

TENANT CONSTRUCTION GUIDELINES AND DESIGN CRITERIA



SHAW TOWER AT CATHEDRAL PLACE

925 West Georgia Street

Vancouver, BC V6C 3L2



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1.0 GENERAL INFORMATION

1.1 INTRODUCTION

The Tenant Construction Guidelines and Design Criteria manual has been written to assist the Tenants and their Designers in developing office designs that will complement Cathedral Place.

The Tenant's work must be designed in accordance with the laws and regulations of the authorities having jurisdiction and shall comply with the requirements of the Landlord's insurer and conform to the design criteria outlined in this manual.

The Landlord reserves the right to revise this manual at any time. While every effort has been made to assure the accuracy of the information contained herein, Cathedral Place assumes no responsibility for any errors, omissions and/or revisions to this manual

1.2 TENANT RESPONSIBILITY

It is the responsibility of the Tenant to ensure the information contained in this manual is communicated to all individuals involved with their projects at Cathedral Place.

2.0 LANDLORD'S CONSULTANTS & ENGINEERS

2.1 ENGINEERS

Structural Engineer

Read Jones Christoffersen Ltd.
3rd Floor – 1285 W. Broadway
Vancouver, BC V6H 3X8

Phone: 604-738-0048

Fax: 604-738-1107

Contact: Roger Steers **E-mail: rsteers@rjc.ca**

Mechanical/Plumbing Consultant

Douglas Spratt & Associates Ltd.
Suite 100, 321 West 24th Street
North Vancouver, BC V7M 2C7

Phone: 604-990-0083

Fax: 604-990-4051

Cell: 778-227-8795

Contact: George Steeves **E-mail: george@sterlingcooper.com**

Electrical Consultant

Stantec Consulting
#1100 – 111 Dunsmuir Street
Vancouver, BC V6B 6A3

Phone: 604-696-8304

Fax: 604-696-8100

Contact: Cindy Kwong **E-mail: cindy.kwong@stantec.com**



2.2 BASE BUILDING CONTRACTORS

The following is a list of Base Building Contractors:

Approved Electrical Contractors

Mott Electric	Phone: 604-683-5752
Western Pacific	Phone: 604-540-1321
Ino-Tek Electric	Phone: 604-574-3749
Sasco	Phone: 604-299-1640

Approved Mechanical & Plumbing Contractors

Fred Welsh Ltd.	Phone: 604-294-3100
Davidson Brothers	Phone: 604-522-4798
Pacific Mechanical	Phone: 604-251-3766
All Seasons Air Conditioning Ltd.	Phone: 604-454-1114
Latham's	Phone: 604-683-2321
Aerco Industries Ltd.	Phone: 604-431-6883

Approved Sprinkler & Fire Alarm Contractors

G.P. Fire Protection Services	Phone: 604-460-2062
Simplex-Grinnel	Phone: 604-515-8872
Priority Fire Systems	Phone: 778-558-0918
Levitt Fire Safety	Phone: 604-523-1230

Air Balancing	Western Mechanical Services	Phone: 604-324-1434
Air Balancing	Austin Sheet Metal	Phone: 604-291-7381
Cleaners	Ultra-Tech Cleaning Systems	Phone: 604-253-4698
Security System	Intercon Security	Phone: 604-685-2661
Elevator	Otis Elevator	Phone: 604-412-3421
Fire Alarm	G.P. Fire Protection Services	Phone: 604-460-2062
Fire Alarm Verification	Contec	Phone: 604-451-7600
Controls	Johnson Controls	Phone: 604-438-3434
Sprinklers	G.P. Fire Protection Services	Phone: 604-460-2062
Building Cleaners	Ultra-Tech Cleaning Systems	Phone: 604-253-4698

Locksmith

Al Scott Lock & Safe	Phone: 604-685-3138
207C Bentall Centre	Fax: 604-583-4303
Vancouver, BC V6Y 2G9	

Contact: Vivian Anderson

3.0 BASE BUILDING CONSTRUCTION

3.1 GENERAL

a) The base building construction shall consist of all the structural, mechanical systems, electrical systems and architectural finishes, included in the construction contract between the Landlord and the Base Building Contractor.

b) Any alterations and/or additions to the base building construction that may be required to accommodate Tenant design and construction shall be subject to the approval of the Landlord. Alterations to base building construction shall be carried out by the Landlord's contractors, under the supervision of the Landlord's consultants, at the Tenant's expense.



The cost of such work shall include labor, materials, applicable taxes, all architectural, engineering and contractors' fees and such reasonable fee for supervision as the Landlord may charge.

c) If changes to the base building are permitted, and depending on their nature, the Landlord may require the Tenant to provide a letter of intent indicating willingness to reinstate to base building standard at lease termination.

The Base Building Electrical Contractor must perform the following electrical work:

- All modifications to the Life Safety Systems including all Fire Alarm, Exit Lighting, Emergency Lighting and Emergency Power Systems work
- Electronic Metering – Installation of metering components and terminations, modification to data communication wiring and testing of the system
- Power – Coordination of electrical shut-down with Landlord, performance of the shut-down, all connections to the building 600 volt power or emergency power systems
- Lighting – installation of components within the lighting relay cabinet, low voltage lighting control revisions, rezoning and testing of lighting control zones
- Security – Installation of security devices or door controls tied into building security system, testing and commissioning of security system installation\communication wiring and installation of all communication riser cabling

The Base Building Security Contractor must perform the following work:

- All modifications and installations into the base building security system
- Power – Coordination of electrical shut-down with Landlord, performance of shut-down and any installation into the primary side of the building security system.

The Base Building Mechanical Contractor must perform the following mechanical work:

- Any cutting into base building mechanical piping
- Connections to base building sanitary or vent risers
- All system testing
- Shutdown of Base Building System

The Base Building Contractors as noted must perform the following miscellaneous work:

- Any alterations to the sprinkler system
- Control work must be performed by Johnson Controls
- Air and water balancing must be performed by a base building approved contractor
- Chemical cleaning and degreasing of the new piping shall be performed by consulting agency Betz Dearborn approved contractors
- Telecommunications vertical riser work (electrical contractor)

3.2 STRUCTURAL SYSTEM BRIEF

a) Office Floors 2 to 23 inclusive are typically post-tensioned flat plate slabs spanning from exterior columns to the central core. Typically these slabs are 9 ½" thick and have been designed for 65 lbs. per square foot live load and 20 lbs. per square foot partition load.



b) Floors 2 to 18 inclusive also have areas of 11” thick slab that have been designed for a zone of 250 lbs. per square foot live load. For location and extent of this zone please consult Structural Engineer.

c) Floors 3 to 23 have special areas in which the slabs have been designed and detailed to allow openings for interconnecting stairs. For location of these areas refer to structural drawings.

d) General floor framing systems are included in the set of drawings supplied by the Landlord. Unusual loading situations such as high density storage/filing areas, safes, computer installations, etc. must be brought to the attention of the Structural Engineer. The Landlord will not be responsible for any costs or revisions necessitated by unusual loading conditions.

e) Tenants are not permitted to drill, cut or core openings of any description in any part of the basic building structure without Landlord approval. Where such work is deemed necessary and is acceptable by the Landlord, it shall be carried out according to conditions as set out in Section 3.1.b).

