



Owners of Ilikai Apartment Building, Inc.
1777 Ala Moana Blvd., Suite 226 • Honolulu, HI 96815 • Ph. 942-1828 • Fax: 942-2443

Contractor Checklist

Unit _____

☐ Request to Renovate Application date submitted ____/____/____

☐ Contractor and Repairman Guide Signed

☐ Request for Water Outage

☐ Contractor insurance naming AOAO as additional insured

Additional Insured info for Agents

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☐ Permit Required ____ Yes ____ No

☐ Underlayment flooring testing data - IIC 62 or STC 59 or better

☐ Scope of Work for Bathroom Shower Waterproofing

☐ General Manager Inspection:

Date:_____ Time:_____



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CONTRACTOR & REPAIRMEN GUIDE

This guide is designed to provide owners and agents with information to give to their contractors and repairmen for use during their visit to the Ilikai Apartment Building

Notification

Owners or their agents must notify the Association Office of their plans to renovate or remodel their apartments. Structural changes shall not be made without prior review and approval by the Board of Directors. Contractors must notify the Association office before any exposed piping is covered up, such as in the shower

Register with Security

All contractors, vendors, and repairmen (to include private cleaning crews) must sign in daily with the Security Office located on the Lobby Level end of "B" Wing. Each individual will be given a "Workers Pass," which must be worn while on the property and returned prior to departing for the day.

Work Hours

Apartment modifications are permitted from 8 a.m. to 5 p.m. Monday through Saturday. Between the hours of 8:00 a.m. to 9:00 a.m. there shall be no noise. This time shall exclusively be used only as a "set-up" time. Work is prohibited on Sunday and legal holidays. Subject to fine.

Elevators

Two service elevators operate between the Upper Parking Level and the 26th Floor. These elevators shall be used for movement of workers, tools, and building material. The five main passenger elevators and the Bathers' Elevators are for use by apartment residents and hotel guests, and shall not be used by workers, contractors, vendors, and repairmen (to include private cleaning crews). Subject to fine.

Disposal of Trash

The contractor in charge of the renovation or remodeling of an apartment is responsible for the removal of construction debris from the Ilikai Apartment Building. The trash compactor located on the property is not equipped to process the disposal of construction materials. Placement of dumpsters on the property requires prior approval and is to be discussed with the Association Manager at the initial notification phase. Subject to fine.

Insurance

Contractors must submit plans and specifications and are required to provide a copy of their Certificate of Insurance with the Owners of the Ilikai Apartment Building, Inc. added as additional insured with at least one million in General Liability Coverage. Subject to fine.

Water Shut-Off

During renovation and remodeling, it is sometimes necessary to have the water shut off to facilitate plumbing work. Requests to have the water shut off should be submitted to the Ilikai Association Office (Suite 226) Ph. 942-1828. Requests should be given 10 working days in advance to allow for scheduling and coordination. Water shut-offs are done on Thursday from 10:00 a.m. to 12 noon with 30 minute increments between shut-offs. There is a \$75.00 service charge for a single and double shut-off. For emergency and triple water shut-offs, the charge is \$150 due upon request for water shut-off. **No water shut-off will be scheduled without payment.** No personal check will be accepted from contractors, company check only. Please make check payable to the Owners of Ilikai Apartment Building, Inc. (Sprinklers are not part of the water shut-off.)



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Smoke Detector

All smoke detectors must be covered during renovation to prevent dust setting off alarm.

Electrical Shut-Off

Request to have the electricity shut-off should be submitted to the Association Office (Suite 226). Licensed electrician should be on-site when electricity is shut-off. Electrical shut-offs can be scheduled with the Association Office Monday thru Friday from 9 a.m. to 12 noon.

Emergency Speakers

Do not remove the emergency speaker in unit. Owner will be responsible for the cost to repair or replace the emergency speaker.

Fire Sprinklers

Contact the association office at 942-1828 for contractor allowed to relocate sprinkler(s). No other contractor will be allowed to relocate, remove, or install fire sprinklers. Fee must be paid directly to contractor.

Cable

Addressable Tap inside your apartment should not be removed. If it needs to be removed for renovation, owner must call Oceanic Time Warner at 643-2100 and make arrangements. Removing addressable tap will affect other units in your stack.

Dress Code

All "work persons" must be in company logo T-shirt or appropriate attire authorized by the Owner of Ilikai Apartment Bldg., Inc.

Working in the Unit

Contractor must keep door to unit closed at all times, to keep the dust and noise from entering into the corridors or other units. A plastic covering must be placed in front of the door to protect the carpet in the corridor. Contractors will be responsible to clean any or repair any damages done to the corridor, carpet, elevators, walls, other units, etc. There will be NO loud talking, swearing, horse playing, loud music or any other thing not mentioned that will disturb the other tenants. If any of these rules are violated workers will be escorted off property.

I HAVE READ THE FOLLOWING AND AGREE TO ABIDE BY THE CONTRACTOR AND REPAIRMEN GUIDE. I ALSO UNDERSTAND THAT ALL RULES ARE SUBJECT TO FINE IF VIOLATED.

General Contractor & Contractor License No.

Date



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Request to Renovate

In order to ensure that all details concerning your request are accurate and complete, please fill out the following form. Your request to renovate your space will be taken up at the next Board of Directors' Meeting. If your plans are approved, you will receive an approval letter` from the Association Office.

