

**RIVERSIDE TERRACE CONDOMINIUM, INC.**  
**RULES REGARDING OUTSIDE CONTRACTORS**

1. **Work hours are 8:00 A.M. to 5:00 P.M. Monday through Friday.** Emergency situations are exempt from this rule.
2. The owner must instruct the outside contractor(s) to sign in/sign out of the building each work day using the Building Worker Log Book located in the 2nd floor trash room.
3. Either the owner or the outside contractor(s) is responsible for putting up and taking down the elevator pads and floor protection each work day. These items are stored in the 2nd floor trash room.
4. The outside contractor(s) must access the building through the garage elevator at all times.
5. The outside contractor(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.
6. **All work performed must be contained within the owner's unit.**
7. **The outside contractor(s) is not allowed to use the trash chute or the dumpster.** The outside contractor(s) must dispose of any debris offsite.
8. The owner is responsible for the outside contractor(s) conduct and actions throughout the work day.
9. The owner must be present at the beginning and at the end of each work day.
10. The owner is responsible for daily cleanup of all common areas of any debris caused by the outside contractor(s).
11. The owner is responsible for any damages caused by the outside contractor(s) to the building or to any of the common areas.
12. 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 before the work begins. The owner is responsible for removing the form from the bulletin board when the work is complete.
13. The "Unit Remodel" form must be submitted to the Board of Directors for approval for any changes to the exterior of the unit or for any interior remodeling that requires a permit.
14. If the work being done requires a permit, the city requires a letter from the Board of Directors authorizing the work. This letter will be issued when the Unit Remodel form is authorized.
15. Work requiring permits must have the permit in place prior to the commencement of work.
16. These rules supersede all other rules for outside contractors.

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Approved By: Board of Directors	Issue Rev: 3