

# CONSTRUCTION MANUAL



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This document is a guide for volunteers to assist Habitat for Humanity Central Arizona build and renovate simple, decent, affordable homes. It is a detailed, task-based list of the activities that need to be done to complete a Habitat house. General activity descriptions and related illustrations, where appropriate, are included.

It is expected that the House Leader will hold a Morning Briefing to review safety issues, introduce the homeowner(s) and describe the day's work for each new group of volunteers. See the Typical Workday outline for the specific items to be covered each week. Always consider that most volunteers are not acclimated to the work and weather conditions they will experience. It is also important to emphasize the need for a clean and orderly site during the workday as well as at the end of the day. Utilize the volunteers as much as possible to clean the site and when applicable, to empty trash barrels into the dumpsters.

The old expression says that there are many ways to skin a cat. It certainly applies to building a house. This document is a work in progress. The methods that you will find in this manual are not the only way to do things. What they are is a compilation of what has worked best and been easiest for our volunteers over the last 15 years. Please try these techniques (and master them) before doing things a different way. Consistently following these directions makes building houses easier for everyone.

Once you are proficient at the methods in the manual, do not be hesitant to seek out the "best practices" of others. Visiting the crews at other Habitat Houses, attending our training sessions and searching the internet are all good ways to learn.

If you have found a better way for you, please share it with us on staff. It may truly be a better way for everyone, and since we try to do everything that we can to make your jobs as easy as possible, we will add it to the next edition of the manual. Even if it turns out to be a better way only for you, we still would like to know about it.

When it comes to making things easier for our general volunteers, there is nothing that you can do that will do more for them than for you to read the applicable section of your manual each time before you go on site. Also, please bring the manual with you every time you come out, it is a great reference source.

If there is anything in this manual that you would like to know more about, please talk to your site supervisor. If after that you still have questions, or would like to make suggestions (and they are welcome) to improve the manual in the future, please feel free to call or e-mail the assistant director of construction. We would like to thank the volunteers and professionals who helped with this manual.

Thank you for all that you give of yourselves. Your dedication and participation are greatly appreciated.

This Manual belongs to:  
(Name)

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Contact Number

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