



# Canterbury Place

1910 ALA MOANA BOULEVARD  
HONOLULU, HI 96815  
Telephone: (808) 947-7221 Fax: (808) 941-1400  
E-mail: office@canterburyplace.net

## Contractor Check List

Working for  AOA  Owner: \_\_\_\_\_ Unit #: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Approved by Manager: \_\_\_\_\_ or by BOD \_\_\_\_\_

Tentative Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Note:** Construction that exceeds more than 2 months(60 days) must be approved in advance

Insurance	Amount	Carrier	Agent	Contact
Liability				
Workmen Compensation				
Auto				
Certificate Expiration	Date:			

### **Certificates of Insurance, copies of contractor licenses required (OK to Fax )**

Contractor (Primary) Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Job Foreman (On Site): \_\_\_\_\_ Contact #: \_\_\_\_\_

Sub-Contractor(s) Name: \_\_\_\_\_

Type of Work Being Performed: *Check one or more* (No work in the building can be done until building permit is issued, if one of the below is checked):

Electrical  Plumbing  Mechanical  Structural Building Permit #: \_\_\_\_\_

Excessive noise (Noise permit may be required)

Other/Comments: \_\_\_\_\_

**WHEN CHECKING IN WITH SECURITY IT IS MANDATORY THAT SOMEONE LEAVE THEIR DRIVERS LICENSE TO COLLECT AT THE END OF THE DAY. THIS IS TO ENSURE ALL RULES HAVE BEEN FOLLOWED.**

# Contractor Rules

1. Any type of construction must be reported to the Association: A Canterbury Application for Approval must be filled out prior to any work.
  - a. Construction work is defined as any modifications to an interior, including cabinetry and flooring.
  - b. Application is reviewed by General Manager and forwarded for Board of Directors approval.
  - c. Board of Directors will determine what requirements will be needed for the proposed project. This may include, but is not limited to set of plans and a building permit, if required by law.
2. Contractors must hold a current Hawaii State contractor's license and valid insurance. Copies of license and insurance information must be given to the General Manager for verification prior to commencing work. Workmen's Compensation Insurance is required for all Contractor's employees.
3. The contractor, contractor's employees, suppliers and any other persons requesting access to the property must report to Security when coming onto the property and when leaving at the end of their work day. If no one is at the desk, you must contact the General Manager's office.
4. Work hours are from 8 am to 5 pm Monday through Friday. Work on Saturday is limited with the prior approval of the General Manager and absolutely no work is allowed on SUNDAYS & building Holidays. Work hours are strictly enforced and any variance must be obtained in writing from the General Manager.
5. Contractors must provide the General Manager with at least five-business day's notice of the scheduled date of their work.
6. **Plumbing:** Only licensed plumbers will be allowed to perform plumbing work. A building permit may be required and must be issued prior to any change of plumbing other than repairs.
  - a. During remodeling, if any appliances are moved from one location to another within the unit then a diagram of piping has to be approved.
  - b. Water Shut Down:

The plumbing contractor's information must be given to the General Manager in order to process any water shut down request. The plumber must be on site during the shut down.
  - c. Water shut downs are done bi-monthly on the first Wednesday from 9:30 a.m. – 1:00 p.m. unless there is an emergency. An Emergency is defined as a leaking or broken water source, that without repair, will cause flooding or water intrusion into another unit.
7. **Electrical:** A licensed electrician must perform all electrical work. A building Permit may be required.
8. All contractors working for the Association of Apartment Owners of Canterbury Place for projects ranging from \$5,000 or more must name The Association and Hawaiian Properties, Ltd. as additionally insured on their insurance certificate.

