

1150 18th Street, NW

2018 BUILDING RULES AND REGULATIONS

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 performing work in the Building.

Any references to Rockrose Development 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. All Contractors and Subcontractors will be approved by Rockrose Development prior to work commencement.
2. All space plans, final drawings, engineering or design/build drawings, and materials must have the expressed written approval of Rockrose Development prior to demolition/construction commencement.
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 balanced within 10% of design criteria, 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 must provide proof of financial security satisfactory to Landlord in order to ensure that the premises shall be kept free from Mechanic's or Material Man's Liens
6. All Contractors, Subcontractors and Suppliers must submit Releases of Liens using the unaltered, Rockrose Development 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.
7. All activities and changes that may result in a cost to Rockrose Development must be approved in writing by Rockrose Development prior to the cost being incurred. Claims for additional costs for activities or changes not previously approved by Rockrose Development 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 Rockrose Development personnel will not be responsible for directing Sub-Contractors or liable for any acts or omissions of a Sub-Contractor in the event some direction is given in the absence of the General Contractor. The General Contractor must have an Authorized Supervisor on site during and while any work is being done by any Sub-Contractor in said space.
9. Before any hazardous materials 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 Rockrose Development, or must be party to a construction agreement with a tenant in the Building on a form of contract acceptable to Cushman & Wakefield. If a conflict exists or arise between these Building Work Rules and the Rockrose Development 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 or E-mail to the Building Management at least 3 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 **approved** permit set of drawings will be delivered to the Property Manager **along with the building permit prior to mobilization**. A copy of the tenant's Certificate of Occupancy shall be sent to the Property Manager's attention at job conclusion **prior to tenant occupancy**.
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, 1995, Chapter 3.
 - 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 8 must be used at each AHU Return Grill as determined by ASHRAE 52.2-1999 and changed out for new as needed due to drywall duct accumulation on media. Return Air Smoke detectors shall be covered during drywall sanding to protect them from drywall dust accumulation, and uncovered at the end of each work day.
 - Replace filtration media immediately prior to Air Balancing and/or 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.
14. The Contractor shall submit a project schedule to Property Manager/Chief Engineer, 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 Contractor's expense if the work is not acceptably corrected within two weeks of written notification.
16. The Contractor shall insure that all utility services (electrical, HVAC, etc.) to each separate Tenant suite will be provided specifically for each specific suite. No shared services will be accepted. When splitting an existing electrical service, the Contractor must restore the adjacent tenant's service to a condition acceptable to the Property Manager/Chief Engineer. Sub metering must be provided as required by the Working Drawings.
17. 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.
18. All new, existing and relocated equipment and devices (Plenum/Duct Smoke Detectors, VAV boxes, etc.) shall be easily accessible (i.e., not blocked by new drywall or pre-existing construction). If located above drywall ceiling, appropriate sized access hatches must be installed. **Contractor to coordinate final size and location of access panels with building engineer prior to installation**.
19. 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 within 25 feet of welding or burning that is allowed. It shall comply with all applicable codes. Per Rockrose Development policy a Hot Works Permit must be filled out prior to this work.
20. All lock changes shall require prior written notification by the Contractor to Building Management and must comply with established building standard specifications. Cylinders are Sargent LJ, the Master key codes are kept with Federal Safe and Lock Inc. (See Chief Engineer for lockset specifications).
21. Nothing will be applied to existing metal Building components.

22. 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.
23. No wiring of any kind shall penetrate fire dampers in demising partitions.
24. The Building Standard lighting fixtures utilize 4' tubes, U-Bend, and CF lamps and all the fluorescent fixtures shall follow the Building Standard (T-8's) in color (741/841) and wattage (14/28/32) unless previously approved by Property Manager. Ceiling tiles shall be 1912A Armstrong with 9/16 inch grid, white color
25. No changes to the window coverings on the perimeter will be permitted.
26. No improvements will be permitted that would alter the Building's appearance from the exterior or from the Building common areas.
27. All Building Standards must be adhered to when shown or indicated on the Working Drawings.
28. Contractors can check out keys for the Mechanical and Electrical rooms through the Property Manager/Chief Engineer. A valid driver's license must be left with the Property Manager/Chief Engineer as a deposit when borrowing keys. All said Mechanical/Electrical rooms must be locked at the end of the work day.
29. Contractors are not permitted to use any of the Building maintenance equipment, including ladders, tools or supplies of any kind.
30. The Contractor must provide the Property Manager/Chief Engineer with written notification 72 business 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.
31. No odor causing or construction activities that hinder or impede Building or Tenant operations, between the hours of 8:00 am – 6:00 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.
32. The Contractor shall notify the Property Manager 3 business days prior to commencing any work which may cause objectionable noise or odors. To reduce the quantity of indoor air contaminants that is 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 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 agri-fiber products must contain no added urea-formaldehyde resins.

