

SUPERYACHT REFIT GUIDELINES

PRE-ARRIVAL CHECKLIST

- ✓ **Contract Signing:** Make sure to have your Contracts Terms and Conditions signed before you arrive to prevent any delays to the haul out process.
- ✓ **Project Manager:** Once your Contract has been signed, you'll be appointed a Project Manager (PM) for all your yard period needs.
- ✓ **Subcontractors:** To work directly with outside contractors, please submit your request to MGBW for written authorization.
 - **NOTE:** Any subcontractors working in the yard is required to provide adequate proof of insurance prior to start of work or they may be turned away (see separate attachment). This is for your protection and all other vessels and assets in the yard.
- ✓ **Crew Work:** Soft work items may be requested to be done by Crew in the yard who are covered by the Vessel's insurance policy.
- ✓ **Contact:** Please submit a list of Owner-direct contractors and/or Crew work items to your Estimator or PM for review/approval or email refit@marinegroupbw.com.

DURING YOUR STAY

- ⚓ Inform your PM of your intent to bring in outside contractors with as much notice as possible to prevent work delays.
- ⚓ Ensure your subcontractors submit proper insurance coverage meeting the yard's minimum requirements prior to arrival.
- ⚓ Crew List: Submit your crew list to the Front Desk and update it regularly.
- ⚓ Visitors: Let Front Desk know of any visitors to add to the guest list for access.
- ⚓ Deliveries: Make sure to include your Vessel name on any packages shipped to the yard (see address above) so they don't get returned to sender.
- ⚓ Store: Crew may purchase in-stock materials from the Supply Room once they've been designated an authorized purchaser. (Please see your PM for access to the store)
- ⚓ Parking: Your stay includes up to two complimentary parking spots. NOTE: Vehicles may enter the yard for deliveries only. Request access from the Front Desk each time before entering.
- ⚓ Complimentary: Fresh water, forklift service and trash disposal service.

For your added safety, please see the Yard's COVID policies (separate attachment)

YARD RULES

- ⚠ Crew may not operate any yard resources, including (but not limited to): equipment, forklifts, cutting saws, presses, etc. Your project manager will coordinate that for you.
- ⚠ Hot/weld work by Owners/Crew is prohibited. **NO EXCEPTIONS.**
- ⚠ Painting by Owners/Crew is prohibited. All coatings must be applied by the yard in strict accordance with environmental permits that it holds.
- ⚠ There's NO parking allowed in the yard. Vehicle access is reserved for deliveries only.
- ⚠ Remove all hazmat with you when your Vessel departs or see your PM for proper disposal.

YARD: refit@marinegroupbw.com | CONCIERGE: goodstew@marinegroupbw.com

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