

Contractor Regulations and Guidelines

The Tenant's or Landlord's contractor involved in the Tenant or Capital Improvement Work (the "Contractor") shall comply with each and every one of these "Contractor Regulations and Guidelines for Tenant and Capital Improvement Work" (the "Regulations") as applicable. In addition, the Contractor shall incorporate these Regulations into each contract and subcontract it executes in connection with the Tenant or Capital Improvement Work (the "Work"). In all cases, to the extent there are any inconsistencies between these Regulations and any other contract document(s), these Regulations shall govern.

It is understood and agreed by all parties that nothing contained in these Regulations shall in any way affect, modify or supersede any of the terms set forth in the Tenant's lease for space at the Building, including, without limitation, any indemnifications set forth therein. In addition, neither Tenant, Manager nor the Owner of the Building will be responsible for any property belonging to Contractor, its employees, agents or subcontractors or of others associated in any way with the Work.

1. The Contractor shall fully comply with all laws, statutes, codes, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permits, licenses, authorizations directions and requirements of all governments, departments, commissions, boards, courts, authorities, agencies, officials and officers which now or at any time may be applicable to the Building or the Work, or any part thereof ("Laws and Ordinances"). Where conflict exists between the contract documents and applicable standards under any Laws or Ordinances, the greater quantity or the more stringent or higher quality requirements shall apply. The Contractor or subcontractor, as applicable, shall obtain at its expense all permits and licenses necessary to perform the Work.
2. Contractor's superintendent is encouraged to make use of the Building Management's ("Management") experience with the Building systems and defer to Management's decisions at all times Management will make itself available for consultation during the entire Work process. Management may attend all meetings with Contractors, subcontractors and/or architects (or space planners) that involve Building systems or major changes of scope and, therefore, Management shall be informed of all such meetings.

Plans and specifications must be approved by Management, prior to commencement of any Work. Contractor is responsible for checking with Management on the approval of the plans and specifications.

A "kick off" meeting will be scheduled by Management prior to start of construction to discuss guidelines, procedures, schedules, quality control and other items that are intended to make the job run efficiently and timely for all parties. The "kick off" meeting shall be attended by Tenant, Contractor, Architect (or space planner) and representative from Management.

All coordination with Management (i.e., use of loading dock, freight elevator, deliveries after hours access, etc.) will be done by the Contractor only, not individual subcontractors.

Contractor's superintendent or a representative of Contractor shall be onsite at all times while construction work is occurring.

3. Access will be provided via the freight elevators based upon a subcontractor list provided to Management.

4. After hours access will be provided based upon the subcontractor list provided to Management. Any deviation will require written explanation. A "Building Access Request Form" may be obtained from Management during normal business hours and must be submitted to the Office of the Building in accordance with the Management's schedule by 12:00 noon the day before the access date request.
5. This Building has freight elevators available to serve all floors 6:00 am to 6:00 pm Monday – Friday and 7:00 am to 2:00 pm on Saturday. Other usage times are subject to a fee. All contractors and construction personnel must use only the freight elevator for transportation of workers, materials, and equipment. No contractor or subcontractor personnel or equipment are permitted within the finished passenger cars or escalators. If any contractor or subcontractor personnel are found in the passenger cabs, contractor or subcontractor may be removed from the job and the elevators will be immediately inspected for damage. All damage, whether a result of such use or not, shall be corrected by Management at contractor's expense.
6. Contractor must comply with Management's procedures for use of loading dock and freight elevator.
7. Unless directed otherwise, all contractors, subcontractors and personnel shall enter and exit through the loading dock at all times. When instructed, some contractors may park in the parking garage. Building security personnel have the right to inspect all toolboxes of any and all Contractors, subcontractors and personnel upon departure from the Building.
8. All material deliveries shall be made at the loading dock between the hours designated by Management, Monday through Friday or all day Saturday and Sunday by a freight reservation only. If deliveries are to be made at other times, prior approval must be obtained from Management. At no time will material be transported through the Building lobby or public areas unless specifically authorized in writing by Management. When making deliveries, reinforced, non-staining Masonite board must be installed by Contractor to protect wall and floor finishes. Contractor and subcontractors should consult the Building Specifications for complete rules and procedures relating to corridor, elevator and public area protection.
9. It is the responsibility of the Tenant and Tenant's Contractor to maintain a sustainable purchasing program covering materials for facility renovations, demolitions, refits, and new construction additions. This applies only to base building elements permanently or semi permanently attached to the Building. Such elements include, but are not limited to, Building components and structures, panels, attached finishing, carpet and other flooring material, adhesives, sealants, paints, and coatings.