Similarly, use of fasteners, such as concrete nails, ramsets, expansion shield bolts, etc., secured to concrete floor slabs and soffits require Landlord’s approval. (See section 6.1.2)

f) Due to the floor slab being post-tensioned, holes cannot be cored through the slab without location x-raying by the Tenant and approval by the Landlord’s Structural Engineer.

3.3 MECHANICAL SYSTEMS BRIEF

.1 Heating, Ventilation and Air Conditioning

a) Heating, ventilation and air conditioning are provided by typical floor fan systems, supplying conditioned air through ceiling slots. The system is an energy efficient variable air volume design.

b) Filtered and tempered outdoor air is introduced separately to each floor.

c) The loop ducts and the numerous thermostatic control zones on each floor make it possible to adapt the air distribution to specific Tenant needs.

d) Provision has been made to allow Tenants to install separate “stand alone” air conditioning for special needs areas such as computer/equipment rooms.

e) Ground floor retail has been provided with a separate heat pump loop so that retail areas can operate at different hours from the Office Tower.

f) The main cooling and heating plant is provided with multiple chillers, pumps, etc. for maximum stand-by capability.

g) Tenant furniture fit-ups and equipment must not be located so as to restrict the ability to service or to prevent the functioning of mechanical equipment.



h) Arrange for return air openings as required at sound baffles, over demising walls, in ceiling plenum, complete with acoustic elbow, to permit air return through ceiling space while restricting acoustic transference.

i) Revisions to mechanical systems and thermostats required by the Tenant's design, and proper balancing of air quantities at each outlet are the Tenant's responsibility and expense.

.2 Plumbing

a) Supply and waste piping is contained within the core at each floor. Sanitary waste vent and cold water piping is extended outside the core and capped off for connection and extension of Tenant's own plumbing if required.

b) Tenants requiring hot water within their premises must provide their own electric hot water heater, outside of the core area.

c) Tenants requiring plumbed facilities within their leased premises should locate such in relation to sanitary stacks to ensure adequate slope for all sanitary pipes within the available ceiling space. All cold water lines shall be insulated to prevent condensation.

.3 Fire Protection

a) The building is fully sprinklered. Sprinkler heads are the semi-recessed type in the tenant areas and the recessed type in the elevator lobbies and corridors..

b) Statutory standpipes and fire department valves have been provided at each floor.

c) Pull stations, fire alarm speakers, smoke detectors and fireman's telephone handsets have been provided at each floor.

d) A fan-powered smoke exhaust system allows each floor to be exhausted to a vertical smoke shaft and dispelled at building roof level.

e) Stairways below grade are pressurized for smoke control in an emergency situation. Separate pressurized refuge areas adjacent to exit stairwells serve each floor.

f) The building is provided with a diesel generator in the basement which in the event of a power failure will automatically start and energize selected loads. All elevators will "home" and designated elevators will then remain energized to act as the "firefighters" elevators. Elevators 1, 7 and the freight elevator are designated firefighters elevators. Stair lighting, exit lights and selected fixtures on each floor will provide sufficient illumination of safe egress. Emergency mechanical systems and the fire pump remain energized.

g) The fire alarm system is a two-stage system such that in the event of an alarm a "pre-signal" is sounded throughout the building and a general alarm is sounded on the floor initiating the alarm as well as on the immediate adjacent floors (one above and one below). Fire alarm signals can be initiated manually by breakglass stations or automatically by smoke detectors, heat detectors or sprinkler flow.



h) A voice communication/evacuation control system is provided so that safe and orderly egress can be directed by the Fire Chief from the main lobby. Loud speakers are provided on all floors and in the stairwells.

i) Tenant partition layout may affect “full coverage” of life safety and fire protection provisions. Modifications shall be designed, and installation approved by the Landlords’ Consultants, at Tenant’s expense.

j) Any new life safety systems/equipment required by Tenant changes shall be of the same manufacturer and shall match and integrate with existing building systems/equipment.

3.4 ELECTRICAL SYSTEMS BRIEF

.1 Power Distribution

a) All base building lighting and mechanical systems are served by 347/600 volts.

b) Each floor is equipped with one 75 KVA transformer capable of providing 4 Watts/Square Foot at 120/208 Volts to serve the Tenant. Additional power requirements shall be to the Tenant’s account.

c) Additional power is available in the electrical room on each floor at 347/600 Volts.

d) A grid system of conduits and junction boxes is located in the ceiling plenum with one junction box per 500 square feet. Two (2) circuits are provided per junction box.

e) Refer to Landlord information drawings for general location of conduit and wire distribution in the ceiling space.

f) It is intended that Tenant wiring be carried in its own ceiling space and that any outlets be down fed from the ceiling via partition walls.

g) All power shall originate from circuits in panels on the Tenant’s own floor.

h) The space above the T-bar ceiling is a return air plenum, thus all cable (power/communication) must be C.S.A. and City of Vancouver approved for plenum use. Alternatively, the Tenant can install conduit and non-plenum cable.

.2 Lighting

a) The base building fluorescent luminaire is a two lamp fixture complete with warm white energy saving lamp and acrylic lens. All lighting fixtures are to be seismically restrained as specified by Building Code.

b) Luminaire layout provides an average lighting level of 70 foot candles at desk level.

c) There are six lighting zones in the leasable area per floor, each zone having two lighting levels, each level controlling every other luminaire within the zone.

d) Master zone switches are located in the electrical room on each floor. Additional switches can, if required, be installed at the Tenant’s cost.



e) Lighting hours of operation are computer controlled by the Landlord. The system is capable of being manually over-ridden by dialing a code number on a Tenant's touchtone telephone.

f) Tenants are encouraged to utilize base building fluorescent luminaires. Base building luminaires, which are complete with acrylic lens are also capable of accepting 1 inch louvers, should the Tenant wish to replace them at its cost.

g) Non-standard lighting may be permitted subject to Landlord approval, providing that overall Tenant power allowance is not exceeded. Such lighting shall be controlled by local low voltage relays and switches, all at the Tenant's cost.

h) The building is equipped with a computer controlled lighting system which acts as a master switch. Within limits, it can be programmed to automatically switch tenant lighting as required. Tenants are required to use the telephone code override system. This eliminates the need for local switching.

(i) Where a light switch is required for local room or area control, the Tenant shall so advise the electrical engineer.

