

Building Construction Regulations

1. Manager shall mean Lincoln Centre Construction Manager and/or Lincoln Centre Property Manager or Director of Operations. Tenant shall mean Tenant in whose space construction is being performed. Work shall mean the construction work proposed by Tenant. Contractor shall mean the contractor and/or subcontractor and its employees performing the Work.
2. At no time will the Contractor or Contractor's agents park on the loading dock; nor will delivery trucks or vehicles be parked or left standing on the loading dock without notifying the security office or Dock Master. All contractors & workers shall park in areas designated by Lincoln Centre Security (contact Security Operations Centre for site map detailing locations to park.) Vehicles parked in violation will be towed at owners' expense. All drivers must observe the 15 mph speed limit on property.
3. All construction personnel will enter buildings through the loading docks and access the construction floor via the service elevator only. Contractors may not use the passenger elevators under any circumstances. The entrances, lobbies, passages, corridors, stairways and other common areas will not be encumbered or obstructed by any of the Contractor's agents during construction of the Tenant's lease premises. Material deliveries for evenings or weekends may be made after 5:30 p.m. if scheduled through the Manager. Use of the passenger elevators is strictly prohibited in all buildings. Workers shall not walk through the hotel or office building lobbies at any time.
4. Before any activity can begin, the assigned vendor, Contractor/moving Company must sign-in on a daily basis at the Security office, in One Lincoln Centre, located in the lower level. Security personnel will need a valid U.S. government issued photo ID to keep on file and then they will be assigned a red Contractor Badge. This badge must remain visible at all times. Also at the same time an access card will be assigned to give usage of the service elevator, if applicable
5. Each Contractor and subcontractor will be responsible for actions of their personnel and the clean up of all work or construction traffic. There will be no alcoholic beverages or any "controlled substance" on the premises. All Contractors must communicate to their employees and/or subcontractors that smoking is only allowed in the dock area of each building at the designated smoking areas in each dock. Eating of meals is allowed only inside the Work Area and is not permitted in any other area of the buildings or campus. Use of the Lake area, exterior seating areas and Plazas are prohibited.
6. Before work begins, all work must be scheduled through the Lincoln Centre Management Office along with a list of subcontractors performing

work. Any after-hours work must be scheduled through the Management Office before 2:00 p.m. each afternoon of the night the activity will occur. Weekend activity is to be scheduled by Friday at 1:00 p.m. Service elevator reservations are made on a first-come first served basis.

7. All after hours work must be coordinated through the Lincoln Centre Management Office and must also be supervised by the Contractor. Any work in an occupied space must first be scheduled through Management and then approved by the Tenant at least 24 hours in advance.
8. Prior to commencement, and upon completion of each job, a walk-through of public areas and adjacent vacant spaces will be made (i.e., electrical closets, restrooms, corridors, service lobbies, etc.) and any damages will be noted or any construction materials. Further damage to these areas will be the responsibility of the Contractor. Any construction debris found that was not found prior to construction will have to be removed by the General Contractor or the General Contractor will be billed for cleanup. All pre-punch & final walk-through shall be scheduled with Lincoln Centre Management.
9. Contractor shall take proper precautions to protect all existing operations and property with which work comes in contact, or over which he may transport, hoist or move materials, equipment, debris, etc., and shall repair satisfactorily all damages caused by him during construction, such damaged to be determined by the Manager's sole discretion.
10. Coordinate all drilling of floor penetrations with the Manager. X-ray's must be conducted before any floor penetrations and must be scheduled on the weekends with 24-hour advance notice to Manager and Tenants. All pieces are to be removed by the contractor. All penetrations of piping, ductwork, conduits, etc., through walls, partitions and floors shall be sealed to the Manager's satisfaction and to maintain the integrity of its fire rating. Also any openings in walls and partitions made by the Contractor for access to construction work shall be patched and/or repaired to the Manager's satisfaction.
11. Prior to commencement and upon completion of each job, Contractor will coordinate the zoning on and off a floor and correct any problems that may arise due to such construction.
12. Any work that would cause an inconvenience to other tenants in the building, or that must be done in an occupied lease must be done after hours or on the weekend. Any structural modifications of floor penetrations created with the use of core drilling machines, pneumatic hammers, etc. should be performed before 7:00 a.m. or after 6:00 p.m., Monday through Friday, after 1:00 p.m. on Saturday or all day Sunday. Likewise, any construction technique causing excessive noise or vapors will be conducted during these hours.

