



BUILDING RULES, REGULATIONS & CONTRACTOR GUIDELINES

1111 19th Street, NW
(“Building”)

Washington, DC 20036

UNIZO REAL ESTATE DC NINE, LLC

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POLICY

The **Building Rules and Regulations** establish a specific standard of performance to which all tenants, their contractors, consultants and vendors working in the Building must comply, whether contracted by the Landlord or by the Tenant. No additional enforcement notifications will be given. Any party deviating from the **Building Rules and Regulations** as set forth herein shall be subject to the removal from the Building and/or monetary damages. This document shall, by attachment or reference, become a part of the project construction documents.

PROJECT AUTHORITY

These Building Rules & Regulations are access and construction rules to be followed by tenants, their contractors, designers and vendors who require access to the Building or who will design, install work and/or provide services in the Building.

Any references to UNIZO Real Estate DC Nine, LLC or Cushman & Wakefield U.S., Inc Property Manager, or a designated Landlord Construction Manager, or a Cushman & Wakefield (CW) building engineering staff member.

CONTRACTOR shall mean a general contractor, construction manager and/or its subcontractors and/or suppliers performing construction or related work in the Building either directly for the Building Owner, CW or Tenant.

Cushman & Wakefield requires a weekly or bi-weekly construction meeting and shall inspect the work being performed on a periodic basis. The Contractor shall not perform any work that violates the Building Rules and Requirements or conflicts with the Contract Documents without approval by CW.

Information concerning the Building's operation (i.e., Property Manager, normal business hours, etc.) is listed in the following sections.

BUILDING INFORMATION SHEET

MANAGEMENT TEAM CONTACTS

Property Manager	Sancia Williams	Sancia.Williams@cushwake.com	(202) 457-7945
Property Administrator	Nicole White	Nicole.white@cushwake.com	(202) 457-7945
Chief Operating Engineer	Zoltan Kocsis	Zoltan.kocsis@cushwake.com	(202) 285-7283

EMERGENCY CONTACT

24/7 Emergency Contact Number Cushman & Wakefield Service Line: (301) 681-2237

BUILDING HOURS OF OPERATION

Monday to Friday 8:00am to 8:00pm (excluding legal holidays)
Saturday 9:00am to 1:00pm

**All deliveries and noisy work
must be completed
Monday – Friday before 8am or after 6pm, &
Saturday before 9am or after 1pm**

TENANT VISITORS & DELIVERIES POLICY

TENANT FOOD DELIVERY POLICY

1. The Rule
 - a. No meal deliveries will be allowed access to Tenant floors
 - b. All meal deliveries will be picked up by tenant from the delivery person at building the Lobby level.
 - c. Delivery company or person should have a contact number for the person expecting the delivery.
2. The Exception
 - a. Tenant can send a written consent to Landlord to allow meal deliveries to Tenant floor without prior notification **ONLY** when all three (3) of the following scenarios apply:
 - i. Tenant occupies a whole floor and has restricted elevator access to their floor.
 - ii. Tenant will name a specific company or specific person who will be granted that access.
 - iii. Delivery Company/person granted that access is to abide by Building Security Procedures

Note: Catering events need to be coordinated with Property Management Team in advance to reserve freight elevator and to have the proper COI requirements.

TENANT VISITOR POLICY (INCLUDING VENDORS)

1. The Rule
 - a. No visitors will be allowed access to Tenant floors without the prior consent from Tenant. That includes employees who do not have their key fobs.
 - b. Using Datawatch, Tenant will log in all visitors into the system.
 - c. Once visitors are logged in to the system, Building Security Officers will be able to print visitor badge.
 - d. When visitors arrive and checked in, an automatic email notification will be sent to Tenant, and Building Security will grant access accordingly without the need to call the Tenant.
 - e. Visitors **DO NOT** need to show their photo ID if they are already logged in to the system prior to their visit.
 - f. Tenants who were not able to login their visitors into the system, for whatever reason, then the below will be applied prior to granting access:
 - i. Tenant needs to send an email with the list of visitors and the date expected. Send the email to:
 1. Building Security Team: 111119thlobby@gmail.com
 2. Nicole White: Nicole.white@cushwake.com
 - ii. **ONLY** those visitors will need to **show** their photo ID for the Security officer to be able to print their Visitor Badge.

2. The Exception

- a. Big group Tenant events (8 visitors plus) need to be escorted by Tenant representative from the Lobby to the Tenant premises. No visitor badge will be required. Tenant will have the option of hiring extra security officer at Tenant expense, for the duration of the event, to facilitate access.

MAIL DELIVERY PERSONNEL ACCESS

1. Regular Mail Delivery Officials: Are granted access following the Building Security Procedures. Please note that our Building Security will ask for the ID once to keep it on records.
2. None-regular mail and packages delivery personnel: Will be granted access following Building Security Procedures. These delivery personnel need to leave their photo ID with Building Security each and every time.
 - a. In the unlikely scenarios where someone rejects to submit or show their ID, then Building Security will leave the package at the front desk for Tenant to pick up from the Lobby.

