



CITY OF HOUSTON BUILD IT FORWARD
HOUSING RECOVERY PROGRAM

Writing Scope from Hazard Reports

Standard Operating Procedures

Version 1.0

Effective: May 10, 2019

Table of Contents

Acronyms/Abbreviations List.....	3
Purpose.....	4
Additional Authority.....	4
Scope.....	4
Responsible Parties.....	4
Data and Records Management.....	4
Background.....	5
Hazard Reports Relevant Terms.....	5
Procedures for Adding Scope based on the results Hazard Testing.....	6
Deriving Scope from the Limited Asbestos Survey.....	7
Asbestos (ACM) Interior Guidelines.....	7
Asbestos (ACM) – Exterior Guidelines.....	10
Deriving Scope from the Lead Based Paint Risk Assessment.....	11
Background on Lead Based Paint (LBP).....	11
Lead-Based Paint (LBP) Interior Guidelines.....	12
Lead-Based Paint (LBP) - Exterior Guidelines.....	15
Deriving Scope from a Mold Remediation Report.....	17
Version History.....	20



Acronyms/Abbreviations List

ACM	Asbestos Containing Material
BIFH	Build It Forward Houston
CDBG	Community Development Block Grant
CDBG-DR	Community Development Block Grant-Disaster Recovery
CFR	Code of Federal Regulations
(the) City	City of Houston, Texas
COC	Certificate of Compliance
ECR	Estimated Cost to Repair
GLO	Texas General Land Office
GPS	Global Positioning System
HCDD	Housing and Community Development Department
HbAP	Homebuyer Assistance Program
HoAP	Homeowner Assistance Program
HUD	U.S. Department of Housing and Urban Development
HQS	Housing Quality Standard(s)
HVAC	Heating, Ventilation, and Air Conditioning
IMS	Information Management Systems
ISI	Initial Site Assessment
LBP	Lead Based Paint
LSHR	Lead Safe Housing Rule
PACM	Presumed Asbestos Containing Material
QA	Quality Assurance
QC	Quality Control
ROE	Right of Entry
RRP	Renovation, Repair, and Painting
SEIF	Site Evaluation and Inspection Form
SFHD	Single-Family Housing Development program
SOP	Standard Operating Procedure(s)
SOW	Scope of Work
SRP	Small Rental Program
SSER	Site-Specific Environmental Review
U.S.C.	United States Code

XM

Xactimate

Purpose

This SOP describes the process of reviewing hazard reports and adding scope to files to ensure that step-by-step actions and decision-making processes are consistently followed. The SOP is subject to periodic revisions to improve efficiency and as otherwise determined to be appropriate by the Program. Each version of the SOP is authorized by BIFH for implementation upon its date of distribution.

Additional Authority

Feasibility determinations completed for BIFH housing recovery programs are to be consistent with HUD Housing Quality Standards (HQS) and in compliance with State and local requirements for residential buildings.

Scope

This SOP describes the process to review hazard reports and add appropriate scope to the Xactimate® ECR to address any identified hazards following a Lead Risk Assessment, Limited Asbestos Survey, or Mold Remediation Plan. The judgement of a certified abatement or remediation professional shall supersede any specific scope that appears in a program generated scope of work. The Scope of work shall follow known best practices to effectively estimate the cost of remediation or abatement activity, however the General Contractor and their subcontracted firms shall be responsible for ensuring that homes are properly rehabilitated.

Responsible Parties

City of Houston Housing and Community Development Department (HCDD)
HCDD Disaster Recovery Division
Build it Forward Policy Control Board

Data and Records Management

HCDD maintains data and records for BIFH housing recovery programs through its designated Information Management System (IMS) of record. Initial Feasibility Reports, DOB analyses, and records of requesting hazards tests will be documented with the IMS.

Background

This SOP is part of a linear series of Inspection and Construction Management SOPs as follows:

- Environmental Review
- Inspection
- QC of Inspection Deliverables
- Flood Plain Evaluation & Elevation Scope
- Initial Feasibility and Hazard Testing
- Acceptance Criteria for Hazard Reports
- **Writing Scope from Hazard Reports**
- Final Feasibility Recommendation
- Builder Assignment & Scoring Methodology
- Scope Walk Process with Assigned Contractor (City Managed Only)
- NTP Review & Issuance
- Contractor Oversight (This SOP)
- Construction Change Management
- Draws/Payment Processing
- Construction Closeout

Hazard Reports Relevant Terms

Abatement

Abatement is an activity designed to permanently eliminate hazards. Abatement is sometimes ordered by a state or local government, and can involve specialized techniques not typical of most residential contractors.

Lead Based Paint Risk Assessment:

A risk assessment is a comprehensive investigation performed by a certified risk assessor of a dwelling to identify lead-based paint and lead-based paint hazards, including performing XRF lead-paint testing of both interior and exterior painted and coated components, collecting wipe samples for lead content in support of a lead-paint risk assessment (if applicable), paint testing, dust and soil sampling, and a visual evaluation. Risk assessment results shall be summarized in a written report with recommendations for action.