13. All millwork must be finished off site. Spraying of oil base enamel and lacquer will not be allowed in the building.
14. When construction is on an occupied multi-tenant floor, noise (i.e., radios, loud talking, equipment, etc.) will not be tolerated.
15. Public restrooms are not to be used by Contractors. Restroom sinks may not be used for obtaining water, cleaning tools or disposing of materials. Neither restroom sinks nor janitorial slop sinks may be used for disposal of flammable materials, hazardous waste or drywall. The following restroom locations are designated for contractor use:
 - One Lincoln Centre 1st Floor Lobby (please obtain key from security)
 - Two Lincoln Centre Lower Level
 - Three Lincoln Centre Lower Level
16. Contractor shall, at its own cost and expense, clean the restrooms & restock the restrooms supplies when a full floor is under construction, in which the contractors are allowed to use, at the end of each working day. Restrooms are to remain clean and sanitary at all times.
17. Either a Lincoln Centre management employee or security officer will have the authority to determine if any operation is causing excessive noise or vapor.
18. All electrical and telephone rooms are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day all garbage and wire remnants are to be removed and a clear pathway maintained to all panels. Initial access to electrical & telephone equipment rooms are to be coordinated through the Lincoln Centre Security Operations Center. Security staff will unlock rooms. Doors to electrical and telephone equipment rooms may not be propped open or blocked open in any way. Tenant equipment may not be installed in electrical and/or telephone rooms. All panels are to be replaced and properly labeled upon completion of Work. All penetrations through floors, walls and ceilings should be properly fire-safed upon completion.
19. Mechanical and electrical shop drawings must be reviewed and approved by Landlord's approved engineer. Prior to starting the job, the general, mechanical and electrical Contractors will check in and go over the job with the Lincoln Centre Chief Engineer.
20. All panels and transformers are to match the building standard system. All materials and methods used to connect panels and transformers are to match the building standard systems and must be approved by Manager.

21. Contractor shall maintain existing plumbing, heating, air conditioning, fire protection and other existing systems and maintain all existing functions in service except for scheduled disruptions. Schedule all such disruptions with the Manager.
22. Unscheduled power-outs are prohibited.
23. Contractor shall include the cost to balance the building HVAC system with a NEBB or AABC certified mechanical contractor. A complete air balance report and mechanical "AS-BUILT" drawings will be required upon completion.
24. The tenant finish contractor shall notify the balancing contractor five working days prior to the time the air balance work is scheduled to commence. The air balance shall be completed prior to substantial completion.
25. Contractor is to provide Management with a copy of the air balance report from certified mechanical contractor within 10 days of tenant move-in or of the completion of the work.
26. Contractors will be required to provide a certificate of insurance and carry insurance to cover builder's risk and owner's liability. All such certificates are to be received by Manager prior to start of the construction.
27. All building standard hardware and any reusable materials from the job will be returned to building stock.
28. Dust and air contamination is to be controlled with temporary partitions, which are sealed adequately to prevent dust from entering leased areas or mechanical equipment. Floor sweep or a comparable material will be used when sweeping concrete or tile floors.
29. Premises must be kept in a clean orderly fashion at all times and free of safety and fire hazards. The Contractor will provide a final clean up of the job site including: walls, light fixtures, windows/blinds, windowsills, counters, cabinets, floors, etc. Sweeping compound will be required to minimize the raising of dust. The building janitorial crew may be contracted for this work. Final clean up will be the responsibility of the contractor, to include all vacuuming and dusting required.
30. All trash removal will be the responsibility of the Contractor. The removal may begin at 5:30 p.m. on weekdays or on Saturday and Sunday and must be scheduled through the Management Office. The Contractor will not use the building compactor as a trash receptacle.
31. All work involved with the sprinkler system, fire alarm system, and/or smoke detectors is to be performed by a Contractor that is certified by the authorized representative of the manufacturer of the equipment. Sprinkler

System work can be conducted only after 7:00 PM on weekdays and on weekends, if the work requires a complete drain down of the sprinkler system, and must be scheduled with Building Engineering before any work can be done. A report is required stating that the system has been properly installed, adjusted and tested. During construction, Contractor is to take precaution with existing fire alarm system. If any sprinkler modification work is required, the system will be back in operation at the end of the workday and Engineering is to be informed to fill the Sprinkler System. The Security Operations Center will be notified each morning of the location and type of sprinkler work to be performed.

32. It shall be the responsibility of the Contractor to complete all punch list items before the tenant move-in date. If for any reason there are outstanding items undone at the time of move-in or completion of work, the Contractor will notify the Tenant to arrange a time convenient to the Tenant for this work to be done. At no time after Tenant's move-in or completion of work shall any Contractor or subcontractor arrive unscheduled for work inside the Tenant lease space.
33. All construction staging, storage and temporary contractor facilities will be located in the construction area.
34. A telephone answering service or pager will be maintained by the Contractor's foreman to allow a maximum of 20 minutes reply time to Manager's call.
35. Failure to comply with any of the above rules could result in the violator being removed from the property. Continued violations could result in the subcontractor or Contractor being removed from the property and all contracts being canceled.