

CONTRACTOR'S RULES AND REGULATIONS

The following information outlines the rules and regulations (R&R's) for contracted service personnel, which must be followed by all construction firms working at the 2100 ROSS AVENUE. These R&R's apply to general construction, tenant improvement construction, and all other construction related activities. No deviation or exception will be permitted without the approval of 2100 ROSS AVENUE owners and management (referred to as "2100 ROSS AVENUE").

All Tenants, Architects, Planners, Designers, Consultants and Contractors performing work AT 2100 Ross Avenue must comply with all the requirements in this Document and the Tenant Construction Guide.

1. **Prior to any construction activities**, the individual contractors, the general contractor and all subcontractors shall agree to abide by and conform to the entire "2100 ROSS AVENUE Construction Book" by submitting to 2100 ROSS AVENUE properly executed forms. These executed documents shall acknowledge such agreement for all contractors performing any portion of the Work. 2100 ROSS AVENUE reserves the right to stop construction, or remove from the Building, contractors or individual workers who do not comply with any of the requirements in this document. The Contractor agrees to correct and/or remove any Work which does not comply with the requirements in this document; if Contractor fails to comply with the corrective work in a timely manner, 2100 ROSS AVENUE reserves the right to correct the Work, and charge the Contractor for all costs.
2. **Air Balance:** Must be done in accordance with the procedures specified in "Tenant Construction Guide." Building Engineering must be notified 48 hours in advance. Two (2) copies of air balancing report with the attached cross-referenced plan must be submitted to 2100 ROSS AVENUE prior to Tenant's move into the premises.
3. **Asbestos:** Prior to demolition, existing finishes must be tested for asbestos, and if positive, abated as required by all applicable codes and regulations.
4. **Auxiliary Air Conditioning Units:** The building standard meters must be operational 48 hours prior to Tenant's move into the premises. 2100 ROSS AVENUE must be notified to verify. A copy of BTU meter commissioning must be submitted to 2100 ROSS AVENUE prior to Tenant's move into the premises.
5. **Building Hours:** 7:00 a.m. to 6:00 p.m., Monday through Friday; 8:00 a.m. to 1:00 p.m., Saturday upon request.
6. **Building Property:** No use of Tenant and/or Building property to include, but not limited to, tools, dollies, ladders, photocopiers, vacuums, etc., unless specifically approved by 2100 ROSS AVENUE.
7. **Cabling for Low Voltage Data & Voice Cabling Work:**
 - A. **General Requirements:**
 1. **Insurance** - All contractors must submit a certificate of insurance with the requirements per sample attached.
 2. **Contractor Access Form** – must be signed upon entry to 2100 ROSS AVENUE.
 3. **Electrical / Telephone Room Access Form** – must be signed upon entry to 2100 ROSS AVENUE.
 4. **Cabling Removal (End of Lease / Abandonment)** - Tenant must remove any cables at the end of the Lease or earlier if abandoned, inside and outside the Premises, at their cost.
 - B. **Inside Premises Requirements:**
 1. **Plenum Cable Installation** - All cables installed in the plenum above the ceiling must be plenum rated and strapped to Code every 4'.
 - C. **Outside Premises Requirements:**
 1. **Conduits** - All the horizontal runs must be enclosed in conduits
 2. **Line Tags / Identification** - All cabling shall be clearly marked with adhesive plastic labels (or plastic tags attached to such cables with wire) to show which floors the cable begins and ends, and Tenant's name, suite number, telephone number and the name of the person to contact in the case of an emergency.
 3. **Tag Placement Outside Premises** - The tags must be attached every four feet (4') on horizontal runs.
 4. **Riser Line Identification** – The tags must be attached to the vertical riser on every floor.

5. **Floor Cut-Outs** - The existing floor cut-outs at the vertical risers must be re-fire packed to Code.
8. **Change Orders:** All change orders must be documented with subcontractor/vendor quotes and summarized on a **Change Order Form**.
