



Fall 2011

Dear Volunteer,

First of all, I want to thank you for being a part of Operation Weatherization 2011. The cliché is true; without people like you this project would not happen.

For Operation Weatherization, 2011 is a year of change. Change for the good. This is our fifth year for the project and through the years we have learned what works and what doesn't. Here are a few changes we have made this year:

- Start Time – Teams can begin as soon as their whole team has arrived and received their supplies.
- Getting to Know Your “Neighbor” – Teams will have the opportunity to have a team member (or members) meet the people or “neighbor” they will be helping and have a plan prior to the event day.
- Alternate Operation Weatherization Days – If your team wants to participate but has a conflict on November 5th, you can schedule an alternate day with your “neighbors” after the November 5th start date.
- Training – On our United Way website (www.unitedwaymadisonco.org) we have links to short “how to” videos for the tasks teams will be performing for Operation Weatherization.
- This Handbook – We wanted to help team leaders and those volunteers who are willing to help but need a little extra feel confident about Operation Weatherization.

SATURDAY, NOVEMBER 5, 2011

10 am – 2 pm

LOCATIONS:

Alexandria – TBD

Anderson – The Shadeland Project, 1525 W. 14th Street, Anderson, IN 46016

Elwood – Elwood Police Department, 1505 S. B Street, Elwood, IN 46036

Pendleton – Pendleton Community Library, 595 E. Water Street, Pendleton, IN 46064

WHAT TO BRING:

For a “Neighbor” Meet – Measuring tape and supplies order form

For Event Day – Each participant should bring gloves and wear old clothing; Each team should have basic tools (screwdrivers, putty knife or scraper, and a hairdryer)



MEETING YOUR CLIENTS

In past years, you arrived the day of Operation Weatherization, received your team assignment and your box of supplies and hurried off to weatherize homes. Many of you expressed a wish to know more about the home and those you are helping. For 2011 we are offering this opportunity.

Teams wishing to do this will be assigned their homes in advance and will have a member (or members) contact and visit with their “neighbors”. At this meet the team representatives can discuss the project and what tasks will be performed for their “neighbor”.

The team will also complete the supplies order form and return it to the United Way office by Monday, October 24. The average cost to weatherize a home for our project is \$75-100, so please keep this in mind when completing the supplies order form. United Way staff members will assemble your team supply boxes according to your supplies order form.

PUTTING TOGETHER A TEAM PLAN

It’s good practice to have a plan before attempting a task and the same is true with Operation Weatherization. Here are some suggestions:

- Assign each member a specific task before entering your “neighbor’s” home. These should include the different weatherization tasks to perform and also a person to help educate the homeowner on energy conservation (these materials will be provided for your team).
- If you have team members under 18, make sure you have an adult supervising them. We are thrilled to have younger volunteers but want to make sure everything is safe for both the volunteer and your “neighbor”.
- Make sure you have your basic tools. Many “neighbors” may have these items on hand, but it is safer not to assume.

ON THE FOLLOWING PAGES...

List of Youtube videos “How to...”

Written instructions

Sample form the “neighbor” received to apply for Operation Weatherization

Supplies order form

T-shirts

QUESTIONS, THOUGHTS, SUGGESTIONS, ETC.

Contact Kim Rogers-Hatfield 765-608-3067, rsvp@unitedwaymadisonco.org

Or Caleb Fiechter 765-608-3062, c.fiechter@unitedwaymadisonco.org



THE BEST HOW TO VIDEOS WE COULD BORROW:

How to Weatherize Windows with Plastic Insulation (and apply weather stripping):

<http://www.youtube.com/watch?v=Ft33T82ud8o>

How to Apply Caulking to Windows:

http://www.youtube.com/watch?v=-8cXoLV_seA

How to Install a Water Heater Blanket:

<http://www.youtube.com/watch?v=H8UlievFeU8>

How to Apply Weather Stripping:

<http://www.youtube.com/watch?v=sAPv9wdrNuo&NR=1>

How to Air Seal with Spray Foam Insulation:

<http://www.youtube.com/watch?v=XCHHRZFUnXI>

Links to these videos (and this handbook) can also be found on our United Way website:

<http://www.unitedwaymadisonco.org/main/operation-weatherization/>



How to Apply Caulk to Windows and Cracks

Best Uses: Top and bottom of window sash; door frames; attic hatches and inoperable windows. Good for blocking corners and irregular cracks. Works best when compressed.



