



## **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 Property Management, at the above noted address, prior to any work commencing. All work is subject to review and approval by Property Management. Property Management 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 Property Management. At any time, Western Canadian Place Property Management 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 Property Management office 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 Property Management office prior to commencement of any work.
- 1.4 The Contractor must obtain a building Work Authorization/Access Permit, signed by the Operations Manager and/or Property Manager, 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 Contractor's signature.

### **2.0 TELECOMMUNICATIONS**

- 2.1 All wiring and installations must have prior written approval of the base building consulting electrical engineers – SMP Engineering.
- 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 building telephone riser rooms. Free air cabling is 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 QuadReal Property Group Limited Partnership and bcIMC Realty Corporation as Additional Insured and must provide a certified copy of this Insurance Certificate to the Property Management office, prior to demolition or construction. The following three addresses must be identified on the insurance:

Retail/Atrium	801 – 6th Street SW T2P 3V8
South Tower	700 – 9th Avenue SW T2P 3V4
North Tower	707 – 8th Avenue SW T2P 1H5

- 3.2 The Insurance Agents/Brokers are requested to advise the Western Canadian Place Property Management Office within ten (10) days should the coverage be materially changed or cancelled.
- 3.3 All Contractors must provide proof of WCB coverage to the Property Management office, prior to commencement of any demolition or construction.

### **4.0 DELIVERIES**

- 4.1 Delivery of all materials is to be coordinated through the Western Canadian Place Security desk. Large quantities of material for delivery will have to be coordinated outside of normal building 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 for longer than 15 minutes unless written authorization is obtained from the Western Canadian Place Property Management 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 the vehicle owner's 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 403-216-3999. 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 Property Management office and charged back to the General Contractor.

5.4 The dimensions of the North and South tower freight 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, heavy materials, or construction purposes would be an unusual situation that would require special permission and be the method of last resort. This procedure must be authorized by the Western Canadian Place Property Management 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 and maintained in front of return air dampers prior to construction and removed when construction is completed. Failure to install this prior to the start of construction will result in the job site being shut down, with the potential for the contractor to be charged for a complete cleaning of the duct system.

6.2 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.

## **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 6:00 a.m. and 6:00 p.m. In addition, any work such as rotary saws or drywall screw guns that are audibly offensive to other tenants must be operated outside the previously referenced hours of 6:00 a.m. to 6:00 p.m.

7.2 Any penetration into the concrete structure requires the Western Canadian Place Property Management office's approval and must conform to the Requirements for Floor Structure Penetrations in Western Canadian Place below, prepared by Read Jones Christoffersen structural engineers. The Contractor must notify the Operations Manager of the time of the activity, and follow the time schedule precisely, so that the appropriate building systems may be prepared.

## **Western Canadian Place Requirements for Floor Structure Penetrations**

### **Section 1 – Introduction**

The proposed placement of any critically located or significantly sized opening, such as the opening required for a duct, stair, plumbing riser, etc. will be evaluated by the base building structural engineer. The structural engineer will review the effect of the opening on the building

structure, define the method to be used for the penetration, and highlight any precautions to be taken during construction of the opening.

The proposed placement of smaller openings is to follow the requirements outlined below.

Special permission from the Structural Engineer is required for coring (wet and dry), or saw cutting, which may be withheld. **All penetrations in PT slabs are to be dry chipped** and subsequently sealed. The only approved sealing materials are listed below.

The Tenant and/or Tenant contractor and/or General Contractor assume all risks in coring and chipping the floor slab. Structural elements, cast in slab services, or PT tendons damaged by the contractor will be repaired by QuadReal Property Group LP at the appropriate party's expense. The Contractor may also be responsible for consequential damages if they fail to follow these regulations.

All coring and chipping requires prior approval from QuadReal Property Group LP. Provide a dimensioned floor plan showing the location and size of the proposed holes and retain the base building structural consultant for specific instruction prior to slab work.

## **Section 2 – Conventionally Reinforced Structures**

### **a. Penetrations into Beams**

All proposed hole locations at beams are to be x-rayed and reviewed by the base building structural engineer. Additional x-rays may be required. The holes may be drilled upon receipt of written verification from the engineer.

### **b. Penetrations into Slabs**

If the opening is within 3 meters of an existing slab opening, is greater than 200 mm in diameter, or must be cored or saw cut, the Structural Engineer must review and issue penetration instructions. The locations of all proposed penetrations into slabs are to be x-rayed to locate in-slab building electrical and alarm systems and structural reinforcing steel. If the opening is less than 200 mm in diameter, more than 3 meters from any other opening, and is to be dry chipped, a review of the x-ray images by the Manager of Construction Services or Manager Operations may be the only review required. Additional x-rays or a further review of the x-ray by the structural engineer may also be required. Either Manager may require a further review of the x-ray by the structural engineer.

