CONSTRUCTION MANUAL

2021

PALLISER COMPLEX

Calgary, Alberta

Aspen PROPERTIES

The “Construction Rules and Regulations” developed for The Palliser Complex is an extensive summary of information necessary for tenants and contractors undertaking construction work in the premises. Palliser Square Properties Ltd. (the “Landlord”) requires that a copy of this document is included with Tenant Tender Packages and a second copy is posted on the job site. All Contractors are required to comply with the regulations set forth. Failure to do so will result in removal from the premises, delays to the project and additional costs.

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INTRODUCTION

This manual has been prepared to introduce tenants and contractors to the **Aspen Property Management Limited Partnership.** design, systems and Building Regulations for **The Palliser Complex** in order to assist in the design and construction of the leased premises. The manual is to be read in conjunction with the building lease document. In the event of any conflict between this manual and the lease, the provision of the lease or any other specific written agreements between the Landlord and Tenant shall prevail.

The Landlord reserves the right, from time to time, to add or amend the information, procedures and regulations contained herein. Any such additions or amendments will affect any construction work undertaken after the addition or amendment has been issued.

DISCLAIMER

Information in this manual has been prepared to provide contractors with a convenient source of building information relevant to the Palliser Complex.

While every effort has been made to ensure the accuracy of the information contained herein, Aspen Property Management Limited Partnership assumes no responsibility for any errors, omissions, and/or revisions to this information.

Outlined within these rules and regulations is a set of general procedures with respect to the operation of the building. The terms and conditions contained in the contractor's agreement with the landlord supersede any of the procedures set out in this handbook.

This handbook is confidential and proprietary to Aspen Property Management Limited Partnership. It is released solely for the purposes of communicating policies and procedures to Contractors in Palliser Complex. Copying or use for any other purpose is strictly prohibited.

GENERAL INFORMATION

APPROVAL FOR CONSTRUCTION

The Landlord will appoint a Property Manager/Project Manager who will guide and assist the Tenant throughout the construction and renovation and will act as a point of contact within the Landlord's organization. All questions, comments and submissions are to be addressed to:

Palliser Square Properties Ltd.
Suite 1800, 140-4th Avenue
Calgary, Alberta T2P 3N3
Phone: 403-216-2660
Fax: 403-216-2661
Email: reception@aspenproperties.ca

BUILDING HOURS

Office

Monday to Friday	8:00 a.m. to 4:30 p.m.
Saturday and Sunday	Closed
Statutory Holidays	Closed

Retail (Tower Centre)

Monday to Friday	6:00 a.m. to 9:30 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday	Closed

Loading Dock

Monday to Friday	6:30 a.m. to 3:00 p.m.
Saturday and Sunday	Closed
Statutory Holidays	Closed

During certain times of the year, holiday hours are in effect and work will be affected accordingly. Please consult with Property Management.

Approval for Construction

No construction may commence without:

Approval of demolition drawings by the landlord and a valid demolition permit issued by the City of Calgary.

a) Written approval from property management/project manager of submitted architectural, mechanical, structural, and electrical drawings. *(Refer to Schedule A- Tenant Design and Working Drawings)* A PDF file must be provided to the Landlord containing the approved, as built design.

b) Obtaining a City of Calgary Building Permit and supplying a copy to the Landlord.

1. Design and construction work must comply with all applicable City of Calgary by-laws. The tenant/contractor must obtain all necessary permits and approvals from the appropriate government authorities before construction begins within the premises. A copy of all permits must be delivered to the Landlord. The tenant/contractor must immediately correct any work, which does not meet with the approval of the building inspector, even though the drawings may have been reviewed previously by the appropriate government authorities and the Landlord. Any revisions to the reviewed drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the tenant/contractor unduly delay the required corrections, the Landlord may make the corrections at the tenant's/contractor's expense.

c) Providing a copy of liability insurance meeting the following requirements;

1. Certificate Holder: Palliser Square Properties Ltd. 1800, 140 – 4th Avenue SW, Calgary, Alberta T2P 3N3

2. A copy of liability insurance, naming "Palliser Square Properties Ltd.", "Aspen Property Management Limited Partnership", "Aspen Properties Partnership" and "PSPIB-RE Partners Inc." as additional named insured for the year ahead.

3. Comprehensive general liability insurance for not less than $5,000,000.00 for death or injury to one or more persons and for property damage for each occurrence. We will accept general liability in addition to Umbrella Insurance, so long as the total amount is equal to $5,000,000.

4. The certificate is to contain a waiver of any rights of subrogation against Palliser Square Properties Ltd. and Aspen Property Management Limited Partnership.

5. Certificate is to contain confirmation that the insurer will provide the Certificate Holder with 30 days' notice of cancellation of the policy or of any material change in the policy; and

6. Provide evidence of WCB registration and proof the account is in good standing for all trades accessing site.

7. Providing the Landlord, a list of all subtrades including contact names and phone numbers along with a copy of a Prime Contractor letter.

