

# PLAZA SOUTH Association, Inc

## CONTRACTOR'S INFORMATION PACKAGE

This booklet contains information on the policies and procedures Plaza South Association requires Unit Owners, vendors, contractors and sub-contractors to follow when performing work in our building.

The purpose of this policy and procedure is to protect the property of the Unit Owners and the building common areas by requiring contractors and vendors to comply with all rules, regulations, and code requirements of Plaza South, the City of Fort Lauderdale, Broward County, State of Florida and any and all applicable building and fire codes.

Our Maintenance Manager is available to assist you in following our procedures when situations occur that are not covered in this booklet.

**Contractors and Owners: Please read through this booklet before you begin work** as you are responsible for following these policies and procedures. **Unit owners:** You must read and be familiar with the requirements of this booklet and the Rules We Live By to ensure your contractor is following the Plaza South policies and procedures. You must contact the General Manager and the Maintenance Manager before any construction will be allowed. Failure to abide by any of these rules, requirements and policies may result in expulsion of the contractor from the building and stoppage of all work. **It is Unit Owners' primary responsibility to monitor the work being performed in their units to insure that the requirements as stated herein are complied with.**

**Jobs not completed on time, will be stopped and the contractor will be required to leave the premises. The unit owner and the contractor shall be required to have the project reapproved (and a new deposit paid and all fees and penalties paid) before work will be allowed to resume. A clear and realistic time frame must be presented by the unit owner and/or the contractor to the General Manager and Maintenance Manager prior to being granted an extension of time to resume the work. Contractors who did not keep to a regular work schedule may not be granted extra time to finish work. The resumption of any work (if granted) may not be allowed to occur until after any other work scheduled for any other unit in the elevator stack has been completed at the discretion of the General Manager where such work was previously scheduled.**

### **Permitted Hours of Work, Deliveries & Move Ins/Outs**

Monday thru Friday 8:00 am – 4:00 pm,

All deliveries and move ins/outs must be completed by 4:00 pm.

All contractors must be out of the building by 4:00 pm.

All work, deliveries and move ins/outs must be approved in advance of their being scheduled as stated below.

**Emergency or after hours work: – must be approved by the Association in advance of any work commencing.**

#### **No Deliveries or Move Ins/Outs are permitted:**

**Saturdays, Sundays, and Holidays.**

**The 3<sup>rd</sup> Wednesday of December until the Monday following New Years day holiday.**

#### **No Work is permitted:**

**Saturdays, Sundays, and Holidays.**

**The Wednesday before and the Friday after Thanksgiving.**

**The second Monday in December until the Tuesday following Martin Luther King Day in any year.**

**The third week of February (President's Week).**

**All Work must be completed within (Subject to extensions granted by the General Manager as stated herein):**

**For a Unit Renovation: One hundred twenty (120) calendar days;**

**For Kitchen Renovation: Sixty (60) calendar days.**

**For any or all Bathroom(s) Renovation: Thirty (30) calendar days.**

**For A/C and or water heaters: Three (3) calendar days.**

**For Window Replacement: Twenty one (21) calendar days.**

**The time periods shall be from authorization by the General Manager to commence work. The total amount of time for work on any and all projects within a unit (subject to extension as stated herein) shall not exceed One Hundred Twenty (120) calendar days.**

**A contractor or subcontractor shall not be allowed to have more than two (2) open jobs on two (2) different units within Plaza South at any one time.**

**Once contractors commit to a job they should plan to work on a daily basis to complete the work on time. Contractors must sign in every day of working at a specific unit and sign out every day when leaving the job at Receiving. If work is not completed within the time periods stated above the job must stop and the contractor shall vacate the building until the unit owners reapply to have their jobs continue. Contractors shall not be allowed back into the building until written re-approval has been granted by the Association. A clear and realistic time frame must be presented by the unit owner and/or contractor prior to being granted an extension of time. Contractors who did not keep to daily work schedule may not be granted extra time to finish their work.**

**The Association strongly recommends to each unit owner that they have a provision within their contract with their contractors and/or subcontractors setting forth a penalty to the contractor and/or subcontractor in the event that they exceed the time periods for completing work in a unit as specified above.**

**Requirements before a contractor or vendor will be allowed into the building:**

- A brief meeting with the Unit Owner, Contractor , the General Manager and/or the Maintenance Manager well in advance (at least 1 week) of any work commencing
- Required permits
- Written authorization from the unit owner for any vendors, contractors, and sub-contractors scheduled
- \$1,000.00 Security Deposit from the Unit Owner paid in advance for work within a unit as described above (excluding A/C and hot water tank replacements, furniture deliveries and Appliance installations and removals).

