

CATHOLIC HEART WORKCAMP WORK ORDER TEAM# _____

Name of Social Agency (Person referring this homeowner): _____ Cell # _____

Homeowner/Person receiving our TEAM's help: _____

Home or Business Address: _____

City, State, Zip Code: _____

Phone/Best Contact Number: (Cell) _____ (Home) _____

Marital Status: _____ Married _____ Separated _____ Divorced _____ Widowed _____ Single

Number of people living in the home: Adults: _____ Children (under 18): _____

Head of household age bracket: Under 24 _____ 25-40 _____ 41-60 _____ Over 61 _____

Handicapped person living in the home? Yes _____ No _____ Type of disability: _____

Bathroom available for TEAM to use? _____ Yes _____ No Water Available? _____ Yes _____ No

Electricity Available? _____ Yes _____ No Dog on premises? _____ Yes _____ No

Will the homeowner/contact person be there while the work is being done? _____ Yes _____ No

What year was your home last painted? Interior _____ Exterior _____

Is this a rental property? _____ Yes _____ No

****Attach pictures of the area needing repaired, painted etc.***

Profile:

To help us better serve the homeowner please share a little history to help us know the family.

Directions: (from West Middlesex School Address - 3591 Sharon Rd West Middlesex, PA 16159-3721)

How many days do you think this project will take?

___ 4 Days ___ 3 Days ___ 2 Days ___ 1 Day

CATHOLIC HEART WORKCAMP WORK ORDER Name of Resident/Project _____

GENERAL HOME REPAIR: INTERIOR/EXTERIOR

| | Room/Area | Description | Check if Agency/Resident CANNOT Provide Supplies |
|---------------------------|-----------|-------------|---|
| Caulking | _____ | _____ | _____ |
| Repair or replace screen | _____ | _____ | _____ |
| Weather stripping | _____ | _____ | _____ |
| Repair wood rot | _____ | _____ | _____ |
| Repair window | _____ | _____ | _____ |
| Repair porch/replace wood | _____ | _____ | _____ |
| Install/repair handrail | _____ | _____ | _____ |
| Install door threshold | _____ | _____ | _____ |
| Repair outside steps | _____ | _____ | _____ |
| Other | _____ | _____ | _____ |

CLEANING PROJECTS INTERIOR/EXTERIOR

| | Room/Area | Description |
|---------------------------|-----------|----------------------------|
| Clean out closet | _____ | _____ |
| Remove clutter | _____ | _____ |
| Clean/Mop floors | _____ | _____ |
| Clean walls | _____ | _____ |
| Clean windows | _____ | _____ inside___ outside___ |
| Clean out/Organize garage | _____ | _____ |
| Clean out gutters | _____ | _____ |
| Other | _____ | _____ |

YARDWORK

| | | |
|-----------------------------------|-------|------------------------------|
| Mow the lawn (must provide mower) | _____ | _____ |
| Pull weeds | _____ | _____ |
| Cut down small tree(s) | _____ | _____ |
| Cut/Trim bushes | _____ | _____ |
| Lay plastic sheeting | _____ | _____ Provided? Yes___ No___ |
| Other | _____ | _____ |

*CHWC does not purchase mulch for homes/agencies

CATHOLIC HEART WORKCAMP WORK ORDER Name of Resident/Project _____

INTERIOR PAINT SPECIFICS

Is there prep-work to be done prior to painting? Please check if yes.

Walls need cleaned Holes repaired Closets emptied/cleaned out Clutter/old items removed

***CHWC volunteers will cover floors and furniture with drop clothes**

| Room/Area | Paint Color | Trim Color | Holes Repaired |
|-----------|-------------|------------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EXTERIOR PAINT SPECIFICS

Is there prep-work to be done prior to painting? Please check if yes.

Cleaned Scraped Wood rot repair Trim bushes/trees Remove debris/trash

| | Paint Color | Trim Color | Details |
|---------------------|-------------|------------|---------|
| Entire Home | _____ | _____ | _____ |
| Detached garage | _____ | _____ | _____ |
| Specific sides only | _____ | _____ | _____ |
| Porch only | _____ | _____ | _____ |
| Other (specify) | _____ | _____ | _____ |

CHWC POLICIES

- CHWC DOES NOT paint over or scrape lead based paint, unless proper testing and procedures have been put into place.
- CHWC DOES NOT have volunteers remove insulation and vinyl flooring
- CHWC DOES NOT paint homes over 2 stories
- CHWC DOES NOT repair roofs

