

Watt Plaza

CONTRACTOR'S RULES AND REGULATIONS

The following information outlines the Rules and Regulations (R&R's) for contracted service personnel, which must be followed by all construction firms working at Watt Management Plaza (Watt Management). These R&R's apply to general construction, tenant improvement construction, and all other construction related activities. No deviation or exception will be permitted without the expressed, written approval of Building Manager at Watt Management, 1875 Century Park East, Suite 1110, Los Angeles, CA 90067. Questions or comments should be directed to Watt Management Company and attention Chief Engineer.

ALL CONTRACTORS, SUBCONTRACTORS, SUPPLIERS, VENDORS AND DELIVERY SERVICES SHALL COMPLY WITH ALL TERMS OF THIS DOCUMENT INCLUDING INSURANCE COVERAGES. NO EXCEPTIONS WILL BE ALLOWED WITHOUT PRIOR WRITTEN APPROVAL OF WATT MANAGEMENT COMPANY.

The office of the building must be notified prior to starting any work by submitting the following:

- A. A copy of the proposal describing the work to be done.
- B. Two complete set of drawings; architectural, mechanical, electrical, fire sprinkler, title 24, ADA and all other aspects of work to be completed by the contractor shall be submitted and approved by Watt to management in writing prior to the commencement of work.
- C. Submit close-out package to conform to Watt Plaza minimum close-out requirement "Tenant Improvement Construction" check-off list. **See Exhibit "A"**.
- D. A certificate of insurance evidencing liability coverage in the amount of \$2 million. The following must be named additional insured:

**1875/1925 CENTURY PARK EAST company and
WATT PROPERTIES, INC., DBA WATT MANAGEMENT COMPANY;**

This certificate must be accompanied by a separate additional insured endorsement. Upon cancellation and termination of policy we require 30 days notification.

- D. Copies of all permits.
1. **Agree to the entire Watt Management Construction Book:** Prior to any construction activities, the individual contractors, the general contractor and all subcontractors shall agree to abide by and conform to the entire Watt Management Construction Book containing Rules and Regulations, Building Standard Materials and approved contractors/subcontractors (the "Construction Book"). Watt Management reserves the right to stop construction, or remove from the Building, contractors or individual workers who do not comply with any of the requirements in this Construction Book. The Contractor agrees to correct and/or remove any Work which does not comply with the requirements. If Contractor fails to comply with the corrective work in a timely manner, Watt Management reserves the right to correct the Work and charge the Contractor for all costs.
 2. All costs, including but not limited to security, fire watches, fire system shut down, cost for permits, cost for drawing review, fees and license is necessary for the execution of work shall be the sole and

exclusive obligation of the Contractor its subcontractors provided however, such costs may, if agreed to buy Tenant, be passed on to Tenant for whom work is performed.

