

Customer / Facility Name

Installing Door Company

Project / Job Name

Project Location

Quote / PO / Job #

Prepared By

Operator Type: ☐ Electric

☐ Air / Pneumatic

☐ Manual / None

Date:

## HOW TO USE THIS AGREEMENT

Check APPLIES only for items that are part of this project, then choose who is responsible. Unchecked items are not included in this scope agreement. 'By Others' means the customer or another contractor hired separately by the customer. The Door Installer is responsible only for work included in its written proposal/bid or specifically assigned below.

## 1. PREPARATION & JOBSITE READINESS

Select only items that apply

| APPLIES                  | SCOPE ITEM / TASK                                                                                                                         | RESPONSIBILITY       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> | <b>Jamb Preparation</b><br>Provide suitable, plumb, structurally adequate jamb surfaces for track and hardware attachment.                | <input type="text"/> |
| <input type="checkbox"/> | <b>Extra Bearing Plate Mounting Pad</b><br>Provide any additional structure or mounting pad required for bearing plates.                  | <input type="text"/> |
| <input type="checkbox"/> | <b>Spring Pads / Operator Mounting Pad</b><br>Provide structural pads/backing required for spring and operator attachment.                | <input type="text"/> |
| <input type="checkbox"/> | <b>Backhang Support - Doors &amp; Operators</b><br>Provide structural support above/behind the door and operator for backhang attachment. | <input type="text"/> |
| <input type="checkbox"/> | <b>Inspection &amp; Verification</b><br>Verify opening size, headroom, side room and equipment height/clearance for the product ordered.  | <input type="text"/> |
| <input type="checkbox"/> | <b>Product Delivery to Job Site</b><br>Coordinate freight receipt, unloading, staging and protection of delivered materials.              | <input type="text"/> |

## 2. DOOR INSTALLATION

| APPLIES                  | SCOPE ITEM / TASK                                                                                                           | RESPONSIBILITY       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> | <b>Door Installation</b><br>Install sectional door sections, track, hardware, springs and related door components.          | <input type="text"/> |
| <input type="checkbox"/> | <b>Weatherseal Installation</b><br>Install specified perimeter and/or bottom weatherseal included with the door package.    | <input type="text"/> |
| <input type="checkbox"/> | <b>Balance and Adjust Door</b><br>Set spring tension, align track/hardware and adjust the door for proper manual operation. | <input type="text"/> |

## 3. OPERATOR, CONTROLS & ACCESSORIES

Electric and air/pneumatic systems

| APPLIES                  | SCOPE ITEM / TASK                                                                                                                                                   | RESPONSIBILITY |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | <b>Operator Installation</b><br>Mount and mechanically connect the commercial door operator to the sectional door.                                                  |                |
| <input type="checkbox"/> | <b>Control Box Installation - Air</b><br>Mount the air operator control box at the agreed location.                                                                 |                |
| <input type="checkbox"/> | <b>Wall Button / Surface-Mount Control Station - Mounting</b><br>Physically mount wall stations or other surface-mounted controls.                                  |                |
| <input type="checkbox"/> | <b>Wall Button / Surface-Mount Control Station - Final Wiring</b><br>Provide and terminate final control wiring as required.                                        |                |
| <input type="checkbox"/> | <b>Inline Dryer &amp; Control Box Regulator - Air - Assembly/Mounting</b><br>Assemble and mount the dryer/regulator components included with the air system.        |                |
| <input type="checkbox"/> | <b>Compressor to Control Box Air Supply - Air</b><br>Provide the compressed-air source and supply line to the control box.                                          |                |
| <input type="checkbox"/> | <b>Airlines: Control Box to Operator Cylinder(s) - Rough Plumbing</b><br>Route/rough-plumb airline from the control box toward the operator cylinder(s).            |                |
| <input type="checkbox"/> | <b>Airlines: Control Box to Operator Cylinder(s) - Final Runs &amp; Attachment</b><br>Complete final routing, support and attachment of airline to the cylinder(s). |                |
| <input type="checkbox"/> | <b>Photoeyes - Mounting</b><br>Mount photoeye devices and brackets at the required locations.                                                                       |                |
| <input type="checkbox"/> | <b>Photoeyes - Final Wiring</b><br>Provide, route and terminate final photoeye wiring.                                                                              |                |
| <input type="checkbox"/> | <b>Loop Detector - Ground / Loop Installation</b><br>Saw-cut, preform, install or otherwise provide the vehicle detection loop in the pavement/floor.               |                |
| <input type="checkbox"/> | <b>Loop Detector - Final Wiring</b><br>Route and terminate detector/loop wiring to the control system.                                                              |                |
| <input type="checkbox"/> | <b>Magnetic Contact Switches - Mounting</b><br>Mount magnetic contact switches and related hardware.                                                                |                |
| <input type="checkbox"/> | <b>Magnetic Contact Switches - Final Wiring</b><br>Provide, route and terminate final magnetic contact wiring.                                                      |                |
| <input type="checkbox"/> | <b>Motion Detectors - Mounting</b><br>Mount surface-mounted motion detector(s) at the agreed location.                                                              |                |
| <input type="checkbox"/> | <b>Motion Detectors - Final Wiring</b><br>Provide, route and terminate final motion detector wiring.                                                                |                |
| <input type="checkbox"/> | <b>Tie-In with Other Equipment</b><br>Interface with car wash equipment or other systems using relays, thermostats, one-shot timers or similar controls.            |                |
| <input type="checkbox"/> | <b>Final Operator / Controls Adjustment</b><br>Adjust operator limits, controls and included accessories for proper independent operation.                          |                |

