



# **Residential Home Building**

## **Subcontractor Procedures**

## TABLE OF CONTENTS

<b>Site Prep</b>	<b>3</b>
<b>Excavation</b>	<b>4</b>
<b>Foundation</b>	<b>5</b>
<b>Drainage System</b>	<b>7</b>
<b>Utilities</b>	<b>8</b>
<b>Back-fill</b>	<b>9</b>
<b>Image</b>	<b>10</b>
<b>Framing Scope of Work and Performance Standards</b>	<b>11</b>
<b>Framing</b>	<b>16</b>
<b>Kitchen Window Detail Image</b>	<b>19</b>
<b>Window Flashing Detail Image</b>	<b>20</b>
<b>Cabinet and Mechanical Layout</b>	<b>21</b>
<b>Plumbing Rough In</b>	<b>23</b>
<b>Roof</b>	<b>25</b>
<b>HVAC</b>	<b>26</b>
<b>Electrical Rough In</b>	<b>28</b>
<b>Exterior Siding</b>	<b>30</b>
<b>Insulation</b>	<b>31</b>
<b>Garage Doors</b>	<b>32</b>
<b>Framing Quality Control – Pre-Drywall</b>	<b>33</b>
<b>Drywall</b>	<b>34</b>
<b>Electrical Trim</b>	<b>35</b>
<b>Finish Carpenter</b>	<b>37</b>
<b>Tile, Vinyl, P-Lam</b>	<b>39</b>
<b>Hardwood Floor</b>	<b>40</b>
<b>Carpet</b>	<b>41</b>
<b>HVAC Trim</b>	<b>42</b>
<b>Driveway / Flatwork</b>	<b>43</b>
<b>Plumbing – Trim</b>	<b>44</b>
<b>Landscaping</b>	<b>45</b>
<b>Clean – Up</b>	<b>46</b>
<b>Site Cleanliness Policy</b>	<b>47</b>

## **SITE PREP**

1. Order set back and height survey (if needed).
2. Place garbage can on job site.
3. Read all special conditions and redlines on approved sets.
4. Install silt fence per site plan.
5. Order power service to temporary pole.
6. Install temporary power pole.
7. Post address on temporary pole using Lot Sign from office.
8. Install temporary water.
9. Install sign.
10. E-mail office with request to order portable toilet and include preferred lot location.
11. Street and sidewalk inspections/digital photos.
12. Plan for garbage – wood recycling bin during framing; garbage run by laborer.

# EXCAVATION

1. Measure survey pins to confirm lot dimensions.
2. Draw staking plan from the foundation plan.
3. Stake foundation & expand stakes 3' in each direction.
4. Expose and stake sewer stub with elevation marked.
5. Expose storm stub. Verify depth prior to digging foundation.
6. Paint excavation lines and stakes.
7. Meet excavator operator on site.
8. Provide operator with copies of the following:
  - Plans
  - Site Plan
  - Staking Plans
  - Pump Location (verify with pump company salesman, if questionable i.e. tight lot, overhead power, short road frontage, busy street)
  - Location for access ramp into hole
  - Drainage plan, include whether to slope the hole for positive drainage
  - Minimum hole depth = 30"
9. Direct operator on export strategy for excess material, if applicable.
10. Direct operator on back-fill strategy for material placement.
11. Prior to excavator demobilizing:
  - Re-measure hole to confirm dimensions and set backs
  - Check hole depth and drainage
  - Re-check footing and pier pad step locations
  - Provide access ramp
12. Cover dirt piles/erosion control.
13. Clean street.
14. Install additional silt fence as necessary.

# FOUNDATION

## Prior to Forming

Provide the following information and materials to the foundation crew lead:

1. Approved plans and permit in waterproof container.
2. One set of working plans with following included:
  - Sleeve locations
  - Water
  - Crawl drain
  - Sewer
  - Wall Heights
  - Step locations and heights
  - ALWAYS: Electrical riser poured into wall
  - Door and furnace buck-out locations and sizes
  - All foundation hardware with Take-off sheet
  - With in-set joist foundations, cantilevers noted on 1<sup>st</sup> floor Floor Plan need to be formed for wall jogs in foundation.
  - Determine wall heights in writing (Heights must be approved by Project Manager)
  - On plans with tall lateral restraint panels on the garage, the garage door rough openings shall be door size + 6” to accommodate a 2x PT trim and 2x door wrap.
  - Add three rows of P/T 2x4 naielrs to LRP. Place one at outside and two between straps. Do not put nailer on inside corner.
  - For deeper foundations with unbalanced back-fill conditions exceeding 30”, make sure to raise the heights of the interior pier pads (sono tube).
  - Exterior pier pad heights to be 6” below wall heights.
3. If in-set joists, review footings for bearing points. Pour wider ledge where necessary.
4. On 3’ walls ALWAYS: 1’ panel at bottom of wall  
NEVER: Snap ties within 12” of top wall

## Prior to Pouring Concrete

1. Re-check wall heights and step locations with Project Manager.
2. Re-check sleeve locations.
3. Check to make sure all straps and hold-downs are located per the approved plans.
4. Check to make sure all lateral straps are plumb.
5. Install electric (UFER) ground (20’) 2”-3” from ground.
6. Sewer buckout needs to correspond to sewer height at street.
7. Confirm garage beam will work with foundation set-up.

## After Pouring Concrete

1. Tops of all walls are to be screeded with rebar after stripping.
2. All wall steps must be cleaned and flat.
3. All walls are to be plumb and level to within  $\frac{1}{4}$ " over 20'.
4. All snap ties are to be removed from the top 12" of all exposed walls.
5. Interior piers are to be used for extra concrete and pump clean-out.
6. Wall steps:
  - Not more than 18"
  - Not within 3' of a corner
  - Multiple steps in same wall shall be evenly spaced
7. Concrete waste and clean-out shall be placed in the garage area.
8. Pier pads are to have positive connections per plan and municipality.
9. Confirm location and quantity of pier pads, anchor bolts, and hold-downs.
10. Remove all fibrous materials and sono tubes from the inside of the foundation and down to soil from the posts.
11. After the foundation panels have been stripped:
  - Remove all snap ties (mortar all holes if a basement condition)
  - Sweep and clean off the top of the footings thoroughly
  - Remove sono tubes and cardboard pier forms
12. Foundation to be sprayed with silver water-proof sealer to within 12" of top of foundation wall:
  - If a basement or dry area existing at any area of the foundation, verify the appropriate water-proofing technique

## Materials

1. 2" waterline sleeve
2. 6" sere line sleeve
3. 6" footing drain sleeve
4. Foundation hardware

## **DRAINAGE SYSTEM**

1. Determine if crawl space positive drain will be installed.
2. Locate storm drain tie-in and pipe elevation.
3. Determine drainage plan and flow direction.
4. Mark foundation with downspout locations. See attached Downspout Detail.
5. Verify and spray paint green UFER ground.
6. Install footing and tight-line pipe.
7. All fittings and connections to be glued liberally.
8. Install 2 “sani-tee” fittings at downspout locations for clean-outs.
9. Downspout risers to be 4” flexible ABS capped with downspout adapter and protected with one layer of visqueen. Top of adapters to be 3” below top of foundation wall.
10. Outfall pipe to be extended and connected with utilities.
11. Tight-line pipe to be attached with bailing wire at 5’ o.c. to snap ties.
12. Overtie to foundation at corner jogs.
13. Check for slope and positive drainage in pipe.
14. Provide for future yard drainage.
15. Footing drains to be covered with 6” of 7/8” washed rock and filter fabric.
16. Secure filter fabric with soil.
17. Photograph drain system including tie-in locations and create an as-built drawing.
18. On back-fill, have 4” sleeve put in at back-fill at least 2’ down.

