

Project Type Guide

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Project Type Guide

INTRODUCTION

This summer you may have multiple project types you are overseeing each week. Project Type Guides provide step-by-step instructions for the most common types of work projects so you can feel and be prepared to oversee these different projects well.

Each Project Type Guide is divided into 4 sections: **Prep, Process, Cleanup and Tips & Strategies.**

- ▶ **Prep** outlines what needs to be completed by the Work Projects Coordinator before the week of the project. This includes stocking the toolbox. *Remember: Taking initiative and being organized is the key to success.* Don't skip this step.
- ▶ **Process** explains how to complete the project from start to finish.
- ▶ **Cleanup** lays out what needs to be done at the end of the day. It is your responsibility to know what needs to be done so you can explain it to the work projects crew.
- ▶ **Tip & Strategies** are suggestions to engage and empower youth.

At the end of the Project Type Guide, there are laminated copies of a resource called a **Project Guide**. The Project Guide is a "How-To" handout to give to Adult Leaders during Work Projects Orientation. Project Guides follow the same format of Prep, Process, Cleanup, and Tips & Strategies but include less information than your staff guide. It's important for Adult Leaders to have information on how to complete projects since you will not be present onsite for the entire project.

Give each Adult Leader any Project Guides applicable to the work their crew will be doing that week. Adult Leaders can keep Project Guides in their Adult Leader Binder. Get these back from ALs at the end of each week.

Tip: Create a Work Projects folder for each crew's Adult Leaders. In the folder, include:

- Yellow copy of the Work Projects Form that lists the project information
- Addresses / directions to the worksite and an emergency care facility
- Relevant Project Guides.

Being organized up front will speak volumes to Adult Leaders...and will save you time and stress the week of the projects!

Painting Project Type Guide

PREP: PREPPING THE PAINT

SORTING & ORGANIZING PAINT

During Prep Week, go through your inventory of paint to find out how much you have, if any is oil-based, what colors you have and how much is bad or unusable.

Oil vs. Latex

We only use latex paint. Do not mix oil and latex together. Like oil and water don't mix, oil paint and latex paint (which has a water-base) do not mix. Hopefully, any shipments of paint to your site will only have latex, but you will need to keep your eyes open for any cans of oil-based paint, just in case (wood stain, for example, is oil-based).

You can tell the difference between oil and latex paint, even when it is not clear from the label.

- ▶ First, if it comes in a plastic bucket, it's latex. Oil-based paint can only be stored in aluminum buckets.
- ▶ Second, latex paint will wash off easily with water. If you aren't sure what kind of paint you have, dip your finger in it and then see if you can wash it off with a little water. With oil-based paint, the water will bead up and run right off without removing any paint.
- ▶ Third, smell it. Oil-based paint has a chemical smell to it, like spray paint.

Using these three "tests" you ought to get pretty good at distinguishing what kind of paint you have.

How Do I Open A 1-Gallon Can of Paint?

Use a paint can opener or a flathead screwdriver to wedge under the lid edge, prying upward. Then move the screwdriver an inch or so to the side and repeat. Do this all the way around the can until you can pull the lid up and off.

How Do I Open a 5-Gallon Bucket of Paint?

If the bucket is new, you will need to cut the notches first. Notice that at several places around the edge of the lid, there are small square (or round) openings. Insert a knife into this opening and cut downward. (Always cut away from your body.) Once all these notches are cut, use pliers or your hand to pry the segments upward one at a time till each one pops up slightly. Once each of the segments is up and loose, the lid should be easy to remove.

Identifying Bad Paint

is a costly error to misidentify good paint as bad. Here is a good rule to follow: ***Assume paint is good unless proven bad.*** That means opening every container, stirring thoroughly and sometimes even filtering out chunks, before getting rid of paint.

To determine whether paint is bad...

- ▶ First look at the texture. If there is a rock-hard layer on top or bottom, then you have bad paint.
- ▶ Give it a smell. A foul odor may also be an indicator of bad paint. All paint has a smell – good paint will have a chemical smell, bad paint will have a *rancid* smell.
- ▶ Paint a few test strips on scrap newspaper or cardboard. If, even after stirring vigorously, the paint shows lumps on the scrap, the paint may be bad. *Ensuring that paint is thoroughly stirred is vital to the accurate identification of bad paint.* A drill and large stirring bit will greatly assist you in smoothing out paint that may at first seem lumpy.

Oil-based paint is also considered "bad paint" because we don't often use it at YouthWorks. If the oil-based paint is still usable (by someone else), feel free to give it away to a community friend. If you need to dispose of it, you must take it to a hazardous waste disposal facility. If you have additional questions after checking your YouthWorks Paint Glossary, contact your Area Director.

Color Identification

If paint is deemed latex and “good,” stir each can (one at a time) using a stir stick or an electric drill with a mixing attachment. Electric drills are not recommended for 1-gallon buckets. You don’t need to mix it perfectly at this point. You just want to be sure that you know the paint color of each can. Sometimes you will open a can of paint and see a bluish or pinkish liquid on top but once you mix it thoroughly, you are surprised to discover that it is a beige color. Shaking the can up and down (before you open it) will make mixing the paint easier as it will already be partly mixed when you open it.

Once you can tell what color you have, take a small dab of paint and make a blotch on the top of the can or bucket so you can see what color is inside without having to take off the lid. Sometimes paint is donated to YouthWorks, or local community organizations, because it has been mislabeled, so do this for every can you have and receive.

You may receive buckets of premixed paint from YouthWorks or find premixed buckets in storage. These will likely be labeled with paint swatches and the number of buckets of the same color. For example, if you see that you have 3 buckets with the same color on top that says 1 of 3, 2 of 3 and 3 of 3, it is safe to say it’s from the same batch, and you won’t need to remix this paint.

Exterior vs. Interior

If whether the paint is exterior or interior is not included on the label, assume it is interior paint. ***YouthWorks policy is to use exterior latex paint on the outside of homes whenever possible.*** This is because interior paint is not built to weather the same conditions as exterior paint. Using interior paint on the outside of a house won’t last long. *We don’t want a paint job peeling a year down the road!*

Based on your paint supply, you might need to mix interior and exterior paint together to have enough paint for the whole summer. If you need to mix interior with exterior for quantity or coloring purposes, only add a small amount of interior to exterior. The ratio you should use is 3:1 (3 exterior to 1 interior).

Paint Sorting

Once each can or bucket has been checked, sort the paint by interior vs. exterior and by color. Organize the paint in a way that makes sense to you. Lighter colors are more desirable, and easier to mix with other colors. Use these sparingly so your supply lasts longer.

THE ART OF MIXING PAINT

When it comes to mixing colors, the more variety you can come up with, the better. We don’t want to tell a homeowner we can paint their house but then offer them only several shades of gray. It’s best to give Work Project Partners a variety of paint options and allow them to choose what they’d like.

Paint-Mixing Tips:

- ▶ Take dabs of several colors, mix them together on cardboard and see what you get. Always do a little test before mixing a full batch.
- ▶ Please don’t waste paint.
- ▶ If you have three or four buckets of paint that are a similar color – for example three different shades of yellow – mix them together to get a larger quantity of yellow.
- ▶ You can soften a color by adding white, cream or another very light shade.
- ▶ You can darken a color by adding just a little dark paint.
- ▶ ***Be cautious about any reds;*** red will leave a pink tint that is hard to undo by further mixing.
- ▶ To lighten up shades of blue, green or gray, it is best to use white. To lighten up browns and reds, cream works the best.
- ▶ It takes only a small amount of paint to darken a color and a lot more to lighten one up.

Determine Quantity of Paint

An average-sized, two-bedroom, one-story home will need approximately 15–20 gallons of paint for the house, and 3–5 gallons for trim. This will probably leave you enough to give the homeowner a gallon or so after for any touchups. You may find that the average home in your community uses far less or far more than this. Take detailed notes your first week on how much paint you use to help you judge how much you will need in future weeks. It is unlikely you'll be able to recreate a color you have created yourself.

But what if I don't mix enough? If you notice, despite your best efforts, you aren't going to have enough paint to finish a house, you have two options:

- ▶ Take a sample to a paint store and ask them to match it and possibly cut you a deal.
- ▶ Match the color yourself as closely as possible and repaint the whole house, adding a second coat to what you've already done and a first coat in the new color to the part you didn't get to with the original color. This is a more cost-effective option.

It is *always* better to have more than enough paint than not enough.

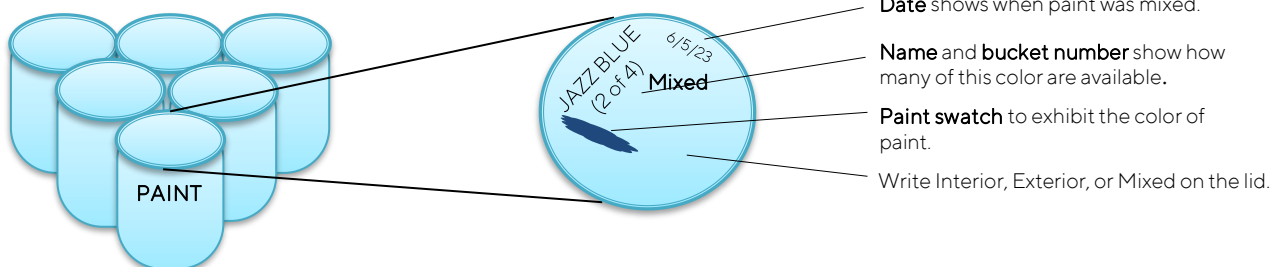
Mix the Paint

Mix paint at the paint storage facility. Do your best to minimize spills. Promptly clean up any spill.

