

Sand Hill Commons

Building Guidelines for Construction/Maintenance

1. Please provide the Management Office with a current copy of Certificate of Insurance prior to starting the job.
2. When scheduling work at Sand Hill Commons, please be sure to call the office at 650-854-6300 and let the Management Office know the following information:
 - Estimated time of arrival and duration of the project
 - What kind of equipment you will be using and what kind of noise level to expect.
 - Whether or not access to doors, hallways or stairwells will be blocked.
 - Whether or not there will be odors.
3. If, when on the job you are either called away or need an extra day to continue the work, please notify the Management Office as soon as possible so that the tenants can be told of the delay.
4. The following is a list of rules we ask that you follow:
 - Do not bring radios on the job for any reason.
 - If wearing a pager or carrying a cell phone, please have it on vibrate or “off” while working inside the building. If you receive a call, please take it outside.
 - We prefer that you wear a shirt or jacket with your company name.
 - When walking in and out of the building please be sure that your shoes have been cleaned off.
 - Take caution as you travel through the hallways to ensure your equipment does not nick the corridors.
 - Please be sure that the wheels are clean on dollies or scaffolds or other heavy pieces of equipment with wheels.
5. Upon job completion, please confirm with the Management Office of such and provide any relevant details regarding the job completed. Please do not communicate with the tenants directly, as someone from the Management Office will do that as it is our standard practice.
6. Should you need access to any part of the building, please notify the Management Office and someone will provide access. Should you need a key for the workday, please sign out a key from the Management Office. The key should be returned by the specified time indicated on the Key Log.
7. Contractor parking is either along the golf course or in the last row of the rear parking by the dumpsters. Please take caution in not any entry points when unloading.
8. When you are finished we ask that you clean up any mess that you have made. We have a fully stocked janitorial closet and can provide supplies if necessary. Additionally, we ask that you throw all of your trash away. You may use our trash dumpsters, however for larger jobs we prefer you make your own arrangements.
9. Please do not eat on the job while working in the common areas or in tenants’ spaces. You can eat in the cafeteria as long as you have dusted yourself off. There is also a courtyard with tables and chairs that you are welcome to use.
10. All access within the tenant space requires advance notification and approval from the Management Office. We will also provide an escort for your walk-through.
11. Contractor should alert Management Office of any weekend work and seek approval at least one week in advance.