

# 800 North Glebe Road

## CONTRACTOR RULES & REGULATIONS

**Building Standard Conformance** – The Contractor must be certain that all ceiling tiles, venetian blinds, and door hardware conform to the building standards. Door locks should be keyed to the building master and to the floor master. The management office should be consulted before ordering these items.

**Protection of Non-Construction Areas** – The Contractor shall protect all walls, floors, carpet, furniture and fixtures and shall repair or replace damaged property without cost to the Owner. Masonite (or plywood) must be placed as a walkway on the public corridors from freight elevator to the construction site and to the Public Restrooms to protect the carpet from drywall dust, etc. Common area carpet protection is to be removed daily and the carpet vacuumed daily.

**Painting** – All oil based painting, staining and varnishing work must be performed after hours. There will be no exceptions to this rule. This work must be scheduled with the Property Manager in order that arrangements can be made to run the HVAC system while work is being performed.

**Dusty Work** – Contractor shall notify the Building Engineer prior to commencement of work that will create excessive dust such as sheet rock cutting, sanding, extensive broom cleaning, etc., so that additional filtering capacity can be arranged for the affected HVAC equipment. Failure to notify the Building Engineer will result in the Contractor absorbing the costs to return the equipment to its proper condition. In buildings with a ceiling plenum air system, all lights shall be covered during high dust construction.

**Restrooms** – Only restrooms designated by the Lead Engineer may be used. Restroom sinks may not be used to clean tools, paintbrushes, etc. Access to slop sinks should be coordinated with the management office. All paints, varnishes, thinners, etc. should be disposed of properly.

**Loading Docks** – Contractor must use the loading dock for the delivery of all construction materials to the job site as well as for the removal of debris from the building. Use of the loading dock must be scheduled with the management office in advance. All materials unloaded at the dock shall be moved to the area of use immediately and shall not impact use of this facility in any way.

**Blinds & Draperies** – During construction, Contractor shall raise venetian blinds, protect and bag existing blinds/draperies so as not to damage them.

**Trash & Debris** – Contractors will remove their trash and debris daily or as often as necessary to maintain cleanliness in the building. Construction dumpsters will not be permitted on-site. All trash and debris must be removed by truck. Please coordinate pick up times with the management office. The building trash containers are not to be used for construction debris. Contractors shall be responsible for daily removal of waste

## 800 North Glebe Road

foods, milk and soft drink containers, etc. to trash room. Failure to properly clean up debris will necessitate a cleaning charge of \$250.00/day to Contractor.

**Elevators** – The designated freight elevator is the only elevator to be used for moving materials and construction personnel and shall be properly protected with temporary plywood, wall protection or elevator pads. Use of the elevator is to be scheduled with the management office. The freight elevator is to be locked on independent service for the hauling of materials. **Do not hold doors open by propping or wedging materials in their tracks. This can cause serious damage.** The elevator must be cleaned after each use including vacuuming the carpet, cleaning of any debris in the door track, and wiping down of the door and interior panels.

**Mechanical, Electrical, Plumbing** – Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the Lead Engineer must be notified. **If any mechanical, electrical or plumbing devices are already turned off when you go to turn them off, find out why – it may be turned on while you are working.** Permission to enter other tenant spaces must be arranged through the Building Manager.

**Utility Charges** – Contractors may be charged for utility consumption at the discretion of building management. The Contractor should consult the Building Manager about what, if any, utility charges apply and the method of calculating consumption.

**Cutting, Core Drilling** – Before any cutting, drilling, core boring or other structural work is performed, the Contractor shall have the locations reviewed by the building's structural engineer, obtain the Property Manager's permission and verify the locations of the building's utility lines so as not to damage them.

**Utilities** - No utilities (electric, water, gas or oil) or services to tenants are to be cut off or interrupted without first having requested and secured, in writing, the permission of the Building Manager. All electrical or plumbing tie-ins or shutdowns shall be scheduled in advance, with a minimum of 48 hours notice, with the building management.

