
**TOWN CENTER
CONTRACTOR RULES & REGULATIONS**

The purpose of these Rules & Regulations is to assure consideration of the rights and safety of Tenants and Visitors to undisturbed access, use and enjoyment of the building. These Rules and Regulations are to provide for the orderly pursuit of tenant construction with a minimum of dispute and misunderstanding between those involved. These Site Rules and Regulations are to be strictly observed by Owner, Contractor and Sub-Contractors, unless Owner agrees to specific written variation from them. These Rules and Regulations shall be included with the construction documents provided to the contractors.

In general, if Building Management is not coordinating construction specifically, Building Management will interface with the Tenant's Contractor only to the extent necessary for work to be completed within the guidelines of project specifications and for the enforcement of building rules and regulations. Building Management objectives will always have first priority over the Tenant Contractor's work and the Tenant's Contractor shall schedule his work to avoid conflicts with Building Management.

I. PRE-CONSTRUCTION REQUIREMENTS

- A. Contractor(s) shall examine the existing conditions of premises prior to commencement of any work. Commencement of work along with submittal of signed Acceptance of Premises Agreement (Exhibit) shall constitute Contractor's acceptance of all existing conditions.
- B. The following documents must be supplied to the Owner before commencement of construction and kept current as the work proceeds.
- A Contractor's Statement listing for all sub-Contractors and suppliers: name, address and description of work.
 - Certificates of Insurance for General Contractor and each evidencing the insurance coverage as well as naming as Additional Insureds.
 - Copy of building permit for work.
 - Schedule of Construction.
 - Emergency numbers for all Subcontractors working on the site.

II. CONSTRUCTION REGULATIONS

A. GENERAL

1. The Contractor and its sub-Contractors and vendors will adhere to all OSHA standards.
2. No alcohol, illegal drugs or weapons are to be brought into the building by Contractor or personnel.
3. Contractor shall protect all base building elements and all tenant improvements and equipment in other tenant premises from damage of any sort and shall repair any damage in the course of performing its work.
4. Contractor's work shall be scheduled so that it in no way conflicts, interferes with or impedes the quiet and peaceful environment of other tenants. Any work that is in conflict with the other tenants will be rescheduled by the Contractor to such dates or times approved by Building Management.
5. Contractor shall contain his storage of materials and his operations within the construction premises and such other space as the Building Manager may assign him. Should Contractor be assigned space outside the premises, he shall move out of such other space, as the Building Manager shall direct to avoid interference or delays with

other work. Contractors must properly mark and identify all containers containing chemicals with hazardous material stickers and storage areas for these containers should have MSDS posted in the space in which the work is being completed. Items requiring this marking are (at a minimum): soap, paint, solvents, lubricants, cleaners, refrigerant, etc.

6. Contractor shall take appropriate measures to temporarily block the view of the Construction from the public corridors.
7. Contractor shall endeavor to notify the Building Manager two (2) business days prior to any planned work to be done on weekends or at other than normal job hours.
8. Contractor shall be responsible for all his actions on-site as well as those of his subcontractors. Any damages to Landlord's property caused by the Contractor will be promptly repaired at no cost to Landlord. The Contractor shall maintain supervisory personnel on site at all times whenever the Contractor is working on the site. Such personnel shall be fully empowered to coordinate and authorize the Contractor's subcontractors to perform such work as necessary to enable the work to proceed.
9. Security for Contractor's work shall be the responsibility of the Contractor.
10. Before any work will be started, there will be a walk through of the service elevator, corridors and tenant space to check on existing damage of walls, doors, ceiling, etc. This walk through will include Contractor and Building Management. Failure to comply with the above will put all responsibility for repair on the Contractor.
11. All work required to be performed in other Tenant's space (i.e. plumbing lines, HVAC ductwork, etc.) shall be performed on weekends or between 7:00 p.m. and 7:00 a.m. on weekdays (or as designated by the Tenant, occupying the space in which the work is to be done) unless otherwise agreed to in writing by the Building Manager. Contractor shall inform the Building Manager of the need of such after hours work two (2) days minimum notice. Contractor shall be fully responsible for the protection of and subsequent damage to the other Tenant's premises and merchandise, and Contractor shall be responsible for any damage caused to other Tenant's premises and merchandise. A building security guard, at the Contractor's expense, will be required to be present at all times while working in another Tenant's space unless the affected tenant says otherwise.
12. Contractor(s) may use the service elevator for transporting materials and tools to and from the tenant's premises. Contractor shall provide proper wall and floor coverings in the elevator cab during each use to protect the cab against damage. Contractors who require special use of the service elevator must notify the Management Office. Special requests for after hours use, which are made on a first come, first served basis must be scheduled at least two (2) days in advance through the Property Management Office. All decisions regarding dock access and unloading reside with the Management Office unless otherwise negotiated.
13. Restroom facilities for Contractors are available on the floor of the construction project and will be maintained and stocked on a regular basis. The Contractor will be responsible for any damage, defacing, etc. during their use.
14. Contractor shall take care not to clog drains with construction debris or materials. Contractor is responsible for drains up to 30 days past completion. Restroom sinks and janitorial closet drains are not to be used for construction materials and are only to be used in order to obtain water.
15. Contractor is responsible for trash removal from areas in which the Contractor is working or storing materials. The Contractor shall not permit trash and construction debris to

