

# OPERATION: TINY HOME TURBO

## OPERATIONS PLAN



**HomesNOW**

**1441 St. Paul St.**

**Bellingham, WA 98229**



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## 1. Executive Summary

**Operation: Tiny Home Turbo** is an initiative by HomesNOW! Not Later to establish a staging area for constructing a new tiny home village located at 3300 Northwest Ave, Bellingham, WA 98225. Utilizing the parking lot at 140 E Bellis Fair Pkwy, Bellingham, WA 98226, this operation aims to efficiently build and later relocate tiny homes by Spring 2025. The project emphasizes security, volunteer involvement, professional oversight, and compliance with all relevant regulations to ensure timely and successful completion.

## 2. Project Overview

- **Staging Area Location:** 140 E Bellis Fair Pkwy, Bellingham, WA 98226
- **Tiny Home Village Location:** 3300 Northwest Ave, Bellingham, WA 98225
- **Duration:** September 2024 - Spring 2025
- **Key Components:** Fencing, porta-potties, surveillance systems, portable storage structures, maintenance shed, storage facilities, construction oversight, volunteer management, insurance coverage, and logistics for moving structures.

## 3. Objectives

- **Secure a safe and efficient staging area** for the construction of tiny homes.
- **Ensure the protection** of building supplies and completed structures through adequate fencing and surveillance systems.
- **Provide necessary sanitation facilities** to support construction activities.
- **Leverage both professional expertise and community volunteers** to expedite the building process.
- **Maintain compliance** with all city regulations and insurance requirements.
- **Successfully relocate** the completed tiny homes to the designated village location by Spring 2025.

## 4. Site Management

### Location and Site Use

- **Address:** 140 E Bellis Fair Pkwy, Bellingham, WA 98226
- **Purpose:** Staging area for constructing tiny homes.
- **Area Utilization:**
  - **Construction Zone:** Designated area for building activities.
  - **Portable Structures:** Multiple 8' x 12' portable storage units provided by HomesNOW! Not Later for organizing smaller tools and materials.

- **Storage Shed:** Large maintenance shed for larger tools and equipment.
- **Sanitation Zone:** Placement of porta-potties.
- **Security Perimeter:** Fencing and surveillance systems around the entire site.

## Security Measures:

Ensuring the security of the staging area is paramount to protect building supplies, tools, and the completed tiny homes. The security strategy encompasses physical barriers, surveillance technology, and controlled access protocols.

### Fencing

- **Type:** Durable, high-security fencing (e.g., chain-link with barbed top).
- **Height:** Minimum of 6 feet to deter unauthorized access.
- **Gates:** Secure, lockable gates at all entry points.
- **Installation Timeline:** To be completed before the commencement of construction.
- **Maintenance:** Regular inspections to ensure integrity throughout the project duration.

### Surveillance Systems

- **Cameras Provided By:** HomesNOW! Not Later
- **Type of Cameras:** High-resolution, weatherproof security cameras with night-vision capabilities.
- **Number of Cameras:** Approximately 8 strategically placed cameras to cover all perimeter areas and key internal zones.
- **Coverage Areas:**
  - **Perimeter Fencing:** To monitor all entry and exit points.
  - **Storage Shed:** To prevent unauthorized access to tools and equipment.
  - **Portable Structures:** To oversee the storage units housing smaller tools and materials.
  - **Construction Zones:** To oversee ongoing building activities and ensure safety.
- **Monitoring:**
  - **Live Monitoring:** A dedicated staff member or security service will monitor live feeds during active construction hours.
  - **Recording:** Continuous recording with data stored securely for a minimum of 30 days.
  - **Access:** Restricted access to surveillance footage to authorized personnel only.
- **Maintenance:**

- **Regular Checks:** Weekly maintenance to ensure cameras are operational and lenses are clean.
- **Technical Support:** Immediate troubleshooting and repair in case of any camera malfunctions.
- **Privacy Considerations:** Surveillance cameras will focus solely on the staging area to respect surrounding properties and public spaces, complying with all local privacy laws and regulations.

