



## WESTMOUNT PLACE

Condominium Corporation No. 8310969

### RENOVATION CONTRACTOR AGREEMENT

Westmount Place has policies, procedures, and practices in place to safeguard all owners and the Condominium Corporation from any 'unintended consequences' when renovations take place. All contractors, without exception, must follow these procedures, policies, and practices and be an authorized contractor at Westmount Place.

Westmount Place does not take any financial responsibility for work scheduled and requested by owners.

#### Documentation:

- i. All contractors and their contractor sub-trades must each be registered as authorized contractors by completing the Westmount Place Contractor Registration Form and submitting it to the Property Manager for authorization.
- ii. All authorized contractors will be required to sign a liability agreement in which they will agree to take full liability for all the employees' and sub-trade workers they have on site.
- iii. All contractors wishing to do any structural work will be required to produce the architectural drawings and engineering reports to support the work being considered.
- iv. At NO time will drilling common property for any reason be acceptable anywhere within the property, unless a full x-ray from a reputable company is supplied prior to any work even being considered.

#### 2. Materials to be used

- i. All contractors and their sub-trades must supply the administration office with a scope of work and list of materials that will be used as well as drawings that may apply.

#### 3. Logistics

- i. All contractors must book the penthouse elevator at the Security Desk for loading and unloading of materials. Elevators cannot be booked before 9:00AM or after 4:00PM and cannot be booked on weekends. The contractor is responsible for hanging and removing elevator blankets, available from the Front Security Desk, after use.

#### 4. Clean Up and Garbage Removal

- i. All contractors will clean the hallways, loading areas, and traffic areas they use at least once a day before leaving, and if exceptionally dusty or dirty as many times as necessary to maintain a reasonable clean appearance.
- ii. Garbage must be removed daily and cannot be left in loading area overnight. If refuse is left, the owner or contractor will be billed for removal.

I \_\_\_\_\_ of \_\_\_\_\_ agree to all terms and conditions outlined above.

Date: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_