8. Completed Security Clearance authorized by Aspen Property Management and or fire impairments as needed.

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the Landlord. All plans submitted are subject to peer review by base building engineers/consultants. Additional fees may apply.

GENERAL CONSTRUCTION NOTES

a) The contractor is required to provide walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors, elevators or common areas. Provisions to be made for mopping and cleaning. The contractor is responsible for any cleaning charges.

b) Install only hardware compatible with the Base Building standard and key entrance door and all internal doors to the Base Building master and sub-keying system. Contact Aspen Property Management for more information.

c) For the duration of construction, filter material must be fastened to the return air grills at duct shafts and on radiation and induction cabinet grills. Filter material is to be maintained and must be removed when construction is completed.

d) If any HVAC systems are contaminated with construction dust or debris, determined by the Landlord's representatives, the contractor will be responsible for the costs the Landlord incurs to remedy. Contact the Operations Supervisor for further information.

e) If the Landlord approved renovation plans include the painting of the perimeter HVAC cabinets, all removable parts must be removed and painted separately and not reinstalled until dry.

f) All stairwell doors must remain closed.

g) For base building design specifications please contact Aspen Property Management.

SECURITY

Security, Building Operations and Aspen Property Management will enforce compliance with all Construction Rules and Regulations.

a) Building security will not provide site access without an authorized Security Clearance. Please complete a Security Clearance.

b) The tenant is responsible for providing its contractors access to the Premises. A Permit must be posted inside the workspace at all times.

c) All sub-trades and material suppliers must sign in at the concierge desk upon arrival and sign out on departure.

d) Appropriate identification is required to sign out building keys. Accepted Identification: Driver's License, Major Credit Cards, Bank Cards, and Employee ID Cards. Business Cards, Retailer/ Membership Cards and Alberta Health Care Cards are not accepted. Any cost incurred by the Landlord for lost keys are the responsibility of the Contractor who signed them out.

e) The tenant/contractor is fully responsible for the physical security of the leased premises and the contents therein throughout the construction period. If access to neighbouring tenant's premises is required for coring etc., the tenant has the right to request Security. The tenant completing the work will be responsible for the additional security charges incurred.

f) The Landlord is not responsible for tools or materials left on site.

g) In the event of a dispute, contact the Landlord or Landlord's agent. Unresolved issues will be forwarded to the Property Manager for resolution.

LOADING DOCK PROCEDURES

a) Parking in the Loading area is not permitted. Unload and remove vehicles promptly. Leaving vehicles in the loading area for extended periods will not be tolerated and are subject to towing and ticketing. All deliveries must be made through the designated loading area and designated freight elevator only. Contractors are to receive their own deliveries. The Landlord's staff will not sign for any deliveries to site. An elevator booking form sent to Aspen Property Management is required; authorization will be confirmed and then coordinated through Security.

b) All deliveries must go through the Loading Dock and designated freight elevators only. Contractors are to receive their own deliveries. The landlord's staff will not sign for any deliveries to site.

   Contact Property Management at 403.216.2660 or place a Security Clearance permit at www.aspenproperties.ca, Tenant Resources, Building, Security Clearance; to arrange for over-size or special deliveries.

c) No storage is permitted on the Loading Dock.

d) Contractors may supply their own carts. Only clean, soft rubber wheeled units are permitted. Carts use by contractors for moving materials are available for sign out at the Loading Dock. No pallet jacks with heavy loads are permitted on tiled floors. Forklift assistance is only available during loading dock staffed hours: Monday to Friday 6:30 a.m. to 3:00 p.m.

e) The maximum height of the loading dock is 10'6". The main loading dock is located on the 3rd floor of Tower Centre. Vehicles accessing the loading dock must enter from the east entrance on 10th Avenue; located at 120 – 10th Avenue SE.

f) Repairs or cleaning to the property resulting from tenant deliveries will be made by the landlord at the Tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc.

g) Moving of debris and construction materials allowed after normal business hours only (6:00 p.m. – 6:00 a.m.) A security clearance must be submitted for all deliveries. This can be found on our website www.aspenproperties.ca, Tenant Resources, Building, Security Clearances.

FREIGHT ELEVATOR USE

a) Book a freight elevator on our website www.aspenproperties.ca, Tenant Resources, Building, Elevator Booking at least 2 business days in advance. Contractors must sign in and out with security for freight elevator access.

b) With prior arrangements, the freight elevator can be locked off anytime on weekends and statutory holidays; and from 6:00 p.m. - 6:00 a.m., Monday to Friday.

c) Passenger elevators are not to be used for conveying materials.

d) Do not prop elevator doors open. Damage caused by improper use is the responsibility of the contractor. Contractors found blocking off the freight elevator during regular business hours will be removed from site.

