



BUILDING RULES & REGULATIONS FOR CONSTRUCTION

I. LABOR UNION REQUIREMENTS

Work performed on-site shall be performed by contractors and subcontractors that are party to, or bound by, a collective bargaining agreement applicable to the geographic area in which the project is located, is applicable to the trade or trades in which the work under the contract is to be performed, and is entered in to with one or more labor organizations affiliated with the North America's Building Trades Unions, or with an independent, nationally recognized labor organization, or one of its affiliated local unions.

II. CONTRACTOR REQUIRED DOCUMENTATION

Prior to commencing any work, demolition or construction, the Contractor must supply the Owner with the following documents:

- 1) A copy of the Arlington County permit.
- 2) A copy of the plans as approved by Arlington County previously approved by the Owner.
- 3) Certificate of Insurance in conformance to Contract requirements (included in proceeding pages).
 - i. Valid certificates of insurance in compliance with the building requirements for General Contractors and any vendor that is working outside of the General Contractors management (e.g cabling vendors, moving companies, furniture delivery or installation services, etc.)
- 4) Appropriate contracting license for work being performed (i.e. general contractor license, electrical contractor license).
- 5) A copy of the project schedule.
- 6) A contact list for the project.
 - i. A list of Tenant's contractors and/or sub-contractors and/or mechanics for Landlord's approval. This should include first/last names, telephone numbers (after-hours contact numbers), e-mail addresses and titles.
- 7) Landlord comments are accepted and incorporated in the construction drawings.



- 8) Upon completion of the project, the Tenant Contractor shall furnish to Monday Properties "As Built" Disc/CD and two full size sets of as built electrical, mechanical and plumbing drawings (Contractor field set and latest revision set with field changes in red) with junction box locations and circuit numbers for each device and light fixture clearly marked. All spare or unused circuits shall be shown on as built drawings.

III. CONTRACTOR PROCEDURES

A. BUILDING HOURS AND AFTER-HOURS WORK

- 1) Contractors are responsible for all damages to the building caused by their workers or subcontractors. This includes but is not limited to flooring, walls, ceilings and ceiling fixtures, elevators, doors and frames, and plumbing fixtures in core areas. Also, the Contractor and Subcontractors are responsible for the damage, residual damage, and clean up required, if damage is done to the fire protection system of the building (i.e. breaking off a sprinkler head).
- 2) All demolition, removals, or other categories of work that may inconvenience other tenants or disturb Building Operations, must be scheduled and performed before or after normal working hours and Tenant's contractor shall provide Property Manager with at least 48 hours' notice prior to proceeding with such work. Building hours of operation are 7:00am to 6:00pm, Monday through Friday.
- 3) Contractors are responsible for complying with the Arlington County noise ordinance through construction completion. Noise ordinance set forth by Arlington County may include but not limited to; acceptable construction hours beyond normal business hours, construction parking locations, prohibited street access and etc.
- 4) All such work requiring after-hours access requires a building engineer to be present. Tenant shall be charged a rate of \$80/hour for overtime engineering services (coverage before 6:00am and after 6:00pm Monday-Friday and anytime on Saturday or Sunday). A building engineer must be on-site during any and all work performed in the space by the General Contract beyond normal business hours. There is a 4-hour minimum charge for weekend work.

B. COVID-19 PROTOCOL

- 1) As part of our efforts to reduce the spread of COVID-19, Monday Properties has updated its policies for all contractors, vendors and delivery personnel. Entry into the building for all contractors must be through the Loading Dock and are **REQUIRED** to sign in with Security in the Lobby. All contractors are **REQUIRED** to wear proper PPE including wearing a mask at all times while in the building.



In addition, contractors are asked that if they are exhibiting any signs of illness to not enter the building. Lastly, please be sure to bring all tools and equipment necessary to complete your work as our Engineering Department will not be lending any tools or materials to contractors.

- 2) In the event an employee of the contractor or sub-contractor has tested positive or has been in contact with someone.
- 3) Contractor to provide Landlord with a daily check-in log of all personnel working on the job site at the property, which shall include employee's name, affiliate company and contact information.

C. JOB SITE SECURITY

- 1) The Contractor is responsible for securing the job site, including closing all the windows (if applicable), materials, etc. at the end of each workday.

