



WESTERN CANADIAN PLACE WORK AUTHORIZATION/ACCESS PERMIT 2024 ANNUAL LIST OF VENDORS/SUPPLIERS

Annual Service Providers See attached	<input type="checkbox"/>	Construction or Renovations	<input type="checkbox"/>
Continue to fillable form below.			
Company name:		Suite No:	
Tenant representative first and last name:		Title:	
Telephone:	Tenant representative after hrs. telephone #:		Email address:
Signature (Acknowledging Work Permit Terms and Conditions, including Prime Contractor Status):			Date submitted dd-mm-yyyy:

Contractor company name:			Telephone:
Contractor onsite representative first and last name:			Email address:
Work start date dd-mm-yyyy:	Work finish date dd-mm-yyyy:	Work start time:	Work finishing time:
Number of onsite personnel:		Subtrades Y/N?:	
Location, description and scope of work:			
Access to Third Party Tenant Area:	If yes, please provide including tenant name, floor, access date and time):		Third Party Tenant Contact (Property Management to coordinate):
Freight Elevator required? (Note: Does not include exclusive use).	Business hours?	YES NO After hours? YES NO	Third Party Tenant Signature
Loading Dock required?	YES NO		Security Escort required? YES NO

FOLLOWING SECTIONS FOR BUILDING ADMINISTRATION ONLY (Please check boxes below)			
HOT WORK		Permit Not Required:	Permit Required: Requires separate permit.
ACCESS REQUIRED			
P.O.P. Site	B.B. Mechanical Room (specify)	B.B. Electrical Room (specify)	B.B. Phone Room
Electrical Room	Tenant Space	Roof Area	
DOCUMENTATION			
Sprinkler Work	Impairment Tag	Confined Space Entry	Roof Access and Waiver
WCB Form and Certificate of Insurance	City Building Permit N/A	Sub Trade List Attached N/A	Fire Alarm Points
Drawings N/A	Mobile Lift Waiver		

QUADREAL AUTHORIZATION TO PROCEED AND PROVIDE ACCESS AS OUTLINED ABOVE.

Operations:	Date dd-mm-yyyy:	Time:
Additional Comments/Information:		

Please submit the Work Authorization/Access Permit to service@quadrealconnect.com

WESTERN CANADIAN PLACE

WORK AUTHORIZATION/ACCESS PERMIT (WAAP) TERMS & CONDITIONS

1.0 General Permit Rules

- 1.1 Each permit issued must be completed in an accurate and legible manner. Signatures are required where indicated; initials are not acceptable.
- 1.2 QuadReal must approve all changes to all copies of the WAAP, and work cannot commence with a fully executed WAAP.
- 1.3 Permits cannot extend beyond the expiry date noted.
- 1.4 Only the Contractors or Subcontractors indicated on the WAAP are permitted to work on site. Any changes and/or additions to the Contractor or Subcontractors must be disclosed to Building Operations prior to commencement of any work.
- 1.5 QuadReal will not provide the Contractor or its employees with parking of any kind – including parking in loading docks – longer than 15 minutes.
- 1.6 Any direct violation of the terms and conditions of the WAAP will result in the immediate cancellation of the Permit. Repeated disregard of the Permit rules and regulations may result in the Contractor or Contractor's employee being removed from the premises.
- 1.7 The building is a smoke free environment. Smoking permitted in designated exterior locations only.
- 1.8 Please be advised that certain work is limited to mandatory base building trades only. Example: sprinkler work, electrical terminations, etc.
- 1.9 In the case where no WAAP is in place or has expired, entry will be denied until the appropriate permits are completed and approved.
- 1.10 All contractors should be aware of asbestos in a minority of locations, please inquire with the property management office for these specific areas before commencing any work as appropriate precautions must be carried out by anyone working within these asbestos areas.
- 1.11 Please be advised of the presence of a beehive located on plus 15 sub roof west side of building.

