

Canterbury Place

1910 Ala Moana Boulevard | Honolulu, HI 96815
(808) 291-2049 | office@canterburyplace.net

Contractor Checklist

☐ Working for AOA

☐ Working for owner

Unit #

Owner name

Location of work

Date submitted

Manager approval date

BOD approval date

Tentative start date

Estimated completion date

Construction exceeding two months (60 days) must be approved in advance.

INSURANCE

Coverage	Amount	Carrier	Agent	Contact
Liability				
Workers' comp.				
Auto				

Certificate expiration date

Certificates of insurance and copies of contractor licenses are required (fax copies accepted).

CONTRACTOR INFORMATION

Primary contractor name

License number

Office phone

Fax

Cell

On-site job foreman

Contact number

Subcontractor(s)

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Work Details and Acknowledgement

TYPE OF WORK

Check all that apply. Electrical, plumbing, mechanical and structural work must be reported to the General Manager before work begins. Obtain any permits required by law before starting the applicable work.

- ☐ Electrical
- ☐ Plumbing
- ☐ Mechanical
- ☐ Structural
- ☐ Excessive noise (a noise permit may be required)

Building permit # (if applicable)

Other / comments

OFFICE CHECK-IN / CONTRACTOR KEY

To receive a contractor key, check in at the Office and complete the check-in sheet.

ACKNOWLEDGEMENT

The contractor and owner acknowledge that they have read and agree to the Contractor Rules.

Contractor name

Unit #

I have read, understand and agree to the Contractor Rules. I have received a copy and am responsible for ensuring that each of my employees and subcontractors reads them.

Contractor signature (type name or sign after printing)

Date

Apartment owner full name

Owner signature (type name or sign after printing)

Date

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Contractor Rules | 1-8

1. Any type of construction must be reported to the Association: A Canterbury Application for Approval must be filled out prior to any work.

a. Construction work is defined as any modifications to an interior, including cabinetry and flooring.

b. Application is reviewed by General Manager and forwarded for Board of Directors approval.

c. Board of Directors will determine what requirements will be needed for the proposed project. This may include, but is not limited to set of plans and a building permit, if required by law.

2. Contractors must hold a current Hawaii State contractor's license and valid insurance. Copies of license and insurance information must be given to the General Manager for verification prior to commencing work. Workmen's Compensation Insurance is required for all Contractor's employees.

3. The contractor, employees, suppliers and all other persons requesting access must report to Security upon arrival and at the end of their workday. If Security is unavailable, contact the General Manager's office. To receive a contractor key, check in at the Office and complete the check-in sheet.

4. Construction work hours are 8:00 a.m.-5:00 p.m., Monday-Friday. Saturday construction work requires prior written approval from the General Manager and, if approved, is limited to 10:00 a.m.-4:00 p.m. Saturday deliveries and moving are permitted from 10:00 a.m.-4:00 p.m., subject to the freight elevator reservation procedure. No construction work is permitted on Sundays or building holidays. Any other change to work hours requires prior written approval from the General Manager.

5. Contractors must provide the General Manager with at least five-business day's notice of the scheduled date of their work.

6. Plumbing: Only licensed plumbers may perform plumbing work. All plumbing work must be reported to the General Manager before work begins. Any permits required by law must be obtained before starting the applicable work.

a. During remodeling, if any appliances are moved from one location to another within the unit then a diagram of piping has to be approved.

b. Water Shut Down:

The plumbing contractor's information must be given to the General Manager in order to process any water shut down request. The plumber must be on site during the shut down.

c. Scheduled water shutdowns take place monthly on the first Wednesday, from 8:30 a.m. to 1:00 p.m. Emergency shutdowns may take place outside this schedule. An emergency is a leaking or broken water source that, if not repaired promptly, will cause flooding or water intrusion into another unit, or significant flooding within the affected unit or common areas. Minor leaks, such as a dripping faucet, that do not pose any of these risks do not qualify for an emergency water shutdown.

7. Electrical: Only licensed electricians may perform electrical work. All electrical work must be reported to the General Manager before work begins. Any permits required by law must be obtained before starting the applicable work.

8. All contractors working for the Association of Apartment Owners of Canterbury Place must include Canterbury Place AOA and Cadmus Properties as additional insureds under their commercial general liability policies. The certificates of insurance must show this additional insured status.

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Contractor Rules | 9-20

9. Contractors and their employees are not allowed to bring or consume alcohol or drugs on the premises. Smoking is not allowed in the common areas, only within the unit. Common areas (pool, recreation deck, lobby) are not to be used by workers. Shirt and shoes are required. Radios are not allowed.

