



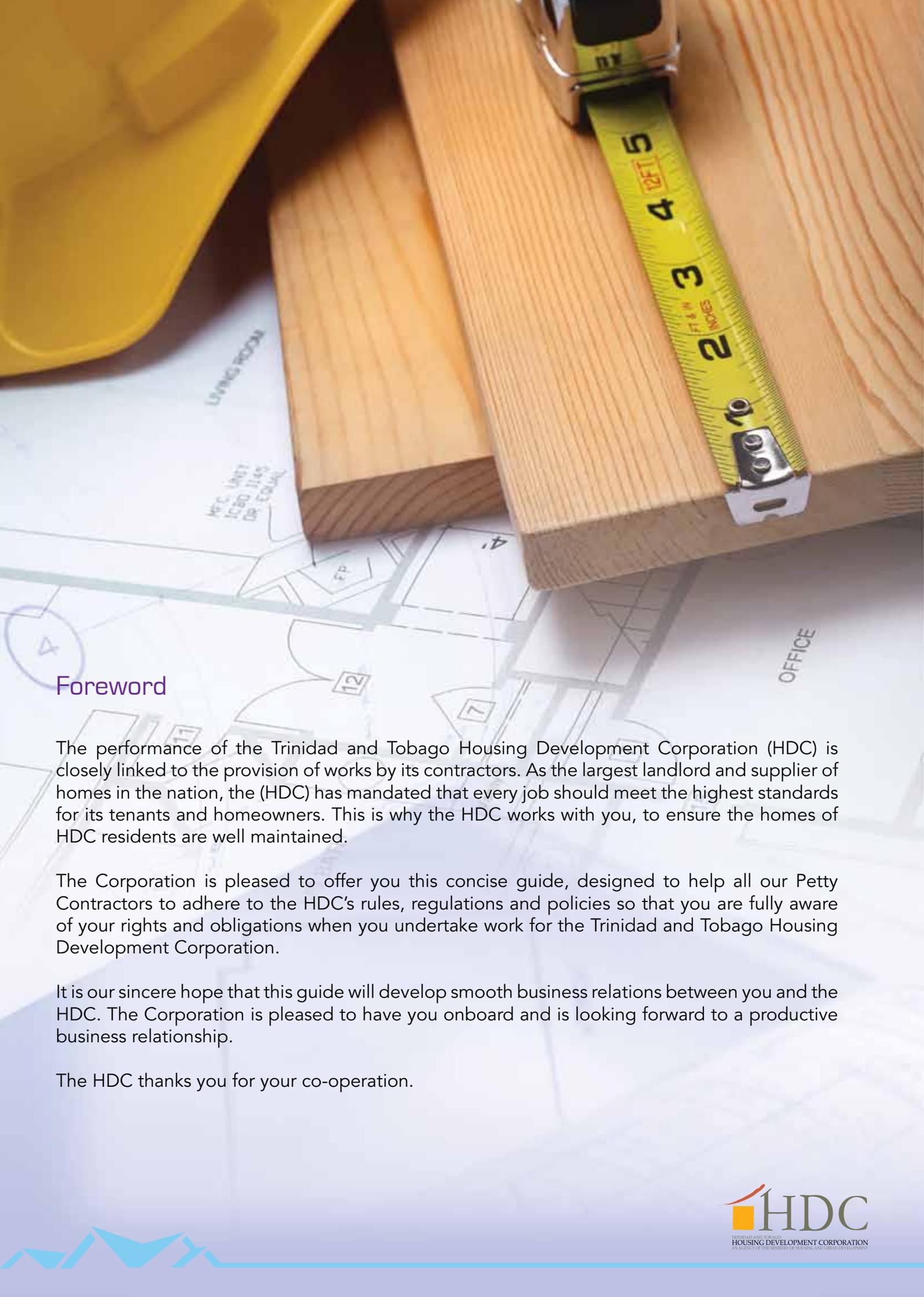


TRINIDAD AND TOBAGO  
HOUSING DEVELOPMENT CORPORATION  
AN AGENCY OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT



# PETTY CONTRACTORS BOOKLET





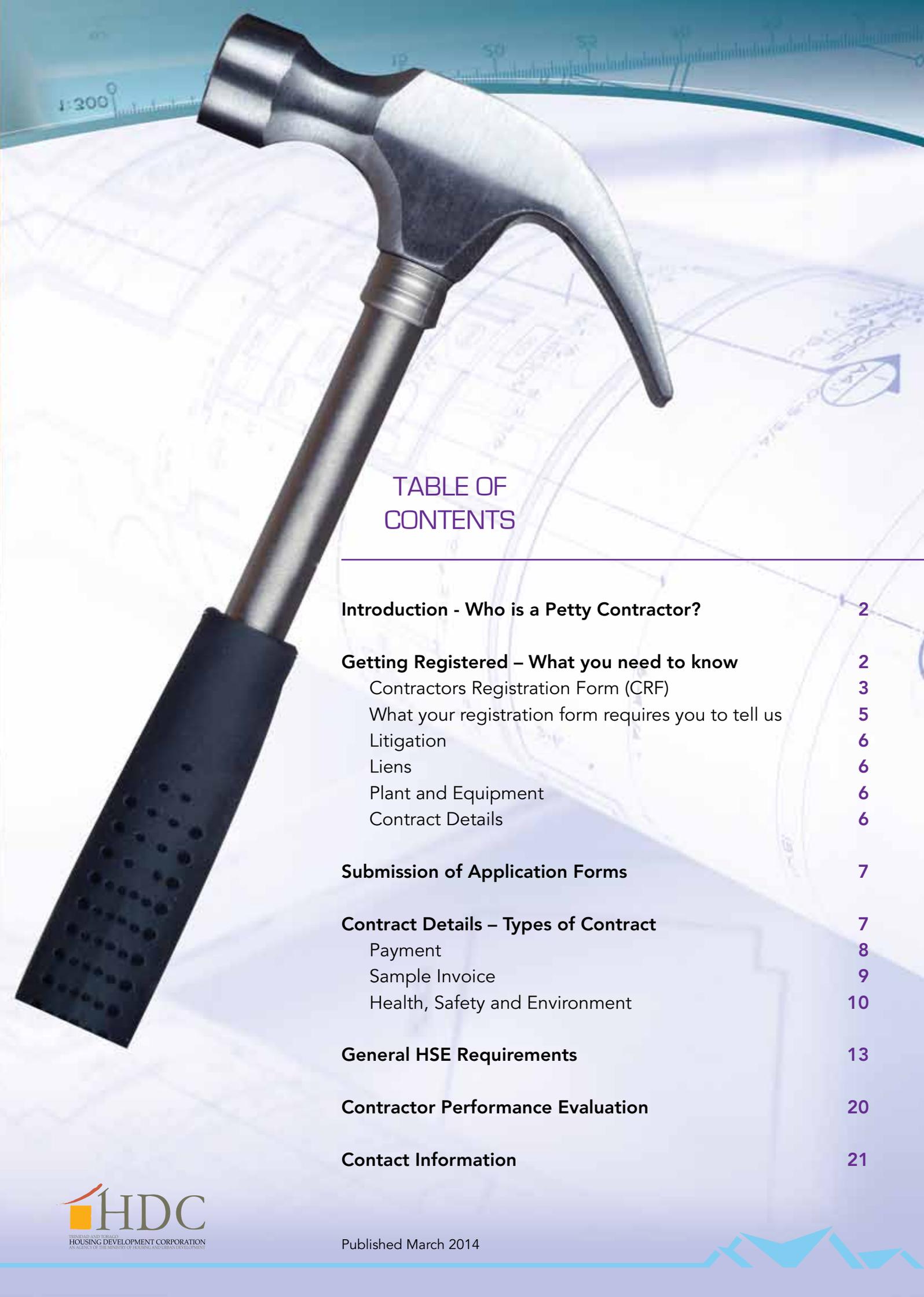
## Foreword

The performance of the Trinidad and Tobago Housing Development Corporation (HDC) is closely linked to the provision of works by its contractors. As the largest landlord and supplier of homes in the nation, the (HDC) has mandated that every job should meet the highest standards for its tenants and homeowners. This is why the HDC works with you, to ensure the homes of HDC residents are well maintained.

The Corporation is pleased to offer you this concise guide, designed to help all our Petty Contractors to adhere to the HDC's rules, regulations and policies so that you are fully aware of your rights and obligations when you undertake work for the Trinidad and Tobago Housing Development Corporation.

It is our sincere hope that this guide will develop smooth business relations between you and the HDC. The Corporation is pleased to have you onboard and is looking forward to a productive business relationship.

The HDC thanks you for your co-operation.