Tools Needed: Caulk gun, putty knife or large screwdriver, scissors or utility knife and towels for cleanup

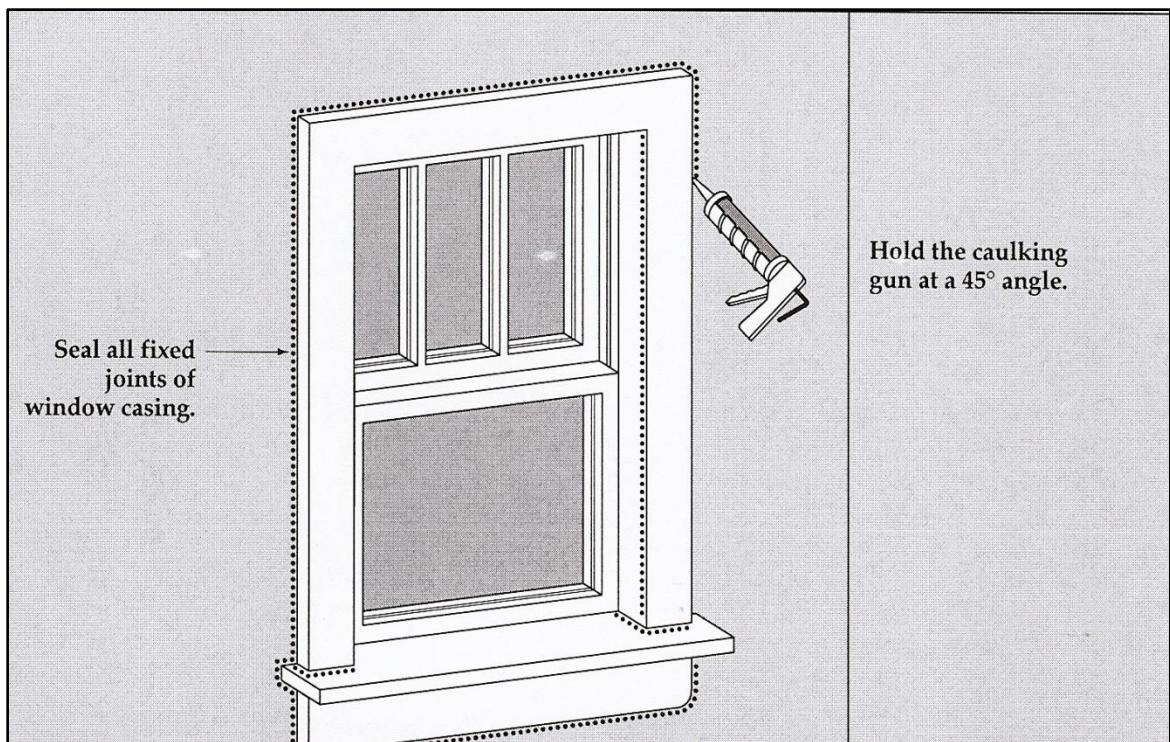
How to Use Caulk Gun:

1. Push the metal lever on back on gun.
2. Pull the metal plunger all the way back
3. Put your caulk tube into the gun, with the nozzle sliding securely into the opening at the front of the gun. The tube should lay completely flat in the metal barrel.
4. Twist the back plunger back around so that it is flush against the caulk tube.
5. Now squeeze the trigger of the caulk gun and it should catch on the plunger's notches (or teeth) and it should move the plunger forward towards the front of the gun.
6. Each time you squeeze and let go of the trigger, the plunger should move forward a little more.
7. Watch the plunger to make sure it goes into the back of the caulk tube straight and even.
8. Squeeze the trigger easily for a few times. You'll begin feeling some resistance.
9. Stop when you feel that pressure; it means the plunger is now in the caulk tube and ready to start pushing caulk out.

