

CONTRACTOR WORKING GUIDELINES

Rules Regarding Use of Units

- Work hours for maintenance and heavy traffic of workmen shall be restricted to normal business hours of Monday-Friday, 8:00am-5:00pm (ET). However, this rule is not meant to restrict emergency repairs when necessary.

Rules Regarding Use of Common Areas

- The common areas such as halls, sidewalks, stairways, elevators, and parking areas shall not be obstructed or used for any other purpose than for an entrance to and an exit from units.
- Repair or installation service representatives are to clean up common areas upon completion of work and, in the case of work occurring over multiple days, on a daily basis at the end of each day. The unit owner involved will be held responsible in the event such rules are not followed.
- Luggage carts are not to be used!
- The electronic doors must not be propped open at any time. Any damage sustained will be charged to the unit owner and/or vendor associated with the action.
- Parking is not permitted in front of the building except for loading and unloading (5-minute limit). This area is designated for emergency vehicles.
- Repairmen are to park their vehicles in the overflow parking lot except when loading and unloading equipment.
- Vehicles should not be parked in such a manner as to impede or prevent ready access to any other parking space.
- Contractors must remove all debris from the premises in a timely manner and are not allowed to use Association dumpsters.

**ALL CONTRACTOR VEHICLES MUST PARK IN THE LOT ACROSS THE STREET OR BE TOWED.
CONTRACTOR WORK HOURS ARE MON-FRI: 8:00 AM TO 5:00 PM. NO WEEKENDS OR
HOLIDAYS WORK PROHIBITED.**