

The Barclay Condominiums

CONTRACTORS GUIDELINES

Contractor Must Initial Each Item:

- _____ Contractors must have an insurance certificate with a minimum of \$1,000,000 liability insurance. Workers Compensation must also be included in the policy. A copy of this certificate must be placed on file in the Barclay office before any work can begin.

- _____ All renovation work must have a Renovation Request that includes a detailed sketch and scope of work that has been submitted to the manager's office. **Work cannot begin until the manager has submitted the plans to the Architectural Committee and written approval is received.** During renovation the dryer vent, kitchen vent, and all bathroom vents must be sealed to prevent dust and debris from entering other units. If this procedure is not followed and dust and debris enters other unit(s), both the contractor and homeowner are responsible for the cost to have the damaged unit(s) cleaned.

- _____ Contractors cannot enter the building before 9 AM and must be out of the building no later than 5:30 PM Monday through Friday or they will be fined a minimum of \$100. No contractors are permitted in the building on weekends or holidays.

- _____ Contractors must use the loading dock entrance and must register at the security desk upon entering the building. Contractors cannot park on the Lobby Level deck but must park behind the building by the loading dock. If you are unsure where to park, the guard on duty can direct you.

- _____ Contractors are responsible for notifying security when they are bringing in construction items to ensure the elevators are padded. If a contractor brings in supplies without the elevator being padded, the contractor will be assessed a minimum of a \$50 fine.

- _____ Contractors are responsible for any damages caused by their crew while working in the building. Drop cloths must be used to protect flooring without becoming a hazard for tripping. Contractors must clean any mess made in the common areas and no items can be left in the hallways at any time or a minimum fine will be assessed.

- _____ All plumbing and electrical work must be completed by a licensed plumber and licensed electrician. A copy of your insurance and license must be presented to the office along with a detailed scope of work before a any work can start. This work must receive approval from the AAC Committee before work can begin. Periodic inspections will be made by the staff.

- _____ **No Shark bite Fittings or Valves are permitted for use inside the building at this time. Although the advertisement for this product says it is dependable, the product has not been out in the industry long enough to know its dependability or reliability.**

- _____ If a contractor requires the water to be shut off in the building, this must be scheduled with the Maintenance Supervisor. A water shut off fee of \$125 must be submitted to the building manager prior to the water being shut down. If the water shut off fee is not paid at least 24 hours in advance the work will have to be rescheduled. **Water shut offs for the Garden Level through the 7th floor must be scheduled on the first Wednesday of each month. Floors 8 through the Penthouse must be scheduled on the third Wednesday of the month.** No mixing valves without water cutoffs are allowed on any shower renovation. Valves with screwdriver stops must be used so a cartridge can be changed if necessary.

Appendix A

_____ Removal of popcorn ceilings can only be done by a licensed Abatement Contractor but must first be approved by the Architectural Committee. **If popcorn ceilings are removed without approval from the Architectural Committee a \$5,000 fine will be assessed. In addition, the contractor and the homeowner will be held responsible for any related illness sustained as a result of not following this policy.**

_____ All interior and exterior concrete floors and walls cannot be compromised by cutting or drilling.

_____ The Barclay dumpster cannot be used by any contractor to dispose of construction or carpet items. If any debris is found in the dumpster, the contractor will incur a minimum disposal fee of \$100. The area around the dumpster and all outside areas are to be left free of trash and debris.

_____ Should a contractor incur any fees, they will not be allowed to resume work until all fees are paid in full.

_____ All shower valves must be approved by the Building Engineer prior to installation or you will be subject to removal and replacement by the Building Plumber at the cost of the homeowner.

_____ **Any changes NOT listed on the original scope of work MUST BE APPROVED IN WRITING PRIOR to beginning the work.**

_____ A \$500.00 deposit must be submitted to the office along with a renovation fee of \$200 prior to starting work. An initial inspection will be conducted along with periodic inspections by the Maintenance department and a final inspection for review and deposit refund.

Contractor's Signature

Date

Name of Contractor (printed)

Emergency Contact Number

Homeowner's Signature

Unit # _____