

# **GENERAL BUILDING RULES AND PROCEDURES FOR CONTRACTORS AND SERVICE PROVIDERS**



617 West 7<sup>th</sup> Street, Los Angeles, CA 90017



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## BUILDING RULES AND PROCEDURES FOR CONTRACTORS AND SERVICE PROVIDERS

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## **BUILDING RULES AND PROCEDURES FOR CONTRACTORS AND SERVICE PROVIDERS**

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<b>BUILDING OFFICE:</b>	<b>(213) 362-0550</b> jrudge@swigco.com	<b>SECURITY:</b>	<b>(213) 362-0557 or (213) 369-5991</b>
<b>ENGINEERING:</b>	<b>(213) 335-0042</b>		

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### **I. PRIOR TO PERFORMING WORK**

- a) A contract between Owner and contractor or service provider must be fully executed and in place for an agreed-upon scope of work and price. All contracts are generated by Owner and will be signed by contractor or service provider prior to Owner's signature.
- b) Proof of current insurance is required per the terms of the contract with Owner, for Contractor, its subcontractors, suppliers, and equipment operators.
- c) All applicable building permits
- d) All work and services performed in the Building must be approved in advance by Property Manager.
- e) Contractor or service provider will take full responsibility for all costs associated with unauthorized work.
- f) Building Engineering must be notified in advance of work that includes, but is not limited to, the following:
  - i. Any work requiring the services or assistance of Building Engineers. Please note that costs may be associated with assistance provided.
  - ii. Any work that may cause airborne particulate matter or poor air quality
  - iii. Any work that involves possible interruption to building services
  - iv. Access to any areas that contain building equipment
  - v. Access to any restricted areas of the building
  - vi. Review with Building Engineering does not constitute final acceptance that work can proceed. Final authorization must be obtained from Property Manager per contract.
- g) All work must be performed by Union workers.
- h) All work will comply with Cal/OSHA regulations, the Building's Rules and Procedures, the terms of the contract with Owner, and all authorities having jurisdiction.

### **II. BUILDING AND GARAGE ACCESS**

- a) Sign In / Sign Out: All contractors and service providers must sign in and out with Building Security as follows:



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Contractors are required to sign in every day at the 617 W. 7<sup>th</sup> Street Security desk located in the lobby prior to commencing work and must sign out every day at the 617 W. 7<sup>th</sup> Street Security desk after completion of the work shift and prior to leaving the premises.

### **III. DELIVERY OF MATERIALS**

- a) Contractor is responsible for receiving, unloading, and handling products delivered to the project site.
- b) If necessary, contractor will schedule deliveries and make prior arrangements for the delivered products to be suitably stored at the time of delivery.
- c) Building Staff will not accept any deliveries on behalf of contractor.

Make all material delivery / debris removal as expeditiously as possible through the loading zone on Hope Street and 7th and Freight Elevator only.

### **IV. FREIGHT ELEVATOR AND USE**

- i. Contractor is not to use passenger elevators receiving, unloading, removing or handling of products, equipment etc., at any time during this project, unless directed by property manager.
- ii. The Freight Elevator is available for use after 6:00 p.m. on weekdays, after 1:00 pm on Saturday and all day on Sunday. During the week, after 6:00 pm, contractor will share elevator with janitorial night crews.
- iii. The following information is required when using the freight elevator:
  - Inform the property assistant in advanced. Property Assistant will notify security and engineering.
  - Site Contact Cell Phone Number
  - Company Name
  - Project Name, Building, and Floor(s)
  - All subcontractors needing access to the elevator



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- a) After Hours Access: Before 8:00 a.m. or after 6:00 p.m. (Monday through Friday), before 8:00 a.m. or after 1:00 p.m. on Saturday, and all day Sunday and holidays. Contractor should confirm access with the Property Manager and Building Engineering.
- b) Designated Freight Elevator:  
  
Elevator #6, located in the 617 W. 7<sup>th</sup> Street Receiving area.
- c) Freight Car Dimensions:  
  
Rear and Front openings: 4' Wide x 8' – 0" High  
Car: 6'W x 8'H  
Floor Area: H 91" (7'7") W 62" (5' 2")  
Cab Height: 99" (8'3")  
Floors served: B, 1 thru 12
- d) Normal Loads: Normal freight loads will not exceed 5,000 lbs. For loads in excess of 2,500 lbs, contact security prior to placing load into elevator.
- e) Oversized Loads:
  - iv. The Building's elevator vendor must assist in all oversized load deliveries, and must take place after 6:00 p.m. only.
  - v. Contact Property Manager or the Chief Engineer prior to notifying the Building's elevator vendor.
  - vi. Contractor will be responsible for all costs associated with oversized deliveries.

## **V. CONDUCT**

It is important that all workers and project participants maintain a professional demeanor, are polite, courteous, respectful, and follow proper lines of communication. Each member of the project team should keep the other project team members apprised of relevant concerns, questions, and decisions.

Any worker with an attitude that negatively affects work performance, our tenants, or reflects poorly on the Owner, will be removed from the project site.