### **c. Installation of drilled inserts or power actuated fasteners**

For penetrations less than 2 inches deep, the contractor must use radar or a perforimeter to locate in-slab steel. All inserts or fasteners must not contact or damage in-slab steel items i.e.: conduit, rebar or dowels

## **Section 3 - Post Tensioned Cable Structures**

### **a. Penetrations into Floor Slabs for Fasteners**

All openings are to be constructed by a contractor who is approved by the Manager of Construction Services. Approved contractors will be required to demonstrate the competent

use of equipment used to locate existing in-slab steel. It is important to note that concrete coverage for PT cables is often much less than the initial construction specifications and have been found at less than a ¼ inch below the surface.

Prior to installing power actuated fasteners or inserts in the existing floor slab, post-tensioning cables and other steel are to be located using electromagnetic, radar or x-ray equipment. No power actuated fasteners or inserts are to be installed vertically in-line with post-tensioning cables. Power actuated fasteners up to 20 mm long may be installed 75 mm or greater from the located line of post-tensioning cables.

**b. Penetrations Through Floor Slabs**

If the opening is within 3 meters of an existing slab opening, is greater than 200 mm in diameter, or must be cored or saw cut, the Structural Engineer must review and issue penetration instructions.

The locations of all proposed penetrations into slabs are to be x-rayed to located post-tensioned strands, in-slab building electrical and alarm systems, and structural reinforcing steel.

If the opening is less than 200 mm in diameter, more than 3 meters from any other opening, and is to be dry chipped, a review by the Manager of Construction Services or Manager Operations of the x-ray images may be the only review required. Additional x-rays or a further review of the x-ray by the Structural Engineer may be required. Either Manager may require a further review of the x-ray by the Structural Engineer.

**c. Penetrations Into Beams**

All proposed hole locations at beams are to be x-rayed and reviewed by our base building structural engineer. Additional x-rays may be required. The holes may be drilled upon receipt of written verification from the engineer.

**Section 4 - Slab Sealing Requirements**

Upon completion of the installation, a watertight and fire/smoke seal must be installed between the existing floor slab and the newly installed conduit or pipe. Chipped areas and concrete spalls must be patched.

Patch materials shall be polymer modified, cementitious, fast-setting gel mortar formulated especially for repair of overhead and vertical surface concrete patching (28-day strength of 30 Mpa). Linear shrinkage shall conform to ASTM C157, 0.10% maximum.

Manufacturer's latest product data sheets must be submitted for patch materials to be used, certifying the patch material conforms to the specified requirements.

Patch materials:

- .1 MASTERPATCH 230 VP
- .2 Vulkem 2302
- .3 EMACO s88-ca

- .4 Patchmate o.v.
- .5 Renderoc hb2

- 7.3 Any work that requires access into other tenants' premises must be coordinated with the Operations Manager. 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 in 7.2, 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 and all sub-trades are required to attend the Western Canadian Place 'Contractor Orientation Program' before work commences. No trade worker will be able to work in the building without prior attendance at this orientation program. The building safety orientation runs weekly, every Monday and Thursdays (except holidays) in the Conference Centre "D" room, located on the plus 30, at 8 am sharp. There is no need to reserve a spot, just show up 5-10 minutes before 8 am. The orientation takes about 20-30 minutes to complete, photo ID is required to obtain your orientation badge. Once successfully completed the orientation badge will be valid for one year.
- 8.2 The Prime Contractor is required to post his Safety Guidelines at the work site and supply first aid station in all areas of work.
- 8.3 All work performed must conform to the Workers Compensation Act, as well as any other applicable Municipal, Provincial or Federal codes and laws. Approval by the Western Canadian Place Property Management office does not supersede 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 prior notification to the Operations Manager. 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 disable fire zones or open/close sprinkler valves require a permit. Opening/closing of sprinkler valves must be done under the supervision of the Operations personnel. Due to the

latest in Fire Safety Codes, the Contractor may request the disabling of the sprinkler system **or** the disabling of fire zones during normal business hours but may not do both.

- 9.2 Requests to silence alarms for sprinkler work or disable the fire alarm system must be forwarded to the Operations Manager at least one business day in advance. Contact the Operations group at 403 - 216-3986 or 403-216-3987.
- 9.3 Sprinklers may only be off between the hours of 07:00 and 17:00. This is to ensure that operations staff is present in the building when any portion of the sprinkler system is disabled.
- 9.4 Hot Work Permits: Contractors must obtain a Hot Work Permit for any electrical hot work, welding, soldering, burning, cutting and grinding. In order to obtain a Hot Work permit, 24 hours' notice must be given by the contractor by going to the security desk and filling out section 1 through 5 of the permit. The contractor may then pick up the white copy of the Hot Work Permit at the security desk and post it, after the 24 hours notice has passed and ensure it is posted near the Hot Work site (construction zone). Permits are only valid for the day of issuance, unless an extension is approved by WCP. The contractor is responsible to complete the Fire Watch log on the permit, every half hour during the day and hourly afterhours, the Fire Watch must continue for 4 hours post Hot Work. Once the post Hot Work Fire Watch has been completed the contractor must bring the closed permit down to the security office. WCP staff will then inspect the area with the contractor and close off the permit on our end, only when satisfied no concerns exist.
- 9.5 Contractor will be responsible for all charges from fire department etc. for false call-outs caused by their work.

