**HABITAT FOR HUMANITY GREATER CHATTANOOGA AREA**

**RULES OF ALL PROJECTS**

All trade-contractors, suppliers and their company employees must read and adhere to all of these rules or be subject to a back charge for each violation.

**The following actions are absolutely forbidden on the Owner’s property at all times.**

* Use of Alcohol, Illegal Drugs, or Weapons, and no Hunting – do not ask Owner.
* No Smoking from project curbs on or throughout Owner’s property lines.
* Loud Music
* Use of profanity or insulting language

**Professionalism is required when on the Owner’s property**

* Courtesy to the Owner and all other workers
* Wear appropriate attire on the project, including but not limited to, shirts and work boots.
* Do not direct technical or contractual questions to the Owner, ask first the Habitat Representative on site or phone the office or phone your supervisor first.
* Direct all your questions about the work to The Habitat Project Manager or the designated employee. Do not involve or ask the Owner.
* Never use Owner’s personal property, toilet, appliances, tools, supplies or radios or TVs.
* Never enter the Owner’s quarters that are not directly and immediately tied to current job phase.

**Clean up and Safety**

* Clean up continually and keep organized and leave your work area neat at day’s end.
* Maintain and leave your work area safe at all times.
* Use portable toilets, most projects will have toilets provided by Habitat.
* There shall be absolutely no debris of any sort left on the jobsite.

**Security of the Owner’s Property**

* The last person to leave must lock up the house.
* If there is any problem locking the house, you are required to contact The Habitat Manger/office before you leave the house.

**Parking of Vehicles**

* You are responsible to protect the Owner’s property against damage.
* Parking on the street is recommended when practical. If vehicle leaks, protective measures are to be addressed at all times. (NO PARKING ON DRIVEWAYS ANY TIME).