### Materials

- Drain pipe
- Fittings
- Glue
- Tie wire
- Filter fabric Tape
- Visqueen

## UTILITIES

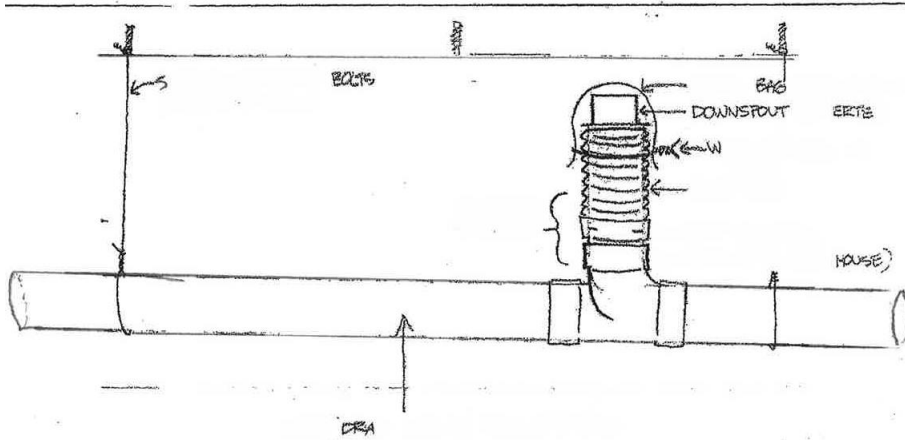
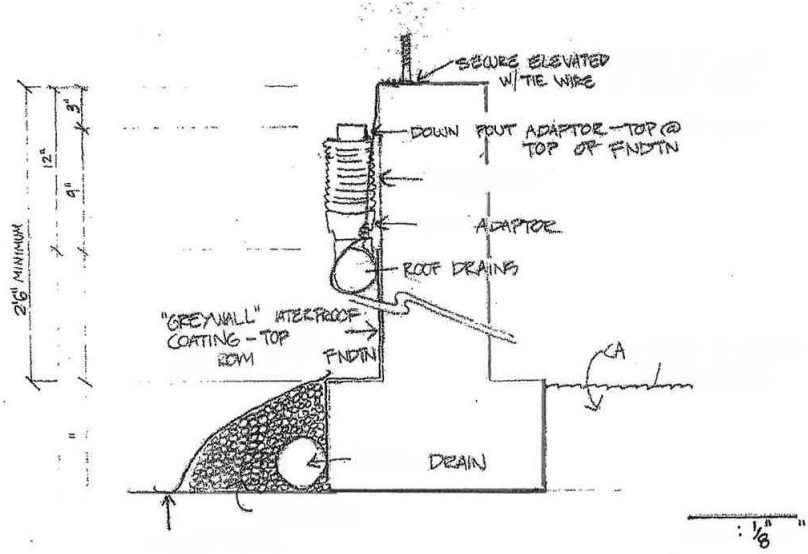
1. Confirm appropriate conduits for gas & electric.
2. Run two 1” poly water lines for TV and phone. Locations to be determined by Project Manager.
3. TV & Phone conduits must “daylight” at the appropriate locations at each end.
4. Install pull ropes and strings in all sleeves/conduits.
5. Photograph trench and fittings before back-filling.
6. Draw accurate as built map of all utilities for job file.
7. Cap and mark all pipe locations with painted and labeled stakes.
8. Leave utility pits open when appropriate and make sure conduits are properly cut to length.
9. 3” conduit to be installed with a minimum of 18” between conduit and power riser in pit.
10. Compact all trenches with jumping jack compactor.
11. Grout and seal all foundation penetrations prior to back-fill (water line, sere stub, etc.)
12. Order phone line and install in conduit.
13. Verify/install correct size poly waterline.



## BACK-FILL

1. Remove all fibrous materials from inside of the foundation (i.e. cardboard forms, stray forms, etc.)
2. Do not allow the bending over of any foundation straps or hold-downs.
3. Interior of foundation shall be back-filled and compacted to the top of the interior footings or as appropriate and sloped properly for positive drainage or sump pump.
4. Compact with jumping jack in 12" lifts all deep trenches, concrete areas and inside garage, especially in the corners.
5. Establish finish grade on the outside of the foundation and hold rough grade 4"-5" below finish grade for topsoil. Hand rake outside of foundation to rough grade while dirt is still loose.
6. Establish grade swales for drainage. Slopes away from house.
7. Provide "fast patch" concrete for subcontractor to grout and seal foundation penetrations.
8. All excess materials to be exported at time of back-fill and the site shall balance at the end of back-fill.
9. Determine finish floor elevation for garage slab with 3" of slope from back to front.
10. Snap chalk-lines for top of concrete and label as "top of concrete slab".
11. Back-fill garage to 7" below of concrete chalk lines.
12. Place 3" of clean **Pea Gravel** in garage and grade flat to 4" below chalk lines.
13. Back-fill driveway area to 8" below top of concrete leaving room for 4" of 1-1/4" crushed rock and 4" of concrete. Crushed rock to be placed after installation of utilities.
14. Install 4" pipe under driveway for water and electrician.
15. Place 3" of 5/8" crushed rock at all other concrete areas and rake flat.
16. Dig slurry trench.
17. Confirm all water movement flows away from foundation.
18. Sweep foundation and pier pads.
19. BRD indicates the location of gutters and downspouts at foundation back-fill. Use flat gutters.
20. Re-install erosion control/silt if necessary.
21. Re-Install BRD sign.
22. Materials ordered ahead of time, especially furnace can.
23. Conduit color-coding: white = phone/cable; yellow = gas; gray = electrical

