



Scope of Work

Roofing Specifications

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Prior to work commencement, SIGNATURE COMMUNITIES advises Sub-Contractors to become thoroughly familiar with all terms and conditions set out in “Scope of Work” and “Price Sheets”. It is understood the commencement of work by the Sub-Contractor is mutually considered acceptance of the terms of this agreement¹ and associated Price Sheets.

1.0 Health and Safety

The subcontractor shall respect and comply with a) the rules, regulations and practices required by the applicable construction health and safety legislation, and b) the health and safety policies and programs of Signature Communities.

1.1 Liability Insurance WSIB – I.O.S. Registration of Constructors

As a sub-trade providing labour on any of our job sites, you are required to provide Signature Communities.

with an up to date “Certificate of Insurance” issued by your insurance broker/company, for Liability Insurance for your business, for a minimum of \$2,000,000.00. This certificate will expire at the same time your policy expires.

It is your responsibility to ensure Signature Communities is in possession of a current Certificate of Insurance. If this document has expired, we can no longer allow you on our sites and payment will be withheld due to lack of insurance. Once we have a current document place, we will release payments.

Note:

Partial payments will not be processed and all monies due will be held until a current “Certificate of Insurance” is received.

As a sub-trade providing labour on any of our job sites, you are required, in accordance with the rules and regulations of the Workers’ Safety & Insurance Board, to provide us with the following documents:

1.1.1 WSIB issued Clearance Certificate

For companies that have employees. The certificate is valid for 60 days from the date of issue and we must have a current certificate on file when we make payment to you.

Or

1.1.2 WSIB issued Independent Operator Status letter (I.O.S.)

This is no longer an option. All workers are obligated to be covered within the rules and regulations set forth by WSIB.

1.1.3 Registration Constructors and Employers Engaged in Construction Form

Before beginning work, the Ontario Ministry of Labour, Pursuant to Section 5 of the Construction Regulations made under the Ontario Health and Safety Act, requires that you complete a “Registration of Constructors and Employers Engaged in Construction” form.

¹ Scope of Work

2.1 Service/Warranty

2.1 Service - PDI

Upon notification by Site Supervisor or Customer Care Department you have 24 hours to complete the Following:

- Incomplete Work
- Defects in Materials and/or Workmanship

When Service work has been completed you must notify Site Supervisor or the Customer Care Department that the required work has been completed. If work is not completed within the time period you will be back charged the cost to have work completed by another contractor.

2.2 Warranty/Service (Post closing)

Warranty coverage is set out under the Tarion Warranty Plan Act. This coverage takes effect from the date the Homeowner takes possession of the new home and remains in effect until the warranty period expires as per Tarion Warranty states One, Two and Seven years. As part of the agreement of the contract with Signature Communities you are accepting responsibility to complete deficiencies reported to you through the Site Supervisor or Customer Care Department for the full warranty coverage period as specified by Tarion or as per agreement with Signature Communities and sub-contractors warranty. If the required work is **not** a defect in materials, workmanship or is not the initial work of sub-contractor who has received work order the item(s) are chargeable service to Signature Communities, we will process and applicable back charges. All required work must be completed and the Site Supervisor or Customer Care Department must be notified within Seven (7) days from date of notification of service work order.

3.1 Roofing Contractors Responsibilities

3.1.1 Schedule

Roofing contractor to arrive according to the schedule established by the site supervisor.

3.1.2 Material Placement

Ensure that no material is placed in a manner that would obstruct the installation of services to the house. Clarify with the site supervisor as to where services will be installed. All material and equipment to be supplied and installed by the roofing contractor.

3.1.3 Safety Equipment

All workers to tie off using approved safety equipment. All safety equipment must be supplied by the roofing contractor and whomever is operating the equipment must be fully trained and licensed.

3.1.4 Material Shortage

Any shortages of materials must be reported immediately to the site supervisor, including vents and boots.

3.1.5 Roof Surface

Observe all roof surfaces for any areas **not** nailed, overhanging roof sheeting and open gaps in sheeting before commencement of work. Issues shall be discussed with site supervisor immediately.

