

THE CRAWFORD ASSOCIATION, INC.

CONTRACTORS AGREEMENT

A completed copy of this agreement must be delivered to the front desk before any work can be started. Contractor and Owner/Resident signatures acknowledge and agree to the Contractors Rules attached to this form. Please be sure to attach your Certificate of Insurance per the attached Contractor Rules.

Unit Number: _____

Start Date: _____ Completion Date: _____

Brief Description of work to be done:

Company Name: _____

Company Address: _____

Company Phone Number: _____

Contractor Signature

Owner/Resident Signature

Date _____

Date _____

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CONTRACTORS RULES

Revised October 31, 2019

The Owner/Resident is advised that the following rules be made known to the Contractor and is responsible in assuring the contractor complies with them while doing work in or at One Crawford Parkway. A failure to comply may result in the termination of access to One Crawford Parkway by the contractor and his employees without notice and/or a violation charge against the unit owner.

- Parking is to be in the rear of the building in any open parking space and entry and exit of personnel should use rear entrance only. Contractors are allowed "back-in" parking. Parking directly at the rear entrance is restricted to loading and unloading materials and tools only. Upon completion the vehicle must be immediately moved to a rear parking space.
- All work must be performed Monday through Friday ONLY, (Holidays excluded), and between the hours of 8:00 AM – 5:00 PM. ALL WORKERS MUST BE OUT OF THE BUILDING BY 5:00PM. NO re-entry for any workers will be allowed. Workers vehicles will be towed if necessary. Workers must sign in at the front desk daily.
- A meeting with the Manager and Maintenance Supervisor is required prior to work beginning.
- Only elevator #1 is to be used by workers to move materials and equipment into or out of the building and arrangements must be made with a mandatory 24-hour notice in advance with the front desk to have the elevator padded, if necessary.
- Permits and licenses are the responsibility of the unit owner and the contractor. In addition, all electrical work, boundary wall, floor, and ceiling penetrations require prior approval by the Association. All work is subject to inspection by the Association.
- All cutting and/or sizing of material that cannot be done inside the unit will be done at the rear entrance of the building. Cutting and/or sizing of material is not to be done on balconies, in the fire stairways, or hallways.
- When the contractor requires water to be turned off, contractor must notify management with a 3-day notice.
- All debris and materials must be removed from the property to an authorized offsite disposal location or deposited into a contractor provided dumpster which will be placed in the area that management has designated. (See Manager for exact location) The use of the trash chutes or the dumpsters at One Crawford Parkway is prohibited and may result in a violation charge against the unit owner.
- The Association will allow contractor to use grocery carts, as long as, returned immediately after the cart is unloaded. Contractor must cover hall carpet daily, from remodeling unit door to elevator, and vacuum daily after cover is removed.

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INSURANCE REQUIREMENTS FOR ALL CONTRACTORS

- All contractors either working for Crawford or the Unit Owners, must obtain General Liability and Property Damage Insurance. All contractors shall carry Workman's Compensation Insurance except those who have less than three (3) employees; at which time the Property Owner shall give to the Association, a "Hold Harmless" letter covering any possible Workman's Compensation claim by an injured individual on Association property or in the Unit Owner's property.
- When sub-contractors are utilized in the performance of construction, the Association shall be named as "Additional Insured."

AUGUST 2, 2017-PLEASE READ-IMPORTANT

It is very important that our residents understand that asbestos fibers have been verified in the “popcorn spray finish” on the ceilings of common areas and individual units of our building. The asbestos material is NOT dangerous to your health as long as it is not disturbed. DO NOT scrape, drill holes or disturb the ceiling surface in any manner that would cause the asbestos fibers to become airborne. Painting or plastering over the existing ceiling finish is permissible. You must notify your contractors of this situation. It is the Unit Owners responsibility to verify if their “popcorn spray finish” has asbestos.

Benjamin N. Flint - President