

SANTA MONICA BAY TOWERS CONSTRUCTION CHECKLIST

Unit:

Homeowner:

Contact Info For the Project only **one contact person** authorized to contact Architect/HOA.
Emails & Phones calls from others will NOT be responded to/returned.

Construction Agreement submitted date:

Circle yes or no. Add answer as needed.

1. Signatures

Did member sign Agreement? Yes No

2. Fees

Non-refundable fee received? (\$500) Yes No

Security deposit received? (\$6,000) Yes No

Initial Architect Plan Review Fee received? (\$550 for two rounds) Yes No Two rounds in fee; if rejected after two rounds \$275 per hour thereafter

On site Reviews Yes No Architect \$275 per hour

3. Scope of Work:

SCOPE & PLAN SUBMITTALS MUST BE PREPARED AND SIGNED BY LICENSED ARCHITECT/ENGINEER

EQUIPMENT RESTRICTIONS	No jackhammers or electric chippers allowed		
Any wall/plumbing/kitchen/bathroom demolition?	Yes	No	Show all existing & proposed in remodel
Any ceiling or lighting work?	Yes	No	Show existing, demo & new proposed plan RCP plan is required to show ALL recessed lights w/ 1-hr. rated or installed in 1-hr. encl.
Are ceilings insulated?	yes	no	All ceilings to be insulated R-19, R-30.
Any flooring work? All flooring requires sound test before final inspection to verify compliance. CCR 4.02.	Yes	No	Show existing, demo & proposed. <u>Hard floors</u> : install details at <u>all</u> adjacent walls and wall base. <u>Carpet</u> : min. 1/4 inch cork & Neobond padding Uniloc commercial carpet fusion BZ0076. Provide lab test data to MIN. 52dB.
Any proposed wall-mounted speakers?	Yes	No	Not allowed.
Common Area Raised Ceiling conditional permit signed?	Yes	No	60dB STC/65dB IIC if raising ceiling; Provide lab test data for acoustical specs.
Before Deposit Returned: Provide independent test to verify acoustical standards met.	Yes	No	No ceiling removal: 52dB min. Ceiling raised/ removed: 60dB STC.
Is any plumbing to be relocated?	Yes	No	Show existing, demo & proposed plumbing.

3. Scope of Work (continued)

Are Common Area pipes proposed to be relocated?	Yes	No	Not allowed without prior written Board approval based on GPR scanning report reviewed by architect
Provide cabinet plans for all cabinets to be replaced?	Yes	No	Provide attachment details for all hung cabinets
All cabinetry finished off site as required?	Yes	No	
All dishwasher, fans and garbage disposals are required quiet models?	Yes	No	Owner should consider "Energy Star" appliances
Are any whirlpool-style tubs proposed?	Yes	No	Not allowed
Are a clothes washer and dryer or sauna or steam room proposed?	Yes	No	Not allowed
Is an electric stove or range proposed?	Yes	No	Not allowed
Is a forced-air exhaust proposed for the kitchen cooking area?	Yes	No	Not allowed; recirculating model only
Is an exhaust fan proposed for the kitchen cooking area?	Yes	No	Manufacturer name and product number:
Is a new HVAC fan coil proposed?	Yes	No	Manufacturer name and product number:
Is an existing HVAC coil proposed to be relocated?	Yes	No	Provide existing, demo & proposed
New Showers/Tubs? Contractor should consider Mercrete 200 or Laticrete systems	Yes	No	All replacements to show waterproofing specifications for tub, shower pan, shower walls and shower ceiling. No hot mopping.
New Shower enclosure?	Yes	No	Use tempered or laminated glass per building code. 6 to 8" GAP at ceiling.
Electrical panel or circuit changes?	Yes	No	Provide electrical plans for all new power incl. panel specifications.
City Electrical Permits verify T24	Yes	No	Ceiling supported chandelier over 20 lbs. needs additional support shown. Dimmers & occupancy sensors per Code
Corridor & common wall electric?	Yes	No	To be fire rated boxes and fire caulked
Fire Safety Code met?	Yes	No	All new walls & partitions to provide attachment details for floor & ceiling; new walls min. #20, no wood.
Fire Safety Code met?	Yes	No	All demising walls min. one hour construction, slab-to-slab; sample plans for unit may be available. Past experience has been that the City may required two layers of 5/8" X drywall if adjacent spaces not under construction.
			Provide a fire sprinkler plan as is required by SMBT for the City (shop drawing from sprinkler contractor). All electrical/plumbing penetrations to be fire rated and fire caulked.

Scope of Work (continued)

Limited demolition for new kitchen cabinets verified metal studs are present	Yes	No	Metal backing required?
Provide attachment details for all new partitions maximum penetrations 1".	Yes	No	
Adding penetrations to the building envelope are not proposed?	Yes	No	Penetrations not permitted
If raising ceiling permission granted, provide smoke detector detail.	Yes	No	

4. Contractor Information

An Owner/Builder Is A General Contractor for SMBT HOA Purposes

General Contractor name and contact information:			
Provide contractor licenses in California and City of Santa Monica?	Yes	No	License numbers for State: License Number for City:
Provided copy of contractors and subcontractors liability insurance?	Yes	No	Required
Is the Santa Monica Bay Towers a Named Insured in the general contractor's liability insurance policy?	Yes	No	Required
Does the general contractor carry Workmen's Compensation insurance?	Yes	No	Policy number: Expiration date:

PLEASE SEE THE CONSTRUCTION AGREEMENT FOR THE COMPLETE REQUIREMENTS INCLUDING THE ARCHITECTURAL AND CONSTRUCTION RESTRICTIONS