3. **Air Balance:** Must be done in accordance with the procedures specifications, the air balance must be conducted by an independent Air Balance Company and the Chief Building Engineering must be notified 48 hours in advance. A building engineer will be present during the air balancing of the HVAC System; otherwise the Contractor agrees to redo the balancing. If an engineer is required on overtime the contractor will be responsible for all costs. A copy of air balancing report with the attached cross-referenced plan must be submitted to Watt Management prior to Tenant's move-in.
4. **Auxiliary Air Conditioning Units:** The Kwh and BTU meters must be operational 48 hours prior to Tenant's move-in. Watt Management must be notified to verify. A copy of the BTU meter commissioning must be submitted to Watt Management prior to Tenant's move-in. The meters must be connected to the Building Energy Management system.
5. **Building specifications:** contractors must use building approved subcontractors for all fire and life safety, electrical, HVAC and plumbing work.
6. **Building approved subcontractors.** Contractors must use building approved subcontractors for all fire and life safety, electrical, HVAC and plumbing work.
7. **Building Hours:** Building hours are 8:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday.
8. **Building Property:** No use of Tenant or Building property to include, but not limited to, dollies, ladders, photocopiers, vacuums, etc. is permitted unless specifically approved by Watt Management Management.
9. **Carpet Cutting:** Carpet may be cut in the loading dock only during the following hours: before 9:00 a.m. or after 3:00 p.m. Monday through Friday, before 5:00 a.m. or after 12:00 p.m. Saturday, all day and night Sunday and Holidays. All carpet related trash must be cleaned up promptly.
10. **Claims and Damages:** It is expressly understood and agreed that the construction contract shall be for the direct benefit of Landlord, who is the owner of the Building and the real property on which the Work is to be done. Accordingly, Watt Management shall be granted the right to pursue in its own name any rights or remedies against Contractor including without limitation, claims for damages granted to other parties under the Contract.
11. **Cleanup:** No storage of supplies or trash will be allowed in the Building at any time. All Work and adjacent areas are to be kept clean and free of trash, debris and non-useful materials at all times at Contractor's cost. Failure to do so will result in Watt Management providing this service and charging the Contractor accordingly. Contractors will be required to monitor all traffic and work though the public elevator lobbies to ensure, that dust and debris are not tracked into the elevator cabs by visitors to the floor. Dampened walk-off mats shall be placed at the entries being used for the construction floors. Contractor is responsible for final cleanup of light fixtures, dusting of window mullions, entries, public areas used during construction and mechanical, janitorial and electrical rooms. Contractor must provide for the removal of all trash and debris arising during the course of construction. At no time are the building's dumpsters to be used by Contractor's cleanup crews for the disposal of any trash or debris accumulated during construction without prior consent from Watt Management. The Office of the Building assumes no responsibility for Contractor's own bins. Contractor is to monitor and resolve any problems with bin usage without involving the Office of the Building. Trash is to be placed inside the bin. All electricians, telephone personnel, etc. must, upon completion of their respective projects, pick up and discard their trash leaving the telephone and electrical rooms clean. If this is not complied with, cleanup will be conducted by ABM Janitorial service and the Contractor will be back-charged accordingly.

12. **Code Compliance:** Contractor and the Work shall comply with all the Federal, State, City and Municipal or quasi-governmental codes, laws, ordinances, rules, regulations and orders (whether enforced or not) of any public authority having jurisdiction on the performance of the Work.
13. **Core Drilling:** A plan showing the size and location of all floor penetrations must be submitted to Watt Management 48 hours in advance, unless otherwise approved by Watt Management. Oversize or excessive floor penetrations must be submitted to the structural engineering firm of Brandow and Johnston for review and submitted to Watt Management for approval. All core drilling must be done after hours. All penetrations must be filled per code.
14. **Deliveries:** All deliveries will be made aware to Watt Management. A prior notification of at least 24 hours but not more than seven days is required. Scheduling of elevator time through Watt Management for deliveries and trash removal will be the responsibility of the Contractor. All deliveries of material will be made through the loading dock and transported to the construction site via the freight elevator only.
15. **Demolition:** All existing locksets, lock cylinders, thermostats, ceiling tiles, lighting fixtures, Sloan valves and air conditioning grilles shall be saved and turned over to engineering unless otherwise noted.
16. **Discrepancies in Plans:** Any problems with, or discrepancies in the plans must be brought to the attention of Watt Management. Any changes that need additional work not described in the bid must be approved in writing by Watt Management prior to proceeding with said additional work; otherwise Watt Management will not be responsible for any additional cost.
17. **Electrical and Phone Closets:** Contractors are responsible for maintaining a safe working environment. All electrical and phone closets being used must have panels replaced, doors shut and all debris removed from the room at the end of each day's work. Any electrical closet that is open with the panel exposed must have a worker present. Contractor is responsible for the removal of all construction materials and cleaning of the electrical and phone closets. (Wipe off all panels, transformers, sweep floor, mop floor, wipe down all doors and walls etc.) Make sure all wall and floor penetrations are sealed. Electrical panel schedules must be brought up to date with a new card identifying all loads on the floor existing and identifying all new circuits added. All "J" boxes are to be labeled with voltage and circuit numbers.
18. **Elevator Lobby and Corridor Alterations:** Where the passenger or freight elevator's 45-minute smoke enclosures, 90 minute stair door assemblies, and in multi-tenant floors' 1-hour corridor door/window assemblies are being modified, temporary rated enclosures tied to Fire/Life Safety need to be constructed when alterations extend beyond the daily construction shift. If the Contractor does not meet this requirement, then the Landlord will establish a Fire Watch at the expense of the Contractor, unless otherwise agreed upon, until the enclosure is made code-compliant.
19. **Emergency power:** E-power is never to be used for tenant purposes.
20. **Emergencies:** Contractor and/or Subcontractor should assist with building emergencies once notified. This could be from immediate evacuation of the Building once an alarm is sounded to assisting with evacuating and executing a plan to terminate the alarm/emergency situation. A list of emergency contacts should be submitted to Watt Management and kept on file for the Building Contractor.
21. **Entrance/Exit Doors:** Suite entrance/exit doors are to remain closed at all times, except when removing or delivering construction material or when the doors are being worked on.
22. **Existing Items to Remain:** All existing items within a Tenant's suite being remodeled must be in good working order, clean and in good appearance at the end of work. The Contractor must include in their bid proposal the cost of repairing/replacing/cleaning any existing items to remain unless