Buy and use eco friendly building maintenance products such as those listed on www.builditgreen.org. Purchases shall contain at least 50% Forest Stewardship Council (FSC) – certified wood (<http://www.stopwaste.org/docs/gbmg-dec-20-07ltr.pdf>). Adhesives and sealants shall have a VOC content less than the current VOC content limits of SCAQMD Rule #1168. Paints and coatings shall have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements. The requirements for low-VOC products and those that contain no added urea formaldehyde resins should be clearly noted in the project specifications and within the specific section of the document applicable to a particular trade or supplier.

10. All construction waste and debris shall be removed via the freight elevator to the loading dock. No construction waste or debris may be placed in the Building dumpster/compactor. The Contractor will provide for removal of waste and debris from the Building at its own expense. Contractor will dispose of all waste and debris in an environmentally safe manner and in full compliance with all Laws and Ordinances. If a dumpster is required (space allowing), the location must be authorized by Management. Please consult the Building Specifications/Guidelines for complete rules and procedures relating to demolition and waste removal.
11. Should the Contractor require access to another tenant's occupied space within the Building, Contractor must notify Management in writing at least forty-eight (48) hours in advance with the proper form. The request should include the list of subcontractors who will be accessing the space, whether or not they will require ceiling access, the areas that will be worked on and the length of time needed to complete or perform work in the space.
12. No drilling, hammering, power activated fasteners or loud noise will be allowed during the business day in the Building including tenant suite, from 8:00 a.m. to 6:00 p.m.
13. All corrective work or work performed in occupied spaces at any time must be immediately cleaned up by the workers prior to leaving the job or at the end of the business day if the project is on-going. The Contractor shall be responsible for all costs incurred by Management if this clean-up work is not performed satisfactorily.
14. Air conditioning to the Tenant's space will be provided in accordance with the requirements in the Tenant lease.
15. On tenant-occupied floors, Contractor is required to erect and maintain dust barriers at areas of construction and proper dust covers (including walk-off mats) on the floors exit areas of construction and at the doors to the freight elevators. Contractor is responsible for taking all extra precautions to safeguard the floors, walls and/or from damage that may be caused by the movement of materials or debris.
16. Sprinkler shut down and construction procedures:
 - a. The Contractor or subcontractor requiring the shutdown and draining of the Fire Sprinkler System on any floor must follow the Buildings' procedures for this process.
 - b. All work performed on fire sprinklers and/or fire standpipes must be scheduled with the Building Engineering Manager at least twenty-four (24) hours in advance.
 - c. All hot work and drain down of sprinklers requires an Impairment Form. Requests must be submitted at least twenty-four (24) hours in advance of the work.

It should be noted that no more than two (2) continuous floors are to be drained at one time. At no time shall a floor be permitted to be dry after working hours or over a weekend or holiday. Hot work and Sprinkler impairment cannot be done at the same time on the same floor.

17. Contractor shall keep all spaces affected by the work clean at all times, including all public areas such as corridors, restrooms, janitor's closets, etc. All construction debris must be removed through the freight elevator on a daily basis and shall not be allowed to accumulate. In the event that the Contractor fails or refuses to keep such spaces free of accumulated waste, debris, dust, etc., and if in the opinion of the Tenant or Management, the Contractor is not maintaining adequate house-keeping, the Tenant and/or Management reserve the right to clean up the area(s) and charge the Contractor.
18. Removal of combustible objects such as cardboard, empty paint cans, paint rags and combustible materials should occur on a daily basis; such objects should be disposed of in an approved receptacle and in an environmentally safe manner in full compliance with all Laws and Ordinances.
19. The storage of all flammable liquids (paint, lacquer thinners, paint thinners, etc.) shall be in approved fire rated (for flammable liquids) storage cabinets or the liquids are to be removed from the Building daily. If such liquids are to be stored in the proper storage cabinets, Management should be notified of their existence, location and quantity. At the end of a workday, all remaining flammable liquids are to be removed from the Building and disposed of in an environmentally safe manner in full compliance with all Laws and Ordinances.
20. No gasoline operated devices (i.e., concrete saws, coring machines, welding machines, etc.) shall be permitted within the Building. All work requiring such devices shall be by means of electrically operated substitutes.
21. All approved gas and oxygen canisters shall be properly chained and supported to prevent all potential hazards. At the completion of use, said containers shall be promptly removed from the Building.
22. The electrical rooms on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day, all garbage and wire remnants are to be moved and a clear pathway maintained to all panels. Initial access to electrical & telephone equipment rooms can be arranged through Management. Doors to electrical and telephone equipment rooms may not be propped or blocked open in any way. Tenant equipment may not be installed in electrical or telephone rooms. All panels are to be replaced and properly labeled upon completion of work. All penetrations through floors, walls and ceilings should be properly fire safe upon completion.
23. Upon completion and termination of **all** electrical circuits, and before energizing, contractor must notify Management so that a neutral to ground bonding test may be performed.
24. Specific restrooms will be designated for Contractor use. Contractors are responsible for maintenance while using such designated restrooms. **Upon completion of the Work, the contractor will be responsible for restoring all designated restrooms to their original state.** Janitors' slop sinks cannot be used for disposal of flammable material, hazardous waste or drywall.
25. Any use of the telephone room chase way must be approved in advance by Management.
26. During the Work, stairwells and fire doors leading to stairwells may **not** be blocked with trash. Fire doors may not be propped or blocked open in any fashion or in any way. Stairwells may not be used for the storage of any materials and are to be kept clear at all times.
27. During the Work, fire dampers and smoke dampers may not be propped open.