### **a) Immediate Removal from Project Site**

Immediate removal from the project site includes, but is not limited to:

- i. use of intoxicating liquor or drugs,
- ii. theft or willful damage to the Building or to the property of its tenants. It is the Contractor's responsibility to instruct all workers in connection with their projects that any items belonging to Owner or its tenants are to be left undisturbed,
- iii. possession of dangerous weapons,
- iv. gambling,

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- v. fighting, provoking a fight, or threatening another person,
  - vi. overt or implied threats of violence including, but not limited to intimidation, harassment and/or coercion, and
  - vii. immoral conduct or conduct that violates the common decency of Owner and/or its tenants.
- b) Harassment: Owner strictly adheres to a “Zero Tolerance” policy of harassment or abuse, either real or perceived, towards employees of Owner, tenants, other vendors, and the general public. Contracted employees violating this policy will be escorted off the premises and will not be allowed to return at any time.
- c) Smoking: Smoking is strictly prohibited anywhere inside the Building, including rooftops. Smoking outside is restricted to designated areas only, if any. Any worker found smoking in “no smoking” areas will be removed from the project.
- a) Music: Music of any kind is prohibited.
- d) Clothing Requirements: Owner requires all construction and service provider personnel to wear clothing that identifies the name of the company for whom they work. This clothing shall be plainly visible at all times while at the project site, and shall not be obscured by other clothing. This is the minimum requirement. From time to time, Owner may change the requirements to suit a special occasion or event at the Building.
- e) Restroom Usage: Regardless of what floor contractor is performing work on, contractor is to use the bathrooms on the 2nd floor. The only exception is if construction is being completed on an entire floor and if so, that floor’s restroom should be utilized.
- f) If contractor is performing work on a full-floor project, contractor will supply and maintain the restrooms at no cost to Owner.

**VI. DEMOLITION WORK AND DEMOLITION DEBRIS**

- a) Demolition Work
- i. Prior to start of any demolition work, contractor shall verify that all electrical and water systems have been disconnected and safed-off in the area of construction.
  - ii. Only qualified demolition contractors will be utilized for major demolition projects. All contractors performing demolition will provide an ample supply of sawdust or other building approved absorbent on each floor capable of rapidly absorbing 50 gallons of water. Owner does not provide sawdust. Full time supervision by the contractor is required throughout the demolition.
  - iii. All demolition will occur after normal business hours, unless otherwise approved by Owner.
  - iv. Elevator doors will be sealed off with fire rated plastic sheets and secured with duct tape to ensure that no dust or debris enters the elevator shafts. Hazard warning signs with floor number facing the elevator shall be provided.



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- v. Contractor will ensure that large trash cans are supplied and placed throughout the floor in the event of a sprinkler or water leak. Contractor should provide sprinkler diversion pipes at the project site prior to any demolition. (See "Water Remediation Kit" requirements below.)
- vi. Contractor will contact the Building's Chief Engineer regarding "safe-off" or "Lock Out –Tag Out" of all affected electrical systems, prior to any demolition work.
- vii. Contractor will contact the Building's Chief Engineer regarding "Red Tag Permit" affecting the impairment of Fire Protection and Suppression Systems.
- viii. Smoke heads will be disconnected during demolition to ensure protection from dust. Disconnection will be arranged on a daily basis with the Building's Chief Engineer. Smoke detectors will also be protected daily from construction dust.
- ix. In the event a smoke head cannot be disconnected due to unavailability of the Building Engineer to monitor the Life Safety System, the contractor will make prior arrangements with the Building's Chief Engineer to have the smoke head bagged. A count and floor map of bagged heads will be provided to Owner at the beginning of work and at the completion of the work to ensure the Life Safety System is no longer impaired. It is the contractor's responsibility to remove the bag from any heads prior to leaving the project site.
- x. Ventilation for any burning will be reviewed with the Building's Chief Engineer prior to performing work. Major cutting may require the removal of a window and auxiliary exhaust fans.

### b) Demolition Debris

- i. All demolition debris haul-out will be done after hours through the freight elevator. Use of the freight elevator will be coordinated through the Building Management Office. (See Freight Elevator Use)
- ii. Contractor will remove all excess equipment not provided for in the construction drawings and so indicate this on the "As-Built" drawings. All equipment, pipes and conduit not being used will be returned to the source or to the riser regardless of the source location. No dormant equipment will be left at the project site.
- iii. It is the contractor's responsibility to identify "live" electrical and low voltage Tele/Data lines serving other tenants. ***These lines will be clearly identified at all times.***

## VII. CONSTRUCTION

### a) Temporary Use of Available Space

Owner may, from time-to-time, grant temporary use of available vacant space to contractor for temporary staging, storage of materials, or office work in order for contractor to more effectively and efficiently manage a project. However, Owner does not guarantee that it will be able to grant such use.

Contractor must contact Owner to (1) inquire whether any space is available and, if so, (2) to obtain the appropriate documents for signature.

Under no circumstances will any contractor use any space without approval of Owner.



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### b) Disruption to Tenants

Contractor will take full responsibility for any disruption that may occur to adjacent tenants as a result of improper identification, carelessness in the prosecution of the work, or any other cause as a result of working within the construction area or building.

Prior to the construction start date, and upon approval of and coordination by Owner, contractor's project manager and superintendent will meet briefly with all surrounding tenants that may be affected by the work. Contractor will provide each tenant with a schedule of the project, contact names, and 24-hour cell phone numbers for the project manager and superintendent on the project so that tenants may contact them directly to report noise complaints or other concerns resulting from the project.

### c) Work to be Performed After Business Hours Only

Following is a partial list of work that shall be performed before 7:00 a.m. or after 6:00 p.m., Monday through Friday only, before 8:00 a.m. or after 1:00 p.m. on Saturday and any time on Sundays and holidays. ***Any other work not listed below that may create inconvenience, noise or disruption to tenants will be done only during these hours. Contact Owner or the Building's Chief Engineer prior to scheduling work of this nature***

- Core drilling, drilling into structure, saw cutting
- Installing tackless carpet stripping
- Chipping
- Spray painting and oil base painting
- Use of strong smelling adhesives or solvents
- Shooting studs or hangers
- Steel welding
- Rotohammering

### d) Work In Tenant-Occupied Premises

Work requiring entry into any tenant-occupied space or work involving the shut-down of tenant utilities (water, electricity, etc.) or systems must be approved ten (10) working days prior to start of work in order to provide sufficient notification to the tenant(s). Contractor will contact Owner to make the necessary arrangements.

