

CONTRACTOR'S GUIDELINES

35 West Wacker Drive
Chicago, Illinois 60601

CONTRACTOR RULES & REGULATIONS & GENERAL BUILDING INFORMATION

CONTRACTOR, SUBCONTRACTOR AND VENDOR PROCEDURES

I: INTRODUCTION

This document has been developed by Building Management to provide information to contractors or prospective contractors about construction standards and rules at 35 West Wacker Drive. We expect contractors and their employees working in our building to realize they are invited guests and are expected to exercise good judgment and courtesy at all times. Furthermore, be aware that many other businesses are operating within the building simultaneously, and Building Management has an obligation to provide them with a relatively quiet, clean and safe environment. We reserve the right to halt or delay work if it interferes with our tenants' ability to conduct their business.

Thank you for your cooperation and adherence to these guidelines.

II: BUSINESS HOURS AND ONSITE CONTACTS

Building Business Hours: Monday – Friday
8:00 a.m. – 6:00 p.m.

Loading Dock Hours: Monday – Friday
6:00 a.m. – 5:00 p.m.

On-Site Contacts:

Angel Brown, Property Manager
(312) 964-9132
Cell: (708) 712-1464
Angel.Brown@piedmontreit.com

Jessie Hoffman, Assistant Property
Manager
(312) 964-9157
Cell: (203)-247-9647
Jessie.Hoffman@piedmontreit.com

Sherice Patten, Customer Service
Coordinator
(312) 964-9130
Sherice.Patten@piedmontreit.com

Cheryl Dobbins, General Manager
(630) 735-1231
Cell: (630) 442-4716
cheryl.dobbins@piedmontreit.com

Ranko Tomovic, Chief Engineer
(312) 964-9138
Cell: (312) 656-8576
Ranko.Tomovic@PropertyEngineers.com

Rich Hojnacki, Director of Security
(312) 964-9135
Cell: (312) 656-8935
rhojnacki@titan-security.com

Security Console - 24 hours
(312) 964-9141

III: RESPONSIBILITIES

- **General contractor, subcontractor, vendor, delivery companies, etc. must have a certificate of insurance on file with Building Management prior to start of construction. Please see the Owner's Contract for Additional Insured language and requirements. Project directory with contact information for GC personnel, subcontractors, architect, MEP, etc. is required.** GC must also introduce job foreman to the Building Management Staff.
- The Contractor, Subcontractor and Vendor shall be directly responsible for the conformance of their work to all codes, rules, regulations, governmental laws, and Building Standards as set forth in these documents. To perform work at the project, all Contractors and their Subcontractors must be licensed, and members of appropriate City and State unions, have experience in high-rise commercial construction, and be approved by building management.
- Prior to commencing with the work, the Contractor, Subcontractor and Vendors shall be responsible for visiting the site and familiarizing themselves with local conditions under which the work is to be performed.
- **The Contractor is responsible to provide an overall work schedule to Building Management prior to the start of the work as well as any revised schedules thereafter.** Any expansions or additions to the planned work require notification to the Building Manager.
- The Contractor, Subcontractors and Vendors shall be responsible for conformance to proper construction means, methods, techniques, sequences or procedures, and for safety precautions and programs in connection with the work.
- The Contractor shall be responsible for adequately bracing and protecting all work and materials during construction against damage, breakage, collapse, distortion and misalignment according to applicable codes, standards and good practice.
- Under no circumstances shall the Contractor and/or Subcontractors cut, drill, burn or fasten to any structural component including reinforced concrete or steel members without written consent of Building Management. Such consent may be covered by building approval of plans and specs.
- The Contractor shall replace all fireproofing which may be removed in making connections to structural members to meet the required hours of fire-resistance for the location of the supporting members, as set forth by the City of Chicago Building Code. The Contractor also shall replace any insulation on piping, ductwork, etc., that was removed or damaged during the construction process.

- Prior to the commencement of construction the contractor must arrange a walk through with his MEP subcontractors and the Building Maintenance Engineers to discuss MEP installation/maintenance requirements.