9. **Claims and Damages:** It is expressly understood and agreed that the construction contract shall be for the direct benefit of Landlord, who is the owner of the Building and the real property on which the Work is to be done. Accordingly, 2100 ROSS AVENUE shall be granted the right to pursue in its own name any rights or remedies against Contractor including without limitation, claims for damages granted to other parties under the Contract.
10. **Cleanup:** No storage of supplies or trash will be allowed in the Building at any time. All Work and adjacent areas are to be kept clean and free of trash, debris and non-useful materials at all times. Failure to do so will result in 2100 ROSS AVENUE providing this service and charging the Contractor accordingly. Contractors will be required to monitor all traffic and work through the public elevator lobbies to ensure that dust and debris are not tracked into the elevator cabs. Furthermore, Contractor is responsible for final clean up including but not limited to light fixtures, windows, entries, public areas, and mechanical and electrical and janitor rooms. After final clean up, the Contractor shall, with advance notification of 2100 ROSS AVENUE & Engineering, remove pre-filters in Fan-Rooms and Return-Air intake openings to the Fan-Rooms. Contractor must provide for the removal of all trash and debris arising during the course of construction. At no time are the building's dumpsters to be used by Contractor's clean-up crews for the disposal of any trash or debris. The Building Office assumes no responsibility for Contractor's own bins. Bins are to be emptied on a regular basis and never allowed to overflow. Trash is to be placed inside the bin. All electricians, telephone personnel, etc., must, upon completion of their respective projects, pick up and discard their trash leaving the telephone and electrical rooms clean. If this is not complied with, clean up will be conducted by the building janitors, and the Contractor will be back-charged for this service.
11. **Close Out Package:** At the completion of Work, the Contractor is required to submit to 2100 ROSS AVENUE, the "Close Out Package" documents.
12. **Code Compliance:** Contractor and the Work shall comply with all the Federal, State, City, Municipal or quasi-governmental codes, laws, ordinances, rules, regulations and orders (whether enforced or not) of any public authority having jurisdiction on the performance of the Work.
13. **Core Drilling:** A plan showing the size and location of all floor penetrations must be submitted to 2100 ROSS AVENUE **48 hours** in advance. Oversize or excessive floor penetrations may require an X-ray depending on the core size. All core drill pieces are to be removed by the Contractor. All penetrations of piping, ductwork, conduits, etc, through walls, partitions and floors shall be sealed to maintain the integrity of its fire rating.
14. **Costs for Permits:** All costs, including but not limited to, costs for permits, fees and licenses necessary for the execution of Work shall be the sole and exclusive obligation of the Contractor and/or its subcontractors.
15. **Deliveries:** All deliveries will be scheduled through the management office. A prior notification of at least 48 hours but not more than seven days is required. **Scheduling of elevator time through 2100 ROSS AVENUE for all deliveries of material and trash removal will be the responsibility of the Contractor.** All deliveries of material will be made through the loading dock and transported to the construction site via the freight elevator, unless other methods are approved by 2100 ROSS AVENUE.
16. **Demolition:** All existing locksets, lock cylinders, passage sets, closers, thermostats, ceiling tiles, lighting fixtures, and air conditioning grills shall be saved and turned over to 2100 ROSS AVENUE Engineering Department, unless otherwise specified.
17. **Design Criteria, Specs & Standards:** The Tenant Construction Guide and this document must be complied with.
18. **Discrepancies in Plans:** Any problems with, or discrepancies in the plans must be brought to the attention of 2100 ROSS AVENUE. Any changes that need additional work not described in the bid must be approved in writing by 2100 ROSS AVENUE prior to proceeding with said additional work; otherwise **2100 ROSS AVENUE will not be responsible for any additional cost.**

19. **Electrical and Phone Closets:** All electrical and phone closets being used must have panels replaced and doors shut at the end of each day's work. Any electrical closet that is open with the panel exposed must have a worker present. All rooms must be kept clean and free of any trash or debris. Contractors must comply with all sections of the NFPA 70E for Arc Flash Protection.