Contractor and its workers will comply with the following when working in tenant-occupied areas:

- i. Use of tenant's property or equipment, including chairs, tables, lounge areas, etc. is prohibited.
- ii. Under no circumstances are contractors allowed to take breaks or lunches in tenant-occupied premises, including while working after hours, weekends, or holidays. All breaks and meals shall be taken in the jobsite area or outside the Building. Contractor will walk the premises and check that no trash, debris or mess of any kind is left behind, and dispose of any trash off premises.
- iii. Legal access and egress to occupied space will be maintained at all times.
- iv. All workers will maintain a professional, non-disruptive level and tone of voice at all times.
- v. All workers will maintain a neat and orderly project site at all times.





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### **e) Project Site Safety**

- i. Unsafe Conditions. Should an unsafe condition be observed, it is the contractor's responsibility to assess the situation, determine if correction is needed, how to correct it, and to immediately notify the Building Engineer and Building Management.
- ii. Cal/OSHA Compliance. All workers will comply with Cal/OSHA safety requirements at all times.
- iii. Job Boards: Job Boards will meet Cal/OSHA requirements. Contractor will post job boards at the project site. Job boards will indicate the project name, emergency contact information in the event of an accident or injury, job permit information, etc.
- iv. First Aid Kits: Contractor will supply its own first aid kits and supplies.
- v. Power Actuated Tools.
  - Contractor will obtain prior approval from Building Engineer or Owner when using power actuated tools.
  - Approved signage shall be posted within 50 feet of use of power actuated tools.
  - Use of these tools shall be limited to after-hours.
- vi. Safety Meeting Records. Records of all weekly Contractor and Subcontractor safety meetings will be made available and in compliance with Cal/OSHA requirements.
- vii. National Fire Protection Association. All construction personnel will comply with NFPA 241 – Standard for Safeguarding Construction, Alteration, and Demolition Operations. It is the Contractor's responsibility to ensure it is operating under the most current version of this document.
- viii. Fire Extinguishers

All fire extinguishers must be in proper working order with a current service / inspection tag.

It is contractor's responsibility to have its fire extinguishers' mechanical parts, extinguishing agent, and means of expulsion or discharge inspected and tested regularly, and in accordance with manufacturers' instructions.

### **ix. Work in Public Areas**

It is contractor's responsibility to ensure the safety of all persons and property when performing work in public areas. For example, when working in the Buildings' 2<sup>nd</sup> Floor Lounge/exterior patio area(s), the work will be coordinated with the Owner, Chief Engineer, and Parking Management. The work area will be planned and organized in advance, and will be properly barricaded to Owner's satisfaction prior to any work being performed.

When working in or around any public areas, the work areas will be defined with signage and barricaded as needed to ensure safe operations.

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x. Barricades and Temporary Enclosures

All barricades and temporary enclosures must be approved in advance by Property Manager and Chief Engineer. Suitable barriers are required to protect the general public from hazards associated with the work being conducted. This would include overhead protection to resist impact loads from falling objects or other loading that may be imposed. Also, suitable vertical barriers should be installed to protect the public from projectile hazards or hazards related to welding, etc.

- The temporary enclosures constructed to provide access to the retail spaces should be constructed of fire resistive materials. These materials will meet the requirements of NFPA 241 Chapter 4.
- The access enclosures should be arranged to provide adequate clear widths to serve the exits that discharge into the enclosure. There should be no dead ends.
- Temporary lighting within retail access enclosures should be on an emergency power branch circuit.
- Construction of the enclosures should not be performed unless all access to the public is restricted from the immediate area.
- General housekeeping and lay-down areas should be maintained to protect the public from injury.

xi. Accident / Incident Reporting

It is critical that Owner and Security be notified immediately upon occurrence of any accident, no matter how minor.

If an accident or incident occurs after normal business hours, the Building's Lobby Guard or other Security personnel must be notified immediately. Within 24 hours, contractor must notify Owner in writing with a detailed account of the accident and all parties involved.

It is the responsibility of contractor to conduct an investigation. In the case of imminent danger, contractor will take measures to protect personnel first, and then property. Once all danger has passed, the accident scene should not be disturbed until a proper investigation has been completed.

f) Secure Project Site

At all times, project sites will be secured when left unattended. It is the contractor's responsibility to ensure that all doors to the project site are locked and secured when left unattended or when not appropriately supervised by an authorized representative of contractor.

Contractor is responsible for the security of its tools and materials during construction.

g) Protection of Products and Materials

Contractor will adequately protect stored products or materials. Certain reference standards used in a specification may contain protection requirements for specific products. Contractor and Architect/Engineer should be aware of and follow any protection requirements included in reference standards. Manufacturer's requirements for protection should be followed to ensure products or materials are not damaged and that warranty provisions will not be voided.



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### h) Storage of Equipment and Materials

- i. Storage of equipment and materials must be coordinated in advance with Owner.
- ii. Contractor is prohibited from unreasonably encumbering the project site with products and equipment.
- iii. **Prohibited Areas for Storage:** Storage of any construction equipment, tools, materials, etc., in janitorial, mechanical, electrical, or telephone/data rooms is strictly prohibited. These areas will be maintained and kept clean and clear at all times. Any tools, equipment, parts or materials found stored in these areas will be removed immediately and disposed of at the contractor's loss and expense.

### i) Exit Stairs and Corridors

- i. A clear path of travel to the exits must be maintained at all times.
- ii. Doors will not be propped open for any reason.
- iii. Strikes and latches must never be taped over or modified in any way from their original condition.