otherwise noted. Contractor will refinish any surfaces damaged during construction otherwise Watt Management reserves the right to do the corrective work at Contractor's cost.

23. **Exterior Window Aluminum Frames:** Mullions, sills and headers shall be cleaned at the end of Work. If existing paint is present on frames, Contractor shall notify Watt Management prior to commencing work and a price shall be included in the base bid to clean these frames or repaint of cleaning would result in the damaging of these frames.
24. **Fan Rooms:** Fan rooms must be kept free of dust and debris and fan room doors must be kept closed whenever the fans are operating in order to keep the fan rooms clean and the HVAC functioning properly. Prior to starting any work on the floor, pre-filters must be installed on top of standard filters and on the return air intakes, and periodically replaced as needed.
25. **Field Office:** Immediately upon being awarded a job, the Superintendent of the successful bidder is required to set up a field office. The following is a checklist of items to set up and maintain at all times on the job:
 - a) All prevailing safety rules and regulations required to be posted by local municipalities, state and federal law.
 - b) Change Order and Submittal Logs.
 - c) Change Orders and Extra Work Authorizations.
 - d) Construction Schedule.
 - e) Drawings, Specifications, Addenda, Bulletins and Memoranda (as submitted for building permit)
 - f) Permits, Permitted Plans and Permit Inspection Cards.
 - g) Project Directory listing the Owner, Architect, all Consultants and Contractors.
 - h) MSDS information for all applicable materials, (adhesives, mastic, paint and etc.) will be kept on site. A copy of each MSDS sheet will be forwarded to the engineering office for logging and insertion into the master file prior to that material being brought into the property.
26. **Fire/Life Safety Tests and Sign-off:** Contractor shall be solely responsible for obtaining Fire/Life Safety sign-off and Final Inspections by all applicable governmental entities. Contractor shall notify Watt Management 48 hours in advance of any Fire/Life Safety Test. All Fire/Life Safety tests in the Watt Management Parking Garage shall be scheduled only during the following hours: before 8:00 a.m. and after 6:00 p.m. Monday through Friday, after 1:00 p.m. on Saturdays and all day Sundays. If the test requires elevator recall, then it shall be done after 7:00 p.m. Tenants are not allowed to move-in without the Fire/Life Safety sign-off by the City Fire and Building Departments unless otherwise noted.
27. **Fire Sprinkler System:** Any contractor who anticipates working on the Fire sprinkler system must notify Watt Management/Engineering at least 24 hours in advance prior to commencement of this work. All construction areas shall maintain full sprinkler coverage during construction if the ceiling must be removed then heat collecting sheets must be installed on each sprinkler head. All sprinkler systems shall be returned to operational status at the end of the each work period. In the event that the fire sprinkler systems are found inoperable, a fire watch will be posted by Watt management at the expense of the contractor.
28. **Fire/Life Safety Systems:** Any Contractor who anticipates working on the Building Fire/Life Safety systems must notify Watt Management at least 48 hours in advance prior to commencement of this work. All such work shall be performed by Watt Plaza's approved life/safety contractor at general contractors expense. All such systems shall be returned to operational status at the end of each work period. In the event that such systems are found disabled, a fire watch will be posted by Watt Management at the expense of the Contractor. All the smoke detector heads on the entire floor must carefully wrapped every day before the commencement of Work. At the end of each workday, all smoke detectors must be unwrapped.

