

January 10, 2022

## Belvedere Apartment Renovation Guidelines

### A. General:

1. **Filing:** Please provide scope of the work in writing along with demolition and construction plans indicating all proposed work, including in-kind replacement work.
2. **General Contractor Responsibility:** The general contractor is responsible for the supervision of all workers on the site. General contractor to obtain all required permits, have HIC license and all contractors to have insurance that meets or exceeds building requirements. Provide lien waivers as work progresses from all subs and suppliers.
3. **Energy Code Compliance:** Compliance with the NYC Energy Code is mandatory.
4. **Pre-Construction Meeting:** Prior to the start of work, schedule a meeting with the building management and the building superintendent to review all work schedules and building protection
5. **Apartment Entrance Door:** Changes to the apartment doors are not allowed.
6. **Fireproofing:** Where existing fireproofing is discovered to be missing, general contractor is to repair or replace it. Prior to replacement, general contractor is to notify the building management and the building superintendent.
7. **Storage of material and garbage disposal:** Storage of material and garbage disposal is to be coordinated with the building superintendent.
8. **Probes:** The General Contractor and/or Architect of Record, are responsible to do the probes to verify if any infrastructure or risers may impede the requested alteration. It is the sole responsibility of the shareholder and shareholder's design team to revise the design if any risers or other infrastructure are uncovered to interfere with the proposed and approved design.
9. **Finishes:** The shareholder is fully responsible for restoration of any finishes outside all building infrastructure in event of future required building maintenance or repair work. The building will only restore to a white box condition. We recommend that finishes be designed with this in mind.
10. **Cut sheets & specs:** Please provide a full catalog of cut sheets for all plumbing fixtures, accessories and electrical appliances, for review.

### B. Demolition:

All demolition is to be done under the supervision of the general contractor.

1. **Negative Ventilation:** Throughout the entire job, if excessive dust is present, provide high volume exhaust fans with high micron filters. Replace filters with appropriate filters during painting and floor finishing. During the work, provide a negative fan in the room with a table saw or other dust producing tools.
2. **Temporary Protection:** Please protect the path of travel into the apartment. Provide "sticky" floor mats inside the door. Replace as required. Public corridors are to be cleaned daily with dry and wet mop.
3. **Pre-Cleaning:** Vacuum all chases and shafts. Vacuum and protect all existing penetrations. Where applicable, provide non-combustible spray foam to seal any exposed holes.

4. **Temporary Soundproof Flooring:** Provide masonite on top of all floors where construction work is being performed.
5. **Apartment Front Entrance:** Please provide zippered entry plastic at the apartment entrance, completely sealed at door perimeter. Proper seal is required through the entire job.
6. **Demolition Tools:** Vibrating hammers, hammer drills or sledgehammers are not permitted. Carefully coordinate all noisy work with the building superintendent.
7. **Plumbing Risers:** All plumbing risers must be properly protected during demolition and construction. If shown on drawings, provide protection notes. All work to be coordinated with the building superintendent.
8. **Existing Ceilings:** Where ceilings remain but new openings are made, seal all holes with fiberglass batt and plastic to avoid dust transfer.
9. **Floor Demolition:** Exceptional care will be needed during the demolition process to avoid dust transfer and damage to the floor structure. Demo work to be coordinated with the building superintendent.

#### C. Walls:

1. All blocking and backup wood / plywood to be fire-resistant as per code requirements.
2. Do not chase or chop into adjoining common space, apartment party walls, exterior walls or shafts. Fur-out walls for plumbing, electrical wiring or boxes and millwork/ niches or medicine cabinets.
3. **Exterior Walls:** No work on the exterior masonry is allowed.
4. **Existing Plumbing and Electrical Services:** Any existing services including piping, wiring and panel boxes which have been chopped or chased into building common space walls or building exterior walls must be removed and reinstalled. Please close in the openings with masonry and waterproof as per building standards as required.
5. **Exterior Wall Insulation:** When exterior walls are exposed, insulate to code requirements. Please confirm with exterior consultant if needed. Work to be performed in coordination with the building management.
6. Please comply with the minimum STC standards of 50 at walls between apartments.

D. **Ceilings:** Ceiling fire rating is to remain undisturbed by any proposed work.

E. **Flooring:** Provide flooring assembly details for each different flooring type included in the scope of work. Details to clearly depict full floor assembly, waterproofing scope where required, soundproofing scope where required, and any other components. Coordinate finished floor heights with existing construction including entrance door.

#### 1. Waterproofing:

**Wet Room Slab Preparation:** At all "wet" rooms, remove the flooring layers to the plywood underlayment/topping slab or concrete structural slab ( 1<sup>st</sup> floor apartments ) and patch/ smooth as required prior to waterproofing. This will provide a level even substrate for installation of waterproofing at the lowest layer of the floor.

