



# WESTERN CANADIAN PLACE WORK AUTHORIZATION/ACCESS PERMIT APPLICATION

**IMPORTANT:** All Work Authorization/Access Permits must be accompanied by Contractor's WCB and proof of insurance, in the amount of \$5 million, naming bclMC Realty Corporation and QuadReal Property Group Limited Partnership as "additionally insured". \*A Fire Alarm immediately cancels/suspends ALL permits. When ALL CLEAR is announced, work can re-commence. \*Work Authorization/Access Request Form and, if necessary, Safe and Hot Work Permit are required for access cards and/or keys to be issued. It is mandatory workers and companies identify the type of work to be performed. Undisclosed nature/scope of work, including tool types to be used, may lead to potentially serious and financial penalties. \*ABSOLUTELY NO noisy, odorous or vibratory work during the hours of 6 am to 6 pm Monday to Friday.

Company name:		Suite No:	
Tenant representative first and last name:		Title:	
Telephone:	Tenant representative after hrs. telephone #:		Email address:
Signature:			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:
Signature:		Number of onsite personnel:	
Location, description and scope of work:			
Access to 3rd Party Tenant Area (including tenant name, floor and date):		3rd Party Tenant Contact:	
3rd Party Tenant Signature:			
Freight Elevator required? (Note: This does not ensure exclusive use of either the freight or loading dock)		Security Supervision required?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Loading Dock required?		Delivery company name:	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
Date required dd-mm-yyyy:			

FOLLOWING SECTIONS FOR BUILDING ADMINISTRATION ONLY (Please check boxes below to which contractors require access and/or require a key:)

HOT WORK		Permit Not Required: <input type="checkbox"/>	Permit Required: <input type="checkbox"/>
<b>PAPERWORK COMPLETED</b>			
Evacuation Room <input type="checkbox"/>	Roof Top Equipment <input type="checkbox"/>	Boiler Room 4th Floor <input type="checkbox"/>	WCB Insurance <input type="checkbox"/>
P.O.P. Site <input type="checkbox"/>	B.B. Mechanical Room (specify) <input type="checkbox"/>	Roof Area <input type="checkbox"/>	City Building Permit N/A <input type="checkbox"/>
Electrical Room <input type="checkbox"/>	B.B. Electrical Room (specify) <input type="checkbox"/>	Roof Access Waiver Daily N/A <input type="checkbox"/>	Sub Trade List Attached N/A <input type="checkbox"/>
Tenant Space <input type="checkbox"/>	B.B. Phone Room <input type="checkbox"/>		Drawings N/A <input type="checkbox"/>
<b>PERMITS</b>			
Hot Work Permit <input type="checkbox"/>	Sprinkler Work <input type="checkbox"/>	Sprinkler Valves Closed/Tagged <input type="checkbox"/>	Roof Access Permit <input type="checkbox"/>
Piping Disconnected/Blocked <input type="checkbox"/>	Impairment Tag <input type="checkbox"/>	Swing Stage Inspection <input type="checkbox"/>	Fire Alarm Points <input type="checkbox"/>
Safe Work Permit <input type="checkbox"/>	Confined Space Entry <input type="checkbox"/>	Electrical Lock/Tagged <input type="checkbox"/>	
<b>SAFETY REQUIREMENTS:</b>			
MSDS <input type="checkbox"/>	Applicable PPE <input type="checkbox"/>	General Compactor Safety <input type="checkbox"/>	Fire Watch Required <input type="checkbox"/>
Caution Tape/Warning Sign <input type="checkbox"/>	Daily Operator Approval Required? <input type="checkbox"/>	Contractor Safety Orientation <input type="checkbox"/>	Contractor Working Alone <input type="checkbox"/>
Fire Extinguisher <input type="checkbox"/>	Fall Restraint <input type="checkbox"/>	Contractor Completed Hazard Assessment <input type="checkbox"/>	Other <input type="checkbox"/>
Weather Watch <input type="checkbox"/>	Radio <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**QUADREAL AUTHORIZATION TO PROCEED AND PROVIDE ACCESS AS OUTLINED ABOVE.**

Tenant Services:	Date dd-mm-yyyy:	Time:
Security:	Date dd-mm-yyyy:	Time:
Operations:	Date dd-mm-yyyy:	Time:
Management:	Date dd-mm-yyyy:	Time:

QuadReal Property Group (your contact information here)

A Work Authorization/Access Permit is required for all Contractors and Subcontractors working in Western Canadian Place, managed by QuadReal Property Group Limited Partnership (QuadReal), with the exception of on-site Contractors responsible for normal business activities or clerical work.

Permits are used to control and coordinate work for the purpose of establishing and maintaining building security and safe working conditions, as well as to transmit information between Tenants, Building Management, Building Operations and Security. Applications for Permits must be completed and submitted for approval in advance by the Tenant on behalf of the Contractors/Subcontractor, at least twenty-four (24) hours prior to the commencement of work. Work Authorization/Access Permits should be obtained from the Main Security Desk at Western Canadian Place and returned for approval. Regular working and building hours are from 6:00 a.m. to 6:00 p.m. Monday to Friday.

### 1.0 General Permit Rules

1. Each Permit issued must be completed in an accurate and legible manner. Signatures are required where indicated; initials are not acceptable.
2. Once the Permit has been issued, QuadReal must approve any changes to all copies and the changes discussed by the Contractor and QuadReal to avoid any misunderstanding.
3. Permits cannot extend beyond the expiry date noted in the Permit.
4. Only the Contractors or Subcontractors indicated on the Permit are permitted to work on site. Any changes and/or additions to the Contractor or Subcontractors must be disclosed to Building Security at Western Canadian Place or Building Operations prior to commencement of any work.
5. QuadReal will not provide the Contractor or its employees with parking of any kind - including parking in loading docks - longer than 15 minutes.
6. The Contractor must provide a Representative on-site during construction.
7. Any direct violation of the terms and conditions of the Permit will result in the immediate cancellation of the Permit. Repeated disregard of the Permit rules and regulations may result in the Contractor or Workman being removed from the premises.
8. Western Canadian Place is non-smoking. Smoking permitted in designated exterior locations only.
9. Please be advised that certain work is limited to mandatory base building trades only.
10. In the case where no Work Authorization/Access Permit is in place or has expired, entry will be denied until the appropriate permits are completed and approved.

### 2.0 Plans, Approvals & Permits

All plans, drawings must be received, reviewed and approved by building management prior to the start of any construction and no tenant construction may commence without a written Landlord Approves Construction letter, as well as an approved Work Authorization/Access Permit.

Prior to the start of any construction, the Contractor must inspect the Tenant premises with Building Operations and report to our office in writing, any deficiencies or damaged material in that area. Failure to do so will result in the Contractor being fully responsible for the cost of remedial action deemed necessary by the building owner.

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 the value of the construction carried by the contractor exceeds \$5,000.00, a copy of the Municipal Building Permit must be provided to Western Canadian Place property management.

### 3.0 Safety

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, confined space entry, any testing or verification of any Life Safety System in the building, requires a Safe and Hot Work Permit.

A safety meeting must be attended by all contractor employees at the start of every project and will be coordinated by Building Operations of Western Canadian Place. All copies of minutes must also be provided from any subsequent site safety meetings to Building Operations.

Any and all x-raying must take place between 2400 hours and 0600 hours and be coordinated with the base building Structural Engineer.

The Tenant and the Contractor shall ensure that every Workman 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.

**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. Please indicate you have read, understood and agree to comply with all of the above rules and regulations by signing below: ACKNOWLEDGED & AGREED**

Full name (please print):	Signature:
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This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:
QuadReal Property Group (your contact information here)		
Revised 25-03-2021		



# WESTERN CANADIAN PLACE WORK AUTHORIZATION\ACCESS PERMIT RULES & REGULATIONS

#### 4.0 Worksite Security

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.

#### 5.0 Elevators

Only the freight elevator is to be used for the moving of tools, equipment and materials. Access to and use of the freight elevators for the transporting of materials must be arranged in advance through the Security Desk. If the freight elevator is going to be used for to period longer than 20 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 his Suppliers to prevent damage to the elevators, walls, floors, etc. Any damage caused by or cleaning necessitated by Contractor's use of the freight elevator will be rectified by QuadReal and charged back to the Contractor.

#### 6.0 Noise

Absolutely no dusty or odorous 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 all cutting and drilling work or other work causing vibration or which will cause excessive noise, dust or odor, outside of the normal working hours, and only after receipt of written authorization from QuadReal. If any construction related noise is too loud, dusty or odorous 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.

#### 7.0 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 by QuadReal. When working on a floor occupied by other Tenants, the Contractor shall provide a damp piece of carpet (10 sq.yd. minimum) at the entrance of the construction area as a dust absorber.

It is the Contractor's responsibility to arrange for garbage removal, under no circumstances is the building trash compactor or the building Janitorial Staff to be used for the disposal or removal of garbage. All garbage must be removed between the hours of 1800 and 0700 Monday to Friday and anytime Saturday, Sunday and holidays. Contractors are required to notify the Security Desk prior the removal of any garbage. All efforts must be made to recycle or reuse any and all construction debris.

#### 8.0 Access

Keys/access cards will be issued to the project Foreman 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 Workmen 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 Workman on-site without an ID tag will be escorted to the Security Desk. All tags must be returned at the end of each day.

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 chargeback's directly to the Contractor (key cutting, re-keying, etc.).

#### 9.0 Insurance, WCB and MSDS

All Work Authorization/Access Permits must be accompanied by the Contractors proof of insurance naming **bcIMC Realty Corporation and QuadReal Property Group LP, QuadReal Property Group GP, their successors and assigns** as an additional insured, with a minimum \$5,000,000.00 liability, a current copy WCB clearance letter and all current Material Safety Data Sheets (MSDS) for all chemicals being used for the project.

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. Please indicate you have read, understood and agree to comply with all of the above rules and regulations by signing below: **ACKNOWLEDGED & AGREED.**

Full name (please print):		Company name (please print):
As of dated dd-mm-yyyy:	Date dd-mm-yyyy:	Signature:

This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:
QuadReal Property Group (your contact information here)		
Revised 25-03-2021		