Tower Centre West:

- 93" W X 78" D X 84" H
- Door opening 92" W X 84" H
- Weight capacity of 4,000 pounds

Tower Centre East:

- 162" W X 90" D X 116" H
- Door opening 115" W X 90" H
- Weight capacity of 10,000 pounds

Palliser One:

- 79" W X 63" D X 130" H
- Door opening 42" W X 94" H
- Weight capacity of 5,511 pounds

Palliser South:

- 80" W x 64" D x 100" H
- Door Opening 83" W x 42" H
- Weight capacity is 3,500 pounds

HOURS OF WORK (NOISY OR ODOROUS WORK)

a) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done after building hours. The Landlord is not responsible for any overtime charges relating to required after-hours work.

b) **Absolutely no noise or fume generating construction is to occur within the buildings between 6:00a.m. to 6:00 p.m. without the Landlord's prior written consent**. Any contractor found not abiding by the above-noted hours of construction will be stopped and removed from the Building.

c) Work that interferes with other tenants or results in tenant complaints will be stopped immediately.

d) Noisy or odorous work migrating to occupied areas that result in tenant complaints will be stopped.

e) Radios are not permitted on the job site. Exception: hand-held two-way radios for voice communication.

f) Odorous materials such as oil base paints spray applied finishes etc. must be applied after building hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day. Limited amounts of latex paint may be used during regular building hours.

g) Painting, wall covering or flooring installations are not allowed in common areas during building hours, without prior approval.

h) No smoking or any substances are permitted at any time on construction site or within the parkade.

GARBAGE DISPOSAL

Removal of garbage and construction debris generated by the work of a tenant's contractor will be the total responsibility of the contractor, subject to the waste removal and recycling program of the Building.

a) The building's garbage bins cannot be used for disposal of construction materials.

b) If space is available, the Landlord may provide a location for a contractor bin. Contact Aspen Property Management for further information.

c) Always keep the area around bins in a clean and tidy condition.

d) Removal of garbage and construction debris via bins or trucks is only permitted after hours. Garbage should only be moved in the freight elevator and through the freight corridors.

e) Do not leave garbage in common areas, emergency exits, fire lanes, near building entries and or near utility services

RECOMMENDED WASTE DIVERSION METHODS

Courtesy of the National Institute of Building Sciences

There are a variety of ways a contractor can divert construction waste and demolition debris at the jobsite. The following general practices are common:

a) 10-12% of a project's construction waste stream can be cardboard. While protecting new materials is necessary, the Contractor can direct subcontractors and suppliers to reduce extraneous packing. Other tactics include:

    1) Purchase materials in bulk where possible to avoid individual packaging;

2) Use returnable containers and packing materials;

3) Re-use non-returnable containers on the jobsite to the maximum extent possible. Develop 101 uses for plastic barrels, buckets and tubs.

b) Use scrap in lieu of cutting full new materials. Direct subcontractors and trades to collect and keep scrap at cutting and fabrication locations. Collect paint and liquids from almost-empty containers. Avoid disposing of useable materials simply because there is not enough in one container to finish a job.

c) For materials that are heated, mixed, exposed to environmental conditions or otherwise subject to spoilage, limit preparation to quantities which can be installed within their expiration times. Working in smaller batches reduces the necessity to throw out expired or spoiled materials. Ensure volatile materials, and materials that degrade when exposed to heat, cold or moisture are protected from spoilage and not wasted.

d) Establish a return or buy-back arrangement with suppliers.

e) Prior to demolition, salvage as much material as possible. Windows, doors, wood flooring, cabinetry, millwork, plumbing fixtures, and mechanical equipment . . . anything that can be detached and removed can often be re-purposed. When developing the Waste Management Plan, identify the most valuable and accessible materials to optimize application of resources.

f) Concrete and masonry is recyclable. Some waste haulers will accept comingled concrete for recycling. Where concrete must be separated, plan for a concrete bin at the site.

g) Structural steel and most metals have resale value; plan to sell these materials and use the funds to offset project costs. All metals are recyclable even if they hold no scrap value. Plan to recycle all metal that cannot be sold.

h) Unused, or used but serviceable materials can be sold to architectural salvage or used materials retail outlets. Donations to a non-profit organization (such as Habitat for Humanity's Re-Store) are often tax-deductible.

COMMON AREAS

a) For tenant construction work, confine all materials, fixtures, tools etc. are to be stored within the tenant space.

b) Contractors performing work on behalf of the landlord in common areas are to store all materials, fixtures, tools, etc. in a designated area by the landlord. No material or debris is to be kept in corridors or lobbies at any time. The material found will be removed and disposed of by the Landlord at the expense of the owner.

c) Tenant work in the common areas of the building is not permitted.

d) Protect all public areas affected by tenant construction. Immediately repair any damage as it occurs to the satisfaction of the landlord. If necessary, the landlord will make repairs at the tenant's expense.

e) Protect existing tenant entrance doors from damage. Failure to protect frames in advance of tenant construction may result in repair damages to the tenant

f) Tenant contractors are permitted to use the building washrooms.

g) Plumbing fixtures cannot be used for cleaning tools, brushes, etc., nor for dumping mud, solvents, paints, etc. Repair and cleaning charges arising from misuse are a tenant responsibility.

h) Any common corridor vinyl wall coverings affected by tenant construction, must be removed from corner to corner and new vinyl to match the existing installed. If the existing vinyl is no longer available, an alternate must be provided for approval by the landlord. All costs associated with this work are at the tenant's expense.

i) Provide walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors or common areas.