D. HAZARDOUS MATERIALS

- 1) Monday Properties is in compliance with the OSHA Hazardous Communication Law. It is expected that all contractors have a Hazcom Program in place while performing work in a Monday Properties managed building. A MSD sheet, on any hazardous chemical to be used, must be supplied to the Monday Properties Hazcom Coordinator prior to its use in the building.

E. USE OF RESTROOMS

- 1) Monday Properties will provide Contractor with location of restrooms available for use. Floor and partition protection should be installed prior to work commencing. All other bathroom facilities are not available for Contractor's use.

F. WELDING HOT WORK

- 1) A Request for Hot Work Authorization must be completed and returned to the Property Manager or Chief Engineer prior to any welding occurring. Welding only permitting during normal business hours.

G. CORE DILLING

- 1) Any core drilling in the building must have the floors x-rayed or GPR scanned prior to core drilling.
- 2) The results of the scan must be reviewed and approved by the Owner's structural engineering consultant prior to the core drilling occurring. Please anticipate a minimum of 48-hour review timeframe for scan/x-rays.



- 3) Core drilling must be approved by the Owner prior to commencement.
- 4) All other slab drilling, jack hammering, or any other loud noise work that may disturb tours of the building; must be coordinated with the Property Manager or Chief Engineer.

H. PARKING GARAGE/LOADING DOCK

- 1) All Contractors must enter and exit via the loading dock and freight elevators. Passenger elevators are off limits at all times.
- 2) Should the general contractor be required to block parking spaces during their work, they shall be required to pay the daily maximum rate per parking space, per day. A minimum of 48-hours' notice is required to the Landlord from the General Contractor to schedule the blockage of parking spaces. The General Contractor is responsible for any damage caused to parked cars that are within the work area. During normal business hours, no more than 5 spaces may be blocked at one time.
- 3) Contractors are to make arrangements for removal of their own construction debris. Contractors must make prior arrangements with Monday Properties for any dumpster placement. Do not use the building compactors or trash containers for construction debris.

I. DUST MITIGATION REQUIREMENTS

- 1) Prior to the commencement of demolition and/or construction activities the General Contractor shall provide a Dust Mitigation Plan to Monday Properties. This plan shall include the below components:
 - i. HVAC Protection
 - ii. Housekeeping/Debris Management
 - iii. Interruptions to occupied space/common areas
 - iv. Implementation and Monitor Program

J. KEYS

- 1) Monday Properties will control all base building keys. The Contractor will sign for keys which will be returned daily to Monday Properties personnel.

K. DRAWING REVIEW AND LANDLORD APPROVALS

- 1) All mechanical, HVAC, plumbing, sprinkler and electrical requirements shall be subject to the approval of Landlord's mechanical and electrical engineers at the Tenant's expense. When architectural drawings are incomplete or unclear, Landlord will require engineering and shop drawings, which drawings must be approved by Landlord before work is started. Drawings are to be prepared by Tenant and all approvals shall be obtained by Tenant at Tenant's expense. Tenant also agrees to pay the reasonable charges of Landlord for the review and processing of Tenant's require



for approval of Tenant's Alterations of the related plans and specifications.

- 2) Tenant or their General Contractor will make no alterations, decorations, installations, repairs, additions, improvements or replacements (which are hereinafter called "Alterations") in, to or about the premises without Landlord's prior consent, and then only by the contractors, subcontractors or mechanic approved by Landlord.

L. COORDINATION WITH ADJACENT SPACES

- 1) Infringement, by plumbing or by other Tenant service lines required for Tenant's Alterations, in other Tenant's space or any portion of the Building other than the Premises, shall be Tenant's full responsibility to coordinate, and a letter of approval of same for both location and installation from such other Tenants or (in case of public portions of the Building) from Landlord must be obtained by Tenant.
- 2) Landlord's approval must be received prior to any work being performed. General Contractor and sub-contractor to name (as additional insured) any tenant through which plumbing, or service lines pass or penetrate. If shutdown of risers and mains for electrical work, HVAC, sprinkler and plumbing work is required, such work shall be supervised by Landlord's representative at Tenant's expense. No work will be performed in Building mechanical equipment rooms without Landlord's supervision at Tenant's expense. Tenant shall obtain Landlord's approval and must be performed under Landlord's supervision at Tenant's expense. Tenant shall pay Landlord's reasonable charges for Landlord supervision pursuant to this paragraph.

