

RIVERSIDE TERRACE CONDOMINIUM, INC.
DELIVERY REGULATIONS

1. **Delivery hours are 8:00 A.M. to 5:00 P.M. Monday through Saturday.**
2. **No large delivery trucks are permitted on the paving.** There are “No Truck” signs posted at the entrances. Large delivery trucks must remain on the road.
3. **All deliveries(s) must be made through the garage elevator or by using the stairs.**
4. **The delivery person(s) is not allowed to use the trash chute and dumpster.** The delivery person(s) must dispose of any debris offsite.
5. **The “Outside Contractor / Delivery Notice” notification form,** which can be found in the 2nd floor trash room, must be filled out by the owner and hung on the bulletin board by the elevator the day before the delivery. The owner is responsible for removing the form from the bulletin board when the delivery is complete.
6. The owner must instruct the delivery person(s) to sign in/sign out of the building using the Building Worker Log Book located in the 2nd floor trash room.
7. Either the owner or the delivery person(s) is responsible for **putting up and taking down the elevator pads and floor protection during the delivery process.** These items are stored in the 2nd floor trash room.
8. The delivery person(s) may use the restricted contractor fob for garage elevator access in order to go back and forth to their vehicle for supplies. The restricted contractor fob works from 8:00 A.M. to 5:00 P.M. Monday through Friday. The restricted contractor fob does not work on Saturday.
9. The owner must be present for the delivery.
10. The owner is responsible for cleanup of all common areas of any debris caused by the delivery person(s).
11. The owner is responsible for any damages caused by the delivery person(s) to the building or to any of the common areas.
12. These rules supersede all other rules for deliveries.

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