

Georgetown Mews Owners Corp
69-17 150th Street
Kew Gardens Hills, NY 11367
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Apartment Renovation Check List:

- 1- Name, Apartment number, daytime phone number of shareholder and cell phone number of Contractor.

- 2- **Hours of work:** All work MUST be performed Monday- Friday from 8am-6pm.

- 3- A copy of a **scope of work** that is going to be performed by the contractor.

- 4- A copy of **Contractors New York City License.**

- 5- A copy of **NYS Lead Paint Certificate.**

- 6- **Insurance:**
A copy of the contractor's certificate of insurance naming the Shareholder, Georgetown Mews Owners Corp., and Charles H. Greenthal & Company as additional insured.

- 7- **Notice:**
You must give the corporation at least 24 Hour notice, if the water needs to be shut off in order to send out proper written notices to your surrounding neighbors that will be affected.

8- **Responsibility:**

The shareholder shall assume all responsibility for the Alterations and agree that neither the Corporation nor the Managing Agent will be responsible for

(a)- Compliance with applicable laws, rules and regulations .(b)- Obtaining necessary governmental permits or consent. (c)- Removal of any friable asbestos or lead paint.

9- **Suspension of Work:**

The Managing Agent or Superintendent may suspend all work authorization if you fail to comply with the terms of your proprietary lease or the house rules applicable to the alterations.

- **Bathroom Renovations:**

Plumbing Inspections- MUST be done by Georgetown Mews Superintendent after new tub has been installed, but before new walls are installed.

- **Kitchen Renovations:** MUST be inspected after plumbing work is completed by GMOC Super.

****Final Inspections MUST take place after the work is completed. ****

SOCIAL DISTANCING RIDER TO CONTRACT
(Capital Project)

1. Contractor shall develop and implement an Infectious Disease Preparedness and Response Plan (the “**ID Plan**”) that conforms to guidelines issued by OSHA, the Department of Buildings, and Owner’s rules and regulations. Contractor’s ID Plan shall be presented to Owner prior to commencement of the Work. The ID Plan supplements construction site safety measures, rules and guidelines necessary to conduct the Work, which remain in force and effect unless otherwise stated.
2. Contractor shall remain current on City, County, State and Federal guidelines and promptly amend and update the ID Plan as necessary to adhere to current recommendations and guidelines of medical and governmental authorities (including the CDC, OSHA and the NYC DOB) applicable to or affecting Contractor, its employees or the performance of the Work.
3. Contractor shall require all subcontractors, vendors and materialmen to abide by the ID Plan while performing work that requires them to interact with Contractor’s employees or be on site.
4. Contractor shall provide mandatory training of all employees performing work on the Project on best practices for maintaining personal hygiene, cleaning and disinfecting work surfaces and equipment, maintaining appropriate physical distance while working, and other guidelines for work performance in accordance with the ID Plan. Contractor shall designate a “COVID-19 Officer” to observe and promote compliance with the ID Plan.
5. The ID Plan shall endeavor to employ, at a minimum, the following measures:
 - (a) Workers shall maintain social distancing of at least 6 feet to the extent possible and practical for the type of work being performed;
 - (b) Contractor shall restrict the number of personnel working in a given area and develop staffing and work schedules and shift work that encourage minimal contact between workers, including:
 - i. carefully scheduling work to provide distance between workgroups and individuals, e.g. schedule for some internal trades and external trades to work at the same time rather several internal trades only.
 - ii. minimizing the number of workers in workgroups or teams e.g. only send the necessary number of workers to complete a task.

- iii. When setting up fixed workspaces on site, ensuring they are sufficiently distant from other people not engaged in the Work, high traffic areas, building residents and amenities.
 - iv. Staggering breaks, start times and finish times to minimize any large gatherings of workers.
 - v. If portions of the Work need to be undertaken requiring larger numbers of workers, scheduling only that task to be undertaken on that day or within a specific time frame, keeping other protective safeguards in mind.
- (c) Contractor shall limit the number of unnecessary visitors to the site;
 - (d) Contractor shall prohibit workers and delivery persons from interacting with residents of the building and building staff as much as possible. Any necessary communications shall be made to the Owner's designated representative(s) in the manner mutually agreed upon between Owner and Contractor;
 - (e) Contractor shall coordinate and schedule with Owner's representative, in advance, any work that requires contact with building residents or access to interior portions of the building, and where such contact is made, Contractor shall continue to adhere to all recommended safety and protective measures;
 - (f) To the extent possible and practical for the type of work being performed, workers shall not share tools, equipment and materials. To the extent that tools and equipment must be handled by multiple people, gloves shall be worn;
 - (g) Workers shall be provided gloves and face masks/coverings and shall wear them at all times;
 - (h) Contractor shall maintain regular housekeeping measures, including routine cleaning and disinfecting of surfaces, tools and equipment;
 - (i) Workers shall not travel to or from the work site together in the same vehicle.
 - (j) Contractor shall develop policies and procedures for the prompt identification and isolation of sick workers, including encouraging workers to self-identify and promptly report symptoms of COVID-19. Contractor shall actively encourage workers and employees who are sick, have contracted COVID-19, or reside with anyone who has contracted COVID19, to remain away from the work site, and ensure that sick leave policies are flexible and consistent with public health guidance and that employees are familiar with this policy. Contractor may request (but shall not require) that workers provide a healthcare provider's note or confirmation of an acute respiratory illness as evidence of illness, since access to healthcare providers may be limited;

- (k) Contractor shall require regular hand washing and/or alcohol based hand sanitizing using CDC approved disinfectant and provide materials on site for such cleansing; if necessary, Contractor shall provide portable toilet facilities for use by employees, and shall provide materials to sanitize portable restroom facilities before and after each use;
- (l) Contractor shall assure that during all cessations in the work, including evenings, weekends, holidays and any period when the work is suspended due to governmental order or COVID-19 emergency order, the work site is properly secured in accordance with all Department of Building and/or other agency rules and regulations, including without limitation:
 - i. During any period of work cessation, Contractor shall conduct safety inspections of the work site at least weekly and prepare and maintain a log of such inspections, which log shall be kept on site and provided to Owner upon request.
 - ii. Contractor shall implement and install measures to assure that all public sidewalks, walkways and hallways adjacent to the work site are maintained in a safe condition.
 - iii. Contractor shall remove all garbage, debris and standing water from the work site.
 - iv. Contractor shall ensure that all construction materials, tools and equipment are stored safely.
 - v. Contractor shall report to Owner or Owner's designated representative when Contractor has ceased working, and confirm that site safety measures have been fully implemented.

5. The terms of this Social Distancing Rider shall be considered part of and incorporated into the agreement between Owner and Contractor.