M. TENANT CONTRACTORS CONDUCT

- 1) Have a Superintendent or Foreman on the Premises at all times;
- 2) "Police" the job at all times, continually keeping Premises orderly;
- 3) Maintain cleanliness and protection of all areas including elevators and lobbies;
- 4) Protect the front and top of all peripheral HVAC units, if any, and thoroughly clean their exterior and interior at the completion of work (including the AHU servicing the floor they are working on);
- 5) Avoid disturbance of other tenants with noise work, etc.

N. BUILDING EQUIPMENT STANDARDS

- 1) All equipment and installations must be equal to the reasonable standards adopted by Landlord for the building. Any deviation from Building standards will be permitted only if requested in writing and approved by Landlord in writing. Inclusion of non-building standard items on the approved plans does not constitute approval by the Landlord.

IV. CONSTRUCTION INSTALATION REQUIREMENTS



A. DRYWALL

- 1) All drywall partitions are to be constructed of 3 5/8" steel studs, 16" on center and a minimum of 5/8" thick fire code gypsum wallboard each side, properly taped and spackled.
- 2) All steel studs shall extend from slab to slab. No drywall is to be fastened to any ductwork or directly to any ceiling tile.

B. ELECTRICAL

- 1) Entry to ALL energized electrical panels is prohibited. Contractor shall request outage through the Property Manager. Contractor shall be responsible for supplying and coordinating the installation of building approved LO/TO device or feeder.
- 2) Proper PPE (Hard Hat, Safety Glasses, etc.) shall be worn in construction area at all times.
- 3) A state (Or DC) licensed journeyman electrician shall be on site whenever electrical work is in progress.
- 4) A state (Or DC) licensed journeyman pipefitter/plumber shall be on site whenever mechanical work is in progress.
- 5) Home runs shall be indicated on plans. Rigid conduit shall be used throughout, 3/4" minimum size. Thin wall tubing is permitted.
- 6) Light fixtures shall be Building standard or as previously approved by the Landlord.
- 7) Special Power shall be taken from main distribution and not from existing Building panels and in any case shall be subject to Landlord's approval and sub-metering. If Tenant's alterations require electrical power above the Building standard availability serving the Premises, Landlord shall have the right to refuse to approve Tenant's Alterations. If Landlord is willing to provide additional electrical power, it shall only be provided pursuant to a separate agreement to which Tenant shall agree to pay Landlord's charges for providing such power including charges for making such power available in the Building or bringing such service to the premises and for the on-going furnishing of additional electric power to the Premises.
- 8) All new panelboards shall be manufactured by Square D with bolt in type circuit breakers and hinged/bolted board cover.
- 9) All circuits in panelboards that serve tenant area shall be correctly labeled (Location / Room number) on typewritten directories.



- 10) Branch circuit load shall never exceed 80% of circuit breaker rating.
- 11) All receptacle face plates shall be professionally (Label maker) labeled with panel and circuit numbers. All disconnects shall be professionally labeled (label maker) with panel and circuit numbers inside and out (Exterior disconnects w / 3" x 2" engraved plastic label screwed to door). All electrical junction boxes shall be identified with panel and circuit number(s).
- 12) All new transformers, safety switches, contactors, and motor starters (NEMA only) shall be manufactured by Square D.
- 13) Tenant related mechanical and electrical equipment shall be installed in tenant area.
- 14) HVAC mechanical equipment shown on drawings shall have CAPRON equipment (Controllers, valves, sensors, etc.) installed and shall be connected to CAPRON BAS system.
- 15) Supplemental dedicated cooling to be stand along and not connected to the base building CAPRON BAS System.
- 16) IT/IDF rooms requiring dedicated cooling shall have all electrical associated with room fed from dedicated, sub metered panelboard (sub-metered at tenant expense with approved sub-meters
- 17) Occupant sensor controls shall be installed to control all workstation supplemental lighting to automatically turn off lights within 30 minutes of all occupants leaving the space.
- 18) Tenant Electrical Sub-Meters:
 - i. All above building standard electrical loads (Water heaters larger than 2000w, HVAC units, signage, etc.) shall be sub metered at tenant expense w/ approved submeters.
 - ii. Any electrical output greater than 3kw requires the installation of a E-Mon D-Mon Class 5000 Smart Meter with Dual Protocol Communications. The meter number has to be included in the close-out package and/or provided to Property Management/Chief Engineer.
 - iii. All required sub-meters shall be located in building electrical rooms (Meter fuses and C/T's shall be installed in separate enclosures adjacent to electrical panel or disconnect).
 - iv. All piping has to be soldered; ProPress installation is not permissible.
 - v. All sinks, water heaters, Insta-hot, etc. need to have leak detection



sensors.

vi. All supplemental HVAC units must be sub-metered.

vii. Sub-Meter wiring and connections shall be verified by Monday Properties Chief Engineer prior to energizing meter.

viii. Landlord to provide specifications for electrical meters.

