



# Scope of Work

## Concrete and Drain Specifications

### TABLE OF CONTENTS:

1.0	HEALTH AND SAFETY .....	2
1.1	LIABILITY INSURANCE .....	2
1.1.1	WSIB-I.O.S. Registration of Constructors .....	2
1.1.2	WSIB ISSUED CLEARANCE CERTIFICATE .....	3
1.1.3	WSIB ISSUED INDEPENDENT OPERATOR STATUS LETTER (I.O.S.) .....	3
1.1.4	REGISTRATION .....	3
2.1	SERVICE/WARRANTY/PDI .....	3
2.2	WARRANTY/SERVICE (POST CLOSING) .....	3
2.3	SUBCONTRACTOR INFORMATION GUIDE .....	4
2.4	EQUIPMENT CERTIFICATION AND OPERATORS TRAINING .....	4
3.0	CONCRETE AND DRAIN .....	4
3.1	CONCRETE AND DRAIN RESPONSIBILITY .....	4
3.1.1	HYDRO .....	4
3.1.2	INSTALLATION OF SERVICES .....	4
3.1.3	DAMAGE DISCOVERED BEFORE BEGINNING .....	4
3.1.4	EXCAVATION/INSTALLATION OF DRAINS .....	4
3.1.5	BACKFILL OF DRAIN PIPES .....	4
3.1.6	BASEMENT DRAINS/SUMP PUMPS .....	4
3.1.7	CLEAR STONE FOR BASMENT .....	5
3.1.8	BASEMENT CONCRETE .....	5
3.1.9	MATERIAL QUANTITY .....	5
3.1.10	PORCH FORMING .....	5
3.1.11	PORCH MATERIAL .....	5
3.1.12	GARAGE FORMING .....	5
3.1.13	CLEAR STONE FOR GARAGE .....	5
3.1.14	GARAGE SLOPES .....	5
3.1.15	GARAGE GRADE BEAMS .....	5
3.1.16	GARAGE CONCRETE .....	5
3.2.	WINTER CONDITIONS .....	6
3.2.1.	HEATERS AND TARPS .....	6
3.2.2.	PROPANE .....	6
3.2.3.	FIRE EXTINGUISHER .....	6
3.2.5.	CONCRETE TEMPERATURE .....	6
3.3.	CLEAN UP .....	7
3.3.2.	SERVICES LOCATION .....	7
3.3.3.	USABLE MATERIAL .....	7
3.3.4.	FAILURE TO COMPLY .....	7
4.0	SIGNATURES .....	8

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 agreement<sup>1</sup> 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

#### 1.1.1 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.

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<sup>1</sup> Scope of Work

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:

**1.1.2 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**

**1.1.3 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.

**1.1.4 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.

## **2.1 Service/Warranty**

### **2.1 Service - PDI**

Upon notification by Site Supervisor you have 24 HRS or upon notification by the Customer Care Department you have 7 days 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 specified 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 any applicable back charges. All required work must be completed immediately and upon completion of the work the Site Supervisor or Customer Care Department must be notified within Seven (7) days from the date of the service work order.

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## **2.3 Subcontractor Information Guide**

It is recommended all trades and suppliers review Signature Communities - *Subcontractor Information Guide* outlining procedures we expect you to follow. The *Subcontractor information Guide* is an information extension of the *Scope of Work*. Acceptance of the *Scope of Work* and associated Contract is mutually considered acceptance of the *Signature Communities - Subcontractor Information Guide* terms and conditions. This guide is currently being developed but the basic message is to work with a professional attitude and professional craftsmanship expected from a skilled tradesman. "Respect and teamwork" are the backbone of every Signature site, please conduct yourselves accordingly. Disputes will be settled in a cordial manner.

## **2.4 Equipment Certification and Operators Training**

All subcontractors must have current and valid certification of equipment being used on the construction site. Operators of the equipment also must have valid and current certificate of training to operate equipment as required by applicable legislation (OHSA, MOL). Copies of Certification and Training must accompany equipment and operator while on site.

## **3.0 Concrete and Drain**

### **3.1 Concrete and Drain Contractors Responsibilities**

#### **3.1.1. Hydro**

Hydro may be available from adjacent homeowner. Never plug into an occupied house without first receiving authorization from the site supervisor.

#### **3.1.2. Installation of Services**

Ensure that material is placed in a manner that would not obstruct the installation of services to the house.

#### **3.1.3. Damage Discovered Before Beginning**

The Sub-Contractor shall report any damage discovered to the Builder prior to beginning the work. If contractor proceeds with work and covers up any damaged or defective areas any issues that occur as a result of covering the damage areas will be the responsibility of the masonry contractor for all the repairs and costs.

