

# COOPERATIVE VILLAGE

530 GRAND STREET  
NEW YORK, N.Y. 10002

TEL (212) 677-5858  
FAX (212) 979-6808  
EMAIL: CONTACT@COOPVILLAGE.COOP



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EAST RIVER HOUSING CORPORATION  
HILLMAN HOUSING CORPORATION

## TO: ALL CONTRACTORS

PLEASE MAKE SURE TO FOLLOW THESE INSTRUCTIONS:

1. ALL WORK IS TO BE DONE ON WEEKDAYS ONLY. NO WORK IS TO BE DONE ON WEEKENDS AND/OR HOLIDAYS. ALL WORK REQUIRES PASSES WHICH CAN BE PICKED UP ONLY BY THE STOCKHOLDER ON A WEEKLY BASIS FOR AS LONG AS YOU ARE WORKING THERE.
2. ANY WORK THAT REQUIRES NOISE CAN BEGIN AT 10 A.M. OR LATER. ANY WORK THAT DOES NOT REQUIRE NOISE CAN BEGIN AT 8 A.M. ALL WORK MUST STOP AT 5 P.M.
3. ALL DEBRIS MUST BE REMOVED FROM THE PREMISES BY THE CONTRACTOR. LEAVE NOTHING IN THE BUILDING.
4. MAKE SURE THAT THE ELEVATOR IS PADDED AND THAT THE FLOOR IS COVERED WITH MASONITE FOR THE DURATION OF THE CONSTRUCTION.
5. PUT MASONITE ON THE FLOOR OF THE LOBBY NEAR THE ELEVATOR AND IN THE HALLWAY FROM THE ELEVATOR TO THE APARTMENT DOOR FOR THE DURATION OF THE CONSTRUCTION.
6. CLEAN THE FLOOR OF THE HALLWAY AND THE TABLE EVERY AFTERNOON AFTER YOU HAVE FINISHED FOR THE DAY.
7. DO NOT TOUCH THE MASTER ANTENNA OUTLET IN THE LIVING ROOM. IF ANY WORK NEEDS TO BE DONE NEAR THAT OUTLET PLEASE CALL THE OFFICE AND ARRANGE FOR OUR PERSONNEL TO HANDLE IT.
8. DO NOT REMOVE OR ADD ANY AIR CONDITIONING UNIT. ONLY OUR PERSONNEL MAY DO THIS.

THANK YOU.

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## INDEMNITY OR HOLD HARMLESS AGREEMENT

(Contractor's Name) \_\_\_\_\_ agrees to indemnify, defend and hold harmless East River Housing Corporation its Affiliates and the Property from and against all losses, damages, claims or costs, whether incurred or paid, on account of liability, death, injury, damage or loss to persons (including its employees and the employees of all agents, subcontractors, servants, customers and other parties with whom it or its subcontractors have made contract to do any part of the work) or property, in any way arising out of or connected with the performance of the work or the use, by contractor or its employees, agents, subcontractors, servants or customers, or their employees, of facilities or equipment furnished or owned by East River Housing Corporation or others, including without limitations, the use of scaffolds, hoists, cranes, stays, ladders, supports or other mechanical contrivances, and the infringements or alleged infringements or patented or alleged patented articles or inventions used on or for the Work. Contractor agrees to pay all costs and expenses incurred or paid by East River Housing Corporation, or its Affiliates on account of being charged with such liability, death, injury, loss or damage, including attorney's fees and court costs in the defense or preparation of the defense against such charges, even if such claim or suit is groundless, false or fraudulent.

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Apartment Number

\_\_\_\_\_  
Stockholder(s) Name(s)

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EAST RIVER HOUSING CORPORATION  
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TO: ALL COOPERATORS

OUR INSURANCE CARRIER HAS NOTIFIED US THAT WE **MUST** OBTAIN THE FOLLOWING FROM EVERYONE WHO WANTS TO RENOVATE, REMODEL OR ALTER THEIR APARTMENT BEFORE ANY WORK STARTS IN THE APARTMENT:

1. **CONTRACTOR, ELECTRICIAN AND PLUMBER MUST EACH PROVIDE INSURANCE COVERING THE JOB – MINIMUM AMOUNT FOR EACH IS \$1,000,000 INCLUDING WORKERS' COMPENSATION AND MUST NAME THE CORPORATION (EITHER HILLMAN HOUSING CORPORATION OR EAST RIVER HOUSING CORPORATION) AS ADDITIONAL INSURED AND CERTIFICATE HOLDER. IN ADDITION, THE STOCKHOLDER(S) MUST BE NAMED AS ADDITIONAL INSURED, AS WELL.**
2. **CONTRACTOR MUST INDEMNIFY AND HOLD HARMLESS THE CORPORATION (EITHER HILLMAN HOUSING CORPORATION OR EAST RIVER HOUSING CORPORATION DEPENDING ON WHERE THE APARTMENT IS LOCATED). (SEE EXAMPLE ENCLOSED.)**

IN ADDITION, BEFORE WORK IS STARTED IN THE APARTMENT, YOU MUST PROVIDE THE OFFICE WITH:

1. A COPY OF THE PLANS FOR THE RENOVATION, REMODELING, ALTERATION OR HOME IMPROVEMENT.
2. A COPY OF THE CONTRACTOR'S LICENSE.
3. A COPY OF THE PLUMBER'S LICENSE (WHERE APPLICABLE).
4. A COPY OF THE ELECTRICIAN'S LICENSE (WHERE APPLICABLE).
5. AN ELECTRICAL PERMIT FROM THE NEW YORK CITY DEPARTMENT OF BUILDINGS IS NEEDED, IF A WALL IS TO BE REMOVED.
6. A PLUMBING REPAIR APPLICATION MUST BE OBTAINED FROM THE NEWYORK CITY DEPARTMENT OF BUILDINGS IS NEEDED, IF A BATHTUB IS TO BE REPLACED BY A STALL SHOWER..
7. A \$1,000.00 DEPOSIT AGAINST DAMAGE TO THE HALLWAYS, ELEVATORS OR LOBBIES. THIS MONEY (MINUS YHE ASSESSMENTFOR DAMAGES) WILL BE REFUNDED AFTER THE JOB IS COMPLETED – ONLY \$500.00 WILL BE RETURNED.
8. APPROPRIATE LICENCES ISSUED BY THE NEW YORK CITY DEPARTMENT OF BUILDINGS WHERE APPLICABLE.

AFTER YOUR JOB HAS BEEN APPROVED, YOU **MUST OBTAIN A CONSTRUCTION PASS** FROM THE MANAGEMENT OFFICE EVERY WEEK FOR THE DURATION OF THE JOB.

IF YOU ARE THINKING ABOUT RENOVATING. REMODELING OR ALTERING YOUR APARTMENT, PLEASE CALL SHULIE WOLLMAN AT 212-677-5858 EXT 316 TO DISCUSS EVERYTHING THAT YOU WILL NEED TO FILE.