# Insert drawing



# FRAMING SCOPE OF WORK & PERFORMANCE STANDARDS

## General Scope of Work

1. Supply all labor and tools to frame the home in accordance with signed plans and to all applicable building codes.
2. Review the red-lined plans and specifications with the General Contractor's Project Superintendent before starting framing.
3. Supply fastening devices such as nails and staples. Install all structural connections, supplied by General Contractor, and/or required by code.
4. Install all exterior doors, windows, sliding glass doors and pocket door frames.
5. Install & waterproof at exterior door locations & windows per General Contractor detail.
6. Install and use "Fall Arrest Brackets" on rafters or trusses before roof framing begins. The "Fall Arrest Brackets" will be provided by General Contractor and installed in locations specified in the approved plans and/or by the General Contractor's Project Superintendent before roof sheeting begins.
7. Provide General Contractor with a Safety Plan and have the Fall Protection Plan posted prior to framing 2<sup>nd</sup> floor.
8. Use safety harnesses, lanyards and anchors approved by O.S.H.A. or W.I.S.H.A.
9. ***Job site must be kept cleaned and all materials neatly stored and houses swept on a daily basis. All wood scraps must be placed in the designated bin and all trash must be placed in the garbage cans at the end of each day.***

## SPECIFIC STANDARDS

**Plan Review**- A review of plans and materials will improve efficiency, marketability and bottom line profits for General Contractor and subcontractor.

1. Review lumber loads for shortages and reasons for shortages. Contact General Contractor's Project Superintendent for list.
2. Review lumber loads for overages and reasons for overages. Contact General Contractor's Project Superintendent for list.
3. Review plans for dimensions, lumber and/or structural errors, omissions and/or changes.
4. Review plan for suggestions to improve efficiency in production.

## Crawl Space

1. Prior to beginning work, install visqueen provided by General Contractor on a per job basis. Review with General Contractor's Project Superintendent.
2. Transfer all bearing points through the structure to the foundation with a member of equal or greater size.
3. Replace all defective and/or missing framing members.
4. Install gussets on all posts and beam connections and nervalstral between posts and concrete footing or piers per codes and plans.
5. Install a crawl access door; 18"x24" minimum at plan location; painted fluorescent orange on bottom side. Install a ladder if the depth of crawl spaces is over 30".
6. Remove all debris left in crawl.
7. Cut crawl vents per plan location. ***Crawl vents must be cut in prior to installing sub-floor.***

8. Install vents in pony walls framed 5 ½"x14 ½". Vents shall not be located within 2' of a corner, under a bearing point or in front of water pipes or heat ducts.

### **Floor System**

1. Review all plumbing, heating and lighting lay-out prior to rolling joists.
2. Install all joists and beams with crowns up. All sheathing to be glued and nailed at 4" o.c. on edges and 8" o.c. in the field. Nails to be 8d galvanized hand driven or 8d screw nails air driven, or ring shank nails.
3. General Contractor's representative shall inspect sub-floor framing prior to placement of sub-floor decking.
4. **Remove all nail "shiners".**
5. Install all plywood subflooring with the face grain perpendicular to the supports and with all the joints staggered. Subfloors must be level within +/- 1/8" per 20 lineal feet of run. (1/4" per 20 lineal feet for dimensional floors).
6. Complete a quality control inspection on floor system and repair all squeaks, humps, dips and/or delaminations.
7. Install two layers of ¾" sheathing on furnace and hot water tank platforms.
8. Head out floor joists if necessary for plumbing, heating and electrical systems.
9. All point loads shall be blocked to match the size of the point load post(s).

### **Wall Systems**

1. Frame all walls per the shear schedule provided on plans.
2. Frame all walls, door and window openings, and inside/outside corners plumb within ¼" per 10 foot tolerance.
3. Install door rough openings the correct width and height for the finished door assembly and nail 2-8d nails nailed on each side of the bottom plate. Verify rough opening sizes and discuss all plan discrepancies with the General Contractor's Project Superintendent before framing. Critical interior dimensions are for doorways, hallways, toilets, tubs/showers, washer/dryer and cabinet areas. See General Contractor's Project Superintendent for R/O schedule. Review casing size to determine reveals at corners.
4. Provide bearing points commensurate with the vertical framing loads.
5. Stagger plates a minimum of 48" and break on a stud or header. If unable, use coil strap to create positive connection or add a stud.
6. Fasten cut framing members with approved metal straps or plates supplied by General Contractor.
7. Fasten all walls securely to the floor with 16d nails per shear nailing schedule or at minimum of 16" o.c. into the rim joist.
8. Pull all bent plate toe-nails.
9. Any studs bowed more than ¼" shall not be used or should be replaced.
10. Install wall sheathing tight to studs with no gaps at windows or corners; fill in voids.
11. Provide siding backing on all exterior walls.
12. Provide drywall backing on all interior walls and ceilings including 45 degree walls and cathedral ceilings.
13. Install studs in tub and/or shower areas 8" from center line of plumbing supply valve.
14. Install all fire blocking as required by code.
15. Frame all open-ended ½ walls plumb and anchor to the floor joists.

16. Install wood framing 1" away from all furnace flues as required by code.
17. Install wood framing 2" away from all fireplace chimney/masonry as required by code.
18. Install backing for all hardware, doors, cabinets and handrails. Verify backing locations, heights and lengths with General Contractor's Project Superintendent.
19. Install heating cold air returns at dropped ceiling whenever possible. Verify by plan with General Contractor's Project Superintendent. Head off and draft stop all return air chases.
20. All OSB and plywood sheathing shall be installed per manufacturers' specifications. All wall sheathing will be installed smooth side out. (The smooth side has the stamp on it).
21. Frame master tub surround per specs and layout provided by General Contractor's Project Superintendent. Provide framing for tub motor access hole.
22. Install Garage Door Wrap. Use 16d galvanized casing nails only.
23. Build any necessary chases (exposed plumbing/gas, etc.). Verify square walls, especially kitchen/bathrooms.
24. Corner windows – move 1½" from corner to allow for 2x6 header support.

### **Roof System**

1. Verify truss delivery is correct. Number of trusses is correct, number of bird blocks is correct, and all hardware for installation has been delivered. Notify General Contractor's Project Superintendent of shortages or discrepancies immediately.
2. Hand select for appearance all exposed vented & solid blocking.
3. Hand select for appearance all barge and/or fascia and install as one continuous run. **No cedar splices on front elevations less than 18'**. Install rake molding on barge rafters. No joints at windows.
4. Hand select for appearance all rafter vented and solid blocking adjoining masonry walls and install with inside edge 4½" outboard of wall sheathing.
5. Install an attic access of 22 ½" x 31" minimum with a 12" curb for insulation in the location on the plan or in an area verified and approved by the General Contractor's Project Superintendent. 30" minimum head room required. Verify attic access in garage.
6. Install crickets on all chimney chases and in any area of the roof system necessary to provide proper drainage. Review pitch and location with General Contractor's Project Superintendent.
7. Install insulation barriers at all fireplace chases.
8. Install all draft stops at voids and chases per code.
9. Install "Fall Arrest Brackets" in locations specified by General Contractor's Project Superintendent.
10. Install plywood clips for roofs less than 6/12.
11. Roof sheathing will be installed smooth side down.
12. Brace trusses per specs and code. Verify bracing per truss spec sheets.
13. Install CCX plywood at all exposed roof overhangs.
14. Cut all ventilation holes in roof per plan or as directed by General Contractor's Project Superintendent.
15. Remove all "shiners" in exposed roof overhangs.
16. Provide for attic ventilation as needed.

