



SCOPE Update: May 23, 2017

## **ADDENDUM "D"**

### **FINISH CARPENTRY**

### **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 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
- 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)

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(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 (if applicable).

1. Interior and Exterior Doors
2. Locks, Closures, Thresholds
3. Door Casing and Baseboard
4. Setting all interior doors and jambs and setting unit(s) to garage fire door.
5. Installing all wood base, casing, door stop, spindles, and any other items as may be necessary to complete the interior trim and door installation. (All nailing to be counter sunk).
6. Install Exterior Shutters (if applicable)
7. Supply shim shingles, nails and/or, screws as necessary.
8. Install thresholds on garage service doors and fire doors.
9. Final to include adjusting all doors and cut off as necessary, re-install base and shoe molding that may have been lost or damaged during floor covering installation..
10. Install all door hardware and closet doors, including entry doors, locks and rubber bumpers for bi-pass doors.
11. Install all final hardware (i.e., door bumpers, locks) and adjust all dead bolts.
12. Adjust entry door at threshold.
13. Install attic access casing and drop access cover into place on bump out.
14. Install house numbers.

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

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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 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. It is the specific intent of the CONTRACTOR and TRADE CONTRACTOR that all items of finish carpentry, and installation of these items whether or not shown on the plans (i.e. door stops) shall be included in this TRADE CONTRACT AGREEMENT and shall be done at no additional charge to the CONTRACTOR other than as shown in contract sum.
8. All lumber grades to be specified and to be premium lumber within its grades.
9. Prior to the start of installation, TRADE CONTRACTOR shall accurately inspect all doors and verify the following:
  - a. The door is the proper door for the opening and swings in the correct direction as called for in the door schedule on the drawings.
  - b. The door is in sound condition, unblemished, without warp, twist, bow or other attributes causing it to be rejected upon installation. Flawed material will be replaced at no charge to the contractor.
10. TRADE CONTRACTOR shall furnish all material classified as fasteners, including adhesives.
11. All finish carpentry shall be plumb, level, straight, joints true, tight and well fastened with all members assembled.

12. Doors shall be carried ONLY, do not drag. Use extreme care in handling to prevent damage to doors, walls and/or cabinets.
13. TRADE CONTRACTOR shall check plans and Change Authorization Requests.
14. Excessive boring for door hardware will not be permitted.
15. All saw blades, knives or any other cutting tool to be kept in sharp condition as to eliminate chipping of wood.
16. Installation of all "built-in" woodwork, shelves at framed-in-pantries, closets and/or bi-fold openings, etc., as called for in drawings.
17. Anchor all components firmly into position for long life under hard use. Use only the anchoring devices furnished with the hardware item, unless otherwise directed by CONTRACTOR on all exposed finished work, set all fasteners.
18. Where blocking or backing is required, coordinate with Framing TRADE CONTRACTOR, as necessary, to ensure placement of all required backing and blocking in a timely manner. Notify Superintendent and Framer if backing is not located.
19. TRADE CONTRACTOR shall take caution to avoid puncturing any plumbing, electrical or security system components. All repairs and subsequent water damage to the structural components, including finished surfaces, will be charged to the TRADE CONTRACTOR.
20. TRADE CONTRACTOR shall pay for the repair of any drywall damaged by installation of baseboard, window sills, half-wall caps, casing or cabinet work.
21. TRADE CONTRACTOR will provide a maximum of 2 hours repair work from a service technician approximately 30 days after the home is closed at no charge to the CONTRACTOR.

### **MATERIAL DELIVERY**

1. TRADE CONTRACTOR shall deliver all doors and trim materials at location designated by CONTRACTOR'S Superintendent.
2. All material shall be free of defect and or damage

### **TRIM INSTALLATION**

1. TRADE CONTRACTOR shall install all wood base, base shoe, casing, door stop, spindles, and any other items as may be necessary to complete the interior trim and door installation. (All nailing to be counter sunk).
2. All casing shall be pin nailed at all joints.
3. Nail and/or screw all woodwork and trim with fasteners of the proper dimension to hold the member firmly in place without splitting the wood. Two (2) 3" screws at the hinge side with solid core doors.
4. Screw, DO NOT DRIVE, all wood screws. Screws may be started by driving and then SCREWED HOME. Pilot hole screws where necessary.
5. Wardrobe doors openings shall have bumper jambs.
6. Trim around A/C platform and install base at drywall to slab.