**Base Building Tie-Ins** – The Building Manager must receive 48 hours prior notice for all tie-ins to the base building plumbing, electrical or sprinkler systems. In the event Contractor's work requires a shutdown of these systems the Property Manager reserves the right to set specific after-hours times when such work may be performed, require that the Building Engineer be present, and charge the Contractor for overtime cost for engineer time. To coordinate the tie-in to any base building system please contact the management office at (571) 312-8171 as base building contractors must be utilized in order to not compromise equipment warranties and maintenance contracts that are in place.

**Operating Hours** – No work is to be performed during standard building operating hours that will disturb or inconvenience other occupants of the building without the written permission of the Owner's agent (including work creating noise or odor). All work

## 800 North Glebe Road

involving drilling or boring of concrete will only be allowed prior to 8:00 a.m. and after 6:00 p.m. Monday through Friday, and prior to 8:30 a.m. and after 1:00 p.m. on Saturday unless otherwise approved in advance. X-ray work may require special scheduling.

**Temporary Keys** – Whenever it is deemed necessary by the Property Manager to temporarily issue any key to the Contractor, the Contractor will be responsible for controlling possession and use of it until returned to the issuing party.

**Security** – Contractor will be responsible for re-locking any areas made available for necessary access whenever that area(s) is unattended, and also when work or work hours are completed. Contractors are responsible for the security of their own job site at all times. Should the Contractor need to work on an overtime basis in an area that is open to the building and unsecured, the Contractor shall provide security through the landlord's security agent and shall reimburse the landlord for such time that is utilized during the overtime period. If double shifts are performed and such shifts go beyond the normal working hours of the security personnel, then the Contractor shall also make arrangements with the management office to provide security during these hours and shall reimburse the managing agent for this time. All costs of the provision of security personnel will be borne by the Contractor. It is recommended that electronic security in the suite under construction be deactivated during construction. Activation of the electronic security system for the suite should be scheduled well in advance to ensure completion by the time of tenant occupancy.

**Safety** – Contractor shall be aware of all life safety issues and shall provide a list of emergency contacts in the event that a representative of the Contractor's organization must be contacted after hours. In addition to this contact list, Contractors shall provide fire extinguishers at a ratio of one (1) for each 1,000 square feet of construction area and such fire extinguishers shall be mounted in a visible area marked properly. Contractors shall comply with all OSHA regulations as well as all federal, state and city or county codes relating to workers' safety. The Contractor shall review the job site and the job organization for total compliance to these rules and regulations on a weekly basis and provide a report to the Owner that such review has been performed and any infractions that were observed during this review. The Contractor shall provide MSDS sheets to the Property Manager for all Volatile Organic Compounds prior to use on the premises. The use of such compounds is restricted to non-business hours.

**Life Safety Devices** – Contractor, under no circumstances, will be allowed to disconnect, tamper with, delete, obstruct, relocate add any life safety, fire detection, notification, suppression unit or devices except as indicated on the drawings approved by the Fire Department Authority having jurisdiction. In the event contractor's work requires electrical, plumbing or sprinkler system shutdown or fire alarm tie-in, building management reserves the right to prohibit such during building hours. Arrangements must be made with the Building Manager as to the hours when such work can be performed, to have an engineer present, and to pay the cost, if any, for such engineering time. In taking over an area, the Contractor shall maintain, repair, or improve as

## 800 North Glebe Road

necessary all safety requirements of that area. Contractor will be charged \$1,000 plus associated building management costs per incident.

**Accidental Alarm** – Contractor shall take all necessary precautions to prevent accidental alarm of automatic fire system devices (smoke and/or heat detectors), etc. Smoke detectors in areas under construction must be “bagged” during construction hours and “unbagged” at the end of the day. Before any unit or device is temporarily incapacitated, the Building Engineer shall be advised in order to allow notification to the Fire Department and then the device shall be red-tagged “Out of Service.” Every effort must be made to reactivate “Out of Service” devices as soon as possible. Please note that Arlington County charges the Building Owner for each false alarm. Therefore any contractor who sets off a building fire or security alarm will be assessed at \$500 plus associated building management costs per incident.

