

The Porter, Incorporated

Application for Renovation

Shareholder's Owner's Name _____ **Unit #:** _____

Mailing Address _____

Email Address _____

Daytime Phone # _____ **Evening Phone #:** _____

Emergency Contact _____

Contractor Name _____

Address _____

Phone # _____

Contractor's Builders License # _____

Insurance Information: _____

Attach copies of license and insurance

Work Description: (attach separate sheet if necessary)

Work in shareholder's unit:

Work, if any, impacting common areas:

Start Date _____ **End Date** _____

The Porter, Inc. has these workplace requirements:

1. **No work may be done before 8 am or after 7 pm. Mon. thru Saturday or before noon or after 6 pm on Sunday/holidays.**
2. **Contractor and all employees and delivery personnel must use the basement doors on the north side. After each entry, contractor and all employees and delivery personnel must ensure the doors are locked. At no time may the doors be left open and unattended while contractor or other workers move materials to the shareholder's unit.**
3. **No loads in excess of those permissible as posted in the elevator are allowed, in accord with DC law and in recognition of fragility of the obsolete elevator. Protective padding available for the elevator walls must be utilized.**
4. **Contractor must maintain at all times the cleanliness of common areas, such as interior hallways and stairs/elevator and exterior walks. Tarpolines, plastic sheeting, plywood, or similar floor covering must be used as needed to protect against muddy shoes, plaster/cement bag leakage, liquid spills, accidental damage to hallway floor tiles or other similar dangers. .**
5. **Contractor is responsible for the disposal of any debris resulting from his/her work. No renovation trash is to be left in the basement unless prior approval is obtained from the board.**

Shareholder's signature

Contractor's signature

NB Contractor's signature indicates that he/she has read and agrees to the workplace requirements of The Porter, Inc.

If any workplace requirement is not adhered to, The Porter Board will notify the shareholder; as he/she is ultimately responsible for any damage caused by his/her employee.

*All window replacements must submit Manufacturers' Cutsheet prior to approval.

*All work shall be performed and installed in strict compliance with International Residential Codes and all other applicable laws, rules, codes and regulations.

*Electrical & Plumbing work to be in accordance with best trades practices and all applicable ordinances, codes and regulations.

September 1st, 2006