

Checklist for renovating your apartment

Prior to beginning works, you must

- Advise the OC Manager in writing of your intentions.
- Advise all trades of the parking arrangements.
- Ask your contractor whether a building permit is necessary and, if so, send the OC Manager a copy.
- Ask the OC Manager to arrange contact between you or your contractor and the caretaker to ensure lift protectors are installed.
- Send the OC Manager a copy or proof of the contractor's liability insurance.
- Advise your contractor that building waste must not be disposed of in the domestic waste bins.
- Obtain written consent from the OC Manager where works involve changes to the external appearance of the building.
- Alert your contractor to the presence of essential fire services.
- Ensure changes to the surface or composition of your floor do not increase sound transmission between floors.
- Contact your neighbours advising them of the works.
- Ask the OC Manager to allocate one car space for the duration of your works.
- Seek from the contractor a bond covering damage to common areas (optional).