

Cap Ferrat
@ Crown Colony Condominium Association, Inc.
6597 Nicholas Blvd
Naples, FL 34108
(239) 597-6033
(239) 597-3676 fax

TO: ALL CONTRACTORS / VENDORS

Cap Ferrat welcomes all vendor personnel and trades people who are providing services and goods to our owners. Please take the time to read these instructions.

It is the objective of these rules and policies to facilitate the efforts of all contractors and service providers by establishing procedures that will enable them to do their jobs in an efficient, timely way while at the same time respecting the rights of other trades people, owners, guests and staff personnel and to maintain the integrity of the building, its facilities and grounds. Failure to comply with these rules may result in a fine of \$200 per occurrence and fine must be paid prior to re-entry. After three such occurrences access to the building may be denied.

The Cap Ferrat Board of Directors implemented a change to our existing Rules & Policies document. Please take a moment to read an important addition to our Contractor/Vendor Policies.

“Smoking is prohibited by contractor/vendors while on Cap Ferrat property”, this includes all parking areas.

Please make sure to pass this information on to all your employees/technicians that may be coming to work at Cap Ferrat.

If you have any questions, please feel free to contact the Management Office Monday through Friday.

We appreciate your cooperation.

CAP FERRAT BOARD OF DIRECTORS

VENDOR RULES AND POLICIES UPDATED MAY 2015

1. Contractors and trades people are required to register with the Cap Ferrat office prior to commencing work. Evidence of the following credentials must be presented: General Liability Insurance, Workers Compensation Insurance, listing Cap Ferrat as Certificate Holder (or Exempt Certificate), Current Business License.
2. Contractor personnel and trades people may access the building Monday thru Friday from 8:00 am to 4:30 pm (except holidays). *No exceptions without management approval.* You must notify the front desk upon leaving the building each day. Tools and materials must be exclusively brought in through the garage. Use of power tools, hammers, saws, noisy work is prohibited between November 15 – May 1.
3. Prior arrangements should be made by the owner and contractor personnel and trades people with the Cap Ferrat office, without which access may be denied. Box trucks or trucks with trailers must be scheduled in advance for parking. Deliveries are to be scheduled in advance and coordinated with the owner along with the management staff.
4. Provided all credentials are current and on record in Cap Ferrat office, and provided that prior arrangements for scheduled work have been made with Cap Ferrat office personnel, service provider will sign in through the front desk on the Lobby Floor. The building representative checking you in will assign parking and access to the loading area as scheduled.
5. Contractor personnel and those making deliveries must use the designated padded service elevator in each tower and are asked to be sure the padding remains in place and that all efforts are made to protect the elevator, elevator lobby and garage from damage. Vendors are expected to use their own dollies, etc and refrain from using resident carts.
6. Contractor personnel and trades people are responsible for removal of all trash and debris from Cap Ferrat premises including any that might have fallen from balconies. Cap Ferrat garbage disposal facilities – including the in-unit trash chutes are not to be used. Please be sure that you leave all common areas as clean.
7. If there is a possibility of potential dust, smoke, fumes etc. **ALL CONTRACTORS** are expected to cover all smoke detectors first thing in the morning and remove at night before leaving. If contractors are leaving the area for any reason, including lunch, smoke detectors will be uncovered, then recovered upon their return. ***If fire alarm is activated due to lack of compliance, or other actions of the service provider, the person or company responsible will be required to pay any fine charged to the Association by the Fire Department (currently \$500.00).***
8. Please report promptly to the management staff any damage to elevator, elevator lobby or garage whether or not you are the responsible party.
9. Smoking is prohibited by contractor/vendors while on Cap Ferrat property, this includes all parking areas.

Again, we thank you for your compliance with these rules and for your cooperation in helping to maintain the appearance, cleanliness and integrity of the building. If you have questions, concerns or suggestions, please contact the Cap Ferrat Office at 239-597-6033.

Company Name (printed)

Date

Contractor / Vendor Name (person signing form)

Unit # Working In

Signature

Phone Number