

Sovereign Homes

Sub-Contractor Guidelines

The following standards are to be maintained at all times by subcontractors without exception. All subcontractors are responsible for maintaining the following standards for Quality & Cleanliness, Safety and Production Coordination.

Quality & Cleanliness

1. Code compliance is mandatory. All subcontractors are expected to be familiar with the codes governing their scope of work. Any deviation in code compliance specific to a given trade is unacceptable.
2. All subcontractors will comply with a “no punchlist” approach to their scope of work. The goal is to be free of any repairs at the end of construction. If you see an area or item that needs attention, whether in your scope or work or that of others, you are to bring it to the attention of Sovereign Homes.
3. All subcontractors are expected to be extremely experienced in their scope of work and maintain a very high quality standard. Sovereign Homes will be the final authority in judging this quality. Examples – brick joints are to be cleanly tooled, trim carpentry is to be nick and scratch free with tight joints and free of obvious blemishes, tile joints are to be straight and even, etc. Failure to maintain these high standards may result in immediate dismissal and replacement of the subcontractor.
4. The job site is to be kept as clean as possible at all times. Prospective customers judge the final product by what they see during the construction stage. All trash generated by a subcontractor will be placed either in a trash receptacle outside, stacked in piles outside of the structure or in the garage. The work area is to be kept clean and free of debris that could cause a safety issue. All trash is to be contained and not allowed to blow to other lots. The following are to be followed:
 - a. Framing – scrap lumber is to be placed in stacks that do not encroach on other lots. Scrap is defined as any lumber that cannot be used elsewhere. Other trash, paper, wrappers, etc. are to be placed in a trash box in such a manner that the trash won't blow. At the end of the job all material suitable for returning are to be stacked in the garage.
 - b. Sheetrock – all scrap (pieces too small to be used elsewhere) are to be stacked outside of windows and doors such that the scrap does not encroach on any adjoining lot. All other trash is to be contained in the garage in such a way that it will not blow outside of the garage. All excess sheetrock mud is to be scraped and swept out of the interior.
 - c. Trim – At the completion of the job all scrap is to be placed in the garage, all interior areas swept and all material suitable for return is to be stacked such that the supplier can easily identify the material to be returned.
 - d. Paint – At the completion of the job all trash is to be placed in the garage.
 - e. Tile – During tile installation scrap material is to be moved to the garage on a daily basis. At the completion of the job all tile is to be wiped dust free, any woodwork adjacent to the tile is to be wiped free of grout dust, etc. All trash and scrap is to be placed in the garage and any work area saw setup area) is to be cleaned.
 - f. Electrical, plumbing & HVAC Final – all trash, wrappers, boxes, etc. are to be placed in the garage.
 - g. Carpet, wood floor, hardware, etc. – All trash is to be placed in the garage.
 - h. Once the garage has been cleaned out all subsequent trash is to be removed from the premises by the subcontractor.

5. Vehicle parking is allowed on the street only. No vehicles are to be parked on the project site. Exceptions are when unloading materials or backing a work truck or van to the garage to perform work. Once driveways are poured no vehicle is to park on the driveway under any circumstances.
6. Once a home is carpeted workmen should remove their shoes when entering the home.
7. Smoking is strictly prohibited inside any home once drywall is installed. Smoking is permitted in the garage or outside however all “butts” are to be properly extinguished and disposed of (not thrown down outside or stomped out on the garage floor). Smokeless tobacco is NOT allowed inside the home or garage at any time. Smokeless tobacco is allowed outdoors only, and tobacco juice is to be discharged on natural earth surfaces only (not sidewalks, driveways, patios, etc).
8. Portable toilets are provided by Sovereign Homes at or near all job sites. These toilets are to be used and the use of boxes, buckets, etc. inside the home is strictly prohibited.
9. All subcontractors are expected to conduct themselves in a professional manner at all times. Profanity is to be kept to a minimum and never used when a customer is at the site. All subcontractors are expected to dress appropriately for the job. Low hanging pants, “gang” colors, shirts with profanity, etc. are strictly forbidden by Sovereign Homes at all times.
10. All noise ordinances (8AM to 10PM only) are to be followed. Radio use is allowed but radios are to be kept at a moderate level and MUST NOT have offensive lyrical content at any time. Any time a member, customer or prospective customer of Sovereign Homes enters the jobsite the radios are either to be turned off or turned down such that a normal conversation can occur.

Safety

1. Residential construction sites contain many safety hazards. It is the responsibility of all subcontractors to insure that all applicable OSHA requirements are met for your particular scope of work.
2. All subcontractors are to make sure that no condition exists such that a visitor (particularly children) is put at risk of a safety hazard. This includes exposed nails in boards, ladders left in place, loose scaffolding erected, etc.
3. Visitors that are not accompanied by a representative of Sovereign Homes, employed by the subcontractor or a supplier of Sovereign Homes are not allowed on the job site during working hours. This applies primarily to visitors of subcontractors. Unaccompanied clients of Sovereign Homes should be cordially asked to remain outside of the work area that you are working in unless no safety hazard exists.
4. All subcontractors are expected to provide and be responsible for their own tools. All tools brought on the job site should comply with OSHA guidelines. Electrical cords should not have “splices” or repairs that do not comply with such guidelines.
5. All tools, equipment and materials that pose a safety hazard should be removed from the job site routinely.
6. Open flame heaters, cooking stoves, fire pits or any appliance that could a fire hazard to exist are strictly prohibited by Sovereign Homes

Production Coordination/Misc.

1. All work schedules are to be maintained. Once scheduled, it is the subcontractor’s responsibility to show up as scheduled. Failure to do so, and failure to notify Sovereign Homes in advance of any scheduling conflicts or changes may result in back-charges to the subcontractor.
2. Any delays caused by weather or material availability should be made up as quickly as possible.
3. Waste is always to be kept to a minimum. Efficiency on the job site benefits everyone and waste will not be tolerated.
4. Temporary locks are placed on the exterior doors once the trim work begins. Even though the house is locked tools are not to be left in the house unless moving them on a daily basis causes a hardship. Tools left at the jobsite are a target for thieves and promote break-ins.

5. Windows and doors are to be locked daily. If you are the last subcontractor working in the home it is your responsibility to ensure that the house is secure.
6. Temporary heat, when used, is to be used sparingly and not set above 60 degrees. Doors and windows are to be closed and filters are to be used in all return air receivers.
7. If you need water and turn the water on at the meter you are to shut it off at the end of the day. This especially applies during periods of freezing temperatures.
8. Payments for services will be made on Friday for all invoices turned in to Sovereign Homes by noon on Thursday. Progress payments (“draws”) will be paid for only that portion of the job which has been completed at the time of payment. No advance payments, loans, etc. will be paid by Sovereign Homes. All checks will be mailed unless you have indicated that you wish to pick the check up at our office at 3820 N.W. 39th, Oklahoma City. Checks will not be delivered to the job site.
9. Payment for services will not be made unless we have received a valid W-9, General Liability Insurance Certificate and Workers Compensation Insurance Certificate. If a subcontractor does not carry the required insurance the amount of additional premium that Sovereign Homes will have to pay following a policy audit will be withheld from all payments.

No set of rules can encompass all items that need to be addressed. Basically, common sense is to be used and the home is to be treated like a piece of fine furniture and protected throughout the building process. Failure to maintain this work ethic will result in the termination of your relationship with Sovereign Homes.

Thank You,

David Steed

Accepted:

Signed

Subcontractor:

Name: _____

Address: _____

Mobile Phone: _____

e-mail: _____