

DETAILS & FINAL CLEAN-UP

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Safety Talk

Basic Construction Safety

1. Drink plenty of water and watch for dehydration!
2. When you are tired - Rest!
3. Know where the First Aid Kit is - if you are hurt see your House Leader or Site Host immediately. Our Accident Procedure is in the Site Host book, please follow it.
4. Fill out an Incident Report any time the First Aid Kit is opened.
5. Keep a name tag on at all times.
6. Use Common Sense! Keep an eye on your own safety and the safety of others.
7. Concentrate -- especially if you are on a ladder or roof.
8. Watch for trip hazards wherever you are going.
9. Help keep the site safe by picking up and moving things that are in the way.
10. If you see something unsafe tell your House Leader or a Staff Member.
11. Please refrain from using ear buds on site, as they caused distraction and are a safety hazard.
12. Do not use cell phones or other electronic devices while working as they create safety hazards.

Lifting and Carrying

1. Bend your knees and lift with your legs not your back.
2. If something is too heavy, get help - don't hesitate to ask!
3. Make sure you can see over what you are carrying.
4. When carrying something longer than 8 feet have a person on each end.

Ladders

1. At the beginning of each day inspect all ladders for any structural defects that would make them unsafe. If any defects are found, mark the ladder(s) and set it aside for the Site Supervisor's disposition.
2. Use the right size ladder and place it on a solid footing
3. Never lean an A-frame ladder against anything, always use it fully opened.
4. Never stand on the top step or back side of a ladder.
5. Don't stretch/lean too far – always keep your belt buckle between the ladder uprights - take the time to move the ladder with your work!
6. Get someone to steady your ladder if needed.
7. Only one person on a ladder at a time.
8. The 4 to 1 rule: For every 4 feet of height, move extension ladders one foot away from the wall.

Power Tools

1. Make sure you know how to use a power tool and don't disable safety features.
2. Wear safety glasses when using power saws and other power tools that create flying debris.
3. Make sure power cord is unplugged before performing any tool maintenance.
4. Take off gloves when working with saws.
5. Watch fingers near moving parts and tie back long hair.
6. Secure all loose clothing (shirt cuffs, nail pouches, etc.)

7. Watch the power cord when cutting and don't carry a power tool by its cord.
8. Get help when cutting long pieces of material.

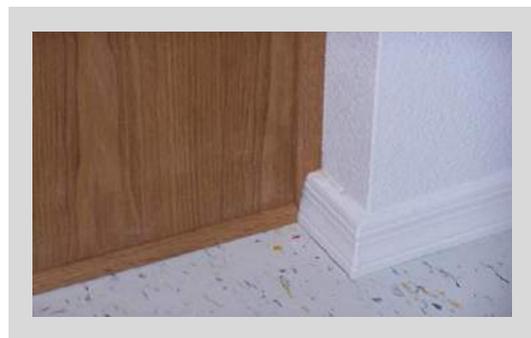
Key things to remember

1. Check to see that electrical plates rest flush against the wall. Adjust or spackle (never caulk) to hide gaps.
2. Verify door and hardware operation. Adjust as needed for acceptable operation.
3. Verify window operation.
4. Carefully clean drywall compound and paint from tubs and windows.
5. Only use Simple Green or Goo Gone cleaning products to remove and clean paint from floor tile and cabinets. They are less likely to damage the materials.
6. Use only non-abrasive cleaners (Bon Ami or Barkeepers Friend) on tubs and countertops.