VIOLATIONS WITH NO FIRE ALARM: For every smoke detector left wrapped at the end of the day and every smoke detector not wrapped during construction, there will be a fine of \$100.00 for the first violation. The fine will be increased \$100.00 for each subsequent violation (i.e. \$200.00 for the second violation and so on).

VIOLATIONS RESULTING IN FIRE ALARM: For every Fire/Life safety violation for the duration of each construction project causing a Fire Alarm and Evacuation, there will be a fine of \$500.00 for the first violation. The fine will be increased \$500.00 for each subsequent violation (i.e. \$1,000.00 for the second violation and so on).

29. **Flammable Substances:** No storage of flammable substances in the Building unless approved by Watt Management and in accordance with approved codes and regulations.
30. **Freight Elevator:** At no time will any construction personnel be allowed to use the designated passenger elevators to transport equipment, materials or supplies. The freight elevator open use operating hours is 6:00 a.m. to 6:00 p.m. Monday through Friday. During open use hours, the freight elevator is to be controlled by the use of a freight elevator key given out at the discretion of Watt Management. For all off hours use, Watt Management must be given at least 24 hours notice and will alert security to man the freight elevator at the contractor's request. Contractor will be charged for a security guard to operate the freight elevator.
31. **HVAC:** All HVAC work must be inspected by Building Engineering. All ducts must be sealed at metal joints with approved duct sealer. All diffusers must have a volume damper upstream for adjustment with a tag for identification.

At the commencement of each project, a filter must be installed at the main air duct; this filter is to be removed at the completion of each project. If any questions, see Building Engineer.

32. **Inspection and Suspension of Work:** Watt Management shall have the right from time to time as it deems necessary, to inspect or perform work within the Building, to suspend Contractor's Work if such Work, in the opinion of Watt Management, is a safety hazard or is not in compliance with Building Standards, the contract, or plans and specifications.
33. **Insurance:** Contractor must maintain and provide evidence of insurance in accordance with the attached insurance requirements.
34. **Job Meetings:** Since each job differs in scope, it is necessary that the Contractor set up job meetings according to job needs. Each Contractor must set the time interval between job meetings, schedule the meetings with Watt Management and maintain them on a regular basis. Conference rooms may be made available in Watt Management offices for this purpose with at least 24 hours notice.
35. **Keying:** All locks must accept cylinders to match the Building locks. Contractor must request keying information from Watt Management. Watt Management shall supply and install the cylinders and bill the Tenant for the cost.
36. **Lights:** Contractor shall turn off lights and all other equipment after completion of Work for the day.
37. **List of Contractors:** Prior to commencement of construction, the General Contractor shall provide a list of the subcontractors and the list of on-site supervisory personnel with cell/pager numbers to Watt Management. The list of subcontractors and other on-site personnel shall not be changed without the prior written consent of Watt Management.
38. **Loading Dock:** The loading dock operating hours are 6:00 a.m. to 6:00 p.m., Monday through Friday and 6:00 a.m. to 6:00 p.m. on Saturday. An intercom is located at the gate to the loading dock so that the Security attendant at the main security desk may open the gate if appropriate approval has been

obtained. The maximum height of trucks in the loading dock is _____. Roll-off trash bins must be ordered from the waste contractor serving the Building. Only one 40 cubic-yard roll-off trash bin for construction is allowed to remain in the Loading Dock of each high rise building, regardless of the number of contractors working in the building. In rare circumstances, two 40-cubic yard roll-off trash bins may be allowed to remain in either loading dock as long as prior consent has been given to the contractor by Watt Management. The contractors who have the greatest need for the bin have priority. These contractors must make arrangements to procure and pay for the dumping of all bins. All other contractors must make arrangements with the contractors having the bins, to share the bins and costs. Contractors not willing to share must haul their own trash away.

