

## RENOVATION INFORMATION SHEET FOR LOBBY ATTENDANTS

This form is to help keep attendants informed and clarify the role lobby attendants have in implementing the new procedures governing RENOVATIONS at Marina Park.

THE BOARD JUST APPROVED A RENOVATION APPLICATION FOR Unit # \_\_\_\_\_  
Owner's name \_\_\_\_\_ Date \_\_\_\_\_ (60 day limit.)

**NO WORK MAY BEGIN UNTIL AN APPLICATION IS ACCEPTED WITH ELEVATOR/ DEPOSIT CHECKS SUBMITTED.** Ask any and all contractors or tradesmen if they are performing "renovation" work as listed below. You need not confront anyone but report any problems of work being done without approval/application, to Management Co. as soon as possible!

### THE PROPOSED PROJECT WILL INVOLVE THE FOLLOWING WORK:

New cabinets: \_\_\_Kitchen\_\_\_ Bathroom\_\_\_ Hallway New flooring: \_\_\_Wood\_\_\_ Tile

New counters: \_\_\_Kitchen\_\_\_ Bathroom New sinks: \_\_\_Kitchen\_\_\_ Bathroom\_\_\_ Tub

Wall work (Inside!) \_\_\_Electrical\_\_\_ Plumbing (Not allowed!) \_\_\_Drywall removal/install  
\_\_\_\_\_ Wall construction/demolition \_\_\_\_\_ Replacing shower or tub walls

Door or window frames: \_\_\_Inside door frames\_\_\_ Sliding Patio \_\_\_Metal patio door

Glass: \_\_\_windows \_\_\_Sliding glass patio \_\_\_Large mounted mirrors  
\_\_\_Glass closet mirrors

Replacement Air Cond: \_\_\_Heat Pump \_\_\_\_\_ Roof air equip **This is not repair!!**

### SUMMARY OF PERTINENT "GUIDELINES for CONTRACTORS & VENDORS " (Ask contractor to look at these items below!)

1. When a job starts the contractor shall provide the number and names of workers to be allowed on the site. Security personnel will not be able to allow workers on site unless the application has been submitted/accepted and fees paid. (7 days in advance of work.)
2. Workers are to notify security upon arrival and departure each day. Work to be done between hours of 8:00 AM and 4:30 PM
3. Blue grocery-type carts are not to be used. (Residents only.) Fire/security doors near stairwells and elevator doors must not be propped open unless guarded.
4. Waste and refuse may not be put in trash chute or dumpster but must be moved off site daily. Dropped debris, etc. in common areas must be cleaned up immediately.
5. Toxic or noxious fumes must be exhausted properly.
6. Only approved hoses, valves and pipes may be used.

**ALL WORKERS (NOT JUST RENOVATIONS) MUST SIGN IN ASKED IF THEY ARE DOING RENOVATION WORK.** Report problems to Management Co.