To: The Board of Directors Date: _____
Ilikai Apartment Bldg.

Owner: _____ Apt: _____

Telephone: _____ Email: _____

Contractors Name: _____

License No.: _____ Phone No.: _____

Start Date: _____ Finish Date: _____

Contractor's proof of insurance must be submitted with plans and specifications with The Owners of the Ilikai Apartment Building, Inc. as additional insured.

Plans & Specifications: _____



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Loading Dock Rules & Regulations

AOAO's Two (2) Designated Loading Stalls

- The Ilikai Association of Homeowners has the use of two (2) stalls for loading and unloading within the garage.
- Access to the AOAO designated stalls is allowed 24 hours a day, seven days a week. After hours, weekends and Holidays will require contact with Security.
- Owners or Vendors are required to schedule use of the stall(s) with the Security (808) 951-6856 or (808) 951-6857.
- Once approved and scheduled, Security will provide Owner or Vendor with a temporary parking pass.
- Owners or Vendor will then place the pass on their dashboard.
- The Security will monitor and manage its two parking stalls.

Additional Contractor / Vendor Parking

- Contractor/Vendor vehicles that fit into the garage areas can pay for parking, when available, and will be given access through the Ala Moana Blvd entrance. The daily rate for contractors/vendors is **\$5 per day up to 3 p.m. & \$10.00 per day up to 7 p.m.**; once paid, contractors/vendors may use the parking for the day with in-and-out privileges.
- Owners must provide 24 hour notice of Contractor/Vendor use. Contractors / Vendors must provide the Owner name and unit number they are servicing.
- Contractor vendors will have to register with Elite Parking and provide a valid driver's license in order to be given a parking card. Elite Parking will retain the contractor's/vendor's driver's license until the parking card is returned.
- Any contractor/vendor who loses or fails to return the parking pass shall incur a \$25.00 charge.



1777 Ala Moana Blvd., Suite 226 • Honolulu, HI 96815 • Phone (808)942-1828 • Fax : (808)942-2443

Request for Water Outage

Request for water shut-off must be given 10 working days in advance to allow for scheduling and coordination. Water shut-offs are done on Thursday from 10 a.m. to 12 noon with 30 minute increments between shut-offs. There is a \$75.00 service charge for a single and double water shut-off. **Emergency and quad water shut-off is \$150.** All payment is due upon request. No water shut-off will be scheduled without payment. Only check will be accepted. Please make check payable to: OWNERS OF ILIKAI APARTMENT BUILDING. INC.

Today's Date: _____ Apt. Number: _____

Owner's Name: _____

Contact/Contractor's Name: _____ Cell: _____

Plumber's License No.: _____

Reason for Water Outage: _____

Type of Request: ☐ Kitchen ☒ Bathroom

Type of Work: ☐ Renovation ☐ Clog ☐ Changing Valves

Broken Pipes Other

*****FOR OFFICE USE ONLY*****

Date/Time of Water Shut-off: _____

Rooms Affected:

[illegible]



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Scope of Work for Bathroom Shower Waterproofing, Tiling, and Re-Grouting

1. Preparation

- **Inspection:** Inspect the existing shower area for any signs of damage, mold, or moisture issues. Repair any damage found before proceeding.
- **Demolition:** Remove existing tiles, grout, and old waterproofing materials from the shower area, including walls, floors, and the shower pan.
- **Surface Cleaning:** Thoroughly clean all surfaces to remove debris, dust, and any residue to ensure proper adhesion of new materials.

2. Waterproofing

- **Surface Preparation:** Ensure that shower walls and floors are smooth and clean. Apply a primer if required by the chosen waterproofing system.
- **Waterproofing Membrane:**
 - Apply a waterproofing membrane (liquid or sheet) to all shower walls and floor surfaces, extending up at least 6 inches on adjacent walls outside the shower area.
 - Reinforce all corners, joints, and transitions between the shower floor and walls with waterproofing tape or additional layers of waterproofing membrane.
- **Shower Pan Liner:**
 - Install a pre-formed shower pan liner or custom-cut liner that extends up the walls at least 6 inches. Ensure the liner is properly sloped towards the drain to prevent standing water.
- **Drain Installation:** Install a compatible drain system with the waterproofing membrane, ensuring a watertight seal.

3. Tiling

- **Tile Layout:** Plan the tile layout to minimize cuts and ensure an aesthetically pleasing design.
- **Tile Installation:**
 - Use a suitable tile adhesive for the specific tiles and substrate.
 - Install tiles on the walls first, starting from the bottom and working upwards, using spacers to maintain even grout lines.
 - Install floor tiles, starting from the drain and working outward, ensuring proper slope for water runoff.
- **Curing Time:** Allow the adhesive to cure according to the manufacturer's instructions before grouting.

4. Grouting

- **Grout Application:**
 - Mix and apply grout to the joints between tiles using a rubber grout float, pressing the grout firmly into the joints.
 - Wipe away excess grout with a damp sponge, ensuring grout remains within the joints.
- **Sealing Grout:** After the grout has cured, apply a grout sealer to protect against moisture and staining, especially important in shower environments.

