



SCOPE Update: June 16, 2021

ADDENDUM "D"

INTERIOR CLEAN (ROUGH & FINISH) 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 that 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 Cleanup (Rough & Finish) 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

Trade Contractor Initials _____

- Addendum “D” Scopes of Work
 1. Exhibit D-1 Trade Contractor’s Quality Checklist (attached)
(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 Manufacturer’s Instructions and Recommendations.
- f) All related requirements per Superintendent have been completed.
- g) Rough and Final Clean are included as part of the standard house and will be paid out in two separate 50% draws.
- h) Re-clean(s), Pressure Washing and Detail Shine/Buff cleans will be paid out in separate POs.

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. Rough Clean
2. Final Cleaning the Unit(s)
3. Re-Cleans
4. Articles, Manuals Left at the Unit(s)
5. Pressure Washing
6. Service and Warranty Work

Hold all necessary licenses and insurance.

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.
3. Before and while proceeding with the job, the TRADE CONTRACTOR shall accurately check everything previously or contemporaneously done by other trades

Trade Contractor Initials_____

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 builder immediately or will be held responsible for the cost to repair/replace any damage to the home. TRADE CONTRACTOR shall place all debris caused by work of this agreement in designated area.
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 by a 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. All work shall be completed in accordance with the schedule established by the Superintendent. TRADE CONTRACTOR shall be responsible to meet with the Superintendent on a weekly basis to review deliveries.
8. TRADE CONTRACTOR agrees to a complete clean-up and trash removal at the time of Rough & Final Clean. Adequate supervision by the TRADE CONTRACTOR must be furnished to coordinate all clean-up operations with other TRADE CONTRACTORS.
9. TRADE CONTRACTOR agrees to abide by all Federal, State, and City safety requirements and to maintain the jobsite free of all safety hazards. Scheduling and progress are to be set up by the CONTRACTOR'S Superintendent. All work must be completed to the Superintendent's satisfaction. Any damages are to be reported to the Superintendent's office immediately.
10. TRADE CONTRACTOR agrees to begin and complete all work per schedule.
11. TRADE CONTRACTOR agrees to supply his own electric power, as necessary, unless instructed otherwise by CONTRACTOR.
12. TRADE CONTRACTOR agrees to receive a V.P.O. from the PSH Builder before beginning any extra work with an agreed upon amount.
13. It will be the responsibility of the TRADE CONTRACTOR to notify the Superintendent of scratched glass before it has been cleaned. Any scratched glass after the window and doors have been cleaned will be the responsibility of the cleaning TRADE CONTRACTOR.
14. The cleaning TRADE CONTRACTOR must complete all scheduled work on the scheduled day and will not leave the job-site for any reason without contacting the Superintendent first.
15. Cleaning TRADE CONTRACTOR will supply enough water hoses and electrical cords to reach the closest utilities supplied by the PSH Builder.
16. Care must be taken in the cleaning of solid surfaces. Oil-based products, abrasives and scrapers will result in damage beyond repair. TRADE CONTRACTOR will be

Trade Contractor Initials _____

liable for repairs or replacement of tops damaged as a result of cleaning. All cleaning shall be per installer and manufacturer's recommendations.

17. Completed work to be inspected/ approved by CONTRACTOR'S Superintendent.
18. Report all non-cleanable items to Superintendent immediately.
19. Screens removed by the cleaning TRADE CONTRACTOR will be reinstalled the same day they were removed,
20. Any items left by other trades other than manuals will need to be left in the garage by the cleaning TRADE CONTRACTOR.
21. Paver driveway, porches and walkways will be hosed down.
22. Garage, driveway apron and ROW sidewalks will be pressure cleaned.
23. Any shingle run-off of fascia board around unit(s) will be cleaned off.
24. Cleaning TRADE CONTRACTOR is NOT required to pick up any heavy objects on patios, entries, or garages.

