

Contractor Check off List

Date: ___/___/_____

Unit Number: _____

Owner: _____

Contractor: _____

Paperwork

- Rules and Regulations Returned Initials/Date _____
- Permission to Enter PP Security Received Initials/Date _____

Permits/Licenses

General Contractor Information:

- Occupational License
- Workmen's Comp
- Liability Insurance
- Contractor's Info
- Permits
- Plans
- Authorization from Owner
- Deposit Amount: \$500.00

ATTENTION ALL CONTRACTORS

Windows and doors

- **ALL WINDOWS AND DOORS IN THE UNIT MUST REMAIN CLOSED AT ALL TIMES WHEN WORKING IN A UNIT.**

When doors and windows are left opened, the air conditioning system in the building becomes unbalanced and then moisture builds up in the hallway, which causes the wallpaper to peel, carpets to become soaked, and the end result is mold and mildew. This will not be tolerated and any contractor ignoring the **“NO WINDOWS OR DOORS OPEN”** rule will be fined.

The first fine will be \$50.00 dollars, the second fine will be \$100.00 dollars, and the third offense will result in you not being able to work on this property.

Elevators

- Contractors may use elevators 3 and 6 only to transport material and/or garbage.
- Any contractors using other elevators will be removed from the premises, fined \$50.00 dollars, and not allowed to re-enter.

Time

- All contractors must leave the premises by 5pm from Monday-Friday and by 1pm on Saturday.
- Any contractors that does not leave by the appropriate time will be fined \$50.00 dollars and their vehicle may be towed.

***** My signature below indicates that I have read and understood this policy. *****

Name: _____

Company: _____

Signature: _____

Date: ____/____/____

CONTRACTOR'S INFORMATION

BUSINESS NAME: _____

CONTACT NAME: _____

CONTRACTOR LICENSE NO: _____

CAR LICENSE NO: _____

ADDRESS: _____

WORK PHONE NUMBER: _____

CELL PHONE NUMBER: _____

UNIT OWNER: _____

UNIT NUMBER: _____

WORK PERMIT NO: _____

WORK TO BE PERFORMED: _____

DEPOSIT AMOUNT: \$500.00

DATE: ____/____/____

COMMENTS: _____

*** I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS. ***

PRINT

SIGNATURE

____/____/____
DATE

CONSTRUCTION RULES AND REGULATIONS - YOUR RESPONSIBILITIES AS A UNIT OWNER

1. For any and all work in your unit, including painting and any changes to interior or exterior floor coverings including carpet, you must inform Parker Plaza, in writing, of the scope of work and obtain a **LETTER OF AUTHORIZATION** from Parker Plaza. All work, except painting and changes to floor coverings, will require a **BUILDING PERMIT**. Before applying for a **BUILDING PERMIT**,

you must submit a copy of your plans, signed and sealed by a licensed architect or engineer, to Parker Plaza for approval and to obtain a **LETTER OF AUTHORIZATION** from Parker Plaza. Your application for a **BUILDING PERMIT** with the City of Hallandale Beach will not be processed without a **LETTER OF AUTHORIZATION** from Parker Plaza. Any work found to be taking place without proper authorization from Parker Plaza will be stopped immediately and the workers will be asked to leave the property.

- a. Parker Plaza has the following requirements for the installation of floor coverings:
 - i. All floor coverings shall have a minimum Class “C” finish rating or better (Class “A” or “B” recommended).
 - ii. For the installation of tile or wood floor coverings you must receive a **LETTER OF AUTHORIZATION** from the office before beginning any work.
 - iii. Soundproofing is required for tile or wood floor replacement or new installation on 100% of the area.
 1. For tile: Jamo, minimum ½” deep; Proflex 90 MSC; or similar products.
 2. For wood or wood laminate: Jamo, minimum ½” deep; Quiet Walk; or similar products.
 3. Once soundproofing has been installed, Parker Plaza’s engineer must inspect the work before the installation of the actual flooring.
2. All work must be performed by licensed and insured contractors and sub-contractors, as required by the City of Hallandale Beach and Parker Plaza, and in accordance with the 2007 Florida Building Code.
3. Before any work can begin, your general contractor and all sub-contractors and their crew must come to the Parker Plaza office and register in order to obtain a **WORK PASS** from Parker Plaza allowing them entry into the building, whether or not a building permit is required and regardless of the nature of the work. Any contractor or crew found on the property without proper documentation issued by Parker Plaza will be stopped immediately and must leave the property. In order to register, all contractors must provide the following:
 - a. The permit card and plans issued by the City of Hallandale Beach.
 - b. A copy of the contract.
 - c. Occupational License.
 - d. Proof of workers’ compensation insurance or exemption. An exemption covers the individual holder only and does not cover any other worker.
 - e. Contractors liability insurance naming Parker Plaza as additionally insured.
 - f. A \$500.00 dollar security deposit toward any damage that may occur to the common areas. Upon completion of the job and after inspection of the common areas, a refund will be issued if there is no damage found.
4. All work performed with a **BUILDING PERMIT** must have progress inspections by city inspectors and a final approved inspection by inspectors from all disciplines.
5. The general contractor is solely responsible for controlling the job and any sub-contractors he may employ. Ultimately, it is the unit owner who will be responsible for the contractor and meeting all of the requirements of the 2007 Florida Building Code.