accumulate within the premises or in the corridors adjacent to the premises, the Lower Level or streets and sidewalks adjacent to the building.

16. Contractor shall use only such entrances and access-ways as shall be determined by the Building Manager. All access for construction materials and labor shall be through the loading dock.
17. All demolition work shall be performed after 7:00 p.m. and before 7:00 a.m. unless otherwise agreed to by the Building Manager. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into adjacent tenant. Mechanical or base building areas. All noisy work shall occur before 7:00 a.m. and after 7:00 p.m. to avoid disturbing other tenants. Noisy work will be defined as any noise that is noticeable from adjacent spaces.
18. All activity which creates fumes that may annoy or affect adjacent tenants in any way shall be formed after 7:00 p.m. and before 7:00 a.m.
19. Deliveries and trash removal for construction projects on occupied floors must occur after 5:00 p.m. and before 7:00 a.m. unless otherwise scheduled with the Building Manager. Floor protection must be used and cannot remain in the corridor between 7:00 a.m. and 7:00 p.m. unless otherwise stated by the Building Manager.
20. All base building return air ducts, grilles and all base building supplied fan powered VAV box inlets shall be protected with plastic/visqueen/filter media provided and installed by the Contractor.
21. Building Management expects the Contractor to maintain a clean and presentable space during contraction. The floor must be swept nightly at a minimum. Additionally, a thorough final cleaning including but limited to the following, will be required before tenant occupies the space and quality approved by the building:
 - a. Fluorescent light fixtures and lenses;
 - b. Windows and window mullions
 - c. Doors and frames;
 - d. Base;
 - e. Carpet;
 - f. Blinds;
 - g. Smoke detectors.
22. No conduit shall be tied directly to suspend ceilings, grid work, hanger wires or HVAC components such as ductwork. Conduit must be mounted directly to the deck above, and independently supported by its own hanging apparatus. Contractor will be held responsible for any repairs to the base building systems stemming from improper attachments.
23. Parking is not permitted in the loading dock at any time. Use of the loading dock facilities is limited during normal business hours, therefore, large deliveries must occur before or after normal business hours and must be schedule in advance with the Management Office.
24. The service elevator operates Monday through Friday 7:00 a.m. to 5:00 p.m. for use by the Tenants and for general Building operations. No hoisting is permitted during the day for construction materials unless prior arrangements are made with the Building Manager. Construction personnel must use the service elevator during these hours for their own personal transportation. The Building uses the Service elevator on a limited basis from 4:30 p.m. to 11:00 p.m. Monday through Friday for trash removal. Contractors

may use the service elevator during this time on a shared basis with the Building cleaners.

