

Elevator Pad Policy

Unit Owner Responsibilities

1. The unit owner or designee is responsible to notify the Manager for pad installation at least **24 hours before delivery**. If the Manager is unavailable, contact a board member. Our Manager will then install the pads. Specific delivery information is required - date & anticipated time of delivery or work scheduled, description of delivery, responsible supervisory party and estimated date & time when the pads may be taken down..
2. The owner or designee should request that the guard call the unit owner or designee when the truck arrives. Upon delivery, the owner or designee should make sure the pads are installed and floor covering placed down (see installation requirements below) and supervise unloading and delivery.
3. If the unit owner designates another person or company, the owner is STILL LIABLE for any damage caused to common area by their designee, delivery person, merchandise etc.
4. When delivery has been accepted or the work completed, then the owner or designee must call the Manager to take down the elevator pads.

Installation required when:

1. Move-in or Move-out
 2. Delivery of large appliances (i.e. refrigerator, Hot Water Heater, etc)
 3. Delivery or removal of carpet, tile or wood flooring
 4. Furniture (couches, wall units, dressers, etc.)
 5. Un-boxed large merchandise delivered by hand trucks
 6. Renovation or construction (drywall, Durarock, cabinets, tile, windows, doors).
 7. Any construction activity where workers are using heavy tools, equipment or hand trucks.
- * Masonite floor covering required on all activities.

Pad Installer/Manager

1. Upon notification by a unit owner or designee, the pads will be removed from the designated storage room (this will be different for each building depending on space) to the Elevator.
Bermuda - 5th Floor Jamaica - 5th Floor Bahama - 4th Floor
Antigua - 4th Floor Eleuthera - 5th Floor
2. Pads and flooring protection should be installed prior to time specified by owner/designee. Place the requesting party information on the board located in each building elevator stating where & when pads are required to be up.
3. Removal of pads and flooring protection should be completed after delivery or by the next business day. Return should be noted in the sign out sheet located in the office.

Contact Rosemarie von Zabern (Manager) for pad installation - 24 hour notice required.
Monday thru Friday, Office hours 9:00 a.m. until noon. (561)743-1293 Office, 714-1193 Cell phone.

Board Member Contacts

Sheldon Gawiser - 741-8892	Carole Levine -748-9122	George Sharp - 748-7942
Arlene Fischer - 743-2293	Fred Scherrer - 746-2958	Ron Harmon - 741-7836
Paul Starman - 247-6719		