

Standards for Alterations and Remodeling for 98 Union Condominiums (October 2012)

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How to Use this Document

Meet with Building Manager to determine if your project falls under Repair, Alteration or Remodel categories, and obtain the required application forms.

Read and discuss this entire Document with your Architect or Designer before the Planning begins. Any questions should be directed to the Building Manager.

Select a Contractor or Vendor and discuss this Document to make sure all conditions in this Document are included in the Cost of the Work.

Fill out the Application Form completely and attach all required documents and return the package to the Building Manager.

When approved, submit payment of the Deposit as determined by the Design Committee. You will receive Notification of Approval from the Board and you may begin your Project.

Section 1 General Conditions

1.01 Purpose of this Document.

This Document establishes Binding Procedures and Standards for Owners, their Representatives, Contractors, Sub-Contractors and Vendors, during the process of Repair, Alteration or Remodeling of the Owners Residential unit for approval prior to any Construction.

The Contractor or Vendor must adhere to the Contract Documents (Plans) throughout the Construction Process (the Work). Changes to the Contract Documents after approval by the Design Committee must be re-submitted the Design Committee for re-approval prior to the continuance of the Work. No Work outside the scope of approved Work may be undertaken.

1.02 Limits of Work Allowed.

Work must be confined to the Interior of the Residential Unit with limited work allowed at Balconies.

1.03 Definitions and Responsibility.

Owner is defined as the actual Owner of the Residential Unit. The Owner is responsible for all actions of their Representatives, Contractors and Vendors, including damage to the building, interior common spaces, other residential units, building systems, utilities and apparatus. It is the responsibility of the Owner to pay for and cause repair to the satisfaction of the damaged party for any and all damage as described above.

Contractor is defined as the entity that is actually providing the Work for the Owner. The Contractor is responsible for all work and actions of all Sub-contractors under the Contract with the Owner. The Contractor is responsible for compliance with the Construction Documents (plans) and these Standards.

Sub-contractors are directed by the Contractor and are under the Contractor's Contract.

Vendors are those suppliers, design-build companies or others that are retained by the Owner.

Building Manager is the construction representative of 98 Union Condominiums and directs entries, exits, parking and use of Post Alley at the entrance to the parking garage and will monitor entrance, exit and parking activity. The names of all Construction employees, Sub-contractors and Vendors must be furnished to the Building Manager.

Work is defined as all labor and services done in the course of the Repair, Alteration and Remodeling in executing the Contract Documents. Work includes all actions of the Contractor, Sub-contractors and the Contractor's employees and or the Owner's Vendors throughout the Construction Process.

Contract Documents is defined as a set of documents to include proposed schedule, construction plans, designs and scope of work that clearly details all of the Work to be done.

The 98 Union Board is defined as the Board of Directors made up of 98 Union homeowners serving as a group to administer the CC&Rs and other documents governing the 98 Condominium Association.

Design Committee is a designated group of board members and home owners authorized by the 98 Union Board of Directors to review and approve any and all Alterations and Remodeling applications for work within any and all Residential Units in 98 Union.

Repairs and Replacements are defined as repair or replacement of in-place appliances and fixtures, touch up painting, repair or replacement of window glass, window treatment and similar tasks. Repairs do not require approval of the Design Committee, but work in this category must be scheduled with the Building Manager and must conform to limitations on noise-making activities and general working hours.

Alterations are defined as work in an existing space consisting of painting and other finishes to walls and ceilings, minor electrical, TV and telephone outlet relocations, replacing floor finishes, cabinet work and shelving. All Alterations must be approved by the Design Committee. A full set of Contract Documents as defined above is not required, but applicant must provide contractor information, a description of the Work and proposed schedule with their Application.

Remodeling is defined as work in an existing space consisting of demolition, reconfiguration, addition or modification to and part of walls, ceiling, flooring, cabinets, mechanical, air conditioning, heating, venting, electrical and plumbing. All Remodeling must be approved by the Design Committee. Remodeling projects require a complete set of Construction Documents as described above. Changes to the exterior of the building or the interior common space are not permitted unless specifically approved by the 98 Union Board.

