



# IN UNIT CONSTRUCTION FORM

MARINA POINT CONDOMINIUMS 2001  
MARINA DRIVE SUITE #1 NORTH  
QUINCY, MA 02171 617-773-1112  
617-770-4976

## ----PRIOR TO BEGINNING WORK IN YOUR UNIT----

Before beginning any "in unit construction" the following paperwork must be provided to the Marina Point Management office by the unit owner(s);

- A completed "in unit construction form" detailing the work being done in your unit and who will be working in your unit. "In unit construction forms" can be downloaded from the website ([marinapointcondominium.com](http://marinapointcondominium.com)) or are available in the Marina Point management office.
- A copy of your contractors "Certificate of Insurance" with workman's compensation insurance coverage clearly showing the insurance company information.
- A copy of your contractors "Contractor's License" for the work they are doing

The paperwork can be hand delivered to the Marina Point management office, left with either towers concierge staff or submitted via email to [janetmarinapoint@comcast.net](mailto:janetmarinapoint@comcast.net). Once all paperwork has been submitted, the Marina Point property manager and maintenance staff will review your paperwork and you will be notified if and when you are approved to begin work. **ABSOLUTELY NO WORK CAN BEGIN IN YOU UNIT UNTIL YOU HAVE BEEN NOTIFIED VIA EMAIL OR IN WRITING YOU HAVE APPROVED.**

## ----RULES AND REGULATIONS FOR IN UNIT CONSTRUCTION----

Once approved by "Marina Point Condominium" to begin in unit construction you must comply with the following rules and regulations that govern construction work in your unit at Marina Point. These regulations are not intended to restrict your ability to renovate or repair your unit, but to assist you and your contractor with the logistics of performing construction work in an occupied multi-family building. Your full cooperation and adherence to these rules and regulations will help your anticipated project move forward smoothly.

1. You cannot under any circumstances drill through or attach anything to the aluminum panels, windows, doors or other common area materials on the exterior/interior of the building or your unit.
2. If you are removing or cutting into any interior/exterior walls of your unit you must verify with a licensed professional engineer or other appropriate individual (not Marina Point's maintenance staff) that there are no structural components, pipes, wires or anything else in these walls. You cannot remove or make any renovations to the walls that abut another unit.
3. All contractors must sign in each time (day) they are in the building. Work hours are limited to Monday-Saturday 8:00 A.M. to 5:00 P.M. **No work can be done on designated FederalHolidays.**
4. **No construction workers, equipment, or materials are allowed on the passenger elevator. The freight elevator is the only elevator that they may use.** You must make advanced reservations with the management office to use the freight elevator.

5. You are responsible for the daily, and more often if needed, removal of all trash and construction materials from the building. You cannot use Marina Point's trash bins or dumpsters. You cannot store materials in the common hallways, elevator landings or the garage, even on a temporary basis. If your contractor will need a dumpster it must be coordinated through the management office.
6. You are responsible to make sure that your contractor protects the common hallways, elevators, etc. You are responsible to make sure that the common hallways and other areas are clean and free of debris, at all times. If during the day your contractor happens to make a mess in the hallways you must immediately clean up the mess. If Marina Point has to clean up after your contractor you will be charged \$60.00 an hour for the cleaning services.
7. If you need to shut down the water in your unit you will need to give the management office 5 days advanced notice. **Please call the management office at 617-773-1112 to make an appointment and confirm a shutdown is actually needed.** Shut downs are scheduled on Tuesdays, Wednesdays and Thursdays from 10:00 A.M. to 2:00 P.M., and cannot last for more than an hour. **The cost for a shutdown is \$125.00.**
8. The Marina Point master deed prohibits anything being built onto your deck or patio.
9. If you are going to install a tile or wooden floor you must install a sound deadening material with an **IIC of 62 and above** to prevent noise from being transmitted from your unit to other units. An underlayment similar to Bellawood Premium underlay must be placed on your concrete floor before installing a tile or wooden floor. We are not recommending either product, only suggesting they make excellent sound deadening products). You must take photographs of the installation, with a member of the Marina Point staff present to show you have installed the proper sound barrier. These photographs will be kept in our unit file in the Management office.  
**\*\*Before any work can be approved by Marina Point you must provide a sample and spec sheet on the sound deadening material your contractor is using as the underlayment.\*\***
10. If you or your contractor are using any chemicals, paints, floor finishing materials, solvents, adhesives, etc. they must be water-based and comply with the Commonwealth of Massachusetts, Department of Environmental Protection, 301 CMR 7.00 and 310 CMR 7.25. MSDS sheets must be provided on all these types of materials being used, in advance of approval of your work. **No petroleum based materials may be used.**
11. By granting approval for the work as specified on the attached description of your project, your work is limited to the unit indicated below. Any work outside of the confines of this unit, which affects the common areas of the building or another unit, is **prohibited**. You must be granted written approval by the management office to do work in the common area or another unit. You cannot make changes to plumbing, electrical, ventilation, HVAC, or other systems that affect another unit or a common area.
12. The common area unit door (unit front door) **must be kept closed at all times** when working inside of any unit. This prevents odors, noises and dust from traveling into the hallways.



Unit # \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Start Date \_\_\_\_\_

Description of work being done

Multiple horizontal lines for describing work being done.

Contractor's Information: Name \_\_\_\_\_

Contractor's Information: Name \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Please provide the name/number of all contractors working in your unit and a certificate of liability for any contractor doing work in your unit.

My contractor will not dispose of anything in Marina Point dumpsters \_\_\_\_\_ (initials)

I will arrange all deliveries/removals/use of freight elevator with the office \_\_\_\_\_ (initials)

I will notify the office when the job is complete \_\_\_\_\_ (initials)

I have read all the rules and regulations carefully and agree to abide by all of them, and to coordinate all my construction work through the management office. Failure to abide by or adhere to these rules and regulations could result in a fine of \$60.00 per infraction, or \$60.00 per day until the infraction is cured.

Unit Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Maintenance Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Management Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_