

This list is to be reviewed by the Builder/Superintendent to verify that the job site is ready for the Trade Contractor to arrive and begin work.

Check box
when complete

- Permit card is clearly posted.
- Readable sign identifying the lot number is in place.
- Full accessibility to the site is established, including gravel pad or clear driveway.
- Silt fence is in place.
- All required inspections have been passed.
- Rough grade is established and brick footings are exposed.
- Site is clear of trash and debris.
- House wrap is installed, if included in contract.
- All exterior sheathing has been properly installed.
- Cornices are complete and set to accommodate proper size brick per specifications.
- Suitable brick ledge or footings are in place to accommodate required brick style.
- Exterior doors and windows are installed with proper molding and flashed at the base.
- Rough electrical, plumbing and HVAC are complete.
- Brick and mortar color have been verified with specifications or customer selections, including style, size, and type of joint.
- Brick and mortar materials have been delivered to the site, including mortar sand, lintels, wall ties, flashing materials, weeping materials, lag bolts, and foundation vents.
- Brick and mortar should be stored off the ground to prevent moisture or salt absorption.
- Job-specific blueprint has been provided to the Trade Contractor.
- An area has been designated for trash and debris collection.

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company name: _____

Site Address: _____



ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT *Scopes of Work – Brick Masonry*

- Builder has verified the completion of the Job Ready Checklist for Brick.
- Perform all work within the guidelines specified by the contract, applicable building codes, and the *Homeowner Handbook* (or applicable warranty program of the builder).
- All work to be completed in a manner that respects the efforts and materials of other Trades.
- Check brick and mortar for proper color selection per contract. Confirm type of mortar joint.
- Brick should be checked for proper moisture content.
- Cover driveway, windows and sidewalks with a layer of sand or polyethylene film to avoid stains and discoloration. Mortar droppings may be swept off these surfaces.
- All unused brick should be stacked on pallets, not on the ground.
- Install foundation flashing. Install felt paper overlapping.
- Contractor is responsible for installing vapor barrier paper prior to brick installation.
- Outside temperature must be above 32 degrees Fahrenheit and rising before beginning mortar mixing.
- Do not add antifreeze to the mortar mixture.
- Brick mason is responsible for not allowing mortar to freeze.
- Utilize type “N” mortar.
- Use 12-16 shovels of sand per bag of mortar mix.
- Do not add liquid soap to the mortar mixture.
- Add water to proper and workable consistency. Do not retemper after 2 ½ hours.
- Do not add any admixtures.
- Trade contractor should begin laying brick at the lowest point of the house, working toward foundation height.
- Brick ties should be 22 gauge corrugated and galvanized. Fasten every stud at every sixth course of bricks.

Contractor Initials: _____

Builder Initials: _____

Contractor Company Name: _____

Builder Company Name: _____

- Brick tie must be set back from brick face 5/8”.
- No point along the bottom of any course shall be more than 1/4” higher or lower than any other point within 10 feet along the bottom of the same course, or 1/2” in any length, except where the contractor and builder may agree to match or otherwise compensate for pre-existing conditions.
- Masonry walls must be plumb +- 1/8 inch in 8 feet.
- Install foundation vents per code.
- Weep holes should be installed in the next course above the flashing and at least 6 inches above the finished grade, and 6” below the finished floor level. This applies to all through-wall flashing, including at all windows and doors.
- For open head joints or tube weep holes, install 24” O.C., or install cotton rope wicks 16” O.C. Do not use nylon wicks.
- Head and bed joints should be full.
- Concave, V or grapevine joints are preferred for maximum joint sealing.
- Over-raked joints provide minimum moisture sealing.
- Every effort should be made by the mason to clean the brick throughout the job, including preventing splatter from walk boards and scaffold boards.
- Do not use muriatic acid to clean brick. Use only commercial cleaning products.
- All colored mortars should dry for 7 days before cleaning.
- Lintels should bear a minimum of 4 inches into the masonry.
- Point-up all openings around pipes, electric boxes, ducts, etc.
- Install head flashing above all openings, behind the black paper.
- Head and sill flashing should be turned up at the ends, creating end dams so water runs toward the face of the brick and not towards the ends of the flashing.
- Mason should color blend brick by pulling randomly from multiple pallets.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

- No brick should be supported on wood without the use of angle irons or the assistance of an engineering plan.
- Windowsill brick should slope to the outside ¼ inch per inch, or 15 degrees.
- All broken brick, materials, and trash have been collected and deposited in the designated area. No brick has been buried.
- Mortar bags are discarded in the designated area with each use.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

BRICK MASONRY
Job Complete Checklist

This checklist is to be reviewed by both the Trade Contractor and the Builder/Superintendent to verify that the work has been completed according to the Scopes of Work.

Check box
 when complete

TRADE **BUILDER**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All work complies with code, contract and warranty specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mortar and brick match color selections per contract. |
| <input type="checkbox"/> | <input type="checkbox"/> | Weep holes are spaced according to code and contract, and are open and clean. |
| <input type="checkbox"/> | <input type="checkbox"/> | Brick installed level, plumb and straight +/- 1/8". |
| <input type="checkbox"/> | <input type="checkbox"/> | Brick is properly aligned so that no bricks stick out further than others. |
| <input type="checkbox"/> | <input type="checkbox"/> | Brick is installed with full and uniform bed and head joints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Brick is clean and free of excess mortar. |
| <input type="checkbox"/> | <input type="checkbox"/> | Raked joints are not more than 3/8" deep. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mortar has been cleaned off all soffits, siding, shingles, windows and doors. |
| <input type="checkbox"/> | <input type="checkbox"/> | No brick, broken or whole, has been buried. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mason has pointed-up brick throughout. |
| <input type="checkbox"/> | <input type="checkbox"/> | Materials, trash, and construction debris shall be cleaned up and deposited in the designated area. |

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company Name: _____

Trade Contractor Signature: _____ **Date:** _____

Trade Contractor Company Name: _____

Site Address: _____