

CHARLES HOUSE CONDOMINIUM ASSOCIATION
GUIDELINES
FOR
CONTRACTORS, SUB-CONTRACTORS
AND THEIR EMPLOYEES
WHILE PERFORMING CONTRACTUAL
SERVICES FOR AN INDIVIDUAL UNIT OWNER
OR THE ASSOCIATION

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1. **NOTIFICATION:**

The Unit Owner must deliver to the Building Manager the following information and documents at least 3 weeks prior to starting any work because the Board of Directors must approve any work done.

- a. Copy of the contract.
- b. The contractors name, address, telephone number, email and fax number.
- c. All sub-contractors names, addresses, telephone numbers, email and fax numbers.
- d. Desired starting date of work, estimated length of job and completion date.
- e. The contractor must also furnish a copy of these guidelines to all sub-contractors.
- f. Unit Owner must leave a \$500 deposit with the Building Manager to cover any potential minor damages to the common areas of the building that would fall below insurance deductables.
- g. Unit owner must keep building manager updated on every stage of renovations. Building manager should not have to receive this information from the contractor/sub-contractors.

2. **INSURANCE:**

Contractors and all sub-contractors must have the following listed minimum coverage which in no way limits their obligations and liability with relation to the work which they will perform for a specified Unit Owner at the Charles House Condominium Association.

- a. Comprehensive General Liability:
 - i. \$1,000,000 Bodily Injury and Property Damage
 - ii. \$1,000,000 Personal and Advertising Injury
- b. Workers' Compensation: Statutory Limits
- c. Employee Liability
 - i. \$1,000,000 Bodily Injury by Accident
 - ii. \$1,000,000 Bodily Injury by Disease
- d. Vehicle Coverage
(If vehicle enters upon common property of the Association)
 - i. \$300,000 Personal Coverage
 - ii. \$100,000 Property Damage

Contractor agrees to indemnify and defend unit owners, Charles House Condominium Association, and GNO Property Management agents, and any of their employees against any lawsuits, damages or claims which may arise as a result of contractors or their employees work.

If the General Contractor is required to furnish insurance for any sub-contractor, the contractor must furnish to the Association a Certificate of Insurance naming the sub-contractor as an additional named insured. If this is not provided, contractor and owner will be responsible for any lawsuits, damages or claims which may arise as a result of contractors or their employees work.

All policies shall provide for waiver of subrogation in favor of the Association and all Unit Owners. All policies, other than workman's compensation, shall also name the Association and all Unit Owners as an Additional Insured(s). The Additional Insured protection shall be on a primary non-

contributory basis. A certificate of insurance confirming the requirements of this section with copies of all Additional Insured and Waiver of subrogation endorsements must be furnished to the Building Manager prior to commencement of work. Failure by the Building Manager to obtain said certificates or endorsements will not relieve Contractor of said obligation.

3. **ADMITTANCE TO BUILDING:**

- a. Movement of tools or equipment is to be done during the work hours of 9:00 am to 4:00 pm Monday – Friday, excluding legal holidays, through the garage entrance into the lobby. The Manager must be notified in advance if the elevator needs to be used so that it may be padded ahead of time.
- b. Contractors and sub-contractors must enter and exit the building through the 8th street gate.
- c. For work to a Unit, the Unit Owner must provide for workers admittance to his/her unit unless other arrangements are made with the Building Manager.
- d. The Building Manager is authorized to admit only employees of contractors or sub-contractors that have been approved to work on the premises.
- e. After gaining admittance to the building, workers must proceed directly to the location of the unit in which they are working and may not gather or lounge in the common areas.

4. **WORK HOURS:**

- a. 9:00 am to 4:00 pm, Monday through Friday, excluding legal holidays. No work creating noise or a nuisance, at the determination of the Building Manager, may commence before 9:00 am. Any dirt or debris from construction must be cleaned up and workers must be out of the building by no later than 4:30 pm.
- b. If there is any violation of the above hours, the workers will not be allowed entry into the building prior to 9:00 am.