28. All smoke detectors on the base Building system are to be protected during construction, demolition, sweeping, clean up or other operations that may cause considerable dust or smoke. It is required that the General Contractor sign out proper smoke detector covers from the Building Engineering Department before any construction work can begin. At the end of each workday, after the dust has settled, each smoke detector that has been protected during the day is to be uncovered to ensure proper operation.
29. All Contractors, subcontractors and their personnel are to take adequate precautions to prevent the accidental tripping of the fire alarm system. All Management and other costs connected with resetting false alarms initiated by the Contractor or subcontractors or their personnel will be charged to the Contractor's account.

At completion of every workday, the fire/life safety system shall be left trouble and alarm free.

Contractor will instruct all workers of all trades the proper procedures for reporting an emergency condition to the Fire Control Center ("FCC") via the stairwell intercom systems. If the contractor or workman causes a false fire alarm on the floor, it is the contractor's responsibility to immediately report such information to the FCC to prevent an evacuation of the 2 floors above and below the alarmed floor that will happen automatically in 2 minutes. After the system receives an alarm caused by the contractor, unless stopped by the contractor by contacting the FCC, a fee may be charged. Failure to report a false alarm that results in an evacuation will be billed to the contractor for the disruption at \$500.00 for the first occurrence and \$1,000.00 for each subsequent occurrence after that.

29. Contractor is required to keep at least four currently certified 10 pound ABC fire extinguishers on each floor during construction. They are to be placed inside the controlled area, and all workers are to be informed as to their location and proper use. In addition, construction worker should be informed by their supervisors of the means of egress from the floor in case of an emergency and the location of fire pull stations and stairwell intercoms, whereby they can contact the Fire Control Center in case of an emergency.
30. All Fire/Life safety wiring must be done strictly in accordance with the Building Specifications. All Contractors should contact Management for such wire specifications. Only life safety contractors designated or approved by Management will be allowed to install and/or conduct life safety devices (i.e., speakers, pull stations and smoke detectors).
31. Prior to core drilling, Contractor must inform Management of the locations of the core drill or the review and approval of the Building Engineering Manager. All core drills are to be located from the underside to prevent damage to any of the exposed fire/life safety conduits on the underside of the decking. If cores are to be wet-drilled, slurry run-off needs to be contained and must not be allowed to reach tenant areas below the construction. Any slurry that migrates to the floor below shall be cleaned by the Contractor at contractor's expense. Coring hours will be 6:00 p.m. to 7:00 a.m. any penetrations made in steel structural beams are to be approved in advance by the Building Structural Engineer and permitted by the City and State, if applicable.
32. Any damage sustained during the Work to electrical rooms, telephone rooms, storage closets, janitor closets, restrooms, or freight lobbies is the responsibility of the contractor. A list of pre-existing damage to these areas should be submitted to Management, and should be acknowledged by such offices, prior to commencement of the Work.