.3 Communications

a) Telephone risers are located in the electrical room on each floor. Empty conduits are stubbed into the ceiling space for Tenant distribution from the core to their own switch located within the leased premises.

b) A cable TV riser is located in the electrical room on each floor for connection by the Tenant.

c) Tenants are required to make their own arrangements directly with their service providers or others for supply and installation of their communication systems.

d) Electrical/telephone rooms located on each floor within the building core are not for the Tenant's equipment. The Tenant shall provide space within its usable floor area for its own use or equipment.

3.5 SECURITY SYSTEMS BRIEF

a) An Intercon access control and monitoring system utilizing access cards, controls after-hours entry from street level, parking lot entry, parking lot to building access and elevator cab operation.

b) The building maintains on-site security staff on a 24/7 basis.

c) The Base Building access control and monitoring system can be expanded to accommodate tenants who wish to extend security within their premises. The cost of such modification shall be to tenant's account and carried out according to Section 3.1.b).



3.6 ARCHITECTURAL STANDARDS BRIEF

.1 Ceiling

a) Ceilings in a typical rental area shall be suspended T-bar system on a 5'0" x 5'0" grid with a 20" sub-grid for ceiling tile and light fixtures, set inside a perimeter drywall bulkhead and soffit detail. See Landlord provided reflected ceiling plans for location and details.

b) Floor to ceiling heights:

2 nd floor	12'0"
3 rd to 17 th floors	9'0" generally with 9'10" at curtainwalled corners.
18 th floor	8'6" at north and south areas. 9'0" generally with 9'10" at curtainwalled corners.
19 th to 22 nd floor	9'0" generally with 9'10" at curtainwalled corners.
23 rd floor	9'0" generally and up to 23' at skylights.

c) Under no circumstances shall the Tenant or the Tenant's contractor(s) paint or apply any other coating that will change the color of the base building ceiling system. The T-Bar shall not be cut, severed or adjusted for any purpose without the Landlord's written approval.

d) The base building ceiling tile specification is **BET 2067**.

.2 Floors

The floor shall be smooth troweled concrete ready for finish by Tenant. The Tenant shall install as a minimum standard, 32 oz. anti-static, contract quality carpet installed by direct glue-down, strippable adhesive.

.3 Interior Partitions

a) The Tenant shall install as a minimum standard, partitions composed of 2 1/2" steel studs at 16" O.C. 2 1/2" batt insulation and 1/2" drywall each side, taped, filled, sanded and painted.

b) Terminate interior partitions abutting exterior glazing only at vertical window mullions by means of building standard junction. See Tenant Guidelines Drawing TG-3 for detail.

c) Tenants shall not permanently fix or penetrate exterior window frames, or perimeter drywall membrane for the installation of partitions, furniture, electrical or communications outlets.

.4 Window Coverings

Typical window treatment on floors 4 through 23 will be 1" horizontal perforated venetian blind in off-white color.



.5 Tenant Demising Walls (on multiple Tenant floor only)

The Landlord shall provide a building standard demising partition between tenants, constructed to a minimum STC 35 rating with 2 1/2 "steel studs at 16" O.C. with 2 1/2" batt insulation fill, with 1/2" gypsum board each side to underside of T-bar ceiling with one side continuous to underside of floor slab above, taped, filled, sanded and primed, ready to receive Tenant's own finish. See Tenant Guidelines drawing TG-1 for details.

.6 Public Corridor Walls (on multiple Tenant floors only)

The Landlord shall provide a building standard public corridor wall meeting the requirements of Vancouver Building By-Law for smoke separation and constructed to a minimum STC 35 rating with 2 1/2" steel studs at 16" O.C. with 2 1/2" batt insulation fill, with 1/2" gypsum board each side to underside of T-Bar ceiling (with smoke separation extending across the public corridor ceiling by means of fire rated 1 lb per square foot acoustic tiles). Tenant side of wall taped, filled, sanded and primed, ready to receive Tenant's own finish. See Tenant Guidelines Drawing TG-2 for details.

.7 Core Walls, Columns and Exterior Wall

Finish on core walls, columns and exterior wall shall generally be 1/2" gypsum board taped, filled, sanded and primed, ready for finish.

.8 Suite Entry Systems (on multiple Tenant floor only)

a) The Landlord shall provide one building standard suite entry door system, consisting of 1 3/4" x 3"0"W x Full Height, solid core flat cut maple veneer wood doors with tempered glass sidelight in wood frame, complete with:

- | | |
|-------------|---|
| Butt Hinges | 2 pair Stanley, 4" x 4 1/2" x Ball Bearing Brushed Brass finish |
| Lockset | Sargeant 8200 Series with MQ Metro Studio handle in brushed brass 04 finish with rose over the handle, LN Design, keyed to building Grand Master. |
| Closer | Sargeant EB 350 Series in brushed brass finish. |

See Tenant Guidelines Drawing TG-4, TG-5 and TG-6 for suite entry door and frame details.

b) Tenant requests for alternative suite entries shall be submitted to the Landlord for approval.

c) Cost of approved alternate suite entry systems over above the single standard suite entry shall be to the Tenant's account.

d) The principal entry to all tenants' suites (including full floor tenants) shall be keyed to the building grand master by the Landlord's contractor.



4.0 TENANT'S DRAWINGS

4.1 *TENANT'S DESIGNERS*

- a) The Tenant shall engage and pay an architect and/or a certified interior designer to prepare all drawings required to construct the Tenant's leasehold improvements, and to obtain approval of regulatory agencies having jurisdiction. In addition, the Landlord may require the Tenant to supply additional drawings that, in the Landlord's opinion, are required to describe the Tenant's work.
- b) The Tenant shall engage the Landlord's Consultants to design and supervise all structural, mechanical, plumbing, sprinkler, electrical, life safety and security systems modifications and/or additions to the base building systems to accommodate the Tenant layout, at the Tenant's expense.
- c) The Tenant shall promptly pay all reasonable charges and expenses pertaining to the Landlord's review, inspection and/or supervision including the fees, costs and expenses of the Landlord's Base Building Architects, engineers or other qualified consultants and all changes, fees and expenses charged by the Landlord's external architects, engineers or other qualified consultants plus an administrative fee equal to fifteen percent (15%) of all such fees, charges and expenses.

4.2 *BASE BUILDING DRAWINGS*

The Landlord shall provide to the Tenant, this guide and one set of architectural, mechanical, electrical and structural drawings, indicating all the major elements of the Tenant's leased area. Additional drawings, if required, may be obtained from the Landlord's Consultants at the Tenant's expense.

4.3 *DRAWINGS SUBMISSION PROCEDURE*

.1 Preliminary Drawings

The Tenant shall submit to the Landlord for approval, eight (8) print sets of preliminary drawings showing proposed office layout and providing sufficient detail to illustrate design intent. Tenant preliminary drawings will be checked from the standpoint of physical compatibility to the building.