Tips & Installation of Caulk:

1. Make sure surface is clean, dry, and grease free. Remove any old caulk with a putty knife or large screwdriver.
2. Cut nozzle at 45 degree angle to desired bead size. **Continued on back side**

3. Hold the gun at a consistent angle. 45 degrees is best for getting deep into the crack. You know you've got the right angle when the caulk is immediately forced into the crack as it comes out of the tube.
4. Send caulk to the bottom of an opening to avoid bubbles. Starting at the end of an edge, caulk in one straight continuous stream, if possible.
5. Make sure the caulk sticks to both sides of a crack or seam.
6. Release the trigger before pulling the gun away to avoid applying too much caulking compound.
7. Don't skimp. If the caulk shrinks, reapply it to form a smooth bead that will seal the crack completely.
8. Run a wet finger gently along caulking compound to smooth edges.
9. Clean up any excess with wipes and/or towels.





How to Apply Window Plastic Insulation



Do Not Apply to: Wallpaper, wallboard, plaster or veneer surfaces. Make sure surface is clean, dry, and grease-free.

Tools Needed: Scissors or utility knife
Measuring tape or yardstick
Hair dryer

Installation:

1. Apply double-face tape around outer edge of frame and on bottom of protruding sills.
2. Press firmly...wait 15 minutes to make sure tape adheres securely.
3. Remove backing paper from tape across top of frame.
4. Unfold film and allow at least 1 inch overhang on all sides.
5. Hold plastic sheets at both upper corners and apply it to the tape.
6. Repeat the process for the sides.
7. To avoid excess wrinkles, smooth out the surface.
8. Remove backing paper from tape at bottom of frame and apply film.
9. Starting at a corner, move a hair dryer (at its highest setting) slowly across the film until all the wrinkles have disappeared. **NOTE: Don't touch plastic with the hot dryer.**
10. Trim excess film with scissors or utility knife.



How to Apply Spray Foam Insulation



Best Uses: To fill cracks or gaps around outer edge of windows or doors.

Important: To prevent spills, use spray foam in outdoors spaces only.

Tools Needed: Utility knife and towels for cleanup

Instructions:

1. First, do a test spray. Remember, this material can expand a large amount, so use it conservatively.
2. Next, spray evenly within the cracks. Allow it to expand so it fills all the gaps.
3. Clean up excess with towel.
4. After allowing the foam to form and set, shave away any foam that extends away from the window or wall. The foam needs to be flush.



How to Apply Vinyl Foam Weatherseal to a Door or Window

Best Uses: Top and bottom of window sash; door frames; attic hatches and inoperable windows. Good for blocking corners and irregular cracks. Works best when compressed.



Tools Needed: Scissors or utility knife and measuring tape or yardstick

Installation:

1. Make sure surface is clean, dry, and grease free.
2. Unwind 12" to 18" of tape.
3. Starting at one edge of corner, press the adhesive side to tape firmly in place (leave backing paper on to prevent stretching).
4. Continue to apply, cutting off at required lengths with scissors or blade.
5. Remove the backing paper.

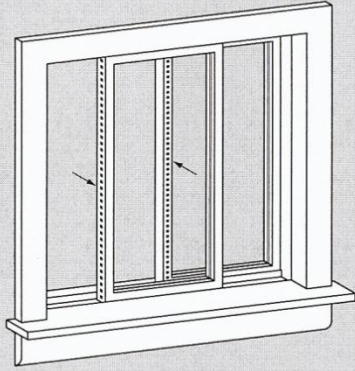
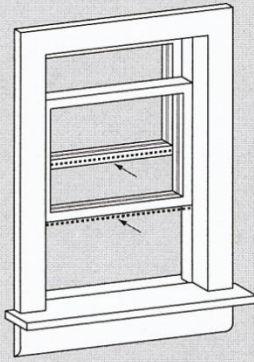
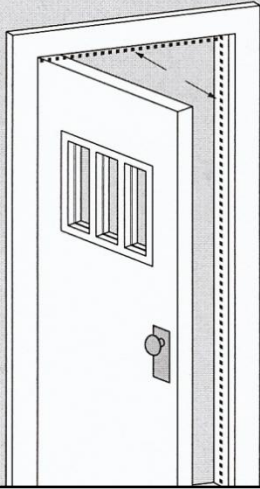
Windows:

1. Apply to top of upper window.
2. Apply to bottom of lower windows.

Doors:

1. Apply to door stop molding across the top and down the latch side.
2. If needed, on hinge side, apply to the door frame next to the molding.

