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BRONX  
REALTY  
ADVISORY  
BOARD, INC.

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YONKERS, NEW YORK 10704  
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1st VICE PRESIDENT

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**HONORARY DIRECTORS**

GEORGE ASTOR

HAROLD DERFNER

MURRAY STARK

April 1, 2006

Dear Member:

Please note the following important items:

1. WORK SCHEDULE GUIDE

Enclosed is revised Work Schedule Guide which has been expanded to include new Security Section and which has additions to General Work and Doorman Sections.

We are indebted to Robert Rosenberg and Manuel Carcano - both of Rosenberg Diamond Development - who worked with Local 32BJ to obtain these changes which will benefit us all.

Many thanks to Bob and Manny!

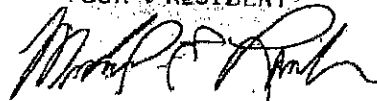
2. COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 32BJ

- Weekly wage increase of \$10.00 (\$5.00 for part-timers) effective March 15, 2006.

- Effective April 1, 2006, Health Benefit monthly payment of \$546.00. No other changes in Benefit payments.

We will keep you informed of all developments.

YOUR PRESIDENT



MICHAEL LAUB

Encl.



# WORK SCHEDULE GUIDE

UNDER COLLECTIVE BARGAINING AGREEMENT BETWEEN  
SEIU LOCAL 32BJ and BRONX REALTY ADVISORY BOARD, INC.

BRONX  
REALTY  
ADVISORY  
BOARD, INC.

## GENERAL WORK

- Oiling of motors when not serviced by outside contractors except refrigerator motors.
- Installing of window guards where required by law (safety equipment if needed),
- Replacing old dryer cords
- Replacing of broken or torn Venetian blind cords and tapes and defective hardware in occupied apartments only.
- Operate elevator.
- Clean and replace gas valves, cocks, controls on gas burning incinerators and scrubbers.
- Minor gardening.
- Maintain heat and hot water supply as required.
- Enforcing of reasonable building rules approved by management.
- Record and report all tenant complaints to the Management if such complaints cannot be handled within the duties of a member.
- Report necessary work to be done by outside mechanics. Maintain records of when such work is done. Examine work done by outside mechanics when requested by Management.
- Reporting need of necessary tools, supplies, equipment and fuel to efficiently service and maintain the property.
- Install smoke alarms, washers and shower heads, and any required restrictive devices for use of water.
- Report any evidence of pest infestation or related problems to Management.
- During work hours, excluding days off, provide access to and show vacant apartments to prospective tenants.
- The superintendent and/or handyman shall correct the pitch of floor radiators when necessary and where one person can perform the correction. Management shall not request an employee to correct wall and ceiling radiators.
- Water lobby plants.
- Replace belts, lubricate fan motors in fan housing on roof.
- Inform owner of any known illegal on premise drug/criminal activity.
- Repair and/or replace hinges, springs or door checks on doors where same can be done without removing the door. Management shall not ask any employee to repair electric-driven doors.
- Remove up to 36" x 36" windows for glass repair, to be done by outside contractor.
- Replace balance in existing aluminum windows providing it can be done from the apartment.
- Clean and/or change smoke alarm bulbs in boiler stack providing owner supplies bulbs.
- Check compressor oil level and add if necessary.
- When requested by Management, post notices in common areas of heat and hot water shutdowns.
- When requested by Management, clean sump pumps and pits, provided no deeper than two feet and can be removed by one person.
- Check for leak in oil fuel tanks where inspection is possible and tank accessible.
- Install towel bars
- When required by employer, all employees shall perform tasks normally associated with and required for proper maintenance and required upkeep of the premises.
- Employees are responsible to obtain and maintain all licenses required for building by outside governing agencies.
- Promptly report to owner all unexpected move-ins or move-outs, squatters and illegal occupants where known.
- Paint touch up in all public areas.
- Check terrace railings for all obvious visual defects.
- Logbooks to be maintained daily (written in) and are the property of the Owner. Superintendent to keep record of staff's personal days and vacation days. Reports to be prepared for Management.
- Superintendent to post all government required signage as provided by Owner/Manager.
- Superintendent to distribute all government mandated notices as provided by Owner.
- Superintendent to post whereabouts in building at all times.
- Sidewalks to be swept 18 inches from curb to street between 8:00 and 9:00 a.m. And 12:00 noon to 1 pm as mandated by NYC Dept. Of Sanitation.
- Superintendents will comply with all government requirements / regulations: i.e. Local Law One Requirements, installation of smoke and CO detectors, window guards, etc.
- Superintendents must obtain all necessary certifications required under Local Law One and will

Install up to 16 square feet of sheetrock while complying with Local Law One regulations.