The basic paint-mixing strategy:

- ▶ Dump several buckets of paint (25–28 gallons) into a 32-gallon (or larger) trash can. Note: If you fill the trash can with too much paint, it will be difficult to mix and redistribute it. Leave space for movement.
- ▶ Once you have your paint in the trashcan, mix it thoroughly. Mix vigorously for *at least* 5 minutes to completely mix the paint (more if you aren't using an electric drill). The best option for mixing is a corded electric drill (6–7 amps) with a large paddle bit. Make sure to get all the way to the bottom! Use an extension pole if your drill attachment is not long enough. If you don't already have a drill at your site, talk to your Site Director about purchasing one.
- ▶ Once you are confident that you have the color mixed all the way through, pour the paint back into clean 5-gallon buckets using one of these methods, or a combo of both:
 1. Cut a hole or make a notch near the top of the 32-gallon trash can. Put the base of the trash can on a taller surface (such as a full 5-gallon bucket) to make pouring easier.
 2. You could also use cut-open milk cartons or other containers to scoop the paint from the trash can into the 5-gallon bucket. Use *only* 5-gallon buckets (or smaller) to transport paint. *Under no circumstance should mixed paint be left in a 32-gallon garbage can for longer than 30 minutes. This will effectively ruin the paint.*
- ▶ Mark the paint color and the date on the outside of each bucket (e.g., "Poppy Orange 6/9/24" or "Chocolate Milk 7/23/24"). It is also helpful to note how many buckets of that color you have (e.g., 1 of 3). Finally, write the type of paint on the lid (Exterior, Mixed, or Interior).

LABELING PAINT BUCKET LIDS



TOOLS FOR PAINTING PROJECTS

- ▶ Paint brushes
- ▶ Trim paint brushes
- ▶ Roller frames
- ▶ Roller pads
- ▶ Paint trays
- ▶ Paint containers
- ▶ Scrapers
- ▶ Wire brush scrapers
- ▶ Safety glasses
- ▶ Masks
- ▶ Drop cloths
- ▶ Rags
- ▶ Plastic wrap
- ▶ Mixing sticks
- ▶ Masking tape / painters' tape
- ▶ Broom

PREP: PREPPING FOR INTERIOR PAINTING JOBS

When painting indoors, be sure paint spills, drips and smudges will not get on anything inside the home. Encourage groups to take their time and be intentional about only putting paint on the surface meant to be painted. If possible, use rollers when painting inside so the paint goes on more smoothly.

Before painting:

1. Remove all objects from the wall, taking extra care if objects are screwed or nailed in. This includes curtains and curtain rods.
2. Pull all furniture away from walls. Be sure to leave room for stepladders.
3. Cover all furniture, carpet and floor areas with plastic drop cloths. Drop cloths can be taped to the base of the wall to allow you access to the wall all the way down while still protecting the carpet or floorboards. Make sure everything is well-covered.
4. Tape around all window frames, baseboards, crown molding (unless they are going to be painted the same color as the wall) and doorframes.
5. Remove (or tape around) all outlet and light switch covers.
6. Consider covering windows by taping a plastic drop cloth over the window. (This would have to be removed in order to paint any trim on the window.)
7. Caulk or spackle any cracks or holes in the wall. Caulk windows if they trim will be painted.
8. If paint is flaking/chipping off, scrape the walls using a flat blade (or flexible) scraper.
9. Wipe down the walls with damp, clean cloths. Rinse out the cloths regularly to keep them effective.
10. If walls have stains, writing or crayon marks on them, you may need to apply several coats of paint to cover it. There are spray-on and brush-on primers that can also be applied to cover stains.

PROCESS: PREPARING & PAINTING A HOUSE

This section outlines the basic procedures, guidelines, tools and techniques that go into painting a house, YouthWorks style. Note, not everything will apply to every house. Adapt this information to fit each project. Use this section to learn general ideas to teach participants who may be painting for the first time.

Prep the House for Painting

Preparation is one of the harder things to get youth excited about – they want to start painting right away. However, in many ways, this is the most important step. Professional painters may spend weeks scraping and treating large houses to prepare for a few days of painting.

- 1. Lay out tarps / drop cloths.** Spread out lightweight, plastic sheets so they cover the ground from the edge of the house out to about 5 feet out. Lay down tarps beneath any area that you are scraping to catch the paint chips. Tarp over any landscaping to not get paint chips on plants. We want to avoid leaving a big mess of paint chips around the house. After the prep work is completed and before you begin painting, adjust the drop cloths over any concrete, walkways or other structures to catch any drops of paint that will fall off the brush or drip off the house. Never place a ladder on top of a tarp or drop cloth as the ladder may slide.
- 2. Fill holes or cracks in the walls.** Fill small cracks with caulk, then use a scraper or putty knife to make the surface level. Large cracks or holes may need spackling or even wood or siding repairs. Sand down any areas covered with caulk or spackle to leave a smooth surface that won't be visible through two coats of paint. Caulk spaces around windows, as well. Wherever a pane of glass touches wood needs a nice seal of caulk to prevent water or wind from getting through. Storm windows or Plexi-glass windows do not need caulking unless they have clearly been caulked before and it is coming off in places.
- 3. Scrape all the loose paint off the house.** If you can use your fingernail to pick off flakes, a flat scraper or four-edge scraper may work best. Otherwise, use wire brush scrapers. The goal is to remove all the loose paint from the house. Just because paint may look like it's stuck on the house doesn't mean you shouldn't scrape. Always scrape. Scraping roughens up the existing paint so that any new paint will stick better. Good scraping will ensure the paint job lasts. **Scraping should usually take most of the first day. Help participants understand the necessity of thorough scraping.**
- 4. Clean the walls - avoid painting over dirty walls.** Washing off the dust will make paint stick better, paintbrushes last longer and paint in the bucket(s) stay cleaner. Use a hose (if available), and spray down the house to remove all dust, cobwebs, loose paint chips, etc. Because the wood needs to dry again before you begin painting, if you do wash, do it in phases. For example, once one side of the house is scraped, wash that side. That side should then be dry and ready to paint by the time you are fully done scraping. Don't wait to wash until you've scraped the entire house, or you'll have to sit around and wait for it to dry. Sometimes using a stiff broom to brush off the sides of the house is sufficient.
- 5. Tape surfaces.** Using masking tape, at least 1 inch in width, cover the edges of all surfaces that you don't want to paint. This includes windows, trim, doorbells, mailboxes, etc.
- 6. Mix the paint again on site.** Before groups arrive, mix enough paint for two coats on the entire house. Deliver the paint to the site in 5-gallon buckets. Immediately before work crews begin painting, the paint must again be mixed thoroughly. The paint in the bucket may look well-mixed, but the pigment tends to settle, leaving darker colors at the bottom of the bucket. It might not be apparent at first, but it is very noticeable when one side of the house is a different shade than the others. To avoid this, have work crews mix each bucket for at least 5 minutes on site. Using clean buckets when mixing paint will also help you achieve and keep a consistent color. Clean, wooden extension poles (using the non-screw end) are effective mixing sticks for these larger buckets. A small stir stick works for 1-gallon buckets.

Check out your Tools Glossary in Tab 5 of your Binder for more info on different scrapers.

Using the Correct Brush

Different surfaces need different types of brushes. Below is a list of surfaces and the best brush choice for each. We use regular bristle brushes to keep groups from finishing too quickly. Heavily textured surfaces often are not very conducive to painting with brushes, however, and require rollers with a thick nap. ("Nap" describes the thickness of the roller pad.)

Surface	Tool
Wood siding	Brush or roller: 3/8" or finer
Vinyl siding	Brush or roller: 3/8" or finer nap
Particle board	Brush or roller: 3/8" nap
Stucco	Roller: thick nap – 3/4" or thicker
Concrete	Roller: medium/thick – 1/2" to 3/4"
Plaster or dry wall	Roller: thin nap

Basic Painting Techniques

- **Wetting Your Brush** – It is not necessary to stick the brush all the way into the paint. Dip the brush into the paint an inch or two, then rub the bottom 1/4-inch of paint off the brush against the side of the can so it doesn't drip. You can also rub the edges of your brush against the side of the can. This leaves you with enough paint in the heart of the bristles, which is exactly what you want. You will get even coverage by painting smaller segments at a time and dipping your brush more frequently. Use masking tape on brushes to mark how far down you should dip the brush to avoid covering brushes with unneeded paint.
- **Paint "With the Grain"** – "With the grain" means that if the boards on a house go from left to right (parallel to the ground) then brush strokes should also go from left to right, parallel with the ground. In cases where you can't tell which way the grain goes or if there is no grain – as with concrete or stucco – it doesn't matter which way your brush strokes go as long as you are relatively consistent. Rollers often work better on grain-less surfaces. Check out your Tools Glossary in Tab 5 of your Binder for more info on different painting tools.
- **Feathering** – Feathering is the method of evenly spreading paint across a surface. After dipping the brush, put it down on an unpainted area, then spread it to the left (connecting with the previously painted area) and to the right (toward the unpainted area). This is called feathering and will result in a smoother finish.
- **Painting with Rollers** – Use rollers for hard-to-reach areas, when painting plaster or drywall, or as needed to finish a project on time. When using a roller, paint in "N" shapes. Make a stroke up, then back down and slightly to the right, then back up. Watch closely to be sure the brush is rolling and not sliding over the surface. (Having too much paint on the roller often causes sliding.) Also, watch to be sure you are getting a consistent thickness of paint on the wall. You may need to go over an area of the wall a few times to get solid coverage.