39. **Material and Tool Storage:** Contractors' material and tool storage will be limited to the Work Premises. Contractor may be permitted storage in other areas of the Building at the option of Watt Management.
40. **Noise:** Contractor shall not interfere with other tenants in such a manner as to cause unnecessary inconvenience or disruption such as:
- demolition
 - core drilling
 - painting
 - installation of carpet tack strips
 - any work on soffits or elements attached to the slab above which creates sound
 - saw cutting or pipe cutting (latter to be conducted on Loading Dock).
 - operation of power-actuated tools
 - hammering or any construction that would transmit excessive noise through walls and floors

Work of this nature must be scheduled in general before 8:00 a.m. or after the 6:00 p.m. Monday through Friday or Saturday before 9:00 a.m. or after 1:00 p.m. and Sunday all day. Construction allowed during business hours for Tenant Improvements overseen by Watt Management only include certain phases of the following:

- drywall
- electrical
- acoustical ceilings
- doors & frames
- millwork and flooring installation

Watt Management reserves the right to stop work if necessary.

41. **Odors:** Any work which creates odors must be scheduled off-hours. Check with Watt Management before commencing any work which may cause offensive odors.
42. **Onsite Supervisor:** Contractor shall maintain supervisory personnel on site at all times and shall provide direct supervision of any and all Work being performed including the delivery of materials. Such supervisory personnel shall be fully empowered to coordinate, respond for and authorize subcontractors to perform, stop or modify the Work as necessary to enable the Work to proceed. Watt Management has the right to stop the Work if there is no supervisory personnel onsite. The general contractor shall be responsible for ensuring all subcontractors are advised of and will adhere to these policies and procedures.
43. **Outlets and Circuits:** All electrical outlets and lighting circuits shall be properly identified. J-boxes must be labeled with appropriate circuit numbers. Outlets shall be labeled on the backside of the cover plates. Update wall panel schedules.
44. **Overtime:** All work which requires an engineer present beyond the normal operating hours of the building shall be requested at least 24 hours in advance, in writing. The contractor shall be responsible for obtaining the Tenant's approval of such overtime, and the cost shall be borne by the Tenant. No overtime work shall occur without Tenant's written authorization.