Preliminary approval will be given by the Landlord upon receipt of corrections to any problems.

.2 Working Drawings

a) Upon conditional approval of the Tenant's preliminary drawings and a minimum of two weeks prior to commencement of construction, the Tenant shall submit to the Project Architect for review eight (8) print sets of working drawings consisting of:

- i) FLOOR PLAN – At 1/8" to 1'0" scale, indicating Tenant area in relationship to shell and core, showing public corridors (if applicable), and indicating the function of each area.



- ii) SECTIONS AND DETAILS – At scale appropriate to clearly indicate partition details, etc.
- iii) ROOM FINISH, DOOR & HARDWARE SCHEDULE – indicating all elements, including keying (which shall be to building standard).
- iv) SIGNAGE DRAWINGS (*if signage visible from public areas*) – Showing type, size and location of signage.
- v) MECHANICAL PLANS – At 1’8” to 1’0” scale, indicating H.V.A.C., sprinkler, and plumbing systems modifications and/or additions.
- vi) POWER AND COMMUNICATIONS PLANS – At 1/8” to 1’0” scale, indicating with dimensions, location of all power and communications outlets, and including circuitry and conduit routes and extensions.
- vii) REFLECTED CEILING PLAN – At 1/8” to 1’0” scale indicating any changes to base building lighting, showing fixture specifications, switching, circuitry, etc. and indicating any changes to life safety system.

.3 Finishes

The Tenant shall provide to the Landlord, for record purposes, a materials and color board, size 8 ½” x 11”. The tenant shall select building materials that reduce any negative impact on the environment. All building materials shall receive prior approval from the Landlord.

.4 Schedule

The Tenant shall provide to the Landlord, a detailed schedule for work to be carried out, noting dates of start and completion of work.

4.4 DIMENSIONS & SITE CONDITIONS

The Tenant is responsible to ensure that their Designer(s) and Engineer(s) visit the site to confirm all dimensions and familiarize themselves with the site conditions.

The Landlord will endeavor to provide the Tenant with drawings indicating all major elements of the Tenant’s premises, as available.

4.5 DEMOLITION

The Tenant is responsible to remove all redundant elements (architectural, mechanical, electrical, security and life safety systems) within their leased premises as part of the demolition and construction of their Tenant Improvements. The Tenant’s contractors must remove all redundant elements back to the base building connection point in a manner acceptable to the base building consultants.

The Tenant’s contractor must remove any lead, combustibles or unprotected fiberglass insulation that are found existing in the ceiling space.



All openings in floor, core walls or any other rated partition resulting from the demolition shall be fire stopped to maintain the original fire rating.

The Tenant's contractor is responsible to supply and install temporary filters at the mechanical compartment room, replace throughout construction and remove prior to air balancing and/or occupancy. The Tenant's contractor shall ensure that all open-ended ducts are sealed off during construction and any seals removed prior to connection or occupancy. The Tenant's contractor must advise the Landlord of any special air handling requirements prior to the start of demolition.

The Landlord reserves the right to assess the impact of proposed demolition on building systems and request additional protection as required. Please be informed that the Tenant's contractor may be required to complete a Safety Work Permit prior to starting any demolition work.

4.6 WASTE MANAGEMENT POLICY

.1 All removed electrical wiring and copper piping is to be returned to the Landlord by the contractor for recycling purposes.

.2 All contractors must handle and dispose of hazardous materials and construction waste in accordance with regulations set down by the local authorities.

4.7 HOARDING

During construction, the Landlord, at the Tenant's expense, will supply and install a hoarding consisting of drywall; seams taped with masking tape, base, no visible fasteners and locking door if required. If a locking door is installed it will be keyed to the Base Building System. The Tenant will be responsible to install a poly barrier at the top of the hoarding to prevent construction dust escaping from the worksite. The Landlord will specify the hoarding paint and base color to the Tenant. If the entrance is a glass entrance the Tenant will be responsible to have the entrance glass painted out with the approved masking product to block the view from the public side of the space during construction. The Tenant must retain the Base Building contractor to supply and install the glass-masking products.

4.8 STANDARD OF WORKMANSHIP & MATERIALS

All work by the Tenant, their contractor and sub-contractors shall be completed with new materials and all workmanship shall be performed with the highest standards of practice. Interior materials and workmanship that does not meet with the Landlord's approval or conform to governing codes shall be replaced at the Tenant's expense.

4.9 ASBESTOS (*Cathedral Place does not contain asbestos or PCB's*)

Should the contractor come across any asbestos containing material during the course of construction or demolition, the contractor must stop work immediately and notify the Landlord of the location of suspect materials. Work may not commence until such time as the Landlord has reviewed the site and provided written consent to continue work.



4.10 FIRESTOPPING

The Tenant's Contractor is responsible to ensure that all penetrations through fire rated assemblies are immediately sealed in accordance with approved building standards.

4.11 APPROVAL BY REGULATORY AGENCIES

a) Tenant work shall comply with all applicable laws and regulations of all authorities having jurisdiction. Each Tenant is responsible for obtaining all permits and approvals from authorities having jurisdiction over the work, prior to commencement of such work. Evidence of permits and approvals shall be provided to the Landlord and be posted at the work site prior to commencement of the work. The Tenant is responsible for the correction of any items of work which do not meet with the approval of the Landlord and governing authority or its building inspector, notwithstanding the fact that the Tenant's drawings may have been approved previously by such authority and the Landlord. The Tenant will be given a specified time to complete the corrections. Should the Tenant delay the required correction unduly, the Landlord will make the correction at the Tenant's expense.

b) Approval by the Project Architect of such plans as outlined in this section does not waive the Tenant's responsibility to ensure that all Tenant improvements meet with building standard as outlined herein and with the requirements of authorities-having-jurisdiction.

4.12 BUILDING LEGAL DESCRIPTION

City of Vancouver
Parcel Identifier: 012-190-551, except plan EX PL
LMP 2334 R/W & LMP 2333 R/W
Lot B
Block 40
D.L. 541
Plan 21977

4.13 AS BUILT DRAWINGS

The Tenant is responsible to submit to the Landlord the following AS BUILT information and drawings in AUTOCAD format no later than 30 days after the completion of construction:

- Architectural – Specifications, Partition Plan, Reflected Ceiling Plan, Finish Legend
- Mechanical – Specifications, HVAC Plan, Sprinkler & Plumbing, Air Balancing Reports
- Electrical – Specifications, Lighting Plan, Power and Systems Plan, Security Systems, Communication Plan and Details, Fire Alarm, Exit and Emergency Lighting Plans
- Life Safety System – Base Building Life Safety Consultants are to be responsible for as-building this information



- Maintenance Manuals

Maintenance manuals shall include the care and cleaning of all finishes; all operating and maintenance instructions for all mechanical and electrical components, all mechanical and electrical shop drawings. Two copies of the Maintenance manuals are to be provided to the Landlord prior to completion of construction. (see section 5.20).

