

## Plaza Condominiums

### Remodeling Procedures and Contractor Requirements

1. No parking is allowed in any space other than those assigned to the Building Resident for whom work is being done. Do not park in the alley or on the loading dock without permission
2. All materials and equipment should be brought into the Building through the loading dock entrance and lobby rear door.
3. No work involving loud equipment will begin before 8:00 a.m. or continue past 6:00 p.m. (Monday through Friday).
4. Work scheduled before 8:00 a.m. or after 6:00 p.m. during the week and anytime during the weekend must be approved by the Management Office. Work approved by the Management Office must be scheduled between the hours of 9:00 a.m. and 1:00 p.m.
5. Elevator pads are available for protecting the cab interiors and lobby paneling. The elevator pads must be installed after 8:00 a.m. and removed before 6:00 p.m.
6. The elevator should not be "locked off" for more than 30 minutes at a time.
7. The Contractor is responsible for cleanup of public spaces affected by his work or the work of his subcontractors on a daily basis. Cleanup should be done at the end of each working day, preferably prior to 5:00 p.m. Contractor will provide all equipment necessary for proper cleanup. Please use common sense and do not wait to clean up the larger messes until the end of the day.
8. Contractor will keep public hallways free and clear of materials, equipment, or debris at all times. If it is necessary, Contractor will provide plastic sheeting for the hallways floors and walls.
9. The dumpsters in the trash room are for the express use of the Residents of the Plaza Condominiums and the Plaza Commercial Association. Please do not use the dumpsters for building materials, carpet, etc. The Contractor will be charged for excessive trash left in the trash room and dumpsters.
10. The loading dock is to be utilized for short-term delivery of materials and equipment only. It is not to be used for long-term parking or the vehicle will be ticketed for towing. The loading dock and elevator must be reserved at least four days in advance by calling the Management office at 280-9332.
11. Keys for access to the Plaza may be issued by the Management Office upon request of the Building Resident. The Contractor will be responsible for the keys and will return the keys promptly at the end of each day. The keys are not to be duplicated. If the keys are lost or not returned the Contractor will be charged for the replacement of all building locks and keys.
12. Contractor will be responsible for communicating these requirements to his workers and subcontractors.
13. All questions regarding these requirements should be directed to the Management Office.

S H I F F L E R  
 ARCHITECTS PLC  
 ASSOCIATES

**SOUND TRANSMISSION CONTROL  
 PLAZA CONDOMINIUMS  
 DES MOINES, IA**

Product/Manufacturer	Floor/Ceiling Assembly	STC Rating	IIC Rating
	IBC Required Rating	50	50
	Target Ratings for Condominiums	55	57
Base Construction	7" Concrete Floor (no ceiling)	55	34
<b>ALL</b>			
✓ Quiet Cork/Jellinek Cork Group	1/4" Quiet Cork on slab (additional required underlayment and finish flooring will raise the sound ratings)	55	50
Home Depot 2.5mm SoundGard/Custom Building Products	3/32" SoundGard on slab (additional required underlayment and finish flooring will raise the sound ratings)		47
Home Depot 6mm SoundGard/Custom Building Products	1/4" SoundGard on slab (additional required underlayment and finish flooring will raise the sound ratings)		52
<b>TILE</b>			
Sked Acousti-Matt II/Maxxon	1/4" Acousti-Mat II on concrete floor, 1" poured gypsum concrete underlayment, ceramic tile		61
#18 Sound Control/Laticrete	1/4" Laticrete sound mat, 3/4" Laticrete sound underlayment, ceramic tile		51
Acoustical Solutions Enkasonic 9110/Colbond	0.4" Enkasonic 9110 on concrete, 7/16" Wonderboard, Ceramic Tile	59	52
<b>WOOD</b>			
	1.5 x 2 wood battens floated on 1" glass fiber. 3/4" t&g wood flooring	55	57
Sked Acousti-Matt II/Maxxon	1/4" Acousti-Mat II on concrete floor, 1" poured gypsum concrete underlayment, 3/4" t&g wood flooring		60
Menards - Comfort Base/Homasote	1/2" comfort base, 3/8" plywood underlayment, 3/8" laminate flooring	57	58
Herrigan ✓ Quiet Walk/Midwest Padding	1/8" Quietwalk on concrete slab, 3/8" laminate flooring	52	58
<b>CARPET</b>			
Menards - Comfort Base/Homasote	1/2" comfort base, carpet pad, carpeting	57	70
✓ 3in1 Silent-Step/Trafficmaster	Information not sufficient		
Sound Solution/Healthier Choice	Information not sufficient		
Dal-sound/Dal-Tile Corporation	Information not sufficient		

# The Plaza Condominiums Remodeling/Construction Request Form

Unit # \_\_\_\_\_

Owner \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Type of remodeling or construction project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans attached: Y or N

Proposed start date of project: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Foreman Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is General Contractor authorized by Owner to arrange with the Lobby Office scheduling of dock/elevator and to authorize entry of sub-contractors onto the property and your unit? Y or N

(The General Contractor will need to provide to the Management Office a list of all employees and sub-contractors that will be on the property during construction prior to work commencing.)

