

Texas Department of Housing and Community Affairs



Work Write-Up & Cost Estimate (upload to the Reservation System)

Administrator:		Activity #:	
Head of HH Name:			
Street Address:		County:	
City, State:		Zip:	

General Specifications

1. Each specification must be bid separately. Lump sum bids are NOT ACCEPTED.
2. All products and materials shall be new and arrive in unopened packaging.
3. Contractor shall move construction debris from the property to a dumpster or legal landfill at least per week, and leave the property in "broom clean" condition. In occupied properties, construction debris shall be removed from living quarters daily.
4. Installation of all products and materials shall be according to the manufacturer's instructions.
5. "Install" means to purchase, deliver, set up, test and warrant a new component.
6. "Replace" means to remove and dispose of material, purchase new material, deliver, install, test and warrant.
7. "Repair" means to return a building component to like-new condition through replacement of parts, adjustment and recoating of parts.
8. "Reinstall" means to remove, clean, store and install a component.
9. Items required by local code, construction standard or other requirement must be completed for final payment.
10. Contractor shall remedy any defect due to faulty material or workmanship and pay for all resulting damage to other work which appears within one year from an accepted final inspection. Contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.
11. New materials shall be matched with existing materials to be consistent with surrounding surfaces.
12. All Change Orders must be approved by TDHCA PRIOR to performing changed work. Any additional costs due to product or material upgrades is solely at the contractor's expense unless pre-authorized by the Administrator and TDHCA.
13. Payment requests shall be based on satisfactory completion of contracted work.
14. Contractor is responsible for verifying accurate field dimensions, sizes, quantities, square feet, linear feet, etc. before ordering materials, products, or supplies. Quantities, square feet, linear feet, etc. listed in the bid package are for the convenience of the contractor. TDHCA and the Administrator neither make nor imply any guarantee for the accuracy of these numbers.
15. All electrical work must meet the National Electrical Code adopted by the city or by the state for counties, and must be completed by a state-licensed electrician.
16. All plumbing work must meet the International Plumbing Code adopted by the city or by the state for counties, and be completed by a state-licensed plumber.
17. If digging is required, the contractor is responsible for locating utilities underground.
18. Contractor is responsible for complying with all applicable permitting requirements.
19. Contractor is responsible for ensuring that work does not encroach on property lines, setbacks, or easements.
20. Contractor is responsible for complying with EPA and/or HUD lead-based paint rules.

MISCELLANEOUS	Spec Description	Units	Cost Estimate	Total
Debris Removal				
Building Permits				
Site Toilet Rental				
BUILDING EXTERIOR & ATTIC	Spec Description	Units	Cost Estimate	Total
Foundation				
Grading & Drainage				
Roof Covering				
Roof Structure				
Exterior Walls				
Exterior Doors				
Chimney				
Exterior Lighting				
Decks/Porches/Ramps				
Attic insulation				
MAIN LIVING ROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Lighting				
Ceiling Fan				
HALLWAYS	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Lighting				

MASTER BEDROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
BEDROOM 2	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				
BEDROOM 3	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Egress Window				
Closet				
Lighting				
Ceiling Fan				

MASTER BATHROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Toilet				
Tub/Shower				
Vanity/Sink/Faucet				
Mirror/Medicine Cab.				
GFCI protection				
Exhaust Fan				
Linen Closet				
Grab Bars				
Accessory Hardware				
Lighting				
BATHROOM 2	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Toilet				
Tub/Shower				
Vanity/Sink/Faucet				
Mirror/Medicine Cab.				
GFCI Protection				
Exhaust Fan				
Linen Closet				
Grab bars				
Accessory Hardware				
Lighting				
KITCHEN	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Lower Cabinets				
Upper Cabinets				
GFCI Protection				
Refrigerator				
Range/Oven				
Dishwasher				
Exhaust Vent				
Lighting				

UTILITY ROOM	Spec Description	Units	Cost Estimate	Total
Ceiling				
Walls				
Flooring				
Doors				
Windows				
Washer				
Dryer/Dryer Vent				
Exhaust Vent				
Plumbing Connection				
ELECTRICAL SYSTEM	Spec Description	Units	Cost Estimate	Total
Complete Rewire				
Service Weatherhead				
Main Panel/Load Center				
AFCI/GFCI				
Branch Circuits				
Light switches				
Receptacles				
Smoke Alarms				
Carbon Monoxide Alarms				
PLUMBING SYSTEM	Spec Description	Units	Cost Estimate	Total
Water Service Lines				
Main Shutoff Valve				
Pipe Insulation				
Drains, Waste & Vents				
Hose Bibs/Anti-siphon				
Domestic Water Heater				
Septic System				
HVAC SYSTEM	Spec Description	Units	Cost Estimate	Total
Replace/Install New System				
Replace Air Handler				
Replace Condensing Coil				
Replace/Repair Ductwork				
Install Window Units				
Install Space Heaters				
Minisplits				
GRAND TOTAL:				

Name of person who prepared this document

Signature of Preparer

Date

Signature of Administrator Representative

Date

Signature of Head of HH

Date