WHY DO WE PAINT WITH BRUSHES INSTEAD OF ROLLERS?

- ▶ Brushes are easier to clean, and roller covers tend to be thrown away after a couple uses.
- ▶ It is easier for inexperienced painters – like teenagers! – to do a quality and clean job using a paintbrush.
- ▶ Paintbrushes take longer, which is a good thing! Being around a project longer than one day gives participants the opportunity to build relationships with WP partners.

One Coat or Two?

Each week, mix enough paint so that you *have more than enough for two coats of paint on each project* (coat = layer of paint). Although it may be possible to get by with a single coat of paint painting two coats will make the home look better and the paint last longer. There may be some weeks where a group is a little slower or a house is a little bigger and they only complete one coat. In that case, try to get a second group out to finish the job. If that is not possible, leave enough paint with the homeowner so they can complete the job themselves.

Since it is standard to do two coats of paint for every YouthWorks project, primer is not usually necessary.

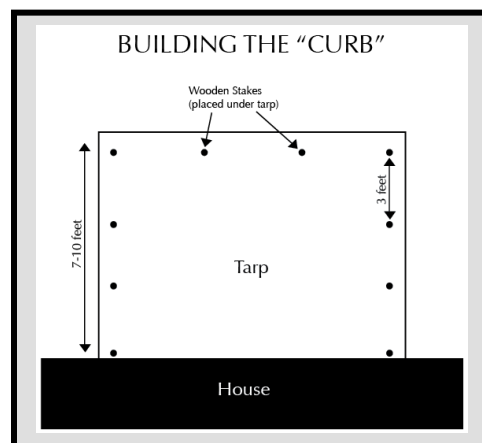
Painting Trim

- Trim paint should complement the color of the house. If you are painting the house a dark color, use a light color on the trim. Conversely, if you are painting the house a light color, use a dark trim color. Often it works well to use a darker or lighter shade of the same color for the trim. Observe the colors combinations of some of the homes in the neighborhood for ideas.
- Tape the house with masking tape to keep from getting trim paint on the freshly painted sides of the house. (Confirm paint is dry before putting masking tape over it.) You may also need to tape around roof edges, chimneys or other things depending on the particulars of the home you are painting.
- Trim brushes are narrow and small, and work well on smaller sections of trim. Edgers and foam painting pads can be used to help paint along a straight edge and in corners without dripping. If the trim section is high and out of reach even with a ladder, try a narrow roller on an extension pole. You could also duct tape a brush to the end of an extension pole. Foam paint pads are also useful on trim. These come in a hundred shapes and sizes, all designed to help paint in tight spaces.

PROCESS: PREPARATION FOR AN EXTERIOR LEAD-BASED PAINT JOB (IMPORTANT FOR SAFETY)

Lead paint is a major safety concern that shouldn't be overlooked. Any project that involves lead paint needs to be approved by your Area Director. **We never do interior lead paint jobs.** Each crew performing a lead paint project should reference the "Checklist for Lead Paint Sites" in their Work Projects toolbox.

1. **Lay drop cloths and build a protective curb.** Use mid-grade 6-mil plastic sheeting to cover the ground from the edge of the house out 7-10 feet (or as space permits). Use these in any area that will be scraped to catch any paint chips. Covering the ground also protects the soil from contamination by lead-based paint chips and dust. Staple the plastic sheeting to the base of the house (or attach it with duct tape). Build a "curb" using wooden stakes and twine. Place the stakes about 3 feet apart around the perimeter of the tarp about 1 foot in from the edge (see diagram). Wrap twine around the wooden stakes to create a perimeter. Place the edges of the tarp over the twine rope to create the curb. (This does create a potential tripping hazard – point this out to groups.)



2. **Close all windows and doors** within 20 feet of the workspace. If they are unable to be closed or have cracks/holes in the glass, cover them with plastic during scraping to keep paint chips and dust out of the home.
3. **Fill holes or cracks in the walls.** This process is the same for non-lead projects.
4. **Wet scrape all the loose paint off the house.** To minimize exposure to lead-based paint, every member of the work crew must put on coveralls, masks, goggles and gloves before any scraping takes place. When scraping lead-based paint you will want to practice wet scraping. To wet scrape, mist the surface with water to decrease dust and residue. Then, the scraping process is the same as non-lead projects.
5. **Properly dispose of lead-based paint residue.** Once you have completed scraping, fold up all the plastic sheeting used to catch paint chips/dust. Fold up paint chips/dust, masks and the coveralls used for scraping (if scraping is totally complete) in the plastic and then tape it up so nothing falls out. (If groups need to scrape the second day, store coveralls in a sealed plastic bag overnight to be used again.) **To properly dispose of lead chips, lead dust, used tarps, masks and coveralls, put them in a 6-mil garbage bag and knot or duct tape the top securely.** If you do not have 6-mil bags on site, double-bag the waste using two sturdy garbage bags. Throw these bags away in a regular dumpster.

*Pay attention to the extra clean up procedures in the "Clean Up" section of this painting guide.

6. **Clean the walls.** This process is the same for non-lead projects.
7. **Lay out tarps / drop cloths.** Put down fresh drop cloths or tarps to protect the grass and sidewalks from paint drips. They only need to extend about 5 feet out from the house and can be a thinner grade plastic than the kind used for scraping.
8. **Tape surfaces.** This process is the same for non-lead projects.
9. **Mix the paint again on site.** This process is the same for non-lead projects.

For more information on lead paint safety, reference the "Safety" section in your Work Projects Manual and read the "Lead Paint Safety" handout in your Work Projects binder.

PROCESS: INTERIOR PAINTING

Painting Interiors

1. See “Painting with Rollers” on page 7 of this guide.
2. Use trim brushes, foam paint pads or edgers to get into edges and other tight spots.
3. When pieces of the pad start coming off in the paint on the wall, replace the roller pad.
4. Even though you have drop cloths down, you still need to wipe up drips immediately. Otherwise, someone may step on the drip of paint and track it all around the house. Remember, interior paint jobs take an *extra* amount of care and cleanliness.

TIPS & STRATEGIES: TEAM PAINTING

Unless you teach crews how to intentionally paint a house, groups will do all the easy stuff first and then sit around and watch while one or two people (usually Adult Leaders) do the hard stuff. This is not a meaningful work experience! However, it is possible to keep everyone involved from beginning to end.

Avoid the Sun

Start on the south and the west sides of the house and the group will be able to work in the shade for most of the day. Since the sun rises in the east, start on the west side. Then by the time the sun is overhead, it should be time for a lunch break. When the crew starts again after lunch, the sun should be strongest on the west side, and groups can work on the east side. By working this way, groups should be able to avoid painting in direct sunlight for most of the day.

Start High

From the beginning of the project, every available ladder should be in use. Have volunteers on the ladders scraping from the top down. Others on the ground will be able to start low. If you have four ladders, that means eight people will be working on ladders (four on the ladders, four holding ladders). That means no more than two to four people will be scraping from the ground. This should minimize “wait” time.

Spread Out

Have three participants on ladders on the south side of the house and three people on the ground on the west side of the house. Meanwhile two people are taping, caulking and doing other prep work. Once the ground scrapers finish, they can switch sides with the ladder scrapers. The same strategy goes for the actual painting process. Have one or two people working on windows and trim while others are painting the main color on ladders and still others working on the ground.

Don't Do Trim Last

Too often, productivity fades at the end of the second day of painting. Two or three people are up on ladders working on trim while everyone else sits and watches. To avoid this, have participants work on trim before everything else is done. For example, once one side of the house is done, have a few people start trim on that side. The trim will need two coats as well.

Monitor Progress

Occasionally, check to be sure ground crews are not racing ahead of ladder crews. A progress check will show you if you need to adjust the work. This will also give you a chance to assess if groups are working too fast or too slow. Occasionally, you will have groups race through projects, and you may need to find new projects at the last minute. This is something to be avoided if possible. Often, if groups work too quickly, they are sacrificing neatness for speed. You want groups to be efficient, but also to do a quality job.

MAINTAINING A STEADY PACE

Brushes over rollers. Brushes keep everyone involved, help to keep a steady pace and enable teenagers to do a quality painting job. If you feel like the crew is getting behind and may not finish, break out the rollers to speed up the process.

Encourage relationship-building. Find a way to have groups spend time with the WP partner. Perhaps the homeowner, WP partner or another community friend can share some stories or photos about themselves and their experience in the community. If there are limited relational opportunities at the work site, stop by during lunch or a break and tell them some of your own stories.

CLEANUP: PAINTING WORK SITE

You cannot overstate the importance of leaving the work site clean. The job is not finished until cleanup is done. Cleanup will go faster if groups focus on cleanliness throughout the painting process. Use the following checklist to ensure that the cleanup process is done thoroughly and correctly. Ensure that each work crew has a copy of the checklist at their work site.

