

**ATTACHMENT 10-RANCH VIEW TERRACE GUIDELINES TO CONTRACTORS**

DEFINITIONS:

- Owner: Residence owner
- Ranch View Terrace Architectural Review Board: referred to as ARB
- Project Manager: Representative from University Physical Planning and Construction
- Owner's Representative: Owner's architect/engineer/designer
- Association Representative: President of the Homeowners Association or Designee.
- Inspector: Licensed building inspector hired by the Project Manager

1. SUBCONTRACTORS

- A. Contractor shall provide to Project Manager, prior to commencement of the work, a list of all subcontractors to be used to perform the work.

2. PROTECTION OF PERSONS AND PROPERTY

- A. Contractor shall take adequate precautions for the safety and protection of persons and property in the areas of the work.

3. USE OF SITE AND CLEAN UP

- A. Contractor shall confine operations to areas permitted by the ARB (and the Association, if the Common Area is included) and keep the project site clean and free from unreasonable accumulation of excess dirt, materials, or waste caused by the Contractor. Use of existing on-site dumpsters is not permitted. Contractor is to provide own dumpster.

4. CARE OF PRESENT BUILDINGS, GROUNDS AND UTILITIES

- A. Contractor shall be held responsible, so far as Contractor's operations are concerned, for the care and preservation of the adjacent premises, plant life, landscaping, utilities, walks, streets and contiguous property. Any parts of them injured, damaged, or disturbed because of Contractor's work shall be promptly repaired, replaced, or cleaned to the satisfaction of the ARB and the Association at Contractors expense. Special inspections of this repair/replacement work may be required (i.e., for water damage).
- B. Any and all existing roads, curbing, utility poles, underground utility lines, etc., damaged by the Contractor in the execution of this Contract shall be restored to former condition by Contractor to the satisfaction of the ARB and the Association at no change in the Contract price.
- C. Utility shutdowns require 10 working days prior notice whenever possible. Notification should be given in writing to the Faculty and Staff Housing Office. Disrupted utilities shall be restored to service promptly by continuous effort, including overtime, at no cost

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to the Association. Permanent repairs may be delayed to normal hours if temporary service restoration meets health, safety, and campus operational requirements.

- D. If any structure or utility is damaged, Contractor shall take appropriate action to ensure the safety of persons and property.

5. SURROUNDING SITE CONDITION SURVEY

- A. Prior to commencing the work, Contractor, Project Manager, and Owner's Representative (and Association Representative if Common Area is included) and shall tour the project site together to examine and record damage to existing adjacent buildings and improvements. This record shall serve as the basis for determination of subsequent damage due to Contractor's operations and shall be signed by all parties making the tour. Any cracks, sags, or damage to the adjacent buildings and improvements not noted in the original survey, but subsequently discovered shall be reported to the Owner's Representative, Project Manager, and Association Representative.

6. PUBLIC SAFETY AND CONVENIENCE

- A. Protection and Obstruction: Contractor shall at all times conduct Contractor's work so as to insure the least possible obstruction to traffic and inconvenience to pedestrians in the vicinity of the work, and to insure the protection of persons and property. No road, street, walkway, nor building corridor shall be closed except with the permission of the Association Representative. Minimum prior two weeks written notice to Association Representative care of the Faculty and Staff Housing Office required for road closure.
- B. Fire Safety: Fire hydrants on or adjacent to the work shall be kept accessible to fire fighting equipment and personnel at all times.
- C. Temporary Provisions: Temporary provisions shall be made by Contractor to ensure the use of sidewalks, paths, and the proper functioning of all gutters, sewer inlets, drainage ditches and culverts, and natural water courses.

7. FIRE PROTECTION

- A. Burning: No burning of any kind will be permitted on the site without written permission of the Association.
- B. Spark Arresters: No person shall use or operate any internal combustion engine which is operated on hydrocarbon fuels on any forest, brush or grass covered lands without providing, and maintaining in effective working order, a spark arrester approved by the Division of Forestry attached to the exhaust system. Motor trucks, truck tractors, buses and passenger vehicles, except motorcycles, are not subject to the provisions of this paragraph provided the exhaust system is equipped with a muffler as defined in the vehicle code. Spark arresters affixed to the exhaust system of engines or vehicles, as

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described in the vehicle code, shall not be placed or mounted in such a position as to allow flames or heat therefrom to ignite any flammable material.

- C. Shovels for Fire Protection: All mobile equipment, including trucks, tractors, bulldozers, and other mobile equipment, shall be equipped with serviceable shovels for use in fire protection. Common carriers are exempt from this paragraph.
- D. Area Fire Protection: No person shall use or operate any motor engine, boiler, stationary equipment, welding equipment, cutting torches or grinding devices from which a spark, fire or flame may originate without first clearing away all flammable materials, including snags, from the area around such operation for a distance of 10 feet and without maintaining a serviced 10 lb. Multipurpose (ABC) fire extinguisher ready for use at the immediate area during the operation. In the use of tarpots in roofing operations, two 10 lb. (ABC) fire extinguishers are required; one on the roof and one in close proximity to the tarpot. The extinguisher(s) must display California State Fire Marshal's extinguisher service tag indicating that the extinguisher(s) have been serviced within the current year.
- E. Gasoline Powered Saws: No person shall use or operate any gasoline powered saw unless such saw is operated at least 50 feet from any flammable material, without providing and maintaining at location of use or operation of said equipment for fire fighting purposes, one serviceable fire extinguisher, or, in lieu thereof, one serviceable shovel.