X-RAY, CORING, CUTTING AND CHIPPING

a) All x-raying, coring, cutting and chipping requires prior approval from the Landlord. If such work is deemed necessary and acceptable to the Landlord and the Landlord's Structural Engineers, x-ray and drilling etc. shall be carried out after regular building hours by the tenant's contractor at the tenant's cost.

b) Provide a drawing showing the location and size of the proposed opening(s). Drawing shall be submitted to the base building Structural Engineer for structural review and comment prior to any further action. Contact names and phone numbers are listed at the end of this document.

c) Contractors are responsible for all fees associated with reviews by the Structural Consultant. Contact the Base Building Structural Consultant for Fee Schedule. Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the Structural Consultant may also be required.

d) Make arrangements with the Operations Manager prior to x-raying, to ensure public safety. ***A minimum of 3 business days notice is required prior to coring as well as prior to completing any hookups after coring is complete.***

e) All slab penetrations must be fire stopped and water sealed to maintain the integrity of the slab.

f) The tenant and tenant's contractor assume all risks in coring, cutting, drilling or chipping the floor slab. The Landlord, at the tenant's expense, will repair structural elements or cast in slab services damaged by the contractor. Slab cutting is based on base building structural engineers' recommendations. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces. Wet or dry based on Operations Manager's recommendations and approval.

Should the x-ray & coring procedures not have been followed by the tenant and the necessary approvals not have been obtained, the Tenant must bear any and all expenses associated with the following:

1. Determination if the integrity of the structure has been compromised;

2. Design by Structural Engineer of any remedial measures necessary to restore structural integrity through a method of external reinforcement;

3. Implementation of such remedial measures.

ACCESS TO EXISTING TENANT SPACE

a) Arrange access to existing tenant spaces through Aspen Property Management. A Security Clearance Request must be completed and a minimum of 2 business days' notice is required

b) Costs incurred by adjacent tenants, for security, repairs, or cleaning will be borne by the Landlord and charged back to the tenant/contractors, inclusive of a 15% administration fee.

c) The Landlord will not provide access to occupied tenancies without written authorization from that tenant, obtained by Aspen Property Management. Contractors are not to go directly to any occupied tenants for approval of access.

LIFE SAFETY SYSTEMS

Life safety systems refer to fire alarm systems, emergency power, lighting systems, fire pumps, standpipe and sprinkler systems, smoke exhaust and emergency pressurization systems.

a) Contact the Operations Manager at 403.781.8516 for final tie-in and verification.

b) All disconnects, connections and final tie-ins of speakers, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the landlord's designated base building fire alarm subcontractor.

c) The tenant must use the designated base building fire alarm contractor. Contact details are listed under Pre-Approved Contractors.

d) Work affecting life safety systems must be completed after business hours (6:00 p.m. to 6:00 a.m.)

e) Impairment requests must be completed and approved by Property Management 48 hours before work can take place. An Impairment request can be completed at www.aspenproperties.ca, Tenant Resources, Building, Fire Alarm / Sprinkler System Impairment (e.g. welding, grinding or soldering). Impairment requests are only for valid for 8 hours.

f) Due to City of Calgary FIRE FEES BY LAW #40M2003, SECTION 6 – All preventable fire alarms will incur a charge of $1,000.00 plus 15% administration fee per occurrence to the responsible party, payable to Palliser Squares Properties LTD.

g) When grinding, soldering, or welding, a 10lb. ABC fire extinguisher must be available within 10 feet of the work.

h) Fire system impairments and sprinkler systems are valid for 8 hours only and must be put back into full operation when contractors leave the site. Extended impairments are not permitted and at no time shall a floor be left unattended during fire system impairment.

i) The contractor shall be charged for fire system impairments that occur after regular business hours.

j) All changes, additions, deletions, or modifications to fire alarm systems must be reviewed by the landlord and the base building electrical consultant prior to commencement of work.

- The Palliser Complex is equipped with a two-stage fire alarm: Listen for alarm tones over the building's emergency communication system:
- Alert Tone: Stage 1 (Slow - 20 beats per minute)
- Evacuation Tone: Stage 2 (Fast - 120 beats per minute)
- Close, but do not lock, doors behind you.
- Before opening any doors, feel the surface for heat. If the door is hot, proceed to another exit. Heat may be an indication of fire on the other side of the door.
- Once you hear the evacuation tone please exit via nearest stairwell.
- Exit via marked exits and proceed the muster point.

Once the Fire Department deems it is safe to return to your work area, you will be advised to resume normal business operations.

