



GEORGIA-PACIFIC CENTER

RULES & REGULATIONS

Notices will be submitted to the contractor for each violation of the following rules and regulations. After three violations, building management will reserve the right to dismiss the contractor from the premises and remove the contractor from GP Center's list of approved contractors.

1. Construction personnel will be registered and allowed entry to the building through the loading dock entry only.
2. Contractors may access the building Monday through Friday from 7:00am to 6:00pm. Requests for work outside of these hours must be submitted to Management one week in advance. This request must be approved by the appropriate parties within the Management/Engineering office. For Saturday access from 8:00am to 1:00pm, a list of personnel who need to work weekends must be given to the Management office one week in advance.
3. On-site supervision by General Contractor's superintendent is required whenever work is performed in the building.
4. Anyone found tampering with any building operations system will be immediately removed from the building and the General Contractor will be held liable for any damages or any extra operating costs associated with their actions.
5. All afterhours access request must be submitted at least one week in advance using the After-Hours Access Request Form. The form must be submitted to the Transwestern office for approval by management.
6. The entry doors to the Mechanical rooms, electrical rooms, telephone rooms and stairwells are to be kept closed at all times. Access to the mechanical rooms, electrical rooms, and telephone rooms are controlled by the building engineering team, whom must be notified if access is required. If doors are found propped open, they will be closed, and the contractor will be notified. The second time doors are found open, Transwestern reserves the right to post a full-time security guard at the door(s) and bill all associated costs to the general contractor.
7. The use of tobacco products is prohibited at Georgia-Pacific Center. Georgia-Pacific Center is a tobacco free property.

8. All Change Order requests must be approved in writing by the Building General Manager and/or Construction Manager prior to beginning any work, or the contractor may become liable for related costs.
9. Contractor must receive any revisions to documents from the architect and must have the signature of the Chief Engineer and the General Manager.
10. The use of radios, personal stereos, and similar audio devices are prohibited at GP Center.
11. Contractor will be responsible for only engaging Building Approved Subcontractors as determined by Management. Contractor acknowledges that they have received a list of these subcontractors upon signing of these Rules and Regulations.
12. All employees, vendors, and subcontractors working for the General Contractor will not be allowed to work in the building in any attire deemed inappropriate by Property Management. Inappropriate attire shall include, but not be limited to short pants, clothing with offensive messages, etc.
13. Construction personnel are not allowed to use restrooms on tenant floors. If there is a restroom in the construction area and the construction area is unoccupied, this restroom may be utilized. Otherwise, construction personnel must use the restroom located on the loading dock. In either case, the Contractor is responsible for keeping these restrooms clean.
14. The Contractors shall provide their own equipment to transport materials to and from the job site. Building equipment such as cleaning brutes, buggies, recycling Otto's, dollies, pallet jacks, etc. may not be used by contractors or vendors.
15. The loading dock must always be kept clear of all construction related materials. The Contractor is responsible for transporting deliveries immediately from the dock to the job site. Trash and debris must be immediately emptied in the approved construction container. Contractors and vendors are not permitted the use of GP Center's trash and recycling compactors. Materials left unattended on the dock will be removed by Management at the Contractor's expense.

PRECAUTIONARY MEASURES

1. Contractor must protect building finishes. Damages that occur to building finishes will be charged to the contractor and an additional fine per incident of \$1,000.00 will be assessed. A second offense will lead to

immediate dismissal of the contractor. The Contractor will not be permitted to work in the building again.

