



Window Restoration + Tuning Proposal

Date: 3/23/23

For:

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Company Mission:

Thoughtful Craftsmen's mission is to maintain the historic housing stock of Milwaukee and its older suburbs through comprehensive restoration that treats a home as a living organism composed of interconnected systems. Using the highest quality materials, applied and installed with a thoughtful eye to historical and architectural details, we endeavor to return homes to their original appearance in a way that will survive for decades to come.

Work Proposed:

Window Restoration + Tuning

We perform our window tuning on a time and materials basis. This is in part because no two windows are the same. Also, the options you choose can greatly affect the time it takes to perform work on each window. This approach will allow you to start with a select window or windows and expand the project from there at your discretion.

Job Description:

Window Restoration

While needs may vary from window to window, work may include:

Interior/Exterior Finish

If paint/stain on the interior or exterior of your windows is to be removed to any degree, we remove windows to our facility for this work to take place. If windows are removed, we will temporarily foamboard openings.

Paint will be stripped taken to near bare wood **if** badly compromised. **If** finish is well adhered, we will take a less aggressive approach, scuff sanding surfaces (so that new finish can “tooth” into existing) feathering any damaged areas into larger intact ones prior to new finish being applied.

Please list applicable paint color codes here if available:

Glazing

Any easily removeable or failing glazing surrounding the perimeter of glass will be replaced using Sarco Dual M Glaze. Glazing will be painted to match the sash after it has hardened.

Glass

Any broken glass will be replaced. All remaining glass will be cleaned where accessible.

Damaged Wood

Address any deteriorated wood discovered using Abatron Wood Restoration 2 Part Epoxy repair solution. This process clears areas of existent rot/deterioration, consolidates the wood with a liquid epoxy and is followed with an epoxy putty which is packed into place. After it has set, we sand and shape it to match the surrounding structure.

If damage is such that epoxy repair is not logical, material will be replaced to match existing and finished appropriately.

Joinery

Any loosening joinery to be re-secured.

Window Tuning

With windows restored we will “tune” windows for improved operability and efficiency. Work may include:

Affixing top sash fully up into its jamb with the addition of small decorative blocks to help prevent future sagging of top sash. This will help meeting rails stay aligned and properly latch.

Replacing sash chords and adjusting weights of lower sash.

All windows to receive new latching hardware and pulleys to match previously restored windows.

Adding new weatherstripping where missing or damaged. Weather stripping to be used is a metal interlocking weather stripping. In certain instances, “stop gap” weather stripping may also be implemented.



Example of stop gap weather stripping.

Lubricating sides of sashes ensuring windows operate smoothly and are able to latch tight.

Finally, any trim “window stops” removed to access sashes, if painted, will need some touch up painting upon completion.

We will confirm the scope of work you’d like performed prior to project commencement. You may expand the project or change the scope at your discretion.

Please list windows you’d like to start with:

Totals:

All work including set up, removal, restoration, reinstallation, cleanup and travel (including standard mileage rates) to be performed at \$85/hr. plus the cost of all materials and expendable supplies.

A Note On Time and Materials Work:

This process has proved to be very successful for going-on 20 years, but requires that we each “do our part.” Our part is to keep you informed about the job progress and the time spent and materials used. We do this through daily “Time and Material Logs,” which are made

available to you. We provide the information and can answer questions about it, but we cannot know if it is meeting your expectations or staying within your budget.

That's where "your part" comes in. We encourage you to read the logs as you receive them, ask any and all questions that occur to you. If you want to expand or contract the scope of work, let's talk so we can find a good stopping point. If you want us to pursue a lower degree of perfection in order to speed things up, please let us know. We can make adjustments while the work is in progress. If you wait until you receive the invoice to tally hours and consider your budget, it is too late for us to make changes. While we don't bill for any mistakes or gross inefficiencies, we do invoice for all hours we worked unless adjustments are made at the time.

Most of all, please communicate whenever you have a question or concern. Both you and we share this common goal: we do not want to do any work that you don't want to pay for. . . but we cannot read your mind. Please share with us what is on it.

AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THE OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE BELOW SIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS/HER MORTGAGE LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMANTS ARE DULY PAID.

Payment Schedule:

\$250 down payment due upon signing. (Will be deducted from final invoice.)

Time & materials work Invoiced and paid weekly as needed.

Payments due directly upon receipt of invoice.

1+1/2% interest per month on all payments 5 days overdue.

Scheduling is based on date of signed proposal and received down payment. For this, check is best and can be made out to Thoughtful Craftsmen and sent to P.O. Box 11537 Shorewood, WI 53211.

Authorized Signature, Thoughtful Craftsmen, INC.

Jake Meils

3/23/23

I agree to these terms and authorize the work described above.

_____ Date _____ Owner/Agent
(Please sign and return with down payment).

3/20
3/16/23

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Authorized Signature, Thoughtful Craftsmen, INC.

Jake Meils

3/23/23

I agree to these terms and authorize the work described above.

Zachary J. [Signature]

Date 3/30/23 Owner/Agent

(Please sign and return with down payment).

Addendum 4/25/24: Continue window restoration and tuning work as described above on 6 remaining windows after tenants vacate the property in June of 2024.

Please initial here if accepting the continuation of our proposed window restoration tuning work: _____