

**CONTRACTORS  
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**Building Contacts**

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1. Building Management will be involved in all Tenant Improvements and Building Improvements from “kickoff” to “move in” including plan review, prequalification of contractors, pre-testing, final testing, and the coordination of building systems tie-in.
  - a. The Contractor’s superintendent is encouraged to make use of the Chief Engineer’s knowledge with the building systems. Building Management will also make itself available for consultation during the entire process. The Building Management must be informed of and will attend all meetings with the contractors, subcontractors or space planners that involve building systems or major changes of scope.
  - b. Any damage sustained during construction to electrical rooms, storage closets, janitor closets, restrooms, or freight lobbies is the responsibility of the Contractor or tenant. A list of exceptions (punch list) should be prepared and submitted to the building management office and the chief engineer prior to commencement and should be acknowledged.
  - c. All contractors and their subs will have their current COI on file with the building management office prior to anyone doing any work on property. Failure to do so means no presence on property. Non-negotiable.
  - d. Building Management must approve plans and specifications prior to commencement of any work. The Contractor is responsible for checking with Building Management on the approval of the plans and specifications.
  - e. A ‘kick off’ meeting will be scheduled and include Building Management prior to start of construction with tenant representative(s), designer representative(s), contractor(s) and Building Management. These meetings will be held in the Building Management’s Office to discuss guidelines, procedures, schedules, quality control and other items that will make the job run smoother for all parties.
  - f. Contractor will be required to furnish Building Management with a list of Subcontractors, prior to commencement of the job. This list will include

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telephone numbers for company, emergency numbers, cell numbers, and email addresses.

2. All coordination of Building Management services (ie- use of loading dock, freight elevator, deliveries, after hours access, etc.) **will be arranged by the General Contractor only. A 24-hour notification of all deliveries requiring dock access must be given to Chief Engineer.** During the business day loading dock reservations may be made in two-hour increments on a first come first served basis. Loading dock and Freight elevator hours are Monday through Friday 7:00 am to 11:30 am and 1:30 pm to 3:30 pm. Pre-7am and post-5 pm can be scheduled, but overtime rates will apply and be billable as such. Billable rates are based upon local union contracts in-place at this time and are available from the Building Management Office upon request. Reservations made for Saturday and Sunday or “after hours” that result in a “no show”, will be billed a four hour minimum unless canceled in writing 24 hours previous to the commencement time.
  - a. All deliveries are to be accepted, moved and delivered to the contracted space as soon as possible. Unfortunately there are no staging areas.
  - b. Masonite must be installed to protect walls and floor finishes. It is the Contractor's responsibility to keep public areas clean at all times. Hallway floors are to be protected with masonite, doors are to be protected against scratches, etc. Granite/Marble floors and walls are to be protected with homosote and masonite. The contractor is responsible for supplying and maintaining protection.
  - c. Should the use of the freight elevator by the Contractor or Subcontractor delay the removal of waste materials from tenant occupied spaces by the janitors at night, Contractor/Tenant will bear the extra cost incurred for overtime.
  - d. Service elevator walls and floors must be protected prior to the delivery of construction materials. See the Property Management Office to coordinate and arrange deliveries. Passenger elevators are off limits to construction personnel. Any unauthorized person using the elevator will

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be asked to leave the project. Service elevators and stairs are to be used to gain entrance to and exit from the project.

