

Policies and Procedures

Contractors

Brookfield Properties
1114 Avenue of the Americas
New York, NY

DESIGN & CONSTRUCTION RULES AND REGULATIONS

- 1) Before any work starts, Brookfield would like to arrange a kick-off meeting with Tenant's General Contractor to discuss the Rules & Regulations governing build-outs.
- 2) Tenant should submit a complete list of contractors and subcontractors along with their Certificates of Insurance and emergency contacts.
- 3) Contractor must ensure that all work is performed in a normal, acceptable, and safe manner.
- 4) All (i) demolition or removal of construction materials, or (ii) moving of construction materials to or from the Building, or (iii) other categories of work which may disturb or interfere with other Tenants of the Building or disturb or interfere with Building operations, must be scheduled and performed before or after Business Hours or at a time specified by Landlord. Regular Business hours is defined as Mon – Friday 8:00 AM – 6:00 PM.
- 5) Tenant shall provide the Building Manager with written notice at least twenty-four (24) hours prior to scheduling any Alteration, and shall pay Landlord's standard charges for overtime porters, Security, Engineers and other costs incurred by Landlord in connection with such after-hours scheduling.
- 6) All inquiries, Tenant plans, requests for approvals, service requests and all other matters shall be processed through the Building Management Office or by using the building's standard work order request system.
- 7) Freight area is to be kept clean and free of material and debris at all times. Storage of any kind in the freight area is prohibited under the NYC Fire Code. Anything found stored in this area will be removed and discarded without prior notice.

- 8) All structural or floor loading requirements, mechanical (HVAC), plumbing, sprinkler, electrical, fire alarm, elevator, of any proposed Tenant installation shall be subject to the prior approval of Landlord's consultants. All expenses incurred by Landlord's consultant regarding review and approval of Tenant's design shall be at Tenant's expense.
- 9) All demolition shall be supervised by Landlord's representative at Tenant's expense.
- 10) Elevator service for construction work shall be charged to Tenant at standard Building ' rates. Prior arrangements for elevator use shall be made on a non-exclusive basis with Building Management by Tenant or Tenant's representative. No material or equipment shall be carried under or on top of elevators. If workmen (including, without limitation, Operating Engineers and Personnel Carriers), are required by any union regulations for material or personnel hoisting, such workman shall be paid for by Tenant.
- 11) "Safe Lifts" and lifts requiring additional counterweights should be coordinated at least (2) weeks prior to delivery of materials. Additional costs will be responsibility of the tenant.
- 12) If shutdown of any mechanical or electrical risers are required, such shutdown shall be performed by Landlord's contractors at Tenant's expense or, at Landlord's option, supervised by Landlord's representative at Tenant's expense. All shutdowns drain downs and connections are to be scheduled in advance with the building management office with reasonable notice.
- 13) Tenant's contractor shall:
 - a) have a Superintendent or Foreman on the Premises at all times.
 - b) police the job at all times, continually keeping the Premises orderly; protection and maintenance will be Tenant's or representative's responsibility.
 - c) maintain cleanliness and protection of all areas, including elevators and lobbies.
 - d) protect the front and top of all peripheral HVAC units and thoroughly clean them at the completion of work.
 - e) block off supply and return grills, diffusers, and ducts to keep dust from entering the Building air conditioning system.
 - f) protect all Class E fire alarm devices and wiring; and
 - g) avoid the disturbance of other Tenants. Demolition and otherwise disruptive construction should be performed after hours.
- 14) All equipment and installations must be equal to the standards of the Building. Any deviation from Building standards will only be permitted is approved by Landlord.
- 15) Landlord's Fire Alarm contractor shall be the only personnel permitted to adjust, test, alter, relocate, add to, or remove equipment connected to the Class E" System.
- 16) Simplex, Inc. is the LL Fire Alarm Contractor for the building and all Fire Alarm work must be coordinated between Simplex and Brookfield. The Fire Alarm System is to be tested by Simplex for all fire related conditions, with a signed affidavit to be submitted to LL. Without this affidavit, the tenant cannot occupy the floors.

