

Contractors' Rules and Regulations

1. All Contractors and subcontractors performing work within The Dorchester, whether under contract with the Association or an individual owner of a Unit, are required to submit a Contractor Registration Form along with proof of insurance prior to scheduling work at The Dorchester. The Dorchester must be named as co-insured and the contractors must also sign a Hold-Harmless Clause, and abide by building regulations. Forms are available in the Management Office.
2. The contractor forms must be completely filled out and signed by the unit owner, contractor, maintenance supervisor and Management office before work can begin.
3. The Council for The Association may require an individual contractor to post a performance bond. The Council for the Association may refuse to allow a contractor to perform work at The Dorchester if, in the Association's judgment, the contractor previously failed to abide by building regulations.
4. All contractors and their employees must register daily in the package room office in order to obtain visitors' badges which must be worn in plain view at all times while on the property. Identification badges will be issued daily and must be returned at the end of each working day. Contractors not wearing an identification badge will not be permitted into the building.
5. Should the contracted work involve any of the following items, contractor must contact the Management Office before planning the work:
 - A. Installation, removal, reconstruction of electric circuit or terminal devise
Plumbing
Master antenna
Heating and cooling equipment
 - B. Any alteration to walls which separate apartments or separates an apartment from the hallway or elevator shafts.
 - C. Any work that requires entrance to a shaft way or to a conduit housing electrical or mechanical building services.
6. Any electric/plumbing work must be performed by a licensed contractor. Electrical and plumbing drawings must be supplied before work can begin.
7. No channeling of concrete floors or ceilings is allowed.
8. All Electrical work must be done in M/C cable. Romex is not allowed.

9. Any breaker shut down must be performed by Dorchester maintenance staff and arrangements must be made with the Maintenance Department 48 hours in advance.
10. Any water shut downs must be scheduled through the Maintenance Department five (5) days in advance.
11. Contractors may only use the loading dock entrance. All supplies, materials, household goods and equipment must be delivered or removed from the building through the loading dock. Only the freight elevators may be used for construction deliveries and removals. Movement of construction materials is permitted only Monday through Friday, between the hours of 8:00 AM and 6:00 PM.
12. Contractors may use only the freight elevators. When planning deliveries or removals, contractors must reserve the use of the freight elevator through the Resident Services Department in the Management Office. Dates and approximate times must be specified.
- 13. There is no on-site parking at the loading dock area. Contractors must drop off supplies and move their vehicle immediately. Contractors may use the garage for day parking if space is available and must pay the current parking fee.**
14. Work may only be performed Monday through Friday between the hours of 8 AM and 5 PM. No work is permitted by a contractor on weekends, holidays, or evenings. Any violation of these working hours will result in a fine to the Unit Owner as determined by the Association.
15. Contractor is responsible for removing construction debris and trash from the building via the loading dock exit. No trash may be deposited in the trash rooms or into the trash chutes located on each floor. Owners will be charged for any debris left by the contractor.
16. Contractor is responsible for repairing and/or replacing any damage to a building common element that occurs during the process of completing the contracted work.
17. Construction work, which produces dust, must be sealed off from the common area hallways. Fire alarms can be activated by construction dust. A fine to the contractor and/or denial to re-enter the building will result after the first violation.
18. Contractor is responsible for daily cleaning of the corridors and elevator if soiled during the movement of materials or trash. At the end of each day, the floor and freight elevator where contractor was working will be inspected by the housekeeping staff. If work areas are not left in a satisfactory condition, the contractor will be charged for the time and labor necessary to restore the areas to their original condition.

19. Supplies, parts etc. are not to be left in any common areas at any time. If such items are found in any common area, The Dorchester staff will remove and dispose of such items.
20. On site bathrooms are not available. Contractors should use bathrooms in the Units they are working in.

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