

CRYSTAL TOWER CONTRACTOR POLICY

ALL CONTRACTORS MUST CHECK IN AT FRONT DESK PRIOR TO STARTING ANY WORK

Work at Crystal Tower is limited to regular business days, 9AM – 5PM for any noisy operations. The association would request all noisy operations (removal of tile for example) to NOT be conducted during peak seasons. The optimal time to do this work would be in the fall, and done towards the latter half of the week (Thursday or Friday).

Contractors shall not block any entrances to the building with vehicles or trailers and shall not use Crystal Tower service carts.

If a trailer is brought on the property, it must be parked near the back of the parking lot and take no more than 2 parking spaces. No vehicle or trailer may be left in the parking lot overnight.

No tools or items are to be left on the breezeway, and the breezeway must remain clean and clear of any debris.

All work debris **must** be removed from the property, including, but not limited to appliances, carpet, tile, wood, sheetrock. **This applies to all owners as well:** Should you be doing any work on your own, please do not place any large items in dumpsters, without first checking with Crystal Tower staff about proper disposal.

Upon departure, all elevators, breezeways, and any other common areas must be clean and in the same condition it was in upon arrival. For delivery of large items, please notify the front desk so protective measures can be taken for elevator floors.

Unit keys will not be checked out to contractors without prior approval from an owner.

If any portions of the common elements are damaged by contractors conducting work in individual units, repairs to those common areas will be conducted by the Association at the owner's expense.

*****PLEASE REMEMBER THAT YOU AS AN OWNER ARE RESPONSIBLE FOR ANY VENDOR WORKING IN YOUR UNIT**