



500 Boylston / 222 Berkeley

**Construction Rules,
Specifications and Standards**

November 17, 2017

Contents

CONTENTS.....	2
DEFINITIONS.....	3
SUMMARY PAGE	4
CONSTRUCTION RULES	5
1. GENERAL CONDITIONS.....	5
General	6
Review and Approval.....	6
Pre-Construction Notification and Approvals.....	7
Commencement of Work	7
Access	8
Work In Harmony.....	9
Conduct	9
Safety.....	10
Reporting Incidents.....	10
Demolition, Removal, Salvages, and Cleaning	10
2. CONSTRUCTION SCHEDULING	11
Coordination	11
Shut Downs	12
After Hours Work	12
3. SUBMISSION UPON COMPLETION	13
SPECIFICATIONS	14
4. MATERIALS	14
5. HEATING, VENTILATION, AND AIR CONDITIONING	14
6. ELECTRICAL SYSTEMS.....	19
7. FIRE ALARM / LIFE SAFETY SYSTEM.....	22
8. SPRINKLER WORK.....	23
9. PLUMBING SYSTEMS.....	24
10. WELDING AND HEAT CUTTING WORK.....	25
11. KEYS AND LOCKS	26
12. FINISHES, FLOORING, AND CEILINGS	26
13. ASBESTOS.....	22
INDOOR AIR QUALITY.....	23
PROPERTY STANDARDS	28
ELECTRICAL EQUIPMENT.....	32
HVAC Equipment.....	32
Ceiling System	32
Sprinkler Equipment	32
Plumbing Equipment.....	32
TEMPORARY POWER FOR CONSTRUCTION	29
BUILDING RISER MANAGEMENT POLICY	30
CONTACTS.....	36
EXHIBIT A CERTIFICATES OF INSURANCE.....	33
EXHIBIT B KICKOFF MEETING	39
EXHIBIT C RATE SHEET	44
EXHIBIT D CLOSEOUT DOCUMENTS.....	45
EXHIBIT E ARIEL LIFT FORM.....	50
INDEX.....	53

Definitions

- 1.1 Building: 500 Boylston / 222 Berkeley
- 1.2 Property Team: General Manager Kerry Hurley, Property Manager Amanda Johnson, Assistant Property Manager Sarah Spurr, Chief Engineer Arthur Baxter, or such individual as Landlord may designate from time to time.
- 1.3 Written Request: Written request may be in the form of an email or any other format the property team elects to implement.
- 1.4 Building Systems: Electrical, Condenser Water, Chilled Water, Domestic Water, Gas, Steam and Fire Alarm or all other systems located outside or inside the tenant space, which is common to and or services other building tenants.
- 1.5 Consultant: Any architectural, engineering or design consultant engaged in connection with Tenant work.
- 1.6 Contractor: Any Contractor performing Tenant work, and any Subcontractor, employed by any such Contractor.
- 1.7 IAQ: Indoor Air Quality
- 1.8 Plans: Any hard or electronic architectural, electrical and mechanical construction drawings and specifications required for the proper construction of the Tenant work.
- 1.9 Property-Approved Contractor: The contractor that is approved by the Engineering department to perform work on specific systems such as: Fire alarm system, balancing HVAC and etc.
- 1.10 Regular Business Hours: Monday-Friday, 8:00 AM - 6:00 PM, holidays excluded.
- 1.11 Tenant: Any occupant of the Building.
- 1.12 Tenant Work: Any alterations, improvements, additions, repairs or installations in the Building performed by or on behalf of any Tenant.
- 1.13 Trades Person: Any person or sub-contractor working for or under the supervision of the contractor.
- 1.14 Utility: Building provided services to include but not limited to the following: Electricity, Domestic water, Condenser water, Chilled water, Steam, Gas, Sprinkler system, Fire alarm system.

Summary Page

The Construction Rules, Specifications, and Standards document is designed to provide efficient design and scheduling of work while protecting the safety of all tenants, building staff, contractors and building occupants as well as, any unnecessary noise and inconveniences. The attached document explains the procedures and has been prepared in keeping with the standard lease at 500 Boylston and 222 Berkeley. In the event a conflict arises, the lease shall prevail unless local, state or federal code dictates otherwise. It contains detailed information and requirements to assist you in planning and implementing construction projects. Please review the document carefully before design begins. (Please see the "Kick-Off Meeting section).

1. The Property Team must be contacted before any construction project begins. The Property Team can assist with the efficient implementation of the project.
2. Incorporate the provisions of this document into all of your agreements and contracts with your chosen engineer, architect, and contractor. Written approval is required from the Property Team before the contracting of any work or construction.
3. It is required to submit, at least four (4) weeks prior to construction 2 sets (Hard Copy) of drawings and plans to the Property Team for review and approval. The Property Team must also approve your list of contractors and subcontractors.
4. It is required to submit detailed schedules; addresses and telephone numbers of supervisors, contractors, and sub-contractors 2 weeks minimum prior to construction to the Property Team for approval.
5. In any labor dispute it is required to submit copies of local building permits; asbestos survey results, DEP form BWP AQ 06, proof of current insurance; payment, performance and lien bond, and notice of any contractor's involvement.
6. It is required that any noisy, disruptive work, odor and/or dust producing work, as well as the delivery of construction material be completed outside of regular business hours.
7. The Property Team reserves the right to stop any construction or conditions that do not meet the criteria outlined in this document. All contractors are expected to maintain safe and orderly conditions, labor harmony, and proper handling of all hazardous materials.
8. All Labor must be Union.

The intent of this summary page is to conveniently highlight key aspects of the attached document (entitled Construction Rules, Specifications, and Standards) and in no way supersedes it.

Construction Rules

1. General Conditions

General

- 1.1 All tenant work shall be performed in accordance to these rules and specifications and the applicable provisions of the lease.
- 1.2 These construction rules, specifications, and standards are subject to change from time to time as deemed necessary by the property team.
- 1.3 Contractor's duties for work specified within these rules and specifications shall include compliance of all codes, ordinances, rules, regulations, orders, and all other requirements mandated by authorities that bear on the performance of all work.
- 1.4 The provisions of these rules and specifications shall be incorporated in all agreements governing the performance of all tenant work, including, without limitation, any agreements governing services to be rendered by each contractor, consultant and engineer.
- 1.5 Except as otherwise provided in these rules and specifications, all inquiries, submissions and approvals in connection with any tenant work shall be processed through the property team.
- 1.6 All costs associated with any building disruption including but not limited to shutdowns, drain downs, disconnections, investigative work, or other work requiring the participation of building personal shall be reimbursed by the tenant or contractor. This includes participation during normal business hours.
- 1.7 The property team reserves the right to approve all contractors or suppliers and their respective employees. The property team shall have the right, with reasonable cause, and without any liability, to direct the contractor to immediately remove any contractor or supplier, their employees, his own supervisory and administrative personnel and immediately replace them with approved contractors.
- 1.8 The property team shall have the right to assign its own representative to any construction project for the purpose of monitoring the construction schedule and any work performed. All work shall be subject to reasonable supervision and inspection by the property teams designated representative. The property team's representative will act as liaison between the contractor and/or tenant's project team and the property manager's project staff. The representative shall attend any job meetings that may be necessary to carry out these requirements. The meetings are to be maintained by the general contractor along with copies of schedules, meeting agendas and minutes.

- 1.9 The contractor and/or tenant are required to protect all common areas that are used for delivery of material.
- 1.10 Cleaning of common areas including but not limited to restrooms, stairwells must occur on a daily basis.

Review and Approval

- 1.11 Any tenant wishing to perform tenant work must first obtain the property team's written approval of its plan for such tenant work. Under no circumstances will any tenant work be permitted prior to such approval. Such written approval shall be obtained prior to the execution of any agreement with any contractor for the performance of such tenant work.
- 1.12 Any tenant or contractor performing construction work or modifications of any type shall at least four (4) weeks before any construction work is to begin, furnish to the property team two full sets of plans and specifications describing such construction work.
- 1.13 All plans shall be drafted in accordance with the rules and specifications found within this document and state/federal/local codes.
- 1.14 The design manifested in the plans will be reviewed by the property team and shall comply with its requirements so as to avoid aesthetic or other conflicts with the design and function or the tenant's premises and of the building as a whole.

Pre-Construction Notification and Approvals

- 1.15 Two (2) weeks prior to construction commencing, Tenant shall submit to the property team, for approval, the names of all prospective contractors prior to issuing any bid packages to such contractors. All approved contractors including the general contractor are to provide a certificate of insurance per the requirements contained in Exhibit A.
- 1.16 No tenant work shall commence by any contractor unless and until all the requirements set forth in section 1.16 (A-K below) have been received for the tenant work in question and unless the property manager has approved the requirements set forth in section 1.16 (A-K below).
- 1.17 The tenant or contractor must notify the property team with the time and place of any regularly scheduled construction meetings. Minutes, schedule revisions from said meetings shall be maintained and distributed to the property team by the tenant/contractor.

Commencement of Work

- 1.18 No tenant work shall be performed unless, at least two weeks before any tenant work is to begin and all the following items listed below have been provided to the property team and approved. In the event that the tenant proposes to change any of the items A-K below, the property team must be immediately notified of such change and such change shall be subject to the approval of the property team. In addition to the below requirements being submitted to the property team, a kickoff meeting must be scheduled with the property team at least two weeks prior to work commencing including a checklist of the provided documents related to items A-J. (Please also see Exhibit B)
- A. Schedule for the work, indicating start and completion dates, regular daily work schedule , any phasing ,special working hours, and also a list of anticipated shut downs of any property systems.
 - B. A list of all contractors and sub-contractors, including addresses, telephone numbers of all project supervisors.
 - C. Copies of all necessary governmental building permits, licenses, and approvals.
 - D. An asbestos testing survey shall be performed by an Oxford Properties approved Certified Asbestos Inspector prior to construction and a copy of the results given to the property team.
 - E. A copy of the DEP form BWPAQ06 filed with the State (617-556-1058).
 - F. A demo/ alt and smoke detector bagging permit issued by Boston Fire Prevention office.
 - G. Proof of current insurance of all sub-contractors including the general contractor, to the limits set out in Exhibit A.
 - H. Notice of the involvement of any contractor in any ongoing or threatening labor dispute.
 - I. Payment, performance, and lien bonds from sureties acceptable to the ownership, in a form acceptable to the ownership, naming ownership as an additional obligee.
 - J. Evidence that the tenant has made to obtain written lien waivers either provided by the property team and attached hereto in Exhibit D.
 - K. Safety plans from the general contractor detailing policies and procedures related to safe working conditions that adhere to all building requirements and state/local/federal requirements.
 - L. All contractors working at 222 Berkley & 500 Boylston the building shall provide a Project Information Board adjacent to the construction entrance for the area of work. Project Information Board shall contain the following information:
 - M. Contact information for the following:
 - N. Project Superintendent cell phone
 - O. Project Manager cell phone