HOARDING

a) Hoarding may be required depending on the nature and location of the proposed work. Contact Aspen Property Management for instructions.

b) Hoarding cannot be installed or removed without authorization from the Aspen Property Management.

c) Hoarding door must be closed at all times during construction. Hoarding locks and keys can be obtained through the Operations Supervisor. Keys must be signed in and out on a daily basis, from the Security Concierge Desk.

d) The exterior of the site or site hoarding must be kept clean at all times.

e) Advertising is not allowed without prior written consent from the Property Manager.

f) Contractor identification signage is not permitted

BASE BUILDING SYSTEMS

a) Contact the Operations Manager for all work affecting Base Building HVAC, Electrical, Plumbing, Life Safety, Architectural or Structural Systems.

b) Any furniture or millwork around radiation cabinets, or the base building HVAC system, must be designed to allow for adequate access to the cabinets and systems for maintenance.

c) The potential for accidental power outages to large parts of the building exists. The Contractor is expected to use caution and inspect the work prior to energizing the system. Ensure only qualified personnel work on the electrical system.

d) Contact the Operations Manager prior to tripping circuit breakers.

e) Damages to Landlord or existing tenant systems will be repaired by the Landlord at the contractor's expense.

f) Clean all air diffusers, grills, and perimeter radiant / induction units upon completion of work and prior to occupancy, to the satisfaction of the Landlord.

g) Welding within or on the premises must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm. Contact the Operations Manager for details.

CONSTRUCTION REQUIREMENTS

Contractors must be able to provide a letter confirming that building materials and products comply with a third-party certification that are Green Seal, GreenGuard, EcoLogo, Cradle to Cradle, Energy Star, WaterSense, Forest Stewardship Council (FSC), Sustainability Forestry Initiative (SFI), or Canadian Standards Association's Sustainable Forest Management Standards (CSA's SFMI) certified.

Contractors must use materials that match/replace existing level of fire protection, if it is disturbed or removed. Contact the base building structural consultant (contact details are listed in the Appendix) for material specifications.

GENERAL RULES FOR COMMUNICATIONS – CABLING CONTRACTORS

GENERAL

1) Building communication rooms are unsecured spaces and are for the common use to Tenants and competitors. The landlord will not be held responsible for damage or tampering by third parties.

2) Submit a Security Clearance at least 48 hours prior to commencement of communications cabling work. Provide details within the Security Clearance such as the nature of the work, when and where the work will take place.

   The landlord may require additional information, details and working drawings before construction can commence. The Tenant shall be responsible to obtain the landlord's permission, prior to the commencement of the work.

3) The landlord will require an electrical permit from the City of Calgary before allowing work to start. A certificate of compliance must be submitted to the landlord when work is complete. The requirement for an electrical permit will be waived at the discretion of the landlord if the nature of the work is minor, such as relocation of telephone handsets.

4) Communications rooms are to be left clean of construction material and debris.

5) Provide "as-built" drawings and turn over to the landlord on the completion of the work, in PDF & CAD format.

a) GENERAL GUIDELINES FOR TERMINATION IN MAIN TELEPHONE ROOM OR DEMARCATION ROOM

1) Cables must be terminated at assigned blocks designated by the landlord, no Exceptions.

2) Jumpers must run in "D" rings. Installation methods shall conform to Canadian Telecommunications Standards.

3) It is the contractor's responsibility to update the master logbook once cable pairs are used.

b) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

1) Permission must be obtained from the landlord to reuse existing riser cables and termination hardware. All reused components must be properly labeled.

2) Approval from Property Management is required to use existing sleeves or slots and additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the landlord's structural engineer.

3) All riser sleeves must be filled with CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired in an approved manner.

4) If new cables are run in free air (i.e. not in conduit) they must be independently supported every 1.5 m horizontally by use of "J" Hooks and twice on every floor for vertical risers. All cables must be fastened to the plywood backboards or to existing or new uninstrut or similar supports.

5) Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall confirm to the Canadian Electrical Code. All cables between floors located in the communication riser rooms must be installed in conduit in locations designated by the landlord.

6) All new cables must be FT4 or FT6 rated.

7) Riser cable is installed in conduit must comply with the Canadian Electrical Code.

8) Cables and conduits must be labeled on both ends of every run, on every floor, with the tenant's name, floor of origin and termination e.g. "ABC Oil 4 to 24". Labels must be mechanically imprinted, wraparound style. Cables which are installed in raceways or conduit provided by the landlord are to be labeled every 3m and in every junction box.

9) Conduit and cables must be installed in a neat and orderly manner so as not to interfere with existing installations.

10) Communications room may be used for cross-connects (termination blocks) only. Tenant's communications equipment must be located within the tenants' space and not in the communications riser rooms. Permission will be required from the landlord for locating patch panels etc., within the communication riser room.

All cables that are obsolete or abandoned are to be completely removed back to the source.

c) GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES

1) All cables must be plenum rated FT4 or FT6.

2) Cables must be installed in conduit on cable trays or free air. Where run in free air, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J- hooks or other approved methods. Cables may not be laid on top of T-bar or ceiling tiles, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware.

