



**SCOPE Update: May 8, 2017**

## **ADDENDUM "D"**

### **ROOFING 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/her 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 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

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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)  
(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.

## **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. All Permits, Fees and Inspections – " IF APPLICABLE"
2. Per Section 1507.2.5 Asphalt shingles shall have self-seal strips or be interlocking and comply with ASTM D 225 or ASTM D 3462. Shingles shall also comply with Section 1507.2.10. Asphalt shingle packaging shall bear labeling indicating compliance with

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one of the required classifications as shown in Table 1507.2.10 or a listing by an approved testing agency in accordance with the requirements of Section 1609.5.2. *Must have Florida Product Approval.*

3. Concrete Tiles as indicated in owner's color selection sheet and as required by code
4. Per Section 1507.2.3 unless otherwise noted, required underlayment shall conform to ASTM D 226, Type I or Type II, or ASTM D 4869 Type I or Type II. *Must have Florida Product Approval.*
5. Plastic Cement On All Roof Jacks
6. Starter Strip
7. Ridge Valley And Drip Materials
8. All flashing materials.
9. Nails
10. Clean Up
11. Roof Jacks For All Vents
12. Warranty and Service
13. 1 year Workmanship Warranty
14. Hold All Required Licenses and Insurance

All work performed under this subcontract shall be in accordance with the plans, CONTRACTOR specifications, FHA and VA Minimum Property Standards, local municipalities and/or governmental agencies, State of Florida codes, ordinances and statutes, the specifications hereinafter set forth and any standard production changes incorporated in the model unit(s).

#### **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 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

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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 to provide labor, equipment and materials necessary to complete the roofing as shown on plans including hoisting, scaffold and safety equipment. Contract includes but is not limited to: install, seal, and paint pipe flashing (when installing tile roof) provided by plumbers or HVAC contractor.
8. Roofing shall be installed in accordance with the manufacturer's specifications and/or local codes being aware of codes pertaining to high wind zones.
9. Prior to finish lot grade, all excess roofing materials shall be removed from roofs, and roofs shall be blown or swept clean.
10. Caulk and seal, as required, to make the entire roof system weather tight and waterproof at dry-in stage.
11. All ridge and hip pieces shall be nailed and installed in a straight line.
12. TRADE CONTRACTOR shall install all roof boots and goosenecks (furnished by Plumber, H.V.A.C and Electrician) per code. All pipes, vents, etc. to be plumb. Caps to be nailed securely and level.
13. TRADE CONTRACTOR shall sweep off roof prior to installation. Roof shall be free of all debris. Roof sheathing shall be dry, smooth and well nailed. Cover large cracks or knotholes with metal, and sweep surfaces clean. All metal fittings shall be in place ready for this TRADE CONTRACTOR to attach their work. Should there be nails requiring driving unit(s) in such numbers that would indicate non-acceptance of a surface per quality standards, CONTRACTOR shall be notified immediately. Otherwise, this TRADE CONTRACTOR shall expedite the nailing so that he can proceed with his work.
14. TRADE CONTRACTOR shall repair and be accountable for damages due to leaks caused by workmanship and/or materials under his control.
15. TRADE CONTRACTOR shall caulk all roof vents with butyl caulking or approved mastic per manufacturer's specifications.