1.04 General Information and Coordination with the Building Manager.

After approval of the Contract Documents by the Design Committee and at least one week prior to commencement of any Work, the Contractor and Owner are to meet with the Building Manager. During this meeting there will be a review of this Construction Standards document, and the Contractor will provide a Work Schedule and Certificate of Insurance as detailed below to the Building Manager.

The Contractor and Owner will communicate in person or via email with the Building Manager on a weekly basis for the duration of any Work to review the Work Schedule and resolve any issues that may arise in the course of the Work.

A Certificate of Insurance against any damage resulting from construction activities (Work) of a minimum of \$1,000,000 for property damage and \$1,000,000 for personal liability will be provided by the contractor, unless this requirement is changed or waived by the 98 Union Board. This certificate is to be provided at the initial meeting with the Building Manager.

Building Permits issued by the DCLU are required for Remodeling and must be posted as prescribed by the Building Code.

Construction Hours are 8:00 am to 5:00 pm Monday through Friday, with noise generating activities limited to 9:00 am to 4:00 pm. No deliveries or construction activities of any kind are permitted outside of this schedule or on Holidays which are: New Year's Eve; New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Veteran's Day; July 4th; Labor Day; Thanksgiving; Day after Thanksgiving; Christmas Eve; Christmas Day; Day after Christmas.

1.05 Security, Parking and Access to 98 Union

The Contractor must introduce any on-site workers, including sub-contractors, to the Building Manager prior to commencement of Work to discuss the requirements of 98 Union's security program. This is an on-going requirement whenever new sub-contractors are brought on.

Workers may utilize spaces assigned to the Owner or rented by the Owner. No other construction parking is available in the parking garage. No parking is allowed in Post Alley. Toilets for Contractor's use are to be provided by the Unit Owner or the toilet located at the -1 Level.

Access is through the parking garage entrance off of Post Alley. A member of the Contractor's staff must be positioned at the garage entrance at all times during materials deliveries.

All deliveries must be scheduled a minimum of 24 hours in advance with the Building Manager. At all times the Contractor and all Sub-Contractors must follow the direction of the Building Manager with regards to deliveries and personnel access. Temporary loading sites are designated and must be used. Delivery trucks must park for loading or un-loading to allow cars to pass and at no time impede the entrance or exit of 98 Union Residents.

Contractor and all Sub-Contractors must review elevator procedures with the Building Manager in advance of any use for materials transport. No materials may be transported in the elevator without the use of the lockout key, which must be checked out from the Building Manager.

Elevator Use is limited to Elevator No.1 only, 8am to 5pm Monday thru Friday. For all uses, elevator Pads will be installed by the Building Management prior to any work.

Elevators must be cleaned daily or more often at times of dirt accumulation by the Contractor. Extended scheduled projects may require additional measures, to be determined by the Building Manager.

Elevator information

weight capacity- 2,500 lbs.; finished panels – 69”w x 46”d x 87”h;

ceiling panels removed – 76”w x 49”h x 112”h; door opening – 41”w x 84”h

Door sizes: Entrance door off Residential Corridor (clear opening) – 34”w x 90”h

Parking garage clearance – 82”h.

Verify with Building Manager other critical vertical limitations after a vehicle has cleared the garage entrance.

Hoisting of bulky materials must be discussed with and cleared by the Building Manager.

1.06 Clean Up and Use of Common Areas.

The Contractor is responsible for maintaining the work area including any and all common areas through which they access the Unit they are working in. All common areas are to be clean and presentable at the conclusion of each work day. Any spills or dusty conditions must be cleaned immediately. This includes but is not limited to removing all construction debris, vacuuming any common area flooring requiring cleaning and assisting the Building Manager in the removal of elevator construction pads. No construction materials or debris, equipment, combustibles or hazardous materials may be placed in any common area or placed in 98 Union dumpsters. Such items are to be removed on a daily basis.

No work, staging of materials, nor storage of materials of any kind is allowed in any public common space or residential corridors. On a case-by-case situation, the Building Manager may authorize temporary staging to expedite elevator availability.

1.07 Utilities Disruption.

Cut offs or disruption of any Building Utilities require 48 hours notice to the Building Manager for review and approval. Such cut offs will be confined to 9:00 am-3:00 pm, Monday through Friday, and in some cases there may be additional time restrictions. A fee of \$35.00 will be charged to the Owner for each Utility Disruption.

