

MEMORANDUM

Bayshore Condominium Association, 825 Bayshore Drive, Pensacola, FL 32507

Date: February 17, 2000 - Effective Date

To: CONTRACTOR, VENDOR, REPAIR/SERVICE PERSONNEL

Subj: Bayshore Condominium Instructions

1. **CONTRACTOR, VENDOR, REPAIR/SERVICE vehicles will not be parked in the circle or in the guest parking area off the circle. The circle is a fire lane and must be kept clear.**
2. **CONTRACTOR, VENDOR, REPAIR/SERVICE vehicles will be parked in the parking area along Bayshore Drive or on the roof level of the garage. If the loading dock area is clear, then service vehicles can be authorized to park there by the Doorman.**
3. **CONTRACTOR, VENDOR, REPAIR/SERVICE PERSONNEL will check in with the Manager, if available, and the Doorman prior to commencing any work. PERSONNEL will notify the Doorman what unit they will be working in, who the POC is, what type of work they will be performing, and an estimate of the time required. Bathrooms, a drink machine and water fountain are available on the first floor.**
4. **If equipment is required to be moved into the Bayshore to perform the necessary work, CONTRACTOR, VENDOR, REPAIR/SERVICE PERSONNEL will rig the EAST Elevator with pads provided by the Bayshore and get an elevator key and lay the flooring provided over the lobby carpet prior to moving any equipment. All equipment/material will be unloaded at the EAST end of the building and brought through the East hallway.**
5. **CONTRACTOR, VENDOR, REPAIR/SERVICE PERSONNEL are responsible for ensuring that Bayshore carpets are not soiled and that walls, doors, ceilings and floors are not damaged or marred.**
6. **CONTRACTOR, VENDOR, REPAIR/SERVICE PERSONNEL will check out with the Manager or the Doorman upon completing the work and after ensuring the Elevator is derigged and the key returned to the Doorman, the flooring has been stored and the work area is clean. Debris will be removed from the Bayshore property and not placed in the dumpster. The Doorman will inspect the area before the PERSONNEL depart the premises.**
7. **Working hours are from 8:00 AM to 5:00 PM Mondays through Fridays unless the Manager has approved other arrangements.**
7. **CONTRACTORS, VENDORS, REPAIR/SERVICE PERSONNEL will acknowledge receipt of these **Instructions** by signing below.**

//s// William E. Ramsey, President, Bayshore Condominium Association

-----Company -----Unit #

-----Name/Date

Copy for CONTRACTORS, VENDORS, REPAIR/SERVICE PERSONNEL;