5. Finishing

- **Caulking:**
 - Apply silicone caulk around the perimeter of the shower where the tile meets the walls, floor, and fixtures (e.g., showerheads, faucets).
- **Final Inspection:** Inspect the completed work to ensure no gaps, leaks, or other issues. Address any necessary touch-ups.
- **Cleaning:** Clean the entire shower area to remove any construction debris, adhesive residue, or grout haze.

6. Post-Installation Care

- **Drying Time:** Ensure the shower is not used for at least 48 hours after completion to allow all materials to cure properly.
- **Maintenance Guidelines:** Provide the unit owner with maintenance guidelines, including recommended cleaning products and procedures to ensure the longevity of the waterproofing and tiling work.

Policy Addition for Renovation Request Form

To ensure consistent and high-quality renovations that protect the building, owners and contractors must:

1. **Acknowledge the Scope:** Confirm they have reviewed and agree to follow the outlined scope of work for waterproofing, tiling, and re-grouting bathroom showers.
2. **Submit Detailed Plans:** Provide detailed plans and specifications, including materials and methods, as part of their renovation request.
3. **Schedule Inspections:** Schedule inspections before, during, and after the renovation to ensure compliance with the policy.
4. **Sign Off:** Have the contractor sign off on the completed work, certifying it meets the specified standards.

Signature of contractor stating they will follow these specs

Date

APARTMENT SPECIFICATIONS

1. LANAI

If you wish to put carpet or tile on your lanai you must pick up the forms in the Association Office and have it notarized and approved.

<u>Lanai Deck:</u>	"Camelcoat" Product #4216-0100 Devoe Devflex Hi Performance Acrylic Semi-Gloss; Color Code: FT17437
<u>Lanai Exterior Paints:</u>	"Ilikai White" #RG6901 Devoe Regency Exterior Semi-Gloss; Color Code: FT17397
<u>Lanai Privacy Panel:</u>	"Original Aqua" #RG6951 Devoe Regency Exterior Semi-Gloss; Color Code: FT17333
<u>Patio Door Wheel:</u>	#1533 Home Depot D-1533 Patio Door Wheel

2. SHOWERS

Shower to be installed per Roy Yamamoto's specification, see Association Office for specs.

3. BATH TUBS

No furnos (Japanese bathtubs) or any other bathtubs exceeding a capacity of 100 gallons shall be installed, kept or used in any of the apartments.

4. WASHER & DRYERS

No washer or dryer shall be installed, kept or used in any of the apartments. Only washer and dryers approved by the Board prior to October 9, 1990 shall be grand-fathered-in.

5. WINDOW TINT

Approved by the board	Solar Gard - TrueVue 30 Visible Light Transmittance 22% Ultraviolet Light Rejected >99% Total Solar Energy Rejected 80%
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Approved Contractor: Readyman Tinting Steve (808)352-2747, T & T Tinting (808)596-8468,

6. APARTMENT ENTRY DOOR

Door Size: 3'0 x 6'8 x 1-3/4" Solid Cora, Red Oak. (20 minute fire rated)
Door Bell should only be on the door
Door stoppers are not to be attached to the outside of you door.
Weather stripping should not be visible from the hallways.

7. SOUND PROOFING

Approved by the Board: IIC 62 or better, STC 59 or better

WECU (tile)	Quick-Step Uniclic (wood flooring)
Nobelseal (tile)	Sound Barrier Foam (wood flooring)
Laticrete Sound Control (tile)	Silent Blue (wood flooring)
Dal-Sound Product (tile)	

8. SPLIT AIR-CONDITIONER

Window and split systems air conditioners are allowed, provided that they are the drip-less type and are properly installed and maintained; and provided, further, that all window air-conditioners currently installed manufactured prior to January 1, 2002 shall be removed no later than Jan 31, 2012.