Limited Asbestos Survey:

A Limited Asbestos Survey is a more comprehensive sampling of building materials and suspected ACM. It is a targeting sampling, for a homogenous building material that could include the roof, certain walls, siding, and/or any singular area where ACM is suspected or probable.

Limited Mold Report:

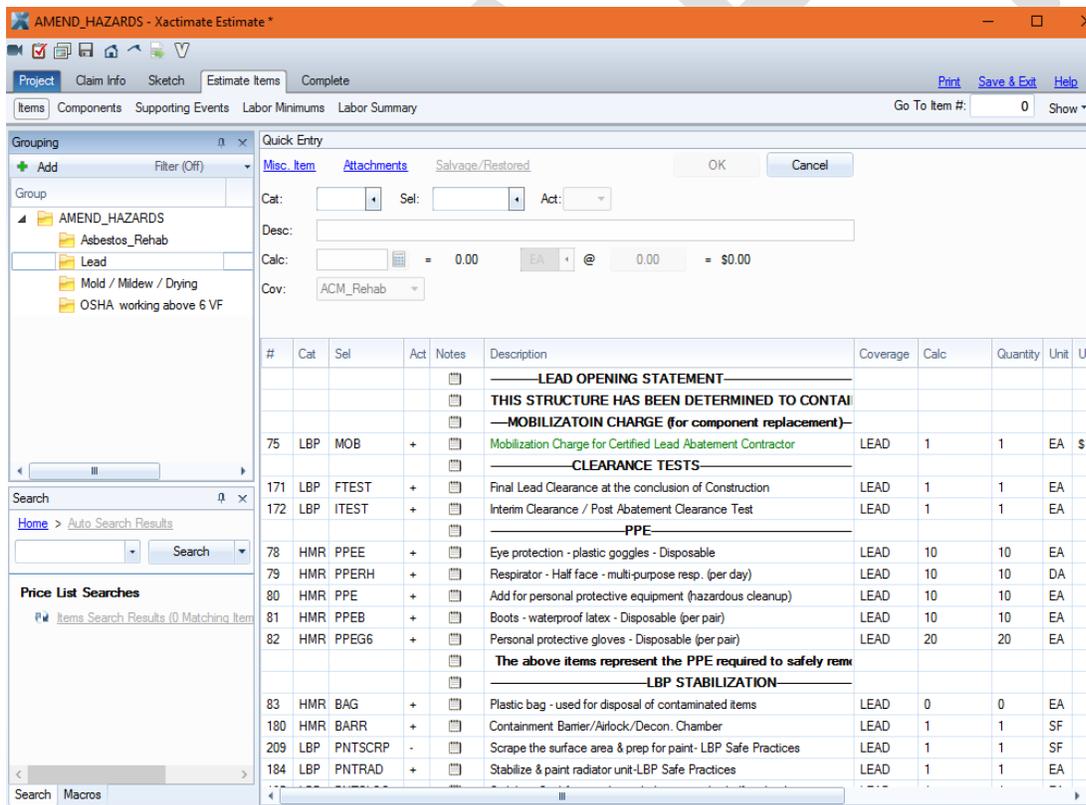
A Limited Mold Report is a comprehensive visual assessment, sampling, and testing of the structure to determine if there is likely an indoor source of mold and/or spores. A minimum of two air samples will be taken in each structure. Thermal imaging and moisture measurements will be taken in areas that are likely to, or suspected to have water infiltration. Areas that have ongoing water intrusion or that have a source of mold will have a follow-up report called the Mold Remediation Plan.

Mold Remediation Report:

This is a site-specific plan to permanently remove mold sources from the interior of a home. Any program scope to abate mold will be derived from the Mold Remediation Report.

Procedures for Adding Scope based on the results Hazard Testing.

To ensure that all reports are compiled in a consistent fashion an XM Template file has been created. This File titled "Amend Hazards" contains subfolders for Asbestos, Lead, and Mold scope. These subfolders contain all the program relevant line items within them. Staff who are responsible for adding scope shall be limited to only the items listed in the template folder. Additional items are only allowable with the approval of the Hazard Scope manager. Screenshot of the Amend Hazards Template:



It is likely that some homes will have multiple hazards within the same room and perhaps the same surface. In the event that multiple reports indicate a hazard on the same surface, priority will be given first to the Asbestos report, then to the Lead report, then to the Mold report. For example, if a living room wall was positive for ACM, contained

lead paint, and had mold growth, the wall would be abated according to the Asbestos Abatement protocol. For that reason, this SOP follows the order; Asbestos, Lead, Mold.

