LIGHT WORK NOTIFICATION AND AGREEMENT

PARK PLAZA OWNERS CORP.

Name of Shareholder

Building Address Apartment

Telephone: Day Night

Cell Email

Description of Work

Name of Contractor(s)

Telephone Number(s)

Anticipated Start Date

Anticipated Completion Date

Check One:

___ I will provide my contractor with access to my apartment.

___ I need the building staff to provide my contractor with access to my apartment.

Please include in your package the following fees:

$150.00 Non Refundable fee payable to Park Plaza Owner’s Corp.
$750.00 Refundable Deposit payable to Park Plaza Owner’s Corp.

Send the completed application to:

Park Plaza Owners Corp.
61-15/61-25 97th Street
Rego Park, New York 11374
Attention: Bisera Muminovic

All Checks Must Be In Form Of Money Order Or Bank Certified Checks, No Exceptions!

The Shareholder is responsible, each day, for ensuring that all common areas, including the hallway and service areas are clean. All debris must be removed from the premises by the contractor. The compactor chute and recycle bins are not to be used for debris. If the building staff must perform additional cleaning or debris removal work, a $50 penalty will be charged for each occurrence.

Work will be stopped if it is found that the work being performed is going beyond the scope that is described above or is in violation of the house rules. A penalty of no less than $100 each instance and no more than $500 will be charged to the shareholder as liquidated damages for the shareholder breaching this work agreement.

Revised 8/25/14 VV
The shareholder is responsible for promptly notifying the corporation/management if the work will continue past the Anticipated Completion Date and the reasons therefore. All work must be done Monday through Friday, between the hours of 9:00 AM and 4:30 PM excluding holidays.

The shareholder shall not do or permit any act or thing to be done contrary to law, or which will invalidate or be in conflict with any provision of any liability, casualty or other insurance policies carried by the shareholder or for the shareholders benefit. The shareholder shall comply with all federal, state and local laws, rules and regulations pertaining to the work, including such laws, rules and regulations pertaining to lead based paint, asbestos and other hazardous materials. Prior to the commencement of the work, any contractor or subcontractor performing any portion of the work which requires said contractor or subcontractor to be certified by any government or quasi governmental body, shall furnish evidence of such certification to both shareholder and the Apartment Corporation.

The managing agent/superintendent must be informed in advance of any work performed that may generate noxious fumes or excessive noise or dust. Please write in the description area provided on this form if this applies to the work you will be doing. The shareholder’s failure to notify the managing agent/superintendent that such conditions may result from the work being performed will lead to the immediate stoppage of work and a penalty of no less than $100 and no more than $500 per occurrence as liquidated damages, which shall be billed as additional maintenance.

All contractors must provide Certificates of Insurance showing evidence of a minimum of $1,000,000 Commercial General Liability limit per occurrence and $1,000,000 in the aggregate; naming the corporation Park Plaza Apt, Inc., the shareholder, and John B. Lovett & Associates, Ltd. as additional insured. All contractors’ insurance certificates must also show evidence that workers compensation insurance is in effect. Painters are required to submit “Lead Paint Certification”.

All penalty figures for any liquidated damages set in this agreement have been set at their applicable ranges or amounts because it would be impossible to determine the actual damage incurred by the corporation because of the shareholder’s breach of the agreement. I understand that I am responsible for the actions of my agents or assignees (i.e.: contractors, subcontractors, etc.)

THE SHAREHOLDER HEARBY STATES AND AFFIRMS:

I will indemnify and hold harmless the corporation, its agents and employees from and against any claims, losses, liability, damages or otherwise incurred as a result of the work.

I will be home while this work is being performed and I will notify the Superintendent, at least 24 hours in advance. I will also provide the Superintendent the contact number that I can be reached at during the times that the work is ongoing in my apartment.

Leave two (2) copies of the completed Alteration Agreement with the on-site office addressed to the attention of Joseph Driscoll, John B. Lovett & Associates.

SHAREHOLDER’S SIGNATURE: _______________________

DATE: ___________________________________________________________________

APPROVED: ___________________________________________________________________

DATE: ___________________________________________________________________
PARK PLAZA OWNERS CORP.

NOTIFICATION TO NEIGHBORS

Date: ________________________________
To: _________________________________

Building Address ______________________

Apartment: ________________________

Re: Alteration of our Apartment

Dear neighbor,

Pursuant to the Rules of the building, we will hereby notify you as early as we will commence renovations of our apartment. We will instruct our contractors to exercise care to minimize the noise during construction. However, it would be impossible to eliminate all the noise completely and hope you will understand and bear with us during this period. We expect that the renovation will be completed within ______ calendar days.

In addition, pursuant to the Rules of the building, we are required to notify you that we will indemnify you for any damages you sustain as a result of the renovation, provided that you allow our designated representative to inspect prior to commencement of work.

Please contact us to schedule an inspection.

Very truly yours,

Name:

_____________________________________

Signature:

_____________________________________

Revised 8/25/14 VV
PARK PLAZA OWNERS CORP.

HOLIDAYS

New Year’s Day
Martin Luther King Day
President’s Day
Good Friday
Memorial Day
Independence Day
Labor Day
Rosh Hashanah – 1st day
Yom Kippur
Columbus Day
Election Day (only in a presidential election year)
Thanksgiving Day
Christmas Day
Park Plaza Owners Corp.
General Rules and Conditions for Contractors

Prior to approval and work commencing, the shareholder and the contractor must meet with the Building Manager and Superintendent to discuss the Rules and Conditions for renovations.