- Non-Refundable Fee paid for by the Unit Owner prior to commencement of any work (excluding A/C and hot water tank replacements, furniture deliveries and Appliance installations and removals) as follows:
  - \$500.00 for unit renovation
  - \$250.00 for all other renovation or work.
- A written plan listing the scope of work and a written schedule for all proposed and allowed work from commencement to completion of any and all work.
- A specific plan for any work to be performed in the kitchen area
- Proof of Liability and Workers Compensation Insurance in the minimum amount of \$1-2 million for the contractor and all sub-contractors naming the Association as the additional insured.
- Occupational License for contractor and all sub-contractors;
- **Any and all permits, insurance certificate(s), documentation, deposits and paper work must be received and approved by the Administrative Office at least one (1) week prior to any work commencing.**

#### Unit Owner Renovations Wait List Process:

The General Manager and/or Maintenance Manager has the discretion to issue unit owner project start dates based upon the pending projects within a Tower.

#### **Requirements while a contractor or vendor is working in the building**

- ID Tag issued by the Building Security at the Receiving Door each work day must be worn on shirts of all workers while on property and returned to Security at Receiving at the end of each work day; All workers should be prepared to leave their driver's license or other ID to receive a Plaza South ID.
- The loss of an elevator key or ID tag shall be assessed at \$150.00 per key/tag and must be paid in full by the Contractor or Unit Owner prior to work being allowed to continue
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- The license plate tag number and size of a vehicle that will be used by the contractor during the job must be on file. **Only one (1) vehicle will be allowed to be parked on premises. Any violation of this vehicle restriction shall result in any other vehicles being towed at the vehicle owner's expense.**
- Contractors are responsible for their workers. All workers must work in only the unit they registered for. Workers found outside their assigned areas will be escorted out of the building. Work will cease in the assigned unit and will not continue until Plaza South grants approval.

**Picture Identification must be provided by all contractors and sub-contractors and ID's for all workers must be shown before entrance to the building is allowed to the Security Guard at Receiving**

Only the following *valid* ID's are acceptable:

Driver's License  
State Issued Identification  
Passport Card  
Passport  
Green Card, Etc.

**The Building Maintenance Manager shall make periodic inspections of a job and MUST APPROVE and inspect, prior to, during and prior to closing any walls or covering any floors (when appropriate) including the following:**

- Concrete chipping of floor or ceiling- including the balcony;
- Moving of any electrical or **phone lines;**
- Inside any walls where the drywall has been removed;
- Replacement of water loop lines in kitchen area;
- Replacement or moving of the waste and vent stacks;
- Replacement of any hard surface floor covering;
- Removing, Adding, Replacing of shutters;
- All building supply lines and drainage pipes within the unit **must** be inspected by the Building Maintenance Manager prior to closing up any walls or surfaces.

**The Building Maintenance Manager MUST make a final inspection of your job when complete**

## **Utilities**

**Water** – Prior to leaving the building for the day, the main water valve must be turned off each day. Water damage caused by the unit owner or contractor by failing to turn off the water will be at the expense of the contractor.

## **Deliveries & Move Ins/Outs**

ALL deliveries including construction material and move ins/outs must be pre-approved and scheduled with receiving for delivery and move ins/outs during Permitted Hours of Work, Deliveries & Move Ins/Outs as stated previously : Deliveries & move ins/outs must be completed by 4 pm.

**One (1) week notice of a delivery and move ins/outs is required. Failure to give one (1) week notice will result in refusal of the delivery or move ins/out.**

## **Elevators**

- Elevators must be scheduled a minimum of 24 Hours in advance of delivery for any type of delivery or contractor / vendor equipment;

- Contractor or sub-contractors shall be responsible for keeping the elevators and elevator lobbies cleaned as needed during the day and at the end of each day.
- Load and size limits must be observed when delivering or removing any material
- All elevators used, including lobby entrances, foyers, common areas, back hallways, cat walks, and walkways to and from elevators must be cleaned daily at the end of each work day as required and determined by the Association.

