



M COMMERCIAL PROPERTIES

RULES & REGULATIONS

BUILDING RULES & REGULATIONS FOR INTERIOR CONSTRUCTION

Contractor/Sub-contractors, Suppliers, Material Men, etc., shall be advised of the following building rules and regulations concerning their proper conduct within the building. It is the Contractor's responsibility to ensure everyone reads and understands these rules and regulations. Ignorance of same is not a waiver of liability or responsibility. Failure to comply with any of these rules may result in your contract being canceled and/or your people being asked to leave the job site. The General Contractor is ultimately responsible for the conduct of his Sub-contractors. **The Building Engineer on site is Kirk Dunning.**

1. No one shall be allowed to endanger the buildings, its premises or its occupants in any manner whatsoever. If such a situation occurs, the Contractor, Sub-contractor, supplier, etc. shall immediately take steps to correct and eliminate the hazardous condition. In the event that the Contractor's personnel fail to perform in a satisfactory manner, the Management Office reserves the right to immediately take steps to remedy the hazard at the Contractor's expense.
2. When working on a tenant occupied floor, all deliveries are to be accepted, moved and delivered to the contracted suite by 8:00 a.m. When accepting deliveries, plastic sheeting must be laid to protect floor finishes. It is the Contractor's responsibility to keep public areas clean at all times.
3. All construction waste and debris shall only be removed between the hours of 6:00 p.m. to 8:00 a.m. No construction waste or debris may be placed in the building dumpster/compactor. The Contractor will provide for removal of waste and debris from the building at his own expense. If a dumpster is required, the location shall be authorized by the Management Office.
4. Construction personnel shall at all times maintain the highest level of project cleanliness. All construction debris shall be removed through the stairs on a daily basis and shall never be allowed to produce a fire hazard. In the event that the Contractor fails or refuses to keep the demised premises free of accumulated waste, the Management

Office reserves the right to enter said premises and removed the debris at the Contractor's expense. In addition, all public areas, i.e., corridors, restrooms, janitor's closets, etc. shall be maintained and kept free of construction debris, dust, etc. Any flammable or hazardous materials (i.e. - paint) may only be stored on premises with permission of the Management Office who shall designate an area for such storage.

5. No one is permitted to use janitorial closets without Management's permission. Anyone found using janitorial closets would be subject to dismissal.

6. Upon completion of each tenant improvement, the Contractor will be responsible for restoring the facility to its original state.

7. All corrective work or work performed in occupied spaces at any time must be scheduled and approved by the Management Office and must be immediately cleaned up by the workman prior to their leaving the job or at the end of the business day if the project is on-going. The Contractor shall be responsible for all costs incurred by the Management Office if this clean-up is not performed satisfactorily.

8. Please contact the Management Office to schedule work on the following building systems: (Any disruption of services will be scheduled at the Management Office's discretion.)

- a. HVAC System
- b. Domestic water.
- c. Electrical tie-ins to base building or the addition of equipment to any other than the tenant suite except sub panels located within the tenant premises.
- d. Any work which will take place outside the demised tenant space.
- e. Any tie-ins that may effect other tenant spaces.

NOTE: If a utility is turned off for Contractor's work, Contractor must notify Management Office upon completion so the system can be turned back on as soon as possible.

9. Construction personnel are not permitted to block open stairway doors and electrical room doors. These doors provide the fire protection required by code. Continued violation of this provision shall be subject to a \$200 fine. Janitorial closet doors shall be kept closed at all times on occupied tenant floors.

10. Contractors shall provide and keep available a fire extinguisher within the demised premises during construction.

11. Contractor/Sub-contractor shall inaugurate and maintain an accident prevention program and an employee safety-training program. Proof of compliance with Cal OSHA rule SB19b should be submitted to Management Office.

12. All employees on the job, regardless of whose direct payroll they are on, shall be required to respond to safety instructions from the Contractor's supervision. Persons who do not respond will be removed from the job.

13. Respect must be shown to building tenants at all times. Rude and obscene behavior, including foul and abusive language, will not be tolerated. Offenders will be asked to remove themselves from the premises and shall not be permitted to return.

