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**VENDOR CODE OF CONDUCT**  
(Must be completed prior to any work being done)

- **DO NOT ENTER PROPERTY UNLESS AN ADULT IS PRESENT.**
- Uniforms must be clean and technician must be well-groomed.
- Vendor will not enter premises without prior authorization (ie: tenant present or tenant-vendor prior arrangement).
- Always call prior to arrival.
- If there is no answer after three (3) knocks, call tenant before going to next job.
- Knock each and every time you enter the premises (this includes going out to truck for supplies or tools).
- Check shoes before entering premises. Remove at tenant's request.
- Keep conversation limited to work related issues. No idle "chit-chat".
- No negative or derogatory comments about property.
- No extra work permitted unless authorized by maintenance supervisor.
- Move only items necessary to complete work. Ask tenant's permission before moving any items.
- Do not enter any areas of property other than necessary to complete assigned work.
- No eating, drinking or use of tobacco products on property.
- **Never** use tenant's bathroom facilities.
- **Always** thoroughly clean up once work has been completed.
- **Always be professional, courteous and considerate at all times.**

I, \_\_\_\_\_ owner/manager of \_\_\_\_\_, have read the Capital First Management Code of Conduct and will hold my entire staff to this standard at all times.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date