

WESTERN CANADIAN PLACE

248, 801 – 6TH Street S.W.
Calgary, AB
T2P 3V8

CONTRACTOR RULES AND REGULATIONS

The following regulations must be adhered to by all contractors (General and Sub-contractors) performing work within Western Canadian Place.

1.0 PLANS AND APPROVALS

- 1.1 The Contractor must advise the Western Canadian Place Administration Office, at the above noted address, prior to any work commencing. All work is subject to review and approval by the Manager, Design and Construction. The Manager, Design and Construction may require additional plans, specifications, or review by base building consultants prior to approving construction, and the cost of all such additional documentation shall be the responsibility the Contractor / Tenant performing the work. Under no circumstances will construction be permitted to proceed until the Contractor is in possession of plans and/or specifications that have been approved in writing by the Western Canadian Place Administration office. At any time, Western Canadian Place Administration personnel may request that the Contractor produce a set of approved drawings. Failure to do so will result in an immediate stoppage of work.
- 1.2 The Contractor must inspect the premises and report any deficiencies or damaged materials to the Manager, Design and Construction in writing prior to the start of any construction. Failure to do so will result in the Contractor being held fully responsible for the cost of any remedial work deemed necessary by the Landlord.
- 1.3 The Contractor must ensure that a Building Permit and any other required approvals are obtained and clearly posted at the job site. A copy of any and all permits required must be filed with the Western Canadian Place Administration Office.

- 1.4 The Contractor must obtain an access permit, signed by the Manager, Design and Construction and the tenant, prior to accessing the work site. The access permit includes all areas approved for access, a list of sub-contractors and a site foreman for each, the type of work to be performed, the timeframe required on site, any safety / security / hot work requirements, notice of submittal for insurance and WCB coverage, and the Contractors signature.

2.0 TELECOMMUNICATIONS

- 2.1 All wiring and installations must have prior approval of the base building Electrical Consultants, Stebnicki Robertson & Associates Ltd.
- 2.2 Provision for data and telecommunications equipment must be made within the tenant premises. Installation of data and telecommunications equipment is not permitted in telephone riser rooms. Free air cabling is also not permitted in Western Canadian Place. All data and phone cables must be in conduit or cable tray. The only free air cabling permitted is a maximum of the last three meters from the cable tray to an outlet location.

3.0 INSURANCE & WCB COVERAGE

- 3.1 The General Contractor must have General Liability Insurance of \$5,000,000.00, naming Western Canadian Place Ltd. as Additional Insured, and must provide a certified copy of this Insurance Certificate to the Administration office, prior to demolition or construction. The Insurance Agents/Brokers are requested to advise the Western Canadian Place Administration Office within ten (10) days should the coverage be materially changed or cancelled.
- 3.1 All Contractors must provide proof of WCB coverage to the Administration Office, prior to demolition or construction.

4.0 DELIVERIES

- 4.1 Delivery of all materials is to be coordinated with our Security desk. Large quantities of material will have to be coordinated after normal business hours.
- 4.2 Dollies for the transportation of materials from the loading dock area to the individual floors are not available. All dollies must be supplied by the Contractor and must be rubber-wheeled dollies.

- 4.3 Under no circumstances are vehicles to be parked in the loading dock area unless written authorization is obtained from the Western Canadian Place Administration Office. Vehicles in the loading dock area are limited to the time of active delivery. Violation of the above will result in your vehicle being towed at your expense.

5.0 ELEVATORS

- 5.1 If the Contractor requires the exclusive use of the freight elevator, the elevator must be booked through the security desk at least one (1) business day in advance, on a first come, first served basis. Contact Security at 216 – 3999. Exclusive elevator bookings cannot commence until 6:00 p.m. during the week. The janitorial services take precedence over any exclusive elevator bookings from 8:30 to 9:30 p.m. on weekdays.
- 5.2 Use of elevators, other than the freight elevators, for the moving of tools, equipment or materials, is strictly prohibited. Elevators must always be left in a clean condition.
- 5.3 Care and caution must be taken by the Contractor and his suppliers to prevent damage to the elevators, as well as walls, floors, lobbies, loading dock, etc. Any damage or cleaning will be corrected by the Western Canadian Place Administration Office and charged back to the General Contractor.
- 5.4 The dimensions of the north and south tower elevators are identical @:
Width – 5' 7"
Length – 6'
Height – 9' 6"
Door opening – 3' 6" X 7'
- 5.5 The use of passenger elevators for moving or construction purposes would be an unusual situation that would require special permission and be the method of last resort. The use of elevators to lift broadloom carpet by attachment to the underside of the cab is strictly controlled. This procedure must be authorized by the Western Canadian Place Administration Office, and requires at least one fully qualified Otis technician to be in attendance. The cost of the Otis personnel will be charged back to the Contractor.

