



## **Cottages for Kids 2010**

Builders & Architects Guidelines  
Event Site Details  
Timeline, Due Dates & Checkpoints  
Green List  
Entry Form  
Contacts Sheet



### **Mission Statement**

Children's Volunteer Health Network seeks to enhance the lives of uninsured and underinsured school aged children by facilitating free immediate access to medical, dental and mental healthcare

[www.cvhnkids.org](http://www.cvhnkids.org)

## **Builder & Architect Guidelines**

### **I. Specifications & Requirements**

- A. Dimensions:** 6'x6' Modules- Your playhouse must be built in modular units, no larger than 6'x6' EACH unit, with a maximum of 3 units combined. It is critical that these 6'x6' units assemble & disassemble easily for shipping to its final destination. Doors/ openings must accommodate a child 5' or taller, and said child must be able to stand up inside the structure.
- B. Green Materials:** CFK is focusing on teaching kids how playhouses can be built in a way that is friendly to their environment. We encourage each cottage to incorporate principles of green building. The materials used must also be safe and non-toxic for children. The U.S. Green Building Council web site ([usgbc.org](http://usgbc.org)) and [greenhomeguide.org](http://greenhomeguide.org)) are great resources to steer you in design and material usage.  
**(See also attached "Green" Ideas)**
- C. Interior Finishes:** Your playhouse should be fun and imaginative on the inside and on the outside. Working with an interior designer can help you create a fun-friendly environment, with learning and discovery in mind. Make it as detailed or simple as you like. All accessories in your cottage should be fun and engaging, but also safe. Loose items should be child-safe; if kids can pick it up and move it, it should not be: glass, sharp, small enough to swallow or be made of toxic materials.
- D. Security:** Locking doors are suggested, but not required. Keep in mind that the event will be surrounded by sand-fencing, with a locked gate. Although Rosemary Beach Security personnel help us keep an eye on the cottages, they are not responsible for their contents.
- E. Utilities:** No plumbing or electricity may be installed; however, you may incorporate renewable energy cisterns and solar power. Electricity and water are not provided at the event.
- F. Transportation:** You will be responsible for transporting your playhouse (at a time and date to be determined, but at the end of April) to Rosemary Beach East Long Green. The pre-assembled cottage, or its modular units, must be equipped with an eye hook or similar connecting device, capable of supporting the structure for use in crane setting. Please keep in mind that the winning bidders of your playhouse also have to get it to its final designation, so disassembly and reassembly should be reasonably done in simple steps. Additionally, it is important that this process can be accomplished without damaging your placement site. The use of cordless/rechargeable tools or generators is encouraged for on-site work, once your playhouse is delivered. After the event, a representative from each team will need to be on site at a time coordinated with the purchaser, to provide assistance and direction. This will help ensure a smooth removal as well as provide a much needed overview for the purchaser.

- G. Safety:** Follow common sense safety guidelines when designing and building your playhouse. Would you let your 6+ year old child play on/ in it with limited supervision? Any stairs, steps, ladders or platforms more than 10" above ground level are required to have hand railings. Ladders to 2<sup>nd</sup> story interiors and/or exteriors must be at safe angles, and secured at both top and bottom landings. Guardrails at 2<sup>nd</sup> story balconies and walkways must include pickets spaced appropriately.
- H. Plans & Renderings:** Cottage plans are required to help us understand your concept, and make sure that it meets all the above requirements. A professional rendering is also required (due dates below) for your page in our event program; your rendering will be published and distributed in the program prior to and during the event.

## II. Event Site Details

- A. Signage:** CFK will provide 1 18"x24" sign per cottage, which will include the following: Cottage name, Builder's name, Architect or Designer's name. Any other signage at the exterior of the cottage must be approved. For marketing purposes, we recommend that you utilize the interior of your cottage to list and acknowledge any of your trades-people, donors of goods & materials, volunteers, etc. We recommend you list your "green" elements inside the cottage.
- B. Landscaping:** We encourage some green finishing touches to the exterior of your cottage (pavers, potted plants, etc.). You must provide us with these plans prior to your delivery date, as each cottage area is carefully mapped out, with a specific amount of space provided. Also, there is no direct water hook-up available at the event site, so other arrangements for watering plant material will need to be made.
- C. Cottage Delivery:** prior to the event, we will work with you to determine your specific delivery date and time within a 3 day period. Once established, it is important that you meet the target for delivery. You will also be given a brief period (3-4 days) within which time you have to put some finishing touches on your playhouse. All additions, changes and improvements must be completed by the deadline, prior to the event opening.
- D. Media Day & Other Events:** We would like to establish May 8<sup>th</sup>, the grand opening of Cottages for Kids 2010, as Media Day. We recommend that you have a representative on-site on this day, and as many other event days as you can, to answer questions about your specific design, building techniques, etc. We will also notify you in advance of any other specific events, such as school field trips.

