LILLIBRIDGE HEALTHCARE SERVICES, INC.

BUILDING RULES & REGULATIONS
FOR CONTRACTORS

Lillibridge Healthcare Services, Inc. (Owner and Operator) requires all contractors to comply with the following rules & regulations. Additional rules and regulations may apply for particular buildings. Lillibridge reserves the right to add or modify rules as needed at any time during the project in the best interest of our tenants, neighbors, or for the protection of the building. The Property Management office MUST approve any deviations from these guidelines.

1. Contractors hired by tenant must be approved by Lillibridge Healthcare Services, Inc. Management prior to the bidding process, and should provide evidence of bondability and proof of insurance as required specific to each property.
    a. Current certificate of insurance per building required coverages
    b. Fully executed construction contract
    c. Project schedule timeline
    d. Signed and stamped drawings
2. All documents are to be received prior to start of construction. Contractor shall send copies of same to the appropriate Lillibridge Healthcare Services, Inc. management office.
3. Plan review shall be conducted by Landlord representative and comments provided based on permit drawings and construction contract.
4. Tenant/Contractor shall forward a copy of the site specific permit. Project will not commence without proof of permitting, where applicable.
5. A project kick-off meeting shall be coordinated with building management, the tenant, and the tenant's contractor on site, at which time a project schedule timeline shall be provided to building management.
6. All work shall be performed in strict accordance with all applicable building codes and local ordinances. All trade changes must be clearly labeled.
7. Any and all modifications to the Life Safety system must meet existing code requirements and be certified by the property's designated service provider. It is the responsibility of the tenant and/or contractor to contact Lillibridge management for said contact information. Any non-compliance with current building or life safety codes shall be corrected during construction and brought up to code at tenant's expense as part of the renovation project cost. Contractor must advise Property Management office when they will be "tying into" existing building systems 24-hours prior to the work needing to commence.
8. All existing building system "tie-ins" must be made so as not to void any equipment warrantees. This includes but is not limited to HVAC systems, fire sprinkler, fire alarm, and water supply. Contractors must tie in their mechanical system front end using authorized certified personnel. Property management personnel will provide access to the necessary utility and electrical rooms. Covering all smoke detectors in all areas potentially affected by the work is the contractor responsibility.
9. It is the responsibility of each Contractor to comply with all fire regulations throughout the duration of construction. Contractors shall comply with all Federal and local safety regulations in execution of their work. Fire extinguisher(s) shall be located in the immediate area of any soldering and/or welding. Any and all "Hot Work" shall have the appropriate fire extinguisher immediately accessible and be pre-approved by the building management. Any hot work permits shall be furnished to building management in advance.
10. Removed fixtures must be offered to Lillibridge management prior to disposal. This includes but is not limited to: doors/frames, cabinetry, light fixtures, HVAC units and equipment, and plumbing fixtures/fittings. All base building finish materials must be coordinated through building management.

11. Test and Balance-this required documentation confirms all HVAC equipment has been re-tested and is in balance. Use only a certified AABC company as the T and B contractor and forward an original copy for management's review and files. If no engineer drawing is provided for certified test and balance, comfort test to ASHRAE standards. All in-suite equipment is required to be tested and balance and is the responsibility of the tenant.
12. Construction dumpster placement must be coordinated with Lillibridge management. Contractor shall dispose of oil base paint, adhesives, and other hazardous materials appropriately in accordance with regulatory guidelines. Light bulbs shall be recycled in accordance with building recycling program. All other paint shall be removed from premises and disposed of. Hauling of trash through public areas and stocking of job materials must be performed after hours with prior notification to building management.
13. Loading and unloading of construction materials must take place at the loading dock area on the service level of the building. The Contractor shall confine use of the premises to the designated construction area. Use of main lobby and passenger elevators to access building areas is prohibited.
14. Contractor and its employees shall use restroom facilities specifically designated by building management. Contractor shall provide personnel to periodically check and clean restrooms utilized by construction personnel, at a minimum of once per day. Cleaning of paintbrushes and disposal of construction materials into building plumbing is prohibited in all restrooms.
15. A security clearance form is required for the project to include names of subcontractors and personnel working on the job. The form may be obtained in the Lillibridge management office. Access to work areas requiring a key should be coordinated through Lillibridge management. Contractor will provide access to workers for required areas and will secure these areas overnight.
16. All construction personnel and construction materials are to be transported via the freight elevator only. Electric pallet jacks are prohibited from use for the transportation of materials inside the elevators. Operations that require extended periods of use of the elevators to transport furniture or supplies must be scheduled in advance with the management office. From time to time, the freight elevator may be shared with janitorial crew, vendors and deliveries, tenants, and other building related tradespeople and personnel.
17. The Doctor's Center as Saint Joseph's Hospital Campus is a non-smoking and tobacco free environment. No smoking, chewing tobacco, or alcoholic beverages are permitted on premises. No vulgar or abusive language, inappropriate clothing, or actions on the part of the workers will be tolerated. Loud radios are not permitted, eating areas shall be restricted to the job site or building's restaurants (with proper attire). It will be the responsibility of the Contractor to enforce these regulations.
18. Parking for construction personnel will be granted in an area determined by building management. Illegally parked vehicles may be towed at owner's expense. Temporary parking cards may be issued to the GC for their employees, to be returned upon completion of the project.
19. Storage of work tools, boxes, or construction materials in equipment and/or mechanical rooms is prohibited.
20. Painting and carpet installation services shall be done after hours unless adhesives and/or paint is latex/water based and certified low VOC. Material Safety Data Sheets for adhesives and compounds will be presented to building management.
21. Contractors are required to protect all floors from the entrance of the work area using Carpet Mask and Masonite, especially in the main lobby entrance. Plastic sheeting shall be hung in any open passageways to common area corridors to limit the amount of dust and other airborne debris. Temporary walk off mats at all entrances/exits to construction area are required and construction clean-up shall be performed by Contractor daily.
22. No compromise of building security will be permitted, such as taping/blocking door latches and/or disengaging magnetic locks.
23. All contractors must prevent excessive dust, fumes, vapors, or other particles from entering the HVAC system. Vibrations of any kind must be minimized. Contractors are expected to keep work areas clean and no construction debris or materials may be stored in the hallways or where they may endanger building personnel and create a liability for same.

24. The HVAC system for the building operates from approximately 6:00 a.m. to 7:00 p.m. Monday through Friday on tenant floors. Overtime HVAC if needed will be billed to the project at the cost of the project at the current overtime HVAC rate.
25. All disruptive, noisy, or odorous work and demolition shall be performed after 5:00 p.m., and shall be scheduled through the property management office. Property management reserves the right to halt all work in progress that is disruptive to existing tenants at any time and reschedule the work as necessary.
26. All work that will compromise the existing utilities shall be coordinated with the building management with a minimum of 24-Hours notice.
27. Any work that requires access to adjacent tenant spaces and/or between floors shall be coordinated through building management. If security escort is required, the project may be billed at a minimum of 4-hours at the current hourly rate.
28. Fall protection shall be work, observed, or employed when working in articulating boom lifts, scissor lifts, scaffolding, and any other activity where workers are exposed to fall exposure greater than 6-feet in height.
29. Safe working practices shall be observed at all times. The safety of the contractor's employees and the tenants is considered to be paramount. All work shall be conducted and completed by the guidelines set forth by the Federal, Local, and State Authorities.

Contractor Acknowledgement:
I acknowledge that I have reviewed and agree to comply with Lillibridge General Rules and Regulations

READ AND ACCEPTED*:*

BY:_____ DATE:_____

NAME OF COMPANY:_____