8. TEMPORARY SANITARY FACILITIES

- A. Contractor shall provide and maintain sanitary facilities and enclosures. Existing sanitary facilities may be used with permission of the Owner.

Contractor shall maintain sanitary facilities in clean, sanitary condition and secured after working hours.

9. BARRIERS AND FENCING

- A. Contractor shall provide barriers or fencing to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage. This is particularly important in this neighborhood with many children.

10. SECURITY

- A. Contractor shall provide security and facilities to protect work, and existing facilities from unauthorized entry, vandalism or theft.
- B. The Association nor University will not accept any responsibility for damage or loss of Contractor's equipment or materials stored on any project related site caused by vandalism, nature, or otherwise, suffered by Contractor. Protection of all construction, equipment, stores, and supplies shall be the sole responsibility of Contractor.

11. MATERIALS STOCKPILING

- A. Areas as close as practicable to the work area will be designated by Owner's Representative for stockpiling of materials. Materials shall not be stockpiled in the Common Area except at sites approved by the Association Representative.
- B. Materials that must be sheltered for proper storage shall be stored in Contractor furnished temporary structures to be located on sites approved by the Association Representative if those sites are in the Common Area.

12. ACCESS ROADS

- A. Designated existing access roads on the project site may be used for construction traffic. Extra caution should be taken to watch for children.

13. PARKING

- A. Limited on-site parking may be arranged by agreement of the Owner and the Association Representative. For all other parking the Contractor shall purchase an "A" Lot Parking Permit with a "Construction Site" designation from the UCSC Parking Office. A separate permit is needed for each vehicle.

14. PROGRESS CLEANING

- A. Contractor shall maintain areas of the work free of waste materials, debris, and rubbish. Contractor shall maintain project site in a clean and orderly condition.

15. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS

- A. Contractor shall remove temporary above grade or buried utilities, equipment, facilities, materials, and controls prior to final inspection.
- B. Contractor shall clean and repair damage caused by installation or use of temporary work by the time of the final Fire/Occupancy Permit Inspection.

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16. FINAL CLEANING

- A. Contractor shall execute final cleaning prior to final inspection.
- B. Contractor shall clean interior and exterior surfaces exposed to view.
- C. Contractor shall replace filters in operating equipment.
- D. Contractor shall remove waste and surplus materials, rubbish, and construction facilities from the project site.

17. INSPECTION

- A. The Inspector will make inspections at various times throughout the progress of the project. These inspections will include all applicable code compliance items and any other items the Project Manager deems necessary to assure compliance with the Contract Documents. A record of these inspections will be made by the Inspector and provided to the Project Manager.
- B. The Contractor shall not proceed to cover up completed work until said work has been inspected by the Inspector and has been approved by the Inspector as being satisfactory.

18. RECORD DOCUMENTS

- A. Contractor shall maintain on project site, one set of Contract Documents to be utilized for record documents.
- B. Upon project completion, documents should be submitted to the Inspector for as-built drawings.

19. HOURS OF OPERATION

- A. No work, including deliveries to be performed on the site before 8:00 a.m., after 5:00 p.m., or on Saturdays, Sundays, or University holidays, without prior written authorization of the Association Representative.

20. DOGS

- A. Contractor and contractor personnel shall not bring dogs to the job site.

21. RADIOS/CD/TAPE PLAYERS

- A. Amplified music shall not be permitted at the job site

22. CONDUCT OF CONTRACTOR'S PERSONNEL

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A. The Contractor shall at all times maintain discipline among personnel employed at or having business at the construction site, including during meal and break periods. The Contractor shall act promptly to correct conduct which the Project Manager, Owners' Representative or Association deems intimidating, offensive, or hostile to Ranch View Terrace residents, visitors, students, or University Faculty or Staff, such as: whistling or staring at, calling to, or commenting on persons passing the site (whether intended as complimentary or offensive); making obscene gestures; making or displaying offensive drawings, graffiti, or photographs; making propositions or invitations for dates or sex; or making racially, sexually, or ethnically related remarks or jokes. The Contractor shall inform all personnel of this policy.

23. CHANGES TO APPROVED PLANS

Any changes which significantly alter the exterior or interior plans must have been approved by the ARB.

24. HABITAT CONSERVATION PLAN.

No part of any Residence, Residential Lot or Common Area shall ever be used or allowed, authorized or caused to be used in any way, directly or indirectly, in violation of the Habitat Conservation Plan of Ranch View Terrace.

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SIGNED:

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Owner's Signature/Date

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Contractor's Signature/Date