- P. Main Office cell phone
- Q. Plan view of the entire floor/ area of work depicting temporary Fire Extinguisher locations and Emergency Egress paths within the Construction Area of work
- R. Map and Directions from the property to the nearest Hospital

Access

- 1.19 All contractors, subcontractors, vendors, etc., shall enter/exit the building through the loading dock and the relevant work floor(s) via the freight elevator (where applicable). At no time without the written authorization of the property team is any contractor allowed on a passenger elevator. The General Contractor will be responsible for providing a list of all approved subcontractors, vendors, etc. The building is under no obligation to allow access if they are not on the aforementioned list. They will be required to sign in/out and exchange a personal ID for a building ID. No freight access will be allowed without a building ID. Trash outs and large deliveries must be completed between the hours of 6:00 pm to 6:00 am. Demo, loud work or other activities deemed to be disruptive to normal building operations must be scheduled with a minimum of 48 hours advance notice and be completed between the hours of 6:00 pm to 8:00 am. Charges will apply per Exhibit C in the event security, cleaning, building engineer or other service is required per the determination of the property team.
- 1.20 All contractors and sub-contractors shall contact the property team through the Buildings notification form prior to commencing work; they shall confirm work location, and gain access to the property during designated hours. This includes elevator usage and times of operation (Regular Building Business Hours: Monday-Friday 8:30AM-5:30PM; Regular Freight Hours Monday-Friday 6:00 AM to 6:00 PM).
- 1.21 Parking is not allowed in or near truck docks, in handicapped spaces, fire access lanes, or any private way in or surrounding the property. Unauthorized vehicles parked in the above-restricted areas will be towed at the owner's expense. Properties with parking garages may have availability. Rates can be provided by the property team.
- 1.22 Contractors transporting equipment, materials, tools and contractors wearing tool belts shall be restricted to the service elevator only, located on the property. The use of the passenger elevators is fully restricted without written authorization from the property team.
- 1.23 No contractors or sub-contractors will be permitted to enter private or public space in the property, other than the common areas of the property necessary to give direct access to the premises of the space for which he has been employed without the prior approval of the property team.

- 1.24 All contractors or sub-contractors must obtain permission from the property team prior to undertaking work in any space outside of the tenant's premises. This requirement specifically includes ceiling spaces below that premises where any work required must be undertaken at the convenience of the effected tenant and outside of regular business hours. Contractors undertaking such work shall ensure that all work, including work required to reinstate removed items and cleaning, be completed prior to opening of the next business day. A security detail or building engineer will be required while working in the effected tenant suite. All costs associated with the security detail or building engineer will be the sole cost of the Tenant.
- 1.25 Contractors shall ensure that all furniture, equipment, and accessories in areas potentially affected by any tenant work in another tenant's suite shall be adequately protected by means of drop cloths or the appropriate measures. In addition, all contractors shall be responsible for maintaining security to the extent required by the property team. The premises shall be returned to the same condition found a minimum of one hour prior to the start of regular business hours.

Work In Harmony

- 1.26 All contractors shall be responsible for employing skilled and competent personnel and suppliers who shall abide by the rules and specifications herein set forth as amended from time to time by the property team.
- 1.27 No tenant shall at any time, either directly or indirectly, employ, permit the employment, or continue the employment of any contractor if such employment or continued employment will or does interfere, or cause any labor harmony, coordination difficulty, delay or conflict with any contractors engaged in construction work in or about the property.
- 1.28 If a work stoppage or other action occurs anywhere in or about the property as a result of the presence, anywhere in the property, of a contractor engaged directly or indirectly by a tenant, or should such contractor be deemed by the property manager to have violated any such applicable rules or specifications, then upon 12 hours notice, the property manager may, without incurring any liability to tenant or said contractor, require any such contractor to vacate the premises demised by such tenant and the property, and to cease all further construction work therein.

Conduct

- 1.29 While in or about the property all contractors shall perform in a dignified, quiet, courteous, and professional manner at all times. Contractors shall wear clothing suitable for their work and shall remain fully attired at all times. No smoking is permitted in the building or on the exterior property grounds. All contractors will be responsible for their sub-contractors proper behavior and conduct including locations outside of the work area such as the exterior of the building

- 1.30 The property team reserves the right to remove anyone who, is causing a disturbance to any tenant or occupant of the property or any other person using or servicing the property, interfering with the work of others, or is in any other way displaying conduct, or performance not compatible with the property manager's standards.

Safety

- 1.31 All contractors shall police ongoing construction operations and activities at all times. The premises must be kept orderly, maintaining cleanliness in and about the premises, ensuring safety and protection of all areas.
- 1.32 No gasoline-powered equipment is allowed to be used on the property at any time.
- 1.33 All welding and cutting work must be pre-approved by the property team and is subject to section 10 of this document.
- 1.34 Any contractor performing aerial or elevated work will be required to fill out a site specific safety plan. This includes but is not limited to work performed off staging, scaffolding, any type of lift, extension ladders, step ladders taller than 10 feet, and rooftop work. Please see Exhibit E for a sample plan.

Reporting Incidents

- 1.35 All accidents, disturbances, labor disputes or threats thereof, and any noteworthy events pertaining to the property or the tenant's property shall be reported immediately to the property team. A written incident report is required to be submitted to the Property Team within 24 hours.

Demolition, Removal, Salvages, and Cleaning

- 1.36 All rubbish, waste, and debris shall be neatly removed from the property by contractors daily outside of regular business hours 8am-6p, Mon.-Fri., unless otherwise approved by the property team. Loading docks, freight elevators and any routes used to transport the debris must be cleaned prior to the start of regular business hours. No construction waste shall be permitted to be stored outside of the construction site unless approved by the property team. The property's trash compactors or electronic recycling bins shall not be used for construction waste or other debris. For any demolition and debris, the contractor must make arrangements with the property team for the scheduling and location of an additional waste container to be supplied at the cost of the tenant engaging such contractors. All additional waste containers must be of the "recycling type". At the end of the construction project a recycling report must be provided to the property team. Oxford Properties goal is for 75% of all debris to be LEED recycled.
- 1.37 Toxic, hazardous, or flammable waste is to be properly removed daily and disposed of in full compliance with all applicable laws, ordinances, rules, and

regulations. If a previous unknown material is suspected of being toxic or hazardous including but not limited to asbestos, the property team must be notified immediately. Please see the Indoor Air Quality section contained herein for additional guidelines.

- 1.38 Contractors shall, prior to removing any item (including without limitation, building standard doors, frames, and hardware, light fixtures, ceiling diffusers, exhaust fans, sprinkler heads, fire alarm equipment, etc.) from the property, notify the property team that they intend to remove these items. At the election of the property team, contractors shall deliver any such items to the property team. Such items will be delivered without cost, to an area designated by the property team that shall be within the property.
- 1.39 Contractors shall be responsible for the daily clean-up or as needed to maintain the cleanliness of all common corridors, restrooms, mechanical spaces, stairwells, restrooms (as designated by the property team) and other areas that are used or traveled upon by the contractor and/or their sub-contractors. These areas include tenant floors that are shared by tenants not associated with the construction of the same floor. Pre-filters must be installed on all return air ducts, diffusers, valves and in front of a HV filter rack (see section 5.8 & 5.9).
- 1.40 All Electrical/communication cables that will not be re-used must be completely removed.
- 1.41 During demolition, care must be taken not to disrupt the fire alarm system devices and any wiring. The contractor must arrange the removal and temporary fire alarm system wiring to be performed by the Property-approved fire alarm contractor.
- 1.42 The property team may require that an engineer be on site for major demolition work at the cost of the tenant.

Coordination

- 2.1 All tenant work shall be carried out expeditiously and with minimum disturbance and disruption to the operation of the property and without causing discomfort, inconvenience, or annoyance to any of the other tenants or occupants of the property or the public at large.
- 2.2 All contractors and sub-contractors shall contact the property team prior to commencing work (see Ex. B), to confirm work location and property access, including elevator usage and times of operation. Access to the property before and after regular business hours or any other hours designated from time to time by the property team and all day on weekends and holidays. A security detail is required for after-hours use for moving items in and out of the building.
- 2.3 If coordination, labor disputes, union disputes or other circumstances arise, the property team may change the hours during which regular construction work can be scheduled and/or restrict or refuse entry to and exit from the property by any contractor.

- 2.4 All schedules for the performance of construction, including materials deliveries, must be coordinated through the property team. The property team shall have the right, without incurring any liability to any tenant or contractor, to stop the activities and/or to require rescheduling of the work based on adverse impact on the tenants or occupants of the property or in the maintenance or operations of the property.
- 2.5 No tenant work shall be performed in the property's mechanical or electrical equipment rooms without the property team's prior approval and the supervision of a representative designated by the property team. The tenant or contractor shall reimburse the property any associated costs to perform such supervision.

Shut Downs

- 2.6 Work that requires a system shut down during normal business hours will require a minimum of 72 hours notice and is subject to approval by the property team.
- 2.7 If any tenant work requires the shutdown of risers and mains for electrical systems, fire alarm, mechanical systems, sprinkler systems, plumbing systems, condenser water system, chilled water system, or any other systems, such work shall be approved, coordinated, and supervised by a representative of the property team. The tenant or contractor shall reimburse the property for any associated costs.

After Hours Work

- 2.8 The tenant or contractor shall provide the property team with at least 48 hours notice before proceeding with any after-hours work, as hereinafter defined. No after-hours work will be permitted, only at the times agreed upon by the property manager during periods outside of regular business hours, unless otherwise specifically permitted in writing by the property team. The tenant or contractor shall provide the property team 72 hours notice when access to another tenant suite is required. When working in another tenant's suite, everything in the suite that will be affected must be protected prior to work commencing. A security detail or building engineer will be required when performing work in another tenant's suite. This cost of the security detail or building engineer will be the tenant or contractors sole responsibility.

The following items listed below are considered after-hours work:

- A. All utility disruptions, disconnection, and turnovers that will cause an inconvenience, disruption, disturbance, or jeopardize the safety of any other tenant or occupants in the property. Some examples: (electrical, fire alarm, sprinkler work, condenser water, chilled water, domestic water, gas, steam, etc.) This type of work will require a minimum of 72 hours notification to the property team.
- B. Activities involving high levels of noise, including demolition, coring, drilling, and ramsetting.

