



Scope of Work

Masonry 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

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.

¹ 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.

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 Masonry

3.1 Masonry 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. Mixing Location

Check with site supervisor to determine mixing location, do not place mixer anywhere near Catch Basins.

3.1.4. 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.

3.1.5. Front Porch

Do not lay brick unless concrete porch has been installed. It is the responsibility of the masonry sub contractor to cover the front porch and steps with plywood or similar materials.

3.1.6. Mortar Droppings

Provide protection to front porch, sills and windows from mortar/colored mortar droppings. Failure to protect above items may result in staining of porches, sills, etc.... Back charges will be applied to masonry contractor to clean any staining.

3.1.7. Mortar on Windows

Cover and protect windows prior to installing brick. If window is not covered and damage occurs the masonry sub-contractor is liable.

3.1.8. Vertical Joints

Brick is to be installed with all vertical joints aligned and horizontal joints shall be installed to ensure joints are coursed out to leave appropriate spacing.

3.1.9. Brick Joint

All joints to be shallow raked ¼" depth

3.1.10. OBC Specifications

Observe OBC specifications for all angles, lintels and weep vents.

3.1.11. Material Supply

Mason to supply and install **all bricks, blocks, precast and other masonry related materials as specified on the drawings**. Mason to supply all labor, sand, mortar, wall ties, fasteners, straight/curved heavy steel lintels as required and must conform to OBC and builders quality standards. Mason to supply and install air barrier as specified on architectural drawings and as per manufacturers specifications.

3.1.12. Wall Ties

Wall ties to be used as per OBC specifications

3.1.13. Soldier Coursing

Brick work to include ¼" proud soldier coursing on front of house, or as per approved drawing.

3.1.14. Excess Mortar on Brick

New brickwork will be brushed cleaned of excess mortar at the end of each day or as required during the day. Any brick with mortar stains must be cleaned by hand or with a power washer,

3.1.15. Mortar Strength

Mortar strength is not to exceed the strength of brick being used. Portland mix to be used on structural columns.

3.1.16. Light Fixtures

Install light fixtures as per Construction drawings.

3.1.17. Sills

Sills are to be installed as per **Standard Details**

3.1.18. Tar

Specifications

Fully tar outside corners or use corner gasket to allow brick movement on the foundation as per Standard Detail

3.1.19. Brick Ledge

Air space at brick ledge location to be filled completely with mortar up to top foundation, wall ties shall be fasten to foundation wall and embedded in mortar.

3.1.20. Arches

Bricks within arches are to be cut as required to achieve uniform mortar joints.

3.1.21. Poly Starter and Tar Paper (Dampproof Course)

Apply 12" poly starter from 6" up the vertical wall to overhanging foundation edge by ½". Apply tarpaper to entire wall overlapping joints by a minimum of 6", starting at the bottom of the vertical wall, overlapping the poly starter. This includes all Feature Walls, Entrance Gates and Garden Walls.

3.1.22. Poly Starter on Angle Irons (Dampproof Course)

Apply 12" poly starter on all angle irons to allow for brick movement as well as water protection.

3.1.23. Uneven Foundation

In the event of an uneven foundation and an excessive bed of mortar is required, allow the bed to harden and apply tar and poly above the excessive bed so that water cannot be trapped behind bed.

3.1.24. Weep Holes

Weep holes are required every 32" along the bottom course and raked completely clean. Weep holes are also required over and under windows and above garage and man doors.

Overhang Brick

Do not overhang brick any more than ½" past support. If required brick may need to be support by steel angle installation of steel support shall be installed as per the Site Supervisor

3.1.25. Overhang 2nd Course

If necessary overhang 2nd course ½" to make up required air space. Be consistent around perimeter of house.

3.1.26. Plumb and Level

Install brick plumb and level with consistent mortar joints.

3.1.27. Cut Brick

Any brick that is cut is to be cut straight with no edges broken or chipped. Brick must not be cut less than 2-inches at windows or doors.

3.1.28. Chipped Bricks

Chipped bricks are not to be used.

3.1.29. Windows and Door Gaps

Keep all brick minimum 5/8" away from under side of windows and doors and 1/4" on sides to allow for expansion. Space above window or door shall be 1/2" Adjust brick coursing to allow for appropriate 1/2" space above windows and doors. Mandatory on all front and rear openings except side elevation windows if set at different heights. Brick must not be cut less than 2-inches at windows or doors.

3.1.30. Last Course

The last course is very critical for soffits (keep straight). The last course on a quoined corner is to be in line with the wall face and not projecting, to facilitate the soffit installation.

3.1.31. Brick at Soffit

Brick at Soffit must extend beyond underside of soffit.

3.1.32. Brick Band

Models that receives Brick Band detail must have pre-cast sill placed with slope away from wall to provide proper drainage.

3.1.33. Block Fire Wall

Block Firewalls shall be installed as per construction plans and all Firewall detail can change from project to project, discuss each firewall with the Site Supervisor.

3.1.34. Bay Window

All brick work at Bay window shall be cut to fit with 3/8" vertical joint at corners of bay window

3.1.35. Box out Window

Brick shall be installed up to underside of Box out window, leave 1/2" space between last course and wood framing.

3.1.36. Brick over Garage or Porch

Brick work extending through Garage or porch roof shall be supported by Steel beam and built up with 4 inch block. Dampproofing course, weep vents, flashing to be installed as per construction plans

Specifications

3.1.37. Exhaust Vents

Masonry contractor is responsible to install all vents and the vents shall be installed with proper slope toward exterior to ensure drainage of water.

3.1.38. Address and Logo Stones

Address stone and Logo stone placement is to be installed by the masonry trade. The location will be as per the Site Supervisor.

3.1.39. Water Supply

Ensure water supply is shut off when not in use. No water connections are to be inside any house. All connections must be made outside.

3.2. Winter Conditions

3.2.1. Heaters and Tarps

“Salamander” heaters and hardware are to be supplied and operated by the Masonry contractor

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 masonry sub-contract 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. Masonry Temperature

Masonry temperature must be a minimum of 5 degrees and maintained for twenty-four hrs.

3.2.6. Accelerates

The use of accelerates in mortar is not permitted.

3.2.7. Frozen Material

No frozen material is to be used in mix. Sand and water are to be heated prior to mixing.

3.2.8. Tarping

Tarpping installation and removal is the responsibility of the bricklayer.
Please supply a per house price with your quote.

3.3. Clean Up

3.3.2. Services Location

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

3.3.3. Sills, Porches, Garage Floors

All sills, porches and garage floors are to be protected from mortar and bricks cleaned off of mortar and bricks.

3.3.4. Usable Material

Stack all usable material in one neat accessible pile. If you are unsure confirm with site supervisor for location.

3.3.5. Scrap Brick

All scrap brick is to be gathered and placed in bins provided on site prior to leaving or de-tarpping. Ref. Ontario Regulation of construction projects 231/91, Sec. 35 (1). All other masonry garbage shall not be piled in with brick.

3.3.6. Brick Banding

Brick banding is to be collected up and must be placed in garbage bins that are provided on site.

3.3.7. Propane Tanks

Propane tanks are to be picked up returned to the holding station daily.
Propane tanks must be secured at all times.

3.3.8. Cement Bags

Cement bags to be placed in garbage bins that are provided on site.

3.3.9. 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 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