## 4. COMPLETION & TURNOVER

| APPLIES                  | SCOPE ITEM / TASK                                                                                                                                                                                                     | RESPONSIBILITY |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | <b>Final Adjustment of Door, Operator &amp; Controls</b><br>Complete final mechanical and operational adjustment of the installed system.                                                                             |                |
| <input type="checkbox"/> | <b>Final Wipe-Down &amp; Installation Cleanup</b><br>Remove packaging, fasteners and debris generated by the door/operator installation; wipe down installed components.                                              |                |
| <input type="checkbox"/> | <b>Final Testing as an Independent System</b><br>Test door, operator, wall stations and accessories as a stand-alone door system.                                                                                     |                |
| <input type="checkbox"/> | <b>Validate Tie-In with Other Equipment</b><br>Confirm that external equipment interfaces are connected and respond as intended; responsibility here is for validation/coordination, not unassigned third-party work. |                |

## 5. RECOMMENDED ADDITIONAL COORDINATION ITEMS

Added to reduce common jobsite scope gaps

| APPLIES                  | SCOPE ITEM / TASK                                                                                                                                                    | RESPONSIBILITY |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | <b>Electrical Branch Circuit, Power &amp; Disconnect</b><br>Provide required line voltage, breaker/disconnect and final power connection to the commercial operator. |                |
| <input type="checkbox"/> | <b>Permits, Inspections &amp; Fees</b><br>Obtain and pay for permits/inspections required by the authority having jurisdiction, unless stated otherwise.             |                |
| <input type="checkbox"/> | <b>Removal &amp; Disposal of Existing Door / Operator</b><br>Remove, haul away and dispose of existing door/operator components when this is a replacement project.  |                |
| <input type="checkbox"/> | <b>Lift, Scaffolding or Special Access Equipment</b><br>Provide special access equipment beyond normal installer tools when site conditions require it.              |                |
| <input type="checkbox"/> | <b>Clear Work Area / Protection from Other Trades</b><br>Provide reasonable access to the opening and keep the work zone clear for installation and testing.         |                |
| <input type="checkbox"/> | <b>Owner / Staff Operating Instruction</b><br>Provide basic turnover instruction for normal operation, safety devices and routine owner checks.                      |                |

## PROJECT-SPECIFIC CLARIFICATIONS / EXCLUSIONS

## SCOPE AGREEMENT

By signing below, the Customer and Installing Door Company acknowledge that the selections in this form describe their agreed division of work for this project. Items assigned 'By Others' are excluded from the Door Installer's scope unless specifically included in the Door Installer's written proposal, change order or other written agreement. If this form conflicts with an executed contract, the executed contract controls.

### INSTALLING DOOR COMPANY

Company / Organization

Authorized Name

Title

Signature / Initials

Date

### CUSTOMER / FACILITY

Company / Organization

Authorized Name

Title

Signature / Initials

Date