**** Building Security Procedure**

All visitors will leave their photo ID with the security officers before being granted access.

GENERAL BUILDING WORK PRACTICES/INFORMATION

ACCESS – The Contractor must provide CW with notification two (2) business days prior to needing access to an occupied area. CW shall notify the Tenant and then provide direction to the Contractor. The Contractor shall only be allowed access to the floors and/or suites on and in which they are working. Access to adjacent suites and to other floors in the Building is prohibited without CW’s prior approval. Hauling, delivering or working in the main building lobby is prohibited at any time. **Contractor shall be present on-site at all times when subcontractors are present and/or work is being completed.**

AFTER HOUR AUTHORIZATION – All requests for authorization to perform after hours work that affect the Building systems and equipment shall be sent in writing to CW at least one (1) business day in advance. No call-in requests for authorization shall be accepted. **The attached form shall be used for all such requests.** If after hours work requires that CW provide supervision or personnel to monitor Building systems, at CW’s sole discretion, all costs associated with said personnel shall be borne by the Tenant or Contractor.

CONTARCTORS DELIVERIES – The Contractor shall be responsible for coordination and scheduling all deliveries and must submit a **“Loading Dock & Freight Elevator Form”** to the CW management office at least **48 hours prior to delivery. The attached form shall be used for all such request.** Only rubber-wheeled dollies and carts may be used for the deliveries to prevent surface damage. No wooden or metal pallet or skids are permitted within the building, except in designated loading docks.

LOADING DOCK – Access from 18th Street via alley on South side of building. Access from 19th Street, take left at entrance before PMI parking garage. The Contractor shall coordinate and schedule all deliveries through the CW management office with a minimum of **48 hours prior written notice, “Loading Dock & Freight Elevator Form” must be submitted for approval.**

ELEVATORS – The designated freight elevator is the only elevator which may be used for moving materials and construction personnel and shall be properly protected with temporary plywood protection and elevator pads. The use of the freight elevator must be coordinated with the Property Manager by submitting a **“Loading Dock & Freight Elevator Form”**. Contractors shall not use passenger elevators, without prior approval the Property Manager.

RESTROOMS – Restroom use by Contractor personnel shall be restricted to the floor on which work is being performed or as designated by the Property Manager. The Contractor must clean existing restrooms as part of the final clean up and make any repairs caused by the Contractor or its employees or personnel. Restrooms on multi-tenant floors shall be **cleaned daily by the Contractor** during construction.

UTILITIES – CW shall generally supply limited utility services/usage for the construction work, including basic electricity and plumbing. Specific concerns regarding utilities must be submitted to CW prior to the execution of the contract.

STORAGE/VACANT SPACE – There is no on-site storage space at the buildings. The Contractor may need to provide off-site storage when Project requirements dictate. The use of vacant space storage is prohibited.

SIGNAGE – The Contractor shall provide and install at its cost any and all temporary construction, directional and informational signage as may be required by the CW representative. All signage shall be approved by the Property Manager prior to posting.

PARKING – **No parking** provided onsite for Contractor.

NO SMOKING – No Smoking is allowed within the Building or in the Tenant's demised premises.

FOOD – No food, nor any trash and debris, shall be left in the suite under construction or anywhere else in the Building at any time and shall be disposed of by the Contractor on a daily basis in appropriate trash receptacles. No eating or coffee breaks are allowed in the common areas of the Building or occupied tenant space. The only approved area for eating or coffee breaks is within the contracted work area (if not occupied) or space designated by CW.

OSHA SIGNAGE & BARRICADES – The Contractor is responsible for ensuring and providing job site safety. This includes safety for all employees as well as anyone entering the construction area. The Contractor shall provide protection, barricades and signage as required to ensure the safety of its personnel, CW employees, building tenants, visitors, etc. and shall strictly comply with all OSHA requirements.

24/7 Emergency Contact Number Cushman & Wakefield Service Line: (301) 681-2237

HAZARDOUS MATERIAL DELIVERIES – Before any hazardous materials are utilized or delivered in to the Building, the Contractor shall notify and seek the approval in writing from CW. All required paperwork must be submitted, in advance, to CW. Storage locations and the method of storage shall be approved in writing by CW in advance of any delivery. The Contractor is responsible for providing information (Material Safety Data

Sheets) to workers regarding all hazardous or suspected hazardous materials and substances used or introduced by the Contractors, including their potential hazards. At the conclusion of the work requiring hazardous materials, the hazardous materials shall be removed from the Building and disposed of properly.

HAZARDOUS MATERIALS – The Building may contain hazardous materials. The Contractor shall contact the Property Manager to obtain a copy of the Hazardous Materials O&M Plan and shall follow the procedures outlined in the Plan.

