



## **BUILDING RULES AND REGULATIONS**

*750 FIRST STREET, N.E.  
WASHINGTON, DC 20002  
202.408.0750*

These Building Work Rules are access and construction rules to be followed by contractors, designers and vendors who require access to the Building or who will be designing or installing work in the Building.

Any references to DTZ or Building Management refer to the Property Manager. Any required written notification is to be addressed to the Property Manager and is considered delivered when it arrives in the Management Office.

Contractor means general contractor and/or its subcontractors and suppliers doing construction or related work in the Building either directly for the Building Owner or for the Property Manager or Tenant.

1. All contractors and subcontractors must be licensed in the jurisdiction of the property location to perform their trade work.
2. All space plans, final drawings, engineering or design/build drawings, and materials must have the expressed written approval of Cassidy Turley prior to demolition/construction commencement. As built drawings and specifications sheets in a 3 ring binder to be provided to Property Management at the end of the job. A copy of CAD drawings / the architectural and MEP drawing to be provided at the end of the job.
3. Architectural, mechanical, plumbing, sprinkler and electrical as-built drawings must be forwarded to the Property Manager at the completion of the project. As-builts shall be accompanied by an air balance report, confirming the HVAC system is balanced within (-5% to +10%) of design criteria by a NEBB (National Environmental Balancing Bureau) or AABC (Associated Air Balance Council) approved contractor, a copy of the re-labeled electrical panel schedule, and all other record documents required by the Contract Documents.
4. Existing as-builts, backgrounds or suite documentation issued by the Property Manager are intended to assist only and are not to be solely relied on without verification by the contractor, consultant or vendor. Architects must field verify.
5. All contractors, subcontractors and suppliers must submit Releases of Liens using the unaltered, Cassidy Turley standard form with each request for payment. Payments will not be made until all complete and accurate Releases of Liens are received, and retention will not be released until all contractors, subcontractors and suppliers have submitted Final Unconditional Releases of Liens to the Property Manager. Contractor shall defend and indemnify Owner against claims and costs arising out of a mechanic's lien or stop notice, except in the event of non-payment by Owner.
6. Prior to commencement of work, the contractor is to provide a Certificate of Insurance to the owner with the limits of liability found in the Tenant Alterations Permission Form. **APA 750 LLC, Cassidy Turley Commercial Real Estate Services, Inc. d/b/a DTZ, American Psychological Association** and their related interests must be listed as being additionally insured.
7. All activities and changes that may result in a cost to Cassidy Turley must be approved in writing by Cassidy Turley prior to the cost being incurred. Claims for additional costs for activities or changes not previously approved by Cassidy Turley will be disqualified and rejected without payment.
8. The Contractor shall be held responsible for its subcontractors' actions in all cases. The Property Manager or other Cassidy Turley personnel will not be responsible for directing subcontractors or liable for any acts or omissions of a subcontractor in the event some direction is given in the absence of the General Contractor.