Deriving Scope from the Limited Asbestos Survey

All line-item scope for the purpose of protecting workers, testing, providing clearance or in any way addressing asbestos shall be entered into the Xactimate report using Coverage Selector “ACM_Rehab”

Asbestos (ACM) Interior Guidelines

1. We only abate what we disturb and any items that are friable.
2. ACM is considered friable if it can be crumbled, pulverized, or reduced to powder by hand pressure. If it can't, it's considered non-friable ACM.
3. Friable asbestos in good condition will not require any abatement action if it is not disturbed by our scope of work. Friable asbestos in damaged or significantly damaged condition will require abatement regardless of whether it's being disturbed by our scope of work.
 - a. Asbestos surface condition can be classified into three categories:
 - i. Good Condition – no flaking, peeling or cracking
 - ii. Damaged Condition – occasional flaking, peeling or cracking
 - iii. Significantly damaged Condition -major flaking, blistering, or cracking
4. Non-friable asbestos in good condition that will not be disturbed by our SOW will not require any action.
5. Non-friable asbestos in good condition that will be disturbed by our SOW will require abatement.
6. Non-friable asbestos in damaged or significantly damaged condition will require abatement.
7. Friable asbestos in good condition that will not be disturbed by our SOW will not require any action.
8. Friable asbestos in damaged or significantly damaged condition that will not be disturbed by our SOW will require abatement.
9. All PACM material identified in the Limited Asbestos Survey Report is to be treated as positive asbestos material.
10. Scope associated with the removal and installation of asbestos items/components is to be placed in the appropriate room folder in XM under the “ACM_Rehab” coverage selector.
11. The “Elevation” folder in XM will contain the removal and installation of asbestos items/components that will be disturbed by our SOW as a direct result of the elevation process.
12. Do not use the square footage or linear footage provided in the Limited Asbestos Survey Report without double checking the quantities in the XM sketch.
 - a. When calculating quantities for caulking use 16’ LF for a window and 20’ LF for a door.

13. Plastic Bags are already included for items some XM items such as roofing, siding, drywall, and flooring. Therefore, additional bags do not need to be included for these XM items. Assume each bag can hold approximately 100 SF of plastic.
14. When calculating quantities for personal protective equipment (PPE), a good rule of thumb is one pair of boots, one pair of gloves, and one respirator should be included for every 250 SF.
15. The XM line item “Mobilization of an Abatement Contractor” is to be included in the SOW if abatement scope is required.

#	Cat	Sel	Act	Notes	Description	Coverage	Calc
					MOBILIZATION CHARGE		
145	ACM	MOB	+		Mobilization of an Abatement Contractor	ACM_Rehab	1

ACM Interior Containment

1. The XM line item “Containment Barrier/Airlock/Decon. Chamber” is to be used to contain the floors, walls, ceilings, windows, and doors in the room where the abatement is taking place, regardless of the SF of the abatement within the room. The only exception is if the XM line item “Spot Abatement” is used. When this line item is used, no containment barrier is required in the room.

HMR	BARR	+		Containment Barrier/Airlock/Decon. Chamber	ACM_Rehab	1
ACM	SPOT	-		Spot Abatement of 1 Square Foot	ACM_Rehab	1

2. To calculate the SF of containment barrier required for the removal of drywall/joint compound from the walls and/or ceilings, use a multiplier equal to 1. For example, if the walls are 320 SF and the floor is 100 SF, then the amount of containment barrier becomes $(320+100)*1$.
3. When calculating the SF of containment barrier required for the drywall/joint compound removal of the wall(s) only, all other wall(s) and the ceiling are to be covered with plastic.
4. The SF of the “HEPA vacuuming” and “Final Cleaning” is equal to the footprint of the containment area.
5. The XM line item “Spot Abatement of 1 Square Foot” is to be used as a more cost effective option for abating small areas of disturbance in lieu of abating the entire wall/ceiling.

ACM	SPOT	-		Spot Abatement of 1 Square Foot	ACM_Rehab	1
-----	------	---	--	---------------------------------	-----------	---

6. The XM line item “Abatement 2 SF of joint compound adjacent to a window/door” is to be used as a more cost effective option when replacing windows/doors in lieu of abating the joint compound on the entire wall.

ACM	COMPND	-		Abatement 2 SF of joint compound adjacent to a window/door (1 SF of	ACM_Rehab	1
-----	--------	---	--	---	-----------	---

7. The XM line item “Abatement drywall around perimeter of window/door” is to be used as a more cost effective option when replacing a windows/door in lieu of abating the drywall on the entire wall.

ACM	DRYWALL	-		Abatement drywall around perimeter of window/door	ACM_Rehab	1
-----	---------	---	--	---	-----------	---

8. The XM line item “HAZMAT – Haul & Lgal Disposal of Abatement” line item is to be included when a home contains asbestos.