## Stair Systems

1. Install all stairs with a minimum of 3 stringers.
2. Install all stairs with a consistent rise between 7 ¼” and 7 ¾” with an 1/8” or less variance between risers.
3. Install stairs from house to garage immediately following garage slab installation
4. Install stairs from main floor to 2<sup>nd</sup> floor prior to installation of 2<sup>nd</sup> floor sheathing.
5. Install temporary railings per WISHA. Railing will be 42” high with top, middle and bottom rails.
6. **ALL WOOD-TO-WOOD JOINTS AND CONNECTIONS (AT THE STAIRS) SHALL BE LIBERALLY GLUED.**
7. **Do not glue stair treads or risers. Treat them as temporary units, use screws to install.**

## Windows and Doors

1. Install windows per manufacturers’ recommendations with 1 ½” roof nails at a maximum 12” on center on sides and bottoms. Hook nails across top. Every other hole = 8”.
2. Install kitchen window sills at 35 ¼” above sub-floor U.N.O.
3. Exterior windows and doors shall be flashed according to General Contractor detail.
4. Install windows and skylights within one day of delivery to job site.
5. Install sliding glass doors with equal reveal on all sides, sill secured to floor, jambs secured to walls and plumb and level. Install a 2x4 under sill on exterior to protect sill from damage.
6. Install pocket doors plumb and level with the track straight and undamaged.
7. Install vinyl windows flush on sill. Vinyl windows are set directly on the sill.
8. Install skylights when they are delivered. Attach temporarily with 2 nails. Give screws and foam tape to General Contractor’s Project Superintendent.

## Rough Opening Sizes

Double Exterior Doors:	3” over width & 83” high; 99” for 8’0”
Single Exterior Doors:	2 ½” over width & 83” high; 99” for 8’0”
Interior Double Doors:	2 ½” over width & 82 5/8” high
Interior Single Swing Doors:	2” over width & 82 5/8” high
Swinging Bommer Doors:	2 ½” over width & 83” high
Single Bifold Doors:	1 ¼” over width & 81 ¾” high
Double Bifold Doors:	1 ½” over width & 81 ¾” high
Mirrored Bifold Doors:	1 ½” over width & 80 ½” high
Standard Bypass Doors:	Net width & 83” high
Mirrored Bypass Doors:	Net width & 81 ¾” high
Pocket Doors:	Double door R.O. + 1 ¾” over width and 84” high
Garage Doors/Trim:	Net width & 7’ high or 8’ high
Windows:	Net width & Net height
Kitchen Window/sill:	35 ¼” from sub-floor, make R.O. 1” over in height and set vinyl window 36 ¼” above floor; shimmed up
Main Bath Tubs:	60 ¼” width
Master Bath Tub Deck:	Verify with BRD field superintendent
Toilet walls:	31” width minimum
Hallways:	37” width minimum

**Inspections**

1. Meet or exceed all framing requirements established by General Contractor and applicable governing agencies.
2. Repair any areas, which were altered in the course of installation of plumbing, heating, electrical, and/or roof system. These framing repairs must be completed within one (1) working day of electrical system completion and/or as scheduled by General Contractor’s Project Superintendent.
3. Repair all framing corrections specified at sub-floor, shear nailing and framing inspections. Framing repairs must be completed within one (1) working day of subcontractor notification by General Contractor’s Project Superintendent and/or as scheduled by General Contractor’s Project Superintendent.
4. Subcontractor shall have a representative attend all framing related inspections.

General Contractor **and subcontractors have reviewed and agree to honor these Performance Standards and Scope of Work.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Representative                      / /  
Date

\_\_\_\_\_  
Representative                      / /  
Date

# FRAMING

## Foundation

1. Check visqueen for proper installation.

## Prior to Framing

1. Set-up recycle bin for lumber.
2. Check framing upgrades for mechanicals and lighting.

## Sub-Floor

### ***ALL RIM VENT HOLES MUST BE CUT PRIOR TO SUB-FLOOR BEING INSTALLED***

1. Check foundation for level.
2. Install positive connection on beam posts.
3. Use nervastral under all beam posts.
4. Block joists at all beams and bearing walls above.
5. Liberally glue any/all joist hangers.
6. Check layout for point loads.
7. Double block under all point loads including exterior walls.
8. Install solid blocking under all point loads.
9. Check layout for toilet locations and frame out as needed.
10. Check joist system for level at rim and several interior points with laser.
11. Glue all sub-floors with minimum 3/8" bead of sub-floor adhesive.
12. Gap all sub-floor plywood per manufacturers' specifications.
13. Install sub-floor with ring-shank nails only.
14. Check for clean crawlspace.

## In-Set Joist Install

1. Use post and beam on footing where possible.
2. Where necessary to hanger at foundation wall, block against concrete with treated. Do not leave "swinging" hangers.
3. Use liberal amounts of glue in hangers and nail properly.



## Walls

1. Review proper installation of hold down straps. Straps should be flush
2. Remove all toe-nails in bottom plates.
3. Check fiberglass and shower pan rough openings and backing.
4. Remove or set all toe-nails throughout.
5. Check all walls for plumb within 1/8" per 8'.
6. Check for drywall backing at 45 degree corners.
7. Remove all shiners in exterior walls.
8. Check all double joists for double studs.
9. Provide and review tub deck design with framer.
10. Check for tub blocking.
11. Mark for handrail backing.
12. Mark for special cabinet backing.
13. Thermadore hood needs blocking @ 4" from top of hood – entire length of hood. +/- 6'8" to center line if 8' cabinets with 12" upper above.
14. Check for fire-blocking at b-vent.
15. Layout and mark for bath hardware backing.
16. Frame-out for fireplace at b-vent.
17. Check for shower pan blocking.
18. Review window rough openings and sill heights with framer and redline on prints. Verify egress.
19. Review exterior door rough openings with framer and redline on prints.
20. Check all window sills for level. Check all adjacent window sills for level before and after installation.
21. Set all windows flush on sills.
22. Check all windows for even reveals for drywall.
23. Check for damage inside and outside after window installation. Watch for "burns" on windows sills from power cords, etc.
24. See attached Kitchen Window Detail.
25. Set skylights; foam tape to inside.
26. Firestop all wall voids and chases.
27. Window at kitchen to be rough framed with sill at 35 1/4", furred up with 3/4" material that does not protrude past window frame on inside.
28. Tub surround – frame 10, 20, 30 +2x6