IV: ACCESS & CONDUCT

GENERAL INFORMATION

- Normal business hours are 8:00am to 6:00pm, Monday through Friday. Any time after-hours work will take place, Building Management should be notified in writing at least 24 hours in advance. Requests may be emailed to the Office of the Building using the After-Hours Authorization form supplied in the appendix of this package. Please send completed form to Sherice.Patten@piedmontreit.com, with a copy to Ranko.Tomovic@propertyengineers.com.
- All construction workers are to enter and exit the building through the loading dock located on Lower Wacker Drive. Entering the building from the lobby is prohibited. Contractors are required to check in with dock security to receive a daily visitor pass and freight elevator access card. **Access to work area is via freight elevator only. Contractors may not use passenger elevators at any time.** Contractors are not allowed to park in the loading dock.
- Use of restrooms will be restricted to those designated by Landlord. Contractor personnel are forbidden to use tenant or common area restrooms. Any damage done to washrooms by contractor or subcontractor will be repaired by building at contractor's expense.
- Stairwells: Stairwell doors are to remain closed at all times. Any blocks or hold open devices put in place by any persons will be reported to security and removed at once. Stairwells are not to be used to access job site.
- Management reserves the right to inspect all tool boxes, storage bins, trash bins, duffel bags, or other conveyances prior to removal from the property.
- Smoking is not permitted in the building, parking garage, or about the common areas or the outside of the property. Foul and abusive language and loud or disruptive radio playing is strictly prohibited. Congregating in public areas within the building by trades' people is prohibited. Failure to comply will result in removal of those trades' people and potentially that contractor from the property.
- Alcohol and drugs are not permitted on the property. Construction personnel found to be in the possession of or under the influence of drugs or alcohol are subject to immediate removal from the property and banned from further work on the property.
- No construction personnel or service personnel shall deface any areas of the project or property.

- Building Closets: No contractors or tenants are allowed in the building telephone/data or electrical closets without approval from the Office of the Building.
- Construction personnel are not permitted to use vending machines, kitchens, telephones, furniture, fixtures or equipment within the tenant's leased premises.
- Floor coring: No floor coring will be allowed during regular business hours, nor will any coring be allowed without written authorization from Building Management. Construction plans that involve floor coring may, at tenant's expense, be submitted for review and approval by building's structural engineer.
- Scanning is required before any coring/cutting can be performed, and must be included in the pricing. Contractor to scan proposed area marking any obstructions (rebar, conduit, etc.) for review by building engineering/management.

NOISE

- If the construction work causes disruption to other tenants, the work must cease immediately and be rescheduled for such times as would not be objectionable. This may require working outside normal business hours. Floor coring and excessive pounding and drilling must cease by the start of normal business hours, 8:00am, and may be scheduled again through Building Management after 6:00pm or on weekends.
- Building Management has the option of shutting down construction activities that compromise existing Tenant's rights to peace and quiet. The contractor must realize it is working in an occupied building.

WORK IN ADJACENT TENANT SPACES AND BUILDING COMMON AREAS

- Building Management must be notified during preliminary stages in the planning of any work which may involve installation through adjacent tenant spaces, such as floor coring, piping, cables, etc. No work of this nature will be permitted unless absolutely necessary and will only be permitted with the prior written consent of the Building Manager. The Building Manager's decision to refuse such consent shall be conclusive. The Building Manager may require a security guard to be with the Contractor while in the adjacent tenant's space at the Contractor's cost.
- When and if permitted, the work shall be performed only after normal business hours or on weekends agreeable to the adjacent tenant and Building Management.
- The work shall be done in a neat and orderly manner. Contractor shall be responsible for replacing disturbed materials back to their original form. The work shall only be done by tradesperson experienced and skilled for the work involved. Tenant spaces must be restored to initial condition prior to 7:00am the next working day.

- The Contractors shall protect all finishes from damage. The flooring, walls, ceiling, lighting, furnishings, etc. shall be protected from dust and debris. If materials are transported, the flooring shall be protected with Masonite, and construction paper.

V: DELIVERY AND REMOVAL OF MATERIALS

- The contractor shall visit the building, site and demised premises and familiarize himself with the operation of the freight elevators of the building. No safes or other objects heavier than the lift capacity of the freight elevators shall be brought into or installed on the demised premises. No freight, furniture or bulky matter shall be received into the building or carried into the freight elevators except during hours designated and in a manner approved by the Building Management. **Large deliveries are to be scheduled 48 hours in advance with the Building Management office during off-hours (M-F before 6:00am or after 5:00pm).** A dock security officer and elevator operator will be provided at the tenant's or contractor's expense. Under no circumstances are the passenger elevators to be used for transporting workers, materials or any other items directly or indirectly connected with the work.