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7. Window seats shall have a facing strip of base (if applicable).
8. Miter all outside corners and all end-to-end joints. In carpet areas install all baseboards immediately after installation of doors and jambs. Baseboard should be held off the slab 1/4" to 3/8" to allow for proper carpet installation. Baseboard, in other areas, to be installed after tile flooring, wood flooring and/or cabinets, or per direction of PSH Builder. Use 22 1/2 degree cuts on bullnose corners or full bull nose corners.
9. All trim is to be left ready for painting. All base trim, door and window casing joints to be 45-degree miters or corner blocks and edges sanded for even contours.
10. All door edges will be smooth and free from chips, nicks or broken areas. Rough edges must be sanded prior to payment.
11. Get flooring schedule from plan and/or review with the PSH Builder.

### **HANDRAILS**

1. If applicable to specifications, handrails shall be installed at a height within code limits, and for the full length of the stairway. Interference with light switches shall be brought to the Superintendent's attention immediately.
2. Distance between handrail brackets shall not exceed eight (8) feet.
3. Clean woodwork on exposed or semi-exposed surfaces. Touch up surfaces as necessary and restore to the point of final sanding.

### **DOORS & THRESHOLDS**

1. Install entry doors as per plan, manufacturer's installation instructions and standard trade practice. Tapcon all entry doors as required by code.
2. Install all material, components, trim, threshold, and finish carpentry to provide complete installation.
3. Install all required door and finish hardware including, but not limited to, all deadbolts, pins, butts, bolts, knobs, handles, cylinders, stops, locks, hinges, latch strikes, escutcheons, one-way viewer, door stops, hardware, flush, inset or door bolt hole plates, etc.
4. Install house-to-garage doors for all units. Door specifications are: with label as required by local building codes with self-closing power hinges if applicable.
5. Garage, out-swing service doors, shall have tight fitting thresholds and a "crash chain" shall be installed at the time of lock out.
6. All interior and exterior doors shall be hung plumb and level, with a minimum of three (3) shims per side to securely attach door unit to walls.
7. TRADE CONTRACTOR shall install locks on all exterior doors at time of cabinet installation. All locks shall be keyed alike for each project unit and to be removed at time of finish hardware installation.
8. Install interior door jambs for all unit(s). Doors to include, but not limited to, storage, bedrooms, bathrooms, closets and coat rooms.

9. Install all pre-hung interior doors/frames and all solid-core exterior doors/frames. Install smoke seals, thresholds, door sweeps, door pivots.
10. All doors are to be shim hung, not case hung.
11. Trim all wood doors, as necessary. Doors shall operate freely, but not loosely. Shim, as required, using concealed shims to provide a uniform clearance of between 1/8" and 3/16" at jambs and head, and a uniform clearance at the bottom of jamb to floor (not to exceed 1/4"). All interior doors shall be held as required from rough finish -floor to allow for floor covering.
12. Final to include adjusting all doors and cut off as necessary, re-install base and shoe molding that may have been lost or damaged during floor covering installation..
13. Adjust entry door at threshold. Insure no light is visible between the door and threshold.
14. Allow clearance at hinge side (doorstop) for paint. No hinge-bound units.
15. The bypass guide block is not to exceed 1/4" surrounding the guide.
16. Upon completion all doors shall be operable lockable and weather-tight.
17. All doors shall be centered with equal reveals.
18. Exterior thresholds shall be solid, sealed to slab per plan.
19. Thresholds to have square edge at entry and fire door for hardwood -floor to butt against. All thresholds will be adjustable.
20. Bi-fold door supporting blocks must be glued down on floor at concrete areas and screwed to floor at wood floor areas.
21. All doors must have casing installed on both sides.

**SHUTTERS (if applicable)**

22. TRADE CONTRACTOR shall install shutters, as indicated in plans, and Owners Color Selection sheet as per manufacturer's guidelines. Installation holes drilled into stucco and/or siding should be properly sealed prior to fastener being installed.

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

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

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

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

\_\_\_\_\_  
Park Square Homes

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