

THE CORNICHE CONDOMINIUM

Campbell Property Management

RULES FOR VENDORS/CONTRACTORS/DELIVERY SERVICE/OUTSIDE WORKERS

It is the policy of The Corniche Condominium Apartment Association of the Palm Beaches, Inc., to have employees of any outside work/delivery service etc. sign in and out with the concierge prior to performing any work in or on the property. We also require that you notify the concierge upon exiting the property. All personal will receive a badge at check-in displaying their name, destination and pertinent company information. It is mandatory that this badge be returned to the concierge upon departure. Please understand that this is for your safety as well as the safety of all residents and guests. We look forward to doing business with you in the future.

- 1. The following are required to check-in with Concierge:**
Vendors, as well as the contractors they hire, private contractors, housekeeping, delivery service, guest, and any and all persons performing a service for any unit or common area of the Corniche.
- 2. Elevators:**
There is one service elevator. This is the only elevator permitted to be used by outside personal. The elevator floor and walls are padded daily from 8:00 a.m. until 4:00 p.m. If you or your company intends to use the elevator for a long period of time, such as for moving and/or transporting equipment, etc., the concierge should be notified at least 24 hours in advance.
- 3. Hours:**
No work is to neither initiate before 8:00 a.m. nor continue beyond 4:00 p.m. For this reason, it is recommended you start any clean up process or transport any equipment used no later than 3:30 p.m. This will allow plenty of time for the required **4:00 p.m.** departure deadline. Additionally, no owner should have any outside personal performing work on their unit after 4:00 p.m.
- 4. Days for work:**
Work is allowed Monday through Friday only. No work is permitted on holidays, Saturdays or Sundays. The only exception is an emergency such as a plumbing leak, an air conditioning issue or something of this nature.
- 5. Responsible Parties:**
All outside workers are responsible for protecting the property's common areas (i.e. carpet, floors, walls, etc.) when moving and carrying tools or any type of equipment. Inspections are routinely done by staff when outside workers are leaving the property. Therefore, any damage detected will be the responsibility of the company and/or person involved. Please be careful.

6. **Equipment:**

All equipment owned by the Corniche such as shopping carts, luggage carriers, ladders, tools, etc. are only to be used by the staff of the Corniche and not by any outside worker and/or vendor. Outside workers are not permitted to use the Corniche dumpsters. Additionally, no cardboard boxes are to be left on the property, no exceptions. No equipment, supplies, tools, ladders, etc., are allowed in the lobby. All equipment must be brought in through the garage. Access to the garage as well as the service elevator will be granted after proper check-in.

7. **Parking**

Service vehicles may park across the garage to unload and load equipment. Once finished loading or unloading, the vehicle must then be parked on the top deck in a designated spot. Any work truck that is a box truck, larger than 5k pounds, or towing a trailer, MUST park across from the garage. If no spot is available, then service vehicles should park in the right hand turning lane leading into the Corniche.

8. **Insurance**

All outside workers must provide the Office with a Certificate of Professional Liability Insurance before they will be allowed to work in or on the property. With a minimum of \$1000000.00 per incident address to:

Corniche Condominium Assn of the Palm Beaches
5200 North Ocean Drive
Singer Island, Fl 33404

Office: _____ check by _____

10. **Compliance**

Any vendor, contractor, et al., doing work or providing a service for anyone in the Building that does not in comply with the policy will first receive a verbal warning. Following a second offense, the vendor, contractor, et al, will not be allowed to return to the property.

I, _____, AS A REPRESENTATIVE OF
(Your name)

_____, acknowledge that I have read and fully understand the
(Your Company name)

above Rules and Regulations regarding performing work and/or providing outside service at THE CORNICHE CONDOMINIUM APARTMENT ASSOCIATION OF THE PALM BEACH, INC.

Signature

Date