ACM	DISPOSE	+		HAZMAT - Haul & Legal Disposal of Abatement	ACM_Rehab	1
-----	---------	---	--	---	-----------	---

9. ACM Interior Examples

- a. If the SOW contains flooring scope and the flooring turns out to be positive per the Limited Asbestos Survey Report, the XM line items for the abatement, removal & replacement costs go under the “Asbestos Rehab” coverage selector within the room. The removal should consist of two XM lines items, one for the floor covering and one for the floor mastic.
- b. If tile flooring, not disturbed by our SOW, turns out to be positive non-friable asbestos per the Limited Asbestos Survey Report, no action is required.
- c. If a slab on-grade home requires elevation and the first floor walls and tile floor, (disturbed by our SOW) are found to contain asbestos per the Limited Asbestos Survey Report they must be abated. The disturbance is a direct result of elevation, therefore, the abatement, removal and installation costs will be placed under the “Elevation” coverage selector in the “Elevation” folder in XM.
 - i. Under the same scenario, if the second floor of a home is partially gutted and the remaining walls contain asbestos in good condition, no action is required.
 - ii. Under the same scenario, if the second floor of a home is partially gutted and the remaining walls contain asbestos in damaged or significantly damaged condition, the abatement, removal & replacement costs go under the “Asbestos_Rehab” coverage selector within the designated room in XM.
- d. If joint compound is determined to contain friable asbestos in in good condition and will not be disturbed by our SOW, no action is required.
- e. If joint compound is determined to contain friable asbestos in in good condition and will be disturbed by our SOW (i.e. joint repairs or drywall patch/repairs), the wall(s) and/or ceiling must abated. For example, if the SOW shows room A requires 3 drywall patches with 2 patches on one wall and the third patch is on another wall, we only abate 2 walls, not the entire room. The other 2 walls, floor and ceiling are to be covered with containment barrier. The XM drywall patch/repair line item(s) is to be removed and the asbestos abatement line item(s) are to contain a note stating “walls abated as a result of drywall patch noted by damage assessor”. This note will be used as a marker to identify why the entire wall was replaced. If the drywall patch/repairs are equal to or less than 1 SF, the “Spot Abatement” line item should be used in lieu of abating the entire wall(s).
- f. If friable asbestos is found in joint compound in damaged or significantly damaged condition (regardless of whether it was disturbed by our SOW) the wall/ceiling must be abated. The abatement, removal and installation costs go under the “Asbestos_Rehab” coverage selector within the designated room in XM.

- g. If caulk around a window/door is found to contain asbestos per the Limited Asbestos Survey Report and the window is disturbed by our SOW, the window caulking is to be abated, regardless of condition of the caulk. Please note, the window does not need to be removed to abate the caulk.
 - i. If the caulk is found to contain asbestos in damaged or significantly damaged condition per the Limited Asbestos Survey Report, the caulk is to be abated regardless of whether it will be disturbed by our SOW.
 - ii. If the caulk is found to be in good/intact condition (and will not be disturbed by our SOW), no action required.
- h. If the damage assessment contains roof scope and the roof is PACM, the abatement, removal and installation costs are to go under the “Asbestos_Rehab” coverage selector in XM.

Asbestos (ACM) – Exterior Guidelines

1. We only abate what we disturb and any items that are friable. Friable asbestos in good condition will not require action if not disturbed by our SOW. Friable asbestos in damaged or significantly damaged condition will require abatement regardless of whether it’s being disturbed by our SOW.
 - a. There are three categories for surface condition:
 - i. Good Condition – no flaking, peeling or cracking
 - ii. Damaged Condition – occasional flaking, peeling or cracking
 - iii. Significantly damaged Condition -major flaking, blistering, or cracking
 - b. Non-friable asbestos in good condition that will not be disturbed by our SOW will not require any action.
 - c. Non-friable asbestos in good condition that will be disturbed by our SOW will require abatement.
 - d. Non-friable asbestos in damaged or significantly damaged condition will require abatement.
 - e. Friable asbestos in good condition that will not be disturbed by our SOW will not require any action.
 - f. Friable asbestos in damaged or significantly damaged condition that will not be disturbed by our SOW will require abatement.
 - g. All PACM material identified in the Limited Asbestos Survey Report is to be treated as positive asbestos material.
 - h. The “Asbestos_Rehab” coverage selector in XM is to contain all the asbestos items/components that are in the SOW. The only exception will be those items directly related to elevating the structure. In that instance, those line items will go in the “Elevation” folder under the “Elevation” coverage selector and will contain the removal and installation of the asbestos items/components that will be disturbed as a direct result of elevation.
 - i. Do not use the square footage or linear footage provided in the Limited Asbestos Survey Report without double checking the quantities in the XM sketch.

- j. Plastic Bags are already included for items some XM items such as roofing, siding, drywall, and flooring. Therefore, additional bags do not need to be included for these XM items. Assume each bag can hold approximately 100 SF of plastic.
2. Exterior Containment:
 - a. When addressing asbestos on the exterior of the home, the “Containment barrier”, “HEPA vacuuming” and “Final Cleaning” must extend 10’ out from the home and 5’ beyond the item being abated. For example, if abating a 3’ wide window, the SF for the Containment barrier will be 130 SF or $(5'+3'+5')*10'$
 - b. The SF of the “HEPA vacuuming” and “Final Cleaning” is equal to the footprint of the containment area.
The XM line item “HAZMAT – Haul & Lgal Disposal of Abatement” line item is to be included when a home contains asbestos.