Cabinets

1. Locate the specific cabinet layout for your house model.
2. Carefully unpack the cabinets by turning the boxes upside down, opening the bottom flaps, turning the box back over, and pulling it off the top of the cabinet. Recycle/dispose of all filler and packing materials properly.
3. The first thing to do for each group of cabinets is to verify that the floor is flat and level. Do this using the longest level that will fit in the space.
 - a. If the floor is good, wall cabinet installation can begin by marking a horizontal line at 84" above the floor.
 - b. If the floor is not acceptable, find the highest spot, and draw a horizontal line on the wall 34-1/2" above the high spot. This line is to be the height of the top of the base cabinets. Also draw a line 84" above the high spot where you will have wall cabinets.
4. When installing cabinets on a sink wall, the sink is to be centered under the window, if there is one. If the window was framed in the proper location, the sink base cabinet should be within 1" of centered under the window. For the wall cabinets the corner unit will determine the space between the edge of the window and the cabinet. Try to make the distance between the cabinet and the edge of the window the same on both sides.
5. At any location having more than one wall cabinet, attach the cabinets to each other before attaching them to the wall. Line up the cabinets so that the joint is smooth across both the top and the front. Temporarily hold the cabinets together using cabinet clamps (if available) or quick-release clamps. Permanently attach the cabinets by drilling a hole through the stiles near the upper hinge of one cabinet and a hole through the stiles near the lower hinge of the adjacent cabinet. Drill a third hole (doesn't matter from which side) midway between the other two if the cabinet is 30" tall or taller. The easiest way to drill the holes is with a tapered countersink bit. Otherwise, use a standard 1/8" countersink bit. Try to make the holes 2-1/2" deep. Use 2-1/2" gold (anodized) drywall screws to connect the cabinets.
6. To install the wall cabinets, place a horizontal cleat with its top edge where the bottom of the tallest cabinet(s) will fall.
7. Verify that the cabinet is plumb (shim as needed) and then attach it to the wall with two 2-1/2" cabinet screws driven through the top of the cabinet's back frame (and shims if there are any) into blocking. These screws should be as high inside the cabinet as possible. Also drive screws into the blocking through the bottom of the cabinet's back frame. Every cabinet should have a minimum of four screws.
8. At this point install any needed filler strips between cabinets and end walls.

9. At any location having more than one base cabinet, attach the cabinets to each other before attaching them to the wall.
10. Line up the base cabinets so that the joint is smooth across both the top and the front. Temporarily hold the cabinets together using cabinet clamps, if available or quick-release clamps.
11. Attach each cabinet to the previous cabinet in the same manner as the wall cabinets.
12. Once all of the cabinets in a group have been connected, slide the assembly into place.
13. Vanities need to have holes cut in their backs for plumbing, and kitchen sink bases need to have holes cut for both plumbing and electrical access. Transfer vertical and horizontal measurements for the fixtures from the wall to the cabinet back. For the electrical outlet use a jigsaw to cut the opening $\frac{1}{2}$ " ($\frac{1}{4}$ " on each side) larger than the size of the wall plate. For the water service lines use a 1" hole saw, and for the drain line use a 2- $\frac{1}{2}$ " hole saw. Always cut from the inside of the cabinet out as this will put any splinters on the non-visible side of the cabinet.
14. Use the longest possible level as a straight edge across the front of the top rail. Shim behind the cabinets as needed to ensure that this position is maintained. If needed shim under the cabinets to get them level in both planes.
15. Using 2 $\frac{1}{2}$ " cabinet screws, attach each cabinet to the wall by driving the screw through the cabinet back (and any needed shims) into the studs or blocking. Manage the Details! Think Ahead in the Process
16. Install scribe molding as needed on all cabinets including vanities using a brad nailer and 1"- 1 $\frac{1}{4}$ " brads. The above picture shows a correct installation of scribe and baseboard.
17. Once the flooring is installed, install toe kick on all base cabinets using short brad nails, and install all missing baseboards adjacent to the cabinets.



Countertops

1. For bar tops (used on pony walls) you must cut a piece of pre-painted $\frac{1}{2}$ " plywood to fit into the top.
2. To install, set the plywood in place with a 1" overhang on the cabinet side and with the good side facing down. Use shims as needed to level the plywood and then anchor it to the wall using two drywall screws (minimum 1- $\frac{5}{8}$ ") every 12".
3. Drive 1" drywall screws (any longer will penetrate the surface) through ferrule washers up through the plywood at and into the countertop 12" O.C. on both sides of the wall. For safety have your drill's clutch set at a low torque setting to prevent overdriving the screws.
4. For regular countertops that need them, install the side splashes (using 1 $\frac{5}{8}$ " drywall screws and clear caulk) before setting the countertops in place to check their fit.
5. Before setting the tops install $\frac{1}{2}$ " plywood (with the good side facing down) on top of the

cabinets to allow easier access to the dishwasher in the future.