LOADING DOCK INFORMATION

Location:

The dock may be accessed via Lower Wacker Drive.

Dock Hours:

The dock is open:

6:00am – 5:00pm Monday through Friday, except holidays.

- All material shall be brought into the building through the loading dock and all debris shall be removed through the loading dock. **The maximum clearance for trucks using Lower Wacker Drive in the vicinity of 35 West Wacker Drive is 12 feet**, according to the City of Chicago. All deliveries will be required to sign in with dock security.
- Exceptions for “small” deliveries during normal dock hours (M-F 6:00am – 5:00pm) must be approved by the Office of the Building.
- Before any hazardous material is delivered to the building, contractor shall notify the building manager in writing and submit a Safety Data Sheet (SDS). If delivery is approved, storage locations for the hazardous material will be approved by the building manager in advance of delivery. Contractor is responsible for providing information (SDS) to workers regarding all hazardous materials and substances used or introduced by the contractor. In general, Contractor shall provide SDS data to the building if requested by building management or engineering staff.

- All vehicles attempting to enter or leave the loading dock are subject to inspection by the building. No vehicles are permitted to idle in or near the dock. Engines must be turned off.
- Parking in the loading dock is prohibited. Trucks are allowed to park in the loading dock to load or unload only. Deliveries are limited to 30 minutes unless written permission is given for a longer duration.
- Materials and debris are not to be staged in the loading dock. All items left in the loading dock will be disposed of at contractor's expense.
- Contractor is responsible for any cleanup required in the dock or freight corridors and elevators due to deliveries or rubbish removal.
- All rubbish and debris shall be removed from the building site and demised premises as quickly as it accumulates. While removing any rubbish and debris, none shall be staged in any public area (lobbies, corridors, freight lobbies, etc.) or vacant tenant spaces. All areas occupied by the Contractor for the purpose of the work shall be kept clean at all times. The Contractor shall confine his operations to the specific project area and shall maintain this area in presentable condition.
- All demolished materials to be removed from the site and project area shall be transported through and out of the building in rubber-tired containers at times designated by the Building Management, and shall be executed in an orderly and careful manner, with due consideration for neighboring tenants and the public. These areas shall be kept clean at all times. Any damage caused by Contractor shall be repaired at Contractor's expense.
- Use of building dumpsters at established rates is available for small disposal needs. Contractor, with the coordination of the Office of the Building, may bring in their own dumpster at the loading dock after 6:00pm until 6:00am the next day. In general, hauling of large amounts of debris, such as during demolition phases, is to be scheduled off-hours with Building Management and will require an elevator operator and a dock officer at an additional cost to Contractors.
- Dumpster haulers must meet building insurance requirements.
- Contractor shall be responsible to meet all City of Chicago codes and ordinances relating to construction debris recycling and removal and provide waste hauling reports at the building's request.
-

FREIGHT ELEVATORS

- The freight elevator operates by manual control directed by Security Elevator Operator. Contractors will receive an access pass when they check in with dock security at the start of their day.

- The general contractor must confirm the availability of the freight elevator prior to the start of construction. Under no circumstances will the passenger elevators be used by the general contractor for transporting workmen or material at any time.

Dimensions:

FREIGHT DIMENSIONS
SMALL FREIGHT DIMENSIONS

Length	67"
Width	93 ¾"
Height	119 ½"
Door	48"
Capacity	4000 lbs.

LARGE FREIGHT DIMENSIONS

Length	95"
Width	76"
Height	119 ½"
Door Width	54 1/8 th "
Capacity	6000 lbs.

VI PROTECTION OF PERSONS & PROPERTY

- The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to (1) all employees on the job and other persons who may be affected thereby, (2) all the work and all materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto. Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and orders of any public authority bearing on the safety of persons and property and their protection from damage, injury or loss. The Contractor shall promptly remedy all damage or loss to any property caused in whole or in part by the Contractor, and Subcontractor, or anyone directly or indirectly employed by any of them, or by any one for whose acts any of them is liable.
- The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations.
- **No cutting-welding-hot work or any other work that has the potential of activating the building's fire/smoke detection system may begin without first obtaining a hot work permit from building engineering so that the appropriate safety measures may be taken.**

- Protective clothing, including head cover required on the job site.
- Warning signs to be posted and personnel access restricted to construction areas.
- Compliance to OSHA and other applicable regulations required.

