



### **BUILDING RULES AND REGULATIONS**

- 1) Contractor must be approved by the building.
- 2) Contractors are not to post signs on any part of the Building or on the Premises.
- 3) Contractor shall protect all base-building elements and all tenant improvements and equipment from damage of any sort and shall repair any damage in the course of performing its work.
- 4) Contractor work shall be scheduled so that it in no way conflicts, interferes with or impedes the quiet and peaceful environment of tenants. Any work that is in conflict with the other tenants will be rescheduled by the Contractor to such dates or times approved by Building Management.
- 5) Contractor shall contain storage of materials and operations within such space which may be assigned by the Building Manager. Contractor must properly mark and identify all containers containing chemicals with hazardous material stickers and storage areas for these containers should have MSDS posted in the space in which the work is being completed. Items requiring this marking are (at a minimum): soap, paint, solvents, lubricants, cleaners, refrigerant, etc.
- 6) Contractor shall take appropriate measures to block temporarily the view of the work (if applicable) from public corridors.
- 7) Contractor shall notify the Building Management in writing, three (3) business days prior to any planned work to be done on weekends or at other than normal job hours.
- 8) Contractor shall be responsible for all his actions on-site as well as those of its subcontractors. Any damages to Landlord's property caused by the Contractor will be promptly repaired at no cost to Landlord. The Contractor shall maintain supervisory personnel on site at all times whenever the Contractor is working on the site. Such personnel shall be fully empowered to coordinate and authorize the Contractor's subcontractors to perform such work as necessary to enable the work to proceed.
- 9) Security (if required by Building Management) for Contractor's work shall be the responsibility of the Contractor.
- 10) Before any work will be started, there will be a walkthrough of the service elevator, corridors and area of work to check on existing damage of walls, doors, ceiling, etc. This walk through should include Contractor and Building Management. Failure to comply with the above will put all responsibility for repair on the Contractor.
- 11) All work required to be performed in Tenant's spaces (i.e.: plumbing lines, HVAC ductwork, etc.) shall be performed on weekends or between 7:00 p.m. and 7:00 a.m. on weekdays (or as designated by the Tenant, occupying the space in which the work is to be done) unless otherwise agreed to in writing by the Building Manager. Contractor shall inform the Building Manager of the need of such after-hours work in writing with three (3) business days' minimum notice. Contractor shall be fully responsible for the protection of and subsequent damage to building common areas and Tenant premises and

merchandise, and Contractor shall be responsible for any damage caused to building common areas and Tenant premises or merchandise. A Building Courtesy Staff Guard, at the Contractor's expense, may be required to be present at all times while working in Tenant's space.

- 12) Contractor(s) must use the service elevator for transporting materials and tools to and from the work area. Access to the Tenant floors via the service elevator requires use of a key card. Contractor shall provide proper wall and floor coverings in the elevator cab during each use to protect the cab against damage. Contractor(s) who require special use of the service elevator must notify the Office of the Building. Special requests for after-hours use, which are made on a first-come, first-served basis, must be scheduled at least two (2) business days in advance through the Tenant Services Coordinator located in the Office of the Building.
- 13) Washroom facilities for Contractors are available on the floor where work is being performed and may require a key for access. Please contact the Office of the Building for a temporary washroom key. Washroom facilities will be maintained and stocked on a regular basis. The Contractor will be responsible for any damage, defacing, etc. during their use. Any special cleaning required will be at the cost of Contractor.
- 14) Contractor shall take care not to clog drains with construction debris or materials. Contractor is responsible for drains up to thirty (30) days past completion.
- 15) The Contractor is responsible for trash removal from areas in which the Contractor is working or storing materials. The Building Manager is responsible for providing dumpsters as needed by the Contractor, unless Contractor is using Buildings preferred vendor. The Contractor must contact the Building Management office to schedule removal of the dumpster. When asking for removal, the Contractor shall specifically indicate to which project it is to be allocated. The Contractor shall not permit trash and construction debris to accumulate within the premises or in the corridors adjacent to the premises, the Lower Level or streets and sidewalks adjacent to the building. The cost of dumpsters will be the responsibility of the Contractor.
- 16) Contractor (or the applicable tenant) shall apply and pay for all utility meters required (if applicable).
- 17) Temporary electrical service shall be provided by the Building at the floor where the work is to be performed. Contractor must have the Building Manager's approval to connect temporary lines to the power source for service to the Premises. Contractor shall provide any required temporary heat for the Premises at its expense. Only electric heat is allowed.
- 18) All work performed by Contractor shall be performed in a manner so as to avoid any labor dispute which results in a stoppage or impairment of work or delivery services or any other services in the Building, and in the event there shall be any such stoppage or impairment as the result of any such labor dispute, Contractor shall immediately undertake such action as may be necessary to eliminate such dispute or potential dispute.
- 19) Contractor shall use only such entrances and access ways as shall be determined by the Building Manager. All access for construction materials and labor shall be through the loading dock on the lower level.
- 20) All demolition work shall be performed after 6:00 p.m. and before 7:00 a.m. unless otherwise agreed to in writing by the Building Manager. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into adjacent tenant, mechanical or base building areas. All noisy work shall occur before 8:00 a.m. and after 6:00 p.m. to avoid disturbing other tenants. Noisy work will be defined as any noise that is noticeable from adjacent spaces.