### j) Project Site Maintenance

- i. Contractor is responsible for keeping the premises free from accumulation of waste materials or debris caused by its operations. These premises will be broom cleaned, with debris removed, and materials neatly stacked at the end of the working day.
- ii. Contractor will ensure that the project site is kept clean and orderly at all times.
- iii. Aisles will be kept clear of debris, equipment, products, materials, etc.
- iv. Hallways, exits, all passenger and service elevator lobbies, electrical closets, telephone closets, data closets, and loading dock(s) will not be blocked, and will be kept clutter-free at all times.
- v. Trash containers will be provided by contractor and dumped at the end of each workday. Contractor is responsible for obtaining their own trash bin at their own expense. Under no circumstances may contractor dump trash into the building's trash bins. Contractor, at its own expense will make arrangements to have their bin empty as needed.
- vi. Contractor is responsible for hauling away debris at least three times weekly or more as necessary. At no time will debris, job boxes, tools or materials be stored or stocked in any public elevator lobby, electrical, telephone or data closets. Any tools, equipment or materials found stored inside these closets will be removed and disposed of at contractor's loss and expense.
- vii. Construction materials will be neatly stacked and kept out of the way of work.
- viii. Electrical trenches will be covered when not actively being worked in.
- ix. Adequate temporary power and lighting will be provided at all times as needed.
- x. On multi-tenant floors, elevator lobbies and corridors will be vacuumed at least twice daily or as frequently as needed.



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### **k) Recycling Construction Debris and Waste**

- i. Construction debris and waste products shall be properly recycled per City requirements and in compliance with all local codes and ordinances for all identified construction debris and material. Contractor shall ensure that full compliance occurs, and that all recyclable materials from construction are taken to an approved recycling facility. Any waste that can be, or is identified or classified as, hazardous waste shall be manifested as required by the Environmental Protection Agency, and by local authorities having jurisdiction over hazardous waste (See Hazardous Waste section of this document.)
- ii. All unused anodized aluminum door frames, lock sets, hardware, light fixtures, copper pipe, copper or aluminum wiring, etc., will be properly removed from the property, and recycled and or disposed of by the contractor unless otherwise specified by Owner.

### **l) Hazardous Waste**

- i. Contractor shall notify Owner immediately of any exposed hazardous material.
- ii. Only certified contractors are authorized to perform abatement and removal of hazardous waste in the Building.
- iii. All hazardous waste removal, including containment and transport, will be in accordance with the procedures set forth by the California Department of Toxic Substance Control.
- iv. Hazardous waste removal will be coordinated with Owner and the Building's Chief Engineer **48 hours in advance of removal**.
- v. The proper manifest form from the Department of Toxic Substances Control must be completed by the abatement contractor. All information requested on the form must be filled out completely and accurately. Contractor will verify that the correct EPA ID number assigned to the Building is being used on each manifest.
- vi. Only an authorized representative of Owner and the Building's Chief Engineer are authorized to sign hazardous waste documentation. At Owner's discretion, Owner's Environmental Consultant may be given authorization to sign hazardous waste documentation.
- vii. Disposal of any and all residual materials by-products, including paint, taping mud, vinyl floor substrates, chemicals, etc. shall be disposed of off-premises. Absolutely no hazardous waste by-products are to be disposed of in the Building's sewer, drainage or trash disposal systems.

### **m) Flammable Liquids and Compressed Gases**

- i. When bringing gas cylinders into the Building, arrangements will be made in advance with the Building's Chief Engineer identifying the scope of work and proposed time(s) of arrival and departure. Hot Work / Fire Watch and Building Access procedures may also apply as directed by Owner or Chief Engineer. Once cylinders are brought on site, contractor will check in with Building Security personnel and advise them of the arrival and subsequent departure.
- ii. Compressed gas cylinders used in construction will be brought in to the Building only when needed for a specific task and removed immediately upon completion, but **in no case will they be stored within the Building beyond the shift or overnight**.



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- iii. **Storage:** If approved by Owner or the Building's Chief Engineer, contractor may provide an approved flammable liquid storage cabinet with the required permits for storage on site. Quantities shall be limited to a minimum level.

### n) Project Site Air Quality

- i. The contractor shall be responsible to ensure that proper and effective barriers and ventilation have been installed to separate the construction work area from any occupied areas of the Building. Dust and airborne particulate matter from any source (demolition, sanding, sheetrock, general carpentry, fine metal debris from saw cutting, etc.) will not be permitted to migrate outside of the project site (Common Areas, Adjacent Tenant Areas, or Base Building Systems). Slab-to-slab barriers are required to ensure good IAQ to other occupants.
- ii. All work of this type shall be approved by, and scheduled in advance with, the Chief Engineer. Certain work is required to be performed after normal business hours, which will be dictated by the Chief Engineer. (See Paragraph VII c. for a partial list of work to be performed after hours.)
- iii. All structural steel, welding, demo, drywall and fire-proofing work, as well as other work that is reasonably assumed to generate odors, fumes, vapors and/or particulate matter, will be effectively enclosed in a slab-to-slab barrier installed to prevent products of construction from migrating through the air or ceiling plenum.
- iv. In order to maintain negative air pressure between the construction space and the occupied space, contractor shall install the necessary equipment, to be vented to the outside, and operated 7 days per week / 24 hours per day when performing the type of work listed above.
- v. Entryways into these enclosed areas shall be effectively sealed and separated from any occupied space with a re-closable access which shall remain closed at all times, except when entering and exiting, and then only for the amount of time needed to enter and exit.

### o) Water and Noise Penetration

- i. It is the contractor's responsibility to survey the entire work site prior to start of any work, and to effectively seal and firestop all reasonably accessible floor penetrations. This will aid in the containment of liquid in the event of an accidental release.
- ii. At the end of the demolition phase of a project, watertight UL Classified firestop seals shall be applied to all penetrations.
- iii. A similar survey and sealing application of all demising walls and floor-to-floor ceiling penetrations will be completed both prior to start and during construction. At no time will a direct air path of noise be allowed from a project site to adjacent areas.
- iv. Consultants are required to include similar language on plans; however, the General contractor is required to comply regardless.

