

LEEWARD TOWER

Trade Work Guidelines

Body Corporate consent in writing is required for structural changes to an apartment or additions that can be seen from the outside of the building. No work is to commence until written approval is issued on behalf of the Body Corporate.

The following points are to be considered prior to the commencement of any Trade Works coming under this category:

1. All tradesmen must at all times be supervised by the owners' onsite. Supervision includes security and access to the building car park as well as within the owner's unit and on common property. **Resident Managers duties do not include any renovation responsibilities.**
2. For the convenience of all Leeward Tower resident's approval for Unit Renovations being either Minor Works or Major Renovations may be restricted at the discretion of the Building Manager to a single unit at any one time if conditions warrant this.
3. Minor works (as defined in the Leeward Tower Body Corporate By-Laws and will last no longer than a few days) including any noise inconvenience must be advised via a prominent sign on notice board at least 5 days prior to commencement of work as a courtesy to other residents and must be conducted in line with the requirements detailed in this document and the By-Laws.
4. No Antenna points can be altered or isolated as they feed to all units.
5. Air conditioning: An approved Engineer or accredited building inspector must approve air-conditioning alterations to ensure that no adverse effect will be placed on the building system.

Initial/s (owner / Builder)

1. Requests for permission to make improvements to an apartment must be made in writing to the Resident Managers for consideration by the Body Corporate Committee before works commence and must include plans and specifications of the proposed works, an engineer's report, and any applicable statutory authority approvals, has been submitted. The Committee may limit major works per annum to reduce resident inconvenience.
2. **The Owner or Project Manager must provide schedules (timeline for the duration of the renovation), timetables, scope of works and the name of the contractors who will be doing the work and their contact details and any other relevant information at this meeting, including all insurances.**
3. **Drawings and Specifications of all proposed major alterations to the owner's unit must be submitted in full to the Body Corporate Committee for examination.** No work shall commence without complying with the schedule for renovation approvals and Gold Coast City Council permits.
4. It must be remembered that many ducts, floors, ceilings, and walls carry services vital to other residents and some of these can also be of structural importance.
5. False Alarms: All costs associated with the accidental triggering of the fire alarm system by the owner, or his contractors or guests shall be met by the owner. The Manager must be notified of use of fire stairs before use.
6. Any disruption to existing building and common property services including lifts power light water sewage ductwork and risers shall require written approval and when agreed to a notice of at least 48 hours must be provided to the manager.
7. When replacing flooring all effort must be taken to minimise current and future noise transference. When soft floor coverings are replaced with Floor Tiles or Timber Flooring, Specifications Reports and written approval from an accredited Acoustic Consultant (An approved Engineer or accredited building inspector) is to be submitted to the Resident Managers for approval prior to work being commenced.
8. Trades people employed to carry out works in an apartment must be fully licensed and insured as required under appropriate legislation, with at least \$10 Million public liability insurance. It is the responsibility of the apartment owner to obtain copies of such documentation.
9. Prior to the commencement of plumbing work, water pipes and waste pipes penetrating the slab to the unit below are to be sealed and waterproofed to prevent blockage.
10. Within 28 days of completion, all plumbing must be pressure tested and a signed test report from a licensed plumber given to the Building Manager. All plumbing must meet Gold Coast City Council requirements and Australian Standards.
11. A \$2,000 bond must be paid to the body corporate before any major alterations or refurbishment work commences. The apartment owner is responsible for any damage or deterioration to common property caused when work is carried out to their apartment and rectification of any damage will be charged against the bond. This shall be in the form of direct deposit to the body corporate manager..
12. Trades people engaged by the unit owner must not carry out their work on any part of common property without the necessary prior consent in writing from the Body Corporate or the Resident Managers.
13. Trades people and removalists are permitted on site only between 8:00am - 4:00pm Monday to Friday. **Working hours will be for the convenience of all residents, 8:00am -- 4:00pm. Any excessive noise tools such as jack hammers and pneumatic tools will only be permitted between the hours of 9:00am and 3:00pm.**