- C. Any work causing fumes, odors, and dust to spread throughout the space that can affect the comfort or safety of any other tenants or occupants at any time. (Some examples: soldering, adhesives, solvents, dust, painting, refinishing, etc.)
- D. The delivery of materials and the distribution of such materials.
- E. The removal of materials or waste materials.
- F. All welding and heat cutting work.
- G. Fire Alarm Testing. Note: Fire Alarm Testing permitted M-F 8PM- 6AM or on weekends

3. Submission upon Completion-See also, Exhibit D

- 3.1 Upon completion of any tenant work and prior to taking occupancy, tenant shall submit to the property team a permanent certificate of occupancy and final approval of any other governmental agencies having jurisdiction.
- 3.2 A properly executed air balancing report, signed by a professional engineer, shall be submitted to the property team upon completion of all mechanical work.
- 3.3 The general contractor shall submit to the property team one (1) final full set of “as-built” drawings and two (2) electronic copies (CD/DVD).
- 3.4 The architect shall submit approved certificate or documentation stating that all materials used on the construction project have no asbestos containing materials.
- 3.5 When relevant, a properly executed water balancing report, signed by a professional engineer, shall be submitted to the property team upon the completion of all mechanical work.
- 3.6 Upon completion of the construction project the property team will perform a visual inspection of the common areas. Any damage created from construction will be the contractor’s responsibility to repair.

Specifications

4. Materials

- 4.1 All materials and equipment required for the construction of the premises must comply with the property standards and conform to the plans and specifications approved by the property team. The materials must be installed in the locations shown on the drawings approved by the property team.
- 4.2 Any materials that do not conform to the property standards and require material substitution must be approved by the property team.
- 4.3 No alterations to approved plans will be made without prior knowledge and approval of the property team. Such changes shall be documented on the as-built drawings, as required to be delivered to the property team pursuant to section 3.3 of these rules and specifications. Materials may not contain ACM.
- 4.5 Pro-press or similar fittings may not be used at 222 Berkley nor 500 Boylston without prior approval from property team.
- 4.6 All floor cores to be filled using COR-Form floor filler or equivalent approved by property team.

5. Heating, Ventilation and Air Conditioning

- 5.1.1 All equipment and materials must comply with the property standards. All substitutions must be approved by the property team.
- 5.1.2 Base building specifications regarding HVAC systems, components, etc., supersede any tenant specifications where said system or components tie into any base building system. The building does not allow air cooled condensing units to discharge into the plenum. The building base building chilled water system is for base building equipment only.
- 5.1.3 Any penetrations through rated walls or decks are to be sleeved and fire-stopped.
- 5.1.4 Heating, ventilation and air conditioning will be supplied from one or more air handling units located on each floor. The conditioned air will be distributed by ductwork to continuous air volume terminal units which are connected to light fixture diffusers and perimeter air slot diffusers. Perimeter diffusers are to be

centered on the exterior windows tight to the window head. Architect to detail the perimeter air slot diffusers on the Tenant documents.

- 5.1.5 The base building HVAC system is installed. All new spin-ins and round ducts joints must be sealed with duct sealant. Seal any existing spin-ins not already sealed back to rectangular duct work. All new rectangular supply duct-work to be externally lined (1/2) and match existing Base Building seal ratings. Exhaust duct-work is to be unlined unless it vents to outside or tenant drawings call for insulation.

5.1.6 New Fan Powered Terminal Units (FPTU's) at 500 Boylston & 222 Berkeley

All new FPTU's shall be Nailor series 35S Series Flow, Constant Volume with air ranges sized appropriately. 500 Boylston has to be compatible with Tridium AX Supervisor on a Lon Works compatible network. 222 Berkeley must be an ASI compatible controller using ASI software. HVAC contractor and general contractor are to coordinate directly with the building owner's engineering manager to ascertain compatibility and provide update of graphics in BMS system for each FPTU added. Prior to submitting bid, the HVAC contractor will coordinate with the building engineer to determine if available spare connection points exist in the BMS riser and, if they do not, the cost to add these points will be the responsibility of the tenant's contractor. All work must be completed by an approved EMS vendor (see approved list below).

- 5.1.7 At no time will the Tenant's Contractor make any alterations to the AHU (Air Handler Unit) or its control systems without prior review of the Building Engineering Staff.

- 5.1.8 Before construction commences the contractor and Owner, shall review a printout showing proper communication of all terminal units on effected floors is to be reviewed and signed by the Tenant's Contractor. Any subsequent loss of control or damage to FPTU wiring is to be repaired immediately at no cost to Owner.

- 5.1.9 All temperature sensors and communication wiring must be protected from damage prior to tenant renovation of those floors and reinstalled after renovations are completed. All temperature sensors located on exterior wall surfaces must have insulated back plates. No temperature sensors are to be located above light dimmer switches.

- 5.1.10 All FPTU's must be protected from construction dust and dirt. FPTU induction ports must be sealed before any work begins and opened when construction has ended before the boxes are ready to be air balanced. This work is to be done at Tenant

Contractor's cost. AHU(s) servicing construction zone are to have approved pre-filters installed over existing filters for the duration of construction. Existing filters are to be replaced prior to tenant move in. AHU rooms are to be cleaned upon completion of work. Any dust or debris accumulations resulting from demolition or construction shall be removed from all air pathways including CAV units, connecting duct, diffusers and return Plenum at Tenant Contractor's expense.

- 5.1.11 When FPTU's are added or relocated on the floors a new low voltage communication loop between all the boxes on the floor must be installed. The new communication loop will be a plenum rated, 22 gauge, solid, 4 conductor green wire. All boxes must be powered from the proper FPTU circuit and not from any lighting circuit.
- 5.1.12 Added FPTU's must be provided with appropriate software modification to permit inclusion in the base building BMS tabular and graphic displays.
- 5.1.13 FPTU's **must be provided with adequate access through ceiling** to allow servicing of the fan motor and control sections.
- 5.1.14 Where drywall ceilings prevent access to FPTU's install adequate access openings at the fan motor access hatch and at the FPTU's control section. Relocation of the FPTU may be required to provide adequate access.
- 5.1.15 No conduit, piping, sprinkler lines, etc., shall obstruct FPTU access covers which are the entire bottom of FPTU at 222 Berkeley.
- 5.1.16 Waterside- Low ambient controls for condenser water going down to 42F.
- 5.1.17 a. Valves, strainers, drains, and other accessories in accordance with base building specs are to be provided at each riser tap and each Tenant Supplemental Air Conditioning ("TSAC") unit. All Condenser Water ("CDW") using devices must have circuit setter or flow devices installed in accordance with base building specifications.
- 5.1.18 Added piping and fittings must be hydrostatically pressure tested for leaks. Building Engineer is to verify test results.
- 5.1.19 All CDW lines will be type L or K copper only.

- 5.2 Any HVAC installations requiring soldering, and/or brazing on multi-tenant floors, or any time the fumes and/or odors on a full floor construction project travel beyond the immediate working area, the work shall be done after hours. The property team must be contacted to approve and schedule this work. The property team will issue daily "Hot Work" permits. Work must comply with all BFD hot work requirements.
- 5.3 The base building HVAC equipment on the floors must be operated by the property engineering staff only, unless approved by the property team.
- 5.4 Air balancing must be performed if the original HVAC design is changed in any way. The contractor shall notify the property team if the original HVAC design is changed to evaluate and approve the new design. The property team requires the contractor to utilize the property-approved air balancer.
- 5.5 The addition of a terminal box and air balancing is required in areas that divide 2 tenant spaces. No VAV/FPT box is permitted to serve 2 different tenant spaces. The tenant's engineer shall examine the availability of the system to determine whether or not the terminal box installation meets system design. Please notify the property team if this situation occurs.
- 5.6 Any relocation or addition of FPT or VAV terminal boxes must include the relocation or addition of the thermostats needed to operate them. All terminal boxes' electrical circuit wiring must be wired and labeled to the proper circuit and panel. Do not wire them to the lighting circuit.
- 5.7 All new or existing FPT / VAV boxes must be approved by the property team. The FPT/VAV box and controls must be of the same type as building standard unless approved in writing by the property team.
- 5.8 All thermostats that are part of the construction space must be calibrated per building standards. The main return air system intake located in the air handler mechanical room must be covered with a pre-filter material to prevent contamination of the duct system and the distribution of dust throughout the space. This pre-filter shall be checked and replaced on a regular basis during the entire construction. In the case of multi-tenant or partially occupied floors a pre filter must be installed on all return air transfer grilles.
- 5.9 The terminal boxes throughout the construction space must have pre-filters installed at each terminal box air intake to prevent contamination of the duct system and the distribution of dust throughout the space. These filters shall be checked and replaced on a regular basis during the entire construction period. New filters must be installed after construction is complete.
- 5.10 With the installation of any equipment that may require a flexible connector (flex) to be installed the size of the flex shall be as short as possible and no longer than (5) five feet.
- 5.11 The installation of all tenant self-contained air conditioning units (SCAC) shall be subject to the following conditions (A-O listed below):

- A. At no time will the tenant be allowed to dump return air from any type of supplemental cooling into the ceiling plenum.
- B. Base building condenser water systems utilize free cooling during the winter season. This creates varied low condenser water temperatures (Range 45-60 degrees). The installation of all (SCAC) units must be low temperature units, or additional controls must be added to allow proper function of the unit.
- C. If additional taps to the condenser or chilled water system are to be made, they will need to be wet tapped or system drained, as determined by property team. During the installation, larger valves shall be installed to provide future capacity. This work must be performed after-hours and the property manager must determine the tapped location on the riser. The tenant will be responsible for any costs incurred in providing temporary cooling to other tenants during any condenser or chilled water shutdowns. All wet taps must be done by Northeastern Mechanical, contact Brian Murphy at 617-472-2250.
- D. If additional taps or piping are added to the condenser or chilled water riser, vibration eliminators and dielectric nipples must also be supplied to prevent any vibration or galvanic corrosion conditions between dissimilar metals.
- E. The tenant will be responsible for the water treatment chemicals that are lost during any drain down and are required to restore the proper chemical levels. This cost will be determined by the property team and must be included in the proposal made by the contractor.
- F. Before any new equipment or piping is added to the condenser or chilled water system the equipment and all associated piping must be thoroughly flushed to prevent any contamination to the system. The contractor must coordinate this work with the property team before the new equipment and/or piping is introduced to the condenser water system. All uncoordinated work where equipment and/or piping are not flushed and which results in contamination of the system, will result in a labor/materials clean-up charge. A 24 to 48 hour cleaning will be required using a High alkaline phosphate cleaner at a rate of 2.5 gallons per 1000 gallons of water. See engineering team for chemical. Followed by a potable water flush and a final test and approval by the property team.
- G. The installation of a BTU meter for pulse output and remote reader must be installed in the air handler mechanical room in a readily accessible location and must clearly identify the system to which the meter is connected. Onicon system-10, F3100. 500 Boylston BTU meters are wired back to the BMS metering graphic.
- H. All equipment, valves, controls, meters and other components must be installed in order to provide reasonable access and to properly maintain and service the equipment.
- I. All new HVAC controls, pumps, and systems that are installed shall have a system diagram and/or control diagram affixed to the inside of the control box of the adjacent wall. The electrical panel shall be properly marked indicating the new equipment.
- J. All tenant condenser and chilled water lines must be insulated to prevent sweating. Condenser water temperatures (Range 45-60 degrees).

