



QUADREAL PROPERTY GROUP LP  
Suite 115, 4954 Richard Road SW  
Calgary, Alberta T3E 6L1

CONSTRUCTION RULES AND REGULATIONS

## **WestMount Corporate Campus**

**4820, 4838, 4906, 4954, 5010 Richard  
Road SW Calgary, Alberta**

The “Construction Rules and Regulations” developed, as may be amended from time to time, is an extensive summary of information necessary for Tenants and Contractors undertaking construction work in this property. QuadReal Property Group LP, as agent for the Landlord (the “Landlord”) strongly recommends that a copy of this document be included with Tenant Tender Packages and that a second copy to be posted on the job site. All Contractors are required to comply with the regulations set forth. Failure to do so will result in removal from the premises, delays to the project and additional costs.

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## SECTION I PROCEDURES

### 1.1 GENERAL

The Tenant Guidelines are to be read in conjunction with and form part of the lease document. In the event of conflict between these guidelines and the lease, the provisions in the lease shall prevail.

### 1.2 LANDLORD AND CONSULTANTS

#### *Building Landlords Agent and Building Managers*

QuadReal Property Group LP  
Suite 115, 4954 Richard Road SW  
Calgary, Alberta T3E 6L1

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Tenant Services & Security Manager	Joshua Rusnak	<a href="mailto:joshua.rusnak@quadreal.com">joshua.rusnak@quadreal.com</a>	403-312-4313

#### Architects

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310, 625 - 11 Ave SW  
Calgary, Alberta T2R 0E1  
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#### Structural Engineers

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Calgary, AB T2M 3Y7  
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#### Mechanical Engineers

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200, 7330 Fisher Street S.E.  
Calgary, AB T2H 2H8  
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Attn: Charles Woo  
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#### Electrical Engineers & Fire Panel Design

Mulvey + Banani International (Alberta) Inc  
Atrium #1, 510, 839 – 5<sup>th</sup> Avenue S.W.  
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## PROCEDURES FOR TENANT CONSTRUCTION

### 1.3 LANDLORDS APPROVAL PROCESS

- a) The Landlord requires the following submissions in order to give formal approval of the tenant's plans (all submissions are to be delivered to the attention of the Property Manager):
  - i) Three hard copy sets of drawings (Architectural, Mechanical, Electrical and Structural if required). Drawings are to be signed and sealed by qualified professional. It is recommended that the tenant utilize the Landlord's base building consultants to prepare all Mechanical and Electrical drawings. If outside consultants are used the cost for the Landlord's consultants to review the drawings will be passed on to the Tenant.
  - ii) Material samples and color board.
  - iii) Specifications of any equipment being installed.
- b) Prior to the start of work the Tenant or the General Contractor must submit the following to the Property Manager:
  - i) Copy of required municipal permits including the Building Permit complete with the Alberta Building Code "A", "B" & "C" Schedules to the Landlord.
  - ii) General Contractor's insurance as outlined in under 1.7 a) iii) of the Rules & Regulations.
  - iii) General Contractor's WCB clearance
  - iv) Contact information (address, office & cell phone, fax and email) for the General Contractor and his site supervisor.
  - v) Contact information (address, office & cell phone, fax and email) for all sub trades.
  - vi) The Tenant should include these Construction Rules & Regulations in all sub trade contracts.
  - vii) The Landlord's written authorization is required before any work can start on site.
- c) Upon the completion of work the Tenant must forward the following to the Property Manager:
  - i) As-built drawings, balancing reports and sprinkler & fire alarm verification reports (if applicable) to the Landlord upon completion.
  - ii) Occupancy Permit.

**Work on site can only start once the Landlord's written approval  
has been issued to the Tenant and/or General Contractor.**

### 1.4 BASE BUILDING INFORMATION

The Landlord will provide the Tenant with (subject to availability) one (1) set of base building information drawings and or AutoCAD Files indicating the major components of a typical floor space. Any additional copies of these drawings that may be required by a Tenant will be provided upon request at the Tenant's expense.

