



Scope of Work

Tile Specifications

TABLE OF CONTENTS:

1.1	HEALTH AND SAFETY	2
1.2	LIABILITY INSURANCE	2
1.2.1	WSIB ISSUED CLEARANCE CERTIFICATE	2
1.2.2	WSIB ISSUED INDEPENDENT OPERATOR STATUS LETTER (I.O.S.)	2
1.2.3	REGISTRATION	2
2.1	SERVICE/WARRANTY	3
2.2	SERVICE - PDI	3
2.3	WARRANTY/SERVICE (POST CLOSING)	3
3.0	TILE CONTRACTORS RESPONSIBILITIES	3
3.1.1	SCHEDULE	3
3.1.2	MATERIAL PLACEMENT	3
3.1.3	TILE PREPATION	3
3.1.4	BATHROOM TILE	3
3.1.5	TRANSITION STRIP	4
3.1.6	EXTRA TILE	4
3.1.7	GROUT	4
3.1.8	SHOWER SILLS	4
3.1.9	FLOOR LEVEL	4
3.1.10	BACK SPLASH	4
3.1.11	TILE INSPECTION	5
3.2	CLEAN UP	5
4.0	SIGNATURES	6

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 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.)

This is no longer an option. All workers are obligated to be covered within the rules and regulations set forth by WSIB.

1.1.3 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 or Customer Care Department you have 24 hours 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 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 and the Site Supervisor or Customer Care Department must be notified within Seven (7) days from date of notification of service work order.

3.1 Tile Contractors Responsibilities

3.1.1 Schedule

Tile contractor complete work as per the site supervisor's schedule. Periodic meetings will be held on site and it is mandatory that the tile supervisor must attend.

3.1.2 Material Placement

Ensure that no material is placed in a manner that would obstruct the installation of services to the house. Clarify with the site supervisor as to where services will be installed. All labor, material, and equipment to be supplied by the tile contractor as per the approved drawings and specifications.

3.1.3 Tile Preparation

Prepare floor ready to receive new tile as per the DRAWINGS and SPECIFICATIONS. If subfloor is not prepared for tile setter, it is the responsibility of the tile contractor to inform the site supervisor prior to installing tile.

3.1.4 Bathroom Tile

Supply and install tile on all bathtub walls and shower floor and walls. Supply and install dry pack on all shower floors as per manufacturers specification

3.1.5 Transition Strip

Supply and install any transition strip between different floor types.

3.1.6 Extra Tile

Allow 5% extra materials to be left with tenants for future remedial work.

3.1.7 Grout

Provide 3 mm grout joints on all tiles or as per manufacturers specifications. Grout colors for all locations to be submitted to Signature Communities prior to work commencing. Grout to be complete the day after tile is set. Grout lines to be uniform. Any grout lines that are not uniform must be replaced.

3.1.8 Shower Sills

Supply and install shower sills. Shower sill specifications to be submitted to Signature Communities prior to work commencing.

3.1.9 Floor level

All tiles installed MUST be level with no uneven surfaces. Any tiles out of level will need to be removed and replaced.

3.1.10 Back Splash

Supply and install back splash as per drawings and specifications.

3.1.11 Tile Inspections

Tile Contractor and site supervisor will be responsible for inspecting the tile work after grout is complete to ensure proper workmanship and quality was carried out. Tile Inspection will be noted as a PDI item and must be completed prior to the PDI or after receipt of 30 day work order. Inspection and tasks to be completed at time of inspection include:

- Overall inspection Tile installation including level and grout lines
- Broken or cracked tile
- Silicon install
- Removal of any Debris from roof

Minor repairs will be included, if extensive repairs need to be completed, please communicate the scope of work with site supervisor.

3.2 Clean Up

- All scrap material must be picked up **DAILY** and placed in the Garbage bins provided on site. Failure to complete cleanup **will result** in back charge at a minimum of double the clean-up fee.
- Once grout is complete, all tiles to be cleaned and left in new condition.
- All tiles must be covered with a protective cover once grout is complete.
- Failure to comply with cleanup will result in a 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.

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