



CondoHQ

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ATTENTION SUBCONTRACTORS:

This is an reminder of CondoHQ's Subcontractor/Technician Protocol. Please review the following information and provide a copy to anyone affiliated with your company, who performs service to CHQ:

1. All keys must be signed out from and returned to the CHQ office.

Technicians must fill out CHQ's key sign out sheet, which requires they provide their name, company name, and phone number. The sign out sheet is located on the front desk in the CHQ office. When returning keys, the keys must be handed to a CHQ employee; they must never be left on a table/desk without notification of their return. Drop box is available for convenience but we ask that you please notify us when it will be needed.

2. When departing a unit, return the alarm, lights, and doors to the same state they were in when the unit was entered.

3. A service notification card must be left inside units, each time they're entered.

CHQ provides service notification cards, which are located on the front desk in the CHQ office, beside the key sign out sheet. These cards have blank spaces, where the subcontractor/technician must include their name, the name of the company they represent, and a brief message relaying the reason they were inside the unit.

4. Protective shoe coverings (aka "booties") must be worn over shoes/boots when entering a unit OR shoes must be removed.

CHQ provides blue shoe coverings, which are located in a basket under the front desk in the CHQ office. Anyone who enters a unit must wear these coverings over their footwear OR remove their shoes to ensure no gravel/dirt is tracked onto the floor and/or carpet of the unit.

If you have any questions regarding this protocol, please let us know.

By entering any CONDOHQ, LLC managed Unit, all subcontractors are agreeing to follow these protocols at all times.