6.0 AIR QUALITY

- 6.1 Filter material must be installed in front of return air dampers prior to construction and removed when construction is completed. All convection cabinets must be covered during construction, and vacuumed out prior to occupancy. Any drywall or painting work performed in the public elevator lobbies will require special precautions to prevent public access to wet painted walls, and also to prevent the migration of drywall dust and paint into the elevator shafts.

NOTE: THIS IS VERY IMPORTANT.



7.0 NOISE AND CORING

- 7.1 No construction work involving drilling and/or coring, demolition of walls, ram setting, hammer drilling, jack hammering or grinding is permitted between the hours of 7:30 a.m. and 5:30 p.m. In addition, any work such as rotary saws or drywall screw guns that are offensive to other tenants will be moved to outside the previously referenced hours of 7:30 a.m. to 5:30 p.m.
- 7.2 Any penetration into the concrete structure requires the Western Canadian Place Administration Office's approval and must conform to the September 16, 2003 version of "**Requirements for Floor Structure Penetrations in Western Canadian Place**" prepared by Read Jones Christoffersen. The Contractor must notify the Manager, Design and Construction of the time of the activity, and follow the time schedule precisely, so that the appropriate building systems may be prepared.
- 7.3 Any work that requires access into another tenants' premises must be coordinated with the Manager, Design and Construction. This will require a minimum of two business days' notice, and must be at the convenience of those tenants.
- 7.4 All penetrations into post-tensioned cable slabs require sensing devices as specified prior to slab penetration. Any contractor who fails to follow these guidelines will be **immediately and permanently** removed from Western Canadian Place.

8.0 SAFETY & ISOLATION

- 8.1 The General contractor is required to post his Safety Guidelines at the work site.
- 8.2 A safety work permit issued by the Operations group must accompany all welding and soldering work to be done. The Contractor must conform to all requirements of the Safety Work Permit, including provision of their own fire extinguisher.
- 8.3 All work performed must conform to the Workers Compensation Act, as well as any other applicable Municipal, Provincial or Federal laws. Approval by the Western Canadian Place Administration Office does not supercede any other requirements of law, and does not alleviate the Contractors' responsibility to abide by all governing legislation.
- 8.4 The Contractor must ensure that all fire exit routes, and doors to all mechanical, electrical and janitorial rooms, remain free and clear at all times.
- 8.5 The Contractor may isolate any tenant equipment with permission of the tenant only. The Contractor is not permitted to isolate any base building equipment such as fans, motors, pumps, chillers, boilers, switchgear, elevators/escalators, or any other piece of equipment required for the operation of Western Canadian Place. The isolation and lock out of such equipment requires a safety work permit, and prior notification to the Operations group. The actual isolation will be performed by the operator on shift, or the base building contractor assigned by the operator, but the Contractor will also be allowed to place his own lock out on the associated piece of equipment.

9.0 FIRE ALARM AND SPRINKLER SYSTEM

- 9.1 Requests to pull smoke cards or open/close sprinkler valves require a safety work permit. Opening/closing of sprinkler valves must be done under the supervision of the Operations personnel.
- 9.2 Requests to silence alarms for sprinkler work or disable the fire alarm system must be forwarded to the Manager of Operations or Chief Engineer at least one business day in advance. Contact the Operations group at 216 – 3986 or 216 – 3987

- 9.3 Sprinklers may only be off between the hours of 07:00 and 19:00. This is to ensure that operations staff is present in the building when any portion of the sprinkler system is disabled.

11.0 PAINTING & ODOR CONTROL

- 10.1 The application of any paint, coating or adhesive other than latex or acrylic paint, requires the approval of the Manager, Design and Construction. Depending on the odorous nature of the product, the Manager, Design and Construction may require that the work proceed after hours only, and that odor removal measures are put in place.
- 10.2 Any painting of the perimeter convactor cabinets requires the removal of the cabinet cover. This is to ensure that the covers are not adhered to the base, and that no paint lines are visible once a cover has been removed and replaced for maintenance.

11.0 GARBAGE & HOUSEKEEPING

- 11.1 Construction or waste materials are not to be stored in adjacent vacant space unless specific permission is received from the Western Canadian Place Administration Office. Waste materials may not be removed from the building during normal business hours (7:00 a.m. to 5:30 p.m.).
- 11.2 The Contractor must arrange for, and coordinate waste removal with the Manager, Design and Construction. Under no circumstances is the building trash compactor to be used. Disposal of any construction material in washroom sinks or toilets, such as drywall mud, latex paint residue, grout, solvents, or anything else, is strictly prohibited.
- 11.3 The Contractor and his staff must use the washroom designated by the Manager, Design and Construction only. Clean up of any washroom other than the designated washroom will be charged back to the Contractor.
- 11.4 The Contractor is responsible for all cleaning after construction, and this cleaning must conform to the building standards (Spotless after construction with no trace of the Contractor's presence remaining). Any final construction clean must be performed by the janitorial service provider for Western Canadian Place, at the Contractor's expense. Any additional cleaning required by the Landlord or other tenants will be charged back to the Contractor.

