

10 St James Avenue / 75 Arlington Street Rules and Regulations

All contractors performing work for tenants shall follow the following rules and regulations.

1. No construction personnel are allowed in building common areas on occupied floors during the hours of 7:00 a.m. - 6:00 p.m. EXCEPTION: Entry and exit from tenant suites under construction via closest stairway or service elevator.
2. No construction personnel are allowed on passenger elevators. All construction materials and workers are restricted to the service elevator.
3. No eating or drinking is allowed in the building except in work areas, contractor office or areas specifically designated by Building Management. Workers will not litter or loiter while on the job site.
4. No loud music is allowed in construction areas. Doors to spaces on occupied floors shall be closed at all times.
5. Areas under construction as well as storage areas, and all unoccupied spaces, are kept clean and in an orderly fashion. They are to be secured when unattended.
6. Contractor is to use only designated areas for working, loading and unloading, and trash containment and removal. A contractor is to also use only designated freight elevator. The building shall not be responsible for the removal of construction debris or clean up. Also, use of the building compactor is prohibited. The contractor shall be responsible for providing adequate dump truck service at its sole expense.
7. The contractor shall be held responsible for leaving the construction area completely cleaned and broom-swept, and free of all rubbish and debris. Additionally, the contractor shall be held responsible for the protection and cleaning of interior glass, Venetian blinds and drapes. Areas adjacent to the work are to be kept clean and free of stored materials.
8. No material is to be taken through the main lobby or occupied Tenant areas. In addition, it may not be transported across finished flooring, marble, pavers, tile or carpet unless a protective covering or walkway is used, which is approved by building management. An approved covering must protect all doors and doorframes (elevator, suite entry, interior, and stairwell).
9. Contractor shall be responsible for providing construction walk-off mats to be utilized and maintained where deemed necessary by common sense and Building Management. This will include spare carpet to scuff dust and dirt off work footwear. The contractor must also supply and install polyethylene dust barriers when and where deemed necessary by Management.
10. Occupied floors with areas under construction are to have all construction debris (vacuumed if necessary) removed from building common areas (corridors, restrooms, elevator lobbies, service elevator lobby, stairwells, electrical and mechanical rooms, etc.) on a daily basis. No staging of materials will be permitted in hallways, lobbies, sidewalks or other areas that can be seen by the public.
11. Construction personnel are confined to those areas in which they are working. They will not be allowed to congregate on grounds.
12. Area around trash dumpsters and parking areas are to be kept clean by contractor.
13. Lock: Contractor shall utilize the locksmith approved by the Landlord. Tenant shall be responsible for providing the Landlord with two (2) sets of keys for suite entry doors prior to occupancy.
14. No alcoholic beverages are allowed on the property.
15. Construction personnel are prohibited to travel on landscaped areas.
16. No owner-supplied material is to leave the job site.

17. Contractor's failure to remove material or clean up work areas will result in building management performing the work and holding all costs for the contractor's account.
18. No one secures the service elevator without prior approval of the Management Office.
19. All large deliveries that require significant use of the service elevator must be prearranged through the Management Office.
20. All/any burning or welding, core drilling and any other extremely noisy or messy jobs must be prearranged through the Management Office prior to doing the work and will only be permitted before 8:00 a.m. and after 6:00 p.m. Burning and welding requires prior notification to Management and shall be performed only with an assistant who will hold an ABC fire extinguisher and observe said procedures at all times.
21. Under no circumstances will any work be performed on the base building MEP systems or life support systems without prior approval of the Management Office (i.e. sprinkler systems, smoke detector system, water supply system, sanitary/storm system, and main electrical distribution system, etc.).
22. Fire Protection/Life Safety Systems shall not be disconnected or otherwise rendered unserviceable without first notifying Building Management in writing. This must be done at least 48 hours in advance. Restoration of protective system shall be diligently pursued.
23. Any perforation and/or penetration through any fire rated wall or partition, telephone closet and/or electrical closet must be completely fire-safe.
24. Contractor will be responsible for any charge pertinent to fire alarm system and sprinkler supervisory shutdowns as they relate to contractor's work.
25. Stairwell doors are not to be wedged open under any circumstances.
26. The General Contractor will provide a qualified representative for the full duration of his or any of his subcontractor's daily activities with the building. The representative will be equipped with a cell phone.
27. Identification will be required for all construction personnel and said personnel must comply with any and all check-in/sign-in procedures as required by Management.
28. All work, material, delivery and access to Building before 7:00 a.m. or after 4:00 p.m. and on weekends or holidays must be coordinated with Building Management three (3) days in advance. Any access to Tenant space must be arranged through the Management Office.
29. Any contractor acting in a less than professional/businesslike manner will be removed from the project and prohibited future access (i.e., use of profanity, lewd remarks to tenants, etc.).
30. Contractor is responsible for securing all materials and tools as well as that of his subcontractors.
31. Building management must approve all work.
32. Building management will not accept work as completed without a final punchlist and inspection approval.
33. Contractor and all employees, as well as subcontractors and their employees must be properly trained and certified for work they perform.
34. Tenant Identification Signage: The Tenant shall be responsible for providing names and listings to be placed in the lobby directory approximately three (3) weeks prior to taking occupancy of the area.
35. It is a requirement that three (3) complete sets of construction drawings and specifications be submitted to the Building Management prior to the commencement of any construction activity. There will not be exception to this requirement.
36. Contractor and/or Tenant shall provide heat load calculations and utility load calculations based on total square foot of build out per floor. Anything that exceeds normal Building consumption or HVAC capacities for that area will be the responsibility of the Tenant. This is so that other Tenants do not absorb additional costs and the Building operating costs are not elevated.
Calculations Should Include:

- Electrical consumptions of all devices, equipment fixtures or specialty items that require electricity.
- Heat load should include computer and copy equipment, lighting or persons working in area, and all other heat-producing items.
- Consumption and requirements for domestic and chilled water. Sewage charges may be included or added depending on usage.

GROSS NEGLIGENCE OF ANY OF THE ABOVE RULES AND REGULATIONS WILL RESULT IN THE PERSON INVOLVED BEING TERMINATED FROM WORKING IN THE BUILDING.