5. **WORK AREA:**

- a. All work is to be confined to the inside of the unit unless the Building Manager gives prior approval for prep work to be done in the parking lot area, such as the use of table saws. All equipment and materials allowed to be used in the parking lot area during work hours by the contractor or sub-contractor shall be removed from and the area swept clean prior to 4:30 pm.
- b. Workers must keep the door to the Unit or common area, if equipped, closed at all times. If dust or similar matter will result from the work, the door and all other openings to the outside of the Unit must be sealed to contain it within the Unit.
- c. Working in common areas of the building is allowed subject to the prior approval of the Building Manager.

6. **LUNCH BREAK:**

- a. Workers are prohibited from taking their lunch break in any part of the common areas of the building, except the parking garage.

7. **COMMON AREAS:**

- a. Common areas are defined as ground floor lobby areas including the mailboxes, lobbies on each floor, hallways, garage area, elevators, stairways, terrace, and pool area.

- b. Contractors must install plastic carpet protection in the common area hallways from the unit they are working on to the elevators or stairs. The carpet protection must remain in place Monday through Friday. For larger jobs, the carpet protection must be changed periodically with fresh material to protect the carpet. Carpet protection will not remain in place over the weekend.
 - c. Hallways must be kept clean and free of materials at all times. Building material and furniture shall not be leaned against any common area walls. If it is done, all work shall be immediately suspended and shall not resume until written approval is given to the Board. Further, a fine shall be assessed against the Unit Owner in an amount required to clean and/or repair the damage.
 - d. The Charles House is a no smoking facility. Smoking is not permitted in the common areas of the building. Workers may exit the premises to take smoke breaks but should be courteous as to not litter cigarette butts.
8. **VEHICLES ON PREMISES:**
- a. The Association has no parking facilities for contractors, sub-contractors or their employees, but parking is allowed in the space of the Unit Owner for whom work is being done if arrangements are made between Unit Owner and contractor.
 - b. Vehicles are permitted on the premises for delivery of materials or equipment. However, vehicles may not block entrances at any time and must leave the premises after delivery.
9. **ELEVATOR:**
- a. Only one elevator is to be utilized for the purpose of transporting materials, equipment, debris or trash. Use of this elevator must be pre-arranged with the Building Manager so that it may be padded and protected.
 - b. Failure to arrange for the elevator to be padded will result in a \$150 fine to the Unit Owner.
 - c. Please be aware that The Charles House is not equipped with a service elevator and that the stairwell may need to be utilized for larger items. If this occurs, the contractors will be fully responsible for keeping the stairwells clean.
 - d. Contractors or sub-contractors must let the manager know when leaving for the day so the pads can be removed and the contractors or sub-contractors can clean the elevator (walls, floor, and inside door). If this is not done, the unit owner will be fined \$100 per day for lack of cleaning on that day.
10. **EXTERIOR DOORS AND GATES:**
- a. The gates leading to the garage from Seventh or Eighth Street may be left open for a short period of time to handle delivery or removal of materials or equipment. Staff or Security must be notified if the gates need to be opened for an extended period of time.
 - b. The front door leading to St. Charles Avenue may not be left open to regain entry into the building.
 - c. No open door or gate is to be left unattended.
 - d. Failure to abide by these rules may lead to restricted access to the building.
11. **DELIVERY OF MATERIALS AND EQUIPMENT:**
- a. All materials or equipment must be delivered through the garage to the lobby.
 - b. Deliveries may only be made Monday through Friday during the hours of 9am-4pm, legal holidays excluded.

- c. The Building Manager must be contacted to arrange admittance to the garage for delivery purposes.
- d. For work in a Unit, Association staff is prohibited from accepting deliveries consigned to contractors or sub-contractors. Deliveries must be made directly to the unit.

12. CARTS

- a. The courtesy carts may be used only for movement of material to the unit and may never be kept in a unit for a prolonged period of time.
- b. Only one cart per unit may be used at a time.
- c. Carts may not leave the property under any circumstances and must be immediately returned to their original location after use.
- d. If these rules are not followed there will be a fine to the unit owner per occurrence.

13. MATERIALS AND EQUIPMENT STORAGE:

- a. All materials and equipment must be stored in the owner's unit unless otherwise approved by the Building Manager.
- b. No common area of the building may be used for storage, unless the work is for the Association.