ODOR & NOISE – No activities causing odor, excessive noise, vibrations etc.(i.e., core drilling, drilling, shooting track, spray painting, any paint using an oil base or lacquer, etc.) shall be performed during the hours of operation of the Building without the prior approval of CW. After-hours work shall be allowed with CW's consent and prior notification, but CW retains the right to require objectionable smell work to be performed outside the building (example – sprinkler pipe cutting). The Contractor shall verify in advance that after-hours work can be performed by submitting an “**After Hours Request Form**”. The Contractor shall notify CW management office **two (2) business days prior** to commencing any work which may cause objectionable noise or odors so that property management can notify surrounding tenants in advance, even if work is performed after the Building's standard operating hours. The Contractor is responsible for controlling and for keeping noise levels to a minimum. **Voices, machinery, tools and radios heard in the common areas or in adjacent occupied spaces will not be allowed, and all such activities shall be suspended at the direction of the Property Manager or Chief Engineer at its sole reasonable discretion.** When contractors are working above an occupied suite, ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.

DAMAGES – The Contractor shall be financially responsible for any and all damages caused by its agents, employees, and subcontractors, including but not limited to damages arising from its loss of Building services, such as utility services, elevator services, etc. Any damage caused to the property or Building by the Contractor, including but not limited to the doors and freight elevators shall be repaired by the Contractor as directed by Property Manager or Chief Engineer. CW reserves the right to remedy the damages at the Contractor's expense in the event that the work is not acceptably corrected within one week of written notice to the Contractor.

PROTECTION OF COMMON AREA FINISHES – The Contractor shall protect all finishes, including but not limited to elevator doors, frames and cabs, flooring, wall surfaces, doors, door frames, and hardware with durable materials during any demolition or the movement of materials to the space under construction. Carpeted areas shall be protected until such time as the construction and movement of materials has been fully completed. The

method of protection must be approved by CW. Walk off mats are to be provided at the public corridor side of any entrance doors. During construction, the Contractor shall raise any venetian blinds or mini blinds and protect existing draperies or other window treatments, including solar film, so as not to soil or damage them. Glass suite entry doors and windows shall be covered with paper to prevent tenants from seeing the construction work.

INSTALLATION OF COMMON AREA FINISHES – The Contractor shall coordinate the timing and installation of common area finishes with the Property Manager or Project Manager and shall use its best efforts to minimize any inconvenience or disruption to tenants on the floor for multi-tenanted floors.

KEYS & LOCKS – Whenever it is deemed necessary by Tenant or CW to temporarily issue any key to the Contractor, the Contractor shall be responsible for controlling possession and use of same until it is returned at the end of the project to the issuing party. All suite entry doors and doors leading to the common areas of the Building must comply with established Building standard specifications. The lockset specification must be verified by CW Chief Engineer. The Contractor must lock all doors to the suite at the end of each workday including suite entry and balcony doors.

TRASH & DEBRIS - The Contractor must arrange for the daily removal of all construction trash and debris during the course of construction. The Building does not have available space for trash containers onsite. If space is available onsite Contractors must schedule the delivery of trash containers with the Property Manager and obtain all required local government permits. Containers set on asphalt should first be placed on plywood to protect the surface from damage. At no time are the Building trash compactors and/or dumpsters to be used by the Contractor. CW assumes no responsibility for the Contractor's trash containers. Trash shall be contained within the Contractor's trash containers and emptied on a regular basis and never allowed to overflow or otherwise remain outside of the required container. All areas the Contractor or its subcontractors work in must be kept clean on a daily basis. The cleaning of construction tools and equipment shall be confined to the janitor closet. All janitorial, electrical and telephone closets utilized by the Contractor should be kept clean throughout the work period and all construction debris must be removed after the construction is completed. No paints, thinners, or hazardous materials shall be poured down any drains. The Contractor must leave the constructed space completely clean, including but not limited to the cleaning of the inside of all exterior windows and sills, all interior windows and sill, window blinds or drapes, all light fixture lenses, all HVAC grills, cabinets and sinks. The Contractor must also vacuum the floor, including edge vacuuming. The Contractor must keep trash and debris out of window ledges that are visible to passing motorists. The Contractor shall maintain cleanliness throughout the Building, Tenant's demised premises, and any areas accessed by Contractor. Construction materials and debris are not permitted in the common areas or access corridors. CW reserves the right to remove any such items

and dispose at its discretion but at the Contractor's cost. The blocking of hallways, exits, elevator lobbies, electrical closets or loading docks is not permitted. All carpets are to be protected and kept clean at all times, **ESPECIALLY CARPET IN COMMON LOBBIES AND CORRIDORS**. The Contractor shall be required to reimburse CW for a thorough carpet cleaning and or replacement at the completion of the construction job, if such cleaning or replacement is deemed necessary in the sole judgment of CW.

