

CONTRACTOR'S Procedures & Guidelines

This is an outline for contractors and suppliers of Triovest Realty Advisors Ltd. These requirements are not limited to those items listed, nor does this guideline preclude any obligations as set out in tender documents or general instructions to Contractors.

PRIOR TO COMMENCEMENT

- ◆ A copy of the building permit for work must be posted clearly at the construction site and a photocopy provided to Building Management.
- ◆ The Contractor must advise Building Management of commencement date.
- ◆ The Contractor should arrange to meet Building Management prior to commencing work to become familiar with the site, review parking, loading zones, waste disposal and other requirements and responsibilities.
- ◆ Proof of Insurance and WCB from all Contractors or subtrades working on the project must be provided to Building Management.

EMERGENCY CONTACT

Contractors are required to post on the Premises a name and telephone number for emergency contact. A list of Contractors, complete with contact names and emergency telephone numbers must be provided to Building Management.

FIRE EVACUATION

Contractors are subject to Fire Warden's instruction on occupied floors. If the floor is vacant, Contractors are to vacate the floor using the stairs in the event of a fire alarm.

SAFETY

Contractors must observe and comply with all applicable construction safety regulations. Any additional safety regulations, which may be imposed by Building Management, must also be complied with immediately and fully.

Contractors shall provide and maintain adequate First Aid facilities during the construction period.

Contractors must be aware of proper handling procedures and conduct themselves in accordance with current W.H.M.I.S. legislation and OH & S standards.

Contractors/Suppliers must ensure that all hazardous materials have W.H.M.I.S. Labels clearly displayed on the product container or packaging and must provide M.S.D.S. sheets to the Senior Building Engineer or Building Management prior to commencing work in the building.

The Chief Engineer must approve storage of materials in the building. All materials will be stored in a neat and orderly fashion and only stored in designated areas.

SAFETY (CONTINUED FROM PAGE 1)

Existing linoleum, VA tile, pipe insulation or blown wool insulation must not be removed without specific prior approval and direction of the Building Manager.

When working with any hazardous or odorous materials, the construction area should remain isolated from the general building. This may require specific protection or air handling shutdown, again on the required approval and direction of the Building Manager.

The Contractor must take all necessary precautions to ensure the safety of Tenants. When working in public or traffic areas, warning signs must be clearly displayed.

All tools, cords, etc. should be well maintained to ensure they do not create a hazard to tenants or other people in the work area. All common areas and fire exits are to be kept clear of equipment, debris and construction materials.

When erecting temporary demising walls, consideration must be given as to whether construction doors or passageways are necessary to provide egress from occupied areas for purposes of fire escape.

Use of flame or smoke producing equipment, to do soldering, welding, or cutting will be brought to Building Management's attention and appropriate fire fighting equipment will be kept on site.

Work on fire safety equipment and systems will be brought to the Building Manager's attention.

No smoking is permitted on site.

Fire Alarm Panels may not be temporarily disconnected at anytime without the approval of Building Management. At least 48 hours advance notice will be required if arrangements to disconnect the fire alarms or panel are required.

REMOVAL OF BASE BUILDING MATERIAL

Any elements of the Base Building such as, but not limited to, ceiling components, doors, doorframes, hardware, light fixtures, speakers, etc. shall only be removed with the approval of the Building Manager. Unless otherwise directed in writing by the Building Manager, such elements shall remain the property of, and must be turned over to the Building Manager.

Salvage materials (intact and of value) may be deemed the property of the owner and should be made available for storage on the Building Manager's direction. Remnants of new floor and wall covering materials should also be retained for storage and repair stock.

PROTECTION & DAMAGES

When making deliveries to the building, the Contractor/Supplier must take all necessary precautions to ensure that no damage occurs to the building or the property. Damages and any incidents relating to the property must be reported to the Building Manager immediately.

PROTECTION & DAMAGES (CONTINUED FROM PAGE 2)

The Contractor will be held responsible for any damage to the property caused as a result of the negligence of personnel under his/her direction or supervision including suppliers and delivery people.

Where protection is not already in place, the Contractor is to ensure that loading areas, entries, walkways, walls, doors and casings, elevator openings, floors and finishes are all adequately protected, covered or shielded to prevent damage and extraordinary wear.

WORK AREAS

All construction materials, tools, equipment and workbenches must be kept within the Premises throughout construction. All public walkways, malls, lobbies, washrooms and stairs shall be kept clean of construction materials.

Common areas and washrooms affected are to be kept free of debris at all times and should be cleaned at day's end. Work areas should also be cleared and cleaned as required to avoid accumulations of trash and dirt.

Overhead work areas should be guarded by cautionary signage and exits must not be obstructed at any time.