Mechanical attachment of new work to the slab is not permitted.

Vacuum and hand inspect the entire slab, fill all cracks and holes with firestop caulking or non-shrink grout. Notify management of any slab defects uncovered during the course of demolition.

Install noncombustible spray foam at riser openings as soon as exposed to protect from dust infiltration. Provide full permanent fire stopping as required by Code.

See waterproofing requirements. Be sure to incorporate these requirements into details with waterproof floors. Waterproofing should be installed tight to the leveled topping slab, not over any sheet material.

#### **Waterproof Membrane:**

**General:** Provide a Laticrete #9235 waterproof floor membrane at all “wet” rooms: Lap up walls at least 6” and full height at tubs and showers. Provide mesh tape at all joints.

**Kitchen:** Lap waterproofing on all wet walls and countertops at least 5’-0” high.

**Specialized Sensors:** Provide a pan with a water sensor with automatic water shutoff of all water supply to the room for all special appliances, including the following below: Dishwasher, Icemakers, including where built into larger appliances, or in drawers.

**Saddles:** At all wet/dry thresholds provide a 1/2” height saddle above the tile level on the “wet” side. Run Laticrete below the saddle lapping up between the saddle and the dry finish floor, acting as a pan. Provide details of all wet-dry transitions and key detail on plans.

**Niches:** Where soap recesses are located within a shower or above a bathtub, provide a complete membrane, and provide positive pitch into the waterproofed enclosure.

**Shower:** Please provide complete membrane up all shower walls, laid over lead pan and concrete curb. Provide a minimum 2” height curb from shower finish floor. Clamp into the drain and use a screen and gravel for drainage. Provide alkalinity protection between the lead pan and the mortar setting bed.

**Shower Lead Pan Test:** Provide a 24-hour lead pan water test witnessed by the building superintendent.

**Tubs:** Provide waterproofing behind and beneath all bathtubs. Provide all cut sheets for review.

**Toilets:** Provide all cut sheets for review.

**Window** Where windows are located within a shower or above a bathtub or sink, provide full Laticrete pan, lapped up the jam and window frame, and tiled over the vertical wall waterproofing. Slope to interior.

**Drain:** Linear drains are not permitted. Provide cut sheet for review.

2. **Soundproofing/ Acoustic Mitigation:** Please comply with the minimum standards listed below. If any questions exist, please contract with an acoustical engineering firm to verify that the recommendations exceed the required STC and IIC ratings. Provide detailed flooring assemblies for all conditions.

**Locations:** At all new finish floor installations please provide complete soundproofing as follows:  
STC- 60. IIC – 60. Exclude carpet in calculations.

**Wood Floor Soundproofing Recommendations:** Please provide sketches and specs to confirm compliance with the NYC STC and IIC standards.

**Stone-Tile Floor Soundproofing Recommendations:** Please provide sketches and specs to confirm compliance with the NYC STC and IIC standards.

**Carpeting Standards:** Please comply with the 80/20 room coverage Co-op rules.

**Floor Finishing:** All floor finishing to be performed as not to disturb neighbors. The building suggests the use of negative ventilation during the curing time to draw odors away from neighboring apartments as well as stairwells and courtyards.

**Radiant Floor Heating:** Not allowed

#### **F. Plumbing**

- All branch lines including soil, vent and supply piping must be completely replaced back to the building’s risers for all bathroom and kitchen renovations including fixtures designated to “replace existing on existing branch lines.”
- Where branch lines run below the slab, replace all piping to the point where the piping penetrates the slab.
- Additionally, the Super will have the building’s plumber inspect and replace adjacent apartment branch lines running along the ceiling, back to the riser.

