

BUILDING RULES & REGULATIONS
PARKWAY NORTH CENTER

Your full cooperation is required in adhering to the following procedures while performing construction work at Parkway North Center. Our goal is to minimize inconvenience to our customers and visitors while construction is in progress. Please note that it is understood and agreed that each violation of the rules and regulations outlined below will result in a \$100.00 fine. Repeated and flagrant violations will result in a subcontractor being prohibited from working in the building. It is understood and agreed that Colliers International reserves the right to stop the work for repeated violations of the Building Rules & Regulations. These rules are subject to change at Colliers International's discretion. If you have any questions please contact the Management Office at (847) 597-2350.

1. The general contractor shall meet with the Property Manager and the Chief Engineer to review the construction schedule, building access, special requirements and these Building Rules & Regulations prior to mobilization on site. All drawings should be submitted to Colliers International for review prior to this meeting and as directed by tenant's lease obligations. **Demolition and/or Building Permits should be posted; a copy of these permits should also be submitted to the Management Office.**
2. All trades (electrical, plumbing, carpentry, concrete, HVAC, movers, etc.) must be union affiliated.
3. Construction workers shall park their vehicles in the parking lot; a specific location for parking will be determined at the first construction meeting.
4. The construction contractor and all subcontractors must sign in and out every day in the contractor's log. A single point of contact shall be designated for the accountability of all workers under contractor's control.
5. Subcontractors will not secure any fire protection system or construct any fire protection system without prior approval of the Property Manager. Building Engineers will instruct the contractor on the procedures for shutting off sprinkler water in the event of an accidental discharge; subcontractors are only authorized to do so in the event of such emergency. The Property Manager and Chief Engineer shall be notified immediately in the event of such an occurrence. When valves are closed, a closed valve tag must be filed with Colliers International and fire extinguishers must be provided by the contractor.
6. Prior to any "HOT WORK" a hot work permit shall be on file with property management. No hot work will be permitted while fire protection system is out of service, without proper fire watch and extinguishers on site.
7. Twenty-four hour notice must be given to the Property Manager and Chief Engineer for any fire or life safety testing or taking the system off-line. Contractor shall immediately notify the Property Manager and Chief Engineer when testing is complete, or the system is ready to be placed on line. At no time will the fire / life safety system be off-line overnight.
8. Arrangements for shutting down of service to make tie-ins to the building system must be made with the Chief Engineer through the Management Office. During electrical and/or plumbing work all national and local codes must be followed. All building Lockout/Tagout procedures must be followed. When contractor is to do any type of work that involves the isolation of any energy source (i.e. electric, pneumatic, hydraulic, etc.), the contractor must provide owner with Lockout/Tagout procedures and any training records upon request. Contractor will be required to assign an Authorized employee to sign off on a "Sequence of Lockout" sheet provided for by the Chief Engineer. Doors to all equipment rooms must be kept locked when not in use. All temporary devices must be installed safely and must be removed when no longer required. Any questions regarding safety should be immediately directed to the Chief Engineer.
9. Mechanical and electrical connections that have to be performed in another tenant's space must be scheduled 48 hours in advance with the Management Office; this request is subject to the other tenant's approval. In most cases, this type of work will require scheduling outside of normal building operating hours.
10. No stereos are allowed on the construction site or in the building.
11. Without prior permission there will be absolutely no use of tenant property including, but not limited to.
 - Telephones faxes, or copiers.
 - Tools, dollies, or equipment.
 - Vending machines, coffee makers etc.

12. No smoking is permitted on the construction site or inside the building.
13. No abusive language.
14. Offenses which will result in immediate request for discharge include but are not limited to:
 - Drinking alcoholic beverages or being under the influence while at work.
 - Possessing or consuming illegal substances.
 - Removing owner's, tenant's, or subcontractor's possessions from the premises without proper authorization.
 - Possessing firearms or explosives while at the property.
 - Violating any local, state, or federal statutes.
 - Causing physical harm to another individual.
 - Allowing access to the property for anyone not directly working for contractor.
 - Using the premises for jobs other than specific job assignments.
 - Accepting commissions, fees, or kickbacks from any vendor, tenant, or contractors involved in providing service or product to the property.
15. The Chief Engineer will furnish keys to the electrical and mechanical rooms upon request. These keys must be signed in and out each day. They will be issued at the Management Office (located on the first floor of Three Parkway North). Each person holding an after-hours access card key will be required to sign for their key.
16. All contractors with gang boxes, toolboxes, packages, etc., must enter and exit the building through the loading dock. Packages are subject to inspection.
17. **The buildings are open from 7:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 1:00 p.m. on Saturday. Any work that results in excessive noise, odors or dust must be completed when the buildings are closed. All after hours work must be coordinated through the Management Office with no less than 48 hours notice. A Building Engineer will be required to be present during any after-hours work, and the cost for the Building Engineer will be charged back to the tenant.**

