

The 816 Condominium Association

816 South Hanley Road

Clayton, MO 63105

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General Rules for Workers/Contractors Hired To Do Work On The Premises of 816 South Hanley April 2021

1. The Building Manager shall be notified in advance of any work to be done in the building.
2. **Working hours are 8:00 am and 4:30 pm only, Monday through Friday.** Every effort shall be made to minimize noise while on the job. Noisy operations such as impact noises and motorized tools shall be conducted only between the hours of 9:00 am and 4:00 pm, Monday through Friday. Work will **not** be allowed on Saturday, Sunday or holidays, except with prior approval from the Building Manager (ie., emergency work such as repairs to water pipes, heating and air conditioning systems, elevators, etc.).
3. No parking shall be allowed on the north side of the building or the front circle. The Service Entrance on the North side of the building may be used only for loading and unloading of all materials, tools, equipment, etc. Vehicles must be parked in the East lot at the rear of the building, behind the parking garage.
4. All workers must enter the building through the garage (east) walk-in door and must sign in and out at the Garage Attendant's post each day. Absolutely no materials, tools, or equipment should be brought in through east walk-in door and up through the garage elevator.
5. All workers shall use the large (west) elevator. A cart is available, if needed, for use in transporting tools and supplies. The cart must be returned promptly to the Garage Attendant and is not to be used as a work surface. Arrangements should be made with the Garage Attendant for the west elevator to be padded and locked off when needed, to transport of supplies and/or bulky, messy or large items. The elevator roof cannot be removed to accommodate tall items. Clean up of the elevator must be postponed to the end of the day. After each delivery trip, clean up and return the elevator to the basement. Notify the Garage Attendant when the elevator padding can be removed.
6. All debris, rubbish, boxes and packing material must be removed during working hours from the premises. Nothing of this nature may be disposed of in the trash chute, trash rooms or dumpsters.
7. There must be adequate protection for the residential floor hallway carpeting. The floor protection may be left on the carpet for the week but must be removed on Friday and carpet swept so it is in good condition for the weekend. Floor protection such as ram board must be put down on the lower-level hallway while removing construction debris or bringing in materials to the building. Daily cleanup including hallways is required.
8. No part of the common elements of the building including hallways may be used by workers to store, stage or operate equipment or materials (without the approval of the) Building Manager. Workers are not permitted to work in the parking lot, parking garage or in the

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hallways. Nothing may be stored in the parking garage spaces. All tools, equipment, materials and supplies must be stored and used within the subject unit

9. Workers may not bring in, removal of, or operation of equipment on Saturday, Sunday or holidays.
10. Workers shall not disturb neighboring units while on the job by playing loud music or using loud or profane language.
11. Workers must use restroom facilities and lounge in the basement area only. Restrooms in the subject unit are only available at the discretion of its owners.
12. The 816 Condominium Association's non-smoking policy for the elevators and all common areas must be adhered to by all workers. The designated smoking area is at the east building entrance. Please use the smoking container to discard cigarettes. Do not throw the cigarette butts on the ground.
13. The Building Manager and Maintenance Technician must be consulted, and permission granted, prior to any work being performed involving any connection or disconnection to any water supply line or drains of the building plumbing system, and any connections or disconnections to the building electrical system. In the event any plumbing work requires the shut-off of the main water supply to the building, prior approval from the Building Manager must be obtained and Unit Owner notified by the Building Manager, with not less than three (3) days' notice of the shut-off.
14. Smoke detectors must be covered during soldering of copper pipes to prevent the setting off of the fire alarm system. The front desk attendant must be notified of such so fire alarm panel can be called out of service.
15. No structural changes may be made to any exterior walls, load bearing walls and columns, or other work affecting the integrity of the building structure such as channeling, sawing or drilling of the ceilings or floors. **No changes may be made to the exterior appearance of the building** such as the outer building walls, the windows or the balconies without prior written approval from the Management and the City of Clayton.
16. Workers/contractors shall carry insurance during such time as they are performing work on The 816 premises. The workers or contractor must provide the Association (Building Manager) with a certificate of insurance showing not less than a \$1,000,000 limit of general liability insurance, naming **The 816 Condominium Association Inc. As Additional Insured and Certificate Holder**, and Worker's Compensation Insurance including Employer's Liability coverage. This certificate must be on file in the Building Manager's office prior to the commencement of any work.
17. You are responsible for any damage caused to the premises.