

FINISH TRIM LABOR



SCOPE OF WORK

Standards and Description of Acceptable Work Performance

Objective:

- To ensure that Finish Trim is installed in a manner consistent with all applicable building codes, manufacturer's instructions and warranty requirements, and acceptable construction practices.

Related Documents:

- Company's Terms and Conditions
- Finish Trim Labor Work Order
- Finish Trim Labor Inspection Reports

Terms Used in This Document:

- "Site Superintendent" shall refer to any Company representative with authority to perform the specified task.
- "Construction Team Member" shall refer to the Construction Team Member's organization, its employees, or any representative of the Construction Team Member assigned the authority to perform the specified task.

General Standards:

- **IF THE CONSTRUCTION TEAM MEMBER DOES NOT FULLY UNDERSTAND THIS SCOPE OF WORK, COMPANY'S TERMS AND CONDITIONS, OR THE WORK ORDER PERTAINING TO THE JOB, DO NOT BEGIN WORK FOR COMPANY.**
- Work Orders must be confirmed prior to beginning any work on the site. The commencement of any work on the site by the Construction Team Member shall indicate the acceptance of the Subcontractor Work Order.
- The work of Construction Team Member shall conform to those standards stipulated in the building code, mechanical code, plumbing code, and electrical code applicable in the local jurisdiction.
- All construction on Company jobsites shall meet or exceed National Association of Homebuilders (NAHB) Performance and Building Standards.
- Construction Team Member shall use materials and installation methods identified in the construction plans and this Scope of Work.
- Every job must be completed correctly the first time. Where this is not the case, corrective action must be immediate and comprehensive.
- The Construction Team Member and the Site Superintendent shall walk the job together and complete each section of the Inspection Report(s).
 - The Construction Team Member must correct any deficiency found during the inspection
 - The job must be 100-percent complete before payment will be made.
- The Construction Team Member and the Site Superintendent must sign-off on all sections of the Inspection Report(s) attesting that the job is 100-percent complete and is correct per the job requirements found in this Scope of Work.
- Construction Team Members shall warrant the quality of their work for a period of at least one (1) year from date of first occupancy of the structure. Any machinery warranty extending beyond the first year shall be passed through to the owner.
 - The Construction Team Member shall have seven (7) days from the date of notice to correct any Warranty problem.
 - If the problem is not corrected within seven (7) days, Company shall correct the problem.
 - Company will charge the Construction Team Member at the labor rate of \$80.00 per hour, with a minimum charge of \$80.00, plus the cost of any materials or equipment which must be used to effect the correction, plus 20% of any such labor, materials and equipment costs to cover transactional expenses.
 - Construction Team Member accepts such charges in advance by signing below.

Description of Acceptable Work:

General:

1. Care should be taken in the storage and handling of finish materials to avoid damage and soiling.
2. Installed materials should be protected when necessary.
3. Extra care should be taken to fully inspect trim materials for damage or unacceptable appearance.
4. Interior doors are delivered prehung and should be stored flat on a level surface in a clean, dry, well-ventilated location. Warped doors should not be installed.
5. All work is to be done by trained, experienced individuals.
6. A new set of plans is required for each house. Plans are subject to changes and modifications. It is the responsibility of the Construction Team Member to have the new plans before beginning work.
7. The Construction Team Member will correct any errors that occur from using an incorrect set of plans at no cost to Company.

Trim Details:

1. All trim should be checked for damage prior to installation. Trim with small nicks, gouges, etc., that can be repaired so that damage is not noticeable should be used and repaired. Any defects that are visible from a distance of 6 feet in sunlight or normal house lighting after repairs are unacceptable and the trim piece should not be used.
2. Fasteners shall be of the type specifically designed for trim. Fasteners shall be placed a maximum of 16 inches on center. No fastener shall protrude from the trim and no fastener shall crack or splinter the wood. Any cracks or splinters that are small shall be repaired with wood filler, sanded, and smoothed. Any trim with damage that cannot be repaired to achieve an undamaged appearance under normal house lighting from a distance of 6 feet shall be replaced.
3. All joints must meet flush with no visible gap.
4. All nicks, gouges, or blemishes shall be corrected by the use of wood filler, sanded, and smoothed.
5. All rough areas on trim will be lightly sanded and smoothed.
6. Areas with vinyl or tile shall receive base molding after the vinyl installation is complete. Base should be cut and ready for painting and installation. Base should be in the room in which it is to be installed.
7. The base is to be installed level and plumb, and must fit snugly against all walls.
8. All base ending against doorjambs or other vertical areas shall be cut straight at a 90-degree angle.
9. Shoe molding shall be mitered at all corners (inside and out) to fit snugly.
10. All shoe molding shall be cut, when ending against doorjambs or openings with no jamb, at a small angle to achieve a smooth transition from the molding to the jamb or wall. The cuts are to be no more than 1/4 inch.
11. Interior door units and exterior doors shall receive casing at the head and sides.
12. Door trim is to fit snugly to the carpet or vinyl. No visible gap between the vinyl and trim shall be allowed.
13. All base, chair rail, or crown material should be coped in corners or at miter joints.
14. All crown and/or chair rails shall be installed level, straight, and plumb with no more than 1/4 inch deflection in 8 feet.
15. All attic access or scuttle holes shall be trimmed as necessary.
16. If the house plan calls for cedar sheets in the master closet the sheets shall be installed according to plan.