GENERAL NOTES

1. THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, EQUIPMENT, ETC. REQUIRED TO COMPLETE ALL WORK INDICATED ON THE DRAWINGS OR SPECIFIED HEREIN.
2. THE CONTRACTOR SHALL EXAMINE THE SITE TOGETHER WITH THE DRAWINGS AND OTHER CONTRACT DOCUMENTS AND SHALL VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO THE START OF WORK. THE ARCHITECT SHALL BE IMMEDIATELY NOTIFIED OF ANY DISCREPANCIES OR INTERFERENCES.
3. DRAWINGS INDICATE GENERAL AND TYPICAL DETAILS OF CONSTRUCTION. WHERE CONDITIONS ARE NOT SPECIFICALLY INDICATED BUT ARE OF SIMILAR NATURE TO DETAILS SHOWN, SIMILAR DETAILS OF CONSTRUCTION SHALL BE USED, SUBJECT TO THE APPROVAL OF THE ARCHITECT.
4. ALL INFORMATION SHOWN ON THE DRAWINGS RELATIVE TO EXISTING CONDITIONS IS GIVEN AS THE BEST PRESENT KNOWLEDGE, BUT WITHOUT GUARANTEE OF ACCURACY. WHERE ACTUAL CONDITIONS CONFLICT WITH THE DRAWINGS THEY SHALL BE REPORTED TO THE ARCHITECT SO THAT THE PROPER REVISIONS CAN BE MADE. MODIFICATIONS OF DETAILS OF CONSTRUCTION SHALL NOT BE MADE WITHOUT WRITTEN APPROVAL OF THE ARCHITECT.
5. THE CONTRACTOR SHALL PERFORM ALL DEMOLITION AND REMOVAL WORK AS REQUIRED AND, AS INDICATED ON THE DRAWINGS. CONTRACTOR SHALL REMOVE ALL DEBRIS FROM THE PROJECT SITE TO DISPOSAL SITES OF THE CONTRACTOR'S OWN CHOOSING OUTSIDE OF THE PROJECT AREA AT NO COST OR LIABILITY TO THE OWNER OR ARCHITECT.
6. PATCH AND REPAIR TO ORIGINAL CONDITION ALL AREAS IN EXISTING SPACES AND BUILDINGS, AFFECTED BY DEMOLITION AND NEW WORK REQUIRED UNDER THIS CONTRACT.
7. THE GENERAL BUILDING PERMIT AND PLAN CHECK FEE SHALL BE SECURED IF REQUIRED, AND PAID FOR BY THE CONTRACTOR. ALL OTHER PERMITS SHALL BE TAKEN OUT AND PAID FOR BY THE SUBCONTRACTOR DIRECTLY RESPONSIBLE.
8. SHOULD THE CONTRACTOR OR SUBCONTRACTOR FIND ANY DISCREPANCIES OR AMBIGUITIES IN, OR OMISSIONS FROM THE DRAWINGS AND SPECIFICATIONS, HE SHALL AT ONCE NOTIFY THE ARCHITECT FOR CLARIFICATION.
9. THE CONTRACTOR AND SUBCONTRACTOR SHALL GUARANTEE HIS MATERIAL AND WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM FINAL PAYMENT DATE AND UPON WRITTEN NOTICE, HE SHALL REMEDY AND REPAIR ANY DEFECTS IN MATERIALS OR WORKMANSHIP AND SHALL PAY ALL EXPENSES FOR SUCH WORK, INCLUDING DAMAGE TO THE OTHER WORK RESULTING THEREFROM.
10. ALL STRUCTURAL FRAMING, BLOCKING AND OTHER CONCEALED LUMBER, IF USED, TO BE FIRE-RETARDANT-TREATED WOOD AS DEFINED IN UBC SEC. 401.
11. ALL SAFETY GLAZING SHALL CONFORM TO REQUIREMENTS OF UBC SEC. 5406.
12. IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE SITE IN A SAFE CONDITION AND TO MAINTAIN SECURITY DURING CONSTRUCTION.
13. THE CONTRACTOR SHALL COMPLY WITH ALL LATEST LOCAL CODES AND ORDINANCES APPLICABLE TO THIS CONSTRUCTION PROJECT.
14. ALL TRADES SHALL, AT ALL TIMES, KEEP THE PREMISES FREE FROM ACCUMULATION OF WASTE MATERIALS OR RUBBISH CAUSED BY THEIR WORK. AT THE COMPLETION OF THE WORK REMOVE ALL RUBBISH, TOOLS, AND SURPLUS MATERIAL AND SHALL LEAVE THE JOB IN A VACUUM CLEAN CONDITION.



Roy K. Yamamoto
Architect, AIA, Inc.
Architecture & Planning

Project Name:

**RENOVATION TO TYPICAL SHOWER STALL AT
THE ILIKAI**

Sheet Title:

**GENERAL NOTES 1/6
EXIST. DEMOLITION FL. PL. 2/6
RENOVATED FL. PL. 3/6**

Reference Sheet No.

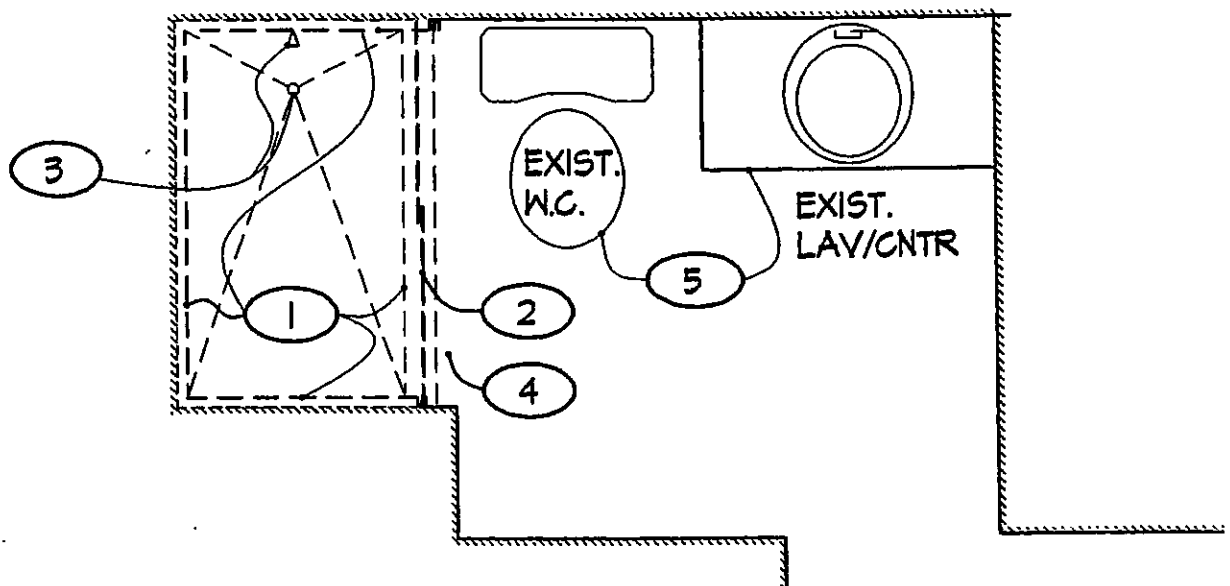
**SHOWER ELEVATION 4/6
SECT./DET. (Recommended) 5/6
SECT./DET. (Basic Min.) 6/6**

