



## **BUILDING RULES AND REGULATIONS**

These Rules and Regulations are key elements in making the construction process safe, minimizing disruption, protecting the building and ensuring quality work. A clear understanding of the owner's expectations will promote cooperation and compliance by the construction trades. These must be included in the bid package and the construction contract. These Rules and Regulations must be tailored to the particular requirements of the property. Furthermore, they must be posted at construction worker entry points and adjacent to the job site.

### **Work Hours, Access and Use of the building**

All work in or around the building must be scheduled through the Building Management. Tenants' normal business hours are 8 a.m. to 6 p.m., Monday through Friday. During this time, Building Management can limit access to some tenant areas. **As much as possible, construction work affecting occupied tenant areas should be done outside of normal business hours. When work is done outside of these hours, particularly on weekends, overtime engineering costs will be incurred. Please account for this in the project's budget.**

The success of our building depends on our tenant's positive or negative reactions to our way of doing business. The tenants are also affected by their client's perceptions of our operation. It is therefore essential that all contractors conform to the work rules listed below to preserve the appropriate environment in the building.

### **Management Communication/Approval**

There are a number of activities that will require specific management approval so that the appropriate communication with tenants can take place. Specific examples are water shut-downs, core-drilling, slab x-raying, access into tenant's space, etc. In instances where this coordination is required, we expect a minimum of 48 hours notice.

### **Employee Identification**

All contractors must wear an identification badge while they are in the building. The Contractor must ensure that all employees have these badges on at all times. The contractor should supply the badges. Persons not wearing badges will be asked to leave the property.

### **Elevators**

All construction crew, materials, tools, and trash are to be transported to and from the construction floors via the freight elevator. The General Contractor and all subcontractors may use the freight elevator subject to schedule coordination with the General Contractor and Building Management.

### **Delivery of Materials**

Delivery of materials will be conducted in an orderly manner so that parking and normal traffic patterns will not be disturbed. Major deliveries or stocking shall be coordinated



through the Building Management office. Schedule deliveries between 6 p.m. and 7 a.m. on weekdays and 24 hours a day on Saturday and Sunday. Refer to attachment “2.” - Loading and Dock regulations.

### Restroom Facilities

Restroom facilities use shall be scheduled with Building Management. The Contractors shall use only those facilities specifically designated by Building Management. Damage caused to restroom facilities as a result of use or abuse shall be repaired at Contractors’ expense. Restroom toilets, urinals, sinks, and floor drains are not to be used for disposal of construction related materials.

### Temporary Protection

The Contractor shall carefully protect all doors (to freight elevator, mechanical/electrical rooms, stairways, janitorial closets and restrooms) walls, carpets, floors, furniture and fixtures and shall repair or replace damaged property without cost to the Owner. Maintain the existing building in a weather tight condition throughout the construction period. Repair damage caused by construction operations.

### Dusty Work

The Contractor shall notify the Building Management office 48 hours prior to commencement of extremely dusty work (sheet rock cutting, sanding, extensive brooming, etc.) so that Building Management may verify that the correct pre-filtering has been completed per this agreement. Failure to make such notification will result in the Contractor absorbing the costs to return the equipment to proper condition. It will be the responsibility of the General Contractor to supply and change return air filters during construction. The Contractor must also provide protection for smoke sensing devices in order to prevent contamination of heads and fire system false alarms.

### Disposal of Materials

Any and all materials removed and not reused in the construction, except as directed by Building Management, shall be disposed of by the Contractor as waste or unwanted materials. The removal of waste materials from the premises shall be through the freight elevator. Construction debris shall not be deposited in the building’s trash dumpsters or left on the loading dock. Damage to the dumpsters and/or additional hauls caused by the disposal of construction debris will be billed to the General Contractor. The General Contractor will be responsible for maintaining a separate trash dumpster to be located in an area designated by Building Management. The dumpster area shall be kept clean and all materials contained in the dumpster.

In the event the area is not kept clean and in a respectable condition, Building Management will cause the area to be cleaned by building personnel without prior notice to the General Contractor, who will subsequently be billed for the clean-up.

### Clean Up

The Contractor shall at all times, on a day-to-day basis, keep the site free from accumulations of waste materials, debris, or rubbish caused by his employees or work. All debris and dirt resulting from construction must be cleaned up at the end of every day, such that the area is restored to its “first class”



appearance. Vacuuming, dust or damp mopping, and dusting, etc., using contractor's supplied equipment, may be necessary in instances. All construction areas shall be kept in as neat and presentable appearance as is practical.

Inventory shall be stacked or otherwise stored neatly and safely.

Debris shall be picked up daily and placed into centralized trash receptacles on each construction floor, for daily removal from the building.

### Life Safety

The General Contractor will be held responsible for maintaining the integrity of the Building Life Safety System in areas under his supervision and within his control. All stairwell doors will remain closed at all times. Contractors shall comply with all OSHA regulations. In the event that smoke detectors are covered, security should be notified. They will coordinate with the job supervisor to ensure that covers are removed and the life safety system is operational at the end of each day.