33. All keying schedules and/or lock cylinders must be provided to Management a minimum of six (6) weeks prior to Tenant's move-in. The Contractor and Management will have keys to the construction cylinders for access. Tenant and Contractor should consult the Building Specifications/Guidelines for complete rules and procedures for security lock and cylinder requirements. If Management charges for keying, the Contractor is responsible for such costs.
34. On partially occupied floors, painting and varnishing are to be done after hours when air conditioning is non-operational and dampers are closed. Contractor must notify Management at least twenty-four (24) hours prior to commencing any painting or varnishing. Any spray painting with solvent-based paints must be pre-approved by the City's Fire Department and the Office of the Building. Painting of elevator doors is to be supervised by the elevator maintenance company appropriate to the Building. Any cost incurred is the responsibility of the Contractor.
35. Each Contractor and subcontractor shall purchase and maintain insurance in full accordance with each of the terms and conditions set forth in the Contract. No Contractor shall be allowed to start any work in the Building without current certificate of insurance on file with the Tenant and Management. Contractor must keep current insurance certificates on all subcontractors. Any Contractor or subcontractor performing work found to be without current insurance will be immediately ordered off the premises.
36. Management shall at all time have access to the Work regardless of its state, preparation and progress.
37. The Contractor will be required to furnish the Tenant and Management with a list of subcontractors prior to commencement of the job(s). This list will include phone numbers and contacts for Contractors and each Subcontractor, including home and emergency telephone numbers.
38. No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all mediation and/or repairs will be at the Contractor's expense.
39. No tobacco smoking or chewing will be permitted in occupied or public areas. Smoking is not allowed in the Building.
40. No radios or other non-functional sound producing equipment will be permitted on any floor where construction is being performed (unless required by code).
41. Respect must be shown to the Tenant and other Building tenants at all times. Rude and obscene behavior, including foul and abusive language, and inappropriate attire, will not be tolerated. Offenders will be asked to remove themselves from the premises and shall not be permitted to return.
42. WET paint signs must be posted in all public areas when appropriate.
43. Contractor shall not be permitted any identifying signage or advertising within the project.
44. The Building shall provide electrical service consisting of 110V/220V outlets with 20A capacity at the electrical closet. Any power distribution requirements in excess that listed per the Tenant's lease shall be the responsibility of the Contractor or Subcontractors, as applicable.

45. Contractors shall provide temporary electrical devices within the demised premises for its subcontractors' use. Contractors will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.
46. Contractors shall use reasonable measures to minimize energy consumption in the construction area when possible. The Building shall pay for normal electrical consumption during the construction process. All lights and equipment must be turned off at the end of the Contractor's business day. In the event that the Contractor leaves lights or equipment on during off hours, Management reserves the right to receive from contractor or tenant just compensation for excessive electrical consumption.
47. Contractors and each subcontractor shall implement and maintain an accident prevention program and an employee safety-training program. Proof of compliance with CAL-OSHA SB198 should be submitted to Management. All employees on the job, regardless of direct payroll they are on, are required to respond to safety instructions from the Contractor and subcontractor's supervisor. Persons who do not respond shall be removed from the job site.
48. Contractors shall cover or provide filter protection. All return/air transfers when working next to a tenant occupied space to control the transmission of dust and dirt in accordance with the requirements of Management. Covering of filter material must be removed at the completion of construction. Contractor shall keep all tenant entrance and exit doors closed to restrict movement of dust or dirt and shall close-off temporary openings with polyurethane approved by the City's Fire Department. Due to local fire codes, no openings may be on a tenant-occupied floor to the corridor unless the door remains closed except when materials are being delivered. Pre-filters should be installed over all return air openings until finished floors are installed in accordance with requirements of Management.
49. In order for construction personnel to park at the Building, parking privileges for each individual must be purchased from Management. Such parking privileges may be purchased at prevailing construction rates. Construction personnel must park only in designated areas and will have their parking privileges revoked if they park in any other areas.
50. Upon completion of the work, contractors shall submit complete sets of marked-up as-built drawings and record documents to the architect (or space planner) for approval. Upon approval, these shall be forwarded to the Tenant and Management. In addition, the Tenant and Management shall be allowed to obtain copies of manuals for each item of equipment and apparatus furnished in connection with the work. Contractors must provide Management complete documentation as outlined in the contract.
51. At the completion of the Work, the Contractor and each subcontractor, along with Management's Building maintenance personnel, shall direct the checkout of utilities operation systems and equipment for readiness, shall assist in their initial start-up and testing by subcontractors and shall provide general familiarization training for Management during the checkout and startup period.
52. All Contractors are not to proceed with any corrections requested by the City's Building and Safety Department or by the City's Fire Department without a written concurrence from Management. Request for change orders on this subject **must** be accompanied by the Order to Comply or by the Correction Notice with the City's number generated by the Inspector. Management must be contacted immediately on any requests by the above referenced inspectors.

53. The Regulations may be amended or revised at any time as deemed necessary by the Owner. The amended or revised Regulations shall become effective upon delivery to Contractor or publication by posting at the project site, whichever is earlier.

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