### p) Water Containment and Water Remediation Kits

- i. In the event of any water flow, contractor shall immediately notify Owner, Engineering and Security Departments.
- ii. Contractor shall not secure any mechanical, electrical, or plumbing systems or equipment without prior

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approval from the Chief Engineer. Signage will be installed with directions to sprinkler shut off valve locations.

- iii. If necessary, and prior to the start of work, contractor is required to train its workers and subcontractors in the proper use of water remediation, containment kits, and the specifics of each floor.
- iv. At the minimum, contractor will provide water remediation kits at a rate of one set per job site or as dictated by the Chief Engineer.
- v. All kits will be readily accessible and easily identifiable.
- vi. The PVC pipe, rolling trash can, and sawdust set-ups will be located in clear view and in close proximity to all work areas.
- vii. Additional set-ups are required in areas of congestion and limited access.

viii. **Water Remediation kits will contain:**

- One 55 gallon water tight brute trash can on wheels
- One 55 gallon shop vac set up for wet clean-up
- One 6 foot length PVC pipe, 4 inches in diameter. In areas of up-turned heads, a 180 degree bend at the end of the 6 foot pipe is required.
- One 25 foot length of flex PVC pipe, 3 inches in diameter
- One roll visquene 8 mil. 10' x 100'
- One roll 2" x 66 yard duct tape (Nashua 357)
- Ten bags of dry sawdust or other approved absorbent material
- Instructions in English and Spanish for containing sprinkler water in the event of sprinkler head damage, destruction or malfunction. Instructions will be clearly posted on how to perform sprinkler shut-down in the event of an uncontrollable leak.

q) **Final Clean-up**

At the completion of a project, contractor will remove all its waste materials and debris from the project, as well as all tools, construction equipment, machinery and surplus materials. In addition, contractor will perform the following unless otherwise instructed by Owner:

1. Vacuum all new and existing carpet including edge vacuuming
2. Clean and protect new and existing vinyl composite tile (VCT).
3. Clean interior of all perimeter glass
4. Clean both sides of partition glass
5. Wipe down all aluminum frames
6. Dust all finished surfaces
7. Detail restrooms in construction area
8. Clean ceiling air grilles

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9. Clean perimeter chair rail at exterior wall
10. Clean utility (electrical and telephone) closets, including all electrical panels, busways, and enclosures, and repaint floors to match the existing.
11. Clean blinds
12. Wipe down hardware
13. Clean rubber base
14. Clean insides of all cabinets and drawers.
15. Wipe down elevator door gaskets, frames and doors (applies to full floor projects), and vacuum thresholds.
16. Building stairwell to be cleaned of all dust, debris, stains or defects (if used by any contractor).
17. Clean plumbing and lighting fixtures.

**VIII.CORE DRILLING AND DIGITAL SCANNING/LOCATING**

It is the responsibility of the contractor to ensure that all coring operations are executed in compliance with industry standards, building codes, and Owner's requirements, rules and regulations. Contractor will take legal and financial responsibility for any and all damage to the property, structures, systems and components.

Prior to coring, cutting or drilling through the concrete floors, walls and structural components in the building, proper approvals will be obtained in writing from Owner. Requirements to obtain approval from Owner may include, , digital scanning and other non-destructive means of verification, as well as review for structural integrity and impact by Owner's registered, professional structural engineer. Currently, the structural engineer is **KPW Structural Engineers, Inc.** Through-the-slab cores that are proposed within close proximity (18") of any building structural member will require appropriate structural review and design, and may be subject to structural modifications to the affected area in accordance with the recommendations of Owner' structural engineer.

The written request will be submitted on a full-sized and scaled building drawing and will indicate the following:

- (1) The intended use of the cores
- (2) A detailed map of the locations
- (3) Size of the cores
- (4) Spacing and configuration between cores that are grouped together
- (5) Proximity and dimensions to any building structural components

In all cases, prior approval will be obtained from the Owner and the Building's Chief Engineer. Should Owner deem necessary, review by an independent structural engineer may be required.

Following is an outline of the technical information for digital scanning/locating and core drilling in the Building:

a) Digital Scanning/Locating

- i. Prior approval must be obtained from Owner and the Building's Chief Engineer. Owner may require review by an independent structural engineer.





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- ii. Contractor shall notify both Owner and the Building's Chief Engineer by e-mail one week in advance of any scheduled scanning of concrete.
- b) Floor and Core Wall Penetration
  - i. Penetrations to core walls are prohibited. If there is any doubt about which walls are core or shaft walls, consult the Chief Engineer.
  - ii. Contractor shall re-rate all rated penetrations in floors and walls using only Owner-approved products and UL Classified systems in order to achieve the required and approved rating. If requested, contractor will provide product cut sheets.
  - iii. Any trades that penetrate, or cause to be penetrated, fire rated assemblies shall be trained and certified in identifying and installing firestop systems and products prior to their installation, or will subcontract for this work by an approved certified subcontractor.
  - iv. All rated wall penetrations used for data and telecommunication wiring and cabling shall be fire stopped.
  - v. Rated floor penetrations shall use conduit core and sleeve systems using the appropriate UL or other classified system.
  - vi. All trades shall follow the UL or other classified system installation methods and materials.
  - vii. Contractor is responsible for coordinating inspection of all fire stopping.
- c) Execution of Coring and Cutting
  - i. Once all structural evaluation, direction and approval has been obtained, non-destructive testing has been accomplished, and Owner approvals have been properly obtained in per the previous section requirements, physical execution of the work may begin. It is contractor's sole responsibility to ensure compliance with Owner's rules and requirements.
  - ii. Identify and quantify the complete scope and review the proposed scope and schedule with Owner and Chief Engineer.
  - iii. In conjunction with Owner, make necessary arrangements with all affected tenants and occupancies.
  - iv. Contractor's project manager is responsible for scheduling access to the building for its workforce and subcontractors in accordance with the Building's access procedures. Contractor is responsible for verifying with Building Security and the Chief Engineer that this procedure is properly executed.
  - v. Where wet cutting and coring methods are utilized, contractor will minimize, control, and contain any impact to all affected, and potentially affected, areas. At minimum, pick-up methods, such as pumps and wet vacuuming, will be required. Removal of all debris from the Building shall be included.
  - vi. If dry cutting and coring methods are approved by Owner, contractor will provide containment of the airborne dust and particulates to prevent travel and migration from the specific work site. This may require a separate physical barrier and ventilation system. No dust, debris or particulates shall be allowed to escape the specific work site.
  - vii. The power source and routing of the source to the specific work site for the coring, cutting, venting and pick-up machinery shall be properly identified and approved by Owner and Chief Engineer in advance of the scheduled work.
  - viii. Inspect cored or cut interior sections for signs of any conduits or reinforcement.





