

RULES & REGULATIONS

1. URC CONDUCT

It is URC's belief that all hired contractors and sub-contractors are a direct reflection of URC as a company and expect all hired individuals to conduct themselves professionally. Contractor is responsible for his/her employees and those of any/all subcontractors while working on the project, make sure they are always conducting themselves in a professional manner. Contractor must take every precaution in making sure that the project site is maintained in a safe and orderly condition at all times throughout the period of work, both for construction workers and for any/all clients, residents, and visitors to the site. Interaction with current residents or prospects should be limited to cordial greetings (i.e. "Good Morning", "Good Afternoon", "Have a nice day", etc). Questions regarding building construction should be directed to one of the URC West, Inc. construction contacts listed on your Contacts List. NO LOUD RADIOS OR MUSIC IS PERMITTED. INAPPROPRIATE LANGUAGE AND CONDUCT WILL NOT BE TOLERATED AND ANY INDIVIDUAL FOUND CONDUCTING THEMSELVES INAPPROPRIATELY WILL BE REMOVED FROM THE SITE IMMEDIATELY.

2. URC ATTIRE/APPEARANCE.

All contractors and sub-contractors are expected to wear a safety vest that represents URC and hard hat. It is also expected that all contractors and subcontractors arrive in clean, professional attire (i.e. no ripped, torn, or dirty clothing). Failure to comply with the attire/appearance regulations will result in a \$500.00 fine. URC will provide each subcontractor associate working on our project with a safety vest for the duration of the project.

3. PARKING

There is dedicated contractor parking/staging that will be provided to each contractor. It is the responsibility of the contractor and subs to properly secure any staging areas and to keep the space clean at all times. Failure to properly upkeep your storage/staging area will result in a \$500.00 fine.

4. NOTICING

The contractor is required to notice the property a minimum of 5 days prior to work commencing. The notice must be printed on URC West, Inc. letterhead and MUST be approved by a URC West, Inc. representative.

5. LANDSCAPE

Negligence and/or abuse of landscape or existing buildings WILL NOT BE TOLERATED AND WILL BE BACK CHARGED TO THE CONTRACTOR.

6. CONSTRUCTION HOURS

Monday – Friday: 8:00am – 6:00pm (7am-8am soft start will be permitted)

* Saturday: 8:00am – 6:00pm

* Sunday: Construction noise is not permitted!

* Only if owner allows, please confirm with URC rep before relying on weekend work time for your schedules. Any work conducted outside the approved days/hours without permission from URC West, Inc. will result in a \$500.00 fine.

7. RESTROOMS/ BREAK AREAS/ COMMON AREAS

All contractors and sub-contractors are expected to use their own restroom facilities which can be located in their staging area. ANY INDIVIDUAL FOUND VANDALIZING/DAMAGING OTHER'S PROPERTY WILL BE REMOVED FROM THE PROPERTY IMMEDIATELY AND HELD RESPONSIBLE FOR ALL DAMAGE. USE OF ANY OTHER AREA ON THE PROPERTY FOR RESTROOMS, BREAKS, OR LUNCH WILL RESULT IN A \$500.00 PENALTY FROM URC WEST, INC.. UNLESS THE CONTRACTOR OR SUBCONTRACTOR HAS BEEN CONTRACTED TO PERFORM WORK ON A COMMON AREA, USE OF THESE AREAS IS NOT PERMITTED. USE OF THESE AREAS WILL RESULT IN A \$500.00 FINE.

8. FOOD AND DRINKS

Water will be the only food/drink permitted outside of the allocated "Break Room". ANY CONTRACTOR OR SUB-CONTRACTOR FOUND WITH FOOD/ DRINKS OUTSIDE OF THE ALLOCATED "BREAK ROOM" WILL BE FINED \$100 PER FOOD/DRINK INSTANCE. A SECOND VIOLATION WILL RESULT IN REMOVAL FROM THE PROPERTY.

THERE WILL BE A ZERO TOLERANCE POLICY ON ALL VIOLATIONS OF THE URC WEST, INC. CONSTRUCTION RULES AND REGULATIONS.

9. URC Contact Information

Corporate Office (760) 451-8921