



IN UNIT CONSTRUCTION FORM

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

In Unit Construction

The following are the 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. *Only unit owners can apply for and initiate in-unit construction.*

1. **Before any work can begin in your unit you need to complete this Marina Point in-unit construction request form.** The form is used to describe, in detail, the work you plan on doing and the contractor(s) that you will be using. The management office will reply in writing to your request, either giving you approval to proceed or requesting additional information. **You must have written approval before construction can begin in your unit.** Even if you plan on doing the renovations yourself you need to write a detailed letter telling us what you plan on doing.
2. Once you have received written approval to proceed with your construction work you must contact the Quincy Building Department and obtain all necessary license & permits (if required) to do the requested work. A copy of the permit must be given to the management office.
3. Before the work in your unit can start your contractor must provide Marina Point with a **Certificate of insurance.** The certificate must show that your contractor has general and automobile liability insurance coverage. It is highly recommended for your own protection that all contractors working for you have workers compensation insurance coverage. Email janetmarinapoint@comcast.net
4. 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.
5. 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.
6. 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 Federal Holidays.**
7. **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.
8. **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.

9. 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 \$50.00 an hour for the cleaning services.
10. 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.**
11. If you are installing anything on your deck/patio you will need to verify with a licensed engineer that your deck/patio can structurally support what you are installing. You will assume full responsibility and liability for the installation and the proper care and maintenance for whatever is installed. Should Marina Point for any reason need to make repairs to your deck/patio or whatever is under or adjacent to your deck/patio, you will promptly remove, when notified by the management office, whatever is installed at your own expense so repairs can be made. Nothing can be installed over or near a drain.
12. 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 “Quiet Walk” or “Laticrete” 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.****
13. 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.**
14. 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.

