



HOEM & ASSOCIATES, INC.

Normal Floor Preparation

In order to avoid post project conflict or dispute as to what is considered "Normal", "Minor" or "Standard" Floor Preparation, the following is issued by Hoem & Associates to clarify work included in its base price quotation.

Normal Floor Preparation Includes:

1. A final sweep to remove the fine dust that has settled after the general contractor has swept and cleaned the floor just prior to Hoem & Associates arriving at the job.
2. Filling small holes and normal shrinkage or expansion cracks in the slabs that are less than 1/16th of one inch.
3. Fill Normal Butt or Keyed construction joints or zip strips.
4. On wood floors fill all seams.
5. Filling height differential between finish materials to create a smooth transition.

Normal Floor Preparation is NOT:

1. Moving the materials or equipment of other trades to clear flooring contractor's work area.
2. The clean up/removal of foreign substances spilled or dropped on floor by other trades.
3. Clean up of mud or dirt tracked in on flooring contractors work area by others.

The above will be charged on a Time Basis, per hourly rate schedule submitted with executed contract.

Subfloor Repair (Work NOT included in base price quotation)

If the General Contractor would like Hoem & Associates to address any of the following items, work will be performed on a Time and Material Basis per the rate schedule submitted with the executed contract.

1. Any work required to bring slab to the flatness required in the finish material specification or by owner. This includes slab curl joints and key way.
2. Any work required to create a smooth trowel finish.
3. Filling fissures and cracks greater than 1/16th of one inch.
4. Cleaning and filling of saw cuts in sub floor.
5. For wood floors only:
 - a) The setting of nails or screws so they are below the surface of the wood;
 - b) The filling and sanding of a poor grade of plywood;
 - c) The filling or preparing of divots at nail heads;
 - d) Any additional anchoring/nailing required.