



GOOD NEIGHBOUR NOTIFICATION

Dear Neighbour:

Please be advised that we are having renovation work done in our unit.

Estimated Start Date: _____ Estimated Finish Date: _____

We have asked that the contractors be respectful of those units around us. Thank you in advance for your patience.

Respectfully,

Unit: _____



RENOVATION REQUEST GUIDELINES

To facilitate the process of the Board reviewing a Renovation Request the following information is provided to facilitate the completion of required form:

GENERAL

The Declaration for Toronto Standard Condominium Corporation No. 1798, Article IV "Units", 4.2 "Residential Units", items (e) and (f) detail the guidelines regarding in-suite renovations.

PLEASE NOTE: NO LOAD BEARING WALL OR WALL CONTAINING SERVICE CONDUITS THAT SERVICE ANOTHER UNIT OR COMMON ELEMENT MAY BE REMOVED OR ALTERED.

1. All work is to be carried out or supervised by appropriately certificated and licensed personnel. The Guidelines for Contractors are attached and the owner shall be responsible for ensuring adherence to the guidelines.
2. No Renovation Request is required if you intend only to repaint, wallpaper or replace existing carpet. If you intend to go beyond this, continue reading.
3. A floor plan clearly showing the renovation areas along with specifications detailing the nature of the proposed changes - location, materials, and method of construction and installation - are to be attached (including any plumbing, electrical, Mechanical, structural or cable alterations).

WALLS

4. If any wall is to be removed or altered, the owner shall provide a certificate addressed to the Corporation from a duly qualified architect and/or structural engineer certifying that if the work is carried out in accordance with the drawings and data submitted to the Board, the structural integrity of the Common Elements will not be impaired and such work will not interfere with or impair any service conduits that service any other unit or common element. After completion of the renovation, a second certificate is required that certifies that the work has been completed in accordance with the drawings and data submitted to the Board and that the structural integrity of the Common Elements has not been impaired and the work has not interfered with or impaired any service conduits that service any other unit or common element.



RENOVATION REQUEST GUIDELINES

FLOORS

The Declaration for Toronto Standard Condominium Corporation No. 1798 Section 4.2 (d) states in part “not less than 75% of the floor area of the pre-finished or engineered hardwood floor surface in the den and/or bedroom(s) ... shall be covered by broadloom or by an area rug with suitable underpadding”.

1. If the flooring is to be changed by installing hardwood, marble, granite, limestone or ceramic flooring, affected areas are to be shown on the floor plan. As well attenuation material must be installed to meet the regulation of IIC 58 or higher.

PHANTOM SCREENS

The Declaration for Toronto Standard Condominium Corporation No. 1798, Section 4.1 (c) states in part: “Each owner shall ensure that nothing is affixed, attached to, hung, displayed or placed on the exterior walls, including awnings and/or storm shutters, doors or windows of the building . . . except with the prior written consent of the Board, and further subject to the rules”.

2. If this Renovation Request is to install Phantom Screens on the outside door frame on a Juliet Balcony, the colour of the screen and frame shall match the door frame, blending with the building colour and the supplier/installer of the Phantom Screens must be identified on the Renovation Request Form.

SUBMISSION

3. This Renovation Request will be circulated to the Board members for their review and discussion at the next regularly scheduled Board Meeting. The Board usually meets once a month.
4. Work may proceed only upon receiving written approval of your application from the Board of Directors.
5. In the event you have any questions please contact the Condominium Manager (416) 239-6336 for assistance or email propertymanager@thekingswaycondo.com.
6. Please submit the completed Renovation Request form to the Property Management Office, located on the first floor.



CONTRACTOR'S GUIDELINES

ALL CONTRACTORS AND SERVICE PROVIDERS (CSP) MUST ADHERE TO THESE GUIDELINES

- At the beginning and end of his or her working day at the property every Contractor or Service Provider (CSP) must sign in and out with the on-duty Concierge. Should the CSP leave the building for a short time during their working day the CSP shall notify the Concierge.
- CSPs may enter and exit the building through the front door when carrying minimal equipment and tools. CSPs must enter and exit the building by the east side door when they bringing in tools, equipment or materials of substance and /or dangerous.
- Vehicles may be parked by the east loading dock, or the inside location for Visitors Parking, but not in the front driveway.
- CSPs are to discuss any soldering, welding, jack hammering and anything similar in nature with the Property Manager (PM) or Concierge prior to start. Contact with the Fire Department may be necessary.
- Smoking is not allowed anywhere on the grounds of the condominium property or in the hallways, elevators, parking garage or other common elements of the building.
- Drop sheets or other protective coatings such as plastic sheeting must always be used to protect floors, furniture and paintings in all areas and in corridors where work is performed or materials transported.
- Work such as cutting, sawing or grinding must be done outside the east loading dock unless otherwise approved in writing by the Property Manager (PM) or Concierge.
- Noise levels must be kept to a minimum at all times so nearby residents are not disturbed.
- Work may only be scheduled between the hours of 8 a.m. and 6 p.m. on Mondays through Saturdays. No work is to be done on Sundays and Holidays unless first approved in writing by the (PM) or Concierge. Extreme emergencies are permitted and should be discussed immediately with the PM or on-duty Concierge.
- Radios and other music playing devices are not to be used in the common areas and kept on low volume if used within the suites.
- Common area amenities and facilities including but not limited to the lobbies, Multi Purpose / Media Room and corridors are not for the personal use and enjoyment of CSPs
- CSPs delivering materials or removing materials or debris shall cover the corridor carpets and make arrangements with the Concierge for installation of elevator protection. Upon finishing CSPs will contact the Concierge and make arrangements for removal of the elevator protection and an inspection of the elevator and surrounding common elements.
- CSPs shall not deposit materials or debris in the garbage or recycling areas.
- CSPs shall be responsible for the costs to repair or replace any property or assets damaged by them.
- CSPs shall remove food and beverage containers and all their other materials and debris and shall clean up any uncleanness that they have caused.
- CSPs needing water are instructed to use the water from the slop sink in the P1 garbage room.
- CSPs are not to dispose of any flammable, toxic, hazardous or other dangerous substances in the building or on the condominium property.
- Safe liquids may be disposed of in the slop sink in the P1 garbage room.
- CSPs are to dispose of solid materials in a safe and secure manner in the metal refuse containers in the P1 garbage room.

Management and residents of the Kingsway Condominiums thank you for your co-operation in adhering to these guidelines



RENOVATION REQUEST FORM

SUITE NUMBER: _____ OWNER'S NAME: _____

Renovation

General description of work to be done: (See Notes #3, #4, & #5 attached)

If more space is required, please attach a sheet with detailed information and sketch(s) to this form

Does this renovation involve the disabling of a smoke or CO detector ? No Yes

Does this renovation involve the removal or alteration of any wall? No Yes

If "Yes", please explain and attach detailed sketch(es): (See Notes #3 & #4 attached)

Work to be done by: Self _____ Licensed Contractor _____

If self, provide name of supervising licensed contractor: _____

If contractor(s), please provide name(s) and phone: _____

(See Note #1 attached)

Proposed start and end dates: _____ to _____

(Please notify management if work extends beyond proposed completion date)

Renovation Request Signatures

Owner's Signature: _____ Date: _____

Board Approval: _____ Date: _____

Property Manager Signature: _____ Date: _____