20. **Emergencies:** Contractor and/or subcontractor should assist with building emergencies once notified. This could be from immediate evacuation of the Building once an alarm is sounded to assisting with evacuating and executing a plan to terminate the alarm/emergency situation. A list of emergency contacts to be submitted to 2100 ROSS AVENUE prior to starting work.
21. **Entrance/Exit Doors:** Suite entrance/exit doors are to remain closed at all times, except when removing or delivering construction material.
22. **Existing Items to remain:** All existing items within a Tenant's suite being remodeled must be in good working order, clean and good appearance at the end of the work. The contractor must include in their bid proposal the cost of repairing/replacing/cleaning any existing items to remain, even if such items are outside the work area specified in the construction documents (i.e. ballasts, lamps, outlets, window blinds, plumbing fixtures and appliances, water heaters, garbage disposals, doors, door hardware, millwork, cabinetry etc.) and refinishing any damaged surfaces. Otherwise 2100 ROSS AVENUE reserve the right to do the corrective work at Contractor's cost.
23. **Existing Light Fixtures:** If existing light fixtures are to be reused, all pricing must include cleaning, relamping and ballast replacement as necessary for a fully operational lighting system. Building standard is T8 lamps and electronic ballasts.
24. **Exterior Window Aluminum Frames:** Mullions, sills and headers shall be cleaned at the end of Work. Old paint shall be removed without damage to the aluminum.
25. **Exterior Window Drapery Pocket and the air return slots:** shall be painted and cleaned as needed, if applicable.
26. **Fan Rooms:** Must be kept free of dust and debris. Fan room doors must be kept closed whenever the fans are operating in order to keep the fan rooms clean and the HVAC functioning properly. Prior to starting any work on the floor, pre-filters must be installed on top of standard filters and on the return air intakes, and periodically replaced as needed.
27. **Field Office:** Immediately upon being awarded a job, the Superintendent of the successful bidder is required to set up a field office. The following is a checklist of items to set up and maintain at all times on the job:
 - A. All prevailing safety rules and regulations required to be posted by local municipalities, state and federal law.
 - B. Change Order and Submittal Logs.
 - C. Change Orders, Extra Work Authorizations.
 - D. Construction Schedule.
 - E. Drawings, Specifications, Addenda, Bulletins and Memoranda.
 - F. Permits, permit plans and permit inspection cards.
 - G. Project Directory listing the Owner, the Architect, all Consultants and all Contractors
28. **Fire Sprinklers:**
 - A. All items furnished under this part of the Specifications shall be provided with the necessary accessories and appurtenance to coordinate fully with the Fire and Smoke Detection and Alarm Systems, including all status indication provisions, and all provisions for remote operation from a designated location by Fire Department personnel or other authorized personnel.
 - B. The drawings must be approved by the City of Dallas Plan Review Board and delivered to the 2100 ROSS AVENUE Construction Department. Final payment will be held until state approved shop drawings are received by 2100 ROSS AVENUE Fire sprinkler system installation must be done by contractors licensed with the State of Texas.

- C. After the installation of each fire protection standpipe system and sprinkler system has been completed, subject the system to a hydrostatic test pressure of 200 psi, (with Fire Pumps in operation) of greater than 150 psig. If leaks are found in threaded joints, do not caulk the threads, but repair the leaks in a manner approved in advance by the Chief Operating Engineer. Each system shall be alternately tested and repaired as necessary until it has been demonstrated that the system is capable of withstanding the specified hydrostatic test pressure for a period of twenty- four (24) hours without an appreciable decrease in the test pressure initially applied.
- D. Make pressure test on each fire protection standpipe and sprinkler system as described above, and as required by the governing authorities. Submit letter of approval upon completion of the installation and testing of each system, certifying that the governing authorities have approved and accepted the entire system.