45. **Painting:** All paint bids should include a one-time touch-up for all suites. This shall be completed approximately five days after the tenant moves in. Remaining paint, especially custom colors, should be left with the Tenant for future use. All oil based painting and painting in the public areas, regardless of oil or water based, must be performed off-hours, preferably on the weekends. All other painting may be performed during normal business hours with the prior consent of Watt Management. Contractor is responsible for removing all unused paint.
46. **Parking:** All construction personnel must park in the parking structure identified for 1875 and 1925 Century Park East. If vehicle size is too large for the structure to accommodate, prior authorization must be given by Watt Management to park in the rear of the Buildings in the yellow chained area. Watt Management must have the license plate on file of all vehicles parked in the yellow chained area. Any vehicle illegally parked will be ticketed and towed at the owner's expense. No parking of any kind is allowed in the Loading Dock or in Fire Lanes.
47. **Permits:** No work will commence without a permit. The original inspection card is to be submitted to Watt Management after all required sign-offs have been completed. The contractor will keep a copy of this inspection card, both front and back, for their records.
48. **Picketing:** In the event of a union dispute, Contractor agrees to take necessary action to avoid picketing at any Building entrance.
49. **Preconstruction Punch List:** Contractor shall inspect the work areas and common areas on the floor where work will take place, prior to construction, to identify items subject to potential claims for breakage, theft, abuse and to identify the existing damage if any. After inspection, Contractor shall submit to Watt Management for approval, a preconstruction punch-list identifying the existing damage. At the end of construction, any damage within the work area or common areas on that floor not identified in the preconstruction punch-list shall be repaired and/or replaced at Contractor's cost.
50. **Punch List:** The Contractor is responsible to arrange a meeting with the Tenant, Watt Management and Architect (if necessary) after the completion of Work, but prior to Tenant's occupancy, for the purpose of generating a punch-list. The punch-list agreed upon by all parties will be submitted to Watt Management. Contractor shall complete all punch-list items at the Tenant's or Watt Management's convenience within a reasonable amount of time and submit the completed list signed off by the Tenant and Watt Management to Watt Management. Watt Management at its sole discretion has the right to complete, at Contractor's expense, any punch-list items not completed by the Contractor in a reasonable time. Watt Management has the right to use any contractor or subcontractor to complete this work.
51. **Protection:** Contractor shall be responsible for all its action on site as well as those of its subcontractors. Any damage to the Building caused by the Contractor shall be promptly repaired by the Contractor at no cost to Watt Management. Care shall be taken to protect ceiling, walls, doors and carpets of public areas when moving construction materials, trash, etc. Carpet mask shall be installed from suite under construction to freight elevator and to the restrooms for the duration of construction. Cleanup of these areas of work is the responsibility of the Contractor.
52. **Rules of Conduct:** All workers shall maintain their actions while in the Building in a professional manner to include but not limited to:
- a) No abusive language.
 - b) No alcohol or drugs.
 - c) No music in areas which are accessible to the public or from which people may hear.
 - d) No smoking or drinking alcohol anywhere in the building.
 - e) No standing in lobbies/corridors except if work is being performed or waiting for elevator.
 - f) No tracking construction dirt/dust to the elevators, lobbies or occupied common areas.
 - g) No use of restroom sinks or toilets for cleanup or disposal of any materials.
 - h) Construction personnel shall use only the motorcourt level restroom adjacent to the freight elevator in the 1925 building. Restrooms on upper floors are for use by building tenants only.

- i) No use of passenger elevators to move construction equipment, materials or supplies.
 - j) No excessive noise that may disturb neighbors tenants during normal business hours.
 - k) No offensive odors (painting, gluing, etc.) during normal business hours.
 - l) There will be absolutely no use of tenant and/or building property including, but not limited to, telephones, dollies, trash bins, ladders, photocopiers, vacuums, etc. unless specifically approved by the office of the building in writing prior to its use.
 - m) Watt Management reserves the right to add other restrictions to those listed above as may be deemed necessary to provide for the comfort and safety of tenants.
53. **Schedule:** Upon being awarded the job, Contractor's Project Manager and Superintendent are required to arrange a meeting with Watt Management to review a detailed work schedule and discuss job requirements. In addition to usual items the schedule must show the following:
- a) Tenant's move-in date;
 - b) Date of fire/life safety test;
 - c) Dates when punch-list will be generated and completed;
 - d) The installation date for workstations and built ins, even if being installed by Tenant;
 - e) The issue dates for shop drawings; and
 - f) The start and completion dates for the Tel/Data cabling, even if provided by Tenant.
54. **Security:** Contractor is responsible for the security in the premises and at its expense shall provide its own watchman as required. All risk of loss to all property of the Building, the Tenant, the Contractor and Subcontractors, including but not limited to, furniture, equipment, tools and materials located on the premises, shall be the sole and exclusive responsibility of Contractor and its Subcontractors and Watt Management shall have no responsibility therefore.
55. **Shutdowns:** All inspections, tests or installations that require the Building equipment to shutdown (e.g. Building HVAC System, Fire sprinkler drain downs) must be scheduled in advance with Watt Management and the Engineering Department. Inspection or tests of this nature must be conducted "off-hours", either before 6:00 a.m. or after 6:00 p.m. on weekdays or all day on weekends. Fire/Life Safety Tests must be scheduled 48 hours in advance. Power shutdowns must be on Saturdays and scheduled at least two weeks in advance. All shutdowns are subject to Watt Management's approval.
56. **Signage and Advertising:** Contractor shall not be permitted any identifying signage or advertising unless approved by Watt Management in writing.
57. **Space Adjacent to Work Area:** Access to any adjacent space is not allowed unless coordinated by Watt Management. All construction crews shall stay in the respective workspace at all times. Electrical and Fan Rooms, Janitor closets must be kept locked at all times. If Work impacts more than one suite or floor, request for access must be submitted at least two days in advance and is subject to approval by Watt Management.
58. **Stairs:** New Tenant stairs must be designed and reviewed by the Structural Engineering firm approved by Watt Management. Structural observation, shoring plan review and approval and shoring inspection prior to cutting of the slab must be done by the Structural Engineering firm approved by Watt Management. Cutting of the slab must be on a Saturday and scheduled one week in advance, subject to Watt Management's approval. All stair construction creating excessive noise must be done off-hours.
59. **Structural:** The maximum floor load is 80 pounds per square foot. If filing systems, safes, or any other heavy equipment is being installed in a tenant area, structural studies must be done in order to determine the safe placement of the equipment on the floor.
60. **Temporary Partitions:** Watt Management may require the Contractor to erect temporary partitions to shelter Work. Temporary partitions, if required, shall be clean, painted and uniform in appearance.

