

How to Prepare for Your Volunteer Day

- 1) Read through **all** information in this packet
 - a. **Rules to Build By** provides important information about clothing guidelines, what to bring to the build site, and detailed safety procedures.
 - b. **Tasks by Build Day Guidelines** will provide you with an overview on what tasks to expect on your build day.
 - c. **Habifacts** provides general background information about Atlanta Habitat.
 - d. The **homeownership flyer** provides information on how to become an Atlanta Habitat homeowner. Please share with anyone that may be interested!
- 2) Arrive at the build site (warehouse for Day 1 builds) **no later than 7:45 a.m.** Volunteer sign-in begins at 7:30 a.m.
- 3) **Commit to helping for the full build day.** All volunteers are needed to help clean up at the end of the workday.
- 4) Be safe and have fun volunteering!



@AtlantaHabitat

Follow and tag Atlanta Habitat for Humanity on social media.

Rules to Build By

Thank you for volunteering your time and talents with Atlanta Habitat for Humanity! Working on a construction site can be dangerous; we ask that you be responsible for your safety and be conscious of the safety of others. We hope you enjoy your experience and it is injury free. Please read this document carefully. It's important that you **arrive at the worksite no later than 7:45 a.m.** in order to participate in the safety orientation. Volunteer sign-in begins at 7:30 a.m., so arrive early if possible.

Construction Policies

- **No one under the age of 16 is allowed on site – no exceptions.** Volunteers ages 16 and 17 must have a parent or guardian sign their Release and Waiver of Liability.
- Volunteers ages 16 and 17 will be excluded from certain activities, such as but not limited to, working with power tools and working on rooftops.
- No smoking allowed on site.
- Report all injuries to the Atlanta Habitat house leader immediately.

Proper Clothing

Volunteers should dress comfortably, but appropriately, for a hard day's work. Loose clothing and improper shoes can be dangerous.

- Work boots or no-skid, thick-sole shoes are preferred. No sandals or open-toe shoes.
- Long pants and long sleeves are recommended, as some construction materials can irritate your skin. Layering is good for added warmth in colder months.
- Bring a pair of work gloves if possible.
- Always wear sunscreen.
- Eye and ear protection are available and should be worn on the site as needed.

Tools and Materials

Atlanta Habitat provides all tools needed for the build. Volunteers are welcome to bring tools, but Atlanta Habitat is not responsible for lost or damaged tools. If you do choose to bring your own, please take time to clearly mark them with your name and phone number.

- Always use the right tool for the job and ask for instructions before using a tool for the first time.
- Tools should not be loose, dull, or poorly adjusted. Please notify the house leader if unsafe or damaged tools are in use.
- Check for defective cords, plugs, and switches; do not use anything that looks unsafe.
- Never remove or disable tool guards. Ask house leader for help if a tool jams.
- Support materials properly before cutting or drilling. If necessary, use both hands to operate a tool safely.
- Never place tools where they can fall on someone or cause an accident, e.g. top rung of a ladder, rooftop, railings.

Ladders and Scaffolding

Many tasks performed on site require a ladder and, in some cases, scaffolding.

- Inspect all ladders before use.
- Set ladder on solid ground. To level, dig a hole on the high side rather than building up the lower side.
- Use the correct size ladder; never overextend yourself.
- Do not stretch to the side; instead move the ladder (even if that means re-setting it.)
- Never stand on the top rung of a ladder.
- Keep ladder clear of any power lines.
- Always face ladder and keep hands free while climbing.
- Consult house leader for proper scaffolding erection and bracing.
- Inspect scaffolding before use; do not use damaged planks.
- Scaffolding must be level before use.

A Clean Work Site

A clean site is a safer work place. As things can quickly pile up, it is best to clean up and put tools away continuously throughout the day.

- Do not leave tools or materials where others can trip over them.
- Organize debris. Please ask the house leader for direction on what trash may be recycled.
- Always backdrive or bend nails in boards.

Parking and Automobiles

Atlanta Habitat strongly encourages volunteers to carpool. Many sites have very limited parking. **Please remove anything of value from your car.**

Weather Conditions

Atlanta Habitat works rain or shine! Workdays are not typically canceled in advance due to adverse weather conditions. If rain or other problems persist, the decision will be made to shorten the workday on site by the house leader. In extreme conditions, such as ice and/or snow, you may call your day captain or house leader before driving to the work site.

