

1. Vendors arriving or leaving buildings are required to sign in and out of the Buildings with the Management office at 575 University Ave., Suite 180
2. All vendors are responsible for supplying their tools as well as the following materials to the construction site: ladders, industrial vacuum, and protection for hallway carpet from suite to elevator or lobby.
3. All work performed under the contract shall be at the risk of the vendor.
4. Prior to the commencement of work, the vendor or tenant shall provide Building Management with a schedule showing work with the dates of their start and finish.
5. Masonite must be laid to protect floor finishes and cardboard corner guards applied to outside corners of walls leading to project location. Walk off mats are to be provided by the vendor and changed frequently to remain clean, it's the responsibility of the vendor to keep public areas tidy at all times.
6. All kept waste and debris shall be removed. No construction waste or debris may be placed in the building's dumpster. The vendor will provide for removal of waste and debris from the building at his own expense. If a dumpster is required (space allowing), the location shall be authorized by the Building Management and will meet the Management's standard relating to safety and aesthetics daily. It will be the responsibility of the vendor to keep the area around the container neat and orderly daily, it is important to assure that a trail of debris is not left between the work areas and refuse container.
7. Vendors must maintain the highest level of project cleanliness at all times. All construction debris shall be removed and shall never be allowed to produce a fire hazard. In the event that the vendor fails or refuses to keep the demised premises free of accumulated waste, the Management Office reserves the right to enter said premises and remove the debris at the vendor's expense. In addition, all public areas (I.e., corridors, restrooms, janitor's closets, etc.) shall be maintained and kept free of vendor's debris, dust, etc.
8. No tobacco smoking or chewing will be permitted in or around the Buildings, no radios, or other sound producing equipment will be permitted in the Buildings.
9. No work is to be performed, nor materials stored, in any area other than the suite under construction, without prior written authorization. No staging of trucks or materials will be allowed in areas that may affect traffic flow to the adjoining properties.
10. Only hand trucks equipped with rubber tires and side guards will be permitted in the building. No door propping allowed.
11. Deliveries and /or completed work must be accepted by an employee of the consignee. Under no circumstance will a member of the building staff, building engineer or building security sign a shipment acceptance. There are no exceptions. If attempts to contact consignee are unsuccessful, unaccepted shipments will be returned to shipper.