



PETRINI PLACE HOMOWNER'S ASSOCIATION

CONTRACTOR RULES & INSTRUCTIONS FOR UNIT WORK AT PETRINI PLACE

Before performing any work at Petrini Place contact:

ONSITE PROPERTY MANAGER (OPM)

Mon-Fri 9am-5pm 415-931-6423 (ONSITE OFFICE)

The Village at Petrini Place, 2001 McAllister Street, SF, California 94118

thevillageatpetriniplace.com

This property is managed by:

BAY WEST PROPERTY MANAGEMENT

Mon-Fri 9am-5pm 415-345-1270 (OFFSITE OFFICE)

AFTER HOURS EMERGENCY RESPONSE 415-445-2132

THE FOLLOWING RULES APPLY TO ANY CONTRACTOR / HANDY PERSON WORKING AT PETRINI

ARCHITECTURAL MODIFICATIONS TO UNIT	ALL STRUCTURAL, PLUMBING, ELECTRICAL, FLOORING AND BUILT-IN work requires an ARCHITECTURAL CHANGE MODIFICATION form. This form is to be submitted for HOA Board approval BEFORE any work can be performed. Plans & detailed descriptions should accompany the form (see website for application). <i>If unsure if your work requires this, ask the ONSITE PROPERTY MANAGER.</i>
WORK HOURS	9AM to 5PM MON-FRI only (see EXCESS NOISE and WATER / PLUMBING for more details)
INSURANCE	All contractors working at Petrini shall provide the ONSITE PROPERTY MANAGER with copies of their current license and insurance (COI) PRIOR to start of work.
KEYS / ACCESS	Unit owners must provide keys/key fobs for contractors. Lockboxes are NOT permitted on site.
DOOR USE / DELIVERY	All contractors, tools and materials must use any of 4 designated entries/exits. OPM will give locations. No materials shall be brought through the lobby. Use of any Elevator must be reserved IN ADVANCE so padding can be temporarily installed. No DOOR SHALL BE PROPPED OPEN – Any lengthy entry/delivery needs to be monitored by a person.
RESTRICTIONS	No SMOKING on property (only permitted inside unit with windows/doors closed) No EATING on property (only permitted inside the unit) No LOUD MUSIC or boom boxes. Reasonable levels of music are ok with all windows/doors closed No VULGAR LANGUAGE or BEHAVIOR / No ALCOHOLIC BEVERAGES
PREPARATION	No staging of materials is allowed onsite except for same day staging on unit patio / deck or near unit entry (see below PROTECTION & SAFETY). If you need more space consult ONSITE PROPERTY MANAGER
PROTECTION & SAFETY	ALL hallway carpets near unit must be protected with plastic, paper or hardboard during working hours and must be removed daily after work is finished. If power tools are being used outside of the unit in Common Areas, bollards or cones must be used to cordon off the area. For any process generating dust or debris outside the unit, it must be immediately cleaned after process is finished.
TRASH / DEBRIS	No TRASH is permitted to be stored on balconies or patios outside of work hours (9-5 M-F) No TRASH is to be transported through the LOBBY All TRASH must be fully bagged or contained while removing from the property

	No TRASH shall be disposed of on this property (including recycling and trash chutes)
PARKING	Contractors use street parking. If front entry courtyard parking is required, see ONSITE PROPERTY MANAGER for permission and time guidelines (typically 15-min limits). No trucks with building materials or oversized vehicles are permitted inside the parking garages. Residents may allow their deeded space to be used to park a car or regular sized truck
EXCESS NOISE	Any construction requiring jackhammers (tile removal from concrete slab) or tools that generate significant excess noise for more than 15 minutes at a time requires ADVANCED NOTIFICATION to the onsite manager to be able to have 24 hours to notify residents. Excess noise is only permitted 10am-4pm.
WATER / PLUMBING	Any plumbing requiring the stoppage of water that cannot be done within the unit (angle stops or integral stops etc.) requires a PROPERTY SHUTDOWN. This must be reserved at least 2 weeks IN ADVANCE of the desired date if there is no date scheduled already for the month (shutdowns are once a month as needed and require a reservation and confirmation of Petrini Place's staff and plumber availability). Shutdowns are available Tue-Thu between 10am and 2pm (Actual work hours vary with location on property within that window). See ONSITE PROPERTY MANAGER for reservation information. Please have all plumbing permits available when reserving. NOTE: Contractor MUST REMAIN ONSITE until water service resumes to verify no leaks (resumption of service can extend past 2pm depending on circumstances) and shall confirm no leaks to ONSITE PROPERTY MANAGER before leaving property.
ELECTRICAL	There is an electrical service panel in each unit that shuts off all unit power as needed. No alterations to in-unit fire sounding equipment shall be allowed. Replacement of hardwired smoke detectors is allowed. Upgrades to service panels require approval through from the HOA.
VENTILATION / FANS	Fans for bathrooms, dryer and range hood all exhaust through the roof. Please ensure visible portions of ducts are clean before installing new equipment and that all connections are secure and non-leaking.
PERMITS	Any contractor performing work within the unit that requires a San Francisco Department of Building Inspection permit must submit a copy of such permit(s) to the OPM before work can commence. A copy of the final signed job card must be submitted to the OPM after work is completed.
PROPERTY MANAGER DAILY INSPECTIONS	ONSITE PROPERTY MANAGER will inspect your work site outside the unit daily and fines will be imposed if there are any violations of this policy. PETRINI has an extensive network of security cameras monitoring and recording all exists and common areas. All CONTRACTORS must ensure the safety and security of Petrini's residents by not keeping doors propped open and unattended or letting in anyone to the property without showing their key fob (or master key).

I have received a copy of this document, understood all rules and agreed to follow them and have provided Petrini with copies of my license and insurance information:

UNIT NO: _____

(Contractor's Signature)

Date

(Contractor's PRINTED NAME)

California Contractor's License No.

Company Name: _____

Main Contact Name: _____

Cell Phone Number: _____

EMERGENCY Number: _____