2. Doors leading from construction areas to public corridors must remain closed during regular working hours. If there is no door, plastic must be hung over the opening.
3. Hammering, drilling and similar coring and/or concrete penetration activities are not permitted after 6:30AM or before 7:00PM. All such activities must be scheduled at least 48 hours in advance with Building Management. There will be no exceptions.
4. A burn permit must be obtained from the Chief Engineer's office prior to any welding in the building. In addition, core drilling or heavy sanding must also be coordinated with the Chief Engineer's office. Contractor must provide a fire extinguisher on the jobsite in conjunction with this work.
5. All smoke detectors shall be covered at the start of each day and uncovered before departure each day. Failure to do so will result in associated cleaning charges by the buildings life safety contractor along with a \$500 fine per incident.
6. Contractor will take all necessary precautions to prevent accidental alarms of the life safety system devices. **Any accidental alarms due to neglect or improper notification are subject to a \$1,000 fine per incident.**
7. Construction dumpsters should have side access or be covered with a tarp, and all dumpster locations must be approved by Building Management.
8. Contractor must cover all thermostats before and during demolition. If any thermostats are damaged, contractor will incur the cost replacement.
9. All shades are to be raised before construction. If any blinds are damaged, general contractor will incur the cost of replacement.
10. Draining Sprinklers Drain-down must occur no earlier than 7:00am and refills must be completed no later than 4:00pm. Work area must be monitored until all sprinklers are filled, and all systems must be operational before the contractor leaves the building. Engineering must be notified at least 48 hours in advance before a planned sprinkler drain. Sprinkler work requested after-hours will be required to have a building engineer on site to ensure system operations are restored. The after-hour fee for a building engineer is \$75.00/hour which will be billed to the contractor.
11. Contractor is responsible for protecting all air handlers and filters during construction. A pre-construction and post-construction

inspection will be made by the Engineering Team. If the filters are not in pre-construction condition, the filters will be replaced, and the air handlers must be cleaned. All associated costs will be charged to the General Contractor. The General Contractor must ensure that all air filters must be replaced prior to test and balance is conducted.

12. All work involving condenser, chilled, heating or domestic water risers, the shutdown of electrical panels, or any other disruptive activity must be approved by Building Management and Engineering 3 weeks in advance. Activities of this nature must be schedule after building hours and will require the presence of a Building Engineer. There are no exceptions.
13. Contractor is responsible for protecting common area corridors and finishes that may be affected during construction. This includes carpet and wallpaper protection from the construction area to the freight elevator. The corridor wallpaper in the path from the construction area to the freight elevator shall be protected with Masonite or foam board.
14. Upon completion of construction, the contractor must complete a final clean-up of the fan coil units located along the perimeter walls. The cleaning procedures should include the following:
 - Contractor shall remove the metal covers and clean debris from the floor area under the units and adjacent cover and wipe clean the covers themselves.
 - Contractor shall clean the coils, condensate pans and replace the filters.

NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

The Georgia-Pacific Center contains limited quantities of non-friable asbestos materials located throughout the building, as noted in the NESHAP Compliance Survey of Suspect Asbestos-Containing Materials dated November 12, 1998. I understand that breathing asbestos dust has been determined to be harmful to human health, and as a contractor, I agree to abide by special requirements imposed by The Georgia-Pacific Center for proper completion of the contract requirements. I have contacted the program coordinator (Chief Engineer) to review the asbestos survey and am fully aware of the impact that ACM may have on the work by the contract listed below. I further understand that this notification serves as my acknowledgement of the employees who will be performing such work, should their activities involve or likely involve work in areas where the ACM has been identified, in accordance with this plan. The following materials and locations were noted in the report. Please sign below.

Ten Valve/Gauge Putty	A-Level Chiller #5 near HWCP #5; Mechanical Rooms: 5 th , 8 th , 15 th , 17 th , 24 th and 44 th
Gray Seam Putty	HVAC Units throughout building in the following mechanical rooms: 31 st , 32 nd , 42 nd , 44 th floors
Mustard Colored Seam Sealer	HVAC duct work throughout building: A-Level Plant, Mechanical Room, Lobby, Room-3-201, 52 nd Floor Mechanical Room, 42 nd floor Mechanical Room, 52 nd Floor Mechanical Room
Domestic Water Line Exterior (<i>Mastic on Insulation Elbows</i>)	24 th Floor men's rest room
12x12 Tan Floor Tile (<i>Mastic</i>)	A-Level Rooms: A-3, 4, 28, 38; 1 st Floor Rooms: 1-302, 1-303, 1-304, 101-B, 1-105; Freight Elevator Lobbies: 32 nd Floor, 25 th Floor, 30 th Floor; Lower
12x12 Beige Floor Tile (<i>Mastic</i>)	A-Level Rooms: A-31 and A-34
12x12 White w/Black Specs Tile (<i>Mastic</i>)	Throughout Building: 1 st Floor (101-B)
12x12 Black Floor Tile (<i>Mastic</i>)	1 st Floor Rooms: 1-601, 602, 604
12x12 White w/Gray Streaks Tile (<i>Mastic</i>)	1 st Floor: 1-307
12x12 Tan w/Brown Streaks Tile (<i>Mastic</i>)	Lower Lobby, Room 2-1004, 34 th floor freight, 35 th floor freight
12x12 Tan/Green Floor Tile (<i>Mastic</i>)	Lower Lobby, Room 2-800
12x12 White Pitted Floor Tile (<i>Mastic</i>)	Lobby, Rooms 3-114, 117, 118