- K. All condensate lines must be tied into the existing drain line in the air handler mechanical room to ensure all condensate goes directly to the floor drain and not onto the floor. These lines are not permitted to be run across the floor at any point.
- L. The electrical wiring must be installed to the proper circuit panel. All new equipment shall be wired per manufacturers specifications.
- M. All penetrations caused from any HVAC installation must be sealed with an approved fire proofing material. All penetrations caused from the removal of any HVAC equipment and piping must be filled with the appropriate materials. The removal of piping from floors requires that the floor be filled with cement. The contractor shall be responsible for all existing penetrations that have been disturbed by the installation or the removal of HVAC equipment.
- N. No equipment is to be added to the chilled water system.
- O. Any ceilings that have been accessed for all HVAC installations must be properly replaced. Ceiling tiles that are damaged or missing will be the responsibility of the contractor. All labor and/or replacement costs to repair the ceiling will be charged to the contractor.
- P. A 24 hour pressure test with compressed air or dry nitrogen is required on any new piping connected to the buildings chilled, condenser or domestic water system.
- Q. Before any penetrations or cores through the flooring, the floor shall be scanned or x-ray mapped. Results of this procedure shall be issued to the property team for review prior to penetrations or core work being performed.

6. Electrical Systems

- 6.1 If electrical power to base building circuits or power to other tenant spaces is required to be shut down, the property team must be notified. Then, only under the direction of the property team, may the power be shut down.
- 6.2 All conductors/circuits of 50 volts or more must be installed in an approved raceway. Any low voltage cables 50 volts or less must be installed in accordance with any applicable codes.
- 6.3 No live work is permitted at any time. Lockout / Tagout procedures shall be followed at all times. Panel covers must be re-installed immediately, before energizing, to prevent unauthorized access and to prevent any safety hazards.
- 6.4 All existing, new and relocated circuits must be properly marked in the electrical panel(s) at the conclusion of the project.
- 6.5 The addition of all electrical panels, sub-panels, transformers and other major equipment must be coordinated through the property team.
- 6.6 All electrical wiring that is installed in the parking garage, mechanical rooms, electrical rooms, telephone rooms, storage rooms and any other exposed areas must be installed in a rigid raceway (except in approved chases). Wiring that has been installed without the use of a rigid conduit as mentioned above will be subject to a removal and reinstallation charge. These charges will be the responsibility of the

tenant and/or contractor. The property team must be notified in the event these criteria cannot be met to establish an approved method of installation.

- 6.7 All penetrations caused from any electrical installation must be sealed with an approved fire proofing material. All penetrations caused from the removal of electrical conduits, cables and equipment must be filled with the appropriate materials. The removal of floor outlets requires the floor to be filled with cement. The contractor shall be responsible for all existing penetrations that have been disturbed by the installation or the removal of conduits, cables and equipment.
- 6.8 National Electric Code shall be followed for all wiring methods. Cables must be independently supported and properly affixed to the framing members above the ductwork. No cables shall be supported from the lighting fixtures, sprinkler piping, conduits, etc.
- 6.9 All circuits entering panels, disconnects, gear, etc. must be installed into a conduit. A pull-can must be installed above the suspended ceiling within the tenant space and piped to the enclosure. BX cables are not allowed to be directly installed into the panel.
- 6.10 Any ceilings that have been accessed for all electrical installations must be properly replaced. Ceiling tiles that are damaged or missing will be the responsibility of the contractor. All labor and/or replacement costs to repair the ceiling will be charged to the contractor.
- 6.11 Any electrical/communication cables that will no longer be utilized and disconnected must be pulled out completely. Cables must be disconnected and removed from the ceiling, electrical rooms, mechanical rooms or any other chase all the way back to their originating source or connection point.
- 6.12 Any bus tap/plug which is scheduled to be made to the building's electrical distribution system must have prior review of Landlord. This activity must be scheduled for other than business hours and cannot be done without the provision of at least 6 weeks or more notice. (Detailed requirements relative to bus taps/plugs are available from the PMG).
- 6.13 Any electrical service required by Tenant must be metered. The tie-in of the building's sub-meter program to this service is the responsibility of Tenant's Contractor and Tenant's Engineer to coordinate at Tenant or Tenant Contractor's cost. All electrical sub meters for 500 Boylston shall be Quadlogic Model RSM 5 from Energenix; 222 Berkeley shall be Intellimeter.

Guy Machness
Energenix Company Inc.
307 Fourth Street
Chelsea, MA 02150
Tel: 617-899-5806

Fax: 617-887-1313

6.14 All panelboard and switchgear work will comply with labeling requirements of NFPA 70 articles 110.16 and 110.21 for hazard warnings. Base building short circuit coordination study will be provided upon request.

Lighting Fixtures

- 6.14 The Building Standard light fixture is a Columbia, Stratus, STR22-2, 2X2 Twin Tube, Indirect Recessed Luminaire. Also 2'x2' shallow recessed direct/indirect fluorescent, class R2 frosted prismatic lens as manufactured by Corelite. (RS-WL-2N5-1C-UNV-22-T1). Provide emergency ballast and occupancy sensors as required. Lamp temperature is 35K. Two Twenty Two Berkeley and Five Hundred Boylston utilize high efficiency, low harmonic electronic ballasts. Recessed down lights are Lightolier 6213HU with 8052 CLW. Common Areas will have lighting as selected by the Landlord.

Light Switches / Occupancy Sensors

- 6.15 The Building Standard light switch is Sensorswitch dual technology wall mounted occupancy sensor model WSD-PDT rated at 120/277V, white in color. All wiring should be premium specification grade. The Owner does not have any materials stocked.

Where occupancy sensors cannot be used due to application, Leviton Decora 120/277V, 20 amp white switch with cover plate is to be used.

Electrical Outlets

- 6.16 The Building Standard duplex receptacle outlet is a wall mounted 120V/20amp convenience outlet mounted at standard locations and heights with a white plastic cover plate. (Leviton catalog #16352-W). All wiring should be premium specification grade. The Owner does not have any materials stocked.

Telephone Outlets

- 6.17 The Building Standard telephone outlet includes a j-box with a mud ring in the wall with a pull wire to the plenum above. The Owner does not have any of the materials stocked

Exit Signs

- 6.17.1 All exit signs must match the Building Standard (Alkco, Edge-Glo Exit, LED, RGLO/SGLO-LED Series, recessed housing with red letters on clear panel).

7. Fire Alarm / Life safety System

- 7.1 Any charges incurred in taking any life safety service off-line and returning it to normal service will be the contractor or tenant's responsibility. This includes any charges from the Boston Fire Department, property-approved contractors, engineering personnel, or other vendors involved. The required notification is 24 hours before service can be disconnected and reconnected.
- 7.2 False or unnecessary fire alarms caused by the construction that results in a fine or any other charges will be the responsibility of the contractor or tenant. If multiple alarms continue the job will be shut down until OPG is satisfied that a comprehensive plan of action is in place.
- 7.3 All additions, modifications and tie-ins to the fire alarm system must be made at the direction of the authority having jurisdiction and coordinated by the property team. The property standard fire alarm contractor must be used to facilitate all work pertaining to the fire alarm system (see property approved contractors at the end of the document).

7.4 All devices that are added, removed or changed in any

7.4.7.5 way must be accompanied by changes that are reflected at the fire command center (through programming changes at the tenant's expense).

7.5.7.6 The addition of speaker/strobes to the fire alarm system and their locations must comply with the local A.D.A. requirements.

7.6.7.7 The property's fire alarm system must be evaluated before the addition and/or required replacement of A.D.A speaker/strobes can be added to the present system. If it is determined that the additional and/or required replacement of these strobes will affect the proper operation of the system, a booster panel must be added. The tenant or contractor will be responsible for any costs associated with installation of this booster panel. The property team must approve all changes to the fire alarm system.

7.7.7.8 Smoke detectors and other fire alarm system devices must be protected when spray painting, demolition, or performing other jobs that may cause these devices to become contaminated. Protecting devices will be provided by the Engineering Department and must be removed by the end of each day they are installed.

7.8.7.9 During most construction work the Boston Fire Prevention Office requires a bagging permit. The representative will visit the construction site and approve the site and issue the permit. The engineering team is responsible for covering the smoke detectors daily during all construction and removing them daily upon completion that day, at the tenant or contractors expense. A daily impairment card

and logbook is kept on site at the Fire Command Center and it must be filled out daily upon the installation and the removal of smoke covers. The Engineering Department will provide the contractor with smoke detector covers and assist with the coordination of the impairment cards and logbook.

7.97.10 No pre-action or other tenant stand alone life safety system, may be tied into the base property without said system having being approved by the Boston Fire Department and/or authority governing agency. Copies of such approval must be provided to the property manager.

7.107.11 Any ceilings that have been accessed for all fire alarm installations must be properly replaced. Ceiling tiles that are damaged or missing will be the responsibility of the contractor. All labor and/or replacement costs to repair the ceiling will be charged to the contractor.

7.117.12 All FA wire to be MC type cable

7.127.13 All FA wiring must be class "A."

7.137.14 All new devices must be compatible with the buildings fire alarm system.

7.147.15 A pretest of all devices must be performed prior to the local fire departments acceptance test. The pretest must be scheduled with the building fire alarm contractor 3 weeks in advance.

7.157.16 All smoke detectors and other fire alarm devices that are disabled for construction shall be re – enabled at end of construction shift (day or night)

7.167.17 Fire Department rules should be followed at all times when disabling/enabling points.

7.177.18 A fire alarm panel enable/disable request form shall be completed or such other format the property team designates (i.e.: email) and provided to the property team with a minimum of 24 hours notice prior to any points being altered.

8. Sprinkler Work

8.1 All sprinkler work must be installed in accordance with the Boston Fire Department and/or other governing agencies.

8.2 All sprinkler contractors must be approved by the property team.

8.3 No Sprinkler shutoff valves shall be opened or closed without first giving notice to the Property team and then only under the direction of the property team shall these valves be exercised.

8.4 The closing of sprinkler valves requires them to be tagged with an impairment control tag issued daily. The impairment logbook and appropriate card must be filled out and posted in the Fire Command Center. The property team must be notified to implement this procedure.

8.5 Anytime a sprinkler shutoff valve is closed to work on the system, it must be opened by the end of the day and the building property team must be notified and present. Under no circumstances will any section of the floor be left without

sprinkler coverage during non-business hours. The property team must be contacted if these conditions cannot be met. If sprinkler valve is shut off floor must be occupied at all times by at least one person.