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- ix. Clean-up of all related debris, waste, particulates and dust shall be completely and properly executed at the specific work site, and for any carry-over identified to other areas. Contractor is responsible for this clean-up and any related costs.

### IX. RISER MANAGEMENT

Only the Buildings' Riser Management Company is authorized to make cross connections at the MPOE (Minimum Point of Entry), as well as ANY physical cabling or wiring traveling vertically in the Building's riser closets. A tenant's telephone vendor can then make the interconnections to tenant's space. However, a tenant's telephone vendor will be required to provide a Certificate of Insurance in accordance with the Building's requirements. All work in the point of entry vault will be performed or supervised by the Riser Management Company at the tenant's sole cost and expense.

### X. UTILITIES

#### a) Interruption to Building Utilities

Under no circumstances will contractor or its subcontractors interrupt any of the Building's utilities for any length of time without prior approval from Owner and Chief Engineer. Contractor will provide at least two weeks' notice of any interruption of the Building's utilities, including electrical, plumbing, and mechanical systems. Shut-downs that impact entire building systems or services, such as multiple floor feeders, busways, switchgear shut-downs and condenser water shut-downs shall require at least **4 weeks' advance notice** so that Owner may properly notify all affected tenants, and to schedule and prepare for the service interruption.

#### b) Abandoned Wiring or Cabling

- i. All abandoned wiring and telephone communications cabling will be pulled out of the trenches and above-ceiling prior to commencement of a job, and removed from the Building. Access to the Building's Telco closets and any work performed within will be reviewed and approved by the Owner and Owner's Riser Management Company.
- ii. Cabling in the riser, both floor-to-floor and down to MPOE will also be removed. This scope will be coordinated through Owner or Owner's Riser Management Company and the Building's Chief Engineer.
- iii. All affected fire stopping shall be properly replaced with the appropriate UL classified system.

#### c) Electrical Work

- i. All electrical work will be approved in advance by the Chief Engineer.
- ii. Lockout/Tagout

All contractors shall conform to Owner's required "lockout/tagout" policies and practices and in accordance with OSHA regulation. Contractors shall provide and maintain its own supply of approved lockout/tagout equipment and locking devices, provide job site training to all of its employees, and coordinate the work with the project's contractor and the Building's Chief Engineer.



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- Contractor shall use tags in conjunction with all lockouts applied. The tag shall, at minimum, include the date, duration, equipment being locked out, contractor's company name and employee using the lock-out.
- Where multiple employees, contractors and/or staff are involved in a lock-out/tag-out, each member will apply their unique lock to an approved multi-gang device.
- Contractor shall ensure that all employees test the circuit wiring using an approved electrical meter or testing instrument prior to working on the circuit. Contractor will re-test each time work is resumed on the circuit to ensure that it has remained un-energized.
- Contractor shall communicate all lock-out/tag-out activity prior to, during, and after the work is completed to both the project's contractor and the Chief Engineer.
- Contractor shall ensure that the electrical panels and closets are kept secure, and that no unauthorized personnel are working in the room at any time while a lock-out/tag-out is in effect.

### **d) Electrical Rooms**

Electrical rooms will remain locked at all times. Under no circumstances will doors to equipment and electrical rooms be left open without contractor's supervision. When performing work in an electrical room, the door will be closed and locked each time a worker leaves the room for any length of time, including lunch, breaks, etc.

### **e) Electrical Panel Covers**

If electrical panel covers are removed and left unattended, the contractor will provide and install approved temporary panel covers at all opened panels, and ensure that the door remains closed and locked at all times.

### **f) Electrical Panel Labeling**

All electrical panel labeling will be performed in accordance with the National Electrical Code (NEC) and Building Specifications. A typed legend shall be installed in each panel and a copy shall be provided with the Close-Out Documents package to Owner.

### **g) Building Standard Lighting**

All fluorescent light fixtures will conform to building standard, unless otherwise noted on the plans and specifications.

### **h) Plumbing Work and Plumbing Systems**

i. All plumbing work must be approved in advance by the Building's Chief Engineer.

#### **ii. Plumbing Hot Work**

Soldering, brazing and welding are all considered "hot work" and contractor shall comply with all "hot work" policies and procedures.

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iii. Building Drainage System

- Pouring any foreign matter or substance into plumbing fixtures is prohibited, including latex paint, solvents, or any other foreign matter or material.
- Under no circumstances are the Building's janitor slop sinks or other drainage system to be used for cleaning any tools or equipment, including spackle knives, hawks or trowels
- All paint rollers and brushes and any other tools and equipment will be cleaned off-site.
- Contractor will be held financially responsible for clearing and replacing any affected drains.

i) Mechanical Work

All mechanical work will be approved in advance by Owner and the Building's Chief Engineer.

