

CONTRACTOR RULES AND REGULATIONS

(This page must be posted on the project site, visible to all construction personnel)

The Contractor shall be responsible for meeting these performance requirements throughout the course of the Work. Exceptions shall only be allowed at First Potomac's discretion and with First Potomac's prior written approval.

I. PROHIBITED ACTIVITIES

The following activities are specifically PROHIBITED from occurring on First Potomac's property and cannot be undertaken by any Contractor or Subcontractor:

- a. Accessing tenant space without approval and/or First Potomac escort, if applicable
- b. Use of tenant equipment
- c. Using or sitting on any Tenant's furnishings or equipment
- d. Unauthorized use of any and all building equipment, including but not limited to, elevators, utilities, trash compactor, dumpster, etc.
- e. Unauthorized removal of building property
- f. Intentionally harming or destroying any property
- g. Unauthorized parking in restricted areas
- h. Unauthorized on-site storage
- i. Consumption of alcohol or possession of controlled substances on site
- j. Unauthorized congregation in building common areas
- k. Cooking or quantity food preparation on site
- l. Eating or coffee breaks in tenant or common areas
- m. Smoking in the building (smoking in designated areas on property only)
- n. Sleeping in the building or on the property
- o. Unauthorized use of building restroom areas
- p. Objectionable, abusive, or unacceptable personal behavior of Contractor's personnel or physically or verbally abusing any individual who works or visits the building.
- q. Improper disposal of wastes, residues, or debris
- r. Loud noises on site considered by First Potomac as objectionable
- s. Access to non-work areas
- t. Worker interviews
- u. Roof access without prior notification and escort by one of the First Potomac personnel.
- v. Possession of firearms, explosives, or weapons
- w. Gambling of any type
- x. Duplication of building keys or distribution to unauthorized persons.
- y. Providing access for unauthorized persons to any non-public areas of property/building
- z. Violating any Local, State or Federal Statues while on the property.

II. GENERAL BUILDING RULES

A. Access Procedures

1. Contractors must notify First Potomac 24 hours prior to working outside of or beyond normal business hours which are Monday through Friday, 6:00 am to 6:00 pm.
2. Contractor must notify First Potomac at least 48 hours in advance to access utility rooms or for any system shut downs (electric, gas, sprinkler, etc.).
3. If tenant spaces must be accessed, Contractor must provide notice to First Potomac at least one (1) week in advance. Certain tenant spaces may require an escort or security clearance and may require longer advance notice.
4. All lights must be turned off and all points of access secured at the end of each day.
5. Construction workers must be in uniform or display a Contractor's badge at all times while on the property.
6. Contractor must provide all contact information for the project manager(s), superintendent(s) and all foremen to First Potomac. A foreman must be in the building at any time that his/her crews are working.
7. Workers are allowed only on the floors where construction is actually taking place.
8. Construction personnel will only use the approved restrooms. The construction team will keep the facilities clean at all times. If problem arise from improper use of the facilities, portable toilets will be required at Contractor's expense at a location designated by First Potomac.
9. First Potomac is not required to provide parking to any Contractor or Subcontractor. If parking is provided, Contractor must park only in designated area(s).
10. Loading Dock (as applicable): During normal business hours, use of the Loading Dock is limited to 20 minutes for loading and unloading and for no other purpose. If the Loading Dock is needed during non-business hours, please contact First Potomac. No storage of materials is allowed within the Loading Dock or immediate area. Material and supplies must be immediately delivered to tenant or construction space. ABSOLUTELY NO PARKING ALLOWED WITHIN THE LOADING DOCK. VIOLATORS WILL BE TOWED AT THEIR EXPENSE.

B. Elevators (as applicable)

1. Only designated freight/padded elevators will be used to carry equipment/materials. Use of passenger elevators is not permitted.
2. Prior to the commencement of construction, a pre-inspection and documentation of existing conditions of interior cab finishes is required by representatives of both Contractor and First Potomac.

3. Elevators will be cleaned at the end of each day.
4. Elevator tracks will be kept clean at all times; floor covering will be covered with Masonite or other suitable material. No tape on finishes!
5. Elevator door bucks will be protected on the floor that construction work is in progress.
6. Contractor must provide 24 hour advance notice to reserve freight elevator.
7. Freight elevators may be taken out of service from 20 minutes to one-hour intervals on prior request to First Potomac and only with the on-site supervision of First Potomac personnel.
8. Carting material on top of the elevator or tampering with its components is strictly prohibited.
9. Prior to and after construction, elevator hoistways will be inspected for cleanliness. Conditions will be documented by First Potomac, Contractor, and Elevator Contractor. If hoistway is found to be in need of a clean down as a direct cause of construction dust and debris, it will be cleaned by First Potomac's Elevator Contractor at the sole cost of the Contractor.

C. Building Trash Dumpsters and Regulated Waste Removal

1. No construction or demolition material of any kind is to be put in building dumpsters, trash compactors or recycling containers.
2. Contractor's dumpster location must be approved in advance and must be set on plywood.
3. Construction trash will be removed by the Contractor daily from the project area and site.
4. Contractor is prohibited from storing material on site without prior approval of First Potomac.
5. It shall be the responsibility of the Contractor to remove any and all regulated waste (i.e. used oil, paints or solvents) generated by the Contractor or its subcontractor from the building or property. Contractor shall legally and properly dispose of all waste and provide proof to First Potomac (bill of lading or manifest). ***Improper disposal of wastes, residues or debris could result in immediate dismissal from the premises.***

D. Protection Systems

1. In the event that any fire and life safety system will need to be disabled to complete work, the Contractor must notify First Potomac at least 12 hours in advance and follow impairment procedures.
2. Building fire alarm system will be called out by First Potomac personnel ONLY for additions, changes and/or repairs. The Contractor shall not tamper with the building's life safety and sprinkler system.
3. In the event that any welding, soldering, or open flame apparatus is required to complete the Work, the Contractor must notify First Potomac of such event with 24 hours of notification. The building fire alarm system must be disabled, and Contractor must follow First Potomac's hot work procedures and all procedures to stand a fire watch.