## Miscellaneous

1. Install all cedar with flushed galvanized nails.
2. Review garage wrap reveal with framer.
3. Backing for garage door opener.
4. Install cedar with no splices on front elevation.
5. Check for CCX plywood at all open roof overhangs.
6. Wrap window openings per Window Flashing Detail.
7. Backing in trusses to avoid change in direction of drywall.
8. Install windows with 1-1/2" roofing nails.
9. Install nervastral under all exterior doors.
10. Check all interior door rough openings.
11. Install 2 fall restraint brackets.
12. Cut holes in roof for roof jacks and fan vents.
13. Install plywood clips on all roofs of 6/12 pitch or less.
14. Review all roof vent location and sizes. Avoid vents on front elevations if possible.
15. Check location of attic access.
16. Layout and check crawlspace access.
17. Install temporary handrail where needed. Provide handrail brackets so handrail does not attach to framed walls.
18. Secure all king studs at door locations.
19. Install 4x4 post at stair railing system per layout.
20. Review all top plates for drywall backing.
21. Check for glue at all connection points at stair system.
22. Temp stair treads in only with 2 screws per tread – no glue.
23. Check for shiners in roof overhangs.
24. Scrap-out & clean crawl space.
25. Verify all foundation vents cut.
26. Inspect all windows and frames for damage.
27. Verify foundation straps are flat to plywood.

**Kitchen window detail image**

]

## Window flashing detail

### CABINET AND MECHANICAL LAYOUT

Mark and Layout the following:

- a. Cabinets
  - i. Mark all cabinets per the approved cabinet plans.
- b. Electrical
  - i. Mark the complete electrical layout per the Mechanical Plan.
  - ii. Appliance outlets & specifications.
  - iii. Main panel location.
  - iv. Floor heat location.
  - v. Fan locations.
  - vi. Vanity outlets & specific locations.
- c. Low Voltage
  - i. Bundled Cable Outlets
    - 1. TV & Phones
  - ii. Surround sound speaker and source locations.
  - iii. Speaker and volume control locations.
  - iv. Low Voltage Distribution Box
  - v. Door bell & chime locations.
  - vi. Security System
    - 1. Main box
    - 2. Key Pad location(s)
  - vii. Furnace thermostat location
  - viii. Floor heat thermostat location.
- d. Plumbing
  - i. Whole house water shut-off location.
  - ii. Hose bib locations.
  - iii. Sink center-lines.
  - iv. Hot water tank location.
  - v. Appliance specifications.
- HVAC
  - vi. Furnace location
  - vii. Gas meter location
  - viii. Gas piping outlet locations and termination details.
  - ix. Dryer duct location.
- e. Miscellaneous
  - i. Door swings.
  - ii. Drywall details.

- iii. Crown molding locations.
- iv. Built-in Vacuum System
  - 1. Vacuum motor location
  - 2. Vac Pan location
- v. Jetted tub access panel location.

**Layout kitchen 100% prior to plumbing.** While laying out kitchen, include switch locations at the sink, range hood height, microwave outlet height and location, and verify appliances and layout locations per Specifications.

Check millwork section of Specifications. Layout crown and box beams/false beams as related to can lights.

Surround sound locations and stereo source.

Heated floor T-stat locations.

Vanity heights in all baths. Give outlet locations.

In plans w/ jetted tub access/electrical – though \_\_\_\_\_ with GFCI inside of access.

Center lines at all sinks.

Gas piping locations and details.

Fan locations (if possible, mark both floor and roof).

Key pad locations.

TV/Phone locations.

Weatherproof outlet locations.

Locations of door swings

Low volt d-box.

Gas meter locations.

Electrical panel location.

Vacuum motor locations i.e. undercounter lights, exterior landscape

Door chime & bell locations.

Drywall details

## **PLUMBING ROUGH IN**

### Prior to Commencing Work

1. Paint and mark the following:
  - Complete cabinet layout
  - All sink center lines
  - Refrigerator location
  - Hose bib locations
  - House shut-off valve
  - Pressure reducing valve
  - Vacuum system
  - Washer & Dryer location
  - Hot Water tank
  - Furnace
  - Shower valve locations and heights
    - a) Master Bedroom = 84" above finished floor
    - b) Main Bathroom = 80" above finished floor
2. Install insulation behind all tubs and shower enclosures
3. Research corner cabinet depth with cabinet manufacturer if corner sink application.

### With the Plumbing Crew – Review the Following

1. Plumbing layout.
2. Confirm shower pan and surround backing locations.
3. Drain pipes cannot extend outside plate lines.
4. Shower head heights.
5. Shower valve locations.
6. Water line location.
7. Sewer stub location.
8. Vent pipe and hot water tank drain shall not be on front elevations.
9. Can light layout & conflicts.

10. Potential heat duct conflicts.
11. Site cleanliness policy.
12. Site rules and working conditions policy.
13. Provide chamfered cedar block for each hose bib location.
14. Any blocks removed must be replaced with flat 2x4.
15. Crawlspace cleanliness.

#### During Rough-in check for the Following

1. Toilet supply stubs shall be at 8" A.S.F.
2. Inspect tubs for damage immediately after installation and protect.
3. Pressure gauge test for inspection.
4. Filled water & vent pipes for inspection.
5. Protect all tubs, pans, and shower enclosures.

#### Miscellaneous

1. Pre-rock mechanical area.
2. Water meter installed.
3. Tub Insulation.

## **ROOF**

### Prior to Commencing Work

1. Make sure all roof holes and any roof-to-wall venting has been cut for ventilation and roof jacks.
2. Make sure roof nailing inspection has been signed-off.
3. Check Roof Anchor system for all parts complete. Confirm sheathing.
4. Mark fan vent size and location on floor for roofer.

### With the Roofing Crew – Review the Following

1. Bathroom vent locations and sizes.
2. Use of gasketed nails for all exposed nail heads.
3. Completion of Roof Anchor system with caps installed.
4. Installing & securing roofing material at rafter tails.
5. Flashing to be nailed.
6. Remove, flash and screw in / seal skylights.
7. Review Site Cleanliness Policy.
8. Safety Plan and fall restraint requirements.
9. Clean roof of all debris, nails, and roofing before leaving job site.

### During Installation Check for the Following

1. Complete coverage of all plywood with underlayment.
2. All ridges are properly papered with underlayment.
3. Confirm installation of roof-to-wall flashing at appropriate locations.
4. Safety notices can be removed after completion.



