

Contractor Guidelines for working at Vista Tower

- **Stay off first floor.**
 - Absolutely no furniture, tools, or material are allowed in and out of the main entrance
 - No personal are allowed to use the main west entrance at any time.
 - Please use the garage door entrance to gain access to the building.
 - An entry code is available from Horizon Property Management 605-261-5801.
- **Garage door use**
 - Park on the East side of the driveway - do not block the garage door eye.
 - The garage door must be locked open when unloading material, using the switch on the ceiling by the operator motor. DO NOT block an eye in order to keep the door open.
 - The door needs to be manually closed after it is turned back on.
 - Make sure the door is closed as much as possible and when you are finished loading or unloading.
- **Parking**
 - All Parking stalls inside are reserved and spoken for. No contractor or service personnel vehicles are allowed to park inside.
 - Limit parking in the drive to loading and unloading times only. Unattended vehicles parked in the drive may be towed at the owner's expense.
 - Park in the west lot and walk around to the garage door entrance.
- **Elevator use**
 - ALL material and tools must be loaded in the large west elevator. If the blue pads are not installed, call Horizon Property Management at once. HPM should have been notified prior to work being done.
 - Use the key provided to hold the doors open while loading and unloading. Do not use an item to hold the doors open, this damages the controls.
 - Passengers only in the small East elevator. NO EXCEPTIONS. EVER.
- **Trash**
 - The HOA trash and recycling dumpsters are for Tenants use only. No construction or moving material are allowed to be discarded in them.
 - Please take all trash, boxes, and packing material with you.
 - For long term projects, it is allowable to have a dumpster placed in the appropriate parking stall. Construction material only, no overfilling. Please dump in a timely matter.
- All damage will be charged back with an administration fee and / or fine.
- **NO SMOKING** anywhere in the building, including on the exterior decks and patios.
- Surveillance cameras are in use.

Contact Glen with Horizon Property Management 605-261-5801 if there are any questions

I have read, acknowledge, and agree to operate by these rules:

Company Name: _____

Company owner signature: _____ Dated: _____

Please have each of your employees, that will be assigned to work at Vista Tower, read and acknowledge receipt of these rules by initialing this page in bottom right hand corner.