

**Plaza South Condominium
Temporary Policy and Procedure
Contractor Guidelines Prior to Elevator Modernization Project for
N/P Tower**

Plaza South is making every effort to keep the N/P elevator operational and available for the N/P Tower for use by owners and residents prior to the elevator modernization project (hereinafter either “Elevator Modernization Project” or “EMP”).

Therefore: PLAZA SOUTH STRONGLY ADVISES ALL UNIT OWNERS IN TOWER N/P TO SERIOUSLY CONSIDER POSTPONING ANY WORK OR DELIVERIES TO THEIR UNITS UNTIL AFTER THE N/P ELEVATOR MODERNIZATION PERIOD.

Unit Owner Initiated Contractor Work, Move In/Out, and Furniture Deliveries will be restricted and subject to the following guidelines until the EMP for the N/P Tower has been completed.

- 1) Any and all owner initiated contractor work, move in/out and deliveries are subject to the rules and policies contained with 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 in the Contractors Information Package.
- 2) All owner initiated contractor work, move in/out and deliveries scheduled prior to the EMP in the N/P Tower CANNOT be commenced or completed using the N/P Tower Elevator.
- 3) Any and all contractor work, move in/out and deliveries prior to 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 in the N/P tower who are completing approved contractor work, move in/out and/or any delivery to their units prior to the EMP must use the L/M Tower Elevator or the J/K Tower Elevator and use the catwalk to get workers, deliveries and materials to their units.
 - b) 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 materials in or 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 catwalk. 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.

THIS POLICY BECOMES EFFECTIVE WEDNESDAY, MARCH 20, 2019

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.

Approved by the Plaza South Association
March 18, 2109