4.14 DEFICIENCIES

All project deficiencies must be remedied within 30 days of Substantial Completion. After this time the Landlord reserves the right to rectify any remaining deficiencies; all costs associated with this work will be billed back to the Tenant at cost plus an administration fee of 15%.

5.0 TENANT CONSTRUCTION

5.1 GENERAL CONDITIONS

- a) The Tenant's contractor shall be approved by the Landlord prior to award of work. For Tenants tendering their work, Landlord approval shall occur prior to tender commencement.
- b) Tenant contractor shall furnish written evidence of good standing with the Workers' Compensation Board.
- c) Tenant contractor shall provide and maintain adequate first aid and fire prevention facilities during the construction period.
- d) Tenant contractor shall restrict deliveries of materials and equipment to predetermined times and routes. Scheduling of delivery times, booking elevators, and routing of materials shall be done under the direction of the Landlord's General Contractor while on site and the Building Manager thereafter.
- e) Construction personnel and the movement of tools and materials shall be via the freight elevator only.
- f) Tenant contractor is to protect base building elements during construction. Tenant contractor shall be responsible for making good building standard finishes affected by Tenant's construction.
- g) Tenant contractor shall confine operations to the leased area. Security of the leased area during the construction period shall be the Tenant's responsibility.
- h) Where encroachment beyond construction limits is necessary, the Tenant contractor shall provide and erect hoarding to the extent and location as required by the Landlord. Apply polyethylene sheathing over hoarding and tape all joints to prevent dust penetration into the building, building ceiling spaces and ductwork.
- i) Tenant contractor shall ***not*** penetrate or permanently fix to the exterior wall or window mullions, except upon the Landlord's written approval.



- j) The Tenant contactor shall ***not*** penetrate the suspended ceiling T-bar face, mechanical diffusers, or light fixtures with screws, etc.
- k) Tenant contractor shall not drill or core any floors without first obtaining x-ray photos and presenting item to the Landlord's Structural Consultant for prior written approval. Refer to Section 6.2.
- l) Any coring, drilling and other noisy work shall occur before or after normal working hours of 6:00 a.m. to 6:00 p.m., Monday through Friday or at times specified by the Landlord.
- m) Tenant contractor shall not use "ramset" or other explosive type of fixing device during normal business hours.
- n) For ramset or other securement devices drilled or driven into slab top and soffits maximum penetration shall not exceed 3/4".
- o) No work will be permitted on the buildings' fire alarm, life safety or sprinkler systems without first being approved in writing by the Landlord.
- p) Welding, brazing and any heat or fume producing activities are not permitted unless being first approved by the Landlord.
- q) No electrical circuits, fans or pumps are to be turned off without the prior permission of the Landlord.
- r) The application of any products producing toxic and/or noxious fumes, such as contact cement, paint, etc. must be limited to times pre-arranged with the Landlord. No application of these types of products is permitted during normal business hours, without exception.
- s) Gypsum board and other heavy items may only be stacked 12 inches high and only across beam lines and near core walls or columns.
- t) Tenant contractor shall keep premises clean and remove garbage daily.
- u) Protect floor finishes at work entrance with carpet or equal at least 3 ft. x 5 ft.

5.2 CONSTRUCTION INSURANCE

.1 The Tenant's contractor shall indemnify and hold harmless the Building Owner, its agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or attributable to the Contractor's performance of the work.

.2 The Tenant's contractor shall, prior to start of work, furnish evidence that it has adequately and properly arranged insurance coverage as follows:

- a) A Comprehensive General Liability policy in force covering the work, with a limit to any one occurrence of not less than \$5,000,000.00. The policy shall contain a cross liability clause and shall be extended to include non-owned automobiles and blanket contractual liability.



b) The Landlord and designated consultants shall be added as Additional Named insureds to the General Liability Policy carried by the Tenant's Contractor. (see section 7.4)

c) An "all risk" of physical loss or damage policy, including earthquake, shall be provided covering the total contract price for the Tenant's work.

d) An automobile policy shall be in force covering all owned vehicles, with a minimum limit of \$1,000,000.00

e) All policies of insurance relating to Tenant work must be in amounts and in form with insurers acceptable to the Landlord, including an undertaking by the insurers to give at least 30 days written notice to the Landlord of cancellation or material changes.

f) Evidence of the existence of insurance coverage referred to in this section must be submitted to the Landlord by means of a Certificate of Insurance from the Tenant's Contractor's insurers before commencement of Tenant's construction.

5.3 ELEVATORS

A total of 7 elevators service the Office Tower.

- Elevators 1 to 4 serve Ground Floor through 13th floor
- Elevators 5 to 7 serve 14th Floor through 23rd floor
- Elevator 8 serves Service Level through 23rd Floor
- Elevators 9 and 10 serve Ground Floor through Parking Level P4

5.4 EXIT STAIRS

There are two clearly marked exit stairs located on the east and west sides of each floor. The east stairwell (yellow) exits to the main floor lobby by the parkade elevators and through the service level to the laneway. The west (red) stairwell exits to the lobby by the ground floor elevators banks.

5.5 CROSSOVER FLOORS

The Office Tower crossover floors are 5, 7, 11, 16 and 21.

5.6 AIR QUALITY STANDARDS

Industry standards must be met or exceeded.

5.7 FACILITY MANAGEMENT SYSTEM

The building automation system is a Johnson's Metasys Extended Architecture (Trane Tracer Summit). All modifications to the DDC system shall be performed by the base building controls contractor.



5.8 FLOOR PENETRATIONS

All floor penetration locations must be submitted to the base building structural consultant for review and written approval. Slab penetrations must be x-rayed prior to coring. The contractor must ensure that proper fire stopping and sealant is installed to properly satisfy fire code requirements and to avoid leakage. Areas prone to water leakage are to be water proofed prior to installation of floor coverings. The Landlord will approve the proposed water proofing method prior to the Tenant proceeding with construction.

5.9 TENANT KITCHEN EQUIPMENT

Tenant's kitchen equipment must be noted on the drawings. All connections must be copper and include a Pressure Reducing Valve.

5.10 WATERPROOFING

The Landlord may require the Tenant to waterproof all or a portion of the slab including slab penetrations in their premises to avoid leakage into the premises below. The Landlord will provide the Tenant with the waterproofing specifications.

5.11 FIRESTOPPING

The Tenant's Contractor is responsible to ensure that all penetrations through fire rated assemblies are immediately sealed in accordance with approved building standards.