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## Introduction

### Who is a Petty Contractor?

A Petty Contractor is engaged in works for the HDC, valued up to a maximum of one million dollars (\$TT1,000,000). These works include:

- Transportation
- Grass Cutting Maintenance
- Janitorial Services
- Pest Control
- Landscaping
- Garbage Collection
- Elevator Maintenance
- Water Pump Maintenance
- Minor Remedial and Refurbishment works
- Air Condition Repair/Maintenance
- Septic Repairs

### Getting Registered

#### All You Need To Know To Help You Start And Grow

Make sure you're registered!

The first step to becoming a contractor with the HDC, is to GET REGISTERED!

The registration process informs the Corporation of your background as a contractor.

To register, you must come into the HDC and obtain an Estate Management Contractors Registration Form. These are FREE and available at the first floor reception desk, HDC Head Office, South Quay, Port of Spain, between the hours of 8:00 am and 4:00 pm.

# SAMPLE – Estate Management Contractors Registration Form (Front)



**HDC**  
TRENDAK AND TOROJO  
HOUSING DEVELOPMENT CORPORATION  
AN AGENCY OF THE MINISTRY OF HOUSING, LAND AND URBAN AFFAIRS

**ESTATE MANAGEMENT CONTRACTORS APPLICATION FORM**

INSTRUCTIONS: THIS FORM MUST BE COMPLETED AND SUBMITTED AS A CONDITION TO BEING ADDED TO THE HDC'S CONTRACTOR DATABASE. ADDITIONAL SUPPLEMENTAL PAGES CAN BE ADDED TO INCLUDE INFORMATION REQUIRED.

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**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

---

**CONTACT INFORMATION**

Given Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Surname: \_\_\_\_\_ Fax: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

---

**PERSONNEL**

Number of personnel actually employed in your firm during the last 3 years

Professional \_\_\_\_\_ Technical \_\_\_\_\_

---

**BUSINESS INFORMATION**

In Business Since: \_\_\_\_\_

Number of Employees:

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

---

**CLASS OF CONTRACTOR**

Grass Cutting

Plumbing

Air Condition

Pest Control

Garbage

Landscaping

Electrical

Civil Works/ Infrastructure

Janitorial

Painting

Transport

Welding / Joinery

If other, please specify: \_\_\_\_\_

What portion (%) of work is for:

Government Agencies: \_\_\_\_\_ Private Owners: \_\_\_\_\_

---

**Indicate whether you have worked with the HDC over the past three years and provide details**

Type of Contract and Date of Award	Site	Contract Amount

## SAMPLE – Estate Management Contractors Registration Form (Back)

### DETAILS OF CONTRACTS RECEIVABLES AND WORK IN PROGRESS

Show full details of each contract where the award value is over \$100,000.00 per year. Group all others on one line.

Type of Contract	Award Date	Award Value	Work in Progress Inventory

### EQUIPMENT INFORMATION

Do you have the necessary equipment to perform anticipated works?

Yes     No

List of equipment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BANK OR OTHER FINANCIAL REFERENCES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CLIENT REFERENCE INFORMATION

(Please provide 3 recommendations in addition to the Reference Information)

Client's Name: \_\_\_\_\_

Name of duly authorized Contact Person: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

### LITIGATION

Is your organization currently involved in any litigation?     Yes     No

If yes, please explain fully: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTRACTOR'S STATEMENT

I / We hereby certify that we are fully informed as to the affairs of \_\_\_\_\_ and the information contained in this form is complete and accurate

I / We hereby certify that this information will be used to register this company with the Trinidad and Tobago Housing Development Corporation. I / We also understand that registration in this system does not guarantee the availability of award of any contracts and hereby waive all claims resulting from errors or omissions.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

**Please provide the following supporting documents along with this form**

- Valid VAT Clearance Certificate
- Valid NIS Compliance Certificate + Return
- Copy of Certificate of Registration

COMPLETED FORM TO BE SUBMITTED TO: THE TRINIDAD AND TOBAGO HOUSING DEVELOPMENT CORPORATION, 44-46 SOUTH QUAY, PORT OF SPAIN, TRINIDAD & TOBAGO, W.I.

## What your registration form requires you to tell us

The name of your organisation/business.

How do we contact you? (provide phone number(s), email address and work address).

How many employees are working for you?

How long have you been in business and what is the capacity of your business?

What type of work do you normally undertake?

Details of your past contracts and work in progress. You will need to show details of each contract with the Housing Development Corporation. Show full details of each contract with other employers where the award value is over \$100,000.00

- Bank or Financial References
- Client Reference Information
- Valid VAT Clearance Certification
- Valid NIS Compliance Certificate + Return
- Copy of Certificate of Registration

## Litigation

**Is your organisation currently involved in any litigation?** If yes, let's talk about it. The HDC needs to know so we can make an informed decision.

