

A. CONTRACTORS

- 1. It is important that Unit Owners, as well as their contractors, understand the procedure. The Master Deed of the Vassar Square Condominium Association requires that any remodeling work to be done in any unit must be approved by Management prior to work being started. A written description of the work (using Vassar Owner's Authorization Form and Contractor's Form) to be done accompanied by drawings must be submitted to the Manager. After prompt review, the Unit Owner will be notified by the Manager as to the approval or disapproval. If disapproved, the notification will advise for what reason.**
- 2. If required by Ventnor City, a Building Permit must be obtained and the yellow card Building Permit must be turned into the front desk for display.**
- 3. All contractors must be registered with the State of New Jersey, Division of Consumer Affairs, and maintain at least \$500,000.00 liability insurance.**
- 4. All contractors must have their respective insurance agencies fax, or mail a current insurance certificate showing not only the contractor's liability coverage, but also their workers compensation coverage. This certificate must show Vassar Square Condominium Association as an additional insured. This certificate must be received before the contractor will be allowed access to the building.**
- 5. Any contractor working in the building, whether requiring unit keys from the front desk or not, must report to the front desk on the first floor upon arrival at the building, and again when leaving. All keys obtained from the front desk must be returned whenever the contractor leaves the building.**
- 6. No work prior to 8:00 am or after 5:00 pm, Monday through Friday from September 16th to May 14th. Summer hours May 15th to September 15th are from 9:00 am to 4:00 pm, Tuesday, Wednesday, and Thursday only. No work is permitted on holidays and weekends.**
- 7. Contractors are not permitted to park on Vassar property.**
- 8. No construction debris is to be placed down the trash chute. The trash rooms and dumpsters are not to be used by contractors.**
- 9. No work is to take place in the hallways; all work is to be performed within the unit.**
- 10. If at any time a contractor needs to use the trash lift, the contractor must notify the front desk and a Vassar employee will operate it.**
- 11. All contractors must use the service elevator, the one with the pads, for transportation of any materials—both in and out of the building. Depending**

on elevator traffic on any given day, the front desk may lock out the elevator for the contractor's exclusive use, for a short period of time.

12. In order to protect hallway carpeting and elevator lobby tiles, any contractor bringing materials in or debris out of the building must protect the carpeting with clean plastic sheeting or clean tarps. When laid down it is important that this temporary covering not restrict entrance or exit from other units on the floor, or cause a tripping hazard.
13. Contractors must close the Jackson Avenue door to the loading dock each time entering or exiting the building.
14. If a contractor is using any type of plumbing torch or a heat source, the contractor must supply its own Fire Extinguisher and have it nearby at all times. (Do not use hallway extinguishers.) All contractors must fill out a hot work permit, which can be obtained at the office.
15. Contractors are not to use the sink in the laundry rooms.