HOUSE RULES BUILDING ALTERATIONS

APPROVAL PROCESS

- Submit detailed plans to the Board of Trustees **before** starting work
- Obtain local authority approval simultaneously
- Written approval from a structural engineer is required for wall removal
- Schedule of work must be confirmed by the Chairman of the Body Corporate

DEPOSIT REQUIREMENT

- Minimum deposit: R2 500
- Deposit covers potential damages to common areas including lifts
- Refundable upon satisfactory completion

STRUCTURAL LIMITATIONS

- No removal of load-bearing walls under any circumstances
- When cutting walls or floors:
    - Use thermal lance or disc grinder only
    - Do not expose steel reinforcing or pipes
    - Owner is liable for any damage to pipes or infrastructure

PERMITTED WORKING HOURS

- Monday-Friday: 08:15-13:00 and 14:00-17:00
- Saturday: 08:00-12:00
- Sunday & Public Holidays: No work permitted

ACCESS & TRANSPORTATION

- All materials, furniture, and equipment must use back entrance (Millvale Road)
- Front entrance (Loxton Road) may not be used for construction traffic
- Only the goods lift may be used, with protective coverings installed
- No wheelbarrows allowed
- A trolley can be made available by the Body Corporate to cart sand, stone, rubble, bricks, mortar, etc. down to the ground floor.
- Do not overload the lift
- Owner is responsible for lift damage caused during renovations

CONTRACTOR RESPONSIBILITIES

- Owner must provide contractor details to trustees before work begins
- Workers must be supervised at all times
- Clean common areas and lift at the end of each workday
- Ensure dusty footprints are promptly removed from common property
- Keep unit doors and windows closed during dusty work
- Do not prop open building doors during loading/unloading
- Empty hot water cylinders completely before transport
- Immediately clean any water spills in common areas

WORKER CONDUCT

- No smoking in lifts & passages
- Workers may not grant building access to anyone
- Building caretaker may not assist with renovation work

NOTIFICATION

- Owner must provide unit number and renovation timeline in ‘SECTION ALTERATION CONSENT FORM’
- Approved ‘SECTION ALTERATION CONSENT FORM’ has to be displayed in the foyer and on the front door
- Copy of ‘NOTICE TO ALL CONTRACTORS’ must be put up inside the unit visible to all workers for the full duration of the work.

Owner: _____ **Date**: _____