SLAB PENETRATIONS – For all slab penetrations required for new work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to any penetration of the slab. All components shall be clearly marked on the slab surface prior to drilling, coring, etc. The Contractor shall not cut reinforcing bars, cables, etc., without prior authorization from the CW and shall immediately repair any damage caused by slab penetrations in violation of this paragraph. All slab penetrations shall be fire stopped by approved fire stopping materials. The Contractor must contract with and receive the approval of CW's structural engineer prior to proceeding with any such work and must have a CW Engineer on site while work is being performed at Tenant or Contractor's expense.

BUILDING SYSTEMS

EXISTING BUILDING EQUIPMENT AND FIXTURES – The Contractor shall be responsible for documenting the condition of any existing Building equipment or fixture prior to the start of any work and shall be responsible for repairing any existing Building equipment and fixtures damaged by the Contractor or its subcontractors. The Contractor must notify CW immediately of any damage or the discovery of any existing damage. All missing and/or damaged thermostats must be brought to the CW's attention prior to the start of all work in the space. The protection of all drains is required to prevent clogging and the Contractor is responsible for the cleaning of all drains which have become clogged during construction.

NEW EQUIPMENT – All new, existing and relocated equipment and devices shall be easily accessible (i.e., not permanently blocked by new or existing construction). Any sub-meters, whether electric, gas or water, if required, must be approved in writing by the Property Manager prior to installation.

HVAC

SERVICING OF MECHANICAL/ELECTRICAL EQUIPMENT – No walls shall be installed over or in front of an induction unit, VAV or other HVAC distribution device. The unit shall be relocated, and an additional unit shall be installed on the opposite side of the wall. No walls shall be constructed across a ceiling light fixture so as to inhibit changing of lamps or servicing the light fixtures when necessary.

DUCT WORK – All duct work shall conform to a minimum SMACNA standard. Any existing duct work shall be evaluated and reused whenever possible. All installations shall conform to prevailing code requirements in terms of the gauge of metal and fire damper. The Contractor shall be responsible for resealing and insulating duct work to comply with code.

CONDENSATE DRAIN LINES – The condensate drain lines from Tenant A/C units must be piped to a suitable drain in accordance with code and not to a sink. All units shall be equipped with a high level condensate lock-out or with a monitored high condensate level alarm.

ISOLATION VALVES – Proper isolation valves shall be installed on all Tenant A/C units, new plumbing fixtures, appliances or other equipment, to facilitate maintenance and also to allow the item to be removed without interfering with the Building operation.

PIPING – All supply piping for sinks, kitchen units, and condensate lines on packaged A/C units should be copper or other materials permitted by applicable code. All waste lines shall be cast iron. (The use of PVC or plastic pipe in plenum ceilings is prohibited). All existing water supply lines, waste lines and vent lines that will not be re-used shall be removed back

to the source/wet stack and properly capped. All penetrations in slabs or rated walls shall be fire stopped.

HVAC – HVAC units within the construction area shall be turned off during the construction period or protected to prevent dust or debris from entering. Continuous protection and filtration of HVAC return air to include but not be limited to covering main HVAC return with filter material. In the event that the Contractor fails to provide filter material at the return air duct the Contractor shall reimburse CW for filter changes and evaporator cleaning at the end of the project. A preliminary inspection of the HVAC work in progress shall be scheduled through CW prior to the installation or re-installation of the ceiling grid. Contractors are not to sit or stand on Building equipment. The Contractor shall clean induction units/fan coil units post construction. Units and unit covers are to be painted while covers are removed. Covers are not to be caulked.

THERMOSTATS – The installation or relocation of all thermostats, diffusers, mechanical systems or energy management systems are subject to CW's review. The Contractor shall coordinate the installation of thermostats and switches with furniture plans to ensure clear access. The Contractor must use the Building's Control Contractor to perform such work and tie it into the existing energy management system.

AIR BALANCE – The Contractor shall calibrate all thermostats prior to performing any air balance. The Contractor shall balance supply/return air using CW's preferred contractor as noted in the attached Building information sheet. Two copies of the Air Balance Report must be forwarded to CW. All diffusers shall be balanced within 10% of design criteria.

SLAB PENETRATIONS – For all slab penetrations required for new or existing work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to any penetration of the slab. All components shall be clearly marked on the slab surface prior to drilling, coring, etc. The Contractor shall not cut reinforcing bars, cables, etc., without prior authorization from the CW and shall immediately repair any damage caused by slab penetrations in violation of this paragraph. Blind holes drilled into the slab for fasteners and anchor burials shall not pass maximum 1" in depth. A GPR or an X-ray may be required for any blind holes needed to be drilled more than 1". All slab penetrations shall be fire stopped. The Contractor must contract with and receive the approval of CW's structural engineer prior to proceeding with any such work and a CW Engineer must be present during work at Tenant or Contractor's expense.
Core Drilling must be completed between the hours of 11pm and 5am. After Hours Request Form must be submitted to Property Manager.