ACM	DISPOSE	+		HAZMAT - Haul & Legal Disposal of Abatement	ACM_Rehab	1
-----	---------	---	---	---	-----------	---

3. Exterior Examples
 - a. If the damage assessment determines the siding on the left side of the home needs to be replaced due to storm damage and the siding is found to contain asbestos, the cost to remove and replace the siding is to be placed under the “Asbestos Rehab” coverage selector in XM.
 - b. If a home being elevated is found to contain asbestos siding, the removal and replacement of the bottom 2’ of siding will be placed in the “Elevation” folder under the “Elevation” coverage selector in XM.
 - c. If home has vinyl siding over positive transite shingles, and the vinyl is removed and replaced by the damage assessment, abatement of transite shingles is not required. Removing and replacing vinyl siding does not disturb the transite siding.

Deriving Scope from the Lead Based Paint Risk Assessment

Background on Lead Based Paint (LBP)

1. Every rehabilitation (rehab) project will be treated as though the rehab costs are greater than \$25,000.
2. Per the Lead Safe Housing Rule (24 CFR35 Subpart J), all lead hazards identified in the Risk Assessment must be abated if the rehab cost is greater than \$25,000 and the work exceeds the HUD defined de minimis threshold.
3. Deteriorated LBP or the presence of a lead hazard requires abatement
4. Deteriorated presumed LBP requires abatement
5. Lead positive soil and/or lead positive dust above threshold limits requires abatement
6. Intact LBP, disturbed by our SOW, requires the use of an EPA certified Renovation, Repair and Painting (RRP) contractor.
7. Presumed or confirmed intact LBP, disturbed by our SOW, requires the use of an EPA certified RRP contractor.

8. Intact LBP is not required to be addressed if it is not disturbed by the rehabilitation activity.
9. Presumed LBP is to be treated as lead positive, and must follow the rules stated above.
10. The XM line item “Mobilization Charge for Certified Lead Abatement Contractor” will be included in all estimates that require component replacement directly attributable to lead abatement. If there is only a lead dust or soil hazard, the mobilization fee is not to be included in the SOW.
11. All line-item scope for the purpose of protecting workers, testing, providing clearance or in any way addressing lead shall be entered into the Xactimate report using Coverage Selector “LEAD”

Lead-Based Paint (LBP) Interior Guidelines

1. We address what we disturb in our SOW, any friction/impact/chewable surfaces, and any surface in deteriorated condition.
2. LBP surface condition can be classified into two categories:
 - a. Intact – not chipped, peeling, or cracking
 - b. Deteriorated (i.e. hazard) – any surface in a condition other than intact (i.e. fair, poor)
3. A certified Abatement Contractor will only be required to address hazards identified in the Risk Assessment.
4. Any intact LBP (leaded surface) disturbed by our SOW can be addressed by an RRP Contractor
5. We only scope permanent removal of lead on the interior of the home.
6. Friction surfaces are only considered windows and doors (no other components).
 - a. If we have a friction surface with no corresponding dust wipe nearby and the visual inspection shows the paint is intact, no action is required.
 - b. If we have a friction surface with a negative dust wipe nearby and the visual inspection shows the paint is intact, no action is required.
 - c. If we have a friction surface with no corresponding dust wipe nearby and the visual inspection shows the paint is not intact, the component requires abatement.
 - d. If we have a friction surface with a positive corresponding dust wipe nearby and the visual inspection shows the paint is intact, the dust and component require abatement.
7. Impact surfaces are only considered windows and doors (no other components).
 - a. If we have an impact surface with no corresponding dust wipe nearby and the visual inspection shows the paint is intact, no action is required.
 - b. If we have an impact surface with no corresponding dust wipe nearby and the visual inspection shows the paint is not intact, the component requires abatement.
 - c. If we have an intact LBP impact surface with a positive corresponding dust wipe nearby, the dust and component require abatement.

8. Chewable surface is only considered a windows sill (no other components). Please note, dust wipes are not a factor when deciding how to address a chewable surface.
 - a. If we have a chewable surface with no teeth marks and the visual inspection shows the paint is intact, no action required.
 - b. If we have a chewable surface with teeth marks, the surface is to be treated as deteriorated and requires abatement. Please note, if teeth marks are present the surface is not intact.
9. If we find deteriorated LBP, the treatment will be abatement (regardless of whether it will be disturbed by our SOW or if it's a friction/impact/chewable surface).
10. HUD's definition LBP is any surface coating greater than or equal to 1.0 milligrams/cm² . Per HUD, the home can have a dust hazard and/or a soil hazard and still be considered "lead free" as long as the XRF did not detect any LBP greater than or equal to 1.0 milligrams/cm² on the inside or outside of the home.
11. A home with lead requires a final clearance.
12. A home with a lead hazard and/or LBP hazard requires an abatement contractor and will contain the following scope:
 - a. Mobilization fee.
 - b. Containment barrier equal to the area where hazard reduction is taking place multiplied by a factor of 1.5.
 - c. Interim cleaning - HEPA vacuuming and specialized cleaning equal to the area where abatement reduction is taking place.
 - d. Interim lead clearance.
 - e. Personal Protection Equipment (PPE)
 - f. Final cleaning - HEPA vacuuming and specialized cleaning equal to the habitable area of the home.
 - g. Final lead clearance.
13. A home with hazards only (i.e. dust wipe only) requires an abatement contractor and will contain the following scope:
 - a. Containment barrier equal to the area where hazard reduction is taking place multiplied by a factor of 1.5.
 - b. Interim cleaning - HEPA vacuuming and specialized cleaning equal to the area where abatement reduction is taking place.
 - c. Interim lead clearance.
 - d. Personal Protection Equipment (PPE)
 - e. Final cleaning - HEPA vacuuming and specialized cleaning equal to the habitable area of the home.
 - f. Final lead clearance.
14. A home with no lead hazards but LBP requires an RRP contractor and will contain the following scope:
 - a. Containment barrier equal to the area where hazard reduction is taking place multiplied by a factor of 1.5.
 - b. Personal Protection Equipment (PPE)