3. Occupied spaces that need to be accessed will require at least 48 hour notice and will have to be amenable to occupied tenant availability. All reasonable efforts will be made to gain access. The request should include the list of all contractors/subs who will be accessing the space, whether or not they will require ceiling access, the areas that will be worked on, and the length of time needed to complete or perform work in the space. However all ceilings that are disrupted will be put back to normal as soon as the work is complete. All corrective work or work performed in occupied spaces at any time must be immediately cleaned by the workmen prior to leaving the job or at the end of the business day if the project is ongoing. The Contractor shall be responsible for all costs incurred by Building Management if this clean-up work is not performed satisfactorily.
4. The building is equipped with a freight elevator to serve all floors. All Contractor personnel must use only the freight for transportation of men, materials, and equipment. No Contractor/Subcontractor personnel or equipment are permitted within the finished passenger cabs. These are reserved for occupants of the building and their guests. If any Contractor or Subcontractor personnel are found in the passenger cabs, the elevator will be immediately inspected for damage and all damages, whether a result of said use or not, shall be corrected by Building Management at Contractor's expense.
5. All personnel will enter and exit through the loading dock Service Door at all times. **ALL WORKERS MUST** sign in and out at Security Desk. Building Security personnel have the right to inspect all toolboxes of Contractors or Subcontractors upon arrival and departure from the building.
6. Contractor shall keep the space clean at all times. All construction debris shall be removed through the service elevator or stairs on a daily basis and shall not be allowed to accumulate. In the event the Contractor refuses to keep the premises free of accumulated waste, Building Management reserves the right to enter said premises and remove the debris at Contractor's expense. In addition all public areas such as corridors, restrooms, janitor's closets etc. shall be maintained and kept free of construction debris,

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dust etc. All construction waste and debris shall be removed via the freight elevator through the loading dock service door. Construction waste shall only be removed observing the hours of the **Freight Elevator Schedule**. No construction waste or debris may be placed in the building Dumpsters. The Contractor will provide for removal of waste and debris from the building at its own expense. If a Dumpster is required (space allowing), the location shall be authorized by Chief Engineer. Contractor will supply dumpster/hauling company information. Removal of combustible objects such as cardboard, empty paint cans, paint rags and other combustibles should occur on a daily basis: such objects should be disposed of in an approved receptacle and in a legal manner.

7. Air conditioning to the space will not be provided until branch ducting, VAV boxes have been installed, and Pre filters have been installed over the return air openings.
8. For purposes of HVAC, only Titus vav boxes are to be used. No piping of any kind is allowed under bottom of box as well as no ceiling hangers or walls will be built underneath the boxes. **All tenant duct work, existing duct work overlap, or thermostat over lap will be corrected. All boxes will be verified for proper operation of cooling and heating by contractor and will be repaired if they do not work as specified.**
9. All demising walls will have a fire damper installed for airflow.
10. Contractors are required to erect and maintain dust barriers and proper dust covers on the floors at exit areas of construction. Keep all entrance and exit doors closed to restrict the movement of dust or dirt. Close off temporary openings from the space with polyurethane. These are required on floors, which are occupied by other tenants. Contractor is responsible for taking extra precaution to safeguard the floors, walls and/or elevators from damage, which may be caused by the movement of materials or debris.
11. All Contractors are to take adequate precautions to prevent the accidental tripping of the fire alarm system. All smoke detectors on the base building system are to be protected during construction. ***Please notify the Chief Engineer when protection is in place so***

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***he can inspect protection.*** Management cost connected with resetting false alarms will be billed to the contractor. AT COMPLETION OF EVERY WORKDAY, FIRE PANEL SHALL BE LEFT WITH SYSTEM NORMAL. CONTRACTOR AND BUILDING ENGINEERING WILL VERIFY BEFORE CONTRACTOR LEAVES BUILDING. At the end of each workday, after the dust has settled each smoke detector that had been protected during the day are to be uncovered to ensure proper operation.