Even though this work will be performed during non-business hours (before 8:00 am and after 6:00 pm Monday – Friday or on weekends), notice must be provided so that Management can notify surrounding tenants. Activities include, and but not limited to the following:

- Demolition
 - Core drilling
 - Shooting track/hangers
 - Sprinkler pipe threading
 - Use of pneumatic tools
 - Pulling or mounting conduit or boxes
 - Sheet metal fabrication
33. General contractors must notify the Property 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.

34. 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.
35. Debris removal shall be accomplished through the loading dock only. No debris 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 shall be diverted from the landfill with a target of 85%. Also, if new lighting fixtures are to be installed during Construction, ALL Mercury containing bulbs shall be removed from the old light fixtures, stored in approved re-cycle containers and sent for re-cycle with a copy of the approved Certificates submitted along with the above recycle submission plan. At Minimum a copy the Bulb Recycle Cert. shall be given to the Property Manager/Chief Engineer. **No Mercury containing bulbs shall be added to the normal debris removed during Demo work.**
36. Debris boxes shall be identified with Contractors name to eliminate Contractor confusion.
37. The Contractor must provide for 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.
38. 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. This final cleaning includes cleaning of all carpet, windowsills, inside of perimeter windows, light diffusers, AHU rooms and HVAC grilles, cabinets, sinks, etc.
39. 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 requirements at a minimum.
40. All movement of materials in or out of the building will be through the loading dock and service corridors. Masonite must be used on the flooring between the Dock and Elevators and shall be laid and taped down as to prevent any tripping hazard to workers or Building Tenants. 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 72 hours in advance to use the loading dock.
41. 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.
42. Contractors shall not use passenger elevators **under any circumstances**. The Freight car has side padding installed.
43. Construction materials and equipment shall not be staged or stored in any area without prior written approval of the Property Manager.
44. 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.
45. 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 Portable Restrooms outside of the Building provided by the GC.
46. The cleanup of construction tools and equipment will be confined to the construction space and only 5-gallon buckets of water for cleanup shall be obtained from the janitor closet. All janitorial, electrical, and telephone closets utilized by the Contractor and his Subs, should be left clean and free from construction debris after the construction is complete. No latex or enamel paints, thinners, drywall mud or hazardous material will be washed (brushes, mudding tools, etc.) out or poured down the toilets, urinals, or bathroom floor drains, or janitor closet drains due to potential

clogging possibility, or stored in the space either during or after construction.

47. 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 sills, all light fixture lenses, all AHU rooms, HVAC grills, cabinets and sinks. The Contractor must also vacuum the floor, including edge vacuuming, as a part of its work.
48. 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 Company 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.
49. The Contractor shall be responsible for the following expenses:
 - Parking for Contractor's and Contractor's employees' vehicles, if required. Only 1 Space is provided in our rear parking area for the Project Supervisor to be determined by the Building Engineer **(if available)**.
 - "After-hours" elevator service and /or repairs required by OTIS due to damage caused by Construction work.
 - Extended Guard and/or Engineering OT services as may be required to perform after hours work. Engineering O/T hours are charged at the rate of \$ 58.26 per hour. Guard service O/T rates to be determined at the time of service.
 - Protection and restoration of all finished surfaces to remain (i.e. carpet, glass, aluminum, ceilings, wall covering, paint, hardware, etc.)
50. The Contractor shall notify the Property Manager in writing and obtain the Manager's written approval at least 72 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.
51. **All Building Fire/Life Safety System work, including site demolition, install/removal of smoke detectors, pull stations and all fire panel tie-ins and associated wiring must be completed by Mona Electric Group, Inc. (1-800-GET-MONA), not by the Electrical Contractor, and all Mona Fire Alarm Technicians shall be NICET Certified.** ALL NAC/SNAC panel load tests shall be performed by Mona Electric, and Pre-tested BEFORE the Demo work, and then AFTER the completion of the install work per DC City code requirements. 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.
52. **No Contractor shall disconnect or alter any Fire/Life/ Safety equipment** without prior authorization from the Property Manager, Building Engineer, and or MONA Electric Group. All work including "ring downs" that will activate, deactivate or alter any smoke detector(s), fire door(s), sprinklers, electronics, fire protection or life safety systems shall require 48 hours prior written notification to the Property Manager. Such work shall not commence until Property Manager's written approval has been obtained for both timing and scope of work. Under this clause, all related AHU return or plenum smoke detectors shall be cleaned or replaced as needed by **Mona Electric Group**.
53. The Contractor shall protect drains to prevent clogging and shall clear all drains which have become clogged during construction.
54. All HVAC work will be inspected by the Property Manager/Chief Engineer.
55. 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 NEW OR EXISTING 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 with 72 hours notice to any affected Tenants spaces. Any damage to cast-in electric wiring will have to be repaired by the Contractor at their expense. **ALL FURNITURE, CARPETING, OR OFFICE EQUIPMENT IN AN ADJOINING TENANT SPACE IN WHICH IT IS REQUIRED TO ACCESS TO COMPLETE THE X-RAY OR GPR WORK SHALL BE COVERED WITH PLASTIC TO PREVENT DAMAGE FROM THE X-RAY WORK.** Any damage to said space will be the responsibility of the Project GC. All X-Raying and coring must be completed after hours and Certified by an appropriate Structural PE prior to any coring/drilling. The GC will be required to cover the on-site Building Engineers time at the rate of \$ 58.26 per hour.

