

**COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.
POLICY & PROCEDURE**

Procedure for Using Elevator to Transport Objects on Top of Cab

This procedure applies to the transportation of objects on top of an elevator cab where weight and height restrictions can be met.

Procedure:

Use of this policy will be granted when the following conditions are met:

1. The contractor will be responsible for the cost of Otis Service personnel required to operate the elevator. This cost will be paid by the contractor directly to Otis Elevator.
2. Otis Elevator requires a release of liability from the contractor. A copy will be provided to the Cove Towers Preserve property manager.
3. Cove Towers Preserve requires that the owner provide indemnification for any damages resulting from use of the elevator and access to /from elevator.
4. The property manager and / or maintenance personnel must be in attendance during the use of the elevator.
5. Confirmation of all requirements must be provided the property manager in sufficient time to be able to post a two (2) day notice that the elevator will be out of service and indicating the approximate hours.

Contractor

I have read, understand and will comply with the requirements.

Company: _____

Signed: _____

Printed Name: _____ Date: _____

Unit Owner

By signing this document, I agree that I have read and fully understand its intentions. I also agree that Cove Towers Preserve, its Board of Directors, employees and agents indemnified from any claims and/or lawsuits resulting from damages to both personal and association property. Furthermore, should damages occur to association property, I am responsible for the restitution of said property to its prior condition.

Signed: _____ Building / Unit: _____

Printed Name: _____ Date: _____

Name: Elevator Cab Top Usage	Revision Date: 6/14/12
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