Apply weatherstripping
around door frame/stop.



Apply weatherstripping at top and bottom
of window sash.



How to Install a Water Heater Insulation Blanket



Tools Needed: Scissors or utility knife, marker or pen and duct tape

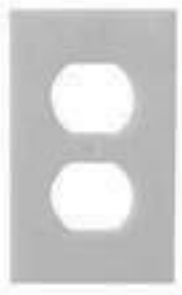
Important! Do NOT insulate the top of gas water heaters!!

Installation:

1. Make sure surface is clean, dry, and grease free.
2. With white vinyl side out, wrap the jacket around the water heater with the tab at the top. Mark the vinyl at the point the insulation overlaps.
3. Using a knife, cut the jacket with the vinyl side up along the line marked at the overlap.
4. Cut and apply 3 pieces of tape, approximately 6 inches long, horizontally, evenly spaced from top of heater to bottom.
5. Cut and apply 1 long piece of tape, approximately 48 inches long, vertically over entire length of side seam.
6. Cut tape into pieces approximately 6 inches long and use to tape sides to top of water heater.



How to Install Electric Outlet or Switch Sealers



Best Uses: Outlets and switches located on exterior facing walls

Tools Needed: Screw driver

Installation:

1. With a screwdriver, remove the existing cover plate.
2. **Note: Do not attempt if any wires are bare.**
3. Press out and discard the pre-cut insert from the sealer.
4. Place the sealer in position around the outlet and screw the cover plate back on.



How to Install a Smoke and/or CO Detector



Tools Needed: Screwdriver and batteries (if not provided in the package)

Instructions:

Smoke Detectors

1. Locate the area where you want to mount the smoke detector. Detectors should be mounted inside of bedrooms or in hallways leading to bedrooms.
2. Avoid mounting smoke detectors near windows or doors, where smoke can escape before reaching the detector.
3. Mount smoke detectors high, on a wall or ceiling, though the ceiling mount is preferred.
4. When attaching to the wall, place detector 4-12 inches from the ceiling.

CO Detectors

1. **Note: If the home does not have a gas furnace, use gas appliances or have an attached garage, it does not need a CO detector.**
2. Locate the gas furnace. If the home does not have a gas furnace locate the most used gas appliance.
3. Mount the detector on the ceiling near the furnace or appliance.

DO YOU NEED HELP GETTING YOUR HOME READY FOR WINTER?

Get Help with Operation Weatherization

What is Operation Weatherization?

Operation Weatherization is a **volunteer** event on **Saturday, November 5, 2011** where community members come together and help fellow Madison County residents, like you, with weatherization tasks which can help in reducing your energy costs for the upcoming winter.

What Operation Weatherization volunteers may do:

- Apply insulating plastic to inside of windows**
- Apply caulk to doors and windows**
- Apply weather-stripping to doors or windows**
- Spray foam insulation to large gaps or cracks**
- Change furnace filters**
- Swap incandescent bulbs to compact fluorescent bulbs**
- Install electric outlet or switch sealers**
- Install Vectren Energy Savings kits**

Operation Weatherization does NOT:

- Repair or replace furnaces**
- Any type of electrical work**
- Any type of construction work**
- Repair or replace roofs, doors or windows**
- Clean gutters**
- Work in a home unless an adult member of the household is present**

How Do You Apply for Operation Weatherization?

Just complete the form on the opposite side and send it back in the enclosed envelope by the end of the month. **Deadline Friday, September 30**

What's the Next Step?

You will then be contacted, in October, by an Operation Weatherization staff or volunteer to meet with you and go over your weatherization needs.

Operation Weatherization will be held **Saturday, November 5, 2011 from 10 am to 2 pm** or another time agreed upon by you and your assigned volunteer team.