Certificate of Insurance attached: Y or N

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

- Plans submitted to Management: Y or N Date: \_\_\_\_\_
- Plans sent to architect for approval: Y or N Date: \_\_\_\_\_
- Plans approved by Architect: Y or N Date: \_\_\_\_\_
- Plans approved by Board: Y or N Date: \_\_\_\_\_
- Notification letter sent to Owner: Y or N (attached) Date: \_\_\_\_\_
- Notification letter signed and received in office: Y or N Date: \_\_\_\_\_
- Remodeling/Contractor Guidelines signed and received: Y or N Date: \_\_\_\_\_
- Contractor information given to lobby office for authorization: Y or N Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Plaza Condominiums

## Remodeling Procedures and Contractor Guidelines

### Overview

Unit remodeling requires Board approval. The standards for approval are designed to ensure that remodeling does not effect neighboring units or compromise the mechanical systems and structural-architectural elements of the building. Changes to common elements and limited common elements are prohibited without express Board approval.

The following rules and standards cover the approval process; construction; common alterations; and restrictions on certain elements and permanently installed appliances, devices, and fixtures. Because it is impossible to anticipate every remodeling variation, the information in this section cannot address all situations. This section can be used as a guideline by unit owners as they plan improvements to their units.

A distinction is made between *decorating* and *remodeling*.

**Decorating:** No approval is required to change or add items that are essentially decorative in nature such as paint, wallpaper, carpeting, hardware, trim and moldings, and interior window treatments.

**Remodeling:** Unit owners must secure Board approval prior to making any other alterations or replacing any items that could affect building systems in the following categories:

- Structural elements
- Walls (moving or removing)
- Floor coverings (except carpeting)
- Electric circuitry (fuse and circuit breaker boxes)
- Plumbing and plumbing fixtures
- Conduit, heating and ventilating system
- Entrance to unit
- Windows, balcony and patio doors

**Miscellaneous improvements:** Often, unit owners wish to make an isolated improvement that is not part of a major remodeling project. They may intend only to install a single item – for example: a ceiling fan, a built-in humidifier, an HVAC thermostat, track lighting, replacement electrical outlets and switches, a single-handle faucet, or an upgrade built-in kitchen appliance. In such case, the unit owner should call Management. Often, Management can give on-the-spot approval to proceed or require only a written notification. **A unit owner who is in doubt about whether a proposed change needs approval should call Management. In fact, all questions regarding unit alterations should be directed to Management.**

### **The Approval Process**

1. The unit owner who desires to make an alteration to his or her unit initiates the approval process by submitting remodeling plans or scope of work to be completed to Management. Plans should include drawings, detailed descriptions of proposed changes, and specifications of materials.
2. Management forwards the unit owner's plans to the Association architect for review and recommendation. Before recommending approval, the Association architect may need to confer with the unit owner, project contractor, or project architect to resolve an issue. The Association architect, if necessary, will recommend changes and impose restrictions, which must be incorporated into the original plans submitted by the owner. The cost associated with this approval process, including an agreed standard fee for the Association architect to review the plans, is the responsibility of the unit owner requesting the approval of remodeling and will be included in the next monthly dues statement for payment.
3. The Board considers the Association architect's recommendation for approval and votes at its next scheduled monthly meeting. Board approval is subject to any and all changes recommended by the Association architect.
4. Management notifies the unit owner in writing of the Board's approval. Work may begin after the unit owner and contractor signs and returns one copy of the approval notification and "Remodeling Procedures and Contractor Guidelines" to the Management Office.
5. The approval process – from submission to approval – takes approximately **three to six weeks**. This period could be extended if there is a problem with the proposed plans. Timing is also dependent on when plans are submitted in relation to when the Board meeting occurs. It is necessary to submit the proposed plans to the Management office no later than three weeks prior to a scheduled Board meeting. Fines may be imposed by the Association against the unit owner for any construction work not approved by the Board or for any damages resulting from such work and the unit will need to be returned to its original condition.
6. The Board's approval of a remodeling project is subject to **follow-up** inspection by the Association architect (or the architect's designee) of the work performed.

### **Construction and Contractors**

The unit owner is ultimately responsible for any damage done to building systems inside and out side of the unit (including halls, lobbies, elevators, and their interiors) during construction. Because a contractor cutting into a wall, floor, or ceiling could damage electrical, plumbing, or HVAC systems, the unit owner should make sure either that his or her own insurance covers such a situation or that contractors have insurance to cover any damage or injury.