12. Below is the procedure of draining and filling FIRE SPRINKLER SYSTEM on floors under construction.

- a. *All work performed on fire sprinklers and/or fire standpipes should be scheduled with the Building Chief Engineer at least 24 hours in advance.*
- b. *Contractor must comply with the conditions of the Building Engineer's approval of shutting down, filling and/or opening up of a fire sprinkler and/or fire standpipe system.*
- c. *Prior to start of any work, Subcontractor personnel will contact the Building Engineer through Security on duty. Only Building Engineer will perform drain-down.*
- d. *Upon completion of work, Contractor shall contact Building Engineer who will re-fill system after verifying system is put back together. Any damage incurred due to incomplete work after verifying to the engineer will be the contractor's responsibility to repair. Contractor will with Building Engineer check for leaks before leaving the building. After which the Engineering will acknowledge, restore and reset fire alarm system.*
- e. *At no time shall a floor be permitted to be dry after working hours.*

13. The storage of all flammable liquids (paint, lacquer thinners, paint thinners, etc.) shall be in a UL approved fire rated (for flammable liquids) storage cabinet or the liquids are to be removed from the property daily. If such materials will be stored in the proper storage cabinet, Building Management should be notified of their existence, location and quantity. At the end of the project, all remaining paint is to be removed from the property and disposed of legally.

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14. No gasoline operated devices. All work requiring such devices should be performed by means of electrically operated substitutes.
15. All approved gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers shall be promptly removed from the building.
16. All electrical rooms on construction floors are to be kept clean and orderly at all times and must be lock at the end of each work day. These rooms cannot be used as storage for tools or supplies. At the end of each day all garbage and wire remnants are to be removed and a clear pathway maintained to all panels. Initial access to electrical & telephone equipment rooms can be arranged with Engineers. Tenant equipment may not be installed in electrical or telephone rooms. All circuit breaker boxes are installed in tenant spaces. Meters only in the electrical closets. All panel covers are to be replaced and labeled upon completion. All penetrations through floors, walls and ceilings will be properly fire stopped, upon completion.
17. Specified restrooms will be designated for Contractor use. The public restrooms are not to be used for construction material cleanup or storage. Anyone found using restrooms other than specified will be subject to dismissal.
18. No one is permitted to use the janitorial closets without Building Management permission. Janitors slop sinks and washroom fixtures cannot be used for disposal of flammable; hazardous waste or **drywall taping compounds**. Contractor is responsible for maintenance while using designated restrooms. Upon completion of each improvement, the Contractor will be responsible for restoring the facility to its original state.
19. Any use of telephone room chase way must be coordinated through building Riser Management Company and approved by Building Management.
20. During the construction, stairwells or fire doors leading to stairwells may **NOT** be impeded in any way. Fire doors may not be propped or blocked open in any fashion or in

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any way. Stairwells may not be used for the storage of any materials and they are to be kept clear at all times. During construction, air conditioning smoke dampers may not be propped open.

21. Contractors are required to keep at least four currently certified 10 pound fire extinguishers on each floor during construction. They are to be placed inside the controlled area and all workers are to be informed as to their location and proper use. Construction workers should be informed by their supervisors on means of egress from the floor in case of an emergency.
22. All “J” boxes and fire/life safety conduit that are installed during build-out must be marked with red spray paint. All fire/life safety must be in conduit and kept strictly within the color code. Only building authorized life safety contractors will be allowed to pull wire, install and connect life safety devices.
23. Prior to core drilling, please inform Chief Engineer of the locations of the cores for approval. All cored holes are to be located from the underside to prevent damage to any material exposed on the underside of the decking. If cores are to be wet-drilled, slurry runoff shall be contained and must not be allowed to reach tenant areas below the construction. The Construction Company in charge of the build-out above shall clean any slurry that does migrate to the floor below. Building Management will designate coring hours. Any penetrations made in steel structural beams must be approved by a structural engineer, and permitted by the City and State, if applicable.
24. Prior to introducing any condenser systems into the base building condenser water loops. Contractor is to back flush with clean domestic water for one hour before completing the tie-ins. It is strongly urged to install bleeder valves at the high points of the branch loops.
25. A keying scheduling shall be provided to Engineer’s three weeks prior to move-in. All pinning is to adhere to the buildings master key system.