### 1.5 TENANT'S SUBMITTALS

#### *a) Working Drawing Review*

The Tenant will submit three (3) copies of working drawings and specifications to the Landlord for final approval. This submission must include architectural drawings showing: floor plans and partition layouts, power and telephone plans, reflected ceiling plans, sections and details, door and hardware schedules and signage drawings. The submission must also include three (3) copies of engineering drawings showing all proposed changes affecting structure, lighting, electrical, fire alarm, communications, security, HVAC, plumbing and sprinkler systems.

Wherever supplementary work or amendments to the mechanical, electrical or structural base building systems, assemblies, or components are necessary, the Tenant must engage, at their own expense, the services of the Building

Consulting Engineers. These consultants will design and inspect the work to ensure performance and compatibility with the building systems. **Alternate engineers cannot be engaged.**

**b) Other Tenant Submittals**

- i) **Schedule** - Three (3) copies bar-type construction schedule, which notes the dates of start and completion for each sub trade section.
- ii) **Finishes** - Three (3) copies finish schedule along with one (1) materials sample and color board. The sample board will be returned.
- iii) **Sub trade List** - One (1) copy of a list of the names of the general contractor and all subcontractors including Name, Address, Contact Names, E-Mail Addresses, Phone and Fax Numbers, who will be constructing the Tenant Improvements.
- iv) **Building Permit** - One (1) copy of all required municipal permits including the Building Permit complete with the required schedules.
- v) **Insurance & WCB** - One (1) copy of the Contractor's insurance certificate and one (1) copy of the Contractor's current WCB clearance certificate.
- vi) **As-Builds & Occupancy Certificate** - Upon completion of the Tenant work, provide one (1) hard copy and one (1) AutoCAD disc of the As-Built drawings of the tenant space and one (1) copy of the city occupancy permit for the space.

Note 1: Approval of plans as outlined in this section does not release the Tenant from his responsibility to ensure that all Tenant Improvements meet building standards as outlined herein with respect to design and/or construction. The Tenant must copy the Landlord on all changes.

## 1.6 TURNOVER INSPECTION

After the required submittals are reviewed and approved by the Landlord, the Property Manager may arrange a meeting on site attended by the Landlord, Tenant, Interior Designer and Tenant Contractor. At this meeting the condition of the premises will be established, and the Tenant area will be turned over to the Tenant and Tenant Contractor, so Tenant's Improvements may commence.

## 1.7 TENANT CONSTRUCTION

**a) GENERAL CONDITIONS**

- i) All construction must be performed by a general contractor and subcontractors whom the Landlord shall approve; such approval not to be unreasonably withheld. The Landlords reserve the right to inspect and approve all work carried out by the Tenant's contractors to ensure compliance with approved drawings and building standards.
- ii) All carpeting installed using the "direct glue down" method must be adhered with a water-soluble adhesive approved by the Landlord.
- iii) The Tenant Contractor is to provide comprehensive general liability insurance covering work with a limit of five million dollars (\$5,000,000) on any occurrence. The policy will contain a cross liability clause and be extended to include non-owned automobiles and blanket contractual liability. As well, they are to provide an "all risk" of physical loss or damage policy covering the total contract price for Tenant's work. The Landlord and its Agent shall be named as additional insured on the policy and this policy shall be written to protect the Landlord's interest in the property. Evidence of the existence of insurance coverage referred to in this section must be submitted to the Tenant Services Manger by means of a "Certificate of Insurance" or a certified copy of the actual policy documents. The following is to be named as additional insured:
  - bcIMC Realty Corporation AND Westmount Corporate Campus Holdings Inc., QuadReal Property Group LP AND QuadReal Property Group GP Inc., their successors and assigns
- iv) The Tenant Contractor shall furnish written evidence of his and all subcontractors' good standing with the Workers' Compensation Board.