### Draining of Sprinkler Lines

Any work that could involve the draining of a sprinkler line or otherwise affect the building's sprinkler system must be approved and coordinated through Building Management. Refilling of the system must also be approved and coordinated through Building Management and Security.

### Water and Electricity During Construction

Sources of water and electricity will be furnished to the Contractor without cost to him, in reasonable quantities for use in lighting, portable power tools, drinking, testing and other such common usages during construction. The Contractor shall make all connections, furnish any necessary extensions and remove these items upon completion of the work.

### Mechanical Rooms and Air Handling Units

Inspection of mechanical rooms and AHU equipment will be conducted by Building Management before the Contractor begins work. The condition of the mechanical rooms, air handler units, coils, etc. will be documented. Prior to tenant occupancy, the rooms and equipment will be re-inspected. Any clean-up or repair necessary to bring equipment back to pre-construction condition shall be charged to the General Contractor.

Mechanical and electrical rooms must not be used for construction material storage or as work areas. Maintain all existing utilities and protect them against damage during construction operations. Do not interrupt existing utilities serving occupied facilities, except when authorized in writing by Building Management. Provide temporary services during interruptions to existing utilities, as acceptable to Building Management.

Contractor will install a 1" filter media over the filter bank of the AHU prior to beginning construction. During Heating Season, a 1" filter media will be installed on the air inlet of each PIU.



### Electrical Panel Changes

All additional electrical circuits added to existing electrical panels or any new circuits added to new electrical panels will be appropriately marked as the areas and/or equipment serviced by the circuit(s) in question. Noncompliance with this regulation will result in possible barring of the Contractor from future activities in the building. All electrical panels, which have covers removed in order to allow the installation of new circuits or any new electrical panels must be recovered. All panel covers must be properly in place and all panel doors must be closed.

### Special Elevator Work

Any work repair which necessitates the following must be scheduled through Building Management:

1. Access to the top of an elevator cab,
2. Utilization of the cab to perform special services, or
3. Special security device installation on any elevator servicing a floor.

Under no circumstances should an individual contractor or tenant permit their personnel to utilize the elevator facilities for any purpose other than transport of materials and/or personnel.

### Construction Noise Limits

There are certain operations that must be performed outside of normal business hours to prevent the interruption of normal business operations for our tenants. These are:

1. Drilling or cutting of the concrete floor slab.
2. Drilling or cutting of any concrete structural member.
3. Any work where machine noise or vibration may disrupt normal office procedures.

### Welding and Cutting Torch Use

At no time is any welding or cutting torch to be used in the building without approval of Building Management. If approval is granted by Building Management, the Contractor must have a fire extinguisher present in the work area at all times while the equipment is being used. Additionally, the Contractor may be required to perform the work he is seeking to do after normal business hours because of the fumes associated with welding and cutting torch equipment.

### Spraying of Varnishes/Lacquer in the Building

No varnishes/lacquer are to be sprayed in the building without the approval of Building Management. If approval is granted by Building Management, the Contractor must have a fire extinguisher present in the work area at all times while the equipment is being used.

Additionally, the Contractor may be required to perform the work he is seeking to do after normal business hours because of the fumes associated with welding and cutting torch equipment.



Posting of Rules and Regulations

A copy of these rules and regulations, acknowledged and accepted by the General Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is the General Contractor's responsibility to instruct his and all subcontractor workers to familiarize themselves with these rules.

Building Equipment/Finishes

All equipment/finishes installed should be building standard unless something else is authorized by Building Management.

Insurance

Contractor must provide insurance certificates for all workers associated the job site, with additional insured.

Construction Crew Regulations

It is the Contractor's responsibility to ensure that all subcontractors follow the building rules and regulations and that all employees follow these rules outlined in Attachment "1"- CONSTRUCTION CREW CONDUCT. This must be posted on the job site.

It will be the responsibility of the General Contractor to enforce the Construction Crew Rules & Regulations on a day-to-day basis.

**By signing below, these Building Rules and Regulations for Contractors have been read and understood by all contracted personnel on site to supervise or perform the contracted service or construction. These Building Rules and Regulations must be posted in the contracted work site and communicated to all of the contracted employees for the duration of the project.**

**Signed by:** \_\_\_\_\_

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

**Company:** \_\_\_\_\_

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



## Vendor Certificate of Insurance Requirements

Cushman & Wakefield U.S., Inc. requires that all independent contractors and subcontractors brought onto the premises are to provide the property manager with certificates of insurance evidencing the following minimum coverage before work commences:

- (A) Commercial General Liability Insurance in the minimum amount of \$2,000,000 per occurrence, \$2,000,000 per location aggregate, including Personal Injury Coverage (False Arrest, Detention or Imprisonment, Malicious Prosecution, Libel, Slander, Defamation or violation of Right of Privacy, Wrongful Entry or Eviction or other Invasion or Right of Private Occupancy), broad form Property Damage (including broad form contractual liability coverage for Contractor's indemnification as provided for in this Agreement), Premises Operations, Products/Completed Operations Hazard, and Independent Contractors;
- (B) Worker's Compensation Insurance in statutory amounts which shall contain a waiver of subrogation in favor of Agent and Owner;
- (C) Employer's Liability Insurance in the minimum amount of \$500,000;
- (D) Commercial Automobile Liability Insurance covering owned, non-owned and hired automobiles, trucks and trailers used by Contractor in the minimum amount of \$1,000,000 combined single limit for Bodily Injury and Property Damage;
- (E) Vendor assumes all risks and liabilities for and agrees to indemnify and hold Owner, and Owner's wholly owned subsidiaries and the employees and agents of Owner and Owner's wholly owned subsidiaries, and Agent harmless from any and all claims of loss, damage, liability and expense, including reasonable attorney's fee and costs, as a result of any act, error, omission, or negligence of the vendor, or vendor's agents or employees, or as a result of any dangerous or defective products or services supplied by the vendor arising or incurred in connection with the providing of products and services as specified herein.
- (F) Non-occupational and Disability Insurance, if required by the State where the Property is located;
- (G) In the event that Contractor is to park motor vehicles as part of the Services herein, Garage Keepers Legal Liability Insurance in an amount of not less than \$1,000,000, which insurance may be subject to a deductible provision not to exceed \$250 per occurrence;



- (H) In the event Contractor is to operate a parking garage as part of the Services herein, Garage Liability Insurance in an amount of not less than \$1,000,000 combined single limit; and
  
- (I) Umbrella Liability providing coverage excess of the required employer's liability, commercial general liability, and commercial automobile liability insurance policies in a minimum amount of \$2,000,000 unless otherwise approved in writing by Agent or Owner. (Owners' and contractors' protective liability policy in total limits of (A) and (I) may be used instead of a commercial general liability and an umbrella policy naming the additional insureds as the insured.).

**The insurance coverages contained in items 1, 2 and 4 above shall, without liability on the part of the Owner, Cushman & Wakefield U.S., Inc., or The Northwestern Mutual Life Insurance Company for premiums, include the following as additional insured:**

- 1. The Northwestern Mutual Life Insurance Company**
- 2. Cushman & Wakefield U.S., Inc.**

**Please provide a copy of the Additional Insured endorsement with the certificate. We will be unable to allow commencement of work without it.**

Each of the above policies will contain provision giving Owner and each of the other additional insureds at least thirty (30) days' written notice of cancellation of coverage.

Please send a current certificate to [elena.kozak@cushwake.com](mailto:elena.kozak@cushwake.com) and mail the original to the address listed below. If you are coming onsite for a tenant other than Cushman & Wakefield, please ensure that you copy the tenant on the email to [elena.kozak@cushwake.com](mailto:elena.kozak@cushwake.com) with the certificate.

**Certificate Holder should be listed as:**

The Northwestern Mutual Life Insurance Company  
c/o Cushman & Wakefield  
901 15<sup>th</sup> Street NW  
Suite 150  
Washington, DC 20005



## **Attachment 1** **Construction Crew Conduct**

1. All contractors must wear construction badges at all times while they are in the building. These are available through the General Contractor.
2. There is no parking available at the loading dock areas. Unauthorized vehicles are subject to towing without notice.
3. The restrooms on the basement floor are available for the construction crew's use, however; they cannot be used for the disposal of any construction materials.
4. Smoking and chewing tobacco are not allowed in the building.
5. There is no radio or stereo system allowed in the building.
6. This is a public building and there will be no loud or abusive language allowed.
7. The passenger elevators must not be utilized at any time. All construction crew and material movement must be done through the freight elevator.
8. All work areas are to remain in a clean and presentable condition at all times.





## **Attachment 2** **Loading Dock Regulations**

1. The loading dock area is for active loading/unloading of deliveries only.
2. Parking is not allowed at any time; unattended vehicles are subject to towing without notice.
3. Building Management and Security are not responsible for any damages or thefts that occur while using the loading dock facilities.
4. All deliveries must be taken to their final destination. At no time should any items be left on the dock for "pick-up."
5. All shipping materials, boxes, pallets, crates, packing materials, trash, etc. must be removed at the time of delivery.
6. While at the dock, vehicles must be turned off to prevent carbon monoxide build up. Vehicles that are unable to be turned off should find alternative parking.
7. Damage to any building structures, elevators, doors, etc. must be reported immediately to Security.
8. All delivery personnel who wish to obtain building access before 8 a.m. or after 6 p.m. Monday-Friday and on weekends must sign up with Security.
9. Contractors, subcontractors and other construction personnel are allowed to load/unload materials at the dock area, subject to scheduling with Building Management. Extended parking is not allowed and subject to towing without notice.
10. Posted signage must be adhered to at all times. Violations are subject to towing without notice.
11. Any exceptions to the above regulations must be arranged with Security in advance. Repeat violators of these regulations will be prohibited from using the loading dock.