#### **3.1.4. Excavation/Installation of Drains**

The Sub-Contractor is responsible for the excavation and install of sewer drains from the road to the underside of the footings into the basement and a specific location given by the Site Supervisor. Prior to installing storm and sanitary lines the sub-contractor must ensure that the elevation of the lines have a positive slope away from the house.

#### **3.1.5. Backfill of Drain Pipes**

Once storm and sanitary lines have been installed and have passed all applicable inspections the sub-contractor is responsible for supplying and installing  $\frac{3}{4}$ " clear stone around pipes (minimum 6" cover) before backfilling. All pipes must be supported properly to avoid any breaks and movement while backfilling.

#### **3.1.6. Basement Drains/Sump Pumps**

The Sub-Contractor is responsible for supplying and installing all drains and sump pumps (if required) in the basement as per the architectural drawings. Coordinate location of pipes and drains with Plumber.

#### **3.1.7. Clear Stone for Basements**

The Sub-Contractor is responsible for supplying and installing  $\frac{3}{4}$ " clear stone in all basements after all necessary inspections have been passed for drains. Installation of  $\frac{3}{4}$ " clear stone to be as per OBC or as per architectural drawings.

#### **3.1.8. Basement Concrete**

The Sub-Contractor is responsible for supplying and installing all basement concrete. Concrete mix and placement shall be as per OBC or as specified on the architectural drawings. Basement slab is to be cut no more than 24 hours after concrete pour. The Sub-Contractor is responsible for supply and installing 6 gauge wire mesh in basement slab.

#### **3.1.9. Material Quantities**

All material quantities needed for forming of Porches and Garages shall be given to the site supervisor 1 week prior to work commencing.

#### **3.1.10. Porch Forming**

The Sub-Contractor is responsible for forming all Porches and steps as shown of the architectural drawings. A drip edge is to be installed on all overhangs.

#### **3.1.11. Porch Material**

The Sub-Contractor is responsible for supplying and placement of concrete and rebar for all porches and steps. All concrete and rebar used in porches must conform to the architectural drawings or the OBC. All forming is to be stripped by the sub-contractor.

#### **3.1.12. Garage Forming**

The Sub-Contractor is responsible to form all garages. Before any forming takes place the foreman of site must meet with the site supervisor to determine garage heights

#### **3.1.13. Clear Stone for Garage**

The Sub-Contractor is responsible to supply and install  $\frac{3}{4}$  clear stone in all garages at a minimum depth of 6" or as specified on the architectural drawings. No charges for extra stone will be entertained unless the site supervisor has given written consent before the installation of the stone.

#### **3.1.14. Garage Slopes**

Prior to placement of concrete see site supervisor to determine garage slopes as each house may vary.

#### **3.1.15. Garage Grade Beams**

The Sub-Contractor is responsible for installing and supplying grade beams in all garages. 2 grade beams are required in a single garage and 4 grade beams are required in a double garage. 15 M rebar is to be used for all grade beams.

#### **3.1.16. Garage Concrete**

The Sub-Contractor is responsible for supplying and installing concrete for garage slabs. Concrete mix and placement shall be as per OBC and Architectural drawings.

## **3.2. Winter Conditions**

### **3.2.1. Heaters and Tarps**

“Salamander” heaters and hardware are to be supplied and operated by this trade

### **3.2.2. Propane**

Those using propane must have a valid “**Record of Training**” for propane or it will not be distributed to you. Tanks are to be picked –up and returned to the propane storage area designated by the site Supervisor Daily. **Propane tanks must be secured at all times.**

### **3.2.3. Fire Extinguisher**

Fire extinguishers are to be on site when using propane. The Sub-Contractor is responsible for supplying extinguisher. Fire extinguisher specifications are type: 4-A 40BC as per OH&S Act sec. 52 through 55.

### **3.2.5. Concrete Temperature**

If concrete is to be poured in below 5 C weather the foreman on site must have written consent from the site supervisor before pouring. If a winter mix is to be used the site foreman must also have written consent from the site supervisor before pouring.

### **3.3. Clean Up**

#### **3.3.2. Services Location**

Clarify with the site supervisor as to where services will be installed.

#### **3.3.3. Usable Material**

Stack all usable material in one neat accessible pile at the end of each day. If you are unsure confirm with site supervisor for location.

#### **3.3.4. Failure to Comply**

Garbage created from trade and suppliers during coffee and lunch breaks must be cleaned up daily and placed in garbage cans provided at each house.

**Coffee cups and other debris will not be tolerated.**

Failure to comply with cleanup will result in a back-charge and fine for incomplete work.

4.0 Signatures

**Privacy Obligations<sup>2</sup>**

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

Sub-Contractor	Date

<sup>2</sup> Personal Information Protection and Electronic Documents Act (PIPEDA) compliance requirement