HOT WORK – Hot work includes work that produces sparks, heat or uses an open flame. Many repairs on roofing, drains, HVAC and signs involve hot work. Other hot work examples include cutting, welding, brazing, soldering, grinding and the thawing of pipes. Prior to

proceeding with hot work, the Contractor must evaluate all other alternatives and try to choose a safer option such as bolting, hydraulic shears or reciprocal saw, mechanical clamps, threaded pipe or tube connections, non-torch applied roofing systems and filing. If no alternative exists except for hot work, **the Contractor must:**

- Pre-screen all subcontractors, review their safety and loss records and confirm that they carry the contract required insurance coverage.
- Select a fire safety supervisor to coordinate the hot work operations and monitor safety.
- Notify CW Chief Engineer through the use of the attached Hot Work Permit.
- Follow the precautions checklist on the attached Hot Work Permit to ensure that the hot work is effectively managed throughout the process.

ELECTRICAL

ELECTRICAL WORK - During any demolition, the electrical contractor is to separate any circuits that would feed more than one tenant. All existing conduits, feeders and electrical equipment, water supply and waste lines that will not be re-used shall be removed back to its source/wet stack (NOT left in the ceiling and NOT terminated at a junction box). Electrical panel schedules must be completely replaced and dated, identifying all new circuits. All new panel schedules shall be typewritten. Doors to suite, equipment and electrical rooms shall not be left open when the Contractor is not present. No door shall be propped open or the closer arm detached. Any electrical closet that is open with the panel exposed must have qualified Contractor personnel present at all times with appropriate OSHA warning signage prominently displayed. Contractor shall familiarize itself with the Arc Flash labelling present and can be provided the Building's Arc Flash Hazard Analysis upon request.

CONDUIT - The Contractor must identify any conduit to be removed or relocated as a part of the work.

WIRING - No contractor shall lay wiring on ceiling grid. All wiring, including communications, shall be laid in wireways, or strapped or wire tied to the deck above in compliance with the applicable code. Under no circumstances shall any wire be strapped to sprinkler piping or other Building piping, conduit or ductwork. Nor shall wiring of any kind penetrate fire dampers or air transfers. All penetrations in rated walls shall be fire-stopped. Appropriate permits and inspections are required from the local jurisdictions. All wiring must be identified and tagged at both ends.

LIGHTING - The lamps in all fluorescent fixtures shall follow the Building standard in color and wattage unless previously approved by CW.

SLAB PENETRATIONS- For all slab penetrations required for new work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to any penetration of the slab. All components shall be clearly marked on the slab surface prior to drilling, coring, etc. The Contractor shall not cut reinforcing bars, cables, etc., without prior authorization from the Property Manager and/or Chief Engineer and shall immediately repair any damage caused by slab penetrations in violation of this paragraph. All slab penetrations shall be fire stopped. The Contractor must receive the approval of CW's structural engineer prior to proceeding with any such work and a CW Engineer must be present during work at Tenant or Contractor's expense. **After Hours Request Form must be submitted to Property Manager.**

LIFE SAFETY

BUILDING LIFE SAFETY SYSTEMS – The Contractor shall protect all Life Safety devices during any demolition and during the movement of materials to the space under construction. Fire alarm pull stations shall be protected against accidental activation and smoke detectors shall be protected daily to prevent contamination. The method of protection shall be approved by CW. All work, including demolition, on Building Life Safety Systems (smoke detectors, sprinklers, fire pull stations, fire doors) shall be completed by a contractor approved by CW and be monitored by the Building Engineer. All tie-ins to the fire alarm panel shall be completed by CW's preferred contractor as identified in the attached Building Information Sheet. Prior to occupancy and during the Fire Marshal's inspections and "ring down" the Contractor shall demonstrate to the Building Engineer's satisfaction that the Life Safety systems are functioning properly. The Contractor shall provide keys, two (2) sets of operational manuals and instructional training to the Building staff on the operation of new fire panels or control devices. All work that may activate, deactivate or alter any smoke detector(s), fire door(s), sprinklers, electronics, fire protection, Life Safety or security systems shall require prior written notification to CW using the **FM Global Red Tag Permit** (will be provided upon request). Such work shall not commence until approval has been obtained for both timing and scope of work. The failure to receive authorization before commencing this work shall result in a \$500.00 fine in addition to any fee, penalty, or fine assessed by any jurisdictional authority. After Hours Work Request must be submitted to CW management office 48 hours prior to testing and scheduled between 5:00am and 7:00am.

PROJECT ADMINISTRATION & REQUIREMENTS

CONTRACTOR APPROVAL - All contractors and subcontractors must be approved by Property Manager and/or Landlord Project Manager prior to the commencement of any work.

