

RULES & REGULATIONS

- All contractors must have a current ***Certificate of Insurance*** on file prior to any physical work on site. See attached sample for ownership wording and coverage limits.
- All contractor & subcontractor employees must sign in/out with Security and wear/provide identification displaying company and individual names.
- All public areas (i.e. freight elevators, lobbies, corridors, loading dock) are to be protected and kept clean at all times. General Contractor shall be responsible for damage to public areas.
- Use of base building restrooms on floors 8 – 34 is STRICTLY PROHIBITED. The contractor restroom is located on the loading dock.
- **No Smoking/Tobacco Use** and **No Radio Playing**. General Contractor is responsible for communicating and enforcing these rules.
- Contractors should not interfere with tenant business operations and are not permitted to use tenant telephones.
- **No parking at loading dock**. Parking for construction workers will not be provided.
- The use of an open-top container and its placement must be approved by Property Manager.
- Trash hauls and deliveries through public areas of the building (i.e. lobbies, corridors, and other areas visible by tenant) are NOT permitted during normal business hours (6:00am– 6:00pm Monday–Friday).
- Use of passenger elevators by contractors is NOT permitted.
- General Contractor shall provide temporary walk-off mats at all construction entrances and exits.
- General Contractor shall enclose see-through spaces, so construction area is not visible to the public. Contractors are NOT allowed to prop doors open at any time.
- No storage (even temporary) of tools, equipment, and materials in public or vacant areas; building's mechanical, electrical, telephone or janitorial rooms.
- Eating is restricted to the job site or building café.
- Please contact Property Management as construction is nearing completion if the base building janitorial company is to be used for the final clean.
- At conclusion of workday, the General Contractor shall turn off all lights and secure space.

REQUIREMENTS FOR STARTING CONSTRUCTION

- Immediately after award of bid, General Contractor shall provide to the Construction Manager and Management Office a list of subcontractors, telephone numbers and contact persons working on property.
- If applicable, construction keys shall be obtained from Property Manager and returned at the punchlist.
- The Superintendent shall arrange an inspection of the common areas and tenant space (if applicable) prior to the start of construction and prior to installation of protective materials.
- Wall and floor protection (corrugated cardboard and Masonite at least ¼' thick) must be installed in the corridors to protect against damage along the entire path of travel from the freight elevator lobby to the tenant space.
- For design build projects, the General Contractor shall submit the HVAC design plan within the first week to the Building Engineer and Construction Manager for approval.
- Prior to bringing in material and equipment, the General Contractor shall contact the Management Office to schedule loading dock and elevator use.
- Immediately upon receipt, the General Contractor shall provide a copy of the building permit and project schedule to the Construction Manager and Management Office.
- The General Contractor is responsible for scheduling weekly job meetings where project schedule is reviewed; and construction issues discussed and resolved.
- Immediately at start of project, the General Contractor shall isolate the construction area and install AHU pre-filters to limit dust/odor transmission to adjacent tenant and public areas.
- The General Contractor is responsible for the submission of all samples, shop drawings, cut sheets, etc. within a time frame that will accommodate the project schedule.

REQUIREMENTS DURING CONSTRUCTION

- All work shall be performed in accordance with the approved schedule and supervised by the General Contractor.
- All floor coring must be approved in advance by Property Management and concrete scans are required. When floor coring occurs, an electrician must be immediately available for any conduit repairs not identified in slab.
- All noise and odor generating work (demolition, sprinkler work, floor coring, hammer/drilling, carpet tacking, drywall sanding, oil-based painting, etc.) shall be performed after-hours and coordinated with the Management Office when necessary.
- Work requiring access to adjacent tenant space and/or disconnection of power or water should be schedule 48 hours in advance with Property Manager.
- HVAC Test and Balance of the project shall commence as soon as the ceiling is covered.

- The General Contractor is responsible for scheduling all required inspections, including tenant's low voltage vendor.
- The General Contractor shall clean the construction area, restrooms, sinks and closets at the conclusion of each day removing trash to prevent build up.
- No materials are allowed to be removed from vacant areas.

REQUIREMENTS FOR ENDING CONSTRUCTION

- Electrical panels and outlets are to be inspected by the General Contractor and construction manager to verify properly labeled.
- Construction Manager will schedule the punchlist with all relevant parties prior to the scheduled move.
- Building common areas used as a path of travel to the construction area shall be cleaned and free of damages. The Superintendent shall arrange an inspection time with the Construction Manager after construction is complete and protective materials have been removed.
- Electrical and water meter installation – the General Contractor shall provide meter number/ratio and list of items metered to the Property Manager.

REQUIREMENTS FOR FINAL PAYMENT

Before the application for final payment will be processed, the following close-out package must be submitted in its entirety:

- Certificate of Occupancy
- Test and Balance Report
- Punchlist signed by tenant
- Liens Waivers from General Contractors, subcontractors, and material suppliers
- Certificate of Insurance (submitted at start of project)
- Building Permit (submitted at start of project)
- Fire alarm test letter
- As-built drawings (architectural and MEP drawings)
- Contact list of all contractors (submitted at start of project)
- Executed contract/work order (submitted at start of project)
- Confirmation of ALL finishes installed on the project.

BUILDING PERSONNEL

Senior Property Manager	Kristen Brooks kbrooks@banyanstreet.com	404-240-6972 Direct 404-709-1257 Cell
Regional Property Manager	Ondria Jett ojett@banyanstreet.com	404-240-6988 Direct 404-759-4914 Cell

Contact to schedule access to adjacent tenant space and/or shutdown of building systems (i.e. sprinkler, fire alarm, HVAC, etc.). Minimum 48-hour notice.

Assistant Property Manager	Malik McNeil mmcneil@banyanstreet.com	404-237-7666 Main Office 404-240-6974 Direct
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Contact to schedule elevator and loading dock time. Minimum 24-hour notice. First come, first serve basis.

Contact to schedule security clearance for after-hours work. Minimum 48-hour notice.

Chief Engineer	Derek Dalli ddalli@banyanstreet.com	404-240-6973 Direct 404-201-5735 Cell
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Contact to review HVAC, fire protection and electrical issues.

Contact to schedule shutdown of building systems (i.e. sprinkler, fire alarm, HVAC, etc.). Minimum 48-hour notice.

Contact to request keying of new spaces and keying for construction.

Construction Manager	Mike Callahan mcallahan@banyanstreet.com	404-557-3789 Cell
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Primary liaison between tenant, general contractor, and architect for all general construction issues in association with Tenant Improvements via a lease/workletter.