14. CLEAN UP/TRASH REMOVAL:

- a. For work in a Unit, the contractor or sub-contractors must provide for trash removal from the premises and are prohibited from using the trash removal facilities of the building.
- b. No trash may be stored in the common areas unless for work on common areas. The contractor or sub-contractor is responsible for daily clean-up of any common area. No trash may be stored in the common areas unless for work on common areas.
- c. If the contractor or sub-contractors anticipate a trash volume that requires a dumpster, they must arrange to have that dumpster off site and coordinate its location with the Building Manager.
- d. For Association work, arrangements for storage and disposal shall be agreed by the contractor and the Building Manager.
- e. Contractor/sub-contractor is responsible for cleaning up any trash or dirt that falls on below units balconies, doors, windows, patios, common area terraces and walkways.
- f. The Association or its staff will not be responsible for cleaning up behind contractors. Failure to clean up by either the contractor, subs, or unit owner that is renovating will result in a fine to the Unit Owner of \$100 per day of each violation.

15. INTERRUPTION OF UTILITIES:

- a. The contractor, sub-contractors and/or their employees are prohibited from disrupting utilities, such as water or electricity, that service the building without permission of management or the Association.
- b. Except in emergency, the Building Manager must be notified at least 48 hours in advance of any disruption of utilities so that all residents may be advised.

16. TOILET FACILITIES:

- a. Contractors must use only the common area pool house bathroom.
- b. Porta-Potty's are not permitted on or around the property.

17. SMOKE DETECTORS:

- a. The smoke detectors in each unit are very sensitive and are easy to set off. Please do not tamper with the smoke detectors as doing so will set off the alarm throughout the entire building and the fire department will be sent out.
- b. Contractors or sub-contractors are allowed to use a cover to put over the smoke detector in the event that they might set off the alarm.
- c. Contractors or sub-contractors should alert the Building Manager before any work is done that might set off the alarm so that the Building Manager can notify the fire monitoring company to put the system in test mode.

18. CRANE OR HEAVY EQUIPMENT:

If the service of a crane, man-lift or similar equipment is necessary to hoist an object to the terrace or roof of the building or perform maintenance or repair to the exterior of the building:

- a. The contractor or sub-contractor is required to contact the Building Manager at least 48 hours in advance.
- b. If the equipment is rented without an operator, the person operating it must be an employee of the contractor or sub-contractor.
- c. If the equipment is rented with an operator, the owner, or provider of the equipment must furnish a Certificate of Insurance as outlined in Insurance requirements section. The certificate must be in the hands of Management or Association at least 24 hours of working on the site.
- d. Equipment must never obstruct neighboring driveways. Equipment must not obstruct garage entry or exits of the building without prior approval of the Building Manager.
- e. Equipment should be on the premises no longer than necessary to complete the work. Approval of the Building Manager is required to leave equipment on the premises for an extended period of time.
- f. Heavy equipment described hereinabove, or similar thereto, or which may be classified by the Board as heavy equipment are prohibited on the premises unless specifically permitted by the Building Manager after consultation with the Board.

19. DAMAGES:

- a. Contractors and/or sub-contractors must report immediately to the Manager and/or Association and/or Board of any damages to common areas or damages to Units other than the Unit for which work is being performed.
- b. It will be the sole responsibility of the contractor & owner to remedy payment or work caused by damage to the building.

20. ROOF:

- a. No contractor is to be permitted on the roof without approval of the Building Manager. If approval is given, except for roofers, the Building Manager or an assigned Association representative must be present to allow the contractor or their workmen onto the roof.

21. FLOORING:

- a. Any new flooring, with the exception of carpet, must have a soundproofing barrier installed.
- b. Building Manager must be notified 48 hours in advance of the date that any new subfloors are to be poured.

22. MAJOR CHANGES:

- a. No contractor or sub-contractor shall remove or relocate walls or windows, may not re-direct any common pipes, conduits or other services, including plumbing, heating/air conditioning and electrical, without having receipt of written authorization to process with such work from the Charles House Condominium Association.

Signed and receipt thereof acknowledged on this _____ day of, _____ 20____.

Name of Contractor

Authorized Officer of Contractor

Owner acknowledges receipt of these Guidelines on this ____ day of, _____ 20____.