

## **CONTRACTOR RULES AND REGULATIONS**

### **I. MANAGER AND OWNER**

#### **OWNER**

Jones Lang LaSalle Americas, Inc. (JLLAI) is the Manager of 1801 K Street, N.W., in Washington, D.C. The property is owned by MAPS 1801 K Street, LLC, (Owner). As the authorized Agent, JLLAI may enter into contracts for services and/or construction, effect change orders, and take corrective actions deemed necessary to enforce the contract terms and conditions. The Contractor shares the Owner's responsibility for the quality of services and construction at the property. All Contractor activity at the property must be approved by JLLAI and Owner.

### **II. RULES OF CONDUCT**

As its services will reflect upon the Owner and the Manager of the property, the Contractor's activities must be conducted in a professional manner. All individuals must keep in mind that we are paid to provide quality service to our customers, tenants and visitors of the building. Poor conduct can reflect unfavorably on the Contractor's job performance and on JLLAI.

Remember to be courteous and professional to everyone at the job site and in the building. Avoid socializing while on the job. All tenant and common areas are considered private property. It is important that you do not enter a tenant area without a specifically contracted assignment, without proper authorization, or without a JLLAI escort.

The following rules are imposed upon the JLLAI staff and also apply to all Contractors and Subcontractors, subject to the specifics of the scope of work being performed.

- A. No Smoking in any areas of the building or the parking garage at any time.
- B. No Eating or Coffee Breaks are allowed in public areas or tenant spaces. The only approved area for eating or coffee breaks is within the contracted work area (if not occupied) or in spaces designated by JLLAI.
- C. No Congregating in public areas (within the Building or on the Building's premises). Meetings, lunches and breaks are to be conducted within Contractor offices, construction areas (if not occupied) or in spaces designated by JLLAI.
- D. Professional Behavior is required. Please remember the importance of your appearance and professionalism to our customers, visitors and tenants when the Contractor and its employees or Subcontractors are within the buildings. Serious offenses that will result in **immediate dismissal** from the premises or closing down of the job include:
  - 1. Consuming alcoholic beverages on the job, or coming to work under the influence of alcohol.
  - 2. Possessing or consuming drugs or any illegal substances while on the property.
  - 3. Violating any Local, State or Federal Statues while on the property.

4. Possessing firearms, explosives, or weapons while working on the property.
5. Physically or verbally abusing any individual who works or visits the building.
6. Duplicating any keys or illegal entrance into any restricted space within the property.
7. Pilfering from any individual who works or visits the Building.
8. Gambling with any individual while on the property.
9. Intentionally harming or destroying any property.
10. Sleeping on the job.
11. Behaving in a disorderly manner.
12. Core drilling or hammer drilling, if applicable to the contracted work, that is conducted between the hours of 7:00am and 8:00pm. Any and all noisy work must be completed in off-hours.
13. Applying toxic paint such as oil based paints, stains, etc., between the hours of 4:00am and 8:00pm.
14. Not notifying the Management Office immediately if environmental issues arise.

JLLAI is committed to dealing fairly with all individuals when administering these rules. However, it is JLLAI's expectation that all individuals will readily observe these rules as they conduct their professional affairs.

### **III. GENERAL BUILDING RULES**

#### **A. Access Procedures**

1. Workers must be in uniform or display a Contractor's badge at all times while on the property.
2. Workers are only permitted on the floors where their contracted duties are actually taking place.
3. The Management Office will be given the name, telephone number, and pager or cell number of the job superintendent/foreman. This individual must be in the building at all times that crews are working, unless the terms of the service dictate otherwise (to be determined by JLLAI).
4. The Contractor will not conduct interviews with job applicants on the premises.
5. Workers shall use designated restrooms only. The building security attendant can give access to the restrooms if necessary. Contractor shall endeavor to keep the facilities clean at all times.

6. No real property may be removed without a Building Material/Property Pass signed by JLLAI or an authorized tenant representative.
7. JLLAI is not required to provide parking to any Contractor or Subcontractor.
8. The Loading Dock is limited to loading and unloading and for no other purpose during business hours (8:00am to 6:00pm). If deliveries are needed during non-business hours, please contact JLLAI for proper authorization. No storage of materials is allowed within the loading dock area. Materials and supplies must be immediately delivered to tenant or construction space. Absolutely no parking is allowed within the Loading Dock. Violators will be towed at their expense. The dimensions of the freight elevator are 60.5" (w) x 74" (d) x 100" (h); door buck dimensions are 42" x 84". Maximum cab load is 3,000 lbs.
9. No access to the roof will be permitted without prior twenty-four (24) hour notification and escort by a JLLAI employee.
10. Workers shall utilize the loading dock and the freight elevator for access to the contracted work area only.

