

**APPENDIX B – CHORE SERVICE**

**A. PURPOSE**

Chore service is designed to improve, restore, and maintain a safe and healthy living environment by performing tasks beyond the participant's capability and removing hazards posing threats to the participant's health and welfare. Services are limited to those that are not the legal or contractual responsibility of a landlord.

- (1) Heavy household chores,
  - (a) Wash walls and ceilings;
  - (b) Wash inside and outside windows that are not hard to reach;
  - (c) Remove, clean, and replace curtains and drapes, and
  - (d) Shampoo carpets and furniture;
- (2) Simple household chores,
  - (a) Repair water faucets;
  - (b) Unclog drains;
  - (c) Install smoke alarms;
  - (d) Change and install electrical fuses; and
  - (e) Light pilot lights.
- (3) Disposal of garbage, paper, trash, and other waste materials.
- (4) Pest control/extermination.
- (5) Perform seasonal maintenance on the participant's property such as:
  - (a) Repair screens;
  - (b) Repair broken window panes;
  - (c) Cut grass;
  - (d) Rake and remove leaves;
  - (e) Trim shrubs;

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- (f) Remove snow and ice, and provide chemical treatment, if needed;
  - (g) Change and install light bulbs;
  - (h) Perform maintenance on smoke alarms;
  - (i) Change and install furnace filters;
  - (j) Clean, change, and install storm windows and door screens;
  - (k) Clean spouts and gutters.
- (6) Essential shopping.

**B. UNIT of SERVICE**

- (1) A unit of service is one hour of direct service.
- (2) The unit rate shall include the cost of materials, labor, supplies, equipment, administrative costs, and applicable fees associated with the chore requested.

**C. SERVICE PROVIDER AGENCY REQUIREMENTS**

- (1) The Service Provider shall maintain a participant record that documents service delivery in accordance with tasks requested. Records should bear the participant's or care giver's signature upon completion of chores.
- (2) Upon request, the Service Provider shall maintain and furnish to the participant, care giver, or Agency a list of chemicals and substances used for each chore performed.
- (3) The Service Provider shall comply with any applicable local codes or ordinances in the performance of each chore.
- (4) The Service Provider shall inform the participant and care giver of any specific health or safety risks expected during the job, and assist in coordinating times and dates of service to insure minimal hazardous risks to the participant.
- (5) The Service Provider shall furnish to the participant a warranty covering workmanship and materials used for pest control.