VII ADVERTISEMENTS

- The Contractor, Subcontractors and Vendors shall not place or maintain any signs, bills, posters or other advertisements in or about the Building except by written consent of the Landlord. Use of the name of the Building, shall not be permitted without Landlord's written consent.

VIII PRECONSTRUCTION

Permits:

- **City of Chicago Building permits, and all applicable permits for the Work must be obtained for all construction projects.** Copies of the permits along with the paid receipt must be issued to the Office of the Building and posted on the job site prior to any work commencing.

Drawing Review/Notification:

- All construction projects must go through a plan review and approval process prior to any work being started. Copies of the plans and specifications must be sent to the Building Manager prior to work commencing. A formal review will be done and approval will be given in writing. Building Standards are available for review and must be strictly followed. In addition, prior to commencing any work, a detailed construction schedule along with a Certificate of Insurance, list of subcontractors, copy of permit, and job directory containing emergency contact numbers must be submitted to the Building Manager.
- Existing as-build, backgrounds or suite documentation issued by building management are intended to assist only and are not to be solely relied upon without field verification by the contractor, consultant or vendor. Architects and engineering consultants must field verify.
- All new, existing, and relocated equipment and devices must be installed at an approved location and easily accessible (i.e., not blocked by new or existing construction). All repairs will be at tenant's expense. A pre-job walk-thru must be arranged by the contractor with the Building Manager. All on site staging areas must be approved by the Property Manager. Weekly progress meetings must be held.
- A Certificate of Insurance for each contractor and subcontractor must be submitted to the Property Manager prior to construction. Each Certificate of Insurance must list the additional insured and meet insurance limits as specified in the Owner's contract.
- No changes to the perimeter window treatment will be accepted unless otherwise noted and approved in the construction documents.

- No improvements will be accepted that would alter the building's appearance from the exterior.
- All Building Standards must be adhered to unless indicated on the landlord approved construction documents.

Plenum Ceilings

- The building utilizes a plenum ceiling air return system. All ceilings and installations above ceiling must be plenum rated per City code.
- If areas are designed without ceilings, ductwork for continuity of the return air system must be installed.
- All surrounding spaces must be tested to make sure the entire floor is working.
- Any changes to tenant card reader or security/monitoring systems that are tied to the building security system must be approved by the building and all work will be completed by the building at tenant's expense.
- The contractor shall notify the Building Manager in writing to obtain Building Manager's approval for any interruption of building services. The contractor will be responsible for damages arising out of loss of a building service not approved by the Building Manager. Most service interruption requires a 30-day prior notification to Building Management. All costs, including temporary services, resulting from the service interruption will be charged to the contractor. Note: Some work involved with service interruptions may be required to be done by building trades people only.

IX CONSTRUCTION

The work shall not begin prior to authorization by the Building.

- Use of jackhammers, hammer drilling or any tool, which causes excessive sound through the building, is prohibited between the hours of 8:00am and 6:00pm. The Landlord reserves the right (subject to other remedies) to fine General Contractors for violations reported to Building Management in the following amounts: first violation - \$500.00; second violation - \$1,000.00; third violation - \$2,000.00.
- The contractor is responsible for ensuring job site safety. This includes safety for the work force as well as anyone entering the construction area. The contractor shall provide protection and barricades as required to ensure personnel safety and shall strictly comply with OSHA at a minimum.
- Construction personnel and service personnel shall provide adequate protection of work from loss or damage from fire, theft, etc. All work shall conform to the requirement of all-

applicable codes, laws rules and regulations of all constituted public authorities having jurisdiction.