Work Project Cleanup Checklist

- ▶ Brushes cleaned and stored away
- ▶ Drop cloths emptied
- ▶ Drop cloths thrown away (if plastic and not able to be reused) or stored
- ▶ Paint buckets, trays, holders washed and stored
- ▶ Paint bucket lid firmly in place and stored
- ▶ All tools cleaned (scrapers, rollers, edgers, goggles, etc.) and stored
- ▶ Ladders cleaned and stored
- ▶ Work area picked up
- ▶ Trash collected and thrown away
- ▶ Spills cleaned up
- ▶ Final check for cleanliness and security of stored equipment
- ▶ House and yard cleaner than when you arrived
- ▶ Cleanup and Safety cards both put in toolbox
- ▶ Work site toolboxes capped and stored / brought back to the housing site

Cleanup for work projects with lead-based paint has a couple of extra steps to this process. See the cleanup procedures for these types of sites at the end of this guide. Below are some detailed instructions about how to clean various tools and other things involved in the painting process. Be sure to model these processes for participants during orientation. They will clean as thoroughly as you teach them to clean!

Tarps ▶ Plastic tarp – Fold the tarp towards the middle from all four sides until it is small enough to pick up easily. Then throw it away ▶ Cloth tarps – Roll it up and hold over a trash bag or trashcan to shake out all the chips, flakes and other debris.	Paint Spills or Splotches – ▶ Wet spills – Clean up spills as you go. Wet paint spills can be wiped up with a rag. ▶ Dry spills – First try a wet rag. If the spots are on the ground or on concrete, use a hose and wire brush to wash them off. Take care not to do any damage to the underlying surface. <i>*Make wise decisions about where you dump water used to clean up paint. It could stain the ground and will pollute water.</i>
Paint Buckets – ▶ Buckets with paint – Put a lid on it to keep paint from drying out, getting dust or bugs in it, etc. ▶ Buckets with little or no paint left – Set it in the sun with the lid off to dry. (See Clean Up: Proper Paint Disposal at the end of this guide for comprehensive information.) ▶ If you have finished a house, leftover paint can be added into a new mixture of paint. Remember to leave a gallon or so of paint with the homeowner in case they need to do any touch-ups.	Paintbrushes ▶ Fill a bucket with about 8 inches of water. Hold a brush by the handle and dip into the water, pressing it firmly against the bottom of the bucket. Do this several times, then flip it over and repeat on the other side. Continue to flip and press until the brush looks clean. Use your fingernail or a small scraper to get paint off the metal rim and handle. Even cloudy water will clean brushes. ▶ If you are going to use the brushes again the next day at the same house with the same color paint, wrap them tightly with plastic wrap and store them in a plastic bag.
Other Tools – Clean all tools with soap and water as much as possible. Also wash off any other mess you may have made at the work site.	Trash – Pick up all trash, including all paint chips. Leave the yard cleaner than when you arrived.

Cleaning After an Interior Paint Job

In addition to all of the above cleanup items, interior paint jobs also require the following:

1. Remove all tarps, taking care not to spill any paint chips or drips.
2. Check windows for any paint drips or smudges; clean if necessary.
3. Check carpets for drips, dirt and stains. Clean as needed. (Have carpet cleaner available.)
4. Re-attach all light switch and outlet covers.
5. If the walls are sufficiently dry, replace all wall hangings and window curtains.
6. If the walls are sufficiently dry, move furniture back to its original locations.
7. Remove all trash.
8. Leave the interior in a nicer state than when you arrived.

CLEANUP: PROPER PAINT DISPOSAL

Strict guidelines dictate the disposal of paint. In addition to honoring laws, YouthWorks wants to avoid environmentally damaging actions. We ask you to do all you can to follow these guidelines.

It is against the law to dispose of wet paint anywhere except for designated disposal facilities. Oil-based paint is considered hazardous waste and must be disposed of appropriately. Most landfills are not designated dumping sites. Rivers, yards, dumpsters and other similar places are absolutely not appropriate options for dumping paint. Please do *not* store bad paint.

Your Site Information Packet may have notes about a nearby, appropriate paint disposal facility. If not, consult community members about appropriate disposal facilities. **Be aware that even when local standards or practices are contrary to state and federal guidelines, YouthWorks expects you to obey paint disposal laws and be environmentally responsible.** If you question the safety of wet paint disposal practices (even at local landfills), contact your Area Director before disposing of bad paint. If you have exhausted all options and cannot find a proper disposal facility, consult your supervisor for more options.

Latex Paint (Water-Based)

With latex paint, your best option is to dispose of the paint inexpensively at an approved disposal facility. Never pay for paint disposal without consulting your Area Director first.

If there are no approved disposal locations near you, dry the paint out. If a bucket has just a little bit of paint in it, set it outside in the sun with the lid off. Once the paint is dry to the point that you cannot poke a finger through it, dispose of the container. **This will only work with small quantities of paint.** It takes roughly one year for a full gallon of latex to dry in a moderate climate.

If you have more than a few gallons of bad latex, you will need to dry it out thusly:

1. Line cardboard boxes with plastic or garbage bags. You can also use a plastic kiddy pool.
2. Pour in a ½-inch of bad paint.
3. Wait till it dries (able to be walked across without sliding underneath), then repeat.
 - Paint will dry faster in the sun if you have a good spot to place it outside. OK the space with appropriate community contacts. This process will likely kill any grass it's on. Also have a rain plan (like a tarp nearby to cover the drying paint with).
4. Throw the container away when it's almost too heavy to lift or peel out the paint and save the container.

Wherever you dry your paint, make sure that it is secure so that kids or animals don't get into it. Your goal, if you have bad paint on your site, is to dispose of all of it by the end of the summer. The best way to do this is to make a plan and start drying at the beginning of the summer.

Oil-Based Paint

If you find oil-based paint in storage, and the paint is good, give it away to anyone in town who can use it. If it's bad, dispose of it at an approved disposal facility. **Do not dry oil-based paint.** If you need help, please contact your Area Director.

VISUAL LEARNER? A YOUTUBE VIDEO CAN HELP!

Video Notes: We do not pressure wash houses as a normal part of painting prep. We also do not typically use primer. Use a primer only if drastically changing the color or by request of the homeowner.



CLEANUP: EXTRA PROCEDURES FOR AN EXTERIOR LEAD-BASED PAINT PROJECT (IMPORTANT FOR SAFETY!)

Do these in addition to the other cleanup procedures mentioned above.

1. **Dispose of paint chips, masks and coveralls using a well-sealed 6-mil bag.** If coveralls will be worn by the same group the next day they can be bagged and reused.
2. **Clean off shoes and goggles.** Use water to wipe off shoes and goggles worn during scraping to remove all dust/particles stuck to them.
3. **Collect gloves.** Collect and bag any gloves worn while scraping lead-based paint. These can be washed and reused at other sites. Like the coveralls, if groups will be doing more scraping of lead-based paint the next day, gloves can be bagged up and then reworn before being washed. Any laundry exposed to lead paint *must* be washed in its own cycle, apart from all other laundry.
4. **Wash hands.** Have everyone wash their hands before leaving the work site.
5. **Bag and wash clothes.** As an extra safety precaution, after showering, all participants should bag up the clothes worn on site and have them washed at home in a separate load from other laundry. This will ensure that no paint particles will stay with them. *Participants should not wear these clothes again before the clothes are washed.*

Yard Work Project Type Guide

Yard work includes weeding, mowing, trimming bushes, raking, and cleaning yard debris.

PREP: CHECKING FOR SAFETY & PREPARING TOOLS

The bulk of yard work prep is checking the site for safety. As you walk around the house, building, or garden with the Work Projects Partner, check for poison ivy, oak, or sumac (to the right), snakes and potentially dangerous insects (fire ants, hornets, bees, wasps). Look for any dangerous slopes or hills.

Look to maximize the number of projects we can do at the site. If the Work Projects Partner wants their bushes trimmed, ask if they would like weeding done as well. Think outside the box when surveying a site: Is there a need for new mulch to be put down? Gardening? Would the Work Projects Partner like a rock path made?

Depending on the project, prep and prepare your tools. Check that electric tools are in safe working condition, look for worn work gloves that need to be thrown away, and make sure the blades of handheld shears are sharp, not dull. Dull shears can cause injuries. Equip all yard work sites with plenty of trash bags.

Check with the city and/or garbage haulers for regulations and options for disposing of trash and yard debris. Knowing where to get rid of these things ahead of time will relieve stress in the moment.

Think through what is needed for the planned projects and confirm with the partner which tools they will provide, if any.

Poison Ivy, Poison Oak and Poison Sumac

To identify, look at their appearance:



Poison ivy has three leaflets on each leaf and grows as a bush or vine.



Poison oak has three leaflets on each leaf, with rounded tips, and grows like a shrub or vine.



Poison sumac leaves have clusters of seven to 13 leaflets arranged in pairs and grows as a tree.

Cleveland Clinic

TOOLS FOR YARD WORK PROJECTS

- ▶ Work gloves (one for each person)
- ▶ Garden spades (3-4)
- ▶ Pruning and hedging shears (2-3)
- ▶ Goggles (one for each person)
- ▶ Buckets (2)
- ▶ Garden rake (2)
- ▶ Trash bags
- ▶ Shovel (1)
- ▶ Garden hoe (2)
- ▶ Hose (if needed)
- ▶ Additional materials as needed (lawn mower, clippers, etc.)

