

THE CRYDER HOUSE, INC.

166-25 POWELLS COVE BLVD.
BEECHHURST, N.Y. 11357
(718) 767-0333, FAX (718) 767-0335
thecryderhouse@aol.com

REGULATIONS AND DOCUMENTS REQUIRED FOR APARTMENT RENOVATIONS, MOVE-INS AND MOVE-OUTS AND **ALL HOME IMPROVEMENTS**

SHAREHOLDER/ALL HOME IMPROVEMENT CONTRACTOR

Shareholder to provide contractor with copy of regulations.
Shareholder must provide \$500 refundable check made payable to Cryder House **FOR ALL HOME IMPROVEMENTS**. The check will be refunded upon completion of work and after the Resident Manager has inspected all related public space to ensure no damage has been incurred.

Shareholder must provide \$1,500 refundable check made payable to Cryder House **FOR MOVE-IN AND MOVE-OUTS**. The check should be mailed to the Management Company (call 718-767-0333 for info.).
NOTE: There will be a \$200. per hour charge if the move-in goes past 8 PM. THE ELEVATOR WILL BE LOCKED OUT AT 10 PM

PLEASE NOTE THAT IF DAMAGES ARE INCURRED, THE SHAREHOLDER WILL BE HELD RESPONSIBLE FOR THE INCURRED EXPENSE.

ALL HOME IMPROVEMENT CONTRACTORS, SUB-CONTRACTORS AND MOVING COMPANIES

The following must be provided, as a package for consideration, FOURTEEN (14) days in advance of any work commencing – it may be faxed to the Cryder House at 718-767-0335 or email to thecryderhouse2@aol.com:

- Certificate of insurance naming Cryder House as additional insured with a minimum coverage of one million dollars (\$1,000,000) liability insurance.
- Certificate of Workers Compensation Insurance
- Company License and list of all sub-contractors.
- Electrician's License, Plumber's License, and **Lead Paint Certification**, if applicable.
- Written scope of work. Drawings are required when applicable.
- Time frame from the commence date to the completion date.

The following regulations must be observed for the duration of any work; or move in/out:

- **Hours of operations are Monday through Friday, 8:15 am to 5:00 pm. NO LOUD banging until 9:00 am. NO work permitted on weekends and all national holidays plus the first day of ROSH HASHANAH, YOM KIPPUR AND GOOD FRIDAY.**
- Service elevator must be used at all times.
- Masonite or some other type of floor protection from service elevator to the front of the apartment door must be used. **Masonite must be picked up at the end of each day it is in use and upon completion of work.**
- Removal of all debris is the responsibility of the contractor.
- Contractor **MUST** keep clean the front of the doorway and the corridor.
- Seal all vents in work area to prevent the spread of dust to other apartments.
- Keep apartment door closed and block door sweep with a towel to avoid dust from entering corridor.
- **NO** trenching of the floors is allowed.
- **If considering the installation of new enclosures for the heating/air conditioning units, you MUST see the Resident Manager or Assistant Superintendent to get required specifications.**

IMPORTANT NOTES:

Floor Finishing – **WATER BASED ONLY; NO OIL OR ALCOHOL**

Plumbers –

- Tile stops must be replaced and all re-piping must commence from risers.
- Check valves must be installed on each of the hot and cold water supply lines.
- **If this is not done and a Cryder House plumber is required to correct the violation, the shareholder will be held accountable for the expense.**

**WHILE WORK IS UNDERWAY, YOU MUST MAINTAIN THE HALL
AREA, INCLUDING RUGS, DOORS AND WALLS.**

APT.# _____

CONTRACTOR NAME (PRINT): _____

CONTRACTOR (Sign): _____

SHAREHOLDER (Sign): _____

Date: _____