### **III. Timeline, Due Dates & Check Points**

- A. Event Dates:** Cottages for Kids opens to the public on May 8. The event will be open (on specified days) through Saturday, May 29.
- B. Auction Party:** All remaining cottages will be auctioned off on Saturday evening, May 29, during the Auction Party which will include appetizers, drinks and dancing.
- C. Deadlines & Check Points:** You will be contacted after certain deadlines, to meet with one of our committee members to go over your plans, and inspect your cottage prior to your delivery date. Key Dates:

- Entry Form due by January 31
- Cottage Name & Plans due by March 15
- Professional Rendering due by March 25
- \* Program Information due by April 1 (no joke)
- Cottage ready for Inspection by May 1

\*Program Information~ you will have a 1 page spread in the event program, which will include your rendering, green building elements, cottage name, builder, architect, designer, decorator, sponsor, tradesmen, donors, volunteers, etc. This is your opportunity to recognize all the people who contributed. Also, a short story about the cottage will be included (what inspired it? What do you want children to remember about it? ).

**Work together to create the most unique & fun cottage!**  
**Enlist sponsors, trade partners, volunteers....as many as you can.**  
**If you need assistance finding an architect or builder to partner with please contact us, and we'll help you round out your team.**

# Green List

## **What is Green Building?**

Much publicity has surrounded commercial building due to the US Green Building Council's LEED (Leadership in Energy and Environmental Design) rating system for commercial buildings. Because of this publicity, green building techniques and materials have captured the attention of residential homebuilders and homeowners alike.

Both the National Association of Homebuilders (NAHB) and the United States Green Building Council (USGBC) have launched separate national initiatives to establish construction and performance standards for residential construction and to move green building solidly into the mainstream.

Both use numerous criteria to determine a material's impact on the environment, like global warming impact, resource efficiency, and recyclability. They define a green home as one that saves energy, water, and other natural resources; incorporates sustainable or recycled products and materials; and protects indoor air quality.

Building homes that last longer, use less energy and water, respect local conditions, and that are constructed with materials that are less toxic, renewable and locally-produced makes sense! These structures are more comfortable, healthier, more durable, and cost less to operate.

## **Why is this Important to Us?**

Our mission at CVHN is to enhance the lives of children in Okaloosa and Walton Counties by facilitating free immediate access to health, dental and mental care for uninsured and underinsured children. By educating our community about the benefits of green building techniques, we are teaching and encouraging the community to work together to make the world we live in a healthier place for these children. And better health means fewer sick children.

## **What is your Role in This?**

Instead of imposing rigid standards on how and what you should build, we'd like to see you get CREATIVE! Find innovative ways to "go green!" Make your fellow cottage builders Green with Envy!

## **Can we give you Some Ideas?**

- **Reduce, Reuse, Recover, Recycle, Renew**
- Use products that meet the highest standards for performance, air quality and VOC emissions.
- Consider the distance building materials must travel to the job site; look for local and regional materials that are transported shorter distances.
- Avoid products containing PVC (polyvinyl chloride).
- Avoid the use of tropical hardwoods; use domestic species of wood.
- Look for opportunities to use leftover or salvaged materials.
- Promote efficient use of materials through optimum value engineering—designing a structure to use the minimum amount of materials based on structural needs, standard dimensions of building materials, etc.
- Design for passive cooling and heating to help maintain indoor comfort.
- Landscaping should be easy to maintain with minimal inputs of irrigation and fertilizer; look for ways to incorporate passive cooling and edibles into landscaping.
- Consider the health of children and construction staff when specifying materials; minimize or eliminate the use of toxic glues/paints/solvents and other toxic products; use mechanical fasteners rather than adhesives where appropriate.
- Use low-toxicity paint/stain from natural, renewable sources instead of petroleum-based products.
- Any lights, fans or other electrical devices should be directly powered by renewable sources only.
- If water for irrigation is desired, rainwater harvesting should be the source.

## BUILDER ENTRY FORM

### Builder Information

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

### Architect Information

Architect Name & Firm: \_\_\_\_\_

Architect Phone \_\_\_\_\_ Email \_\_\_\_\_

### Interior Designer Information (if applicable)

Designer Name & Firm \_\_\_\_\_

Designer Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Involving Your Trade Partners

We recommend that you involve as many area trade partners as you can for material donations. If you need assistance in explaining this project to your trade partners, please contact Susannah Rice at [susannahrice@mac.com](mailto:susannahrice@mac.com).

We will ask you to provide a list of the trade partners who contributed to your cottage before the cottages are displayed. Please keep a list. We will place an ad in the Walton Sun thanking each of these people for their time, efforts, and gifts.

\_\_\_\_\_  
BUILDER SIGNATURE

\_\_\_\_\_  
DATE

## **Contact Information**

### **Event Chairs**

**Kelli Arnold**

Cell (850) 217-1901

E-mail [kelliarnold@gmail.com](mailto:kelliarnold@gmail.com)

**Susannah Rice Co-Chair**

Cell (225) 413-6246

E-mail [susannahrice@mac.com](mailto:susannahrice@mac.com)

### **Builder's Liaison**

**Jon Kazek**

850-865-1866

Email [jon@dixonkazekconstruction.com](mailto:jon@dixonkazekconstruction.com)

### **Marketing/ Branding/ Press Chair**

**Kelli Arnold**

E-mail [kelliarnold@gmail.com](mailto:kelliarnold@gmail.com)

### **CVHN Office Contact**

**Kim Pall**

Office (850) 622-3200

E-mail [kim@cvhnkids.org](mailto:kim@cvhnkids.org)