

**CODE OF CONDUCT FOR GENERAL CONTRACTORS WORKING FOR
LEASEHOLDERS OR TENANTS
IN PROPERTIES MANAGED BY BUTA LIMITED**

It is hereby agreed by
(Leaseholder)

On behalf of
(The Contractor)

That in respect of all building works being carried out by the Contractor at
(Address)

The following Code of Conduct is to be adhered to during the course of the works.
The Contractor hereby accepts that it has full knowledge of the Code of Conduct prior to the commencement of any works and accepts full responsibility for ensuring that the Code of Conduct hereinafter referred to is fully adhered to.

Any breach of the Code of Conduct by the Contractor shall be deemed to be a breach of the Licence for Alterations.

The Leaseholder undertakes and agrees that it will draw the Code of Conduct to the attention of the Contractor all its employees, sub-contractors and their employees. BUTA regards the following requirements as reasonable conditions to which contractors should work and are designed to protect the client together with the other leaseholders and tenants in the property.

A. General works.

1. Cover common floor areas with protective coverings.
2. All common parts affected to be cleaned daily and left clean and tidy at the end of each working day.
3. All paths and paving affected to be swept and left tidy at the end of each working day.
4. All materials, tools and related property to be stored in the Leaseholder's property.

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5. All rubbish, debris, unused materials and furniture to be stored in the Leaseholder's flat, in a skip or in an area designated by BUTA pending disposal, and nowhere else. All disposal costs to be paid by the Leaseholder.

6. No gas, electricity, water services, telecommunications, cable or other utility services to be disconnected or shut off without 7 days notice being given to BUTA except in the case of an emergency. You must notify the other occupants of the building by letter delivered to each demise of any planned interruptions in the utility supplies.

The contractor is to be responsible for ensuring that all services are left safe and in good working order throughout the building.

7. Working hours to be as stated in section 62 of the Control of Pollution Act 1974, namely:

Monday - Friday 8am - 6pm

Saturdays 8am - 1pm

Sundays No working allowed

Bank Holidays No working allowed

No noisy works to be carried out before 9am.

8. Where applicable, storage tanks in roof spaces are to have 24-hour safe and unobstructed access. The leaseholder is to provide stopcocks (where necessary) to isolate each flat and to be responsible for making good any damage.
9. On completion, the contractor shall re-decorate any common parts that have been damaged in the course of the works to BUTA's entire satisfaction.

B. Scaffolding

1. If the works include the erecting of scaffolding, you must notify the BUTA Office and the other occupants of the building by letter delivered to each demise at least 7 days in advance of the scaffolding commencing.
 2. Storage gantry on scaffold to be fully lined and brick guards placed on scaffold.
 3. Fall ropes and ladders to be hoisted on to the scaffold at the end of the working day.
 4. Dust screens to be erected in positions to be agreed in writing prior to the commencement of the works.
 5. Relevant warning signage during the course of the will need to be displayed at all times.
 6. An alarm system is to be installed on the scaffolding. You must notify the BUTA Office and the other occupants of the building by letter delivered to each demise of the alarm code. The alarm must be primed at the end of the working day.
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7. Ladders are to be locked in a horizontal position at the end of each working day and during the erection of the scaffolding at the end of the working day.
 8. If the positioning of scaffolding requires the movement of plants or other garden fixtures you must notify BUTA Office and the other occupants of the building by letter delivered to each demise at least 7 days in advance of the scaffolding commencing of the need to move plants.
 9. Any damage caused by the scaffolding company to the gardens, walls and windows of the building will be the full responsibility of the Leaseholder responsible for the works.

C. Car Parking

Camden Council operates a strict parking scheme in Belsize Park. To arrange for a parking permit, visit the Camden Council website at www.camden.gov.uk/parkingpermits.

Contractors must not park on BUTA property other than in the relevant leaseholder's own car parking space or garage unless prior consent is given by BUTA.

D. Insurance

Copies of the all contractors' public and employee liability insurance documents must be sent to the BUTA office.

E. Designated Contact

The name and contact details of an individual BUTA and other leaseholders can contact during normal working hours.

These terms and conditions are agreed

Signed ----- (Leaseholder)

Date -----