

[Date adopted by the Board will be on each page]

APPENDIX D -- RENOVATION GUIDELINES

This APPENDIX contains provisions governing renovations of units in the Shoreham West Cooperative and provides additional information in furtherance of the HOUSE RULES, Section VI, "CONSTRUCTION AND ALTERATIONS." These provisions are intended to maintain the integrity of the building, to assure compliance with all relevant building code requirements, and to minimize disruption to all Occupants during renovation projects.

I. APPLICABILITY AND DEFINITION --

A. Applicability -- APPENDIX D is applicable to the proposed renovation of any unit. It applies to Members, their Architects and/or Engineers and Contractors. HOUSE RULES, Section I, "DEFINITIONS and APPLICABILITY" also govern this APPENDIX.

B. Definition -- "Renovation" is any work that involves non-cosmetic changes to electrical, heating, ventilating, exhaust, air-conditioning, or plumbing systems; any activity that involves demolition, including repair or replacement of major appliances that requires demolition; and installation of new partitions and suspended ceilings.

II. BEFORE COMMENCING ANY WORK --

A. Signed Copy of APPENDIX D returned to General Manager -- To avoid misunderstandings in connection with the renovation of a unit, before *any* work in a unit can be commenced, the Member and the Member's Architect(s) and/or Engineer(s), and Contractor(s) shall sign the Certification provided on the last page of this APPENDIX and return the signed copy (or copies as appropriate) to the General Manager to be maintained in a Renovation File in the General Manager's office. Any and all questions concerning provisions of APPENDIX D should be directed to the General Manager.

B. Signed Copy of HOUSE RULES, Section VI, "CONSTRUCTION AND ALTERATIONS" -- In addition to the Certification required in Paragraph A, the Member, and the Member's Architect(s) and/or Engineer(s), and Contractor(s) shall sign a copy of the HOUSE RULES, Section VI, CONSTRUCTION AND ALTERATIONS" and return the signed copy (or copies as appropriate) to the General Manager to be maintained in a Renovation File in the General Manager's office. Any and all questions concerning Section VI of the HOUSE RULES should be directed to the General Manager.

C. Notifications to the General Manager –

1. Schedule– Members are responsible for assuring that their Contractors notify the General Manager when renovation work will begin and the proposed schedule for completing the work. The schedule may need to be revised and updated periodically and the updated schedule must be provided to the General Manager who will maintain it in the Renovation File.

2. Service Elevators -- Contractors must notify the General Manager when Service Elevators will be needed so that appropriate arrangements can be made for their use during the renovation period.

3. Contractor(s) Phone Numbers – Phone numbers where the Contractor or its representative can be reached *at all times* must be provided to the General Manager and will be kept in the Renovation File.

D. District of Columbia Building Permit(s) – Must be obtained by or on behalf of the Member *at the Member's expense* and a copy provided for inclusion in the Renovation File maintained by the General Manager. All Permit(s) must be posted at the project site at all times.

E. Certificates of Insurance – The Member and Contractor(s) shall provide to the General Manager for inclusion in the Renovation File Certificates of Liability Insurance of at least \$1,000,000, as well as proof of Workers Compensation Insurance effective in the District of Columbia.

III. ARCHITECTURAL REVIEW AND FEES –

A. Review and Report by Cooperative's Architect or Other Professionals – Fees covering the cost of the review of the Renovation Plan and a report to the Board by the Cooperative's Architect are payable by the Member, as provided in HOUSE RULES, Section VI, C. 2.

B. Additional Fees -- Any additional architectural or, if necessary, other professional services required to assure compliance with the HOUSE RULES and this APPENDIX will also be at the expense of the Member. The General Manager will provide the Member with the current hourly fees for the architectural review and as well as other professional services. **NOTE: *Additional fees can be minimized by initially providing detailed plans that are in compliance with the District of Columbia Building Code for the initial review by the Cooperative's Architect.***

IV. FEES FOR RENOVATIONS –

A. HOUSE RULES -- Fees for renovations are provided in the HOUSE RULES, Section VI. D. Those fees are to compensate the Cooperative for the staff, managerial and other Cooperative resources involved in renovations and to encourage reasonably

prompt completion of such projects in order to lessen inconvenience to others in the Cooperative.

B. Indemnification/Damage -- The Member is solely responsible for any damage caused by the Contractor(s) or Subcontractor(s) to the common elements of the building or to any other units. Any such damage should be reported to the General Manager *immediately*, who will note such report in the Renovation File and take whatever steps are necessary and appropriate to repair the damage at the Member's expense. *Under no circumstances will the Cooperative and its Board of Directors be liable for any such damage.*

V. Applicable Governmental Regulations

A. All applicable governmental regulations, including the District of Columbia Building Code, Federal and District of Columbia environmental and employment requirements -- must be observed at all times during a renovation project.

