



## **CONTRACTOR RULES (Effective May 2025)**

### **WORK HOURS:**

- Monday through Friday: 8 a.m. to 5 p.m.
- Saturday: Work in emergency situation only. Notify a Board member in writing prior to Saturday start
- Sunday & Holidays: No work allowed
  - Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

**ENTRANCE:** Contractors are required to use main lobby side doors for entry into our building; use of our front entrance is prohibited

**ELEVATOR:** Use is restricted to our Service Elevator (#1, left side) to transport tools & materials to the job site

**TRASH REMOVAL\*:** All debris & trash related to the job site must be removed from the site and Buckingham property by the contractor and/or owner no later than 4:30 p.m. daily; no exceptions

**CLEAN-UP\*:** Contractors and/or owners are responsible for cleaning up all common areas, including but not limited to, walkways, elevator(s), and lobby. All contractor materials must be taken from the job site; dumping and/or disposing of them on Buckingham property is prohibited

**DUMPSTER/TRAILERS/PODs:** Any dumpster, trailer and/or POD must be parked in in "guest" spaces and cannot remain on Buckingham property longer than seven (7) workdays

**HEAT SENSOR/FIRE ALARM SPEAKER:** Both are prohibited from being moved without CES (Commercial Electrical Systems) on site; heat sensors cannot be painted

**LICENSE/INSURANCE/PERMIT(S):** Contractor(s) must be fully licensed and insured; all applicable permits must be current and displayed in the front window(s); applicable permits must be acquired *prior* to the start of contractor work

**CONTRACTOR WORK:** All work (e.g. cutting tile, dry wall, etc.) must be done either in the unit or on the unit's terrace (with the exception of spray painting, which is only permitted inside the unit); all work on walkways is prohibited

**\*Reference Addendum for additional details (posted in lobby glass case)**

**FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN A WORK STOPPAGE  
AND/OR FINE(S)  
BOD**