

CONDITIONS AND REQUIREMENTS FOR CONTRACTORS DOING WORK AT THE PROPERTY

(Contractor Checklist)

Below are general conditions for contractors who do work at **NAME OF PROPERTY**. Exceptions can be made if approved in advance by the Property Manager.

1. **POSITION AND NAME OF PERSON**, who is to be the site (property) contact person.
2. **POSITION AND NAME OF PERSON**, who is to be the Contractor's contact person.
3. Contractor working hours will be no sooner than **TIME/DAY** and no later than **TIME/DAY**.
4. If feasible, contractors to use **(what) ENTRANCE TO BUILDING OR PROPERTY** to enter and exit.
5. Parking for contractor's staff **LOCATION**. Parking prohibited **WHERE**.
6. Conditions of loading and unloading of materials on site. After the task is complete vehicles are to be moved **WHERE**.
7. If a trash, storage container, and/or Portable toilet are required, then they are to be placed **NAME/ LOCATION**.
8. Contractors Forman to sign in and out at **WHERE**.
9. No radios, no smoking **in the INTERIOR OF THE BUILDING (Location Smoking Is Permitted)**, and shirtless staff allowed within the property. **Cigarette Butts are to be Disposed in A Proper Refuse Container, Not On The Grounds**.
10. No congregating in the **LOBBY (MID OR HIGH RISE Buildings)**.
11. Contractor's personnel **MUST have Uniforms and/or I.D.** that clearly identifies name of Contractor's Company.
12. Contractor's employees will **Dress in Clothing that is Clean and Neat Each Day**.
13. Contractor's employees **Will Refrain from Using Profanity** on the property.
14. Contractor's equipment **MAY OR MAY NOT BE** kept at the property overnight. If approved equipment kept overnight at **NAME LOCATION AND CONDITIONS**.
15. **Contractor's Staff Pets Are Not Allowed** on the property unless they are needed for assistance. For example; seeing eye dog.
16. If portable toilets are not utilized, **LOCATION OF FACILITIES FOR CONTRACTOR'S STAFF USE**. Under no circumstance is a staff member to use resident's bathroom regardless of a resident's giving permission.
17. No illicit or suggestive remarks or conversation with residents, guests, or property staff shall take place.
18. **Time of Lunch and/or breaks; LOCATION WITHIN THE PROPERTY**.
19. **Trash** generated by Contractor, i.e.; soda cans, lunch bags etc. **WILL BE PLACED WHERE**.
20. Under **No Circumstance** is a resident's property to be used, for example; phone, step ladder, tools, automobile etc.
21. This is an **ALCOHOL AND DRUG-FREE WORKPLACE**. **Anyone who appears to be under the influence of alcohol or illegal substances will be dismissed from the job**.