Project Number:

Date: 4-26-99

Drawing Number:

1 of 6

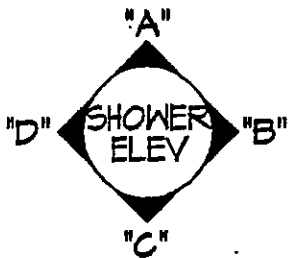
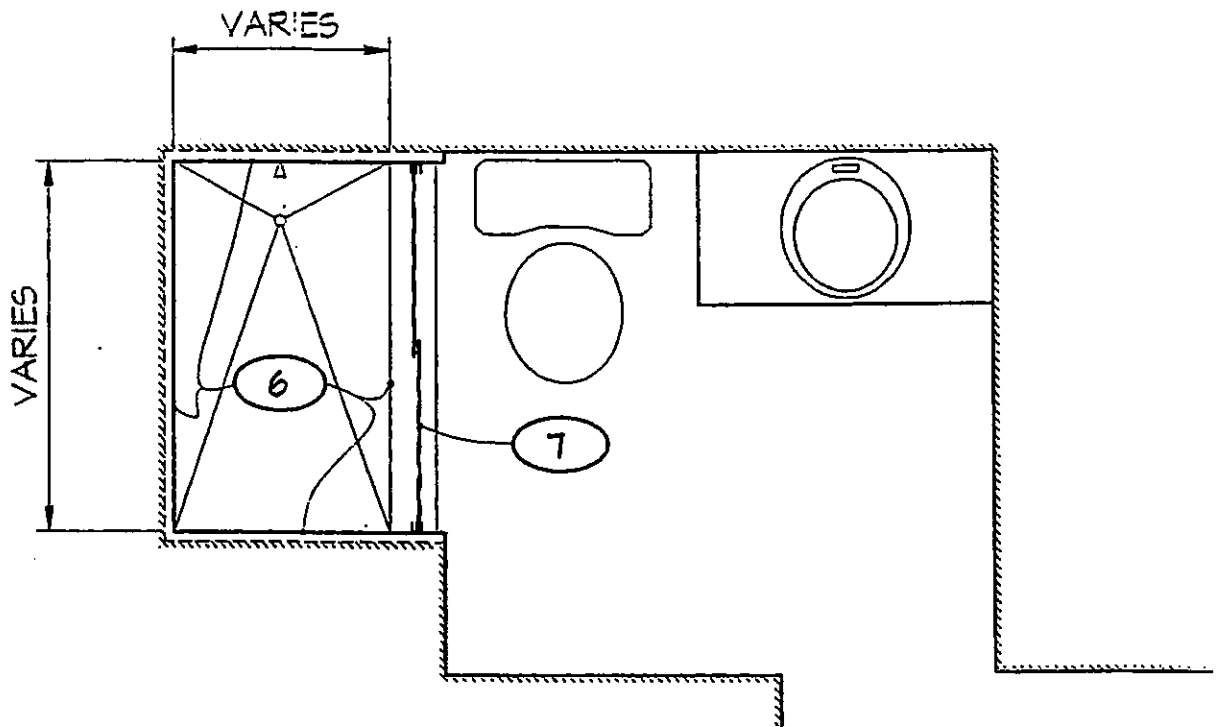


EXIST./DEMOLITION FLOOR PLAN

1/2" = 1'-0"

SCOPE OF WORK - DEMOLITION (FOR "RECOMMENDED INSTALLATION")

- ① REMOVE EXISTING CERAMIC TILE WAINSCOT, FLOOR AND CURB ASSEMBLY. REMAINING EXPOSED SUBSTRATES, EXISTING GYP. BD., TO BE REPLACED, REPAIRED, PATCHED, CLEANED, IF DAMAGED AND PREPPED TO ACCOMMODATE NEW CEMENT BOARD AND CERAMIC TILE ASSEMBLY INSTALLATION.
- ② REMOVE EXISTING SHOWER ENCLOSURE.
- ③ REMOVE EXISTING PLUMBING FIXTURES AND REPLACE WITH NEW SEE SPECS.
- ④ REPAIR AND PATCH TO MATCH EXISTING BATH FLOORING.
- ⑤ EXISTING ITEMS TO REMAIN.