## Liens

**Do you have any construction liens (loans) currently outstanding?** If yes, let's talk about it. The HDC must have a clear idea of all your obligations or commitments to clients, financial institutions, suppliers, sub-contractors etc.

The obligation can be cash or non-cash, incomplete contracts, outstanding loans etc.

## Plant and Equipment

**Do you have the necessary equipment to perform the anticipated job/project?**

Example:

- Landscaping equipment e.g. weed whacker
- Masonry equipment (to check electricity for defects)
- Spring Rod (for plumbing repairs)

## Contract Details

### Contractor's Statement

You must certify that the information provided is accurate. Once you follow proper procurement procedures, the laws of the land and other requirements, you are eligible for an HDC contract.

## WHAT HAPPENS AFTER YOU FILL OUT THE ESTATE MANAGEMENT CONTRACTORS APPLICATION FORM

### Submission of Application Forms

Submit your Registration Forms to the Tenders/Contracts Management Department. The Forms will then be placed on the Estate Management database and sorted into the different work categories.

Should the need arise for works in the particular category, the database will be used to source contractors with the requisite capacity (i.e. equipment personnel resources, proximity of works to location, Health and Safety policy). If you are selected, you will be provided with a description or scope of works and invited to provide quotations for the works required. Your quotations will then be evaluated.

If you are successful, you will be formally notified of the award of contract, by a Letter of Award. You will also be required to execute a Contract with the HDC for the said works.

### Types of Contract

The HDC uses two types of contracts principally for petty contracts:

1. HDC Petty Contract Form of Contract
2. FIDIC Short Form of Contract 1999 Ed (Green Book)

The Petty Form of Contract is used for jobs of a relatively uncomplicated or basic nature, while the Short Form of Contract is used for works of relatively higher value and skill.

Short Form Contracts generally require you to have Workmen's Compensation and Contractors All Risk Insurances.

## Payment of Retention and Defect Liability Period

Under the Short Form of Contract and depending on the nature of the work to be performed, 10% of the contract sum may be held by the HDC during the Defect Liability Period ( 3-6 months following the completion of the works), to ensure that any defects in the works executed are remedied. If you fail to remedy these defects, the HDC may use this retention sum to remedy the defects.

If there are no defects identified during the Defects Notification Period, or if you remedy the defects after being notified, the retention sum will be paid at the end of the Defects Liability period.

### **Payment**

You must submit your invoice within the specified period as stated in your contract and/or Letter of Award. Failing this, the HDC will not be able to honour your payment on time.

Generally Petty Contractors are paid within 30 days of submission of invoices.

*(See sample invoice on next page)*

# SAMPLE INVOICE

## NAME OF CONTRACTOR

Address \_\_\_\_\_

Contact # \_\_\_\_\_

INVOICE  
INVOICE #01

DATE: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTN: Ms. Carter – Divisional Manager – Estate Management**

Description	Amount
Advance payment for the provision of labour for painting of building _____ and _____ Maloney Gardens, Maloney	
<b>TOTAL</b>	<b>TT\$22,000.00</b>

\_\_\_\_\_  
Name  
(Authorised signature for and on behalf of the Company)

## Health, Safety and Environment

### Overview

The Housing Development Corporation (HDC) believes that Health, Safety and Environment (HSE) performance, and achievement of HSE objectives and targets depend directly on your commitment, capabilities and resources to carry out your assigned responsibilities in the safest manner. For this reason, we devote care and attention to alignment of HSE programmes, initiatives and HSE requirements for you to follow.

You are required to complete the HDC's Petty Contractor HSE Questionnaire form (HSEFO8 Contractor HSEQ Self-Assessment). The questionnaire requires your information on a broad range of HSE requirements, included but not limited to the following:

1. HSE Policies and Procedures
2. Accident/Incident Statistics - Lost Time Injuries/Restricted Work Cases/Fatalities
3. Knowledge of the National Occupational Safety and Health Legislations [e.g. OSH Act 2004 (amended 2006), Air Pollution Rules]
4. Safe Programmes of Work e.g. Risk Assessments, Job Safety Assessments (JSAs)
5. Evidence of Safety Inspections, Toolbox Meetings
6. Accident/Incident Reporting
7. Waste Plan
8. Qualifications of Personnel

Information is obtained for at least the last three (3) years of work as required.

Your submitted HSE form will be reviewed against minimal HSE standards and history. The information provided by you will be used to confirm that you possess sufficient capabilities or are equipped with HSE capacity and staff competency to perform as required.

