

## CONTRACTORS RULES & REGULATIONS

**In addition to the rules and regulations cited in the body of the Alteration Agreement, the following rules are mandatory. Failure to adhere by these rules will result in the shutdown of the job.**

All contractors must have the proper approvals from the Douglas Elliman Management Office prior to the commencement of work. The office is located at 405 West 23<sup>rd</sup> Street, 2E.

Work hours are from 9:00AM to 5:00PM Monday through Friday. No contractors will be allowed in the building prior to 9:00AM

All contractors and their subs must sign in and out each day.

All contractors and their subcontractors must obtain a building ID card and wear it in the building at all times.

No construction personnel or equipment are allowed through the lobby. The freight elevator, located on W. 24<sup>th</sup> Street must be used. Prior to moving material in or out of the building, the freight elevator must be reserved in advance. Please call the office (at 212-675-2000) to reserve the elevator.

The padded elevator is the **ONLY** elevator to be used for equipment or personnel. Extreme caution must be exercised when using the padded passenger elevator. Be careful when moving long objects as the ceiling and cove lighting are easily damaged. Damage costs will be charged to the Shareholder.

The opening of the elevator hatch is prohibited unless an elevator technician is on site. The elevator company charges \$100 per hour and an appointment is necessary.

**NO** metal trash containers are allowed in the passenger elevators at any time.

Contractors must remove rubble/trash in closed containers or bound plastic bags that must be brought down to the basement and put into dumpsters. Rubbish must stay in the Apartment until a carting truck is available.

Contractors must remove **ALL** rubbish on the same day. Overnight rubbish on the sidewalk is strictly prohibited. No mini-dumpsters are allowed out of the building on Fridays. No dumpsters are allowed on the streets over the weekend. It is strictly prohibited from throwing rubbish down the compactor chute.

Contractors are not allowed to remove, relocate or cover access doors unless approved.

The use of jackhammers is strictly forbidden.

Every effort shall be made to prevent dust and debris from entering the hallways and elevators. The following is required:

1. A plastic covering must be installed on the inside of the front door, covering the full frame.
2. A damp piece of cloth/carpet should be on the floor at all times.

Contractors who are sanding floors are not allowed to leave sawdust debris – either bound or not - in the building over night. They must be removed on a daily basis.

Storage of equipment, material and/or debris in the freight elevator area NOT is allowed. The owners will be charged if this condition is noted.

Air conditioners shall not be operated during the construction period. All kitchen and bathroom exhaust vents shall be covered and sealed.

Contractors are not allowed to borrow and London Terrace Towers staff members are not allowed to lend tools, equipment or ladders.

Water based polyurethane must be used when refinishing floors.

You must get prior approval from the Superintendent (212-675-4003) for the following:

- 1). Removal of any appliances
- 2). The opening or closing of any water valves.
- 3). The disconnection of or relocation of circuit breaker boxes.
- 4). Chopping holes in the floor.
- 5.) Use of the elevator for removal of debris.

**DAMAGE CAUSED BY CONTRACTORS WILL BE CHARGED TO THE SHAREHOLDER.**

**IF YOU HAVE ANY QUESTIONS, CALL (212) 675-2000**

## **IMPORTANT NOTICE FOR CONTRACTORS**

**Demolition debris removal can only be done on Tuesdays, Wednesdays and Thursdays.**

**A building employee will operate the elevator.  
The resident will be billed at a rate of \$30.00/hour.  
We encourage you to do it all at once to avoid delays.**

This must be scheduled in advance with the Superintendent.