

LMS-1725  
GOVERNORS TOWER & VILLAS

POLICIES AND PROCEDURES FOR CONTRACTORS &  
OWNER RENOVATIONS & ALTERATIONS

These policies and procedures are put forward in the interest of safety and good business practices for the owners and residents of Governors Tower & Villas and all contractors working on site.

1. All contractors who perform work in or on the site of the strata corporation must have current business licenses and accreditation for the practice of their craft or trade.
2. All contractors who perform work in or on the site must have WCB and valid liability insurance.
3. Contractors performing work within the suites on behalf of the strata corporation or private owners must check in and out with the Concierge/Building Manager each day they are on the job.
4. Contractors must coordinate with the Concierge/Building Manager the transportation of all materials, supplies and equipment into the building or onto the site.
5. All contractors are required to ensure that they do not damage any public areas, corridor, carpets, wall coverings while transporting equipment and supplies through the building. In the event that any bituminous sealants, pitch or tar materials are used, the contractors shall be required to change footwear before re-entering the building's public areas. This is to prevent stains and damage to the carpeting in the corridors.
6. Any contractor using safety lines that are attached to the mounting points on the building and ladders providing roof access must store or remove these before the end of the work day so that access to balconies and patios is not impeded.
7. Any contractor who is required to do work on the balconies and patios must obtain permission from the owner or Concierge/Building Manager before moving or removing any furniture, plants or other private property on the balconies and patios.
8. In the event that a contractor moves private property on a balcony or patio, it is the responsibility of that contractor to replace or repair that property to its original location and condition.
9. An owner and/or his contractor is responsible for any and all repairs from resultant damage that may be caused in the future as a result of the renovation / alteration that takes place.

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STRATA CORPORATION BY-LAWS

- (1) No alteration shall be conducted other than during the hours of:
  - a) Monday to Friday excluding statutory holidays 8:00 a.m. to 8:00 p.m.
  - b) Saturdays, Sundays and statutory holidays 10:00 a.m. to 6:00 p.m.
- (2) No construction debris, including old carpets and packing equipment, shall be deposited into the strata corporation's garbage containers and all such debris shall be hauled away by the respective strata lot owner at his or her own expense.
- (3) Arrangements must be made to line the elevator and hallway floors with plastic sheeting to catch construction debris. The protective coverings must be removed each day from the common areas.
- (4) The transport of all materials to and from the strata lot shall be in a designated elevator and prior arrangements must be made with the Concierge/Building Manager for use of the elevator.
- (5) The Concierge/Building Manager, or property agent, shall have the full authority to direct work crews with respect to their actions on the common property of the strata corporation.
- (6) An owner must give the Concierge/Building Manager two working days' prior notice of the scheduled arrival of tradespersons or delivery of materials. Tradespersons must be licensed and bonded. Inadequate notice or work by unlicensed or unbonded tradespersons for major alterations may result in the levy of fines.

\_\_\_\_\_  
Owner of Suite

\_\_\_\_\_  
Suite #

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Print Name & Sign

\_\_\_\_\_  
Print Name & Sign

\_\_\_\_\_  
Building Manager/Inspection

\_\_\_\_\_  
Date

# STRATA PLAN LMS-1725 GOVERNORS TOWERS & VILLAS

## RENOVATION & ALTERATION GUIDELINES

### IMPORTANT STEP #1

Please contact the Concierge/Security Staff at 604-899-6056 to conduct a building inspection prior to commencing the renovation/alterations.

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# STRATA PLAN LMS-1725 GOVERNOR'S TOWERS & VILLAS

388 DRAKE STREET  
1318-1398 HOMER STREET, VANCOUVER

## HARD SURFACE FLOORING GUIDELINES

### Sound Absorbing Underlay

#### Applicable Standards:

- Sound transmission loss to ASTM E90-97 and ASTM E4137-87 giving a sound transmission class (STC) rating
- Impact sound transmission to ASTM E492-90 and ASTM E989-89 giving an impact insulation class (IIC) rating
- Higher ratings mean better sound absorption
- The Canada Mortgage and Housing Corporation recommend an IIC rating of 55 and the City of Vancouver's current standard for buildings is an IIC rating of 50
- The Building Committee has adopted a minimum STC rating of 50 and a minimum IIC rating of 55 as the standards for LMS-1725
- The following table lists underlay that has been approved by the Building Committee
- Residents wishing to use a sound absorbing underlay that is not listed must provide technical details of the proposed underlay demonstrating the STC and IIC ratings of the product.

Trade Name	Description	ST C	IIC	Contacts/Suppliers
Dura-Son	Open cellular rubber reinforced with solid rubber particles bonded to fiberglass/cellulose backing made primarily of recycled automobile tyres	52	63	<a href="http://www.dura-son.com">www.dura-son.com</a>
Quiet Walk	Blended synthetic fibres and polyethylene film. Inert hot-melt adhesive	52	58	Quicksyle Industries Inc.
NOBLESEAL® SIS	Acoustically formulated alloy of non-plasticized Chlorinated Polyethylene (CPE) and other synthetic elastomers laminated with fabric on both surfaces.	59	62	The Noble Company <a href="http://www.noblecompany.com">www.noblecompany.com</a>
Sound Solution	Hypoallergenic mechanically frothed polyurethane	54	60	<a href="http://www.healthierchoice.com">www.healthierchoice.com</a>
Sound Solution PLUS for tile floors	Hypoallergenic mechanically frothed polyurethane	54	63	<a href="http://www.healthierchoice.com">www.healthierchoice.com</a>
Mapelastic	Fabric reinforced membrane	55	67	<a href="http://www.mapei.com">www.mapei.com</a>