

**General Notes:**

**Governor's Reception Room**

1. Strip, repair and repaint existing wood stile and rail raised panel wainscot and wood trim. Entirely strip areas indicated on Reception Room elevations. Strip areas at least two inches on either side of trim where cracking is occurring. Additional stripping requested during contract will be paid at the square foot unit price bid.
2. Reconstruct wood stiles and rails where necessary to replaced damaged wood or correct former workmanship. Replacement of 250 LF of previously damaged trim is included in the base contract. Additional trim will be replaced at the unit cost bid.
3. Carefully apply caulk sealant at stile and rail joints with paneling to avoid future cracking at joints.
4. Strip, repair and repaint interior of front door. Replace wood as necessary in door frame/surround.
5. Facilitate reinstallation of front door sidelights and transom for glass repair (glass repair by others). Replace wood trim strips to hold windows in place. Paint/touch-up after installation.
6. Construct temporary dust proof barrier to living room. Carefully relocate furniture into living room during project period. Replace when work completed or when directed.
7. Repair (glue or replace) cracked wood panels.
8. Tighten (re-glue) stair balusters to hand rails and stair treads. (Note some railings are shaky due to loose joints.) Repaint.
9. Handrail – protect existing surfaces. Sand lightly and recoat with enamel.
10. Protect existing wall coverings, floors and other surfaces from dust and damage. Cover chandeliers during work and clean afterwards.

**Ballroom**

11. Removed cracked caulk at edge of columns, re-caulk and repaint. No not damage adjacent wall covering.
12. Cracks at baseboards. Fill cracks and repaint baseboard.

**Sunroom:**

13. Replace wood windows. Match wood windows to exterior doors on west wall and maintaining the configuration, light size and trim of existing windows. Provide thermo-pane window glass, trim size may be deepened to accommodate glass.

**Library**

14. Refinish interior surfaces of wood window.

**Rear Stair**

15. Strip, repair and repaint arched entryways between Governor's Reception Room and Rear Stair.
16. Strip, sand and repaint rear outside door.
17. Strip, sand and repaint interior elevator door.
18. Tighten (glue) stair balusters to handrail and stair treads. Repaint balusters.

**Women's Rest Room:**

19. Remove wall paper from toilet stall. Repaint wall to match existing color.

**Second Floor**

20. Tighten (re-glue) stair balusters to hand rails and stair treads. (Note some railings are shaky due to loose joints.) Repaint.
21. Replace broken baluster(s). Balusters shall match original in size, pattern and wood species. Include the cost of five(5) replacement balusters in contract
22. Handrail – protect existing surfaces. Sand lightly and recoat with enamel.
23. Sand, repair cracks and repaint wood beams.
24. Sand, repair and repaint wood capitals and bases. Protect existing column shafts and touch-up as required.