9. Before any hazardous material are utilized or delivered into the Building, Contractor shall notify the Property Manager in writing and submit the required paperwork to be kept on file at the Building. Storage locations will be approved by the Property Manager in advance of delivery. Contractor is responsible for providing information (MSDS) to workers regarding all hazardous materials and substances used or introduced by the Contractors, including their potential hazards.
10. All contractors providing work in the Building must sign a Work/Construction Agreement, if working directly for Cassidy Turley, or must be party to a construction agreement with a tenant in the Building on a form of contract acceptable to Cassidy Turley. If a conflict exists or arise between these Building Work Rules and the Cassidy Turley Work/Construction Agreement, the Agreement shall prevail.
11. All requests for after-hour authorizations that affect building systems and equipment will be sent in writing to the Building Management at least 5 business days in advance. (No-call in authorizations).
12. A copy of all permits, approvals and certificates required by governmental or quasi-governmental bodies, the construction schedule and a list of subcontractors shall be submitted to the Property Manager prior to construction. The permit set of drawings will be delivered to the Property Manager at the completion of the job. A copy of the tenant's Certificate of Occupancy shall be sent to the Property Manager's attention at job conclusion.
13. Contractor shall develop and implement an Indoor Air Quality Management Plan for the construction and occupancy phases of the building as follows:
  - During construction, meet or exceed the recommended Design Approaches for Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guideline for Occupied Buildings under construction, 2007 SMACNA 2nd Edition IAQ Guidelines.
  - Protect stored on-site or installed absorptive materials from moisture damage.
  - If air handlers must be used during construction, filtration media with a Minimum Efficiency Reporting Value (MERV) of 13 must be used at each return grill as determined by ASHRAE 52.2-1999.
  - Replace filtration media immediately prior to occupancy. When possible, conduct a minimum 2-week flush out with new filtration media with 100% outside air after construction ends and prior to occupancy of the affected space.
  - Sub-Meters are required for all supplemental HVAC systems.
14. The Contractor shall submit a project schedule to Property Manager and shall coordinate the timing of the logistical installation of all materials and construction common area finishes with the Property Manager and due respect shall be given to the convenience of tenants on the floor.
15. The Contractor will submit to Property Manager an executed damage report prior to construction commencement in the event damage occurs during construction, the Contractor, as directed by Property Manager/Chief Engineer, will repair any damage caused to the Building by the Contractor, including but not limited to the doors and freight elevators. The Owner reserves the right to remedy the defects at the Contractors expense if the work is not acceptably corrected within two weeks of written notification.
16. The Contractor shall notify the Property Manager/Chief Engineer at least 48 hours in advance of completion of construction. A walk-through and unified punch list shall be created on each project before final payment will be considered.
17. All new, existing and relocated equipment and devices shall be easily accessible (i.e., not blocked by new or existing construction).
18. Welding and burning with an open flame will not be allowed without prior approval of the Property Manager/Chief Engineer. When welding or burning is allowed, it shall comply with all applicable codes. All necessary permits must be obtained, and a fire extinguisher must be provided with 75 feet of welding or burning that is allowed. It shall comply with all applicable codes. Daily "HOT WORK" Permits will be issued and signed by parties involved and submitted to Property Management. And HOT WORK Rules and Regulations must be read and understood.

19. All lock changes shall require prior written notification by the Contractor to Building Management and must comply with established building standard specifications. Lockout/Tag procedures must be followed at all times. (See Chief Engineer for lockset specifications).
20. No contractor shall lay wiring on ceiling grid. All wiring, including communications, shall be strapped or wire tied to the deck above in compliance with the applicable code. Under no circumstance may wire be strapped to sprinkler piping.
21. No wiring of any kind shall penetrate fire dampers in demising partitions. No BX or AC (Armored Cable) will be allowed in the Base Building Electric Rooms.
22. The lamps in all fluorescent fixtures shall follow the Building Standard in color and wattage unless previously approved by Property Manager.
23. No changes to the window coverings on the perimeter will be accepted.
24. No improvements will be accepted that would alter the Building's appearance from the exterior or from the Building common areas.
25. All Building Standards must be adhered to when shown or indicated on the Working Drawings.
26. Contractors can check out keys for the mechanical and electrical rooms through the Guards Desk. A valid driver's license must be left with the Real Estate Manager as a deposit when borrowing keys.
27. Contractors are not permitted to use any of the building maintenance equipment or supplies.
28. No odor causing or construction activities that hinder or impede building or tenant operations, between **the hours of 7:00 am – 7:00 p.m. Monday through Friday**, are allowed. Landlord reserves the right to constitute the definition of an offending odor and/or construction activity which may impede building or tenant operations and/or the quiet enjoyment of existing tenants. If a construction activity is ceased due to violation of this, any overtime costs incurred will solely be the responsibility of the Contractor and/or tenant, and not that of the building owner or the managing agent. It is the responsibility of the Contractor to control all noise during the project.
29. The Contractor shall notify the Property Manager 5 business days prior to commencing any work which may cause objectionable noise or odors. To reduce the quantity of indoor air contaminants that are odorous or potentially irritating to provide installer and occupant health and comfort:
  - Adhesives must meet or exceed the limits of the South Coast Air Quality Management District Rule #1168 and all sealants used as a filler must meet or exceed Bay Area Air Quality Management District Reg. 8, Rule 51
  - Paints and coatings must meet or exceed the VOC and chemical component limits of Green Seal requirements
  - Carpet systems must meet or exceed the Carpet and Rug Institute Green Label Indoor Air Quality Test Program
  - Composite wood and agrifiber products must contain no added urea-formaldehyde resins