RENOVATED FLOOR PLAN

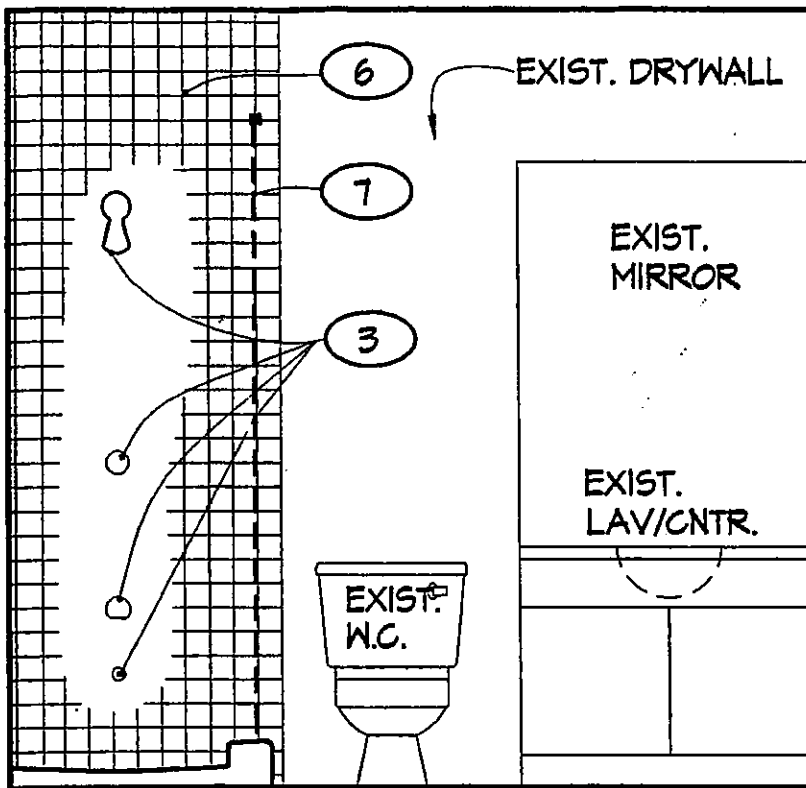
1/2" = 1'-0"

SCOPE OF WORK - NEW WORK

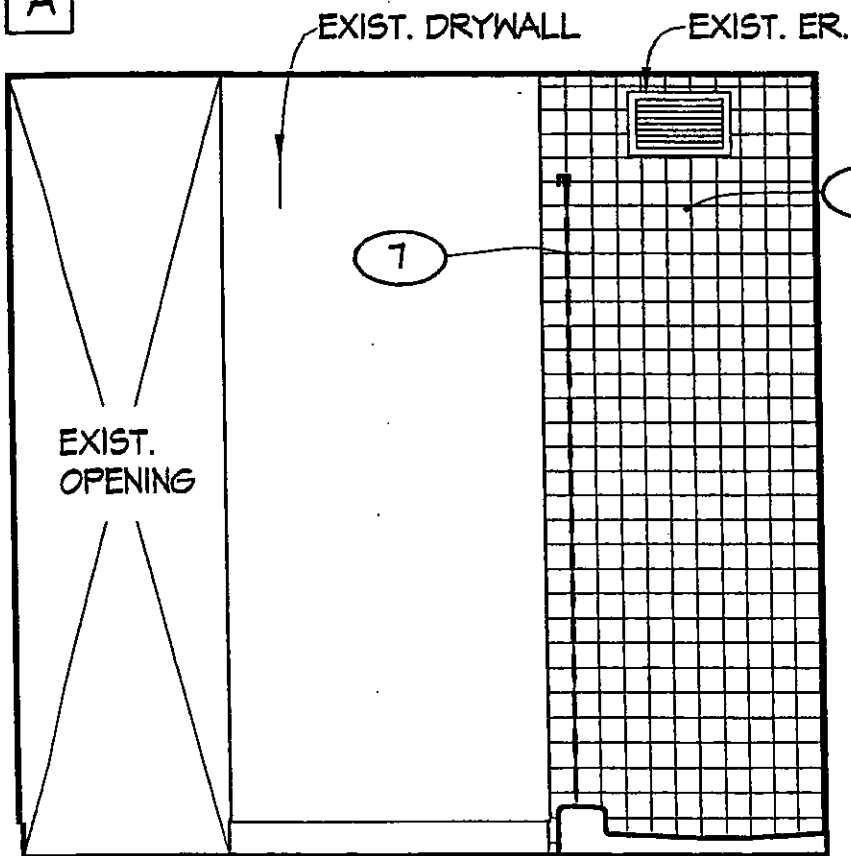
- (6) NEW CERAMIC TILE WAINSCOT, FLOOR AND CURB ASSEMBLY. SEE SECTION/DETAIL.
- (7) OPTIONAL NEW SHOWER ENCLOSURE/CURTAIN ROD - BY OWNER.