3) All cables installed above drywall ceilings and in ceiling spaces of tenants below are to be installed in conduit.

4) All cables, which are obsolete or abandoned, are to be completely removed.

5) Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.

METERS

Meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from Aspen is required. Refer to mechanical and electrical drawings for meter information. Meters shall have capability to be connected to the base building automation control system.

AIR BALANCING

Upon completion of work, submit 2 copies of air balancing report to the Operations Manager.

CONSTRUCTION CLEANING

a) Cleaning necessitated by tenant construction, can be coordinated with the building custodial contractor at tenant's expense.

b) All efforts must be made by the contractor to contain debris/contaminants entering areas outside the workspace. The Landlord will clean at the contractor's expense.

c) The following list represents the minimum standard for construction cleaning, prior to tenant move-in:

- Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.).
- Clean interior windows and window frames.
- Clean all doors and frames.
- Clean all light lenses after construction is complete.
- Spot wipe walls as required.
- Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances.
- Total and complete cleaning of washrooms.
- Vacuum all carpets.
- Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring.
- Spot clean elevator doors as required.
- Remove covers of perimeter radiation cabinets and/or induction cabinets and thoroughly clean inside-heating fins. Ensure both the inside and outside of the covers are cleaned.

d) Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the Tenant.

OCCUPATIONAL HEALTH AND SAFETY

a) The contractor must have in its possession, Safety Rules and Procedures that are in accordance with the Occupational Health and Safety Acts and the Worker's Compensation Board, and that are specific to the work being completed.
b) It is the contractor's responsibility to ensure that its employees, sub-contractors, invitees, etc. comply with the contractor's published Safety Rules and Procedures. Failure to do so may result in the contractor being removed from the site.
c) The contractor must provide certificates related to work they are completing ie. Fall Protection training for working at a height, WHMIS training and MSDA sheets for materials.

ENFORCEMENT

It is the contractor's responsibility to enforce these rules with their employees and subtrades. Contractor's and their employees or sub trades are allowed only in those areas in which they are working. Contractor's, employees or subtrades found in unauthorized areas will be removed from the building.

The contractor must provide a copy of the contractors' safety procedures, evacuation plan, updated contact list and must have a contact list posted at entry/exit for any constructions areas and or working spaces.

LANDLORD REPRESENTATIVES

Senior Property Manager	Monica Schiwy	403.216.3851	mschiwy@aspenproperties.ca
Assistant Property Manager	Marianne Moodie	403.266.7176	mmoodie@aspenproperties.ca
Operations Manager	Dana Quinn	403.781.8516	dquinn@aspenproperties.ca
Operations Supervisor	Kelly Gattinger	403.781.8511	kgattinger@aspenproperties.ca

READY TO START CHECKLIST- TENANT BUILD

Prior to an approval being issued by the Landlord, a fully executed Lease Agreement, must be in possession of the Landlord. In addition, the following items must be completed and submitted to the Landlord's Representative.

- ❑ Lease Agreement executed by the Tenant & Landlord.
- ❑ Drawings, Specifications and Scope of Work as per pages 2-6 of this document.
- ❑ Written approval of drawings by Landlord.
- ❑ Insurance Certificate provided on Landlord's standard form.
- ❑ Building Permit or copy of Building Permit application.
- ❑ WCB Certificate of good standing.
- ❑ List of contractors and trades to be used including contact names and phone numbers.
- ❑ Detailed Construction Schedule.
- ❑ Emergency Contact Numbers for all contractors and supervisors responsible for project.
- ❑ Completed site meeting with the Landlord's Representative.

CONSTRUCTION COMPLETION CHECKLIST

It is the tenant's/contractor's responsibility to ensure the construction has been completed in accordance with this document. At the completion of the project, should there be any items that have not been complete the Landlord, at the tenant's/contractor's expense, will complete these items. The following documents must be complete and submitted to the Landlord's Representative.

- ❑ Fire Alarm and Life Safety Verification.
- ❑ Air Balance Report as completed by the base building contractor or Landlord.
- ❑ Architect's Certificate of Completion.
- ❑ Final Electrical and Mechanical engineer sign-off stating work is complete in accordance with design drawings and specifications.
- ❑ Copies of all the approved permits and certificates related to work.
- ❑ All manuals for equipment tied into any base building systems.
- ❑ Statutory Declaration.
- ❑ As-built Mechanical Drawings with the associated CAD and/or PDF version.

  PDF's are to be labeled as follows:Indicate "As-Builts" – Mechanical
  Name of Contractor
  Project Name, Floor and Address
  Project Date (Month-Year)
  Name of Company Prepared By

- ❑ As-built Electrical Drawings with the associated CAD and/or PDF version.

  PDF's are to be labeled as follows:Indicate "As-Builts" – Electrical
  Name of Contractor
  Project Name, Floor and Address
  Project Date (Month-Year)
  Name of Company Prepared By

- ❑ Provide a separate partition plan, to include demising at tenants' space and common areas for updated safety EVAC plan
- ❑ All Pre-Occupancy cleaning must be completed.

