



BERKELEY CASTLE

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www.BerkeleyCastle.ca

To: All Contractors and Tradesman
From: Berkeley Castle Management

HOUSE RULES

1. Building management **MUST** be made aware of any trades who will be entering the building. All work is to be completed after regular business hours. For fire safety, and security reasons, all evening and weekend visitors are required to sign in and sign out of the building. The sign in book is in the main entrance lobby. Contractors must ensure that building management (ie: superintendent) is aware when they are leaving, the loading dock must be locked.
2. Consideration for all the other tenants in the building must be maintained at all times.
3. Should you require access to another tenant's suite, appropriate prior notice must be given. At the end of each day, the space must be left in as clean or a cleaner condition.
4. All work will be done according to code, and in a good and workmanlike manner. Building Management reserves the right to inspect the work in progress at any time. Should the work not be to a satisfactory level, management may require the work to stop immediately.
5. The contractor will also be held responsible for any damage caused by their workmen.
6. Hallways, elevators to be kept clean. Contractors to be responsible for vacuuming hallways at the end of each shift, and elevator walls to be wiped as required. Contractors must be responsible for the removal of all their garbage
7. **Floor sanding, staining, varnish application, is to be completed on the weekends only. Scheduling is to be made with the management office. The ceiling of the suite below must be covered with plastic. To eliminate the spread of fumes throughout the building contractors are responsible for ventilating the suite when this work is in progress.**
8. Whenever possible use freight elevator for moving materials, tools and equipment.
9. Whenever possible use the loading dock to unload materials, make sure that the garage door is closed when you leave, do not leave vehicles running while in loading dock area. The loading dock is for loading and unloading of materials. This is not a parking area.
10. Under no circumstances is the boiler room or mechanical room to be used as a work area. If you need temporary work space, please see the management or the superintendent on duty.
11. Vehicles are strictly prohibited from entering the courtyard, or parking on the brick sidewalk. Vehicles will be tagged and/or towed at owner's expense.
12. Do not touch the fire alarm panel. If an alarm has to be temporarily turned off please arrange it through the superintendent on duty. If there are any false alarms, the contractor will be held responsible for paying any fees charged regarding the false alarm.
13. All wiring/cabling/electrical is to be placed in conduit, exposed wiring is prohibited.
14. Occasionally "quiet" work may be permitted during regular business hours. This must be cleared through management on a daily basis. However **absolutely** no hammering, sawing, chopping or drilling will be tolerated during this time. The Landlord has the right to halt any work being done during business hours should there be any complaints.