The Contractor must ensure that the job site is left in a clean and orderly fashion at all times. No materials or tools shall be stored in Base Building Mechanical, Electrical or Telephone Rooms or in the freight elevator or in any of the Foreman's access routes.

The Building Management will without notice remove such materials and back-charge the Contractor for the cost of this service.

FLOOR LOADING

Drywall may not be stacked higher than 610 mm (24"). No suspended loads will be attached to the underside of the floor or roof except for normal suspended ceiling and lighting systems. No load greater than the design live load uniformly distributed shall be imposed on any concrete floor. Do not overload the structure. Special high-density items must be subject to floor load capacity approvals by the Landlord's engineer, for example: file banks, libraries, vaults, etc.

GARBAGE REMOVAL

The Contractor is responsible for the daily removal of all garbage and debris from the Premises in containers provided by the Contractor and to be to locate as designated by Building Management. Deliveries and bin placement must be scheduled with the Building Management. Should it become necessary, due to inaction by the Contractor, for the Building Management to remove Contractor garbage or construction debris, the Contractor will be charged for the cost of such service.

Temporary storage of garbage or debris outside the Premises will not be permitted.

CONSTRUCTION WASTE

No concrete, metals, steel studs, aluminum, copper, brass, electrical wiring, drywall, wood, carpeting, glass, plastic, or lighting are to be disposed of in building compactors/dumpsters. Contractors are strongly encouraged to recycle these items.

DEMOLITION & CONSTRUCTION DUST CONTROL

The Tenant's contractor must sub-contract the Property Manager's approved HVAC Contractor to change filters on air-handling equipment at the commencement of construction, and again, upon completion (where applicable). HVAC must also be turned off during demolition and construction to prevent air intake of excessive dust. When construction or demolition occurs on occupied multi-tenant floors, temporary hoarding or plastic sheeting must be installed to protect common areas and other tenants from exposure to dust.

ODOUR CONTROL

No lead based paint is allowed. Only latex paint may be applied during normal business hours. All other products, such as stain, oil-based paint, lacquer, etc., or any odour-producing building materials such as carpet glues, sealants, welding equipment must be utilized or applied after normal business hours or after such time as it won't compromise tenant working conditions.

SECURITY

The Contractor is fully responsible for the physical security of the Premises and the contents there throughout the Fixturing Period.

Security access letters are required for a specific evening or as a standing post order to security services advising them of contractors expected to be on site during non-operational hours. These can be acquired through the Building Management.

Contractors or Tenants requiring the use of the elevators after hours or weekends will be responsible for hiring security. (After Hours: 5:00 p.m. to 8:30 a.m. Weekdays and 24 hours Weekends and Holidays). Access to the building is Weekdays 7:00 a.m. to 6:00 p.m. unless there is security in place.

LANDLORD'S ACCESS TO PREMISES

The Landlord shall have free access to the Premises at all times for the purposes of completing, correcting or inspecting any work.

WORK CONFLICT

Contractors' work shall be performed in a manner that will not interfere or conflict with any activities of the Building Management, other Contractors, Tenants or the operations of the Building.

TEMPORARY FIRE PROTECTION

The Contractor is responsible for maintaining operable fire extinguishers in the Premises throughout the construction period and any other additional fire safety devices required beyond those provided as part of the Base Building construction.

Noise

Any work that disturbs the "quiet enjoyment" of the tenants will not be permitted during the hours of 7:00 a.m. to 6:00 p.m. If work disturbs the Building tenants then it will be necessary for the Contractor(s) to perform all work after 6:00 p.m. and before 7:00 a.m.

When working in vacant or common areas adjoining existing tenants, the Contractor shall erect temporary demising walls to reduce the effects of noise and dust, prior to commencement of construction.

ACCESS AND DELIVERIES

Personnel access and material deliveries are to be made only by routes designated by Building Management. The handling of items, which, due to weight or dimension, require special treatment, must be reviewed and arranged with Building Management. No access shall be permitted on any part of the roof of the Building without prior consent.

- ◆ All prolonged use (longer than 15 minutes) of the service elevator and the loading docks shall be coordinated through the Building Management.
- ◆ All materials shall be delivered through the loading dock facilities. Deliveries within the Building shall utilize appropriate rubber tired containers only. Any contractor found moving materials into the building in an unauthorized manner will be removed from the building. Personnel are required to use the designated freight or service elevators, which will be made available during regular business hours and after hours as arranged through Building Management.
- ◆ Freight elevator, floors, walls and ceilings must be protected from damage during transportation of materials. The Building Management will supply elevator pads if required. Any additional protection required to prevent damage shall be supplied by the contractor. Any damage, whether or not reported will be repaired by the Landlord at the Tenant's expense.

