

WINDOW RESTORATION PROJECT PROTOCOL

A.) GENERAL OVERVIEW

The Board of Directors has awarded the Window Restoration and Building Envelope Contract to **SMID Construction Inc.** (the contractor) and **The SPG Engineering Group Ltd.** (the engineer).

As previously advised, environmental concerns have been detected in multiple suites by the Corporation's environmental consultant Maple Environmental Inc:

- a) Specifically, the stucco ceiling inside the units contains a small amount of asbestos materials;
- b) Before the windows can be replaced in each unit (unless you are otherwise notified), environmental contractors are required to perform asbestos abatement at the ceiling, approximately 4 inches in depth at all bedroom and living room windows and the balcony door. This will require removing the stucco ceiling finish down to the concrete to make sure all asbestos containing material has been removed (within the 4 inch depth);
- c) This abatement work will occur on your advised specific '**Date of Access**'.
- d) The installation of your new windows will occur on the following day.
- e) If your unit is scheduled for access on a Friday, asbestos abatement will occur on this date, while window installation will occur on the following Monday.

In-Suite Window Replacement:

1. Window frames and glass will be removed and replaced;
2. Main balcony sliding doors and glass will be removed and replaced;
3. Main balcony door screens will be removed and replaced;
4. Sliding windows will be removed and replaced;

NOTE: You will be advised 3 days in advance to confirm your planned "**Date of Access**" and work will commence in your unit on this date unless delayed for unforeseen reasons e.g weather.

Any revisions or updates to the schedule will be posted for all to see as the Project continues. The schedule will be posted on our website ([www.the bayshore.net](http://www.thebayshore.net)) and on the bulletin boards by the management office and on the B1 level in front of the elevators.

B.) HOURS OF OPERATION

Contractors will be on site Monday through Friday from 7:00 a.m. to 6:00 p.m.

The In-suite work will commence between 8:00 a.m. through to 5:00 p.m.

C.) WHAT TO EXPECT WHEN CONTRACTORS KNOCK AT YOUR DOOR

Two crews (up to 7 workmen) will be assigned to each unit to work on two banks of windows at a time.

Here are the steps that they will take when working in each unit:

1. Trades are not permitted to remove safety footwear as per the Occupational Health and Safety Act. However, trades will wear foot-coverings called booties while in your suite. This will protect your unit from outside weather conditions. The contractor's interior crews will arrive at your suite door with a supply of drop sheets. These will help to protect your flooring at your entrance and leading to the work areas of the windows.



2. The contractors will remove the existing windows and frames from the **outside** of your unit using a swing stage.
3. New windows and balcony door(s) will be brought into the unit from the hallway for installation. The service elevator will be utilized for the movement of windows.
4. The plastic barrier and floor protection will be removed once the installation has been completed. Installation includes the final caulking and painting which may occur a few days after window replacement. Debris will be cleaned up by the trades at the end of each day.



Bedroom Window

D.) FINISHED CEILING AFTER ABATEMENT

Once the windows are replaced, the ceiling where the stucco finish was removed will be painted white. In the picture below a smooth white strip is seen next to the window frame, this will be the final finish of the ceiling in this area. NOTE: The white ceiling paint will be a standard used throughout all units. An exact match to ceiling paint will not be made.



E.) HOW TO PREPARE YOUR UNIT

A week prior to your anticipated “**Date of Access**”, Management will perform an inspection of your unit along with SMID Construction to identify which items in your suite have to be moved in preparation for the window replacement project. During this inspection, we will prepare a checklist which outlines the items that we identify in your unit as potential obstructions to the contractors. Regardless of which unit you occupy, the contractors from SMID Construction Ltd. will require a minimum of **four (4) feet of clearance** extending out from your window sills in order to perform the appropriate work in a safe and efficient manner. In addition, the contractors will need to work on your balcony without obstructions. As such, furniture or plants on your main balcony must be physically removed prior to your scheduled “**Date of Access**”.

Should the contractors from SMID Construction be unable to perform the work that is required to replace your windows due to obstructions that have not been cleared away; the contractors will impose a fee to the unit owner for delaying the work as scheduled. This charge of \$6,300.00 will be collectable by the Corporation by way of enforcement under the Condominium Act, 1998. Therefore, we advise all unit owners to be aware of their responsibility to prepare their unit according to the instructions that we have provided below.

- Remove all Window Coverings, Rods, Tracks, Crown Mouldings and/or Other Hardware from all window areas.
- Move all furniture, wall mounted items (photos, paintings etc), plants, shelving units, curio cabinets, entertainment units, desks, dressers, seating arrangements, floor lamps, etc. far away from the work area providing a four (4) foot clearance by your windows and balcony sliding door(s) and suite entrance door.
- balcony plants and furniture must be removed from your balcony to provide contractors with enough space to perform the required work.
- Valuables should be either secured in a safe place within your unit or removed entirely for the duration of this work.

F.) WHAT TO DO IF YOU NEED ASSISTANCE

If you are physically unable to move your own furniture or remove window obstructions including blinds, drapes and curtains or foresee being away prior to or during your “**Date of Access**” please contact the management office with your concerns as it pertains to this project.

We thank everyone for their patience and cooperation during this extensive **WINDOW REPLACEMENT PROJECT** and we look forward to its completion.

The Board of Directors Durham Condominium Corporation No. 19