

THE 11 COMMANDMENTS FOR CONTRACTORS
WORKING AT THE OAK BROOK CLUB

1. Thou shalt not work on **Sunday**.
2. Thou shalt not begin work before **8** a.m. nor work after **4:30** p.m.
3. Thou shalt not use the elevators at any time; thou shalt use the service entrances and stairs.
4. Thou shalt not enter or exit through the main lobby at any time.
5. Thou shalt request that boards be put down in the hall if you are going to use a dolly to move heavy objects. You must give the office one business day's notice (if you need boards on Monday, you must call on Friday).
6. Thou shalt clean up the hall and stairwells if you mess them up.
7. Thou shalt request water shut offs one business day in advance by contacting the management office.
8. Thou shalt obey all traffic signs **(STOP and 15 MPH)**.
9. Thou shalt always use the left lane at the gatehouse when entering the property.
10. Thou shalt be financially responsible for any damage done to common areas as the result of your work.
11. Thou shalt contact the management office and request a device cover for Gamewell Fire Alarm System Devices to prevent false fire alarms caused by dust/dirt (generated from sanding, etc.) getting into device heads.

**YOU CAN REACH THE MANAGEMENT OFFICE AT 630-833-0060.
WE ARE LOCATED IN THE LOWER LEVEL OF THE CLUBHOUSE.**