



GREENLAW

2050 Main Street **General Contractors Rules and Regulations**

The purpose of these rules and regulations is not to place undue hardship on the subcontractors. They are designed to protect tenants of an occupied building.

The rules pertaining to the eating of food, sunflower seeds, smoking, and chewing tobacco will be strictly enforced. We are not a clean-up service for your employees, and we will not allow food or drinks to be on the construction site.

Your field foreman will be given a copy of these rules and regulations at the start of each job, and he will be responsible to ensure that they are followed.

1. At NO time will any alcohol or drugs be allowed on the premises.
2. There will be absolutely NO eating or drinking inside the buildings. Each subcontractor on a daily basis will clean up their area where they have lunch or breaks outside the building. Subcontractors violating this rule will be charged for the cleanup.
3. There will be absolutely NO smoking or eating breaks in front of the building. Eating at designated areas only.
4. Proper attire is required; this includes work boots, shirts, long pants, hard hats, safety glasses, etc.
5. Parking at an occupied building will be limited to a designated area by the superintendent, and Greenlaw Management, not in front of the building.
6. There will be NO radios on the construction site. For safety reasons, NO headphones will be allowed.
7. There will be absolutely NO smoking inside the building. Anyone using chewing tobacco, abusive language, or spitting anywhere on the property will be asked to leave the project.
8. The passenger elevators are not to be used by construction personnel.
9. Offenses that will result in an immediate request for discharge include, but are not limited to the following:
 - a. Violating any federal, state, or local statutes or safety codes while working at the property.
 - b. Possession of weapons or firearms while on the property.
 - c. Physically abusing or harming any individual who works at or visits the property.
 - d. Duplicating any keys used in the building.
 - e. Providing building access at any time to anyone not authorized by Greenlaw Management.

- f. No storage of flammable substances will be allowed or stored in the building unless approved in the writing by Greenlaw Management in accordance with the approved building codes and regulations.
10. Subcontractors at no time will be allowed to use the public restrooms inside the building. Outside toilets will be provided for subcontractors use. A subcontractor will be removed and then billed for cleanup of the restroom if one of his employees is found using the restrooms.
11. General Contractor will install protection for existing doors, carpet, etc. during the course of the project. Subcontractors removing or damaging the protection will replace or repair it or they will be charged for the repair. Subcontractors are required to protect any finished or completed areas prior to any work.
12. The building janitorial supplies (vacuums, brooms, etc.) are not to be used for construction cleaning and the day porter is not to be used in place of a clean-up crew.
13. In regards to the work that creates excessive dust or odor, i.e. demo, painting, sanding, sweeping, the contractor is responsible for covering return air intakes on C.A.V. boxes, F.P. boxes, V.A.V. boxes and mechanical room boots, with PPL approved filter media (1" fiberglass filter UL classified class 2 for flame retardants).
14. No liquids of any kind are to be poured down the sinks in the restroom or onto the landscape areas.
15. All smoke detectors will be bagged and UN-bagged daily in construction areas.
16. All loading docks must be kept clean and clear at all times.
17. As a part of construction cleanup, the electrical rooms, fan rooms, and storage rooms will be swept clean and any materials remaining from contractors will be removed. Entrance to all secured mechanical and electrical areas must have prior approval from Greenlaw Management.
18. General Contractor will submit a list of subcontractors' schedules prior to the start of construction to Greenlaw Management.
19. For removal of demolition, furnishings, etc. prior permission must be obtained from RiverRock Real Estate Group and must be completed after the normal business hours of 7:00 am to 6:00 pm.
20. When in tenant space after regular working hours and/or weekends, the General Contractor must be present at all times. Inform Security if General Contractor is not present, as workers are not to be let in.
21. All blinds must be protected from dust and debris.
22. Vacuum public corridors in affected areas following each workday.

23. Subcontractor and subcontractor's personnel shall treat all tenants with utmost courtesy and respect. Any problems or special requests from tenants are to be immediately reported and/or referred to Greenlaw Management. Subcontractor understands all activities performed under the scope of this contract are to be coordinated solely by the General Contractor and Greenlaw Management.
24. All workers must be properly, permanently, and visibly identified at all times.
25. If subcontractors use vacant space for material storage, the same subcontractors will be responsible for removal of ALL materials from site, leaving area in a broom clean condition, at completion of each tenant improvement unless other arrangements are made with Greenlaw Management.
26. Any subcontractor requiring entrance to the building during the off-hours will be required to make arrangements with the construction superintendent. At no time will a subcontractor be allowed to gain access through Property Management or the building engineer. The construction superintendent will be required to complete the after-hours access forms and submit to Greenlaw Management for this access.
27. In an occupied building, all work generating noise or odor that will be disruptive to other tenants will be performed before 7:00 am and/or after 6:00 pm. This would include steel stud bottom tract, ceiling wires, carpet track strip, core drilling, etc. where a tenant above or below will be disrupted.
28. Greenlaw Management must be notified prior to any painting being done. Carpeted hallways and open areas must be covered.
29. There will be absolutely no materials left in the common areas such as lobbies, exit corridors, restrooms, or elevators for any period of time. All materials brought into the building will be immediately taken to the staging area at the construction site.
30. Construction personnel are to use the loading dock entry for entering or leaving the building. No one is to use the lobby entries for entering or to bring in tools or materials.
31. There will be no stocking or removal of materials through the lobby during building business hours between 7:00 am and 6:00 pm. All deliveries must be scheduled giving a three (3) day notice with the construction superintendent who will then notify Greenlaw Management of the delivery. Only the freight elevator and stairs will be used for deliveries.
32. Subcontractor will be responsible for security of any material stored on site. Greenlaw Management will not accept unattended deliveries. Subcontractor shall provide lifting or hoisting equipment as necessary.
33. Any power cords placed in the common areas will be taped to the floor.
34. The Fire Sprinkler and Fire alarm contractors are responsible for making sure that the Greenlaw Management and alarm companies are notified prior to starting work each day. This will be done directly through the superintendent. Greenlaw Management must be notified prior to any sprinkler or fire alarm work.

35. All construction debris will be placed in a construction dumpster, not the building dumpsters. Tractors will be charged for using the building dumpsters and for cleaning around the construction dumpster. Location of the construction dumpster must be approved by Greenlaw Management.
36. Any work requiring the entrance to an occupied suite will be scheduled through the superintendent and approved by Greenlaw Management only, giving a three (3) day notice. Do not contact the tenant directly. If after hours Security Escort is required, the cost will be charged to the General Contractor.
37. Clean up tools and equipment (drywall taping tools, paint brushes, and rollers, etc.) will be done in an area designated by the superintendent and Greenlaw Management. All subcontractors are required to clean job site on a daily basis.
38. All subcontractors in a non-designated area will be immediately removed from the job site.
39. Contractor shall insure that all personnel have a thorough comprehension of these work rules and policies.
40. General Contractor will provide the following to the subcontractor and Greenlaw Management:
 - a. Detailed drawings and specifications of the work to be done.
 - b. Copies of all permits from the City Building Department.
 - c. A Certificate of Insurance along with contact names and telephone numbers.
 - d. A copy of the city final inspection and Certificate of Occupancy.
 - e. A lien waiver release for the building and warranties for work.
 - f. Closeout package must include completed LEED Purchase Tracking Table including product data, cost per unit and number of suite.
 - g. Closeout package must include completed LEED Waste Tracking Table including waste tickets.

Company

Accepted and Approved

Date