SPECIFICATIONS

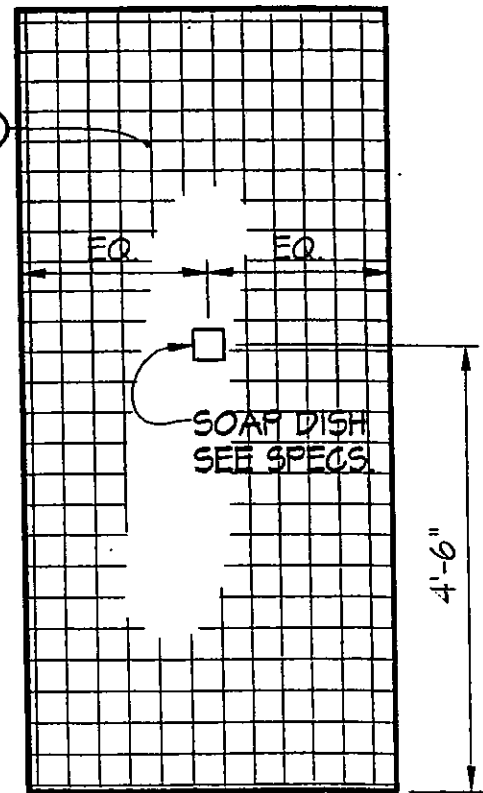
1. FAUCET/SHOWER HEAD CONTROLS;
 - A. SYMMONS, TEMPTROL 2000 SHOWER UNIT, PACKAGE MODEL #S-25-1 OR APPROVED EQUAL.
 - B. MOEN, POSI-TEMP PRESSURE BALANCING PACKAGE, SHOWER HEAD #8325 & VALVE #8375 OR APPROVED EQUAL.
2. FLOOR DRAIN;
 - WADE, MODEL #1100, 1, STD-5 OR APPROVED EQUAL.
3. SOAP DISH; SURFACE MOUNTED PORCELAIN SOAP DISH.
4. INCLUDE ALLOWANCE FOR THE PURCHASE OF TILES . . . \$3.50/SQ. FT.



A



C

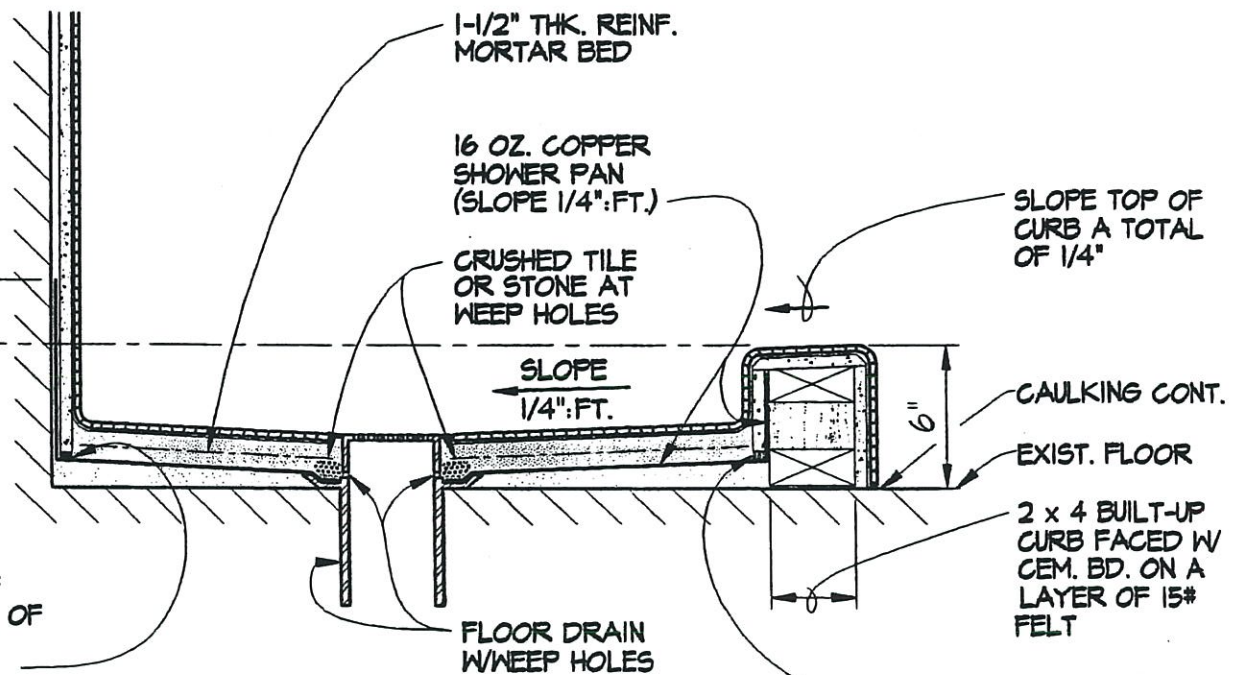
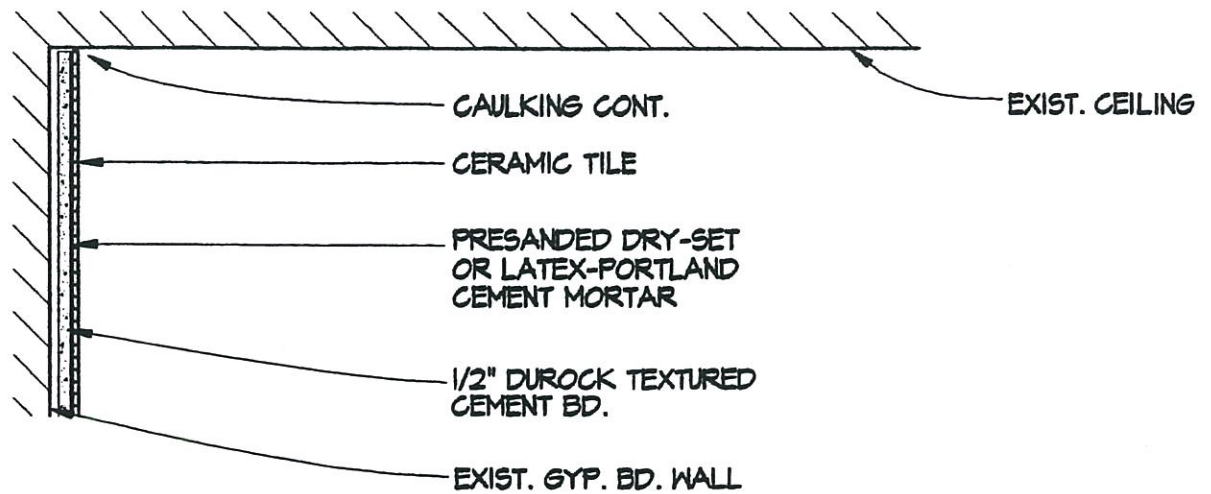


