



Scope of Work

Foundation Forming 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 in 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 Scope of Work

3.1.2 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

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

This is no longer an option.

All workers in the workplace must be covered as per the rules and regulations of the WSIB.

1.1.4. Registration of 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. This form can be picked up at the Ministry office or their website.

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.

2.3 Subcontractor Information Guide

It is recommended that 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.

3.1 Forming Contractors Responsibilities

3.1 Footings and Foundations

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. Materials and Labour

All forming materials, Concrete, Placement and Finishing of concrete is the responsibility of the Concrete Forming subcontractor. Foundation Contractor to provide all bracing and forming material to support foundation wall forms. If pour breaks are required, the forming sub-contractor must supply and install water stop as per the architect's detail.

3.1.3. Concrete Delivery

Placement of concrete into footings and/or walls, by Forming Contractor is considered acceptance of delivery of concrete and the quality of concrete. Poor quality concrete is not to be used. Notify site supervisor of any concrete concerns. All exposed concrete is to be smooth finish with no structural defects. If structural defects are noted a structural engineer must provide a method to repair the issue and the forming sub-contractor is responsible to ensure this work is complete as per the structural engineer's details.

3.1.4. Column Footings

Footings for columns shall be supplied and installed as per specified on plans. Pads must be formed at the top and be 1 inch lower than top of strip footing.

3.1.5. Footing Tolerances

- Footings shall be 20 M.P.A concrete or as specified by the engineer.
- Standard Footing dimensions are 20" wide x 6" depth or as drawings specify.
- Keyway must be installed on all footings
- Footings to be level + or – 1/2 inch.
- Footings to be square + or – 1/2 inch diagonal dimensions.
- Footings to agree with plan dimensions + or – 1/2 inch.

3.1.6. Footing Elevation

Footings are to be placed so that the top of the footing is 3-inches below the basement top of floor elevation.

3.1.7. Services

If home is not pre-serviced loosen fill or form under footing where services enters house. Confirm with Site Supervisor and/or Excavation Supervisor for location of service entering into house. Excavation Contractor will dig if possible.

3.1.8. Foundation Wall Thickness

Minimum wall thickness shall be 8 inches of 20 M.P.A. concrete OR as specified on drawing.

3.1.9. Inspect Foundation Walls

When forms are stripped inspect foundation walls for any potential issues. Areas where “honeycombs” are present the Forming sub-contractor is responsible for sealing “honeycomb” location. This must be sealed and water tight before the application of tar and/or drainage membrane.

3.1.10. Repair of Honeycomb Areas

Forming contractor is responsible for all repair work and material cost to Honeycomb areas, repairs are to complete as per the following methods:

- 1- Honeycomb **through** wall “2 sides”- Apply Hydraulic cement to honeycomb area on the outside and inside of foundation wall.
- 2- Honeycomb on **Outside** of wall “1 side”- Apply Hydraulic cement to honeycomb area on the outside of foundation wall
- 3- Honeycomb on **Inside** of wall “1 side” Apply Hydraulic cement to honeycomb area on the Inside of foundation wall

In cold temperatures it may not be possible to apply Hydraulic cement to the outside of the foundation walls. When this occurs the Foundation Forming Contractor shall apply a one coat application of Tar to the Honeycomb area on the Outside of the wall.

3.1.11. Cold Room Door

Cold room door to be formed with 35” inch x 86” (from top of footing) RSO. Wall must be poured through top of door and 2x8(10) inch form must be left in place. Inside of form is the RSO.

3.1.12. Partial Walkout/Walkout

Foundation to form and place as per construction drawing

3.1.13. Beam Pocket on Party Walls

Beam pocket is to be installed less 1 5/8” unless otherwise noted on construction plans.

3.1.14. Basement Walk-ups

The forming of foundation walls for basement walk-ups to be installed as per construction drawing. Drawings vary based on Municipality. Placement of rebar to be verified with Construction drawing and Engineering drawing.

3.1.15. Bay Window

Bay in foundation shall be formed as per construction plans dimension of foundation are centered to allow for Bay window framing. Templates must be used for a 1 pc bay window.

3.1.16. Firewalls

Firewalls are to be constructed as per construction plans Firewall detail can change on a project by project basis, and therefore Construction Drawing must be referenced.

3.1.17. Placement of Straw

Placement of straw or insulated blanket into the excavation will be the responsibility of forming subcontractor when present on site for protection against freezing.

3.1.18. Removal of Straw

Removal of straw to form Footings and Foundation Walls is the responsibility of forming sub-contractor. All straw that is removed to complete forming and place of stone must be put back into place to protect against freezing and is the responsibility of forming sub-contractor.

3.2. Basement stone

3.2.1. Stone

Supply and install weeping tile, silt cloth, and $\frac{3}{4}$ " clear stone is to be the responsibility of the Forming contractor.

3.3. General

3.3.1. Water Box Location

Note the location of water boxes and adjacent landowner property. Any damages are to be reported to the site supervisor.

3.3.2. Discrepancies

Report any discrepancies in stakeouts, site plans or drawings to the site supervisor immediately. Do not proceed with work until you are confident it has been resolved.

3.3.3. Inspections

Do not pour until applicable inspections have been completed and passed.

3.3.4. Ordering Concrete

Order concrete accurate to amount required in order to reduce waste and leftover concrete. Any extra concrete must be removed off site.

3.3.5. Concrete Pump Truck

Concrete pump truck is required and supplied by the Forming trade for all concrete pours.