## **BOILER ROOM MAINTENANCE**

- Maintain in clean and orderly manner, free of debris.
- Lubricating of motors and pumps.
- Cleaning of strainers and nozzles on oil burners.
- Flushing out oil pre-heaters and low water cut off units.
- Adjusting of flame and air
- Cleaning of boiler water and sight glasses.
- Maintaining of proper boiler water level.
- Draining and refilling of boiler water when necessary.
- Resetting of pressure controls.
- Flush mud ring where valves are provided.
- Resetting of start and shut off lugs on boiler time clocks.
- Cleaning of flat roof areas in a manner and to an extent consistent with safety.
- Daily checking of low water valves and all cut off units, except on days when no authorized employee is working.
- In dual system buildings, within normal working hours, make necessary switch over from gas to oil heat when temperature falls below 20 degrees (or designated switch over temperature).
- Paint boiler room floors not to exceed an area of 20 feet by 20 feet.
- Superintendent will check for leaky tubes and plug same when required.

## **CARPENTRY WORK**

- Minor repairs on wooden doors.
- Minor repairs on wooden drawers.
- Minor repairs on wooden window sashes.
- Re-ropeing and re-chaining of window sashes.
- Replacing of window ballast.
- Install weather stripping on the inside of wooden sash windows.
- Replace wooden glazed and fitted window sashes.
- Repairing of existing wooden shelves.
- Minor repairs on wooden fences.
- Repairing or replacing damaged wooden door saddles.
- Minor repairs on baseboard and trim - 4 square feet of flooring.
- Replacing unique balances (if done inside).
- Minor repairs on cabinets.
- Repair hardware on casement and metal double hung windows (inside only).

- Replacement and repairs to trim doorstop and doors in any part of the common areas.
- Superintendent will install and realign kitchen cabinetry.
- Replace wooden window stops.

## **LOCKSMITHING**

- Fastening of all door knobs.
- Replacing of door knobs and spindels.
- Adjusting of door knobs and spindels.
- Removing of locks and latches on doors, windows and mailboxes.
- Adjusting of locks and latches on doors, windows and mailboxes.
- Replacing locks and latches on doors, windows and mailboxes.
- Lubricating of locks and latches on doors, windows and mailboxes.
- Adjusting and regulating of door checks
- Adjusting and regulating door springs.
- Check and replace all batteries in battery operated alarms and other security systems in common areas.
- Respond to and check any building alarm or emergency lighting and report to appropriate police and/or fire authorities.
- Check all fire extinguishers to insure proper levels and check all fire hoses and related equipment to ensure that they are in proper and safe condition.
- Replace lock or cylinders provided by building. Change lock cylinder only after the marshal has evicted the tenant and upon request by management.

## **TILING**

- Wall and tile patches not to exceed an area of 16 feet.
- Re-grouting of bathtub seal.
- Minor replacements of asphalt tile not to exceed two square feet.
- Minor roof patch repairs not to exceed one square yard.
- Minor cement patches not to exceed one square foot.
- Make minor plaster patches.
- Minor grouting and replacement of wall tile in common areas.

## DOORMAN DUTIES

- Proper dress, supplied by owner, to be worn at all times.
- Doorman will not leave post without giving notice to manager/superintendent, if available, or without securing area or otherwise directed by Management.
- Smoking, watching TV, reading or any other distraction while on duty not permitted (except night shifts). No personal calls except in case of an emergency.
- All emergencies must be reported to owner/manager and emergency procedures as issued by Management must be complied with.
- Doorman to announce all visitors, maintain log of all deliveries, ensure delivery, and brief relief shift change.
- Doorman will open door for residents/guests with packages and open car doors when required.
- Doorman will remain at assigned post and will not sit in lobby area.
- All contractors will be identified prior to allowing entry into building. Security clearance will be granted by building superintendent/manager. Contractors to use rear or side entries and service elevators where applicable.
- Doorman will:
  - Sweep, clean and vacuum lobby areas, desk and vestibule.
  - Dust desk and furniture in lobby area.
  - Mop lobby area when snowing or raining.
  - Clean snow from front entrance of building.
  - Salt/sand as necessary (entrance area only).
- Place rain mats during inclement weather from building interior to curb.

## PLUMBING AND SYSTEM REPAIRS

- Clearing of local waste line stoppages where it can be done without removing the trap or fixture.
- Clearing of drain stoppages.
- The clamping of leaks on exposed pipes or the shutting off of the necessary valves to prevent further water damage.
- The replacing of speedy connectors, faucets and parts, flushometers and parts, ballcocks on high and low tanks and parts.
- The replacing of toilet seats, toilet seat bumpers and toilet seat hardware.
- Replacing of wash tub covers.

