



## CONSTRUCTION GUIDELINES – Rev. June 2020

General Contractors and Landscape Contractors are responsible for communicating the rules and regulations to all persons employed by them and or subcontracted by them to perform duties related to the construction, renovation, repair and/or maintenance of properties in Old Fort Bay (OFB). (The afore-mentioned duties may be referred to as construction or landscape activity throughout the document)

All Contractors are responsible for ensuring their subcontractors and all employees understand, and abide by, these rules and regulations.

### **OFB Service Access and Exit Gate**

All persons who wish to access OFB for the purpose of providing a service and or for delivery purposes including but not limited to General Contractors, Sub Contractors, Utility Service Companies and construction workers will be required to enter and exit OFB through the Western Service Gate (Middle Gate). Persons providing a service or delivery to OFB homeowners will NOT be allowed to enter or exit through the Main Gate or the West (Islands of OFB) Gate.

### **Identification Cards**

All persons conducting construction activity on OFB Property, including but not limited to General Contractors, Subcontractors, Construction workers, Electricians, Plumbers, Landscapers etc. will be required to apply for an identification card and to show their identification card prior to being allowed access to OFB Property to conduct works. These cards can be applied for utilizing the form attached (one for each employee) and by submitting such to the Security Command Centre inside OFB.

Companies providing temporary, and/or sporadic short-term services (less than 5 days in total on property) to properties in OFB, i.e. Cable Bahamas, Batelco etc. will be required to show proof of identification (company or personal) and will need homeowner's permission to gain entrance to OFB. The Homeowner or Contractor and/or Owners Rep (if previously stipulated by homeowner) will be required to inform Security of the impending arrival of the person/and or company. Information given should entail name of company and/or company representative, expected date and time of arrival.

### **Application For ID cards:**

Applicants (i.e. Contactor) will need to submit the following to the Security Command Centre inside OFB prior to carrying out any works:

- Name of Company with which the person is employed
- Full Name of Applicant
- Date of Birth
- Government ID: passport, driver's license, NIB etc.

Enacted 28/8/2020

Valid Work Permit – *where applicable*

A Valid Police Certificate / Record – required for works lasting over one week in length

Address of Applicant

Location of site/s the applicant will be working on.

The length of time the person will be working on the said site/s

Applicant will be required to allow his/her picture taken for the identification card

### **The Application Process:**

General Contractors will be responsible for submitting the application form and necessary accompanying documents on behalf of his or her subcontractors, employees etc to the OFB Security Command Centre. Application and documents will be vetted by head of security and or assigned security person. A temporary pass will be submitted to applicants upon initial approval of application. Each person will be required to have their photograph taken and an annually renewed photo identification will be recorded and distributed to the Contractor on behalf of his employees.

Each new ID card is charged at \$16.80, and each renewal ID card at \$11.20 per employee, which is payable by the contractor.

ANY PERSON/WORKER WHO REFUSES TO SUBMIT ALL DOCUMENTATION AND/OR INFORMATION REQUIRED WILL BE DENIED ACCESS TO OFB PROPERTY.

### **Loss and/or misuse of Photo Identification Card and/or Temporary Pass.**

OFB Photo Identification cards and/or the OFB temporary pass and any other documentation which allows for access into OFB is to be considered the property of OFB Property Owners Association. The documents must be stored on the body of the person at all times when they are on OFB Property. The documentation should be stored safely when off property. Should any person be found misusing the identification, i.e. loss through neglect, forging or copying documents, allowing other persons to use identification will be refused further entry to OFB and may be reported to the Police. In the cases where identification is stolen, this must be reported to OFB Security immediately. Details including a police report will be required.

The head of Security and or assigned security personnel has the right to inspect the identification card at any time while persons are on OFB Property. Any person who is found to be in possession of false documents, who does not have the identification on his person, and or who is unwilling to show their identification card will be escorted off OFB Property by Old Fort Security personnel, and denied further access.