6. Set the tops in place. Make sure that the opening in the top of the sink base is as wide as the sink cutout by removing enough of the plywood to allow sink installation.
 - a. If there are minimal gaps between the tops, the splashes and the walls, attach the tops to the cabinets. Use clear silicone caulk (never Liquid Nails) to attach the tops to each other if you have a corner joint.
 - b. If the gaps are unacceptable, use a pencil to mark what needs to be removed from the tops. Use a belt sander to grind off the unwanted material.
7. Be sure to clean all dirt, pencil marks and adhesive from the tops before caulking them in place.
8. Attach the vanity tops using Liquid Nails and then caulk all of the vanity top/wall joints.

Security Door

When exterior trim is completed, install Security door(s). Install rubber bumpers and/or wind chain immediately so that handles do not damage walls.

Tools and Materials Needed:

- Large Flat Bit Screwdriver bit (to drive the “one-way” bolts)
- 3/16” Drill bit
- Power drill with 1/2” chuck Power drill with 3/8” chuck
- 1/4” x 3” Hex Head Lag Bolts – (Qty 6-8) 3/8” Hex Drill Driver Socket (to fit Lag bolts)
- 1” thick spacer block (Qty 2) Wood shims (as required) Phillips screwdriver
- 2’ Level
- 6’ Level
- Tape Measure
- Lock sets (Dead bolt and entry) for each security door.
- Rubber Bumpers and/or wind chain (Stucco protection), one per door installed.
- Pencil
- #8-32x1/2” machine screws (4) for installing locks into the security door face.

Installation Instructions

1. Place the two 1” thick spacer blocks onto the concrete, near the exterior trim molding.
2. Unpack the security door and discard all packing materials. Remove the (8) one-way bolts from the lock set cavity and set aside.
3. Using the tape, measure out 36 1/2” (for a standard door) and center this dimension to the door opening. Make a pencil mark on both sides of the door trim at eye level. Turn the security door with the hinges located to the desired side of opening (this may require flipping the door upside down).
4. Install the two locksets into the security door using the #8-32 machine screws. Note: The dead bolt is installed above the entry lock set. Temporarily place the door aside. Take the door strike bar (long frame piece) and orient it so that the holes on it are in the same position as the security door hinge holes (This bar will act as a drill template for the door).
5. Place the door strike bar onto the 1” spacer block that you placed earlier and position the bar flush with the pencil mark made during step #3.
6. Drill a 3/16” hole into the door trim using the upper hole of the strike bar as the guide.
7. Remove the strike bar from the doorframe position and place the security door into position. Use the previously drilled hole as an alignment guide.
8. Place one of the 3” hex head bolts into the drilled hole and tighten using the power drill and socket.

9. Remove the 1" spacer block from the hinge side of security door. Leave the other spacer in place.
10. Check for plumb using the 6' level against the hinge side of the security door. Place shims between the corner of door edge and the remaining spacer block if required in order to plumb.
11. From inside the house, visually check the gap from the top of the security door to the door trim. Ensure it is uniform across the top of the door and adjust the door for plumb if necessary. Also verify that the door closes properly without being stopped by the lock assembly housing hitting the wooden jamb or casing. Adjust if needed.
12. Drill the 3/16" holes and install the hex bolts in the middle and lower holes on the hinge side of security door.
13. Place the door strike bar (long piece) onto the 1" spacer block and align the edge to the pencil mark on the door frame trim.
14. Have an assistant hold this bar in place. From inside the house, check the amount of clearance between the door and the striker bar. Maintain a 1/8" clearance gap over the length of the door.
15. Operate both the dead bolt and entry latch to ensure that they function correctly.
16. If satisfied with the lock operation, pre-drill and hex bolt the bar into position using 2 of the hex bolts.
17. Re-check the dead bolt and entry lock to ensure they still operate correctly.
18. Once the correct operation of the door is verified, the hex lag screws may be removed one at a time and replaced with the "ONE WAY" lag bolts. Remember to pre-drill all holes. Note: Remove/replace only one bolt at-a-time to ensure the doorframe does not shift position. Use the power drill with 1/2" chuck and large flat driver bit. Drive these bolts S-L-O-W-L-Y.
19. Install the top header bar (short frame piece) by centering between the uprights using the one-way lag bolts.
20. Install a rubber bumper and/or wind chain onto the stucco wall at the point the door would hit the wall when the door is fully open.
21. Installation is complete. Repeat for rear door if needed.