PROCESS: YARD WORK PROJECTS

Because yard work is seen as a simple task, vision casting is important. Emphasize to youth that we can care for Work Projects partners by boosting the visual appeal of their house, building, or garden. Yard work is often requested by Work Projects Partners because this type of work meets felt, practical needs in a community.

When working outside, instruct youth to wear light-colored, long-sleeved shirts and long pants whenever possible to protect skin from the sun and debris. The following are additional safety specifics and processes for different types of yard work:

Weeding

Weeding is an excellent task for any age or skill level and requires few tools and resources. When weeding...

- With gloved hands, grab the weed at the base of the main stem. Grab as close to the bottom as possible and pull hard, removing the weed along with the root.
- If necessary, use a pointed tool such as a spade to loosen the soil around the weed's root.
- Collect, bag, and dispose of the weeds so seeds are not reintroduced to the soil.

Clearing Brush & Debris, Raking

- If there is no poison ivy or dangerous insects present, clearing already-cut brush and debris is suitable for most ages and skill levels.
- When clearing debris includes junk removal, use extra caution, and rely on older youth who have been endorsed by Adult Leaders.
- Oftentimes, areas with debris could also use a good raking. Raking is a great project for younger or less-skilled students.

Safety guidelines for clearing brush or debris and raking:

- Wear protective work gloves.
- Do not move sharp, heavy, or potentially hazardous objects (needles, syringes, knives, broken glass, large pieces of scrap metal, etc.)

When clearing brush or debris and raking:

- Remove trash and large pieces of debris from the area first
- Use handheld pruning shears or hedge shears (youth ages 13+ with AL supervision) to cut branches into small pieces for easy disposal
- Double bag brush, debris, or leaves and tie shut to throw away

Trimming Shrubs & Bushes

Youth who are 13 and older and have prior experience with such tools can trim bushes and shrubs using handheld or electric trimmers with adult supervision. Handheld pruning shears, hedge shears or lopping shears are best. Gas-powered trimmers are prohibited. All youth should be trained in trimming safety procedures before use.

Safety guidelines for pruning shears, hedge shears or lopping shears:

- Wear work gloves.
- Always wear protective eyewear while trimming
- Never cut above your head
- Use the proper tools for the job- Do not cut branches bigger than what the shears allow for
- Always transport shears with the blades closed

Safety guidelines for electric trimmers:

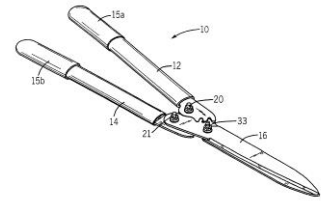
- Use ear protection such as ear plugs
- Always wear protective eyewear while trimming
- Wear work gloves
- Keep both hands on the electric trimmer and fingers away from the blade
- Loop the cords safely behind you
- Never cut above your head
- Never use electric trimmers in the rain or on wet plants
- Wait for the trimmer blades to completely stop before removing debris or transporting the trimmer

Each pair of handheld shears has a different use:



Pruning shears are used for smaller bushes and plants. They have a small, straight cutting blade and a hook blade. Cut branches with the cutting blade on the bottom and the hook blade on the top. Pruning shears cut branches $\frac{3}{4}$ inch in diameter.

Lopping shears look like pruning shears but have long handles to reach further into the bush and cut a larger area. Use lopping shears to cut branches up to $1\frac{3}{4}$ inches in diameter.



Hedge shears are used on hedges only. They have long, straight blades and can cut smaller branches.

When cutting bushes, hedges, or small plants with shears:

- Use **pruning shears** or **lopper shears** to cut off any dead or damaged branches. Cut just above the “branch collar”, the little bumpy ring where the branch and tree trunk meet. Always cut branches at a 45-degree angle.
- Use **pruning shears** to cut off any branches that are sticking out, creating a uniform look.

If using electric clippers:

- Cut off the sides of the hedge vertically, starting at the bottom and moving upward, then downward in a circular, arc motion.
- Clip the top off the hedge with the blade placed horizontally, angled down at a 10-degree angle. Use short, small motions.

Lawn Mowing

Youth who are 13 and older and have used an electric lawn mower before can use one with the approval of their Adult Leader. The youth must be trained on safely operating a lawnmower before use. Youth under 18 cannot use a riding lawn mower.

Safety guidelines for lawn mowers:

- If the equipment doesn't feel right or is malfunctioning, don't use it. Notify staff immediately.
- Clear the area of sticks, rocks or other potentially dangerous objects before mowing.
- Wear protective eyewear.
- Be aware of your surroundings at all times and give your full attention to the job. No horseplay!
- Continually watch for people in the path of the mower.
- Turn the mower off and wait for the blades to completely stop before removing debris from the mower.
- Stay clear of the self-propelled blades.
- When mowing on hills or uneven terrain, use extreme caution. Mow across the slope, not up and down.
- When explaining a mowing project, give specifics on where and what should be mowed.
- Use caution when mowing in areas where other work projects are occurring.

TIPS & STRATEGIES: YARD WORK

- Do as much by hand as possible to keep the whole crew involved.
 - Instead of using an electric trimmer to do sidewalk edging, use pruning shears. Similarly, use handheld non-electric hedge trimmers.
- Have all the supplies crews need to complete yard work projects.
 - You need to have gloves for each person, multiple tools and lots of trash bags. It's better to provide more than the crew needs than less!
- Pair with other projects.
 - Yard work projects can easily come alongside painting or simple construction projects.
- Most yard work projects go quicker than you think.
 - They will likely take 1-2 hours at most. Yard work projects should not be the only thing you are doing – pair them with other projects.
 - Yard work projects are great backup projects for when groups finish another project early.
- Because yard work can be difficult to vision-cast, take ample breaks to interact with the Work Projects Partner. Ask the Work Projects Partner to share why the yard work is meaningful to them.

CLEANUP: END OF DAY

Oftentimes yard work projects involve clean up throughout the project! There is, however, always clean up to be done at the end of the day or project, or before leaving a site.

To clean up a yard work project:

1. Rake or gather all loose weeds, debris, or clippings
2. Double bag all weeds, debris, or clippings
3. Double bag junk or pile in location agreed upon with Work Projects Partner
4. Dispose of debris or junk according to city regulations
5. Gather all tools and materials used and bring back to the housing site

Weatherization Project Type Guide

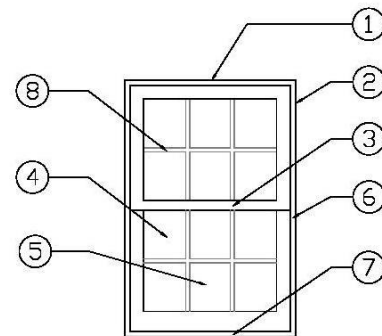
Weatherizing windows and doors keeps out cold air, dust and insects, and lowers heating costs. Weatherization is a cheap, easy process and can often be done in conjunction with other projects. It is not a time-consuming enough process to be the only project for a service day or a crew. Youth can work in pairs on weatherization while other members of the crew are doing other projects at the same time and place.

PREP: PREPARING FOR WEATHERIZATION PROJECTS

First you will need to determine the method for weatherizing. You can either use caulk (a waterproof filler or sealant) or weather stripping (a strip of rubber or similar material used to seal windows and doors). If using caulk, it is best to use latex caulk, which can be painted and is easily cleaned with soap and water. When using weather stripping, buy the V-Seal in a peel and stick roll.

Window Terms

1. **Head:** Horizontal piece, top of the window
2. **Jamb:** Vertical piece, side of the window
3. **Frame:** Outsides of the window
4. **Glazing:** Glass
5. **Pane:** Framed glass
6. **Sash:** Framed part of a window that holds the glass in place, moves up and down
7. **Sill:** Horizontal piece, bottom of the window



<http://www.suntechwindowst.com/>

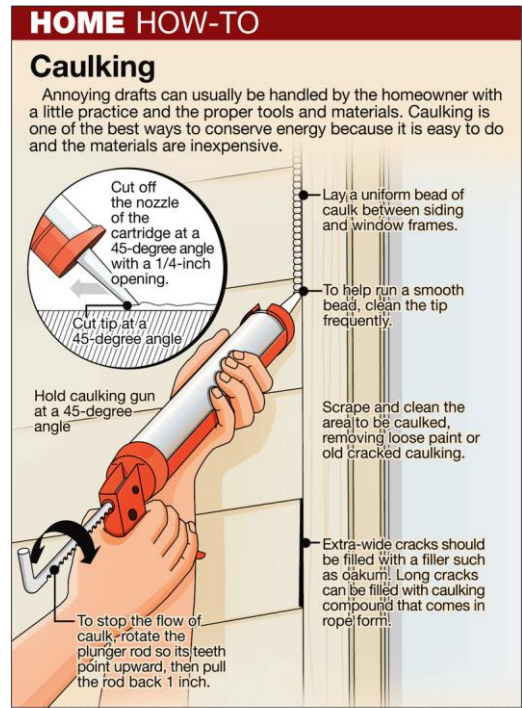
TOOLS FOR WEATHERIZATION PROJECTS

- ▶ Utility knife
- ▶ Caulk gun
- ▶ Caulk
- ▶ Caulking tool
- ▶ Weather stripping
- ▶ Rags
- ▶ Cleaner

