

## PARK CITIES MEDICAL PLAZA

### BUILDING CONSTRUCTION REGULATIONS

(After Hours is considered weekends or 6:00pm – 5:30am Mon.-Fri.)

1. Manager shall mean Lincoln Harris' Construction Manager and/or the Remedy Medical Properties, Inc. Property Manager. Tenant shall mean Tenant in whose space construction is being performed. Work shall mean the construction or capital improvement work proposed by Tenant or Landlord. Contractor shall mean the Contractor and/or sub-contractor and its employees performing the work.
2. **PERMITS** – Permits and licenses necessary for the execution of the work shall be secured and paid for by Contractor unless otherwise notified. Posting of required permits must be done at inception of work.
3. Before work begins, all work must be scheduled through the Management office at 972.340.3981 along with a list of sub-contractors performing work. Any after- hours work must be scheduled through the Management office before 2:00 p.m. each afternoon of the night the activity will occur. Weekend activity is to be scheduled by Friday at 2:00 p.m. **ALL** after-hours work must be coordinated through the Management office and must also be supervised by the Contractor and in some cases by a member of the Management office.
4. Parking is permitted in the surface parking or garage parking. Utility vehicles will need to park on the surface parking where permitted.
5. All construction personnel will enter the building through any of the main entrances of the respective building.
6. Material deliveries for evenings or weekends may be made after 6:00 p.m. only after being scheduled through the Management office.
7. Contractor shall obtain management approval for location to set dumpster during the project.
8. Installation, repair, and inspection activities to be performed above or below ceiling level shall comply with all applicable building codes and standards and will be inspected under such.
9. Any and all penetrations through fire/smoke barriers, floors, and/or ceilings shall be fireproofed with an approved material such as 3M Fire Barrier Sealant CP 25WB+. In addition, any openings in walls or partitions made by Contractor for access to construction work shall be patched and/or repaired to the Manager's satisfaction.

10. Contractor and its agents/employees shall use only the restroom facilities located on the floor where work is to be performed or as otherwise designated by Management.
11. Each Contractor and sub-contractor will be responsible for the actions of their personnel and the clean up of all work or construction traffic. There will be no alcoholic beverages or any “controlled substance” on the premises. All Contractors must communicate to their employees and/or sub-contractors that smoking is only allowed in the designated areas on the premises. Eating of meals is allowed only inside the work area and is not permitted in any other area of the building.
12. Contractor shall take precautions to protect all existing operations and property with which work comes in contact, or over which he may transport, hoist or move materials, equipment, debris, etc., and shall repair satisfactorily all damages caused by him during construction, such damage to be determined at Manager’s sole discretion. Masonite must be used to cover any stone or ceramic tile floors and a protective covering must be used to cover carpeted areas. Walk off mats must also be used to control dust from being tracked into the corridors.
13. There are certain operations that must be performed outside of normal working hours to prevent the interruption of normal business operations (**normal hours are 5:30 a.m. - 6:00 p.m.**):
  - a. Drilling or cutting of the concrete floor slab.
  - b. Drilling or cutting of any concrete structural member.
  - c. Any work where machine noise or vibration may disrupt normal office procedures.

Also, Contractor shall submit MSDSheets on all products with the potential to cause noxious odors or fumes before use. Those products deemed detrimental to the office environment must be used under controlled conditions and with proper ventilation and any necessary personal protection provided, after normal office hours.

**Either an employee of Construction Management, Engineering or the Management office staff have the authority to determine if any operation is causing excessive noise or vapor.**

14. Contractor shall at all times on a day-to-day basis keep the entrances, lobbies, passages, corridors, stairwells and other common areas of the Premises free from accumulations of dust, waste materials and debris, or rubbish caused by his employees or work; at the completion of the work, contractor shall remove from the site all of his tools, scaffolding, surplus materials and debris. **At no time shall Contractor or its agents/employees discard materials of any kind down the restroom sink drains or toilets. Contractors will not be permitted to use the building trash containers; they must obtain their own waste receptacles to be placed as designated by Management.**
15. Sources of water and electricity will be furnished to Contractor without cost in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common usages during construction. HVAC will be supplied upon contractor’s request outside of normal operating hours. Contractor shall make connections, furnish any necessary extensions, and remove same upon completion of work.
16. All electrical and telephone rooms are to be kept clean and orderly at all times and must be locked at the end of each work day. These rooms may not be used as storage for tools or supplies. Doors to these rooms may not be propped open or block any corridor traffic. Tenant equipment may not be installed in electrical and/or telephone rooms. All panels are to be replaced and properly labeled upon completion of work. **All penetrations through floors, walls, and ceilings must be fire-safe upon completion.**

**17. UNSCHEDULED POWER-OUTS ARE STRICTLY PROHIBITED.**

18. Contractor shall include the cost to balance the building HVAC system with NEBB or AABC certified mechanical contractor. The tenant finish Contractor shall notify the balancing contractor five (5) working days prior to the time the air balance work is scheduled to commence. **Contractor is to provide Manager with a complete air balance report and the mechanical “AS-BUILT” drawings within 10 days of Tenant move-in or upon completion of the work.**

19. All work involved with the sprinkler system, fire alarm system, and/or smoke detector is to be performed by a Contractor who is certified by the authorized representative of the manufacturer of the equipment. Sprinkler system work may be conducted during the hours of 7:00 am – 4:00 pm, Monday thru Friday. **All fire safety system work must be scheduled, 24 hours in advance, through the Management office and Building Engineer prior to any work may be done.** During construction, Contractor is to take extreme precaution with the existing fire alarm system. Should any sprinkler modification work be required, the system will be placed back in operation at the end of the workday and Management/Engineering is to be informed to re-fill the Sprinkler System.

**\*\*\* Due to the sensitivity of this property begin an Medical Office Building, it is imperative that all fire system testing be coordinated through the management office accordingly.**

20. It shall be the responsibility of the Contractor to complete all punch list items before the tenant move-in date. If for any reason there are outstanding items at the time of move-in or completion of work, the Contractor will notify the Tenant to arrange a time convenient to the Tenant for this work to be done. At no time after Tenant’s move-in or completion of work shall any Contractor or sub-contractor arrive unscheduled for work inside the Tenant lease space.

21. Failure to comply with any of the above rules could result in the violator being removed from the property. Continued violations could result in the sub-contractor or Contractor being removed from the property and all contracts being cancelled.

**ACCEPTED BY CONTRACTOR:**

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**DATE:**

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**Park Cities Medical Contact Numbers:**

<b>Management Office</b>	<b>972.340.3981</b>
<b>24/7 Emergency</b>	<b>800.933.4357</b>