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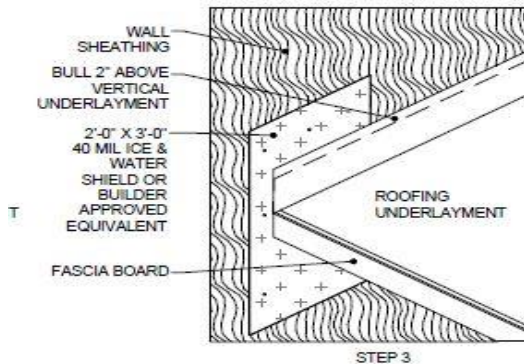
16. TRADE CONTRACTOR shall inspect all roofs prior to the installation of any roofing material for any defects, which would affect his Scope of Work. Any disputes or discrepancies should be called to the attention of the Superintendent in writing.
17. Roofing material shall not be stacked within 2' from edge of roof.
18. Any roof leak is considered an emergency and must be acted upon within twenty-four (24) hours of notification (weather permitting).
19. All repairs are to be water tested to ensure the problem has been resolved. If the leak persists or is not repaired, TRADE CONTRACTOR will be responsible for any damage.
20. Any repair which has not been identified as an emergency will be subject to terms of the main contract.
21. TRADE CONTRACTOR shall clean up ALL exterior debris and place debris in designated trash areas, provided by the Superintendent, unless notification of debris prior to commencing work is given to contractor in writing. **Note: An email shall constitute a written notice.**
22. All debris shall be cleaned up each working day. (Tile roof debris is to be stacked in one pile by trash bins or in front of unit(s) in a pile). All material to be stored secure and safe in case of extreme weather.
23. TRADE CONTRACTOR shall provide and install eave metal/drip edge and ridge vent and all flashing as required (fireplace, roof to wall, valley, "Z" flashing etc.).
24. TRADE CONTRACTOR shall provide and install all metal straight, flush to surface and undamaged per manufactures requirements and plans.
25. All flashing to be pre-primed galvanized or aluminum as specified.
26. TRADE CONTRACTOR shall provide PSH Representative with a severe weather plan and/or stop work and secure stocked roofs when notified of a severe weather event.

### **INSTALLATION OF FIBERGLASS SHINGLE**

1. All shingles must be approved by CONTRACTOR and have Florida Product Approval number. Asphalt shingles shall have self-seal strips or be interlocking. Shingles must comply with ASTM D 225 or ASTM D 3462.
2. Asphalt shingles shall have the minimum number of fasteners required by the manufacturer and Section 1504.1. Asphalt shingles shall be secured to the roof with not less than four fasteners per strip shingle or two fasteners per individual shingle. Where the roof slope exceeds 21 units vertical in 12 units horizontal (21:12), asphalt shingles shall be installed in accordance with the manufacturer's printed installation instructions for steep-slope roof applications.