- 8.6 When adding sprinkler heads it is required to match the existing sprinkler heads. In the event the standard head is unavailable, an approved replacement head can be used. Sprinkler head types must be consistent within the same visual area.
- 8.7 The contractor is responsible for providing fire extinguishers during the entire construction.
- 8.8 Before any penetrations or cores through the flooring, the floor shall be scanned or x-ray mapped. Results of this procedure should be issued to the property team for review prior to penetrations or core work being performed.
- 8.9 Fast response UL listed flush ceiling-mounted fire sprinkler heads with bright white cover plates in quantities and in locations necessary to meet light hazard office occupancy design criteria for the partition layout shown on the Tenant Plans. Typical heads are Reliable, model G5-56, quick Response Concealed Automatic Sprinkler with plain cover plate.

9. Plumbing Systems

- 9.1 All plumbing installations must comply with the local and state plumbing codes.
- 9.2 Plumbing installations requiring soldering and or brazing shall be done after hours if there is a possibility fumes will travel beyond the work site. The property team must be contacted to approve and schedule this work. The property team will issue daily Oxford Properties "Hot Work" permits. Follow all BFD hot work requirements.
- 9.3 All penetrations caused from any plumbing installation must be sealed with an approved fire proofing material. All penetrations caused from the removal of plumbing piping and equipment must be filled with the appropriate materials. The removal of floor penetrating piping requires the floor to be filled with cement. The contractor shall be responsible for all existing penetrations that have been disturbed by the installation or the removal of plumbing piping and equipment.
- 9.4 The property team must be notified of any plumbing work that will require the domestic water feeding other areas of the property to be turned off. The work must first be approved and scheduled by the property team before any disconnection or shut off occurs. Scheduling shut downs could take up to 6 weeks or more.
- 9.5 Shut off valves must be provided at all sinks and equipment that require the use of the domestic water system.
- 9.6 All hot and cold water pipes shall be insulated.
- 9.7 Any ceilings that have been accessed for all plumbing installations must be properly replaced. Ceiling tiles that are damaged or missing will be the responsibility of the contractor. All labor and/or replacement costs to repair the ceiling will be charged to the contractor.

- 9.8 Any hot water tanks will require a water sensor, drain pan and an automatic shutoff valve.
- 9.9 Before any penetrations or cores through the flooring, the floor shall be scanned or x-ray mapped. Results of this procedure should be issued to the property team for review prior to penetrations or core work being performed.

10. Welding and Heat Cutting Work

- 10.1 Before any welding or cutting is done the contractor must obtain a welding and cutting permit from the Boston Fire Prevention office and submit it to the property team for approval and recommendations. A letter acknowledging the work may be required by the Boston Fire Department and can be provided by the property team.
- 10.2 The sprinkler system must be in service at the location of the work site.
- 10.3 A fire watch should be maintained on the floor levels where the work is conducted and the 2 floors below shall be monitored by the fire watch for at least one hour after welding or burning has been ceased. The area shall be monitored by the contractor or security detail for three hours after the job is completed. If there is a chance that slag could enter into a utility or elevator shaft, then the fire watch should cover the base of the shaft as well as the intermediate floors.
- 10.4 Smoke detectors must be covered and or deactivated by the buildings fire alarm contractor at the location of the work area. The property team will engage the fire alarm contractor to uncover and or activate the smoke detectors when the work is complete.
- 10.5 All combustible materials shall be located at least 35 feet from the welding and burning area and must be covered by non-combustible materials.
- 10.6 All flammable liquids and materials must be removed from the welding and burning location.
- 10.8 A minimum of 1 multi-purpose 20 lb. Fire extinguisher must be provided within 10 feet of the work area. The extinguisher must be fully charged and have been properly serviced within the last year. It is the responsibility for the contractor to provide all extinguishers.
- 10.9 An Oxford Properties hot work permit must be filled out (see property team for form).
- 10.10 All floor, wall penetrations, air ducts and transfers shall be covered and the air turned off to prevent sparks from traveling through ductwork.
- 10.11 Smoke eaters will be required anytime excessive smoke is present. The contractor will be responsible for notifying the property team of any smoke created and will receive direction of what steps will be required to eliminate or reduce the smoke.

11. Keys and Locks

- 11.1 The property teams are the only personnel allowed to change base building door cylinders at any time. Any unauthorized key cylinders will be drilled out and removed at the tenant or general contractor's expense.
- 11.2 No master keys will be given or loaned to any contractor or construction personnel without the written permission of the property team and exchanged with a valid driver's license. Keys that are provided during construction must be returned at the end of the project or a cost will be absorbed by the contractor to re-key as needed.
- 11.3 All lock work must adhere to the buildings Master Key System and are to be installed by Charles W. Benton Locksmith 617-523-0787.

12. Finishes, Flooring, and Ceilings

- 12.1 No oil base paints, stains, varnishes or like substances, will be allowed to be used within the property without the written consent of the property team.
- 12.2 These products typically cannot be applied during normal business hours. The scheduling of the work and the operation of the property exhaust fans must be used to eliminate or reduce the off gassing of any such products. The property team must be contacted to arrange any such work. Any potential additional ventilation including after-hour HVAC and smoke detector plug-out/plug-in fees may apply and shall be determined by the property team.

13. Asbestos

- 13.1 If PACM is found during construction notify property team immediately.
- 13.2 A dust and demo permit should be pulled before work commences.
- 13.3 The architect shall submit approved certificate or documentation stating that all materials used on the construction project have no asbestos containing materials.

Indoor Air Quality Guidelines

PURPOSE

In today's society, it is common for individuals to spend upwards of 90% of their time in an indoor environment, whether at work or at home which makes planning for good IAQ an important consideration. Landlord Improvement Work (LIW) can adversely affect the indoor air quality (IAQ) in Landlord spaces. The following guidelines will minimize these adverse effects by utilizing sound architectural, engineering and construction methods. Landlords are responsible for the design, engineering and work performed by their consultants and contractors. During LIW it is important to isolate the construction area from all occupied and public areas of the building. All parties involved in designing, approving and constructing your space have an important role to play in keeping the workplace comfortable and free of indoor pollutants such as dust, chemicals and volatile organic compounds that can originate from construction materials and building furnishings. Where feasible, occupants should be involved in decisions affecting their work environment and be considered for temporary relocation away from construction.

Please share these guidelines with your Architects, Engineers (A/E) and Contractors at the earliest phase of your planning. Contact the property team if you have any questions about these guidelines.

CONTENTS

Architect and Engineer's Responsibilities

Contractor Responsibilities, Pre-Construction Phase

Contractor Responsibilities, Construction Phase

Completion Phase

ARCHITECT/ENGINEER'S RESPONSIBILITIES

The A/E shall specify building materials, finishes, furniture and office equipment with products that have the lowest toxic-emitting potential as compared with similar products. Architects should contact the property team for names of Indoor Air Quality Material Consultants for this information if needed. New carpet must have a green label certified by the Carpet and Rug Institute (CRI) and be installed according to CRI installation guidelines.

The A/E shall avoid specifying materials containing chemicals listed as potentially carcinogenic, mutagenic, teratogenic, neurotoxic or "sensitizing." The following materials will not be allowed in new installations:

- Materials containing more than trace (>0.1%) amounts of asbestos. Materials that contain halogenated hydrocarbon solvents (i.e., methylene chloride, tetrachloroethylene, trichloroethane).
- HVAC components internally lined with permeable man-made mineral fiber products unless coated with “Tuffcoat” or other tough, resilient coating or mat surface that provides a smooth, non-shedding surface in contact with the air stream.
- Paints and sealants specified for “outdoor” and/or “marine” uses

The A/E shall review and indicate on the project drawings the route for the contractor to enter and deliver materials to the construction site. The routes are known as passageways which are required to isolate the construction site from occupied spaces and common areas such as, lobbies, elevators and other Landlord spaces. Where feasible, construction site passageways abutting Landlord occupied location shall incorporate single chamber “air locks” (two sets of doors or plastic strip doors at opposite ends of an enclosed chamber or small room) into each construction site entrance. Plastic strip doors shall be a minimum 0.120” thick material with full overlap. Once installed, the air lock shall remain in place for the duration of the project or until such a time as its presence restricts final completion of the renovations. Contractor passage routes should avoid or minimally intersect Landlord occupied areas of the building.

The A/E shall stamp/certify the renovation drawings after checking that conflicts with the building’s mechanical, plumbing, electrical and sprinkler systems are absent or minimized. Additional drawings shall be prepared showing any required modifications. The Engineer’s design must provide for proper air distribution and ventilation to all occupied areas with reconfigured partitioning and/or HVAC systems. The Engineer’s design for all HVAC systems serving the project area must provide at least the minimum outside air ventilation rate, on the basis of actual occupancy, required by the building code, mechanical code or ventilation code applicable at the time the facility was constructed.

The A/E shall document existing site conditions prior to the start of work. Before finalizing the design, the Designer shall determine the HVAC system capacity (CFM and supply air temperature) available to the project area. This determination may be from record (“as-built”) drawings where available or field measurements when record drawings are not available or their accuracy is in question.

CONTRACTOR RESPONSIBILITIES (Pre-Construction Phase)

The Contractor will assist the property team, in providing pre-construction information sessions to the property team and adjacent Landlords during project planning stages and/or at least 48 hours prior to project initiation. The information sessions should address the following:

Project scope and schedule:

- Anticipated construction impacts on indoor air quality (IAQ) or workplace conditions.
- A strategy to minimize impact (e.g., engineering controls, material selection).

- System to log, investigate and resolve occupant complaints related to construction impacts on IAQ or workplace conditions.

Prior to starting work, the Contractor shall furnish copies of MSDS forms to the property team for all materials to be installed during the planned renovations.

CONTRACTOR RESPONSIBILITIES (Construction Phase)

Contractors shall construct and use only the construction site passageways indicated on the project drawings as approved by the property team. All persons and materials passing to the construction site should be fully in the air lock and the door to the Landlord occupied areas closed before opening the construction site door (or flaps). At least one (set of air lock doors) (or flaps) must remain closed throughout the renovation process. All persons leaving the site shall clean their feet on a contractor provided floor mat in the air lock prior to entering the Landlord occupied part of the building. The Contractor shall clean or replace the floor mat regularly.

The property team is responsible for assuring that the contractor minimizes and contains the spread of odors and contaminants. Activities that have potential to emit airborne contaminants must be coordinated with the property team. The Contractor shall:

- Isolate all return air pathways from the construction area.
- Cut and cap all supply air ducts serving the construction area except for temporary ducts supplying air to the construction area for temporary heat and air conditioning.
- Install a temporary exhaust to outdoors sufficient to maintain the construction area at a pressure of $-0.02''$ wc relative to adjacent occupied spaces. Temporary exhaust to outdoors may be through existing building exhaust systems or through temporary louvers installed in place of windows or exterior doors.

The Contractor shall maintain air tight duct work throughout the renovation process to avoid spreading construction related debris and/or airborne contaminants to the interior of any mechanical system component or to any construction free zone. Existing HVAC exhaust duct work that is directly vented outside the building may remain operational during the renovation process. Upon completion of construction, the Contractor shall remove all installed seals and temporary ductwork.

