



Scope of Work

Drywall Specifications

TABLE OF CONTENTS:

1.1	HEALTH AND SAFETY	3
1.2	LIABILITY INSURANCE	3
1.2.2	WSIB ISSUED CLEARANCE CERTIFICATE	3
1.2.3	WSIB ISSUED INDEPENDENT OPERATOR STATUS LETTER (I.O.S.)	3
1.2.4	REGISTRATION	3
2.1	SERVICE/WARRANTY	4
2.2	SERVICE - PDI	4
2.3	WARRANTY/SERVICE (POST CLOSING)	4
2.4	SUBCONTRACTOR INFORMATION GUIDE	4
2.5	EQUIPMENT CERTIFICATION AND OPERATORS TRAINING	4
2.6	SITE SCHEDULE	4
3.1	DRYWALL CONTRACTORS RESPONSIBILITIES	5
3.2	WORKMANSHIP	5
3.2	INSULATION INSTALLATION	5
3.2.1	RAFTER VENTS	5
3.2.4	INSPECTIONS	5
3.2.3	PERIMETER OF BUILDING	5
3.2.4	BATT INSULATION	5
3.2.5	INSULATION AT FLUSH STEEL BEAMS	5
3.2.8	GARAGE CEILINGS/EXPOSED FLOORS	5
3.2.9	BASEMENT BLANKET INSULATION	6
3.2.10	POLY – BASEMENT WINDOWS	6
3.2.12	FIRE STOP/PREP WORK	6
3.3.1	CONTINUOUS INSTALLATION	6
3.3.2	WALL/FLOOR INTERSECTION	6
3.3.3	WALL/CEILING INTERSECTION	6
3.3.4	EXHAUST FANS	6
3.3.5	LIGHTS AND PLUGS ON EXTERIOR WALLS AND CEILINGS	6
3.3.6	ATTIC PENETRATIONS	6
3.3.8	SEALING EXTERIOR DOORS AND WINDOWS	7
3.3.9	WINDOW BOX-OUT/JAMB EXTENSIONS	7
3.3.10	FLUSH STEEL BEAMS (AT LOFT FLOORS, WALL EXTENSIONS, BAY WINDOWS, ETC.)	7
3.3.12	SOUND WALLS	7
3.3.13	DAMAGE TO AB/VB	7
3.4	DRYWALL APPLICATION	7
3.4.1	INSULATION INSPECTION	7
3.4.2	WALLS	7
3.4.3	CEILINGS	7
3.4.4	WALL BOARD	7
3.4.5	PAPER BEAD	7
3.4.6	ELECTRIC BOXES/PLUMBING LINE OPENINGS	7
3.4.7	RECESSED MEDICINE CABINETS/ACCESS PANEL OPENINGS	8
3.4.8	FIRE WALLS/ PARTY WALLS	8
3.4.9	DEN SHIELD	8
3.4.10	WATER-RESISTANT DRYWALL	8
3.4.11	“J”, “L”, OR “T” MOULD	8

3.4.12	ULTRA FLEX.....	8
3.4.13	POWER CUT OUT TOOLS.....	8
3.4.14	PARALLEL BOARD JOINTS.....	8
3.5	DRYWALL FINISHING.....	8
3.5.1	FLAT WORK AND ANGLES.....	9
3.5.2	CORNER BEADS.....	9
3.5.3	NAILS.....	9
3.5.4	BUTT JOINTS.....	9
3.5.5	CEILING TAPED JOINTS.....	9
3.5.6	MUDDERED AREAS.....	9
3.5.7	TEXTURED CEILINGS.....	9
3.5.8	FLAT CEILING AREAS.....	9
3.5.9	FIRE WALL.....	9
3.5.10	REPAIR DEFECTS.....	9
3.5.11	GARAGES.....	10
3.5.12	MAN DOOR FROM GARAGE TO HOUSE.....	10
3.5.13	CENTRAL VAC ROUGH IN, HOSE BIB, ELECTRIC OUTLET.....	10
3.6	STEEL BULKHEADS AND BOX-INS.....	10
3.6.6	OPEN PENETRATIONS ON CEILINGS.....	10
3.7	CLEAN UP.....	10
3.7.1	INSULATION MATERIALS.....	10
3.7.2	DRYWALL MATERIALS.....	10
3.7.3	DRYWALL COMPOUND.....	10
3.7.4	DEBRIS.....	10
3.7.5	SAFETY RAILS OR EGRESS RAMPS.....	10
3.7.6	FAILURE TO COMPLY WITH CLEAN UP.....	10
4.0	SIGNATURES.....	11

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

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.