To cancel a request, a minimum 24-hour notice is required. Any request that has not received a cancellation notice will be charged four (4) hours of engineer labor at overtime rates.
18. Subcontractors shall not secure, enable, test, start or open any life safety, mechanical, electrical, domestic water, condenser water, chilled water or hot water systems without prior approval of the Property Manager or Chief Engineer. All devices installed must have the prior approval of Building Engineering.
19. The general contractor must provide Material Safety Data Sheets to the Property Manager and Chief Engineer for every substance being used on the construction site prior to the start of construction. These sheets must also be maintained at the job site by the general contractor.
20. Any changes to the original work schedule or scope of work must be brought to the attention of the Property Manager and Chief Engineer immediately.
21. The building has no stock of materials available.
22. Contractor must post emergency phone numbers and must have on hand a first aid kit, fire extinguishers, and proper personal protective equipment.
23. All construction areas must be isolated from common areas of the building at all times.
24. All penetrations must be filtered prior to beginning work; they must be constantly monitored and changed throughout the job. Contractor is responsible for any necessary changes and for removing filter media at the end of the job.

Demolition

1. Demolition debris cannot be removed through the main entrances to the buildings. If this is not feasible, permission to use the main entrances must be obtained from the Management Office.
2. Proper precautions should be taken prior to demolition to insure that no smoke detectors will be set off; the Chief Engineer should be involved in this part of the pre-construction process.

3. During demolition, and when necessary, contractor shall use plastic or other similar protective coverings to keep dirt and dust contained inside the areas being demolished. **All portions of the buildings on the travel route for debris removal shall also be protected, including floors, walls, doors and doorframes.**

4. **When moving materials in and out of freight elevator cabs, the doors, frames, walls, floors, ceilings and thresholds must be adequately protected with pads, plywood, Masonite, cardboard or other appropriate materials.** No materials will be allowed in an elevator cab without the car being protected. It is the subcontractor's responsibility to request this padding from the building engineers.
5. All common areas of the building, including doors, door frames, walls, floors, ceilings, plants and artwork shall be covered with the proper protective materials during the demolition and construction.
6. Any fire extinguishers found on site must be kept in the space; no building fire extinguishers should be removed from the mounting brackets.
7. All unused telephone lines, data lines, electrical wiring and/or plumbing shall be removed back to the source of origin.
8. Waste areas shall remain clean at all times; building dumpsters are not to be used for waste removal associated with construction. If additional assistance regarding waste removal is necessary, it is to be provided at the cost of the contractor.

Material Stocking

1. Materials may be transported between floors by use of the stairwells or by use of the designated freight elevator. The Management Office shall be notified in advance of such material stocking and the freight elevator wall protective pads will be installed by the building engineers before material is to be transported. The general contractor is further responsible for the protection of doorframes, floors, ceilings and thresholds. If materials are transported by use of stairwells all appropriate wall and floor surfaces, railings, doors and doorframes shall be protected.
2. **Trucks may park in the loading dock only long enough to unload materials.** All other trucks are to park in the parking lot.
3. Delivery of construction materials to the job site shall be made only through the loading docks.
4. Deliveries of sheet rock or other bulk freight must be made while the building is closed, and only through the loading docks, freight elevator and stairwells.
5. Contractor shall supply additional stock of specialty items for future repair work (i.e. fixtures, lamps, tiles, etc.).
6. No storage of flammable substances will be allowed unless prior approval by the Management Office. Storage of such substances shall be in accordance with all building codes and regulations.