Even though this work will be performed during non-business hours (before 7:00 am and after 7:00 pm Monday – Saturday or on Sundays), notice must be provided so that management can notify surrounding tenants. Activities include, and but not limited to the following:

- Demolition
  - Core drilling
  - Hammer Drilling
  - Shooting track/hangers
  - Sprinkler pipe threading
  - Use of pneumatic tools
  - Pulling or mounting conduit or boxes
  - Sheet metal fabrication
30. General contractors must notify the Real Estate Manager of all planned after hours construction activity. A list of all

after-hours workers must be turned in by 3:00 p.m. for weekday work and 11:00 a.m. Thursday for weekend work.

31. The Contractor must provide the Property Manager/Chief Engineer with written notification 48 hours prior to needing access to an occupied area. The Property Manager/Chief Engineer will notify the Tenant and then provide direction to the Contractor. The Contractor will only be allowed access to the floors and/or suites on and in which they are working. Access to adjacent suites and to other floors in the Building is prohibited without the Property Manager/Chief Engineer's prior written approval.
32. When contractors are working above an occupied suite, ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.
33. Debris removal shall be accomplished through the loading dock only. No debris, pallets, or construction materials shall be left in the loading dock. In addition, recycling of debris is required as is a copy of your plan for this. At a minimum, 60% of all project waste should be diverted from the landfill with a target of 85%.
34. Debris boxes shall be identified with contractors name to eliminate contractor confusion.
35. The Contractor is responsible for scheduling the daily removal of all trash and debris created during the course of construction. All contractors must schedule the delivery of trash containers with the Property Manager/Chief Engineer. At no time are the Building trash compactors and/or dumpsters to be used by the Contractor. The Property Manager/Chief Engineer assumes no responsibility for the Contractor's trash containers. Trash shall be contained within the Contractor's trash containers which should be emptied on a regular basis and never allowed to overflow or otherwise remain outside of the required container.
36. All areas the Contractor or its subcontractors work in must be kept clean. All suites that contractors work in shall have construction dirt, dust and debris removed prior to completion inspection. Walk off mats or carpeting may be required to assist in dust prevention and/or migration into Building Core or Tenant spaces. Protective covering should be used to prevent dust migration into supply and return duct openings and possible new equipment installations. The final cleaning includes cleaning of all carpet, windowsills, inside of perimeter windows, light diffusers, HVAC grilles, cabinets, sinks, etc.
37. The Contractor is responsible for ensuring job site safety. This includes safety for the work force as well as anyone entering the construction area. The Contractor shall provide protection and barricades as required to ensure personnel safety and shall strictly comply with OSHA at a minimum.
38. All movement of materials in or out of the building will be through the loading dock and service corridors. Use of the loading dock will be limited to the building hours of operation and will be restricted by scheduling restraints of regular building operations (deliveries, cleaning, etc.) Contact the Property Manager/Chief Engineer 48 hours in advance to use the loading dock.
39. Use of the freight elevator will be limited to the building hours of operation and will be restricted by scheduling restraints of regular building operations (deliveries, cleaning, etc.) Contact the Property Manager/Chief Engineer 48 hours in advance to use the freight elevator.
40. Contractors shall not use passenger elevators.
41. Construction materials and equipment shall not be staged or stored in any area without prior written approval of the Property Manager.
42. Protection and clean-up of existing finishes in common areas and freight elevator shall be performed by the Contractor to the satisfaction of the Property Manager. The Contractor shall provide adequate matting/protection for all Building finishes. Walk off mats shall also be provided and cleaned periodically by the Contractor. Methods and times of protection shall be submitted in writing to the Property Manager for approval.
43. Restroom use by Contractor personnel is restricted to the floor on which work is being performed or as designated by the Property Manager/Chief Engineer. The Contractor must clean existing restrooms/janitor's closets as part of the

final clean up. Restrooms on multi-tenant floors shall daily be kept clean and free of construction debris and dirt by the Contractor during construction; otherwise Contractors will be designated to use the restrooms outside of the building.

