



Waterloo Condominium Corporation No. 214
260 Sheldon Avenue, Kitchener, ON

RENOVATIONS & ALTERATIONS REQUEST FORM

I, _____ of unit _____

hereby request that Waterloo Condominium Corporation No. 214 approve of the following contractor or company.

_____ to perform the following alterations/renovations:

I have informed the contractor of the condominium's Rules and Regulations regarding in-suite renovations, noted below, and have provided them with the attached copy for reference. The contractor has agreed to abide by these rules.

1. No equipment, vehicles or trailers are to be left on-site other than during normal working hours.
2. Arrangements for the elevator must be made with the Superintendent at least 48 hours in advance of the date on which services is requires.
3. The service elevator is the only elevator to be used (but at the Superintendent's discretion); **it is not used unless padding in place.**
4. The elevator will only be placed on service to facilitate contractors during the hours of 8:00 a.m. to 5:00 p.m., Monday to Saturday (excluding statutory holidays).
5. Contractors involved with projects that violate the noise rule must be off the site by 5:00 p.m.
6. Alterations or renovations inside a unit, which create any noise or disturb other residents in any way, will **only be permitted between 8:00 a.m. to 5:00 p.m., Monday to Saturday (excluding statutory holidays).**
7. Contractors are required to clean up any parts of the common areas that have been used to reach the unit being worked on. Nothing whatsoever shall be left in the corridors (i.e. tools, materials, etc.).
8. Debris/garbage must be removed from the building's property; it is not to be disposed of in the building's container.
9. Contractor vehicles must be parked at the rear of the building.
10. Contractors, supplies, and tools must be brought into the building using the designated service entrance. **The front lobby entrance is NOT to be used.**

Please Note: Owners are responsible for any damage caused to any area of the common elements by their contractor.

If, for any reason, contractors fail to comply with the *Rules and Regulations* of the condominium regarding alterations and renovations, they will be asked to leave the site immediately.



Waterloo Condominium Corporation No. 214
260 Sheldon Avenue, Kitchener, ON

RULES AND REGULATIONS

For Contractors – in-suite alterations and renovations

1. Contractors MUST sign in with the superintendent upon arrival onsite.
Superintendent Telephone No.: 519-496-3701
2. No equipment, vehicles or trailers are to be left on-site other than during normal working hours.
3. Arrangements for the elevator must be made with the Superintendent at least 24 hours in advance of the date on which services is requires.
4. The elevator placed on service is the only elevator to be used (but at the Superintendent's discretion); **it is not used unless padding in place.**
5. The elevator will only be placed on service to facilitate contractors during the hours of 8:00 a.m. to 5:00 p.m., Monday to Saturday (excluding statutory holidays).
6. Alterations and renovations inside a unit, which create any noise or disturb other residents in any way, will only be permitted between 8:00 a.m. to 5:00 p.m., Monday to Saturday (excluding Sunday and statutory holidays).
7. Contractors are required to clean up any parts of the common areas that have been used to reach the unit being worked on. Nothing whatsoever shall be left in the corridors (i.e. tools, materials, etc.).
8. Debris/garbage must be removed from the building's property; it is not to be disposed of in the building's container.
9. Contractor vehicles must be parked at the rear of the building.
10. Contractors, supplies, and tools must be brought into the building using the designated service entrance. **The front lobby entrance is NOT to be used.**

If, for any reason, Contractors fail to copy with these Rules and Regulations, they will be asked to leave the site.