14. Any persons not on the approved Contractor list will be denied access to the property, no exceptions.

15. No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all repairs will be at the Contractor's expense.

16. No tobacco smoking or chewing will be permitted in the building.

17. No radios or other sound producing equipment will be permitted on occupied floors.

18. No hammer drilling, core drilling, or any tenant disturbances will be allowed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

19. Wet paint signs must be posted in all public areas when appropriate.

20. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.

21. Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. The Building shall pay for normal electrical consumption during the construction process. All lights and equipment must be extinguished at the end of the Contractor's business day. In the event that the Contractor continues to leave lights and equipment on during off hours, the Management Office reserve the right to receive just compensation for excessive electrical consumption.

22. **Parking.** Contractor/Sub-contractor will have to discuss available parking with the booth representative for garage parking. If garage parking is not utilized, then off site parking will have to be obtained.

23. **Insurance.** No Contractor shall be allowed to start work in the building without having a current Certificate of Insurance on file with the Management Office. Contractor must keep current insurance certificates on all Sub-contractors. Any Contractor/Sub-contractor performing work found not to have current insurance will be immediately ordered off the premises. General contractors shall list the following as additional insured:

Landmark Construction Company (owner)

and M Commercial Properties (property manager)

24. Contractor/Sub-contractor shall obtain and pay for a City Business License.
25. The Contractor/Sub-contractor shall obtain at his expense, all permits and licenses necessary to perform the work and shall comply with all laws, ordinances, State and Federal government regulations, and of any Board or Commission or other duly qualified body.
26. All work shall be performed in accordance with all applicable laws and the rules and regulations of all City, State, Federal agencies having jurisdiction over the work.
27. Management Office reserves the right to inspect work, stop work and/or have a worker removed from the job at any time during the contract.
28. No work is to be performed, nor materials stored in any area other than suite under construction without prior written authorization.
29. **After Hour/Weekend Access.** All Contractors working over the weekend and after the normal business hours shall provide the Management Office with a list of workers 24 hours prior to the worker being on site for they will be denied access. The list should also include an estimated time the Contractors will be working, the location of the work to be done, the number of employees and the working Supervisor who will be present in the building during the performance of the work.
30. **Keys.** All Contractors working over the weekend must give the Management Office 24-hour notice of any keys needed for weekend/after hours access. Management Staff will not be available to let Contractors/Subs in the buildings during weekend or after business hours. Keys will be checked out to the Contractor and must be returned to the Management Office during the next business day. A business card must be left with the Management Office by the Contractor taking the keys. Contractor will be accountable for any keys signed out.
31. Rubber wheels are required on all vehicles transporting materials in the building.
32. Any and all penetrations to the slab must be first x-rayed to determine the location of the post tension cables. This is to be done at Contractor's expense. Any damage to the cable will be the sole responsibility of the Contractor.
33. All equipment and materials will be designed and attached for seismic loading in accordance with governmental agencies having jurisdiction over the work.
34. All materials for job will be supplied by the Contractor/Sub-contractors. The Management Office does not provide materials for jobs. Any materials/supplies being removed from the site are the property of M Commercial Properties. Building Engineer may designate any items that the property wishes to retain.

35. The Contractor will be required to furnish the Management Office with a list of Sub-contractors prior to commencement of the job. This list will include phone numbers and contacts for each Contractor/Sub-contractor, including home and emergency telephone numbers.

Corporate Officer - General Contractor

Home/Emergency Phone #

Project Superintendent

Home/Emergency Phone #

36. **Payment.** The following briefly describes the standard billing provisions, unless specified otherwise in the tenant lease, the following format will be followed:

a) Contractor shall submit a copy of the payment request accompanied by unconditional lien releases from the general contractor and all subcontractors who have previously filed preliminary notices.

b) Each request for payment will be paid in thirty days of receipt at the Management Office.

c) Each request must be supported by a copy of the schedule of values.

General Information. The Management Office phone number is (858) 456-1801 and is open 8:00 a.m. to 4:00 p.m. Monday through Friday. The Building Engineer can be reached through the Management Office, ext 22. For after hour emergencies, please call the Management Office for the 24 hour answering service.

Contractors please sign below indicating that you have read, understand, and will comply with the aforementioned rules.

| CONTRACTOR | DATE |
|---------------------|-------|
| _____ Name/Title | _____ |

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