# HVAC

## Prior to Commencing Work

1. Paint and mark the following:
  - A. Furnace location
  - B. Thermostat location (Furnace thermostat & heated floor thermostat)
  - C. All gas piping outlets and gas meter location
  - D. Check all gas pipe connections
  - E. Dryer duct location
  - F. Kitchen ventilation
    - Vent-a-Hood should be 80" to bottom of 6" vent termination
    - Dacor should be 94 ½" to top of 8" vent termination

## With the HVAC Crew – Review the Following

1. B-vent location and routing.
2. Return air grill locations (ceiling is preferred. 8" ASF if in a wall).
3. Kitchen ventilation.
4. All heat register locations prior to any cutting.
5. All fan venting, routing, and terminations.
6. Fresh air inlet location.
7. Do not cut straps without prior review with Project Superintendent.
8. Please deliver two (2) toe-kick plenums and two (2) – 2x10 registers per house to job trailer so we have them install with cabinets.
9. At pre-wrap, do not screw the gas pipe in flush to lid. Gap by 1-1½".
10. Trunk line location, elevation to verify ability to access.
11. Any blocks removed must be replaced with flat 2x4.

### During installation Check for the Following

1. 1" B-Vent clearance to all combustibles.
2. Dryer ducts are 8" A.S.F.
3. Fan terminations and blocking for siding.
4. Gas stub locations.
5. Gas pipe should be secured with proper clamp.
6. Seal penetration and gaps in cold air return.
7. Return air locations in 8" A.S.F.
8. Leave construction T-stat.
9. Fax in the request for gas service line install. Follow-up with phone call to expedite.
10. Furnace ready to operate.
11. Review locations of return air grills.
12. Pressure test and gauge on gas piping.
13. Install construction filter in furnace.
14. All metal and ducts do not affect drywall at plate lines.
15. Gas shutoff at cooktop is 10" above subfloor, 3" away from wall.
16. Gas pipe has space for electricians' bonding clamp.
17. HVAC contractor to install construction filter at furnace. Additional filters to be installed at air returns, if possible.

## **ELECTRICAL ROUGH IN**

### Prior to Commencing Work

1. Paint the complete electrical layout and mark all fixture locations, centers and heights.
2. Mark all low-voltage locations including the “D” box.
3. Mark the location of the electrical panel, vacuum location, low volt distribution box, security panel, keypad and motion sensors.
4. Mark locations of all exterior outlets, j-boxes, and exterior lighting.
5. Mark interior doors and swings.
6. Confirm outlet location for garage door openers.
7. Bar light height at 82’ in all bathrooms.

### With the Electrical Crew – Review the Following

1. The complete electrical layout as marked.
2. Outlet boxes at stone area (i.e. back-splash).
3. 3 temp outlets per floor labeled on breaker.
4. 2 temp outlets in garage, wire garage door outlet for service.
5. Outlet heights and locations.
6. Kitchen outlet spacing.
7. No outlets/switches at end of cabinet run (interferes with tile backsplash)
8. Review outlet depth @ counters, double-shear paneling
9. Whip for Thermadore hood @ 7’ off floor, right side of hood.
10. Bond copper pipe and gas pipe.
11. Door chime locations.
12. Appliance specifications.

13. Master tub access panel and GFI outlet location. Remote GFCi in closet for easy reset.

During Rough-in Check for the following

1. Plumb/level boxes.
2. Tub circuit serviceable.
3. Vanity outlet locations.
4. Chandelier backing.
5. Mark special electrical locations on stubs.
6. Coil island wire in crawlspace. Inspect crawlspace for stray / unsecured wires. All wires need to go somewhere.
7. Coil pendant lights in joist bays & mark on as built.
8. Check backsplash height & details for receps and vanities.
9. Check locations of vanity receps vs. mirrors.
10. Check for code receps @ kitchen sink.
11. Check that copper pipe and gas pipe are bonded at rough-in.
12. Low volt wire for motion sensors to come out of actual corner, not wrap around framing material.
13. Smoke detector layout should not be featured.

## **EXTERIOR SIDING**

1. Safety notices can be removed after completion.
2. All straps should be flat against OSB. Drill and nail, if necessary.

### Discuss with Sider

1. No seams over straps.
2. Caulk all joints, seams, nail holes.
3. Use proper nails with corbels (galvanized).
4. Caulk nail holes in garage wrap, bellyband, trim, etc.
5. Remove any burrs from cut edges.

## **INSULATION**

### Prior to Commencing Work

1. Make sure stud bays are clean and free of materials.

### With the Insulation Crew – Review the following

1. Vapor barrier down over vapor barrier from Framers.
2. Potential bird-block blockage.
3. Potential foundation vent blockage.
4. Tuck batts at studs and plates.
5. Skylight batt attachment.
6. Floor batt attachment.
7. Copper pipe insulation.
8. Crawlspace cleanliness.
9. Soffit insulation.

### During Installation Check for the Following

1. Tuck batts behind studs.
2. Seal and insulate attic access.
3. Seal and insulate crawl access.
4. Insulation install to include foam tape on attic access/crawl access at attic blow.
5. Check all bird blocks for blockage/insulation.
6. Check all foundation vents for blockage.
7. Check for proper batt attachment.
8. Inspect copper pipes for proper installation.

## **GARAGE DOOR(S)**

1. Confirm low-volt wiring in wall.
2. Electronic eye sensors set at 6”.
3. Remote(s) – Wire or tape to bottom of garage door opener. Do not hang remotes by string from opener.

## FRAMING QUALITY CONTROL – PRE-DRYWALL

### Prior to Drywall Stock

1. Plane, buttstrip, and straighten all walls and plates.
2. Check cabinet and tile areas for square corners.
3. Locate and mark on sub-floor any potential problem areas.
4. Mark all door openings and pass-throughs for size, swing, and finish.
5. Check all door openings for plumb.
6. Install temp door at garage-to-house door location.
7. Staple plastic onto bottom plate of walls in garage, drape over exposed foundation walls.
8. Verify all finished materials are protected:
  - Door jambs
  - Bath tub
  - Shower stall (if applicable)
  - Fans (if motored installed at rough-in)
  - Gas stubs
  - Dryer vent pipe
  - All plumbing valves, etc:
    - a. Washer box
    - b. Refrigerator water supply
    - c. Gate valve for refrigerator shut-off (typically under sink)
    - d. Hammer arrester (typically under sink)
    - e. Shower valves (should have plastic valve cover in place)
    - f. Whole house shut-off (typically in garage)
    - g. Pressure reducer valve (typically in garage)
    - h. Hot/cold hose bib (typically in garage)
9. Weather stripping, door sweeps removed, install construction weather stripping.
10. Construction knobs on all doors. Entry door barricaded.
11. Install accurate thermostat.



12. Spray paint locations of water, electrical and heat lines going through walls.
13. Countersink all mud rings (low volt, vacuum, water boxes).

## **DRYWALL**

### With the Hanging Crew – Review the Following

1. They must notify the Project Manager immediately if they find any problems that will affect drywall quality.
2. Walk the house describing final finish details of all door, pass-through, and window openings.
3. Discuss all marked potential problem areas and solutions.
4. Discuss locations for drywall to tile transitions at tiled showers.
5. Discuss how to butt GWB to all fiberglass enclosure edges (no overlap).
6. Discuss the style and type of corner bead being used.
7. Discuss that all risers at floor drops are to be sheet rocked.
8. Discuss and provide a copy of our Site Cleanliness Policy.