9. Contractors and their employees are not allowed to bring or consume alcohol or drugs on the premises. Smoking is not allowed in the common areas, only within the unit. Common areas (pool, recreation deck, lobby) are not to be used by workers. Shirt and shoes are required. Radios are not allowed.
10. The contractor shall protect against damage to all persons and to all surfaces and objects including plants and animals, whether or not they belong to the Association, property owner, tenants or others.
11. Proper building codes and permit systems must be followed
12. The use of noisy equipment shall be conducted only with the approval of the facility's management although that approval must be reasonably given for the reasonable fulfillment of the project. If there is going to be noise i.e. demo of tile, then the office must be given 48 hours notice to let neighbors know
13. The Association does not provide parking for Contractors or their employees. There is no parking in the Circle Drive. We have two guest parking spaces that may be used on a first come-first serve basis and are limited to 5 hours parking per day. **Only one vehicle per unit is permitted at any given time.** You must register daily with the Security to use these spaces. When these spaces are filled, you must make your own arrangements for parking. **ANYONE PARKING OUTSIDE THESE SPACES WILL BE TOWED.**
14. All construction materials are to be removed from the building. No debris is to be left in halls, elevator lobbies, or basement. NO Trash chutes and NO building dumpsters are to be used at anytime.
15. Walk out mats are to be used during work hours to protect hallway and elevator lobby carpeting or at the door place a DAMP TOWEL so when you exit the unit the dust will come off your shoes
16. Contractors are to use the freight elevator only. Contact Security for use of the freight elevator. All moving of tools and materials must be done from the basement.
17. You are liable for all repairs of damage to the building and for cleaning expenses resulting from actions by you, your employees or sub-contractors. This includes vacuuming carpets and cleaning the freight elevator. Cleaning expense will be charged at a rate of \$50.00 per hour or fraction thereof and repairs will be charged at a rate of \$100.00 per hour or any fraction thereof for in-house repairs or at the regular Contractors rate if we hire a contractor to make the repairs.
18. At the end of each workday, security will do a walk through from the unit being remodeled down to the basement or first floors to ensure the rugs and elevator are left in a pristine manner. If any part is deemed to be a mess then the contractor can clean or the unit will be charged the amount from above.
19. No building shopping carts are to be used UNDER ANY circumstances. The fine is \$100.00.
20. Condo lanai are not to be used for storage or cutting of tile which must be done within the apartment.

Please follow these rules to maintain peace with in the building and permit others to the quiet enjoyment of their residences.

Please return the signed Acknowledgement below.

Thank you for your cooperation.

**Acknowledgement that Contractor and Owner have read and agree to the Contractor Rules.**

I, (Contractor) \_\_\_\_\_ of Unit# \_\_\_\_\_ have read, understand and agree to the above rules. I have received a copy of these rules and am responsible that each of my employees and sub-contractors read them as well.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**CONTRACTOR**

\_\_\_\_\_  
**PRINT APARMENT OWNER'S FULL NAME**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**OWNER**



# Canterbury Place

## Freight Elevator Procedure

- The freight elevator must be reserved in advance and padded by Canterbury staff.
- All moving must be done from the basement.
- Only the freight elevator can be used for moving furniture or for remodeling equipment and materials.
- Hours are 8 am to 5 pm Mondays through Fridays, Saturdays from 10 am to 4 pm. No moving is allowed on Sundays and Holidays.
- We request that anyone moving out, place one elevator load at a time in their elevator lobby then call the Watch Desk at 946-6185 to bring up the freight elevator. It is locked off then for the loading and unloading into the basement elevator lobby area then released. This method allows items to be loaded into a moving van at a more leisurely pace without tying up the freight elevator for a long period. The process is repeated until the move is complete.**
- For moving in, the process is reversed.

\*\*\*\*\* MAHALO NUI LOA FOR YOUR ASSISTANCE  
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1910 ALA MOANA BOULEVARD  
HONOLULU, HAWAII 96815  
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## Required Vendor/Contractor Docs.

1. Copy of Current/Valid contractor's License (OK to Fax)
2. Copy of GET License (OK to Fax)
3. Certificate of Liability Insurance as follows:
  - a. \$1,000,000 Commercial Liability Per Occurrence
  - b. \$2,000,000 Commercial Liability – Aggregate
  - c. Auto Policy
  - d. Worker's Comp. Policy
  - e. The following must be included

### Certificate Holder(s):

Canterbury Place AOA and  
Hawaiian Properties, Ltd.  
1910 Ala Moana Blvd.  
Honolulu, HI 96815

### Additionally Insured:

**Both**  
Canterbury Place AOA and  
Hawaiian Properties, Ltd.

**must be named as additionally insured.**