**XI. BUILDING EQUIPMENT SYSTEMS AND COMPONENTS**

It is the contractor's responsibility to coordinate all work involving the Building's equipment systems and components with the Chief Engineer.

a) Protection of Building Equipment

It is contractor's responsibility to keep all pipe and other openings plugged to prevent entry of foreign matter. Cover all equipment and apparatus to protect against dirt, water, chemical or mechanical damage before and during the construction period. Prior to final acceptance, restore all damaged apparatus and equipment to original condition, including restoration of damaged shop coats of paint.

b) Access and Installation

Contractor will coordinate access for all trades through the Chief Engineer to ensure that appropriate access is received and maintained for equipment systems and components being installed in the Building, and that the access is sufficient to achieve post installation maintenance.

Reasonably free, clear, unobstructed, and acceptable access space shall be provided at all service-required locations within the Building in order to provide a reasonable access to equipment and facilities to be serviced and maintained. Equipment access and free, unobstructed clearance shall be maintained at all access points to equipment installed in the Building. This requirement shall apply to, but is not be limited to, water heaters, HVAC equipment, pumps, valves, switches, breakers, junction boxes, pull cans, wire ways, dampers and controls, as well as any components that would require access for maintenance, testing, repair and adjustment.

No wiring, piping, ducting or other impediments may be installed within the free and clear space required to service the above-mentioned equipment, systems and components.

Contractor shall confirm with the Chief Engineer that the post installation access is acceptable and reasonable to service and maintain. If the Chief Engineer determines that insufficient access has been provided, contractor shall remedy to a level acceptable to the Chief Engineer and in a timely manner.

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c) Life Safety Systems

Any work affecting the Building's life safety systems and its components must be coordinated at least 48 hours in advance with the Chief Engineer. Contractor will follow all procedures as directed by the Chief Engineer.

The Building's life safety system and its components will remain intact and working during construction. When working on the life safety system, Contractor will notify the Chief Engineer each day as they enter and leave the Building.

i. Fire Exits and Exit Devices, Doors and Hardware

- Exits, corridors, stairwells, vestibules and any portion of the Building's exit system shall remain fully protected and operational as designed and installed at all times.
- At no time and under no circumstances will the Fire (Exit) Doors be propped open or door closer detached or otherwise impaired in its function. Exit pathways shall remain free of any restriction, obstructions or encumbrances.
- Under no circumstances will contractor obstruct door locks, strikes, or latches that would impede their operation or design, which includes taping or modification in any way from their original form.

ii. False Alarms Caused by Contractors

- The Fire Department requires Owner to pay per-occurrence fees for false alarms. Any false alarms caused by a contractor, subcontractor, vendor, supplier or any employee thereof shall be borne by the offending contractor. Contractor is responsible for its subcontractors, vendors and suppliers. Contractor shall take all necessary steps required, within reason, to prevent a false alarm, but shall not impair any building systems' protection or performance to the detriment of the Building or property.
- A false alarm shall be determined to be any alarm generated by dirt, dust, particulate matter, fumes, vapors, sanding, painting, fluid interruption, malfunctions, system component manipulation or wiring work, or an accidental release of water from a sprinkler system caused by a damaged head, valve, or pipe in that system. An alarm shall also be deemed false if caused by improper system coordination and notification prior to performing work on the system.
- A valid alarm shall be any alarm by which the system responded as designed, installed and intended, such as the presence of smoke and products of combustion, mechanically or electrically shorted components that generated smoke or particles, an actual fire, or a manual activation precipitated by any life threatening event or action.

d) Fire Protection

- i. Building Engineers shall be notified of the sprinkler shut-down no less than 48 hours prior to any work.
- ii. Closing and opening of valves will be done by the Building Engineering staff.
- iii. Throughout the period of construction, the portion of the fire protection system not under construction shall be maintained pressurized and ready for use.

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- iv. The entire sprinkler system will be restored to full operation at the end of each working day.
- v. The Building's standard impairment procedures and tags shall be adhered to for all impairments affecting the fire alarm and suppression systems.

e) Hot Work

- i. Hot work is not permitted without approval from the Chief Engineer in the form of a signed Hot Work Permit. This permit will be valid for a maximum of one shift or eight hours, whichever is shorter. Additional permits as required will be obtained from and signed by the Chief Engineer before any hot work can continue. The Chief Engineer must be notified at least 24 hours in advance of any hot work to be performed in order to bypass smoke alarms.
- ii. Hot work will not occur if sprinkler work is being performed.
- iii. Additional rules and regulations apply to Hot Work, which will be reviewed with the contractor at the time of the permit application.
- iv. ***Open Flame and Hot Work Permits:***
  - Contractor will have in its possession an Open Flame Permit issued by the Fire Department for all work, including plumbing, cutting, welding, etc.
  - Contractor will provide a copy of the Open Flame Permit to the Chief Engineer prior to commencement of work, and a copy of the permit will be posted at the project site.
  - A separate Hot Work Permit will be issued by the Chief Engineer prior to the commencement of any work requiring an open flame.
  - A Hot Work Permit is required for any temporary operation producing open flame or sparks. This includes brazing, cutting, grinding, soldering, pipe thawing, torch-applied roofing, welding, and use of a carbide tooth chip saw on aluminum.
- v. If there is a more practical or safer way to perform the job without hot work, Owner requires that method to be used.
- vi. Specific firefighting equipment and protection material will be required at the hot work site prior to the commencement of any hot work. Contractor is responsible for providing fire extinguishers and protection materials.
- vii. Contractor is responsible for providing designated Fire Watch personnel who must be present continuously during hot work. Fire Watch personnel, the contractor's project manager, and Building Engineer will have control over the hot work area for fire prevention. If unsafe conditions are observed, the hot work operation will be stopped until the hazard is neutralized or eliminated.
- viii. Fire Watch will be continuous during the work and for 60 minutes after work is completed, including any coffee or lunch breaks. The area will be inspected every 60 minutes for the next 3 hours after the first 60-minute watch. Areas without smoke detectors will be monitored continuously for 4 hours after work has been completed.