Contractors must not be given keys to the building. The super will give a security code to be used to enter the main door. No equipment, materials, etc. may be brought in through the front entrance door of the building. All equipment must be brought in through a service entrance.

**No worker** may enter the building or the apartment before the foreman signs in with the super in the Park Plaza office at 8:55am. All workers will be given a security badge which is to be worn while in the building. The super must be given a list of workers’ names. A $30.00 deposit for each badge will be required at the start of the renovation and will be returned after work is completed and each badge is returned in good condition. **There must be at least one English speaking worker in the apartment at all times.**

Major infractions by a contractor will be asked to leave immediately. Three other infractions will also stop the work and the contractor will no longer be allowed to work in the building. We reserve the right to reject any contractor for infractions on previous work done in the building. No radio or music playing of any kind will be allowed. No excessive shouting or noise. No worker may use foul language or behave in an inappropriate manner.

Park Plaza and its employees are not your project manager. The shareholder must oversee the work being done in the apartment and ensure that the contractor is complying with the rules of Park Plaza and that the project is completed on time. The Property Manager and the Super will inspect your apartment during the renovation to access the progress and compliance of the work in accordance to the work Agreement.

All hallway floors must be secured on a daily basis with masonite from the elevator/stairwell to the apartment door immediately before work commences. This masonite must be used when hauling debris, tools, equipment, materials, etc. and whenever any deliveries are made. All apartment doors must remain closed during renovation. The inner frame of the apartment doors must be properly sealed while renovations are ongoing (preferably with a plastic liner with zipper access.)

Hallways and stairwells must be swept and mopped thoroughly on a daily basis regardless of renovation phase. Construction dust and debris on floors, windows, walls, doors, radiators, etc. must be cleaned. This also includes any exterior clean-up such as in courtyards and sidewalks. Elevators must be properly padded during the renovation work. The Park Plaza office must be notified two days prior to any delivery date so staff can pad the elevator. Deliveries (which include materials,
equipment, appliances, tools, etc.) are only allowed Monday thru Friday, 9am to 11:30am & 1pm to 4:15pm, no holidays. All deliveries must be made through the closest service entrance where the renovation is taking place. Service entrance doors are not to be propped open for an extended period of time.

All work must promptly stop at 4:30pm to accommodate for the proper clean-up of hallway floors, stairwells, windows, etc. and including exterior clean-up of courtyards, sidewalks, etc. Contractor and all workers must be out of the premises by 5pm.

Bathroom usage is available in the Park Plaza porters room located in both the 15 side and 25 side buildings basement. This bathroom is for your convenience and must be kept clean at all times.

**Plumbing, Electrical, and Roughing Work**

All plumbing and electrical replacement and/or repairs (including any modification to the existing walls and floors) must first be consulted with the superintendent.

Shut down requests of radiator heat and water must be made with two days' advance notice.

**Plumbing**

Ball valves must be used to replace any gate valves for hot and cold water lines.

Access panels must be installed for behind the wall valves and large enough to allow plenty of elbow room for future repairs. All plumbing lines that are situated behind a wall must be shown to the superintendent prior to closing up the wall.

All plumbing lines (branch lines) from the main drains, risers and stack vents are the responsibility of the shareholder regardless of whether they are behind a wall or exposed.

Old gas meters that cannot be electronically read must be replaced by National Grid. Gas meter cannot be buried behind a wall, cabinet or soffit nor can they be installed directly above a stove or heat source. They must be fully accessible. The meter must be NYC inspected upon installation by a licensed, authorized plumber. All gas lines to and from the gas meter must be of black pipe with ‘to the code’ pipe threading tape.

All hot and cold water piping must be of copper tubing. Brass fittings permitted where needed.

**Electric**

An upgraded circuit breaker panel is required to evenly distribute electricity. Electric lines that are behind a wall must be shown to the superintendent prior to installing the wall.
A designated, single plug outlet is mandatory for each air conditioner together with devoted circuit breakers in the service panel. Only BX cable (no Romex) electric cable can be installed.

**Roughing**

If removing a plaster/lath wall or ceiling, soundproofing insulation (fiberglass batting or blown-in material) must be installed behind the new sheetrock. Wall sheetrock must be 5/8” panels and ceiling sheetrock must be a minimum of ½” thick. All walls, floors and ceilings must be fully sealed, including behind cabinets and around all piping to prevent vermin entry.

Any installed new floors (if the old flooring has been removed to the sub-floor) must have the sub-floor planks screwed down to avoid squeaking below the new flooring. Un-faced fiberglass batting must be installed under the sub-floor planks. Please note the Park Plaza House Rules require wall to wall carpeting with quality padding. If there is a noise complaint from the neighbor, above or below your apartment. Park Plaza will require installation of wall to wall carpeting at your expense.

Apartment # _______  Building ________________________________

Shareholder(s) Name __________________________________________/

Shareholder(s) Signature ______________________________________/

Contractor Company Name ______________________________________

Contractor Name ______________________________________________

Contractor Signature __________________________________________

Park Plaza Approval by _________________________________________

Date _________________________________________________________

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