

UNIT CONSTRUCTION REQUEST

Name

Best Contact #

Unit Number

E-Mail Address

WORK DETAILS

SCOPE OF WORK BEING REQUESTED

Proposed Start Date

Proposed End Date

- Unit Changes
- Complete Remodel
 - Kitchen Remodel
 - Bathroom Remodel
 - Plumbing Repairs
 - Electrical Repairs
 - Hard Surface Flooring Install
 - Carpet Flooring Install
 - Carpentry Work
 - Other _____

- Request Needs
- Water Shut Off
 - Elevator Time
 - Appointment with Building Engineer
 - Other _____

Scope Description

CONSTRUCTION WORK RULES ACKNOWLEDGMENT

I (We) have received a copy of the Lake Park Plaza Condominium Association Rules and Regulations. By signing this Rules and Regulations Acknowledgment, the undersigned is aware that s/he is fully responsible for knowing the Rules and Regulations specifically referencing construction and remodeling of units within the building as set forth by the Lake Park Plaza Condominium Association.

Initials

CONSTRUCTION HOURS ACKNOWLEDGMENT

Monday through Friday: 8 am to 5 pm
 Saturday: 12 pm to 5 pm

No construction/remodelling activity permitted on Sundays or Holidays.

Initials

CONTRACTOR DETAILS

INSURANCE REQUIREMENTS

Each contractor working in the building shall submit a Certificate of Insurance (COI) for Association records prior to the commencement of work. The COI must meet the following requirements.

- **General Liability:** Minimum amount of \$500,000 with \$1,000,000 for bodily injury and \$1,000,000 for property damage.
- **Workers Compensation and Employers Liability:** Coverage for all persons employed in respect to the remodeling and construction project. Independent Contractors who do employ staff will need to submit a letter to the Association stating that they do not employ any staff.
- **Additional Insured:** *Lake Park Plaza Condominium Association, its Board of Directors, its Agent, and its Employees as additional insured.*
- **Certificate Holder:** Shall be in the name of the Unit Owner and Unit #, not the Association.

Initials

CONTRACTORS TO PERFORM WORK

CONTRACTOR #1

Company Name
 Point of Contact
 Contact Phone #
 E-Mail Address
 License & COI on File Yes No

CONTRACTOR #2

Company Name
 Point of Contact
 Contact Phone #
 E-Mail Address
 License & COI on File Yes No

CONTRACTOR #3

Company Name
 Point of Contact
 Contact Phone #
 E-Mail Address
 License & COI on File Yes No

CONTRACTOR #4

Company Name
 Point of Contact
 Contact Phone #
 E-Mail Address
 License & COI on File Yes No

CONTRACTOR ACCOUNTABILITY

I (We) understand that it is our responsibility to obtain all the requested documents from the contractors and insurance companies to provide to the Association as needed.

Initials

SUBMITTAL SIGN OFF

OWNER ACKNOWLEDGEMENT

I (We) state the content supplied by myself as the Unit Owner is accurate and confirm that no additional work will be performed other than what is stated within the scope of work.

Owner Signature #1	Date	Owner Signature #2	Date

FOR OFFICE USE ONLY

Date Received			
Manager Name		Manager Approval	
		Date	
Engineer Name		Engineer Approval	
		Date	
Follow Up to Owner		Other	

LPP ASSOCIATION REMODELING OR CONSTRUCTION SECTION

FROM THE LPP RULES AND REGULATIONS

Lake Park Plaza Condominium Association rules provide a minimum guideline for remodeling or construction and shall not be construed as an all-inclusive list of regulations and requirements. The purpose of these rules is to protect the safety and comfort of all residents and to preserve the integrity and consistency of the building's structures and the elements, which are community property. Unit Owners are responsible for the actions of and damage caused by their contractors. The Lake Park Plaza Condominium Association strictly enforces the following rules.

1. All plans for remodeling or construction must be submitted to the Management Office for review, including a detail scope of the work at least 30 days prior to the planned commencement of remodeling or construction. Management reserves the right to have major construction plans reviewed by an independent architect whose charges must be paid by the Unit Owner. Remodeling or construction may not begin until the Unit Owner receives approval from Management. A reasonable schedule for completion must also be submitted and followed.
2. All work must conform to Chicago Plumbing, Electrical and Building Codes, as well as to requirements set forth in the Lake Park Plaza Condominium Association Declaration and By-Laws, and House Rules and Regulations.
3. Construction work must only be performed in the units and not in any common areas such as hallways, stairwells, loading dock, storage areas, etc.
4. The contractor or resident must remove any and all construction debris from the premises. Any charges incurred by the building for such removal will be billed to the Unit Owner. No construction debris may be thrown down the garbage chute (see Garbage and Refuse Section).
5. All contractors must be informed that all materials must be brought through the rear dock entrance and taken to the unit on the service elevator. All deliveries must be scheduled with the Management Office to ensure availability of the service elevator (see Elevators Section).
6. The rear dock door is only for deliveries or picking up materials and may not be used as a parking area (see Parking- Front Drive and Loading Dock Section).
7. Common areas, such as hallway carpets and walls, must be protected from damage when delivering or removing materials.
8. Any damage to common areas will be charged to Unit Owner.
9. Hand trucks or dollies must be used to move materials. Materials must not be dragged across common area floors.
10. Any plumbing shut down must be scheduled with the Management Office at least two days in advance. A fee will be charged for this service. See the Fees and Fines Schedule.
11. All domestic water supply lines must have individual and separate shut off valves.