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26. On partially occupied floors painting and varnishing are to be controlled by the engineering staff. Any spray painting with solvent-based paint must be pre-approved by the city code and Building Management. Painting of elevator doors is to be supervised by Engineering and Building Management. Please notify both departments 24 hours in advance.
27. Contractors and Subcontractors will obtain, at its expense, all the required Licensees necessary to perform the work to comply with laws and ordinances of State and Federal regulations. Also they must comply with any Board or Commissions or other qualified body regulations and codes.
28. Building Management reserves the right to inspect work, stop work and have a worker removed from the job at any time during the project. The Chief Engineer will make daily tours of the work site to make sure the work is being done up to standards.
29. No graffiti or vandalism will be tolerated; any individual caught in the act will be immediately removed from the premises and will not be allowed to return. In addition all repairs will be at Contractor's expense.
30. No radios will be permitted.
31. Respect must be shown to the building tenants at all times. Rude and obscene behavior including foul and abusive language will not be tolerated. Offenders will be asked to remove themselves from the premises and will not be permitted to return.
32. Any worker caught stealing, drinking alcohol, or using any illegal substance will be immediately banned from the site. Expected behavior in a fully-occupied building is to be professional, especially in public.
33. Wet paint signs must be posted in all public areas when appropriate.



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34. The building will provide electrical service consisting of 110V outlets with 15A capacity. Any power requirements in excess of that listed per the Lease Agreement shall be the responsibility of the Contractor/Subcontractor.
35. Contractor shall provide temporary electrical devices within the demised premises for its subcontractor's use. Contractor will not be permitted to run extension cords through public space on occupied floors or occupied tenant spaces.
36. Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. The building will pay normal electrical consumption during the construction process. All lights and equipment must be extinguished at the end of the Contractor's business day. In the event that the Contractor continues to leave lights and equipment on during off-hours Building Management reserves the right to receive just compensation for excessive electrical consumption.
37. Building management or engineers will not store extra materials left over from construction or remodeling.
38. OSHA/UL approved trade tools and equipment must be used.
39. All contractors must be union.
40. Contractors needing roof access must arrange access with the Chief Engineer. Work associated with the roofing membrane must be performed by an authorized roofing contractor, with written proof of this authorization required before any work commences. This requirement is to maintain the building roof guarantee should one exist. When work on the roof is complete, an inspection of the work area will then be conducted jointly by the building's Chief Engineer and the Contractor.
41. Contractor parking is at the far end of the parking lot. Do NOT leave vehicles in fire lanes, visitor parking or reserved parking areas. Please do not park in first parking stalls near building.

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42. Construction activity related to power fastening, hammer drilling, floor coring and jack hammering, etc., are to be performed during off-hours to minimize disruption to building occupants/tenants. These activities must be scheduled with the Chief Engineer or Building Management.
43. No wiring, cable, conduit, etc., shall be acceptable or accepted if laid on ceiling grid, tied or “caddy” clipped to any ceiling grid suspension wire or mechanical supports. All connections and supports will be made directly to building steel or concrete slab at 4-foot intervals, or per code. Any and all work found improperly installed shall be rejected and removed, reinforced and re-hung at the sole expense of the contractor.
44. If glazing is removed for loading of materials, the contractor is responsible for protection of all adjoining surfaces, repair and/or replacement of any damage, and a one (1) year guarantee against defects for items disturbed.
45. No smoking Transwestern provides a smoke free environment for all of its tenants. Smoking is permitted only in designated areas outside of the building.
46. Contractor parking is at the far end of the parking lot. Do NOT leave vehicles in fire lanes, visitor parking or reserved parking areas. Please do not park in first parking stalls near building.
47. The General Contractor is responsible to clean up the designated parking area on a daily basis where they have any equipment and/or dumpster and will be back charged if Transwestern has to perform this cleanup.
48. While working in the common area, the area immediately around the work area must be appropriately marked with warning signs.
49. All mechanical and electrical rooms will be locked at 3:00 pm unless prior arrangements have been made.
50. The Contractor is to provide adequate temporary signage where needed, depending on nature of work.