ROUGH CLEAN

1. Rough Cleans will be scheduled by the Superintendent and will be done before carpet is installed.
 - a) Remove all debris, packaging etc. from house and dispose into on-site dumpster.
 - b) Clean all tubs/shower enclosures, toilets, mirrors, medicine cabinets, fixtures and basins including ceramic and/or acrylic surrounds and remove all drywall filler, paint, mastic, labels, and grout etc. from the tubs and surrounds.
 - c) Clean all cabinet surfaces, vanity tops, floors and remove all drywall filler, paint, mastic, labels, and grout etc.
 - d) Clean the interior/exterior of all windows and frames and tracks and remove all drywall filler, paint, mastic, labels, and grout etc.
 - e) Clean all window sills and casings.
 - f) Clean all porch/lanai ceilings if applicable.
 - g) Sweep and remove all drywall filler, paint, mastic, labels, and grout from floors.
 - h) Any information, warranty, accessories, owner manuals will be stored in a kitchen drawer.
 - i) Yard to be free of debris
 - j) Tools utilized during the cleaning of homes shall not scratch or mar/finishes of cabinets and glass/windows. NO razor blades or metal scrapers can be used for cleaning windows. Do not remove AAMA stickers from Windows.
 - k) Excessive overspray or poor workmanship by the Paint Trade Partner is the responsibility of others to clean, and shall be brought to the attention of the PSH Builder immediately.
2. It is the responsibility of the cleaning person to complete rough cleans in one day. The final clean must be completed in one day.
3. Care must be taken not to spill cleaning agents on flooring.
4. TRADE CONTRACTOR will clean Construction Trailer Offices every other week per Superintendents schedule.

FINAL CLEAN

Final Cleans will be will be scheduled by the Superintendent and will be done before QA inspection.

Trade Contractor Initials_____

- a) Remove all debris, packaging, protective coverings etc. from house and dispose into on-site dumpster.
- b) Clean all sides of all doors and garage doors including the removal of labels, protective covers, all drywall filler, paint, mastic, labels, and grout etc.
- c) Thoroughly clean all door hardware, light fixtures, cabinets, countertops, vanities including tops, backsplashes, shower walls, shelving, drawers, baseboards, crown moldings.
- d) Re-clean all bathrooms including all fixtures, ceramic, mirrors, hardware, taps, glass/metal enclosures etc. Fixtures should be free of bugs, label and mirrors to be free of dust, and fingerprints.
- e) Thoroughly clean all appliances including the removal of all packing materials, protective coverings and stickers and sticker residue. Any damage/scratches on appliances are to be reported to a site supervisor immediately upon discovery.
- f) Thoroughly clean all equipment and plumbing including water lines, drain pipes and disposals and water heater.
- g) Remove all protective floor covers and thoroughly vacuum all ceramic/wood flooring and remove all drywall filler, paint, mastic, labels. Wash all hardwood and ceramic flooring with approved cleaner specially formulated for the material in question. Floors should be free of dirt, scuff marks and foreign substances.
- h) Vacuum all carpet areas with special care to be taken in corners and along carpeted stair edges.
- i) Thoroughly wash interior and exterior of all windows including glass areas and frames. Remove all drywall filler, paint, mastic, labels, grout etc. All frames and tracks are to be free of dust and debris.
- m) Sweep and remove all drywall filler, paint, mastic, labels, grout etc. from garage floor. Stack all construction materials neatly and remove any debris, packaging by disposing into on-site dumpster.
- n) All air ducts are to be cleaned and free of debris.
- o) Exterior concrete shall be swept free of dirt, debris and construction materials. Exterior concrete includes garages, stoops, patios, lanais and porches.
- p) Exterior pavers shall be hosed off, free of debris and any residue.

RE-CLEANS

Re-clean(s) will be will be scheduled by the Superintendent and will be done before Home Owner Walk and CO.

- a) Wipe down all countertops, sinks, hardware and appliances.
- b) Clean off finger prints and smudges where visible form all surfaces.
- c) Vacuum carpeted areas and/or wipe down all areas where required.
- d) Vacuum and damp mop all hardwood/ceramic areas.
- e) Where visible, dispose of any debris, packaging, protective coverings, construction material in and around the property.
- f) Ensure the unit is "sparkling" clean and ready for possession.

Pressure Washing

- a) Pressure wash garage(s), right of way sidewalks and driveway apron. Pressure not to exceed 2000 psi.

Detail Shine/Buff Clean

Detailed cleaning will be scheduled by the Superintendent and will be done before Home Owner Walk.

- a) Wipe down all countertops, sinks, hardware and appliances.
- b) Clean off finger prints and smudges where visible form all surfaces.
- c) Vacuum carpeted areas and/or wipe down all areas where required.
- d) Vacuum and damp mop all hardwood/ceramic areas.
- e) Streak-free shine all windows inside and outside.
- f) Streak-free shine mirrors and shower enclosure(s) glass.
- g) Machine wash/buff ceramic floors and hand brush shower wall tiles.
- h) Hose down garage door(s), driveway, sidewalk/apron and curb.

- i) Where visible, dispose of any debris, packaging, protective coverings, construction material in and around the property.
- j) Ensure the unit is "sparkling" clean and ready for possession.

I have read and agree to the above:

Company: _____

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Park Square Homes

Trade Contractor Initials _____