**Construction Debris** (Receiving must be notified when you are bringing down debris so a security guard can accompany you)

- **Contractors will be held liable for any damage done to elevator interiors and/or lobbies and/or any and all Plaza South property.**
- No debris will be allowed to be removed by elevator after 2:30 pm.
- Use of wheelbarrows to remove debris is prohibited
- **All** debris must be removed in **covered** trash containers – Maximum 60 gallons
- Load and size limits must be observed when delivering and removing materials
- You must clean up at the close of each work day any mess that you leave in Elevators, Lobbies, Back Halls, Catwalks and any and all Plaza South property. All cleaning shall be performed in a professional manner that is commensurate with the status of a luxury first class condominium.
- **All** dry bagged products (mortar, thinset, joint compound, etc) must be enclosed in plastic before entering the building;
- No trucks, trailers, dumpsters or construction material shall be left in the parking lot of the Condo overnight;
- **Absolutely NO construction Debris or Material shall be thrown down or discarded by use of the any building trash chute, trash chute in the unit or within any of the Building dumpsters. ABSOLUTELY NO USE OF THE TRASH CHUTES WITHIN A UNIT OR THE ASSOCIATION DUMPSTERS SHALL BE MADE BY A CONTRACTOR OR FOR ANY CONSTRUCTION PURPOSES OR MATERIAL;**
- All construction debris must be removed from the Building premises every day.
- No construction debris, solvents or liquids are to be disposed of in any plumbing within the unit or building.
- **VIOLATION OF THIS PROVISION SHALL CAUSE IMMEDIATE STOPPAGE OF ALL WORK AS WELL AS A FINE AND PAYMENT OF A FEE FOR ANY DAMAGE CAUSED AND COSTS INVOLVED!**

## Plumbing

**Only cast iron drain lines and copper supply lines must be used in any replacement of such lines within Plaza South. No PVC piping shall be allowed in these cases. Floor to floor fire stops must be reestablished upon any replacement of drain or supply lines.**

## Flooring

- The Association requires sound reduction underlays for the installation of ceramic tile, marble, slate, hardwood, or any hard surface flooring, etc. Full padding must be laid underneath any carpeting. **Acceptable underlays are listed on the last page of this booklet.**
- Photos must be taken by our Maintenance Department of the completed sound underlay before being covered. Please contact the Office or Maintenance Department
- No cutting of flooring material (tile, marble, hardwood, etc) on balconies or unit lobby. These must be cut in the apartment or in an area designated by our Maintenance Manager

### **Water Loop In Kitchen Area**

Prior to commencing any work that will involve substantial renovation of a unit or any renovation of a kitchen, the Unit Owner and contractor must consult with the General Manager and Maintenance Manager to assess the need to and discuss the replacement and relocation of the cold and hot water copper piping (water loop) located within the unit floor slab as well as the drainage piping within the kitchen wall. This determination must be preformed prior to any construction commencing. The replacement of the water loop and/or drainage pipe shall be performed by the Unit Owner and completed at the Unit Owners expense during construction on the unit.

### **HOT WATER HEATERS, WASHING MACHINES, CLOTHES DRYERS, AND BATHROOM VENTILATION**

- All newly installed water heaters must have a new waterproof catch pan installed underneath the water heater.
- All hoses attached to washing machines must be by metal braided hoses or better quality.
- Dryers must be vented within the unit space and the exit end terminated with a approved indoor lint Trap Filter
- Dryer venting must never be diverted or installed within or out to a wall space, A/C Closet, windows and doors or to balconies
- All automatic bathroom ventilation fans require directing the new ventilation to the common vent stacking existing at the property.