1.08 Public Notice.

A written notice will be presented to the Building Manager and posted on bulletin boards and in elevators advising Residents of anticipated construction activities.

Section 2. Documentation of Intent of Alterations and Remodeling

2.01 Preparing Documents for Intended Work.

In most cases, application for Alterations or Remodeling should be submitted a minimum of 30 days prior to the desired commencement of Work.

Contract Documents (prepared by an Architect, Interior Designer or others, as allowed by State of Washington and the City of Seattle) must adhere to these Standards and incorporate the intent into the Contract Documents between the Owner and the Contractor. These Documents, along with an Application for Alterations or Remodeling Form, must be submitted for approval to the Building Manager who will forward them to the 98 Union Design Committee.

Contract Documents must include the following as appropriate to each project: Location Plan; Existing Floor Plan; New Floor Plan; New Ceiling Plan and/or Lighting Plan showing both existing lighting and new light locations, including switching, existing and new electrical power locations; kitchen cabinet elevations; other cabinet elevations. Additional information to be included: light fixtures with wattage requirements; proposed plumbing changes; unit air conditioning locations at windows; proposed central air conditioning plan and equipment, including any proposed roof locations; floor materials and finishes, a description of wall and ceiling finishes and proposed balcony deck finishes.

2.02 Submission and Approval of Contract Documents.

The Owner must submit an Application for Alteration or Remodeling Form and two (2) sets of Contract Documents (plans) and (1) copy of the Contract between the Contractor (or Vendor) and Owner, to the Building Manager. In the case minor alterations, the Applicant may forgo Construction Documents and provide a written description of the Work.

The Design Committee will advise the Board of Director of approval, approval with recommended amendments or changes or denial of the Application. If the Application is received 30 days prior to the next scheduled Board meeting, the Owner will be notified of the decision at that Board Meeting.

2.03 Construction Scheduling.

Owner's Contractor is to schedule regular meetings with the Building Manager to update the Work Schedule and to provide advance notice of all demolition and debris removal, materials deliveries, Utility Disruptions and anticipated periods of excess noise.

Access for debris removal, materials deliveries and construction personnel is difficult and limited at 98 Union. It is the responsibility of the Owner and Contractor to ensure that the planned Work (Construction) Schedule and Contract Cost allows for this difficulty of access to 98 Union as well as the presence of other residents throughout the work day.

In all cases the safety and security of 98 Union residents will take precedence over construction activities.

There is limited access and allowable time of blockage for deliveries, trash removal and loading in Post Alley at the location of 98 Union garage entrance. City permits are required for certain activities, please consult with the Building Manager to avoid ticketing and fines.

Access to the building elevator for debris removal and materials delivery is limited and must be scheduled in advance.

Access to power and other utilities may require temporary shut downs and fees and must be scheduled in advance.

There is no common staging area for the delivery of building materials, however, limited accommodation can be made on a case by case basis to expedite elevator use for other residents.

Allowable working hours are 8:30 am to 5:00 pm and there are restrictions on hours of high noise work (see section on excess noise levels).

Section 3 Construction Process

All Construction is to comply with the provisions of this document, the 98 Union House Rules and all applicable building codes and standard practices. At all times staff of the Contractor, Sub-contractors and vendors must conduct themselves with courtesy towards residents and staff of 98 Union, and comply with any directives from building management. Repeated or egregious violations may result in a Stop Work Order.

3.01 Allowable time frame for Delivery, Construction and Use of 98 Union Facilities.

All deliveries are to be through the parking garage at Post Alley. A staff member of the Contractor team must be present in the garage area at all times to supervise any and all deliveries. The Building Manager will assist in scheduling use of entry and use of Post Alley.

Contractors and Vendors use of parking garage, elevators, stairways and common spaces must comply with Section 1.05 and additional requirements provided by the Building Manager.

3.02 Storage of Construction Materials.

No construction materials or equipment may be stored or operated in any space other than the Unit in which the work is being performed.

Material staging, construction debris and equipment usage must be contained within the Unit in which the work is being performed.

Temporary staging to facilitate elevator use may be allowed with prior scheduling.

