

RULES FOR CONTRACTORS COMPLETING SUITE RENOVATIONS / UPGRADES

**THE SUITE OWNER IS RESPONSIBLE FOR ENSURING
THAT THEY AND THEIR CONTRACTORS ARE AWARE OF
AND COMPLY WITH CORPORATION RULES**

The Suite Owner's signature(s) on the "REQUEST FOR RENOVATION / UPGRADE APPROVAL" form is their confirmation that these rules have been provided to and reviewed with their contractor(s).

- 1. NO SMOKING** – this is a totally non-smoking building and property. Smoking, including vaping, is NOT permitted **in suites, including on balconies**, in any common area including corridors, stairs and underground parking, or anywhere else on Corporation property.
- 2. LIFE SAFETY DEVICES** – the in-suite life safety devices, i.e. smoke detectors, heat detectors and ceiling mounted speakers, **MUST NOT** be painted, disconnected or tampered with in any way. Painted devices no longer comply with the Fire Code and will be replaced at the Suite Owner's expense. Devices tampered with will cause an error message to appear on the fire alarm panel in the building entrance vestibule. The cost to correct this error message will be charged back to the Suite Owner. If it is necessary to temporarily disconnect these devices arrangements must be made in advance with the Management Office. Again, any costs incurred will be charged back to the Suite Owner.
- 3. DELIVERIES** – are only permitted between **8:00AM to 6:00PM – Monday, Wednesday, Friday and Saturday**. Deliveries are NOT permitted on Tuesdays, Thursdays, Sundays and Statutory Holidays. **Bulky items MUST NOT be brought through the Lobby**. Delivered items MUST NOT be stored, even temporarily, in any part of the building, except the resident's suite, at any time.
- 4. DEMOLITION – NOISY DEMOLITION WORK MUST BE COMPLETED WITHIN THE FIRST 3 DAYS** of a renovation project and MUST be completed between the hours of **9:00AM TO 5:00PM, MONDAY TO FRIDAY**.
- 5. NOISE** – noisy work (demolition, drilling, hammering, etc.) is only permitted between the hours of **9:00AM TO 5:00PM, MONDAY TO FRIDAY**.
- 6. WORK LOCATION** – all renovation work MUST be completed totally within the Resident's Suite. At no time may any work be completed, or items be unpacked, uncrated or stored, even temporarily, in hallways or stairwells as this is a violation of the City of Richmond Hill Fire Code.

- 7. DUST CONTROL** – the suite door to the corridor **MUST** be kept closed at all times while work is being completed. The exterior of the door **MUST** be cleaned of dust on a daily basis and more frequently when there is dust build-up. The Corporation will supply a pad of **“Clean Mats”** that **MUST BE** placed inside the suite entrance door and **MUST** be used by contractor personnel to clean their shoes, and wheels of any wheeled items, every time they leave the suite. The mats cannot be placed in the corridor and **MUST** be changed once they are too soiled to be effective. Replacement pads of **“Clean Mats”** are available from the Superintendent or the Management Office.
- 8. WASTE & SURPLUS MATERIALS** **MUST NOT** be stored, even temporarily, in any part of the building, except the resident’s suite, at any time. This includes, but is not limited to, furniture and appliances, floor coverings, empty and partially empty paint cans, packing materials, crates, skids and any other renovation material. These items **MUST** be removed from the site and **MUST NOT be left in the Corporation’s Moving or Disposal Rooms or put into the Corporation’s garbage bins.**
- 9. SERVICE ELEVATOR** – the Service Elevator **MUST** be pre-booked with the Management Office and may need to be **“shared”** if more than one suite has booked a delivery for the same day. **The service elevator may NOT be provided if it has not been booked in advance.** The interior height is 2.57m (8’5”). Longer items must be carried up the stairs beside the Library and may only be brought into the building through the exterior door at the stairs, not through the lobby.
- 10. CONTRACTOR PARKING** – is available in the outside or underground **“Visitor Parking”** areas. If space is not available vehicles **MUST** be parked off-site. Unattended vehicles must **NOT** be left in the driveway or at the delivery dock at any time.
- 11. FAN COIL UNITS** – should be covered in plastic wrap and kept **“OFF”** during demolition and dusty work, if possible. If not possible, replacement filters, available for purchase from the Management Office, should be installed when the work is completed.
- 12. ZERO TOLERANCE** - Our staff have the right to be treated with dignity and respect at all times. They should be able to do their jobs without being physically or verbally abused. Please respect this. **Harassment or abuse will NOT be tolerated.**

Any questions regarding the above should be discussed with the
Superintendent or Property Manager.