

## 2021 L Street Construction Work Rules and Requirements

### POLICY

The **Construction Work Rules and Requirements** establish a specific standard of performance to which all contractors, consultants and vendors working the Building must comply, when contracted either by the Landlord or by the Tenant. Any party who does not follow the construction rules and regulations as stated herein will be subject to removal from the Building and/or monetary damages. It is the General Contractor's responsibility to ensure that their subcontractors read and understand these rules and regulations. Ignorance of these rules is neither a waiver of liability nor responsibility. This document shall, by attachment or reference, become a part of the project construction documents.

Contractor must inform the Building Management office in writing of the construction start and completion dates. They must also provide the Building Management office with a construction schedule and list of subcontractors, contact names, and phone numbers. Contractor must supply the management office with current certificates of insurance per the contract and building specifications for all contractors and sub-contractors.

All Contractors and Subcontractors must check in at the security desk daily upon arrival and pick up a 2021 L Street Contractor badge which must be worn at all times while on the premises.

### PROJECT AUTHORITY

These construction rules and regulations are access and construction rules to be followed by contractors, subcontractors and vendors who require access to the Building or who will design, install work and/or provide services within the Building. AtSite will inspect construction work within the building periodically. The contractor will not perform any work which violates the Construction Work Rules and Requirements or conflicts with the construction documents without prior written approval from AtSite.

### GENERAL

1. The construction contract will be substantially on the AIA A101 form.
2. The General Contractor shall obtain building permits and all inspections and the certificate of occupancy (if required).
3. It is recommended that a tour of the Office Building be coordinated with the Building Manager prior to submitting a bid for all or any portion of the Leasehold Improvements.
4. All Fire System testing and inspections are to be scheduled through the Building Manager.

**2021 L STREET BUILDING CONTACT AND INFORMATION SHEET**

**BUILDING OWNER:** ASH 2021 L, LLC

**BUILDING MANAGEMENT:** AtSite, Inc.

**BUILDING ADDRESS:** 2021 L Street, NW, Washington, DC 20036

**BUILDING MANAGER:**

**Contact:** Pedro Best

**Phone:** 202-296-1360 (Office), 703-577-4791 (Cell)

**E-Mail:** [pbest@atsiteinc.com](mailto:pbest@atsiteinc.com)

**FACILITY MANAGER:**

**Contact:** Bryan Stoddard

**Phone:** 202-725-6607 (Cell)

**E-Mail:** [bstoddard@atsiteinc.com](mailto:bstoddard@atsiteinc.com)

**LOADING DOCK/OFFLOADING AREA:** Alley next to garage near 20<sup>th</sup> and L Streets intersection

**ELEVATOR LOCATION:** Must use the service entrance and hallway to gain access to the elevator located in the main lobby of building. The elevator may be put on independent service with prior approval from the Building Manager. All deliveries of equipment or material that require use of the elevator must be coordinated with the Building Manager.

**DEBRIS BOXES LOCATION:** Must be scheduled with Building Management Office.

**BUILDING HOURS OF OPERATION:**

**BUILDING:** 7AM UNTIL 8PM, Monday – Friday

**BUILDING MANAGEMENT OFFICE:** 8:30AM UNTIL 5:30PM, Monday-Friday

**SECURITY DESK PHONE:** 202-296-1222

**AFTER HOURS EMERGENCY NUMBER:** (877) 820-2568, Please refer to Account #1911 and the 2021 L Street building address when you call.

## **BUILDING INFORMATION AND WORK PRACTICES**

1. ACCESS – The Contractor must provide AtSite with notification (2) business days prior to needing access to an occupied area. AtSite shall notify the Tenant and then provide direction to the Contractor. The contractor shall only be allowed access to the floors and/or suite on and in which they are working. Access to adjacent suites and to other floors in the Building is prohibited without AtSite's prior approval. Hauling, delivering or working in the main lobby of the building is prohibited.

2. HOURS OF OPERATION – See Building Information Sheet.

3. AFTER HOURS AUTHORIZATION – All requests for authorization to perform after hours work that affect the Building systems and equipment shall be sent in writing to AtSite at least (1) business day in advance. No call-in requests for authorization shall be accepted. If after hours work requires that AtSite provide supervision or personnel to monitor Building systems, at AtSite's sole discretion, all costs associated with said personnel shall be borne by the Contractor.

4. DELIVERIES – The Contractor shall coordinate and schedule all deliveries through the Building Management office upon a minimum of **48 hours prior written notice**. The Contractor shall be responsible for scheduling the use of the loading dock and the elevator. Only rubber wheeled dollies and carts may be used for deliveries to prevent surface damage. No wooden or metal pallet or skids are permitted within the Building.

5. LOADING DOCK – The use of the loading dock must be coordinated with the Building Manager.

6. ELEVATORS – The designated elevator is the only elevator which may be used for moving materials and construction personnel and shall be properly protected with temporary plywood protection and elevator pads. The use of the elevator must be coordinated with the Building Manager. The use of the Office Building's passenger elevators by construction personnel is prohibited.

