

**SCOPE OF WORK (SCHEDULE – A)**  
*Interior Trim & Doors*

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Supply all labour, material, equipment, permits, and pay taxes and fees necessary to complete this scope of work, as per Project plans, specifications, in the accordance with the requirements of the National & Ontario Building Codes, Tarion and all other authorities having jurisdiction. Work to be completed as and when required by the Site Manager and include, but not limited to the following:

**It is the sole responsibility of the Subcontractor to check with the Contractor’s Site Manager prior to starting any house to verify the Contractor’s exterior colour designations and check instructions regarding structural changes, upgrades and colours. The Subcontractor accepts responsibility for any errors by not doing so.**

**NOTE: THIS SCOPE OF WORK SHALL NOT BE MARKED UP, MODIFIED, AND/OR CHANGED IN ANY WAY. CROSSING ITEMS OUT OR ADDING ITEMS IN SHALL AUTOMATICALLY DISQUALIFY YOUR PROPOSAL FROM CONSIDERATION.**

**SECTION A: MOBILIZATION**

- 1) All costs associated with mobilization, transportation, machinery floats, etc..., are included in the contract price.
- 2) If long term storage is required onsite the sub-contractor shall work with the site supervisor to ensure materials / items being stored are done in such a manner that does not interfere with the Contractor's activities on site.
- 3) All rented items required to complete the work outlined herein is included in the contract price.
- 4) All ladders, planks, walkways, scaffolding, lifting equipment, as well as all tools, hardware, tackle and materials required to complete the scope of work contained herein is included in the contract price.
- 5) This Sub-Contractor must visit the site prior to commencing work. Any site conditions that could potentially effect, or hinder the progress or quality of this Sub-Contractor's work as per the Drawings, Directions, Site Instructions, or Governing Building Codes and Construction Standards must be reported to the Contractor in writing. If work commences and no such issues are raised by the Sub-Contractor, then it will be mutually agreed that the Subcontractor has accepted the site conditions “As-Is”.
- 6) All work to be completed as per Contractor’s schedules, and as instructed by the Contractor.

**SECTION B - MATERIAL / EQUIPMENT & HANDLING**

- 1) The Sub-Contractor will provide, care for, and manage all materials and equipment required to perform their scope of work in its entirety. This includes: Ensuring that equipment is in good working order, materials necessary to complete their work as per the Contractor’s schedule is delivered and available on time, safe guarding against theft, vandalism and damages, and that operators/drivers of equipment requiring specific licenses are properly trained and licensed to do so.
- 2) The Sub-Contractor shall be responsible for all material handling including but not limited to: Loading, Unloading, Delivery Coordination, Quality Control Measures, Hoisting, etc...
- 3) All materials are to be used as they are delivered. On-site storage and Stockpiling are not permitted. As such any Issues which may arise as a result of site logistics, weather, theft, or any damage to stored or stockpiled materials shall be the sole responsibility of the Sub-Contractor.
- 4) The Sub-Contractor shall ensure that all material deliveries are carried out without obstructing the flow of traffic through the job site. Roads must remain accessible, and clean to all parties working/visiting the job site at all times. In the event that this is not possible, and the Sub-Contractor is required to obstruct the road to receive any of their deliveries, the Site Superintendent must be notified prior to the delivery taking place. Failure to notify the Site Superintendent of any potential road obstructions could result in the denial of service where the Sub-Contractor may be instructed to cease delivery operations immediately.
- 5) All materials and equipment brought to the job site by this Sub-Contractor shall be insured by the Sub-Contractor.
- 6) All equipment brought to the job site by this Sub-Contractor must have all required documentation with it and available upon request. Including: Ownership, Insurance, maintenance logs, operator information and license, etc...
- 7) All waste, garbage, and debris generated buy this Sub-Contractor's work / activities shall be disposed off by the Subcontractor in the areas designated by the Site Supervisor. This shall be the sole responsibility of the Subcontractor. Any clean up, or debris removal work that must be completed by the Contractor on behalf of the Subcontractor shall be backcharged accordingly.