If you have any questions please contact United Way at 765-643-7493.



United Way
of Madison County, Inc.



OPERATION WEATHERIZATION
Starting Super Saturday -November 5, 2011
10 a.m. - 2 p.m.

Applicant Name:
Street Address:
City:
Phone Number:

Do You: Own Rent Rent to Own

No. of Household members (Including self):

Adults (19-up) _____ Teens (13-18) _____ Children(0-12) _____

Is anyone in the house legally disabled: Yes

If Yes, who: Self Other Adult in home Senior (60 or over) Child or Teen

This dwelling is a: 1-story 2-story Mobile Home Apartment

Primary Heat Source: Natural Gas Total Electric Propane

Utilities are included in Rent: Natural Gas Electric Both

Do you own a ladder: No Yes Step Ladder Extension Ladder

How many bedrooms: One Two Three Four or more

Which three rooms in your home are the coldest (most concerned about keeping warm)?

In these rooms, how many windows and outside doors are there? Windows _____ Doors _____

Are you or another adult in the home available on Saturday, November 5th? Yes No

Approximately how many minutes does it take to reach town from your home: Minutes _____



Operation Weatherization Supplies Order Form

“Neighbor” Name: _____ Address: _____

Utility Providers: Electric _____ Gas _____

Team Name: _____

- | <input type="checkbox"/> | Apply Plastic Window Insulation | | estimated cost |
|--------------------------|--|----------------|----------------------|
| | 5-window extra-large insulation kit 62” wide X 210” long | # of kits | _____ \$9.17= _____ |
| | 3-window insulation kit 42” wide X 62” long- 3 sheets | # of kits | _____ \$4.17= _____ |
| <input type="checkbox"/> | Apply Vinyl Foam Weather seal | | |
| | Grey vinyl weather strip tape roll | # of rolls | _____ \$1.59= _____ |
| <input type="checkbox"/> | Apply Caulk to Windows and Cracks | | |
| | 10 oz. Clear caulk | # of tubes | _____ \$1.29= _____ |
| <input type="checkbox"/> | Install Electric Outlet or Switch Sealers | | |
| | For outlets & switches against exterior | # of outlets | _____ \$1.29= _____ |
| | | # of switches | _____ \$1.29= _____ |
| <input type="checkbox"/> | Install Water Heater Insulation Blanket | | |
| | 2” water heat insulation wrap (max. 1) | # of wraps | _____ \$9.25= _____ |
| <input type="checkbox"/> | Apply Spray Foam Insulation | | |
| | 12 oz. Gaps & cracks spray foam insulation | # of cans | _____ \$2.98= _____ |
| <input type="checkbox"/> | Install CO and/or Smoke Detectors | | |
| | CO alarm (max. 1) | # of alarms | _____ \$12.89= _____ |
| | Smoke detectors (max. 2) | # of detectors | _____ \$ 7.99= _____ |
| <input type="checkbox"/> | Replace Furnace Filter | | |
| | Size of filter _____ inches X _____ inches | # of filters | _____ \$1.25= _____ |
| <input type="checkbox"/> | Replace incandescent bulbs w/ CFL bulbs | | |
| | 60w rep soft white cfl 6 pk | # of pkgs | _____ \$6.98= _____ |
| <input type="checkbox"/> | Other _____ | | est. cost _____ |
| <input type="checkbox"/> | Other _____ | | est. cost _____ |

Total Estimated Cost (avg. \$75-\$100) = _____

Return by **FRIDAY, OCTOBER 21**

Fax to: 765-608-3065 or email: rsvp@unitedwaymadisonco.org



FOR TEAMS THAT REGISTER IN ADVANCE

LIVE UNITED t-shirts are available first come, first serve.

To receive a t-shirt, please send us a list of your team members and their preferred size ASAP.

If your team is larger than 10 members, have each person go to the Volunteer Action Center website, www.volunteermadisoncounty.org- Step 1

Create a volunteer profile- Step 2

And click on the "I'm interested" button

for the Operation Weatherization United Way opportunity – Step 3
before October 10, 2011.

