

Body Corporate for Stradbroke Tower and Villas

CTS 16502



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Information Sheet for Contractors

The Body Corporate for Stradbroke Tower and Villas CTS 16502 has compiled this information sheet to advise contractors of their responsibilities in complying with Body Corporate By-Laws.

The objectives in managing renovation activity are to ensure contractors are aware of and comply with their obligations under our building By-Laws in respect of:

- damage to common property and the maintenance of the structural integrity of the building
- managing the hours of work and access to the building
- disposal of rubbish, dirt, dust or other materials on common property
- minimising disruption to other building residents during the renovation period.

It is the intention of the Body Corporate that renovations proceed smoothly, while at the same time causing a minimum of inconvenience to all residents as provided for in the By-Laws.

Summary of Key By-Law Requirements.

Notice to the Building Manager: (By-Law 37)

- To be given 24 hours prior to the commencement of work or the arrival of contractors.
- Must include contractor details – name, company, mobile contact, and insurance cover information.

Hours of Work (By-Law 37)

- Works may only be carried out between 9am and 5pm Monday to Friday.
- Movement of materials and tools must only be carried out between the hours of 9am and 5pm Monday to Friday.
- STAV is a non-smoking building – NO SMOKING is permitted in any internal or external common areas – including gardens, barbeque area, and parking areas.

Management and Supply of keys and delivery of materials

- The Building Manager will supply lift fobs to access the required area to the contractor and his staff/subcontractors. These must be returned to the office at the end of each week.
- The Building Manager is not responsible for accepting deliveries of material for the project. The Project Manager must co-ordinate deliveries of material to occur between 9am and 5pm Monday to Friday.

Access to the Building (By-Law 37)

- Trades staff and contractors must **NOT** use the main front entrance to the building. Access is via the visitor's car park.
- Where significant materials movement is required one lift will be assigned for exclusive use by the contractor as required and only that lift shall be used. Protective lift padding will be supplied by the Building Manager. The Contractor is responsible to install and subsequently remove the lift protection at the end of each day. Floor protection is to be used between the lifts and the visitor's car park.

Cleaning and Materials/Equipment Storage and Removal (By-Law 37)

- Common property areas used by the Contractors shall be cleaned daily and if not done satisfactorily, will be done by the Body Corporate at the contractors' expense.
- Materials and equipment are to be stored out of sight within the confines of the project.
- Surplus and scrap materials are to be removed from the property by the contractor and in **no circumstance is the garbage chute to be used** in this disposal or is it be left outside the garbage compactor in the visitor's carpark.
- A skip may be used for the disposal of material- to be arranged with the Building Manager
- All cutting of materials **MUST** be done within the confines of the project area and **NOT** in Common Areas including the visitor's carpark.

Noise and Nuisance to other Lot Residents (By-Law 37)

- By-Laws 19 and 30 oblige the Project Manager to minimise the impact of noise within the building.