

CONSTRUCTION RULES

FOR ANYONE DOING WORK IN A UNIT, INCLUDING CONTRACTORS, OWNERS, AND TENANTS

1. **Working hours** are:
8:00 a.m. – 6:00 p.m., Monday through Friday, **ONLY**.
2. For work within residences, the unit owner must obtain written approval in advance from The Devon office. This includes carpeting, painting, plumbing, electrical and carpentry work, with particular emphasis on bath and kitchen work. **The unit owner (or contractor) is responsible** for any permits or inspections required by City, County or State agencies.
See more information on back of sheet.
3. **The city permit** must be posted on the unit door and a copy of the permit provided to the Devon office prior to start of work.
4. **Anyone performing work in a unit** must sign in **each day** at the Doorman's Desk before beginning any work, **and arrange for fire alarm deactivation, if needed.** Sign out is not necessary.
5. **Contractors must place a tarp** on the hall carpet at the residence door and must minimize the materials and/or debris placed in the hallways.
6. Unload at loading dock and move vehicle(s) promptly to a parking area.
7. All materials, tools, etc. must be moved on the service elevator located centrally in the building. Flat carts are available for your use; **shopping carts cannot be used for construction materials.** **Please use caution with carts and avoid contact with walls, doors, and frames.**
8. **Contractors are responsible** for the clean-up of all areas including the loading dock, elevator, lobbies, and hallways. The Devon does not provide cleaning service for this.
9. **All materials/debris** must be removed from the property by the contractor at the end of each day. **Devon trash rooms and dumpsters must not be used for construction debris.**
10. Cutting, drilling, etc. is to be done in the unit or on the loading dock or other area approved by the Devon office. **Under no circumstance is this to be done in any other part of the building.** Where possible, items should be prefabricated elsewhere.
11. If contractor is issued keys for any purpose, they must be returned to the Devon office each day before 3:00 p.m.
12. There is **NO SMOKING** on Devon Property (smoking area on street near dock) .