Until the above items are complete, tenant concerns related to comfort and cleanliness of the premise, will be the responsibility of the tenant. Aspen staff will only be able to respond on a "fee for service" basis.

TENANT DESIGN AND WORKING DRAWINGS

Please submit to the Landlord for review, a detailed scope of work, CAD ver. 14 or later and three (3) sets of Tenant Design Working Drawings and Specifications of all work proposed within the leased premises. (A PDF version is also acceptable).

Landlord shall provide their drawing review within five (5) working days from receipt of the working drawings and specifications. One set of drawings to be returned and stamped “Reviewed” with comments, if any, with the understanding that the drawings may be subject to change if requested by the Landlord.

Any revised drawings are to include all the comments and corrections from the Landlord and a set of prints provided prior to commencing work. Drawings to be resubmitted shall be revised to conform to the requirements and re-submitted for subsequent Landlord review. Any revisions to the Landlord approved drawings must be submitted for further review, and work must not proceed until the revised drawings are returned to the Contractor.

A copy of the Landlord-approved drawings must be kept on the job site for viewing throughout the construction period.

Additional or expanded information, for purposes of definition or clarification before giving approval may be required.

Working drawings should supply the information listed below.

Complete Floor Plans (drawing scale of 1/8" = 1')

a) Location of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions.
b) Location and layout of rooms of unusual loading concentrations such as centralized filing areas, UPS unit, air conditioning units, cable trays and calculations of unusual loadings in access of 75 lbs. per square foot.
c) Location of power, telephone, data and communications outlets.
d) Room names and uses.
e) Floor materials and finishes throughout the premises.
f) Where the leased premises occupy less than a full floor, a drawing of the entire floor showing the location of leased premises and its relationship to the elevator lobby, exits, washrooms, etc. is required.
g) Partition types.

h) Location of exit lights.
i) Hardware schedule and keying requirements.

Complete Reflected Ceiling Plans (scale: 1/8" = 1')

These should include lighting layout, ceiling pattern, materials and suspension system, and the types and wattage of any proposed special lighting fixtures. Also include:

a) Location and types of sound baffles above ceiling.
b) The location of any access panel required to service building systems.

Complete Construction Details

These plans should be appropriately scaled and indicate methods of construction.
Complete Electrical, Mechanical, Sprinkler, Building Automation, Security, Communications, Data, Life Safety System Drawings (scale: 1/8"=1') complete with Engineer's stamp.

a) Details of all alterations and all additions to the BASE BUILDING, as well as base building conditions, which remain unchanged.
b) Details of all metering equipment changes to conform to base building standards.
c) Details of all lighting control equipment changes to conform to base building standards.
d) Details of breaking out receptacle panels from the lighting panels to conform to base building standards. Note: This is required to avoid the possibility of breakers being tripped due to a lighting equipment problem.
e) Schedule for any changes to fire, sprinkler and security systems.
f) Heat generating equipment, their specifications and heat output will be required on the mechanical drawings.
g) Cooling generating equipment and cooling output will be required on the mechanical drawings.

Electrical changes which Require Base Building Shutdown
Submit a detailed plan for approval showing the amount of time required for the changes or additions as proposed on the electrical drawings and the preliminary work planned to minimize down time 15 days prior to the proposed shutdown.
Weekly meetings shall be setup by the project team until the completion of the shutdown.
A plan to restore power to the building in case of emergency or problem will be developed in conjunction with the Landlord.

A representative of the Project Management team is to be on site during the shut-down to ensure that any problems arising with the work being carried out can be resolved, thus avoiding the need for a second shutdown.

The Project Management Representative will be responsible to update their client on the status of the shutdown.

All costs incurred as a result of the shut-down by the Landlord will be charged to the project.

Complete Structural Drawings

These drawings must be supplied where special conditions warrant their production i.e. openings in slabs, libraries, file rooms, vaults, etc.

Slab x-raying or other detective method must be approved by the Landlord prior to being carried out. Submitted proposed locations and scheduling of the x-raying is required. A minimum of 72 hrs written notice is required prior to x-raying. Upon completion, x-rays must be reviewed and approved by the Landlord before any coring commences.

Upon completion of construction the Tenant is responsible to submit "as built" Architectural, Electrical, Mechanical, Security, Communications, Data and Structural Drawings on CAD ver. 14 or newer to the Landlord for their records.

LIST OF PERTINENT/APPROVED CONTRACTORS

BASE BUILDING CONSULTANTS

These professional engineers have been designated as base building consultants.

MECHANICAL

Smith & Anderson Tel: 403.261.8897

ELECTRICAL

Mulvey & Banani Tel: 403.262.7400

STRUCTURAL

Quinn Saretsky Structural Engineers Tel: 403.289.9937

If the tenant wishes to use consultants other than the above, the landlord will forward the tenant's design drawings to the appropriate base building consultant for review and comment. Costs for review and approval of the tenant's design by each discipline, will be charged to the tenant's account.