B. District of Columbia License -- Contractor(s) and Subcontractor(s) must be licensed to perform renovation and construction work in the District of Columbia.

VI. Renovation Plan –

A. General -- the Renovation Plan must describe the scope of work that will be involved in the renovation project and must also include renovation drawings, referenced in **Paragraph C.** below, that describe the project in detail. In addition, the Renovation Plan must include specifications for all new mechanical and electrical equipment, including but not limited to stoves, washers and dryers, whirlpool tubs or any other equipment that will impact utility demand in the building. The proposed schedule for the project must also be included with the Renovation Plan.

B. Building's Common Elements -- The Renovation Plan shall *not* include any alterations to the building's common elements including, structural frame, floor slab, ceiling slab, demising partition between units, partition between unit and corridor, gas risers, plumbing risers, electrical risers, telephone and cable distribution wiring and ventilation shafts, fan coil units, chases and the building exterior.

C. Renovation Drawings –

1. Prepared by Licensed Architect(s) and/or Engineers -- Drawings shall be prepared by licensed Architects and/or Engineers and shall clearly illustrate Code compliance wherever required by the District of Columbia Building Code.

2. Signature and Seal -- All drawings shall be signed and sealed by the professionals who prepared them.

3. Detail -- Renovation drawings are required for every project involving

renovations to a unit. Floor plans shall be at not less than ¼”=1’ scale and shall clearly differentiate existing conditions, removals, and new renovation in accordance with District of Columbia Building Code requirements. Drawings shall also show all new plumbing, mechanical, and electrical equipment including fixtures, receptacles, light fixtures and switches.

4. Statement Included on All Renovation Drawings – All drawings submitted for approval by the Cooperative’s Architect shall include the following statement:

“This proposed work includes no alterations to structural frame, slabs, or any other building part affecting the structural stability of the building and of any individual unit. This work includes no alterations to demising partitions that would reduce fire separation conditions. If defects in the existing fire separation construction at a demising partition are discovered, the Member in consultation with the Cooperative’s Architect will repair such conditions to achieve the required fire rating between units. This work includes no alterations to the existing partition between the unit and the public spaces of the building. If the electrical, plumbing, telephone work included in this project results in a hazard or inconvenience to the Cooperative, the Member will remove the work and restore to the preexisting conditions promptly as directed by the Board of Directors.”

VII. Approval of Renovation Plans

A. Requirements – HOUSE RULES, Section VI, C. describe the requirements for approval of Renovation Plans, including the requirements that such plans must be prepared by a licensed Architect and/or Engineer and reviewed and approved by the Cooperative’s Architect and/or Engineer at the Member’s expense.

B. Timetable for Board Review -- The Plans reviewed and approved by the Cooperative’s Architect and/or Engineer must be provided for Board review at least 10 days prior to the Board meeting at which approval is sought.

C. Cooperative’s Architect’s and/or Engineer’s Review -- The Cooperative’s Architect and/or Engineer’s review may include a site visit to the unit prior to Board review. If minor discrepancies can be cleared up through annotations on the submitted plans, the Cooperative’s Architect and/or Engineer can propose that option so that the Member can have the necessary concurrence prior to a Board meeting.

D. Board Discretion -- Final approval of a Renovation Plan is solely within the discretion of the Board.

E. Material changes in previously approved Plans – which include any and all changes to the previously approved architectural layout, plumbing, electrical work and/or the venting, must be reviewed by the Cooperative’s Architect and/or Engineer, *at the*

Member's expense. Prior Board approval for any such change may also be required before those changes can be undertaken.

F. Current Plan on File with General Manager --The Member must insure that a copy of a complete and current Renovation Plan and schedule is on file with the General Manager during the entire renovation period.

G. Renovations Not Requiring Board approval -- are described in HOUSE RULES, Section VI, B. *Note however, that the Board must approve any changes or repairs in a unit that could, even though not intended, impact in any way on the building and its systems, common areas, or other units.* The Board will respond promptly to any request as to whether or not approval of a proposed Renovation Plan is required.

VIII. General –

A. Hours – On-site renovation activities are limited to the hours of 8:30 AM-5:30 PM, Monday through Friday, except on holidays when no renovation activities are permitted.

B. Protection for Building Areas – Areas such as the Floor Lobby carpet, Service Elevator carpet, and Service area hallway carpet must be protected with appropriate materials to avoid damage to such areas. Pads must be installed in the Service Elevators to protect them during the renovation period.

C. Common Areas -- All renovation work must be confined to the interior of the unit. No renovation work is permitted in any of the common areas.

D. On-site supervision -- The Contractor or the Contractor's designated Supervisor shall be at the renovation site at all times during demolition and at such other times as the General Manager determines is necessary.

