



Scope of Work

Painting 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 \$1,000,000.00. 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.)

For self-employed persons that have no employees, which states your name and I.O.S. number, and is valid provided your status with us does not change. The application form can be printed from WSIB web site.

1.1.3 Registration Constructors and Employers Engaged in Construction Form

¹ Scope Of Work

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 Signature Communities head office.

2.0 Service/Warranty

2.1 Service - PDI

Upon notification by Site Supervisor or Home Service Department you have Two (2) 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 the Two (2) day 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 and the Site Supervisor or Customer Care Department must be notified within Seven (7) days from date of notification of service work order.

3.0 Painting

3.1 Exterior

- Paint all exterior doors, trim, columns, posts, wood details and architectural details
- The period from May 1st to November 15th is generally considered suitable weather conditions for making exterior painting repairs.
- If you cannot correct seasonal warranty items within the required timelines due to unsuitable weather conditions, you must complete the repairs as soon as possible after suitable weather conditions return and in any event between the following April 30th and September 1st.
- Provide two colors if requested by Signature Communities (frames different colors than doors). Latex Semi Gloss paint for all exterior painting.
- Exterior touch up paint to be left for homeowner.

3.2 Painting Responsibilities

3.2.1 Wall Paint

All interior walls to have one prime coat, interior latex sealer or approved equivalent.
All bathrooms, kitchens/breakfast, and laundries to be painted with Semi-Gloss paint

All other drywall surfaces in all rooms and areas to be painted with latex (painter's choice 3000/7700 series latex flat) or builder approved equivalent. Basement stair painting one coat of grey to be included

3.2.2 Ceiling Paint

All ceiling shall be primed only with latex primer and finished with one coat flat white latex paint

3.2.3 Trim Paint

All interior wood trims, doors, windows and woodwork to be primed and painted with white semi-gloss or builder approved colors

3.3 Colors

If purchasers request a change in color from the standard, Painting contractor is to provide Color samples. This includes Pastel colors and/or medium or dark bases. This is sold as an upgrade paint; as well as, change in color from standard.

3.4 Hold Back

Painter contractor will hold back \$ 1000 on each invoice for each lot where exterior painting has not been completed.

3.5 Workmanship

It is imperative that the painting 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 painting is perceived by the customer to reflect the quality of the entire job. Sloppy work habits, poorly painted surfaces, noticeable surface deficiencies as seen from 3'-0" after prime painting are **not** acceptable.

3.5.1 Taping Review

The Site Supervisor will try to ensure taping is acceptable before painting contractor starts. In most cases touch-up requirements can not be determined until after prime painting is completed, notify Site Supervisor of unacceptable taping. **If the site supervisor is not notified of unacceptable taping after prime painting is completed and painting contractor proceeds to final paint coat, the painter will be responsible for all dry-wall touch-ups.**

3.5.2 Priming of Walls and Ceilings

When priming painting walls and ceiling, corners must be "Cut-In" with brush. The use of a rollers and getting as close as possible is not acceptable.

3.5.3 Touch-ups

The Painter is responsible for touch up when necessary to avoid calling back the Drywaller. If touch-ups become excessive discuss the issue with site super. **All touch-ups must be completed before P.D.I.**

3.5.4 Return Trips

One return trip is required after P.D.I. has been completed, to rectify post P.D.I. deficiencies and must be completed minimum one day before closing.

3.5.5 Flat Work

All flat (Walls, Kitchen/Bathroom ceiling) work is to be sanded between each coat. Ensure flat surfaces are clean of sanding dust before applying next coat.

3.5.6 Paint Coats

The minimum number of coats for Walls and Ceilings is 1 priming coat and 1 finish coat. (Subcontractor is to coat all surfaces as often as required until a satisfactory finish is obtained. One finish coat may not always be enough to insure good quality of workmanship). If in doubt contact the Supervisor.

3.5.7 Application

Latex paint is to be rolled and not sprayed on the walls.

3.5.8 Woodwork

Woodwork requires two Coats (prime or stain, finish coat). (Subcontractor is to coat all surfaces as often as required until a satisfactory finish is obtained. One finish coat may not always be enough to insure good quality of workmanship). If in doubt contact the Supervisor.

3.5.9 Interior Doors

All exposed wood grain surfaces are to be sealed and/or painted. Tops and Bottoms of Interior doors in a finished basement MUST be sealed to prevent door from absorbing moisture. All the tops of interior doors that are below balcony and landing areas must be sanded and painted to achieve a finished look from above.

3.5.10 Caulking

Caulking of trim, baseboard and casings is the responsibility of painter.

3.5.11 Dust/Dirt

Dust and Dirt that has been painted over will not be tolerated.

3.5.12 Trim Work – Defects

Defective Trim work is to be reported to the Site Supervisor to be replaced before finish coat is applied. This also applies to all Spindles, Railings and Newel Posts.

3.5.13 Finished Floors – Drop sheets

Painting sub-contractor must use "Drop sheets" when painting is being completed after finished flooring has been installed. (Hardwood, ceramic tile, vinyl and carpet). If paint is found on finished flooring products painting contractor will be back charge for cleaning expenses.