Construction

1. General courtesy shall be extended to Colliers International tenants and their visitors. If the construction causes disruption to other tenants, the work must cease immediately and be rescheduled for such times as would not be objectionable. This will require working while the building is closed. Floor coring and excessive pounding or drilling must cease by the start of normal business hours (7:00 a.m.) and cannot continue until after the building is closed (6:00 p.m.)
2. Protective coverings shall be used to cover the improvements and tenant's personal property as necessary. Drop cloths shall be used when any sanding of sheet rock or painting is being done. All sheet rock dust shall be immediately wiped off walls and base and vacuumed off carpeting. Prior to any sanding being done, building engineers must be notified so that the smoke detectors can be appropriately protected from the dust.
3. No construction activity such as, but not limited to, fabrication of materials or cleaning of materials, such as window blinds, shall occur outside of the construction site or building.
4. The contractor or its subcontractors and vendors shall not obstruct any sidewalk, corridor, entrance, lobby or other required fire exit paths.
5. The last person to leave the job site at the end of the day is responsible for turning off the lights. Building engineers can check the suite at the end of the day at an extra charge to the contractor.
6. All doors between the premises under construction and the building common areas must be closed at all times except for ingress and egress purposes. On tenant occupied floors, the contractor must hang temporary doors in

door cuts into corridors as soon as the door cuts are made. Doors are to be equipped with building standard locksets and keys.

7. The contractor is responsible for keeping the building exterior areas clean and tidy and for daily cleanup. Throughout the course of the day, corridors, elevators, elevator lobbies and electrical closets and janitorial closets cannot be cluttered or blocked. Where dust and debris have fallen in building common areas or construction spills have occurred the contractor must immediately close the area. Failure to keep the job site, public areas, building and exterior areas clean will result in a back charge, including a fee for managing the clean-up work and processing the appropriate paper work. The contractor shall provide a mop, mop bucket, broom and vacuum on the job site to be immediately used to remove dirt and debris in the common areas.
8. Contractor shall place a carpet remnant immediately inside all exits from the premises under construction for construction workers to use to wipe their shoes every time they exit the job site.
9. If any windows are removed for a debris chute or stocking of materials they shall be replaced with a framed panel if rain is a possibility and the rain can enter the building through this opening. Windows must be replaced for overnight and weekends.
10. **All material and personnel are to use freight elevators only.** Large shipments will require scheduling of elevator time at least 48 hours in advance. Requests for opening the hatch or using the top of the car must be scheduled through the Management Office; doing this will require the elevator contractor to be present at the cost of the contractor.

11. All floor cores must be pre-approved by Landlord's structural engineer and building manager prior to being performed.

*** Drawings must be submitted to Management 3 days in advance for Structural Engineer to review and approve.**

Clean-Up

1. The contractor shall provide a construction dumpster at the job site in a location to be designated by the Chief Engineer. The contractor shall monitor and clean the area around the dumpster periodically during the workday and at the end of the workday. Particular care must be taken so that no nails or other sharp objects are left on the area surrounding the dumpster or on the travel paths to the dumpster.
2. The job site and building common areas must be kept clean and tidy at all times. Subcontractors must remove all trash and related items when they are finished with their jobs.
3. Restrooms are provided only for convenience and it is a privilege for construction workers to use the bathrooms. The contractor is responsible for its employees and subcontractors use of the rest rooms. Failure to keep the rest rooms in the condition provided by the owner and to clean up dirt and debris immediately shall result in owner's personnel performing clean-up and the contractor will be charged for the related costs. Repeated violations of this rule will result in the revocation of this privilege.
4. The cleaning of brushes and other tools may only occur in areas designated by building engineers. Contractor shall keep these areas in clean condition and clean up after each use.
5. Trash from lunches must be removed from the work area each day.
6. Unused construction materials may be stored within the space under construction, but only if done so in an orderly manner.
7. Final clean-up must include the cleaning of all return air and supply air grills, blinds and building door framing.

Punch list

1. If the tenant has occupied the premises, the contractor's highest priority is to be courteous to the tenant's employees, respect their privacy and disrupt their work as little as possible.
2. Any material, paint or other product used in completing the punch list shall not be stored in the premises once the tenant has accepted possession of the premises.
3. The contractor's work schedule to complete the punch list shall be arranged to least disrupt the tenant's business operations and must be approved in advance by the tenant and the Property Manager. All activities creating excessive noise and dust must be done when the building is closed.

4. The contractor shall cause the completion of the punch list to occur as quickly as possible. Any unnecessary delays may result in the owner completing the punch list items and charging the associated costs of doing so to the contractor.
5. Contractor must provide as-builts, test & balance reports, updated breaker schedules, all equipment information, warranties, and certificate of occupancy.
6. Contractor must remove all filter media.
7. Any HVAC components that require replacement must be brought to the attention of the Chief Engineer immediately. The cost of repairing damage determined to be job-related will be charged back to the contractor.