D

SHOWER ELEVATIONS

(SHOWN FOR "RECOMMENDED INSTALLATION")

1/2" = 1'-0"



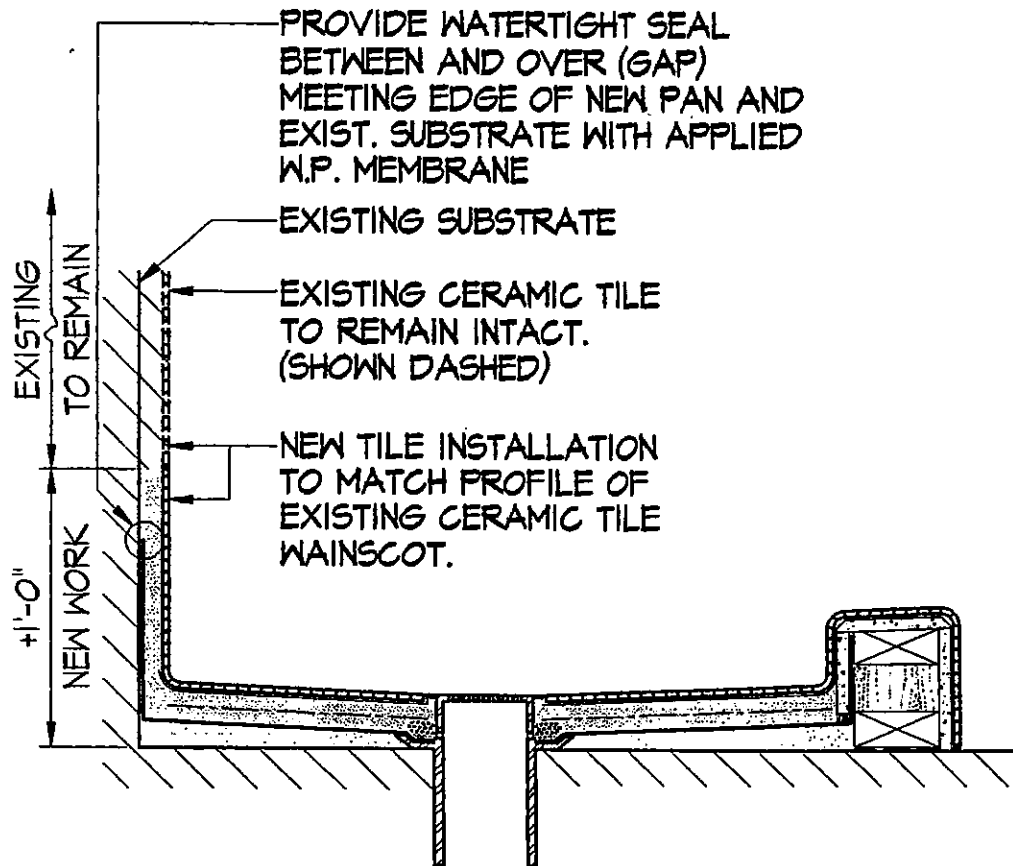
RECOMMENDED INSTALLATION

SHOWER SECTION/DETAIL

1-1/2" = 1'-0"

NOTE:

1. DETAIL SPECIFICATIONS TAKEN FROM THE "HANDBOOK FOR CERAMIC TILE INSTALLATION" AS PRODUCED BY THE TCA (TILE COUNCIL OF AMERICA, INC.) DETAIL REFERENCED FROM DETAIL B415-96.
CERAMIC TILE SUBCONTRACTOR TO FOLLOW LATEST ISSUE OF TCA HANDBOOK.
2. ALL ITEMS ARE NEW UNLESS OTHERWISE NOTED AS "EXIST."



BASIC (MINIMUM) INSTALLATION

SHOWER SECTION/DETAIL

1-1/2" = 1'-0"

NOTE:

1. DETAIL SPECIFICATIONS TAKEN FROM THE "HANDBOOK FOR CERAMIC TILE INSTALLATION" AS PRODUCED BY THE TCA (TILE COUNCIL OF AMERICA, INC.) DETAIL REFERENCED FROM DETAIL B415-96. CERAMIC TILE SUBCONTRACTOR TO FOLLOW LATEST ISSUE OF TCA HANDBOOK.
2. ALL ITEMS ARE NEW UNLESS OTHERWISE NOTED AS "EXIST."