



# HOLLADAY CONSTRUCTION GROUP

*Creating Solutions...Building Relationships*

## CONSTRUCTION GUIDELINES

**HEALTH MEDICA STE. 404 & 406**  
**100 WEST GORE STREET**  
**ORLANDO, FL 32801**

*Welcome to Health Medica Ste. 404 & 406!*

*The management staff of Holladay Properties looks forward to working with you on the construction of Suites 404 & 406. We appreciate your adherence to the following guidelines which will insure a smooth construction project. Any questions should be directed to Laura Ragans, Property Manager at 407-802-2895(o) or 813-326-8259(c).*

### **BUILDING HOURS**

The property is accessible Monday – Friday at 7:00-am – 7:00 pm and Saturday from 8:00 am – 1:00 pm. Earlier entry into the building must be coordinated with the construction superintendent who will be given a building access card or temporary construction key. For security purposes, the access card/key can only be used by the superintendent. The main door in the building locks down at 7:00pm Monday – Friday and 1:00pm on Saturday. The building is closed on Sunday. For evening and weekend work hours, please coordinate with the Property Manager so the facilities Security can be advised.

### **HALLWAY AND SERVICE ELEVATOR FLOOR COVERING**

All hallways and the service elevator flooring must be covered with plastic. The flooring in the service elevator will need to be protected with padding, particle board and plastic. The areas to be covered begin at the side entrance of the building to the service elevator and from the service elevator to the construction area. Please be sure the plastic is changed every few weeks and there are no rolled edges which can be trip hazards for the patients.

### **CONSTRUCTION BADGES**

All sub-contractors may be required to wear badges noting the construction company if more than one construction company is working in the facility. If required, these badges will be provided by Holladay Properties.

### **CONSTRUCTION AREA DOOR SIGNS AND PERMIT POSTING**

Signs are to be posted on the door leading to the construction area noting this is a construction zone and no access is permitted. Building permits are to be posted on the door leading to the construction area or as required by the Authority Having Jurisdiction. No unauthorized people are to be admitted in the construction area.

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<b>Corporate</b> 227 S Main Street #200 South Bend, IN 46601 Phone: 574.234.2073 Fax: 574.284.3796	<b>Portage</b> 1605 Adler Circle #E Portage, IN 46368 Phone: 219.841.6416 Fax: 219.764.0446	<b>Indianapolis</b> 5715 Decatur Blvd. Indianapolis, IN 46241 Phone: 317.856.9000 Fax: 317.856.9012	<b>Nashville</b> 1508 Elm Hill Pike Ste. 100 Nashville, TN 37210 Phone: 615.244.9620 Fax: 615.365.3234	<b>Ashland</b> 11159 Air Park Rd. Suite 2 Ashland, VA 23005 Phone: 804.496.6182 Fax: 804.496.6183
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## **DUMPSTER LOCATION**

The construction dumpster location will be reviewed and approved by Property Manager prior to delivery of the dumpster. Holladay Properties must be advised of the dumpster delivery date.

## **SUB-CONTRACTOR PARKING**

All sub-contractors and construction personnel are requested to park in the side parking lots accessible from Lucerne Terrace adjacent to the concrete parking deck and parking garage. No construction parking is permitted in the front lot or in the spaces closest to the building.

## **CONDUCT OF SUB-CONTRACTORS**

All sub-contractors are expected to act in a professional and courteous manner when working in the building. The Facility is a non-smoking campus so no smoking is allowed anywhere on the property including smoking in cars or trucks. Contractors may use the restroom facilities located on the construction floor or as designated by the Property Manager. Access to all other floors is excluded except when approved by the building property manager or engineer. All access to the construction area is via the west stairwell or service elevator as the elevators in the central core of the building are reserved explicitly for the medical practices and their patients.

## **BUILDING ENGINEER AND BUILDING PORTER**

Abe Suarez is the building engineer for Lucerne Medical Plaza and will be working with the construction company and the sub-contractors regarding the building mechanical and fire systems. His cell number is 321-437-9497.

Maria Villalobos is the building porter and her cell number is 407-715-3437. She will work with you to insure the building hallways are kept clean but is not responsible for cleaning after the construction company. Please call for access to electrical, communication and janitorial closets.

## **TELEPHONE CONTACT NUMBERS**

A telephone list with contact numbers for Holladay Properties personnel, Facility Security and Local Police Patrol will be provided. For an after-hours emergency, please contact both facility security and the police. Then call Laura Ragans, Property Manager at 813-326-8259 with a report.

## **DELIVERY OF BUILDING SUPPLIES**

All building supplies are delivered through garage basement if possible or at dumpster location and brought to entrance at back of building from parking deck.. This is the only area allowed for the delivery of supplies and materials for this construction project.

All materials must be transported to the upper floors via the service elevator. The service elevator will be padded prior to construction and the construction company is responsible for covering the elevator floor with padding, particle board and plastic.

**CORE DRILLING**

All core drilling is to be done before 8:00am and after 6:00pm and must be coordinated with the property manager so they can notify the affected practices. Core drilling may be done on the weekends and Sunday with prior notice so the property manager can notify affected adjacent practices.

**UTILITY DISRUPTIONS**

Any disruption to utilities which would impact another Tenant in the building must be approved a minimum of 24 hours in advance of the disruption (unless responding to an emergency situation).