

Table of Contents

City of Sanibel – Exam Descriptions..... 1
Building Maintenance (English or Spanish) 1
Business and Law (English or Spanish)..... 2
Fencing (English or Spanish) 2
Finish Carpentry (English or Spanish) 3
Garage Door Installer Contractor 3
Interlocking Pavers 6
Painting and Decorating (English or Spanish).. 6
Sign Contractor (Non-Electric) 7
Tile & Marble 7
Tile, Terrazzo and Marble (English or Spanish)8

BUILDING MAINTENANCE (ENGLISH OR SPANISH)

A Building Maintenance man is a person qualified and certified by examination to maintain buildings and structures owned or occupied by the person, firm, or corporation by which the building maintenance man is regularly employed. The work of a building maintenance man shall be confined to the erection, repair or relocation of nonbearing interior partitions, painting, the patching of stucco and plaster, the repair of floors of all types, the repair of cabinets and counters of wood, metal or plastic, the repair of awnings and canopies, the repair of wall and floor tile. A building maintenance man may make only repairs to bearing walls, both interior and exterior, and roofing work shall be limited to stoppage of leaks.

A building maintenance man shall not make addition to or change the outline of any building or structure, and the work of a building maintenance man shall not include plumbing, electrical, mechanical or liquefied petroleum gas work of any kind.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Concrete	3
Carpentry	6
Drywall	6
Doors & Windows	4
Exterior Finishes	6
Interior Finishes	6
Painting	8
Safety	8
Thermal & Moisture Protection	3

References

- **Florida Building Code 2020 - Building**, 2020. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. www.iccsafe.org
- **Painting Level One**, 1997. ISBN: 978-0-13-771239-7. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available <http://nccer.pearsonconstructionbooks.com>.
- **Study Guide for Residential Carpentry & Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

**BUSINESS AND LAW
(ENGLISH OR SPANISH)**

Tests a candidate's knowledge of payroll taxes, workers' compensation, unemployment compensation, lien laws and other laws or subjects that will affect their daily operations as contractors.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Business Organization	2
Licensing	2
Lien laws	3
Tax Laws	4
Safety OSHA	4
Labor Laws	7
Contract Management	9
Project Management	6
Estimating & Bidding	4
Financial Management	6
Risk Management	3

References

- **FLORIDA - NASCLA Contractors Guide to Business, Law and Project Management**, 1st. ISBN: 1-934234-92-3 OR 978-1-934234-92-1. NASCLA, 23309 N. 17th Drive, Building 1, Unit 110, Phoenix, AZ 85027. Available at www.nascla.org or www.provbookstore.com.

**FENCING
(ENGLISH OR SPANISH)**

Tests a candidate's knowledge of fencing installation.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Plan Reading & Estimating	5
Layout & General Math	6
Wood Fencing	10
Masonry Fencing	10
Metal & Chain Link Fencing	9
Safety	10

References

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com.
- **Fences and Retaining Walls**, 1990. ISBN: 0-934041-53-9. Craftsman Book Company, 6058 Corte Del Cedro, Carlsbad, CA 92009. Available at www.craftsman-book.com.
- **Florida Building Code 2020 - Building**, 2020. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. www.iccsafe.org

FINISH CARPENTRY (ENGLISH OR SPANISH)

Tests a candidate's knowledge of finish carpentry construction materials and methods including trim installation.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Plan Reading & Estimating	6
Building Materials, Fasteners & Adhesives	8
Windows & Exterior Doors	5
Exterior Finishing	5
Doors & Hardware	8
Interior Trim	8
Cabinet Installation	5
Safety	5

References

- **Florida Building Code 2020 - Building**, 2020. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. www.iccsafe.org
- **Study Guide for Siding & Finish Carpentry**, 2012. ISBN: 978-1-256-61081-6. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com.

GARAGE DOOR INSTALLER CONTRACTOR

A Garage door installer is a person or firm qualified and certified to install, maintain, repair, alter or extend residential or commercial garage doors, including all hardware and operating devices. One-hundred-twenty-volt electrical installation required for the door operating devices may be included in the contract for work but must be subcontracted to a certified or registered electrical contractor.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Garage Doors Installation	18
Garage Doors, Materials & Hardware	17
Garage Door Service, Repair & Maintenance	9
Safety	6

References

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com.
- **Florida Building Code 2020 - Building**, 2020. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. www.iccsafe.org
- **TDS 151 - General Code Inspection Guidelines for Garage Doors**. Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book.

- **TDS 156 - Standard Wood Header and Jamb Detail Guidelines.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp> . Candidate printed versions allowed if exam is open book
- **TDS 157 - Garage Doors and Foam Plastic.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 158 - Glazing in Garage Doors.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 160 - Sectional Garage Door Terminology.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 161 - Connecting Garage Door Jambs to Building Framing.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 162 - Wood Door Finishing Guidelines.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 163 - Garage Door R-Value.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 164 - Drywall Surfaces and the Mounting of Garage Door Hardware.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 165 - Garage Door Manual Operation.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book