E. Site Reviews During Renovation –

1. Periodic reviews -- The Cooperative's Architect may from time to time during the renovation conduct site reviews to assure that the work, when completed, will conform in all critical respects to the approved Renovation Plan.

2. Required site review visits -- from the Cooperative's Architect and/or Engineer or other outside professional during renovation include:

- a.** Review of the work at the completion of demolition to address any unknown items discovered during demolition;
- b.** At the time the Contractor is ready to close in the work; and
- c.** When the work is completed.

3. Fees for Site Reviews -- The Member shall pay the fees of the Cooperative's Architect and/or Engineer or other outside consultant whose advice the

Cooperative's Architect deems appropriate for the purpose of performing periodic and required site reviews.

F. Workers –

1. Access to the Renovation Site – Workers must use the 28th Street Service Entrance or the loading zone in the lower garage for access to the renovation site and to provide materials to that site. Workers must only access the renovation site from the basement and not through the hallways or Service Elevators or Service Areas located on the first floor.

2. Parking – Parking spaces in the garage are limited. The garage attendant will try to accommodate workers by assigning spaces in the lower garage loading zone. If no parking is available in the garage, workers must park on the street. Permits for street parking can be obtained from the D.C. government. Vehicles parked in unauthorized spaces, blocking other vehicles or garage walkways or driveways will be subject to towing.

3. Smoking – In accordance with HOUSE RULES, VII. D., smoking is prohibited in *all parts of the building, including the garages*. Cigarette butt litter and other litter created by workers may result in expulsion of the Contractor and/or Subcontractor and/or their personnel.

G. Debris –

1. Removal --The Member shall assure that the Contractor(s) is responsible for removing all debris, including appliance crates, old appliances, cabinets, and plaster, from the job site and the building. If necessary, the Member may be required to employ a crane for removal of debris or transport of equipment.

2. Daily Clean Up -- The Member shall assure that the Contractor(s) has cleaned up all common areas, including Service Elevators and Service areas, before leaving the building each day.

3. Trash chutes -- in the Service areas cannot be used for removal of renovation debris.

4. Costs of Removal -- If any debris is left anywhere in the building, the Member will be charged for the costs of removing such debris. *Such costs may exceed the deposit for the renovation project.*

H. Noise and Dirt Control –

1. Exhaust Ports -- To control noise and dirt during the renovation and before beginning any renovation work, the Contractor shall block up each existing exhaust port, for example in kitchens, baths, powder rooms, entry ways, with taped

barriers.

2. Noisy, Dusty or Work Emitting Unpleasant Odors --

a. Scheduling – Prior to beginning demolition, drilling or other noisy work, and to minimize the inconvenience to other Occupants, the General Manager should be notified about the amount of such work and the time required for completion so that neighboring units can be notified when such work will be taking place.

b. Through-window exhaust fans -- Before beginning any noisy, dusty or work emitting unpleasant odors, such as demolition, sanding or gluing, the Contractor shall install through-window exhaust fans with filters to maintain the pressure in the unit below that of adjoining private or common areas.

c. Power tools and equipment – sound-dampening pads consisting of plywood, pressed paperboard, salvaged carpet or similar materials should be placed under the tools.

I. Electrical Panels -- Because of potential life safety issues, electrical service to each unit should only originate from a single electrical panel. Several years ago, upgraded electrical service was provided to panels installed in the Service areas. Electrical panels in each kitchen are the panels originally installed in the building. They may no longer be used in conjunction with any renovation or when new electrical appliances or equipment (those requiring more than 20 AMPS) are installed. Instead, in those situations, the entire electrical load of the unit must be transferred to the appropriate panel in the Service area and the panel in the kitchen no longer used except as a junction box.

J. Existing Non-Code Compliant Work -- If during the course of a renovation existing non-Code compliant work is discovered, it is the responsibility of the Member having the renovation work performed to bring the existing work into compliance with the Code. *Non-Code compliant work is not grandfathered when a renovation is undertaken.*

K. Through-slab Penetration – If demolition work exposes existing through-slab penetrations at plumbing pipes or electrical conduits, the Contractor(s) shall inspect all penetrations for fire-safing, reinstall fire-safing completely, and immediately notify the General Manager for observation and direction.

L. Hazardous Substances -- if during any renovation, any hazardous substance such as asbestos is found, the Contractor shall promptly cease any work which might in any way disturb or impact such substance; have any such substance tested by a licensed or certified entity; and take all required remedial action in accordance with any applicable governmental regulations. The General Manager shall be promptly notified when any such hazardous substance is found, the actions proposed to be taken, and shall be provided copies of any test or reports. The Contractor shall provide the General Manager with written certification that all requisite remedial action has been completed.

