

CONDOMINIUM ASSOCIATION EXPRESS GREENS M1A

Sector-M1A, Manesar, Gurugram

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Guidelines for Interior work in Apartments

Date: _____

Apartment owners willing to carry out interior work in their apartment are requested to give an authorization letter at Condominium Office in favour of the contractor or fit out agency to enter the apartment for the same. They are requested to ensure that following guidelines are complied with by the contractor and their workers.

1. After verification of authorization letter, the contractor has to submit the details of self and his workers along with two passport size photographs to security control room at for entry passes and collect the same for use. Validity of the cards is one month which will be renewed thereafter with written consent from apartment owner if needed.

2. Doorbell / intercom should be made functional before commencement of work.

3. All workers and contractors should carry and display their entry pass each time upon entering the main gate. No worker/contractor will be allowed to stay overnight in the apartment. All workers/contractor should use service elevators only.

4. Permitted timing of work is from 09:00 AM to 06:00 PM on week days only. Noisy work is not to be undertaken from 01:00 PM to 03:30 PM to avoid disturbance to residents. Entry of material is allowed from 10:00 AM to 05:00 PM only.

5. Masonry, concrete chipping, electrical, air Conditioning, fire sprinkler, plumbing, civil modification etc. not to be undertaken without written approval of the DLF Design department. Any change affecting external elevation of building is not permitted. Do not cover or conceal any fire sprinkler inside the apartment while doing carpentry or allied works.

6. No change of tiles of wet areas/ toilets is recommended. If change of wall/ floor tile is to be done, water proofing has to be done again by apartment owner using crystalline 'PENETRON' waterproofing or equivalent through the authorized applicator only and it will be certified/ checked by condominium association representative. Pressure testing of all piping is also to be done again at apartment owner's cost.

7. All material to be taken by service elevator from basement only. Bring the ply / board of suitable size (Less than 7 feet only) taking into consideration size of the service lifts installed in the building. Use small pick up or rickshaw suitable for entry to basement.

8. In case of any welding works a separate HOT WORK permit is to be taken from condominium office each day for the specified duration only.

9. Do not overload, scratch, write or damage the elevators. Do not hold the elevators by blocking the doorways. Loose material should be neatly tied in bags for transporting in elevators.

Signature of Apt. owner: _____

Apt. No. : _____

10. No storage of material, debris etc. permitted in the common areas, shafts inside the apartments, staircase, etc. Fire escape routes to be kept clear at all times. No work is allowed in any common area of building or parking slot.

11. Any Malba generated in the apartment should be kept in small bags uniformly inside the apartment and should be removed periodically. Vehicle should be arranged before removing the malba from apartment. Written permission of apartment owner is required for taking out unused material.

12. Use of liquor, drugs tobacco, pan masala, pan, etc. by the workers, laborers and contractors is strictly prohibited in the complex.

13. Failure to follow the above guidelines, gate passes of the workers will be cancelled and work will be stopped immediately. Any damage to building property will be debited to apartment owner.

14. Transshipment of Household Luggage/ packed Baggage's IN/ OUT is permitted between **9.00 AM to 6.00 PM only**. All empty boxes/ packing material etc. must be cleared from the common areas same day.

15. All hand operated Power Tools, light bulbs/ holders etc. must have proper insulated cables with plug tops to avoid sparking.

16. All doors / windows, lights, fan and water tapes should be properly closed / shutoff prior to retiring from day's work.

17. All vehicles engaged by contractor or his workers to have a valid PUC certificate and be parked in 'READY TO GO' position only.

18. A refundable security deposit of Rs 15000/- payable in favour of "**Condominium Association Express Greens MIA**" to be submitted along with this application to Condominium Office. This cheque will be returned once your works are completed and all surplus materials removed from your apartment and NOC for no damage is obtained by the contractor.

19. For any further clarification, you may contact Condominium Office.

I have engaged following agency / contractor to carry out interior / renovation work in my apartment. He along with his workers is authorized to enter the apartment. We undertake to abide by above guidelines.

Name and address of contractor _____

Contact No. of contractor _____ Specimen signature _____

Nature of work _____ Duration of work _____

Signature of Apartment Owner: _____

Name of Apt. Owner: _____

Contact No. _____ Email Id: _____

Apt. Number: _____

Date: _____