### Petty Contractor Pre-Requirements

Prior to the start of work, you are required to either accept the HDC's HSE Plans/Procedures/Guidelines or prepare and submit your own or equivalent HSE plans to the HDC for review and approval. The HSE plan includes, but is not limited to the following:

1. Necessary equipment certifications/records
2. Equipment operator certifications
3. Qualifications/Training records
4. JSAs, TBRA's
5. Any other information required by the HDC, such as records of drugs/alcohol testing (where necessary)

## Approval of the HSE Plans/Procedures/Guidelines

In the absence of your own HSE Plan, you will be required to adopt the HDC's HSE Plan.

Any alternate plan shall incorporate and meet or exceed the requirements set forth in the HDC plan. The HDC shall approve all alternative plans and may, where applicable, request at its discretion, that you revise your plan.

## Orientation

Once approved, you are required to attend an HSE Orientation to be informed and to agree upon the HDC's HSE Plans/Procedures and Guidelines.

## Site Safety Meetings

You will be required to participate in Pre-HSE project safety briefings or toolbox meetings. An HSE Officer of the Corporation will be present before commencement of the work, on a daily basis to coordinate the exercise.

## Emergency Response System/Action Plan

You will be required to adopt the HDC's Emergency Response Plan or submit site-specific Emergency Action Plans consistent with the HDC's emergency procedures. Special attention should be devoted to issues such as:

1. Training your employees to recognise emergency signals
2. Educating on primary and secondary assembly points
3. Training on reporting of emergency situations etc.
4. Notifying your employees in the event of an emergency situation

## Award

You will not be authorised to commence work until these requirements have been approved by the HDC's HSE Manager or some other delegated authority.

## Requirements Following Award

1. After review, a determination will be made as to whether your plans and procedures meet HSE project requirements of your assigned scope of works.
2. The HDC will continuously monitor and oversee your compliance with HSE requirements.
3. Any changes to the initial agreement and issuance of the contract between the HDC and you, should be communicated and agreed upon by both parties before commencement of work.

### Accident/Incident and Medical Reporting and Records:

1. You will be required to keep and maintain up-to-date medical records.
2. You will be required to track the status of injuries (lost-time accidents, restricted work cases) and produce all necessary data to the HDC, as required.

Any changes by the petty contractor without communication and agreement by the HDC shall lead to possible termination of your contractual terms and conditions by the HDC.

## GENERAL HEALTH SAFETY AND ENVIRONMENT REQUIREMENTS

### HSE Guidelines – Maintenance Works

As most of our maintenance work is done in occupied buildings or developments, the following should be observed:

- All precautions should be made to ensure the safety of tenants
- You are responsible for ensuring the safety of all your workers through the use of all Personal Protection Equipment (PPE) and effective safety practices
- You must work so as to minimise the inconvenience to the tenants
- You should try to expedite works whilst maintaining the required quality
- You are responsible for any damages you may have caused, while performing the works
- You are responsible for the professional conduct of your workers
- You should supervise your workers in order to avoid conflict with the residents
- You should guard against your workers becoming too familiar with the tenants
- Works should be carried out with as minimum noise levels as possible

### Scaffolding

You should not move, modify or alter scaffolds. This should only be done by competent personnel that are authorised and/or certified to do so.

#### Definitions

**Scaffold** - Any temporary elevated or suspended platform and its supporting structure used for supporting employees or material or both.

**Maximum Intended Load** - The total load of all employees, equipment, tools, material, transmitted loads, wind loads and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.

**Outrigger** - The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide greater stability.

**Platform** - The horizontal working surface of a scaffold.

**Competent Person** - One who is certified by his/her employer as having the ability and capability to identify existing, potential and predictable hazards and has the authority to take prompt action to correct or eliminate these conditions.

## Procedure

The jobsite shall be inspected prior to scaffold erection, to ascertain proximity of power lines, obstructions, ground conditions, openings or pits, strength of supporting structure, interference with other workers, overhead protection, wind/weather protection and environmental hazards.

The Corporation ensures that each job requiring the use of scaffolds is erected by a certified "Competent Person." Additions and/or modifications by "non certified" personnel are strictly prohibited and such persons will be subject to the Corporation's Disciplinary Policy & Procedure.

All equipment must be inspected prior to use and periodically thereafter to ensure that it is in good condition. Damaged or deteriorated equipment shall not be used and must be removed from the site. **A competent Corporation HSE Official will conduct inspections periodically using HSE-Scaffolding - FO1.**

You are **NOT** to intermix different brands of scaffold or attempt to use materials in any manner other than what the manufacturer intended their design to accommodate.

