

Moreland Courts Condominium Association, Inc.

13415 Shaker Boulevard, Cleveland, Ohio 44120 Phone: (216) 751-1100 Fax: (216) 751-5744

MCCA CONTRACTOR AGREEMENT

This *MCCA Contractor Agreement* applies to all trades, contractors, subcontractors, workers, design professionals, construction managers, or other individuals working or responsible for those performing work (contractor) at Moreland Courts.

COMPLETE THE FOLLOWING INFORMATION:

Unit #: _____ Print Contractor Name: _____

Print Your Name: _____

Phone Number at which you can be reached while on property: _____

How many work days do you expect to be at the above Unit: _____

I specifically acknowledge that I received, reviewed, and agree to the *MCCA Contractor Policy and Procedure* (attached to this Agreement) and as briefly summarized below:

- **Minimize Impact on Neighbors:** A general rule and basis for the items below:
- **No Front Entrance / Passenger Elevator Access:** Contractors may only use back entrances and stairways or freight elevators in the buildings where they exist.
- **Keep Doors Closed/Secure:** Do not leave doors propped open and left unattended. See Management for contractor fobs.
- **WORK HOURS:** Monday thru Friday 8:00 AM to 5:00 PM, except on major religious or legal holidays. **Jackhammer and masonry demolition is further restricted to the hours of 9:00AM to 4:00PM.**
- **No Radios:** You may use headphones. Otherwise, radios may not be played on MCCA property.
- **No Smoking:** The only permissible smoking location is by the back Cormere Avenue entrance gate.
- **Contractor Vehicles:** May not be parked on the back driveway except temporarily to load or unload supplies and materials, or debris removal. Parking is available on Cormere Avenue, Haddam Road, or the northeastern quadrant parking lot at Shaker Square.
- **Check-In & Check-Out:** Contractors use the back Cormere Avenue entrance for daily check-in and check-out with the MCCA Security gatehouse.
- **Debris Removal:** Removal of debris from the property is the responsibility of the contractor.
- **Contain dust/Clean up Common Elements:** Contractors are responsible for keeping the Common Elements of Moreland Courts buildings clean and dust free during and at the end of each work day.
- **No Mechanics' Liens:** Keep MCCA free of mechanics' liens resulting from or connected with any Owner initiated project.
- **Gate Access:** If contractor requires entry through any of the gates, they must contact MCCA Security gatehouse at 216/751-1101 and request that it be unlocked.

Contractor Signature _____ Date _____