



Homeowner Education Class

ReStore and Construction



Training objectives for this class:

- Learn ways to earn sweat equity
- What to expect while working at the ReStores
- What to expect while on a construction site.



Wendy Malik Director of ReStore Operations



- **Congratulations!**

Welcome to Habitat for Humanity of Citrus County Homeowner Program. I have worked at Habitat for almost 10 years. It is my pleasure to introduce you to the ReStores and help you navigate this part of becoming a Habitat Homeowner.

The contents of this class serves only as an educational guideline of our Homeownership Program. Change at Habitat for Humanity of Citrus County is inevitable. Therefore we expressly reserve the right to interpret, modify, suspend, or cancel, with or without prior notice, any part of our program guidelines at anytime. Changes will be effective on the dates determined by HFHCC.

Working in the ReStores



Crystal River Location

7800 W. Gulf to Lake Hwy

Crystal River, FL



Inverness Location

3703 E. Gulf to Lake Hwy


Inverness, FL

Our intent is to establish a pleasant and enjoyable but productive atmosphere while you are working at the ReStores. Please adhere to all ReStore and Safety guidelines.

Before your first day at the Restore, you must complete the “ ReStore Safety and Loss Control for Volunteers” course either online or at the administrative office.

At the ReStore

- Please **sign in** when you come in each day and **sign out** when you leave. It is **your** responsibility to write legibly or you may not get proper credit for your time.
- If you leave the property for any reason you must sign out.
- Please wear appropriate clothing. Graphic shirts or hats, inappropriate length shorts or revealing tops are not acceptable. Open toed shoes, sandals and crocs are not allowed.

 Habitat for Humanity of Citrus County, Inc.
Volunteer Sign-In Sheet

DATE: _____
LOCATION: ReStore #2 Crystal River

YOUR NAME (Please Print)	TIME		PLEASE CHECK			
	IN	OUT	H4H VOL.	SWEAT EQUITY (print family name)	Core Volunteer hours donated	Agency Name

Sign-in sheets cover all activities using Habitat volunteers. Return sheets prior to last day of month.



Come ready to work!

- If you do not feel well, stay home.
- If you have personal issues going on that will be a distraction to the work at hand, please stay home.
- Please keep personal problems and opinions to yourself.
- Expect to wash dishes, clean bathrooms, sweep floors, work hard and be hot.
- We work without air conditioning year-round.





And work...

- Please keep cell phone use to a minimum. You are not here to chat or text. Continuous use of your cell phone will not be tolerated.
- **Everyone needs to stay busy.** If you don't have anything to do, ask a staff member. There is always something to do. If we can't find something for you to do, you will be asked to leave.
- You are not here to shop. Please shop after you have completed your hours. **EVERYTHING** must be paid for **BEFORE** it leaves the store! Please don't ask for a discount, the money spent in the store helps fund your Habitat house.

Important Notes

- Please see a staff member for lunch/breaks
- Drinks – We happily supply bottled water to those working in sometimes unfavorable conditions.
- Smoking is only permitted out back in the designated smoking areas.
- If you are assigned a task that you are incapable of performing, **please inform a staff member immediately.**
- We will find a task better suited for you.



**Kimber DeMarco,
Inverness ReStore
Manager**





ENGAGE THE COMMUNITY

- Please introduce as many people to Habitat and the ReStores as possible. We never know where our next volunteer or homeowner is going to come from. The more hands-on deck the quicker your hours get done.
- Please be kind and thank our volunteers. They make everything we do possible.



We  Our Volunteers!



Frequently Asked Questions

Questions

- What are the hours?
- Can I do my hours at either store?
- How old do you need to be to work hours at the ReStore?
- Can I bring my kids if I don't have a sitter?

Answers

- Monday thru Saturday 9am to 5pm
- Yes
- 16 years or older
- No, only those 16yrs or older and who have completed the vetting process may be at the ReStore.

Frequently Asked Questions



Questions

Answers

- Can I wear ear buds to listen to music?
 - If I don't wear proper shoes, is there still something I can do?
 - Where should I park?
- No, that is a safety hazard
 - No, you will not be allowed to work
 - Park in the grass behind the office (CR) for Inverness please park in the side lot.



Frequently Asked Questions

Questions

- Do I need to call before I come?
- How long do I have to stay?
- Can my friends work hours?

Answers

- No, the ReStores always have work, just show up!
- You can stay as long as you want but you have to stay at least 1 hour.
- Yes, but they must be properly vetted through the office first.

Construction Project Manager Harold Bailey



Thank you for joining us to help those families who are willing to partner with us toward their path of homeownership. It's been a joy these past four years as I've seen so many families achieve that American dream. There is no greater feeling than to play a role in it, no matter how small or large.



Before you Start



- Before you can start your “Sweat Equity” hours for Construction you must complete the following trainings either on-line or at our administrative office:
 - Volunteering on a Habitat for Humanity Jobsite (required for anyone on our jobsites)
 - Portable Power Tool Safety – (required for anyone ready, willing and able to use power tools)
- Directions to access the trainings on-line is on our website- www.habitatcc.org
- To schedule training at the administrative office call 352-563-2744 to schedule an appointment.



Construction Practices



- We work on Tuesdays, Thursdays and Saturdays from 8am-12pm.
- Our goal is not only to get the scope of work completed but also train you, the homeowner, about the homes we build so that you can maintain your home in an effective and timely fashion.
- We have a Construction Team on site to assist with each phases of the Construction process.
- This Team is composed of a Construction Manager and two Construction Site Leaders. Please follow their instructions carefully because they are the safety authority on the jobsites.