### **Access RULES for the purpose of performing construction activity:**

Construction personnel will adhere to the following schedule for access to properties in Old Fort Bay:

Monday through Friday: 7:30 a.m. to 4:30 p.m.

*All construction related vehicles and personnel must be off of OFB Property by 5:00 p.m.*

Saturday: (Restricted Work) 7:30 a.m. to 12:30 p.m.

*All construction related vehicles and personnel must be off of OFB Property by 1:00*

Sundays and Holidays: No work permitted

**Restricted Work:**

Construction activity and/or any other activity that generates loud noise are not permitted on Old Fort Property on Saturdays (Sundays and Holidays)

Heavy machinery, including but not limited to Dump Trucks, Crane Trucks, Concrete Trucks, Tractors, Bulldozers, Backhoes, will not be permitted access to OFB property on Saturdays (Sundays and Holidays).

Any Construction activity which generates loud noise will not be permitted on OFB Property on Saturdays (Sundays and Holidays), this includes, but is not limited to, the use of generators, jackhammers, electric saws.

**Acceptable Work:**

Acceptable work includes "quiet" work to be done to the interior and exterior of the property such as painting, electrical work, installation of pipes, pulling wire, and other such tasks.

Any contractor or construction personnel performing construction activity considered a nuisance and/or adversely affect the homeowners right to peace and privacy will be asked to cease and desist and may be asked to leave OFB Property.

**Concrete Trucks**

Concrete truck will be NOT allowed access after 3:15 p.m. in the afternoon. *As per the above stated rules and regulations, no concrete truck will be allowed access to OFB on Saturdays, Sundays and Government Holidays.*

**Code of Conduct**

All personnel conducting construction, landscape and or providing services or delivering goods within the property boundaries of OFB are required to conduct themselves in a professional, responsible manner at all times. Any person conducting themselves in an offensive, unacceptable and/or unprofessional manner will be asked to cease and desist, and or may be escorted off of OFB Property immediately and may be denied further access to OFB.

**Unacceptable/Unprofessional/Offensive Behavior:**

- Use of lewd or rude language including but not limited to profanity, cat-calling, and or emitting of noise that would be considered sexually or otherwise harassing.
- Gesturing in an offensive manner
- Fighting
- Loud, verbal arguments
- Dumping garbage, refuse or debris on or around property in a manner which would jeopardize the environment on or around OFB.
- Urinating or defecating in any place other than a urinal or enclosed bathroom area.
- Use of loud music on site
- Washing cars
- Encroaching of personnel, vehicles or materials of any kind outside of the boundaries of the boundaries of the property under construction.
- No service workers, contractors, labourers or landscapers are permitted entry to OFB on foot, and are not permitted to travel through the community, from site to site, on foot.

**Access Zones**

Construction personnel are not allowed outside of the zone for which they have received approval for accessing. Any person who has been approved for a specific zone, who is found in another zone without permission may be subject to penalties which may include removal off of OFB property and/or restricted access.

OFB SECURITY HAS THE RIGHT TO REMOVE AND/OR RESTRICT PERSONS ACCESSING THE PROPERTY AT THEIR DISCRETION, IN ACCORDANCE WITH GUIDELINES SET FORTH BY THE OFB PROPERTY OWNERS ASSOCIATION LTD.

## GENERAL RULES AND REGULATIONS

### Site Appearance

The Construction Site must be kept in a manner that is considered safe for the community, and the site must look as neat and tidy as possible. Debris must be stored in accordance with OFB rules and regulations (see examples below). Materials such as wood, rebar, scaffolding, concrete blocks must be stacked in a neat, safe manner (not toppling).



Untidy site



Tidy Site

Materials must be stored in a responsible manner in order to maintain the security of homeowners and homeowner/community property. E.g. Tiles/wood must be contained in a manner which would not be considered hazardous in the event of high wind. Materials must be stored/contained in a manner which would prevent them from entering into the canal and/or adversely affecting the waterway system.