19) All demoed electrical shall be taken back to the source.

20) All work shall be subject to inspection for code compliance, compliance with these specifications and workmanship by Monday Properties.

21) Contractor shall inform Monday Properties of inspection scheduling and allow Monday Properties sufficient time to conduct their own inspection(s).

C. TELEPHONE

1) All Telephone/Low Voltage wiring shall be concealed in conduit or thin wall tubing in core risers.

2) Telephone/Low Voltage wiring shall be in conduit in common corridor areas.

3) Telephone/Low Voltage wiring shall not be installed exposed.

D. DOORS

1) All wood doors shall have a fire-rated label. All hollow metal doors shall be properly fire-rated if they are located in rated partitions. Common area doors must match existing in both style, type, etc.

E. WINDOW BLINDS

1) All window blinds must match the building standard. Any alternate must be reviewed and approved by Landlord.

2) Any window film must be reviewed and approved by the Landlord.

3) Existing blinds shall be protected during entire construction. Contractor shall replace any blinds damaged during construction.

F. HARDWARE



- 1) All hardware shall match existing/building standard.
- 2) All locks shall be keyed and mastered to Building setup. Two individual Master keys must be supplied to the Property Manager or Chief Engineer.
- 3) All hardware must comply with Municipal Codes and Regulations where applicable.

G. EQUIPMENT

- 1) No equipment is to be suspended from the reinforcing rods in arch or ceiling without prior written consent of the Landlord.
- 2) Equipment shall be suspended with fishplates through slab or steel beams depending on load and the suspension system shall include vibration isolators.
- 3) All floor loading and steel work shall be subject to prior approval of the Building's structural engineer. All approvals shall be obtained by Landlord at Tenant's expense. Tenant shall also be responsible for the costs of all controlled inspections by any professional engineers in connection with this work.
- 4) No equipment specifically servicing the tenant space may be placed in the common area, floor mechanical room, telephone room, etc.

H. HVAC

- 1) Tenant shall be responsible for alterations to existing air conditioning ductwork or systems and for ensuring that such work is property integrated into the existing Building systems with no adverse effects on the Building systems. Landlord shall not be responsible for the proper HVAC design within the Tenant's Premises.
- 2) The entire HVAC system shall be balanced at the completion of the job.
- 3) Contractor shall install new MERV rated roll filters on HVAC system prior to final balancing.
- 4) Tenant shall furnish design-balancing figures to the Property Manager and Chief Engineer.
- 5) All HVAC components shall match existing or shall receive prior approval from Landlord.
- 6) Landlord will not permit any outside louvers unless the need for them is firmly established, which will be determined by Landlord. The location and design of such louvers shall be subject to Landlord's approval. Detailed



sketches of all louvers and samples of material to be used shall be submitted for Landlord's approval.

- 7) No outside louver or ductwork is to be installed in such a manner as to interfere with the cleaning of windows or the replacement of glass.
- 8) All peripheral shutoff valves shall be accessible at all times.
- 9) Secondary drain pans shall have float switch installed to shunt power to unit.
- 10) All unused ductwork shall be removed and demolded duct to be taken back to the source.
- 11) All unused equipment, such as air handling units and air conditioning units shall be removed, if required by Landlord, and moved to a location designated by Landlord.
- 12) All exhaust fan systems shall be discharged into the atmosphere or designated building system, not into the ceiling or existing Building return air system.
- 13) All contractors and sub-contractors involved in HVAC or any type of refrigerant work must be in compliance with the "Clean Air Act of 1990" or any revisions thereof with regards to Chlorofluorocarbon's (CFCs). Monday Properties and/or the Owner may request to see any certification that has been recommended or required for contractors to properly handle CFCs.
- 14) Base building HVAC mechanical equipment shown on drawings shall have CAPRON equipment (Controllers, valves, sensors, etc.) installed and shall be connected to CAPRON BAS system. Installation and connection will be performed by base building contractor and shall match existing control system.