PROCESS: WEATHERIZATION PROJECTS

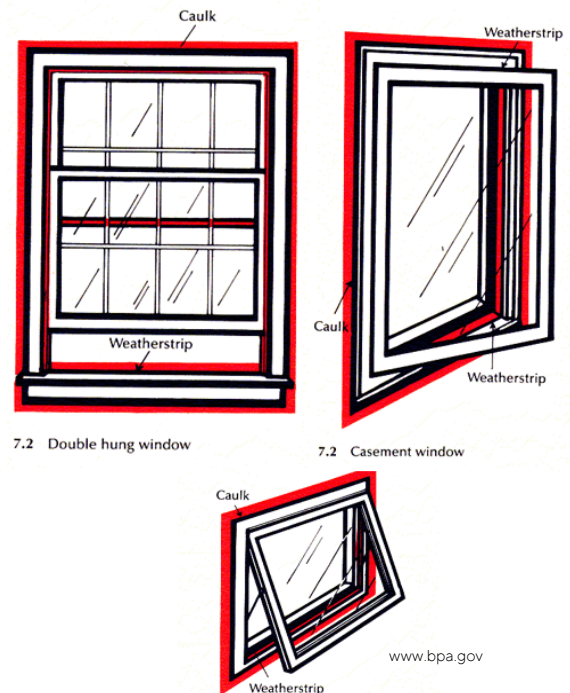
Caulking Windows

1. Determine the source of leaks by running your hand over the window or door. Feel for where gaps and cracks are located.
2. Remove the existing caulk with a utility knife.
3. Clean the surface with rubbing alcohol or household cleaner and wipe with a clean cloth, making sure the surface is clean, dry, and free of dust.
4. Remove the cap from the caulk bottle and cut the nozzle at a 45-degree angle.
5. Pierce the seal with a stiff wire. Insert the caulk into a caulk gun, bottom end first.
6. Position the gun where you feel the leaks on the frame. Hold the gun at a 45-degree angle and squeeze the caulk gun trigger, inserting caulk along the seam. Twist slightly as you lift the nozzle from the window.
7. Smooth the caulk with your finger or a smoothing tool.



Weather Stripping Double Hung Windows

1. Clean the window jamb and any surface where you will apply the weather stripping with a damp rag.
2. Cut a piece of weather stripping slightly longer than the surface you are going to cover. Cut strips for each inner and outer sash, the bottom of the inner sash and the top of the outer sash.
3. Peel away the backing from the strip except for an inch at the top. This inch of stripping will later be pushed up between the sash and jamb.
4. With the window open, press the stripping in place on the window jamb with the "v" facing inside.
5. Place another strip on the opposite window jamb.
6. Close the window.
7. Remove the remaining backing from the inch of weather stripping on each side and stick into place the corners of the closed window.
8. Lower the outer sash as far as it will go. Install the weather stripping the same way as you did before.
9. Raise the inner sash and apply the weather stripping to the bottom.
10. Lower the outer sash. Put a strip of weather stripping on the top and press into place.



To caulk or weather-strip doors, use the directions above, modifying as needed. Caulk or weather-strip all sides of the door, just as you would a window.

CLEANUP: END OF DAY

As mentioned above, weatherization will not be the only project a crew is doing for the whole day. When the weatherization is complete, instruct the crew to clean up before moving on to another project or site.

- If using caulk, wipe excess caulk off all surfaces with soap and water.
- Wipe or sweep up any dust or trash.
- Pack tools and supplies in toolbox and bring back to the housing site.

We always want to leave work project sites in better condition than how we found them!

VISUAL LEARNER? A YOUTUBE VIDEO CAN HELP!



Drywall Project Type Guide

PREP: PREPARING DRYWALL PROJECTS

Drywall projects might seem too big to handle, but with some preparation and guidance, teenagers can successfully complete drywall projects.

The week before a drywall project you need to calculate the amount of drywall you'll need by computing the square footage of the walls and/or ceiling. Use that information to buy the drywall needed. You'll need to let your Site Director know what you're planning on buying. Also, they might have heard from the group that they would like to bring or purchase supplies.

Have the drywall and any other necessary supplies ready to go the weekend before the project to avoid stress on Monday morning.

Things to note:

- ▶ Standard sized sheets of drywall are 4x8 feet.
- ▶ Standard thickness for wall drywall is ½ inch; for ceilings is 5/8 inch.
- ▶ Ask your retailer how much joint compound, rolls of tape, and nails or screws you will need. Generally, it takes about 7 lbs. of drywall nails or screws, 5 gallons of joint compound and 500-feet of tape to complete a 1,000 square foot drywall project.
- ▶ Drywall screws are more common, but drywall nails make the project more accessible to youth.
- ▶ Install drywall horizontally (across, rather than up and down) to save on tape and to keep the seam at a reasonable level for youth.
- ▶ Drywall sheets are tapered on the ends, creating a trough to fill with mud and tape.
- ▶ For safety, each person working with drywall must wear a dust mask and eye protection.

TOOLS FOR DRYWALL PROJECTS

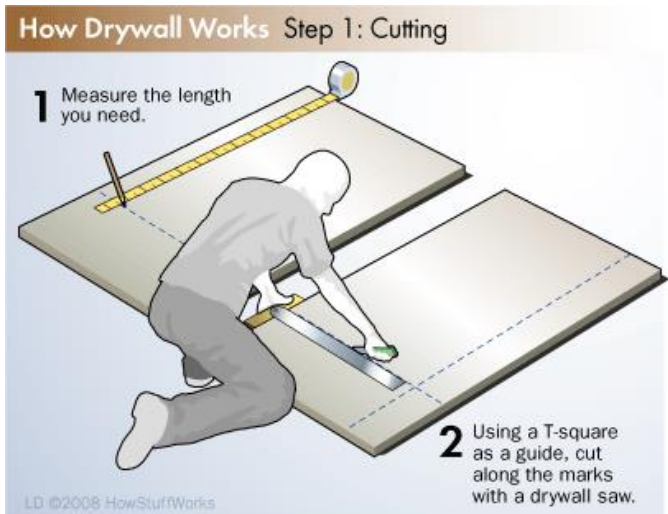
- ▶ Dust masks
- ▶ Eye Protection
- ▶ Drywall sheets
- ▶ Drywall screws or nails
- ▶ Pencil
- ▶ Chalk/Lipstick
- ▶ Screw Gun or Hammer
- ▶ Measuring tape
- ▶ Hand saw
- ▶ Utility knife
- ▶ Joint compound
- ▶ Drywall tape
- ▶ Sandpaper
- ▶ Rags or sponges
- ▶ Bucket of water

PROCESS: PROJECTS

DRYWALL

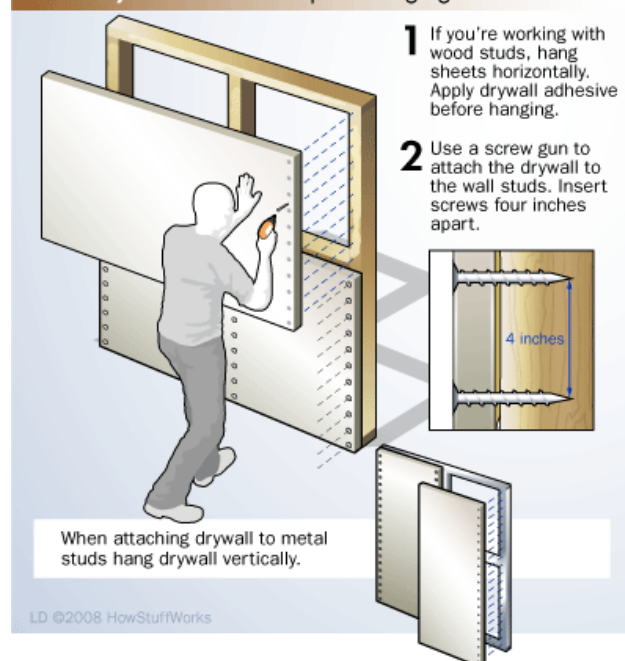
Hanging Drywall

1. Drywall can get messy! Cover the floor and any furniture. Ask the homeowner to turn off the AC so that dust particles do not spread throughout the house.
2. Measure the width of the wall. Subtract $\frac{1}{4}$ inch to help the sheet fit flush with the ceiling. Cut the sheet to the measurements. You may have to cut more than one sheet in order to cover an entire wall.
3. Hold the sheet flush to the ceiling and screw/nail in $1\frac{1}{4}$ " screws/nails in the middle of the panel into wall studs.



4. Finish screwing/nailing in the drywall, moving your way from the center to the outside. Screw/nail 16" apart into each wall stud.
5. *If the wall has a window:* Measure the window before hanging the drywall. Mark the window's outline on the drywall sheet and cut it out with a handsaw. Remove the window trim before installing the drywall.
6. *If the wall has a door:* Measure the door and mark its outline on the drywall. Cut it out with a handsaw. Remove trim from the door before installing the drywall.
7. *Where there are outlets:* Remove outlet covers (if applicable). Cover the outlet boxes with lipstick or dark chalk. Put the panel into place, allowing the lipstick/chalk to transfer to the back of the drywall sheet. Remove and cut along the lipstick/chalk lines with a hand saw.
8. Cut a piece of drywall ¼ inch short. Fit this between the corner of the room and the last installed piece of drywall. Screw/nail into place.
9. For the bottom row of drywall, stagger the seams. Starting with a shorter piece will help. Install the piece of drywall flush with the above row of drywall. Create a ½ inch gap between the floor and bottom piece of drywall. Floorboards will cover this gap later.
10. Continue until all the drywall is up.