DELIVERY AND DISPOSAL OF MATERIALS

1. All contractors and sub-contractors are required to use the freight elevators only. There are no exceptions. General Contractors will be responsible for compliance of all subcontractors under their direction. If any personnel are found to be using the passenger elevators, a fine of \$350 will be imposed per occurrence. If there is a special need to use the passenger elevators, please contact the Chief Engineer in the Management Office.
2. All construction materials must be delivered using the freight elevator. The General Contractor will be responsible for compliance of all subcontractor under their direction.
3. The Management Office must be notified of all deliveries to the loading dock 48-hours in advance.
4. Large quantities of materials (i.e., truckload of gypsum board) must be delivered and stored on the job site before 6:30AM or after 7:00PM. Deliveries must be coordinated with the Management Office to avoid conflicts with the night cleaning crew.
5. Construction materials, equipment, and debris must be contained within the workspace in a neat and orderly fashion
6. Disposal of construction debris in the workspace must be completed on a daily basis after 7:00PM or before 7:00AM.
7. Under no circumstances should construction debris be disposed of in a building compactor. Contractor is responsible for making its own arrangements for the removal of construction trash and debris. Access to the loading dock for dump trucks and/or the placement of an open top dumpster must be coordinated with and approved by the Management Office prior to the start of construction. The building trash compactor shall not be used for the disposal of construction trash and debris. In the event the Contractor utilizes the building trash compactor for this purpose, an expense equal to the cost of emptying the trash compactor plus a twenty percent (20%) fee will be charged to the Contractor by the Management.
8. The Contractor shall keep the mechanical, electrical, and telephone rooms neat and clean at all times during construction. Upon completion of construction, the Chief Engineer will inspect these areas. The expense for repairs necessary to restore these areas to their original condition prior to construction will be responsibility of the Contractor.

9. Any damages to building common areas incurred as a result of construction or the transport of materials shall be repaired at the Contractor's
10. Property damage and/or personal injury should be reported to Management immediately
11. Contractor shall furnish its own cleaning supplies and equipment. Contractor must furnish their own restroom supplies if they are completing a full floor renovation and will be responsible for maintaining the cleanliness of these facilities for the duration of the project
12. All food waste is to be stored in air-tight trash cans, which are to be emptied and cleaned daily. Should the construction space and neighboring floors begin to experience an increase in pest activity as a result of an unkept construction area, Building Management will immediately have the area exterminated and bill all associated costs to the general contractor.

CLEAN UP

1. Contractor is required to maintain a section of damp carpet outside of the construction space to prevent the tracking of dust into public areas.
2. Public areas including corridors freight elevators, and the loading dock must be cleaned and mopped after removal of construction debris of any kind on a daily basis. This clean-up must occur prior to 8:00AM. Failure to do so will result in a \$500.00 fine to the General Contractor along with an invoice to have the area cleaned.
3. Sweeping compound is required in any clean-up of construction spaces.
4. Mechanical rooms, electrical rooms, telephone rooms, housekeeping closets, and vacant spaces are not to be used as storage rooms or staging areas. A photograph will be taken before and after construction to confirm that these spaces have not been/are not being used. These rooms are to remain clean and returned to their original condition. General Contractor will be required to repaint the flooring if the painted finishes are damaged. If there are materials stored in these rooms the engineering team reserves the rights to dispose of these items.
5. All workspaces are to be brought up to the building standard of cleanliness at the completion of each job.