- 8) It is the Subcontractor's responsibility to ensure that all products supplied be installed precisely per the manufacturer's specifications and requirements and suggestions. Any variance from these requirements should be discussed with the Builder before any installation. Any costs which arise due to Subcontractor's negligence of the above aforementioned shall be solely his responsibility. **THE SUBCONTRACTOR MUST ENSURE TOTAL KNOWLEDGE OF THE PRODUCTS BEING USED**

#### **SECTION C - WINTER PROTECTION (SEASONAL ITEMS)**

- 1) All winter heat shall be supplied by this Sub-Contractor (if required). Should the Contractor at his own expense agree to Supply winter heat (propane/heaters) to the Sub-Contractor, the Sub-Contractor is required to maintain a log book of all propane bottles used by the Sub-Contractor for submission to the Contractor upon request.
- 2) Tarping, covers, etc.. shall be the responsibility of the Sub-Contractor and included in the contract price, where and when required unless otherwise agreed in writing by the Contractor. Should the Contractor agree to provide tarping, covers, etc to the Sub-Contractor the Sub-Contractor must coordinate all installs and dismantling/removal.
- 3) Weather conditions do not constitute a reason for delays in work. It is expected that in the event of "lost days" due to weather conditions, that the Sub-Contractor will make a valid and verifiable effort to ensure that the Contractor's schedules are not compromised by way of Weekend Work (when permitted), Overtime, and/or introducing additional labour/crews to "catch up" and make up for any lost days.

#### **SECTION D - GENERAL CONDITIONS AND WARRANTY**

- 1) **ABSOLUTELY** no additional work is to be performed for potential, homebuyers without express written approval from Contractor's main office. The Subcontractor clearly understands and agrees that none of the Subcontractor's forces, directly employed or contracted, including suppliers, shall deal with the Project's Purchaser's regarding any business activity. Any requests of additional work or modifications made by a purchaser directly to the subcontractor shall be reported immediately to the contractor's head office and dealt with through the Contractor. The Subcontractor further understands and agrees that should the Subcontractor's forces engage directly with a purchaser, the Subcontractor will be terminated and be responsible and reimburse the Contractor for all monies lost by the Contractor as a result of such direct activity, as calculated by the Contractor.
- 2) Work is to proceed in accordance with work schedules as provided by the Contractor.
- 3) It is agreed by both parties of this contract that the terms and conditions of the Tarion New Home Warranty Program shall be included and form part of this contract. As such, this Subcontractor agrees to make themselves familiar with the quality standards required of him under this program especially the Tarion Performance Guidelines.
- 4) All work must conform and be carried out in accordance with the Ontario Building Code, Local By-Laws, Tarion, CMHC, and as per all Plans, Drawings, Diagrams, Instructions, and Specifications provided.
- 5) All work is to be carried out in accordance with the Contractor's schedules. No exceptions.
- 6) All workmanship and Materials shall be warranted for a period no less than 2 (Two) years from the date that the home is occupied by the Contractor's client NOT date that the work was completed. The Tarion Warranty Corporation shall govern. Any items/deficiencies deemed Warrantable either the Contractor and/or the Tarion Warranty Corporation shall be the responsibility of this Sub-Contractor to correct.
- 7) All shop drawings associated with this Sub-Contractor's work must be submitted to head office prior to commencing work.
- 8) The Contractor reserves the right to inspect all vehicles (at his own discretion) entering or leaving the job site.
- 9) All Sub-Contractors must sign in and out at the Contractor's construction office prior to commencing any work or before vacating the job site.
- 10) Site parking will be controlled by the Site Superintendent. Parking of personal shall only be permitted in designated areas. Any damages caused to personal[y] owned vehicles or equipment shall not be the sole responsibility of the Sub-Contractor.
- 11) It is understood that all Completion Slip numbers will be issued by the site construction office once a week and picked up at the site office on the Contractor's designated day only. Subcontractor must submit to the site office a written request for completion slips one week prior to the Contractors issuance. Written request is to indicate the lots or items completed and declare that the work is 100% complete according to the contract. The request must

be signed by the Subcontractor's foreman. Completion slips will not be faxed to the Subcontractor. (For "Supply Only" contracts, site administrator will issue completion slip numbers to the supplier's office upon verification of the goods delivered.)

