

REQUIREMENTS FOR TENANT CONSTRUCTION

AT

300 MADISON AVENUE



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The following are Landlords requirements that are to be followed by the Tenant and Tenant contractors during the course of construction. The Tenant will be responsible for ensuring that these requirements are carried out by their assigned contractor/vendor.

1. Tenant must advise Brookfield Properties in writing (by letter, email or fax addressed to the Property Manager) of their intent to undertake construction.
2. Tenant must submit a list noting the names of the general contractor and all related sub-contractors to Property Manager/Building Office.
3. 48 hour written notice must be given by Tenant prior to start of construction. Tenant must also submit a letter to the Building Office, naming the person or persons authorized to make reservation (freight, shutdowns, etc.)
4. Contractor must submit all insurance certificates and Building Department permits prior to starting any type of work. **NOTE: No work will be allowed without the proper permits.**
5. All construction deliveries must be scheduled in writing or by tenant work order system at least 24 hours in advance. All deliveries must be performed at the time for which they were scheduled. Requests must include Freight car and Loading Dock Security. **Construction Delivery Time Schedule are 5:00 am-7:00 am Monday thru Friday and after 6:00pm Monday thru Friday, Saturday Sunday and Holidays have a four (4) hour minimum charge for freight car and loading dock.** Also note: If required, the cost for Operating Engineers/Elevator Mechanics, used for hoisting construction material will be charged to Tenant performing construction.
6. The Tenant contractor will be responsible for the protection of the public corridor and freight landing, during the entire duration of the construction. The public corridor and freight area must be kept clean at all times. If Tenant or contractor fails to maintain these areas, after proper notification from building office, Management will have these areas cleaned at the Tenants expense.
7. The removal or addition of any VAV (Variable Air Volume) boxes must be coordinated with building management.

8. Prior to the commencement of work, Tenants contractor must seal off the return air ducts as not to allow dust or debris from entering the buildings air conditioning system.
9. All Class E wire and Fire Alarm devices must be protected during the construction. The Building Office and Fire Alarm Vendor must be notified when modifying or relocating Fire Alarm devices. This is to ensure the integrity of the Fire alarm system stays in tact.
10. A Building Engineer, or other personnel, as assigned by Property Manager, must be in attendance during off hour construction work, performed by the Tenant's contractor that will affect the building systems.
11. After completion of work, the contractor will be required, if applicable, to restore the public corridor and freight area back to its original condition with materials that match existing.

DEMOLITION

Tenant contractor will not be allowed to perform any demolition until an asbestos assessment has been performed (when applicable).

Tenant contractor will not be allowed perform any demolition work until a licensed electrical contractor has disconnected all home run circuits at building panel and provide adequate temporary light for all areas that are affected by demolition.

A Building Engineer is to be assigned at all times for the entire duration of demolition. All costs incurred for Building Engineer services are chargeable to Tenant as described in the alteration exhibit of the lease agreement.

ELECTRICAL

All unused electrical conduit and wiring must be removed completely back to panel, including all temporary lighting. All holes in panel are to be plugged. Wall or slab penetrations must be sealed. All trim covers must be installed after work is completed. All floor trench plates must be re-installed and properly fastened after work is completed.

HARDWARE

Schlage Primus Series heavy duty hardware is preferred. No deadbolts are allowed at building stair doors. All hardware, when required, must conform to the building Class E System.

PREVENTION OF DISTURBANCE OF TENANT

All work that may disturb other Tenant in the building, including demolition, core drilling and any other work that causes excessive noise must be performed after regular business hours.

EXCESSIVE LOADS

All plans that propose possibly excessive loads must be accompanied by calculations signed and stamped by a licensed structural engineer that verify that existing slab construction is suitable for such loads.

FLAMMABLE AND HAZARDOUS MATERIALS

Tenant's contractor using flammable or other hazardous materials must take proper safety precautions and must adhere to all building regulations. A licensed fire watch must be present during any type of burning. All burning must take place after hours. Note: **Storage of flammable or hazardous materials is prohibited and will NOT be allowed at any time.** In order to do any type of burning, all the proper permits must be submitted to the building office 24 hours in advance.

H.V.A.C.

All unused HVAC equipment, piping and ductwork shall be removed. All newly installed ductwork shall be installed with airtight joints and connections. If installing A/C units for additional cooling or after hours use, contractor must provide future chilled water taps with valves, while connecting to existing taps. Drain down must be performed by building engineers after regular business hours and with a 24 hour written request submitted to the building office.

PLUMBING

All unused plumbing lines are to be removed and capped off at riser.

SPRINKLER

All required hydraulic calculations are to be stamped and signed by a licensed professional engineer and submitted to Brookfield Properties. Standpipe tie-ins will not be allowed without permission of Brookfield Properties Building Management.

SPRINKLER SHUTDOWN

All sprinkler shutdowns must be scheduled in writing or by the tenant work order system at least 24 hours in advance. A licensed fire watch must be present during sprinkler shutdowns. A copy of the fire watch certificate must be on file in the Building Office before shutdown can take place.

LOUVERS

Louvers are not to be installed without permission of Brookfield Properties Building Management. All louvers installation must be accompanied by a curtain wall detail stamped and signed by a licensed, professional engineer.

SIGNAGE

All corridor and entrance door signage must be approved by the Property Manager.

CONTRACTOR PERSONNEL

Contractor's personnel will NOT be allowed to use passenger elevators or building stairways. All construction personnel must use the freight elevators.

INSURANCE REQUIREMENTS

All contractors are required to have proper/current insurance certificate as defined by sample attached. No contractors will be admitted into the Building without it. No exceptions.