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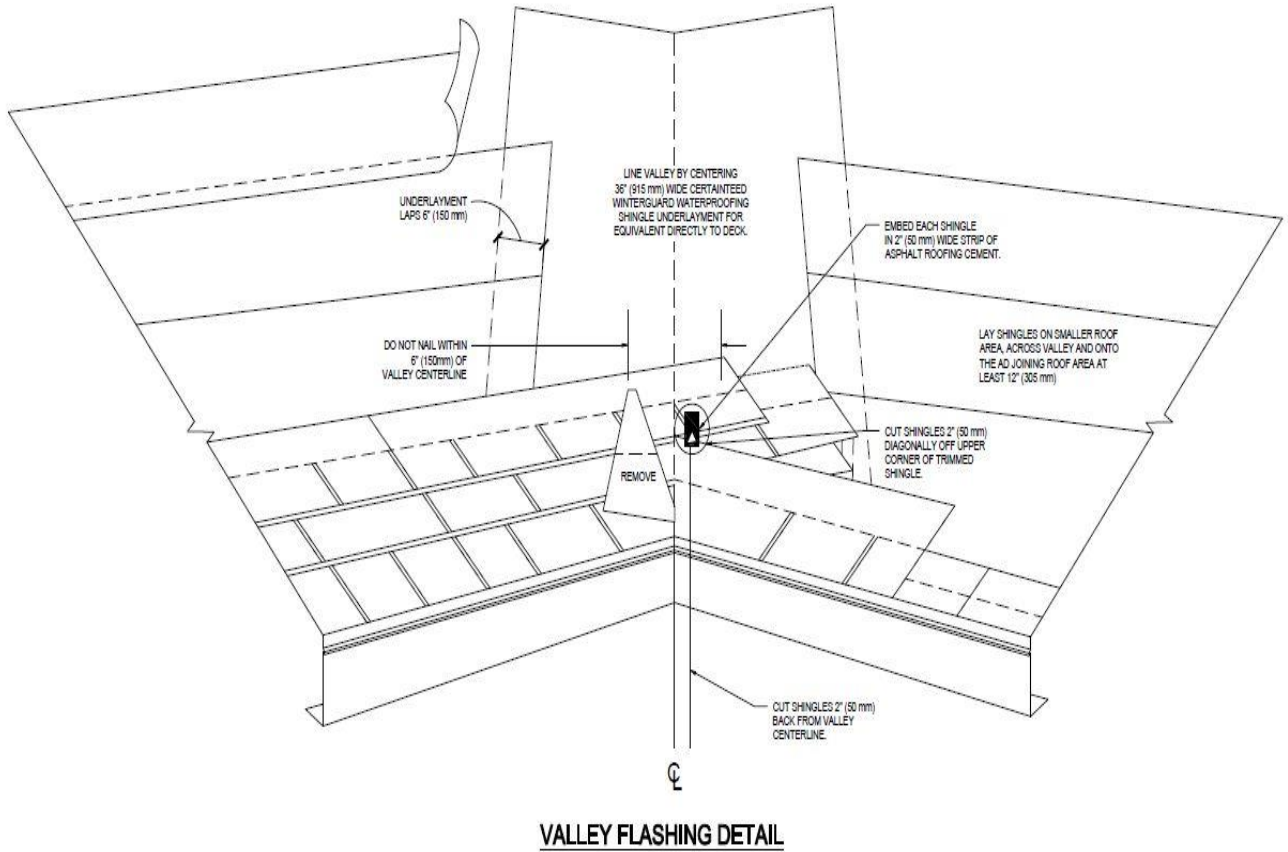
3. Shingles classified as ASTM D3161 Class F, TAS107 or ASTM D 7158 Class H are acceptable for use in all wind zones. Asphalt shingle wrappers shall indicate compliance with one of the required classifications as shown in Table 1507.2.10.
4. The shingles are to be laid in strict accordance with manufacturer's specifications unless otherwise noted, over a required underlayment complying with ASTM D 226, Type I or Type II, or ASTM D 4869 Type I or Type II.
5. The underlayment is to be asphalt impregnated organic felt and the nail component of plastic cap nails shall meet the corrosion resistance requirements of 1507.2.6.
6. **High wind attachment as per Section 1507.2.8.1.** Underlayment applied in areas subject to high winds (greater than 110 mph in accordance with Figure 1609) shall be applied with corrosion-resistant fasteners in accordance with the manufacturer's instructions. Fasteners are to be applied along the overlap at a maximum spacing of 36 inches (914 mm) on center.
7. Bulges or ripples on the roof caused by poorly applied felt will be repaired.
8. Underlayment will be laid in roof mastic at the eave metal or drip edge. Eave metal/drip edge to be nailed per code.
9. Felt overlap shall be a minimum 8" up the wall. Flashing shall be sealed with zip tape or material that meets zip walls warranty requirements. See Detail:



10. All metal flashing shall be laid flush to surface, plum, level in mastic and all edges to be sealed with mastic.
11. Roof Penetrations: All roof penetrations are to be sealed in accordance with minimum property standards. All roof-to-wall flashings and chimney flashings are to be done in accordance with minimum property standards.
12. All shingle step flashings (28 gauge) roof-to-wall metal, and saddle metal to be corrosion resistant, furnished and installed by the TRADE CONTRACTOR.

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13. Manufacturer Closed Valley Detail:



14. In accordance with Section 1507.2.9.1 a continuous metal "L" flashing or "step flashing" shall be set in approved flashing cement and set flush to base of wall and over the underlayment. Both horizontal and vertical metal flanges shall be fastened 6 inches (152 mm) on center with approved fasteners. All laps shall be a minimum of 4 inches (102 mm) fully sealed in approved flashing cement. Flashing shall start at the lower portion of roof to insure water-shedding capabilities of all metal laps. The entire edge of the horizontal flange shall be sealed covering all nail penetrations with approved flashing cement and membrane. Shingles will overlap the horizontal flange and shall be set in approved flashing cement.

15. Lead plumbing boots are to be used at all times.

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16. All roof vents are to be furnished and installed by TRADE CONTRACTOR per plan (Off Ridge Vent). Pipes to be installed plumb and minimum code height requirement, no taller.
17. Every shingle is to be applied with 6 nails, or per county codes. Parallel nailing pattern to the fascia.
18. The loading of the shingles on the roof must be evenly distributed to prevent concentration of load beyond the designed bearing capacity of the roof.

