



CONSTRUCTION GUIDELINES AT CASTLE REEF

1. Contractors and Vendors must check in with the office daily.
*Office opens at 9am.
2. Electrical and Plumbing work requires a Contractor License. *Please provide a copy to the office.
3. Provide office a Certificate of Liability Insurance listing Castle Reef as a certificate holder.
4. Most work in condominiums require permitting through the City of New Smyrna Beach. *List available upon request.
5. Permit is to be visibly posted in unit window and provide a copy to office.
6. All upper-level flooring is required to have sound barrier installed on concrete surface.
7. Hours of work are from 8:00 a.m. until 5:00 p.m. Monday thru Saturday.
*No work is permitted on Sundays.
8. Before beginning any work that may activate a fire alarm, cover both the fire and smoke detectors. Contractor will be held responsible for attempting to remove or deactivate a fire alarm.
9. Luggage carts are **NOT** for contractor use.
10. Castle Reef Dumpsters are **NOT** for contractor use.
11. Contractor Dumpster will be assigned a parking area and requires a cover.
12. Contractor is responsible for maintaining a neat and clean environment.

I acknowledge that I understand the above guidelines for working at Castle Reef and I will abide by them.

Contractor\Vendor\Owner

Date