

Statement of Work: **Removal and Replacement of Air Conditioning Ductwork at  
American Legion Post 262**

Client: **American Legion Post 262 Building Committee, 142 Fourth Street, Biglerville, PA 17307**

Contractor: [TBD]

Project Location: **142 Fourth Street, Biglerville, PA 17307**

Date: **December 15, 2025**

**1. Introduction**

- This Statement of Work outlines the replacement of air conditioning ductwork at **142 Fourth Street, Biglerville, PA** to upgrade and improve HVAC system efficiency and indoor air quality. The work will be performed by [TBD] for American Legion Post 262, INC.

**2. Scope of Work**

- Removal of old ductwork throughout the Post 262 building.
- Removal and Disposal of old ductwork in accordance with environmental procedures.
- installation, sealing, insulation, modifying and configuring new HVAC ductwork connections to air conditioning and heating systems.
- Remove ceiling tiles.
- Removal and disposal of all associated debris.

**3. Objectives**

- Improve HVAC system efficiency by replacing outdated or damaged ductwork.
- Improve efficiency, air quality, and compliance.
- Enhance indoor air quality by eliminating leaks or contaminants.
- Ensure compliance with all local building codes.
- Minimize disruptions to building operations during installation.

**4. Deliverables**

- Fully installed and operational ductwork system.
- Sealed and insulated duct joints to prevent air leaks.
- Test report confirming baseline airflow and system performance.
- Compliance documentation (e.g., permits or inspection certificates).
- Clean worksite with all debris removed.

## 5. Timeline and Milestones (Timeline is subject to change).

- Site assessment and measurements: [December 2025]
- Removal of old ductwork: [January 2026]
- Installation of new ductwork: [January 2026]
- Testing and final inspection: [February 2026]
- Project completion: [February - March 2026]

## 6. Roles and Responsibilities

### Contractor Responsibilities:

- Provide all labor, materials, and equipment.
- Secure worksite for Post (Public) Operations Safety.
- Provide protective covering as necessary for Post equipment and furniture.
- Obtain necessary permits and ensure code compliance.
- Conduct post-installation testing and cleanup.

### Client Responsibilities:

- Provide access to the worksite during agreed hours.
- Ensure the HVAC system is powered down during installation.
- Approve permits or inspections if required.

## 7. Materials and Specifications

- Duct type, insulation, and sealing materials.

## 8. Budget and Payment Terms

- The total project cost is estimated at \$24,000. American Legion Post agrees to the following payment structure:
  - a) 30% deposit upon signing,
  - b) 50% upon completion of removal and installation, and
  - c) 20% after final inspection.
- Costs for additional structural repairs are excluded unless agreed upon in writing.

## 9. Assumptions and Constraints

- Assumption: Existing HVAC system is compatible with new ductwork configurations.
- Constraint: Work must be conducted during hours that Post 262 is closed for business.

- Constraint: Any disruptions to Post Operations must be coordinated at least 24 hours prior.

#### **10. Quality Assurance and Testing**

- Contractor must identify how the work will be tested/verified for proper airflow (leakage) within 3% of industry standards and include written details on HVAC pressures and measurements.
- Third-party inspection as required by local regulation and/or Biglerville Borough.

#### **11. Warranty and Maintenance**

- Warranty details and maintenance obligations.

#### **12. Change Management**

- Process for scope or cost changes.

#### **13. Acceptance Criteria**

- Conditions for project completion.

#### **14. Signatures**

- Client and contractor approval.