



WOOD WINDOW REPAIR

PROPOSAL

October 1, 2011

Jim Curtis
Curtis Commercial LLC
343 S. Main St. Suite 218
Ann Arbor, MI 48104

Dear Mr. Curtis:

Thank you for giving us the opportunity to offer the following proposal to restore the windows on the third and fourth floors above Elmo's Shop on Main Street.

You indicated that there are two objectives: first to improve the energy performance of the facade windows for the comfort of your tenants; and, secondly, to reduce the maintenance required on the exterior of the building. You are unhappy with the previous work that was done as paint has peeled in just a year and damage appears to have been done to the wood trim and frames.

The windows are large "Chicago-style" facade windows. Originally, the lower sashes operated by pivoting around pins at the mid-point of the jambs and tilting out. Although the hardware is there, the sashes have been sealed shut. They are heavy wood frames with plate glass. The transoms above, which have leaded glass panels in wood frames, are hoppers which pivot from hinges at the bottom and tilt into the room. The transoms are 52"x30" tall and the lower fixed sashes are 52"x76" tall. There are three sets on each floor.

I propose to head a team consisting of Adair Restoration, LLC and Ridge Painting to complete a restoration approach. You will contract separately with all three companies, as I can only assume the liability for my company.

To meet both your goals of energy and maintenance, we propose the following work:

1. Energy improvement: Adair Restoration, LLC will remove the large lower sashes, remove the plate glass, route the frames for IGU (insulating glass units) or thermal glass, strip and restore the frames and re-install them in a fixed position. Energy improvement will come from the thermal glass and fixing the sashes in place.

Wood Window Repair will remove the transoms restore the frames and weatherize each sash. Weatherization includes installing silicone tubeseals that will eliminate air infiltration when they are closed.

The new thermal glass and the weatherizing of the transoms will significantly reduce air infiltration, save energy and increase the comfort level in the tenant spaces. While the sashes are out of the frames for 4 to 6 weeks, we will install plywood for weather closure.

2. Maintenance reduction: The windows are in excellent condition; however, the wood trim was damaged when an inappropriate coating was applied last year. I believe that coating was a sealant, a material that should never be applied to the surface of wood as it traps moisture beneath it. This is what has happened but is easily corrected.

The restoration approach will be to strip all of the paint from the sills, jambs, frame and trim, inside and out; then sand, prime and apply two finish coats of oil paint to all wood surfaces. This approach will provide the lowest-maintenance possible while preserving these wonderful historic windows. Ridge Painting will be responsible for all stripping and painting of the frames, sills and trim. They will be responsible for renting a truck to reach the exterior of both floors.

Work not included in this proposal:

Once removed, all sashes, frame and trim will be inspected for deterioration. Wood repair has not been included in this proposal. The sashes appear to be in good condition, however if need for repair is found, we will advise you of any additional costs before proceeding. Any missing hardware or new hardware required will be added to the costs.

LEAD SAFETY: Lorri Sipes and Robin Adair are certified in Lead Safe Work Practices per the requirements of R325.99406(1) Michigan Lead Hazard Control Rules. For all homes and buildings where no children under the age of 6

are living or visiting, we provide the standard level of protection. We will cover the floor in the area we are working to catch all paint chips. We use heat guns to remove paint on the window sills, jambs and trim, which does not produce dust. We dampen the jamb or sill before we scrape or sand to contain dust resulting from the final preparation. During clean-up we wipe down the window frame and all horizontal surfaces near the window with a damp rag. We then remove the plastic with the chips and debris and vacuum the floor with a HEPA vacuum. We remove all paint from the sashes in our shop, thus minimizing lead in your building.

PRICE PROPOSAL:

1. Energy Improvement:
 - a. Large fixed glass sashes, Adair Restoration has given you a figure for that work. You will contract directly to him for that work.
 - b. 6 transoms, \$550.00 each. total for 6 = \$3,300.00
2. Maintenance Reduction
 - a. Ridge Painting will give you a proposal for the painting, including \$1,000 allowance for truck rental.

SCHEDULE:

We can begin the work spring, 2012 and complete the restoration of the windows in approximately 6 weeks.

References are available upon request.

Sincerely,



Lorri D. Sipes, Owner
Wood Window Repair