

TO ALL VERIFIED SUBCONTRACTORS:

- Subcontractor Information Form must be completed and submitted to the office prior to starting any work for All Pro Builders Inc.
- General Liability Insurance must be carried and an Additional Insured Certificate is required listing All Pro Builders Inc. as the Additional Insured.
- Workers' Compensation Insurance must be carried, and a "Proof of Insurance" copy of the policy provided. If your policy indicates that you are exempt; only the owner shall be allowed to perform work on a project.
- Subcontractor shall not hold All Pro Builders Inc. responsible for any loss, damage, or legal liability as a result of work performed by subcontractor and/or its employees.
- Adhere to the principles/work ethic set forth by All Pro Builders Inc.
- Correspond within the company's project management system: Buildertrend.
- Respond to customer's need for communication.
- Job Site to be left in 'Broom Clean' condition daily. If a jobsite is not left orderly and All Pro Builders Inc. is required to clean up, a minimum clean up fee of \$45.00 will be charged.
- Where dust will be created, plastic should section off work area to avoid any excess debris and/or damages.
- Lunch trash is to be disposed of daily.
- No Smoking in customer's home or on property, smoking is to be done at your vehicle only.
- No foul language in the presence of any customer; *preferably none at all.*
- Any music shall be played at a moderate volume level.
- Clothing should be neat and clean.
- All communication with customer is to remain **positive**; there will be no derogatory remarks made about the company, its employees, or any other subcontractor for trades being performed.
- Any and all additional work/change orders requested by our customer (and/or any neighbors) while you are on our project, shall be directed through All Pro Builders Inc.; you may take the information, but it must be submitted to our office for pricing. It is important that the customer knows that you work for All Pro Builders Inc. and are not available for side work due to our working relationship.