SUBCONTRACTORS - The Contractor shall be held responsible for its subcontractors' actions in all cases and Contractor must be present while subcontractors' work is being completed. CW shall not be responsible for directing subcontractors or liable for any acts or omissions of a subcontractor in the event that some direction is given in the absence of the Contractor, as in the case of an emergency.

DAMAGES - The Contractor shall be financially responsible for any and all damages caused by its agents, employees, and subcontractors, including but not limited to damages arising from loss of Building services, such as utility services, elevator services, etc. Any damage caused to the property or Building by the Contractor, including but not limited to the doors and freight elevators shall be repaired by the Contractor as directed by Property Manager, Landlord Project Manager or Chief Engineer. CW reserves the right to remedy the damages at the Contractor's expense in the event that the work is not acceptably corrected within one week of written notice to the Contractor.

PROFESSIONAL CONDUCT - Professional behaviour is required at all times by the Contractor, its agents, employees, and subcontractors. Appearance and professionalism are important to our customers, visitors and tenants when Contractors and their employees are within the Building. The Contractor, its agents, employees and subcontractors shall not congregate in any public areas within the Building or its entrance ways. Meetings, lunches and breaks are to be conducted within the work areas. Serious offenses which will result in immediate dismissal from the premises or the closing down of the construction project include:

- Drinking or drug use while on the property or showing up at the property under the influence of alcohol or drugs.
- Possessing or consuming drugs or illegal substances while on the property.
- Possessing or using firearms or other weapons on the property.
- Violating local, state or federal laws or regulations while on the property.
- Physically or verbally harassing or abusing any individual who works in or visits the Building.
- Duplicating any keys or any illegal entrance into any restricted area within the property.
- Gambling.
- Sleeping on the job.

- Behaving in a disorderly manner.
- Playing of radios which can be heard in the common areas or any occupied tenant space.
- Use of foul and/or vulgar language or gestures.
- Clothing or language that is offensive or vulgar.

INSURANCE

Before commencing any work in the Building and at all times during construction, the Contractor shall maintain all necessary insurance as indicated below and provide the Landlord with certificates of insurance evidencing the required coverage before any work is commenced. Such insurance shall specifically name the Landlord, CW and the Tenant as additional insureds with respect to the work to be performed. The appropriate additional insured entities shall be provided by CW representatives to the Contractor.

1. **Comprehensive Commercial General Liability Insurance** on an occurrence form for bodily injury and property damage with a minimum limit of liability of \$1,000,000.00 combined single limit each occurrence and \$2,000,000 from the aggregate of all occurrences in the policy year, including, but not limited to, premises-operation, products/ completed operations, contractual liability coverage and independent contractor's liability coverage.
2. **Comprehensive business Automobile Liability Insurance** covering owned, hired and non-owned vehicles with limits of \$1,000,000.00 combined single limit each occurrence.
3. **Employer's Liability coverage** in the amount of not less than \$1,000,000.
4. **Excess Liability (Umbrella) Insurance** on the above in the amounts as listed in the "UNIZO Vendor Insurance Minimum Requirements" table on the following page.
5. **Workers Compensation** as required by all applicable federal, state, and maritime or other laws, including Employer's Liability Insurance in the minimum amount of \$1,000,000.00

***** NO COI WITH THE VERBIAGE "PER WRITTEN CONTRACT" CAN BE ACCEPTED FROM A THIRD-PARTY VENDOR. Each of the above policies must contain provision giving Owner and each of the other Additional Insured at least thirty (30) days' written notice of cancellation of coverage.**

The insurance coverage contained in items 1, 2 and 4 above shall, without liability on the part of the Owner, Cushman & Wakefield or UNIZO Real Estate Nine, LLC for premiums, include the following as Additional Insured:

1. UNIZO Real Estate DC Nine, LLC
2. UNIZO Real Estate Company, Limited
3. UNIZO Holdings Company
4. Cushman & Wakefield U.S., Inc. and their respective partners, shareholders, agents and employees.

In addition to the certificate of insurance which should name all Additional Insured, the contractor/subcontractor will provide endorsements issued by its insurance company evidencing coverage of all Additional Insured for each type of coverage except Workmen's Compensation and Employers Liability. Please note that a blanket endorsement will not be accepted. Waivers of Subrogation for all liability coverage are required as well. Blanket waivers will not be accepted.

Send a current certificate immediately to Property Manager &/or Property Administrator email listed in the management team contact page. Please call us at (202) 457-7945 if you have any questions.

