

# Contractor Code of Conduct

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- ✓ Carry a valid trade license, sufficient liability insurance and workplace safety coverage.
- ✓ Provide fair and honest quotes.
- ✓ Sign detailed contracts with homeowners and make every effort to honor set deadlines
- ✓ Complete change orders.
- ✓ Obtain all necessary approvals and permits.
- ✓ Return phone calls within two business days.
- ✓ Mandate that homeowners remove or store any personal item that is valuable or could be damaged.
- ✓ Receive homeowner approval for any sub-contracted work and ensure all sub- contractors have worker's compensation coverage.
- ✓ Wear work boots, helmets and safety glasses.
- ✓ Post 'construction safety warning' sign at site for personal protection equipment.
- ✓ Follow WHMIS legislation (or equivalent in your area).
- ✓ Park construction vehicles one by one, turning off engines as soon as possible and not block, or park in, driveways without the express permission of the driveway owner
- ✓ Place floor protection covering leading from entrance to point of construction
- ✓ Hang vapour barrier and tape off air vents, including feeds and returns, and construction zones with the use of zippers for entrance/exit areas
- ✓ Place a porta potty onsite for use by crew (if size and scope of project warrants it).
- ✓ Provide advance notice to homeowners or tenants for any interruptions in power, heat, cooling, and water (hot or cold).
- ✓ Lock all doors and windows and turn off all lights prior to leaving site each day.
- ✓ Unplug and store all power tools and equipment at end of each day and remove all leftover materials at end of project.
- ✓ Apply negative pressure to the space, by fan at window, during any sanding, cutting or demolition activities
- ✓ Ensure that all power, heat, cooling and water (hot or cold) are working for homeowner or tenant at end of each day
- ✓ Not bring alcoholic beverages onsite at any time
- ✓ Observe designated smoking areas and always extinguish cigarettes in the appropriate containers.
- ✓ Dispose of all trash properly at the end of each day and throughout
- ✓ Insure all jobs for a minimum of 1 year