A+ FRAMERS, INC

Gypsum Drywall Contractor.

Naples, Florida
Tel: (239) 362 5771
e-mail: ivan@aframers.com

List of documents needed on file before to start working.

- Completed W-9 form. (available from www.irs.gov)
- Copy of State License
- Copy of County license (Business Tax Receipt)
- Certificates of Insurance must list as certificate holder:
  A+ Framers, Inc
  5739 Washington St
  Naples, Fl 34109
- Certificate of Insurance with the following requirements.
  - General Liability Insurance: $1,000,000 per occurrence limit,
    $2,000,000 Products & Completed Operations
    $2,000,000 General Aggregate limit

    A+ Framers, Inc. to be added as additional insured on the GL certificate police on a non-contributory basic with respect to work performed by insured.

    "Certificate Holder is additional insured on a primary/non-contributory basis on the general liability as required by written contract. A waiver of subrogation applies to the general liability and worker's compensation in favor of the additional insureds as required by written contract."

  - Worker's Compensation: $100,000 Each Accident
    $500,000 Policy Limit
    $100,000 Each Employee
  - Auto Insurance: $500,000 per accident
- Invoice for amount to draw
  - Invoices for work successfully performed the previous week, received by Monday 5pm will be paid on Friday of week that invoice have been received.
- **Send insurance, license and invoices a ivan@aframers.com**

We look forward to work with you!

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Contracting and Working Rules

- **ALL CONTRACTED WORKERS AND SUBCONTRACTORS ARE REQUIRED TO WEAR PANTS AND SHIRTS WITH SLEEVES. (NO SHORTS, NO RIBBED TANK TOPS OR T-SHIRTS)**
- Smoking is not allowed inside the building. (Including parking and construction yards)
- When working in commercial jobs the use of **Boots, Pants, Yellow Shirt, Safety Helmet, and Safety Glasses** is mandatory.
- When working in high rise or condominium buildings the use of booties is mandatory to walk on the halls, elevators, parking lots and commons areas of the building. White foot prints are no allow on these areas.
- The work area has to be cleaned **EVERY** day. If there is no dumpster on the construction site, the garbage has to be piled up in a room where it will not be a disturbance.
- Normal business hours are from 7:00AM 12:00PM. And 1:00PM to 4:00PM. With One hour lunch.
- Hours of work for Condos and projects that start at 8:00AM are from 8:00AM to 12:00PM, 30 minutes lunch and from 12:30PM to 3:58PM.
    - THESE SCHEDULED HOURS CAN ONLY BE CHANGED BY A+ FRAMERS
- Trash, food, bottles, and beverage cans must be removed from the construction site daily.
- The use of radios is prohibited in condominiums and commercial works. The use of radios is only permitted when authorized by the site supervisor.
- Many times, the work area have to be shared with other subcontractors where work coordination is required so every body can work at the same time.