CONSTRUCTION PERSONNEL

1. Construction personnel are to use the loading dock entry for entering and exiting the building and check in with security to obtain appropriate building credentials. Construction personnel are expressly forbidden to use lobby entries for entering the building or to bring in tools or materials.
2. The passenger elevators are not to be used by construction personnel. Anyone seen using the passenger elevators will be escorted from the building and a fine of \$250 will be imposed upon the General Contractor or Subcontractor for each occurrence.
3. The restrooms are to be used for their intended purpose and restricted to the construction floor only. Restrooms must be cleaned each day prior to workers departure. If the restrooms are not kept clean, the building cleaning contractor will clean the restrooms and all associated costs will be charged to the General Contractor. In addition, a fine of \$350 per day will be charged to the General Contractor.
4. No construction personnel are allowed to mingle with the tenants at any time for any reason. No offensive language will be tolerated at any time. Any abusers will be told to leave the property and the General Contractor will be fined \$1,000 per occurrence.
5. Contractors are not permitted to use tenant telephones, Transwestern's courtesy phone at security console, or management office- telephones.
6. Persons found intentionally defacing the building will be fined \$5,000.00 and will be barred from the property. If the individual cannot pay the fine, the General Contractor will be responsible for payment.

PARKING

1. Construction personnel are not permitted to park at the loading dock. The loading dock is intended for loading and unloading only. A 10-minute maximum is strictly enforced.
2. Construction personnel must use one of the surface parking lots within proximity to Georgia-Pacific Center. Parking in the Georgia-Pacific Center garage is not permitted.

CONSTRUCTION MATERIALS | IAQ MEASURES

1. The use of odor causing or particulate generating practices during business hours is strictly prohibited.
2. Any odor causing particulate generating practices must be scheduled 48 hours in advance and must not deviate from the construction schedule.
3. Electrostatic painting, dry fall, polymix painting, staining, varnishing, and the use of oil base paints must be approved by Property Management and should be scheduled on weekends no earlier than 1:00PM. This work must be completed by 6:00PM on Sunday evenings.

Materials likely to emit VOC's include, but are not limited to:

- Adhesives and adhesive removers
 - Paints, varnishes, lacquers
 - Wood finishing products
 - Waterproofing products
 - Caulking
 - Glazing compounds
 - Joint fillers
 - Duct sealants
 - Carpet seam sealants
4. The above materials shall be applied according to manufacturer's specifications.
 5. When using the above products, the General Contractor is responsible for the following:
 - Performing work during specified hours.
 - Properly scheduling work.
 - Properly ventilating the affected areas, during and after application.
 - Proper disposal of the materials and the materials associated with clean up.
 6. A copy of the construction schedule must be provided to the Management Office prior to commencement of construction activities. Any updates to the schedule should be provided to Management Office in a timely manner.
 7. Copies of the approved building permit and inspection approvals will be provided to the Management Office prior to the commencement of work, and as construction progresses.
 8. Contractor will provide a list in writing of contact information for the

superintendent(s), project manager(s), and subcontractors. This list should include emergency contact numbers.

9. Prior to the commencement of construction activities, the General Contractor must provide all MSD Sheets for all materials which will be used throughout the project
10. An approved Certificate of Insurance for the General Contractor must be provided to the Management Office prior to the commencement of work. Renewal Certificates must be provided as necessary. Please see COI requirements document for more information.
11. Contractor is responsible for labeling all electrical panels affected by work.
12. All Mechanical spaces will be cleaned at the end of each job. They will be swept, mopped and wiped down. Mechanical spaces will be punched by the building engineering dept. with general contractor's superintendent present. Failure to do so will result in a fine and possible ineligibility to bid on future jobs.

CONTRACTOR CHECK-IN

All construction personnel are required to check in at the loading dock office at the beginning of each shift. The badge that they receive during check-in must be visible at all times. All Contractors, Subcontractors, Vendors, and Delivery Personnel who do not comply with check-in procedures will be dismissed from the property.

BUILDING RULES & REGULATIONS FOR CONTRACTORS AND SUBCONTRACTORS
ACKNOWLEDGEMENT FORM

I have read the Georgia-Pacific Center Rules and Regulations for contractors and subcontractors, and I understand that any infraction of these rules could result in fines and/or dismissal from the property. I agree to pay all fines incurred pursuant to these Rules and Regulations. Additionally, I agree to pay any associated costs of clean up, security, repairs, or any other fees resulting from the violation of any of these Rules and Regulations.

CONTRACTOR: _____

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____