44. The clean-up of construction tools and equipment will be confined only to the janitor closet. All janitorial, electrical and telephone closets utilized by construction should be cleaned and free from construction debris after the construction is complete. No paints, thinners, or hazardous material will be poured down the drain or stored in the space either during or after construction.
45. The Contractor must leave the constructed space completely clean, including but not limited to the cleaning of the inside of all exterior windows and sills, all interior windows and sill, all light fixture lenses, all HVAC grills, cabinets and sinks. The Contractor must also vacuum the floor, including edge vacuuming, as a part of its work.
46. Food and related such debris shall not be left in the suite under construction or anywhere else in the Building at any time. All trash and food waste must be removed from the property at the end of each working day.
47. The Contractor shall maintain cleanliness throughout the Building, and no cluttering or blocking of hallways, exits, elevator lobbies, electrical closets or loading docks is allowed. All carpets are to be kept clean at all times, **ESPECIALLY CARPET IN COMMON LOBBIES AND CORRIDORS**. Contractor will be required to reimburse the building management for a thorough carpet cleaning at the completion of the construction job, if such cleaning is deemed necessary in the sole judgment of the building management.
48. The Contractor shall be responsible for the following expenses:
  - Parking for Contractor's and Contractor's employees' vehicles, if required.
  - Extended guard and/or engineering services as may be required to perform work.
  - Protection and restoration of all finished surfaces to remain (i.e. carpet, glass, aluminum, ceilings, wall covering, paint, hardware, etc.)
49. The contractor shall notify the Property Manager in writing and obtain Manager's written approval at least 48 hours prior to any interruption of building services. The Contractor will be responsible for damages arising out of loss of Building services, including power, due to its actions and the actions of its subcontractors.
50. All Building Fire/Life Safety System work, including demolition, smoke detectors, fire pull stations and fire panel tie-ins must be completed by Ark Systems (410-997-0188). All work must be monitored by the Building Engineer. Prior to occupancy the Contractor will demonstrate to the Property Manager/Chief Engineer's satisfaction that the Fire/Life Safety Systems are functioning properly. Note all fire alarm testing must be done after hours. Also note Electrical Riser tie-ins must be done during building schedule outage times. All EMS work and tie in is to be done by ESI (703-471-6340) or approved by an EMS provider.
51. Contractors shall not disconnect or alter any life safety equipment without prior authorization from the Chief Engineer. All work that may activate, deactivate or alter any smoke detector(s), fire door(s), sprinklers, electronics, fire protection or life safety systems shall require prior written notification to the Property Manager/Chief Engineer. **Covering smoke detectors is not permitted.** Any work altering any life safety equipment shall not commence until Property Manager's written approval has been obtained for both timing and scope of work.
52. The Contractor shall protect drains to prevent clogging and shall clear all drains which have become clogged during construction.
53. Contractor is not permitted to drill, cut or chase openings of any description in any part of the base building structure without prior written approval of the Property Manager/Chief Engineer and the Building's Structural Engineer if appropriate. Once the proposed work is deemed necessary and acceptable, it will be carried out after regular working hours by the Contractor. The Contractor is responsible to ensure the slab opening is clearly marked with barricades at all times. Any floor penetrations shall be adequately fire stopped in accordance with applicable codes. Any work of this type will require an x-ray inspection of the slab prior to drilling. Any damage to cast-in electric wiring will have to be repaired by the Contractor at their expense. All x-raying and coring must be completed between midnight and 6:00AM.

54. The Contractor shall observe the following procedures:

All HVAC units within the construction site will be turned off during construction.

- Contractors are not to sit or stand on building equipment.
- Contractors shall cover the main HVAC return with filter material. VAV boxes in construction areas must all have construction filters installed.
- A preliminary inspection of the HVAC work in progress shall be scheduled through the Property Manager/Chief Engineer prior to the installation or re-installation of the ceiling grid.
- A second inspection of the HVAC work in progress shall be scheduled through the Property Manager/Chief Engineer and shall take place with the attendance of the HVAC contractor's air balance engineer and the Chief Engineer. This inspection shall take place when the suite in question is ready to be air-balanced. All diffusers will be balanced within 10% of design criteria.
- The Chief Engineer will inspect the all HVAC work on a periodic basis and upon completion.