- 21) All activity which creates fumes that may annoy adjacent tenants shall be performed after 6:00 p.m. and before 7:00 a.m.
- 22) Air conditioning will not be provided in construction sites; Contractor should make provisions to accommodate temperature changes.
- 23) Deliveries and trash removal for construction projects on occupied floors must occur after 5:00 p.m. and before 8:00 a.m. Floor protection must be used and cannot remain in the corridor between 8:00 a.m. and 5:00 p.m.
- 24) For construction related projects, all base building return air ducts and grilles and all base building supplied fan powered VAV box inlets shall be protected with visqueen provided and installed by the Contractor.
- 25) For construction related projects, Building Management expects the Contractor to maintain a clean and presentable space during construction. The floor must be swept nightly at a minimum. Wet walk-off mats must be provided in front of the elevator doors as needed. Additionally, a thorough final cleaning including but not limited to the following, will be required before Tenant occupies the space.
  - 26) Fluorescent light fixtures and lenses;
  - 27) Windows and window mullions;
  - 28) Doors and frames;
  - 29) Base;
  - 30) Carpet; Floors
  - 31) Blinds;
  - 32) Smoke detectors
  - 33) Walls
    - a. Contractor must use Building's cleaning contractor and only through coordination with Office of the Building.
- 34) Contractor shall contact the Office of the Building for proper cylinder ordering information.
- 35) Requests for connections to the base building sprinkler system, plumbing systems, exhaust ducts, etc. are to be made in writing to the Building Manager. Prior to making any cores through the base building floor slabs, Contractor shall lay out such locations and request approval from the Building Manager for the final core locations. The Building Manager will require five (5) days to arrange for an engineering review and approval of such work. Contractor will be billed for this cost.
- 36) No conduit shall be tied directly to suspended ceilings, grid work, hanger wires or HVAC components such as ductwork. Conduit must be mounted directly to the deck above, and independently supported by its own hanging apparatus. The Contractor will be held responsible for any repairs to the base building systems stemming from improper attachments.
- 37) Construction Work shall be subject to inspection by the Building Manager and Landlord from time to time during the period in which Work is being performed.
- 38) Parking is not permitted in the loading dock at any time. Use of the loading dock facilities is limited during normal business hours; therefore, large deliveries must occur before or after normal business hours and must be scheduled in advance with the Office of the Building.

- 39) Electrical closets, communications closets, and slop sinks are to remain locked unless they are being used.
- 40) 65 East Oak is a non-smoking building. Smoking is not permitted anywhere on the building premises. Contractor personnel will be asked to leave and escorted from the building if found smoking on the premises.
- 41) Crude, obscene, or otherwise disturbing language (i.e., "cat calls") is strictly prohibited. Contractor personnel violating this rule will be promptly escorted out of the building.
- 42) Lunches and breaks are to be taken within the construction area or outside of the building. They are not to be conducted anywhere else on the building premises.
- 43) Building emergency stairwells are for emergency use only. Stairwell doors are not to be propped open or left ajar.
- 44) For construction area, cleaning contractors are responsible for providing their own vacuum cleaners, cleaning supplies, etc. Building equipment is not for Contractor use and will not be loaned. If a Contractor is found using any Building equipment a rental/maintenance/use fee will be assessed.
- 45) The corridors must remain neat and clean. Contractors should make the appropriate provisions to prevent construction debris from being tracked into the public corridors and should clean up any material tracked into the corridors.
- 46) All paints, varnishes, finishing chemicals or cleaning solutions must be sealed when not in use.
- 47) Life safety trouble alarms shall be cleared before the end of each day.
- 48) Prior to the installation of any special equipment, (HVAC, Electrical, etc.) the Contractor is required to provide one (1) copy of the installation instructions to Building Management.
- 49) The Building Manager will make repeat inspections as necessary to determine the condition and progress of Tenant's remedial work and enforce the provisions of the Tenant's lease.

If you have any questions, please reach out to the Office of the Building at [65oakstreet@am.jll.com](mailto:65oakstreet@am.jll.com).