

****SECTION 8 - APPENDIX A UPDATED AND FORM 1 ADDED******8. CONTRACTOR – ALTERATIONS/ RENOVATIONS AND GENERAL MAINTENANCE/REPAIR WORK****8.1 Definitions:**

- 8.1.A Contractor: A person or company that undertakes a contract to provide materials and/or labor to perform a specific service or work over a defined time. Independent contractors are not employees.
- 8.1.B Cleaner / Housekeeper: A person or company that is contracted/hired by an owner or agent or service company to perform on-going services in the cleaning and care of a specific owner's unit (s) and does not perform contractor services.
- 8.1.C General Repair & Maintenance Work – work other than alterations and renovations, such as plumbing/electrical repair work, minor repair/maintenance, or replacement of existing items
- 8.1.D Alteration and Renovation: Any work that involves demolition of any existing unit attributes such as bathrooms, kitchen cabinetry, islands, flooring, walls, etc. and replacement with new attributes in the same or altered locations.

8.2 LAWFUL PRESENCE. Contractors may be on property only while working under contract to or on behalf of the AOA of Waikiki Banyan, Inc., or an individual owner, lessee, or lawful resident. All Contractors must bear visible identification while on site. The contractors shall sign in and out of security everyday while on property working.

8.3 REGISTRATION: Prior to commencement of any work, all contractors must visit the Administration office (3rd Floor, Tower 2) during normal business hours and complete the WB Contractor's register (Form 1) with includes work to be done, unit & tower, owner/agent name and estimated duration of work. Additionally, the following documents must be provided:

- 8.3.A Business/contractor's license number (DCCA may be verified)
 - 8.3.A.A W-9 Form
 - 8.3.A.B Certificate of Liability Insurance
 - 8.3.A.C If applicable provide Approved Permit from the City and county of Honolulu
 - 8.3.A.D If applicable provide Approved and stamped of drawings and plans by competent authority.
- 8.3.B The Admin Office will compile and maintain a current list of registered contractors. The list will be provided to Security Parking. Contractors must be on the list in order to obtain a Contractor's Day-Parking Pass; otherwise, they will have to pay the daily parking rate.

8.4 Type of Work:

- 8.4.A General / Maintenance Work: Please follow instructions in this section and Appendix A.
- 8.4.B Working Hours: Working hours are restricted to Monday thru Saturday, 8 am until 5 pm, with no work on Sundays or State holidays. holidays may be viewed at <http://dhrd.hawaii.gov> After hour emergency work must be approved by Manager via the Security Office.

- 8.4.C Noisy Work: Noisy work cannot start until 9am on weekdays and cannot be done on Saturdays. No noise above 84 dB and 104 peak without special permit from Hawaii Department of Health.
 - 8.4.D a. Contractors must wear visible identification while on site.
 - 8.4.E Contractors must sign in and out with Security every day when arriving to the facility and when leaving the facility. To receive a Contractor's Day-Pass, the contractor will need to be on the Registered Contractor's list (See 8.3.B)
 - 8.4.F If work inside the apartment is causing excessive noise, dust, or odors, which, in the opinion of the General Manager, are causing an annoyance, the General Manager may order the work stopped until the issue can be resolved.
- 8.5 **PARKING.** A contractor working on behalf of the AOA will be allowed to park at Waikiki Banyan during work hours. Contractors working for other parties lawfully at Waikiki Banyan may park one vehicle per unit at no charge. Additional vehicles from the same contractor for the same job will be charged normal parking rates. All contractors must obey all Waikiki Banyan rules for vehicle operation and parking while on site must leave by 5:30pm (otherwise be subject to tow).
- 8.6 **SMOKING.** No smoking on the job or anywhere on the premises except at the AOA designated smoking area.
- 8.7 **USE OF FACILITIES.** Contractors working on behalf of the AOA may use Waikiki Banyan toilet facilities on the second floor only. They are unmarked doors at the end of the elevator foyer. You may sign out the key from Security or obtain from the unit owner.
- 8.7.A Contractors may not use any Waikiki Banyan tools or equipment.
 - 8.7.B Do not use Waikiki Banyan facilities which are intended for the use of residents and guests, such as recreation deck facilities.
 - 8.7.C Food and drinks may be purchased at the 6th floor (recreation deck vending machine) or at the ground floor Mini-Mart and Coffee Shop.
 - 8.7.D Do not use any facility or property of any unit in Waikiki Banyan.
 - 8.7.E Do not obstruct access ways to or through the building. Use only the freight elevators (# 1 in Tower 1 and # 5 in Tower 2) for any materials that are longer than 6' and/or may cause damage. Request, through the lobby security office, that the elevators be lined with protective coverings if required to protect them for any damage. Contactor/owner will be held responsible for any noted damage to elevators caused by their actions (24-hours surveillance cameras are in use in each elevator).
 - 8.7.F If you must use the lanai to temporarily store any items during you must obtain approval from the admin office to avoid any citations and/or fines.
 - 8.7.G Do not tamper with, damage, or modify any part of Waikiki Banyan not specified under the terms of the contract. When in doubt, check with a foreman or supervisor.
 - 8.7.H Clean up work areas during and at the end of each workday.
 - 8.7.I Do not dispose of trash or rubbish generated in the course of work in Waikiki Banyan trash rooms or trash chutes, nor in the 2nd floor bulky items area. Contractors are responsible for the safe removal of any such trash.
 - 8.7.J Note that all construction waste, including appliances, AC's, etc. must be disposed by the contractor and not on-site. Violations may result in fines and