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.

¹ Scope Of Work

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 and 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.

2.3 Subcontractor Information Guide

- 3 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.

3.1 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.

3.2 Site Schedule

Trades and suppliers shall follow site schedule, communicate with the Site Supervisor to ensure work and/or delivery schedule is current and up to date.

3.0 Drywall Contractors Responsibilities

3.1 Workmanship

It is imperative that the insulation and drywall is to be complete in a good and craftsman-like manner. Only the highest standard quality of workmanship is acceptable. Typically, the quality of the drywalling is perceived by the customer to reflect the quality of the entire job. Sloppy work habits, poorly finished surfaces, noticeable surface deficiencies as seen after prime painting are NOT acceptable. Defective corner beads, inconsistent textured ceilings finishes; noticeable floor/wall connections are not acceptable and are all the responsibilities of drywall contractor to repair unacceptable work. Drywall sub-contractor shall provide enhanced "Spot light" to ensuring taping is acceptable. Drywall contractor is responsible for inspection at the completion of sanding to ensure quality of work is acceptable.

3.2.1 Rafter Vents

Install rafter vents as per the O.B.C. Section 9.19. "Roof Spaces".

3.2.4 Inspections

Confirm with the Site Super that all inspections have been approved before proceeding with insulating.

3.2.3 Perimeter of Building

Insulation is to be placed on top of the wall plate to the underside of sheathing, around the entire perimeter of the building where loose fill insulation will be used. Care must be taken to prevent the restriction of air through the rafter vent.

3.2.4 Batt Insulation

Batt insulation is to be installed per manufactures recommendations, O.B.C. and shall be placed flush with face of studs and joist. On walkout and Part walkout lots insulation shall be placed to ensure that there is NOT any air space between "Knee Wall" and "Lateral Support Wall" Insulation, an air space may cause moisture between insulation Roxul insulation must be used between party walls. Batt insulation is to be split to accommodate mechanical and electrical.

3.2.5 Insulation at Flush Steel Beams

Insulation at flush steel beams (under lofts and in attics) to be sufficient to address thermal bridging at steel.

3.2.6 Garage Ceilings/Exposed Floors

All garage ceilings when there is a room above is to be spray foamed as per OBC specifications. Minimum of 4-inches of Poly Urethane Closed Cell spray foam, with ½" coating over wall/ring joist connection to provide additional air sealing. When full height Blanket insulation is specified Drywall contractor shall install additional insulation as per agreed rate. Poly Urethane foam shall be applied as per CCMC requirements. When specified additional

3.2.7 Basement Blanket Insulation

Drywall Contractor shall install full height blanket insulation in all unfinished basement below finished grade as per Building Code. All fasteners will be supplied by drywall contractor; Blanket Insulation will be supplied by drywall contractor. Finished basements will be framed (by others), Drywall Contractor to install R-20 batt insulation as required.

3.2.8 Poly – Basement Windows

Poly to be taped with tuck tape to wood framing at poured in place basement windows; poly must be sealed tight to windows with “Tuck” tape, ensure work is completed neatly.

3.2.9 Fire Stop/Prep Work

Fire stopping to be installed as per Municipal Build Code and the O.B.C. All main waste and vertical space within Bulkheads shall receive Fire Stopping. Drywall contractor is responsible for supplying and installing fire stopping material of all mechanical and electrical floor and party wall penetrations. Prep work behind all bulkheads and party walls to be supplied and installed as per OBC.

3.3.1 Continuous Installation

Vapour/ Air barrier shall be installed/fastened with staples. VB/AB shall be continuous (sealed) throughout building envelope interior. Any joints/overlap of VB/B (poly) must be along stud or joist with minimum 6” overlap. Overlapping pieces must be connected/sealed with bead of acoustical sealant.

