

Request to Schedule Delivery/Removal for Furniture, Appliances and Remodeling or Other Contractor Materiel

These rules apply to established residents having delivery/removal of any large or heavy items such as TVs, furniture, mattresses, appliances or remodeling materials, supplies or equipment from a contractor, vendor, or as a self-help project.

1. **Advance scheduling for delivery/removal of any large or heavy items as described above is mandatory.** The Unit owner/resident must complete and sign the **Request to Schedule a Delivery/Removal** form available on www.ptcatacoma.org or from the designated BOD member at least two (2) business days in advance of the requested delivery/removal or work date. The designated BOD member will determine if the requested dates can be accommodated and will confirm the dates with the requestor.
2. No fee is charged.
3. Lessees and special occupants must inform the landlord in advance of the delivery/removal date.
4. Park the delivery/contractor vehicle at the yellow curb Loading Zone at the back of the building, outside the P1 East vehicle gate. Contractor or other delivery/removal vehicles are not allowed inside P1. For safety reasons all vehicle, pedestrian and pet traffic through the P1 East vehicle gate will be blocked during loading/unloading.
5. All large items and contractor materiel, supplies and equipment delivered or removed must enter and exit the building using **only** the P1 East vehicle gate. Use of the P2 garage, the main entrance lobby or other pedestrian doors for such delivery/removal is not allowed.
6. **The Unit owner must supervise the P1 East vehicle gate at all times when it is open.** The Unit owner/resident must ensure their contractors, vendors, lessees and guests are in compliance with all building security requirements.
7. Items must be delivered to the residential floors via the padded freight elevator only.
8. Delivery/removal/contractor work must be completed between 8 AM and 6 PM
9. Carry all items or use dollies. Do not drag anything along the carpet. Do not use the red grocery carts to transport contractor supplies/equipment. Do not prop anything against hallway walls or doors.
10. Flatten cardboard boxes and recycle in P1 Garage large cardboard recycle bin.
11. Remove all other debris from PTCA property at the end of each day.
12. As soon as the delivery/removal is completed, notify the designated BOD member.

Enforcement:

- ❖ **Compromise of building security will result in an immediate (no warning) fine of \$200 assessed to the Unit Owner/responsible landlord.**
- ❖ Failure to schedule delivery/removal/contractor work or failure to comply with any other delivery/removal rules will result in an immediate (no warning) fine of \$100 assessed to the Unit Owner/responsible landlord
- ❖ The cost of repairs necessitated by damage caused to PTCA property during the delivery/removal will be assessed to the Unit Owner/responsible landlord.

Tenant/Special Occupant declaration:

_____ Tenant/Special Occupant Initials: I have informed my landlord of this delivery/removal/contractor work.

I have read, understand and will follow the rules and enforcement policies listed in this document.

Resident Name (print): _____ Unit No. _____

Signature and date: _____

Contact Phone Number: _____ Requested Delivery/Removal Date: _____

Submit the completed, signed form to the designated BOD member listed on the Pacific Tower Contacts roster available on www.ptcatacoma.org and on the bulletin board near the mailboxes.