- c. Final cleaning - HEPA vacuuming and specialized cleaning equal to the habitable area of the home.
 - d. Final lead clearance.
15. Lead scope is to be placed in the appropriate room under the “Lead” coverage selector in XM.
16. If the only lead scope in the home is a direct result of elevating the structure then the removal and replacement costs will all be placed in the “Elevation” folder under the “Elevation” coverage selector in XM.
17. If lead scope is generated as a direct result of elevating the structure and lead is also found in other areas of the home (i.e. on the second level of the home) then the removal and replacement costs associated with the elevation will be placed in the “Elevation” folder. The containment barrier costs associated with the second floor will be placed in the appropriate room under the “Lead” coverage selector in XM.
18. Do not use the square footage or linear footage provided in the Risk Assessment without double checking the quantities in the XM sketch.
19. Add paint scope to SOW for deteriorated items with negative XRF, only if the home requires a Final Clearance. If we find deteriorated paint in an XRF report, where the Risk Assessment shows no lead-based paint, no lead dust, and no lead soil (no Final Clearance required), then we will not add paint scope to the SOW.
 - a. If paint scope is required on a deteriorated lead positive surface, use the “LBP Safe Practices” paint line item in XM Amend Hazards file.

LBP	PNTSCR	-	Scrape the surface area & prep for paint- LBP Safe Practices	LEAD	1
-----	--------	---	--	------	---
 - b. If paint scope is required on a deteriorated surface that does not contain lead, use the regular paint line item in XM Amend Hazards file.

LBP Interior Containment Barrier

1. The SF of containment barrier is equal to the floor area of the room multiplied by a factor of 1.5.
2. The SF of the “HEPA vacuuming” and “Specialized Cleaning” is equal to the footprint of the containment area.
3. Include PPE line items under “Lead” coverage selector in XM.
4. When abating an exterior door and interior component in the same room use the following formula:
 - a. $(230 \text{ SF for the exterior}) + (\text{SF of floor}) \times (1.5 \text{ for the interior})$
5. LBP Examples
 - a. If the damage assessment contains the replacement of a window and the window is positive for LBP and intact (RRP contractor required), place the window removal & replacement under the “Lead” coverage selector in the designated room in XM..
 - b. A door (not scoped by the damage assessor) deemed a hazard in the Risk Assessment will need to be abated. The removal and replacement will go under

- the “Lead” coverage selector within the designated room. The entire door assembly is to be installed including the slab, jamb, and casing.
- c. For a slab on-grade home (which requires the removal of the first 5’ of drywall to elevate the home), if intact LBP is only found on the first floor walls and the walls were scoped by the damage assessor (RRP contractor required) the costs associated with the removal & replacement of the drywall will go under the “Lead” coverage selector within the designated room in XM.
 - i. Under the same scenario, if intact LBP is only found on the first floor walls and the walls were not scoped by the damage assessor (RRP contractor required) the costs associated with the removal and replacement of the drywall will go in the “Elevation” folder under the “Elevation” coverage selector in XM.
 - ii. Under the same scenario, if LBP is found on the first and second floor walls (and the walls were not scoped by the damage assessor) the costs associated with the removal and replacement of the drywall on the first floor will go in the “Elevation” folder under the “Elevation” coverage selector. The costs associated with the removal and replacement of the drywall on the second floor will go under the “Lead” coverage selector within the designated room.

Lead-Based Paint (LBP) - Exterior Guidelines

1. HUD will allow interim controls (i.e. scrape and paint) on a hazard when the work is greater than \$25,000 on the exterior surfaces that are not disturbed by rehab. Therefore, if we are only touching the exterior surface because it’s lead, interim controls are permitted.
2. If the exterior surface was scoped by the damage assessor, then interim controls are not permitted and the component must be abated.
3. LBP surface condition can be classified into two categories:
 - a. Intact – not chipped, peeling, or cracking
 - b. Deteriorated (i.e. hazard) – any surface in a condition other than intact (i.e. fair, poor)
4. Intact LBP that will not be disturbed by our SOW, will not require any action.
5. Intact LBP that will be disturbed by our SOW requires an RRP contractor.
6. Deteriorated LBP (whether disturbed by our SOW or not), requires abatement by a certified abatement contractor.
7. If we find deteriorated LBP that will not be disturbed by our SOW, interim controls are permitted, but they must be performed by a certified abatement contractor. This example is less common because under normal circumstances a deteriorated surface will contain prep and paint scope from the damage assessor, and if we prep the surface and paint, we disturb it, thereby mandating abatement.
8. If we find intact LBP on a foundation that will be disturbed by our SOW (i.e. the home is being elevated) an RRP contractor is required. The final cleaning and final clearance costs go in “Elevation” folder under the “Elevation” coverage selector (assuming the

only lead in the home was on the foundation). If lead will also be disturbed inside the home, the final cleaning and final clearance costs under the root folder using the “Lead” coverage selector.

