

## CONTRACTOR RULES AND REGULATIONS

### I. INTRODUCTION

The intent of these Rules and Regulations is to establish working criteria for all construction and/or maintenance activity that may take place in properties managed by Unilev Management Corp. Unilev appreciates your cooperation in adhering to these rules.

### II. WORK APPROVAL

All drawings, subcontractors and material must be approved through the Property Management Office prior to the start of work.

### III. PERMITS/CERTIFICATES

Permits and Licenses necessary for the completion of work shall be secured and paid for by the Contractor unless agreed otherwise. A copy of all permits will be posted, at all times, in a readily accessible area at the construction site. Upon completion of work, the contractor shall immediately supply to Unilev the following items:

1. Certificate of Occupancy – Two Originals
2. Operations and Maintenance Manuals, when applicable
3. As-Built drawings
4. Copies of all permits related to the jobs

A copy of these Rules and Regulations, acknowledged and accepted by the General Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is the General Contractors responsibility to instruct all sub-contractor workers to familiarize themselves with these rules.

### IV. INSURANCE

Prior to commencement of work, Contractor shall provide Unilev a Certificate of Insurance, in compliance with the Work Agreement.

### V. CONSTRUCTION SCHEDULES

The contractor shall prepare and submit promptly for the Property Management Office's information, a construction schedule for the work. The contractor shall keep the schedule current as required by the conditions of the work. Any delays or changes in the schedule should be reported immediately to the Property Manager.

### VI. WORKERS CONDUCT/CONSTRUCTION PRACTICES

All work completed by the General Contractor and all sub-contractors are required to comply with all Base Building Specifications. A copy of the Base Building Specifications can be reviewed by appointment with the Property Management Office.

**If any work is found that does not comply with the aforementioned specifications, the Contractor will be responsible for making the necessary changes in order to comply. Any such changes that are made will be at the Contractors' expense.**

No alcohol, drugs, or persons under the influence are admissible on the premises at any time.

Pursuant to the City of Houston Tobacco Smoking Ordinance, there will be no Smoking permitted in the building. The building's designated smoking areas are located in the parking garage or outside the building.

No abusive language, actions or radios will be permitted. It will be the responsibility of the General Contractor to enforce this regulation on a continual basis.

Contractors shall confine the use of the premises to the designated construction work area so as not to disturb other tenants in the building.

Workers in an occupied lease space must wear a uniform or badge which clearly identifies their employer.

The carrying of firearms of any kind in any leased premises, the building of which such premises are situated, any related garage, or any related complex of buildings of which the foregoing are in part, or any sidewalks, drives, or other common areas related to any of the foregoing, is prohibited except in the case of unconcealed firearms carried by licensed security personnel hired or contracted for by tenants for security of their premises as permitted by such tenants for security of their premises as permitted by such tenants leases or otherwise consented to by Landlord in writing.

a. Noisy Work

Any work that has the potential to disrupt normal business activity must be performed outside normal business hours unless previously approved by the Property Manager. Examples of this type of work are defined, but not limited, as follows:

- a) Drilling or cutting of concrete floors, or structural members
- b) Any work in which machine noise or vibration may disrupt normal office procedures
- c) Material stocking, demolition and trash removal
- d) Any work requiring access to occupied tenant space. In such cases, please allow ample time for coordination with the affected tenant

b. Common Areas

Contractor will take necessary precautions to protect existing property, (i.e. walls, wall coverings, carpet, floors, furniture and fixtures) and shall repair or replace, without cost to Landlord, any damage that may occur as a result of construction work.

c. Dusty Work

Contractor will notify the Property Management Office prior to commencement of extremely dusty work (i.e. sheet rock cutting, sanding, extensive sweeping, etc.) so

that arrangements may be made for additional filtering capacity on the affected HVAC equipment. Contractor is responsible for the removal of all construction-related trash. Any special accommodations should be coordinated with the Property Management Office.

d. Sanitary Facilities

Sanitary facilities will be furnished to Contractor by Unilev. Contractor shall use only those facilities especially designated by the Property Management Office.

e. Clean Up

Contractors shall at all times keep the site free from the accumulation of waste material and debris. Upon completion of work, tools, scaffolding, surplus materials, and debris shall be removed and the site left "broom clean". The building's rest room facilities are not to be used for the cleaning of tools or paint materials.

Any and all existing materials removed and not reused in the reconstruction, except as directed by the Property Management Office, shall be disposed of by the General Contractor as waste or unwanted material. Materials which may be reused should be referred to the Property Management Office prior to disposition.