- v) The Tenant Contractor shall provide and maintain adequate safety, first aid and fire prevention facilities during the construction period.
- vi) The Tenant will reimburse the Landlords for reasonable costs, **excluding profit to the Landlords**, but include administration charges for providing electricity, water, natural gas, waste removal, etc. that is consumed by the Tenant Contractor during the tenant improvement construction period.
- vii) The Tenant Contractor must protect base building assemblies, components, and systems during construction, and is responsible for restoring building standard finishes affected or damaged by Tenant construction. Where encroachments beyond construction limits are necessary, the Tenant Contractor shall supply and erect a suitable hoarding at the job site. The hoarding design and location is to be approved by QuadReal Property Group LP.
- viii) Prior to commencement of construction, the Tenant Contractor will make arrangements with the Landlord to inspect the public area adjacent to the construction area to list any existing deficiencies. Following substantial completion, both parties will again inspect these public areas and the Tenant Contractor will be required to repair any new damage which may have occurred during construction.
- ix) All "hazardous" material must be handled and stored in accordance with the Workplace Hazardous Material Information System (WHMIS).
- x) **Smoking is not permitted in the building.**
- xi) The opinion in writing of the Landlord's architect or engineer shall be binding in both the Landlord and the Tenant respecting all matter of dispute regarding the Landlord's Work and the Tenant's Work including the stage of completion and whether or not such work is completed in a good and workmanlike manner.
- xii) The Tenant covenants and agrees that it will not suffer or permit during the Term of the Lease any builder's lien or other liens for work, layout, service or material as ordered by it or for the cost of which it may be in any way obligated which liens may attach to the Premises or to the improvement of which the Premises form part or to the said Lands and that whenever and so often as any such liens shall attach or claims therefore shall be filed or registered, the Tenant, shall within five (5) days after the Tenant has notice of the claim or lien or of resignation, procure the discharge thereof by payment or by giving security or in such other manner as may be required or permitted by law.
- xiii) No suspended loads will be permitted other than normal ceiling and lighting load from underside or floor or roof structure without written approval of the Landlord.
- xiv) The tenant will be entirely responsible for the security of the Premises during construction of the Tenant's Work and shall take all necessary steps to secure the Premises, and the Landlord shall have no liability for any loss or damage including theft of building materials, equipment or supplies.
- xv) The Tenant is responsible to obtain all permits and licenses, as required by the City of Calgary, except for the base building permits that are provided by the Landlord. Copies of the Tenant Building Permit and Tenant Development Permit (if required) must be submitted to the Landlord prior to the commencement of the tenant's work.
- xvi) All Tenant work within the Premises will adhere to the quality required by the Landlord including complying to all codes pertaining to the workers trade, government legislations and will be subject to inspection by the Landlord, the Landlord's Architect or its consultants from time to time. The Tenant shall replace and make good any and all poor workmanship of materials if directed to do so by the Landlord.
- xvii) All items of work undertaken by the Tenant shall be performed by competent workmen whose labor affiliations are compatible with those of others employed by the Landlord and its contractors.
- xviii) Any work impacting any card reader, CCTV Camera, door contact, motion sensor, mag lock, exit button, or APC Panel will only be undertaken by, or under the supervision of the Base Building Security Contractor.
- xix) All Contractors while working within the building must wear **Visible Identification** at all times as issued by Security or the tenant.

**b) APPROVAL FOR CONSTRUCTION**

No construction may commence without:

- i) Written Landlord approval of submitted Tenant architectural, mechanical, structural, and electrical drawings.
- ii) Obtaining a City of Calgary Building Permit and supplying a copy to the Landlord.
- iii) Providing a copy of liability insurance for the tenant work, with a minimum value of \$5 (five) million that includes naming “bcIMC Realty Corporation” as Landlord and “QuadReal Property Group LP and QuadReal Property Group GP” as agent for the Landlord as an additional insured.
- iv) Providing evidence of Tenant Contractor WCB registration and proof the account is in good standing.
- v) Providing the Landlord a list of all contractors and sub trades including contact names and phone numbers; as well as emergency telephone numbers.

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the Landlord.

**c) SECURITY CONTROL FOR ACCESS TO TENANT SPACE(S)**

- i) All Contractors working within WestMount Corporate Campus must have proper written authorization from the applicable tenant to access their space and submitted to Security Supervisor (WAAP form). This would include all Construction and Job Specific one-time contractors. WestMount Corporate Campus Security will not provide entry without proper authorization at any time to any Contractor.
- ii) For Construction Projects, the Tenant / General Contractor are responsible for supplying a list of all sub-contractors (including subs) requiring access into the building during construction. This correspondence can be addressed to the Property Manager, Operations Supervisor or Tenant Services & Security Manager.