11.5 It is the responsibility of the Contractor to ensure that all occupied areas, including other tenant space, tenant washrooms, public corridors, elevator lobbies and passenger elevators remain clean and free of dust and debris at all times. It is required that walk-off mats be placed within the renovation area and immediately adjacent to exit doors and be cleaned as often as required in order to prevent dust being carried by foot throughout Western Canadian Place.

12.0 CONDUCT

12.1 Consumption of alcoholic beverages or use of drugs on any work site is strictly prohibited. Moreover, the Contractor must ensure that workers are not under the influence of drugs or alcohol, or smelling of alcohol, at any time while working. We will enforce this by stopping all work by the Contractor.

12.2.1 All trades and workers associated with the project must sign in and out at the Security desk. Security will issue a Trade Identification Card to be worn while in the complex.

13.0 REQUIRED CONTRACTOR LIST

13.1 There is specific work, which must be performed by the Base Building contractors. Other work is open to any contractor, subject to the Landlords' approval. Some contractors may not be permitted in Western Canadian Place due to previous unsatisfactory work or conduct. The following is a list of required contractors.

13.2 Required Contractors:

Base Building Mechanical Systems

All tie-ins to base building systems including heating/cooling, water supply, vent and drainage & natural gas, must be performed by:

Arpi's Industries Ltd
Lamont Rowles
Site phone 262 – 2112
Head office phone 236 – 2444
Pager 735 – 8093

All base building air distribution work in the ceiling spaces must performed by:

Arpi's, **or**;

Windmill Mechanical
Hans Langejans
Head office phone 735-0770
Fax 735-0771

Sprinkler Work
Grinnell Fire Protection Systems Co.
Wade Weatherbee
Phone 287 – 3202
Fax 243 – 6966

Building Automation Controls
Seimans
Brian MacPherson
Phone 259 - 3404

Base Building and Tenant Security system
Frisco Bay
Blair Robinson
Phone 250 – 7393 local 231
Fax 291 - 2866

Base Building Electrical Systems
All fire alarm system, emergency power lighting & systems, all security system wiring (Tenant & Base Building), new 120/208V and 600V power distribution including transformers and panels, tie-ins to bus ducts, 600V switchgear and MCC's, must be performed by;

Western Electrical Management Ltd.
Jack Gray-Wheeler
Site phone 298 – 6196
Head office phone 291 – 2333
Pager 735 – 8093

Elevators
Otis Canada Inc
Tim Merkley
Phone 244 – 1040
Cell 371 – 1258

Granite Contractor

All base building granite work involving the existing granite floors or walls must be performed by:

Flesher Marble & Tile
Wayne Juke
Head Office Phone 287-0886
Fax 243-1242

14.0 CONTACT LIST

Western Canadian Place Administration Office
248 Western Canadian Place
801 – 6th Street S.W.
Calgary, AB
T2P 3V8
Phone 403 - 216 - 3980
Fax 403 - 216 - 3995

Director, Property Management

Neil Eckman
Phone 403 – 216 - 3985
Email neil.eckman@gwlra.com

Manager, Construction Services

Richard Wittner
Phone 403 - 216 – 3990
Email richard.wittner@wcpl.ab.ca

Operations Group

Manager, Operations
Alan Bartlett
Phone 403 - 216 – 3986
Email alan.bartlett@wcpl.ab.ca

Operation Supervisor

Kent Keenan
Phone 403 - 216 – 3987
Email kent.keenan@wcpl.ab.ca

Coordinator, Security & Life Safety

Kevin Powell
Phone 403 - 216 – 3999

15.0 BASE BUILDING CONSULTANTS

ELECTRICAL

Stebnicki, Robertson & Associates Ltd.
Contact – Mr. Rick Robertson
Phone 403 – 270 – 8833
Direct 403 – 270 – 1497
Email stebro@cadvision.com

MECHANICAL

TMP Consulting Engineers
100, Burnsland Road, SE
Calgary, AB
T2G 3Z2
Main office – 259-6707
Fax – 252-7066

Mr. Brian Norrie
Dir – 444-3960
Email – tmpbdn@telusplanet.net

Mr. Harry Wollin
Dir – 444-3959
Email – tmphgw@telusplanet.net

STRUCTURAL

Read Jones Christoffersen Ltd.
Contact – Mr. John Harder
Phone 403 – 283 – 5073
Email rjccal@rjc.ca

INTERIOR DESIGN

Sizeland Evans Interior Design Inc.
Contact – Ms. Pat Evans, Ms Georgi-Anna Sizeland
Phone 403 – 266 – 2110
Email p.evans@sizelandevans.com

Should there be any questions or problems relating to these regulations, the Contractor is to contact the Administration Office. We insist on adherence to the above regulations in order that tenant work will be carried out co-operatively and expeditiously.

Revised July 1, 2004