



## **CONTRACTOR RULES & REGULATIONS**

The following Rules and Regulations shall govern the operations of the Contractor. For purposes of this document, Property Management shall mean Jones Lang LaSalle.

### **I. Standard Construction Procedures**

- A. Contractor(s) shall be responsible for the security of their own materials, equipment and work and that of their Subcontractors.
- B. Doors to all work areas, including stairwell doors, mechanical and electrical closets, will remain closed at all times. Propping doors open is expressly prohibited.
- C. All Contractors are to wear uniforms and/or name tags in order to be easily identified at all times.
- D. All gang boxes, tool boxes, tool chests, and other containers are subject to inspection when moved in or out of the Building. All Contractor and Subcontractor personnel, materials, tools and equipment are to enter and exit the Building through the service corridor and freight elevators only. Use of the passenger elevators is expressly prohibited.
- E. Contractor shall be responsible for the protection of their work and the areas adjacent to their work.
- F. No cutting or patching shall be permitted without prior written consent of Property Management. Request for permission to do cutting shall include explicit details and description of work and shall not under any circumstances diminish the structural integrity of the Building components or systems. If any work is to be done in another tenant's space or in any public area, such work is to be done only with explicit written permission and at times as directed by Property Management. Such work is to be done only under the direct supervision of a competent member of the Contractor staff and under observation of the Project Superintendent. Any such area is to be promptly repaired and returned to a fully functioning, complete and clean condition.
- G. To the extent possible, light fixture switching shall be provided and maintained during construction and lights should be turned off at the end of each day.
- H. No radios or other audio devices are allowed at any time.

- I. Smoking is permitted at designated areas only, and is not permitted inside the building or at any building entrance.
- J. Restroom sinks, toilets, and urinals may not be used to wash, clean or flush any construction materials or equipment. If approved and available, the slop sink in the janitorial closet may be used.

## II. Access

- A. Property Management must be notified of any scheduled work by submitting the Tenant Access Activity & Engineer Request Form (Access Request). The Access Request Form must be signed by Tenant and submitted to Property Management one business day prior to any Contractor work. Work should be scheduled so that it in no way conflicts with, interferes with, or impedes the quiet and peaceful enjoyment of other tenants, or the progress of Property Management's work or operations. Any work that is in conflict with the above conditions will be rescheduled by the Contractor to such time as approved by Property Management. Any construction activities which create excessive noise, such as core drilling, or odors must be done before or after Building standard operating hours. Please note that if an Access Request Form is not received or the person listed on the Access Request Form is not present, access into the building will be denied. It will be the Tenant's sole cost and responsibility to reschedule the work, as needed.
- B. Any work that may impact the Fire Life Safety System requires pre-approval and on-site supervision by Engineering. Engineer requests may be included on the Access Request Form. For business hours requests, the form must be submitted two (2) *full* business days prior to work. Non business hours requests must be submitted three (3) *full* business days prior to work. All requests are subject to rejection based on engineer availability. Assistance will be billed to Tenant per the terms of the Lease Agreement and the Local 39 Stationary Engineers Union. Processes that require Engineer supervision include:
  - Hot Work: soldering, welding, flammable or combustible materials
  - Dirty Work: sheet rocking, sanding, spraying or anything which will create a large amount of dust or fumes.
  - Fire & Life Safety Work: pre-action systems, FM 200 systems, sprinkler work, doors, strobes and detectors.
  - Construction work where there will be core drilling, anchor shooting or abrasive cutting.

- C. Contractors must sign in with Security at the Loading Dock and sign out at the end of each work day. Security will provide a visitor badge for each worker that must be worn at all times. This includes daytime access and after-hours access.
- D. Contractor shall be provided access to loading dock space and freight elevator facilities for a twenty (20) minute daily maximum. If additional loading/unloading time is needed, Contractor may make arrangements for unloading and hoisting after business hours. At no time during normal working hours will the Contractor be given exclusive reserved use of the freight elevator. The use of passenger elevators by construction personnel is prohibited.
- E. Contractor shall be provided access to unloading areas as prearranged with Property Management. All materials unloaded at these areas will be moved to an area of use immediately and shall not be stored or used in a way which adversely impacts use or operation of the Building.
- F. Contractors must arrange access into Tenant space directly with the Tenant. An Access Request Form will only provide access into the building. Security does not provide access to Tenant spaces.
- G. Access to electrical closets should be noted on the Access Request Form. Electrical closet keys may be checked out and in at the Lobby Console with a valid driver's license deposited with Security.
- H. Access to telephone or data rooms requires pre-approval from the riser management company, IMG Technologies. Access into any base building telephone or data riser closet must be prearranged with IMG before submitting the Access Request Form. IMG may be contacted at: [imgservice@imgtechnologies.com](mailto:imgservice@imgtechnologies.com) or (888) 464-5520. IMG will then authorize Property Management to allow access per the Access Request. Contractors may then check a tele/data closet key out and in at the Lobby Console with a valid driver's license deposited with Security.

### **III. Building Equipment**

- A. Tools or materials will not be loaned to construction personnel at any time.
- B. Contractor materials and tool storage will be limited to the areas for which access has been granted. No flammable liquids, highly combustible liquids or hazardous materials will be allowed to be stored on any floor.

- C. No Building systems (e.g. life safety, mechanical or electrical) will be turned off, disengaged, or otherwise affected by Contractor without preapproval and supervision by Engineering. Such requests shall be made on the Access Request Form per the terms listed here within. No construction personnel will be permitted to operate, activate, or in any way manipulate the HVAC or other base building equipment. Fire Life Safety systems and devices, including sprinkler systems, shall be placed in service at the end of the work day, and the Contractor shall not leave the site until all systems are verified by Engineering as fully operational.

#### **IV. Housekeeping**

- A. Contractor must remove daily all personal rubbish (e.g. lunch debris, drink containers), surplus and waste material resulting from the performance of his or her work. At the request of Property Management, Contractor shall relocate any materials causing an obstruction as directed. Use of the Building's debris box or trash compactor is prohibited. Furthermore, Contractor is responsible for compliance with the San Francisco Construction & Demolition Debris Recovery ordinance.
- B. Contractor will ensure that all mechanical rooms, electrical and telephone closets, and other Building and common areas, entered by Contractor or Subcontractors in conjunction with Contractor's work, will be cleaned and free of debris nightly.
- C. Public areas adjacent to the premises where Contractor's work is being performed shall remain free of dust and debris and materials at all times.

#### **V. Parking**

On-site parking, other than the public parking facility with standard parking rates, is not available at any time for Contractor personnel.

#### **VI. Signage**

Contractor shall not be permitted to post any identifying signage or advertising within the Building or visible from outside the Building.

**The Rules of the Site may be amended or revised at any time. The amended or revised Rules of the Site shall become effective upon delivery to Contractor or publication by posting at the project site, whichever is earlier.**

Contractor Rules & Regulations as-of April, 2015.