G. Electrical Switchgear repair/replacement**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Electrical Service.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Where is the electrical service located? Above or below ground? If below ground, all underground utility locations shall be determined and avoided. Call Before You Dig.
  - d. What is the compatibility of the existing system and new system?
  - e. What is the condition of the existing electrical wiring, conduit, boxes and switches?
  - f. Does the cable and/or telephone systems need to be updated as well?
  - g. Are GFI outlets installed?

**H. Elevator repair/upgrade/replacement**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment



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- d. Capital Needs Assessment
- e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Emergency Generator and Electrical Service.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is the new cab compatible with the existing system and shaft?
  - d. What are the ventilation requirements of the new elevator? Is air-conditioning of the elevator mechanical room required?
  - e. Is a pit drain existing and/or required?
  - f. What is the alternate source of power? Is an emergency generator required? Is it diesel powered?
  - g. Assure that the cab size and controls are handicapped accessible and meet current codes.
  - h. Where is the elevator mechanical room located? If the elevator mechanical room is located on the roof; what is the condition of the room? The exterior envelope condition and roof condition?

### **I. Emergency generator repair/replacement/installation**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information on Emergency Generator and Electrical Service.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is the new generator properly sized for the existing and future load requirements and amperage?
  - d. What is fuel source of the generator? Is it diesel powered?
  - e. Are fuel tanks required? If so, where will they be located?
  - f. Where will the generator be located? What is the condition of the site where it will be located?
  - g. The generator must be enclosed and fenced adequately due to safety requirements. In addition to fencing, are bollards needed if located near a drive aisle or parking area?

### **J. Energy-efficiency upgrades (building components/systems)**

- 1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
- 2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Contact CL&P, UI, Yankee Gas and SCG for subsidies and technical support for energy-efficiency programs.

- d. Contact Connecticut Clean Energy Fund for program and incentive information.
- e. Is the existing system infrastructure compatible with the new system?

**K. Exterior fire-escape repair/replacement**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. The new fire-escape shall meet all current building and fire codes.
  - d. Are the windows leading to the fire escape also code compliant for egress sizing?

**L. Exterior masonry repairs (where movement cracks are apparent)**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Unit Masonry.
  - b. Please consider green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is there evidence of efflorescence on the brick wall (white staining which is evidence of water infiltration within the brick wall cavity)? If so, further investigation may be needed to determine the cause of water infiltration.
  - d. Are the weep holes clogged? Are weep holes even installed in the brick coursing?
  - e. If there are existing cracks in the brick wall, has the crack widened or lengthened over time? If so, a structural analysis may be required to investigate and determine the cause of the cracking.
  - f. What is the condition of the flashing?
  - g. What is the condition of the lintels? Are the lintels rusted? Is mortar missing from the joint at the lintel?

**M. Geothermal heating/cooling system installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Contact CL&P, UI, Yankee Gas and SCG for subsidies and technical support for energy-efficiency programs.
  - d. Contact Connecticut Clean Energy Fund for program and incentive information.

- e. Is the existing system infrastructure compatible with the new system?
- f. Has soil testing been done for possible soil contamination?

**N. Heat/Fire/Smoke suppression systems**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Alarm and Detection Systems.
  - b. Please consider energy-efficient products and equipment, and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Is the existing wiring and equipment capable of supporting the new system?

**O. Heating plants (includes boilers/furnaces and associated piping/ductwork and chimney/flues)**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on HVAC Design, Air Distribution, Ductwork and Flues, Mechanical Controls, and Testing and Balancing.
  - b. Please consider energy-efficient equipment, and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. What is the energy-efficiency of the new system being proposed?
  - d. Has the chimney been inspected for leaks?
  - e. Is there adequate draft?
  - f. Are the existing controls up-to-date and programmable? Or should they be replaced?

**P. Parking structure repair/modification**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. What is the cause of the structural problem at the parking structure?
  - c. Is water infiltration part of the on-going problem?
  - d. An evaluation by a Professional Engineer, P.E., is required to determine the underlying cause and recommended remedy to address the problem, which shall be submitted to Technical Services for review and comment.
  - e. The final drawings shall also be submitted to Technical Services for review and comment.
  - f. Is the scope of work to be insured?
  - g. All existing reports, logs, and on-going condition histories shall be investigated and submitted to Technical Services for review.

**Q. Photo-voltaic/solar thermal system installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
  - c. Contact CL&P, UI, Yankee Gas and SCG for subsidies and technical support for energy-efficiency programs.
  - d. Contact Connecticut Clean Energy Fund for program and incentive information.
  - e. Is the existing system infrastructure compatible with the new system?
  - f. Where will the new system be located? On the roof or at grade?
  - g. If located on the roof, what is the age of the roof? When will the roof need to be replaced? Will the system need to be un-assembled and then re-assembled after the new roof is installed?
  - h. If located at grade, what site constraints are present? Will the system disturb any underground utilities? If so, call utilities to locate lines – “Call Before You Dig”.

**R. Site grading and retaining wall repair/replacement/installation**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information.
  - b. What is the cause of the structural problem at the retaining wall?
  - c. Is site drainage a problem?
  - d. Is water infiltration part of the on-going problem?
  - e. An evaluation by a Professional Engineer, P.E., is required to determine the underlying cause and recommended remedy to address the problem, which shall be submitted to Technical Services for review and comment.
  - f. The final drawings shall also be submitted to Technical Services for review and comment.
  - g. Is the scope of work to be insured?
  - h. All existing reports, logs, and on-going condition histories shall be investigated and submitted to Technical Services for review.

**S. Site utility (storm/sanitary drainage system, and electric/gas/phone/cable line) work**

1. Possible required documents for Technical Services review:
  - a. Drawings – plans, elevations and/or details
  - b. Project Manual/Specifications
  - c. Structural Assessment
  - d. Capital Needs Assessment
  - e. Environmental Reports/Testing
2. Questions to consider:
  - a. Please refer to the Standards for additional information on Electrical Service.

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- b. Please consider energy-efficient measures and green, renewable and/or recycled materials and building methods which promote a healthy and safe home environment.
- c. Where are the utilities and electrical services located? Above or below ground? If below ground, all underground utility locations shall be determined and avoided. Call Before You Dig.
- d. What is the compatibility of the existing system and new system?
- e. What is the condition of the existing electrical wiring, conduit, boxes and switches?
- f. Do the cable and/or telephone systems need to be updated as well?