3.1.6 Starter Paper

Starter **paper** such as "Sopra" base shield to be installed on eaves of heated perimeter space on all pitches 8/12 or below. If in doubt check with the site supervisor and OBC 9.26.5.1

3.1.7 Shingle Installations

Shingles to be installed per manufacturer instructions with all shingles installed with uniform lines.

3.1.8 Valleys

Valleys to be lined with Ice and Water Shield under shingle overlay.

3.1.9 Roof Vents

Install all vents per plan. (One per 208 square feet of floor area for a 50 square inch vent). Roof vents installed on 4/12 or less slope shall be doubled louvered "Dura-Flow" 50 (unless otherwise on plan or by site supervisor).

3.1.10 Ridge Venting

Ridge venting must be installed in Cathedral ceiling areas.

3.1.11 Plumbing Boots

Install plumbing boots if they are there. A return trip may be required to install these items.

3.1.12 Roof Jacks/B Vents

Framing contractor will cut (approx. 5.5" x 5.5") bathroom exhaust vents into roof as per site supers location, "roof Jacks/B vents" will be delivered with shingle materials and Roofing contractor will install B vents at time of shingling roof.

3.1.13 Shingle Overhang (Gables)

Shingle over hang on gables roof must be 1 ½".

3.1.14 Skylights

Install skylights if required on plan in center of opening to allow drywall to fit equally on all four sides. Installation must installed as per "Velux" standard installation and flashing Details.

3.1.15 Shingles at Masonry areas (Low Roofs)

Do not install shingles on garages or porches where brickwork must be installed on the second story. A return trip will be required upon completion of the brickwork for those areas.

3.1.16 Tar at Flashing

Upon completion of shingles and step flashing, roofer is to tar all flashing and other areas of water penetration where the roof meets the building.

3.1.17 Ice and Water Shield

Ice and water shield membrane is to be used on all saddles, skylights and any other potential water penetration areas. Discuss those additional areas with the site supervisor prior to installation of the ice and water shield.

3.1.18 Roof Inspections

Roofing Sub-Contract will be responsible for completing a roofing inspection. Roofing Inspection will be noted as a PDI item and must be completed prior to the PDI (seasonal exclusion) or after receipt of 30 day work order. Inspection and tasks to be completed at time of inspection include:

- Overall inspection of shingles, Flashing, Vents, and all roof penetrations
- Removal of Plumbing Caps
- Removal of Safety Strap
- Removal of any Debris from roof

Minor repairs will be included, if extensive repairs need to be completed please communicate the scope of work with site supervisor or construction manager.

3.2 Clean Up

- All shingle bags, scrap shingles, tar paper and flashing must be picked up **DAILY** and placed in the Garbage bins provided on site. Failure to complete cleanup **will result** in back charge at a minimum of double the clean-up fee.
- Remove all nails from roof cleats. Stack all cleat material neatly in one pile on the ground.
- Stack all extra **usable** bundles of shingles in one neat pile on the garage roof. All extra accessories; such as, flashing, Ice & Water Shield, Vents and etc. is to be placed in garage for return.
- Failure to comply with cleanup will result in a back-charge for incomplete work.

4.0 Signatures

Privacy Obligations²

For the purposes of this part, "Personal Information" means any information, other than publicly available information, recorded in any form, about an identified individual or an individual whose identity may be inferred or determined from such information.

The Subcontractor will not collect or use the Personal Information provided by Signature Communities for a purpose other than for which Signature Communities provided the Personal Information.

The Subcontractor will not disclose any Personal Information provided by Signature Communities to any other party without the consent of Signature Communities.

The Subcontractor will at all times comply with applicable privacy legislation and regulations.

Signature Communities reserves the right to update all "Scope of Work" documents in compliance with Municipal building codes, "O.B.C.", "Tarion Warranty", pertinent health and safety legislation and including Signature Communities initiated product and procedure improvements. Revised "Scope of Work" documents will be released to each trade group as required.

Signature Communities

Date

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Sub-Contractor

Date

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² Personal Information Protection and Electronic Documents Act (PIPEDA) compliance requirement