- Before the start of the erecting and dismantling process, you should review the Risk Assessment and Emergency Response Plan.
- Ensure that you tie off scaffolds on permanent structures where reasonably practicable, and not on loose, unconsolidated material or unstable structures.
- Barricade areas in which scaffold erection and dismantling shall occur with a warning tape (either danger tape or caution tape) prior to work assignment.
- At the start of the erecting of the scaffolds, place a red tag on the access point (ladder).
- DO NOT erect or dismantle a scaffold in darkness, unless it is an emergency.
- Ensure that the footing or anchorage of a scaffold is sound, rigid and capable of supporting the intended load without settling or displacement. You can achieve this by compensating for the settling by dismantling the leg load over a greater surface area. You can compensate for displacement by providing adequate support and anchorage for the total leg load.
- You should identify ALL anchor points in the Risk Assessment, and these points should be two (2) metres above head height.
- DO NOT use unstable objects such as barrels, boxes, loose bricks or concrete blocks for sills. Instead, use a minimum of a 2 inches x 10 inches wood sill, which should be in full contact with the ground.

- Scaffolds must be plumb. Ensure that scaffold legs are set on adjustable base plates or screws to compensate for out of level erection. DO NOT use lean-to scaffolds. Adjusting screws must not be longer than 12 inches on a scaffold platform over 10 feet in height.
- Ensure that poles, legs or uprights of scaffolds are securely and rigidly braced to prevent swaying.
- Secure ALL scaffolds to prevent tipping at each end and every 30 feet in length horizontally. Place vertical ties at a distance apart of four (4) times the minimum scaffold base dimension. You can perform securement using #9 carbon steel wire.
- When the tower height of a free standing scaffold exceeds four (4) times its minimum base dimension, secure it by guying, outriggers or other means.
- DO NOT install scaffold board on a scaffold without a safe means of access and egress. Scaffold ladders must extend at least 36 inches past the top rail.
- Install guard rails and toe boards on all open ends and sides of any scaffold more than six (6) feet in height and four (4) feet in height if a rolling type scaffold.
- Install guard rails with a top rail no less than 36 inches and no more than 42 inches in width from the scaffold.
- Ensure that guard rails are a minimum of a 2 inches x 4 inches of equivalent material, and that toe boards are a minimum of four (4) inches high.
- Have platforms tightly planked for the full width of the scaffold. Overlap planking a minimum of 12 inches, or secure from movement. Extend scaffold planks over their end supports not less than six (6) inches or more than 12 inches. ALL planks shall be of scaffold grade.
- Have platforms tightly planked for the full width of the scaffold. Overlap planking a minimum of 12 inches, or secure from movement. Extend scaffold planks over their end supports not less than six (6) inches or more than 12 inches. ALL planks shall be of scaffold grade.
- Ensure that ALL scaffolds and platforms are capable of supporting at least four (4) times their intended load. Place only material for current use on scaffolds, and only over cross members.
- Brace and tie off scaffolds both horizontally and vertically at intervals required by height and width dimensions of the scaffold.
- Ensure that mobile/rolling scaffolds used in multi-storey applications have their wheels locked or chocked when in use. Rolling towers under 20 feet in height must have a minimum of five (5) inch casters, and eight (8) inch casters for towers over 20 feet. Firmly attach casters to the frame leg to prevent falling out when tower is moved.

- DO NOT use mobile scaffolds in work areas where floors have different elevations.
- DO NOT move scaffolds horizontally while in use or occupied.
- Once scaffold is complete, have it inspected by a Competent Person and tagged.
- During erection and dismantling, fall protection must be worn at heights over six (6) feet. Use fall protection on any scaffold not completely decked or missing hand rails.
- When persons are required to work or pass under a scaffold, ensure that the scaffold has #18 gauge U.S. standard 1/2 inch wire mesh net or equivalent attached between the toe board and mid-rail.
- Unsafe equipment or conditions must be tagged out by a Competent Person. All employees will be required to comply with the tag out instructions.
- Only certified and competent personnel are allowed to modify scaffolding systems.

## Signage

### Danger signs

The colours red, black, and white shall be those of opaque glossy samples as specified in Table 1 of Fundamental Specification of Safety Colors for CIE Standard Source "C", American National Standard Z53.1-1967, which is incorporated by reference as specified in Sec. 1910.6

### Caution signs

Standard colour of the background shall be yellow; and the panel, black with yellow letters. Any letters used against the yellow background shall be black. The colours shall be those of opaque glossy samples as specified in Table 1 of the American National Standard Z53.1-1967.