3.03 Preparation and Delivery of Construction Elements.

Wherever possible, the Contractor, Sub-contractors and Vendors should prepare all elements outside of 98 Union property to facilitate the ease of moving such elements and equipment through the corridors of 98 Union and fitting within the elevator cabs.

3.04 Damage to Adjacent Units, Corridors, Elevators and all 98 Union Facilities.

All damages to any adjacent Unit, public or residential corridor including walls, floors, ceiling and light fixtures and furnishings, elevator cabs and garage areas are the complete responsibility of the Owner of the Unit in which the work is being performed.

Repairs and all associated costs such as loss of use and temporary relocation must be paid in full to the satisfaction of the damaged party and must be resolved and paid in full within 30 days of final billing for any such damages.

It is the Unit Owner's and Contractor's sole responsibility to facilitate any claims resolution should they decide to involve an Insurance Company in the process of paying a damage claim. The damaged party will not be required to negotiate in any way for the settlement of their claim.

If the Owner or Contractor fails to resolve and pay in full any and all damage claims within 30 days of final billing, the Association reserves the right to issue an immediate Stop Work Order. If such a Stop Work Order is issued, the Association may require a cash deposit of twice the damage claim amount before allowing work to proceed. Said deposit will be held until the completion of all Work as a security against any additional damage claims.

A Contractor or Sub-Contractor who fails to resolve a damage claim as outlined above may be prohibited from any further Work at 98 Union.

3.05 Excess Noise Levels.

In most cases, the Unit in which the work is being performed will have habitable Units to either side and above and below. The Contractor is to notify the Building Manager by identifying the days of noise generating activities in the Construction Schedule, and by updating the Building Manager 48 hours before any such work is to take place.

Hours when such activity is allowed are 9:00 am to 4:00 pm. The Building Manager may place additional restrictions on allowable hours if such activities prove to be intolerable to residents in adjacent Units.

Excess noise levels are defined as unusually loud work that is detectable outside the Unit in which the work is being performed. Such activity is, but not limited to: fire systems work, roto hammering, concrete drilling or sawing, use of air compressors, etc. Tear down of ceiling work is not allowed to fall to the floor.

Section 4. Construction Materials, Requirements and Submittals

4.01 Materials & Sound Transmissions Requirements for Partitions, Ceilings & Floors.

Partitions are to be on metal studs. Wallboard (dry wall) material is to be 5/8" fire code gypsum wallboard or moisture backing board. Interior partitions (not on party walls) may be comprised of concrete masonry units, glass block, decorative panels and Shoji screens (wood frame with paper or cloth panels). Partitions work at party wall locations (walls that separate a Unit from another Unit) must not be opened up except for electrical purposes. The patch must consist of 5/8" fire code gypsum wallboard and appropriate sealants. Party walls that extend to the space above the ceiling cannot be altered.

Ceilings are to be suspended on metal hangers systems anchored into the steel deck or on sound insulating channels fastened to post tensioned concrete deck above or bottom of concrete slab above. Ceiling material may be 5/8" fire code gypsum wallboard or moisture backing board. No suspended acoustical tile systems may be used.

All floor assemblies must achieve a STC rating of 45 (STC 45). Floor materials may be carpet over pad, composition or cork tiles or panels, stone floor tiles, poured stone composition material, thin concrete applications, rubber floor tiles or wood floor systems. Contractor must submit a manufacturers' data sheet and details providing information on the assembly of the proposed floor and the STC rating achieved, to the Design Committee for approval.

4.02 Odorous Materials.

This refers to materials and finishes that can be detected at any adjacent Unit or in the corridor serving the Unit where the work is being performed. Each building component and material used is to be free of any noxious or odorous emission. This includes the material itself, the finish and the application method.

4.03 Floor Treatment.

For wood floors systems, "Swedish Finish" or similar finishes are not allowed unless they are applied off 98 Union property or factory finished. All other finishes are allowed.

All hard surface floors are subject to noise evaluation. If excess noise is detected in Units adjacent, above or below, the Owner may be required to take remedial action such as installing area rugs.

Special floor finishes and applications may require additional information for approval.

4.04 Wall Treatment.

Walls may be painted, wall papered, paneled with wood, tile, stone, etc.