### Site Facilities

Every construction site must have the following facilities located on site:

#### Dumpster/Construction Debris

The dumpster must be in good condition with a cover to contain the debris stored within it. The dumpster must have its debris removed on a timely basis in order to ensure material stored in the dumpster does not breach the top of the dumpster. Removal dumpster itself must be done in a manner which would not allow debris to fall out of the dumpster onto OFB property. All garbage, including construction debris, green debris and any other garbage generated must be effectively contained in the dumpster.



Unacceptable use of dumpster



Unacceptable garbage



Unacceptable Site



Tidy Site

Contractors will be held responsible for the condition of their site. Written and verbal requests will be issued to contractors in violation of the rules and regulations. Should no action be taken to remedy the situation, the owner will be contacted and the situation reported. The OFB Property Owners Association has the right to close down a building site in contravention of the rules and regulations until the situation has been remedied.

#### **Portable Site Toilet**

Every site must have on location, a working portable site toilet. Failure to have this facility will result in the closure of the site until the situation is remedied.

#### **Pest Control**

Contractors must use a certified pest control company to ensure the site is kept free of pests, to the best of their ability. Pests include rodents, roaches, and other insects which would frequent a construction site. Proof of regularly monthly pest control schedule may be requested from the contractor intermittently. Failure to produce evidence (such as an invoice) showing upkeep of a monthly pest control regime could result in site closure.

#### **Damage to OFB Homeowners Property and or Common Property**

Contractors must carry out their construction activity in a responsible manner that will not damage common property and/or home owners property. Should the contractor damage property they will be responsible for the repair and/or replacement of the said property at their cost., The OFB Property Owners Association Ltd has the right to shut down a job site should the contractor be unwilling to remedy damage done by his/her construction activity.

#### **Trees and Landscaping**

Contractors will be required to conduct construction activity in a manner that will avoid damaging surrounding landscaping as much as possible. No tree with a trunk which is 6 inches or more in diameter will be removed from the site without prior approval of the OFB Property Owners Association Ltd. Should contractors receive approval to remove trees, the contractor will be required to replant material removed according to the instructions of the POA.

#### **Operation of Vehicles**

Contractors and their employees must operate vehicles in a safe manner at all times while on the OFB Property. Failure to do so can result in your removal from the property and/or denial of further access.

#### **Public Liability Insurance and Employee Liability Insurance**

All Contractors, subcontractors will be required to make available to Head of Security and /or an assigned representative, a copy of up to date business license, permit number and proof of public liability insurance and employee liability insurance.

**Hurricane/Inclement Weather Approaching**

In the vent of forecasted inclement weather, contractors will be required to secure any construction material which would prove to be hazardous to the OFB Community or homeowners person or property, within 24 hours of the forecasted arrival of the inclement weather



# OFB Property Owners Association

## Service Provider Employee Application Form

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ OFB ID#: \_\_\_\_\_  
Last First Middle

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Day Month Year City or Island Country

Telephone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Home Address: \_\_\_\_\_  
Home Mobile Other

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Job Location: \_\_\_\_\_

### AGREEMENT

I agree to adhere to the rules and regulations of the OFB Property Owners Association. I understand that my failure to comply with these rules can result in restricted access or expulsion to the community.

Name (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Date Issued	Status	Renewal Date	Supervisor Signature

### **FOR OFFICIAL USE ONLY**

#### **Police Record Information**

Accepted \_\_\_\_\_ Denied \_\_\_\_\_ Reason for denial: \_\_\_\_\_

### OFFICIAL IDENTIFICATION

Passport \_\_\_\_\_ Passport #: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Travel Document \_\_\_\_\_ Document #: \_\_\_\_\_ Certificate of Identification \_\_\_\_\_ Document #: \_\_\_\_\_

Police Record \_\_\_\_\_ Document #: \_\_\_\_\_ Date of temporary ID Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued By: \_\_\_\_\_  
D M Y

Date of permanent ID Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ ID#: \_\_\_\_\_  
D M Y