- Contractor shall provide damp walk off mats at each exit from the job site. Mats shall be maintained or replaced as necessary to prevent construction dust from being tracked throughout the building.
- A clear self-adhering poly film will be furnished and installed by the contractor on all traffic areas within the tenant's leased premises and on all common building traffic areas for the duration of the project.
- The contractor is required to vacuum and/or broom clean occupied tenant areas and the building common areas that are affected by project construction daily at the contractors cost.
- The contractor is required to wipe down any areas of the occupied tenant areas and the building common areas that are affected by project construction daily at the contractors cost.
- All building common hallways, lobbies and freight vestibules must be protected with Masonite for the duration of the project. Construction and service personnel are expected to do whatever is necessary to protect building surfaces.
- Construction debris and trash shall be contained in one location at the project and removed from the job-site as soon as possible. Management reserves the right to require trash removal on demand.
- Any service required by the building personnel to correct issues such as cleaning, daily access, garbage removal, etc. that are a direct result of actions by the construction and service personnel will be back charged to the contractor. Contractor to set-up access with the tenant and building prior to start of construction.
- Access to the building's telecommunication and electrical riser closets will be provided by the building's engineer or building security and access approved in advance by building manager or riser management company.
- The contractor and its subcontractor will have access to the floors and/or suites on, which they are working. Access to adjacent suites and to other floors is prohibited without the Building Manager's approval. An Overtime Request shall be submitted in writing for approval at least 72 hours prior to any work requiring access to adjacent lease spaces. Construction personnel and services personnel shall be liable for any damage to the tenant suite including, but not limited to, any of its furnishings and fixtures resulting from the work done. Upon completion of the work or before the beginning of the next business day (7:00am) the tenant suite or work area shall be restored to its prior condition.

- No odor causing or noise causing activities will be performed from 8:00am to 6:00pm. After hours work will be permitted with the Building Manager's consent. The contractor must schedule after hours work in advance via the Building Manager Office.
- The contractor is responsible for controlling and keeping noise levels to a minimum. Voices, machinery, tools and radios heard in the common areas or in adjacent spaces will not be permitted, and all such activities will be suspended at the direction of the Building Manager.
- Contractor is to have an adequate fire extinguisher available at all times during the course of the project. The number of fire extinguishers shall be based on the square footage of the project (one extinguisher every 3,000 SF).
- Clean up of construction tools and equipment will be confined to the janitor's closet. All janitorial, electrical, and telephone closets utilized must be cleaned and free from construction debris after the construction is complete. No paints, thinners, or hazardous material will be poured in sinks.
- Food and related debris will not be left in the suite under construction or anywhere else in the building at any time. Contractor shall maintain cleanliness throughout the building and will not block hallways, exits, elevator lobbies, electrical closets or loading docks.

Contractor shall provide the following at contractor's expense:

- Parking.
- Security service, if required.
- Protection and repair of all finished existing surfaces to remain (i.e. carpet, glass, aluminum, ceilings, wall covering, paint, hardware, etc.).
- Cleaning of work areas.
- Dumpster use.
- Sprinkler riser draining.
- Relamping of existing light fixtures.
- Elevator operator, if required.
- Landlord required review or testing such as structural reviews and floor cores.
- Doors to suite, equipment and electrical rooms shall not be left open when the contractor is not present. Any electrical closet that is open with an exposed electrical panel must have a licensed electrician present.
- Welding and burning with an open flame will not be permitted without prior approval of the building engineer. Permitted welding or burning must comply with all applicable codes. All necessary hot work permits must be obtained, and a code compliant fire extinguisher must be provided within 10 feet of welding or burning.

- All lock changes and new locks must be coordinated with the building's engineering staff. Contractor must furnish building standard cylinders. All keying costs incurred by the building will be at contractor's expense.
- The contractor shall coordinate the installation of common area finishes with the building manager. In general, restoring finishes to common areas will be a priority.
- Construction materials and equipment must be stored within the demised premises and garbage must be removed by the general contractor using its own labor. Contractor must arrange with an approved waste hauler to supply dumpsters as needed for removal of debris. Contractors must coordinate dumpster deliveries and pickups with building management. The building waste handling system is not, at any time, available for removal of construction debris or furniture packaging materials.
- All materials used and/or stored such as paint or other flammables must comply with all existing fire and safety codes, but minimally must be stored in a 2-hour fire rated cabinet.
- The contractor shall protect drains to prevent clogging and shall clear all drains that become clogged during construction.
- The contractor as directed by the Building Manager will repair any damage caused to the building by the contractor or its subcontractors. The building reserves the right to repair any damage at the contractor's expense (or tenant's expense if contractor is working for a tenant) if the work is not acceptably repaired within two weeks of written notification.
- Use of Gasoline Driven Equipment:
The use of any gasoline driven equipment is prohibited.
- Any opening between the common building corridor and lobby and the project site is to be temporarily enclosed at the contractors cost until the permanent installation is completed.
- Corridors – Walls/Doors:
Temporary enclosures to be constructed of drywall, taped, and painted to match corridor. Enclosure to have 3'0" x 1-3/4" solid cord door (minimum size). Door to be equipped with building standard lock set and keyed by the building. No padlocks or other locks.
- Construction Cleanup:
All contractors are responsible for leaving the areas where they are working in the same condition as they found them. Any areas left unclean will be cleaned at the contractor's expense.
- Building Management will commence with normal office cleaning service in the evening of the first day of tenant occupancy, but will only clean those areas that are substantially complete and which have been cleaned previously by the general contractor.