#### **SECTION E - MATERIALS, INSTALLATION AND PERFORMANCE STANDARDS**

- 1) Supply and install all interior pre-hung wood doors and frames as required. All doors to be "Classique" or as per signed purchaser colour selection sheets. Jambs to be paint grade MDF board. All jambs 5/8" minimum. Jamb sizes to be 2 x 4, 2 x 6 or 2 x 8 framing or as required with on site conditions. Install doors level, shim where required. Ensure doors have proper clearance per scheduled floor finish
- 2) Supply and Install all Standard French doors as per plans. *French doors to be 1 piece clear glass.*
- 3) All Casing and Baseboard to be Finger Joint Pine material or MDF.
- 4) Supply and Install Colonial style trim around all doors, window openings and flat archways. Includes interior pass thru/picture openings as required for applicable models.
- 5) All model types - Casing and baseboard to be finger joint pine material or MDF. 4 1/4" baseboard and 2 3/4" casing.
- 6) Supply and install baseboard throughout all finished areas including behind refrigerator and stove. Baseboards to be installed true and straight; do not follow contours of wall. Height of baseboard shall be determined and in accordance with flooring scheduled for each particular room area; i.e., carpet, hardwood or tile.
- 7) All flat archways to be trimmed complete on all 3 sides.
- 8) All back-sets to be 2 3/4".
- 9) Supply and install quarter round at all tiled areas as may be required per individual house.
- 10) Door stop shall be used in place of quarter round wherever quarter round is required.
- 11) Supply and install oak quarter round and oak colonial style door stop as required along stringers and landing of stairs on open exposed sides. Moulding on top of stringer to be oak. Moulding under nosing throughout shall be oak. Provide all necessary trim for the proper finishing of landing and stairs to drywall and under railing nosing at stair openings.
- 12) Finger Joint Pine or MDF colonial casing installed as required to all curved and circular windows. All round windows to have one piece casing to match casing being used standard. No more than two pieces allowed. (Templates for curved windows will be supplied by window manufacturer if required).
- 13) Clear pine window and door extensions (if any required) shall be standard to contract.
- 14) MDF cap for kneewalls to have 1 1/2" overhang on 3 sides with casing as an apron. Install true and straight.
- 15) Install MDF board and pine casing at all pass-thru openings and window seats as required. Trim all four sides of see-thru opening on applicable models. Window seats, standard or optional, to include all MDF board, casing and trim.
- 16) Supply and install decorative columns as per plans. Use Humberstone Model "F" 8 inch tapered smooth – to fit 4"x4" post inside. Columns to be primed white. Install centred and square with wall line and knee wall. Columns to be cut, re-assembled and made good around structural posts as required.
- 17) Supply and install basement stair oval pine hand rails with brackets to unfinished basement areas. Include corner round at all stringer tops as required.
- 18) Install insulated (in accordance with building code) attic access door minimum 20" x 28" with frame, casing and air tight styrofoam weather stripping. Locations as per plans. Weather stripping to be installed after attic access trim is painted.
- 19) All basement doors to receive casing on both sides of door.
- 20) Supply and install temporary door locks on front entry exterior doors prior to grip set installation. All doors to be master keyed. Deliver 20 master keys to Site Manager.
- 21) Hardware for rear elevation exterior French Doors standard.