Door Details:

1. The Construction Team Member is responsible for the accurate height of all door openings over carpet and vinyl. If the door opening is inaccurate the Site Superintendent should be notified so that corrections can be made before the door is hung or trim installed, or the Construction Team Member can make the necessary adjustments. Doors that are not installed to the correct height are the responsibility of the trim Construction Team Member and not the framing Construction Team Member.

2. Interior doors are shipped prehung and pre-bored for locks. Interior doors should be installed level, plumb in both directions, and squarely in the opening with no more than 1/4 inch in 4 feet deviation in any direction.
3. Prehung doors should be checked for jamb squareness and straightness.
4. Reinstall manufacturer's braces to square units where necessary.
5. After leveling and plumbing the unit, shim as necessary to ensure correct installation.
6. All bi-fold doors shall hang squarely and open smoothly. Bump jambs are not required at bi-fold doors.
7. All bypass doors require bump jambs, which can be 4 9/16" jamb stock or 1 x 4 MDF. The track must be skirted with casing or have integrated fascia.
8. The Construction Team Member at no additional cost will perform additional undercutting as necessary.
9. Any nicks, gouges, or damaged areas on door shall be repaired with the correct compound for the type of door used. Wood doors require the use of wood filler.
10. Exterior locks, interior locks, and other hardware shall be installed after the final painting is complete. All locks shall fit properly and lock smoothly. All doors are to operate easily and latch securely.
11. Company will furnish construction locks which will be installed in the exterior doors until after the homeowner's walk-through, at which time construction locks will be replaced with permanent hardware.
12. Construction locks, with all parts and screws complete, will be returned to the Site Superintendent.
13. All bedroom and bathroom doors are to have privacy locks installed.
14. Exterior doors will have deadbolts and door handles installed.

Stair Details:

1. Stairs are pre-built and installed by the framing Construction Team Member. The trim Construction Team Member is responsible for the installation of kickboards, handrails, pickets, newel posts, and cover molding on the stair unit.
2. Handrails, pickets, and newel posts are to be installed securely, solidly, and have no movement.
3. Care should be taken to not damage the end of the stairs when attaching pickets and newel posts. Any damage must be repaired to present an undamaged appearance.
4. Cover molding must be installed securely to wall and to the skirt of the stair unit

Cabinet Details:

1. A copy of the cabinet layout should be secured from the Site Superintendent.
2. The Construction Team Member is responsible for field measuring all cabinet areas to ensure proper sizing.
3. If plans call for marble countertops, the Construction Team Member and the marble company should compare cabinet dimensions to ensure the proper fit of cabinets and countertops.
4. Cabinets are to be installed to plan, with necessary cutouts for range, sinks, dishwasher, vent-a-hood, built-in microwave, etc.
5. The HVAC vent in the kick plate of the cabinet should be cut high enough to allow the HVAC grill to be above the shoe molding when the shoe molding is installed.
6. Cabinets are to be installed per the manufacturer's installation instructions, but not with less quality than is stated herein.
7. Wall cabinets are to be attached to the cut-in blocking set by Framing Construction Team Member.
8. The Construction Team Member is responsible for the cabinets being level, plumb, and securely attached. A differential of more than 1/4 inch in 10 feet is unacceptable.
9. All cabinet doors and drawer fronts shall be level, plumb, and undamaged. A differential of more than 1/8 inch out of line and cabinet corners that are more than 1/8 inch out of line are unacceptable.
10. Cabinet shelves shall be level and undamaged.
11. Adjustable shelves shall rest securely on shelf holders and no shelf holder shall be missing.

12. If the cabinets have knobs, handles, or other hardware attached, the screws that attach the hardware shall be set smooth and should not damage the inside of the drawers or doors.
13. In all cabinets that include rollout shelves the roller tracks shall be attached tightly and correctly. The shelf shall roll smoothly and not tilt when fully extended. The shelf should be easy to remove for cleaning.
14. In all cabinets that contain a lazy susan, the lazy susan shall work smoothly, not tilt, and be securely anchored top and bottom.
15. All end/backsplashes must be properly fitted, snug, and secure.
16. Countertops should be fastened to cabinets with screws, front and back, at least every 4 feet.
17. Care should be taken not to penetrate the countertop surface with the fasteners.
18. Countertops should be installed within 1/4 inch of level in 8 feet and 1/8 inch of level front to back.
19. Deck area countertop joints may not exceed a 1/16-inch gap and a maximum of 1/16-inch differential in surface alignment.
20. If colored countertops are selected, colored caulking, matched as closely as possible to the color of the countertops, should be used if at all possible.
21. After cabinets are installed, all countertops should be protected with rosin paper that is taped securely. Tape shall be of a type that will not damage cabinets or countertops.

General Details:

1. All construction debris must be removed to the dumpster or to an area designated by the Site Superintendent. The job will not be considered complete and payment will not be issued until all trash and debris are removed from the house and/or site.
2. House is to be left clean and broom-swept.
3. The Construction Team Member is expected to return to make any corrections to trim, doors, etc., after the homeowner's walk-through. All punch-list items to correct unacceptable work is the responsibility of the Construction Team Member and shall be done at no charge.
4. Any items found during the final inspection that need correction shall be corrected before payment will be made.

I, _____, agent for _____,
have read and fully understand the above **Scope of Work** and I hereby agree, for myself and for the Construction Team Member, to perform all work in accordance with the above.

Date: _____

Signed: Construction Team Member (or agent)

Date: _____

For Company