4.05 Window Treatment

Existing or new replacement window may have wall, ceiling, sill or jamb mounted frames or support rods for curtains, shutters, blinds or combinations. Colors of treatment are to be specified in the submittal documents for Design Committee review.

No application to any surface of the glass of any window is permitted with the exception of colorless and transparent UV protection film.

Glass replacement shall be the same type of glass, including color, transparency, insulating value and fire-rating.

4.06 Ceiling Treatment.

Ceilings may be painted, Textured and painted, wall papered or paneled with wood. False beams of dry wall or wood components may be installed providing sufficient support is demonstrated.

4.07 Fire Doors

Front Doors to Individual units including multiple doors from a unit to the residential corridor may not be altered except for painting the interior surfaces.

4.08 Balcony Treatment

The application of clear glass or acrylic panels on the inside face of the existing railing for additional safety purposes is allowed. No other alteration or attachment to the balcony railings is permitted.

The surface of the Balcony Deck may be an elastomeric or tiled surface, but in all cases the Owner is responsible for maintaining such surface in a waterproof and sound condition. Repair of any damages to adjacent Units from leakage from an Owner's Balcony is the responsibility of the Owner.

Attachments and/or alterations to the building exterior panels are expressly prohibited.

Section 5. Mechanical, Smoke Alarms and Sprinkler Systems, Air Conditioning and Heating, Plumbing, Electrical, Structural Systems and Core Drilling

5.01 Mechanical Systems

Electrical panels in ceilings at windows, radiant heating strips along the base of floors under windows or forced air systems. Electrical radiant floor systems are allowed providing the system assembly complies with the required STC ratings (see 4.01.3). Vent exhaust for ranges, showers, dryers and toilets must utilize existing locations. No core drilling or penetration through existing slabs at floors or ceilings is permitted.

5.02 Smoke Alarm and Fire Sprinklers

Any changes to existing Smoke Alarms and Sprinkler Systems, included but not limited to changing location of smoke detectors, number of smoke detectors, fire alarms, sprinkler heads, systems drainage or monitoring devices must be approved by the Design Committee and such changes will be subject to review by the Seattle Fire department. False alarms activating the Fire Alarm System will be the responsibility of the Contractor. There will be a fine of \$100 plus the cost of the penalties set by the Fire Department.

5.03 Air Conditioning Systems

Air conditioning systems are allowed only in existing grille panel locations under windows. Split systems such as heat pumps are permissible if the unit has an adjacent balcony area for placement of the condensing unit. The air handling unit is to be mounted in the grille panel and the condensing unit is to be set on the balcony immediately outside that window. The type, size and noise output of the condensing unit information must be provided in the submission documents.

5.04 Plumbing Systems

Plumbing changes are to be limited to replacing fixtures (sinks, lavatories, washers and driers, dishwashers, water closets, tubs and showers). These fixtures are to be located over existing waste lines, drains and water supply. No core drilling or penetration through existing slabs at floors or ceilings is permitted. Exceptions to the above are made when a raised floor for a relocation of such fixtures within the unit provides the proper slope to allow the new fixture location to utilize the existing drains or supplies.

5.05 Eechanical Systems

Electrical systems may be altered and relocated. The size of all new panels must comply with the main panel's loading capacity.

5.06 Structural Systems and Core Drilling

Structural changes to the existing are not permitted. The Tower portion of 98 Union is comprised of Post Tensioned concrete slabs with steel strands located in vital locations. The lower portions of 98 Union are comprised of concrete slab, beam and columns or steel frame columns, girders and beams with and concrete slab poured into a steel pan. In any location at 98 Union, no core drilling or penetration through existing slabs at floors or ceilings is permitted.

Section 6. Contact Information

Building Manager: Kelly Tallariti – 206-403-8405 (cell)
fax 206-624-9923
Kelly@98Union.com

Concierge Desk: 206-621-7594
Concierge Staff Hours: 8am – 9pm (Mon – Thurs), 10am-10pm (Fri – Sat), 10am – 6pm (Sun)

Property Manager: Sandra Wilcox: Office 206-441-7900
Ewing & Clark, Inc., 2110 Western Avenue, Seattle, WA 98121

Emergency Kelly Tallariti: 206-403-8405 (cell)
Sandra Wilcox: 206-818-5248 (cell)