3.6 Oak Railings and Stairs

Note to Suppliers, Installers and Painters:

- Oak finishing takes significantly longer to accomplish, **3 working days minimum** will be allowed for the procedure.
- **During this time access to the home should be restricted to the painter only.** Please make appropriate arrangements with the Site Supervisor.

Excessive sanding and glue residue will damage the grain and hinder proper stain application beyond repair.

Each species of hardwood possesses unique grain and cell structures, which affect the results of the coloring or staining process. Tight grain wood, such as Oak and Maple, will often become blotchy when stain is applied. To eliminate blotchiness and uneven color patterns in stained Oak and Maple stair and railing finishing, please observe the following procedures:

3.6.1 Sanding

The stairs are factory-sanded with an 100 grit sand paper. However, with Oak it is imperative that the stairs be properly sanded with **120 to 180 grit(s)**. This eliminates surface abrasions...As an 100 grit sanding alone, will leave visible sanding strokes. It is the responsibility of the painter to sand the stairs and remove and patch any nail holes.

3.6.2 Staining Oak

The stain to be used should be a pigment stain, (See Stain Color Table*). Avoid the use of any stains containing alcohol or similar drying agents First, try the stain on a sample piece of wood to test penetration time and thinning. **Confirm color and look of test piece with Site Supervisor.**

3.6.2.1 Stain – Application

Start the actual application with the least conspicuous parts of the stairs (i.e. sides, etc). Re-evaluate the application to ensure uniformity.

3.6.2.2 Stain - Excess Removal

Stained areas to be carefully wiped-down (direction of grain considered). Within 30 minutes of application.

3.6.2.3 Stain - Drying/Sealing

Let the stain dry for a minimum 24 hours. Proceed by sealing the wood with Seal Coat (Universal Sanding Sealer) or equivalent.

3.6.2.4 Stain - Clear/Top Coat

Apply 2 coats of “Varathane” Sealer.

3.7 Maple Railings and Stairs

Note to Suppliers, Installers and Painters:

- Maple finishing takes significantly longer to accomplish, **5 working days minimum** will be allowed for the procedure.
- **During this time access to the home should be restricted to the painter only.** Please make appropriate arrangements with the site supervisor.

Excessive sanding and glue residue will damage the grain and hinder proper stain application beyond repair.

Each species of hardwood possesses unique grain and cell structures, which affect the results of the coloring or staining process. Tight grain wood, such as Oak and Maple, will often become blotchy when stain is applied. To eliminate blotchiness and uneven color patterns in stained Oak and Maple stair and railing finishing, please observe the following procedures:

3.7.1 Sanding

The stairs are factory-sanded with an 80 grit sand paper. However, with maple it is imperative that the stairs be properly sanded with **120 to 180 grit(s)**. This eliminates surface abrasions...As an 80 grit sanding alone, will leave visible sanding strokes.

3.7.2 Cleaning – Preparation

Clean the hardwood with a light wash of “Varso” or turpentine. This will force the opening of the tight grain to dry out moisture. **This should be done a minimum 24 hrs previous to the next step.**

3.7.3 Conditioner

Apply a coat of wood conditioner over entire stairs. The specific product for this process is “Minwax Wood Conditioner”. **It is imperative that the conditioner dries for a minimum 24 hours prior to proceeding with stain application.**

3.7.4 Staining Maple

The stain to be used should be a pigment stain, (See Stain Color Table - 3.7.5). Avoid the use of any stains containing alcohol or similar drying agents First, try the stain on a sample piece of wood to test penetration time and thinning. **Confirm color and look of test piece with site supervisor.**

3.7.4.1 Stain – Application

Start the actual application with the least conspicuous parts of the stairs i.e. the sides, etc. Re-evaluate the application to ensure uniformity.

3.7.4.2 Stain - Excess Removal

Stained areas to be carefully wiped-down (direction of grain considered). **Within 15-20 minutes of application.**

3.7.4.3 Stain - Drying/Sealing

Let the stain dry for a minimum 24 hours. Proceed by sealing the wood with “Zinsser Bulls Eye”, Seal Coat (Universal Sanding Sealer) or equivalent.

3.7.4.4 Stain Clear/Top Coat

Apply 2 coats of “Varathane” Sealer.

3.7.5 Stain Colours

Stain colour as per colour sheet

3.8 Clean Up

- Clean all tape/paper from windows, doors. Trim and door hinges.
- Clean all paint from adjoining surfaces and flooring. (Drop sheets must be used to protect finished flooring).
- Painting contractors will cleanup and remove all supplied paint materials (paint, solvents, pails, trays, brushes, rollers, rags...) upon completion of job.
- Neatly pile paint supplies in one room for over night storage.
- Do not dump paint wash water or solvents down the drains or out side of units; dispose of these of materials as recommended by manufactures. Any splash or spray on exterior surface resulting from material disposal to be cleaned by painter.
- Do **not** clean equipment in sinks and/or laundry tubs.
- Leave one litre of wall paint and one litre of trim paint inside laundry room for each unit and tag each can for where it was used. Exterior touch up paint to be left for homeowner.

Note:

Failure to comply with clean up will result in 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.

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

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