9. If we find deteriorated LBP on a foundation a certified abatement contractor is required. The mobilization, interim cleaning, interim clearance, final cleaning and final clearance costs will go under the “Lead” coverage selector in the appropriate room.
10. If the house is being demolished, no lead costs are required.
11. Do not use the square footage or linear footage provided in the Limited Asbestos Survey Report without double checking the quantities in the XM sketch.
12. Lead soil has gradients of hazard that dust and paint do not have.
 - a. For a Child Play Area:
 - i. Lead levels between 400 – 5000 ppm can be addressed using interim controls (i.e. cultivate and cover with mulch). An abatement contractor is required.
 - ii. Lead levels greater than 5000 ppm must be addressed by permanently removing soil 6” deep. If bare soil extends out 10’ from house and the positive sample was taken from within that 10’ area, the top 6” of soil from that entire area must be removed. An abatement contractor is required.
 - b. For the remainder of Yard:
 - i. Lead levels between Less than 1200 - 5,000 ppm can be addressed using interim controls (i.e. cultivate and cover with mulch). An abatement contractor is required.
 - ii. Lead levels greater than 5000 ppm must be addressed by permanently removing soil 6” deep. All the bare soil in the sample area must be removed 6” deep. An abatement contractor is required.
 - iii. Bare soil (not containing lead) can be addressed by covering the area with mulch.

Exterior Containment Barrier

1. When addressing exterior LBP, the containment barrier, HEPA vacuuming and specialized cleaning must extend 10' from the home.
2. When abating an exterior door only (assuming no other components in the home are positive for lead) use:
 - a. 360 SF containment barrier
 - b. 360 SF Interim HEPA vacuuming and Specialized cleaning
 - i. The exterior of the home was calculated $((10+3+10) \times 10) = 230$
 - ii. The interior of the home was calculated $((5+3+5)*10) = 130$
 - iii. For a total of = 360.
3. When abating an exterior door and another component on the inside of the home in the same room as the exterior door use:
 $(230 \text{ SF for the exterior}) + (\text{SF of floor}) \times (1.5 \text{ for the interior})$

Notes

1. If the home contains any lead scope, the Xactimate® opening statement is appended to include a standardized narrative calling attention to the lead scope.
2. If the hazard report identifies lead in the home which is intact or in an area that is expected to remain undisturbed by the rehabilitation activity the Xactimate® opening statement is appended to include a standardized narrative identifying the presence of lead, and explaining the need to revisit the Lead Risk Assessment if there is a future scope adjustment.

Deriving Scope from a Mold Remediation Report

Mold Abatement

All line-item scope for the purpose of protecting workers, testing, providing clearance or in any way addressing mold shall be entered into the Xactimate report using Coverage Selector "MOLD"

1. Copy the "Mold Opening Statement" from the Template folder and paste it into the Xactimate file's opening statement, appending any prior statement in that section.
2. Create a folder within the Xactimate® tree titled "Mold"
 - a. Add Personal Protective Equipment to the Mold folder using the Coverage Selector "MOLD"
 - b. Copy the PPE line items from Template file into the target file's "Mold" folder.
3. Review the "Required Equipment" section of the Mold Remediation Report.
 - a. If this section calls for any system that will be used throughout the home, copy those items from the Amend Hazards Template into the Mold folder of the target file.

- b. If this section calls for equipment that will service an individual room, copy those items from the Amend Hazards template into the appropriate room of the target file.
4. Containment Area:
 - a. Protocol on establishing a containment area will be written into the Mold Remediation Plan.
 - b. Xactimate scope shall contain an amount of plastic sheeting sufficient to isolate the rooms from uncontaminated areas, and will block the home's supply and return air vents.
 - c. The Containment areas will open to the exterior of the home.
5. Decontamination Area:
 - a. If called for, scroll down in the Mold / Mildew / Drying subfolder of the Amend Hazards folder until the line items for Decontamination Area are visible
 - b. Copy and paste the line items into the Mold folder of the target file.
6. Removal of Contaminated items:
 - a. For each room containing materials that shall be removed, identify the appropriate line item from the "Mold / Mildew / Drying" subfolder in the Amend Hazards template.
 - b. All items that are to be removed as part of the remediation effort shall be scoped in the appropriate room folder in the Xactimate tree. No building materials should exist with the Mold folder.
 - c. Drywall, Plaster, Cabinetry, Insulation, Sheathing, Carpet & Carpet Pad line items are available.
 - d. For all areas where mold is identified in open walls, add the line item "MLD SWALL" to the entire open wall area.
7. Cleaning: After materials are removed from each contaminated room
 - a. Hard surfaces (Metal, Vinyl, Ceramic, etc...) will be cleaned using the line item "HMR CLNAV"
 - b. Porous surfaces (Carpets, unfinished wood, etc...) will be cleaned using the line item "HMR HEPAVAS"
8. Post Remediation Assessment & Clearance:
 - a. For all files with Mold scope, a "Mold Final Clearance Test" line item must be added to the file's "Mold" folder.