- All contractors, subcontractors, and suppliers must submit lien releases with each request for payment. Payments will not be made to contractors or tenants until all complete and accurate lien releases are received and retention will not be released until all contractors, subcontractors, and suppliers have submitted final lien releases to the building.
- All products used on the project are to contain zero to low volatile organic compounds. A SDS will be required for all products used at the property.
- Management reserves the right to stop any work that is disruptive by sound or smell to the tenants in the building.
- Contractor shall work in harmony with other contractors and subcontractors performing work in the building on behalf of Management or other tenants.
- All ingress and egress doors to the project are to be kept closed at all times during construction.
- Contractor is to furnish the following documentation on the project:
 - 1) A weekly construction meeting will be held either at the job site or in the
 - 2) Building Management Office. Contractor will provide the meeting minutes 24 hours following each meeting.
 - 3) Contractor will provide a weekly progress report detailing the project schedule and status.
 - 4) Contractor will provide a written construction schedule for the project.
 - 5) Contractor will provide a written one-year warranty for workmanship and labor for the project.
 - 6) Contractor will maintain a Request for Information Log.
 - 7) Contractor will maintain a Submittal Log.
 - 8) Contractor will provide copies of all permits.
 - 9) Contractor will maintain a Change Order Log.
 - 10) As Built drawing on electronic format (CAD) for all architectural and MEP work
 - 11) must be provided to Building Manager prior to final payment(s) to Contractor or tenant.

X BUILDING SYSTEMS/FACILITIES

- Sprinkler Drain Downs: Drain downs and refills to the wet sprinkler system require at least a 48 hour notice. A building engineer must perform the drain down and refill of the system. Each contractor will be charged on a per hour basis for a drain & fill. Please include these charges in any estimates.
- Contractor shall notify building engineering in advance of any work affecting the sprinkler or standpipe system.

- The Contractor shall remain on site at all times when the sprinkler system is impaired and shall not leave until an hour after the system is refilled, pressurized and all alarm or trouble conditions related to the work are cleared.
- Floor Penetrations/Cores
 - 1) All Floor penetrations (conduits and plumbing) require written approval by the office of the building and the building's structural engineer. Contractor will submit floor plans indicating the location and size of existing cores along with the location and size of proposed cores. Locations should be indicated as distance from the center of N/S and E/W structural beams. Sizes should be written numerically not color coded. Proposed cores should be clouded.
 - 2) Scanning is required before any coring/cutting can be performed, and must be included in the pricing. Contractor to scan proposed area marking any obstructions (rebar, conduit, etc.) for review by building engineering/management.
 - 3) Coring/Cutting to be completed after regular business hours, and scheduled in advance with the Office of the Building with written 48 hour notice. GC to be onsite supervising contractor completing core work.
 - 4) Cores to be refilled will be done so to the specifications of the building's structural engineer.
 - 5) Ensure floor fire rating and ceiling plenum ratings are maintained.
 - 6) No more than ¼" depth of the concrete deck/slab can be removed without review and written approval of the office of the building.
- Mechanical/Electrical/Plumbing

The following procedures shall be observed by the contractor:

 - 1) All MEP work will be inspected by the Building's MEP Engineer.
 - 2) A preliminary inspection of the HVAC work shall be scheduled through the Building Manager prior to the installation or re-installation of the ceiling grid.
 - 3) Existing MEP's are in as-is condition. If reused, contractor must ensure that all systems are working properly. If not, must be brought to the office of the buildings attention prior to balancing.
 - 4) All abandoned MEP's must be completely removed back to the source.
 - 5) During demolition, all DDC thermostats must be removed by a qualified electrician with approval from the building. All pneumatic thermostats are to be removed by a mechanical contractor.
 - 6) Commissioning required to be completed per the International Energy Conservation Code (IECC). GC must provide written confirmation all issues discovered during commissioning have been resolved.
 - 7) Existing thermostats shall be protected during demolition and construction to prevent malfunction of the HVAC operating systems. Damaged units shall be the responsibility of the contractor to replace/repair, as required by Building Engineer.
 - 8) The Building Engineer and building management will inspect the construction on a periodic basis.