### Prior to Taping Crew Starting – Review the Following

1. Re-check all walls and plates with straight-edge for flatness.
2. Re-check all vanity and tile corners for square.
3. Cover and protect any finish surfaces and materials:
  - Fireplaces (with plastic)
  - Washer boxes
  - Refer boxes
  - Dryer venting
  - Exterior doors, jambs and thresholds
  - Block and barricade unused exterior doors
  - Garage foundation walls (with plastic)
4. Verify cold air returns, speakers, etc. are cut-out
5. Replace final door weather-strip with temporary stripping.
6. Cover all door jamb markings with tape.

### With the Taping Crew – Review the Following

1. Discuss all potential problem areas and solutions.

2. Excess mud must be removed from all electrical boxes prior to primer.
3. Discuss any areas that need to be floated or darbied.
4. No mixing mud in hardwood areas.
5. Corner beads must be finished complete down to tops of ½ walls.
6. *Entire house to be “halogen” walked after primer and prior to texture! Taping Quality Control must be signed off by Project Manager prior to texture.*

## **ELECTRICAL TRIM**

### Trim Trip #1 – Switch, Plug & Fixture

1. Install all light fixtures where possible. (The only exceptions will be light fixtures mounting on top of mirrors or pendant lights. In lieu of bath fixtures, install porcelains with bulbs to provide working light)
2. Install switches, receptacles and cover plates throughout house
3. Install can light trims and finish light bulbs in all can lights

### Trim Trip #2 – Appliance Installation and Final Trim

1. Prioritize items that affect other subs: Tub GFCi, Instahot/garbage disposal, refrigerator, recirculation pump, dishwasher, furnace, vacuum system, fire sprinkler, etc.
2. Install oven, microwave & dishwasher.
3. Install balance of light fixtures, appliances, and complete all circuits.
4. Replace all construction GFI receptacles with new receptacles

### Check List

1. Check each and every circuit, switch, plug and light for proper operation.
2. Electric panel labeled and all cover screws installed.
3. Electrical panel has “lock-out” type breakers where applicable.
4. Set clocks on appliances.
5. Check all cover plates, can trims, fan trims, and cover plates for flush fit to drywall.
6. All cover plate screws shall be set in the vertical position.
7. Set and check operation on the whole house fan.
8. Confirm jetted tub outlet is “serviceable” and accessible.
9. Test all GFI circuits.
10. Test all smoke detectors.

11. Test timed circuits.
12. Test door chime.
13. Copper pipe is bonded.
14. Schedule electrical final inspection on last day of trim.
15. Set timer for post and garage lights.
16. Check for dead bulbs.

### Miscellaneous

- Inventory, label and spread all light fixtures to their appropriate rooms.

## **FINISH CARPENTER**

### Prior to Finish Crew Starting

1. Inventory Door & Millwork package.
2. Have the following information in duplicate:
  - Sink cut outs
  - Appliance cut outs
  - Cabinet layout
  - Door & millwork take-off
  - Hard surface schedule dates
  - Finish material schedule with self-edge and sub-top details
3. Install drywall and corner protection.
4. Mark floor covering types and transition points on sub-floor.
5. Superintendent to mark on top of door in permanent pen where door belongs to ensure proper return and match up.
6. Confirm & re-mark all door swings.
7. Post Job Site Cleanliness & Trade Damage signs

### With the Finish Crew – Review the Following

1. Priority List:
  - Install Master Vanity
  - Install Master Bath Windows
  - Install Main Bath Vanity
  - Install Powder Room Vanity
  - Install Kitchen lower cabinets and island
  - Install galvanized toe kick vac pan R.O. 3 ½” x 6 ½”
  - Install toe kick register(s) (white) at cabinet install
  - Install underlayment in vinyl areas
  - Behind waster/dryer is finished space – base board
2. Mark all millwork and mantle details on windows with erasable pen.

3. Review millwork and specified lengths.
4. Review door locations and swings. Ball catch doors adjusted. Check gaps and reveals.
5. Review finish schedule dates and hard surface coordination.
6. Review Site Cleanliness Policy and Working Hours.

***Every effort is to be made to make sure no painted or stained materials get out of sequence.***

### Helpful Hints:

- D/W Protection
- Island location and size
- Skylight lenses
- Attic access trim
- No toilet blocks
- Hang front door (or adjust) – cover & prevent entry
- Protect inside of vanity cabinets
- Use hard board to protect all cabinet faces
- Use carpet pad on all counters.

## **TILE, VINYL, P-LAM**

### Prior to Installers Beginning

1. Mark all transition points on sub-floor.
2. Supply 4-shelf unit in garage near water heater to store tile, paint, grout, etc.

### With the Installer(s) – Review the following

1. Discuss priority work areas.
2. Review floor heat thermostat location and trim (behind door in water closet).
3. Review the finish schedule.
4. Review tile layout and grout joint sizing.
5. Review & establish priority “flextime” work.
6. Review & establish self-edge & back-splash details – Mark on walls by vanity and kitchen.
7. Discuss expectations for grout and joint detailing.
8. Behind washer/dryer is finished space. Tile to wall, cut around gas pipe.
9. Verify shower door placement for tile layout.
10. No caulk/silicon by tilesetters.
11. Establish material storage expectations.

### After Installation:

1. Clean out tub/shower location after grout; re-protect.
2. Contractor to return at end of job to caulk back splashes and do punch/touch up.

## **HARDWOOD FLOOR**

### Prior to Installer Beginning

1. Confirm floor prep is complete:
  - Sand plywood seams as needed
  - Screw sub-floors (12" on center)
  - Scrape and sweep hardwood areas
  - Glue and screw stair treads
2. Mark transition points on sub-floor.
3. Confirm air register type – metal or wood. Check with Project Manager.
4. Confirm locations of all appliances and vacuum.

### With the Installer – Review the Following

1. Review bull-noise installation.
2. Discuss gap sizes at base and base shoe.
3. Discuss drywall damage prevention.
4. Provide installer with sample piece of base & base shoe.
5. Discuss protection of installed hardwood.
6. Discuss the elimination of bad or off color materials.

### During Installation

1. Check gaps with piece of base for coverage.
2. Check for off-color pieces of wood.
3. Final (2<sup>nd</sup> coat) should be one of the last items done.

### After Installation

1. Post “No Shoes/No Booties – Socks Only” sign at exterior doors.

2. Have separate “inside shoes” to wear when working inside after final (2<sup>nd</sup> coat) has been applied.
3. Protect hardwood areas with protective runners.

### Prior to Second Coat

- Scrape any millwork paint off hardwood floor.

