

Subcontractor Guidelines 2019

Subcontractors are to Provide:

- Vehicle large enough to transport / store materials and staff when needed.
- Business Liability Insurance for self / staff.
- Tools needed to complete an install. **Ex:** chop saw, drill, drill bits, ladder, cart, spacers, etc.
- Safety attire required by most project sites. (Ex: Hard hat, long pants, work boots, safety glasses, orange / yellow vest)
- Clean up supplies. **Ex:** Vacuum
- Staff enough to complete the accepted project.

Silver Threads Will Provide:

- Install materials purchased by our customer.
- Special Instructions for new or modified materials foreign to installer.
- Project information. **Ex:** Measure sheets. Diagrams. Blue prints. Safety Info. Sign off sheets.
- 2" Tec screws for drywall installations. 1.25" Tap cons for concrete installations. L brackets for cornice installation.
- Installer lodging if supplied / Comped by our customer.
- Support throughout the installation.
- Payment by business check (**regular mail**) within 10 days of submitted sign off, job photos, and invoice.

What Silver Threads Expects of Subcontractors:

- Arrive as scheduled and check in with site contractor. **Directives are to come from Silver Threads only.**
- Receive materials shipment and inspect. (Notifying us immediately of damages or missing items)
- Distribution of materials to areas being installed. (Safe keeping of materials not being installed that day)
- Professional Installation of materials scheduled to be installed during the time frame specified by Silver Threads Inc.
- Adjustments to be completed in the field during time of install if possible. **Ex:** cut rods, add pins, change pin set,
Examples Cont. (Cut side channels to fit, trim shades, shim level, reverse draw, reverse controls, add carriers, Dress down, remove loose threads on materials.

- Report to logistics lead **daily** updates, materials needed, damages or missing materials. **(Include photos)**
- Secure materials in a safe hold location at the end of each day. No materials left out loose in rooms or in elements.
- Clean up any install refuse and workspace daily. Leave the site in clean condition. **Ex:** Dust, metal shavings, Packaging

Upon Completion of Project subcontractor Will:

- Walk all installation areas and make sure nothing has been missed, appearance is attractive and professional.
- Gather all left over or attic stock materials and make an inventory list of each item and take photo for Silver Threads.
- Relocate inventoried items for storage as directed by GC or GM. Turn in list and photos to Logistics Lead.
- Meet with GC or GM to go over and have signed the project sign off sheet. Turn in to Logistics Lead.
- Do not leave site until Silver Threads and GC or GM have been notified of completion and sign off is completed.

Subcontractors can expect:

- To be given accurate information to bid and be awarded projects fairly.
- To be paid the agreed upon dollar amount in the form of a business check. (No overnighted checks or direct debit)
- To be notified of changes to installation directives or schedule in a timely fashion via email, phone call.
- To have direct access to support from Silver threads during any scheduled installations. (Normal Business Hours)
- To be awarded future Silver threads Projects if a job is well done and all Silver Threads guidelines are followed.

Expectations & Attitudes:

- Both Silver threads and its Subcontractors will be expected to bring a professional attitude and behavior to projects.
- Professional language is a must. No foul language or sexual innuendo tolerated on projects. Be respectful.
- Project schedules change often so we must be able to adapt quickly, frustration is normal, but we carry on.
- Willingness to do what is needed to get the project done.

X

S u b c o n t r a c t o r

Please initial each box to confirm expectations are understood and deliver to:
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