

## **BELLA UNIT CONSTRUCTION - CONTRACTOR GUIDELINES**

*Before any/all construction or remodeling work begins in any unit, Contractor must complete all required information from the Property Manager which will include a **Work Permit**.*

Guidelines:

1. Contractors must meet with building Superintendent to discuss guidelines and all other project concerns, and obtain PERMIT from Property Manager before any work begins.
2. Contractor must locate sprinkler turn off valve on unit floor where work is to be done.
3. Contractor must always have a fire extinguisher in the unit.
4. The cell phone# of the person/people for each trade must be provided.
5. All workers must sign in/out at Concierge Desk each day.
6. All work performed shall be **Monday thru Friday ONLY** between **8AM - 4 PM**.  
**No weekends or Holidays.**
7. Contractor must have Insurance, including proof of Worker's Compensation, and Bella Condominium as additionally insured.
8. Contractors must use the service elevator **ONLY** for all materials, equipment, etc. Any/all debris must also be transported using the service elevator.
9. No materials will be left on the loading dock or common areas.
10. The use of Bella shopping carts or valet carts are prohibited.
11. If work requires a license, Bella must have the license#.
12. No work shall be performed in hallways or common areas.
13. Any work performed on off-hours will result in a \$250.00 Fine.
14. A Shop Drawing of wind load & thermal calculations must be supplied for replacement of any windows or sliders.
15. If replacing carpets with wood or laminate flooring, you must provide a sound-proofing barrier as a sub-base.
16. Water shutdown fee \$200.00 per riser event (if main valves do not work, work cannot be completed until weather permits) spring season preferred.
17. Pre-construction walk thru with Superintendent costs \$100.00
18. Progress Inspection Fee (when applicable) for demolition, plumbing, sprinkler, and floor silencers is \$60.00.
19. Final Construction Inspection Fee (what was listed on the Work Permit is all that was done) is \$60.00.

*Contractors must clean and vacuum at the end of each day on project - from elevator to unit front. if any damages during or at the completion of the project, the Owners ledger will be charged for any/all repair costs incurred.*

\_\_\_\_\_  
Unit Owner  
\_\_\_\_\_  
Contractor  
\_\_\_\_\_  
Building Superintendent

\_\_\_\_\_  
Date:  
\_\_\_\_\_  
Date:  
\_\_\_\_\_  
Date:

**UNIT OWNER CONTRACTORS - QUESTIONNAIRE**

**NOTE: BELLA CONDO REVIEW AND APPROVAL REQUIRED BEFORE START OF PROJECT**

OWNER UNIT # \_\_\_\_\_  
OWNER NAME \_\_\_\_\_  
CONTRACTOR NAME \_\_\_\_\_

PERSON IN CHARGE OF PROJECT:  
NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_

INSURANCE POLICY WITH WORKERS COMP. COVERAGE, IF APPLICABLE, PLUS BELLA LISTED AS ADDITIONALLY INSURED - ATTACHED

DESCRIPTION OF CONTRACTED PROJECT - ATTACH COPY OF PROPOSAL **EXCLUDING** ANY/ALL \$\$\$\$\$

ATTACH SIGNED CONTRACTOR GUIDELINES

DOES PROJECT REQUIRE BELLA MAINTENANCE TO:  
TURN OFF WATER SUPPLY THAT AFFECTS OTHER UNITS? NO \_\_\_\_\_ YES \_\_\_\_\_  
IF YES, EXPLAIN:

TURN OFF ELECTRIC SUPPLY THAT EFFECTS OTHER UNITS? NO \_\_\_\_\_ YES \_\_\_\_\_  
IF YES, EXPLAIN:

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

**NOTE: ALL WORK SHALL BE MONDAY THRU FRIDAY 8:00AM – 4:00PM**

OWNER SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

PROPERTY MANAGER SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

# BELLA APPROVED WORK PERMIT

UNIT# \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_

CONTRACTOR CONTACT# \_\_\_\_\_

ESTIMATED PROJECT START DATE \_\_\_\_\_

ESTIMATED PROJECT COMPLETION DATE \_\_\_\_\_

PROPERTY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

**MONDAY THRU FRIDAY 8:00AM TILL 4:00 PM. NO WEEKENDS OR HOLIDAYS**

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1. COPY POSTED ON UNIT DOOR UNTIL PROJECT COMPLETION
2. COPY IN OFFICE
3. COPY AT CONCIERGE: ALL WORKERS SIGN IN/OUT

# ATTENTION

The Bella maintenance staff can perform the following services at a reasonable cost.

**\$50.00 to \$100.00 per hour + materials**

- HVAC units and filters cleaning and service: 1 for \$95.00 or \$180.00 for 2 HVACS.
- Dryer vent cleaning: \$70.00
- Balcony cleaning: \$150.00 for large balcony, \$120.00 small balcony
- Lubrication of your slider doors and weep hole clean out: (call the office for price)
- Casement windows lubrication and service: \$75.00 + parts & labor.
- Washer hose and valve service \$120.00: + parts and labor.
- Toilet flapper replacement: \$75.00 + parts and labor.
- Preventative maintenance for the tub and vanity drains in bathrooms. Services would entail adding drainer cleaner and readjusting hammer (which accumulates hair and debris): \$95.00 includes labor.
- Patio Screen slider repair: 1 for \$100.00 2 for \$190.00.
- Window Screen repair: 2 small window screens for \$110.00 large screens for \$140.00 includes labor. Large window screen repair: \$60.00
- Window crank: 1 crank & service \$150.00
- Running toilets service (replacement of fluid master): \$95.00 per toilet + parts and labor.
- Slow running, snake or clogged drains service \$75.00 per hour + material, if needs snake \$175.00.
- Light bulb replacements (call the office for price)
- Water shutdown fee: \$200.00 per riser event (if main valves do not work, work cannot be completed until weather permits) Spring season preferred.
- Pre-construction walk-thru with Superintendent: \$100.00
- Progress Inspection Fee (when applicable) for demolition, plumbing, electrical, sprinkler, floor silencers: \$60.00
- Final Construction Inspection Fee (what was listed on the Work Permit is all that was done):\$60.00

Please call Management office 609-344-8300 to schedule a work order and current pricing.

**\*price subject to change\***