25. A list of types of access (front door, key, card key, etc) and how many cards required is to be submitted with this form after signature. Construction keys for electrical closets, telephone closets and mechanical rooms shall be obtained from the Management Office with management approval. All keys must be signed out and returned daily. Failure to return keys daily will result in the key being considered lost. Contractors are responsible for all keys issued to them and will be charged for re-keying all locks associated with lost keys.
26. Electrical closets, communication closets and mechanical rooms are to remain locked unless they are being used and are not be propped open or left ajar.
27. Town Center is a non-smoking building. Smoking is not permitted anywhere on the building premises. Contractor personnel will be reported to their supervisor and/or asked to leave and escorted from the building if found smoking on the premises.
28. Crude, obscene or otherwise disturbing language (i.e., "cat calls") is strictly prohibited. Contractor personnel violating this rule will be promptly reported to the supervisor and/or escorted out of the building.
29. Lunches and breaks are to be taken within the construction area or in the break area on the Lower Level. They are not to be conducted anywhere else on the building premises.
30. Building emergency stairwells are for emergency use only. Stairwell doors are not to be propped open or left ajar.
31. Building passenger elevators are specifically for Tenants and visitors. Contractor personnel are not permitted to use these elevators unless deemed otherwise by the Building Manager.
32. The building public areas on the ground floor on in the parking garage are not to be used for storage or extended staging. The Landlord and Building Management are not responsible for any items left in these areas and any item left may be thrown out or relocated. All costs associated with these actions will be billed back to the Tenant's Contractor.
33. For construction area cleaning, Contractors are responsible for providing their own vacuum cleaners, cleaning supplies, etc. Building equipment is not for Contractor use and will not be loaned. If a Contractor is found using any Building equipment, a rental/maintenance/use fee will be assessed.
34. The corridors must remain neat and clean. Contractors should make the appropriate provisions to prevent construction debris from being tracked into the public corridors and should clean up any material tracked into the corridors.
35. All paints, varnishes, finishing chemicals or cleaning solutions must be sealed when not in use.
36. All Life-Safety Trouble alarms shall be cleared before the end of each day. Building Management staff is to be contacted prior to performing any work involving the Life Safety systems and precautions should be taken to avoid setting off fire alarms. Smoke detector heads should be bagged and un-bagged each day as required.
37. Contractor will be required to supply and have on hand two 10 lb. ABC Fire Extinguishers within the area when working. Any hot work (welding, brazing, grinders, etc.) will require

coordination with the Building Management for proper permitting and insurance requirements.

B. STRUCTURAL & CARPENTRY

1. All penetrations through demising or space separation walls shall be neatly cut and finished up to the service passing through the penetration. A UL approved fire stopping compound shall be used to form a tight seal against the service penetrating the fire wall.
2. Locations of core drilling of the concrete floor must be approved by the Building Manager and the Building Architect. Indiscriminate core drillings could compromise the structural integrity of the floor. Costs associated with any repairs from misplaced or unapproved cores will be the Contractor's responsibility. Any electrical outages incurred by core drilling must be repaired before business hours so as to avoid disturbances to tenants.
3. Channeling of the concrete floor is not permitted.
4. Prior to making any cores through the base building floor slabs, Contractor shall layout such locations and request approval from the Building Manager for the final core locations. The Building Manager will require five (5) days to arrange for an engineering review and approval of such work.

C. DEMOLITION

1. All demolition work shall be performed after 7:00 p.m. and before 7:00 a.m. unless otherwise agreed to by the Building Manager. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into adjacent tenant, mechanical or base building areas. All noisy work shall occur before 7:00 a.m. and after 7:00 p.m. to avoid disturbing other tenants. Noisy work will be defined as noise that is noticeable from adjacent spaces.
2. Debris from demolition of walls, ceilings, floors, mechanical and electrical systems shall be cleaned up immediately. In no case shall debris and rubble be left in piles on the floor in the construction area or elsewhere.
3. The building service corridors and the loading dock are not to be used for storage or extended staging (more than 1 hour). Owner and Building Management are not responsible for any items left in the corridor and any item left longer than permissible will be thrown out or relocated – all costs associated with these actions will be billed back to the Contractor.
4. The Contractor must check with the Building Management concerning disposal or return of building items such as doors, VAV boxes, hardware, etc. The Building will advise Contractor as to the disposition of these items. It will be the Contractor's responsibility to remove items from the building if they are not wanted or deliver them to a storage area at the facility if the Building decides to retain them. Existing thermostats are to be coiled and bagged and tied off of the ceiling for future use.
5. During major remodeling, all abandoned items must be removed back to the source. These items include, but are not limited to, the following:
 - a. Conduit
 - b. Water pipes
 - c. Demising walls
 - d. Wall and door braces and headers
 - e. Wiring

- f. Telephone cables
 - g. Computer cables
6. During construction all services leaving tenant space must be capped and all openings leaving tenant space, including opening into pipe chases, duct work, shafts, or other common spaces must be sealed while work is being carried out. Contractor will be responsible for any damage, including clean-up of water and dust caused by failure to cap systems or seal areas. All abandon pipes, wiring, conduit, etc. shall be completely removed from above ceiling or below slab. If Contractor has any questions, please contact Building Management.

D. ELECTRICAL

1. Scheduling for an electrical shutdown that affects other tenants should be coordinated through the Building Management Office at least two (2) weeks in advance. Building Management reserves the right to further restrict allowable times for shutdowns and scheduling two (2) weeks in advance is no guarantee of time availability.
2. Updates typed index/schedule cards must be installed into electrical closets. All circuits must be tagged.
3. No outlets or other electrical fixtures may be installed in the perimeter wall.
4. Contractor is responsible for coordinating the fire alarm installation with the building's fire alarm contractor and Building Manager.