Projected Build Schedule – Tasks by Day

- Day 1***
- Build exterior and interior walls in warehouse
 - Set floor joists and lay floor decking
 - Sheath wall panels
 - Install exterior and interior walls
 - Install front porch deck, columns, and beams
- Day 2**
- Plumb walls and install deadwood
 - Install exterior doors and security doors
 - Prep and install roof trusses
 - Install windows and trim packages
 - Install exterior trim and begin siding
 - Build side porch and stairs
- Day 3**
- Deck and felt roof
 - Install interior framing – wind bracing and attic stairs
 - Install sub-fascia and drip edge
 - Continue siding
- Day 4**
- Shingle roof
 - Insulate walls and ceiling
 - Finish siding and begin caulking
 - Begin painting exterior
 - Install porch handrails
- Day 5**
- Finish shingling roof
 - Install interior doors
 - Continue exterior painting and begin interior painting
 - Begin soffit and fascia
- Day 6**
- Continue exterior and interior painting
 - Install baseboard, window sills and miscellaneous interior trim
 - Install kitchen cabinets and countertops
 - Continue soffit and fascia
- Day 7**
- Touch up exterior painting and finish interior painting
 - Finish soffit and fascia
 - Install doorknobs and bathroom hardware
- Day 8**
- Clean house interior
 - Touch up interior painting
 - Complete miscellaneous items
 - Rake and clear lot
 - Landscape
 - DEDICATE NEW HOME!

** All Day 1 volunteers meet at the Atlanta Habitat for Humanity warehouse. All other build days begin at the construction site.*



habifacts

We transform communities through neighborhood revitalization, education, innovative development and partnerships. As one of the largest affiliates of Habitat for Humanity International, Atlanta Habitat has built more than 1,400 houses—impacting the lives of more than 5,500 family members and 160 neighborhoods—since 1983.

Today, with a new mission and vision, Atlanta Habitat:

Revitalizes Communities

- Builds an average of 50 new homes annually and renovates or rehabs 10 existing structures in the city of Atlanta and South Fulton County.
- Invests more than \$300,000 in critical home repairs—Brush with Kindness and Repair with Kindness programs.
- Constructs houses using green building standards and energy-efficient materials and appliances.
- Makes an annual \$6 million economic impact in Atlanta through our construction, repairs, cleanups, and property tax payments.
- Strengthens the fabric of our city with homeowners who advocate for cleaner and safer neighborhoods and communities and provide stable homes for their children.

Empowers Families

- Sells quality, affordable houses with zero-interest, 30-year mortgages to qualified first-time homebuyers.
- Offers 100+ free classes on financial management, home ownership and maintenance to homebuyers.
- Provides continuing learning opportunities and scholarships to achieve goals beyond the build.
- Engages youth through educational and enrichment programs.

Grows Partnerships

- Collaborates with community partners to promote holistic neighborhood revitalization in 2017 in the Westside, Dixie Hills and South River Gardens.
- Achieves our vision of quality affordable housing in safe vibrant neighborhoods with help from donors, sponsors and volunteers.

ReStore - Donate. Shop. Volunteer.

- Atlanta Habitat ReStore sells new and gently used furniture, home accessories, building materials, and appliances to the public at a fraction of the retail price. Each time someone donates, shops or volunteers at the ReStore, they are helping Atlanta Habitat transform communities.
- Net proceeds in 2016 generated enough funds to fully sponsor nine Atlanta Habitat homes.
- Diverted 10,500 tons of materials from landfills since the store opened in 2001.





A great deal for first-time homebuyers

- Zero interest mortgage - *no interest ever paid.*
- Low good-faith deposit.
- Low monthly payment (on average, less than \$650 a month).

Atlanta Habitat Home Features

- Energy-efficient home including new appliances.
- Central heating and air.
- Wired for cable and security system.

Qualifications

- First-time homebuyer or meet certain exceptions.
- U.S. citizen or permanent, legal resident of the United States.
- Household of one to eight people.
- Lived or worked for the past year in metro Atlanta.
- Proof of steady income for the past two years and meet our income guidelines.
- Consistent payment histories on debts.
- No bankruptcies in the last four years.

Get Started

Reserve a seat at our next information session to learn about qualifications and requirements at atlantahabitat.org. If you do not have internet access, please call 404-223-5180 x100.

Atlanta Habitat has an open door policy: all who desire to be a part of this work are welcome regardless of race, color, gender identity, family medical history or genetic information, religion, sex, disability, familial status, pregnancy, national origin, marital status, age, sexual orientation, past or present military status, receipt of public assistance, or any other characteristic protected by law including, but not limited to, the Fair Housing Act and the Equal Credit Opportunity Act. This policy applies to all employees, volunteers, financial supporters, and applicants.

