

Waterloo Condominium Corporation No. 252
200 Jamieson Parkway, Cambridge
RENOVATIONS & ALTERATIONS
REQUEST FORM

I hereby inform Waterloo Condominium Corporation No. 252 that the following contractor or company will be working in my unit on the date(s) listed below:

NAME, UNIT#, PHONE NUMBER: _____

CONTRACTOR: _____

COMPANY: _____

WORK DATE(S): _____

Please provide further details about your renovation/alteration plans
(including any supporting documents, if any):

I confirm that the contractor I have utilized for my in-unit renovations is a licenced contractor who has provided proof of liability insurance, **which I have enclosed.**

I certify that all work completed within my unit, will be completed to code.

I have reviewed the Condominium's Rules and Regulations regarding in-suite renovations enclosed with this form and have provided them with a copy to reference while they are onsite.

The contractor has agreed to abide by these rules.

Waterloo Condominium Corporation No. 252

200 Jamieson Parkway, Cambridge
RULES AND REGULATIONS

For Contractors – in-suite alterations and renovations

1. Contractors MUST sign in with the Building Manager upon arrival onsite.
Building Manager Cell: 519-504-6997
2. No equipment, vehicles or trailers are to be left on-site other than during normal working hours.
3. Arrangements for the elevator must be made with the Building Manager at least 10 business days in advance of the date on which services are requires.
4. The elevator placed on service is the only elevator to be used (but at the Building Manager's discretion); **it is not to be used unless padding in place.**
5. The elevator will only be placed on service to facilitate contractors during the hours of 8:00 a.m. to 4:00 p.m., Monday to Friday (excluding Sundays and all statutory holidays).
6. Contractors involved with projects that violate the noise rule must be off the site by 5:00 p.m.
7. Alterations or renovations inside a unit, which create any noise or disturb other residents in any way, will only be permitted between 8:00 a.m. to 5:00 p.m., Monday to Saturday (excluding Sundays and all statutory holidays).
8. Contractors are required to clean up any parts of the common areas that have been used to reach the unit being worked on. Nothing whatsoever shall be left in the corridors (i.e. tools, materials, etc.).
9. Debris/garbage must be removed from the building's property; it is not to be disposed of in the building's container.
10. Contractor vehicles must be parked at the back of the building, in the allocated contractor's parking area (streetside of building).
11. Contractors, supplies, and tools must be brought into the building using the designated service entrance.

The front lobby entrance is NOT to be used.

Please Note: Owners are responsible for any damage caused to any area of the common elements by their contractor.

If, for any reason, contractors fail to comply with the *Rules and Regulations* of the condominium regarding alterations and renovations, they will be asked to leave the site immediately.

Waterloo Condominium Corporation No. 252
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FLOOR UNDERLAY POLICY

This policy is to provide a guideline for those owners wishing to replace carpeting and/or tiles in individual units with wood/laminate flooring, granite, marble, or any other hard-surfaced floor materials. This policy may be revised as necessary from time to time.

It is understood that the unit owner is responsible for all aspects of the installation; the Condominium Corporation assumes no responsibility in granting permission for said installation.

It is understood that the unit owner is responsible for including the renovation in their homeowner's insurance policy as an upgrade and betterment to the unit; this is not covered under the Corporation's insurance policy.

Any owner wishing to install wood/laminate flooring, granite, marble, or any other hard-surface flooring material must obtain written permission from the Corporation prior to commencing any work.

Information, in writing, from the owner should include:

- **The materials that will be used**
- **Documentation that the materials meet the requirements specified below**
- **The rooms and areas that will be affected.**
- **The name of the contractor being used.**
- **Anticipated date when the work will be completed.**

If approved, a written notice will be provided to the unit owner. One copy will be given to the Building Manager, and one to the unit owner. It is the owner's responsibility to inform the contractor of the *Rules & Regulations for Contractors*, as they affect times and days when work can be done, and the reservation and use of the elevator.

All hardwood, laminate, granite, marble and/or any other hard-surface floor material shall be installed utilizing an acoustic matting system designed to achieve a minimum Impact Insulation Class (IIC) of 55.

Prior to any new flooring being installed, the application for the installation of flooring must include a copy of the manufacturer's literature, verifying that the insulation material used with the proposed flooring has been tested in accordance with the American Society for Testing and Materials (ASTM) standard E989 to achieve a minimum IIC of 55.

It is understood that the unit owner is responsible for booking the elevator at least 10 business days in advance for the contractor to transport materials to the unit. **Under no circumstances will the contractor be allowed to transfer any materials or equipment in any elevator other than the designated service elevator. Padding must be in place in the elevator before being used by a contractor.**

It is understood that the owner is responsible for ensuring that the contractor does not leave materials in the hallway and that all debris is removed and cleaned up from the site daily.

Hours of work shall be between 8:00 a.m. and 5:00 p.m. from Monday to Saturday (excluding Sundays and statutory holidays).