

HARBOUR MANSION CONDOMINIUM ASSOCIATION

675 Ocean Avenue
West End, NJ 07740
732 229-7900

WORK AUTHORIZATION FORM

DATE _____

UNIT # _____

UNIT OWNER NAME _____

START DATE _____

COMPLETION DATE _____

CONTRACTORS NAME _____

CONTRACTORS ADDRESS _____

CONTRACTORS PHONE NUMBER _____

DESCRIPTION OF WORK TO BE DONE

INSURANCE CERTIFICATE RECEIVED _____

CONTRACTORS LICENSE RECEIVED _____

PERMITS RECEIVED _____

DEPOSIT RECEIVED _____

NOTES _____

SIGNATURE _____

DEPOSIT RETURNED _____

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IMPORTANT GUIDELINES FOR CONTRACTOR

1. All work must be submitted by unit owner and approved prior to starting work. There maybe a meeting between management, the contractor, and the director of maintenance dependent on the scope of work
2. Contractors are permitted to work Monday thru Friday. May enter the building at 8:30 a. m. and must clean up at 3:30 p.m. to be off premises by 4:00 p.m.
3. The unit owner must supply a Certificate of Insurance as well as a current contractor's license along with the work authorization form. The certificate holder is Harbour Mansion Condominium Association and must be delivered to the managing agent prior to the start of the work. The certificate must name Harbour Mansion as an additional insured.
4. All contractors doing electrical work must be licensed electricians. All contractors doing plumbing work must be licensed plumbers. Licenses as well as insurance certificates must be provided by electricians and plumbers. The Certificate of Insurance must name Harbour Mansion as an additional insured as well as certificate holder.
5. In the event a water shut off is needed to do any plumbing work, the request must be made 48 hours in advance to the managing agent. Typically, water shuts are only done on Tuesday, Wednesday, and Thursday. The availability is dependent on other scheduled jobs and Association work. The cost of \$100.00 per line must be paid prior to shut off.
6. All deliveries of material require an insurance certificate from the delivery company which names Harbour Mansion as an additional insured as well as certificate holder.
7. Deliveries must be scheduled with the managing agent.
8. Security Guards and Staff will direct contractors on where to park, sign in etc.
9. Contractors are required to sign in and out daily. If Contractors are provided with a unit key from the front desk, it must be returned anytime they leave the premises and especially when they sign out for the day.
10. Contractors may use the loading and unloading for 15 minutes only. All Contractor Vehicles are to be parked in spaces 63 to 74.

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11. Contractors must use the padded elevator only.
12. Materials, tools, and other items may not be lined-up in the common hallways or lobby. Items are not allowed to be placed against any wall surface or block any doors.
13. Contractors are required to bring all necessary tools and equipment to perform the work. No cutting of materials is allowed on the terraces or in the common areas. Hallways must have some sort of carpet protection from the elevator to the front door of the unit.
14. Contractors must remove all debris from the site and are responsible to clean up after themselves. If mess is made in the common area, hallway, or parking lot it must be cleaned up immediately. This is to prevent it being tracked throughout the building.
15. Under no circumstances will contractors be allowed to dispose of debris in the Associations dumpsters or trash chute.
16. Any damages caused by the contractor will be the contractor's responsibility and can also be charged to the unit owner.
17. Any requests for a dumpster must be made in advance and approved prior to delivery. You must include size and duration needed. If the request is granted, dumpsters are to be placed in the northeast corner of the lot only. They should be placed so as to only take up one parking space. Security will direct you as well upon arrival.
18. Anyone who does not adhere to the rules while on site will be asked to leave immediately.

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CONTRACTOR POLICY

1. An owner/tenant of a unit must submit a work authorization form for approval prior to having a contractor start work in their unit. Contractors are permitted to work Monday thru Friday between the hours of 9:00 a.m. and 4:00 p.m. The unit owner must supply a Certificate of Insurance as well as a current contractor's license along with the work authorization form. The certificate holder is Harbour Mansion Condominium Association and must be delivered to the managing agent prior to the start of the work. The certificate must name Harbour Mansion as an additional insured. All contractors doing electrical work must be licensed electricians. All contractors doing plumbing work must be licensed plumbers. In the event a water shut off is needed to do any plumbing work, 48 hours notice must be given to the managing agent. A \$100.00 fee will be required at notice. Water shut offs are scheduled Tuesday, Wednesday, Thursday from 9:30am till 2:00pm.
2. The unit owner must pay a deposit of \$250. The deposit must be made payable to Harbour Mansion Condominium Association and must be delivered to the managing agent along with the work authorization form. The \$250.00 deposit will be returned after inspection of the common and limited common areas for any damage caused by the contractor.
3. Any damages caused by the contractor will be charged to the unit owner. Therefore, the owner should inspect the contractor route prior to the beginning of any work, note any prior damages of the common elements and limited common elements, and notify the management company in writing of any prior damages of the common elements and limited common elements. Any claim for damages by the Unit Owner towards the Contractor will be the Unit Owners responsibility.
4. Contractors must use the padded elevator. The other elevator must be left available for use by the other unit owners.
5. All Contractor work will be inspected by building maintenance before any mechanical work is performed and before walls are closed in.
6. Access to plumbing chases will need to be provided by either in wall medicine cabinets or a 12 x 12 access behind sink area. This can be determined at initial inspection before work commences with maintenance director.
7. Materials, tools and other items may not be lined-up in the common hallways or lobby. Items are not allowed to be placed against any wall surface or block any doors.

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8. Contractors are required to bring all necessary tools and equipment to perform the work. No cutting of materials is allowed on the terraces or in the common areas.

9. Contractors must remove all debris from the site and are responsible to clean up after themselves. Under no circumstances will contractors be allowed to dispose of debris in the Associations dumpsters or trash chute.

10. Security Guards and Staff will direct contractors on where to park, sign in etc. Anyone who does not adhere to the rules while on site will be asked to leave immediately.

11. Unit Owner and Contractor will be present at this time for acknowledgement of this contract.