- 22) Supply and install all standard exterior man doors hardware. Hardware for front entry to be “Weiser Augusta grip set and dead bolt lock” or equivalent. Includes dummy grip set for double front entry door application. Exterior side and garage man doors to be Weiser passage set and deadbolt lock. Exterior hardware to be Satin Nickel or antique brass finish. Final colour to be pre approved and confirmed by Builder prior to commencement of site. All front entry doors to be master keyed on same key. Subcontractor to supply De-master key with all locks. All keys tagged and delivered to construction site office.
- 23) Supply and install “ Lever satin nickle hardware on all interior doors. Privacy locks on bathroom, powder room and Master bedroom doors. Dummy knobs on closet and stationery doors. Passage sets on all other interior doors.
- 24) Supply and install all required door related hardware, such as magnetic catches, flexible door bumpers, etc.
- 25) Any interior French or Classique double door systems to receive flush mounted bolt installed on stationary door as per plans.
- 26) Linen closets and pantries to have qty (4) shelves made with 12 mm x 16” wide particle board and plastic edge mould.
- 27) Clothes closets to receive 12 mm x 12” wide particleboard shelf with plastic edge mould and hanging rod. Provide center bracket where shelf and rod exceed 1.2m.
- 28) Supply all necessary accessories, nails, sandpaper, glue and screws etc. All nails and screws to be counter-sunk and holes to be filled with putty, sanded and ready for paint application.
- 29) All edges of baseboards and casings, and gaps to drywall, filled and cleaned.
- 30) All hinges, striker plates and latch openings in frame to be machined into place.
- 31) Space between patio door frame and wood frame shall be insulated before casing applied.
- 32) **NOTE:** Garage to house man door (shown as optional on floor plans) **INCLUDED STANDARD THIS PROJECT.** Includes all hardware, self door closer and casing on interior side of door.
- 33) Cold Cellar condition. Includes masonite door, frame, weather-stripping and hardware as required by Ontario Building Code,
- 34) (Optional ) Quarter round for 2<sup>nd</sup> floor optional oak floor areas.
- 35) Trimmed Barrel Vault pass thru to have trimmed rounded arch top with 3 raised panels on each wall side. As Per Plan
- 36) (Optional) Upgrade baseboard and casing shall be:  
Casing and baseboard to be finger joint pine material or MDF.  
UPG 1: 5-1/4” baseboard and 3” casing with backbend casing.  
UPG 2: 7” baseboard and 3-1/2” casing with back bend. “Colonial” or “Tudor” style as indicated on purchaser colour selection sheet
- 37) (Optional) Upgrade Wainscotting shall be:  
36” A.F.F. consisting of chairrail, panel mould applied directly on drywall. Samples of moulding profiles to be pre-approved by Contractor.
- 38) (Optional) Upgrade Reset Paneling shall be:  
36” A.F.F. consisting of chairrail, 1/4” plywood on drywall, 1/2” plywood strips on top of 1/4” plywood, and 1/2” reset panel mould. (paint grade material). Panel mould profile to be approved by Contractor.
- 39) All materials and workmanship to be warranted for a two year period starting from purchaser's occupancy date on each home. Doors shall have warranty against warping in excess of Tarion limitations for 24 months after the closing date.
- 40) Subcontractor shall respect other trades work. Replace others work to proper order if temporarily moved. (vapour barrier, insulation, bridging, kitchen waste receptacles etc...
- 41) Subcontractor to have foreman on site at all times to supervise their employees.

**SECTION F – SITE RULES AND REGULATIONS:**

*This Subcontractor agrees with, and shall comply with the following “Project Rules”. Non-compliance shall result in remedies allowed by the Contractor under this contract. “Rules” included but not limited to, are as follows:*

- 1) Cross concrete at designated ramps only.
- 2) Access Roads to the Project site shall not be obstructed in any way, and, at all times roads shall be clear to allow fire trucks to enter the site and access all fire hydrants.
- 3) No storage of building materials on the access roads.
- 4) No parking on driveways or graded yards.
- 5) No pets are allowed on the project at any time.
- 6) The consumption of illegal substances or alcohol will not be tolerated and is cause for immediate termination.
- 7) All trash must be placed in bins provided.
- 8) Do not set tools, materials, trash etc. on countertops, vinyl or ceramic areas.
- 9) Portable toilet facilities are provided for your convenience, use of facilities in house is prohibited.
- 10) Absolutely No Smoking permitted in houses.
- 11) No eating or drinking in homes after drywall.
- 12) Once floor surfaces have been finished with carpet, linoleum, vinyl or hardwood, outdoor footwear shall not be worn in the home.
- 13) Overnight camping out at the Home and adjacent lands is prohibited.
- 14) Loud or excessive noise from a radio or any other electronic device and profanity are prohibited.