The Contractor shall install and maintain air-tight seals at all openings between landlord occupied areas of the building and the construction site (e.g., doorways, corridors, air plenums, chases, open conduits and duct work) throughout the course of the renovation activities. Upon completion of construction, the Contractor shall remove all installed barriers and seals.

The property team will coordinate and direct the Contractor in assuring that the rest of the building outside the project area remains unaffected by the project. In particular, HVAC

systems altered for the purposes of controlling renovation site contaminants must continue to provide at least the minimum outside air ventilation rate to all occupied spaces.

The ventilation rate should be based on actual occupancy, required by the building code, mechanical code, or ventilation code applicable at the time the facility was constructed.

The Contractor shall maintain the construction site at a negative pressure (at least -0.02 " w.c.) relative to Landlord occupied spaces by operating temporary exhaust equipment at the renovation area. Temporary exhaust shall be by approved negative air machines with HEPA filtration. A minimum of one negative air machine shall be provided for each 3000 square feet of construction space. The negative air machines shall be sized to complete 5 air changes per hour. The primary and pre filters must be changed daily and the HEPA filter must be replaced per manufacturer's specs or at a maximum of 800 run-hours. Activated carbon filters will be required when there is a possibility that work being performed will create odors that can cause a hazardous or uncomfortable work environment for other building occupants.

Smoke eaters will be required anytime excessive smoke is present. The contractor will be responsible for notifying the property team of any smoke created and will receive direction of what steps will be required to eliminate or reduce the smoke.

The Contractor shall use only application-approved materials with the lowest content by volume of toxic or irritating chemicals. New carpet must have a green label certified by the Carpet and Rug Institute (CRI) and be installed according to CRI installation guidelines. The Contractor shall avoid materials containing chemicals as potentially carcinogenic, mutagenic, teratogenic, neurotoxic or "sensitizing." The following material will not be allowed in new installations:

- Material containing greater than (0.1%) amounts of asbestos
- Materials containing any halogenated hydrocarbon solvents (i.e., methylene chloride, tetrachloroethylene, trichloroethylene, trichloroethane)
- HVAC components internally lined with permeable man-made mineral fiber products unless coated with "Tuffcoat" or other tough, resilient coating or mat surface that provides a smooth, non-shedding surface in contact with the air stream.
- Paints and sealants specified for "outdoor" and/or "marine" uses

The Contractor shall maintain the work area clean and free of open containers of paint, cleaners, chemicals, loose trash and garbage. The Contractor's flammable and hazardous substances shall be stored to prevent spillage and in accordance with National Fire Protection Association (NFPA) codes and OSHA regulations.

Electrically powered tools shall be utilized in place of combustion engine equipment. Unless approved by product specifications, the Contractor shall not install wet or water damaged building materials. The Contractor shall protect stored materials from water and moisture prior to installation. The Contractor shall protect new building assemblies from water

damage following installation and inspect for signs of ineffective water and moisture control (e.g., condensation on pipes and ducts and roof and drain leaks) following installation

CONSTRUCTION RESPONSIBILITIES (Completion Phase)

The Contractor shall clean, or be responsible for the Landlord's costs to clean all air plenums and mechanical system components determined to have deteriorated as a result of the Contractor's work activities. The original existing site conditions, as documented by the Contractor and accepted by the property team, shall be used to resolve conflicts related to building components requiring decontamination. All cleaning shall meet the satisfaction of the property team.

All projects, including renovation, shall include air and, where appropriate, water balancing in accordance with the Professional Engineer stamped/certified mechanical drawings. The Contractor must notify the Landlord's representative 48 hours before the altered mechanical systems are ready for balancing. The Air Balancing Contractor will be hired and coordinated by the property team. All Air Balancing reports must be presented and reviewed by the property team.

Newly installed building materials, finishes, furniture and office equipment have a tendency to off-gas volatile organic compounds soon after they are installed. The newly renovated space should be ventilated and exhausted directly to the outside for a period of 48-72 hours prior to occupancy.

Property Standards

Electrical Equipment

Light fixtures	See section 6.14
Receptacles	see section 6.16
Light Switches	See section 6.15
Telephone plate	See section 6.17
Panel Boards	General Electric
Exit signs	See section 6.17.1

HVAC Equipment

SCAC Units	See section 5.1.6
Terminal Boxes	See section 5.1.6
Controls	See section 5.1.6

Ceiling System

Ceiling Grid	Armstrong silhouette XL ¼” reveal, 9/16” bolt slot system white
Ceiling Tiles	2’x2’x3/4” Armstrong Ultima # 1912 White

Sprinkler Equipment

Sprinkler heads	Reliable- model G5-56, quick response concealed
Sprinkler Covers	Plain white cover plate

Plumbing Equipment

Hot water sensor and Valve	Mfg. Flood Master, Model – FM-094; power 120V Installed with 8’ leak sensor cable in drip pan.
----------------------------	---

Temporary Power for Construction

All Temporary wiring shall be in compliance with article 590 of the national electrical code as well as any applicable state and building codes.

General

Temporary power shall be limited in use to powering of hand tools, compressors and temporary ventilation.

Power for electric welding equipment must be requested from the property team by separate application.

Contractors shall submit requests for temporary power to the property team not less than three (3) days prior to the day temporary power is required. Include in the request the voltage, phase and amperage requirements for temporary power.

System Protection

The contractor shall be responsible for protecting, electrically and mechanically, all portions of the buildings electrical system that were in place prior to their work and/or will remain in place at the completion of his work. This will include, but not be limited to, panel boards, transformers, circuit breakers, switches, ground connections, etc. Any damaged components that cannot, in the opinion of the property team, be restored to original undamaged condition shall be replaced to new condition at no cost to the landlord.

Any connection to, or use of, 480-Volt or 277-Volt building power, whether by existing or new switch, circuit breaker or bus duct tap, shall include at a minimum the following:

- Overcurrent protection sized in accordance with the N.E.C.
- Short circuit protection with interrupting ratings at least equal to the system short circuit capability at the point of application.
- Ground fault protection coordinated with the landlord's ground fault systems, but in no case set higher than 200-Amperes with a time delay of 0.2 seconds.

Building Riser Management Policy

Tenants/Vendors must provide a written request a minimum of 48 hours in advance of any access to telephone and/or database building closets. The written request must include the following information:

- A description of the work being performed.
- A schedule of the work. If the work requires access to another tenant's space, 72 hours advanced notice is required. Work may be required to occur outside of normal building hours, the presence of a security detail and any freight/dock staffing requirements.
- A list of all vendors involved which must provide a certificate of insurance as defined in the Definitions section.

A property team member must respond in writing to confirm approval in order for work to proceed.

Prior to the commencement of any work, a property team member will review the scope of the tenant contractor's work, ask questions, and give direction on how the contractor is to proceed. The contractor will review his completed work with a property team member to obtain approval on whether or not he has complied with building requirements including but not limited to clean-up, fireproofing and overall organization.

If a tenant is in possession of a key to a telephone or data closet, they are still required to notify and receive approval from the property team per the guidelines established in this section.

When installing cabling between floors in building riser rooms, and any location other than above a suspended ceiling, a tenant contractor will use conduit in all locations.

When a tenant contractor installs phone lines or "blocks" in the base building telephone closet, they will use conventional industry standards to properly and clearly identify those companies or individual users who are being served by the phone lines.

All work of any kind performed or installed in the telephone or database-building closets will be identified. For cable installations in necessary conduits between floors, the cable or conduit will be tagged on every floor of such vertical installation.

When conduit is installed and extended laterally from a base building closet to tenant suites and the conduit penetrates the wall (i.e. drywall) of a closet, a tenant contractor must use the following product (or equivalent product as approved by property engineers) to properly "fire

safe” the wall penetration with an approved fire proofing with a minimum two hour rating or as code dictates.

Horizontal cable runs in a base building closet will also be installed in conduit and secured in an organized fashion with the use of D-rings. If there are no existing available D-rings in the closet then the tenant contractor must install them at his expense

The contractor will be responsible for marking identification information on every tag installed. The following identification information must be printed on every tag:

- Name of tenant being served
- Suite(s) number being served
- Identify extent of cable run (floor x to floor y)
- Type of cable material construction
- Date of installation

Sample Tag:

Alzheimer & Gray Suite 3800 Floors 35-38 Cat. 5 January 5, 2012

Contractor must use a permanent marking pen in completing a tag.

Contacts

Building Emergency	Telephone	617-266-1500
General Manager	Kerry Hurley	617-316-1703
Property Manager	Amanda Johnson	617-316-1702
Assistant Property Manager	Sarah Spurr	617-316-1704
Chief Engineer	Arthur Baxter	617-316-1705
Senior Engineer	Kevin Plowman	617-316-1707

Property-Approved Contractors:

Service	Company	Telephone	Contact Name
Air Balancing	Leonhardt Co.	(781) 237-7200	Mike Zanini
Air Balancing	LP Larson	(781) 848-4875	Derek Odweeyer
Air Balancing	Air Flow Tech	(978) 815-3447	Fred Linberg
Fire Alarm System	SimplexGrinnell	(617) 965-5900	Dave Howard
Sprinkler	City Point Fire	(781) 681-5155	John Cokinos
Sprinkler	Northeast Automatic	(781) 582-2222	Michael MacDonnell
Sprinkler	Classic Fire Protection	(781) 682-4200	Ray Luciani
Electric	Penney Electric	(617) 674-8329	Brendan Forrest
Electric	Sullivan McLaughlin	(617) 474-0500	Tom Conlon
Electric	JM Brown	(781) 844-7722	Dennis Nigro
Asbestos Testing	ATC	(800) 282-4756	Doug Rader
EMS	AEM	(508) 480-8200	Steve Cunningham
EMS	Siemens	(781) 771-7323	Steve Gover
Keys & Lock	Benton Locksmiths	(617) 523-0787	Ed Benton
Roofing	Commonwealth	(781) 792-0032	Dan Hulverson
Plumbing	Patriot Plumbing	(617) 472-3500	Andy Houghton
Plumbing	Emerald Isle	(781) 762-8004	Matthew McGee

Property Restoration	Belfor	(603) 943-7680	Gerry McGonagle
HVAC Service	BayState Air	(781) 396-3222	Troy DiNapoli
HVAC Service	Northeastern Mech	(617) 472-2250	Brian Murphy
HVAC Service	MSC	(617) 839-0180	Jim Rothwell
Window Treatments	Ver-TEX	(781) 332-3007	Jeff Boyle

Exhibit “A” Certificates of Insurance

Certificates of Insurance

Oxford Properties Group requires all service contractors to carry insurance. Property Management collects certificates of insurance, which contain information about the Vendor’s insurance. This insurance must meet certain minimum requirements and name Oxford I Asset Management and other related parties as additional insured’s.

