



TRADESPERSON RULES AND PRACTICES

Please note the following requirements for working on any precinct managed by Melb OC.

1. Application for Renovation and/or Retrofitting Works, relevant insurance documentation, and SWMS must be submitted to Melb OC prior to works.
2. Tradespersons are to sign in each day before commencing any work and sign out. Contact the Building Manager on arrival, to sign in.
3. Tradespersons must not park or leave a vehicle on common property so as to obstruct any driveway entrance to a lot or the roller door. The only place a tradesperson can park is within the parking space belonging to the apartment they are working in.
4. No items or vehicle are to be placed in the path of the garage door sensor to prevent it from closing. This practice will result in the malfunctioning of the system and damage will be charged to the apartment owner.
5. Items are not to be placed against ANY common property doors to prevent them from closing, as this causes a breach of security to the building.
6. No building materials, tools, equipment or rubbish is to be left on common property at any time. This includes on and under staircases which are fire exits.
7. No works are to be carried out on common area, including the car park.
8. Construction times must comply with the local laws of City of Melbourne or respective council. The exception to these laws is that hammer drills and jack hammers can only be used between 9.00am and 4.00pm Monday to Friday.
9. Tradespersons are not to dispose of ANY of their rubbish in the residential bins. Any building material placed in residential bins will be removed, noting all costs for removal and disposal will be charged back to the apartment owner.
10. Any damage caused to common property is to be immediately reported to the Building Manager.
11. Smoking on the common property is strictly prohibited.
12. Tradespersons are not to use language or behave in a manner likely to cause offence or embarrassment to anyone at the property.
13. Tradespersons should refrain from dragging plaster and renovation rubbish through carpeted stairwells and the carpark. Rubbish should be removed in sealed garbage bags directly off site, and disposed of externally. Failing to clean up by the end of each day will result in cleaning charges to the apartment owner.