



COMMERCE PLACE WORK AUTHORIZATION PERMIT



Control
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Contractors Company Name			Contractor Phone Number			
Contractor Contact		Job Site Contact Number		Request Date	Expiry Date	
Work Location						
Scope of Work					Sub-Trade List	
Work requested by (Tenant & Contact name)						
Work Hours						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Quadreal Property Group Staff to complete

<input type="checkbox"/> Hot Work		<input type="checkbox"/> Electrical		<input type="checkbox"/> Fire Systems		
Operations/Security requirements			Additional Comments			
Alarm Bypassing						
Keys/Doors opened						
HVAC						
Lighting						
Roof Waiver						
Hot Work Permit						

👉 **Please review reverse** 👈

I have reviewed this permit and understand the nature and extent of the rules, regulations, and precautions to be followed in performing the scope of work.

Contractor Signature	Quadreal Property Group Approval	Tenant Signature

White – Building Control Center

Yellow – Security

Pink – Contractor

GENERAL RULES FOR WORK AUTHORIZATION PERMIT

1. 24 hours notice, which must include 8 regular working hours, is required for issuance of work authorization permit.
2. Each permit issued must be complete.
3. All notations must be legible and accurate.
4. Signatures are required where indicated. Initials are not acceptable.
5. The job must be described in detail to the permit issuer to ensure a full understanding. All directions from the issuer must be followed.
6. Any changes to the permit once it has been issued must be made to all copies and the changes discussed by the Contractor and Landlord to avoid any misunderstanding.
7. Any direct violation of the terms and conditions of the permit will result in cancellation of the permit. Repeated disregard of work permit rules and regulations may result in the Contractor or workman involved being removed from the premises. This includes violations of work times, work area and/or safety requirements.
8. Only the employees and agents of the contractor indicated on the permit are permitted to work on site. Any change in subtrade must be indicated to the Building Control Center prior to starting, to facilitate Building clearances.
9. Keys, if necessary, will be issued by Security for the specific work area as noted on the permit. Keys will be picked up at Security at the start of each day, upon proof of identification. Keys will be returned to Security at the end of each work day.
10. All authorized workers in Commerce Place will be issued identification tags at the start of each day from Security. These tags must be worn in plain view while on site. Any worker on site without an ID tag will be escorted to Security. All tags will be returned to Security at the end of each day.
11. The Contractor will maintain the work area to a standard of cleanliness acceptable to the Property Manager and/or the Operations Manager.
12. The Landlord may require all work to be conducted and all tools and equipment stored behind screens or hoarding.
13. All cutting and drilling or other work of a vibrant nature which will cause excessive noise will be conducted outside of the normal working hours of tenants, after receipt of proper clearance by the Property Manager and/or the Operations Manager.
14. All work and the materials used to conduct the work which will produce an objectionable odour will be conducted outside of normal working hours of tenants, after receipt of proper clearance by the Property Manager and/or the Operations Manager.
15. The Contractor assumes full responsibility for all keys and equipment signed out. Full replacement and direct costs associated with such loss will result in chargebacks directly to the Contractor (key cutting, rekeying, etc.).
16. The Landlord will not provide the Contractor or his employees with free parking.
17. Access to freight elevators for the transporting of materials shall be arranged with the loading dock master. The Contractor is also responsible to arrange with the Building Control Center for elevator protection pads to be installed, if necessary.
18. The Contractor shall store all paint, varnish and flammable materials in a fire-safe manner.
19. All materials being moved into or out of the building shall be moved via the loading dock.
20. The Tenant and the Tenant's Contractor and suppliers are further responsible with regard to:
 - Time and place of deliveries.
 - Material handling and equipment storage.
 - Power, heat and water supply.
 - Clean up and garbage removal.
 - Washroom facilities
 - Security of the leased premises during construction.

SAFETY REQUIREMENTS

The Operations Manager and the Senior Security Officer will be responsible for detailing the safety requirements, based on the information provided in the Contractor section of the Permit.

1. Hot Work

The use of tools, techniques or equipment which can constitute a source of ignition is referred to as "hot work". Some examples are:

- Welding arcs
- Cutting or heating torches
- Grinding tools
- Soldering equipment (oxy acetylene or acetylene)
- Pipe cutting (flame tools)
- Tar pots
- Stress relieving equipment
- Hot tapping operations
- Open flame

Cutting, welding or open flame methods will be permitted only when all cold work methods have been exhausted.

The Contractor will strictly adhere to all "hot work" requirements and prepare the areas as identified on the permit. i.e. provide fire watches, provide stand-by extinguishers, use fire proof tarps to contain sparks, etc.

2. Electrical Work

Any work on major electrical equipment such as primary or secondary switchgear, MCC panels, transformers, 120, 347 or 600 volt panels and devices is referred to as "electrical work". Exceptions are telephone wiring and data/communication cables. All work is to be performed in the de-energized state by qualified tradespersons.

All electrical disconnects, controllers, breakers or switches must be isolated by padlocks or breaker locks with an associated "Do Not Operate" tag giving the following information:

- Equipment identification
- Date
- Signature
- Purpose and/or permit number

The Contractor will follow proper lock out and isolation procedures at all times. The Contractor will notify the Building Control Center on a daily basis as to the equipment being removed or returned to service, as well as any extended shutdowns.

3. Fire Systems

48 hour notice required for disabling any fire system work including sprinklers. Any work which will disable any portion of the fire protection system in any way is referred to as "fire system work". Simple lamp test functions, etc. are not included. Examples of "fire system work" are:

- Closure of sprinkler isolation valves
- Draining of sprinkler lines or risers
- Pressure reducing valve repairs or bypass conditions
- Fire pump shutdown or isolation
- Smoke or heat detector, pull station, annunciator, bells, speakers, or computer system repair or modifications
- Any hot work which may activate smoke or heat detectors
- Fire system testing or adjustments

The Contractor will strictly adhere to all requirements and prepare the area as identified on the permit, i.e. provide fire watch, provide standby extinguishers, etc. The Contractor will notify the Operations Manager, or his designate, on a day-to-day basis, regarding which system or which portion of the system will be impaired, the duration for which it will be impaired and provide immediate notice when the system is being restored to service.

4. Indemnity Waiver

In consideration of granting permission to enter onto the Building identified as Commerce Place, Edmonton, the Contractor and its employees and/or agents release, and forever discharge the building owners and property management from any and all claims which may arise out of their presence on the said premises. As well the Contractor will make good, at their cost, any damages to the building which may arise from their presence.