ELEVATORS

If use of the freight elevator is required, the Contractor must contact Building Management.

There should be no delivery of materials, where it will be necessary to lock out an elevator, between 7:45 a.m. to 9:00a.m., 11:45 a.m. to 1:15 p.m. or 3:45 p.m. to 5:30 p.m.

The Contractor must ensure that elevator blankets and other forms of protection are in place and all other necessary precautions are taken to protect the elevator cab. Deliveries are to be made in the freight elevator only. Any damage caused to the elevator cab will be the responsibility of the Contractor.

PARKING

All parking by Contractors is the responsibility of the Contractor. Building Management makes no representation that any parking will be available. Under no circumstances are vehicles to park in visitor parking or block access to the parkade or loading zones.

DRILLING OR CUTTING

Contractors are not permitted to drill, cut or chase openings of any description in any part of the Base Building structure without prior approval of Building Management. If such work is deemed necessary and acceptable to the Building Manager and the Building Manager's structural engineers, it will be carried out after regular working hours by the Contractor. Any floor penetrations shall be adequately fire stopped in accordance with applicable codes. Any work of this type may require x-ray or Electro-magnetic inspection of the slab prior to drilling at the Contractor's expense. Any damage to cast-in electrical wiring will also be the responsibility of the Contractor.

The Contractor, at their expense, will do all drilling or cutting of openings through the roof.

TESTING AND TIE-INS

The Contractor must obtain Building Management's permission prior to any testing or installation of any tie-ins to mechanical, electrical, fire protection or life safety systems. The Contractor will be held fully responsible for any damages that may result from such tie-ins.

Contractors must refrain from anchoring any electrical or mechanical lines from the sprinkler system. All electrical, plumbing and mechanical lines in the ceiling space must be tie-wrapped in a neat and orderly fashion. These lines should not be left hanging loose in the ceiling space.

It is requested that any connections or shutdowns of plumbing or electrical work be done before or after normal business working hours; between the hours of 6:00 p.m. and 6:00 a.m., unless prior approval is received from Building Management. Building Management must be contacted at least 48 hours prior to proceeding with this work, as it is necessary to advise the Tenants of our responsibilities.

EXPLOSIVE ACTIVATED TOOLS

Explosive activated tools may not be used to secure fasteners, which support ceiling suspension systems or equipment suspended from the underside of slabs.

WELDING

No open flames for welding, cutting or other purposes are permitted without prior written consent of the Building Manager. If pressurized gas cylinders are used, the Contractor shall ensure their use is in accordance with requisite safety provisions and requirements. An operational fire extinguisher has to be available in the immediate vicinity of the work.

FASTENINGS

The Contractor is not permitted to mechanically fasten to curtain walls, window frames, or special fire rated structures. Clips in lieu of screws must be used to fasten interior walls to the ceiling grid showing partition details at the T-bar and mullion.

ACCESS PANELS

The Contractor must provide access panels of sufficient size in wall or ceiling construction as directed by engineering consultants, the Building management and/or as required by Code to permit necessary access to equipment and/or services.

ELECTRICAL

- ◆ All wiring not fire rated will be in conduit.
- ◆ Flex cabling to lighting and down unmovable walls only.
- ◆ All conduit and cabling will be secured to the soffit or hangers rather than tied to existing conduit or tied to ceiling tile wires.
- ◆ All holes entering the electrical rooms are to be sealed with block mortar.
- ◆ All holes entering and exiting fire rated areas are to be sealed with appropriate fire rated sealants.
- ◆ Disconnected or redundant cabling is to be removed back to the source, for example, the electrical room.
- ◆ All new or relocated circuits are to be indicated in the electrical panel doors.
- ◆ Ceiling mounted lighting fixtures are to match building standard.
- ◆ Tubing, ballasts and incandescents are to match building standard.
- ◆ No fibre-optics are to be installed in the building without the prior approval of Triovest Realty Advisors (B.C.) Ltd.

General Information

- ◆ All Personnel must wear uniforms or identification that clearly identify the company that they work with. There are no exceptions to this rule. Triovest identification badges must also be worn and are available through the building operators.
- ◆ Copies of the City Inspection Directives should be copied to Building Management.
- ◆ Building Management reserves the right to approve all Contractors used on any project undertaken within the Building.
- ◆ The Contractor's failure to comply with the foregoing regulations may discontinue further invitations to tender future projects.

CONTACTS:

In the event of an after hours emergency, our 24-hour on call staff is available by dialing (604) 684-1198.

EMERGENCY CONTACTS:

Vancouver Fire Department	911
Vancouver Police	911
Ambulance Service	911

PROCEDURES & GUIDELINES FOR TRIOVEST PROPERTIES



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