10. The contractor must protect all persons, surfaces and property, including plants and animals, against damage, regardless of ownership. Appropriate floor protection, consisting of plastic floor covers or protective mats, must be installed before work begins and maintained throughout the project on floors used for construction or transport of tools and materials, including floors within the unit, common areas and the freight elevator.

11. Proper building codes and permit systems must be followed

12. The use of noisy equipment shall be conducted only with the approval of the facility's management although that approval must be reasonably given for the reasonable fulfillment of the project. If there is going to be noise i.e. demo of tile, then the office must be given 48 hours notice to let neighbors know

13. No dedicated or guaranteed contractor parking is provided. The two guest parking spaces may be made available to contractors when available, on a first-come, first-served basis, for a maximum of five hours per day. Only one vehicle per unit is permitted at a time. Register with Security daily before using a guest space. When guest spaces are unavailable, contractors must arrange parking elsewhere. Parking in the Circle Drive or other unauthorized areas is prohibited and may result in towing.

14. Construction debris and waste must be removed from the building and must not be left in hallways, elevator lobbies or the basement. Building trash chutes and dumpsters must not be used. Materials needed for ongoing work may remain inside the unit between workdays; daily removal is not required. Construction materials must not be stored in common areas or on the lanai.

15. In addition to the floor protection required under Rule 10, use walk-off mats at the unit entrance during work hours to prevent dust and debris from being tracked into hallways and elevator lobbies. Keep all affected areas clean.

16. Contractors are to use the freight elevator only. Contact Security for use of the freight elevator. All moving of tools and materials must be done from the basement.

17. Costs to repair damage or clean the building caused by the contractor, employees or subcontractors may be charged to either the unit or the contractor. This includes carpet vacuuming and freight elevator cleaning. Cleaning is charged at \$50.00 per hour or fraction thereof. In-house repairs are charged at \$100.00 per hour or fraction thereof; repairs performed by an outside contractor are charged at that contractor's rate.

18. At the end of each workday, Security will inspect the route from the unit to the basement or first floor, including carpeting and the freight elevator. The contractor must clean any affected areas. If building staff or an outside contractor performs the cleaning, the cost may be charged to either the unit or the contractor at the rates stated in Rule 17.

19. No building shopping carts are to be used UNDER ANY circumstances. The fine is \$100.00.

20. Condo lanai are not to be used for storage or cutting of tile which must be done within the apartment.

Please follow these rules to maintain peace within the building and permit others to the quiet enjoyment of their residences.

Please return the signed acknowledgement on page 2.

Thank you for your cooperation.

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Freight Elevator Procedure

The freight elevator must be reserved through the Canterbury Place website or by emailing the Office at office@canterburyplace.net no later than one business day before the date of use. Canterbury staff must pad the elevator before use.

All moving must be done from the basement. Only the freight elevator may be used to move furniture, remodeling equipment and materials.

Moving hours

Monday-Friday: 8:00 a.m.-5:00 p.m.

Saturday: 10:00 a.m.-4:00 p.m.

No moving on Sundays or holidays.

Saturday deliveries and moving are permitted during the above hours with an elevator reservation. Construction work requires prior written approval from the General Manager and, if approved, is limited to 10:00 a.m.-4:00 p.m.

Moving out

Place one elevator load at a time in the elevator lobby, then call the Watch Desk at **(808) 946-6185** to bring up the freight elevator. The elevator is locked off for loading and unloading into the basement elevator lobby, then released.

This allows items to be loaded into a moving van without tying up the freight elevator for an extended period. Repeat the process until the move is complete.

Moving in

Follow the same process in reverse.

Mahalo nui loa for your assistance.

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Required Vendor / Contractor Documents

1. Current, valid contractor license

Provide a copy (fax copies accepted).

2. General Excise Tax (GET) license

Provide a copy (fax copies accepted).

3. Certificate of liability insurance

Required coverage:

- \$1,000,000 commercial liability per occurrence
- \$2,000,000 commercial liability aggregate
- Auto policy
- Workers' compensation policy

Certificate holders (recipients of the insurance certificate)

List Canterbury Place AOA and Cadmus Properties as certificate holders. Certificate holder status alone does not provide insurance coverage.

Additional insureds (coverage under the liability policy)

Both Canterbury Place AOA and Cadmus Properties must be included as additional insureds under the contractor's commercial general liability policy. The certificate of insurance must show this status. Listing their names on the certificate alone does not establish additional insured coverage; this status must be supported by the policy's applicable additional insured endorsement.