Certificate Holder should be listed as:

UNIZO Real Estate DC Nine, LLC
c/o Cushman & Wakefield U.S., Inc.
1111 19th St. NW, Suite 211
Washington, DC 20036

VENDOR/CONTRACTOR COI MINIMUM REQUIREMENTS TABLE

\$2,000,000	\$4,000,000
<ul style="list-style-type: none"> • Carpet & flooring contractors 	<ul style="list-style-type: none"> • Elevator /escalator contractors (ref. separate instructions attached)
<ul style="list-style-type: none"> • Painters 	<ul style="list-style-type: none"> • Window cleaning & other trades involving the use of scaffolding
<ul style="list-style-type: none"> • Exterminator 	<ul style="list-style-type: none"> • General contractors for tenant improvements
<ul style="list-style-type: none"> • Glass contractors 	<ul style="list-style-type: none"> • Roofing/skylight contractors
<ul style="list-style-type: none"> • Display sign and display set-up contractors 	<ul style="list-style-type: none"> • Electrical contractors
<ul style="list-style-type: none"> • Plumber 	<ul style="list-style-type: none"> • Structural steel contractors
<ul style="list-style-type: none"> • Landscaper 	<ul style="list-style-type: none"> • Concrete contractors
<ul style="list-style-type: none"> • Hood vent cleaner 	
<ul style="list-style-type: none"> • Sheetrock and framing contractor 	
<ul style="list-style-type: none"> • Mechanical contractor 	
<ul style="list-style-type: none"> • Carpenters 	
<ul style="list-style-type: none"> • Gate/door contractors 	
<ul style="list-style-type: none"> • Security equipment installers 	
<ul style="list-style-type: none"> • Security contractors 	
<ul style="list-style-type: none"> • Moving companies 	
<ul style="list-style-type: none"> • Cleaning contractors 	

EXCESS LIABILITY (UMBRELLA) LIMITS

Please remember to provide with the certificate a copy of the Additional Insured scheduled endorsements for each type of coverage-General Liability, Automobile, and Umbrella, and Waivers of Subrogation. We will be unable to allow commencement of work without it.

Read and Acknowledged:

TENANT Company

CONTRACTOR Company

TENANT Signature

CONTRACTOR Signature

Print Name

Print Name

Date

Date

TENANT / TENANT PM & CONTRACTOR
EMERGENCY CONTACT INFORMATION

TENANT Company

CONTRACTOR Company

TENANT Name

CONTRACTOR Name

Contact Number

Contact Number

ACCESS FOB NUMBERS OR KEYS PROVIDED TO CONTRACTOR:

ALL FOBS AND KEYS NOT RETURNED WILL BE BILLED TO TENANT.

LOADING DOCK & FREIGHT ELEVATOR AUTHORIZATION REQUEST

Requested By:	
Company:	
Phone Number:	
Work Start Date:	
Work Hours:	
Engineer requested:	
Date of Issue:	
Expiration Date:	
Description:	
Floor:	
Location:	
Summary of Work:	
Contractor Signature:	

CW Use:	
PROPERTY MANAGER SIGNATURE:	
ENGINEERING SIGNATURE:	

AFTER HOUR AUTHORIZATION REQUEST

Requested By:	
Company:	
Phone Number:	
Work Start Date:	
Work Hours:	
Engineer requested:	
Date of Issue:	
Expiration Date:	
Description:	
Floor:	
Location:	
Summary of Work:	
Contractor Signature:	

CW Use:	
PROPERTY MANAGER SIGNATURE:	
ENGINEERING SIGNATURE:	

HOT WORKS PERMIT

Building Name: UNIZO DC Nine **Address:** 1111 19th St. NW Washington DC 20036

Floor: _____ **Specific Location:** _____

Brief Description of Work: _____

Permit Issuing Authority: _____

Supervisor Approving Work: _____ Work will end on: _____

SUPERVISORS CHECKLIST: All items must be checked prior to issuing the permit and beginning any work	
<input type="checkbox"/>	We have swept all combustible materials such as paper clippings, wood shavings, or textile fibres clean for a radius of 35 feet from the work.
<input type="checkbox"/>	We have relocated combustibles at least 35 feet from the work. Where relocation is not practicable, we have protected combustibles with flameproof covers or shielded them with metal or fire-resistant guards or curtains. Edges of covers at the floor are tight to prevent sparks from going under them.
<input type="checkbox"/>	Where practicable, we have relocated all materials easily ignitable by sparks.
<input type="checkbox"/>	We have tightly covered openings or cracks in walls, floors, or ducts within 35 feet of the work to prevent the passage of sparks to adjacent areas.
<input type="checkbox"/>	We have taken special precautions to prevent the ignition caused by conduction or radiation on the other side of welding done on a metal wall, partition, ceiling, or roof.
<input type="checkbox"/>	We have used fire resistant shields or guards where combustible walls, partitions, ceiling, or roofs are nearby. We have protected ducts or conveyor systems that might carry sparks to distant combustibles.
<input type="checkbox"/>	There is not an explosive atmosphere (mixture of flammable gases, vapours, liquids, or dusts in the air) present.
<input type="checkbox"/>	Existing sprinkler systems are operational. For welding in close to a sprinkler head, we have placed a wet rag over the head and will remove at the completion of the work.
<input type="checkbox"/>	We have a fully charged and operable fire extinguisher, appropriate for the anticipated type of fire, at the work site.

