

## **GUIDELINES FOR CONTRACTORS WORKING AT SNOWCREST CONDOMINIUMS**

**Revised October 20, 2007**

1. Any contractor performing work in or around Snowcrest must have a Business License and Liability Insurance. This insurance must cover the cost of any damage or injury incurred during the performance of the contracted work.
2. A copy of the Business License, Workers Compensation Certificate, and the Insurance Policy must be presented to a Snowcrest Board Member or the Resident Manager.
3. All cleaning agencies will have a contract with each homeowner who requires Housekeeping Services. The homeowner must make these inquiries to ensure that any damages caused to personnel or property will be covered by each contractor.
4. Each agency must be held responsible not only to the homeowner but also to Snowcrest Condominiums. If the Resident Manager is not contracted to perform such services then he/she will not be required to accommodate any request to perform cleaning service or any service for which that he/she is not contracted.
5. If the Resident Manager has to make provisions to accommodate any services due to the non-availability of the contractor, he/she has the option to request payment for his/her services.
6. The cleaning agency must secure the unit that they are contracted to clean within 48 hours of the last tenant who checked out. The main purpose of this requirement is to ensure that:
  - a. All trash is removed in order to prevent a pest control problem within the unit and complex.
  - b. Any damage or stolen items are discovered and reported to the rental agency for payment and compensation to the homeowner.
  - c. Any damage that occurs to any of the units must be reported to the Resident Manager and the Rental agency.
  - d. All trash at the end of the day must be cleaned up and removed from the complex and placed into the trash compactor.
7. Contractors shall be responsible for daily clean up of common areas and grounds. Failure to comply will result in an hourly fee of \$35.00 charged to the Homeowner.
8. The actual cost of repair for any damage to the common areas and grounds shall be charged to the Homeowner.