

River Bank Lofts

To: RBL Residents
From: Michelle Lucas, Property Manager
Date: April 26, 2004
Re: Contractor Access Policy

In order to enhance safety and security for the residents of River Bank Lofts, all contractors doing work in the building will be required to sign in at the front desk and provide a photo ID to the door staff. In exchange, they will receive an ID Badge that must be worn at all times while in the building. The contractor's photo ID will be returned when the ID Badge is returned to the door station.

Each ID Badge will identify the ***unit number or floor*** where work is being done and the Association approved hours for construction work. Resident contractors should not be on any other residential floor except for the approved floor and 1st floor.

Contractors will be required to wear the ID Badge at all times. If the contractor refuses they will be asked to leave the property and the unit owner will be notified.

If you are currently working with contractors, please notify them of this important policy change and what will be expected of them as of May 3, 2004.

If you observe workmen or other individuals in the building after May 3, 2004 without ID badges, or in areas other than those authorized by their badges, please advise the security staff immediately.

Thank you in advance for your cooperation and assistance.