

## **Chore (& Minor Home Repairs)**

\* = required field

### **I. Service Capacity**

1. **Check off** which service(s) and components you can perform\*:

- |  |   |
|--|---|
| <input type="checkbox"/> Heavy vacuuming                       | <input type="checkbox"/> Wood cutting                             |
| <input type="checkbox"/> Heavy dusting                         | <input type="checkbox"/> Changing of storm doors and windows      |
| <input type="checkbox"/> Washing floors and walls              | <input type="checkbox"/> Yard work                                |
| <input type="checkbox"/> Dry mopping                           | <input type="checkbox"/> Snow removal (shoveling or plowing)      |
| <input type="checkbox"/> Heavy cleaning bathrooms and kitchens | <input type="checkbox"/> Cleaning attics and basements            |
| <input type="checkbox"/> Moving furniture to vacuum            | <input type="checkbox"/> Hoarding cleanout                        |
| <input type="checkbox"/> Defrosting freezers                   | <input type="checkbox"/> Bedbug Preparation                       |
| <input type="checkbox"/> Cleaning ovens                        | <input type="checkbox"/> Air Conditioner installation and removal |
| <input type="checkbox"/> Shampooing carpets/rugs               | <input type="checkbox"/> Other: _____                             |

2. **What is your proposed rate for Chore Services?\***

\_\_\_\_\_

3. **Describe any additional charges\***

\_\_\_\_\_

4. **Chore Services - Minor Home Repairs:\***

- ☐ N/A (skip to question 7)
- ☐ Removal of fire and health hazards
- ☐ Replacing windowpanes
- ☐ Replacing window and door locks
- ☐ Installing hand and safety rails
- ☐ Repairs to stairs or floors
- ☐ Weatherization
- ☐ Other Services offered \_\_\_\_\_

7. List limitations, if any, to work you are able to perform (All Chore service includes the cost of cleaning supplies and equipment necessary to perform the service)\*

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8. Certain authorized tasks may require a Permit from local governments. In all instances, this will be the responsibility of the Provider. Describe your procedures to assure that all necessary permits have been obtained prior to performance.\*

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9. What are your procedures in the event that estimated costs prove insufficient to complete authorized tasks?\*

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10. How do you ensure that assignments have been completed with good quality? \*

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11. Describe how you ensure workers are adequately equipped with cleaning supplies and equipment for job.\*

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12. Provide the number of Chore Workers regular full- and part-time employees in the following positions:\*

Chore workers:

- 1) Full Time: \_\_\_\_\_
- 2) Part Time: \_\_\_\_\_
- 3) Minor home repair workers: \_\_\_\_\_

13. Provide the number of per diem contract employees for the following:\*

- 1) Chore workers: \_\_\_\_\_
- 2) Minor home repair workers: \_\_\_\_\_
- 3) N/A ☐

## II. Staff Qualifications

Describe the experience and qualifications you require for chore workers and, as applicable, persons to provide minor home repairs.\*

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## III. Training and In-Service Education

Describe your procedure for job specific training, including ensuring sensitivity to older adults prior to placement.\*

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## IV. Supervision

Describe procedure for supervision, including frequency, documentation, and credentials/qualifications of supervisors for\*:

1) Coordinators

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2) Chore workers

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3) Minor home repair workers (if provided)

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N/A ☐

Provider employee who completed this form\*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES:** A specific Provider charge for estimating the cost for Minor Home Repairs is not allowed either to the ASAP or Consumer unless a written agreement to this charge has been made. Any cost to be incurred by the consumer must receive prior approval of the ASAP prior to performance.