

Contractor Guideline Acceptance

- Worker’s Compensation required
- Contractor to read/sign Contractor Guideline form; unit owner to submit to Board prior to start date
- Complete Work Intent Form (**Required for projects costing over \$500**)
 - Contractor sign/date document; unit owner to submit to Board prior to start date
- Hours 8:00AM - 5:00 PM Monday - Friday (No work on Federal Holidays; see Community Bulletin Board for dates)
- Enter/exit thru back garage door only
- Inner-exterior doors are to be kept closed when unattended
- Contact Maintenance Personnel for pad installation and elevator operation
- Unload at the garage area and immediately move vehicle(s); no parking in Visitor designated area
- Sign-in daily on Vendor sign-in sheet located on inner door
- Use **WEST** elevator only for equipment/materials
- Board approval required for installation of hardwood/tile flooring and underlay (samples to be provided to the Board); IIC rating of 60 or greater is mandatory
- Remove all replaced materials from HOP premises
- Cover common area floors (elevator to condo unit) with construction grade paper (no clear plastic permitted) and clean debris from common areas
- Cleaning of tools to be done in the stone area on the east side of the building
- Sawing/cutting of materials to be done on owner's balcony (Exception: if materials are too long to fit in the elevator, use the stone area on the west side of the garage)
- Use electric and water from unit not from common areas
- Follow all applicable building codes/permits and provide copy of permit(s) to Board
- Liable for damage to HOP property
- Architectural Change Request Form required for structural changes (Discuss with HOP Board)
- Failure to comply with these guidelines disqualifies you from working at HOP

Contractor Signature
Phone #
Date

NOTE: Unit owners or their representative to supervise contractors when moving material/equipment through common areas, including WEST elevator