

# **PINNACLE CONDOMINIUM ASSOCIATION**

Pinnacle, DLF City, Phase-V, Gurgaon-122009

Phone: 0124-4228770, 9910487755

## **Guidelines for Interior work in Apartments**

### **DO'S & DON'T**

1. Resident/ Apartment Owner upon taking possession of apartment to obtain written permission from Project Office in the name of their fit out agency to carry out interior work in apartment.
2. Resident/ Apartment Owners are requested, to obtain the entry gate passes for the interior workers and contractors as per list of name with photos submitted from security control room at Ground Floor after getting approval by Condominium Office, located at stilt level Tower-B.
3. All workers, laborer and contractors should carry and display all the times their gate pass issued by security each time upon entering the Main gates.
4. Validity of issued cards will be one month and thereafter they may be renewed with proper written approval.
5. No masonry, Concrete chipping, Electrical, Air Conditioning, Fire Sprinkler, Plumbing, Civil Modification etc. to be undertaken without written approval of the DLF Design department. No change in flat is allowed which is related to external elevation of Building. Do not cover or conceal any fire sprinkler inside the apartment while doing carpentry or allied works.
6. No change of tiles of Wet Areas/ Toilets is recommended. If change of wall/ floor tile is to be done, water proofing in the toilet will be done again by Apartment owner using 'PENETRON' through the Authorized applicator only and it will be certified/ checked by Condominium Association Representative. Pressure testing of Cu-piping is also to be done again at Apartment owner's cost.
7. Interior work may be carried out between 8.30 AM to 6.30 PM on weekdays only, so as not to cause disturbance to other residents staying in the complex.
8. Hammering, Drilling, Grinding & other noisy work etc. to be undertaken between 9.30 AM to 1.00 PM and 3.30 PM to 6.00 PM to avoid any disturbance to elderly residents/ senior citizens and small children who may be resting.
9. Contractors engaged for fit outs must bring the ply/ board taking into consideration size of the lifts installed in the building and unload the same at the designated spaces only.
10. All workers, labourers and contractors must use Service elevator only at all times and at no time use the Passenger elevators.
11. Marble flooring work to be protected at all times with a covering. All carpentry and wood polishing works to be carried out in bedrooms only.
12. In case of any welding works a separate HOT WORK permit is to be taken from Maintenance Office each day for a specified duration only.

13. Do not overload, scratch or damage the elevators, otherwise cost shall be debited/ recovered from the apartment owner. Do not hold up the elevators on any floor by blocking the doorways.
14. No storage of material, debris etc. permitted in the complex at any place including Common areas, Shafts inside the apartments, Staircase, etc. Fire escape routes to be kept clear at all the times.
15. Any Malba generated due to any change in flat should be kept in the flat only using empty bags and should be removed periodically via the staircase or as permitted by the Maintenance Office.
16. Before commencement of interior work call bell/ intercom must be made functional.
17. Use of liquor, drugs tobacco, pan masala, pan, etc. by the workers, laborers and contractors is strictly prohibited in the complex.
18. Failure to follow the above guidelines, gate passes of the workers will be cancelled and work will be stopped immediately.
19. Transshipment of Household Luggage/ packed Baggage's IN/ OUT must be restricted between 8.00 AM to 8.00 PM. All empty boxes/ packing material etc. must be cleared from the STILTS or other designated locations the same day.
20. All doors, windows etc. must be locked properly before close of work by the interior fitout agency. All hand operated Power Tools, light bulbs/ holders etc. must have proper insulated cables with plug tops. Failure to comply with these requirements shall call for confiscation of the said items.

For any clarification, you may contact Condominium Office at Ground Floor Tower B.

Signature of Owner: \_\_\_\_\_

Flat Number: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone/ Mobile No: \_\_\_\_\_