#### **Access Control:**

- **Permitted Personnel:** Licensed professionals, volunteers, and authorized staff only.
- **Access Points:** Limited to designated gates with secure locking mechanisms.
- **Entry Protocols:**
  - **Sign-In Procedure:** All personnel must sign in and out upon entering and leaving the site.
  - **Identification:** Issuance of ID badges or access cards to authorized individuals.
- **Signage:** Clear signs indicating restricted access, surveillance presence, and security measures to deter unauthorized entry.

#### **Sanitation Facilities:**

- **Porta-Potties:**
  - **Quantity:** 2 units to accommodate peak volunteer periods.
  - **Placement:** Strategically located to be easily accessible without obstructing construction activities.
  - **Maintenance:** Regular cleaning and restocking by a contracted service provider.
  - **Compliance:** Adherence to local health and safety regulations.

#### **Storage of Tools and Building Supplies:**

- **Portable Structures:**
  - **Dimensions:** Each portable structure measures 8' x 14'.
  - **Purpose:** Used for organizing and storing smaller tools, materials, and supplies that do not require larger storage spaces.
  - **Placement:** Strategically placed within the staging area for easy access during construction.
  - **Security:** Locked when not in use; keys managed by site supervisor.
  - **Organization:** Tools and materials within portable structures will be categorized and stored to prevent damage and loss.

- **Maintenance Shed:**
  - **Location:** Centrally located within the staging area for easy access.
  - **Security:** Locked when not in use; keys managed by site supervisor.
  - **Organization:**
    - **Tools:** Categorized and stored on shelves to prevent damage and loss.
    - **Building Supplies:** Organized by type (e.g., lumber, fixtures) and securely stored to prevent theft and weather damage.
  - **Inventory Management:** Regular inventory checks to monitor tool and supply levels.

## 5. Construction Management

### Leadership and Supervision

- **Project Leader:** Licensed construction professional overseeing all build activities.
- **Roles and Responsibilities:**
  - **Supervision:** Ensuring all construction adheres to safety standards and project timelines.
  - **Quality Control:** Regular inspections to maintain construction quality.
  - **Training:** Providing necessary training to volunteers on construction tasks and safety protocols.

### Volunteer Coordination

- **Recruitment:** Engage community volunteers through local outreach, social media, and partnerships with local organizations.
- **Scheduling:** Implement a volunteer schedule to manage shifts and prevent overcrowding.
- **Training:**
  - **Safety Training:** Mandatory orientation on safety procedures and proper tool usage.
  - **Task Assignment:** Assign roles based on skill levels to maximize efficiency and safety.
- **Support:** Provide necessary tools and resources to volunteers to facilitate their contributions.

## 6. Insurance and Liability

- **Insurance Provider:** Farmers Insurance Agency, Blaine, WA
- **Agent:** Ghandi Vwich, Agent License #: 208212
- **Coverage:**
  - **Liability Insurance:** Comprehensive coverage to protect against potential accidents or damages on-site.

- **Worker's Compensation:** Coverage for any injuries sustained by staff or volunteers during construction.
- **Property Insurance:** Protection for tools, equipment, and building supplies stored on-site.
- **Compliance:**
  - **Documentation:** Maintain up-to-date insurance certificates for the site.
  - **Training:** Ensure all participants are aware of insurance coverage and safety protocols.

## 7. Timeline and Milestones

- **September 2024:**
  - Finalize agreements with Whatcom Council On Aging and City of Bellingham.
  - Install fencing and surveillance systems around the staging area.
  - Set up portable structures, porta-potties, and maintenance shed.
  - Begin volunteer recruitment and training.
- **October 2024 - February 2025:**
  - Commence construction of tiny homes.
  - Conduct regular progress reviews and quality inspections.
  - Manage supply inventory and tool maintenance.
  - Address any site issues promptly to prevent delays.
- **March - April 2025:**
  - Finalize construction of all tiny homes.
  - Conduct thorough inspections and quality assurance.
  - Prepare structures for relocation.
- **Spring 2025:**
  - Coordinate with the City of Bellingham for the relocation of tiny homes to 3300 Northwest Ave.
  - Dismantle staging area setup, ensuring the site is left in good condition.

