



SCOPE Update: June 22, 2023

ADDENDUM “D”

Wood Flooring 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 signed 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 that will be installed.

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 Wood Flooring TRADE CONTRACTOR’S work will not be considered complete until all specifications herein contained are fully met.

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 tasks in “Exhibit B-1” and below.

1. Installation of Wood Flooring
2. Inspection of Material
3. Floor Prep
4. Workmanship
5. Clean Up
6. Service and Warranty Work
7. Hold all Required Licenses and Insurances

GENERAL REQUIREMENT (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 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 New Home Presentation (NHP) list items to complete the items, and 72 hours from notification of a superintendent punch list item. **TRADE CONTRACTOR has 48 hours from notification to respond to any service work order issued for warranty work.** Failure to do so will result in a \$100 per day penalty, unless written authorization is received and approved by a Park Square representative.
6. TRADE CONTRACTOR shall not drive or park on common areas, lots (unless designated by PSH Builder) or driveways, with the exception of loading or unloading construction material only.
7. Contract is not limited by items listed herein.
8. TRADE CONTRACTOR shall carefully inspect **ALL** material for proper color, finish, style and quality **PRIOR** to installation. If TRADE CONTRACTOR is not satisfied with the flooring prior to installation, contact the Builder immediately – **DO NOT INSTALL** the flooring.
9. It is the responsibility of the TRADE CONTRACTOR to ensure that the jobsite conditions and jobsite subfloor are environmentally and structurally acceptable prior to the installation of any hardwood flooring.
10. All Substrate must be clean, flat, dry and structurally sound. Subfloors must be clean and free of dirt, curing compounds, sealers, drywall mud, paint, wax, grease, urethane, or other materials that may affect the integrity of the flooring material or adhesives used to install the flooring.
11. TRADE CONTRACTOR is responsible for subfloors to be flat, meeting a minimum of 3/16" within 10' or 1/8" in 6'.

12. Subfloor that is ready to work on must have a moisture content of 12% or less and the wood flooring to be installed should be within 4% of the subfloor moisture content. TRADE CONTRACTOR is responsible for this verification.
13. All wood flooring must be acclimated per manufacturer specifications.
- 14. Check for floor squeaks prior to starting the installation of wood flooring and inform the Superintendent in writing of deficiencies prior to installation.**
15. Undercut all door casings 1/16" higher than the thickness of the flooring being installed.
16. To achieve a uniform appearance across the entire floor, work from several cartons at a time and dry-lay the flooring, mixing the planks from several cartons.
17. "Racking the Floor" is essential to achieve a random appearance. Start by using random lengths or by cutting several planks in random lengths, differing by at least 6". As you continue working across the floor, maintain a six-inch minimum between end joints. Randomly install different lengths to avoid a patterned appearance.
18. TRADE CONTRACTOR is to scrape, sand down and clean subfloors prior to applying any self-leveling products (approved by the wood flooring manufacturer).
19. Expansion space around the perimeter of all wood flooring areas is required and should be equal to the thickness of the flooring material. In all cases a minimum of 1/2".
20. TRADE CONTRACTOR is to use wood flooring manufacturers' approved self-leveling on all subfloors to make sure the floor is leveled out for install to within the acceptable guideline minimums of 3/16" in 10' or 1/8" in 6'. Use Ardex K-15 or approved equal on concrete slabs, use Ardex K-22 or approved equal on wood subfloors and for primer use Ardex P-51 or approved equal.
21. All areas that have self-leveling applied, require 24 hrs. of dry time prior to installation of wood flooring.
22. A/C must be on PRIOR to installation. Sign off required from Park Square Homes if installed with no A/C.

WOOD FLOOR INSTALLATION

1. Floor will be laid out with chalk lines line before installation begins. Use the longest outside wall to make sure your lines are straight and square with the room. Locate the center point of the room and work back out from there to make sure you maintain even cuts at the perimeter parallel to your installation.
2. **Use manufacturers' approved urethane adhesive** for wood flooring installation and follow manufacturer's guidelines for proper installation. Using the proper trowel, hold the trowel at a 45 degree angle to ensure proper spread rate of adhesive. Apply pressure to allow the trowel to leave ridges of adhesive on the substrate with little adhesive left between the ridges.
3. Do not spread more adhesive than can be covered in 30 to 45 minutes. If the adhesive has skinned over, remove the dried adhesive and trowel new adhesive.



4. Begin by laying a minimum of two starter rows and confirm lines are straight and square with the room. Continue with sections 2 to 3 feet wide across the length of the room. Place the tongue of the board into the grooves of the installed boards and press into the adhesive. Maintain a 6" minimum space between end joints. Randomly install different lengths to avoid a patterned appearance.
5. Do not strike a rubber mallet or hammer directly on the flooring to engage the tongue-and-groove.
6. T-molds and Thresholds are to be installed with liquid nail.
7. Clean the floors with mineral spirits to wipe off any excess glue.
8. After the floor has been cleaned, TRADE CONTRACTOR to inspect the floor for nicks, scratches, gaps or planks that may have moved during installation, as well as any other imperfections that need attention. Touch up nicks and scratches with manufacturers' approved products.
9. Roll and cross roll the installed wood flooring with 100-150 lbs. roller to ensure proper transfer of adhesive.
- 10. Cover the wood floors with a corrugated cardboard paper entirely.**
11. Follow the same installation procedures for wood flooring at stairs. For stair nosing use pin nails to secure them down, with a minimum of 6 to 8 per nosing.
12. Restrict foot traffic on all installed wood flooring for 6-8 hours.
13. A box of Wood Flooring shall be provided to Superintendent for homeowner within 72 hours of completion.
- 14. In the event of any flooring claim, TRADE CONTRACTOR must supply a copy of the final report from the manufacturer to Park Square Homes upon receipt. If no official report is available, TRADE CONTRACTOR will provide claim/tracking number for requested final report and contact information of respective claim representative.**

I have read and agree to the above:

Company: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Park Square Homes