Site was checked 30 minutes after completion of work by: _____

Signature of Welding/Cutting Supervisor: _____

Date: _____

Preferred Vendor List

Category	Description of Service	Vendor Name	Contact Name	Contact Number	Email
Structural & Construction	Structural Engineer for 1111 19th St.	Engineering & Consulting, LLC.	Don Kline, P.E., President	(703) 331-1284 (571) 991-9039	www.klineengineered.com
	General Contracting	Milestone Building Services	Delbert Blair	(301) 990-7890	d Blair@milestonebuildingservices.com
Disaster Recovery	Emergency Disaster Recovery	C&C Complete Services LLC		(800) 307-8326	
Security	Security - Access Control	Datawatch Systems, Inc.		(301) 654-3282	sales@datawatchsystems.com
	Security Officer	Allied Universal Security	Kevin Ball	(202) 534-3470	Keven.ball@aus.com
Parking Management	Parking - Management Company	LAZ		(202) 667-3030	
	Parking Garage Maintenance	AGW & Associates, Inc.		(703) 560-9083	service@agwdoors.com
Riser Telephone Internet	Riser MGMT Service	RiserSAFE – Concert Technologies	Jeff Smith	(703) 437-2262	jsmith@concerttech.com
	Telephone & Internet	Comcast Business		(202) 774-0329	business.comcast.com/enterprise
	Internet	Cogent Communication		(202) 295-4319	www.cogentco.com
Trash/Recycling	Trash Removal/Trash Recycling	Advance Enviro Systems (Hydraulic)		(215) 302-2000	
	Recycling- Electronics	eAsset Solutions		(703) 534-5865	info@eassetsolutions.com
	Junk Removal	Nova Junk		(571) 432-8162	info@novajunk.com
Janitorial/Window Cleaning	Cleaning - Janitorial	CRS Cleaning	Tina Brannon	(703) 837-8410	
	Cleaning - Windows	Clean & Polish Building Solutions	Cindy Cohn	(301) 424-1516	cindy@cleanandpolish.com
HVAC Cooling Maintenance & Supplies	HVAC	HVAC Concepts		(301) 670-0044	
	Chiller/Cooling Tower	CDS Mechanical Services, Inc.	Kenny Comba	(410) 451-7157	kcomba@cdsmechanical.net
	Compressor	AIR Condition Services	Jason Hardesty	(301) 789-8952	aircondserv@yahoo.com
	Supplies - HVAC	ACT		(703) 926-2539	
	HVAC Water Treatment	Bond Water Technologies	Paul Miller		pmiller@bondwater.com
Life & Safety: Repair & Supplies	Repair - Life & Safety	ACE Fire Extinguisher Services, Inc		(301)927-7300	billings@acefire.com
	Repair - Life & Safety	Mona Electric Group, Inc.		(800) 438-6662	
Electrical Plumbing Repair & Supplies	Repair - Plumbing	Magnolia Plumbing		(202) 829-8510	
	Water Test Quality	Backflow Technologies		(703) 450-5898	
	Repair - Electrical	Mona Electric Group, Inc.		(800) 438-6662	

	Supplies - Electrical	Engineers Outlet (Gerald Brawner Inc.)		(202) 333-2679	
	Supplies - Lighting	Baylighting		(301) 858-9494	
	Supplies - Plumbing	ITC Inc.	Nick Holliday	(703) 551-2032	
Elevator Repair Inspections & Services	Elevator - Maintenance	Thyssenkrupp		(301) 345-6400	
	Elevator - Advertisement	Captivate		(978) 845-5400	Noc-team@captivate.com
	Elevator Inspection	National Elevator Inspection Services, Inc.	Larry Phillips	(800) 886-6350	
Exterior & Interior Building Repair	Glass & Window Repair	Senate Glass & Door Company		(301) 440-7778	senateglassdoor@verizon.net
	Wood, Metal, & Stone Maintenance	FLYNN Architectural Finishes, Inc.		(301) 585-5700	
	Paint Repair & Supplies	MATTCO, Inc. (Ferrari Enterprises)		(703) 255-6040	
	Door Repair & Supplies	Donald K. Burton	Don Burton	(703) 774-5950	don@dkburtondoors.com
	Concrete Repair	US Paver	Dan Smith	(410) 382-7545	dan.smith@uspaver.com
Other Services	Indoor Air Quality Testing	UL - Air Quality Test	Monika Alexander	(703) 300-7961	Monika.alexander@ul.com
	Interior Landscape & Decorations	Superior Plantings	Wendy Bell	(240) 531-2066	
	Pest Control	American Pest		(301) 891-2600 & (703) 810-1020	
	Water Supply	Drink More Delivery, Inc.		(301) 417-9333	
	Generator Fuel	Griffith Energy Service, Inc.		(301) 858-9494	