- **TDS 166 - Guidelines for Connecting a Drawbar Operator to a Sectional Garage Door.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book.
- **TDS 167 - Sectional Garage Door & Electric Operator Checklist for Home Inspectors and Consumers.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 172 - Garage Door Labels.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 179 - Wood Garage Door Inspection and Maintenance Guidelines.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 181 - General Code Inspection Guidelines For Wind Load Rated Garage Doors.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 182 - Technical Considerations for Dock Doors.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 260 - Common Rolling Steel Door Installation Problems.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book
- **TDS 270 - Recommended Rolling Door Maintenance Practices for Building Maintenance Supervisors.** Door and Access Systems Manufacturers Association International, 1300 Sumner Avenue, Cleveland, OH 44115-7333. Available at <https://dasma.com/dasma-pages/DASMA-tehnical-data-sheets.asp>. Candidate printed versions allowed if exam is open book

INTERLOCKING PAVERS

Tests a candidate's knowledge of interlocking paver units including material selection, site preparation, subbases, bases, installation methods and concrete work related to the paver system.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Plan Reading & Estimating	8
Soil Characteristics & Compaction	6
Base Materials, Bedding & Edge Restraints	7
Paving Materials	7
Paver Installation	16
Safety	6

References

- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com.
- **ICPI Concrete Paver Installer Course Manual, 7th Edition**, 2000. Interlocking Concrete Pavement Institute, 13921 Park Center Road, Suite 270, Herndon, VA 20171. Available at www.icpi.org.

PAINTING AND DECORATING (ENGLISH OR SPANISH)

Use paint spraying equipment and hand tools to apply paint to interior and exterior surfaces; includes painting concrete, sealing river rock, sandblasting and general coating except roof applications.

Number of Questions	50
Time allowed (hours)	3
Subject Area	# Quest.
Safety	6
Substrates & Preparation	12
Materials	10
Application	12
Job Planning & Estimating	5
Equipment	5

References

- **Painting Level One**, 1997. ISBN: 978-0-13-771239-7. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Painting Level Two**, 1997. ISBN: 978-0-13-771296-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

SIGN CONTRACTOR (NON-ELECTRIC)

Tests a candidate's knowledge of installation, repair, and modification of non-electrical signs.

Number of Questions	49
Time allowed (hours)	2
Subject Area	# Quest.
Plan Reading	5
Concrete and Reinforcement	9
Wood	6
Structural Steel	7
Welding	7
Non-Electric Sign	8
Safety	7

References

- **Carpentry Level One, Carpentry Fundamentals 2013**, 2013. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Carpentry Level Three 2014**, 2014. ISBN: 0133823059. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.
- **Florida Building Code 2020 - Building**, 2020. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. www.iccsafe.org
- **Ironworking Level One**, 2011. ISBN: 978-0-13-213714-0. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at <http://nccer.pearsonconstructionbooks.com>.

TILE & MARBLE

Mix and prepare the base for and set tile and marble.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Plan Reading & Estimating	6
Substrates	11
Materials	6
Layout & Planning	6
Ceramic Tile Installation	11
Marble & Stone Installation	5
Safety	5

References

- **American National Standards Specifications for the Installation of Ceramic Tile**, Version 2011.1. American National Standards Institute, 25 West 43rd Street, 4th floor, New York, NY 10036. Available at <http://www.tcnatile.com/>.
- **Basic Safety**. ISBN: 9781323676189. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com.
- **Setting Tile**, 1995. The Taunton Press, 63 South Main St., P.O. Box 5506, Newton, CT 06470. Available at www.taunton.com.
- **TCNA Handbook for Ceramic, Glass, and Stone Tile Installation**. Tile Council of North America, 100 Clemson Research Blvd., Anderson, SC 29625. Available at www.tcnatile.com.
- **Tile Your World**, 2003. ISBN: 0-9742754-3-3. Mistflower Press, 6717 Mistflower Lane, Katy, TX 77449. Available at mistflowerpress.com/index.html.

TILE, TERRAZZO AND MARBLE (ENGLISH OR SPANISH)

Tile, Terrazzo, and Marble Contractors are those who are qualified to prepare the base, including backing material set, repair and refinish, tile, terrazzo and marble, and to install laminate or non-nailable wood flooring.

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Plan Reading & Estimating	6
Substrates	10
Materials	6
Layout & Planning	6
Ceramic Tile Installation	8
Marble Installation	4
Terrazzo	5
Safety	5

References

- **American National Standards Specifications for the Installation of Ceramic Tile**, Version 2011.1. American National Standards Institute, 25 West 43rd Street, 4th floor, New York, NY 10036. Available at <http://www.tcnatile.com/>.
- **Basic Safety**, 2009. ISBN: 978-0-136-09875-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com or <http://nccer.pearsonconstructionbooks.com>.

- **Setting Tile**, 1995 copyright. ISBN: 978-1561580804. Taunton Press, 63 South Main Street, P.O. Box 5506, Newtown, CT 06470-5506. Available at www.taunton.com.
- **TCNA Handbook for Ceramic, Glass, and Stone Tile Installation**. Tile Council of North America, 100 Clemson Research Blvd., Anderson, SC 29625. Available at www.tcnatile.com.
- **Terrazzo Specifications and Design Guide**, 1999. National Terrazzo and Mosaic Association, 110 East Market St., Leesburg, VA 20176. Available at http://naterrazzo.com/documents/Terrazzo_Specifications__amp__Design_Guide.pdf. Candidate printed versions allowed if exam is open book.
- **Tile Your World**, 2003. ISBN: 0-9742754-3-3. Mistflower Press, 6717 Mistflower Lane, Katy, TX 77449. Available at mistflowerpress.com/index.html.