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**OCRA Limited**

Ocean Court

**Contractors Charter for working at Ocean Court**

The following procedures are to be adhered to by contractors working at Ocean Court.

1. On initial visit, contractors are to make themselves know to the site manager to receive a Health and Safety brief and establish in which property the contractor is working.
2. Contractors are to supply a copy of their Liability Insurance Certificate and a signed copy of this document to OCRA prior to any work commencing at Ocean Court.
3. No internal walls are to be removed without prior permission from OCRA Ltd and submission of an “Application Change Form” signed by a qualified surveyor.
4. No noisy work (drilling, banging, ripping out) is to commence before 9am and must finish by 5pm on weekdays ONLY.
5. Contractors are NOT permitted to engage in noise-based work at weekends.
6. Contractors may park in the loading bay or adjacent to the property to load or unload for a period of 30 minutes. They must not obstruct entrances to other properties or garages.
7. Contractors’ vehicles are NOT permitted to park in the car park. Once unloaded, they are to be parked outside of Ocean Court.
8. Contractors must always adhere to the 5mph speed limit.
9. If carrying out building work, all porches and walkways are to be protected by dust sheets, including adjacent properties in the same entrance.
10. Waste material from contractors is to be removed from site and not deposited in the communal waste bins.
11. Waste materials are not to be poured down the storm drains, as they lead directly into Mayflower Marina and will pollute the sea environment, which may lead to heavy fines payable by the contractor.
12. Contractors are to inform the Site Manager prior to the arrival of any skips required on site. Skips will be positioned in the car park by the Site Manager and are permitted for a maximum of 2 weeks.
13. Contractors are not permitted to use the lift or lift stairwell for transportation of equipment to and from apartments. They must always use the emergency stairwell.
14. Contractors are to lift dust sheets and clean down all surrounding external areas daily, prior to leaving Ocean Court.
15. Contractors are to report any accidents sustained whilst at Ocean Court to the site manager at the earliest opportunity.
16. Contractors are NOT permitted to bring pets on site.
17. The lifts, stairwells and walkways are designated Non-Smoking areas.
18. Contractors are asked to refrain from foul and abusive language.
19. Music is to be kept to a minimum level during the working day.

These procedures have been put in place to enable contractors to work at Ocean Court with the minimal of disruption to themselves and the residents. If you experience any difficulties, please contact the Site Manager.

OCRA Ltd, Ocean Court, Richmond Walk, Plymouth. PL1 4QA

Company No