

RULES AND REGULATIONS CONTRACTOR WORK

CARILLON

227 West Trade Street
Suite 330
Charlotte, NC 28202

The following Rules and Regulations shall govern the operation of contractor work in the Building. For purposes of this document Owner shall mean Hines Charlotte Carillon LP, Hines Interests Limited Partnership, or the Building Management Office.

RULES AND REGULATIONS

Normal business hours are from 8:00 am to 6:00 pm, Monday through Friday and 8:00 am to 1:00 pm on Saturdays. All disruptive work (noisy, odorous, etc.) must be completed afterhours.

- 1. Certificates of Insurance Prior to Work:** All contractors performing work must submit a current Certificate of Insurance ("COI") prior to commencement of work. The COI shall be in strict compliance with the Owner's requirements. Failure to comply will delay the commencement of work.
- 2. Contractor Access:** All contractors must submit a Contractor Access Form listing the name of the company, company's representatives, after-hours phone numbers for each representative (in the event of an afterhours emergency) and description of work planned. Company name, contact and phone numbers must be included for all subcontractors.
 - a) Access forms should be submitted at least weekly detailing the work to be performed.
 - b) For work planned in core electrical room(s) or for work requiring deactivation of the fire life safety system, contractor must submit access forms a minimum of 48 hours in advance of work.
 - c) Each day, before beginning work, contractor must confirm that the fire life safety system has been taken off line by checking with the Owner or Security.
 - d) For work requiring access to other tenant spaces outside the construction area (above, below, or adjacent), contractor must schedule work a minimum of one week in advance with the Owner.
 - e) General contractor's onsite supervision (project manager or superintendent) must be onsite at all times while work is being performed. Subcontractors will not be provided access to any construction area until the general contractor is present and accounted for.
- 3. Deliveries:** All deliveries must be made afterhours. An access form must be submitted listing the delivery and delivery time.
- 4. Common Area Protection:** Floor protection must be installed on SL2 corridor from the Loading Dock to the Service Elevator. Floor and wall protection must be installed on the Service Elevator Lobby(ies) of the floor(s) under construction. Floor and wall protection must be installed on common area corridors from Service Elevator to work area.

5. All work that affects the mechanical, electrical or structural integrity of the Building must be approved in writing by Owner prior to commencement of the work.
6. Restrooms are available on the SL2 level – building restrooms on the construction floor are **not** to be used.
7. Under no circumstances will the loading dock, common corridors or service elevator lobbies be used for material storage. All construction materials/tools must be stored in the construction space.
8. The door to the Mechanical Room must remain closed at all times.
9. Under no circumstances can the loading dock doors to the building be held /propped open. If doors are found propped open, Owner will require and bill back the GC for the services of a security officer to be stationed at the loading dock during construction.
10. The air handlers will typically be shut down during construction activities. However it is possible to run the air handlers for a \$45/hour charge. This must be scheduled in advance and can be included on the Access form.
11. All contractors must abide by all city, county, state and federal laws and building codes.
12. All contractors are **required** to submit Material Safety Data Sheets (MSDS) before any materials will be allowed into the building(s) - **no exceptions**.
13. Contractor must provide Pre-filter media over the building AHU filters before construction begins. Filters should be changed as needed during the construction, and contractor should perform a filter change out with MERV 13 filters upon completion of project. Mechanical room is to be thoroughly cleaned at the conclusion of the construction.
14. All contractors and sub-contractors are **required** to submit written Lock-Out/Tag-Out procedures before any work can begin. Contractor's employees must abide by these procedures at all times. Anytime an electrical panel cover is removed for more than a period of three (3) hours or more than one (1) contractor is working in an area, a sign must be posted warning of any potential hazards (i.e. electrocution, etc.).
15. All contractors and vendor employees, while transporting tools and materials will be required to use the loading area entrance way and the freight elevator. No use of the passenger elevator is allowed by contractors or subcontractors.
16. All on-site inspections will be made both before and after jobs by the contractor's representative and a Building Management representative of the common areas to document contractor damage to these areas.
17. All Contractor employees while in Carillon will refrain from:
 - a. Profanity
 - b. Any loud talking or noise making, which will disturb Carillon tenants.
 - c. Loitering in common areas.
 - d. Entering tenant suites or unauthorized areas without prior approval of Carillon Management Office.
 - e. Playing of radios.
 - f. Use of chewing tobacco or cigarettes anywhere on the property.

18. No parking is provided at the building, all construction parking is to be off-site or by purchasing extended dock ramp parking permit for after-hours dock parking.