## **10.0 PAINTING & ODOR CONTROL**

- 10.1 The application of any paint, coating or adhesive other than latex or acrylic paint, requires the approval of the Operations Manager. Depending on the odorous nature of the product, the Operations Manager may require that the work proceed after hours only, and that odor removal measures are implemented. MSDS sheets are required onsite before the use of the product.
- 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 Property Management office.
- 11.2 The Contractor must arrange for, and coordinate waste removal with the Operations Manager. 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 General contractor to ensure all construction waste materials, in accordance with the site waste management program, are to be recycled, when applicable, and diverted from landfill. Construction waste materials are to include, but not limited to, all metal, drywall, wood, cardboard, plastic, concrete, clear glass. General contractor is required to supply the landlord with a photocopy of the recycled weights or weigh bill.
- 11.4 The Contractor and their staff must only use the washroom designated by the Operations Manager. Clean up of any washroom other than the designated washroom will be charged back to the Contractor.
- 11.5 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.

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 SITE SECURITY**

- 12.1 The Contractor is responsible for site security. This includes final access to the actual jobsite, securing of materials and tools, securing of the jobsite at the end of the workday. Should a contractor leave the site, they must ensure all doors are securely latched behind them, at no time may a contractor leave a door propped open for any reason.
- 12.2 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.
- 12.3 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.
- 12.4 Contractor shall sign necessary roof waivers prior to staff having access and going on roof.

## **13.0 REQUIRED CONTRACTOR LIST**

- 13.1 There is specific work which must be performed by the Base Building contractors. Work within the ceiling plenum is restricted to specific contractors, and 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:

### Sprinkler Work

Constant Fire Protection Systems Co.

Wade Weatherbee

Phone: 403-532-3205

Fax: 403-532-0185

### Building Automation Controls

Seimens

Ashley Carvalho

Phone: 403-259-3404 ext.124

Fax: 403-252-8578

### Base Building and Tenant Security system

Converjint Technologies

Derek Reid

Phone: 403-291-3241

Fax: 403-291-2577

### 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.

Rob Oakes

Site phone: 403-454-0723

Head office: 403-291-2333

Cell: 403-998-1121

### Elevators

Otis Canada Inc

Jason Rucci

Phone: 403 -541-5256

Cell: 403-462-2049



### Base Building Mechanical Systems

All tie-ins to base building systems including heating/cooling, water supply, vent and drainage & natural gas, as well as all mechanical work within the ceiling plenums must be performed by:

Windmill Mechanical

Hans Langejans

Head office:

Tel: 403-735-0770

Fax: 403-735-0771

**or**

Bailes Mechanical

Head office:

Tel: 403-207-3290

Fax: 403-207-4313

### **14.0 CONTACT LIST**

Western Canadian Place Property Management Office  
Suite 245, 801 – 6<sup>th</sup> Street SW  
Calgary AB T2P 3V8

#### General Manager

Brenda McManus

Phone: 403-202-7525

Email: [brenda.mcmanus@quadreal.com](mailto:brenda.mcmanus@quadreal.com)

#### Property Administrator

Suzy Mah

Phone: 403-216-3980

Email: [suzy.mah@quadreal.com](mailto:suzy.mah@quadreal.com)

#### Security

Manager, Security & Life Safety

Marcel Dubois

Phone: 403-216-3988

Email: [marcel.dubois@quadreal.com](mailto:marcel.dubois@quadreal.com)

#### Security Systems Coordinator

John Howe

Phone: 403-216-6620

Email: [john.howe@quadreal.com](mailto:john.howe@quadreal.com)



Operations Manager

Jerry G Serpico

Phone: 403-216-3986

Email: [jerry.serpico@quadreal.com](mailto:jerry.serpico@quadreal.com)

**15.0 BASE BUILDING CONSULTANTS**

ELECTRICAL

SMP Engineering Ltd.

Contact – Mr. Gary Chomiak

Phone: 403-270-8833

Direct: 403-270-1475

Email : [gchomiak@smpeng.com](mailto:gchomiak@smpeng.com)

MECHANICAL

TMP Consulting Engineers

Contact – Mr. Brian Norrie

Main office: 403-259-6707

Fax: 403-252-7066

Direct: 403-451-8923

Email: [briann@tmpeng.ca](mailto:briann@tmpeng.ca)

STRUCTURAL

Read Jones Christoffersen Ltd.

Contact – Mr. Bryan Colvin

Phone: 403-283-5073

Email : [bcolvin@rjc.ca](mailto:bcolvin@rjc.ca)

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

Revised October 17<sup>th</sup>, 2018