- 17) During such times that Tenant's alterations or demolition of the Premises require that fire protection afforded by the Class "E" System or sprinkler system be disabled, Tenant, at Tenant's expense shall maintain fire watch service that is code compliant with FDNY Regulations.
- 18) The attachment of any work to Building window mullions, HVAC enclosures, window soffits, will not be permitted.
- 19) Drywall partitions or installations abutting window mullions must be done in accordance with approved building comments. All partition walls must allow for easy removal of induction unit covers. A detail should be provided to landlord for approval.
- 20) Drilling into window mullions is not permitted.
- 21) Chasing of structural slab or Building masonry walls will not be permitted unless special consent is given by Landlord.
- 22) The attachment of drywall metal studs or track to mechanical, electrical, plumbing, sprinkler, or any Building systems will not be permitted.
- 23) All valves or equipment controlling Building systems or Tenant systems must be tagged and identified.
- 24) Access doors must be provided to all Building equipment and Tenant equipment.
- 25) All locking devices must be keyed and mastered to Building keying system. All hardware is to match Building standards. The building uses a Schlage system with a proprietary keyway. Cylinders can only be purchased through Central Lock and Hardware (Adam Wurtzel 212—935-2534)
- 26) All Base Building Electric and Telecom Closets, Emergency Stairwells, Mechanical Rooms and Roof setbacks are the property of the Building. The locks are keyed to the building system and the keyways are not to be changed. Tenant must provide Brookfield personnel with access to these areas at all times.
- 27) Tenant shall not install any outside louvers without Landlord's prior written approval. Detailed sketches of all proposed louvers shall be submitted for Landlord's approval which approval may be granted or withheld in Landlord's sole discretion.
- 28) All unused wiring, conduit, plumbing, equipment, materials, or previously installed work, no longer needed, must be removed. When removing ductwork, plumbing, piping, etc., remove it and cap it off at the main.
- 29) Any connections to Building systems must be of the same materials as existing Building standards.
- 30) Any signage, window dressing, or Tenant decor visible from outside the Tenant's Premises must receive written approval from Landlord prior to installation.

- 31) The modification of any elevator equipment must receive prior written approval from Landlord. All elevator devices must remain accessible for maintenance and must conform to Building standards.
- 32) Tenant equipment, except for electrical panels and transformers, will not be permitted in base building electrical closets. All other equipment will require landlord's written approval.
- 33) Electrical bus ducts should remain accessible and clear of any obstructions. Nothing should be mounted in front of the electrical bus ducts.
- 34) Flexible duct is not to be used in the building, except for short diffuser drops.
- 35) Tenant should utilize electrical floor cell system wherever possible. All trenching should be clearly marked on a plan for structural engineer review and building approval.
- 36) Electrical Poke-throughs into the slab will not be permitted.
- 37) Electrical wire mold will not be permitted without written approval from Landlord. BX, MC cable and armored cable are not to be used in wall drops or for home runs. Only rigid conduit will be permitted for use in the building.
- 38) All penetrations must be sealed, and the fire rating integrity kept intact.
- 39) Contractor must seal around and waterproof all floor drains.
- 40) All pantries should contain a local water shutoff valve and a pressure reducing valve.
- 41) The condenser water meter for the building is a PEMCO 1232A meter. Building Engineers to depict sensors and meter location.
- 42) The electric submeter for the building is a Square D Powerlogic HDM 277/480V, 3PH meter. Building engineers to depict sensors and meter location.
- 43) All condenser water piping must be insulated.
- 44) Condenser water system will be hydrostatically tested at two (2) times the working pressure, for a minimum of two (2) hours, with no leaks. The Building Engineers must witness the test.
- 45) NALCO is a required vendor to perform all cleaning and pretreating of piping connected to building systems. No other vendor should be used for chemical cleaning.
- 46) Upon completion tenant must submit an air balancing report to the Building Manager.
- 47) Tenant must provide the Building Manager with copies of all required permits for A/C, Fire Alarm, etc.... and any others required by a governing agency.

- 48) Grace Building – 1114 Avenue of the Americas is a LEED Gold Building and as such we require waste stream reporting for your build out.
- 49) Contractors are not permitted to use the fire exits stairwells for travel between floors without permission from landlord. All travel within in the building should be via the freight elevator.
- 50) Building engineer is required to approve spec for VAV in order to confirm static pressure requirements are satisfied.
- 51) All pumps, hot water heaters, water filters and supplemental units must have drip pans and leak detection.
- 52) Window shade sample must be provided for review by Brookfield Design. Building standard color is off white. Installation of shades to be coordinated with building management to avoid compromising drainage system.
- 53) All pumps, hot water heaters, water filters and supplemental units must have drip pans and leak detection.
- 54) When tying into the tenant condenser water system, future taps of the same size as existing must be added.
- 55) Furniture placement must be a minimum of 12 inches off induction units.
- 56) All restrooms must tie into Building Core Sanitary Stack. Exhausting tie in should be coordinated with building. Booster fans should not be used without prior written approval.
- 57) Prior to start of any work on sprinkler or standpipe, the contractor must notify the Fire Safety Director on duty at the Security Console in the lobby, the nature of the work, the location of work and estimated duration of the job.
- 58) Any person(s) performing any hot work (i.e., brazing, welding, burning, etc., must possess a valid FDNY Certificate of fitness for the specific work being done.
- 59) Another contractor with an FDNY Certificate of Fitness for Fire guard must be present while the work is being performed and for an hour after completion.
- 60) At completion of work for the day, contractor must notify building prior to leaving and wait for systems to be re-activated including sprinkler refill if necessary.