

CONTRACTOR WORKSHEET

Welcome to the Portland Plaza. Please complete the following information:

Business Name: _____ **CCB#** _____
Project Manager _____ **Mailing Address:** _____

Daytime Phone # _____ **Emergency Phone** _____

Reason for Access: _____ Same Day Repair
_____ Other Improvements or Repairs
_____ Major Remodel (owner not occupying unit)

In the scope of your work here at the Portland Plaza, are you acting as a:

_____ Subcontractor**
_____ General Contractor*
_____ Independent Contractor

**General Contractor:* If you are a General Contractor, will you be using subcontractors?

_____ Yes _____ No

If yes, will you be providing Comprehensive General Liability for them under your Contractor's Policy?

***Subcontractor:* If you are a Subcontractor, who is providing your Comprehensive General Liability?

Scope of Work: (all pertinent drawings and permits must be delivered to and acknowledge in writing by the Building Manager, including time line.) _____

Project Dates: Start: _____ Complete: _____

Unit # and Owner Name and contact information:

Certificate of Insurance: Please provide a Certificate of Insurance showing the Portland Plaza Unit Owners' Association as the certificate holder.

Your Name

Title

Please Note

All Contractor's/Subcontractors must sign in and out daily at the front desk.

Provide names and contact phone numbers for all work persons on the job and each person working on the premises shall read and sign the contractor rules.

All vehicles using Portland Plaza parking must use an oil drip pan.

Provide dust protection in hallways and clean up the halls and elevators at the end of the workday.