Contractor Rules

Owners and Contractors, please be aware of and adhere to these rules:

- Contractors must be licensed and insured. A minimum of $500,000 in liability insurance is required. Homeowners are required to submit contractor's COI (Certificate of Insurance) to super.

- Work done must adhere to all applicable construction codes, and proper permitting is the responsibility of the owner and the hired parties.

- Contractor hours are 8:00 a.m. to 5:00 p.m., Monday through Saturday. Contractors must schedule their working times with the Superintendent prior to the start of the job. Activities resulting in high noise levels must be limited to take place between 9:00 a.m. and 5:00 p.m. only.

- Access to the unit and the furnishing of materials must be through the basement garages, and contractors must adhere to all building rules and posted signs regarding access and security (doors must not be propped open or left unattended, for example). Consult the building Superintendent in cases where clarification or additional access is needed.

- All job clean-up, including daily debris removal and restoration of affected common areas, is the responsibility of the contractor (and therefore the owner). Debris hauling must be pre-arranged and building dumpsters may not be used for this purpose. All common areas used during job access and material movement, including doors, doorways, walls, fixtures, and furniture must be returned to their original condition upon final completion. Existing damage must be noted with the building Superintendent prior to job. The contractor is responsible for any costs related to the repair or refinishing of the project. Fines and violations may apply.

- Front driveways may not be used for parking, loading, and unloading, or material staging. On-street parking must be used. Contractor use of garage apron areas must be cleared with the Superintendent.

I have read the above information and understand my responsibilities relating to construction or renovation work at Woodland Manor.

(Owner Signature)	(Owner Name)	(Unit No.)	(Date)

(Contractor Signature)	(Contractor Name)	(Date)

Construction Project Review Form

Construction projects involving work on structural, electrical, or plumbing components of owner units require the approval of Council. Plans by an architect / certified design engineer may be required. Please complete this form and return to the Superintendent 14 days prior to the project.

Unit #:		Request Date:	
Owner Name:		Phone:	
Mailing Address:			

Project Information

Description of the project and work included:

Project Requires Permit(s): ☐ Yes ☐ No

If yes, list the required Permit(s):

Architect / Designer Information (if applicable):

Name:		Phone:	
Mailing Address:		License Number:	

Contractor Information:

Name:		Phone:	
Mailing Address:		License Number:	
		Insurance Carrier	

Schedule Information:

Start Date*:		Expected Duration /Completion:	

*Building Superintendent must be notified no fewer than 7 days prior to start of work.

Plans and Design

List Plans and Designs included with this review submission: