CONSTRUCTION MANUAL

RULES & REGULATIONS

SUN LIFE PLAZA

112, 140, 144 – 4TH AVENUE SW

Aspen PROPERTIES

The “Construction Rules and Regulations” developed for Sun Life Plaza is an extensive summary of information necessary for tenants and contractors undertaking construction work in the building. Aspen Properties (SLP) GP Ltd. (the “Landlord”) requires that a copy of this document is included with Tenant Tender Packages and a second copy is posted at 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.

INTRODUCTION

This manual has been prepared to introduce tenants and contractors to the **Aspen Property Management** design, systems and Building Regulations for **Sun Life Plaza** 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 provisions 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.

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:

Aspen Properties (SLP) GP Ltd.
Suite 810, 150-9th Avenue
Calgary, Alberta T2P 3H9
Phone: 403.216.2247
Fax: 403.216.2661
Email: dgardin@aspenproperties.ca

BUILDING HOURS

Sun Life Plaza (112, 140 &144 - 4th Avenue SW) is open to the public Monday to Friday from 6:00am to 6:00pm

The Property Management Office (located at 810, 150 9 Avenue SW) is open:
Monday to Friday: 8:30am to 5:00pm
Saturday – Sunday and Statutory Holidays: Closed

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

CONSTRUCTION RULES & REGULATIONS

Approval for Construction

No construction may commence without the following:

a) A CCDC2 contract must be submitted to the Property Manager/Project Manager for review and execution. For the purposes of this document, the Owner shall be **Aspen Properties (SLP) GP Inc.**

b) Approval of demolition drawings by the landlord and a valid Demolition Permit issued by the City of Calgary.

c) 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.

d) Obtaining a City of Calgary Building Permit and supplying a copy to the landlord.

- 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.

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

1. Certificate Holder: Aspen Properties (SLP) Ltd., 810, 150 – 9th Ave SW, Calgary, Alberta T2P 3H9
2. A copy of liability insurance naming, Aspen Properties (SLP) GP Inc., Aspen Properties (SLP) Limited Partnership, Aspen Properties Partnership 7, Aspen Property Management Limited Partnership, GMI Servicing Inc., PSBIB-RE Partners Inc. and Aspen Properties (SLP) Ltd. as additional 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 $5,000,000.00.
4. The certificate is to contain a waiver of subrogation against Aspen Properties (SLP) 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 the site.

7. Provide the landlord, a list of all subtrades including contact names and emergency phone numbers along with a copy of a Prime Contractor letter.
8. Complete Security Clearances 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 related to construction.

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. Contact the Operations Manager 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 and janitorial room 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. To submit a Security Clearance request please visit this link.

b) The tenant is responsible for providing its contractors access to the premises. All sub-trades and material suppliers must sign in at the concierge desk upon arrival and sign out on departure.

c) An appropriate Permit must be posted inside the workspace at all times during the project.

d) Appropriate identification is required to sign out building keys or access cards. 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 in which they are working and the contents therein throughout the construction period. If access to neighbouring tenant 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. The contractor will allow Aspen Property Management to make all arrangements with neighboring tenants and not contact them directly.

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 areas 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) Contractors must supply their own carts. Only clean, soft rubber wheeled units are permitted No pallet jacks with heavy loads are permitted on tiled floors.

c) Any repairs or cleaning required to the property as a result of tenant/contractor deliveries will be made by the landlord at the tenant's/contractor's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc.

d) Moving of debris and construction materials is only permitted after normal business hours.

FREIGHT ELEVATOR USE

a) Submit an elevator booking request to Aspen Property Management at least two (2) business days in advance of required use. Contractors must sign in and out with security for elevator access. An elevator booking request form can be found at this link.

b) An elevator may be available for use during office hours; however, prior approval will be required from Property Management and/or Operations. With prior arrangements, the freight elevator can be locked off on weekends and weekday evenings.

c) Aspen Security or Building Operations will inspect the elevator when the contractor is finished. Elevators must be cleaned and damage free when returned to service. Cost to repair or clean will be charged back to the tenant.

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

Freight Elevator Dimensions:

East: Door: 84" H x 47.5" W Interior*:* 77" W X 79'" D X 120" H

North and West: Doors: 84" H X 42" W Interior: 75.26" W X 57.88" D X 98" H

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 6:00am to 6:00pm 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 is allowed at any time on construction sites, smoking is permitted only in designated areas.

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) Contractor must keep the area around bins in a clean and tidy condition at all times.

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.

f) All construction bins must be placed on plywood while in the loading dock, not rollers.

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:

1. 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:
    - Purchase materials in bulk where possible to avoid individual packaging.
    - Use returnable containers and packing materials.
    - Re-use non-returnable containers on the jobsite to the maximum extent possible.
2. 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.
3. 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.
4. Establish a return or buy-back arrangement with suppliers.
5. 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.
6. 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.
7. 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.
8. 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.

9. Current recycling/waste diversion methods used by landlords should be used.

COMMON AREAS

a) For tenant construction work, confine all construction materials, store fixtures, tools etc. within the tenant space.

b) Contractors performing work on behalf of the landlord in common areas, are to store materials, fixtures, tools etc. in an area designated by the landlord.

c) No tenant work is allowed in the common areas of the building without prior written approval.

d) The contractor is responsible for protecting all public areas affected by tenant construction. Immediately repairing any damage as it occurs to the satisfaction of the landlord. If necessary, the landlord will make repairs at the tenant's/contractor's expense.

e) No material or debris are to be kept in public corridors or lobbies at any time. Material found will be removed and disposed of by the landlord at the tenant's expense.

f) The contractor is responsible for wrapping or otherwise protecting the existing tenant entrance doors from damage. Failure to protect frames in advance of tenant construction may result in repair or painting charges at the tenant's expense.

g) Tenant contractors are permitted to use the building washrooms designated by Property Management; however, plumbing fixtures cannot be used for cleaning tools, brushes, etc., nor for dumping mud, solvents, paints, etc., and must be well maintained. Repair and cleaning charges arising from misuse are a tenant responsibility.

h) Any common corridor vinyl wall coverings affected by 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) Contractor is to 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). Drawings 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) Contractor to 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.

g) Slab cutting will be by wet saw method only. 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 base building engineer's recommendations and approval.

h) Security must be notified prior to any x-raying occurring as a sweep of the floors above and below the work must be done to ensure the safety of potential tenants and contractors that may be working on these other floors.

Should the x-ray and 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 tenant 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 for final tie-in and verification.

b) The designated base building fire alarm contractor must perform all fire alarm work, including conduit and wiring, disconnects, connections and final tie-ins of speakers, sprinklers (associated electrical), pull stations, smoke detectors and other life safety devices.

c) Work affecting Life Safety systems must be completed after normal business hours.

d) Notify the Operations Manager by way of fire impairment request of any activity thatmay affect the fire alarm system (e.g. welding, grinding or soldering), at least two business days in advance. Fire impairment request forms can be found at this link.

e) Due to the City of Calgarys FIRE FEES BY LAW #40M2003, SECTION 6 – All preventable fire alarms will incur a charge of $1,000 per occurrence to the responsible party, payable to Aspen Property Management.

f) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the Work. Hot work permit must be submitted to landlord prior to commencement of work

g) Fire system impairments and sprinkler systems must be put back in to full operation at the end of each day when Contractors leave the site. Extended impairments will not beallowed.

h) At no time shall a floor be left unattended during fire system impairment.

i) 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.

j) In the event of a fire alarm please follow the below steps:

1. Sun Life Plaza 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)
2. Close, but do not lock, doors behind you.
3. 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.
4. Once you hear the evacuation tone please exit via nearest stairwell.
5. Exit Sun Life Plaza via marked exits and proceed the muster point. The muster point is located on Centre Street between 3rd and 4th Avenue SW

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

d) The exterior of the site and all 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.

Mechanical Specifications

- Avoid leaving VAV boxes uncontrolled and delivering air volume during modifications. This adversely affects our building static control. Temporarily cap supply air ductwork as necessary.
- Pneumatic thermostats to be removed and coiled up in ceiling to prevent damage
- Filters to be installed to keep induction coils clean, return air filter to be installed to eliminate dust from entering building duct systems
- Leak detection for any water supply line to be tied into base building BMS automation system or a local control of a shutoff valve
- If induction cabinets are to be painted, remove and prep as per Operation's instruction.
- Access panels to be provided within millwork where building services are located
- Add as built floor layouts to existing BMS
- Provide balancing reports when space is complete; balancing and calibration of new and reused / existing VAV's is to be included.

Electrical Specifications

- During demolition, currently used comms by building BMS, wireless internet switch,

antennas and TELUS fibre are not to be removed or tampered with in any way unless specified by the landlord.

- Electrical room to be kept clean and free of debris
- Communication cabling, including but not limited to, voice, data and network must be run in the cable tray. Communications from the cable tray, for terminations to walls, can be run in conduit, fastened by straps or carlon using J Hooks.
- Contractor for access control is Delco Security. Please contact them for disconnection of access control to the entrance prior to demolition.
- Lighting control to come from 347V panel ONLY; no low voltage 120/208 V panels to be used for lighting. All lighting must be connected to the base building lighting control.
- Type AA Base Building LED Light fixtures removed and returned to landlord
- Base building consultants and engineers to be used for any fire alarm device removal and reinstallation

METERS

Meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from Aspen Property Management 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.

A specification sheet for each must be provided for approval.

METER AIR BALANCING

Upon completion of work, submit 2 copies of the Air Balancing Report to the Operations Manager. Air balancing must be done if any HVAC changes are made.

ELECTRICAL POWER SHUTDOWNS

All requests for electrical power shutdowns must be made in writing and submitted for approval to the landlord, 15 days prior to the required shutdown. Refer to Item 1.3.5, "Electrical Changes that Require Base Building Shutdown," of the Tenant Design and Working Drawings. Cost varies as per occurrence.

CONSTRUCTION CLEANING

a) Cleaning necessitated by construction, must be coordinated with the building janitorial or contractor's janitorial company at tenant/contractor's expense.

b) All efforts must be made by the contractor to contain debris/contaminants entering areas outside the work space. 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/contractor.

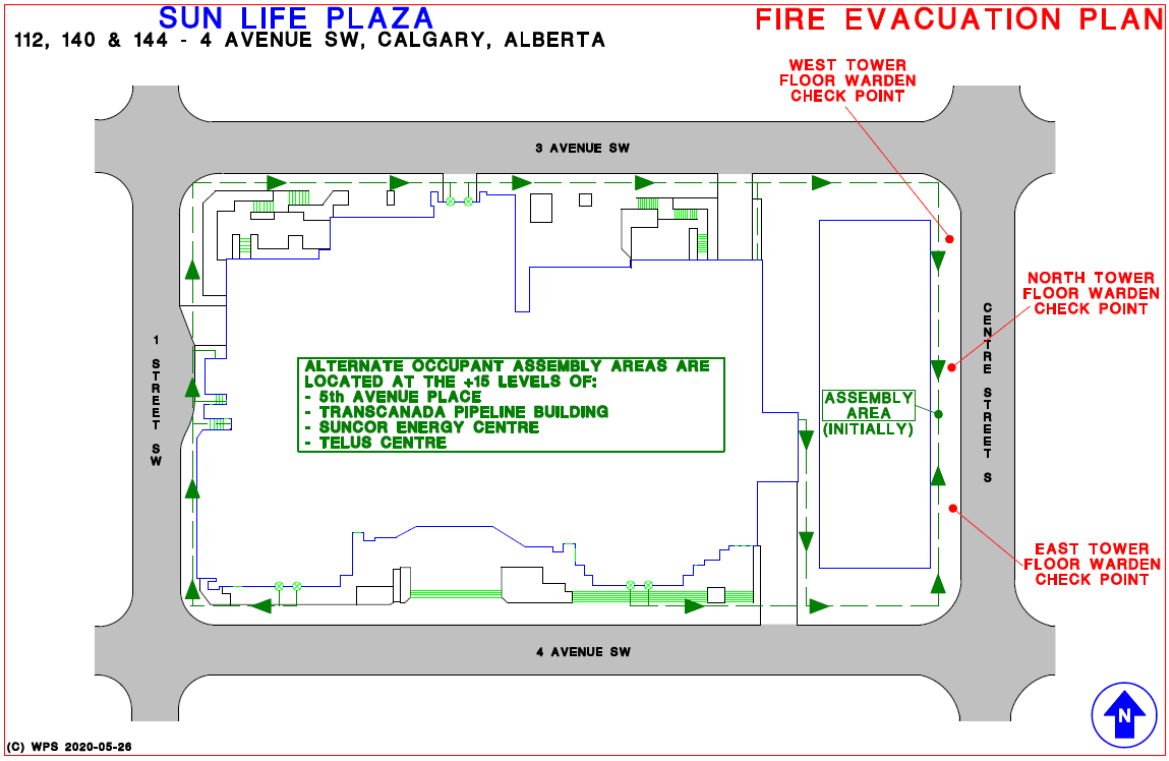
OCCUPATIONAL HEALTH AND SAFETY

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 i.e. Fall protection training for working at a height, WHMIS training and MSDS sheets for materials.

d) The Muster Point is located on Centre Street between 3rd and 4th Avenue SW. A detailed map is located below.


SUN LIFE PLAZA
112, 140 & 144 - 4 AVENUE SW, CALGARY, ALBERTA
FIRE EVACUATION PLAN
WEST TOWER
FLOOR WARDEN
CHECK POINT
3 AVENUE SW
NORTH TOWER
FLOOR WARDEN
CHECK POINT
1 STREET SW
CENTRE STREET S
ALTERNATE OCCUPANT ASSEMBLY AREAS ARE
LOCATED AT THE +15 LEVELS OF:
- 5th AVENUE PLACE
- TRANSCANADA PIPELINE BUILDING
- SUNCOR ENERGY CENTRE
- TELUS CENTRE
ASSEMBLY
AREA
(INITIALLY)
EAST TOWER
FLOOR WARDEN
CHECK POINT
4 AVENUE SW
N
(C) WPS 2020-05-26

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

General Manager	**Donna Gardin**	**403.216.2247**
Assistant Property Manager	**Jordan Thomas**	**403.216.5492**
Property Administrator	**Christine Dickson**	**403.781.8520**
Operations Manager	**Randy Stewart**	**403.508.5802**
Operations Supervisor	**David Lennon**	**587.390.0914**
Senior Building Operator	**Larry Finley**	**403.508.5804**

THE CONTRACTOR AND HIS EMPLOYEES WILL ADHERE TO ANY ADDITIONAL RULES AND REGULATIONS AS THEY MAY ARISE DURING THE COURSE OF CONSTRUCTION.

I / WE HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS OUTLINED ABOVE DURING THE COURSE OF CONSTRUCTION:

Signed	***Company***	***Date***

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 and landlord
- ❑ Drawings, Specifications and Scope of Work as per pages 2-6 of this document
- ❑ Insurance Certificate per landlord's requirements
- ❑ 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 emergency cell 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. The landlord, at the tenant's/contractor's expense, will complete items that remain incomplete. The following documents must be complete and submitted to the landlord.

- ❑ Fire Alarm and Life Safety Verification
- ❑ Air Balance Report as completed by the base building contractor or other approved contractor
- ❑ Architect's Certificate of Completion
- ❑ Final Electrical and Mechanical engineers sign-off stating work is completed in accordance with design drawings and specifications
- ❑ Copies of all permits and certificates related to work, including Occupancy Permit
- ❑ 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

- ❑ All Pre-Occupancy cleaning must be completed

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

SCHEDULE A

TENANT DESIGN AND WORKING DRAWINGS

Please submit 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" or a letter from the landlord with comments, if any, with the understanding that the drawings may be subject to change if requested.

Revised drawings are to include all the comments and corrections 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 reviewed 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-reviewed 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 excess 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 later disk to the landlord for their records.

LIST OF PERTINENT/APPROVED CONTRACTORS

BASE BULDING CONSULTANTS

MECHANICAL

TMP Consulting Mechanical Engineers — **Contact:** **Harry Wollin**
Email: harryw@tmpeng.ca — Tel: 403.259.6707

Smith & Andersen — **Contact:** **Eric Stevens**
Email: Eric.Stevens@smithandandersen.com — Tel: 403.351.4093

TYZ Mechanical — **Contact:** **Mark Zulinick**
Email: mark.zulinick@tyz.ca — Tel: 403.284.1122

ELECTRICAL

SMP Consulting Electrical Engineers — **Contact:** **Mahmood Rajan**
Email: mrajan@smpeng.com — Tel: 403.270.8833

DesignCore — **Contact:** **Brian Calverley**
Email: bcalverley@designcore.ca — Tel: 403.269.2125

STRUCTURAL

Entuitive: Consulting Engineers — **Contact:** **Randy Thesen**
Email: randy.thesen@entuitive.com — Tel: 403.470.7549

Read Jones Christofferson — **Contact:** **Bryan Colvin**
Email: bcolvin@rjc.ca — Tel: 403.283.5073

ARCHITECTURAL

Spectrum Architecture Urban Design — **Contact:** **David Lachapelle**
Email: DavidL@SpectrumArch.ca — Tel: 403.457.4771

BASE BULDING GENERAL CONTRACTOR RECOMMENDED BY THE LANDLORD

Persimmon Contracting Ltd. — **Contact:** **Richard Reynolds**
Email: richard@persimmoncontracting.com — Tel: 403.242.4156

ABM General Contracting — **Contact:** **Allen Ackland**
Email: al@abmgeneralcontracting.com — Tel: 403.210.1877

Choice Contracting Ltd. — **Contact:** **Kimberly Jensen**
Email: kimberly@choicecontractingltd.ca — Tel: 403.248.1319

Cougar Contractors Ltd.	**Contact:**	**Andy Voramwald**
Email: a.voramwald@cougar-contractors.com	Tel:	403.261.4774
Sifton Interlake Construction Ltd.	**Contact:**	**Daniel Meilleur**
Email: dan.meilleur@telus.net	Tel:	403.243.1233
Dovetail Project Management	**Contact:**	**Scott Crews**
Email: scott.crews@dovetailpm.ca	Tel:	403.612.0948
Carlson Construction	**Contact:**	**Ben Mclean**
Email: bmclean@avcarlson.ca	Tel:	587.355.3030
Royal Construction Ltd.	**Contact:**	**Kevin D. Kurucz**
Email: kevin@royalconstruction.com	Tel:	403.680.1425

BASE BUILDING APPROVED INTERIOR DESIGNERS

Walker Lawson Interior Design	**Contact:**	**Jane Lawson**
Email: janel@walkerlawson.com	Tel:	403.232.6022 x223
Make Design	**Contact:**	**Andrea Freeman**
Email: af@makedesignlab.ca	Tel:	403.244.1208
Four Squares Interior Desgn	**Contact:**	**Susan Schulmeister**
Email: susan@foursquaresdesign.com	Tel:	403.714.0128
Zeidler Architecture	**Contact:**	**Carynne Chan**
Email: cchan@zeidler.com	Tel:	403.781.4836

SPRINKLER CONTRACTORS APPROVED BY THE LANDLORD

Constant Fire Protection Services	**Contact:**	**Wade Weatherbee**
Email: waderw@telus.net	Tel:	587-317-2072
D.T. Fire Protection Systems	**Contact:**	**Tim Sylvestre**
Email: tims.dtfire@telus.net	Tel:	403.569.1103
Vipond Fire Protection	**Contact:**	**Account Manager**
Email: info@vipond.ca	Tel:	403.253.6500
Troy Sprinkler Limited	**Contact:**	**David McIlwrick**
Email: david.mcilwrick@troysprinklers.com	Tel:	403-547-1647

BASE BUILDING ELECTRICAL CONTRACTOR

Ainsworth	**Contact:**	**Dale Frey**
Email: dale.frey@ainsworth.com	Tel:	403.265.6750
Western Electrical Management Ltd.	**Contact:**	**Dale Kelly**
Email: dkelly@westernelectrical.com	Tel:	403.312.0178
Canem Systems	**Contact:**	**Joe Niosi**
Email: jniosi@canem.com or cgy.estimating@canem.com	Tel:	403.640.5924
Unitech Electrical Contracting Inc.	**Contact:**	**Stuart Borthwick**
Email: sborthwick@unitechsystems.com	Tel:	403.619.8548
Black & McDonald	**Contact:**	**Mike Whitworth**
Email: mwhitworth@blackandmcdonald.com	Tel:	403.569.4394

BASE BUILDING MECHANICAL CONTRACTOR & HVAC SERVICE PROVIDER

Ainsworth	**Contact:**	**Jeremy Walker**
Email: Jeremy.walker@ainsworth.com	Tel:	403.265.5522
Chisholm	**Contact:**	**Kevin Hadden**
Email: kevinh@chisholmindustries.com	Tel:	403.279.7868
Black & McDonald	**Contact:**	**Mike Whitworth**
Email: mwhitworth@blackandmcdonald.com	Tel:	403.569.4394
Arctic Air Refrigeration	**Contact:**	**Scott Craig**
Email: arctic_ac@telus.net	Tel:	403.233.7202
Arpi's Industries	**Contact:**	**Al Martin**
Email: al.martin@arpis.com	Tel:	403.780.0955
Bailes Mechanical Ltd.	**Contact:**	**Scott Riedliner**
Email: scott@bailesmechanical.ca	Tel:	403.207.3290
BCK Mechanical Systems	**Contact:**	**David Miller**
Email: dave@bckmech.com	Tel:	403.277.2270
Honeywell Building Solutions	**Contact:**	**Gavin Rairie**
Email: Gavin.rairie@honeywell.com	Tel:	403.888.1592
Windmill Mechanical Services Ltd.	**Contact:**	**Hans Langejans**
Email: hans@windmillmechanical.com	Tel:	403.735.0770

BASE BUILDING GLASS DOOR REPAIRS CONTRACTOR

Evolution Glass **Contact:** **Richard Munro**
Email: richard@evolutionglass.com Tel: 403.250.2353

Alpine Glass Inc. **Contact:** **Brian Berends**
Email: brian.berends@alpineglass.ca Tel: 403.291.2205

BASE BUILDING SECURITY SYSTEM CONTRACTOR

Delco Security **Contact:** **Dan Bilodeau**
Email: dbilodeau@delcosecurity.com Tel: 1.888.244.6449 ext 302

BASE BUILDING FIRE ALARM CONTRACTOR

Western Electrical Management Ltd. **Contact:** **Dale Kelly**
Email: dkelly@westernelectrical.com Tel: 403.312.0178

Chubb Edwards **Contact:**
Email: calgary@chubbedwards.com Tel: 403.233.9191

BASE BUILDING MECHANICAL AIR BALANCING CONTRACTOR

Tech-Air Services **Contact:** **Account Manager**
Email: info@tech-air.ca Tel: 403.888.5519

HydroAir **Contact:** **Allan Reid**
Email: hydroair@telus.net Tel: 403.252.5549

BASE BUILDING ELEVATOR CONTRACTOR

Otis **Contact:** **Jeff McKinnon**
Email: Jeff.McKinnon@otis.com Tel: 403.404.0061