**ci) HOARDING**

- i) The Tenant Contractor must provide and erect any hoarding that may be required depending on the nature and location of the proposed work.
- ii) Hoarding cannot be installed or removed without authorization from the Landlord.
- iii) Hoarding door must be closed at all times during construction. Provide two sets of keys for the hoarding door lock to the Landlord for emergency access.
- iv) Keep the exterior of the site or site hoarding clean at all times.
- v) Advertising is not allowed without prior written consent from the Landlord.
- vi) Contractor identification signage is not permitted.
- vii) Wherever the Landlord deems necessary, polyethylene sheeting and sealed joints will be applied to hoardings will prevent dust migration within the building.
- viii) Where the exterior of the hording is visible to the general public the Landlord will provide direction as to the quality of finish to exterior.

**cii) COMMON AREAS**

- i) For Tenant construction work, confine all construction materials, store fixtures, tools etc. within the Tenant space.
- ii) Contractors performing work on behalf of the Landlord in common areas, are to store materials, fixtures, tools etc. in an area designated by the Landlord.
- iii) Tenant work in the Common Areas of the building is not permitted.
- iv) Protect all public areas affected by Tenant Construction. Immediately repair any damage as it occurs to the satisfaction of the Landlord. If necessary, the Landlord will make repairs at the Tenant's expense.

- v) No material or debris is to be kept in public corridors or lobbies at any time. Material found will be removed and disposed of by the Landlord at the Tenant's expense.
- vi) Tenant contractors are permitted to use the building **designated** washrooms; however, plumbing fixtures cannot be used for cleaning tools, brushes, etc., or for dumping mud, solvents, paints, etc., and must be well maintained. Repair and cleaning charges arising from misuse are a Tenant responsibility.
- vii) Any common corridor vinyl wall coverings affected by Tenant construction, must be removed from corner to corner and new vinyl to match the existing installed. If the existing vinyl is no longer available, an alternate must be provided for approval by the Landlord. All costs associated with this work are at the Tenant's expense
- viii) Any damage done to the common areas or other Tenant spaces, by the Tenant or their Contractors, must be repaired and/or replaced at the Tenant's cost to the satisfaction of the Landlord.
- ix) Keep emergency exits and access thereto clear at all times.

f) **EXIT SIGNAGE - RUNNING MAN PICTOGRAM**

With the City of Calgary requirement to upgrade to running man fixtures, the Landlord has a participation program in place for the signage at WestMount Corporate Campus as follows:

- i) In order to maintain consistency with the both the Base Building and Tenant signage we have selected two styles for all tenant/building renovations.
  - a. For the Base Building common areas, the **only** approved fixture is the Lumacell LAE Series (Aluminum Slim Edge-Lit Pictogram Sign) with the housing finish of Textured Aluminum.
  - b. For Tenant spaces, the approved fixture is the Lumacell LA Series (Extruded Aluminum Exit Sign) with the housing finish of Aluminum Brushed. For a consistent look the Tenant's may also choose the Base Building approved sign

g) **LOADING DOCK PROCEDURES**

- i) Parking in the Loading area is not permitted. Unload and remove vehicles promptly and DO NOT LEAVE VEHICLES RUNNING. Complaints of noxious fumes will result in the removal of all vehicles from the dock area.
- ii) Make all deliveries through the Loading area and on the designated elevator only. Contractors are to receive their own deliveries at predetermined times and routes. The Landlord's staff will not sign for any deliveries to site.
- iii) No storage is permitted in the dock area. QuadReal Property Group LP employees will not be responsible for any tools or materials left on site by any Contractor or their employees
- iv) Contractors must supply their own carts. Only clean, soft rubber wheeled units are permitted. No pallet jacks with heavy loads are permitted on tiled floors.
- v) Repairs or cleaning to the property resulting from Tenant deliveries will be made by the Landlord at the Tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc. These items are not to be left in the loading area.
- vi) Scheduling of deliveries and booking of the elevator shall be made through the base building contractor or the building manager.
- vii) There is a maximum 30-minute time limit for all deliveries to the loading dock. After which vehicles will be asked to vacate the building immediately. Large or time-intensive deliveries to the building may be made after hours if prior arrangements have been made with the Tenant Services Manger.



