

COORDINATORS' CHECKLIST

BETWEEN NOW AND WHEN WORK PARTIES BEGIN:

- [] Immediately: Call your tech advisor to make appointment to meet at the house.
- Between now and July 6:** Meet with Tech Advisor at the house, having (1) called homeowner to set date, (2) leave your name & number(s) with them.
- [] Home Visit: Complete form " Crew' s First Visit to the House: Info Needed" with your Tech Advisor and homeowner, INCLUDING paint color selection that the homeowner initials.
- [] **July 6:** Paint order deadline.
- [] Figure out a realistic work schedule of dates for power-washing, scraping, repairs and priming. **Remember: Oil-base primer must get the top coat WITHIN A WEEK of its application** (and it requires 24 hours to dry before paint can go over it). Water-based primer can be painted over in four hours yet can sit for weeks prior to painting..).
- [] Give homeowner a copy of the work schedule.
- [] Find someone with a truck or van or SUV for pressure-washer pick-up and/or paint pick-up and/or building materials pick-up and/or dump-runs.
- [] **July 26th : Baseball cap and T-shirt order deadline.**
- [] Check the equipment list (last page); discuss needs with the homeowner and your volunteers to locate everything you need.
- [] Write the name of your crew on your yard sign in LARGE LETTERS that will be visible and readable from the street.

DURING PREP AND PAINTING:

- [] Before beginning work, have all your volunteers read the Safety Sheet and then read and **sign both the " emergency contact" roster and the sign-in time sheet.**
- [] Call your tech advisor after prep work is complete *but before painting begins*, to sign off on prep work and say it' s okay to begin painting.

AFTER HOUSE IS DONE

- [] Call your Tech to come and sign off on completion of the job.
- [] Return signed time sheets to the PTPB office: 1224 South I Street, Tacoma, WA 98404. Make sure you write the grand total of hours on the top sheet.
- [] Put your yard sign where it won' t get wrecked so that you can use it next year!