- 9) The location of all thermostats and diffusers shall be approved by the Building Engineer prior to installation. Do not install any thermostats by any dimmer switches, heat producing devices, or exterior walls or columns.
- 10) The Building Engineer and contractor shall ensure furniture plans allow for proper airflow and access to and from perimeter HVAC units, and thermostats are mounted away from file cabinets, shelves, etc.
- 11) Electrical panel schedules must be provided and dated, identifying all circuits. All panel schedules must be typewritten.
- 12) All electrical outlets and lighting circuits shall be properly identified. Outlets shall be labeled on the backside of cover plates.
- 13) Contractor will be responsible for re-lamping and replacement of any ballasts, switching, wiring, etc. not in working condition within the construction area (This will not be done by building personnel). All mechanical systems within the project area are to be functional.
- 14) All work that will produce noxious fumes and/or compromise building air quality (i.e.: painting, wall covering installation, carpet and base installation, minor refinishing of existing millwork) shall be performed after normal building hours beginning at 6:00 pm.
- 15) Management Office is to be notified by use of the after-hours work request form of any work requiring after hours performance. The cost of any after-hours HVAC usage by contractor will be charged to the tenant.
- 16) All doors, hardware, door frames, light fixtures, HVAC units, air boots, slot diffusers, millwork and appliances to be removed as part of the demolition are the property of the building and may be required to be relocated elsewhere (by contractor) in the building. Please contact the Management Office for direction.
- 17) Contractor shall notify Management 72 hours in advance of ceiling closure so Management will have the opportunity to inspect the work. No ceiling will be closed before Management signs off on the installation. The tenant is to be given ample notice so their wiring/cabbling vendors can be notified of the proposed closure of the ceilings. Cabling installation must be scheduled and coordinated with the contractor performing the construction. Installation should occur before the ceilings are closed by the contractor.
- 18) Contractor shall install pre-filters on all building return ducts and all fan powered boxes prior to demo and change such filters as requested by Building Engineer throughout the duration of all Construction. All filters to be completely removed prior to tenant occupancy.
- 19) Coordinate all building riser closet work with the Office of the Building. Access to risers and work in risers will require the Office of the Building's approval.
- 20) All open site drains are required to have trap primers.
- 21) Condenser pumps and associated power are to be located inside the tenant's space. Boxes are kept clear from all obstructions. It will be the GC's responsibility to relocate any box that cannot be accessed.
- 22) Any supplemental cooling must have new isolation valves, connected to the building's condenser riser.
- 23) All demising walls must have transfer grills.

- 24) It is the responsibility of the plumbing contractor to perform the onsite survey, and make sure the plumbing paths are correct. If not, they must provide pricing for alternatives.
- 25) During demolition and construction all FPB's and main supply and return dampers must have filters –a minimum of Merv 8 filters. After construction is complete, filter must be removed by contractor.
- 26) No plastic tubing for plumbing fixtures or appliances is allowed. Contractor must use copper connections.
- 27) Any existing or new penetrations must be fire stopped.
- 28) All work related to the building's fire/life/safety system must be coordinated through building engineering.

XI NOTIFICATION

- Building Systems:
Written notice must be submitted at least thirty (30) days in advance of any work that would require the shutting down of or affect the operation of any building system (HVAC, electrical, water, etc.) so that adequate notice may be given to the tenants. This work may not be done during building operating hours. All costs associated with the shut down will be charged to the contractor including temporary service. Temporary service and other related work will be completed by the buildings trade personnel at contractors cost.
- Freight Elevator:
Freight elevator reservations requires prior written notice requesting approval at least 72 hours in advance of any extensive use requirements for the freight elevators (i.e. stocking material, removing trash).
- After Hours Work:
Construction personnel and service personnel will contact the Management Office before NOON to obtain authorized access for work performed before or after normal working hours. Access to the building will be controlled by security personnel located at the main security in the lobby of the building. Access for any time on Saturday and Sunday must be coordinated with Property Management prior to NOON on Friday.

