

Unit Owner Responsibilities for Remodeling Work

Unit owners are responsible for the following, and must complete attached:

Request to Schedule Delivery/Removal for Remodeling or Other Contractor Material

Contact a BOD member at least 5 days in advance of the scheduled start date so that we can coordinate and provide guidance on use of the freight elevator, pad the freight elevator and advise if other contractors or residents might be previously scheduled to use the freight elevator.

- Keep a BOD member informed and release the freight elevator when not needed.
- Park the contractor's vehicle in the yellow loading zone (P1-East) in the back of the building. Transport all equipment and building materials into the building through the P1- East garage door (safety and security reasons). If more than one contractor is on site, ask any BOD member about alternate parking area(s).
- Do not use any pedestrian doors when moving equipment or material.
- Equipment and materials must be kept within the Unit or private garage space (G1-G22). No storage of equipment or materials is allowed in any common areas.
- Use **ONLY** the padded freight elevator and contractor dollies/carts to transport all tools, equipment, supplies or debris. If another Unit is also using the freight elevator for their construction or moving work, the owners must coordinate the shared use. Other elevators are **ONLY** for use by residents.
- For safety reasons, never drive a vehicle into the P1 or P2 parking garage to load or unload equipment, building materials or debris.
- Do not leave the P1-East garage door in the open position unless it is attended by a member of your group. Someone must be present at all times when the door is open. A BOD member will instruct regarding security of the P1 elevator lobby door.
- Contractors must use their own dollies or carts to haul their tools, carpet, building materials and debris. Do not drag boxes or equipment on the carpet. The PTCA red grocery carts are restricted to resident use **ONLY** to transport groceries and household items.
- All work must be performed inside the Unit. No portion of the Common Elements maybe used for any construction or preparation purpose including storage or repositioning of materials and supplies.
- Care must be taken to ensure no damage is done to common area walls flooring or elevator.
- Unit owner will be held financially responsible for any damages.
- Work hours are restricted to the hours of 8 am - 6 pm.
- At least 48 hours prior to beginning work, the Unit owner must provide a courtesy notice posted on bulletin board in Lobby and to each neighboring Units on your floor and the floors above and below you, advising the neighbors to expect possible construction noise on the dates and hours of your scheduled work.
- At the end of each workday the contractor must cleanup and remove from PTCA property any construction debris from any and all common areas including hallway carpet, lobby rugs and P1 parking garage area (no exceptions)

Unit owners must ensure their contractors comply with PTCA requirements. Unit owners are financially responsible for damages to common areas caused by their contractors and any other paid or unpaid personnel working for the Unit owner. Fines for contractor non-compliance and any applicable damages will be assessed to the responsible Unit owner's account. If you have any questions about the information provided, please speak with any BOD member.

Request to Schedule Delivery/Removal for Remodeling or Other Contractor Materiel

These rules apply to established residents having delivery/removal of any remodeling materials, supplies or equipment from a contractor, vendor, or as a self-help project.

1. **Advance scheduling for delivery/removal of any large or heavy items as described above is mandatory.** The Unit owner/resident must complete and sign the **Request to Schedule a Delivery/Removal** form available on www.ptcatacoma.org at least five (5) business days in advance of the requested delivery/removal or work date. The designated BOD member will determine if the requested dates can be accommodated and will confirm the dates with the requestor.
2. No fee is charged.
3. Lessees and special occupants must inform the Unit Owner in advance of the delivery/removal date.
4. Park the delivery/contractor vehicle at the yellow curb Loading Zone at the back of the building, outside the P1 East vehicle gate. Contractor or other delivery/removal vehicles are not allowed inside P1. For safety reasons all vehicle, pedestrian and pet traffic through the P1 East vehicle gate will be blocked during loading/unloading.
5. All large items and contractor materiel, supplies and equipment delivered or removed must enter and exit the building using **only** the P1 East vehicle gate. Use of the P2 garage, the main entrance lobby or other pedestrian doors for such delivery/removal is not allowed.
6. **The Unit owner must supervise the P1 East vehicle gate at all times when it is open.** The Unit owner/resident must ensure their contractors, vendors, lessees and guests are in compliance with all building security requirements.
7. Items must be delivered to the residential floors via the padded freight elevator only. At least 48 hours prior to beginning work, the Unit owner must provide a courtesy notice posted on bulletin board in Lobby and to each neighboring Units on your floor and the floors above and below you, advising the neighbors to expect possible construction noise on the dates and hours of your scheduled work.
8. Delivery/removal/contractor work must be completed between 8 AM and 6 PM.
9. Carry all items or use dollies. Do not drag anything along the carpet. Do not use the red grocery carts to transport contractor supplies/equipment. Do not prop anything against hallway walls or doors.
10. Flatten cardboard boxes and recycle in P1 Garage large cardboard recycle bin.
11. Remove all other debris from PTCA property at the end of each day.
12. As soon as the delivery/removal is completed, notify the designated BOD member.

Enforcement:

- ❖ Compromise of building security will result in an immediate (no warning) fine of \$200 assessed to the Unit Owner/responsible landlord.
- ❖ Failure to schedule delivery/removal/contractor work or failure to comply with any other delivery/removal rules will result in an immediate (no warning) fine of \$100 assessed to the Unit Owner.
- ❖ The cost of repairs necessitated by damage caused to PTCA property during the delivery/removal will be assessed to the Unit Owner.

Tenant/Special Occupant declaration:

_____Tenant/Special Occupant Initials: I have informed my Unit Owner of this delivery/removal/contractor work.

I have read, understand and will follow the rules and enforcement policies listed in this document.

Unit Owner Name (print): _____ Unit No. _____

Signature and date: _____

Contact Phone Number: _____ Requested Delivery/Removal Date: _____

Submit the completed, signed form to the designated BOD member listed on the Pacific Tower Contacts roster available on www.ptcatacoma.org and on the bulletin board near the mailboxes.