Service Contractor Certificates

The specific insurance requirements for a particular service contractor are those written into their contract with the building owner/manager or tenant, and these may differ from the guidelines listed below. When determining whether or not a certificate shows coverage that meets the actual requirements for a particular service contractor, always refer to the contract wording.

For service contractors, the standard operating procedures require having a certificate of insurance naming the owner and manager of the building as additional insured, and having a signed contract/service agreement in place listing the insurance requirements and having an indemnification section.

General Guidelines

The following are insurance guidelines for service contractors. Please see sample certificate of insurance and updated insurance coverage requirements provided under separate cover by the property team.

.

1. **Workers Compensation:** Statutory Coverage in accordance with the laws of your state.
2. **Employers Liability:** Limits of not less than \$1,000,000 each accident/occurrence, \$1,000,000 each employee/disease, \$1,000,000 disease/policy limit.
3. **General Liability:** Please see the chart below for General Liability per Occurrence/ General Aggregate.
4. **Automobile Liability:** Bodily injury and property damage in an amount not less than \$1,000,000 combined single limit covering all owned, non-owned, hired or leased vehicles.
5. **Excess / Umbrella Liability:** \$1,000,000 in excess of the above primary Employer's Liability, General Liability, and Automobile Liability.
6. **Property – Service Contractors:** Property Insurance will cover the physical loss, including theft, or damage to equipment, machinery, supplies or tools owned, leased, hired or borrowed by contractor, utilized or operated by contractor while performing contracted services. The valuation basis shall be "replacement cost".
7. **Fidelity Bond (Crime Insurance):** If contractor is to perform services in occupied tenant space, contractor must maintain a third party liability bond or fidelity (crime) insurance, which extends to third parties, at a minimum limit of \$1,000,000. **This coverage is required for Janitorial and Security vendors.**
8. **Professional Liability (Errors and Omissions):** If the nature of the work involves a professional liability exposure (e.g. design/build), contractor shall maintain professional liability (errors and omissions) coverage at a minimum limit of \$1,000,000 for each claim.
9. **Contractors Pollution - Asbestos Legal Liability:** If the nature of the services performed involves pollutants or any other materials which would affect soil, water or structures, then the contractor shall maintain contractors pollution – asbestos legal liability coverage for a limit of not less than \$1,000,000 each occurrence - \$2,000,000 policy aggregate, including errors and omissions. However, see attached requirements for higher limits for asbestos abatement and hazardous material removal contractors

Certificate Holders, Additional Insured's, and Additionally Insured Endorsement

Service contractors are required to add the Landlord as an additional insured with regard to the General Liability policy. Language is provided on the sample certificate below. In addition to the sample below, an additional Additionally Insured Endorsement is required based on the required amounts contained in the Certificate of Insurance Limits chart below.

CERTIFICATE OF INSURANCE LIMITS REQUIREMENT

1. For insurance requirements for crane lifts or any special contract work; contact for the property team for specific coverage and language.

2. Commercial General Liability Coverage Required (millions, per occurrence and aggregate) is the sum of the basic coverage + excess umbrella.

See Example for Electrical Maintenance below:

- Commercial General Liability Coverage Required = 5MM. This requirement is met by:
- General Liability each Occurrence 3MM + Excess umbrella 2MM = 5MM
- General Liability General Aggregate 3MM + Excess umbrella 2MM = 5MM

Certificate of Insurance Limits

<u>\$2,000,000 or \$5,000,000¹</u>	<u>\$10,000,000</u>
- carpet & flooring contractors	- elevator/escalator contractors
- painters	- window cleaning & other trades involving the use of scaffolding
- exterminator	- general contractors for tenant improvements
- glass contractors	- roofing/skylight contractors
- display sign and display set-up contractors	- electrical contractors
- plumber	- structural steel contractors
- landscaper	- cleaning contractors
- hood vent cleaner	- concrete contractors
- sheetrock and framing contractor	
- mechanical contractor	
- carpenters	
- gate/door contractors	
- security equipment installers	
- security contractors	
- moving companies	

*** Design and Engineering vendors must include Professional Errors and Omissions Insurance in the following amounts:**

- **Architects = 2MM**
- **Engineers = 5MM**
- **Interior Design = 2MM (or call Risk Management if limited scope)**
- **Any deviation from requested amount should be cleared through Oxford Properties Risk Management.**
- **Errors & Omissions is not based on spend, but rather the scope detail (access liability), such as no structural issues and what amount of damage/cost could be sustained if done incorrectly.**

**** Must include Fidelity Bond (Crime Insurance).**

CERTIFICATE OF INSURANCE					ISSUE DATE (MM/DD/YY)	
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW				
500 Boylston/222 Berkeley		COMPANIES AFFORDING COVERAGE				
Vendor Sample		COMPANY LETTER A				
		COMPANY LETTER B				
INSURED		COMPANY LETTER C				
		COMPANY LETTER D				
		COMPANY LETTER E				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS						
TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> CLAIM MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>				EACH OCCURRENCE	\$10,000,000
					FIRE DAMAGE (Any one fire)	\$50,000
					MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$10,000,000
					PRODUCTS-COMP/OP AGG	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT	\$2,000,000
					BODILY INJURY (Per Person)	\$2,000,000
					BODILY INJURY (Per Accident)	\$2,000,000
					PROPERTY DAMAGE	\$2,000,000
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>					
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				<input checked="" type="checkbox"/> STATUTORY LIMITS	
					EACH ACCIDENT	\$1,000,000
					DISEASE-POLICY LIMIT	\$1,000,000
					DISEASE-EACH EMPL	\$1,000,000
	OTHER					
Description of Operations/Locations/Vehicles/Special Items All Commercial General Liability Insurance policies shall name as additional insureds: 500 Boylston & 222 Berkeley Owner (DE) LLC a Delaware limited liability company, Oxford I Asset Management, a Delaware Corporation, OPG Investment Holdings GP (US), LLC, a Delaware limited partnership, and their respective agents, members, partners, employees, officers, directors, shareholders and lenders.						
CERTIFICATE HOLDER				CANCELLATION		
500 Boylston & 222 Berkeley Owner (DE) LLC c/o Oxford I Asset Management 125 Summer Street, Suite 1640 Boston, MA 02110				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
Vendor				Authorized Representative		

SAMPLE

Additionally Insured



Important: The above sample contains limits that may not apply. Please refer to the chart defining the required limits. Also, please note that in addition to the above form (which can be emailed to you by the property team) we require an Additionally Insured Endorsement described earlier in this section. All questions regarding this should be referred to your insurance carrier or the property team.

Exhibit “B” Kick-Off Meeting

Prior to any construction commencing, a construction kickoff meeting must be scheduled by the general contractor with all relevant parties including the superintendent, project manager and members designated by the property team. This meeting must be scheduled no later than 1 week prior to work commencing. All meeting notes and future meeting schedules/notes need to be maintained and distributed via email or hard copy by the general contractor.

The below form must be completed by the general contractor and forwarded to the property team prior to the kickoff meeting with the exception of information that is unavailable to the general contractor.

Oxford Properties Group

Building Owner Representative Pre-Construction Meeting

Date:

Prepared by:

Project name:

Project Duration:

Project address:

Attendees:

Distribution to:

Attendees

Other: _____

Contact Information

Contractor		Building Owner Representative	
Project Manager		Primary contact and title	
Phone		Phone	
Fax		Fax	
Cell		Cell	
Email		Email	
Pager		Pager	
Project Supervisor		Secondary contact and title	
Phone		Phone	
Fax		Fax	
Cell		Cell	
Email		Email	
Pager		Pager	

Weekly Meetings

	Day	Time	Location
Look-Ahead / Site Inspection			
Job-site Meeting			

Received by Building Owner Representative

	Date	Yes	No	N/A	Comments:
Building permit					
Other permits					
Plans / Documents					
Project schedule					
Certificate of Insurance					
Contractor Safety Plan					

Tenant acknowledges:

	Yes	No	N/A	Comments:
Review Terms of Work Letter				
Review Requirements for Periodic Disbursements				
Review Requirements for Final Disbursements				
Oxford standard form of Lien Waiver (Full and Partial) delivered to tenant				

Contractor acknowledges:

	Yes	No	N/A	Comments:
Rules and regulations received				
Unauthorized areas identified				Contractors must enter to exit the building through the loading dock and show appropriate identification. Access to and from the construction floors will only be allowed by way of the freight elevator. Contractors are not to access or egress the building through the building lobby or garage. Additionally, no contractor will be allowed into the building unless they have been approved by the building, The GC is responsible for providing this list per the Construction Rules, Specifics and Standards.
Smoking areas identified				Smoking is not allowed anywhere in the building or on exterior grounds.
Dumpster locations/restrictions identified				With the approval of the property team, a dumpster may be installed in the loading dock only during off-hours and must be removed by 6am. Proper clean-up must also be completed prior to 7am. At no time is material to be disposed of in an OPG owned trash/recycling receptacle nor left on the dock. Costs may apply for any labor required for trash-outs or major deliveries.
Tenant Access				Access to tenant suites must be provided to the property team a minimum of 48 hours in advance. Contractor will not have permission to enter tenant suite until property team has confirmed entry is allowed by the tenant. Contractors are not permitted to directly request access to other tenants. Security detail is required if contractor has to perform work in another tenant suite (minimum of 4 hours). All work performed in other tenant suites will require the contractor to protect tenants items and put the space back as they found it.

General information reviewed

	Comments:
Signage locations	
Parking regulations	
Fire watch requirements (open flame docs.)	
Notification of tenants by whom?	
Temp protection (common areas / other)	
Potential problem areas	

Hours of Operation:

	Comments:
Normal work hours	8:00 am to 6:00 p.m. Monday through Friday.
Access to common areas of property	Contractors are not to access or egress the building through the building lobby or garage. Additionally, no contractor will be allowed into the building unless they have been approved by the building. The GC is responsible for providing this list per the Construction Rules, Specifics and Standards.
Loading / load-out	Large deliveries must be scheduled off-hours with the property team. A charge will be incurred for all off-hour deliveries. Freight is available first-come/first-serve for smaller deliveries during the day, though must be limited to 20-minutes.
Dumpster removal	May be kept on-site only during off-hours and must be removed by 6am.
Work that must be done off hours & times	Contractor acknowledges that they will inform all subcontractors that the following work must be scheduled during off-hours: heavy demolition, core drilling, ram-setting, shooting floor track, shooting ceiling track for acoustical ceilings, hangers or other appurtenances (HVAC, duct work, etc.). Off-hours defined as: after 6:00pm and before 8:00am, Monday – Friday and Saturday and Sunday.
Recommended practices for ensuring quiet enjoyment of other tenants and visitors	

Building Systems: Sprinkler

	Comments:
Emergency shut off location	Will be pointed out on walk-through with job superintendent by property team.
Who does GC notify of shutdown?	
Who notifies fire alarm company?	Oxford Properties will notify their vendor as necessary.
Name of fire alarm company	
Shut down / testing fees	See Attached Exhibit C

Shutdown procedure (drain & fill)	Notify property team with appropriate notice via email. No building impairments allowed during non-business hours without prior advance notice and required coverage.
Personnel required during drain and fill testing	

Building Systems: HVAC/Air Quality

	Comments:
HVAC hours of operation	8:30 am to 5:30 p.m. Monday through Friday
Filters on returns	
Control relocation/demo procedures	
Duct smokes	
Preferred control contractor	
Preferred balancing contractor	
Air quality equipment required	

Building Systems: Utilities

	Comments:
Water shutdown location / time	Performed during off-hours.
Natural gas shutdown location / time	Performed during off-hours.
Medical gas shutdown location / time / certificates	Performed during off-hours.
Electrical service shutdown location / time	Performed during off-hours.
Electrical lock-out / tag-out procedure	

Building Systems: Fire Alarm

	Comments:
Emergency shut off location	
Pre-test performed	Fire alarm system pre-test performed during off-hours.
Who does GC notify of shutdown?	

