



Irving Street Lofts Contractor Guidelines

The owner of the unit for whom you will be working will be held responsible for any of your contract activities that exceed established rules and guidelines. This document is intended to make you and your contract personnel aware of Irving Street Lofts home owners association (ISL) rules pertaining to construction.

The reasons for these rules and guidelines are basic:

- ✓ Insure all improvements comply with building codes, and insure the construction work is lawfully permitted, inspected, and approved by the City.
- ✓ To minimize the impact of your construction on adjoining units.
- ✓ To prevent damage to the building, its common areas and utilities.
- ✓ To insure that ISL does not incur costs due to construction activities.

Support

ISL has on-site management staff to handle day-to-day operations of the building. Their responsibilities do not include the direct support of contractors working for unit owners.

- ✓ The unit owner is expected to provide you, or arrange for your, appropriate access to the building and their unit.
- ✓ The unit owner is expected to instruct you in the proper use of the facilities, the freight elevator in particular.

ISL staff will assist when needed to arrange, coordinate, and notify affected owners of needed utility shutdowns.

Problems & Emergencies

You or your personnel may be advised of any problems with your activities by Management staff as soon as it is recognized. Failure to respond appropriately will result in a formal notice to the owner for their resolution--as will any legitimate complains from residents generated by your contract work.

If your on-site work is expected to last longer than a week, we ask that you register your company name, a company representative name and emergency contact telephone number, the unit number involved, and expected project duration with Management.

Codes

Construction shall be in compliance with the City of Portland building code and permitting requirements. ISL is a Class 1 structure.

Work Area

Construction must be contained within the unit. Halls and other common areas of the building are not to be used for storage, assembly and construction activities.

Work extending beyond the legal platted space of the unit is subject to prior approval by the Board during the design process. If that has been done, such work must be fully coordinated with the owners of the spaces involved. If that space is a common space, the work must be scheduled in advance with Management and be subject to inspection and approval of Management and the Board.

Building Soundness

Construction must not impair the building's structure, its utility systems, or its visual appearance.

Building Access & Security

- ✓ Contractor activities must not compromise building security. Personnel shall be instructed to close all doors, the loading dock overhead door in particular, when not actually being used or when not present. . NOTE: The loading dock is intended for loading and

- ✓ unloading activities only; it is NOT to be used for extended parking.
- ✓ Doors to the freight elevator vestibules are fire doors and should, therefore, be closed when not in use.

Elevators

- ✓ The building's freight elevator, **NOT the passenger elevator**, shall be used to transport tools, construction materials, or appliances.
- ✓ The freight elevator is accessible via the loading dock located on the east side of the building. When the overhead door is closed, there is no means of access from the outside—the overhead door must be opened from the inside. This overhead door and the adjacent inner doors are never to be left open, unattended. Doing so offers easy access by unauthorized individuals to both the storage area and to all floors via the freight elevator.
- ✓ ANYONE using the freight elevator must first be trained in its proper use. A *How to Operate ISL's Freight Elevator* document is available and must be provided to your workers.
- ✓ If it becomes necessary for you (contractors, subs, or supplier) to use the elevator for an extended period, it is highly recommended that you schedule it in advance with ISL on-site staff. This is good practice since a resident may be moving in or out. Scheduling prevents conflicts.

Construction Period

Any construction activity which produces noise beyond the unit must be limited to the following time periods:

8:00 AM - 6:00 PM, Monday through Friday

10:00 AM - 6:00 PM, Saturday and Sunday

Noise

Excessive noise is a common byproduct of construction. The concrete construction of the building insures that activities such as hammer-drilling, pounding, dropping and dragging material travel all too well throughout the building. In addition to the work schedule limits defined above, efforts should be made to minimize the level and duration of noise generating activities.

Cleanliness

- ✓ Demolition and/or construction debris must be removed from the building and disposed of legally. The trash chute and compactor are not designed for construction debris and using it for same will be considered a violation. Leaving this debris in the freight elevator vestibule or in the loading dock area will also be considered a violation.
- ✓ Care shall be taken to protect common elements. Common area doors, walls, floors, and carpeting must be protected. The immediate area in the front of the unit's door is particularly susceptible to damage and dirt accumulation. These areas should be protected and kept clean at all times. If it is determined necessary, Management will perform cleanups at the unit owner's cost.
- ✓ Storage of tools, materials, or supplies in common areas is not acceptable and ISL accepts no responsibility for the loss of anything so stored.

Utilities

Building utility services (electric, sewer, water, etc.) or services to other units **shall not** be interrupted without scheduling and notifying Management and affected owner/residents well in advance. Service shutdowns shall be planned and executed to minimize any service interruptions.

- ✓ Modifications to the sprinkler system must be performed by a City licensed sprinkler contractor. The building's system relies on 3 large water storage tanks located in the penthouse area. Basic Fire Protection is most familiar with the uniqueness of the system and understands the challenges of resetting the system after changes have been made. ISL will direct Basic Fire to inspect the installation and system at the completion of any sprinkler work performed by a subcontractor other than Basic Fire Protection. The cost of the inspection and any required adjustments will be billed to the unit's owner—a potentially expensive proposition.
- ✓ Water services to units can be problematic, unless previous work has added a specific service shutoff in the unit. When the building was originally developed each stack was supplied with one shutoff on the second floor and these are located in private spaces. Consequently,

shutoffs require notification to all on that stack and to the resident of the unit having the valve.

Enforcement

Violations of these rules will result in enforcement actions against the owner.

Questions?

Contact the owner, ISL on-site staff or CA Partners if you have questions.