12. Hard surface floor covering, including kitchen and bathrooms, must have a sound-absorbent under-cushion installed to prevent transmission of noise to other units. This under-cushioning must have a sound transmission or impact coefficient insulation equal to 70 or better. The Management Office has information on various types of sound-absorbing systems. Prior approval of such installation must be obtained from the Management Office. If prior approval is not obtained, the Board may require removal of the non-conforming floor or covering the non-conforming floor with carpet.
13. Building personnel has been instructed by the Management Office not to permit tradespeople into the building to work in units if Unit Owners have not complied with the Lake Park Plaza Condominium Association House Rules and Regulations for Remodeling or Construction.
14. Unit Owners must obtain a valid up-to-date certificate of insurance from all contractors working in their units. The certificate of insurance must list Lake Park Plaza Condominium Association, the Unit Owner, and Management Company, as additional insured, not as certificate holders.
15. All remodeling or construction that would cause noise heard outside of the unit is limited to the following times:
 - Monday through Friday—8:00AM to 5:00PM
 - Saturday—Noon to 5:00PM
 - Sundays and Holidays—Not Allowed

In the event of an unforeseen incident, the following information must be included on the Certificate of Insurance from each contractor working in the Unit.

SECTION, GENERAL LIABILITY

A minimum amount of \$500,000/ \$1,000,000 bodily injury and \$1,000,000 property damage must be carried in addition to Workers Compensation Insurance.

SECTION, WORKERS COMPENSATION AND EMPLOYER LIABILITY

Workers Compensation Insurance shall cover all persons employed in respect to the Remodeling and Construction project. Independent Contractors, who do not employ any Staff, will need to submit a letter to the Association stating that they do not employ any Staff/Employees.

CERTIFICATE OF INSURANCE AND ASSOCIATION REQUIREMENTS

Additional named insured on all certificates of insurance for each tradesperson working in your Unit:

Lake Park Plaza Condominium Association, its Board of Directors & its Agents, as additional insured

SECTION, CERTIFICATE HOLDER

The certificate holder shall be in the name of the Owner of the Unit and their Unit number, not the Association.

A sample certificate is attached. It is the responsibility of the Unit Owner to submit the proper Insurance of Certificate (COI).

Example
Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NAME: INC. OR REG. STATE: ADDRESS: PHONE:	CONTACT NAME: INC. OR REG. STATE: ADDRESS: PHONE: FAX:
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INSURED AFFIRMING COVERAGE	NAME #
INSURED A:	
INSURED B:	
INSURED C:	
INSURED D:	
INSURED E:	
INSURED F:	
INSURED G:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

UNIT	TYPE OF INSURANCE	INS. CLASS	POLICY NUMBER	INSURER	PERIOD OF POLICY	LIMITS
1	GENERAL LIABILITY					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES \$0.00/occurrence \$ MEDICAL (Any one person) \$ PERSONAL & AUTO INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMMOD. AGG. \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Broad Form Contract					
5	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT \$0.00/accident BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ ETC. \$0.00/accident
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> AUTO <input type="checkbox"/> BODILY INJURY <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> ETC. \$0.00/accident					
6	UMBRELLA					EACH OCCURRENCE \$ AGGREGATE \$ NO DEDUCTIBLE TOTAL LIMITS \$
	<input type="checkbox"/> PERSONAL AUTO <input type="checkbox"/> COMMERCIAL AUTO <input type="checkbox"/> PERSONAL AUTO <input type="checkbox"/> COMMERCIAL AUTO <input type="checkbox"/> PERSONAL AUTO <input type="checkbox"/> COMMERCIAL AUTO					
7	EMPLOYERS LIABILITY					E.L. EMPLOYMENT PRACTICES \$ E.L. SICKNESS - EMPLOYMENT \$ E.L. SICKNESS - PRACTICES \$
	<input type="checkbox"/> ANY POLICY NOT EMPLOYMENT PRACTICES <input type="checkbox"/> EMPLOYMENT PRACTICES <input type="checkbox"/> SICKNESS - EMPLOYMENT <input type="checkbox"/> SICKNESS - PRACTICES					

CERTIFICATE HOLDER **CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

GENERAL INFORMATION

COMMON AREAS

In an effort to prevent damage to the common areas and carpeting, it is required that all contractors must protect the corridor. All protective items must be removed at the end of each work day and all debris vacuumed nightly by the contractor. Contractors must vacuum corridor at the end of each workday. Costs borne by the Association for any damage repair or cleaning necessary will be charged to the Unit Owner. The Unit Owner is responsible for all damage or dirt caused by their contractors to the Common Elements or any other Unit. Inspection of the corridors will be completed by Staff/Management.

1. Debris

At no time are flammable materials to be stored on the job site. All debris must be put into covered containers or bagged and removed off the property.

2. Delivery and Removal of Materials

All contractors must check with the doorman and receive a contractor's badge. Contractors must unload all materials at the loading dock area; after unloading, all vehicles must be removed from the loading dock. At no time is parking allowed at the dock. No contractor shall be allowed to walk through the Lobby with any tools or materials at any time. Delivery and removal of materials and debris must be placed in carts/dollies intended for transporting over carpeting. At no time may any work take place in the corridors or Common Elements. Storage or staging of materials and equipment is not permitted in corridors or Common elements.

3. Dumpsters

Unit Owners are responsible for the removal of construction debris. In some cases, debris may be placed in the Associations dumpster with the approval of Management at a charge.

4. Garbage Chute

No construction debris may be thrown down the chute.

5. Freight Elevator

The use of the freight elevator must be scheduled with the Management Office.