Elevator Dimensions: We have two elevators but we do not have a dedicated freight elevator. The dimensions are: 96" H x 71"W x 43"D and the doors: 79"H x 41.5" W.

7. RESTROOMS – Restroom use by Contractor personnel shall be designated by the Building Manager.

8. UTILITIES – AtSite shall generally supply limited utility services/usage for the construction work, including basic electricity and plumbing. Specific concerns regarding utilities must be submitted to AtSite prior to the performance of the contract.

9. PARKING – General parking shall not be provided for contractors, vendors and their employees.

10. NO SMOKING – Smoking is not allowed within the Building, the garage or the construction area. No smoking is permitted with 25' of the building entrances.

11. TRASH REMOVAL – Trash removal must be coordinated with the Office Building Manager. Removal of trash from the tenant floors will have the same restrictions as delivery of materials. It is essential that food debris be contained and removed daily. No eating or coffee breaks are allowed in the common areas of the Building or occupied tenant space. Construction workers may only eat in the contracted work area if it is not occupied.

12. SAFETY – The Contractor is responsible for providing and ensuring job site safety. All state, local and federal rules and regulations must be observed at all times. All contractors shall cooperate in every detail with any and all other safety requirements imposed by the Building Manager. Each contractor shall be responsible for providing and maintaining its own first aid kit. Contractor shall ensure that proper working attire is worn at all time Contractor's workers are on site. Contractor must strictly comply with all applicable EPA and OSHA requirements.

13. HAZARDOUS MATERIALS -Prior to any hazardous materials being used or delivered to the Building, the Contractor must notify the Building Manager in writing. Storage locations and the method of storage shall be approved in writing by the Building Manager in advance of any delivery. Contractor must comply with all federal, state and local codes pertaining to hazardous materials. Contractor must supply appropriate documentation including but not limited to Material Safety Data Sheets covering materials used on this job. The Building Manager reserves the right to restrict and/or deny the presence of toxic or flammable materials in the building.

14. ASBESTOS CONTAINING MATERIALS – Products and materials containing asbestos are not permitted for any construction projects in the building.

15. LOW EMITTING MATERIALS – All adhesives, sealants, sealant primers, paints and coatings must meet LEED-CI standards. Carpet and pad must meet or exceed Carpet and Rug Institute's Green Label Plus testing and product requirements. Composite wood and agrifiber products including core materials must contain no added urea formaldehyde resins. Laminate adhesives used to fabricate on-site and shop applied assemblies containing these laminate adhesives must contain no added urea formaldehyde.

16. ODOR & NOISE – No activities causing odor, excessive noise, vibrations, etc. (e.g. core drilling, drilling, spray painting, any paint using an oil base or lacquer, etc.) shall be performed during the Building hours of operation without the prior approval of the Building Manager. After-hours work shall be allowed with the Building Manager's consent and prior notification. The Contractor shall verify in advance with the Building Manager that after-hours work may be performed. The contractor shall notify the Building Manager two (2) business days in advance of any work commencing which may cause objectionable noise or odors so that Building Management may notify other tenants in advance, even if the work is performed after the standard operating building hours. The Contractor must control and keep noise to a minimum. Voices, machinery, tools and radios heard in the common areas or in

adjacent occupied spaces will not be allowed, and all such activities shall be suspended at the direction of the Building Manager at his sole reasonable discretion. When contractors are working above an occupied area, then ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.

17. PROFESSIONAL CONDUCT – Professional behavior is required at all times by the Contractor and all of its subcontractors and/or agents. The following will not be tolerated and may result in dismissal from the building:

- Drinking or drug use while on the property or showing up to the construction site under the influence of alcohol or drugs.
- Possessing or using firearms or other weapons on the property.
- Physically or verbally harassing or abusing any individual who works in or visits the Building.
- Duplicating any keys or any illegal entrance into any restricted area within the Building.
- Gambling.
- Sleeping on the job.
- Behaving in a disorderly manner.
- Playing of radios which can be heard in the common areas or any occupied tenant space.
- Use of foul and/or vulgar language or gestures.
- Clothing that is offensive or vulgar.

18. DAMAGES - The Contractor shall be responsible for properly protecting and safeguarding its work. The Contractor shall be financially responsible for all and all damages caused by its agents, employees and subcontractors. Any damage caused to the property or Building by the Contractor, including but not limited to the doors and freight elevators shall be repaired by the Contractor as directed by the Building Manager. AtSite reserves the right to remedy the damages at the Contractor's expense in the event that work is not acceptably corrected within one week of written notice to the Contractor.

19. PROTECTION – The Contractor shall protect all finishes and use proper protection, as approved by the Building Manager, for floors, carpet, walls, doors, door frames, elevator doors, frames and cabs and hardware during material delivery or construction/demolition within the building during the Construction project. Any blinds shall be raised and covered with plastic to protect them from soiling and damage.