B. Elevators

1. Passenger elevators will not be used by construction personnel.
2. Only the padded, protected freight elevator cabs will be used to carry materials.
3. Elevator must be cleaned after each use.
4. Elevator tracks will be kept clean at all times; floor covering will be covered with masonite or other suitable material.
5. Elevator door bucks will be protected on the floor(s) on which the service is being provided.
6. Carting material on top of the elevator or tampering with its components is strictly prohibited and is a criminal offense.
7. The freight elevator may be taken out of service with prior authorization from JLLAI or the lobby security attendant.
8. Contractor will be responsible for cleaning elevator cabs, door tracks, elevator shaft(s), pit(s) upon evidence of construction debris resulting from Contractor's work.

C. Trash Removal

1. The Contractor must remove all trash on a daily basis.
2. No Contractor debris or hazardous materials of any kind will be put in the Building compactor, dumpsters, or trash cans.

3. No material of any kind is to be left in the loading dock area, elevator lobbies, elevator cabs or common areas.

4. The area of service or construction, common areas if affected, and the loading dock area are to be cleaned of debris daily if used by contracted personnel.

D. Protection Systems

1. Alarm system work will be done after hours and only with the prior knowledge and approval by the JLLAI Chief Engineer. Mona Electric is the building standard contractor for tie in and programming interface with the building's fire and life safety system.
2. Forty-eight (48) hour notice is required in order to disable the Life Safety System.
3. ONLY a JLLAI engineering staff member may turn off the Building fire alarm system for repairs.
4. When welding or soldering, the Building fire alarm system will be turned off, and the Contractor will provide a fire watch with CO<sup>2</sup> or ABC extinguishers.
5. Cover all smoke detectors in the affected area of each floor with a plastic bag and remove the bags at the end of each work day.
6. All fire alarm wiring to be done in conduit.
7. All Subcontractors performing work on the fire alarm or sprinkler systems must strictly adhere to JLLAI procedures. These procedures will be provided by the Chief Engineer at the start of each job.

E. Core Drilling and Hammer Drilling

No core drilling and/or hammer drilling will be permitted without prior written consent of the building's structural engineer (Fernandez and Associates) and JLLAI. Core Drilling and Hammer Drilling are only allowed before 7:00 a.m. and after 8:00 p.m. For all core drilling 1-inch or larger, an X-ray will be required and all cores shall be given to the engineering staff. GPR scan prior to X-ray is permitted and recommended, due to the presence of post-tension cables and walker duct in the building slab.

F. Cabling

To clarify and avoid a citation by a District of Columbia Fire Inspector, listed below are some general rules for running cable. There will be no exceptions to these rules. All previous violations must be corrected per District of Columbia code. Drawings on location may be obtained from the Management Office.

1. All PVC-coated cable passing through a plenum ceiling must be in conduit (E.M.T.) pipe.
2. All cabling and wiring passing through the parking garage and loading dock must be in conduit (E.M.T.) pipe.
2. When passing through a fire wall or demising wall, the hole must be sleeved and the pipe paced and sealed.

3. All Teflon-coated cables must be run in the cable trays or strapped to the ceiling approximately every six feet.
4. Any exposed cable must pass NEC code section 700 and NFPA codes.
5. Use the conduit pipe and boxes provided for running telephone lines.
6. Exposed pipe must be held to a minimum and is permitted only where necessary and only when approved by JLLAI.
7. Telephone jack boxes must be the recessed type, not surface mounted.
8. All abandoned cabling from prior occupants in the telephone/electrical closets and plenums must be removed.

G. Electrical Panels

All electrical panels are to be labeled when new work is completed under the direction of the Chief Engineer at the Contractor's expense.

H. A/C Units

1. All A/C Units within the contracted work area will be turned off during construction unless dictated otherwise by JLLAI.
2. All openings in the ceiling used for return air at the A/C unit will be temporarily filtered.
3. Contractors are not to sit or stand on building equipment.
4. Flex duct installed shall be limited to six (6) feet in length. This includes the high and low pressure distribution lines on all terminal boxes.

I. Copy Rooms and Equipment

Contractors are to cover copiers and/or other equipment which remain in the construction area overnight. Trash and other debris may not be placed on top of this equipment. Contractors may not move copiers and other equipment without prior authorization from the tenant or JLLAI.

J. Doors and Locks

1. JLLAI must approve all locking and pinning schemes prior to installation.
2. Only Building standard locksets shall be installed by Contractor. Building standard locksets will be specified at the beginning of the job; Alan Dissin Locksmith, Inc. is the building standard locksmith.
3. All keys and locks removed during construction will be turned over to the Chief Engineer with room number attached. All unused locks and hardware shall be returned to the Chief Engineer.

K. Carpet

1. Carpets are to be kept clean at all times, ESPECIALLY CARPETS IN ELEVATOR LOBBIES, ELEVATOR CABS, CORRIDORS AND COMMON AREAS. The Contractor will reimburse the Owner for a thorough carpet cleaning at the completion of the construction job or perform this service themselves.
2. Obtain authorization from the Chief Engineer before removing old carpet from the Building.