**h) HOURS OF WORK (NOISY OR ODOROUS WORK)**

- i) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done after business hours. The Landlord is not responsible for any overtime charges relating to after hours work.
- ii) Work that interferes with other Tenants or results in Tenant complaints will be ceased by Security.
- iii) No smoking is allowed at any time in the building.
- iv) Noisy or odorous work migrating to occupied areas that result in Tenant complaints will be stopped.
- v) AM/FM Radios are not permitted on the job site.
- vi) Odorous materials such as oil base paints, spray applied finishes etc. must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.
- vii) Painting, wallcovering or flooring installations are not allowed in common areas during business hours.
- viii) Building hours are subject to change but for the purposes of this document the building hours are generally **Monday to Friday 6:00 AM to 6:00 PM**

**i) CORING, CUTTING AND CHIPPING**

- i) All coring, cutting and chipping requires prior approval from the Landlord. Provide a dimensioned floor plan showing the location and size of proposed holes and retain the Base Building Structural Consultant for specific instructions prior to slabwork. Contact names and phone numbers are listed at the beginning of this document.
- ii) Contractors are responsible for all fees associated with reviews by the Structural Consultant. Contact the Base Building Structural Consultant for Fee Schedule. Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the Structural Consultant may also be required.
- iii) X-rays are the only accepted method and required prior to any structural work. After x-ray, any and all hole locations are to be approved by the Landlord.
- iv) Make arrangements with the Landlord, prior to x-raying, to ensure public safety.
- v) All slab penetrations must be fire stopped and watersealed to maintain the integrity of the slab.
- vi) The Tenant and Tenant Contractor assume all risks in coring, cutting, drilling or chipping the floor slab. The Landlord, at the Tenant's expense, will repair structural elements or cast in slab services damaged by the Contractor.
- vii) Slab cutting will be by wet saw method only. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces.
- viii) The Tenant and their Contractors must provide protection to all existing finishes to the satisfaction of the Landlord before cutting and coring may proceed.
- ix) A Hot Work Permit must be filled out when doing any coring, cutting or chipping in the building. The Hot Work Permit should be filled out at Security Desk 24 hours before work is to begin. The Hot Work Permit then needs to be signed off by Operations Staff before work is allowed to commence.

**j) GARBAGE DISPOSAL**

- i) The Landlord's garbage bins cannot be used for disposal of construction materials.
- ii) If space is available, the Landlord may provide a location for a Contractor bin.
- iii) Keep the area around bins in a clean and tidy condition at all times.
- iv) Only haul garbage after business hours or by prior arrangements with the Landlord. Garbage should only be moved in the designated elevator and through the loading corridor
- v) Do not leave garbage in common areas.

**k) ELEVATOR USE FOR WESTMOUNT CORPORATE CAMPUS**

- i) Book Elevator with Landlord, at least 48 hours in advance.
- ii) Elevators have a capacity of 2500-3500 lbs, building dependent. Do not exceed posted weight regulations.
- iii) Contractors are to use the assigned elevator only.
- iv) The Landlord will inspect the elevator when the contractor is finished.
- v) Do not prop elevator doors open. Damage caused by improper use is the responsibility of the Contractor. Contractors found blocking off the elevator during regular business hours will be removed from site.

**l) ACCESS TO EXISTING (OTHER) TENANT SPACE**

- i) Arrange access to existing Tenant spaces through the Landlord.
- ii) Costs incurred by other Tenants, for Security, repairs, or cleaning will be borne by the Landlord at the Tenant's expense.
- iii) The Landlord will not provide access to occupied Tenancies without written authorization from that Tenant.

