

Contractor Letter

AMBASSADOR CONDOMINIUM ASSOCIATION

Portland's Finest Downtown Residence since 1922

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Dear Contractor;

Welcome to The Ambassador. Please review the information below to familiarize yourself and your crew with Ambassador's policies for working in the building.

Access to and From the Building

This is a limited access building and security is very important to the people who live here. An access fob or entry code can be issued at the request of the HOA or Condominium Owner. The condominium owner may elect simply to meet you onsite to give you access. If a fob is to be issued, the condominium owner or the contractor can fill out the Electronic Key Information Form, but both parties are required to sign it before the fob will be issued. There is a \$25.00 refundable deposit for each fob, payable at the time of the fob issuance. All fobs must be returned within 15 days following the completion date of the project for the deposit to be refunded. The end date for access will be set at the time of fob issuance. If for some reason the project lasts longer than anticipated, the condominium owner will need to notify the building management to request fob activation be extended for a specific time period. Once the electronic key form is signed by both parties and returned to building management, please allow 72-hour business hours for a fob to be issued.

All contractors MUST enter AND exit the building through the South gate or the back door not the front door. No entry doors may be propped open at any time unless someone is physically stationed by the door to deter unauthorized access. Building security is paramount.

Parking

The Ambassador Condominium Association does not provide parking. Arrangements can be made through the City of Portland at 503-823-5185 to reserve on-street parking. If you need to schedule a specific delivery of materials or reserve the service elevator for the specific time period, please speak to the Building Manager.

Access Within the Building

All contractors MUST enter AND exit the building through the South gate or the back door. This allows direct access to the rear door of the service elevator. The service elevator is to be used at **all** times by **all** contractors. The passenger elevator is not to be used by contractors working in the building. There is an 800-pound weight limit for the service elevator. It will only run if all the doors on each floor are tightly closed and all passengers and items are between the yellow and black striped tape. Please be sure the doors are closed when you leave the elevator so the elevator can be used by others. Building security is compromised if you prop open gates and doors or allow anyone else into the building not personally known to you.

Other Items

The Ambassador does not have public restrooms. Access to restrooms or break facilities should be arranged with the unit owner or discussed with an ACA representative if performing work for the ACA.

All contractors and employees should only be in areas essential to the job.

The Ambassador is a smoke free building, including the alleyway and front or back courtyards. There is a fine for smoking violations which will be billed to the unit owner where applicable. Workers who consistently break this rule will be asked not to return.

Do not dump items in the dumpsters. The garbage containers are meant to provide service for normal household waste. Contractors should make arrangements to remove excess waste from the property.

Days and Hours of Access

Contractor hours are Monday through Friday, 08:00 to 18:00.

Contact Names and Number for Assistance While Working Within the Building
Ambassador Building Management – Meritus Property Group - 503-224-2446