



Association of Riverdale  
Cooperatives & Condominiums

[www.RIVERDALE-ARC.org](http://www.RIVERDALE-ARC.org)

## RESPONDING TO A WORK STOPPAGE BY BUILDING EMPLOYEES

In the event of a strike action, it is important to all residents that the standards of health and safety that they are accustomed to be maintained. Many of the services and amenities usually enjoyed by residents in your building will not be available to them, thus creating a challenge to maintaining those standards.

Your building's strike plan should address all of the issues that the Board of Directors, acting in behalf of all building residents and in close cooperation with the building manager and staff, can identify.

In most buildings, the response to any untoward situation or emergency is spearheaded by a building manager who may be responsible for many buildings, and hence may have a boilerplate response plan to any strike already in place. That general plan needs to be examined and personalized to meet the precise needs of your building and your residents. To best meet the demands of a strike, every resident should be familiar with your building's plan. This guide is intended to help you deal with any work stoppage.

*Steve*

Stephen J. Budihas, President  
Association of Riverdale Cooperatives & Condominiums  
[arc-riverdale.com](http://arc-riverdale.com)

## **BUILDING SECURITY**

In the absence of building workers, the first concern should be for security. Oft-times, doormen and other service people provide valuable service by monitoring the comings and goings of non-residents.

- Identify all entrances to your building, including basements, garages, delivery entrances, etc.
- Remind residents to be certain that all doors are closed and locked behind them and that they need to take an extra moment to *ENSURE THAT THE DOOR IS SECURE!*

Signage on the inside of doors may be required as reminders.

- Prepare the proper number of signs.
- Who will post them?

➔ Close off any doors that do not need to be used. The more doors that can be opened, the more opportunity an intruder has to enter!

➔ Remember to adhere to fire regulations and do NOT lock doors that are required for egress in the event of an emergency.

➔ Acquire yellow & black (caution) tape or similar, to be used as needed to deter people from using doors, trash chutes, etc..

Some buildings consider using residents as volunteers in hallways or at front entrances. *Weigh carefully the risks and obligations* implied with such action.

- Do you want building volunteers?
- Elicit and prepare a list of volunteers' names.
- Prepare a schedule for volunteers.
- Identify (a reasonable) volunteers' list of duties and responses.

➔ Do you want to hire outside security personnel?

**SPECIAL BUILDING AREAS & SERVICES**

Many buildings offer special services and amenities. Decide which will be available and which may need to be restricted.

- |                |                               |                                 |
|----------------|-------------------------------|---------------------------------|
| Bicycle Room   | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Community Room | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Fitness Center | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Laundry        | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Playground     | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Storage Bins   | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Other _____    | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |
| Other _____    | <input type="checkbox"/> Open | <input type="checkbox"/> Closed |

Is keyed access to these areas required?

- Who will have the keys and be responsible for opening and closing the areas?

And, while we're about it, who will have keys to the

- Boiler room \_\_\_\_\_
- Elevators \_\_\_\_\_
- Storage areas \_\_\_\_\_
- Roof \_\_\_\_\_
- Other (        ) \_\_\_\_\_
- Other (        ) \_\_\_\_\_

## **DELIVERIES**

The amount of deliveries coming into a building each day can be mind-boggling! Some are critical, others less so.

➔Residents should not schedule deliveries that can be made in advance or be postponed. The fewer “outsiders” you allow in your building, the greater the level of security.

- Do you want to allow delivery people into the building unmonitored and unannounced?
- Will the door be manned by volunteers so that deliveries can continue uninterrupted?
- What, exactly, are volunteers expected to do with deliveries?
- Should general directions for delivery people be posted in the lobby? (Will there be access to the lobby?)
- If deliveries are left in the lobby or other area, how will the less able individuals retrieve them?

➔Will delivery people honor the picket line???

## **CONTRACTORS & REPAIRS**

Just as with deliveries, the primary concern needs to be for general building security and welfare. Again, the fewer “outsiders” you allow in your building, the greater the level of security.

➔Elective repairs should not be scheduled for the period when a strike action is anticipated.

## **TRASH (& RECYCLABLES)**

Review the building's trash and recyclable procedures. In the event of a strike, there will be no pick-up from floors. There will be no bins or compactor chutes emptied. There will be no trash or recyclables stored in the building nor brought to the curb. The immediate concern must be for the maintenance of building-wide cleanliness and the control of odors, vermin and all of the ills associated with accumulating trash.

New York City Department of Sanitation rules and regulations will probably remain in effect. Generally, properly bagged parcels may be placed at curbside after 4:00 PM the day before pick up. At other times costly violations and summonses may be served on the building!

When is trash picked up? \_\_\_\_\_

When are recyclables picked up? \_\_\_\_\_

➔ Compactors **should not be used**, since trash will continue to accumulate in them, causing health and fire hazard issues. Access to compactor chutes may need to be restricted. (How?) \_\_\_\_\_

➔ Residents must individually bag trash and recyclables according to NYDS rules. (paper bagged separately from glass, etc.) Again, costly violations and summonses may be served.

➔ Will the building supply appropriate bags to all residents?  Yes  No  
If "yes", How? When?

➔ Where will bagged trash and recyclables be stored until pick-up days?

Inside the apartments.

Other \_\_\_\_\_

➔ How will bags be brought to curbside according to schedule? By whom?  
(Consider the elderly, frail or disabled)

## **SNOW**

Yes, New York City has had snow in March!

Volunteers may be needed to assist in snow removal.

- Do you have a list of able volunteers?
- At what hours are they available?

Generally, the NYDS requires that walkways be cleared within four hours after snowfall ceases, or by 11:00 A.M. in the event of overnight snow.

→ Do you have access to

- Shovels
- Salt
- Snow blower (prior training required!)

Who will use the above? \_\_\_\_\_

## **HEAT, HEATING FUEL**

→ It is prudent to have your superintendent/manager “top off” your storage tanks soon before the contract deadline.

→ Who will be monitoring the fuel tank, and call for a re-fill when necessary? \_\_\_\_\_

**EMERGENCY & SERVICE NUMBERS**

➔What is the plan of emergency response and action in your building?  
Work this out, in detail, with your building manager.

What is your definition of an emergency? (eg.: An event that will cause one to suffer illness, injury or property damage)

➔Will the manager/management office be available 100% of the time?

Your manager knows them, but in the absence of your superintendent, what are the emergency contact numbers that **you** should have on hand?

Management Office \_\_\_\_\_

Building Manager \_\_\_\_\_

Boiler \_\_\_\_\_

Elevator \_\_\_\_\_

Fuel supply \_\_\_\_\_

Laundry \_\_\_\_\_

Locksmith \_\_\_\_\_

Plumber \_\_\_\_\_

Other (                    ) \_\_\_\_\_

Other (                    ) \_\_\_\_\_

**NOW THAT YOU HAVE ADDRESSED ALL OF THE ISSUES AND  
HAVE YOUR BUILDING’S PLAN IN PLACE,  
“HOW WILL YOU ENSURE THAT EVERY RESIDENT IS AWARE OF IT,  
HAS HIS/HER CONCERNS ADDRESSED AND WILL COMPLY?”**