

NAME: _____ AGE:

ADDRESS: _____ APT #:

SALARY: _____ MONTHLY:

BI-WEEKLY:

Contact In Case Of Emergency:

Special Expertise:

General Work Rules and Regulations for Superintendent

The success of your building depends a great deal on the care and attention you give it. Below is a list of general instructions.

1. **Clean Sidewalks.** Sweep and mop the main entrance, vestibule and public hallways, Monday, Thursday and Saturday. Keep stoops and main door clean.
2. Stairs and halls should be swept and mopped at least three times a week.
3. **Keep Basement Clean.** Do not permit rubbish, garbage, furniture or debris to accumulate. If you have such an accumulation, report this to the Tenant Association officers who will arrange to have this problem resolved. Keep basement locked and all unauthorized persons out, and do not give the keys to anyone, unless authorized by the officers of the Tenant Association.
4. **Garbage Collections.** Instruct tenants to put garbage in proper receptacles. Keep receptacles covered. Remove garbage cans or bags to street on days of sanitation pick-up. No garbage should be under the stairways at anytime.
5. **Clean Yards and Airshafts Once a Week.** Check roof bulkhead and skylight. Keep roof and yard drains clean. Keep roof, hallways and fire escapes free of all obstructions and debris. Refer special problems to the Tenant Association officers.
6. **Energy Control.** Replace burnt out bulbs in public areas and the basement immediately. Use at least 60 watt incandescent and 20 watt fluorescent bulbs.
7. Make minor repairs such as changing fuses, washers, where possible, closing valves to avoid leaks and floods, etc.
8. **Vacant Apartments.** Vacant apartments are to be cleaned and kept clean at all times. Apartments must be kept securely locked at all times and may not be re-rented or used by the superintendent. Report any unsealed doors or squatters to any Tenant Association officer.
9. **Maintain Heat and Hot Water in Building.** Maintain the proper boiler water level. Drain and refill boiler water as needed. Whitewash basement and boiler room. Boiler room to be kept in a clean and orderly manner.
10. **Report** any defects in the roof, plumbing, boiler, electricity, etc. to any Tenant Association officer.
11. **Snow** must be removed **four** hours after the end of snow falling. Use salt and sand on ice.
12. Report all accidents without delay to any Tenant Association officer.

- 13. **Report any Illegal Conduct** or misbehavior on the part of any tenant or visitor. If there is evidence of addicts (glycine envelopes, needles, crack vials, etc.) or other undersirables using the building, notify the Tenant Association officers **immediately**.
- 14. **Be Neat, Polite and Courteous at all Times.**
- 15. Communicate with the officers as often as needed.

The Superintendent will receive \$_____ every month (from which taxes will be deducted as required by law) and receive two weeks paid vacation every year. He or She will also receive 5 sick days per year. The Superintendent will be available at his home any time in case of emergency. Prior notice will be given, if there is special project where the Super's services will be needed all day.

There will be a three-month probationary period starting _____, 19____. During this time your work will be monitored and at the end of the probationary period you will be evaluated according to your work performance. Once this evaluation takes place, a decision will be made as to whether your services will be needed.

I have read and understand the Work Rules and Regulations presented above.

Signature of Superintendent

Date

Tenant Association President

Date

Tenant Association Secretary

Date

Tenant Association Treasurer

Date