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- ix. Contractor will verify that all hot work equipment is in proper working order and in a fire-safe condition. An inspection of contractor's equipment will be conducted by a member of the engineering staff prior to issuance of a Hot Work Permit. Contractor will remove any unsafe equipment from the property.

### **XII. PROJECT CLOSE-OUT**

- a) Within two weeks of substantial completion of a project, contractor will schedule a meeting with Property Manager to submit and review the complete set of close-out documents as outlined on the following checklist, if applicable, along with any other documents that may be relevant to the project. Incomplete packages will not be accepted.
- b) If, for any reason, the close-out documents cannot be delivered within the two-week time frame, contractor will include a detailed description of the reason for delay and what steps are being taken to resolve the issue(s). Unless there is a compelling reason, if a complete set of the close-out documents are not received in the office of the building within three (3) weeks from the initial substantial completion tenant punch walk, a penalty of \$100 per day will be assessed to the contractor. The total assessment, if any, will be deducted from contractor's retention invoice.
- c) Final payment/retention will not be released until all appropriate documents have been received and punch list items have been corrected or completed.
- d) Documents will be submitted in a binder. The binder cover should be on the contractor's company letterhead and include the project name, building, floor number, suite number and date.
- e) Include a table of contents of all documents and information contained in the binder.
- f) The completed checklist should be placed in the binder on top of the table of contents.
- g) With the exception of drawings, which may be rolled, each document should be placed in the binder in the order listed on the table of contents.
- h) If you are including a document or information that is not listed on the checklist, please attach an additional page to the checklist listing that information.

The following page is an example of documents to be submitted by Contractor to Property Management. A copy of the Close-Out Procedures should have been included with the Master Agreement between Owner and Contractor. Please contact the Property Management office for clarification on the close-out procedures.



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**PROJECT NAME:** \_\_\_\_\_

**BUILDING NAME:** \_\_\_\_\_ **SUITE # / FLOOR:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_ **ARCHITECT:** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ **DATE DOCUMENTS SUBMITTED:** \_\_\_\_\_

***PLEASE CHECK THE ITEMS THAT ARE INCLUDED WITH THIS CLOSE-OUT PACKAGE AND PLACE IT ON TOP OF THE TABLE OF CONTENTS IN THE CLOSE-OUT BINDER.***

- ☐ **JOB CARDS (1 SET):** Job Cards must be clearly labeled with project name and location.
- ☐ **AIR BALANCE REPORTS (2 SETS BOUND SEPARATELY):** All Air Balance Reports must be signed-off by the Chief Engineer and the Mechanical Engineer prior to submitting with the final Close-Out package.

**PERMIT DRAWINGS (1 SET EACH). Check the drawings included with this package**

- ☐ Architectural      ☐ Bldg. Support Systems (FP, MEP, T-24, LSS, etc.)      ☐ Other (Specify): \_\_\_\_\_

**AS-BUILT DRAWINGS (1 SET EACH UNLESS OTHERWISE SPECIFIED). Check the drawings included with this package.**

For design-build projects, contractor must submit as-built drawings in blue-line and provide a disk containing drawings in the latest version of CAD. Otherwise, contractor must submit redlines and the Architect/MEP Engineer must provide final as-built drawings in blue-line along with a disk containing final drawings in the latest version of CAD.

- ☐ Mechanical      ☐ Electrical      ☐ Plumbing
- ☐ Fire Sprinkler / Fire Protect. / Life Safety      ☐ Telecom/Cabling      ☐ Workstation / Furniture Plan
- ☐ Millwork      ☐ Disk containing record drawings in the latest version of CAD
- ☐ **SUBMITTAL LIST (1 SET):** A list of submittals for all lighting, electrical, mechanical, life safety, fire protection and finishes used on the project. It is not necessary to include the actual submittals.

**OPERATIONS AND MAINTENANCE MANUALS / EQUIPMENT SCHEDULES (1 SET OF EACH)**

- ☐ **MAINTENANCE SCHEDULES AND OPERATIONS MANUALS FOR EQUIPMENT**
- ☐ **APPLIANCE MANUALS**
- ☐ **SPECIFICATIONS OR CUT SHEETS, AND CARE AND CLEANING INSTRUCTIONS FOR ALL FINISHES**

- ☐ **GUARANTY/WARRANTY (1 SET):** Provide guaranty and warranty information for the contractor, subcontractors, all electrical and special equipment.
- ☐ **LIGHTING SCHEDULE (1 SET):** A list of all fixtures, including lamp replacement specs and days of operation. For tenants that operate outside of normal business hours (i.e. stock brokers), please include the hours of operation.
- ☐ **ELECTRICAL PANEL LABELING LEGEND (1 SET)**
- ☐ **FINAL PUNCH LIST (1 SET):** Signed-off by tenant, if applicable, and the architect and/or contractor.

**FINAL UNCONDITIONAL LIEN RELEASE:**      ☐ Included with Close-Out Pkg      ☐ Under separate cover



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By executing this Agreement, the Contractor represents that he has or will, prior to commencement of Work, determine and verify all field measurements, field construction criteria, materials, catalogue numbers and similar data and that he has checked and coordinated all drawings, specifications, etc.

The Contractor accepts and is willing to perform all Work in a workmanlike manner and in accordance with standard practice. Any extra cost based on drawings or changes shall be brought to the attention of Building Management in writing and if not mentioned, it will be assumed that no extra cost is involved for making a change, deviation or omission from the original drawings, details or specifications.

The undersigned acknowledges receipt and acceptance of the Contractor's Rules and Regulations as stated. The undersigned will take full responsibility for:

1. Communicating Rules and Regulations to all Contractor's personnel and Sub-Contractors;
2. Enforcing Rules and Regulations in regards to employees of Contractor and Sub-Contractors.

Signed By: \_\_\_\_\_  
(Contractor)

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

Title: \_\_\_\_\_

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

Sign By: \_\_\_\_\_  
(Authorized Representative)

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