

WORK PERMIT

**The Park Manor Condominium
100-25 Queens Blvd.
Forest Hills, NY 11375**

**THIS PERMIT HAS BEEN ISSUED TO
THE OWNER OF UNIT _____.**

**THIS PERMIT HAS BEEN
AUTHORIZED BY THE BOARD OF
MANAGERS/THE MANAGEMENT FOR
RENOVATIONS WITHIN THE
APARTMENT. ALL CONSTRUCTION
WILL BE DONE WITHIN THE HOURS
SPECIFIED WITHIN THE HOUSE
RULES OF THE CONDOMINIUM.**

Date Issued: 20__

Date Expiration: 60 Days From Date Issued

Authorized Signature

The Park Manor Condominium

Renovation Processing Check List

Name: _____

Unit: _____

Write Date or
Check ✓/Off

Step 1) Pre-renovation package (items listed below) mailed to applicant: _____

- Renovation/Scope of Work Form
- Contractor's Authorization Form

Step 2) Application returned to applicant (if incomplete). _____

(Management must send the applicant a letter (dated) advising that their renovation request has not been accepted because it was incomplete). If complete, write N/A.

Step 3) The following documents have been received from applicant: _____

- Completed Renovation/Scope of Work Form
- Contractor's Form
- A security deposit check for \$1,000 payable to "The Park Manor Condominium"
- A copy of current license and photo ID for General Contractor
- A copy of sub-contractor current license and photo ID for Electrician
- A copy of sub-contractor current license and photo ID for Plumber
- General Contractor's liability insurance is required in the amount of \$1,000,000.00 for bodily injury and property damage, naming "The Park Manor Condominium" and "Kaled Management Corp."
- A copy of Workers Compensation Policy
- Building Permit, Engineer and/or architect's drawings for changes, if applicable
- The following statement must appear in your contract for the alteration:
 "The contractor will be responsible for performing a post-renovation cleaning that includes dust wiping the hallway threshold and all immediate adjacent areas, and, HEPA-vacuuming the hallway(s) and elevator(s) used during renovation."
- A copy of the contractor's EPA issued Lead Paint Renovators License (mandatory requirement) must be submitted. Failure to do so will result in denial of this application.

Step 4) Application reviewed again by Kaled Management and marked complete. _____

Step 5) Application with documents sent to Board for review. _____

Step 6) Kaled Management received Board approval. _____

Step 7) Renovation Approval Letter sent to applicant with copy to Board and Superintendent: _____

Step 8) The following documents have been sent to the Superintendent: _____

- "Work Permit" sign to place on door before renovation can begin
- Renovation/Scope of Work Form (signed by owner/contractor)
- Photo ID and licenses for the General Contractor and/or sub-contractor (Electrician/Plumber).*

Step 9) Contractor will report to the Superintendent to announce his presence before performing any work.

*Superintendent will be responsible for taking before and after photos of the renovation.

The Park Manor Condominium

Renovation/Scope of Work Form

	Will Be Removed	Will <u>Not</u> Be Removed	Will Be Installed	Will <u>Not</u> Be Installed
Bathroom				
Bathtub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shower-body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flush-o-Meter*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall Tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanity Cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanity Counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Flush-o-meter are only allowed

*Tank Toilets are not allowed

	Will Be Removed	Will <u>Not</u> Be Removed	Will Be Installed	Will <u>Not</u> Be Installed
Kitchen				
Stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Plaster Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Will Be Removed	Will <u>Not</u> Be Removed	Will Be Installed	Will <u>Not</u> Be Installed
Bedroom/ Living Room				
Baseboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Closet Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Plaster Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original Wood Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Paint Work Yes No

	Will Be Removed	Will <u>Not</u> Be Removed	Will Be Installed	Will <u>Not</u> Be Installed
Other				
Fuse Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby acknowledged the above renovation will be performed in apartment _____

Signature of Owner

Signature of Contractor

Date

Date

The Park Manor Condominium ("The Condominium")

Contractors Authorization Form

_____ has been retained by
(Name of Contractor)

_____ of unit _____ at The Park Manor Condominium,
(Name of Unit Owner)

100-25 Queens Boulevard, Forest Hills, New York 11375

Contractor agrees prior to commencing any work to deliver a Workman's Compensation policy and liability insurance for \$1,000,000 per incident naming the Condominium and its managing agent, Kaled Management Corp., as additional insured and requiring at least 30 days prior notice to The Park Manor Condominium "The Condominium" of cancellation. In the event any of the foregoing insurance is canceled, Contractor agrees to immediately cease work and not to resume unless satisfactory evidence of insurance is provided to the Condominium.

Contractor acknowledges it has read the Condominium's House Rules and will abide by them. Contractor will not work before 9:00 a.m. or after 4:30 p.m. or on Saturdays, Sundays or holidays. The renovation must be completed within sixty (60) days.

Contractor will at all times keep the Condominium's property including but not limited to hallways, elevators, common areas, basement and the front of the Building free from dirt, dust, refuse and materials arising from or related to work performed in the Building. Any debris arising from work done by the Contractor is the responsibility of the Contractor; hence it must be removed from the Building when work is completed. All debris must be bagged before removal from the premises. When required, a dumpster must be provided by the Contractor for the debris. Contractor acknowledges that if it violates the Condominium's House Rules, any member of the Board of Managers is authorized to direct Contractor to cease work and leave the Building.

Contractor acknowledges that it and its employees will at all times conduct themselves in accordance with directions of the Building's Superintendent, and any other of its employees, and that failure to do so is an act that terminates its privilege to continue working in the Building, subject only to the Board thereafter, for good cause, reinstating Contractor's privilege to work in the Building.

Contractor will, at all times, keep all doors and access to the Building locked except when it or its employees are actually entering or leaving the Building.

The staff of the Condominium must be provided entry to the premises to be renovated before the work is started and after the work is completed to take photos and assure that the renovation is in compliance with the specifications given. *Note: No chemicals other than water based product may be used for renovating floors or products used in all renovation. The management and the superintendent may examine all products to be used before any work begins and during renovation. If the products are not satisfactory the renovation will be stopped and a fine will be given.

The person in charge of the actual work at the Building for the Contract is:

(Name)

(Telephone No.)

Dated: _____, 20____

The Park Manor Condominium ("The Condominium")

Contractors Authorization Form – Page 2

Full Corporate Name of Contractor

Address _____

Telephone No. _____

Signature (Print name underneath legibly) _____

Corporate Officer _____

CONTRACTOR LICENSES MUST BE ATTACHED HERETO

CONTRACT WITH FULL SPECIFICATIONS OF WORK TO BE DONE SIGNED BY THE CONTRACTOR MUST BE ATTACHED HERETO (Prices do not need to be included)

ALL APPROVED RENOVATIONS MUST BE COMPLETED WITHIN SIXTY (60) DAYS

Authorized to Work in Building:

Signature Managing Agent

Date Authorized