



SCOPE Update: August 14, 2007

## **ADDENDUM "D"**

# **CABINETS SCOPE OF WORK**

This Exhibit is intended to supplement the TRADE CONTRACT AGREEMENT. In the event that there is a conflict in language or intent, the TRADE CONTRACT AGREEMENT and its terms and conditions shall prevail.

The TRADE CONTRACTOR under this Agreement has represented itself as an expert and as such has included in Schedule of Prices, all of the following unless noted otherwise, labor, material, installation, storage, transportation, supervision and all applicable taxes, permits and inspection/re-inspection fees. Construction Drawings, described in the Description of Materials, listed herein or not specifically shown, but reasonably inferable for the completion of the project indicated, shall be included as part of this TRADE CONTRACT AGREEMENT.

After the TRADE CONTRACT AGREEMENT has been executed between both parties, it shall be the responsibility of the TRADE CONTRACTOR to review with (and provide a copy to) his field personnel. This shall assure CONTRACTOR and Superintendent the Terms of the TRADE CONTRACT AGREEMENT and particularly the Scope of Work that pertains to the type of Materials and workmanship will be installed as negotiated.

### **GENERAL INFORMATION**

#### **A. Purpose of this document**

This document defines both CONTRACTOR and TRADE CONTRACTOR responsibilities in each phase of construction. It is intended as a checklist that will define CONTRACTOR'S standard of quality and professionalism. The Drywall TRADE CONTRACTOR'S work will not be considered complete until all specifications herein contained are fully met.

#### **B. Relationship to other documents**

Additional information and/or requirements are defined in:

- Option Selection Sheet
- Architectural Plans
- Shop Drawings (as needed)
- Color Selection Sheet, Buyer Contract Addendums and Change Orders
- CONTRACTOR'S "Best Practices"
- Product Requirements and Recommendations
- Plot Plan (where applicable)
- Addendum "A" Terms of Payment
  1. Exhibit A-1 Trade Contract Payment Schedule
  2. Exhibit A-2 Trade Contractor Administrative Procedure
- Addendum "B" Schedule and Commencement of Work Addendum
- Addendum "C" General Conditions Trade Contractor/Contractor Agreement
- Addendum "D" Scopes of Work
  1. Exhibit D-1 Trade Contractor's Quality Checklist (where applicable)

Trade Contractor Initials\_\_\_\_\_

(All items on the checklist must be completed prior to TRADE CONTRACTOR submitting for payment)  
2. Exhibit D-2 Community Specs

### **PAYMENT DEFINITIONS**

Scheduled task payments will only be approved for payment after TRADE CONTRACTOR'S foreman has inspected and certified that all contract work is completed per the following criteria:

- a) All Trade Quality Checklist (where applicable) items have been completed 100% and accepted by Superintendent.
- b) All pick up work identified during inspection is completed, NO DEFICIENCIES REMAIN.
- c) The property is completely clean, safe and ready for next trade.
- d) Scheduled tasks have passed all State/Local municipality inspections, ordinances, statutes and requirements.
- e) All work has been installed and completed as per Contract Scope of Work, Community Specifications and Manufacturers Instructions and Recommendations.
- f) All related requirements per Superintendent have been completed.

### **SCOPE OF WORK**

This TRADE CONTRACTOR shall include all labor, tools, material, equipment, etc. to complete the work per this agreement as required by plans, customer selection sheet, and individual lot conditions as identified but not limited to each task in "Exhibit B-1" and below.

1. Cabinets
2. Face Frames
3. Installation
4. Shelves and Shelf Pins
5. Fillers and Trim
6. Hardware (if applicable)
7. Adjustment of Doors and Drawers
8. Touch-up of Cabinets as necessary
9. Toe-kick Installation
10. Clean-Up
11. Warranty/Service Work
12. Countertop Supply and Installation
13. Back Splash Supply and Installation
14. Hold All Necessary Licenses and Insurances

All work performed under this Trade Contract agreement shall be in accordance with the plans, CONTRACTOR'S specifications, FHA and VA Minimum Property Standards, local municipalities and government agencies, State of Florida Codes, ordinances and statutes, the specifications hereinafter set forth and any standard production changes incorporated through an approved Change Authorization Request/Contract Change Order.

### **GENERAL REQUIREMENTS (applies to all aspects of above mentioned scopes)**

1. All specialty item pricing will be returned to Purchasing within 48 hours of receiving price request. If pricing is not received within this time frame, CONTRACTOR will assign prices. Specialty items include miscellaneous items that were not included in original bid or options offered through the Design Center/Sales as buyer specific options.
2. TRADE CONTRACTOR agrees to a 7-day work week during construction of models at no extra charge.