56. The Contractor shall observe the following procedures:

- Contractors are not to sit or stand on building equipment.
- Contractors shall cover both HVAC/AIR HANDLER UNITS returns with filter material and maintain clean material throughout the duration of the job.
- Prior to start of any Demolition, the Contractor is to measure the Duct traverses of the air flow through the existing outdoor supply air outlet, AHU supply air, and return air trunks for the affected AHU's, within 10 feet from AHU room wall of contract and submit a certified report of Air Flow Measurements on an official AABC/NEBB form.
- 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 and before Ceiling close in. All diffusers will be balanced within 10% of design criteria. HVAC Concepts Inc. may be required to be used by the Air Balance Contractor if they do not have the equipment to interface with the EMS system. Their number is 301-670-0044, ask for Nate Phister for scheduling a Tech to come to the site.
- All VAV unit's control's access doors shall not be blocked with Ceiling Grid wire, sprinkler pipe or any other material that will not allow access to the VAV controls for any future repair work.
- For the Air Balance Report, all VAV boxes shall be numbered to coincide with the designations used by the Building Energy Management system, ex. 204, 205, 315, 522, etc.
- The Chief Engineer will inspect the construction on a periodic basis.
- Any VAV boxes above drywall ceilings shall have not less than a 20 x 20 inch access hatch to allow access to the VAV box.

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

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

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

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

61. All electrical outlets and lighting circuits shall be properly identified. Outlets shall be labeled on the backside of the cover plate and ceiling mounted J-boxes shall have panel and breaker numbers on them..

62. 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.

63. 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.

64. 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.

65. All coffee machines and water cooler installations must be made in Copper piping only, with compression or soldered couplings. All water filters must also use metal housings. No plastic tubing of any kind is permitted to be used.

66. 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.

67. Smoking is not allowed on the premises.

68. 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. Food trash must be removed at the end of each shift.

69. 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.

70. 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.
- ALL OSHA SAFETY CODES SHALL BE FOLLOWED INCLUDING: ALL WORKERS ON SITE MUST USE PPE, HARDHATS, WORK SHOES, GLOVES, AND ANY SAFETY RELATED PPE REQUIRED BY OSHA.
- BEFORE THE START OF THE JOB, THE ELECTRICAL CONTRACTOR SHALL PROVE THAT HIS EMPLOYEES ARE TRAINED IN **OSHA 70 E ARC FLASH AWARENESS**, AND A COPY OF THE CERTIFICATION IS TO BE GIVEN TO THE BUILDING ENGINEER, AND 1 COPY POSTED INSIDE THE ELECTRICAL ROOM, PRIOR TO THE START OF THE WORK.
- **A COPY OF THESE RULES SHALL BE POSTED WITHIN THE CONSTRUCTION SITE IN PLAIN VIEW, AND A SIGNED COPY FROM EACH SUB-CONTRACTOR SHALL BE GIVEN TO THE BUILDING ENGINEER PRIOR TO START OF WORK.**

– END – updated January 3, 2018 RKP

Signed by: _____

Print Name: _____

Company: _____

Date: _____