Hard Floor Installation Guidelines
Allure Apartments

The following are a set of guidelines and procedures that are designed to help alleviate any potential problems or disputes between lot owners. As stated these are guidelines only and may, in some instances, require higher specifications than those listed.

Requirements and guidelines:

• All works are to be carried out by a **licensed** contractor.

• Works are to be carried out between the hours of **7:30am to 5:30pm Monday to Friday** and **9:00am to 3:00pm on Saturday**. You must not carry out works on Sundays or NSW Public Holidays.

• Appointments are to be made **48hours in advance** for deliveries over the size of 1 cubic metre.

• The minimum allowable **transferable noise shall be 60dB or an IIC rating of 60.**

• The **concrete slab** must not be altered, damaged or have any permanent fixtures attached to it, without the committee's approval. **Gluing is the only type of fixing that is approved without prior consent**.

• The apartment **fire door** shall not be altered in anyway.

• All fire and **sound proofing** shall be maintained to that of the original design or of a higher standard. (This does not override the IIC rating requirements, outlined in the guidelines)

• All excess materials and rubbish are to be taken away from site for disposal.

• Common areas are to always keep clear of rubbish or tools.

• Common areas are to be left to a standard of cleanliness that the Building Manager deems to be suitable.

• The apartment owner shall agree to pay any **damage common property** caused by the installer.

• The apartment owner shall agree to pay for **any rectification work** needed to maintain the buildings integrity, architectural code and acoustic standards should the installer be found to have compromised any of those mentioned.

• The apartment owner shall maintain the hard floor and **sound proofing underlay** or other components in accordance with the manufacture's requirements.

• **By commencing work the apartment owner agrees to all the requirements, guidelines, and procedures.**

Procedures:

• A **bond of $1,000.00** shall be given to the Strata Manager's Office by the apartment owner. The bond shall be returned to the apartment owner once the Building Manager is satisfied that the installation is satisfactorily installed to meet the above requirements and guidelines

• Cleaning charges may be taken out of the bond, without notice should cleaning need to be carried out by one of the Buildings specified cleaners.

• The contractor shall provide copies of **current licensing and public liability insurances** to the Building Management Office prior to work commencing.

• The apartment owner or contractor shall supply the **manufacturer's specifications at least 7 days before the installation** commences.

• The Building Management Office shall be informed in writing **at least 7 days** before the installation commences.

• The Building Management Office shall be informed **at least 48 hours prior to any delivery** being accepted.

• All deliveries are to be taken directly through the residential car park

• The Building Manager is to inspect the installation at various stages to ensure that the installation meets all requirements. It is the owner's responsibility to ensure that the Building Manager inspects the completion of all necessary stages. Inspection of the insulation prior to the floorboard installation is imperative.

• The Building Manager shall carry out a **final inspection** of the installation and common property. Should the inspection meet the requirements and guidelines listed, the **bond** shall be refunded by the Strata Manager, less any charge for cleaning or damage to common property. Should the amount be greater than the **$1,000.00** the remainder will be taken out through levies by the Strata Manager.

I, ……………………………………………………………………………. The Owner of Unit ……….…….in Strata Plan 88851 agrees to abide by the above guidelines regarding the Floating Flooring installation, maintenance and all attached conditions.

Name of Owner: …………………………………………………………..

Signature: ………………………………………………………………

Dated at ………………………………… on …………………20(   )