

RULES AND GUIDELINES FOR CONTRACTORS

A. ADVANCE PREPARATIONS

A1. Time Constraints. Work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except in the case of an emergency.

- Major renovations (extensive remodeling work or heavy construction) can take place at the Coronado only during the months of May through October.
- Minor alterations (those that are non-structural and that create no sleep-disruptive noise for more than one hour) can be undertaken at the discretion of the Manager any time of the year during standard work hours.

A2. General Contractor Responsibilities. General Contractors must have the Manager's approval for major renovations. This requires the following:

- Complete, with the unit Owner, an application for unit renovation/modification at least 30 days in advance of the initiation of work.
- Provide the Manager's Office with copies of:
 - Permit for all construction activity regulated by the Florida Building Code
 - Scope of work
 - General liability insurance
 - Workers' compensation insurance
 - Contractors' license.
- Assure that all on-site workers:
 - Are fully identified to management with names and contact information.
 - Are English speaking or have an English speaking on-site supervisor.
 - Have provided management with proper license and insurance information.
 - Have copies of and follow the Coronado Rules and Guidelines for Contractors.

A3. Worker Qualifications. Regardless of the project's size, all workers at the Coronado, including those making deliveries, are required to file copies of the following with the Manager's office before initiating work.

- Type "B" license from Collier County
- Proof of liability insurance
- Proof of Workman's Compensation coverage

A4. Unit Access. Access to individual condominium units must be coordinated through the unit Owner, decorator, or other designee.

B. CHECKING IN AND OUT

B1. Entering Building. All workers must enter the building through the pedestrian entrance of the parking garage at the south side of the building. There they must use the intercom to get instructions from the Security Guard for checking in.

B2. Signing In and Out. Workers are required to sign in at the front desk upon entering the building and sign out at the front desk any time they leave the property.

C. UNLOADING AND PARKING

C1. Unloading. Workers will be allowed to unload their materials and equipment close to the elevator designated for them by the Security Guard.

C2. Carts. Workers may not use carts owned by The Coronado.

C3. Parking. After unloading, workers must park their vehicles in the area specified by the Security Guard.

D. WORK AREAS

D1. Assigned Areas. Workers must not access areas of the property unrelated to their specific project.

D2. Work Preparations. Work preparations (i.e., mixing of paints, mud grout, etc.) are not allowed in the garage.

D3. Elevators. All workers, including those making deliveries, must use only the padded service elevators.

D4. Balconies. No cutting, sanding, sawing, or spray-painting is allowed on balconies.

D5. Common Areas. No work is allowed in corridors and common areas. All work must be completed inside the residential unit.

D6. Common Area Floors. Workers must cover and protect common area floors and remove the covering at the end of each work day.

D7. Storing Materials. Corridors, hallways, and common areas must remain free of tools, equipment, and materials.

D8. Clean-up. If necessary, workers can clean up in the car wash area on the south side of the building.

E. ACTIVITIES

E1. **Breaks and lunches.** Workers who take breaks and lunches inside the building should confine them to the owner's unit.

E2. **Radios.** Workers' radios or other audio devices are not allowed in the building unless used with headphones.

E3. **Smoking.** Smoking is strictly prohibited on the premises.

E4. **Sprinkler heads.** When using tools such as torches in confined areas, it is imperative that workers protect any nearby sprinkler heads to prevent accidental activation from extensive heat. Workers must not tamper with or hang extension cords from any of the sprinkler heads.

E5. **Unit smoke alarms.** Unit smoke alarms and heat detectors that are directly connected to the building fire alarm system must be left in place. Workers must cover them during interior finish work that generates heavy airborne particles (e.g., sanding and painting). This requires (a) notifying the guard at the front desk prior to covering, and (b) uncovering the alarms at the end of each work day.

E6. **Water detection devices.** Workers who relocate a unit's water detection system devices must move them back to their original position at the end of each work day.

E7. **Floor Underlayment.** When flooring is being replaced, the contractor must provide proof to the Manager's Office that appropriate sound-deadening material is being installed (i.e., Pro-flex 90 or better; no cork underlayment is allowed). Once the underlayment is in place, the worker must contact the Manager to inspect before installing any flooring.

E8. **Power Saws.** No table saws or wet-saw tile cutting is allowed inside a unit or on the balcony. Use of other handheld power saws in a unit must be approved by the Manager.

E9. **Concrete.** No concrete cutting or penetration of the floor or ceiling slab is allowed without permission of the Manager.

F. TRASH AND DEBRIS

F1. **Trash Removal.** Workers must remove all trash and debris from the premises on a daily basis.

F2. **Trash Chute.** Workers are not permitted to use the trash chute.

F3. **Liquids.** Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets, or bathtubs.

F4. **Common Area Debris.** Workers must promptly clean up debris on common area floors and elevators.

F5. **Dumpsters.** No dumpster is permitted on Association property without the Manager's permission.