- E. Heads in office space shall be similar to those already installed in the Building. Heads shall be installed in all locations (with escutcheon cover plates to match ceiling finishes as directed by Architect).
- F. Horizontal suspended sprinkler piping size three inches (3") and greater may be light wall (Schedule 40) black steel, ASTM A 135 with rolled grooves, meeting the requirements of NFPA 13 and as approved by code. Three inches (3") and smaller should be Schedule 40 and threaded.
- G. No Central type GB fire sprinkler heads allowed.
29. **Flammable Substances:** No storage of flammable substances in the Building unless approved by 2100 ROSS AVENUE and in accordance with approved codes and regulations.
30. **Freight Elevator:** At no time will anyone be allowed to use the passenger elevators to transport equipment, materials or supplies, unless padded. The freight elevator operating hours are 6:00 p.m. to 6:00 a.m., Monday through Friday and all day Saturday and Sunday. A minimum of **48-hour notice** is required for the use of the freight elevator. Fax or e-mail scheduling to 2100 ROSS AVENUE management office and/or call (214) 754-2988 to confirm the reservation. **The Freight Elevator is not reserved until confirmed by 2100 ROSS AVENUE management.**
31. **HVAC:** All HVAC work must be inspected by Building Engineering.
32. **Indemnification/Hold Harmless:** Contractor must indemnify and hold harmless the Building's owner and managing agent against and from any and all liabilities, obligations, losses, penalties, actions, suits, claims, damages, expense, disbursements (including legal fees and expenses) and costs of any kind or nature in any way relating to or arising out of the Work.
33. **Inspection and Suspension of Work:** 2100 ROSS AVENUE shall have the right to inspect or perform work within the Building, to suspend Contractor's Work if such Work, in the opinion of 2100 ROSS AVENUE, is a safety hazard, or is not in compliance with Building Standards, the contract or plans and specifications.
34. **Insurance:** Contractor must maintain and provide evidence of insurance in accordance with the attached insurance requirements. Contractors shall reference **sample attached. Certificate of Insurance to be provided prior to start of work.**
35. **Construction Meetings:** Since each job differs in scope, it is necessary that the Contractor set up construction meetings according to the job needs. Each Contractor must set the time interval between construction meetings, schedule the meetings with 2100 ROSS AVENUE and maintain them on a regular basis. Conference room is available in 2100 ROSS AVENUE management office for this purpose.
36. **Keying:** All locks must accept cylinders to match the building locks. Contractor must request keying information from 2100 ROSS AVENUE. 2100 ROSS AVENUE will supply/re-key the cylinders and bill the Tenant for the cost.
37. **Lights:** Contractor shall turn off lights and all other equipment at night after completion of Work for the day.

38. **List of Contractors:** Prior to commencement of construction, the general contractor shall provide a list of the subcontractors and the list of on-site supervisory personnel with mobile/pager numbers to 2100 ROSS AVENUE. The list of subcontractors and other on-site personnel shall not be changed without the prior written consent of 2100 ROSS AVENUE.
39. **Loading Dock and Trash Bins:** The loading dock operating hours is 6:00 a.m. to 7:00 p.m., Monday through Friday. The maximum height for trucks in the loading dock is 14' 6". All other contractors must make arrangements with the contractors having the bins, to share the bins and the costs. Contractors not willing to share must haul their own trash away.
40. **Material and Tool Storage:** Contractors' material and tool storage will be limited to the Work Premises, and contractor assumes all responsibility for it.
41. **Noise:** Contractor shall not interfere with other tenants in such a manner as to cause unnecessary inconvenience or disruption such as core drilling, installation of carpet tack strips, any work on soffits or elements attached to the slab above which creates noise, operation of power-actuated tools, hammering, or any construction that would transmit sound through walls and floors. Work of this nature must be scheduled in general before 7:00 a.m. or after 6:00 p.m., however, some Tenants have longer business hours, check with 2100 ROSS AVENUE prior to bidding. 2100 ROSS AVENUE reserves the right to stop work if necessary. All associated costs (including overtime costs) shall be the responsibility of the Contractor.
