

# CONSTRUCTION

## Construction

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### Work Within Residences

Anyone planning work should request a copy of the complete policy from the Devon office, which includes information on the City of Wilmington permit.

1. The **unit owner (or contractor)** is responsible for any permits or inspections required by City, County, or State agencies. **A permit from the City is required by law for most work.** One copy of the permit must be provided to The Devon office and one copy must be posted on the unit door before work begins.
2. Any unit owner planning work within their residence must provide written notification in advance to The Devon office and obtain written approval for such work. This includes carpeting, painting, plumbing, electrical, and carpentry, with particular emphasis on bath and kitchen work. This is required to insure the integrity of our building and its systems.
3. The notification to The Devon office may be hand written and should include the following:
  - Work to be done, with adequate detail.
  - Who will do the work.
  - When the work will be done, including start and completion dates.
  - Drawing or sketches, if appropriate.
4. The degree of complexity of the work will determine the level of approval needed; for example, Devon office, Building and Grounds Committee or Council. Plumbing and electrical work must be done by a qualified individual (provide background/employment information).
5. Regular inspections will be made by Devon staff to verify that work follows stated plans, and does not compromise the integrity of our building or its systems.
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7. **The following restrictions must be observed:**
  - Common area walls may not be altered.
  - Range hoods must be ductless.
  - Fans and dryers must not be vented into common ductwork or wall spaces.
  - Gas ranges cannot be replaced with electric ranges.
8. Contractors must follow the attached rules for work in The Devon.

## Contractor's Insurance

At the January 26, 2009 Council meeting, Council added additional measures to the policy for work in units and requirements for insurance certificates. This policy is intended to protect the property of owners and residents and the building, and is effective as of January 26, 2009. The policy is as follows, with added measures in bold:

Any contractor working for the **Council of the Devon, remodeling for an owner, or involved in a water shut-down,** must provide an insurance certificate to the Devon office listing **'The Council of the Devon'** as a certificate holder, **before work starts.** In addition, all owners/residents of the Devon are reminded that they are responsible for any damage caused by their contractor, and that they should protect themselves by hiring contractors that are licensed and insured.

Any **work on shut-off valves or shower valves** **must be done by a licensed contractor, or by the Devon staff.** **A detailed written explanation of such work by a contractor must be presented to the Devon office at least three business days prior to the date of such work, and written approval by the Devon office is required prior to the start of such work.** **If, in the opinion of the Devon staff, such work could result in a situation that could affect other units, the work will require review by the Building and Grounds Committee and approval by the Council of the Devon.** **If a unit requires a water shut-down for work within the unit by other than a contractor, or the Devon staff, the above requirements apply, and the unit owner must provide an insurance certificate to the Devon office listing \*The Council of the Devon\* and The Devon Association of Owners\* as a certificate holder.**

## Contractors Checklist

1. For work within residences, the unit owner must obtain written approval in advance from The Devon office. This includes carpeting, painting, plumbing, electrical and carpentry work, with particular emphasis on bath and kitchen work. **The unit owner (or contractor) is responsible** for any permits or inspections required by City, County or State agencies.
2. **The city permit** must be posted on the unit door and a copy of the permit provided to the Devon office prior to start of work.
3. All contractors (anyone performing work in a unit) **must sign in each day** at

the Devon office (1<sup>st</sup> floor) before beginning any work, and arrange for fire alarm deactivation, if needed. Sign out is not necessary.

4. **Contractors must place a tarp** on the hall carpet at the residence door and must minimize the materials and/or debris placed in the hallways.
5. Please unload at loading dock and move your vehicle promptly to a parking area.
6. **Working hours** must be scheduled between:  
**8:00 a.m. - 6:00 p.m., Monday through Friday, only.**
7. All materials, tools, etc. must be moved on the service elevator located centrally in the building. Flat carts are available for your use; shopping carts are for resident use only. Please use caution with carts and avoid contact with walls, doors, and frames.
8. **Contractors are responsible** for the cleanup of all areas including the loading dock, elevator, lobbies, and hallways. The Devon does not provide cleaning service for this.
9. The contractor must remove all materials/debris from the property at the end of each day. Devon dumpsters must not be used for contractor s debris.
10. Cutting, drilling, etc. is to be done in the unit or on the loading dock or other area approved by the Devon office. Under no circumstance is this to be done in any other part of the building. Where possible, items should be prefabricated elsewhere.
11. If you are issued keys for any purpose, they must be returned to the Devon office each day before 4:00 p.m. or left with the doorperson after 4:00 p.m. Let the office know you will be working after 4:00 p.m.

### **Removal of Drywall or Ceiling Material Procedure**

- This procedure applies to any removal of drywall or ceiling material in any one location in excess of 32 square feet.
- Prior to removal, a licensed testing company must properly test material for asbestos content.
- If asbestos levels require it, proper abatement procedures must be followed.
- If asbestos is not present, negative pressure must be maintained in the removal area until all removal and cleanup is completed.

If 9" x 9" floor tile is to be disturbed, it must also be tested for asbestos content and, if present, proper procedures must be followed for removal.