I. PLUMBING

- 1) No water risers shall be shut down during building hours, and prior to tapping into risers, Property Manager is to be advised and to approve same with reference to the nature of the exact location and the time that the work is to be performed.
- 2) Drain pans may be required under plumbing connections and floor drains. Drain pans are required under supplemental HVAC units and hot water heaters.
- 3) All fixtures, unless otherwise approved by Landlord, shall match existing fixtures.



- 4) No exposed plumbing is permitted.
- 5) All unused fixtures and piping shall be removed, and all unused piping shall be capped at its respective riser with a valve and plug.
- 6) No plastic pipes will be permitted. Tenant equipment such as refrigerators, coffee makers, water dispensers and all similar appliances shall have copper tubing or bradded type.
- 7) All unused fixtures shall be returned to the Landlord at Landlord's request.
- 8) Landlord's representative shall supervise all riser shutdowns.
- 9) All run outs from risers shall be brass pipe or as required by Landlord.
- 10) All hot water lines shall be properly insulated, and where necessary, Landlord may require that cold water lines be insulated.
- 11) Plumbing piping with valves or cleanouts shall be accessible with access panels as required in relation to Tenant finishes.
- 12) All sinks, water heaters, insta-hot, etc. needs to have leak detection. All water detection devices shall be tied to automatic shut off valve. Landlord to provide specifications on leak detection.
- 13) All demoed plumbing lines shall be taken back to the source.

J. SPRINKLER

- 1) All sprinkler modifications shall be specified on a detailed set of plans and specifications stamped by a professional engineer.
- 2) All requests for sprinkler shutdowns are to be made in advance through the building office (Property Manager or Chief Engineer). Sprinkler systems must be refilled each day upon completion of each days work. The sprinkler contractor shall remain on the premises until the entire system is refilled and leak tested.
- 3) General Contractor is responsible for concrete and water proofing of the floor, should any penetrations/pipe hangers cause damage.
- 4) Installation of pipe hangers shall be completed before 8 a.m. or after 6 p.m., Monday through Friday.

K. FIRE ALARM SYSTEM



- 1) Modifications of the fire alarm/speakers shall be the responsibility of tenant and are subject to review and approval of Building Management.
- 2) New fire alarm devices, if required, must be compatible with base building manufactured equipment.
- 3) Final connections to the Fire Alarm System shall be completed by Landlord's vendor, Adcock Systems.

Tenant shall pay all costs and expenses of complying with the obligations of the Tenant and its general contractors and sub-contractors under these Rules. Nothing in these Rules is intended to waive any other obligation or requirements imposed on Tenant in its Lease or in any other agreement or document by which Tenant is bound.

All work must be performed in accordance with property requirements. Rules and regulations may be supplemented or revised from time to time.

V. REQUIRED AND PREFERRED VENDOR LIST

Fire Alarm Tie-In Adcock Systems	Dana Wood	OL 301-843-3661	d.wood@adcocksystems.com
Elevator Schindler Elevator	Logan Rhodes	C: 202-222-5929	Christopher.rhodes@schindler.com
Sprinkler Systems Tie-In Extinguish Fire Corp.	Dave Coe Service Department	O: 540-370-4321 C: 571-220-1570	DavidCoe@extinguishfire.net
Air Balancing/TAB Metro Test & Balance	Chase Davies	O: 301-808-3660 ext. 317	Tabestimating@metrotestbalance.com
Roofing Culbertson Company of Virginia	Kristen Bourque	O: 703-369-2550	Kristenb@culbertsonva.com
BMS Tie-In CAPRON Corp.	Paulette M.	O: 301-424-9500	Pbunker@capron.com



	Bunker	ext. 1035	
Key Fedlock	Patrick Meehan	O: 703-526-1436	PMeehan@fslock.com
Structural Engineering Consultant Thornton Tomasetti	Dan Greenfield	O: 267-238-4022	dgreenfield@thorntomasetti.com



