

WORKING IN THE PORTLAND PLAZA

1 500 SOUTHWEST FIFTH AVENUE, PORTLAND, OR 97201

Welcome to the Portland Plaza. We have prepared this summary of our rules to allow all contract workers to be aware of what is expected while working in the building, and to enable the work of each contractor to go as smooth as possible.

Please note: Smoking is **NOT** allowed in any common area of the building. This includes the garage, as well as any vehicle that is parked in the garage. Please see security for designated smoking areas.

Registering:

1. All contractors and subcontractors must be registered at the security desk before beginning any work in the Portland Plaza. Please provide the address of your company, contact person(s) phone number(s), and the unit number in which you are to be working.
2. Provide a copy of your work schedule and confirm that it has been approved by the building manager.
3. Sign the bottom of this form, and return it to the security desk (to be kept on file) to acknowledge that you have read, and will abide by, all of the rules listed herein.
4. Contract workers must sign in with security at the beginning of each work day, and must sign out at the end of each work day.

Work Hours:

5. Normal work hours are from 8:00 a.m. through 5:00 p.m., Monday through Saturday, with the exception of designated holidays. Non-emergency work outside of these hours will not be allowed. Emergency work may be approved by the building manager.

Elevators:

6. Contractors will **ONLY** use elevator car #1 when carrying tools, tool boxes, construction material, or any other equipment that may cause damage to the walls of the elevator. This has been designated as the freight elevator, as it is fitted with wall and floor protection. Contract workers doing light cleaning of units may use other elevators as permitted by Portland Plaza staff.
7. Plan the movement of all materials to avoid having the elevator out of service for longer than what is necessary. Inform the front desk when the elevator is needed to be locked out, and return the elevator to the first floor when finished so that it can be unlocked.

Noise:

8. Keep noise to a minimum so as to not disturb neighboring residents. If the work required will be expected to create an undesired level of noise, make sure to inform security so that they are able to inform residents that inquire.

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Cleaning up:

9. Contractors are responsible for keeping the halls, elevators, lobbies, garage, and all other common areas used, free of construction debris at all times. Do not store materials or trash in common areas.
10. Contractors are responsible for removing debris from the building. Do **NOT** dump trash into the buildings trash chute or dumpster.
11. The building manager has the authority to charge workers for any cleaning caused by their failure to follow the rules; and, to require that a worker leave the building. Security may deny access to the building to workers who do not wish to cooperate with these rules, or who damage or soil any common elements.

Parking and loading dock:

12. Parking in the Portland Plaza garage is limited. You may request parking through security at the front desk. THERE IS NO ASSURANCE THAT PARKING WILL BE PROVIDED.
13. The loading dock area may be reserved for pick-up or delivery of materials. THE SAFETY RAILING MUST BE REPLACED IMMEDIATELY AFTER USE.
14. If you have an oversized vehicle that is less than 10-feet high, and would like the use of the loading dock, make arrangements with security in advance in order to use the exit door for entry. Vehicles taller than 10-feet will not fit.
15. Vehicles taller than 7-feet are not allowed on P1 (upper level); and, vehicles taller than 6-feet, 6-inches are not allowed on P2 (lower level).

Carts:

16. Contractor GROCERY carts are located at the loading dock for contractor use. Once finished using the carts, return them to the loading dock for others to use. Do **NOT**, under any circumstances, use the smaller rectangular carts in the elevator lobbies.

Hobby shop:

17. The hobby shop is not available for contractor use.

Special ceiling work:

18. You **MUST** be a licensed contractor, approved by the Oregon Department of Environmental Quality, if you remove the original textured ceiling material. Provide your license certification to the building manager and report the method that will be used to remove the original textured ceiling before beginning such work.

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Strong odors and chemicals:

19. Strong smelling paints (such as oil based), lacquer, and other strong smelling chemicals are not allowed to be used in, or brought into, the Portland Plaza.

Common elements:

20. No alterations to structural elements, common systems, or other common elements are permitted without prior written approval of the board of directors, pursuant to Rule 3.4A. Should you accidentally alter a structural element, common system, or other common element, report that alteration immediately to the building manager.

Special access:

21. A unit owner may make arrangements for security to provide a key for access when the owner is not home. Security will **NOT** release a key without written entrance permission on the appropriate form located at the security desk for the specifically-named worker or company.

It is very important that these rules are followed by all contract workers while in the Portland Plaza. If there are any questions regarding these rules, please ask security or the building manager.

Separate here -- bottom portion will be kept on file -- above rules go to contractor

By signing this form, I, _____, contractor/subcontractor for _____
(your printed name) (your company)

agree to abide by all the rules and regulations listed within this document. If I should fail to comply with any of these rules, I understand that I may be asked to leave the building, and may not return without approval from the building manager.

Signed: _____

Date: _____