How Drywall Works Step 2: Hanging



Taping and Finishing Drywall

1. Stir the joint compound (called "mud") until it is well mixed.
2. Put about an inch of joint compound on a 6" utility knife and use it to fill the grooves and screw holes.
3. Place drywall tape over the compound, pushing it into the groove every foot or two to keep it in place.
4. Starting in the corners of the room, take the 6" utility knife and run it over the tape to smooth and secure.
5. Let the compound dry overnight.
6. Using medium-grit sandpaper, sand the first coat of joint compound.
7. Apply a second coat using the same method. Allow it to dry for several hours. Sand with light-grit sandpaper.
8. Apply a third coat using the same method. Allow it to dry.
9. Sand the mud until the walls are smooth.
10. Clean the wall surface with a rag or sponge and water.

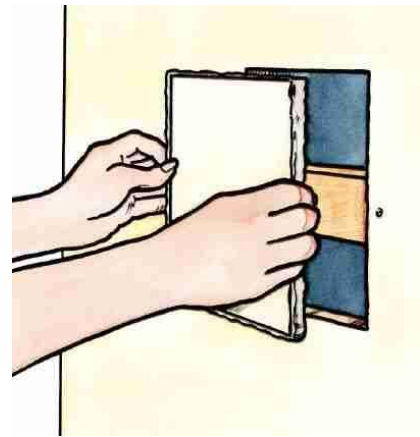
How Drywall Works Step 3: Finishing



Turner, Bambi. "How Drywall Works" 23 March 2007. HowStuffWorks.com. <<http://home.howstuffworks.com/drywall.htm>> 17 December 2013.

Repairing Drywall

1. Measure the area you will be repairing
2. Cut a piece of drywall about an inch wider in diameter than the repair area.
3. Hold the drywall patch over the repair area and trace with a pencil.
4. Using a hand saw, cut along the pencil lines.
5. Attach the drywall patch to a wall stud. If this is not possible, create a backer behind the drywall patch to screw into. Screw or nail in place.
6. Tape the seams with drywall tape.
7. Apply joint compound over the tape, covering an area 6" larger than the patch. Smooth with mudding knife and allow it to dry.
8. Sand the joint compound.
9. Apply a second coat of joint compound. Allow it to dry.
10. Sand the area.
11. Clean the wall surface with a rag or sponge and water.



Curtis, Walter. "How to Fix Drywall Holes" 14 April 2006. HowStuffWorks.com. <<http://home.howstuffworks.com/how-to-fix-holes-in-drywall.htm>> 17 December 2013.

TIPS & STRATEGIES: DRYWALL

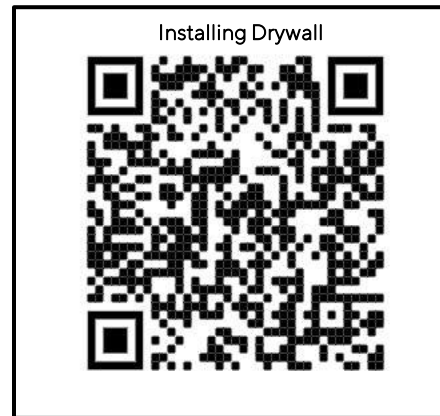
- ▶ Allow the youth foreman (and possibly Adult Leader) to read the Project Guide and delegate tasks to others.
- ▶ Use nails instead of screws. That way, youth can be actively involved in putting the drywall up on the walls.
- ▶ Invite youth to measure the room and figure out the math.
- ▶ Cleaning up a drywall project takes a lot of time. Allow a good hour to clean.

CLEANUP: END OF THE DAY

- Using a rag or sponge, wipe down the walls two or three times. Periodically rinse your rag or sponge into the bucket of water to clean.
- Vacuum or sweep the floors.
- If applicable, mop.
- Carefully remove the tarps or plastic sheeting from any furniture. Dispose of or store the tarps or plastic sheeting appropriately.
- Sweep/vacuum again as needed.
- Place any extra drywall scraps in the trash.

- Gather all supplies and bring them back to the housing site unless otherwise specified by the Work Projects Coordinator.

VISUAL LEARNER? A YOUTUBE VIDEO CAN HELP!



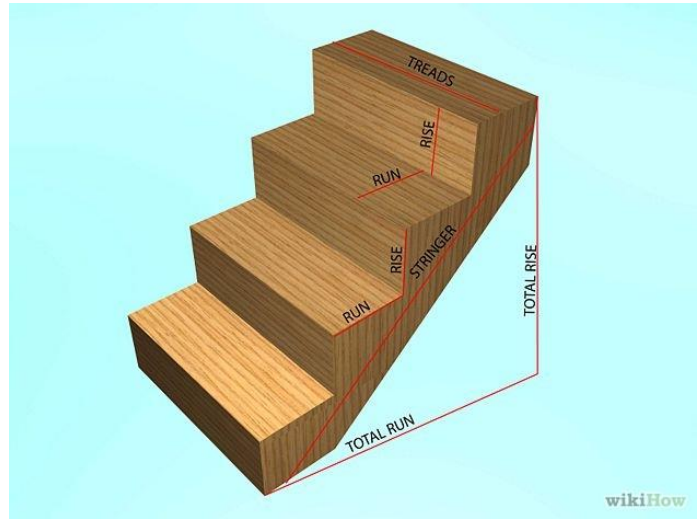
Porch Project Type Guide

PREP: PREPARING PORCH PROJECTS

Building porch steps or repairing porches may seem like a daunting task but it can be an appropriate work project for groups, if the budget allows. The key is to carefully follow these detailed instructions and take and use accurate measurements.

To start, familiarize yourself with the following vocabulary:

- **Rise:** The total height of the steps
- **Run:** The length of the steps measured from the edge of the porch to where the steps end
- **Stringers:** Boards that attach the tread and riser
- **Treads:** Boards that lie parallel to each other to form a step
- **Risers:** “Toe boards” attached on the back of the steps
- **Joists:** Horizontal beams that support the porch floorboards
- **Rim Joist:** The end joist that completes the “box” that makes up porch floorboards
- “ = inches



<http://www.wikihow.com/Image:Build-Porch-Steps-Step-1.jpg>

Other things to note about building porch steps:

- The ideal riser height is 7 inches.
- The ideal tread depth is 10-10.5 inches.
- 36-48 inches is the standard width for a set of stairs.
- The stringers are cut from 2" x 12" boards.
- Porch posts should extend 36" beyond the treads.

Porch steps require lumber, a framing square and special nails. Have a general idea of how much lumber groups will need and ask your Site Director to add the items to the Friday shopping list if the budget allows. If the budget doesn't allow, see if you can get the lumber donated.

TOOLS FOR PORCH STEP PROJECTS

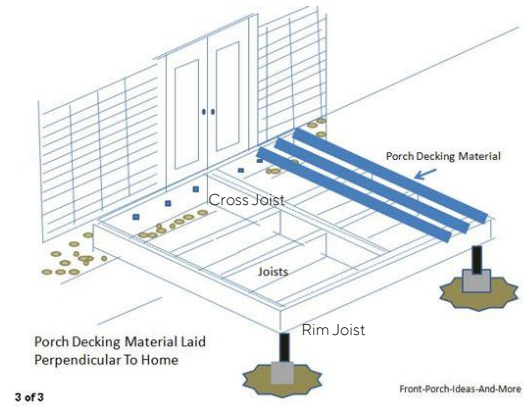
- | | |
|------------------|-----------------------------|
| ▶ Lumber | ▶ Hammer |
| ▶ Framing square | ▶ 3" galvanized deck screws |
| ▶ Pencil | ▶ 8d galvanized nails |
| ▶ Measuring tape | ▶ 16d galvanized nails |
| ▶ Anchor bolts | ▶ Pry bar |
| ▶ Wrench | |
| ▶ Saw | |
| ▶ Angle brackets | |

PROCESS: PORCH PROJECT

Replacing Rotten or Broken Porch Floorboards

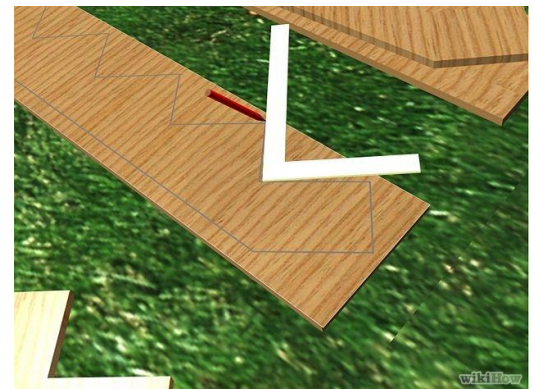
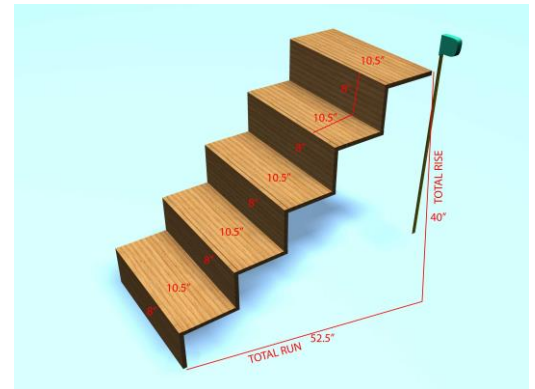
Photo Courtesy of: <http://www.front-porch-ideas-and-more.com/porch-flooring.html>