- Removing and replacing of under-sink cabinets, where it can be done without removing the fixture.
- Replacing of shower heads, bars and rods.
- Tighten or seal gas pipes where leaks occur from wall to left and right nipple and shutting off gas flow if minor repair is not sufficient.
- Adjust gascocks and gas range pilot and burner flames, except automatic controls.
- Minor stove repairs.
- Connect replaced gas ranges only where flexible tubing is supplied with necessary couplings attached.
- Locate wall plumbing leaks.
- The emergency repair of pipes or drains to prevent water damage to property.
- The bleeding of radiators on jobs where there are boilers in use.
- Adjusting and replacing of gas range drawer and door handles and exposed springs.
- The disconnecting and connecting of floor radiators.
- Tightening of radiator couplings.
- Re-packing and replacing of steam valves on radiators.
- Replacing of defective air valves on heating systems.
- Locate wall plumbing leaks and other leaks for source.
- At least once a month, each apartment to be inspected for water leaks or wasting of water. Findings to be documented and repaired within scope of Work Schedule Guide.
- During normal work schedule, (except employees day off), perform emergency repairs outside of walls, or drains (to the extent of the employees ability), in order to prevent water damage to the property.
- Superintendent will install bathroom vanities.

## ELECTRICAL

- Replacing of bathroom, kitchen and beam lighting fixtures.
- Replacing of existing branch switches and plates.
- Replacing of existing receptacles and plates.
- Replacing of existing pull-chain sockets.
- Replacing of globes.
- Replacing of glass shades.
- Replacing of existing apartment signal bells when a unit within itself.
- Replacing of existing bell buttons at apartment door.
- Replacing of existing door opener buttons.
- Replacing of light bulbs outside of rented areas only.
- Replacing of fluorescent starters outside of rented areas only.

- Replace toggle switches.
- Replace all fuses up to 100 amps, outside of rented area.

## SECURITY

- Superintendents must inform owner/manager of their departures from building lasting more than an hour.
- Superintendents, as they become aware, will inform owner/manager of any illegal installations performed by tenants or contractors, i.e. satellite dishes, antennas, improperly installed AC units, washers, dryers, dishwashers.
- Superintendents, upon awareness, will report any physical alterations in apartments to owner/manager.
- Superintendents will enforce employer policy, to the extent of their authority, not to permit loitering in hallways/public areas or permit illegal activity in the building and will report any vandalism, as soon as they are aware of it, to owner/manager.
- Superintendents must properly ID any individual requesting access to the basement or any part of the building.

## CLEANING DUTIES

- Cleaning of roofs.
- Cleaning of hall floors.
- Cleaning of stairs.
- Dusting of hand rails and supports.
- Cleaning of hall side of windows and sills.
- Cleaning of hall baseboard crown.
- Dusting of hall walls and ceiling.
- Cleaning of all hall side of apartment doors.
- Cleaning of interior of elevator cabs, including floor and outside doors.
- Cleaning of the elevator pit only when the elevator has been properly secured by an elevator service contractor or other authorized personnel.
- Cleaning of incinerator closets, hoppers and slop sinks.
- Cleaning of lobby floor.
- Dusting of lobby walls, ceilings and baseboard crown.
- Cleaning of vestibule floors.
- Dusting of vestibule walls, ceiling and baseboard crown.
- Sweeping or vacuuming lobby floor covering.
- Dusting of lobby furniture.
- Cleaning of glass entrance door glass.
- Cleaning of lobby mirrors.

- Cleaning of light fixture glassware in halls, lobbies, vestibules, basements and elevator cabs.
- Polishing of brass: doors, saddles, kick plates, mail boxes, lobby and vestibule door, locks and plates, elevator hand rails and trim.
- Sweeping of sidewalks and courtyards.
- Cleaning of basements.
- Cleaning of carriage rooms and keep in orderly manner.
- Cleaning of workshops.
- Broom cleaning of vacated apartments.
- Cleaning appliances and fixtures in vacated apartments.
- Collecting of garbage and rubbish through dumbwaiters or service elevators at set hours when no incinerator exists.
- Depositing of garbage in proper receptacles for disposal.
- All common area steps, walks, entrance areas, driveways and parking areas to be timely cleaned and cleared of snow and ice and sanded and salted. (Sidewalks where building is over 100 feet, equipment to be provided).
- Surface cleaning of basement and laundry rooms which are in common areas, excluding laundry equipment not owned by Employer.
- Cleaning of common parking areas, sidewalks, walkways, exterior steps, curbs, ramps, play and recreation areas and lawn areas.
- Comply with recycling laws, provided Management provides proper equipment and guidance.
- Porters to operate the compactor during the porter's normal working hours.
- Clean graffiti from exterior walls, not exceeding three feet in area, when provided with proper cleaning equipment. Pain touch-ups over graffiti in public halls.
- Cleaning of incinerator closets, hoppers and shop.

**CAUTION:** No alcoholic beverages or non-prescription-controlled substances shall be consumed by or in the possession of any employee during work hours or in the vicinity of the premises.

## WORK SCHEDULE GUIDE

UNDER COLLECTIVE BARGAINING AGREEMENT BETWEEN  
SEIU LOCAL 32BJ and BRONX REALTY ADVISORY BOARD, INC.

SEIU Local 32BJ

Michael P. Fishman, *President*

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Michael Laub, *President*

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Effective March 15th, 2005

