



WINDOW REPLACEMENT GUIDELINES

1. City Permits are required. Contractor/owner must take our "signed approval form" to the city desk for permitting and the permit must be placed in one of the hallway bedroom windows during the job. Permit must be signed approved after installation by the inspector with a signed copy then sent to TSG for filing
2. Window and/or sliders exterior must match in color (dark bronze) and style(4 panes on each front window , 2 larger panes up/2 smaller down, 2 panes on bedroom windows and 2 panes only on each slider). Key here is color and style exterior match.
3. Windows must be retrofits No breaking into the stucco is allowed on window replacements. We'd prefer Sliders to also be retrofits but sliders can be "nail-on or new construction type", but complete matching stucco and waterproofing repair must be done around the sliders and deck and stucco painted to match. If new construction (nail-on) sliders are installed, owner will assume responsibility for any leakage to unit below should that occur during rainy season as a result of poor installation/waterproofing.
4. Windows/sliders must be clear glass- no tinted glass allowed.
5. Installation cannot occur on weekends (Saturdays/Sundays), and during the week between 9am and 6pm only.
6. Storage of windows must be in the owners parking slots if garage parking is assigned; if parking spaces are outside in B/C open area, Amy Flores, on site manager, will locate a covered space to store the windows before installation.
7. If elevators are used to transport new windows/remove old, contractor must get pads from on site manager placed to protect elevator interior prior to installation
8. Owner is to insure contractor picks up all debris that might fall below regardless of location during installation as well as clean the hallway/walkways thoroughly after the job is completed. If the installation is above pool area in C bldg, contractor needs to co-ordinate with on site manager to close the pool during installation day.
9. Contractor is to take all old window material off the premises and not dispose of any materials in our general trash dumpsters.
10. Contractor must be California licensed and fully insured with \$ 1 million in liability coverage to work on our premises.