

EXHIBIT F.

CONSTRUCTION RULES AND REGULATIONS

RULES AND PROCEDURES FOR CONTRACTORS FOR TENANT BUILDOUT AND/OR RENOVATION

PART I – Proper Conduct of Construction Employees and Sub-Contractors

All Construction workers should conduct themselves in a manner appropriate to business surroundings to including the following:

- Refrain from using vulgar language or shouting so as not to disturb working tenants.
- Use of alcohol or drugs on the job site is not allowed. Any violators shall be immediately dismissed from the Building and are subject to notification of law enforcement and prosecution as allowed under law.
- No radios/music will be played within the Building.
- No smoking is permitted in the Building.
- All food trash will be disposed of daily.
- Breaks for eating will be within the work area, not in any common areas of the Building.
- Entry to the Building for construction personnel and deliveries shall be through the rear loading area of the Building.
- Construction personnel will not be allowed to use the Building phones.

PART II – General Building Regulations

Construction supervisors shall ensure that the following regulations are followed:

- Construction materials may *not* be left in any portion of a common area that is utilized by tenants of the Building, including hallways and lobby areas.
- Construction materials may *not* be placed in such a manner that egress to a fire doors or to stairwells are obstructed.
- Contractors will remove their trash and debris daily. The contractor must provide construction dumpster(s). Building trash containers are not to be used for construction debris. Failure to properly clean up debris will result in a cleaning charge to the contractor. (Minimum charge is \$50.00).
- Dumpsters shall be placed in the Landlord designated area.
- During construction, contractor shall raise blinds and protect them with plastic so as not to damage them. If the interior of the suite can be seen from the exterior of the Building, Landlord may require screening from public view.
- Masonite boards will be placed on all carpeted areas of the Building and the freight elevator, when used during trash removal and delivery of supplies.
- Common areas of the Building affected by construction will be vacuumed at the end of the workday.
- Prior to demolition, if carpet is to remain in the suite, it should be protected by heavy plastic cover or removed, stored and re-laid. Failure to protect carpet or lobby floors will result in a cleaning charge.
- All doors from the common lobbies and corridors to the construction suite are to be kept closed at all times.
- The Building is secured after normal business hours. Arrangements for after-hours entry must be made in advance of need.
- All work must be performed in compliance with OSHA safety standards.
- Before any drilling, core boring or other structural work is performed, the contractors will verify the locations of the Building's utility lines or other obstructions so as not to damage them. Contractors are urged to take all possible precautions to protect utility lines. **X-ray prior to any core drilling is required.**

- No utilities or services to tenants are to be cut off or interrupted without first having requested in writing, and secured, in writing, the permission of the Landlord's representative.
- Landlord shall be notified of all exterior work 24 hours prior to commencement.
- Wherever it is deemed necessary to temporarily issue a key to the contractor, the contractor shall be responsible for controlling possession and use of the same until returned to the issuing party.

PART III – Elevator Use and Cleaning

- All construction personnel shall travel through the Building via freight elevators and loading dock entrances.
- All construction materials and tools are to be hauled on the designated freight elevator **only**; any violations of this regulation may result in immediate removal of the contractor from the project.
- Elevator handrails may not be used as chairs or supply holders.
- Use of freight elevator is restricted during the following hours: 8:30 am - 9:30 am, 11:30 am –1:00 pm, and 4:30 pm – 6:00 pm. The designated freight elevator is the only elevator to be used for moving materials and shall be properly protected with temporary Masonite floor and wall protection. The contractor shall be responsible for the installation and removal of elevator protection on a daily basis. Contractor is responsible for any damage to the elevator cab that may occur.
- Contractor must implement a *dust and debris policy* to prevent dust from being tracked or conveyed to any portion of the Building.
- Arrangement must be made with the Building Engineer to place the elevator on independent service for the hauling of materials. Elevator doors should never be propped open by any method other than use of the elevator lock-off key.
- The contractor will remove all protective materials at the end of the contractor's workday.
- Damage must be reported to the management office immediately
- Any damage to the elevator, mechanical or aesthetic, will be billed to the tenant.

PART IV – Deliveries

- The loading dock located at the rear of the property is for deliveries only.
- Deliveries must be coordinated with the Building Engineer or the Management Office during regular business, 7:00 A.M. – 3:00 P.M. Monday -Friday.
- Deliveries scheduled at times other than regular business hours must be arranged at least ten (10) hours in advance of such delivery and will require the presence of the Building Engineer. Tenant shall be responsible for cost of such services at the rate of \$50.00 an hour with a minimum charge for four (4) hours.

PART V – Parking

- Landlord's representative shall designate a general construction parking area. Violators will be towed.

PART VI – Restrooms

- The Building Engineer will designate a restroom for contractor use.
- Restrooms on occupied floors, other than the designated restroom, are *not* to be used.
- Restrooms may not be used to clean tools, paintbrushes, etc. A slop sink is located in the janitor's closet on each floor. Contractors will clean up after themselves daily if slop sinks are used.

