



## 801 Contractor / Architectural Guidelines

*Construction Related Rules for Owners and Their Contractors*

Construction modifications noted below must be performed in accordance with these 801 Contractor / Architectural Guidelines. Walls, doors, windows, ceilings, floors, electrical systems, plumbing systems, telephone systems, cable TV systems, or other features or elements of the building may not be modified without prior approval of the Board of Directors and notice to Management.

Refundable Deposit – A Unit owner must submit a \$500 deposit prior to the commencement of contractor work activities. The deposit is refundable upon completion of the project in compliance with *the 801 Contractor / Architectural Guidelines*. The deposit may be forfeited in the event of infractions during the project.

1. Contractor hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, including the removal of materials and debris. The Freight Elevator will not be available to contractors after 5:00 p.m.
2. Contractors must notify the Management Office of the scope of work and submit a project timeline (how long the project will last and the days and hours they will be working in the building)
3. Contractors must submit copy of their liability insurance coverage (minimum of \$2 million dollars) to the Management Office prior to start of work.
4. The 801 Engineer must be timely notified to conduct project inspections on the *rough end* and at pre-set project-specific milestones. The 801 Engineer must approve the work product for the project to proceed.
5. Contractors must make arrangements with the Management Office for freight elevator usage including removal of carpeting, delivery of flooring, removal of appliances, etc.
6. Contractor is responsible for any damage caused to Common Areas during delivery or removal of material, equipment or appliances.
7. Contractors cannot perform any work in the hallways (sawing, nailing, cutting, assembling).
8. Contractors must keep the unit door closed when performing work in the unit.

*drop cloths must used*

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9. Contractors must clean-up any debris in the hallways (i.e. sawdust tracked in and out of unit on bottom of shoes)
10. Contractors cannot utilize the building carts to deliver materials, appliances, remove debris, etc.
11. Contractors cannot use the front lobby (from/to the plaza or garage elevator) as an entrance/exit for delivery of materials, equipment and debris. Construction materials must be received via the Freight Elevator at the Polk Street pedestrian door in the Garage. The Freight Elevator can be reserved by contacting the Management Office.
12. Any additions, alterations or improvements to a Unit that alters the structure of the Unit or increases the cost of insurance to be carried by the Board must be submitted to the Management Office and approved by the Board.
13. No additions, alterations or improvements can be made by the Owner (Contractor) to any part of the Common Elements without prior written consent of the Board.
14. Any additional electrical outlets should be fed to separate 20 amp circuit breaker in breaker box.
15. Any washer, dryer or other laundry equipment installed in any Unit shall comply both as to type of equipment and as to plumbing and electrical installation with minimum standards specified by rules and regulations from time to time made by the Board.
  - 220 volt for stackables;
  - 110 volt for single washer or dryer;
  - Any electrical outlet within 3 feet of a water source must be a GFI receptacle (ground fault interceptor);
  - When adapting to existing stacks in building unit, heavy duty plastic, preferably 4" or iron pipe should be used for drainage.
16. Any Unit changing floor covering other than carpet must have the floor inspected by the Management Office prior to work proceeding and prior to the cork underlayment being covered. The minimum standards for floor covering are as follows: the entire floor area (excluding therefrom the floor area of the kitchen and bathrooms) shall have an underlayment of ¼" cork beneath ½" plywood sub flooring wherever such floor area is not covered by carpet
17. Any work in bathrooms and kitchens must be within applicable regulatory code and meet the minimum standards specified by rules and regulations from time to time made by the Board.

18. Contractor must schedule 3 days in advance water shut-offs with Management Office.
  - A Unit owner engaged in a construction project that requires a water shut-off that involves other units will be billed in the event costs are incurred by the Association due to such water shut-off and/or re-start.
19. Existing in wall plumbing must be rodded out prior to switching over to any adaptable position on an existing line.
20. Plumbing in shower/bath should have two (2) revent water lines – one (1) for hot and one (1) for cold. Water flow should be revented to prevent air bubbles and pipe clanging.
21. Copper fittings are preferred on water system.
22. New shutoffs should be installed.
23. Any electrical outlet within 3 feet of a water source must be a GFI receptacle (ground fault interceptor).
24. If additional electrical outlets are installed they should be fed to separate 20 amp circuit breaker in breaker box (Two 20 amp for kitchen is preferred).
25. Plumbing for sinks should be commercial grade 17 gauge for drains and p-traps.
26. Violation of any of these rules may result in forfeiture of deposit and the assessment of a fine.
27. Items requiring special disposal, such as, but not limited to appliances, furniture, mattresses and construction debris, must not be left with the Building's general trash in the Garage without permission of Management. Resident's must make their own arrangement for disposal of such items and notify Management. Any cost incurred by the Association for special pick-up or disposal needs will be charged back to the violator, in addition to a fine.
28. No interior renovation, structural change or alteration shall be carried on in any Unit that may be or become an annoyance or nuisance to the other Owners or Occupants.

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