3.3.2 Wall/Floor Intersection

Acoustical sealant used along bottom plate/floor on ALL exterior walls (One Bead). If TYVEK AB is pulled under plate; staple TYVEK up onto interior of wall. Seal bottom plate with acoustical sealant. Lap poly VB/AB over TYVEK and compress into sealant bead at wall base.

3.3.3 Wall/Ceiling Intersection

Acoustical sealant used along top plates of exterior walls AND all interior walls on 2nd floor.

3.3.4 Exhaust Fans

Provide continuous seal around and over all fan boxes: Preformed airtight boxes or 3’x3’ poly sheets shall be sealed or taped at all edges.

3.3.5 Lights and plugs on Exterior Walls and Ceilings

Provide continuous seal around and over all outlets: Preformed boxes or 3’x3’ poly sheets/sealed or taped at all edges.

3.3.6 Attic Penetrations

All plumbing and electrical penetrations into unconditioned attic spaces must be sealed with polyurethane low-expansion foam or acoustical sealant. All penetrations 1/8” or smaller can be sealed with acoustical sealant. Larger penetrations (1/8” +) are to be sealed with low expansion foam.

3.3.7 Sealing Exterior Doors and Windows

Window and door opening frames to be sealed and integrated into Vapour barrier using either polyurethane low-expansion foam. Foamed window and door openings need to be “picture-framed” with a bead of acoustical sealant. This effectively seals the VB around the perimeter of opening.

3.3.8 Window Box-out/Jamb Extensions

VB/AB to be continuous from window jamb through to interior wall VB/AB (poly).

3.3.9 Flush Steel Beams (At Loft Floors, Wall Extensions, Bay Windows, Etc.)

VB/AB to be continuous along warm side of building envelope/beam enclosure.

3.3.10 Sound Walls

All sound walls shall be completed as per construction drawing and Engineer reports

3.3.11 Damage to AB/VB

Any damage cause to AB/VB by Drywall boarding crews shall be taped and resealed by the Drywall Contractor prior to continuing work.

3.4 Drywall Application

3.4.1 Insulation Inspection

Confirm with the Site Supervisor that insulation inspection has passed before starting the installation of drywall.

3.4.2 Walls

Walls are to be screwed in accordance with manufacturer’s recommendation. Where applicable, common party walls are double 2 by 4 walls with two layers of X type 5/8” fire rated drywall or as specified on the architectural drawings. Nails are not permitted.

3.4.3 Ceilings

½” or 5/8” controlled density board with floating metal resilient channels. Drywall Contractor shall supply and install ceiling clips as required in locations where backing is not adequate. Drywall to be screwed with minimum number of screws and joints to be filled, taped and sanded ready to be primed. Smooth ceilings throughout.

3.4.4 Wall Board

Install 1/2” or 5/8” drywall as required, wall board must be held ½” above sub-floor. Board to extend 6” past any corner of window or door and preferably no joints in this location.

3.4.5 Metal Corner Beads

Use metal corner beads on all drywall edges. Wood casing trim to all windows by others rounded metal corner beads with paper face to fireplace/media niche as required or directed by builders designs.

3.4.6 Electric Boxes/Plumbing Line Openings

All openings for electrical boxes and plumbing lines are to be cut neat and close prior to securing to the wall. Over cuts are to be repaired.

3.4.7 Recessed Medicine Cabinets/Access Panel Openings

All openings for recessed medicine cabinets and access panels are to be cut neat.

3.4.8 Fire Walls/ Party Walls

All fire walls are to be tight so that there are no voids. All Multi units and Town Homes projects Drywall Contractor is responsible for installing Insulation, Poly, Drywall and Fire taping adjoining knee walls (Party Walls) prior to Rough-In of H.V.A.C., Electrical and Plumbing. Fire taping to be completed neatly.

3.4.9 Dens Shield

Dens shield is to be used in tub/shower areas. If Dens Shield is installed higher than ceramic tile a skim coat shall be installed and sanded to ensure smooth finish.

3.4.10 Water-Resistant Drywall

Water-resistant drywall "Green board" must be installed at least 18 inches above tub and shower units.

3.4.11 "J", "L", OR "T" Mould

"J" Mould, "L" Mould or "T" Mould is to be applied around tubs as required. Do NOT screw in to tub/shower flange.