Initial/s (owner / Builder)

14. It is requested that jack hammering of floors be carried out by a **minimum of 2 operators to reduce the period of noise inconvenience to owners. The Resident Managers must be notified a minimum 5 days in advance when any tradespeople or removalists will be working in the complex.** Weekend and public holiday work or removals will not be permitted.
15. Security keys will be the responsibility of the apartment owner and must not under any circumstances be taken away by trade people working in units or persons making deliveries. Access with these keys is solely for the purpose of delivering, removing, or working in a designated unit and should under no circumstances be used to access any other common areas. **Any instance of security keys being retained by Tradespersons will result in the immediate cancellation of the security key in question.**
16. The unit owner is responsible to provide parking for Trades persons. Parking in allocated visitor car parking areas or blocking existing car spaces is not permitted for any length of time. A contractor is permitted to park on the ramp temporarily for the purpose of loading or unloading equipment only. Once unloaded vehicles must park off site.
17. Garage Door: This is only to be left open while staffs associated with the renovation are in the basement. Do not under any circumstances leave the garage door up and unattended.
18. Only the basement entrance can be used for delivering goods and building materials and removal of refuse. Transportation of these goods is the responsibility of the unit owner. **Tradespersons with tools or materials will not be permitted through the foyer.**
19. Only the lift nominated by the Building Manager may be used for transporting goods and materials. When so used, **the building manager will need to be notified when the lift is to be padded and will require a minimum of 24 hrs notice to pad the lift car** to avoid damage. Any goods transported must be covered to avoid damage to the lift. Tradespersons and removals must place drop sheets over the foyer floor on your level when removing demolition material, trade waste, or delivering materials.
20. Lift doors, stair doors must not be propped open.
21. For the removal of demolition material and trade waste the "Little Red Skip Bin or similar must be employed. Demolition material, trade waste, etc. must be removed from common property at the apartment owners' expense in accordance with local council laws. The community waste bin is not available for this purpose.
22. No rubbish is to be deposited into any of the domestic waste bins or to be left in the basement or garbage room.
23. **The apartment owner will be responsible for, or arrange for the cleaning of the lift, basement foyer floors and carpets continuously while work is being done in their apartments. Cleaning at the conclusion of the day will not be sufficient.** Basement floor and lift must be in pristine condition for the residents all day, which includes the cleaning of the lift of dust and debris and removal of hand marks by Trades people.
24. The foyer that is adjacent the renovation shall have a plastic stick lining on the existing carpet prior to and for the duration of the project.
25. All damage to common property should be reported immediately and is to be paid for by the owner either form the bond or by other method.
26. The Body Corporate Committee of Leeward Tower reserves the right to inspect the unit within 28 days after renovations have been completed.
27. Work conducted in apartments must not cause excessive noise or inconvenience to other residents.

Initial/s (owner / Builder)

28. Independent Certification of the waterproofing membrane as applied is required to ensure the integrity of the membrane. An approved Engineer or accredited building inspector must give approval.
29. Independent Certification of the installation of Air Conditioning is required to ensure the condensate drains are connected correctly. An approved Engineer or accredited building inspector must give approval.
30. Independent Certification of new flooring is required to ensure the new flooring meets the buildings acoustic rating. An approved Engineer or accredited building inspector must give approval.
31. Within 30days of the renovation being completed, all Engineering certification approvals, Builders Form 15 & 16 are required to be submitted to the Body Corporate.
32. If the lot owner is undertaking a project over \$11,000 in market value and using multiple trades, they must have an owner builder permit from QBCC before approval is given or use a licenced registered builder to supervise the works.

ACCEPTED BY: Signature

Owner(s): _____
of _____

Please print Name(s): _____

Lot No: _____

Date: _____

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BODY CORPORATE USE ONLY

Received by: _____

Position Held: _____

Date: _____

Initial/s (owner / Builder)