## **CARPET**

### Prior to Installers Arriving

1. Confirm floor prep is complete:
  - Sand plywood seams as needed
  - Screw sub-floors (12” on center)
  - Scrape and final sweep/vacuum carpet areas
  - Vacuum out hear registers and ducts. Note location of ducts with blue tape on walls.
  - Fix It All in any holes or seams
  - Cut out & support soft spots
2. Protect finished drywall and all millwork from carpet backing.

### With the Installer – Review the Following

1. Protection of walls, corners, and base. Install tape/paper/some type of millwork protection.
2. Seam layout and locations.
3. Clip all loose fibers at edges.
4. All extra carpet to be left in the garage.

### After Installation

1. Post “No Shoes/No Booties – Socks Only” sign at exterior doors.
2. Have separate “inside shoes” to wear when working inside after installation.
3. Protect main carpet areas and stairs with protective runners.



## **HVAC TRIM**

1. Paint insides of return chases black before calling for trim.
2. Install cold air grills.
3. Provide BRD temporary t-stat at temporary heat (instead of dial). Install digital thermostat and set to 63 degrees.
4. Count and deliver the correct # and sizes of heat registers. White registers throughout house; brown registers on hardwood floors. Place the registers in the garage.
5. Deliver and install water heater.
  - Connect to gas
  - Install earthquake straps
  - Verify correct size (gallons)
6. Inspect furnace and whole house fan for proper operation.
7. Supply and install new/clean furnace filter.
8. Vacuum and clean ducts and filter(s).
9. Hook-up gas range.
10. Supply flex gas pipe and fittings for dryer location.
11. Bleed line and hook-up fireplaces.
12. Check all connections for gas leaks.
13. Remove all garbage from house and place in trash can or dumpster.
14. Cut out for range hood vent.
15. HVAC contractor to install new filter at furnace and remove air return filters.

### **With A/C**

16. Compressor/heat pump delivered and installed with faux stone pad.
17. Hook up and install cooling lines.

18. Plumb and pipe condensate drain.
19. Fire-off and troubleshoot system

## **DRIVEWAY / FLATWORK**

### Scope

1. Cut joints per layout.
2. Step indents – toe shadows w/ 3 chamf. Edges
3. Protect all finish surfaces.
4. Provide layout of concrete with locations of cut joints.
5. Review rebar installation with sub.
6. Review drainage plan with sub.
7. Devise basin for run-off control.
8. Review concrete order with sub for concrete color and additives.
9. Provide conduit under all walkways to water all planter beds.
10. Use 2/ forms on tall exposed sections.

### Notes

1. Review forms for level, plumb, indents, protection,
2. Driveway barriers – have on-side prior to pour. Set-up immediately after pour for protection.
3. 1/8” per foot max at landings and patios.

## **PLUMBING – TRIM**

1. Caulk all sinks with clear caulk.
2. Set pressure reducing valve.
3. Connect sewer main.
4. Set Dishwasher.
5. Install escutcheons @ garage penetrations.
6. Verify operation of all fixtures.
7. Clean faucet screens.
8. Insulate water lines @ hot water tank and crawl.
9. Hot water tank on-site.
10. Use galvanized screws on exterior bibs.
11. Max water pressure at pressure reducing valve.
12. Shower doors- water retention straps / vinyl gaskets.
13. Test all Appliances – Dishwasher, microwave, Oven/Stove, Refrigerator, etc.
14. Test hot water.
15. Review location of comfort flow valves.

### **Prior to Start**

1. Recirculation outlet trimmed.
2. Dishwasher wired or pigtailed.
3. Tub outlet trimmed.
4. Instahot / garbage disposal outlet trimmed.

## **LANDSCAPING**

### Job Preparation

1. Lot is clean of all garbage, debris and excess material.
2. Flatwork is complete, forms are removed, sleeves in proper locations.
3. Lot is final graded. Holes are filled; utilities are complete; swales created.
4. Location for material delivery is accessible.
5. Downspout drains are complete.
6. Verify all vent wells are securely attached.
7. Verify lot lines.

### With the Landscaper – Review the Following

1. Walk lot with landscaper.
2. Review expectations i.e. debris removal, drainage, specifications, irrigation.
3. Layout all plants above ground for our approval before planting. No small plants.
4. Flower beds to be mounded.
5. Topsoil to be 6"+ from bottom of siding.
6. Topsoil to slope away from house.
7. Test irrigation according to industry to industry standards.
8. Fax test report to City and General Contractor's office.
9. Indicate whether we need post light romex trenched and pulled, and where conduit is.
10. Phone / cable need to remain exposed – do not bury.
11. Discuss fencing timeframe.
12. Discuss grade at concrete areas.

13. Discuss open hours – days/weekends.
14. Daily clean-up. Wash all paved surfaces every day!
15. Manual for sprinkler system given to Project Superintendent when unit installed.

## **CLEAN-UP**

1. Correction list
2. Clean Furnace & Hot Water Tank
3. Clean register ducts
4. Warranty information and owners/ manuals to Kitchen top right drawer nearest nook
5. Window tracks
6. Top of window trim
7. Cabinet / door hinges
8. Garage door glass
9. No water on walls from window cleaning
10. Mask any hardwood when spraying silicone at thresholds
11. Dust walls
12. Clean window to sill gap
13. Clean washer box and refrigerator box
14. Shower floor and walls

## **SITE CLEANLINESS POLICY**

One of General Contractor's core company values is maintaining a clean and organized job site throughout the entire construction process. It is my belief that a clean and organized job site will pay dividends in many ways including pride of workmanship, safer job sites, increased quality, reduced house damage, increased client referrals, and industry reputation. As part of our drive to be "best of breed" amongst our peer builders, it is the Project Superintendent's responsibility to ensure our job sites remain clean and organized to a level consider the highest in the industry.

All of our subcontractors and suppliers working on our jobs have agreed to and signed a Master Subcontract that stipulates that they will be responsible for maintain our job sites to these higher standards.

We require the following to be completed on a daily basis:

1. Subcontractors shall scrap out entire house and job site of all garbage, debris, and any scrap materials larger than 2" square.
  - Project Superintendent shall provide an 8' x 8' scrap bin to be located in the front yard near the street for all jobs. The scrap bins should be made of metal fence stakes combined with orange safety fencing or 4 sheets of OSB secured at the corners. The scrap bin is to be used for **WOOD SCRAP ONLY**.
2. Subcontractors shall dispose of all trash to the appropriate containers.
  - Project Superintendent shall provide one garbage can to be placed near the front of each job site. The garbage can is to be lined with trash bags and is to be used for **TRASH ONLY**.
3. Scrap wood must be emptied into the wood recycle bin provided.
4. Excess materials must be stacked and stored neatly.

General Contractor shall be responsible for the following additional site cleanliness tasks. The tasks should be performed by the assistant superintendent or laborer on an as-needed basis to maintain the job site to a “cleanest in industry” level.

1. House and garage must be swept on an as-needed basis to maintain the cleanest in industry threshold.
2. Sweep street and sidewalk from property lines to center line of the street.