

AIR- CONDITIONING PREVENTIVE MAINTENANCE/REPAIR/REPLACEMENT

Emergency Air-Conditioning needs please refer to our EMERGENCY SECTION ON THE WEBSITE

HVAC PREVENTIVE MAINTENANCE/SERVICE

1. Contractors providing HVAC services must be licensed in Lee County.
2. Contractors must provide Liability Insurance in amount of \$1 Million, naming Tarpon Landings Condominium Association as a certificate holder.
3. Preventative maintenance in your condo is exempt from a security deposit.
4. No service can begin until all documents are submitted.

CONTRACTOR/VENDOR HOURS OF ACCESS AND OPERATION

All personnel of Contractor's are required to sign in with the Tarpon Landings office each day, receive a wristband and parking pass. The office is in Building 3 (6021) P1 garage level.

Hours of operation: Contractors can be on-site to unload and stage equipment starting at 8:00 am, Monday through Friday. No work that will cause noise can begin before 8:30 am.

Weekend/legal holiday work is not allowed.

All Contractors/Vendors must stop work at 4:30 pm and need to be off property by 5:00 pm.

Doors will not be blocked open. The unit owner will supply security fob to the Contractor to prevent P1 entry doors from being blocked open.

**If you have chosen not to use TLCA's designated air-conditioning contractor, your contractor will need to receive a roof access key from our association office. In exchange for the key every contractor must present a valid driver license which will be retained in the office until the job is inspected and the key is returned.

**Once your air-conditioning contractor has finished the installation/repair, the contractor must contact the association office for a roof inspection. A TLCA representative and the contractor will perform an inspection. Any damage found will be charged to the owner who hired the contractor. \$100 fee will be charged for the time taken to perform the inspection by the association staff.

PARKING, ENTRY, AND STORAGE

No parking, loading, or unloading is permitted in P1/P2 common areas. Owner garages may be used if the vehicle(s) fit with the garage door down. Garage doors must always remain closed.

Temporary loading and unloading can take place between the buildings during work hours. Vehicles must be moved promptly when loading or unloading is complete.

All Contractor's will only utilize the lower level P1 entrances for entry and bringing in materials.

Elevator usage

Elevator dimensions and roof access door dimensions.

Inside Dimensions of Elevator Cab

Maximum:

Cab Width: 75" / Cab Depth: 52" / Cab Height: 100" / Doors: 84" high, 41" wide/
Weight Capacity 2500lbs.

Door Dimensions: Roof access and P1 Entrance door clearances on each building limit the size of air conditioning equipment and other items being transferred to the roof to a maximum width of 32 inches.

All new equipment to be installed must be checked by our office staff to ensure it complies with our maximum size requirements.

Air-conditioning equipment new and old transferred to and from the roof top must be completely wrapped in a moving type blanket, to prevent damage and minimize dirt in our common area/elevator, stairways, hallways, lobbies.

Designated Elevator

Contractors and Vendors are to use the designated service elevator only. Contractors using elevators must be in compliance at all times with the elevator usage and protection policy. Contractors and Vendors in violation of the elevator policy will be subject to an immediate termination of all elevator usage rights. For repeat offenders, elevator rights could be suspended for five days, or more.

**IF YOUR PREVENTIVE MAINTENANCE OR SERVICE REQUIRES EQUIPMENT REPLACEMENT
COMPLETE THE FOLLOWING.**

Before equipment replacement starts the association office must receive.

1. Complete the Tarpon Landings Condominium Association Elevator Policies and Procedures application. Application may be found on the policies page @ www.tarponlandings.com
2. Schedule elevator padding/protection
3. Elevator usage fees @ \$50 per day