E. MECHANICAL

1. If it is necessary to shut down a water riser, it must be done after hours or on a weekend. Scheduling for a shut down should be coordinated through the Building Management Office at least one (1) week in advance. Building Management reserves the right to further restrict allowance times for shut downs and scheduling in advance does not guarantee time availability.
2. Any hot water requirements to tenant areas may be satisfied only by tenant supplied, in line, UL approved water heaters or instant-hot. Tenant cannot tie into Building hot water system.
3. The Building must witness the pressure testing of any systems that will tie into the building water systems before the system is enclosed in walls, behind drywall, etc. All piping systems should be testing tight for 24 hours under hydrostatic pressure 1-1/2 times the system working pressure. Any device in the piping system not capable of 1-1/2 times the working pressure shall be removed for test purposes and reinstalled after completion of the test. Contractor is responsible for all required "shunt" pieces of testing.
4. Building shall be notified 24 hours in advance for sprinkler riser drain downs.
5. No construction related work can be secured to the base building HVAC system. Such items that may not be attached include, but are not limited to the following: bracing of walls, ceiling grid, lights, electrical conduits, water pipes and any supplementary HVAC equipment. The Tenant's Contractor will be held responsible to repair any damage to the HVAC system.
6. Only plenum approved boxes, fixtures and fittings will be allowed above the ceiling. All motors attached to equipment mounted about the ceiling must be plenum

approved Examples of equipment are, but not limited to, light fixtures, fan coil units, fan powered VAV boxes and exhaust fans.

7. All water supply lines are to be covered with insulation, including elbows, according to building specifications.
8. All drains and vents in work areas must be capped during construction to prevent the accumulation of debris in the lines. All sinks and fixtures in work areas must be capped during construction to prevent accumulation of debris in the lines. Contractor will be required to demonstrate satisfactory operation of drains and fixtures at completion of job.
9. Ductwork must be sealed with an approved duct sealant.
10. No alterations to building windows shall be performed.
11. All access panels must be installed wherever valves in walls are present. Valves cannot be covered up so as to be inaccessible. In addition, access panels must be installed wherever it may be necessary to manipulate equipment (fan coil units, exhaust fans, etc.) concealed behind drywall and or ceilings.
12. Balancing – All air conditioning units connected to the heat pump system must be balanced as required for proper temperature output. All HVAC systems must be professionally air balanced by a balancing contractor. A copy of the balancing report must be provided to the Building Manager.
13. Contractors must comply with all applicable codes and regulations CFC's, PCB's, etc., (i.e., cannot dump a refrigerant charge – must use reclaim, recover, or recycle), Under no circumstances is asbestos allowed on the premises.
14. Contractor shall endeavor to install ductwork with a minimum amount of bends.
15. Fan powered boxes must be sealed with visqueen to prevent drywall dust and construction debris from entering. Contractor is responsible for making sure all new and existing VAV and fan powered boxes function prior to balancing.
16. All VAV and fan powered boxes shall be accessible to the satisfaction of the Building Engineer. Boxes shall not be covered up by inaccessible ceilings or have access impeded by other services. Contractor is required to gain approval from the Building Engineer prior to box or ceiling installation.
17. Requests for connections to the base building sprinkler system, plumbing systems, exhaust ducts, etc. are to be made in writing to the Building Manager.

III. POST CONSTRUCTION SUBMITTALS

Upon completion of the construction, and prior to final payment, Contractor shall furnish Owner with the following:

1. Record architectural, mechanical, electrical, plumbing and fire protection drawings for Construction Work.
2. Complete Test and Balance Report for Premises.
3. Copies of all equipment and maintenance manuals.
4. Copies of any special guarantees or warranties required by the construction documents, and the names, addresses and telephone number of the entities providing the guarantees or warranties.
5. Certificates of Occupancy as issued.

6. Typed Electrical panel index/schedules installed in the panels in each electrical closet.
7. MSDS Information.

For purposes of these Site Rules and Regulations, any references to Contractor shall be deemed to include Contractors, Sub-Contractors, materialmen, architects, engineers and anyone else performed any portion of, or supplying materials, equipment or services in connection with any of the work. Any references to "Owner", "Building Manager" or "Building Management" shall have the same meaning.

IV. CONTRACTOR ACCEPTANCE

I hereby acknowledge that I have thoroughly read and will adhere to all items stated above in this Site Rules and Regulations document. I further agree to incorporate this document into any subcontracts that I may establish to assure adherence by all tradesmen that are working on the tenant improvement project referenced below.

Project Name: _____

Suite Number: _____

Contractor's Company Name: _____

By: _____

Date: _____