42. **Noise creating wheels:** are not allowed. All carts, dollies, dumpsters, etc. shall have non-marking wheels made of soft materials, such as soft polyethylene, air-filled non marking rubber, etc.
43. **Odors:** Any work, which creates odors, must be scheduled off-hours. Some Tenants have longer business hours, check with 2100 ROSS AVENUE prior to bidding.
44. **On-site Supervisor:** Contractor shall maintain supervisory personnel on site at all times and shall provide direct supervision of any and all Work being performed including the delivery of materials. Such supervisory personnel shall be fully empowered to coordinate, respond for and authorize subcontractors to perform, stop or modify the Work as is necessary. 2100 ROSS AVENUE has the right to stop Work if there are no supervisory personnel on site. A telephone answering service or cell phone will be maintained by the Contractor's foreman to allow a maximum of thirty (30) minutes reply time to 2100 ROSS AVENUE's call.
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| Minimum supervision requirements are as follows | |
| Project Value | Supervision |
| \$0 to \$50K | ¼ Time |
| \$50K to \$150K | ½ Time |
| \$150K and up | Full Time |
45. **Outlets and Circuits:** All electrical outlets and lighting circuits shall be properly identified. J-boxes must be labeled with appropriate circuit numbers. Outlets shall be labeled on the **front** of the cover plates.
46. **Painting:** All paint bids should include one-time touch-up paint on all suites. This shall be completed approximately five (5) days after move-in. Remaining paint, especially custom colors, should be left with the Tenant for future use. Only water based paint is allowed. Whenever painting is scheduled, Building Engineering has to be notified
47. **Parking:** Any vehicle illegally parked will be ticketed and or towed at owner's expense. No parking in the loading dock.
48. **Permits:** No work will be allowed to commence without a permit. Contractor is to provide all permits, city inspections, occupancy certificates, maintenance and operation manuals, equipment warranties, etc., to be bound and delivered to the 2100 ROSS AVENUE Construction Manager for his use and record.

49. **Plumbing:** All Mechanical and Plumbing equipment shall be as scheduled (and match Building Standard wherever possible). No foreign pipe or fittings will be allowed. Complete restoration shall be made by Contractor for damages to other work or material caused by testing or failed tests at no cost to 2100 ROSS AVENUE.
50. **Pre-construction Punch-List:** Contractor shall inspect the work areas and common areas on the floor where work will take place, prior to construction, to identify items subject to potential claims for breakage, theft, abuse and to identify the existing damage if any. After the inspection Contractor shall submit to 2100 ROSS AVENUE for approval, a pre-construction punch-list identifying the existing damage. At the end of construction, any damage within the work area or common areas on that floor not identified in the pre-construction punch-list shall be repaired and/or replaced at Contractor's cost.
51. **Punch-List:** The Contractor is responsible to arrange a meeting, with the Architect, the Tenant and 2100 ROSS AVENUE after the completion of Work, but prior to Tenant's occupancy, for the purpose of generating a punch list. The punch-list shall be submitted to 2100 ROSS AVENUE. Contractor shall complete all punch-list items, and submit the completed list signed-off by the Tenant and Architect, to 2100 ROSS AVENUE.
52. **Protection:** Contractor shall be responsible for all its action on site as well as those of its subcontractors. Any damage to the Building caused by the Contractor shall be promptly repaired by the Contractor at no cost to 2100 ROSS AVENUE. Prior to any construction work, the Contractor shall, with advance notification of 2100 ROSS AVENUE & Engineering, install pre-filters in Fan-Rooms and Return-Air intake openings to the Fan-Rooms. Care shall be taken to protect ceiling, walls, doors and carpets of public areas when moving construction materials, trash, etc. This shall be accomplished by installing Masonite -1/4 inch panel - taped to floor and adjoining areas. All corners edges and joints to have adequate anchoring to provide safe and "trip-free" transitions. Carpet-Mask shall be installed from suite under construction to freight elevator and to the Restrooms, for the duration of construction. Plastic is to be put on all doors, walls, ceilings, window coverings, cabinets and sinks. Plastic used to protect walls and vertical surfaces in the building corridor must be rated per Fire Code. Clean up of these areas upon completion of the Work is the responsibility of the Contractor.