55. The location of all thermostats and diffusers shall be verified with the Chief Engineer prior to their installation.

56. The Contractor shall verify furniture plans and be responsible for mounting thermostats away from file cabinets, shelves, etc. to allow good airflow.

57. Supply/return air shall be balanced by the Contractor and shall not affect entry or interior door operation.

58. Electrical panel schedules must be completely replaced and dated, identifying all new circuits. All new panel schedules shall be typewritten and a final copy provided to the Building Manager/Chief Engineer.

59. All electrical outlets and lighting circuits shall be property identified. Outlets shall be labeled on the backside of the cover plate.

60. Doors to suite, equipment and electrical rooms shall not be left open when the Contractor is not present. On no door, can the door closer arm be propped open or detached. Any electrical closet left open with the panel exposed, must have qualified Contractor personnel present at all times.

61. The Contractor must contact the Property Manager/Chief Engineer for identification of unused conduit which is to be removed as a part of the work.

62. All Contractor activities must be conducted in a professional manner. All individuals must keep in mind that Building Management is responsible for providing quality service to all customers, tenants and visitors of the building.

63. The following additional rules apply to all contractors and subcontractors:

Proper identification of the company and staff working on site is required. All contractors are required to check in at the management office prior to work commencing.

#### NO SMOKING

Professional behavior is required. Appearance and professionalism are important to our customers, visitors and tenants when you and your employees are within the building. Serious offenses which will result in immediate dismissal from the premises or closing down of the job include:

- Possessing or consuming drugs or illegal substances while on the property.
- Violating Local, State or Federal Statutes or Regulations while on the property.
- Physically or verbally abusing/harassing any individual who works in or visits the building.
- Duplicating of keys, disabling of locking mechanisms or illegal entrance into any restricted space within the

property.

- Use of foul or vulgar language.

No eating or coffee breaks allowed in public areas or occupied tenant space, or outside the building's main entrance on L Street. The only approved area for eating or coffee breaks is within the contracted work area (if not occupied) or space designated by the Property Manager.

No congregating in public areas within the building or the building's premises. Meetings, lunches and breaks are to be within the contracted work areas.

## **OWNER GENERAL CONDITIONS**

### **THIS A GREEN LEED GOLD BUILDING**

**RECYCLING** of demolition and construction waste is required. General contractor to provide Property Management the waste hauler to provide scale tickets.

**ADHESIVES** used must be low VOC.

**HOUSE KEEPING** suppress dust and ensure no food is left on the site, use only low emitting cleaning agents.

**PAINTING / STAIN** only low VOC products compliant with the Green Seal GS-11 standard can be used. Staining or sealing products must be done after hours with prior management approval.

**VAV** boxes in construction area must be fully commissioned.

Note filters not required in VAV boxes after construction is completed.

**CEILINGS** must be fully clears of all UN used products, including network wiring.

**AIR BALANCE** all office areas HVAC affected by construction must be air balance by an independent contractor.

**SUB METERS** All supplemental HVAC equipment must be sub metered.

**FIRE STOP** All penetrations must be fire stopped.

Acknowledgement of Building Rules and Regulations:

**Signed by:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ACCESS REQUEST FORM PROCEDURES

The following form is to be submitted to the Property Management office within 48 hours of work request date by **“All Contractors”** for all off hours work or for any work which will require the assistance of the building staff for the following areas:

1. Sprinkler work/fire pump shut down
2. Fire alarm work
3. Electrical tie-ins or shut downs  
(Riser shut down only during scheduled building outages)
4. Plumbing - riser shut downs, etc.
5. HVAC tie-ins or shut downs, etc.
6. Other: i.e. - access to closet doors, machine rooms and/or service elevator usage, etc.

This form can be obtained from the Property Management office. Fill out the form in the areas that pertain to **you**.

1. Name of person making request
2. Company Name
3. Date work is to be done
4. Job type
5. Description of work details
  - a. Work to be done
  - b. Number of workers
  - c. Estimated time of completion  
hours, days or weeks, etc.
6. Signature and date of request.

Notice: There are **NO EXCEPTIONS** to this procedure and any unauthorized work will be stopped.