Who notifies fire alarm company?	Oxford Properties will coordinate all correspondence
Name of fire alarm company	
Shut down / testing fees	See Attached Exhibit C
Shutdown procedure	Notify property team with appropriate notice via email to all of the following: No building impairments allowed during non-business hours without prior advance notice and required coverage.
Personnel required during final testing	
Preferred test day / time of fire alarm test	Fire alarm system pre-test performed during off-hours.
Smoke detector procedure	

Building Envelope

Building's roofer required?	
Window removal required?	
Other	

Contractor Representative

Project Manager Signature

Date

Print Name and Title

Building Representative

Building Representative Signature

Date

Print Name and Title

The Information herein reflects the authors' understanding of discussions at the meeting and should any of those present have different recollections, they should advise the author of necessary revisions within 48 hours of the issuance of these minutes. These minutes are provided as a record of discussions and agreements reached at the referenced meeting. Any errors or omissions are to be reported to the author in writing within 5 days of receipt.

Please note that in the event of a conflict in language between this document, the Construction, Specifications and Standards or other such Oxford Properties document including leases, provided to the contractor(s), architect, tenant, etc., and unless otherwise stated by the property team in writing, the more stringent terms and/or building codes/regulations shall supersede the others.

Exhibit “C” Rate Sheet

Security Detail	\$40/hr-\$50/hr per person (4 hour minimum)
Engineer	\$75/hr. per person (4 hour minimum during off-hours)
HVAC	\$85/hr. 1 st floor requested, \$45/hr Additional floors
Furniture move	\$40/hr-\$50/hr (4 hour minimum per person)
Rubbish Removal	\$40/hr-\$50/hr (4 hour minimum per person, no construction material)
Final Clean	\$40/hr-\$50/hr (4 hour minimum per person)
Smoke Plug Out/In	\$75 - \$140 /Per Request
Drain Downs	\$75 - \$140 /Per Request

Exhibit “D” Closeout Documents

List of Required Documents

Prior to a project closing out, we require the following documents to be submitted. Payment for the final invoice and any retainage shall not be released until all of the documents have been submitted to the property team in adequate form.

All vendors, including the general contractor being paid on a particular payment request must complete a partial lien waiver for partial payments prior to the invoice being approved. Additionally, all vendors including the general contractor must complete a final lien waver prior to the invoice being approved. Please use the forms contained at the end of this exhibit.

1. Signed letter from tenant accepting condition satisfaction
2. Signed AIA form by the projects architect
3. Signed punch list indicating completion
4. Partial and Final Lien Waivers
5. O&M Manuals: One hard copy and one electronic copy (CD/DVD)
6. Permanent Certificate of Occupancy or signed off Short Form Building Permit
7. As-built plans: one hard copy and two electronic copies (CD/DVD)
8. LEED 75% recycling certificate
9. Executed air balancing report by a professional engineer

Note: Documents may be added/deleted to this list by the property team as needed and proper notice will be provided.

Exhibit “E” Aerial Lift Form

Select equipment type utilized or project type

<input type="checkbox"/> Powered Platform	<input type="checkbox"/> Roofing Work
<input type="checkbox"/> Cooling Tower Services	
<input type="checkbox"/> Swing Staging System	<input type="checkbox"/> Scissor Lift
<input type="checkbox"/> Lifts	<input type="checkbox"/> Special
<input type="checkbox"/> Crane	<input type="checkbox"/> Extension Ladder
<input type="checkbox"/> Other Work	
<input type="checkbox"/> Scaffolding Equipment	<input type="checkbox"/> Elevated HVAC Equipment
	<input type="checkbox"/> Other
<input type="checkbox"/> Bucket Truck	<input type="checkbox"/> Equipment Maintenance Services
<input type="checkbox"/> Man Lift	<input type="checkbox"/> Bosun Chair
<input type="checkbox"/> Material Deliveries	<input type="checkbox"/> Glass Replacement

Standard information

Date:	
Job Name:	
Job Location:	
Contractor Name:	
Contractor Telephone Info	
Sub-Contractor (if Applicable)	
Description of Work:	
Equipment Type:	
Manufacturer of Equipment:	
Plan Prepared By:	
Forman:	

Competent Person: (if someone other than foreman)	
--	--

Required documentation

Items checked below are site-specific safety rules and documents required prior to start of any work:

<input type="checkbox"/>	Executed copy of Oxford Properties contract
<input type="checkbox"/>	Provide insurance certificate (use attached sample enclosed with contract)
<input type="checkbox"/>	Executed copy of Oxford Properties powered platform addendum 3003b5
<input type="checkbox"/>	Provide a signed asbestos acknowledgment letter
<input type="checkbox"/>	Provide a copy of contractor’s company safety plan
<input type="checkbox"/>	Provide training certificates for each person working on-site
<input type="checkbox"/>	Provide employee identification for all employees working on-site
<input type="checkbox"/>	Provide written work specific safety procedure (see below)
<input type="checkbox"/>	Provide police detail / traffic coordination
<input type="checkbox"/>	Provide a most recent maintenance record of equipment being used
<input type="checkbox"/>	Please provide equipment pre-operational check-list if applicable
<input type="checkbox"/>	Provide P.E approved work plan or letter for specific procedure (structural tie-in, weight loading, tie-off locations & etc.) (please use FST Engineering Co.)
<input type="checkbox"/>	Review radio frequency safety procedures
<input type="checkbox"/>	Review Oxford Properties elevated platform policy
<input type="checkbox"/>	Provide any required federal or state permits associated with the project
<input type="checkbox"/>	Completed and notarized OSHA Acknowledgement Certification Record (attached)

Work specific safety procedure

Explain method of set-up, tie-off procedures and layout. Refer to and include OSHA standards and other applicable federal and state regulations as it relates to the specific scope of work. Provide a detailed explanation below. If work is associated to maintenance of equipment within safe distances per OSHA guidelines please explain acknowledgement of such distances. (or attach separate document)

OSHA Acknowledgement Certification Record

State of _____

_____ SS

County of _____

The undersigned _____, who is employee of _____

located at _____ hereby certifies that he is a competent person pursuant to the

Requirements of OSHA and is responsible for safety of his employees and that on

_____ understands hazards associated at _____ location and has

read & understands OSHA standards and other federal and state regulations associated with work being performed.

Signature _____

SIGNED AND SWORN TO BEFORE ME
THIS _____ DAY OF _____

Notary Public

Index

ACCESS	8,11,12,30	INSURANCE	4,6,7,30,33
ADEQUATELY PROTECTED	6,9,12,26,29	KEYS AND LOCKS	21,32
AFTER HOURS WORK	12	LABOR DISPUTES	4,7,9,10,11
AIR BALANCING	13,14,27	LEVELS OF NOISE.....	12
AIR HANDLER UNIT.....	14-16	LIGHT FIXTURES	11,17,28
ALTERATIONS TO APPROVED PLANS	14	LIGHT SWITCHES.....	28
ASBESTOS	7,13,22,24	MARKED.....	16,17
AS-BUILT	4,13,14	MATERIAL SUBSTITUTION.....	14
BAGGING PERMIT	7,18	ODORS.....	4,12,17,25
BALANCING REPORT	13,14,27,45	OIL BASE PAINTS.....	22
BRAZING.....	14,20	PANEL BOARDS.....	28,29
BTU METER	16	PANEL COVERS	17
BUILDING PERMITS	4,7	PARKING.....	8,17
BUSINESS HOURS.....	3	PENETRATIONS.....	16,17,20-21
CEILING SYSTEM	28	PLANS.....	4,6,14,45
CEILING TILES.....	28	PLUMBING SYSTEMS	12,20
CEILINGS	16,17,19,20,22	PRE-ACTION	19
CERTIFICATE OF OCCUPANCY	13,46	PRE-FILTER	11,15
CHILLED WATER SYSTEM	12,15,16	RECEPTACLES	28
CLEAN UP	6,8,10,11,25-27	RETURN AIR SYSTEM.....	15
COMBUSTIBLE MATERIALS.....	21	RIGID RACEWAY.....	17
CONDENSATE LINES	16	SCAC UNITS	15,28
CONDENSER WATER	3,12,15,16	SHUT DOWNS	7,12,17
CONDUCT.....	9	SHUT OFF VALVES	20
CONSTRUCTION MEETINGS	6,40	SIGN IN	8
CONTACTS	32	SMOKE DETECTORS	7,18,19,21,22
DELIVERIES.....	8,11,42	SOLDERING	12,14,20
DEMOLITION, REMOVAL, SALVAGES, AND CLEANING..	10	SPRINKLER EQUIPMENT.....	28
DISTURBANCE	9-12	SPRINKLER HEADS.....	11,19,28
DUST.....	4,12,15,22,23	STAINS.....	22
ELECTRICAL/COMMUNICATION CABLES	11,17	SYSTEM DIAGRAM.....	16
EXIT SIGNS.....	28	TAPS.....	15
FIRE ALARM / LIFE SAFETY SYSTEM..	3,11,12,18,19,32	TERMINAL BOXES.....	14,15,28
FIRE ALARM SYSTEM.....	3,11,18,19	THERMOSTATS	14,15
FIRE ALARMS	18	TOXIC, HAZARDOUS, OR FLAMMABLE WASTE ...	10,23,26
FIRE EXTINGUISHER	19,21	TRANSPORTING EQUIPMENT	8
FIRE WATCH.....	20,21	VARNISHES	22
FLUSHED	15,16	WATER BALANCING REPORT	13,27
FUMES.....	12,14,20	WATER TREATMENT CHEMICALS	15
GASOLINE-POWERED EQUIPMENT.....	10	WELDING.....	10,13,20,21,29
INSULATED	16,20		