53. **Remodeling:** Must be reviewed by General Contractor to include the following:
- A. Check glass side light doors and frames to insure they meet code, i.e. wired glass and steel frames.
 - B. Common Area corridors must be one hour rated to the deck.
 - C. PVC drainpipe must be replaced if it is in the space.
 - D. Note any lamp replacements that are required as well as damaged fixtures.
 - E. Note if any ceilings, walls, drapes, light fixtures, diffusers, or carpet need to be cleaned or replaced.
 - F. No additional general conditions shall be charged on changes unless the completion time increases. Markup for all change orders must be stated on the Bid Form.
54. **Rules of Conduct:** All workers must act in a professional manner to include but not limited to:
- A. No abusive language.
 - B. No alcohol or drugs.
 - C. No music in areas which are accessible to the public or from which the public may hear.
 - D. No smoking anywhere in the building.
 - E. No standing in lobbies/corridors except to board the service elevators or freight elevator.
 - F. No tracking of construction dirt/dust into the elevators, lobbies or occupied common areas.
 - G. No use of floor sinks, restroom sinks or toilets for cleanup or disposal of any material.
 - H. No use of passenger elevators to move construction equipment, materials or supplies.
 - I. 2100 ROSS AVENUE reserves the right to add other restrictions to those listed above as may be deemed necessary to provide for the comfort and safety of tenants.

55. **Schedule:** Upon being awarded the job, Contractor's Project Manager and Superintendent are required to arrange a meeting with 2100 ROSS AVENUE to review a detailed work schedule and discuss job requirements. In addition to usual items the schedule must show the following as applicable:
- A. Tenant's move-in date.
 - B. The date of the Fire / Life Safety Test.
 - C. The dates when punch-list will be generated and completed.
 - D. The installation date for workstations/built-ins, even if provided and/or installed by Tenant.
 - E. The issue and due dates for each submittal (i.e. engineering/shop drawings, finish samples, etc.)
 - F. The start and completion date for the Data / Telephone Cabling, even if provided and/or installed by Tenant.
56. **Security:** Contractor is responsible for the security in the Premises and at its expense shall provide its own watchman as required. All risk of loss to all property of the Building, the Tenant, the Contractors and its Subcontractors, including but not limited to, furniture, equipment, tools and materials located on the Premises, shall be the sole and exclusive responsibility of Contractor and its Subcontractors, and 2100 ROSS AVENUE shall have no responsibility for loss of business, equipment, material or tools.
57. **SHOP DRAWINGS: ALL SHOP DRAWINGS FOR M.E.P., MILLWORK ETC, SHALL BE SUBMITTED TO 2100 ROSS AVENUE WITHIN A WEEK AFTER THE AWARD OF THE CONTRACT.**
58. **Shutdowns:** All inspections, tests or installations that require the Building equipment to "shutdown" (i.e., Building HVAC System, Fire sprinkler drain-downs) must be scheduled in advance with 2100 ROSS AVENUE and the Engineering Department. Inspection or tests of this nature must be conducted "off hours," either before 6:00 a.m. or after 8:00 p.m. on weekdays or on the weekends. Fire/Life Safety Tests must be scheduled 48 hours in advance. Power shutdowns must be on Saturday nights and scheduled 4 weeks in advance. All shutdowns are subject to 2100 ROSS AVENUE's approval.
59. **Signage or Advertising:** Contractor shall not be permitted to display any identifying signage or advertising unless approved by 2100 ROSS AVENUE in writing.
