



200 EAST 16TH STREET HOUSING CORPORATION

RENOVATIONS

SIMPLE FORM FOR APARTMENT ALTERATIONS

To: 200 East 16th Street Housing Corp.
c/o Orsid Realty Corp.
1740 Broadway
New York, NY 10019

Re: Apartment No. \_\_\_\_\_
200 East 16th Street
New York, NY 10003

This form may be used for painting and plastering, sanding and refinishing floors, shelves, lighting fixtures, installation of sink faucets, and redoing the interior of closets. If you are doing any other type of renovation, you will need to obtain the regular alteration package by contacting Orsid Realty Corp. at (212) 247-2603, x210 or downloading it from www.200east.com.

Dear Board Members,

I/we of the above referenced apartment request permission from the Board of Directors of the co-op to perform the following minor apartment alterations consisting of (use separate page if necessary):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I/we agree to use a contractor licensed in the State of New York and who carries a minimum of between \$500,000 and \$1,000,000 liability and a minimum of between \$500,000 and \$1,000,000 in property damage insurance. The contractor will have worker's compensation insurance covering all their employees and subcontractors in amounts as required by statute.

A Certificate of Insurance will be provided to the co-op, which will name both 200 East 16th Street Housing Corp. and Orsid Realty Corp. as additionally insured. I/we understand that a Certificate of Insurance must be provided in advance of any work.

Agree to by:

Signature of shareholder: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

200 East 16th Street Housing Corp. \_\_\_\_\_ Date: \_\_\_\_\_

Any deviation from the work approved in the alteration agreement shall void in its entirety the permission granted herein.

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## Addendum to All Alterations

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MARCH 20, 2010

*Effective April 22, 2010, a new EPA rule regarding lead-based paint renovation, repair and painting went into effect. All contractors or their company must be certified to deal with these issues and the Federal EPA lead dust laws, and will be required to show proof of certification. All contractors, electricians, plumbers, painters, etc. who are unable to provide a copy of their certification will be prohibited from performing any work which requires this until such time when proof has been satisfactorily provided.*

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## ADDITIONALLY INSURED

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Please have your contractor name **200 East 16th Street Housing Corp.** and **Orsid Realty Corp.** as additionally insured on their Certificate of Insurance. The Certificate must be submitted along with your alteration package.

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## GENERAL ALTERATION GUIDELINES

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In order to ensure that the alteration work performed in your apartment/unit goes smoothly, we must request that you adhere to the following guidelines:

- The common hallway must be covered with construction paper and masonite board in order to protect the hallway floor(s);
- All dust emanating from the work into the common areas must be cleaned at the end of each day by your contractor and/or employees thereof;
- All debris and garbage emanated from the work be taken off the premises by the contractor and/or employees thereof;
- Under no circumstance is any debris or rubbish to be left at the premises for removal by any of the building staff or its personnel;
- The contractor and/or employees thereof must transport material to and from your apartment/unit in the service (west) elevator only;
- All contractors must wear an ID badge indicating the apartments in which they are working;
- Contractors cannot lock the west elevator on one floor except while loading or unloading the elevator;
- The elevator must be covered with protective padding which is to be supplied by the building Superintendent;
- A list of the names of the employees on your job must be furnished to the building Superintendent and to the Concierge. All workers on your job are to log in and out at the beginning and at the end of each working day;
- All alterations will be inspected by the building Superintendent from time to time and access must be provided to the Superintendent for this purpose;
- Notify the neighbors on your floor, above you and below you in writing, that you will be performing alterations so that they can anticipate and prepare for noise. Please also be sure to indicate the amount of time the alterations are expected to take until completion.



200 EAST 16TH STREET HOUSING CORPORATION

# ADDENDUMS

## DOOR BELLS

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In order to avoid doorbell problems, any shareholder performing renovations near or at the front door of their apartment must install, at their own expense, a mechanical doorbell which would be mounted on the door, or, alternatively, have a new doorbell and circuit installed from their electrical panel.

Any work performed involving original door bells can short out and affect an entire riser of apartments.

The old wiring must be disconnected from the doorbell riser in the apartment after which the above work can be completed.