## 8. Logistics of Moving Structures

- **Coordination with City of Bellingham:**
  - **Permits:** Since the portable structures are 8' x 14' and do not require permits, this simplifies the relocation process. However, ensure compliance with any transportation regulations.
  - **Scheduling:** Align relocation activities with city timelines to minimize disruptions.
  - **Transportation:** Arrange for appropriate vehicles and equipment to safely transport tiny homes.
- **Preparation for Move:**
  - **Structural Integrity:** Ensure all tiny homes are securely fastened and ready for transport.
  - **Loading Plan:** Develop a detailed loading and unloading plan to streamline the process.
  - **Route Planning:** Identify and prepare the best routes to the new village location, considering traffic and road conditions.
- **Post-Move:**
  - **Site Inspection:** Verify the condition of structures post-move.
  - **Setup at New Location:** Coordinate with local teams to install and finalize tiny homes at 3300 Northwest Ave.

## 9. Health and Safety Protocols

- **Safety Training:** Mandatory for all participants, covering site hazards, emergency procedures, and proper tool usage.
- **Personal Protective Equipment (PPE):** Provide and enforce the use of PPE such as helmets, gloves, safety glasses, and steel-toed boots.
- **First Aid:** Maintain a stocked first aid kit on-site and ensure designated personnel are trained in first aid.
- **Emergency Plan:** Develop and communicate an emergency response plan, including evacuation routes and contact information for local emergency services.
- **Regular Inspections:** Conduct daily safety inspections to identify and mitigate potential hazards.

## 10. Communication and Reporting

- **Internal Communication:**
  - **Team Meetings:** Bi-Weekly meetings to discuss progress, challenges, and upcoming tasks.
  - **Reporting Tools:** Utilize project management software for task assignments and tracking.



- **External Communication:**
  - **Stakeholder Updates:** Provide regular updates to Whatcom Council On Aging and City of Bellingham through reports and presentations.
  - **Community Engagement:** Keep the community informed through newsletters, social media updates, and open days.
- **Documentation:**
  - **Progress Reports:** Monthly reports detailing construction milestones, volunteer participation, and any issues encountered.
  - **Incident Reports:** Document and address any accidents or safety incidents promptly.

## 11. Risk Management

- **Potential Risks:**
  - **Weather Delays:** Inclement weather affecting construction timelines.
  - **Theft or Vandalism:** Risks despite security measures.
  - **Injuries:** Accidents occurring on-site.
  - **Supply Shortages:** Delays in receiving necessary materials.
- **Mitigation Strategies:**
  - **Weather Contingency Plans:** Adjust work schedules and implement protective measures for materials during adverse weather.
  - **Enhanced Security:** Regular site patrols and surveillance camera monitoring to deter and detect unauthorized activities.
  - **Safety Protocols:** Strict adherence to safety measures and immediate response to incidents.
  - **Supplier Coordination:** Maintain strong relationships with suppliers and have backup sources for critical materials.

## 12. Sustainability and Compliance

- **Environmental Considerations:**
  - **Waste Management:** Implement recycling and proper disposal of construction waste.
  - **Energy Efficiency:** Utilize energy-efficient tools and practices during construction.
  - **Sustainable Materials:** Source eco-friendly building materials where possible.
- **Regulatory Compliance:**

- **Building Codes:** Ensure all construction activities comply with local building codes and regulations.
- **Zoning Laws:** Adhere to zoning requirements for both staging and final village locations.
- **Health and Safety Regulations:** Maintain compliance with OSHA standards and local health regulations.

### **13. Conclusion**

**Operation: Tiny Home Turbo** is poised to make a significant impact on the community by providing affordable and sustainable shelter solutions. Through meticulous planning, robust security measures—including fencing and advanced surveillance systems—effective volunteer management, and unwavering commitment to safety and compliance, HomesNOW! Not Later aims to successfully establish a new tiny home village by Spring 2025. The inclusion of portable 8' x 14' structures further streamlines our operations, allowing for efficient storage and organization without additional regulatory burdens. We are confident that with the support of the Whatcom Council On Aging and the City of Bellingham, this project will serve as a model for future community-driven housing initiatives.