

LANDLORD REQUIRED BUILDING RULES AND REGULATIONS

A. General

1. All work performed by the Contractor must be coordinated with the Building Manager. The Contractor and all subcontractors must comply with all reasonable direction given by the Building Manager with respect to the scheduling and performance of the work.
2. Contractor will be required to provide its proposed plan for protection and access control to the Building Manager for review and approval. The plan must show locations of all temporary walls and doors, common access and egress points and emergency egress paths. The plan shall be modified as required to meet the Building Manager's requirements.
3. All construction deliveries within 250 Vesey Street should take place before 7:00 AM and after 6:00 PM. Depending on the location, deliveries may have to occur after 10:00 PM. There are no restrictions for deliveries to the site that does not require access within 250 Vesey Street.
4. All deliveries being made through any area of the Brookfield Place complex must have masonite protection in place to protect the floor and walls from damage. Rubber wheels must be utilized.
5. Access to the 250 Vesey Street loading dock must be maintained at all times. To gain access to the loading dock for deliveries or any other reason, contractor must provide details of all commercial vehicles including make, model, color, license plate state and number. Please note, all drivers must present a valid drivers license, vehicle registration and insurance at the North End Avenue Vehicle Security Checkpoint. In addition, the driver's license will be scanned at the loading dock entrance.
6. The Building Manager must be notified in writing at least forty-eight hours prior to the start of any construction operations (i.e. deliveries, freight reservation, building system shut downs, etc.).
7. The contractor and its subcontractors must provide insurance certificates prior to the commencement of any work. These certificates must contain the appropriate coverage and include all required additional named/insured.
8. The Contractor must provide a list of all Contractors' personnel and a list of all Subcontractors' personnel to the Building Manager. Contractor will provide anticipated duration on the project of all personnel.

9. Contractor shall provide Building Manager and Security with the names and phone numbers of the Contractor's job foremen. The foremen must be in the building any time their crews are working.
10. Contractor's personnel must be in uniform or display Contractor's identification at all times while on the property.
11. Construction personnel who will be working within the secure area of the building will be required to have an access card issued by the Building Manager. Such construction personnel must utilize the loading dock and freight elevator for access to the work site. Personnel must card into and out of the building at the loading dock. Only in the event of an emergency shall construction personnel be permitted to use other means of egress.
12. The Contractor must maintain competent supervision on the job at all times when construction is in progress. Construction personnel must carry proper identification at all times.
13. Contractor shall be responsible at all times for the good order and discipline of all employees and other persons under their direction and control or present at the premises or the project in connection with the construction and shall enforce all regulations issued by the Owner.
14. The following activities are specifically prohibited from occurring on the Owner's property and cannot be undertaken by the Contractor and subcontractors:
 - Unauthorized use of building equipment
 - The use of the building's trash compactor, dumpster, or container
 - Unauthorized parking in restricted areas
 - Unauthorized on-site storage
 - Consumption of alcohol or controlled substances on site
 - Unauthorized congregation in building public space
 - Cooking or quantity food preparation on site
 - Eating or coffee breaks in tenant or public spaces
 - Smoking in tenant or public spaces
 - Unapproved use of building restroom areas
 - Unapproved use of building utilities
 - Objectionable, abusive, or unacceptable personal behavior of Contractor personnel
 - Improper disposal of wastes, residues, or debris
 - Loud noises off-site considered objectionable by owner
 - Access to non-construction floors
 - Worker interviews
 - Property removal without owner's approval
 - Roof access
 - Use of passenger elevators

- Possession of firearms, explosives, or weapons
 - Gambling of any type
15. Contractor must maintain labor harmony.
 16. Contractor shall restore any fireproofing damaged by the installation of own fixtures, equipment or systems.
 17. Contractor shall be required at its own expense to remove daily, all debris and rubbish generated by their daily operations to a central site in the project as designated by the Owner.
 18. All chopping and drilling within the demised space must be done before or after normal working hours. Depending on location and the approval of building management this may be after 10 PM and before 6 AM Monday through Friday and Saturday and Sunday, all day.
 19. Contractor shall be required to provide fire watch if any braising, burning or cutting is taking place within the space and may only occur between 7 PM and 7 AM Monday through Friday. All fire guards must have an updated certificate on hand and be able to provide the proper credentials.
 20. Contractor shall furnish to Owner as-built drawings of all HVAC, Plumbing, Fire Protection and Electrical work. Additionally, updated as-built drawings shall be furnished to the Owner for all alterations and repairs made by the contractor to the existing facilities in the premises.
 21. All Building Department permits must be submitted to the Building Office prior to the start of construction. These permits must also be posted within the area that is being constructed.
 22. Contractor shall notify the Owner of any accident or damage to the building property immediately.
 23. Contractor is required to coordinate all connections with the base building fire alarm vendor.
 24. In the event that any fire and life safety system will need to be disabled to complete the work, the Contractor must notify the Owner in advance of such event in writing. The Contractor shall not tamper with the building's life safety and sprinkler system.
 25. During all demolition, Contractor must have a base building engineer on standby.
 26. Sprinkler system must be restored at the end of each day.

27. Provisions for temporary light must be approved by the Owner prior to work commencing.
28. Newly installed fire alarm system must be completed, tested and certified by the Owner and or its representative prior to fire department inspection.
29. Final tie-in's of equipment to base building systems to be witnessed by Brookfield Engineering.
30. Any piping or recommissioned piping systems connected to base building must be cleaned and flushed prior to final connection.
31. BX is not to be used in the Building unless prior written approval is received by the Building Manager. This includes armored cable and MC cable or any other equivalent to BX.