**m) LIFE SAFETY SYSTEMS**

- i) Contact the Landlord for final tie-in and Verification.
- ii) All disconnects, connections and final tie-ins of bells/strobes, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the Landlord's designated Base Building subcontractor and approved by the Landlord's base building consultant. The Tenant must retain the designated Base Building subcontractor directly. All modifications to the fire alarm system must be verified by the base building electrical engineer upon completion of work prior to occupancy.
- iii) All modifications to the fire alarm system must be verified by a base building engineer upon completion of work prior to occupancy.
- iv) Work affecting Life Safety systems must be coordinated with building management.
- v) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the Work.
- vi) Fire system impairments and sprinkler systems must be put back in to full operation at the end of each day when Contractors leave the site. Extended impairments will not be allowed.
- vii) The contractor shall be charged for fire system impairments that occur after regular business hours.
- viii) At no time shall a floor be left unattended during fire system impairment.
- ix) A Hot Work Permit will be filled out for any fire alarm system impairment. The permit should be filled out at the Security Desk 24 hours prior to work beginning and the Operations Supervisor and Tenant Services & Safety Manager informed of the work. The Hot Work Permit then needs to be signed off by Operations Staff before work is allowed to commence

**n) FIREPROOFING**

- i) Tenant Contractors, using material that matches the existing level of fire protection, must replace fireproofing which is disturbed or removed. Contact the Base Building Architectural Consultant for the material specification.

- ii) Fire stopping must be installed according to CSA standards and local provincial and building codes.

**o) TENANT CONSTRUCTION**

- i) Provide walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors or common areas.
- ii) Protect areas and property not part of the construction with dust barriers and coverings.
- iii) During demolition all unused and abandoned electrical, mechanical and communications systems including but not limited to piping, ductwork, conduit, cabling and all associated equipment shall be removed and the contractor is required to make good all connections to existing systems.
- iv) Seal all abandoned slab and fire rated wall penetrations with fire rated materials and methods to the approval of base building engineer.
- v) Install only hardware compatible with the Base Building standard and key entrance door and all internal doors to the Base Building master and sub-keying system.
- vi) During the duration of construction, filter material must be fastened to the return air grills at duct shafts by the Tenants Contractor.
- vii) Exterior perimeter wall is not to be punctured or attached to in any form.
- viii) Doors leading into stairways are “Not” to be removed or mechanically altered to remain open.
- ix) Ensure all elevator door sills are vacuumed daily and kept free of all debris. Elevator maintenance call-outs caused by debris in sills will be charged back to tenant contractor.

**p) GENERAL RULES FOR COMMUNICATIONS – CABLING CONTRACTORS**

**i) GENERAL**

- To complete any cable, conduit or service needed within any WestMount Corporate Campus Telephone or Communication Riser room the following must be completed before any work can be done:
  - i) Service provider will have to contact Mulvey + Banani International (MBI) to discuss work and review the site.
  - ii) If agreed to MBI will then issue drawings to QuadReal Property Group LP for review & to base building electrical contractor for pricing. Cost of involvement by MBI will be to requestor.
  - iii) Once QuadReal Property Group LP approves drawings and requestor accepts base building electrical contractor pricing, authorization to proceed with install will be issued.
  - iv) After work has been installed and inspected the service provider can do the final connections.
- All cabling from the telecommunications or other communications service provider (TSP) Communications Equipment in the main Equipment Room to the tenant’s equipment room (“In-Building Wire”) must be housed in conduit.
- Note that Building Communication Rooms are not secure spaces, and are for the common use of all Tenants. Access to these rooms may, from time to time, be allowed to competitors and rivals of the Communications Contractor or the Tenant. The Landlord will not be held responsible for damage or tampering by third parties.
- The Landlord will require the Tenant to provide an Electrical Permit from the City of Calgary before allowing work to start. A Certificate of Compliance must be submitted to the Landlord when work is complete.
- Provide “as-built” drawings detailing work completed and locations and turn over to the Landlord on the completion of the work.
- The TSP is responsible for In-Building wire supplied to the tenant.