All projects must be swept, vacuumed, trash properly disposed, and the materials organized **on a daily basis**. The final cleanup by the General Contractor shall encompass corridor and lease space light fixtures, walls, floors, windows, sills, mini blinds, cabinets, counters, HVAC diffusers or grilles, or blank off plates, mechanical rooms, rest rooms and/or any area associated with the project. If the Landlord is forced to clean the job site, a justified value will be deducted from the contract.

VII. CONSTRUCTION/SPECIAL CONDITIONS

a. Government Regulations

Contractor shall comply with all applicable government regulations regarding the construction process.

b. Indoor Air Quality

Contractor will take whatever steps necessary in order to assure that no air quality problems are created by the construction process.

c. Electrical Panel Changes

All additional electrical circuits, panels and associated metering devices will be appropriately marked as to the area and or equipment serviced by the circuit(s) in question. All electrical panels, junction or pull boxes which have covers or doors removed or any new electrical panels which are installed shall be fully covered, closed or replaced.

d. HVAC

The mechanical contractor shall deliver to Landlord a certified air balance report, which will verify air flow delivery per the construction drawing and be able to demonstrate to Landlord that all thermostats function correctly and are properly calibrated.

For partial floor build-out the contractor shall provide an air balance report noting air velocity in CFM for each zone outlet, and the total AHU air velocity (pre and post construction) in CFM as obtained via traversing all of the main supply ducts in the mechanical room. The air balance for the new tenant shall not adversely affect the surrounding tenants.

For full floor build out a post construction air balance report is required.

All flex ducts must be externally insulated. Duct tap cut-outs not used shall be covered with a duct plate and insulation.

The contractor is responsible for the proper function of all zone thermostats and EMS sensors and (if required) the removal and safe storage of all thermostats and EMS temperature sensors during the course of the construction. If the construction requires the relocation of thermostat(s) to an adjacent office, this shall be coordinated with the building engineering department at the contractor's expense.

e. Floor Penetrations

All floor penetrations shall be caulked, cemented, or filled (immediately upon coring or discovery) with materials which are fire rated and match specifications of the original floor composition.

f. Welding/Cutting Torch Use

At no time is any welding, cutting torch, or any open flame tool to be used in the building without prior approval. If approval is granted, the contractor must coordinate the timing with Security, the Management Office and Chief Engineer, 24 hours before work begins, then must have an appropriate fire extinguisher present in the work area at all times that the equipment is in use.

g. Use of Varnishes/Lacquer in the Building

No varnishes, lacquers or odor producing products are to be used in the building without approval of the Management Office. This type of work should be done off premises.

h. Light Bulbs and Ballasts

Contractor is responsible for insuring that all light fixtures in the work area are working properly and are fully operational and cleaned upon job completion. This includes replacement of tubes and ballasts as required in light fixtures that are replaced, added or repositioned.

i. Lock and Key Ways

Only building standard locks and key ways are to be installed in the leased premises.

j. Hazardous Materials

Hazardous materials may not be brought onto, or stored, on the premises until obtaining written permission from the Property Management Office. Permission will not be given unless such material is properly stored in appropriate containers, (i.e. flammable liquid cabinet), and all required permits are obtained from the City of Houston. Hazardous materials are defined, but not limited to, the following:

Flammable Liquids	Combustible Metals
Cryogenics	Oxidizing Agents
Pressurized Gases	Flammable Solids
Liquefied Gases	Radioactive Materials/Explosives

Contractor shall provide to the management office, prior to the start of construction, a complete MSDS binder for all chemicals used on the job.

k. Phone/Cable Identification

All phone and data cables must be securely tagged with the tenant's name and suite number at the original and every location where it crosses a corridor wall or adjacent tenant wall.

l. Penetrations

All penetrations of piping, duct work, conduits, etc. through wall partitions, and doors shall be fire sealed to the Landlord's satisfaction, in order to maintain the integrity of the structures fire safety rating.

m. Water and Electricity During Construction

Sources of water and electricity will be furnished to Contractor without cost to him, in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common uses during construction. Contractor shall make all connections, furnish any necessary extensions, and remove same upon completion of the work.

n. Metering

All additional electrical panels and air conditioning units must be metered.