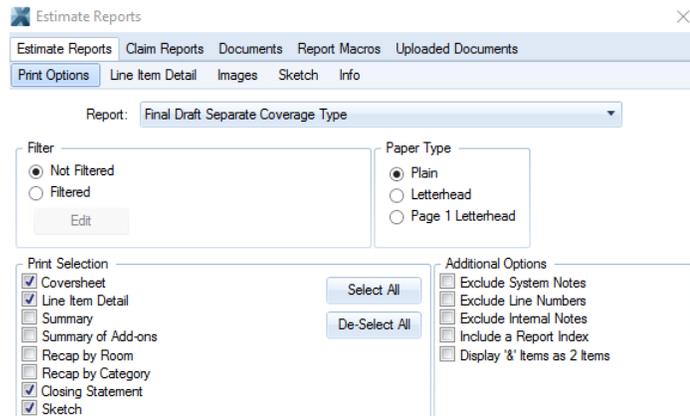
Final Review of Scope & Reporting

After the estimator has completed all hazard scope they must review the file to ensure that all removed items are replaced. This effort is done within Xactimate®. When viewing the complete scope (All coverages selectors), each room of the Xactimate tree should have equal quantities of materials being removed and replaced.

After any anomalies are dealt with, the file shall be placed in "Complete" status.

Two .pdf reports now need to be created: One for the Feasibility, and one for the contractor scope walk.

The scope for feasibility is generated using the report type: "Final Draft Separate Coverage Type"



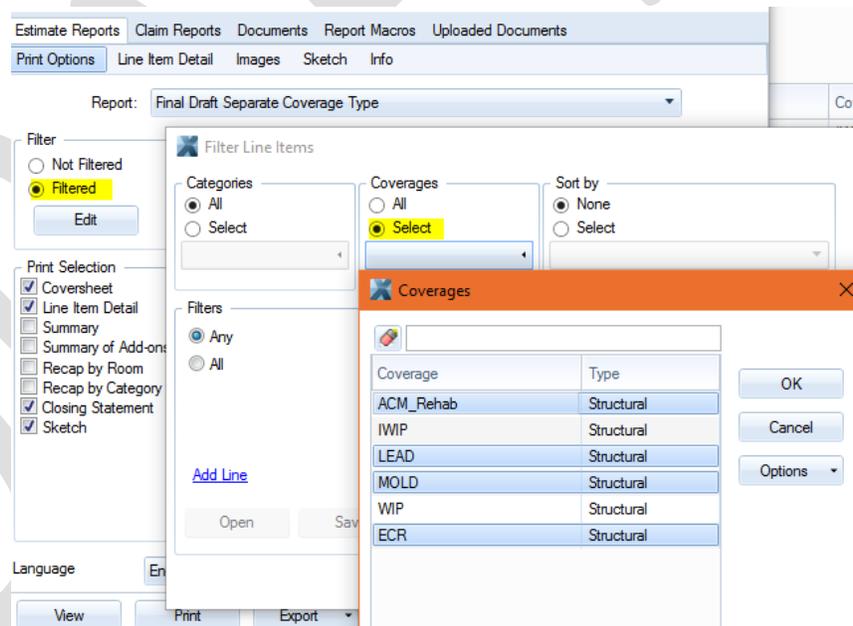
This report **is not** filtered and should have only 4 check boxes identified on the reports page.

This report will print with all coverage selectors visible and will require homeowner signature.

This report is saved with naming convention "[Hoap #]_[Last name]_Full Scope" and uploaded to the IMS

The Contractor Scope Walk report is generated in mostly the same fashion as the Feasibility scope.

The scope for feasibility is generated using the report type: "Final Draft Separate Coverage Type"



This report **is** filtered and should have only 4 check boxes identified on the reports page.

Additionally by pushing "Edit" under the Filter menu, the estimator will see a submenu where he/she will select all coverage types except "WIP" and "IWIP". Select multiple coverage types using the Control key.

This report will include all relevant scope for the assigned contractor.

This report is saved with naming convention "[Hoap #]_[Last name]_SOW" and uploaded to the IMS

Close the Xactimate file, and click Connect on the XactAnalysis Communications window to upload the .esx file to the IMS. The file is now ready for a Final Feasibility Recommendation.

Version History

Version	Name	Change	Signature	Date MM/DD/YY