Tenants can carry these pre-approved Contractors in their quotations for tenant renovations. Where appropriate, the "designated base building contractor" is indicated. "Designated base building contractors" must be retained to complete work identified on the engineered drawings as "base building tie-in work".

LANDLORD APPROVED GENERAL CONTRACTORS

E&P Enterprises	Tel:	403.275.3755
Persimmon Contracting Ltd.	Tel:	403.242.4156

LANDLORD APPROVED ELECTRICAL CONTRACTORS

Seletech Electrical Enterprises Ltd.	Tel:	403.234.0086
Ainsworth	Tel:	403.265.6750
Canem Systems Ltd.	Tel:	403.259.2221
Designcore	Tel:	403.269.2125

LANDLORD APPROVED SHEET METAL CONTRACTORS

Ainsworth	Tel:	403.265.6750
Chisholm	Tel:	403.279.7868

LANDLORD APPROVED SPRINKLER CONTRACTORS

(All sprinkler work must be completed by a base building contractor)

Constant Fire Protection Services	Tel:	403.279.7973
Viking Fire Protection Inc.	Tel:	403.236.7151
Vipond Fire Protection	Tel:	403.253.6500

LANDLORD APPROVED FIRE ALARM VERIFICATION CONTRACTORS

(Coordinate through operations manager)

Seletech Electrical Enterprises Ltd.	Tel:	403.234.0086

LANDLORD APPROVED MECHANICAL & PLUMBING CONTRACTORS

Ainsworth	Tel:	403.265.6750
Chisholm	Tel:	403.279.7868
Modern Niagra	Tel:	403.230.3225
Tri-Alta Mechanical Ltd.	Tel:	403.250.5781
TMP	Tel:	403.259.6707

LANDLORD APPROVED CONCRETE, CUTTING & CORING CONTRACTORS

CCD Western Ltd.	Tel:	403.255.9567
Expert Concrete Cutting & Coring Ltd.	Tel:	403.541.0728
A1 Concrete Cutting & Coring	Tel:	403.273.7500

LANDLORD APPROVED AIR BALANCING CONTRACTORS

Hydro Air Technical Svc	Tel:	403.252.5549
Flowest Testing Balancing & Adjusting Services Ltd.	Tel:	403.251.2787

LANDLORD APPROVED HARDWARE & KEYING CONTRACTORS

(Coordinate through operations manager)

Spalding Hardware Systems	Tel:	403.244.5531
A-Ability Lock & Safe Co	Tel:	403.248.0008

LANDLORD APPROVED SECURITY SYSTEMS CONTRACTORS

(Coordinate through property management)

Johnson Controls	Tel:	403 258 5569

LANDLORD APPROVED CLEANING CONTRACTORS

Hallmark Housekeeping Services Inc.	Tel:	403.261.1666
Servicemaster of Calgary	Tel:	587.316.6685

LANDLORD APPROVED TELEPHONE & DATA CONTRACTORS

Seletech Electrical Enterprises Ltd.	Tel:	403.234.0086
Ainsworth	Tel:	403.265.6750
Canem Systems Ltd.	Tel:	403.259.2221

LANDLORD APPROVED HVAC & SECURITY SYSTEMS CONTRACTORS

Windmill Mechanical Service Inc	Tel:	403.735.0770
Johnson Controls	Tel:	403.258.5569

LANDLORD APPROVED BASE BUILDING CONTROLS CONTRACTORS

(Coordinate through operations manager)

ESC Automation	Tel:	403.270.0333
Seletech Electrical Enterprises Ltd.	Tel:	403.234.0086
James Electric	Tel:	403.252.5477

DIRECTORY OF BUILDING MATERIALS EXCHANGE AND RECYCLING

Courtesy of Green Calgary

Alberta Demolition Ltd. 403.475.6333 www.albertademolition.com *Deconstruction, salvage and recycling*	Bio Cycle Nutrient Solutions Ltd. 403.318.7266 www.bio-cycle.ca *Drywall recycling and soil amendment*
Calgary Metal 403.262.4543 www.calgarymetal.com *Metal recycling*	Calibre Environmental Ltd. 403.287.7726 www.recyclepaint.com *Paint recycling*
Civic Recycling and Equipment Ltd. 403.236.9600 www.civicrecycling.com *Electrical equipment refurbisher and recycling*	Ecco Pave 403.263.3226 www.eccopave.com *Plastic film and shingle recycling*
Lafarge North America 403.292.1555 www.lafargenorthamerica.com *Asphalt, aggregate and concrete recycling*	Tim's Re-Useables 403.276.1616 www.localcalgary.com/inde *Accepts used renovation products for reuse*
Triple Three Trading 403.240.2540 www.triplethreetrading.com *Plastic bags and film recycling*	Habitat for Humanity Re-Store 403.253.9331 ext. 233 www.habitat.ca/restore *Accepts donations of windows, doors, paint, hardware, lumber, tools, lighting, plumbing fixtures and more*