### Safety Instruction Signs

Standard colour of the background shall be white; and the panel, green with white letters. Any letters used against the white background shall be black. The colours shall be those of opaque glossy samples as specified in Table 1 of the American National Standard, Z53.1-1967.

## Minimising Dust

### You are advised to:

- Erect dust barriers to minimise effects on adjoining properties
- Mist areas with water before sanding, scraping, drilling and cutting
- Score paint before separating components
- Prise and pull apart components instead of pounding and hammering

## Leaving the Work Area Clean

### Housekeeping

It is **EVERY WORKER'S** responsibility to know and follow the site safety plan, practise good housekeeping, follow recommended work practices, and promptly report and/or correct hazards at the worksite. YOU MUST establish safe Housekeeping procedures for all HDC projects.

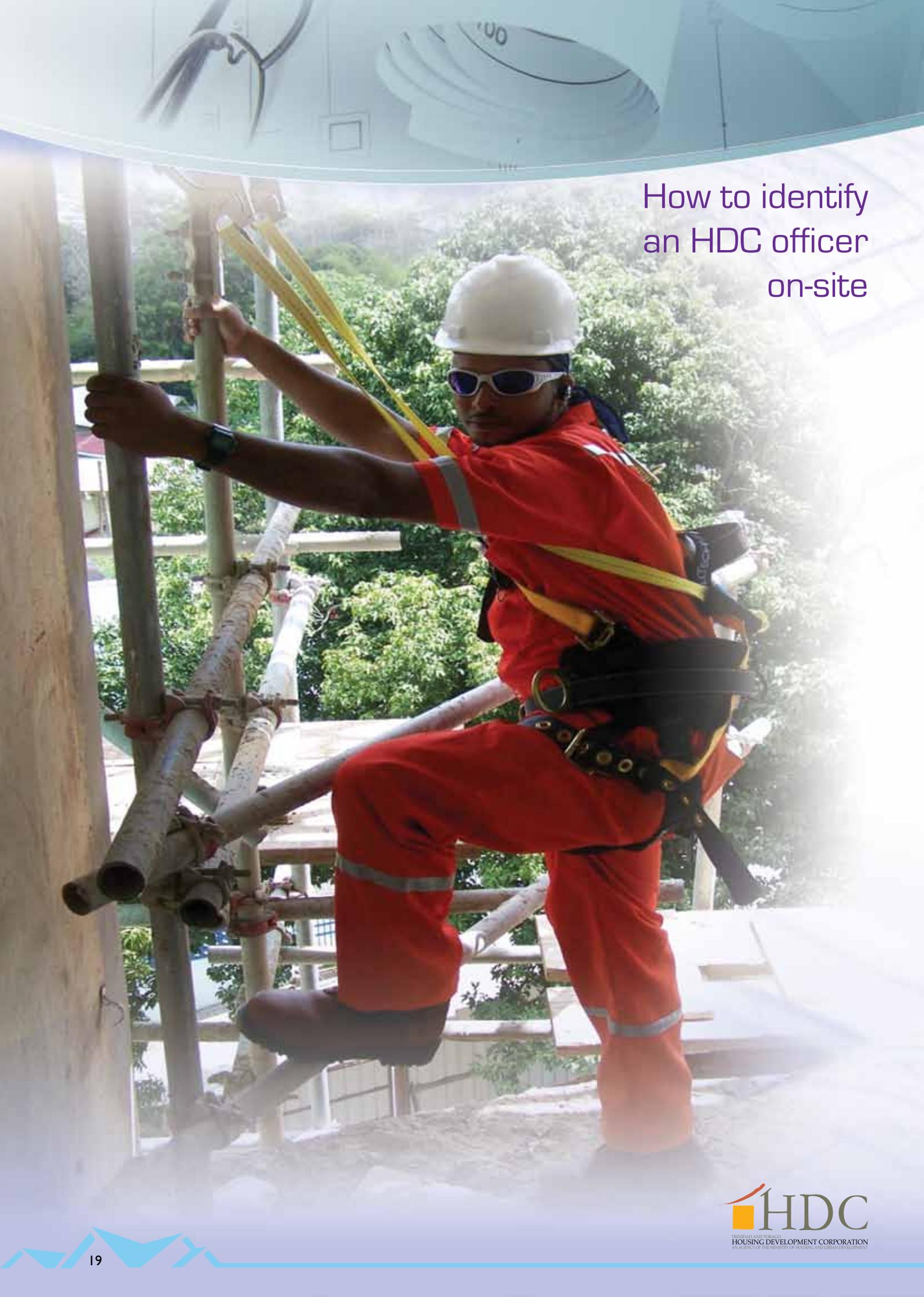
#### On a daily basis, YOU are advised to:

- Gather up and remove debris to keep the work site orderly. If you are a construction site worker, you must do your part to keep the worksite free of unnecessary clutter and debris that could cause an injury or accident.
- Plan for the adequate disposal of scrap, waste and surplus materials.
- Keep the work area and all equipment tidy, and designate areas for waste materials.
- Place trash and debris in the proper receptacles located conveniently throughout the job site.
- Keep stairways, passageways, ladders, scaffold and gangways free of material, supplies and debris and other obstructions.
- Secure loose or light material that is stored on roofs or open floors.
- Keep materials at least two (2) metres (5 ft.) from openings, roof edges, excavations or trenches.
- Keep form and scrap lumber with protruding nails away from work areas, passageways, and stairs. Remove or bend over protruding nails.
- Keep hoses, power cords, welding leads etc. out of heavily travelled walkways or areas.
- Ensure structural openings are covered/protected adequately (e.g. sumps, shafts, floor openings).
- Do not permit rubbish to fall freely from any level of the project buildings. Use chutes or other approved devices for materials.
- Cordon off work areas where materials or equipment has the potential to fall on employees and post signs around the workplace: **WEAR HARD HATS AND WATCH FOR FALLING DEBRIS.**
- Never throw waste, materials or tools from a building or structure.
- Store tools and materials neatly and out of the way in storage bins or lockers.
- Place protective guards across areas where workers have the potential to fall or could face an impalement hazard.
- Control muddy areas using fill-gravel, boards and plywood, or any other applicable means.
- Use heavy-duty plastic bags to dispose of refuse and debris.
- Wrap bulky items, such as windows and doors, in heavy plastic sheeting and tape shut.
- Leave everything free of dust and debris, including tools and equipment before leaving the work area.
- Vacuum the work area as necessary.
- Prevent all unauthorised personnel from entering the work area.

## Flammable/Explosive Materials

- Keep flammable, hazardous or explosive materials such as gasoline, oil and cleaning agents apart from other materials in covered, segregated waste containers with the contents clearly labelled.
- Limit the amount of materials and chemicals on-site to the quantities that you will need.
- Dispose of greasy, oily rags and other flammable materials in approved containers.
- Store full barrels in an upright position.
- Keep gasoline and oil barrels on a barrel rack.
- Store empty barrels separately.
- Post signs prohibiting smoking, open flames and other ignition sources in areas where flammable and explosive materials are stored or used.
- Store and chain all compressed gas cylinders in an upright position.
- Mark empty cylinders and store them separately from full or partially full cylinders.
- Ventilate all storage areas properly.
- Ensure that all electric fixtures and switches are explosion-proof where flammable materials are stored.
- Provide the appropriate fire extinguishers for the materials found on-site.
- Keep fire extinguisher stations clear and accessible at all times.

These simple practices ensure that work is performed better, cleaner and safer.



How to identify  
an HDC officer  
on-site

## Contractor Performance Evaluation

Throughout and at the end of a project, you will be evaluated on your performance to determine your suitability and recommendations by HDC for future works.

Your evaluation will be based on:

- Proper contractor project planning
- HSE audits (safety breaches, legal breaches)
- Quality requirements (quality of material, quality and experience of tradesmen)
- Communication (project reporting and monitoring), as well as project closeout documentation
- Adhering to work schedule

Your performance evaluation will be documented on a database, to be tracked and recorded.

## CORRESPONDENCE

All correspondence should be addressed to:

The Managing Director  
Trinidad and Tobago Housing Development Corporation  
44-46 South Quay  
Port of Spain

## CONTACT INFORMATION

For more information on the services offered by the HDC, please visit any of our offices, listed below:

### **HDC Head Office**

44-46 South Quay  
Port of Spain

Phone: 623-4663

### **HDC Maloney Sub-Office**

Jacana Avenue  
Maloney Gardens

Phone: 646-3086

### **HDC San Fernando Sub-Office**

2 Mc Gillivray Street,  
San Fernando

Phone: 652-2010

**Web: [www.hdc.gov.tt](http://www.hdc.gov.tt)**

NOTES



# NOTES