**Engineering Overtime** – If the Contractor performs any work which, in the sole estimation of the Property Manager, requires the Building Engineer to be on duty during non-standard working hours, the Tenant shall be responsible for the cost of such services at the Building Engineer’s prevailing rate with a minimum charge for 2 hours. Callbacks or work scheduled for Saturdays and Sundays will be charged at a minimum of 4 hours. Such charge shall be payable by Contractor.

**Posting of Rules and Regulations** – A copy of these rules and regulations, acknowledged and accepted by the Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is the Contractor’s responsibility to instruct all workers, including subcontractors, to familiarize themselves with these rules.

**Signage** – Contractor or subcontractor signage may not be displayed in the building common areas or any of the window glass.

**Housekeeping** – Daily cleaning is to be performed in the work area before leaving the premises including but not limited to the clean up of (vacuuming of) floor covering, exposed surfaces, janitors’ closet and any other affected areas. Workmen are to use only restroom facilities designated by building management and will maintain the single restroom in an acceptable fashion. Materials and/or supplies, which must remain on the premises overnight, are to be consolidated daily and stored in a location out of Tenant view if possible. If building staff designates a better location for storage than originally chosen, the contractor is to have materials relocated. In preparation for substantial completion, inspection or occupancy, the Contractor shall perform a final cleaning of Contractor’s Work, including any adjacent areas that have been soiled by such work.

**Parking** – Parking in the loading dock area by the contractors and/or or their personnel is strictly prohibited. Onsite parking is available. See the garage operator.

**Freight Elevators** - All construction material/tools are to be transported on the freight elevator only. Any deliveries requiring more than one trip will have to be scheduled in advance through building management. Under no circumstances are the passenger

## 800 North Glebe Road

elevators to be used. Use of freight elevators must be coordinated with The JBG Companies throughout the duration of the project.

**Supervision** – There will be a person of authority (supervisor) on the job at all times who will always be accessible to building management.

**Radios** – No radios shall be played in common areas (including, restrooms, and stairwells). Radios may only be played in enclosed office space at a low volume. Any complaints by tenants will result in revocation of the privilege.

**Conduct** – While workmen are in the building, they will conduct themselves in a quiet and efficient manner and demonstrate courtesy to Tenants and staff. Proper attire must be worn at all times including shoes and shirts; no cutoff shirts or ragged clothes will be permitted at any time. Workmen are not to congregate in any public area for lunch or for reasons other than work. Noon break is to be taken away from access and egress areas of the building. All lunch trash is to be properly disposed of by the workmen. The Contractor shall be responsible for the actions of his employees on site as well as those of his subcontractors, agents and visitors.

**Exterior Appearance** – The contractor shall paper all exterior windows to avoid viewing such areas from any side of the building exterior. This paper shall remain in good condition until approval is issued to remove.

**Smoking** – Smoking is not permitted inside any area of the building. The workmen will take care to properly extinguish and place used smoking materials in the ashtrays outside of the building.

**Access** – Wherever possible, no vendors or materials are to block loading dock or elevator access on any floor or to block restrooms, stairwells or suite access. Work materials may not obstruct access way for Tenants. Building materials may not be brought into the building through the lobbies or stored in the lobbies or corridors at any time.

**Cabling** – Abandoned telephone or data cabling shall be removed from the ceiling and any new communication cabling separately supported from the slab above (not hanging from ceiling supports).

**Outlets** – Electrical outlets being abandoned shall have the BX removed to junction box or the panel.

## **800 North Glebe Road**

Any significant breach of guidelines by a Contractor that adversely affects a Tenant, or embarrasses the Owner's Agents, will not be tolerated and will be cause for dismissal from the premises. The contracting company may also be expelled from the building for repeated disregard for the aforementioned instruction.

### **CONTRACTOR ACKNOWLEDGEMENT**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_