PART VII – Work Involving Excessive Noise

- All work involving excessive noise such as drilling, noisy demolition or any work which may disturb other tenants in the Building will be permitted during non-business hours only, before 8:00 am or after 6:00 pm, Monday through Friday, or before 8:00 am or after 1:00 pm Saturdays. Manager should be notified of all work involving excessive noise at least 24 hours in advance.

PART VIII – Mechanical, Electrical and Plumbing Safety

- All work to be performed on mechanical, electrical or plumbing systems must be scheduled with the Building Engineer or the Management Office.
- Lock-out/Tag-out must be used for all electrical work.

- If any mechanical, electrical, or plumbing system is already *off* prior to the commencement of work, **Tenant shall Coordinate with the Building Engineer and Determine Why the System is off prior to Commencing Work.**
- The Building Engineer must be present if a condenser water system needs to be drained.
- All work involving condenser or domestic water risers, the shutdown of electrical panels or any other disruptive activity must be scheduled after regular business hours, and will require the presence of the Building Engineer.
- During construction, any exposed HVAC unit should be kept free of all construction materials, food and drinks. Nothing should be placed on top of or in front of any units. Contractor will not operate any HVAC equipment without approval of the Building Engineer. Contractor will be responsible for cost of filter replacements at job completion. A thorough cleaning of all units will be performed after construction work is completed.

PART IX – Fire Annunciation System

- All fire alarm and sprinkler work must be coordinated with the engineer's office at least 24 hours in advance.
- Contractor shall take all necessary precautions to prevent accidental alarm of the fire system devices. Before any such device is temporarily incapacitated, Landlord's representative shall be advised and contractor will be responsible for any necessary notification of the Fire Department. **ANY CONTRACTOR WHO ACCIDENTALLY SETS OFF A BUILDING FIRE ALARM WILL BE ASSESSED \$500.00 PER INCIDENT.**
- Any modifications to the Building fire alarm system must be coordinated with the Building Engineer, the Management Office, and the Building Fire Alarm Contractor.

PART X – Use of Materials that Emit Volatile Organic Compounds (VOCS)

- Any work involving the use of materials, which emit VOCS, must be scheduled in advance with the Building Engineer and the Management office.

- **Electrostatic painting, Polymix painting, staining, varnishing, or the use of oil base paints must be scheduled for evening hours after 8:00 p.m. and completed prior to 1:00 a.m. or on weekends beginning at 2:00 p.m. on Saturday and ending prior to 1:00 a.m. Monday morning in occupied buildings.**

Materials likely to emit VOCS are:

- Adhesives
- Paints, varnishes, lacquers
- Wood preservatives, stains or other wood finishing products
- Waterproofing products
- Caulking
- Glazing compounds
- Joint fillers
- Duct sealants
- Carpet seam sealants

- These materials shall be applied according to the manufacturer's specifications.
- When using products that may emit VOCS the General Contractor is responsible for the following:
 - Performing the work during non business hours
 - Properly scheduling the work
 - Properly ventilating the affected area during and after application
 - Proper disposal of the materials and materials associated with clean-up
- A copy of the construction schedule is to be provided to the management office prior to the commencement of work.
- A copy of the approved Building Permit and inspection approvals will be provided to the Landlord prior to the commencement of work, and as construction progresses.
- Contractor will provide a written list of phone and emergency contact numbers.
- Prior to the commencement of work, contractor will provide Material Safety Data Sheets (MSDS) for all materials to be used during the course of construction.
- An approved Certificate of Insurance will be provided to the Landlord prior to the commencement of work.
- Contractor will be responsible for any damage to the common areas caused by construction.
- Contractor is responsible for labeling all electrical panels affected by the work.

Signage – Contractor or subcontractor signage may *not* be displayed in the building common areas or any of the window glass.

Posting of rules and regulations – A copy of these rules and regulations, acknowledged and accepted by the General Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is the General Contractor's responsibility to instruct all workers, including subcontractors, to familiarize themselves with these rules.

Engineering overtime – Should the Contractor perform any work which, in the sole estimation of Building Manager, requires the building engineer to be on duty during non standard working hours, Tenant shall be responsible for cost of such services at the rate of \$50.00 an hour with a minimum charge for four (4) hours.

Safety – Contractors shall be extremely cognizant of all life safety issues and shall provide a list of emergency contacts in the event that a representative of the contractor's organization must be contacted after hours. In addition to this contact list, contractors shall provide fire extinguishers at a ratio of one (1) for each 1,000 square feet of construction area and such fire extinguishers shall be mounted in a visible area marked properly. Contractors shall comply with all OSHA regulations as well as all federal, state and district codes relating to workers safety. The contractor shall review the job site and the job organization for total compliance to these rules and regulations on a weekly basis and provide a report to the owner that such review has been performed and any infractions that were observed during this review. *After construction, the contractor will provide Material Safety Data Sheets for all materials used on-site by the contractor.*