## **INSTALLATION OF TILE ROOFING**

1. TRADE CONTRACTOR to provide labor, equipment and materials necessary to complete the roofing as shown on plans including hoisting, scaffold and safety equipment. Contract includes, but is not limited to the following:
  - a. Includes all stand trim tiles at rakes, hips, and ridges.
  - b. TRADE CONTRACTOR to install, seal, and paint pipe flashing provided by plumbers, H.V.A.C or other TRADE CONTRACTOR'S.
  - c. TRADE CONTRACTOR to install colored mortar or apply matching paint, at all hips and ridges, to match roof color.
  - d. Clay roof tile shall comply with ASTM C 1167. Concrete roof tile shall comply with ASTM C 1492. Clay and concrete roof tiles shall be fastened in accordance with Section 1609 or in accordance with FRSA/TRI 07320 Installation Manual.
2. Roofing TRADE CONTRACTOR shall furnish and install colored mortar or paint to match tile on each hip and ridge end on those roofs receiving low profile 'S' tile and complete mud for full 'S' tile.
3. Roof tile shall not be installed adjacent to walls prior to stucco or siding. Roofing TRADE CONTRACTOR shall supply and install his felt underlayment, and load and install tile roof within 6' of these walls where scaffolding, staging, sheet metal, painting, stucco or carpentry traffic will occur and is likely to cause damage. After these trades have completed their work, the tile roof shall then be completed. If fill-in areas are not roofed prior to finish lot grading, Roofing TRADE CONTRACTOR shall remove his own debris and excess materials from the job site.
4. Roofing TRADE CONTRACTOR shall remove 2X cleats, install his felt membrane, re-nail (over) in place the 2X cleats, and install roof dormer vent with special attention to the nailing across the bottom metal vent flange into the 2X cleats.
5. Roofing, HVAC, Plumbing TRADE CONTRACTOR, shall furnish and the Roofing TRADE CONTRACTOR shall install all soft aluminum flashing and roof boots.
6. TRADE CONTRACTOR shall include an allowance for concrete tile breakage.

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This allowance is to include infrequent, accidental breakage possibly caused by CONTRACTOR or other sources.

7. TRADE CONTRACTOR realizes that minor breakage may not be discovered until a major rainfall, months later. The above stated rule still applies.
8. Tile roof shall be installed per Section 1507.3.3 unless otherwise noted, required underlayment shall conform to: ASTM D 226, Type II; ASTM D 2626; ASTM D 1970 or ASTM D 6380 mineral-surfaced roll roofing. Underlayment shall be applied according to the tile manufacturer's installation instructions or the recommendations of the FRSA/TRI 07320.
9. Install side and end tile caps on ridges and hips straight, plumb, level, and with even overhang reveal per manufacturer's recommendation.
10. Stack tile evenly on hips or ridges. Tile shall be mixed with manufacturer's recommended pigments to correspond to basic tile color.
11. TRADE CONTRACTOR shall check roof for nail or tile, shingle pops, even pattern and color, straight runs, straight ridge caps, proper overhang at drip edge and dog-ear cut. All tile to be sawed and mitered to fit at valleys and ridges. Cuts to be vertical or plumb as needed. Joints to be tight and consistent with each other. Overhang tile shall be straight interlocked and overhang distance consistent per manufacturer's recommendations.
12. Bird stops shall be furnished and installed by Roofing TRADE CONTRACTOR (Where plans specify) with no gaps.
13. All tiles will have a minimum three (3") head lap.
14. Field tile must be neatly cut to within 1/2" from hip board.
15. On tile roofs, paint all cap tile, mastic, roof boots, pipes, caps and edges to match tile color, no holidays.
16. TRADE CONTRACTOR shall not commence work on unit(s), unless scheduled. TRADE CONTRACTOR further agrees not to lay or stack material within 6' of any vertical wall or fireplace chase prior to stucco completion.

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

**Company:**

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

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

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Park Square Homes

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

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