### **Shutters**

- The Maintenance Manager must inspect any installation, removal, replacement of shutters
- No shutters (new or otherwise) are allowed to go into the building without first being inspected by our Maintenance Manager.
- You **MUST** use Tapcon Stainless Steel Screws (2"-3") and NP1 Sealant
- You will be held responsible for any damage to the Catwalk Deck Waterproofing System, balconies and building walls, so use caution in these areas.
- Unit Owners are responsible to pay for any and all building required concrete repairs (as determined by Plaza South) occasioned by the removal of and prior to the installing of any new hurricane shutters

- After removal of any existing hurricane shutters and prior to the installation of any new hurricane shutters any and all concrete repairs to the building, balcony or catwalk deck must be completed solely at unit owners cost by an authorized experienced restoration company which company has received the prior approval of Plaza South to perform such work.

## **Smoke Detectors**

- Smoke Detectors inside the apartment or in unit lobby must **NOT** be removed or tampered with.
- Security can provide covers for the smoke detector if you will be creating dust or smoke or if you will be welding. Failure to use covers may result in the fire alarm going off and fire department being called. Any charges related to this occurrence will be charged to the Unit Owner.
- Covers are to be removed at the end of the day before you leave and replaced when you arrive the next day. This is a LIFE SAFETY issue.
- Just prior to completion of a unit renovation all building smoke detectors shall be replaced by a duly licensed health and safety company approved by the Association at Unit Owners cost at the discretion of the General Manager or Maintenance Manager.
- Prior to the moving of any building smoke detectors or other health or safety equipment within a unit or the common elevator hallways, Unit Owner shall be responsible for obtaining the General Managers or Maintenance Managers' specific permission and all work shall be performed by a duly licensed health & safety company approved by the Association.
- You will be charged for any expenses related to damage to the smoke detectors and/ or Fire Alarm System

## **FAILURE OF UNIT OWNER OR CONTRACTOR TO COMPLY WITH THESE REQUIREMENTS**

**Failure by the unit owner or any contractor working within a unit within Plaza South to fully comply with any and all the requirements herein shall result in the immediate shutting down of the construction job for the unit. Failure by a contractor in complying with any or all of these requirements may result in the contractor being stopped from performing any current work being performed in a unit or in any other unit in the Building and in addition may result in the contractor being barred from performing any work in Plaza South in the future.**

**The General Manager shall have the authority to extend or shorten the time periods, alter the fees and charges and make reasonable adjustments to this policy as stated herein in for just cause and in extraordinary cases upon his/her discretion.**

**Questions?**



Contact the Maintenance Manager at 954-565-0777 x 6 or the Administrative Office at 954-565-0777 x 7 or 8

**PLAZA SOUTH FLOORING REQUIREMENTS**  
**FOR INSTALLATION OF CERAMIC TILE,  
MARBLE, SLATE, HARDWOOD, ETC.**

FLOOR COVERINGS SHALL BE SOUND RESISTANT. ELEVATOR AREA, BALCONY AND BATHROOMS DO NOT NEED SOUND CONTROL. ALL OTHER AREAS MUST.

NO FLOOR COVERING MAY BE USED WITHOUT WRITTEN APPROVAL BY THE BOARD OF DIRECTORS AND MANAGER.

ALL CARPETING MUST HAVE FULL AND APPROPRIATE PADDING UNDERNEATH THE CARPET.

FOR CERAMIC TILE, MARBLE, SLATE, HARDWOOD FLOORING, ETC., A SOUND CONTROL UNDERLAYMENT WITH A 60% NOISE REDUCTION FACTOR AND A SOUND TRANSMISSION COEFFICIENT OF .40 MUST BE USED.

The following are acceptable sound reduction underlays:

- Cork..... ¼”
- Laticrete.....½”
- Proflex ..... ½”
- Sound-Out.....¼”

<p><b>Other Underlays or Questions?</b></p> <p>Contact: Maintenance Manager</p> <p>954-565-0777 x6 Maintenance@plazasouth.net</p>
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PHOTOS MUST BE TAKEN BY OUR MAINTENANCE DEPT. OF THE FLOOR WITH THE SOUND UNDERLAY COMPLETE. PLEASE CONTACT MAINTENANCE AT 954-565-0811 TO ARRANGE FOR PHOTOS TO BE TAKEN BEFORE THE FLOORING JOB CAN BE CONTINUED.

Approved  
Plaza South Association  
March 18, 2019