IX. New Appliances and Mechanical Equipment --

A. Specifications --

1. Washing Machines –

a. New Washing Machines -- must have an Energy Star rating and a cumulative water usage through all cycles that does not exceed 30 gallons. Several manufacturers produce such machines, and the General Manager maintains a list of acceptable machines. Washing machines must have an overflow pan. Wastewater from the washing machines should be connected to the main waste stack of minimum 4” diameter size.

b. Existing Washing Machines -- that have a cumulative water usage through all cycles in excess of 30 gallons may continue to be used until they are replaced or the unit is sold, whichever ever occurs first. Such replacement must take place within 30 days of the closing or as part of an approved Renovation Plan. HE detergents, *i.e.*, detergents with low suds content, should be used in order to avoid potential sewer backups in the lower levels.

2. New Dryers -- New dryers must be ventless and have an Energy Star rating. Under no circumstances may a dryer be vented into the building’s exhaust system.

3. Replacement of Washers and Dryers --Whenever a washer and/or dryer is replaced or when a Proprietary Lease is transferred for any unit, the washer and/or dryer must conform to the requirements of this Section IX. A.

4. Ranges, Cooktops, and Ovens -- New ranges, cooktops or ovens shall be rated for residential applications only. New ranges, cooktops, or ovens shall be gas fired, as originally intended for the building and the use of electric ranges, cooktops or ovens will no longer be approved. [Change recommended by CTA and Architect because of concerns about electrical overloads in the building.]

5. Kitchen Exhaust Fans -- Kitchen exhaust fans shall be rated for residential applications and shall not exceed a total exhaust airflow of 360 CFM at high speed. The kitchen exhaust fan shall connect to the existing building kitchen exhaust riser only. Kitchen exhaust may not under any circumstance be ducted directly to the exterior of the building.

6. Plumbing Fixtures, including Whirlpools, and Jacuzzi-style Tubs -- The use of energy efficient equipment and water-efficient plumbing fixtures should be in accordance with the District of Columbia Building Code requirements.

7. Access Panels for Water Risers – During any renovations involving bathrooms or kitchens, access panels for water risers should be provided. Locations of access panels shall be reviewed and approved by Cooperative’s Architect or Engineer.

8. Building Materials –

a. Water piping -- shall be type “L” copper and sanitary piping within a unit shall be cast iron or DWV copper piping. The minimum water pipe size shall be ½ inch for one fixture and ¾ inch for two or more fixtures. Sizing of piping must be in accordance with the District of Columbia Building Code in effect when the renovation occurs. All domestic water piping shall be insulated with a minimum of ½ inch fiberglass or equivalent insulation.

b. Shower heads -- The use of high flow shower heads (over 3 gallons per minute) and shower trees may not be used due to limitations in domestic water pressure and distribution piping system.

c. Water closets -- Water closets with excessive flushing noise shall not be used. Members are required to provide manufacturers’ specifications for all new water closets.

9. Plumbing Installation Requirements –

a. Water piping -- shall not be installed in floor slabs nor shall water piping be directly attached to the surface of party walls, ceilings and floors shared with other units. Vibration isolators to separate the pipes from hard surfaces must be installed.

b. Shower basins -- must be provided with water-proof membranes

X. NON-COMPLIANCE – It is the responsibility of the Member to assure that the provisions of this APPENDIX are complied with by any and all contractors and subcontractors involved in the renovation project. If the General Manager determines that there has been any non-compliance with the provisions of this APPENDIX and/or any substantial deviation from the renovation plan approved by the Board as provided in the **HOUSE RULES, Section VI**, the Board will be notified. If the Board determines that there has been non-compliance with the provisions of this APPENDIX, it may rescind its approval of the Renovation Plan and/or seek additional remedies to achieve the intent of the provisions of this APPENDIX. If the Board determines that the renovation project has in any way compromised the integrity of the building or compromised compliance with any Code requirements imposed on the Cooperative, the Board may bar the Contractor(s) and/or Subcontractor(s) from the site and may withhold repayment of any or all of the Member’s deposit as provided in **HOUSE RULES, Section VI**.

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CERTIFICATION

I/WE HAVE READ AND UNDERSTAND ALL OF THE PROVISIONS OF THIS APPENDIX D AND AGREE TO ABIDE THESE PROVISIONS. [MEMBERS AGREE TO ASSURE THAT ALL ARCHITECTS AND/OR ENGINEERS AND CONTRACTORS ENGAGED BY THEM WILL ABIDE THESE PROVISIONS AS WELL.

_____ **Member(s)**

_____ **Date**

_____ **Contractor(s) Representative***

_____ **Date**

_____ **Architect***

_____ **Date**

_____ **Engineer***

_____ **Date**

***If more than one Architect, Engineer or Contractor will be working on the project, each of them must sign this document.**

A SIGNED COPY OF THIS CERTIFICATION MUST BE PROVIDED TO THE GENERAL MANAGER BEFORE BOARD APPROVAL OF THE RENOVATION PLAN AND BEFORE RENOVATION CAN COMMENCE