3.3.6. Vents for Cold Room/Fruit Cellar

Form vents for cold room/fruit cellar as per **Standard Detail**. Do not place vents so that they interfere with stair locations or the porch top. If in doubt, ask the site supervisor. (3-4 vents for larger cellars). Location of vents should be installed at opposite ends of cold room to allow for cross ventilation.

3.3.7. Sleeving

One 4-inch sump sleeve to storm location when sumps are required. (Site Supervisor is to provide location when required). Hydro, gas and mechanical sleeving to be installed by the concrete forming subcontractor. (see site supervisor for sleeving locations)

3.3.8. Traffic Control

It is the responsibility of the forming sub-contractor to provide traffic control for all concrete trucks related to concrete as per MOL standards

3.3.9. Rebar – Step Footing

Supply and Install rebar as necessary (as per O.B.C., Inspection Reports and/or Site Supervisor) in all step footing. Rebar must be installed on standoffs or chairs insuring bar positioned 1 1/2" above bottom of footing.
Concrete to be vibrated.

3.3.10. Rebar – Egress Windows

Supply and Install rebar on egress windows as per **Standard Detail**

3.3.11. Rebar – Stepped Walls

Supply and Install rebar in all sections of stepped walls. (As per O.B.C. Inspection Reports and/or Site Supervisor).

3.3.12. Foundation Walls

Ensure foundation walls are placed square, plumb and level. If foundation walls are NOT placed square, plumb or level the foundation contractor will be responsible for all remedial work and costs required to repair defective work, including removal and replacement of unacceptable foundations. Supply and install two horizontal lengths of 15 mm rebar at top and bottom of entire wall or as per specified on drawings

3.3.13. Control Joints

Install control joints as required.

3.3.14. Cold Cellar Forming

Install rebar dowels in porch for fruit cellar forming. As per **OBC** _____

3.3.15. Brick Ledge/Brick Ties

Install brick ledge/brick chase as per site supervisor, Construction Plans and as per **Standard Detail**. On all brick ledges must have brick ties installed as per OBC standards. Brick ties are to be cut while wall forming are stripped.

3.3.16. Floors

Install recess in top of foundation wall for sunken floor sections. Recess depth will vary based on Floor Joist Height. As per **Site Supervisor instructions**.

3.3.17. Windows

Basement pour in place windows are supplied by the Builder. Forming Contractor will install window as per plans and shall be set in place so that the top of the finished window is as per construction drawing or as specified by the Site Supervisor.

3.3.18. Anchor Bolts

Install Minimum ½ inch diameter Anchor bolts spaced NOT more 6'-0" inch O.C. as per O.B.C. and within 12 inches of every corner at the top of all foundation walls and at all reverse veneers. Nuts and washers supplied by the Builder. (Anchor Bolt Supplied by Forming Contractor)

3.3.19. Cuts and Steps

Provide proper cuts and steps in foundation wall steps must always be made in multiples of 3½" as per grading plan, construction plans. Contact site supervisor and/or construction manager, if unsure. Forming contractor is responsible for submitting a cut sheet for each house to the site supervisor at least 24 hours before concrete pour.

3.3.20. Concrete Overflow

Remove all spilled concrete from weeping tile area, to ensure that concrete does not interfere with the installation of the weeping tile system.

3.3.21. Weeping Tile

Install weeping tile through footings where necessary, do not crush tile. Keep tile as low as possible and ensure weeping tile invert is sloping down towards Sump Pail or drain. Ensure pipe is clean and clear of any concrete. A 4" weeping tile filled with ¾" clear stone must be installed vertically on the foundation wall from the underside of all basement windows and connected to the footing weeping tile.

3.3.22. Beam Pockets

Ensure that all beam pockets are installed at correct location and elevation. Beam pocket must not be formed deeper than required; a minimal amount of steel shims should be required.

3.3.23. Dampproofing and Foundation Wrap

It is the responsibility of the forming contractors to supply and install dampproofing spray and foundation wrap on all foundation walls as per the OBC. Dampproofing and wrap must be installed 4-6" below final grade and be capped with a flat tab.

3.3.24. Brush Coat

Once final grade is complete the forming contractor must complete a brush coat on all exposed concrete which shall be free of any steel ties and grinded down to have a smooth level finish.

3.4. Cold Temperature Foundation Pour

When the evening temperature is expected to drop below -10 C or colder all foundations are to be pumped and concrete mixture is to be approved by an engineer. Coordinate ordering of pump truck with Site supervisor or contraction manager.

3.4.1. 0 to -5 C

0 to -5 C Foundations to be topped with straw

3.4.2. -5 to -10 C

-5 to -10 C Foundation must be topped with straw and tarped in.

3.4.3. -11 or Colder

-11 or colder DO NOT POUR CONCRETE.

3.4.5. Form Time

In all cases above forms are to be left in place for a minimum of 24 hours, no exceptions.

3.5. Clean Up

- Foundation forming contractor will remove all materials that are brought to site, including forming materials and wood material that are utilized for bracing.
- Do NOT throw any garbage or waste materials in the excavation.
- Any lumber materials taken from the surrounding site and used in forming; will be removed, do not leave scattered around the foundation. Place all forming debris in one neat pile at the front of the work area.
- Any over pour is to be spread out away from service areas; as well as, sump location.
- Failure to comply with clean-up will result in a back-charge for incomplete work.
- Water Pumps and Generators are to be returned to site trailer at the completion of the day's work or at latest by 4:30PM that day.
- All rebar caps or coverings are to be supplied and installed by the forming sub-contractor as per MOL requirements.

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