2.0 Plans, Approvals & Permits

- 2.1 All plans, drawings must be received, reviewed and approved by Building Operations prior to the start of any construction and no tenant construction may commence without written Landlord Approval, as well as an approved WAAP.
- 2.2 Prior to the start of any construction, the Contractor must inspect the Tenant premises and report to our office in writing, any deficiencies or damaged material in that area. Should deficiencies be found, an onsite meeting to review with Building Operations is to be scheduled by the Contractor. Failure to do so will result in the Contractor being fully responsible for the cost of remedial action deemed necessary by the building owners.
- 2.3 The Contractor must ensure that a Municipal Building Permit is obtained prior to the start of any construction and clearly posted at the job site if applicable. A copy of the Municipal Building Permit must be provided to Building Operations.
- 2.4 All Contractors are required to abide by the contents of the building's Construction Rules & Regulations.

3.0 Safety

- 3.1 All areas in which welding and soldering work are to be performed must be equipped with a fire extinguisher provided by the Tenant or the Contractor at their sole cost and expense, and the area smoke/heat detector(s) must be both deactivated and confirmed deactivated by Building Security. All construction work involving, but not limited to, hot work, x-raying, coring, lock out or disabling of base building systems, fire alarm systems, sprinkler system modifications, dust producing activities, any testing or verification of any Life Safety System in the building, requires a Hot Work Permit.
- 3.2 Any and all x-raying must take place between 1800 hours and 0600 hours and be coordination with Building Operations.
- 3.3 The Tenant and the Contractor shall ensure that every employee/consultant on the site comply with the requirements of all applicable legislation regarding safety including, but not limited to, all laws, by-laws and regulations dealing in any way with occupational health and safety, whether such legislation is municipal, provincial or federal in nature. The Contractor must also comply with all safety requirements, for example the Fire Watch Requirement.

4.0 Prime Contractor Status

- 4.1 The Contractor shall:

- 4.1.1 Be the Prime Contractor for Safety under this WAAP:
 - 4.1.1.1 Shall undertake the duties of the Prime Contractor for Safety as outlined in the applicable legislation; and
 - 4.1.1.2 Where required to do so under the applicable legislation, file and post a "Notice of Project" and any other notices or other document and register its role as Prime Contractor for Safety
 - 4.1.1.3 Represents and warrants that it has adequate resources and is experienced and competent to be Prime Contractor for Safety and will maintain adequate and competent supervisors to oversee and ensure compliance with all health and safety requirement.
 - 4.1.1.4 Shall indemnify, hold harmless and defend the Owner and manager as a result of the Contractor failing to fulfill it's obligations as Prime Contractor for Safety.
- 4.1.2 Covenant and agree not to do or omit to do anything in the performance of the Work that would cause itself, the Owner, Manager or any other person who assumes or is responsible for the role of the Prime Contractor for Safety, to be in breach of the duties and responsibilities of any Prime Contractor for Safety with respect to the Work.
- 4.2 Definition
 - 4.2.1 Prime Contractor for Safety means the person who elects to assume pursuant to the WAAP the title, role, responsibilities, duties and obligation with respect to safety of the Work and at the Work site where the Work will be performed and which upon such election are assigned to the Contractor and, in particular includes the role of:
 - 4.2.1.1 "constructor", as that term is defined in the:
 - 4.2.1.1.1 Occupational Health and Safety Act (Ontario) and its related regulations; and
 - 4.2.1.1.2 Occupational Health and Safety Act (Nova Scotia) and its related regulations;
 - 4.2.1.2 "contractor" as that term is defined in the Occupational Health and Safety Act, 1993 (Saskatchewan) and, as applicable, includes the person with the greatest degree of control over the matters that relate to any particular duty or requirements;
 - 4.2.1.3 "prime contractor", as that term is defined in the:
 - 4.2.1.3.1 Occupational Health and Safety Act (Alberta) and its related regulation;
 - 4.2.1.3.2 Occupational Health and Safety Regulation of the Workers Compensations Act (British Columbia); and
 - 4.2.1.3.3 Workplace Health and Safety Act (Manitoba) and its related regulations; and
 - 4.2.1.4 "principal contractor" in the Act respecting occupational health and safety (Quebec) and its related regulations.
- 5.0 **Worksite Security**
 - 5.1 The Contractor is solely responsible for the security of the leased premises during the construction period; the Landlord shall have no liability for loss or damage howsoever caused.
- 6.0 **Elevators**
 - 6.1 Only the freight elevator is to be used for the moving of tools, equipment an materials. Access to and use of the freight elevators for the transported of materials must be arranged in advance through the Security Desk. If the freight elevator is going to be used for a period longer than 10 minutes, then it must be booked after hours and at least one day in advance. Care and caution must be taken by the Contractor and their Suppliers to prevent damage to the elevators, walls, floors, etc. Any damage caused by, or negligent use of the elevator resulting in an elevator contractor call-out, or cleaning necessitated by Contractor's use of the freight elevator will be rectified by QuadReal and charged back to the Contractor.
- 7.0 **Noise**
 - 7.1 Absolutely no dusty or odourous work, jack hammering, grinding, drilling, coring or ram setting of concrete will be allowed between the hours of 0600 and 1800. The Contractor shall conduct and cutting and drilling work or other work causing vibration or which will cause excessive noise, dust or odour, outside of during the hours of 0600 and 1800 Monday to Friday, in QuadReal's opinion or if complaints are received from the Tenants, the Contractor shall immediately suspend the causing activities.
- 8.0 **Cleanliness**
 - 8.1 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 by QuadReal. When working on a floor occupied by other Tenants, the Contractors shall provide a walk off mat at the entrance of the construction areas as a dust absorber.
 - 8.2 It is the Contractor's responsibility to arrange for garbage removal, under no circumstances is the building trash compactor/bins or the building Janitorial Staff to be used for the disposal or removal of garbage. All garbage must be removed between the house of 1800 and 0700 Monday to Friday and anytime Saturday, Sunday and holidays. Contractors are required to notify the Security Desk prior to the removal of any garbage. All efforts must be made to recycle or reuse any and all construction debris.
- 9.0 **Access**