1. All construction work must comply with the Association rules and City of Des Moines building codes.
2. Prior to beginning work, all Contractors doing work in the building must present a Certificate of Insurance to Management indemnifying the Plaza Condominium

Association, its Officers, Directors, Managing Agent and its employees from all liability whatsoever.

3. Construction is permitted only between the hours of 8:00 a.m. – 5 p.m. on Monday through Friday. No construction, other than painting or wallpaper hanging, is allowed on Saturday (10:00 a.m. – 5:00 p.m.). Absolutely no construction of any kind is permitted on Sunday or outside of the designated hours. There is an automatic \$100 fine to the Owner and contractor for each violation of this rule to help offset the Association's costs incurred in monitoring construction work.
4. Unit owners shall be responsible for informing the lobby office that a Contractor is to be given access to the premises on any said day. **All Contractors are required to sign in at the Lobby Office at the beginning of the day and sign out at the end of the day.** The Lobby Office upon request of the unit owner may issue keys for access to the unit. The Contractor will be responsible for the keys and will return the keys promptly at the end of each day. The keys are not to be duplicated and if the keys are lost or not returned the Contractor will be charged for the complete replacement of all building locks and keys. Such a complete replacement is necessary to assure continued security of the building with keys when keys are not returned for any reason. That cost is approximately \$4000.00.
5. All materials, supplies and equipment must be delivered to our dock located on the West Side of the building off 4<sup>th</sup> Street and brought into the building through the rear lobby entrance. To provide continuous security for the building that door may not be propped open unless the contractor or Owner provides a person to monitor the door. Contractors may not park in the loading dock other than to load or unload materials on Monday through Friday. The loading dock must be reserved at least four days in advance by calling the Lobby Office at 280-9332. No parking is allowed in the alley parking spaces without prior written permission by Management. Any vehicles parked without permission are subject to removal at the expense of the respective owners.
6. The service elevator (elevator #1) must be used to haul all materials, supplies and equipment. Under no circumstances will you be allowed to use the passenger elevators to transport these items. The elevator pads, elevator floor covering and lobby paneling pads must be installed prior to using the elevator. You are required to check in at the Lobby Office prior to using the service elevator and also to check out at the Lobby Office when finished using the service elevator. The elevator must be reserved at least four days in advance by calling the Lobby Office at 280-9332. If you are unable to make your scheduled time; you will need to reschedule. Do not assume that you can arrive late and still transport your items. We do have several deliveries each day and everyone is on a tight schedule.

**Service Elevator Dimensions:**

Door: 5'w x 9' h

Cab: 6' ¼" w x 12' h x 11'2" d

Maximum capacity is 7,500 lb. The overhead beam can handle loads up to 4,000 lb. The service vestibule on all floors has an 8' clear height.

7. Each resident is responsible for insuring that the contractor employed to work within his/her Unit lay drop cloths or plastic magnetic removable sheeting on the corridor

carpeting during the hours when tradesmen are entering or leaving the unit. Such drop cloths or plastic sheeting are to completely cover the traffic areas of the Tradesmen and provide total protection to the corridor carpeting. Drop cloths must be removed at the end of the working day, along with all debris collected by the drop. If plastic sheeting is used, the plastic sheeting can remain in place until the end of the construction project or unless Management requests it to be replaced with new sheeting. Again, Owners will be responsible for any damage, repairs or cleaning required by the construction project. Contractor will keep the public corridors and lobbies free and clear of materials, equipment, or debris at all times. Clean up should be done at the end of each day prior to 5:00 p.m.

8. Construction and decorating materials may not be stored within the common areas of the building (corridors, parking areas, loading dock, etc.). Removal of construction debris from the building is the responsibility of the unit owner. Under no circumstances may construction materials be disposed of down the trash chute, left in the trash room or on balconies and patios. Unit owners will be charged for the removal of debris or any extra cleaning of the common elements due to their remodeling project. The unit owner is responsible for the damage to the common elements caused by their contractors.
9. False fire alarms caused by dust, painting, fumes, etc. and answered by the Fire Department are billed to the Plaza Condominiums at \$200 each. False fire alarms that are caused by any construction activity will be the responsibility of the unit owner. The Contractor is responsible to notify the office at least two days in advance of performing any type of work that will require the fire panel to be put on standby.
10. Any remodeling or construction requiring the water to be shut off must be scheduled with the lobby office four days in advance in order to post notices to the effected units. All water shut offs are scheduled for either the morning or afternoon (10:00 a.m. to 2:00 p.m.). The water must be turned back on prior to 4:00 p.m.

Agreed and accepted:

\_\_\_\_\_  
Unit Owner's Signature

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Company Name

\_\_\_\_\_  
Contractor Representative Name

\_\_\_\_\_  
Contractor Representative Signature

\_\_\_\_\_  
Date

KNAPP PROPERTIES  
Plaza Condominium Managing Agent

LESLIE PORTER  
Property Manager

\_\_\_\_\_  
Property Manager Signature

\_\_\_\_\_  
Date