**ii) GENERAL GUIDELINES FOR TERMINATION IN MAIN EQUIPMENT ROOM**

- Installation methods shall conform to Canadian Telecommunications and BICSI Standards.
- Cables are to be secured to the wall or backboards and may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code and BICSI Standards.
- All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.

iii) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

- Permission must be obtained from the Landlord to reuse existing riser cables and termination hardware. All components must be properly labeled.
- Permission must be obtained from the Landlord to use existing sleeves or slots. Direction will be given as to which sleeves or slots may be used.
- Permission must be obtained from the Landlord for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the Landlord's Structural Engineer.
- All riser sleeves must be filled with Factory Mutual or CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired in an approved manner.
- Only cables specifically noted and approved by the Landlord may be run in free air (i.e. not in conduit) in riser rooms.
- Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code and BICSI Standards.
- All cables between floors located in the Communication Riser Rooms must be installed in conduit.
- All new cables must be FT4 or FT6 rated.
- Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.
- Cables and conduits must be labeled inside each pull box, with the Service Provider's name, floor of origin and termination e.g. "Fiberco 4 to 24". Labels must be mechanically imprinted, wrap-around style. Cables which are installed in raceways or conduit provided by the Landlord are to be labeled every 3m and in every junction box.
- All conduit installed shall have a pull box installed on approximately every third floor. Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.
- The communication riser rooms are intended for tenant cables to pass through only. The communications room may be used for cross-connects (termination blocks) only with special permission. All Tenants' communications equipment must be located within the Tenants' space and not in the Communications Riser Rooms. Permission will be required from the Landlord for locating any type of terminations within the communication riser room.
- All inter-floor connections must be made within the tenant's space. Permission will be required for locating patch Core drilled holes and will also require prior slab x-rays, and approval of the Landlord's Structural Engineer.
- All cables that are obsolete or abandoned are to be completely removed back to the source.
- All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.

iv) GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES

- All cables must be plenum rated FT4 or FT6.

- Cables must be installed in conduit or on cable trays or free air. Where run in free air, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J-hooks or other approved methods. Cables may not be laid on top of T-bar or ceiling tiles, nor may be suspended by T-bar hangers, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware.
- All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.
- All ceiling tiles must be placed back in their proper location after use. All damaged tiles are the responsibility of the contractors and must be replaced immediately or brought to the attention of the building Landlord or facility representative.
- All cables installed above drywall ceilings and in ceiling spaces of Tenants below are to be installed in conduit.
- All cables, which are obsolete or abandoned, are to be completely removed back to the source.
- Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.
- Upon completion of cabling, the Tenant will submit to the Landlord a drawing showing all tagged cable locations.

**q) Base Building Systems**

- i) Contact the Landlord for all work affecting Base Building HVAC, Electrical, Plumbing, Life Safety, Architectural or Structural Systems.
- ii) The potential for accidental power outages to large parts of the building exists. The Contractor is expected to use caution and inspect the work prior to energizing the system. Ensure only qualified personnel work on the electrical system. Refer to Electrical Drawings for work to be performed exclusively by Base Building Electrical Contractor.
- iii) Contact the Landlord to reset tripped circuit breakers.
- iv) Damages to Landlord or existing Tenant systems will be repaired by the Landlord at the Tenant's expense.
- v) Clean all air diffusers, grills, and perimeter radiant units upon completion of work and prior to occupancy.
- vi) Filters on HVAC compartmental units will be changed by the Landlord at the cost of the Tenant at the end of construction.
- vii) Welding within or on premises may only be performed after completing a Hot Work Permit 24 hours in advance of work commencement and must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm.

**r) METERS**

- i) Check meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from the Property Manager is required. Refer to Mechanical and Electrical drawings for meter information. Meter type shall be specified by base building consultants.

**s) AIR BALANCING**

- i) Upon completion of work, submit 2 copies of Air Balancing Report to the Property Manager.

**t) CONSTRUCTION CLEANING**

- i) Cleaning necessitated by Tenant construction, must be coordinated with the building custodial contractor at Tenant's expense.
- ii) The following list represents the minimum standard for construction cleaning, prior to Tenant move-in:
  - Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.)

