

**CONSTRUCTION RULES & REGULATIONS
WORTH & ASSOCIATES PROJECTS
RIDGWOOD PLAZA I**

INSURANCE

The General Contractor (GC) and all subcontractors shall carry the minimum statutory limits of workmen's compensation and quantities of general liability insurance deemed by Landlord, through its manager, Worth & Associates Property Management, LLC. shall be sufficient for the proposed tenant construction. Original certificates of insurance are to be submitted prior to the commencement of work.

PERMITS

Permits and licenses necessary for the work shall be secured and paid for by the GC or Architect. The permits are to be posted at a readily accessible area near the construction site.

GENERAL RULES

1. All materials used must meet City, State and Federal building codes.
2. A construction schedule and list of subcontractors must be provided to the Building Management Office prior to the commencement of construction.
3. See the specifics for various types of work below. It is subjective and will be monitored by building management based on tenant input.
 - a. Most demolition, trash removal, installation of tack strip can be done during normal business hours.
 - b. Hammer drilling, core drilling, concrete cutting, and any noise or vibration causing disturbance shall be performed before or after business hours.
 - c. Work that will result in offensive odors such as the use of enamel paint, lacquer, and floor glue shall be done after business hours.
 - d. All work which is the subject of any complaint from another tenant regarding interference from the construction with such tenant's use of its premises must be performed after hours.
4. Only building standard locksets keyed to the building **standard** may be used throughout lease spaces (obtain from Building Engineer).

Any non-standard hardware must be approved by Building Management. Keying of locks to the building master should be estimated in contractor's cost.

5. Construction cost should provide for extra air filter replacements for the duration of Job and job should be left with clean set. Pre-filtering is preferred.
6. Cleaning of floor leveling products or thin sets, paints and mortars in restroom and janitorial sinks is not allowed. All tools should be cleaned at exterior hose bibs however there should be no trace of paint left on ground, building wall or walk surfaces.
7. Reasonable amounts of water and electricity will be furnished to the GC without cost for lighting, operating portable power tools, drinking water, etc. The GC shall make all connections to furnish necessary extensions and remove same upon completion of the work.
8. GC to provide Port-A-Let for its workers and subcontractors. Building restrooms shall not be used by construction crews.
9. The GC shall carefully protect all walls, carpet, ceiling tiles, floors, furniture and fixtures in common and other tenant areas. They shall repair or replace any property they damage.
10. Contractors shall clean common areas daily removing construction dust, dirt and debris.
11. Any work required on a floor other than the floor where scheduled work is being done may require a guard – this cost should be included in bid. The area shall be cleaned by Contractor and left in the manner it was prior to the work.
12. All Contractors shall confine use of the premises to the designated construction site so as not to disrupt other tenants.
13. Foul language and loud radios are not allowed.
14. Workers should only be on the floor they are working on.
15. This is a non-smoking facility.
16. A copy of these rules and regulations should be posted on the construction site in a manner allowing easy access by all workers. It is the GC's responsibility to instruct his employees and subcontractors to familiarize themselves with these rules and regulations.
17. As-built drawings should be provided to building management at the completion of the job and include mechanical, electrical and plumbing details, i.e. circuit breaker number and panel circuits, location of cut-off valves for plumbing, etc.

18. Any left over materials (paint, wallpaper, etc.) should be labeled with Tenant's name and suite number and given to the building engineer or Tenant.

ELEVATOR USAGE

1. The use of the elevator shall be scheduled by the GC with the building engineer. There will be one elevator designated as a 'freight elevator' and the GC must protect its walls, floor and ceiling.
2. All construction materials, tools and trash are to be transferred to and from the construction site via the designated freight elevator.
3. Construction personnel shall use the freight elevator to commute to the construction site.
4. If necessary, it is the responsibility of the GC to remove and replace building glass (using Landlord's preferred vendor) to transport materials.

SECURITY, BUILDING ACCESS, LOADING DOCK AREA

1. The GC should contact the Building Management Office for access into the Building and lease space.

CONSTRUCTION

1. On multi-tenant floors, a demising partition must separate lease spaces (unless designated otherwise by architectural plans).
2. Should the remodel of a lease space affect the public corridor, it is the GC's responsibility to duplicate the finishes in the corridor so that the new construction is not visible.
3. Any vacant or left-over space shall be clean and left with no construction debris. It shall be in a 'showable' condition.
4. Construction deliveries should not take place during RUSH times – they should be scheduled with Management Office.