5.12 ENVIRONMENTAL/ENERGY INITIATIVES

Tenant improvements shall be installed to maintain or upgrade the environmental standards of the building. Environmental standards include:

- Non-hazardous materials
- Energy efficient lighting
- Minimize use of supplemental lighting
- Individual room and office switching
- Occupancy sensors to control lighting in low use rooms

5.13 PROTECTION OF CENTRAL SYSTEM FROM CONSTRUCTION DUST

The contractor shall install 2" filter media over the return air intake shafts during the demolition and construction of the project. The condition of the filters shall be monitored and they shall be replaced when they become loaded or damaged. Floor grilles shall be covered with filter cloth to prevent construction dust from entering the ductwork. The contractor shall remove all of these temporary filters prior to occupancy.

5.14 INTERRUPTION OF SERVICE

While work is in progress continuity of service shall be maintained to all existing systems. Interruptions shall be co-ordinated with the Landlord as to time and duration. The Tenant shall be responsible for any interruption to services and shall repair any damages to existing systems caused by his operations



5.15 CHEMICAL CLEANING

Obtain the services of GE Betz to flush and degrease new pipe before final connection is made to the chilled water or hot water heating system. The contractor may use “pickled” pipe in lieu of chemical cleaning and degreasing. The contractor is responsible for replenishing any chemicals lost through leaks, drawing downs, etc.

5.16 CHANGING EQUIPMENT

All mechanical equipment shall be supported with rods and inserts. Install supports of strength and rigidity to suit loading without stressing the building. Locate adjacent to equipment to prevent undue stresses in piping and equipment.

All mechanical equipment shall be supported with vibration isolation. Provide seismic restraints as required by code and local authorities having jurisdiction.

5.17 LANDLORD’S USE OF TENANT CEILING SPACE

The Landlord maintains the right to allow approved parties to route utility lines, pipes, drainage pipe, ductwork and other related facilities within the ceiling space of the Tenant’s Premises. These facilities will be maintained in a manner that does not interfere with the Tenant’s use of the Premises.

5.18 PIPE FITTINGS

Valves and fittings for the chilled water and hot water heating systems shall be sized for a minimum 250 psig and minimum 300 psig for check valves.

5.19 FLEXIBLE CONNECTIONS

All ductwork associated with fans and other machinery shall be installed with flexible canvas connections on the inlet and outlet openings. Flexible connections shall be set in metal frames securely attached to ductwork and equipment.

5.20 MAINTENANCE MANUALS

Maintenance manuals shall be submitted in 3-ring binders and shall consist of the following information:

- Description of equipment operation
- Shop drawings of all equipment
- Extended warranties
- Maintenance and operating instructions
- List of manufacturers and trade names
- List of supply sources for maintenance
- Balance reports
- As-built drawings
- Name of engineer and contractors
- Permits, licenses and inspection reports



Submit two copies of the maintenance manuals to the Landlord immediately upon completion of the project.

5.21 RULES, REGULATIONS AND STANDARDS

All work and materials shall be installed as shown and herein specified in accordance but not limited to approved editions of:

- National Building Code of Canada (current edition)
- Canadian Standards Association
- B.C. Plumbing Code
- Vancouver Building Bylaws (current edition)

5.22 CONSTRUCTION SCHEDULE

The Tenant shall provide the Landlord with a detailed schedule of its contractor's work five (5) days prior to commencement of construction.

5.23 UNION AFFILIATION

The Tenant's contractor, subcontractors and all construction personnel required to perform work on the job site shall have union affiliation compatible with that of the Landlord's Contractors.

5.24 HOURS OF WORK

Permission for work outside of normal hours of building operation shall be obtained in advance from the Landlord.

5.25 LANDLORD INSPECTIONS

The Landlord and the Landlord's Consultants shall have access to the work at all times so that they may inspect the work. In the event the work has not been performed in accordance with the approved plans, specifications and the Tenant Guidelines, the Landlord may stop the work until such deficiencies have been rectified.

5.26 TENANT INSPECTIONS

The Tenant's consultants shall issue to the Landlord copies of reports for inspections carried out during the course of the work. The Tenant's consultants shall provide to the Landlord, completed copies of the City of Vancouver Letters of Assurance at the time of submittal for Tenant's Occupancy Permit.

5.27 WORK BY LANDLORD'S SUBCONTRACTORS

All Tenant work that alters the base building structural, electrical, mechanical, sprinkler, life safety and security systems must be performed by the Landlord's Subcontractors (listed in subsection 2.2) at the Tenant's expense.



5.28 CONSTRUCTION COMPLETION

On completion of construction and prior to occupancy, the Tenant shall deliver to the Landlord:

- Certificate of Substantial Completion from designer
- Sprinkler verification
- Final Electrical Inspection Certificate
- Fire Alarm verification
- Final inspection and sign-off from Building Inspector

No later than 30 days from the Tenant's occupancy of the premises, the following must be submitted to the Landlord:

- Air balancing reports (3 copies)
- As-built drawings

6.0 TENANT'S DESIGN AND CONSTRUCTION STANDARDS

6.1 GENERAL

The building's systems and services have been designed to a module and Tenant layout should be kept on module to avoid expense. If altered, work to building systems and services shall be performed according to Section 3.1 b).

.1 *Tenant Equipment*

a) Tenant equipment such as photocopiers, computer equipment etc. often requires special circuitry and power hookup. Due to the heat generated by some of these types of equipment, it may be necessary to alter the base building mechanical system to increase the supply of conditioned air to a specific room or area. The Tenant shall advise the Mechanical Engineer and provide equipment specifications.

.2 *Fastenings*

Mechanical fasteners are not permitted to fasten to curtain walls, window frames, or special fire rated structures. No screw Penetrations are permitted into the grid system; a clip system must be utilized.

.3 *Plenum Barriers*

Tenants requiring baffling in the ceiling space must obtain approval from the Landlord and, where feasible, baffling will be permitted at the Tenant's expense. Baffling must not interfere with the efficient operation of the ceiling space as a return air plenum. No lead, combustibles or unprotected fiberglass insulation will be allowed in the ceiling space. If required, demising walls shall have a drywall plenum barrier constructed of 2'1/2" steel stud with one layer of 1/2" drywall to each side with staggered joints, drywall to be taped and sanded. Openings must be provided for return air purposes. Directions to be given by the Base Building Mechanical Engineer to avoid disruption of the return air system.



.4 Access Panels

Solid ceilings are to be provided with painted metal access panels for maintenance of any equipment located in the ceiling. The Tenant is responsible to ensure that their design allows for adequate ceiling access to all equipment as required. The Landlord reserves the right to approve all access panel locations prior to installation.

.5 Doors

a) Interior Doors – The Tenant shall install solid core, wood, full height doors with matching frames. Variations to suit individual décor shall be subject to Landlord approval.

b) Exit Doors (on multiple tenant floor only)

c) The Tenant shall provide any suite exit door(s) required. Suite exit doors on multiple tenant floors shall be as per Tenant Guidelines drawing TG-7.