60. **Smoke Detectors: See Security personnel for the removal and installation of smoke detectors. If smoke detectors are covered, a fire watch must be posted.**
61. **Space Adjacent to Work Area:** Access to any adjacent space is not allowed unless coordinated by 2100 ROSS AVENUE. All construction crews shall stay in their respective workspace at all times. Electrical and Fan Rooms, Janitor closets must be locked. If Work impacts more than one suite or floor, request for access must be submitted at least five days in advance and is subject to approval by 2100 ROSS AVENUE.
62. **Stairs:** New Tenant Stairs must be designed and reviewed by the Structural Engineering firm approved by 2100 ROSS AVENUE. Structural observation, shoring plan review and approval and shoring inspection prior to cutting of the slab must be done by the Structural Engineering firm approved by 2100 ROSS AVENUE. Cutting of the slab must be on a Saturday night and scheduled 2 weeks in advance, subject to 2100 ROSS AVENUE's approval. All stair construction creating excessive noise must be done after-hours.
63. **Submittals:** All wall and floor finish material submittals (including paint samples), plans and specifications (shop drawings where applicable), for architectural, mechanical, electrical, plumbing, fire sprinklers, fire/life safety, structural, work-station layout, etc. of the Work to be performed by the Contractor must be submitted and approved by 2100 ROSS AVENUE prior to commencement of Work. 2100 ROSS AVENUE has the right to have the Contractor redo (at Contractor's expense) any Work done without 2100 ROSS AVENUE approved submittals.
64. **Temporary Partitions:** 2100 ROSS AVENUE may require the Contractor to erect temporary partitions to shelter Work. Temporary partitions, if required, shall be clean, painted and uniform in appearance.
65. **Temporary Power:** Any temporary power connection shall be made by a licensed and insured electrical Contractor. A "walk through" with the Building Engineer is needed prior to the use of such connections.

66. **Tenant Corridors:** All work in tenant corridors must be scheduled after-hours. Some Tenants have longer business hours, check with 2100 ROSS AVENUE prior to bidding.
67. **Utility Rooms:** Contractors who need Building Keys (Electrical, Mechanical, Janitorial Room "Utility Rooms" keys) must go to the Security console and must leave their Driver's License with Security in exchange for the key to be returned the same day. Keys will not be issued without exchange. If any of the keys are lost, the contractor will be charged to cover the cost of re-keying all the Rooms. In addition, the Contractor must comply with the following:
- A. The Contractor shall be responsible to inspect the Utility Rooms where work will take place, prior to commencement of any work, to identify the existing conditions. If any of the rooms are not in good condition, then the Contractor submits a pre-work punch-list identifying the existing damage/deficiency.
 - B. At the end of work as indicated in the Access Form or earlier as the case might be, the Contractor shall be responsible to notify the Building Management and request a post-work inspection. Contractors who fail to request a post-work inspection shall not have the right to contest Building Management's determinations as to the condition of the room(s).
 - C. Any damage on these rooms not identified in the pre-construction punch-list will be repaired and/or replaced at Contractor's cost.
 - D. General Contractors shall be responsible for their subcontractor's with regard to utility rooms.
68. **Welding, Cutting, Grinding or Burning:** All of these will not be done without prior approval and the supervision of Building Engineering. Contractor must obtain a "Hot Work Permit" from Building Security 48 hours prior to starting Work. Fire extinguishers must be on hand at all times. Smoke and fumes must be controlled and evacuated to the exterior of the building by methods approved by the Building Engineering.
69. **Wood Finishing:** All wood/millwork/wood flooring/cabinetry to be shop finished. Except for the existing Suite entry/exit doors, any kind of wood finishing, staining, polyurethane coating, cabinet resurfacing, etc., must be done off-site. If existing millwork, doors, etc. need to be refinished they must be removed from the suite, refinished off-site and reinstalled.