3.4.12 Ultra Flex

Inside and outside 45-degree joints to have "Ultra Flex" bead applied.

3.4.13 Power Cut Out Tools

On all window box-outs (windows with jamb extensions) boarding crews should refrain from using power cut out tools as the AM/VB and/or Foam insulation will be damaged.

3.4.14 Parallel Board Joints

No parallel board joints or fasteners within 4" of flush beams.

3.5 Drywall Finishing

Note:

Drywall contract to supply: Tape, drywall compound, fasteners, tools and equipment to complete drywall finishing.

3.5.1 Flat Work and Angles

All flat work is to receive fill, tape, bed and skim coat on all joints. All angles are to receive tape and bed coat on each side of angle.

3.5.2 Corner Beads

All corner beads to receive three (3) coats and all intersecting corner beads to be taped at corner.

3.5.3 Screws

All screws to have three (3) spot coats.

3.5.4 Butt Joints

All butt joints to be at least 20 inches wide to hide joint.

3.5.5 Ceiling Taped Joints

Insure that ceiling taped joints do **NOT** show through ceiling finish.

3.5.6 Mudded Areas

All mudded areas to be sanded with 150 grit sand paper. Marks left behind from “pole” sanders on ceiling will **NOT** be accepted. Any or all joints that are sanded to the point that the tape joint shows is not acceptable. All corners and 3-ways must be sanded with Sponge sanding block to ensure clean sharp inside corners.

3.5.7 Textured Ceilings

All textured ceilings are to be primed. Ceilings are to be smooth finish. Bathroom and Kitchen ceilings are to receive smooth finish. All staple holes left from hanging poly to spray ceilings, when applicable, shall be repaired by the drywall contractor.

3.5.8 Flat Ceiling Areas

When flat/smooth ceiling are requested application of drywall and finishing shall be installed with good building practices and craftsmanship.

3.5.9 Fire Wall

All piping, ducts and beams through the fire wall are to be taped and sealed as per O.B.C. requirements. All material and equipment necessary is to be supplied and installed by the drywall contractor.

3.5.10 Repair Defects

Drywall Subcontractor is responsible to return after completion of priming to inspect for defects and provide general touch up (check-out) prior to painting or after primer. Painter will be charging for excessive touch up for deficiencies if the subcontractor does not return to repair defects, this amount will be back charged to the Drywall Subcontractor. It is NOT the responsibility of the Painter or Signature Communities to repair taping. A second check out is required after 1st coat of paint is applied. The 2nd check out will be as per the site supervisors schedule.

3.5.11 Garages

Garages are to be completely boarded and fire taped in a **Smooth** craftsman like manner and drywall must be sealed to the foundation wall with concrete grey caulking. Sloppy workmanship is **NOT** acceptable.

3.5.12 Man Door from Garage to House

Man door from the garage to the house must be sealed to drywall with white caulking. Drywall Contractor must ensure drywall installed at a maximum of a 1/4" from door frame to allow for caulking seal.

3.5.13 Central Vac Rough In, Hose Bib, Electric Outlet

Central Vac rough in, Hose bib, Electrical outlets are to be sealed to the drywall with drywall compound and shall be completed by Drywall Contractor.

3.6 Steel Bulkheads and Box-Ins

3.6.2 Open Penetrations on Ceilings

All open penetrations on ceilings that are at exterior stud walls and are attached to living areas must be dry walled and gas proofed. (I.e. between stud walls, under box-ins, or "I" beam box-ins).

3.7 Clean Up

3.7.1 Insulation Materials

Insulation contractor will clean up all insulation materials (Insulation, Poly, and empty-caulking tubes...) place it in bags and place it in the garbage bins provided on site.

3.7.2 Drywall Materials

Drywall Contractor will clean up and remove all drywall debris after completion of the job and remove it from the site prior to the commencement of taping.

3.7.3 Drywall Compound

Do not dump drywall compound or wash water down the drains or outside of the unit.

3.7.4 Debris

Do not throw debris in tubs and/or shower stalls. Contractor will be back charged for the repair.

3.7.5 Safety Rails or Egress Ramps

Re-install any safety rails or egress ramps that were removed for materials installation.

3.7.6 Failure to Comply with Clean Up

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

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

--	--

Sub-Contractor

Date

--	--

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