#### **IV. GENERAL CONSTRUCTION AND BUILDING SERVICE REQUIREMENTS**

##### **A. General Requirements**

1. The Contractor shall visit the site and familiarize themselves with the conditions under which the work is to be performed.
2. Any questions or conflicts regarding drawings or specifications are to be directed to JLLAI in Suite M108 of 1801 K Street.
3. Contractor shall verify all dimensions and quantities in the field.
4. Contractor and Subcontractor(s) shall perform all work in accordance with local codes.
5. At completion of work, the Contractor shall ensure that all surfaces are clean and unmarked.
6. Contractor shall repair all damages caused by Contractor or its Subcontractor(s) during construction. In the event that damage does need to be repaired, these Rules and Regulations apply to the repair work required.
7. Shop drawings for all millwork shall be required and the cost of such drawings will be included in the bid.
8. Contractor will repair and/or replace ceiling and floor vinyl base in all areas affected by construction and/or demolition, matching existing vinyl base in color and size.
9. Doors and frames shall be primed and finished according to the building standard finish specification unless directions in the approved plans state an alternate finish.
10. Reuse doors where possible. Fill, and paint all nicks, gouges, and surface blemishes on all doors and frames.
11. Holes left in ceiling grid after removal of partitions shall be filled with an acceptable filler and spot painted to match the grid color.
12. Damaged metal ceiling grid components shall be replaced with new elements to match the building standard style and color.

13. Contractor shall supply and install ceiling tile to match the building standard style and color. Contractor shall replace broken or damaged tiles.
14. Contractor shall ensure that ceiling tiles are set level in the grid and are cut tight at partitions.
15. Carpet shall be installed according to accepted industry standards or as shown in the approved plans.
16. Transition strips shall be provided at each change in floor material.
17. Wall grills, registers, piping, conduit and all other installations visible in common areas (including the parking garage) shall be painted to match the color specified for the wall or ceiling in/on which the item is installed.
18. Contractor shall scrape, sand and repaint all ceiling and wall registers and grills which are reused.
19. All wall outlet cover plates are to match existing style and color.
20. All breakers, fuses and switches shall be marked to designate the equipment or area that the circuit serves. This will be completed under the direction of the Chief Engineer or his assigned representative.
21. Appropriate cover plates shall be provided and installed at locations where floor outlets have been removed.
22. Existing light fixtures are to be reused unless stated otherwise. Contractor shall supply and install new components in fixtures as necessary where broken or damaged components exist. Contractor shall field-verify the condition of items to be reused prior to the submission of a bid.
23. All new fluorescent tubes, light diffusers, and lighting fixtures are to match the existing style and color unless otherwise specified. New light fixtures will consist of 3 tube, T-8, parabolic type lens.
24. All new light switches are to match Building standard.
25. Contractor personnel are not permitted to use any building maintenance equipment or supplies unless approved by the Chief Engineer.
26. Utility sinks are to be cleaned daily if used. At no time are paint brushes to be cleaned in utility sinks using paint thinner. Contractor agrees not to dispose of thinner or other job materials down any drain. Stoppages found after Contractor access will be cleared at Contractor's expense.
27. Areas not under construction but affected by construction, including lobbies and corridors, are to be protected; floors and carpet are to be covered with protective material; dust barriers shall be erected where necessary for added protection.

28. Contractors shall provide their own trash cans for empty bottles, cans, and food wrappings. These shall be removed daily.
29. Only wall-mounted doorstops shall be used.
30. CONTRACTOR MUST ALSO ABIDE BY ALL NOTES ON ARCHITECTURAL AND ENGINEERING DRAWINGS.
31. Contractor will be available to perform a thorough walk-through of the completed contracted work site and will diligently correct any deficiencies noted during that walk through.
32. Alkyd-based paint may not be applied during normal business hours. All alkyd-based paint must only be applied between the hours of 8:00pm and 4:00am.
33. All applications emitting offensive odor will be limited to the hours between 8:00pm and 4:00am. There is a required 4-hour minimum for running the building's ventilation system. The tenant will be charged per their stated overtime HVAC rate.
34. Clear access must be maintained to existing building equipment, valve controls, fan coil units, etc. Access panels must be installed in locations where new drywall will enclose current access. Chief Engineer is to approve locations prior to wall or ceiling close in. If access to equipment is not maintained, in the event repairs are necessary the cost to remove and replace drywall will be borne by the General Contractor/Tenant.
35. All labor rendered by Building personnel to coordinate, assist or escort during any of Contractor's work, or to ensure the quiet enjoyment of other tenants, will be charged to the Contractor at prevailing rates.
36. Base building materials removed during Contractor's work (to include HVAC equipment, copper piping, finish material, etc.) are not to be removed from the building or discarded as debris unless approved by Chief Engineer.

By execution below, these Rules and Regulations for 1801 K Street, N.W. have been read and understood by all contracted personnel on site to supervise or perform the contracted service or construction. For construction projects, these Rules and Regulations must be posted in the contracted work site.

READ AND UNDERSTOOD BY:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_