.6 Locksets

Any locks installed by the Tenant shall be compatible with the building's master system. Tenants are required to include lock specifications and keying requirements on the hardware schedule, submitted per Section 4.3.2.iii).

6.2 FLOOR LOADING

No suspended loads will be attached to the underside of the floor or roof except for normal suspended ceiling and lighting systems. No load greater than the live loads specified in section 3.2 shall be uniformly distributed on any concrete floor. Special high-density items must be subject to floor load capacity approvals by the Base Building Structural Engineer.

6.3 SIGNAGE

a) A building standard identification sign for Tenant's suite entry shall be provided by the Landlord at Tenant's expense.

b) Tenant identification shall be provided in the main floor lobby directory by the Landlord at Tenant's expense.

c) Standard base building elevator lobby directional signs shall be provided by the Landlord at the Tenant's expense.

d) All other Tenant's signage must be approved by the Landlord before installation.

6.4 SURPLUS MATERIALS



Any building standard materials provided by the Landlord, such as fluorescent luminaries, ceiling tiles, suite entry/exit doors, frames and hardware, surplus to the Tenant's improvement requirement, shall be returned to the Landlord.

6.5 TENANT CONSTRUCTION CLEAN-UP

a) Upon completion of the Tenant's improvements and before occupancy, the Tenant shall thoroughly vacuum and clean the leased premises, windows, window treatments, replace HVAC filters, etc. and shall make good any base building finishes damaged during the Tenant's work.

b) The Landlord reserves the right to retain the base building cleaning staff, at the Tenant's expense, to complete a thorough cleaning if the quality of the cleaning completed by the Contractor's staff is not equal to or higher than the quality of the building cleaning staff. The Landlord recommends the use of the building's cleaning contractor to ensure physical compatibility of cleaning.

7.0 CONSTRUCTION RULES AND REGULATIONS

7.1 Inquiries

The following Rules and Regulations have been created by Shon Group Realty and shall govern all construction projects in the building. All inquiries are to be directed to the Landlord's representative.

7.2 Pre-Construction Approvals

Tenant construction will not be permitted to start until the Tenant has received the written approval of the Landlord.

7.3 Construction Trades

The Landlord reserves the right to approve the Tenant's Contractors, subcontractors and Consultants. Please be advised that certain work is limited to mandatory trades. Refer to Section 2.2 for a list of Base Building Contractors.

7.4 Construction Documentation

Prior to the start of construction the following documentation must be provided to the Landlord by the Tenant's approved Contractor(s):

- Certificate of Insurance in the amount of five million dollars (\$5,000,000.00) per occurrence of liability insurance. Shon Group Realty, L&C Management and Shaw Georgia Investments must be named as additional named insureds on the Contractor's certificate of insurance.
- WCB clearance letter;
- Building Permit;
- Construction schedule;
- List of all contractors requiring access.
- Executed Prime Contractor Agreement



7.5 Access Request Form

The Access Request Form is used to control and co-ordinate access to the building while maintaining building security and safe working conditions. Contact the Management Office or the security desk to obtain an Access Request Form. If you require access to another Tenant's premises a separate request needs to be issued. The form is coordinated through the Shon Group Realty office or the security desk in the office tower lobby. This form is created when either the Landlord or Tenant wishes to have some form of work or service completed. Once all information is verified and approved, the Tenant and/or Landlord and Security receive copies of the form. Contractors then arrive at the security desk in the tower lobby, to gain access to the Building.

7.6 Keys and Visitor's Tags

Only authorized workmen named on the Access Card Request form will be allowed to sign out badges as well as keys and/or access cards in exchange for a piece of photo identification at the Security Desk in Tower Lobby. The identification posted as security will be returned when badges, keys and access cards are surrendered to building security at the end of each day. The badges must be worn in plain view while on site. Any workman on site without a badge will be escorted to the Security Desk. The Contractor assumes full responsibility for all keys, access cards and badges signed out and shall be responsible for all costs associated with the replacement of such keys and the re-keying of any locks necessitated by the loss. When a contractor requires access to a secured Tenant premise the contractor must obtain a key or security card directly from the Tenant. **One identification badge per person is permitted. Group signing is strictly prohibited.**

7.7 Safety Work Permit

A Safety Work Permit is a 24-hour permit that authorizes work that may be potentially dangerous to building occupants or disruptive to building services. The Landlord is committed to providing a safe and healthy work environment and will meet or exceed the requirements of the Health and Safety Act, WHMIS Regulations and all other related legislation. While working in Cathedral Place, Contractors are required to put the utmost importance on the safety of their crew, building Tenants and Landlord employees. All construction work involving, but not limited to the following requires a Safety Work Permit:

- Hot Work
- X-raying
- Coring
- Lock-out or Disabling of Base Building Systems
- Fire Alarm Systems
- Sprinkler System Modification
- Dust Producing Activities
- Confined Space Entry
- Any Testing or Verification of any Life Safety System in the building

7.8 Fire Alarm System

The building fire alarm system is sensitive to more than just smoke and heat. Painting, grinding dust, dry walling, sanding, coring, smoking, flame, etc. may cause an alarm in the building. Contractors are requested to be aware of their activities when working in the building.



7.9 Pre-Construction Inspection/Start-up Meeting

Prior to construction, Contractor shall contact the Landlord's representative to arrange a pre-construction start-up meeting with the Designer and the subcontractors. At this meeting an inspection of the Tenant's premises and any common areas affected by construction will be carried out. A report outlining any deficiencies or damaged materials shall be submitted to the Landlord by the Contractor. Failure to complete the inspection prior to the start of construction will result in the Contractor being fully responsible for the cost of remedial action deemed necessary by the Landlord.



7.10 Worksite Security

The Contractor is solely responsible for the security of the leased premises during the construction period. The Landlord assumes no liability for any damaged howsoever caused.

7.11 Hoarding

From time to time during the course of construction, the Landlord may deem it necessary to require the Tenant to hoard off portions of their work. Please consult with the Landlord's representative for clarification.

7.12 Damage

The Contractor is responsible to protect all base-building elements from damage during the Tenant's construction. Any damage to the base building elements as a result of the Tenant's construction will be repaired by the Landlord and charged back to the Contractor. The Contractor is responsible to ensure that the work is of a standard that is equal to or higher than the existing construction.

7.13 Freight Elevator

One freight elevator is available for the use of moving tools, equipment and materials. The dimensions and weight restrictions are as follows:

Door

Height - 84"

Width - 48"

Cab

Height - 144"

Width - 64"

Depth - 95"

Weight

Allowance – 4,000 lbs.