If you have any questions other than the tasks being completed for the day, please schedule an appointment with me or the office to answer the questions. Remember, our goal is to finish the task for the day so that the construction build can remain on schedule.

Jobsite Attire

Habitat provides each homeowner and volunteer with a Habitat t-shirt. Please be sure to wear it when attending the jobsite. No tank tops, please. Additionally, you must wear closed toe shoes. No crocks, please. There are different elevations and materials on the jobsite so protecting your feet is a must.



Weekly Schedule

A Weekly Schedule is sent to homeowners as well as volunteers.

The Weekly Schedule includes the jobsite addresses where you are scheduled to participate. You will be listed as “Partner Families “on the Weekly Schedule. In addition, the Weekly Schedule is posted at our website, www.habitatcc.org.

If “**Partner Families**” is not listed for a particular day or jobsite, Homeowners will be instructed to participate at one of the Restores.



WEEKLY SCHEDULE 3/18/24 – 3/23/24

Job #/Location	Monday 3/18/24	Tuesday 3/19/24	Wednesday 3/20/24	Thursday 3/21/24	Friday 3/22/24	Saturday 3/23/24
Citrus Springs Project 1962 Nicholas Shane		HOUSE KEEPING ALL JOB SITES!		HOUSE KEEPING ALL JOB SITES!		HOUSE KEEPING ALL JOB SITES!
#257 2095 W. Royal Palm Dr.		Staff, Volunteers, Partner Families Trim Install		No Volunteer or Partner Families Trim Install Hang Doors		Staff, Volunteers & Partner Families Start Punch List
#258 2075 W. Royal Palm Dr.		Staff, Volunteers & Partner Families Tile Prep		Staff, Volunteers, Partner Families Install Floors		Staff, Volunteers & Partner Families Install Floors
#259 2060 W. Royal Palm Dr.		Staff, Volunteer or Partner Families		Staff, Volunteers, & Partner Families		Staff, Volunteers & Partner Families
#260 2040 W. Royal Palm Dr.		Staff, Volunteer or Partner Families		Staff, Volunteers, & Partner Families Install Soffit		Staff, Volunteers & Partner Families
#261 2030 W. Royal Palm Dr.		Staff, Volunteer or Partner Families	Install Drip Edge	Staff, Volunteers, & Partner Families	Move Showers	Staff, Volunteers & Partner Families Install Soffit
#262 2020 W. Royal Palm Dr.		Staff, Volunteer or Partner Families	Install Drip Edge	No Volunteer or & Partner Families	Move Showers	Staff, Volunteers & Partner Families
#263 2020 W. Royal Palm Dr.		Staff, Volunteer or Partner Families	Install Drip Edge	Staff, Volunteers, Partner Families		Staff, Volunteers, & Partner Families
#264 2008 W. Royal Palm Dr.		Staff, Volunteer or Partner Families	Install Drip Edge	Staff, Volunteer or Partner Families		Staff, Volunteer or Partner Families
#265 2000 W. Royal Palm Dr.	Order Windows	Install Windows				
#266 9929 N. Michael David	Order Windows	Install Windows				

Thank you to all our Staff, Volunteers, Trades & Partner Families!
 Partner Families, please contact Harry Bailey, Construction Project Manager at (352) 586-6035 via text by 6pm the day before, ONLY if you are attending Construction. First come, first serve! Thank you!
 Schedule is subject to changes due to special circumstances.



Confidentiality Issues

When present at the jobsites or any Habitat for Humanity event, it is very important to keep your private matters private.

Gossip online or offline

Whenever you are at the jobsite or an event, you represent Habitat for Humanity. Please be sure that your comments and behavior reflect our mission and vision.



Be a Team member/builder



As a Homeowner, you are part of the Construction Team and your responsibility to participate at the jobsite is expected. Please be an encourager at the jobsite.

Appreciate other Volunteers - Say “Thank you” often

Our Volunteers are a very integral part of our organization. We need our Volunteers to help us build these homes. Please take the time to say thank you to them and say it often. At the end of the program, you get a beautiful home, take the time to thank them.



Do not solicit Habitat Volunteers to donate hours for you

You are encouraged to recruit your family members and friends to assist you with your Construction hours. Please discuss recruitment with your Mentor to assure that these friends and family members have been vetted properly before visiting the jobsite.

You should not recruit our volunteers to donate hours for you. However, a Volunteer can donate their hours to you.



Construction Staff cannot donate hours

Please be advised that the Construction Staff cannot donate hours. Please do not ask them to do so.

On the Jobsite



- Check in with the Construction leader upon arrival
- Be sure to sign the Sign-in sheet
- Follow all safety instructions
- Snacks, Water and Gatorade are provided but you are welcome to bring your own as well.

Habitat for Humanity of Citrus County, Inc.
Volunteer Sign-In Sheet

DATE: _____

WORK SITE LOCATION: _____
(House Number, Location, etc.)

YOUR NAME (Please Print)	TIME		PLEASE CHECK STATUS				
	IN	OUT	HABITAT VOLUNTEER	SWEAT EQUITY (print family name)	Core Volunteer hours donated	OTHER (agency name)	Pink Sheet Signed

Sign-in sheets cover all activities using Habitat volunteers. Return sheets prior to last day of month.

Maintenance Manual

Each new homeowner will receive a home maintenance “How To” guide.

This will be discussed further during the Home Maintenance class later in the series.



This completes “ReStore & Construction” class, please follow this link for a short quiz to receive credit

<https://forms.office.com/Pages/ResponsePage.aspx?id=4Wz47ybOu0-OSA96KvhFiGLtsnh7IpRAll16CzdOlgRUMIZTQVZaOUM4NktKVEVYVvKE3SlZMSVJDMS4u>