Trade Contractor Initials\_\_\_\_\_

3. Before and while proceeding with the job, the TRADE CONTRACTOR shall accurately check everything previously or contemporaneously done by other trades in any way relating to the work performed pursuant to its Agreement, and determine the correctness of it to ensure its work is not placed over previously faulty workmanship. Any failure on TRADE CONTRACTOR'S part to detect or report such discrepancies to the CONTRACTOR, in writing, shall relieve the CONTRACTOR of any and all claims by TRADE CONTRACTOR for costs, expenses or damages resulting there from. Trade contractor is not to construct over faulty work, and will make every effort to determine if previous work is accurate and notify contractor of any deficiencies.
4. TRADE CONTRACTOR shall be responsible for inspection of home for trash, debris and any damage prior to commencement of work. TRADE CONTRACTOR is to report any trash, debris, or damage to the Superintendent immediately or will be held responsible for the cost to remove, sweep or repair/replace any damage to the home. TRADE CONTRACTOR shall place all debris caused by work of this agreement in designated area and leave floor broom swept on a daily basis.
5. TRADE CONTRACTOR has 48 hours from notification of any QA and/or Welcome Home Orientation (WHO) list items to complete the items, and 72 hours from notification of a superintendent punch list item. Failure to do so will result in a \$100 per day penalty, unless written authorization is received and approved a by Park Square representative.
6. TRADE CONTRACTOR shall not drive or park on common areas, lots or driveways, with the exception of loading or unloading construction material only.
7. TRADE CONTRACTOR or Fabricator shall submit shop drawings of work to be done for approval of CONTRACTOR prior to fabrication. Where close tolerances occur, measurements shall be taken at the jobsite for all such conditions. These dimensions shall be applied to the drawing before fabrication. Three (3) sets of shop drawings shall be submitted for CONTRACTOR'S approval.
8. Trade contractor has 48 hours from notification of any QA and/or Welcome Home Orientation (WHO) list items to complete the items, and 72 hours from notification of a superintendent punch list item. Failure to do so will result in a \$100 per day penalty, unless written authorization is received and approved a by Park Square representative.
9. Check Change Authorization Requests and plans prior to manufacturing cabinets
10. Furnish and install all cabinets such as in kitchen, bathrooms, dressing area, laundry room, wet bars and hallways (including, but not limited to linens, vanities, pantries, etc.) as required, per plans, specifications, Trade Contract Agreement and CONTRACTOR approval.
11. TRADE CONTRACTOR to install all required hinges, drawer guide hardware, hardware (if applicable), nails, screws, miscellaneous appurtenances, etc. to provide a complete and operational cabinet.
12. Shelving to be finished with plastic edged and smooth as not to snag fabric material.
13. Pass-thru upper cabinets to include pre-finished laminated oak (or matching wood type, per plan) skins under cabinets. Corner fillers in upper cabinets shall not be left open from below.
14. TRADE CONTRACTOR to drill neat, tight fitting holes for all other trades (i.e., electrical, plumbing, etc.). No excessive cuts.
15. TRADE CONTRACTOR is to visit the jobsite, examine all of the framing, field

Trade Contractor Initials\_\_\_\_\_

measure for his work, and approval all the backing required for his work. TRADE CONTRACTOR shall notify the Protect Superintendent, in writing, of any discrepancies, before the framer pads and planes.

16. Under no circumstances will screws be installed with a hammer.
17. All nail holes are to be filled with matching color putty.
18. Scribe molding shall be installed at all cabinet-wall and cabinet-ceiling joints, if approved on shop drawings by Superintendent.
19. TRADE CONTRACTOR to include all adjustable shelving, as per plans, specifications and CONTRACTOR approval.
20. TRADE CONTRACTOR to supply and install any blocking or bracing required for properly supported counter tops, counter top joints, corbels, plumbing fixtures and appliances.
21. All under layment counter tops shall be of **3/4"** material. (Tops shall be prefabricated and installed immediately after cabinet installation).
22. Cabinets shall maintain uniform coloring and texture with those installed in the model unit(s).
23. Upper cabinets to be secured to the wall with screws sufficient to carry expected loads.
24. All cabinet doors and drawers shall have bumpers as follows: minimum three (3) per 42" door, two (2) per door less than 42", two (2) per drawer.
25. Caulk in wall ends of cabinets and all crown molding to ceiling and/or soffit, gaps not to exceed 1/16".
26. Cabinets are to be set at proper height, level, straight and plumb.
27. One (1) can of matching putty for every unit(s) will be given to the CONTRACTOR'S Customer Care Department.
28. Cabinet door hinges shall be self-closing and properly adjusted.
29. Cut holes in cabinets for electrical.
30. Refrigerator opening to be minimum of 39" or per plan.
31. Range hood vent boxes to be installed on range hoods (blocking included if necessary) and will be accessible with Phillips head screws to inspect ductwork.
32. Range to be 30" free-standing or per plans with an opening of 30 1/4".
33. CONTRACTOR shall install cabinet knobs (if applicable); ensure proper adjustment of all cabinet doors and drawers as scheduled on construction schedule.
34. TRADE CONTRACTOR must submit field measurements to superintendent within 72 hours of measure.
35. All cabinet deliveries to be per Superintendent schedule. Deliveries made more than 24 hours prior to installation are the sole responsibility of the TRADE CONTRACTOR until installed.
36. All cabinet measurements to be written on floor in home where installation is going to occur with filler sizes (if applicable) and end of cabinet runs marked.

Trade Contractor Initials\_\_\_\_\_

37. All countertops must be covered.

38. All cabinets must be installed square.

39. Excessive notching will not be accepted at Kitchen sink cabinet or any sink base cabinet.

**I have read and agree to the above:**

**Company:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Trade Contractor Initials \_\_\_\_\_