

CCOA “Unit-Work Form”

NOTE: Failure to submit this form 3 days prior to start of work could result in a \$100 fee assessed to the owner, and could delay work-start-date. Refer to “Guidelines” for when this form is required. When required, complete and submit it to the Property Manager and CCOA Board at least 3 days prior to the start of any unit work. Acceptable work hours are 8am-7pm Monday through Friday, and 8am-5pm on Saturday.

Date of Agreement: _____ Owner Name: _____ Unit Number: _____

Name of Vendor:	Company Contact:
Address:	Phone:
Proof that Vendor is Properly Insured and Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
License #: _____	Insurance #: _____
<i>(note: owner accepts full responsibility if yes is selected and the vendor ends up not insured)</i>	

Description of Renovation:

Date of Renovations (include start date & end date) :
Will you need pads for elevator installed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(note: owner is responsible for ensuring pads are put up and taken down)</i>
What type noise will there be during this time?

As the CCOA owner having the work done, I assume all responsibility for the accuracy of this completed form, and state that I have informed the vendor about leaving the project premises, including all common areas, in a clean and orderly manner - on both a daily basis and upon completion of this project. Furthermore, I understand that any damage caused to the Association property or the property of any Owner or Resident will be my responsibility to remedy to original condition.

Owner Signature: _____	Date: _____
Board Member Signature of Approval: _____	Date: _____

Guidelines

This form serves multiple purposes, including:

- Frequently unit-work causes noise, temporarily blocks garage access, or common areas are affected. Therefore, by the unit owner timely submitting the “Unit-Work Form”, the Board & Property Manager can inform residents in advance of when & how long to expect disruption.
- Often work requires a licensed and insured vendor, and our property management company verifies the needed requirements every time a vendor is used.
- The unit owner is responsible for ensuring common areas are left clean and undamaged each day, including the elevator. As such, the Board & Property Manager need to know about unit maintenance should questions or situations arise from the work.

These guidelines outline what work requires an owner to complete and submit a “Unit-Work Form” to the Board & Property Manager. Not all scenarios may be included, so here is the rule of thumb to follow. **When in doubt, fill it out.** Submit completed “Unit-Work Form(s)” to the Property Manager and CCOA Board at least 3 days prior to the start of any unit work. Acceptable work hours are **8am-7pm Monday-Friday, and 8am-5pm on Saturday.**

CATEGORY	WORK	FORM NEEDED
<u>A/C</u>		
<i>Must be licensed & insured</i>	Replace compressor or air handler	yes
<i>Must be licensed & insured</i>	Repair or regular maintenance	no
<u>Electrical</u>		
<i>Must be licensed & insured</i>	Add/replace electrical box (including for fans)	yes
	Repair/replace existing fan, light fixture or outlet	no
<i>Must be licensed & insured</i>	Installing hot water tank, that requires electrical change	yes
<u>Plumbing</u>		
<i>Must be licensed & insured</i>	Installing hot water tank	no
	Leaky faucet, sink or toilet	no
	Installing toilet	yes
	Installing refrigerator or ice machine	no
<i>Condo responsibility</i>	Repairing leaky pipes inside a wall or ceiling	no
<u>Remodel/Renovation</u>		
<i>Must be licensed & insured</i>	<u>All</u> renovations to kitchen, bathroom, bedroom, living area	yes
<i>Must be licensed & insured</i>	Installing window or sliders	yes
	Installing flooring or carpet	yes
	Painting (when paint contractor is hired)	yes
	Removal of popcorn ceiling	yes
	Dry wall	yes
<i>Must be licensed & insured</i>	Installing balcony railings or screening	yes
	Repairing balcony screening	no
<i>Must be licensed & insured</i>	Installing or repairing hurricane shutters	yes
<u>Miscellaneous</u>		
	Professional floor/carpet cleaning (like steam cleaning)	yes
	Running/rerouting cable wire through walls	yes
	<u>All</u> deliveries, for example dishwasher, washer/dryer, furniture, etc. (<i>note: while a “unit-work form” is not needed, it is the unit owners responsibility to make sure elevator pads are put up and taken down – and that the Board has been informed of the delivery</i>)	no