- 9.1 Keys/access cards will be issued to the Contractor Representative by Security, for the specific work area noted on the Permit. Keys/cards must be picked up at the start of each day and returned at the end of each work day to the Security Desk. All Authorized Contractor Employees in the complex 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 Contractors on-site without an ID tag will be escorted to the Security Desk. All tags must be returned at the end of each day.
 - 9.2 The Contractor assumes full responsibility for all keys, access cards, badges and equipment signed out. Full replacement and direct costs associated with such loss will result in chargebacks directly to the Contractor (key cutting, re-keying, etc.)
- 10.0 Insurance and WCB**
- 10.1 All WAAPs must be accompanied by the Contractors proof of insurance naming **Western Canadian Place ULC and QuadReal Property Group Limited Partnership, QuadReal Property Group G.P. Inc., and their respective successors and assigns** as an additional insured, with an employer's liability of \$1,000,000 for each accident; commercial general liability of \$5,000,000 per occurrence; business automobile coverage of \$2,000,000.
 - 10.2 A copy of the WCB clearance letter is required.

Any questions or concerns regarding the Permit should be directed to the Property Manager. We insist on your adherence to the above regulations so that Building and/or Tenant work will be completed in a safe, cooperative, and expedient manner. By signing the WAAP, you are acknowledging and agreeing to the above terms and conditions.



Annual Access Permit Authorization - List of Vendors/Suppliers

Must be renewed annually - January to December. All Permits auto expire December 31.

Date:

Tenant/Subtenant Name:

Contact Name:

Title:

Phone:

Email:

Signature

QuadReal Approval:

Name and Description		Location			Access				
Vendor/Supplier	Description	Floor(s)	Unit	Tower (if applicable)	24/7		Weekdays	Weekends	
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No
					Yes	No		Yes	No

Please submit the Annual Access Permit Authorization to service@quadrealconnect.com