The freight elevator cannot be locked off during normal working hours from 6:00 am to 6:00 pm Monday to Friday. All after hours bookings must be made through the Management Office and will require a minimum 48 hours notice. Any damage caused by or cleaning necessitated by the Contractor's use of the freight elevator will be rectified by the Landlord and charged back to the Contractor.

7.14 Parking

The Contractor is responsible for parking. Under no circumstances are vehicles to congest courier parking or block access to the loading dock facilities. The loading dock is for loading/unloading of materials only. Parking in the loading dock is strictly prohibited at all times. Any Contractor exceeding the 20 minute loading/unloading time will be ticketed and towed at their expense.



7.15 Working Hours

Regular working hours are from 6:00 am to 6:00 pm Monday to Friday. If the Landlord determines any construction-related noise is too loud or disruptive during normal working hours the contractor will be instructed to cease work immediately. The Contractor shall perform all noisy, dusty and odorous work, or any other work that, in the Landlord's opinion, would disrupt other Tenant's daily operations before 6:00 am or after 6:00 pm and only after receipt of written authorization from the Landlord.

7.16 Cleanliness

Construction materials and waste are not to be stored in the public areas of the building or adjacent to any vacant areas unless prior written approval is obtained from the Landlord. The Contractor is responsible for ensuring that the construction site, as well as all adjacent areas affected by the construction site, is kept clean. If the Contractor fails to do this, the Landlord will arrange to have the area cleaned and charge the cost back to the Contractor. The Contractor is responsible to supply their own bin and ensure the regular removal of all garbage from their worksite. Under no circumstances will the Contractor use the Landlord's compactor. With the prior approval of the Landlord, the Contractor may place a garbage container in the loading dock temporarily. The Contractor shall provide a damp piece of carpet of 10 square yards (minimum) at the entrance to the construction area as a dust absorber.

7.17 Tenant Contractor Garbage Bin Information

The following regulations must be followed at all times:

- Tenant contractors must notify Cathedral Place Building Engineer at least 24 hrs in advance of their needs
- Monday – Friday - Tenant contractors can place bins in the loading dock from 6:00 p.m. to 6:00 a.m. (removed by 6:00 a.m. – AT THE LATEST).
- Weekends and Holidays - they can keep the bins coming and going, as often as required.
- The bins must be dropped straight and between the lines. Any contractor bin that does not comply with this instruction will be required to either reposition their bin or remove it from the loading dock.
- The Building Engineer will determine where the container will be located on the loading dock.
- The Tenant's contractor is responsible to keep the area around their garbage bin swept clean. If the area is not kept clean the Landlord will perform the cleaning and charge back the contractor for all costs incurred.
- The garbage bin must be covered with a tarp before it is removed from the site, in order to prevent garbage from spilling onto the dock and street.
- The largest garbage bin that can reasonably be placed on the loading dock is a 20 cu. yd bin.
- The Landlord's preferred contractor is Smithrite Disposal. Please contact the Building Engineer to arrange containers.
- Any cleaning or damage caused by the Tenant's contractor will be rectified by the Landlord and charged back to the Tenant.



7.18 Conduct

No smoking is permitted in the building. Drug use, consumption of alcohol and the use of profanity on the work site are strictly prohibited. The Contractor shall ensure that all workers behave in a manner suitable to a professional office building. Violation will result in all work being stopped.

7.19 Slab Openings & Penetrations

Tenants Contractors are not permitted to drill, cut or chase openings of any description in any part of the base building structure without prior written approval of the Landlord and the Landlord's structural engineers. Once the proposed work is deemed necessary and acceptable, it will be carried out after regular working hours by the Tenant's Contractor at the Tenant's cost under the supervision of the structural engineer. Any floor penetrations shall be adequately fire stopped in accordance with applicable codes. Any work of this type will require an x-ray inspection of the slab prior to drilling, at the Tenant's expense. Any damage to cast-in electric wiring will have to be repaired by the Landlord's Contractor at the Tenant's expense.

7.20 Fastenings

No mechanical fasteners or screw penetrations will be permitted on window mullions, convector cabinets or T-bar ceiling components. Use of Powder Actuated fasteners into the ceiling to support any suspended load will not be permitted.

7.21 Plumbing

Prior to the start of Tenant construction, the Landlord will dispatch the appropriate person who will determine and advise the Contractor of any valves that need to be shut off and identify the locations for any tie-ins. Running plumbing lines through the electrical rooms of the building is strictly prohibited. The base building mechanical contractor must perform all base building shut-off and tie-in work at the Tenant's expense. Any Tenant Contractors connecting air conditioning units to the Base Building condenser system will be required to complete a pressure test on the Tenant piping for 24 hours at a pressure greater than our system pressure. Please be advised that the Tenant's Contractor is responsible to contact the Building Engineer to arrange to have a member of the Landlord's staff look at the pressure the start of the test and again after the test. Once this is completed to the satisfaction of the Landlord the Tenant's Contractor will be required them to contact Betz Dearborn to arrange to have the piping cleaned and the water tested by a water treatment company to confirm that the pipe is clean of all oil's, contaminates and cleaners. Once this has been done a copy of the report must be forwarded to the Landlord. The Tenant's Contractor must contact the Building Engineer prior to filling the Tenant's system as the Operations Supervisor must arrange for a member of the maintenance staff to be present.

7.22 Electrical

All base building electrical work including, but not limited to, high voltage connections, riser room connections and electrical shutdowns must be performed by the base building electrical contractor. Demolition will not be permitted to start until the contractor has received written confirmation from a certified electrician that all power has been disconnected from the area to be demolished.



8.0 LANDLORD'S CONSTRUCTION SERVICES AND FEES

8.1 BUILDING SERVICES FEE

The Tenant shall pay to the Landlord an allowance for construction services for the use of the following Landlord's facilities:

- Freight elevator
- Hydro consumption
- Water
- Toilets

The construction services fee shall be computed at the rate of \$0.50 per square foot of leased area and payable to the Landlord within 10 calendar days of the Tenant's possession of this leased area.

The facilities shall be limited to the following terms and conditions:

a) ELEVATOR – for material hoisting. Reservations for use are to be made with the Building Manager or the Landlord's General Contractor as required.

b) HYDRO CONSUMPTION

Note: Electrical power requirements during construction must be wired in from within the Tenant's premises at commencement of the improvements contract. Extension cords from existing outlets in the public corridors will not be allowed.

c) WATER – Available at locations designated by Landlord.

d) TOILETS – Available at location designated by Landlord.

9.0 TENANT GUIDELINE DRAWINGS

Tenant Demising Wall	Drawing TG-1
Public Corridor Wall	Drawing TG-2
Infill At Window Mullion	Drawing TG-3
Typical Suite Entry	Drawing TG-4
Section Through Door/Glazing Jamb	Drawing TG-5
Section Through Glazing Frame	Drawing TG-6
Typical Suite Exit	Drawing TG-7