**SECTION G – SAFETY:**

- 1) The Subcontractor shall at all times ensure that the health and safety of their staff and crews are paramount. As such the Subcontractor must ensure that any necessary safety training (i.e. Fall Protection, Propane Safety, etc...) required by their staff is up to date and any documentation associated with any such training is on site while their workers are present.
- 2) Prior to commencing work the Subcontractor must provide to the Contractor a copy of their Health and Safety Book which must be kept on site at all times in the Contractors construction office. If the Subcontractor does not provide a copy of their Health and Safety Book to the Contractor as required under this contract, the Contractor may chose to terminate or suspend the Subcontractor and/or withhold payment until such time as the Subcontractor furnishes the Contractor with their Health and Safety Book.
- 3) The Subcontractor shall be required regular safety meetings (at the Contractors discretion) on site, as requested by the Contractor.
- 4) All Subcontractors working with **“Hot Work Operations”** shall ensure that;
  - i) **Combustible Material:** All portable combustible material must be removed a minimum of 20 feet away from the working area and adjoining areas.
  - ii) **Flammable Liquids or Vapours:** Drums, tanks or other containers or explosive liquids or vapours must be cleaned and cleared of flammable or explosive liquids or vapours before work is done on them.
  - iii) **Pre-Operation Precautions:** When feasible, work area should be wetted down.
  - iv) **Spark Control:** Sheet metal guards, asbestos blankets and similar protection must be provided to prevent hot metal and sparks from falling on combustible material which cannot be moved.
  - v) **Fire Protection:** If the areas in which hot work operations are being performed are presently under operative sprinkler protection, the sprinklers in that area must be operative during welding or cutting operations. Suitable fire extinguishers or hand hose must be maintained near the operations, an extra person must be provided in the welding or cutting team whose sole responsibility is to watch for sparks and promptly use the extinguishing equipment.
  - vi) **Post-Operation Precautions:** After work, a thorough check must be made for smoldering fire in out-of the-way places, and guard patrol protection must be maintained for a minimum of four hours.
  - vii) **Other:** During the course of construction, where a propane gas heater or other open flame heating device is used; the device will be positioned on fire resistive dry wall board, tied off to a wall or floor with not less than three (3) feet of clear space surrounding it.
- 5) **“Hot Work Operations”** shall be defined as follows:
  - i) The process whereby one or more of the parts to be joined is heated near or above its melting point and the heated surfaces are caused to flow together.
  - ii) The process of applying heat to red heat the spot to be severed, gouged or pieced, and the metal is burned in a jet of oxygen.

- iii) Grinding operations that generates sparks.
- iv) Torch-on roofing operations.
- v) Roof tarring operations.

#### **SECTION H – SERVICE REQUIREMENTS:**

*The Subcontractor agrees to comply fully with the Contractor's pre-delivery inspection notification process as follows:*

- 1) The pre-delivery inspection by the homeowner will be conducted approximately two (2) weeks prior to occupancy of the unit.
- 2) The Contractor will provide written notification to the Subcontractor of any deficiencies noted in the pre-delivery inspection, which are the Subcontractor's responsibility to repair. Such notification shall be provided by the Contractor in accordance with Article Seven of the Agreement; and.
- 3) The Subcontractor agrees to respond to the Contractor within 24 hours of receipt of such notice and agrees to rectify any and all deficiencies forthwith and in any event prior to occupancy of the unit, failing which the Contractor may, at the Subcontractor's expense, attend to such rectification (either itself or through another Subcontractor). All expenses of such rectification together with an administrative charge of \$150.00 shall be deducted from any monies owing to the Subcontractor.
- 4) Should approval be granted by the Contractor allowing the Subcontractor to rectify such deficiencies after occupancy by the Contractor's Purchaser, it is the Subcontractors' sole responsibility to contact the purchaser and schedule appointments to rectify such deficiencies. Further, the Subcontractor shall be responsible to have the Contractor's service completion forms signed by the purchaser indicating the purchaser's acceptance of the work. Should the Subcontractor fail to honour or attend appointments made with the purchaser, the Contractor shall immediately remedy the matter and proceed as described in paragraph (c).