PARKWAY NORTH CENTER
LOCKOUT/TAGOUT

Below are guidelines for Lockout/Tag out by Authorized Employees. These are the basic step-by-step rules that should be followed to prevent the unexpected energization, start-up or release of stored energy that could cause injury to any one working on the equipment. A complete copy of the Parkway North Center Lockout/Tag out program is available in the Chief Engineer's office. All contractors are additionally required to have their own lockout/tagout program.

STEP 1 TURN OFF THE EQUIPMENT AND DISCONNECT ENERGY SOURCE.

Locate and identify all switches, valves and other devices that will have to be locked and/or tagged. More than one energy source may be involved.

STEP 2 LOCK OUT ENERGY SOURCES

Use a lock to prevent the flow of energy from being restored. Test the disconnect to be sure it cannot be closed. Use your own lock. Never borrow someone else's or lend yours to anyone.

STEP 3 TAG OUT AT THE DISCONNECT POINT

Use a tag to identify who is responsible for restoring energy.

STEP 4 RELEASE RESIDUAL ENERGY

Place equipment in zero mechanical mode state (ZMS), as in, which the possibility of an unexpected mechanical movement has been reduced to a minimum.

Remember that some equipment does not run on electricity alone (i.e., air in hose under pressure, unsecured machine parts).

STEP 5 TEST EQUIPMENT

After completing steps 1 – 2, turn the start switch on to insure proper circuit has been de-energized. Then turn switch back to the off position.

STEP 6 RESTORE ENERGY SAFELY

When you are finished working, ensure all guards are in place, all tools are picked up and all workers are aware and are safely out of the way before energizing circuit.

NOTE:

Work on electrical system components must be done in compliance with The OSHA standard for The Control of Hazardous Energy (Lockout/Tagout) (29 CFR 1910.147) and NFPA 70E. Performing work on live electrical system components is prohibited without written authorization from the chief engineer. Compliance with the Arc Flash & Shock Hazard Appropriate PPE labels is mandatory and tenant's contractor will be responsible for labeling and certifying panel as appropriate. If no label is present, refer to the 2015 Edition of NFPA 70E for the Category Table Selection Method - Page 38, Table 130.7 (C) (15) (A) (b) for the PPE requirement.

ALL OF THESE STEPS ARE IMPORTANT. FOLLOW THEM EVERY TIME YOU HAVE TO CLEAN, REPAIR, SERVICE, INSPECT OR CLEAR EQUIPMENT. FAILURE TO DO SO COULD RESULT IN INJURY OR DEATH!

I understand and recognize the importance of the Lockout/Tagout program and have received instruction on the guidelines and rules thereof. I will comply with the Lockout/Tagout program of Parkway North Center and of my company.

NAME: _____

DATE: _____

CHIEF ENGINEER: _____

DATE: _____

LOCKOUT/TAGOUT
EQUIPMENT ISOLATION

Lockout/Tagout Procedure for:

(Property Address)

(Specific Equipment to be Maintained/Service)

Date of Proposed Maintenance/Service: _____

Proposed Contractor/Vendor:

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with this Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment, which is locked out to perform servicing, or maintenance, shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout

- _____ (1) Notify all affected employees that machines or equipment will be shut down. List the names and job titles of affected employees and how to notify.
- _____ (2) Authorized employee will refer to lockout/tagout procedures and discuss magnitude of the energy that machine/equipment utilizes, the hazards of the energy, and discuss the methods to control the energy.
- _____ (3) If the machine or equipment is operating, shut it down by the normal stopping procedure (i.e. depress stop button, open switch, close valve, etc.)
- _____ (4) De-activate energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- _____ (5) Lock out the energy isolating device(s) with assigned individual lock(s). When it is physically impossible to use a lock then a Tag is absolutely essential
- _____ (6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- _____ (7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

Method of verifying the isolation of the equipment

The machine or equipment is now locked out.

“Restoring Equipment to Service:” When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

- _____ (1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- _____ (2) Check the work area to ensure that all employees have been safely positioned or removed from the area.
- _____ (3) Verify that the controls are in neutral.
- _____ (4) Remove the lockout devices and reenergize the machine or equipment.
Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
- _____ (5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Authorized Employee

Date and Time