6. **PARKER PLAZA IS AUTHORIZED TO INSPECT THE JOB SITE. ANY WORK NOT SPECIFIED IN THE CONTRACT SHALL NOT BE PERFORMED WITHOUT FIRST HAVING OBTAINED AUTHORIZATION FROM PARKER PLAZA AND THE CITY OF HALLANDALE BEACH. THIS WILL RESULT IN DELAYS AND ADDITIONAL EXPENSE.**

RULES AND REGULATIONS FOR CONTRACTORS

1. Hours of work:

MONDAY-FRIDAY 9:00AM TO 5:00PM

SATURDAY 9:00AM TO 1:00PM

SUNDAY AND HOLIDAYS: NO WORK PERMITTED

2. Parking:

- a. All contractors must check in at the **SOUTHWEST LOWER GATE** before entering the building, where a guard will direct them where to park and verify that they have been approved by Parker Plaza and the City of Hallandale Beach.
- b. Contractors will leave their driver's license with the guard who will return it at the end of the work day (5:00PM).
- c. There will be a \$4.00 dollar/day parking fee.
- d. Any contractor vehicle left of the premises after 5:30PM will be towed at the contractor's and/or unit owner's expense.
- e. Parking in a unit owner's space is against our Rules and Regulations and strictly prohibited.

3. Building access and use of elevators:

- a. The guard at the **SOUTHWEST LOWER GATE** will direct all contractors and sub-contractors and their crew, as well as all deliveries, to the appropriate **LOWER LEVEL** entrance.
 - b. No service vehicles are allowed to come up the entrance ramp.
 - c. No contractors are allowed to enter at the lobby level.
 - d. The **SERVICE ELEVATORS** located at the extreme north and south ends of the building are the only elevators that are allowed to be used by contractors, sub-contractors, and their crew, as well as for the transportation of all material, tools, and equipment. Service elevators shall not be used unless protective flooring and padding has been installed by Parker Plaza. The guard will assist with calling the service elevators.
 - e. If the service elevator is used continuously for more than one hour there will be a fee of \$100.00 dollars, with a 2.5 hour limit. There will be a fee of \$25.00 dollars for each additional hour or fraction thereof.
4. Contractors must protect all common area tile and carpeted floors by using a tarp or other covering when bringing in material, tools and equipment. There will be a \$75.00 dollar fine for each violation, plus the cost of cleanup or repair performed by Parker Plaza.
5. The permit card shall be posted on the door of the unit when construction is being performed.
6. All contractors must work in a clean and orderly manner. No material, tools, or equipment may be

used, left out or stored in any portion of the common area. Any construction debris in any common area must be picked up immediately.

7. Contractors are not allowed to store any material, tools or equipment on any balcony. The balcony is a limited common element.
8. All windows, doors, including sliding balcony doors and all doors between the unit and the common area corridor, must be kept closed at all times. All doors and windows have to be protected during construction and the cost of cleanup or repair to same shall be the responsibility of the contractor and/or unit owner.
9. Using any sink or drains anywhere in the building or anywhere on the property for the cleaning of concrete, mortar, thinset, grout, caulk, drywall, joint compound, plaster or any other building material or hazardous chemical, and any associated tools and equipment, is strictly forbidden. Contractor violating this rule will be prohibited from working at Parking Plaza.
10. Contractors are not permitted to smoke, drink or eat in any common area, including the balconies and interior/exterior walls.
11. All contractors are liable for any and all damages that may occur to the elevators, common areas and/or any adjoining or adjacent units, including exterior balconies. Any damages not paid for by the contractor will become the responsibility of the unit owner.
12. **ANY CONTRACTOR FOUND WORKING ILLEGALLY IN PARKER PLAZA WILL BE ESCORTED FROM THE PROPERTY AND WILL NOT BE ALLOWED TO RETURN. (REVISED OCTOBER 13, 2010)**