20. DEBRIS AND TRASH – Contractors will provide their own means of debris storage and removal. All construction debris must be hauled away daily and the storage must be handled by the Contractor. No construction dumpsters are permitted to remain at 2021 L Street overnight. Contractor's dumpster may be placed in the loading dock area only with prior approval from the Building Manager. Debris must not spill or be left around the dumpster and dumpster must not overflow. Contractor is responsible for cleanliness of the area. At no time shall the building trash dumpsters be used by the Contractor. All areas worked in or used by the Contractor or its subcontractors must be kept clean on a daily basis. No paints, thinners or hazardous materials may be poured down any drains. The construction area is to be

broom swept at the end of each business day. Public areas leading to the construction areas will be thoroughly cleaned at the end of each night's work at Contractor's expense.

21. STORAGE – No equipment or materials may be stored outside the confines of the specific construction area without prior written permission from the Building Manager.

22. SLAB PENETRATIONS – For all slab penetrations required for new work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to drilling, coring, etc. No core drilling, concrete removal or structural steel alteration shall be performed without prior written consent of the Building Manager and Building Manager's structural engineer.

22. LIFE SAFETY SYSTEMS – Precautions need to be taken by the Contractor in order to avoid false alarms. The Contractor shall protect all Life Safety devices during any demolition and during the movement of materials to the space under construction. Fire alarm pull stations shall be protected against accidental activation and smoke detectors shall be protected daily to prevent contamination. The method of protection will be determined by the Building Manager. All work on Building Life Safety Systems shall be monitored by the Building Manager. Emergency lighting, life safety and energy management systems shall not be disconnected under any circumstances without prior written approval from the Building Manager.

23. ABANDONED EQUIPMENT, CABLING, ETC. – All abandoned equipment, cabling, ductwork, piping, etc. shall be removed by Contractor at the time it becomes abandoned or at the time it is discovered abandoned. Contractor must verify with the Building Manager prior to removal.

24. TEMPORARY LIGHTS – All temporary lights shall be provided and maintained by the Contractor. Contractor is responsible for turning off lights and breakers each night during the duration of the construction project.

25. CUTS IN BUILDING EQUIPMENT - Building Manager shall be notified 24 hours in advance prior to Contractor commencing cuts into any duct, sprinkler line, water meter, or before moving any air handling equipment, thermostat, etc. Additionally, a 24-hour notice shall be given to Building Manager prior to any varnishing, draining of sprinkler line or use of toxic materials so that ventilation requirements may be reviewed. Building Manager reserves the right to withhold approval for Contractor to use any materials which Building Manager, in its sole discretion, deems could be harmful to the building or its occupants.

26. CABLING – All cabling (including but not limited to telephone and computer cabling) shall be plenum rated and independently supported; existed wires, pipes, conduits, ceiling grid, etc. shall not be used to support cables.

27. WIRING - Prior to any demolition or remodeling Contractor shall review with Building Manager the location of all related wiring, sensors and thermostats and ensure that they are not damaged in

conjunction with Contractor's work. In the event that temporary removal is necessary, Contractor shall obtain Building Manager's prior approval, which shall require a plan for their relocation/re-installation. Unapproved removal of any components in the system shall result in a back charge to the Contractor for repair, replacement and incidental costs.

28. RETURN AIR SHAFTS & VAVs – Building return air shafts and Variable Air Volume (VAV) boxes, where applicable, must be protected under dusty conditions by the use of a suitable filter media. Installation and removal of such media should be coordinated with the Building Manager. Proper dust control measures must be used and maintained at all times, including installation of filter media at the return ducts to the air handler room (return air plenum) and pre-filters at the air handler intake located at the front of each unit. Contractor will be responsible for any and all damages to motors and/or variable frequency drive equipment due to infiltration of contaminants. Air handling units must be returned to the same condition at the end of a project as they were before construction commenced.

29. FIRE EXTINGUISHER – Contractor must have a minimum 10 lb ABC fire extinguisher on the construction site at all times.

30. HAZARDOUS MATERIALS – All hazardous materials must be removed by the Contractor according to EPA and OSHA guidelines upon completion of the construction project.

31. PERMITS AND CODE COMPLIANCE – The Contractor, at its sole expense, shall procure all legally required permits relative to the construction work, and shall, during construction, comply with all applicable legal requirements. The construction work shall, once completed, comply with all applicable laws, ordinances, regulations and codes. All Contractors must be licensed in the District of Columbia in order to perform their trade work.

32. STAIRWELLS – At no time shall contractors prop open any stairwell doors.

33. TOOLS – Contractors and subcontractors shall be responsible for providing all necessary tools and equipment to perform the work.

34. LIEN RELEASES – Contractors, subcontractors, and suppliers shall be responsible for submitting lien releases at the time final payment is made. If such lien releases are received by the tenant, they shall be forwarded to the Building Manager.

35. PROJECT CLOSEOUT – Upon completion of the construction project the General Contractor will provide the Building Manager with three (3) sets of as-built drawings and three (3) sets of Operations and Maintenance manuals.

I hereby agree with the terms and conditions set forth above in the Building Work Rules and Regulations and to comply with same:

CONTRACTOR: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Date: \_\_\_\_\_