Bathroom Accessories

Use plastic screw-in drywall anchors. DO NOT use the push in type that come in the kits.

Install the inset medicine cabinet into the existing opening. Use two 1- 5/8" tub screws on each side through the cabinet sides into the framing. Shim as needed.

Wall mirrors are to be centered over the vanity sink. The top should be between 5'-6" and 6' above the floor.

Each full bathroom should have one towel ring (@56") and one towel bar (@48") above floor level.

Half baths should have only the towel ring.

When possible, the towel ring goes on the wall above the sink next to the mirror.

The toilet paper holder goes on the wall next to the toilet when possible or on the vanity cabinet side next to the toilet when the tub is on the other side of the toilet (@26" above finished floor).



Do not put the robe hook behind the door.

Door Hardware

Be sure all doors close properly and easily.

Use PRIVACY knobs on bedrooms, air handler closets and baths; dummy knobs on double door laundry closets: and PASSAGE knobs on all other interior hinged doors. The knobs on the air handler closet should be installed with the thumb lock inside to childproof the air handler.

Verify that all knobs and locks work properly.

Install the strike plate LAST. Position as needed to ensure that the latch catches properly.

Verify that keyed knobs always have the pins facing down and that “Yale” is always upright on the deadbolt cylinder.

Install doorstops immediately so handles do not dent walls.

Final Punch List & Clean Up

Verify that vanity tops and countertops have been caulked to walls, and complete as needed.

If not done, caulk the gap between the pony wall and the bar top. Install $\frac{3}{4}$ "x1" trim (stop molding) if the gap is too big to fill with caulk alone. Paint the visible underside of the pony wall countertop plywood if not already done.

Clean the countertops. Use only non-abrasive cleaners (Bon Ami or Barkeeper’s Friend) on countertops. If needed use Goo Gone to remove factory glue

Check that all cabinet trim was in- stalled after flooring was completed, and clean cabinets. Only use Simple Green or Goo Gone cleaning products to clean cabinets.

Clean the tubs. Vacuum out debris and wash out texture, etc. Use only non-abrasive cleaners (Bon Ami or Barkeepers Friend) on tubs. Inspect for damage to be repaired, and if any is found, mark with blue tape and notify site super.

Clean the inside frames of all windows. Remove excess drywall mud with a wet rag wrapped around a plastic putty knife, caulk any gaps between the window and drywall, and touch up paint as needed.

Clean out all cabinetry.

Vacuum all debris from window tracks.

Windowsills should be cleaned and repainted as needed.

Clean all window glass inside and out.

When the above is totally completed the mini blinds can be hung. Take care to read the directions.

Fill any remaining gouges, holes, cracks and gaps with caulk, spackle or stucco patch (as appropriate).

Touch up all paint as needed.

Provide samples of each paint to leave for the homeowners.

Install 4" or larger house address numbers next to garage door under the light.

Install appliances. Follow box direction on unpacking so you do not damage the units.

Check that the refrigerator doors swing the correct direction (change if necessary) and install shelves.

Install the electrical cord and anti-tip bracket on the stove.

Follow all package directions for installing the washer and dryer, including hoses, cord and duct.

Verify door and hardware operation. Adjust for acceptable operation as needed.

Verify window operation, correct if needed.

Remove paint spills from concrete areas as needed.

Carefully power wash concrete with a fan tip as needed.

White vinegar will remove latex paint safely from most surfaces, but thick blobs will still need to be scrapped down first.

Vacuum the carpet and mop the tile. Only use Simple Green cleaning solution, vinegar or Goo Gone to remove and clean paint from floor tile.

Mailbox

Unless your house is in a community with centralized boxes, you will need to install a mailbox at your house. Verify the proper location with your site supervisor. This will be based on his conversation with the Post Office.

If your house has walk-up service, attach the box to the wall near the front door.

If your house has curbside service, per the Postal Service, the front of your mailbox (the box itself, not the post) must be set back 6"-8" from the sidewalk or curb (whichever applies) and the bottom of the box must be 41"-45" above street (not curb or sidewalk) level. This usually translates to about 36" above the sidewalk.

Put reflective address numbers on the side of all curbside mailboxes.

CONGRATULATIONS, YOU ARE READY FOR DEDICATION!



Thank you for all that you do for Habitat and our families!