



400 East 17<sup>th</sup> Street Corp.

## Decoration Guidelines

Decoration for these purposes is considered to be any non-invasive and cosmetic work within your apartment. This includes but is not limited to: *painting, replacement of cabinets, flooring, tile work, etc.* Decorations need Management approval but not Board approval. Management needs to approve so that we can properly protect the common areas of the building during your work. The filing form for a decoration can be found on **page 2** of this package.

Fees: There are no fees for the Decoration / Renovation of apartments.

Deposits: \$250 made payable to **400 East 17<sup>th</sup> Street Corp.** Moneys will be refunded at the end of work if no damage has occurred to the common areas of the building.

Certificates of Insurance: All compensated contractors who are working anywhere in the building need to submit a Certificate of Insurance to Management prior to beginning work. You may find the requirements on **page 3** of this package.

Work Rules: Attached as **page 4** of this package, please find the Work Rules for 400 East 17<sup>th</sup> Street Corp.

Proof of Homeowner's Insurance: Before being approved for an alteration, proof of your valid Homeowner's Insurance policy must be included with this application.

EPA Lead Paint Certification: Please note that if you are planning to paint greater than six square feet or will be doing any demolition work at all you will need to hire an EPA Lead Safe Certified Contractor to do the work. Since your building is pre-1978, new EPA Federal Regulations are in place requiring that your contractor be a certified renovator from a certified firm. Proof of Certification for both the renovator and the firm will be required in order for your application to be approved. For more information please see [www.epa.gov/lead](http://www.epa.gov/lead).



\*\*If you are doing invasive work (i.e. electrical, plumbing, structural) please do not use this form and download and submit the "Alteration Application" that is available under separate cover.

400 East 17<sup>th</sup> Street Corp.

Decoration Form  
(For Non – Invasive /Cosmetic Work Only)

Bldg: \_\_\_\_\_ Unit: \_\_\_\_\_

Name: \_\_\_\_\_

Tel. #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work Being Done Within Apartment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Are You Using A Compensated Contractor? Y / N

If Yes, Please Provide Certificate of Insurance for Contractor Located on  
**Page 3.**

\*\*Decoration does not include plumbing, electrical, structural or other invasive work within the apartment. If you are doing this type of work, please see the Alteration agreement and application.



**Certificate of Insurance Requirements for  
400 East 17<sup>th</sup> Street Corp.**

As per the terms of our contracts, it is required that you submit to us a certificate of insurance noting the following:

- |                                |                      |
|--------------------------------|----------------------|
| <b>1. General Liability</b>    | <b>1,000,000</b>     |
| <b>2. Property Damage</b>      | <b>50,000</b>        |
| <b>3. Workers Compensation</b> | <b>Statutory</b>     |
| <b>4. Auto Coverage</b>        | <b>If Applicable</b> |

In addition, we also require that the following be noted on your policy as additionally insured:

- 1. Excel Bradshaw Management Group, LLC**
- 2. 400 East 17<sup>th</sup> Street Corp.**

Also, please note the following Certificate Holders:

- a. Excel Bradshaw Management Group, LLC**  
393 Old Country Road  
Carle Place, NY 11514
- b. 400 East 17<sup>th</sup> Street Corp.**  
C/o Excel Bradshaw Management Group, LLC  
393 Old Country Road  
Carle Place, NY 11514



400 East 17<sup>th</sup> Street Corp.  
Work Rules

1. Before beginning new work in any apartment, all craftspeople must check-in and review work plans with the building Superintendent.
2. Noisy work is allowed only from 9 a.m. to 4 p.m. There is an hour's grace at the beginning and end of the workday when equipment can be moved in or out of the apartment. All workers must be out of the building by 5 p.m.
3. No work is permitted on weekends, federal, state and union holidays or important religious holidays. Check with the Superintendent for specific dates.
4. Any cabinetwork that is to be fixed to the walls or is immovable must provide immediate access to heating, plumbing, gas, electrical and telephone lines. Specific details must be reviewed with the Superintendent.
5. Circuit breakers and circuit breaker panel, gas meter, telephone boxes and plumbing valves:
  - i. Must be easily accessible
  - ii. Individual circuit breakers should be labeled as to which rooms they control
  - iii. On completion of work, diagrams showing the location of the above items must be given to the Superintendent
6. During heavy construction, the front door should be taped. This requirement helps prevent dust from entering common foyers and elevators.
7. Refuse must be removed in sturdy metal or plastic bins. Removal times must be approved by the Superintendent. All refuse may be left in back elevator halls, basement, courtyard or sidewalk.
8. There must be a designated foreman in the apartment at all times with whom the Superintendent can discuss any work problem. In addition, the Superintendent should be given the beeper or mobile number for the contractor should there be an urgent reason to reach the contractor.
9. The Superintendent has the authority to order work suspended, in part or entirely, if he has reason to believe that any aspect of work being done is unauthorized or unsafe if he believes that there is a failure to cooperate with house work rules. The suspension shall continue until all parties can agree to an acceptable solution.
10. All compensated contracting companies must provide adequate proof of insurance naming the Cooperative and the Managing Agent as additionally insured (see requirements page).