

Westmount Place Renovation Information –Owner

Westmount Place Condominium Corporation has an extensive policy, the Westmount Place Renovations Policy, concerning the execution of renovations within the building, designed to protect not only our common property and our private property, but also to maintain the peace and comfort of the occupants. This policy is designed towards construction professionals and as such is somewhat technical in nature. It is a very comprehensive set of rules and requirements geared to address major projects. Not all renovations will require the execution of all regulations. The first thing you must always do when contemplating renovations is to make an appointment with the Building Manager to discuss your plans. He will be able to guide on what the rules mean and which ones you will be expected to comply with.

To better explain some of these technicalities we are providing the following explanations in layman's terms.

1. You must get permission from the Board of Directors to execute any renovations, including repainting.
2. You must be up to date on all fees owed to the Corporation before starting renovations.
3. You may be required to get a permit from the City of Calgary to execute a renovation. The Building Manager may be able to help you determine this.
4. You may be required to submit design plans and specifications, including detailed descriptions and samples of materials, for board approval. The Building Manager will let you know what is required.
5. You are responsible for any damage to our common property, to your private property and to your neighbor's property that may result from your renovation activity. It is essential that you have adequate insurance to cover potential accidents. Please think twice about "doing it yourself" or hiring the brother in law. **It is mandatory that any contractor working in the building has liability insurance** and the Building Manager may require them to provide proof in the form of a Certificate of Insurance naming the Condominium Corporation as an Insured.
6. You must insure that all workers sign in at the front desk, at the beginning of each day or work shift, and then sign out when leaving for the day.
7. Licenses and Bonds – It is illegal to practice business in Calgary without being licensed to do so. It is illegal for a contractor to ask for, or accept, money in advance (deposit) without being properly bonded. For your protection insure that your contractors are licensed and bonded.
8. Remember you are responsible for the jobsite safety (this mostly applies to bigger renovations) and can be held responsible if a worker is injured in your home. To

Westmount Place Renovation Information –Owner

- protect yourself make sure your general contractor states, in writing, that he will act as the Prime Contractor. This means he is legally responsible for insuring a safe workplace.
9. Remember that you are responsible for insuring that all workers are paying their Worker's Compensation Board premiums. Before handing over the final cheque make sure they provide you with a WCB clearance letter stating they are in good standing. If you don't the WCB can make you pay the premiums.
 10. Construction Waste - Do not dispose of Construction waste in the garbage chute or the garbage bins. To avoid safety and fire hazards or threats from structural overloads, vermin and mold, insure that waste does not build up and is removed daily. Do not dispose of any waste including paints, glues, grout, plaster or cement or any of their cleaning solvents down the drains or toilet.
 11. Odors and Dust – You cannot use materials which may cause strong odors (Oil based paints, glues or lacquers) and you must control dust. The Building Manager may require you to install temporary exhaust fans.
 12. Hazardous Materials – You must receive permission to bring any hazardous materials in the building. This includes highly flammable materials and welding or soldering gasses. Explosive or toxic gasses will not be permitted to be left in the building unattended. If you are performing any soldering or welding you must have a minimum 10lb ABC fire extinguisher on hand not including the base building fire extinguishers found on each floor.
 13. If you are installing hard surface flooring you must incorporate sound deadening features into the floor. The Building Manager can provide you with additional details.
 14. The Corporation may require you to upgrade some, or all, plumbing, electrical wiring or HVAC components that are no longer safe or may be approaching the end of their useful life. (This is much more convenient and less expensive than ripping the walls apart again in 5 years when they start to fail). You will be required to install readily accessible shutoff valves on all water consuming fixtures including water dispensers, dishwashers and refrigerators.
 15. You must execute the work within the designated work hours and respect the no-noise times outlined in the guidelines.
 16. If you require elevator or loading dock usage you must make arrangements in advance. You may not leave vehicles or materials parked in the loading dock or loading zones for extended periods.
 17. You are required to keep all hallways, lobbies, elevators and the loading dock clean and tidy and shall not store materials or allow them to accumulate in these areas.

Westmount Place Renovation Information –Owner

18. The floor slabs in our building contain “Post Tensioned Cables” These are steel reinforcing cables stretched to in excess of 20,000 lbs tension. If you cut these it can result in serious property damage or loss of life. You may not drill into, cut or core any concrete without receiving permission in writing.
19. When you are doing demolition, the Building Manager must be called to inspect the condition of the base building. You will be required to insure all penetrations through the common walls, floors and ceilings are properly sealed with firestopping and against air and water seepage or the intrusion of vermin.
20. You must coordinate any requirement to shut down, or alter, or tie into the base building systems with the Building Manager. You may be required to upgrade or install valves, breakers or meters.
21. You must allow the Building Manager to inspect the work at anytime, including upon completion, to insure the safety and integrity of the work and materials.
22. You must take care to protect corridors, elevators and doors when moving materials. You will be charged with any extra cleaning or the repair of all damages that occur during the period of your renovation.