exclusions for the contractor to be allowed to do further work at the Waikiki Banyan. An automatic \$250 fine shall be imposed for improper disposal of construction materials in or around the building.

- 8.7.K Unit access doors and lanai doors must remain closed during working hours to help contain noise, and control dirt and dust.
- 8.7.L Construction materials must be delivered to approved construction material sites by the owner or contractor.
- 8.7.M Do not do anything which would create or cause a hazard.
- 8.7.N Do not do anything to cause a nuisance or generate complaints from residents. Be aware of Hawaii Noise Laws (Dept of Health) and act accordingly.
- 8.7.O Be aware of and conform to any other Sections of Waikiki Banyan House Rules that may apply.
- 8.7.P Be aware of and comply with any local, city, state, and/or federal building codes and regulations that apply to the work being performed.
- 8.7.Q Apartment owners, or their agents, are responsible for the conduct of personnel they employ to work on their property and must assure their compliance with these conditions as well as the Waikiki Banyan's Rules and Regulations.
- 8.7.R At the discretion of the General Manager, demolition, progress, or work performance inspections may be conducted by the General Manager or an authorized AOA staff member on a periodic basis. The General Manager has the authority to stop the project if he or she believes work may be damaging the integrity of the building's common elements.
- 8.7.S To the greatest extent possible, work shall be confined to the inside of the apartment. Personnel may not use common areas for work or storage of supplies and equipment. Common areas shall be protected from becoming soiled or damaged. Contractors are required to protect the hallway between the elevators and the apartment undergoing renovations, alterations, or repairs.
- 8.7.T Water and electrical shutoffs shall be coordinated with the admin office. **Water shut-offs require a three business-day notice.**
- 8.7.U Should the removal of CABLE/FIBER be required – we request that you contact Hawaiian Tel Customer Service on 808-643-3456 before renovations start to remove fiber to avoid possible expense through damage to replace.

8.8 GENERAL LIMITATIONS – DO NOT DO THE FOLLOWING WITHOUT WRITTEN APPROVAL FROM THE MANAGEMENT OFFICE. PLEASE NOTE: Violations of these rules will result in an automatic \$500 fine per violation.

- 8.8.A Do not disconnect, remove, or tamper with any Fire System Devices connected to the main fire system, including speakers. Do not relocate or change positions.
- 8.8.B Do not disconnect, move, or otherwise tamper with any part of the sprinkler system; nor construct any structure that would block the sprinkler head from spraying as originally intended, or hang any items on fire sprinkler nozzles.
- 8.8.C No modification to existing apartment wiring may be made without express written authorization of the General Manager or Board of Directors. This includes any new wiring (electrical or telephone or internet)

- 8.8.D Do not install any electrical equipment or appurtenances the operation of which may overload or damage building electrical wiring. Any electrical work requires a licensed electrician with proper insurance, permits and licenses.
- 8.8.E Any plumbing work requires a licenses plumber with proper insurance, permits and licenses.
- 8.8.F No glass tinting is allowed on any exterior windows of an apartment.
- 8.8.G Common area water spigots and electrical outlets may not be used without permission of the General Manager.

8.9 PLUMBING REPLACEMENT PARTS & STANDARDS. Please refer to Appendix A.

8.10 WATER SHUT OFF REQUESTS. All such request must be made at least 3 days in advance at the AOA Admin Office (Tower 2, 3rd floor) and are on a first-come bases and must following instructions provided and pay the current shut-off fee as set by the Board of Directors from time-to-time.

8.11 **CONFIDENTIALITY.** Contractors may not discuss their work with anyone not approved by the party with which they are contracted.

APPENDICIES:

1. **Form (1)**
2. **Appendix (A)**
3. **Forms: NOTE:** Forms are subject to change/modifications without notice at the discretion of the GM.