GENERAL RULES AND REGULATIONS

- 1) The sidewalks, entrances, passages, courtyards, elevators, vestibules, stairways, corridors, halls and other parts of the Building hereinafter "CommonAreas") shall not be obstructed or encumbered by any contractor or used for any purposes other than ingress and egress to and from the work area. No contractor shall permit the visit to its premises of persons in such numbers or under such conditions as to interfere with the use and enjoyment of the Common Areas by other building occupants.
- 2) No awnings or other projections shall be attached to the outside walls of the Building without the prior written consent of Landlord. No drapes, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the work area, without the prior written consent of Landlord. Such awnings, projections, curtains, blinds, screens and other fixtures shall be of a quality, type, design and color acceptable to Landlord and shall be attached in a manner approved by Landlord.
- 3) No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by the contractor on any part of the outside or inside of the work area or in the Building without the prior written consent of Landlord. In the event of any violation of the foregoing by any contractor, Landlord may remove the same without any liability and may charge the expense incurred by such removal to the contractor responsible for violating this rule.
- 4) No show cases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the Common Areas without the prior written consent of Landlord.
- 5) The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. No contractor shall throw anything out of the doors or windows or down any corridors of stairs.
- 6) There shall be no marking, painting, drilling into or other form of defacing or damage to any part of the Building. No boring, cutting or stringing of wire shall be permitted. No contractor shall construct, maintain, use or operate within its premises or elsewhere within or on the outside of the Building, any electrical device, wiring or apparatus in connection with a loudspeaker system or other sound system.
- 7) No contractor shall make or permit to be made any disturbing noises or disturb or interfere with the occupants of the Building or neighboring buildings or premises or those having business with them, whether by the use of any musical instrument, radio, tape recorder, whistling, singing or any other way.



- 8) No bicycles, vehicles, animals, birds or pets of any kind shall be brought into or kept in or about a work area or in the Building.
- 9) No cooking shall be done or permitted by any contractor on its work area.
- 10) No contractor shall cause or permit any unusual or objectionable odors to originate from its premises.
- 11) No space in or about the Building shall be used for the manufacture, storage, sale or auction of merchandise goods or property of any kind.
- 12) No contractor shall buy or keep in the Building or its premises any inflammable, combustible, or explosive fluid, chemical or substance.
- 13) No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any contractor, nor shall any changes be made in existing locks or the mechanisms thereof. The doors leading to the corridors or main halls shall be kept closed during business hours except as they may be used for ingress and egress. Each contractor shall, upon the termination of its work, return to Landlord all keys used in connection with its work area, including any keys to the work area, to storage rooms and closets, to cabinets and other built-in furniture, and to toilet rooms, whether or not such keys were furnished by Landlord or procured by the contractor, and in the event of the loss of such keys, such contractor shall pay to Landlord the cost of replacing the locks.
- 14) All removals, or the carrying in or out of any safes, freight, furniture, or bulky matter of any description, must take place in such manner and during such hours as Landlord may require. Landlord reserves the right (but shall not have the obligation) to inspect all freight brought into the Building and to exclude from the Building all freight which violates any of these rules and regulations or any provision of any work agreement.
- 15) Any person employed by any contractor to do janitorial work within the work area must obtain Landlord's approval prior to commencing such work, and such person shall comply with all instructions issued by the property management of the Building while in the Building. No contractor shall engage or pay any employees in the Building, except those actually working for such contractors on said work area.
- 16) Landlord shall have the right to prohibit any advertising by any contractor which, in Landlord's opinion, tends to impair the reputation or desirability of the Building as a building for offices and, upon written notice from Landlord, such tenant shall refrain



from and discontinue such advertising.

- 17) Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building's management or its agents. Landlord may at its option require all persons admitted to or leaving the Building to register between the hours of 6 p.m. and 8 a.m., Monday through Friday, and all times on Saturdays, Sundays and holidays. Each contractor shall be responsible for all persons for whom it authorized entry into the Building and shall be liable to Landlord for all acts of such persons.
- 18) Each contractor shall see that all lights are turned off before closing and leaving its premises at any time.
- 19) The requirements of Contractors will be attended to only upon application at the office of the Building. Building employees have been instructed not to perform any work or do anything outside of their regular duties, except with special instructions from the management of the Building.
- 20) Canvassing, soliciting and peddling in the Building is prohibited, and each contractor shall cooperate to prevent the same.
- 21) No hand trucks, except those equipped with rubber tires and side guards, shall be used to deliver or receive any merchandise in any space or in the Common Areas of the Building, either by the Contractor or its Agents.
- 22) Mats, trash, and other objects shall not be placed in the public corridors.
- 23) Landlord's employees are prohibited from receiving articles delivered to the Building, and if any such employee receives any article for any Contractor, such employee shall be acting as the Agent of such Contractor for such purposes.
- 24) Each Contractor is responsible for securing its work area and monitoring all visitors to the work area.

[Proceed To Following Page]



Agreement accepted by:

Owner

By: _____

Name: _____

Title: _____

Date: _____

Contractor

By: _____

Name: _____

Title: _____

Date: _____