

The Plaza at Grandview

Contractor/Vendor Rules and Regulations

The Plaza is a secure building. These rules are in place to maintain security to the building and for the residents.

Unit owners are **NOT** to give building keys and/or garage door openers to the vendors/contractors/workers. Unit owners may give the vendors/contractors/workers a key to their unit or the guard can escort the contractor to the unit and let them in as long as there is written permission from the owner. The guards **do not** give out unit keys.

Unit owners must inform and contractor shall be obligated to do the following items as part of the implementation of the rules:

1. All contractors must find their own parking. They are not to park in the resident or guest garages.
2. Work is restricted to 8 a.m. to 6 p.m. Monday through Saturday. No construction work is permitted in the evenings, on Sunday or on holidays.
3. It is the responsibility of the contractor and/or the unit owner to provide a certificate of insurance, property and personnel, to The Plaza at Grandview Building Superintendent. The Superintendent will forward information to Rj Community Management Company.
4. All building, city, and work permits must be submitted PRIOR to having the work completed within the unit. Forms can be obtained in guard's office or on line at www.rjcmgt.com.
5. All city and building inspections must be complete and filed with Rj Community Management.
6. Contractors will enter and leave the building by the west entrance in the lobby.
7. Contractors and workers must sign in upon entering the building and sign out when leaving the building. The log book is located on the table in front of the guards' office located on the first floor.
8. Contractor's equipment materials, supplies, tools, etc. must be brought into the building through the second floor Shiloh Street door. The doors are not to be propped open and left unattended. All carts that are used to take items to the unit must be returned immediately in clean condition.
9. All readily air-borne debris and spillable materials shall be transported through the common areas only in a tightly sealed container. This includes removal of all appliances, discarded carpet, built-in units and other objects the trash haulers will not handle. They may not be left for "later pickup". Unit owner is obligated to negotiate/hire a contractor who will remove these items.

10. Contractor shall be responsible for cleaning all debris from corridors, elevator, lobby, trash chute rooms and any other common elements at the end of each day and shall vacuum the corridors as needed.
11. Contractors shall not play radios or other equipment at a volume that will be audible outside the unit in which they are working.
12. Doors to the corridors will be kept closed at all times except when entering or leaving the unit.
13. Unit owners and each contractor hired must sign this statement that they read these rules and regulations governing outside contractors and agree to abide by them.

Contractors who fail to comply with the rules and regulations will be prohibited from working in The Plaza at Grandview.

Contractor Name: _____

Address: _____

Telephone: _____ Acknowledgement Date: _____

Signature: _____

Contractor Identification Number: _____

Unit Owner Signature: _____

Unit Number: _____ Acknowledgement Date: _____

Important Notes and Information

- All paperwork should be returned to The Plaza at Grandview, 111 Grandview Ave, Pittsburgh, PA 15211 attention: Michael Reiland, Board President, MichaelReiland@comcast.net. He will forward this information to: Rj community Mgt. at 4900 Perry Highway, Building One, Suite 300, Building One, Pittsburgh, PA 15229, by fax 412-227-9003, email info@rjcmgt.com
- Completed paperwork should be returned five (5) days prior to the start work.
- Copies of all permits and liability insurance must be supplied with this form before access to the building is granted to the contractor. Forms can be obtained in guard's office or at www.Rjcmgt.com.
- Use of the elevators to move materials in and out of the building must be coordinated through the guard on duty.

Updated 04/18/2022
12/30/2021