VIII. SALVAGE ITEMS

All items salvaged for Owners future use shall be removed to the storage staging area specified by the Property Management Office. Masonite shall be used to protect flooring while transporting materials to storage areas. This activity shall be coordinated with the Property Management Office.

a. Doors

Remove and box all door hardware from existing doors and transport to the storage staging area. Transport all re-usable laminated doors that are in good condition to

the storage staging area. All others should be discarded. Transport all re-usable wood faced doors to the storage staging area.

b. Door Frames

Separate incomplete door frames sets by LH, RH & Top Track and transport to the storage staging area. All door frames which are bent, cut, modified or painted a non-building standard color should be discarded. Complete door frames shall be disassembled, bound, labeled as to swing, and transported to the storage staging area.

c. Top Track & Window Track/Framing

All top track which is bent, deeply scratched, painted, and are cut shorter than 8', should be discarded. All window track and framing should be discarded.

d. Ductwork/Air Distribution Devices/Electrical Duct Reheats

All ductwork shall be discarded. All air distribution devices (i.e. diffusers/strip diffusers, circular non-insulated hard duct, troffers) that are bent irreversibly, split open, or custom made are to be discarded. All others shall be transported to the storage staging area. All electrical reheats shall be transported to the storage staging area.

e. Lights

All light fixtures which are bent, deeply scratched or painted shall be discarded. All light fixtures lenses (without bases) which are scratched shall be discarded. All good fixtures shall be transported to the storage staging area.

Electro connect shall be neatly bound and transported to the storage staging area.

Light bulbs and ballasts fully operational shall be transported to the storage staging area.

f. Restroom Partitions & Hardware

All rest room hardware and partitions which are reusable will be salvaged and shall be transported to the storage staging area.

g. Ceiling Tile/Gridwork

All building standard ceiling tiles which are not chipped, painted or cracked, shall be transported to the storage staging area. All others shall be discarded.

h. Miscellaneous

All items not identified above shall be brought to the attention of the Property Management Office to determine disposition.

IX. SECURITY

a. Building Access

Normal business hours are from 7:00 am to 6:00 pm, Monday through Friday. After 6:00 pm, and through the weekend, all entrances to the building are locked and ingress is by card-key access or pre-approved access list only.

b. Designated Freight Elevators

All construction materials, tools and trash are to be transferred to and from the work area via the designated freight elevators. Propping of the elevator doors is prohibited. Under no circumstances shall the unpadded passenger elevators be used for the purpose of moving tools, materials, equipment or trash. Use of the freight elevators during normal business hours will be on a first come, first serve basis. All after hours use must be scheduled through the Property Management Office.

c. Special Elevator Services

Any work or repair which necessitates the following must be scheduled through the Property Management Office:

1. Access to the top of an elevator cab.
2. Utilization of the cab to perform special services.
3. Special security device installation on any elevator servicing a floor

Sufficient time should be allowed for the Property Management Office to arrange with the elevator service contractor to provide personnel to perform the requested service. Under no circumstances should an individual Contractor or Tenant permit their personnel to utilize the elevator facilities for any purpose other than to transport materials and/or personnel. Tenant and/or Contractor will be responsible for any extra costs incurred in these arrangements.

X. LIFE SAFETY

Twenty-four (24) hour notice must be submitted to the Property Management Office for approval for any work involving MEP, sprinkler, fire safety or security systems.

The Contractor shall coordinate all fire alarm system and fire sprinkler system related work with the Property Management Office. None of the aforementioned work shall commence until appropriate measures have been taken, and approved, to assure that no false alarms will occur, that adequate building protection shall be maintained, and that all proper agencies have been notified of the shutdown parameters. Contractor shall be responsible for insuring restoration of such systems to normal operations immediately following completion of the work, including notification to the Property Management Office that the system is restored.

During construction, the Contractor shall contact the Property Management Office to minimize the potential for false alarms.

a. Draining of Sprinkler Lines

Any work which will involve the draining of a sprinkler line or otherwise affect the building's sprinkler system must be approved by the management office. A building

engineer will assist with any draining. In all instances where this is done, the system will not be left inoperable overnight.

All sprinkler work on multi-tenant floors must be done after hours. All precautions must be taken to avoid unpleasant odors to be spread in the building.

b. Fire Alarm System

Should a Contractor's job include that of welding, use of a cutting torch, sprinkler system modification or any job that would interfere with the fire alarm system, or cause a false alarm, the Contractor should contact the management office or engineering staff prior to that work. All work of this nature must take place after regular business hours. Any cost associated with false alarms caused by a Contractor, or his Subcontractor, shall be absorbed by the Contractor.

c. Deliveries

All deliveries and/or pickups made by Contractors or Vendors must be made through the loading dock. All delivery vehicles are governed by a 30 minute parking limitation.

ACKNOWLEDGMENT AND ACCEPTANCE

\_\_\_\_\_  
Acknowledged and Accepted by the Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name (Please print)



List of All Participating Contractors:

	<u>COMPANY NAME</u>	<u>CONTACT NAME</u>	<u>PHONE #</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

A FULLY COMPLETED AND SIGNED COPY OF THESE RULES AND REGULATIONS  
MUST BE RETURNED TO THE PROPERTY MANAGEMENT OFFICE, PRIOR TO THE  
COMMENCEMENT OF WORK.