

Plaza South Condominium
Temporary Policy and Procedure
Contractor Guidelines During Elevator Modernization Project for
A/B and C/D Tower

Plaza South is making every effort to keep at least one (1) elevator operational and available for the A/B & C/D Towers for owners and residents during the elevator modernization project (hereinafter either “Elevator Modernization Project” or “EMP”).

Therefore: PLAZA SOUTH STRONGLY ADVISES ALL UNIT OWNERS IN TOWERS A/B & C/D TO SERIOUSLY CONSIDER POSTPONING ANY WORK OR DELIVERIES TO THEIR UNITS UNTIL AFTER THE ELEVATOR MODERNIZATION PERIOD FOR THESE TOWERS.

To accomplish adequate elevator availability Unit Owner initiated contractor work, move in/out, and furniture deliveries will be restricted and subject to the following guidelines during the EMP for the A/B Tower Elevator and the C/D Tower Elevator.

- 1) Any and all owner initiated contractor work, move in/out and deliveries are subject to the rules and policies contained within the approved Contractor Information Package. Any and all contractor work, move in/out, and deliveries must be pre-approved and scheduled through the Maintenance Manager and/or the General Manager following the time guidelines from the Contractor Information Package.
- 2) All owner initiated contractor work, move in/out and deliveries scheduled during the EMP in either the A/B Tower or C/D Tower CANNOT be commenced or completed using the A/B or C/D Tower Elevators during the EMP. Alternative elevators must be used for work or delivery related use.
- 3) Any and all contractor work, move in/out and deliveries during the EMP if approved by the Maintenance Manager and/or General Manager shall be subject to the conditions and requirements as follows:
 - a) Owners who live on Floors 2 through 16 in the A/B or C/D towers who are completing approved contractor work, move in/out and/or any delivery to their units during the EMP must use the E/F Tower Elevator and use the catwalk for workers, deliveries and material to their units.
 - b) Owners who live on Floors 17 through 26 in the A/B or C/D towers who are completing approved contractor work, move in/out and/or any delivery to their units during the EMP must use the G/H Tower Elevator and use the catwalk for workers and deliveries.

c) Owners who live on Floors 27 through PH in the A/B or C/D towers who are commencing or completing approved contractor work, move in/out and/or any delivery to their unit during the EMP must use the G/H Tower Elevator up to the PH floor which is floor 26. Contractor access and deliveries to units above the 26th floor MUST be made using the stairwell and catwalk for workers and deliveries. Care must be taken by contractors and delivery personnel as to not to damage or impact the railings on the catwalk during this EMP.

4) During the EMP, the catwalks must be protected by using dollies or carriers with INFLATED rubber tires. If the contractor does not have dollies or carriers with inflated rubber tires the catwalks must be protected by placing plywood on the catwalk. The plywood must not be attached to the catwalk and must be immediately removed after each use. The plywood can only be on the catwalk to move material in and out each day and cannot be left for the duration of the work day as this creates a potential trip hazard for others using the catwalks. Contractors and delivery companies must supply their own dolly/carrier or plywood. Care must be taken by contractors and delivery personnel as to not damage or impact the railings on the catwalk during this EMP.

Owners should understand that Plaza South employees, management and the Board will NOT grant exceptions to this policy. Owners are encouraged to clearly communicate these rules and ALL Plaza South contractor and delivery policies to your contractor/delivery company in advance of executing any contract or scheduling any delivery and before they arrive at Plaza South. Plaza South reserves the right to refuse any unscheduled work or delivery and reserves the right to deny access to contractors and delivery personnel for failure to comply with Plaza South rules and policies.