4. Smoke detectors in affected area must be covered with a plastic bag at the beginning of each work day, but must be removed at the end of each work day as well.
5. Contractor must use base building fire alarm vendor as designated by Fire Potomac for all programming and final fire alarm tie-in.
6. Contractor must check in with First Potomac to verify “green” fire alarm panel at the end of each day prior to leaving jobsite.
7. Fire suppression systems including but not limited to fire pump, jockey pumps, etc. shall be back in “auto” or “manual” position.

E. Core Drilling

1. No core drilling, hammer drilling, jack hammering, shooting track or any other disruptive work will be permitted between the hours of 7:30 am and 6:00 pm unless approved in advance.
2. GPR must be performed on any and all areas requiring penetrations prior to performing work. X-ray is not permitted unless required by Fire Potomac and may only be performed between the hours of 11:00 pm and 5:00 am. If GPR is inconclusive, engagement of a structural engineer to approve GPR or X-ray films are at the sole cost of the contractor.
3. Contractor and all Subcontractors shall not use anchors in excess of ¾” without x-raying the area prior to installation.

F. Cabling

1. All cable passing through a plenum ceiling must plenum rated.
2. When passing through a firewall or demising wall, the hole must be sleeved and fire stopped.
3. All cables must be run in the cable trays or hung per code from the ceiling approximately every six feet.

G. Electrical Panels

All electrical panels are to be labeled when new work is completed under the direction of First Potomac at the Contractor's expense.

H. HVAC

1. Contractors are not to sit or stand on building equipment.
2. As applicable, Contractor must use base building energy management system control contractor as designated by First Potomac for all HVAC control work.
3. It shall be the responsibility of the Contractor to isolate the heating, ventilating, and air conditioning systems of the Work Site from the remainder of the building. Under no circumstances shall the Contractor utilize materials such as, but not limited to, cleaning

agents, paint, thinners, or adhesives that, if released in the work site atmosphere, could spread to tenants areas, causing discomfort or posing any type of health hazard during normal business hours between 7:00 am and 6:00 pm.

4. Filter media must be used to prevent construction dust from contaminating building ductwork, equipment and adjacent areas. Contractor must protect all other HVAC equipment from construction dust and debris and to be returned to First Potomac in good working order.

I. Roof

1. All roof work must be performed by the building's authorized roof warranty contractor, and Contractor must provide 24 hour prior notice to First Potomac.

J. Doors and Locks

1. Contractor shall install building standard locksets only. First Potomac will provide key type, key way, and bit list. ALL keys and locks shall fall under the building master and sub-master keying system.
2. All keys and locks removed during construction will be turned over to First Potomac with room numbers attached. Unused hardware shall also be turned over to First Potomac.
3. Doors and frames to be protected as well as sidelights.

IV. GENERAL CONSTRUCTION AND BUILDING REQUIREMENTS

A. General Requirements

1. Contractor shall perform all work in accordance with local codes.
2. Permits and Inspection Notices must be clearly posted at site entrance.
3. Contractor signage may be posted at site entrance(s) only and may not exceed 24"x36" (for site identification only).
4. At completion of work, the Contractor shall ensure that all surfaces are clean and unmarked.
5. Contractor shall repair all damages caused by him or his subcontractors during construction.
6. All breakers, fuses and switches shall be marked to designate the equipment or areas which the circuit serves. This will be completed under the direction of First Potomac personnel.
7. Window coverings and sills, and baseboard heaters must be wrapped and protected.
8. Utility sinks are to be cleaned daily if used. At no time are paintbrushes to be cleaned in utility sinks using paint thinner. Contractor agrees not to dispose of thinner down any drain. Standard waste only!

9. Areas not under construction, but affected by construction, including lobbies and corridors, are to be protected; floors and carpet are to be covered with masonite or equal; dust barriers shall be erected where necessary for added protection.
10. Construction firms shall provide their own trash cans for empty bottles, cans, and food wrappings. These shall be emptied daily.
11. Absolutely no flammables shall be stored on the premises. This includes oil-based paint, paint thinner, varsol, etc.
12. Contractor and all Subcontractors shall provide SDS Sheets for all products used at the premises. This includes paint products, cleaning products, etc.
13. **Contractor and all Subcontractors shall not use any odor causing products between 7:00 am and 6:00 pm, Monday — Friday.** This includes polynix and oil based paint products, stains and varnishes, etc.
14. All existing equipment is the property of First Potomac, including but not limited to doors, hardware, HVAC equipment, light fixtures, appliances, millwork, etc. Representatives from both Contractor and First Potomac to devise a disposal plan prior to any demolition or remove of such.
15. First Potomac reserves the right to inspect work at any time and may reject work that is not code compliant, does not conform to construction documents, or work that may affect or alter the exterior appearance, structural components or service systems of the building.

I have read and understand the Contractor's Rules & Regulations and agree to all conditions contained therein.

Company Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____