- ▶ *If there is a rotten patch but the rest of the floorboards are good:* Cut two lines through the rotten part of the floorboard so you can pull up the bad boards with a pry bar. Remove any nails or screws left in the joists.
- ▶ *If all the porch floorboards must be replaced:* Pull up all the porch floorboards. Be careful not to damage the joists.
- ▶ *If the joists are rotten:* Remove the fasteners holding them to the rim joists. Leave the hangers.
- ▶ *If applicable,* measure, cut, and replace the joists by dropping them into the hangers and fastening with 1" galvanized nails.
- ▶ To stabilize existing joists, nail a new 2x8 foot beam into each existing joist.
- ▶ Lay subfloor by measuring the length of the porch and cutting "cross joists" to fit. Lay the cross joists across the existing joists 16" apart and nail to the joists underneath.
- ▶ Measure and install the new floorboards, laying them perpendicular to the cross joists. Nail or screw each floorboard into the joists underneath.



Building Steps

1. Calculate the total rise (porch height) of the steps.
2. Take the total rise and divide it by the ideal height of the riser (7-8 inches). This will give you the number of steps you need. Round to the nearest quarter inch.
 - Ex: a height of 40" divided by 8" risers equals 5 steps
3. Divide the total rise by the number of steps to get the height of each riser.
 - Ex: Top of porch is 40" from the ground; $40/5 = 8"$ for each riser
4. To calculate the length the set of stairs will extend into the yard (the run), multiply the number of steps by the depth of tread. 10-10.5" is the standard depth of the tread.
 - Ex: $5 \text{ steps} \times 10.5" = 52.5"$
5. Calculate the width of the staircase by measuring the opening or using a standard width between 36" and 48".
6. To mark the cut lines on the stringers, place a framing square at the top corner of the board so one side is at the rise (Ex: 7") and the other is at the depth of the tread (10"). Trace alongside the inside of the square. This is the cut line.
7. Move the framing square to the edge of the last cut line and repeat until all cuts are marked.
8. Cut along the cut lines. Use the first stringer as a pattern for the second.
9. Set the stringers in place, placing the bottom on the ground and the top to the porch. Use a level to check the placement.
10. Using angle brackets and 3" galvanized deck screws attach the stringers to the porch. Anchor the bottom to the ground.
11. Measure and cut the risers to the same height as the riser cut in the stringers. Cut to the correct porch width.
12. Attach the risers to the back of the stringers with 8d galvanized nails.



Photos courtesy of: <http://www.wikihow.com/Cut-Stair-Stringers>

13. Cut the stair treads. Allow for 1" extra on each side of the stringers. (Ex: If the width of the stairs is 36", cut 38").
14. Place the tread on top of the stringer and push to the back. Attach tread to stringers with 16d galvanized nails.

***Always check with your local building department before designing a stairway. Follow local codes.**

Railings

1. Secure 4x4 posts at the top and bottom of the stringer. Posts should be long enough to extend 36" above the treads with some extra inches that will be cut off later (40-42"). The posts should be 1-1/2 inches into the ground and attached to the sides of the stringers with 1/2 x 4 1/2 hex bolts.
2. From the top of the tread, measure up the posts and mark where the top rail will be. The top of the upper rail should be 30-34" above the tread.
3. From the top of the tread, measure up the posts and mark where the bottom rails will be. The bottom rail should be 6" above the tread.
4. Place the railing lumber up against the rail marks on the posts and mark any angles to be cut.
5. Cut the railings to length. Nail them to the posts with four 8d galvanized nails.



Photo courtesy of: <http://www.wikihow.com/Build-Porch-Steps>

TIPS & STRATEGIES: PORCH REPAIRS

Remember: This project should be one youth can complete successfully. It's easy for Adult Leaders to take over and complete most of the tasks, but the role of Adult Leaders is to use power tools and oversee the project. Youth can be given ownership over the project using these tips:

- Allow the youth foreman to read the Project Guide and delegate tasks to others.
- Empower youth by explaining the basic vocabulary to them.
- Get youth involved in measuring lengths, widths and drawing cuts.
- Have youth hold the lumber while adults are cutting.
- Involve youth in all steps that don't involve power tools.

CLEANUP: END OF DAY

- Gather any unused lumber and take it back to the housing site or keep onsite per the Work Project Coordinator's instructions.
- Clean up any saw dust.
- Bring saws and tools back to the housing site.

VISUAL LEARNER? A YOUTUBE VIDEO CAN HELP!

Want more info on porch projects? Head to the **Resources** page on the YouthWorks Training Website and check out some "How to Fix/Build Porches" YouTube videos and a [free calculator](#) to help calculate the rise, run and angle of a set of steps.



Partnership Project Type Guide

Work Projects Partnerships are an opportunity to share time, resources and labor with organizations working in communities year-round. If you have existing Work Projects partnerships set up by the Mission Team, information will be in your Site Book. It's your responsibility to follow up on these partnerships using the steps below. You also can establish new partnerships if the opportunity arises.

POTENTIAL PARTNERSHIP EXAMPLES

- ▶ Manual Labor Organizations
- ▶ Housing Authority
- ▶ Schools
- ▶ City Parks
- ▶ Food Banks
- ▶ Thrift Stores

PREP: SETTING UP & CONFIRMING PARTNERSHIPS ASK, ASSESS & ARRANGE

Ask

If the partnership has been set up by the Mission Team, skip to ASSESS.

If you have an idea for a new partnership and it has been approved by your Site Director, your first step will be to **ASK**. Connect with the potential partner by phone or face-to-face and explain *who you are, what you do, and what you are looking for*. Keep it short and simple. **ASK** for a meeting to see the organization or project.

Assess

ASSESS safety and the feasibility of the project. Ask yourself: *Is the work meaningful to both youth and the community? Is there a main contact person who will be available for work crews? Is there enough work to keep a work crew busy?*

Look for opportunities to share resources. For example, could the partner provide lumber or paint for the projects while YouthWorks provides a crew of teenagers and basic tools and supplies?

If the projects are not meaningful, aren't enough work for a crew of teenagers, do not include a reliable contact person or are unsafe, gracefully say "no" and explain why YouthWorks cannot partner with this organization.

Arrange

Fill out a Service Partner Meeting Outline during your meeting with the potential partner. You can get a blank copy of this outline from the CSC on your team or print one off of the Training Website's Resource Document Index. This outline will prompt you to gather important information about the organization.

Considering what works best for YouthWorks and for the Work Projects partner, come up with a schedule. Some partnerships may be one morning a week while could be for all four days of the YouthWorks week. Be realistic and honest about what works with the YouthWorks schedule and what doesn't.

Scan and upload completed Service Partner Meeting Outlines to your site-specific folder on the Hub. Your Area Director will use this completed outline to approve the new partnership.

PROCESS: ORIENTATION & CONDUCTING A PARTNERSHIP PROJECT

Information for Crews

If the partnership is reoccurring throughout the summer, add information about the partner to the Adult Leader Binders. If the partnership is only on the schedule once or twice, write or type up the information to give to those crews. Include the same information you would include in the Adult Leader Binder insert: name and address of organization, parking information, contact's name and phone number, potential task examples, name and address of nearest emergency facility, shower location (if applicable) and any other helpful information.

Before or after your traditional Work Projects orientation, give a brief orientation to crews going to partnership projects. The orientation should include:

Overview of the organization(s) they will be serving:

(What makes this organization important to the community?)

Logistics about the organization(s) and their schedule for the day:

(How will they get around? What should they know about the logistics of this organization?)

Help them understand their role at the organization.

(What will they be doing? How is what they're doing today helping the community?)

Be honest and upfront.

(What will be hard? What will be helpful?)

Get them excited by casting vision about what they will be doing:

(Why should they care? Share a personal story if you can.)

Share any other information you think is important

(Safety reminders, three-together rule, etc.)

Check that everyone is dressed appropriately.

(Keep in mind any organization-specific dress code rules.)

Remind them about what is happening after they serve.

(Where should they go, debrief time, any special end of day instructions.)

Managing a Partnership

Managing a Work Projects Partnership is much like managing a traditional Work Project. Throughout the week, stop in at the project to see if crews and Work Project partners have all the tools and supplies they need. When you are on-site at a partnership location, check in personally with the Work Projects partner to address any questions or concerns they may have.

TIPS & STRATEGIES: PARTNERSHIPS

- ▶ Vision Cast! Give them the "Why" behind partnerships. We are about building relationships in the community, access to food is a felt, practical need, etc.
- ▶ Good communication is a must. Nail down every detail before groups show up at the partnership so there are no surprises.
- ▶ Make the tasks fun for youth. Give them ownership over the project.
- ▶ What to look for onsite: Is there enough work? Are youth engaged? Are there enough resources?

End of the day procedures will vary from project to project. Equip the Work Projects partner to communicate to groups what needs to be cleaned up since you may not be onsite.