Extended Dock Parking – Pricing Summary

| | | |
|--------------------------------------|------------|-------------|
| M-F 7am – 5pm with Hines' permission | \$20/day | \$200/month |
| M-F after 5pm | \$20/night | \$200/month |
| Weekends only | \$20/day | \$200/month |

19. Thirty minutes time will be given to vehicles needing to load/unload in the loading dock area.
20. All contractors will submit to the management office a list of subcontractors before performing any work in the building.
21. All contractors and sub-contractor employees will sign in and out each day at the security desk using the "Carillon Contractor Sign-In Log." Contractors and sub-contractors must present a picture id to security in order to receive a freight elevator access card.
22. All contractors will wear assigned Contractor Badges while performing any work in the building.
23. All contractor employees must be properly clothed, including a shirt with sleeves and a company logo on the shirt to identify them.
24. No construction debris will be allowed in the compactor. If Contractor fails to comply, Contractor will be held responsible for the cost of removing any debris.
25. Any contractor needing to station an open top dumpster or dump truck in the loading area must receive prior permission from the management office.
26. Any work performed after hours in the building must be done only after notifying the management office in writing.
27. Access to electrical rooms, roof and any other unauthorized area must be approved on an individual basis by the management office.
28. Contractor will remove any debris accumulation in work areas as a result of construction work. Otherwise, back charges will be predicated on \$55.00 per man hour for cleaning services.
29. All work will be performed complying with local, state and federal safety standards.
30. One complete (1) set of As-Built drawings will be provided by contractor to the building management office at the completion of construction.
31. Existing Materials/Improvements - Existing partitions, lights, electrical receptacles, doors, hardware, millwork, etc. are the property of Carillon and are not to be removed by the tenant or contractor. The return of unused materials is to be coordinated with Building Management.
32. Permits - Contractor to obtain all necessary permits and be responsible for any and all inspections.
33. Structural Modifications - All floor penetrations or modifications to the existing floor slab and/or structural steel must be approved by Building Management. Example: plumbing

lines, electrical conduit, floor cores, etc. **Carillon has Post Tension cables and electrical conduit in the slabs. Scanning is required prior to all drilling.**

Carillon is a post-tension building with cables and conduit running through the floor slabs. Scanning of the floor or deck must be completed prior to any coring. In addition, fasteners to the floor and deck MUST be less than ¾” in length.

34. Asbestos - Materials containing asbestos are not permitted at Carillon. At the request of the building management, contractors shall provide a certificate to the owner stating that no products or construction materials used by contractor contain asbestos. Contractors shall provide manufacturer's Data Sheets on materials used at the request of building management.
35. **Copper pipe only** will be permitted for sinks or water lines to tenant equipment.
36. Clean-up - The contractor is responsible for cleaning the premises, including the surrounding area adjacent to the construction. This shall also include restoring the mechanical room on the affected floor(s) to broom clean condition, consistent with the condition prior to the construction. This is to include the vacuuming of carpets, sweeping of the floors, cleaning of the windows (interior surfaces), cleaning light fixtures and dusting as required. Contractor will provide the necessary cleaning materials including the vacuum cleaner for this clean up. This will be done at the end of **each day**. Otherwise, charges will be applied at a rate of \$55.00 per man hour for cleaning services.
37. All noise and odor generating work (i.e. - demolition, coring, hammer drilling, tacking of carpet pad, shooting track into deck and painting) shall be performed after normal business hours.
38. The general contractor is responsible to schedule and coordinate the tenant's low voltage work with their ceiling cover-up inspection requirement.
39. The management office must be notified prior to any work being done to the Security Systems, Fire Systems or any other life safety system.
40. It is the contractor's responsibility to notify all of his subcontractors and any subcontract personnel of the Rules and Regulations.
41. Upon completion, the contractor shall provide the Landlord with a copy of the Certificate of Occupancy, if applicable.

REQUIREMENTS FOR ENDING CONSTRUCTION

- Electrical panels are to be inspected by the general contractor and chief building engineer to verify they are properly labeled.
- The punch-out of every project is to occur three (3) days prior to the schedule completion date of the project. The general contractor is to schedule the day and time of the punch-out with the Property Manager. The general contractor will have 10 business days to complete punch list.
- General contractor is required to clean any vacant area that was used to stage out of during the course of construction.
- When electrical meters are installed, general contractor shall provide the Property Manager with the meter number and a list of the items that it is metering.

REQUIREMENTS FOR CLOSE-OUT OF CONSTRUCTION PROJECTS

Before the application for final payment will be processed, three (3) sets of the following close-out package must be submitted in its entirety:

- Certificate of Occupancy
- Test & Balance Report
- Signed-off punch list by tenant
- Lien waivers from general contractors, subcontractors, and material suppliers
- Certificate of Insurance
- Building Permit
- Fire alarm test letter
- As-built drawings (architectural and MEP drawings) 1 hard copy and 1 electronic
- Contact list of all contractors
- Operation and Maintenance Manuals

**ACKNOWLEDGMENT OF
CONTRACTOR/VENDOR INFORMATION**

Owner will strictly enforce the rules and guidelines of the Contractor/Vendor Information. Your failure to comply with all of these rules and guidelines will make you subject to being removed as an approved contractor/vendor for the building and the job will be suspended until such time that these requirements are met.

With your help in following these rules, we can expect a safe and successful project with as few problems as possible. Please sign and return this page along with the other information requested. You will not be allowed to begin work in Carillon until all information has been received and approved by the Property Management office.

I have read the contractor rules and regulations for performing work in Carillon, 227 W. Trade Street and I agree to abide by these rules.

Contractor: _____
Site Manager: _____
By: _____
Work Telephone #: _____
Home Telephone #: _____
Building: _____
Job Permit #: _____