- Altering the floor structure or common walls is prohibited. Confirm, using probes if needed, that all branch line connections can be made above the slab, not adjacent spaces. Do not chase into exterior walls.
- All branch lines must be run above, not under the structural floor slab. Alter the layout of fixtures if required.
- No building risers are permitted to be moved or altered.
- Do not run any water supply lines in the floor.
- Do not use pipe snapping equipment unless approved by the management
- The use of pressure fittings is not allowed.
- Insulate all hot and cold-water branch lines and building water risers behind walls with fiberglass pipe insulation.
- Installation of all fixtures except kitchen sink to have overflow prevention drains. Provide all cut sheets for review.
- Provide 4 elbow swings for hot water expansion.
- Provide dielectric unions at dissimilar metals.
- Provide 2" space between piping for future maintenance.
- Replace all riser shutoff valves. If access is restricted, provide remote actuated valves.
- Toilets to have 4" waste line.
- Provide glass doors or curtain for all tubs.
- Showers to have a 2" drain.
- Provide plumbing riser diagram with sizes. Provide all cut sheets.
- Provide check valves at dishwasher as per code. Provide 200 psi rated braided lines.
- **Access Doors:** Provide access doors to all valves, trap primers and fittings requiring maintenance. If the valve is located behind woodworking, provide a handle with magnetic closers instead of screws for ease of access or provide hinges. Before walls are closed, please coordinate walk-thru with the building management and building superintendent for coordination of access location and sizes.
- **Riser Replacement:** The Building may elect to replace the water risers. Please coordinate with the building management once exposed to have building's plumber inspect. Asbestos containing material should be presumed **to exist on the piping and risers and requires removal, paid by the shareholder.**
- **Branch Valve Replacement:** Please replace all branch valves. Keep in closed and capped position during construction until fixtures are installed.
- **Plumbing Walls:** Please fur-out new walls for piping especially at adjacent apartment walls or exterior walls.
- **Plumbing Inspection Signoffs:** All plumbing work must be inspected by the Department of Buildings Plumbing Division.

#### G. Gas:

Gas piping & gas fixture installation is not permitted in the building.

#### H. Heating/ Air Conditioning, and Ventilation

##### Heating/ Air Conditioning:

Only window A/C units are allowed. Shareholder is responsible for A/C unit support bracket and A/C unit drain installations.

##### Ventilation:

**Bathrooms:** All bathrooms are provided with natural ventilation. Thru – wall vents are not allowed.

**Kitchen:** The kitchen range hood should be a re-circulation type. Provide cut sheets. Thru – wall vents are not allowed.

#### I. Electrical:

- Smoke and Carbon Monoxide Sensors: Provide as per code requirements.
- Panel Replacement: Provide panel location on drawings, confirm if panel work is proposed.
- Power Upgrade: Please provide a load letter confirming existing power is sufficient for altered load. Provide specs of all equipment, appliances and plumbing fixtures as required.

## General Acknowledgements

- Regardless of approvals granted, the shareholder is required to mitigate or remove any work which adversely impacts other tenants or other buildings including work which results in nuisance related to noise, or odor, or work which otherwise negatively impacts any building infrastructure or service delivery system.
- The shareholder shall be responsible for all future maintenance and repairs to any altered sleeves, lintels, windows and radiators, and any other building common element that is altered in the course of the alteration. They are responsible for the future removal and disconnection of any equipment for the building to perform routine maintenance. The building is not responsible to alter steam output to satisfy shareholder requests if the radiator is replaced.
- Photographic review and documentation of all adjacent spaces is required prior to start of work.
- The Building may require the shareholder, at shareholder cost, to perform work to meet Building standards which may be above and beyond the minimum code requirements.
- During the course of the work, the building may require the shareholder to remedy conditions related to previous apartment renovations which were previously hidden from view.
- Comply with all provisions of the Alteration Agreement, even if not otherwise specifically noted.
- The Architect of Record is responsible for the review and application of all building codes.
- Provide approval from the Department of Buildings and all government agencies as required. Submit an approved set of plans to the building management for their record. Maintain one complete set of plans at the job site for review during construction.
- Cutting and chasing of structural elements is not permitted.
- No change to use, egress or occupancy is allowed. The footprint of the apartment may not be altered.
- No risers, stacks, vents, or any other building infrastructural conveyance may be moved or disturbed. It is the sole responsibility of the shareholder and the Architect of Record to verify the location of such elements by probing, or during the demolition process. Recommendation of approval of a given design or layout is fully dependent on the shareholder's verification that no building services are in the way. No building system or infrastructural element uncovered during demolition may be removed or altered, and if discovered the design must be revised accordingly.
- Test all shutoff valves prior to work. Provide new check valves and shutoffs at all new branch lines. Provide access panels and shutoff valves at all piping. Coordinate with the building for size and locations.
- Do not chase conduit or wiring into the ceiling, party walls, exterior walls, or any structural element or element that composes a fire rated separation.
- Absolutely no electric or vibratory hammer shall be used.
- Provide temporary protection at hall and seal all apartment penetrations which will affect neighboring occupants.
- No penetration of any existing shafts is permitted.
- All new work, including finishes, must comply with NYC Flame Spread ratings.
- The contractor must make arrangements with the Building Superintendent for all scheduled shutdowns and the use of the elevator and related protection.
- All debris to be removed on a daily basis in covered containers. Refer to the Alteration Agreement for further requirements.
- All work to be carried out in accordance with all local, state, and federal laws and practice requirements, including lead testing and abatement.
- The general contractor is responsible for the direct control and supervision of all trades.
- The Architect of Record to coordinate the review of the project with the Building Management.
- Construction work hours are from 8am to 5pm, Monday to Friday, except Legal Holidays.