

[REDACTED]
c/o Thayer & Associates, Inc., Owner's Representative
1812 Massachusetts Avenue
Cambridge, MA 02140

Telephone: 617-354-6480

Email: dthayer@thayerassociates.com

**Rules that Contractors Must Adhere to When Performing
Services for and at [REDACTED] Condominium**

1. Contractors are to sign in and sign out with at the Concierge Desk each work day.
2. Contractors must coordinate work with [REDACTED].
3. Unless otherwise permitted by the Owner's Representative in writing or otherwise provided for in a fully signed contract work hours are Monday through Friday, 8:30 AM to 4:30PM.
4. The Contractor is required to obtain the Owner's Representative's written consent at least 3 days in advance if they propose to perform work on weekends or holidays and may only do so with the express written consent of the property manager.
5. The Contractor must provide the Owner's managing agent with a current and up-to-date certificate of insurance prior to commencing work showing that the Contractor has purchased and maintains at least \$1,000,000 of comprehensive general liability insurance, at least \$1,000,000 of hired non-owned auto liability insurance and statutory limits of Worker's Compensation Insurance. Certificates of Insurance must name [REDACTED] Condominium Association and Thayer & Associates, Inc., the Owner's agent, and its employees both as additional named insureds and certificate holders and must provide that specified insurance coverage can not be modified or cancelled without providing at least 15 day's prior written notice delivered to Thayer & Associates, Inc.
6. The Contractor must advise its employees and all employees of sub-contractors it hires that they are working in an occupied residential building and that they must maintain conversation level sound at all times and confine all conversations to appropriate language and subjects.
7. The Contractor must advise its employees and employees of all sub-contractors it hires that they are not to use radios or other sound producing electronics while working at [REDACTED] Condominium.
8. Contractors must advise its employees that smoking is not permitted anywhere on or adjacent to the premises of [REDACTED] Condominium at any time.

9. The Contractor and its sub-contractors, if any, are to provide the Owner's Representative with daily email updates of the work activities that are taking place on the premises each day.
10. Employees of the Contractor and of any sub-contractors it hires must provide for their own parking.
11. The Contractor must bring materials to the site that are needed for each work day and may not store materials on the premises with the express written consent of the property manager.
12. The Contractor must thoroughly clean up the work area or work areas they are working in at the end of each work day.
13. The Contractor is solely responsible for obtaining all required permits from the City of [REDACTED] prior to commencing any work that requires permits.
14. The Contractor is responsible for scheduling inspections of work they have completed by municipal officials.
15. The Contractor is required to complete all work in a good and workmanlike manner, in accordance with the terms and conditions of written contracts when written contracts are signed by the parties, with drawings and specifications when drawings and specifications are provided to the Contractor and in compliance with all applicable local, state and federal laws, codes, regulations, and statutes, including all applicable laws governed by the Occupational Safety and Health Administration (OSHA).
16. When necessary and appropriate the Contractor is to provide the Owner's Representative with Material Safety Data Sheets (MSDS).
17. The Contractor is required to provide final lien releases, manufacturer's warranties, contractor's guarantees, owner's operating manuals, as-built drawings, disposal manifests and other project closeout documents prior to receiving final payment.
18. The Contractor is solely responsible for protecting the safety and welfare of its employees, the employees of any and all sub-contractors it hires and of all persons and property in the area or areas where it is performing work.