ELECTRICAL WORK

1. All additional circuits added to existing or new electrical panels must be properly labeled or marked indicating the equipment serviced by each new circuit. All panels and transformers shall be located within the suite.

2. All electrical panels, junction boxes and pull boxes which are opened or removed for additional circuits or terminations shall be covered, closed or replaced.
3. During construction, all lights are to be turned off each night.
4. Upon completion of work, all light fixtures in the work area are to be working properly, fully lit and cleaned.
5. All new building equipment shall be building standard or approved by the Building Management Office. The mounting location of any new circuit breaker panels, service switches, meters, etc. shall be approved by the Building Management Office. All light switches and outlets are to be building standard height (unless mandated otherwise by code). Any missing wall plates should be replaced by the GC.
6. All floor penetrations shall be caulked, cemented or filled with materials which are fire-rated and match specifications of original floor composition.
7. Lease spaces 10,000 square feet or more with electrical wiring, cabling, and/or telephone cabling that will not be reused is to be removed.
8. Projects that require Tenants to have sub-meters for the electrical in the Premises shall be installed by an electrical contractor approved by the Building Management.

MECHANICAL/PLUMBING WORK

1. The mechanical contractor will be responsible for securing and temporarily relocating HVAC thermostats and relocating the thermostats on the walls as indicated on the plans unless Building Engineer has a more reasonable suggestion. The mechanical contractor shall, during the initial review of the mechanical system, report any damaged or inoperative mechanical equipment to Building Management.
2. All duct tap cut-outs not used on main ducts shall be covered with a duct plate and insulation which will be secured to the main duct.
3. All new flex ducts shall be externally insulated.
4. Various HVAC equipment above the ceiling shall not be blocked by lights or fire sprinklers. Furniture lay-out should also be considered when possible.
5. The mechanical contractor shall verify air flow delivery against the mechanical plan as per NEBB and TEBB procedures. Mechanical

contractor shall submit the air balance report to the Building Engineer along with a copy of his certification.

6. Upon completion of the mechanical work, the contractor will demonstrate to the Building Engineer that all relocated or new thermostats function correctly and are properly calibrated. Contractor shall contact the Building Engineer to schedule a walk-through.
7. All new equipment shall be building standard or approved by Landlord, through its manager. All thermostats are to be at building standard height (unless mandated otherwise by code).
8. In remodels of lease space involving 10,000 square feet or more, all duct and plumbing lines that are not to be reused are to be removed.
9. All new plumbing should be installed in such a way that it may be cut off and repaired without affecting other lease spaces.

SPECIAL CONDITIONS

1. Use of any welding or cutting torch must be approved by Building Management. The contractor must schedule the time the torch will be used and he must have a fire extinguisher present while the torch is in use.
2. Work that involves the draining of a sprinkler line and/or work to the fire alarm system must be approved by Building Management. The systems should not be left inoperable overnight. There should be a 24 hours notice given to Management. False alarms caused by the contractor will be paid for by contractor.
3. A Material Safety Data Sheet (MSDS) shall be posted in any area where hazardous or harmful materials are in use.

CLEAN UP

The GC shall keep the construction site free of accumulation of debris and rubbish. Trash must be removed via the freight elevator after normal business hours. **THE BUILDING'S TRASH DUMPSTER MAY NOT BE USED FOR CONSTRUCTION DEBRIS.**

The area surrounding the construction dumpster should be maintained and cleaned on a regular basis.

Any dust or dirt caused by the demolition or construction that migrates outside the construction site is to be cleaned on a daily basis or more frequently as needed or requested by Management.

There shall be walk-off mats at each point of entry to construction site and cleaned frequently.

Final clean-up may require carpet cleaning in common areas.

BUILDING MANAGEMENT OFFICE CONTRACTS

Management Office	(210) 377-0996 8:00 a.m. – 5:00 p.m., Monday – Friday
Building Manager	Sandra Wilson
Assistant Property Manager	Deborah Hooper
Building Engineers	John Gutierrez
Building Hours	7 a.m. – 7 p.m. Monday – Friday Closed Saturday & Sunday

In case of an emergency after hours, call the management office at 210.377.0996. You will reach the answering service who will contact the appropriate representative to respond to your call as soon as possible.