XII CLOSEOUT

- The contractor is required to paint, as needed the electrical and mechanical rooms at the completion of each project. Both the floors and the walls are to be patched and painted to address gauges, scratches, and graffiti etc., which occur during the course of the project construction. Panel covers shall be replaced on all electrical panels.
- All areas the contractor or its subcontractor's work must be kept clean daily. A post-construction cleaning of each work area will include cleaning of all windowsills, blinds,

inside of perimeter windows, light diffusers, HVAC grilles, cabinets, sinks, carpet, resilient floors, perimeter induction units, and doors.

- An inspection of the HVAC work in progress shall be scheduled with the Building Engineer and HVAC subcontractor's air balance engineer. This inspection shall take place when the suite is ready to be balanced. All diffusers will be balanced within 10% of design criteria.
- Architectural, mechanical, plumbing, sprinkler, and electrical as-built drawings must be forwarded to the Property Manager at the completion of each project. As-built drawings in electronic format acceptable to the building shall be accompanied by an air balance report confirming the HVAC system has been balanced within 10% of design criteria, a copy of the labeled electrical panel schedule, operating manuals, warranties, and all other documents required by the contract documents.
- The original permit and set of drawings will be delivered to the Property Manager at the completion of the job.
- Provide a copy of Certificate of Occupancy if applicable.
- Required close out documents include the following:
 - a. Architectural and MEP "as-builts" CAD
 - b. Any specialty systems "as-builts"
 - c. Preaction systems
 - d. UPS
 - e. Supplemental Cooling
 - f. Structural revisions
 - g. Copies of all warranties

APPENDIX

Attached are several forms that must be completed before any work/project can begin within a tenant's or base building space. Please make sure that these forms are filled out correctly and returned to:

Sherice Patten
Customer Service Coordinator
Piedmont Office Management, LLC
35 West Wacker Drive – Lobby Level
Chicago, IL 60601
(312) 964-9130
Sherice.Patten@piedmontreit.com

The following is an explanation of the attached forms:

1. **Project Information Sheet:** This form provides us with necessary information regarding projects within the building.
2. **After-Hours Building Access Authorization Form:** This form must be completed and sent to Sherice Patten when contractors need to gain access to the building after hours. Please make sure that this form is filled out correctly to insure that the workers will not have any problems gaining access.
3. **Equipment Removal Passes:** For anything leaving the building, except personal belongings, a pass is required. This pass must be signed by the project supervisor or foreman. Security guards will not accept them unless they are signed by authorized personnel. These passes can be requested from the Office of the Building.

Upon completion of the Project Information Form, we will provide the General Contractor with additional copies of the 35 West Wacker Contractor Guidelines for each subcontractor. The General Contractor is to ensure that the guidelines are distributed to all subcontractors.

If you have any questions regarding these procedures, Building Management at 312-964-9130.

PROJECT INFORMATION SHEET

Please complete the information listed below. This information must be completed before any work can begin in your space. Once this information has been completed, please deliver to Sherice Patten located in The Office of the Building or email her at Sherice.Patten@piedmontreit.com.

PROJECT: _____

PERMIT NO. _____ RECEIVED ___ Y ___ N _____

LOCATION: _____

GENERAL CONTRACTOR: _____

SUPERINTENDENT: _____

DAYTIME PHONE NUMBER: _____

AFTER HOURS PHONE NO.: _____

NORMAL WORKING HOURS: _____

DURATION OF PROJECT: _____

SUBCONTRACTORS: _____

MANAGEMENT COORDINATOR: _____ EXT. _____

**AFTER HOURS BUILDING ACCESS
AUTHORIZATION FORM**

Please allow the following contractors/tenants into _____ space, suite/floor
_____.

<u>NAME</u>	<u>DATE OF ACCESS</u>	<u>TIME OF ACCESS</u>
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____
_____	_____ to _____	_____ to _____

Special Instructions or description of work to be done: _____

Please indicate if you need the following requests:

	<u>DATE</u>	<u>TIME</u>
_____ Dock Coverage	_____ to _____	_____ to _____
_____ HVAC	_____ to _____	_____ to _____
_____ Other	_____ to _____	_____ to _____

Signature of Authorized Individual Date