- Clean interior windows and window frames
  - Clean all doors and frames
  - Spot wipe walls as required
  - Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances
  - Total and complete cleaning of washrooms
  - Vacuum all carpets
  - Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring
  - Spot clean elevator doors as required
  - Clean all light lenses after construction is complete.
  - Wipe and clean air diffusers and radiation fins and cabinets.
- iii) Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the Tenant.

u) **OCCUPATIONAL HEALTH AND SAFETY**

**PRIME CONTRACTOR FOR SAFETY**

Each project will be required to have a Prime Contractor for Safety.

The Contractor shall:

- i) Be the Prime Contractor for Safety or shall adhere to the safety protocols of another Contractor assigned this role for the work area, and acknowledge in writing acceptance of Prime Contractor status.
- ii) Covenant and agree not to do or omit to do anything in the performance of the Work that would cause itself, the Landlord, Landlord's Agent, Building 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

The Prime Contractor for Safety:

- i) shall undertake the duties of the Prime Contractor for Safety as outlined in the applicable legislation; and
- ii) 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 requirements.

The Contractor shall at all times comply with all federal, provincial and local laws, statutes, rules, regulations, notices, orders and amendments thereto respecting occupational health and safety and workers.

v) **ENFORCEMENT**

IT IS THE TENANT'S RESPONSIBILITY TO ENFORCE THESE RULES WITH THEIR EMPLOYEES, CONTRACTORS AND SUBTRADES. CONTRACTORS AND THEIR EMPLOYEES OR SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. CONTRACTORS, EMPLOYEES, OR SUBTRADES FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.

**1.8 BASE BUILDING CONTRACTORS**

In general, all work associated with the vertical distribution infrastructure is to be performed exclusively by Base Building Contractor associated with that discipline.

- i) All electrical final connections of devices to existing 600-volt system, the buss duct and low voltage switching shall be done by the base building electrical contractor.
- ii) Ventilation modifications to the vertical shafts shall be done by base building mechanical contractor.

- iii) All heating and cooling riser modifications shall be done by base building mechanical contractor.
- iv) All HVAC control work which ties into the base building automation system shall be done by base building controls contractor and verifications shall be completed by the base building Mechanical Consultant.
- v) All base building security system modifications shall be completed by base building security contractor.
- vi) All fire alarm system modifications shall be completed by base building fire alarm contractor and verifications are to be completed by the base building Electrical Consultant.
- vii) All electrical modifications to the fire alarm system and the base building security system shall be completed by the base building electrical contractor and verifications are to be completed by the base building Electrical Consultant.
- viii) All Sprinkler riser modifications shall be completed by base building sprinkler contractor.
- ix) Plumbing modifications to existing domestic, sanitary and vent vertical risers shall be completed by base building mechanical contractors.
- x) Air or water balancing of base building systems shall be completed by base building air balancing contractor.

**Base Building Controls Contractor**

Trane Canada ULC  
Bay 157, 10905 48 St SE  
Calgary, Alberta T2C 1G8  
Ph: (403) 301-0090  
Fax: (403) 301-0092

**Base Building Mechanical Contractor**

Climate Control Services Inc.  
131 Oakland Place SW  
Calgary, Alberta T2V 4M8  
Ph: (403) 452-8877  
Email admin@climatecontrolservices.ca

**Base Building Fire Alarm Contractor**

CHUBB Edwards  
Suite 8 – 1470 28 ST. NE  
Calgary, Alberta, T2A 7W6  
Ph: (403) 291-3433  
Fax: (403) 259-8422

**Base Building Access & Security Contractor**

Convergint Technologies LTD #2, 6020 –  
11th Street SE Calgary, AB T2H 2L7  
Ph: (403) 291-3827  
Fax: (403) 291-2577

**Base Building Electrical Contractor**

JLC Electric Ltd.  
#7, 215 - 39 Ave NE  
Calgary, AB T2E 7E3  
Ph (403) 240-0173  
Fax (403) 240-4915

**Base Building Sprinkler Contractor**

Troy Life & Fire Safety 5051 13th  
Street SE Calgary, Alberta T2G 5N1  
Ph: (403) 547-1647  
Fax: (403) 547-1196