61. **Temporary Power:** Any temporary power connection shall be made by a licensed and insured electrical contractor. A walk-through with the Building Engineer is needed prior to the use of such connections.
62. **Tenant Corridors:** All work in tenant corridors must be scheduled off hours. Some Tenants have longer business hours, check with Watt Management prior to bidding.
63. **Union:** The General Contractor and all the major trades including but not limited to Framing/Drywall, Acoustical Ceilings, Mechanical, Electrical, Fire Sprinklers, Fire/Life Safety and Plumbing must be union unless otherwise authorized by Watt Management.
64. **Utility Rooms:** Contractors who need Building Keys (electrical, mechanical, janitorial room "Utility Room" keys) must go to the Office of the Building and must have made prior arrangements to pick up such keys with Watt Management Management. Keys will not be issued without the Contractor leaving a drivers license with Watt Management in exchange for these keys. Keys are to be returned the same day as they are checked out. If any of the keys are lost, the Contractor will be charged \$5,000.00 to cover the cost of re-keying all the Utility Rooms. In addition, the Contractor must comply with the following:
- a) The Contractor shall be responsible to inspect the Utility Rooms where work will take place prior to commencement of any work to identify the existing conditions. If any of the rooms are not in good conditions, the Contractor must notify the Building Management immediately to notate what items are out of order.
 - b) At the end of work, the Contractor shall be responsible to notify Watt Management and request a post-work inspection. Contractors who fail to request a post-work inspection shall not have the right to contest Watt Management's determinations as to the condition of the room(s).
 - c) Any damage on these rooms not identified in the pre-construction punch-list will be repaired and/or replaced at the Contractor's cost. In addition, for each room that needs cleaning, the Contractor will be charged a fee of \$250.00 per room. For repeat offenders, Watt Management reserves the right to terminate Contractor's services for future work in the Building.
 - d) General Contractors shall be responsible for contacting the Building Management for pre-work and post-work inspections. In addition, the General Contractor will be charged any fines for rooms that need cleaning or repair even if keys were checked out by subcontractors.
64. **Welding or Burning:** All cutting brazing and welding operations requires a hot work permit to be filed out with the engineering department at least 24 hours prior to commencing welding work. No Hot work will be done without prior approval and the supervision, if required, of Building Engineering. Fire extinguishers must be on hand at all times and display a current certification tag.
65. **Wood Finishing:** All wood/millwork/wood flooring/cabinetry to be shop finished. Except for the existing suite entry/exit doors, any kind of wood finishing, staining, polyurethane coating, cabinet resurfacing, etc. must be done off-site. If existing millwork, doors, etc. need to be refinished they must be removed from the suite, refinished off-site and reinstalled.

The Contractor/Vendor hereby acknowledges and agrees that they are thoroughly familiar with the information set forth in this document. Said Contractor/Vendor is held fully liable to follow the rules and regulations highlighted herein.

By: _____

Dated: _____

Its: _____

Co. Name: _____