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## PLUMBING ALTERATIONS

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If any plumbing alterations are being performed in your apartment, you will be required to replace the branch line up to the riser and you will also be asked to install new shut-off valves before your alterations can be approved.

Please acknowledge below that you will comply with this requirement.

Thank you.

Shareholder: \_\_\_\_\_

Apartment #: \_\_\_\_\_

Date: \_\_\_\_\_

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## LEAD BASED PAINT DISCLOSURE

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June 7, 1999

Dear Shareholders,

Effective June 1, 1999 regulations issued by the Environmental Protection Agency (the EPA) will come into effect and will require certain notification procedures when performing renovation work which may create exposure to lead based paint in buildings build prior to 1978.

In summary the EPA regulations require that when a renovator and/or contractor (defined as anyone performing renovations in a public area), is going to perform renovation work, the renovator/contractor must notify the resident(s) (defined as shareholder(s)/unit owner(s)/resident(s)) of the building must be notified by the renovator/contractor of the potential exposure.

The following are exemptions for the notification requirement(s) under the EPS regulations:

- ¥ if the renovation is for a minor repair and maintenance and would disrupt less than two square feet of painted surface,
- ¥ if the renovation is for an emergency,
- ¥ if the apartment is vacant,
- ¥ if the renovation is to the basement area, not including the laundry and gym/playroom area.

This is to serve as Addendum to the Alteration Agreement in order to advise resident(s) of the obligations that must be met by a renovator/contractor in the event of a renovation in an apartment. If you are currently renovating and/or have been approved for an alteration, you will be required to follow the new guidelines.

If the building is going to perform a renovation to the common/public area, resident(s) will be notified in accordance with EPA regulations.

Should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

T.J. Russo  
Account Executive, Orsid Realty Corp.

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# A GUIDE TO NEW YORK CITY LOCAL LAW 38 OF 1999

## Exclusive Interim Controls (Safe Work Practices)

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### BEFORE WORK STARTS

1. The work areas must be sealed off to prevent dwelling unit (apartment) occupants from entering the work area, where practicable. This is to be kept in place until the work and final clean up are completed
2. All furniture and other items in the work area must be moved away from where the work is being done or covered with thick plastic or equivalent sheeting. The floor in and around the work area must be covered with thick plastic or equivalent sheeting. Before removing furniture or other items from the work areas the furniture must be cleaned with a special vacuum called a High Efficiency Particulate Air (HEPA) Filter vacuum.

### DOING THE WORK

3. All plastic or like sheeting, drop cloths and other supplies, equipment and disposable clothing that are used in the work areas shall remain in the work area or be stored in a safe manner to minimize exposure to occupants.
4. Peeling paint or painted friction surfaces that bind (doors and windows subject to friction or abrasion) must be wet scraped using a scraper and water mister to reduce dust and other work-related debris. Cracked or peeling sub surfaces (the surfaces that have been painted must be repaired before they are repainted).
5. All surfaces and floors in the work area must be HEPA vacuumed or detergent washed, prior to repainting, to remove any dust that may have collected when the work was done. All debris should be disposed of in a safe manner.
6. All paints, thinners, solvents, chemical strippers or other such flammable materials must be kept in the work area and stored in their original containers.
7. All doors, including cabinet doors, must be adjusted to ensure that they are properly hung, so that painted surfaces do not rub against each other, causing paint to chip.
8. All windows must be adjusted to ensure that they are properly hung, so that painted surfaces do not rub against each other, causing paint to chip.

### DAILY CLEAN UP

9. The work area must be thoroughly HEPA vacuumed or detergent washed at the end of each day. A visual examination must be done at the end of each workday to ensure that no peeling paint, paint chips, dust or other work-related debris have been released.

### FINAL CLEAN UP

10. Shareholder is responsible for:
  - Supervising the work area to minimize the spread of peeling paint, paint chips and dust or other work debris from the work area, and
  - When the work is finished all plastic or like sheeting, drop cloths or other materials are to be removed in a safe manner. All surfaces exposed to peeling paint, paint chips, dust or other work related debris during the course of work shall be HEPA vacuumed or detergent washed starting with ceilings, then down the walls and across the floors.