

Contractor Rules and Regulations

The following construction requirements are subject to change and/or modified at any time:

1. Prior to commencement of any work on site, the following items must be completed by the Contractor:
 - a) Owner approval in writing of Architect plans and specifications.
 - b) Executed General Contract.
 - c) Waiver of Liens filed with appropriate municipality.
 - d) Insurance Certificate provided evidencing appropriate coverages and additional insureds.
 - e) Submission of a Contractor's Request Form requesting access.
2. All designs affecting base building systems including, but not limited to, Sprinkler, HVAC, Life Safety System, Electrical, Plumbing, Controls, Structural, Penetrations, etc., must be approved in writing by ownership and/or management prior to the commencement of any work.

All General Contractors must be approved by building ownership and/or management. Exhibit A, attached hereto, includes a list of Contractors that have been pre-qualified to work in the building. Contractors seeking to work in the building that are not on the list are required to submit an AIA Contractor Qualification Form to Building management for approval. All contractors must provide a current certificate of insurance listing all required coverages and additional insured naming:

- 1) Coretrust Management LP
- 2) Coretrust Value Fund I LP
- 3) Two Liberty Place Condominium Assoc., Inc.
- 4) CBRE, Inc.
- 5) Offices at Two Liberty Place, LP
- 6) Two Liberty Place, LP
- 7) Two Liberty Place Hospitality
- 8) iStar Financial, Inc.
- 9) Residences at Two Liberty Place, their subsidiary and affiliate companies, as well as the employees, officers, directors, and agents of such companies.

The referenced General Liability, Automobile Liability, and Umbrella policies include an Additional Insured Endorsement in favor of:

- 1) Coretrust Management LP
- 2) Coretrust Value Fund I LP
- 3) Two Liberty Place Condominium Assoc., Inc.
- 4) CBRE, Inc.
- 5) Offices at Two Liberty Place, LP
- 6) Two Liberty Place, LP
- 7) Two Liberty Place Hospitality
- 8) iStar Financial, Inc.
- 9) Residences at Two Liberty Place, their subsidiary and affiliate companies, as well as the employees, officers, directors, and agents of such companies.

Coverage is considered primary and not excess prior to commencement of work. Through this insurance, the contractor will assume liability for all sub-contractors hired for the project.

3. All sub-contractors must be approved by building ownership and/or management.
4. **Sprinkler Work:**
 - Any work involving the Sprinkler System must be coordinated and arranged through the Management Office.
 - All Sprinkler work must take place between the hours of 6PM-6AM. (This includes valving off a floor, and / or draining down / filling up a floor)
 - The Shift Engineer will be **solely responsible** for valving off a floor, and or draining down / filling up a floor.
 - Any major reconfiguration (10 heads or more) of the Sprinkler System requires a submission of hydraulic calculations and subsequent system re-certification.
 - With prior approval from building ownership and/or management, a Sprinkler System may be down for more than 24hrs, excluding weekends and holidays. A Fire Watch must be posted, and will be conducted by additional Security personnel. The attached labor rates, Exhibit C, will apply.

- Fire extinguisher, minimum 25lbs. ABC type ever 2,500 square feet, must be maintained throughout the project.

5. Fire Alarm System:

- Notice of work involving areas in and around any aspect of the Fire Alarm System must be coordinated and arranged with the Management Office for deactivation of appropriate zones, on a daily basis.
- Lightweight plastic covers to be placed on smoke detector heads to prevent dust accumulation and removed daily.
- In the event of prolonged deactivation of the Fire Alarm System, a Fire Watch must be posted, and will be conducted by additional Security personnel. The attached labor rates, Exhibit C, will apply.
- All connections of Fire Alarm components to the Building System to be done by a Siemens technician.

6. Dust control:

- Wet rugs to be placed at each elevator designated for construction use and fire stairwell. Must be maintained daily.
- Should the project become extremely dusty, a plastic (visqueen) barrier must be provided at the entry to a work area to limit carryover to other spaces.
- **Replace all VAV filters and Air Handler filters when construction is completed.**

7. Locks:

- Building standard lock system to be Sargent 8200 Series with removable cylinders. Contact **John Walker** at 215-568-3916 for proper keying structure.

8. HVAC:

- All HVAC controls to be by Tozour-Trane. Contact Samantha O'Hara at 610.962.1160. All control wiring is to be plenum rated attached to the structure and properly labeled.
- All existing and new HVAC devices to be monitored and/or controlled by the Tozour-Trane Building Automated Control System.
- All requests for supplemental HVAC must be designed by a professional engineer and are subject to review and approval by the Owner and its MEP consultant Alderson Engineering.

9. Plumbing:

- All Pressure Relief Valves to be piped to approved drains.
- Di-electric connections where applicable, are to be provided for connections to base building systems.

10. Electrical:

- Must meet with Two Liberty Chief Engineer to determine which electrical closets and panel boxes are to be used on any tenant construction project.
- All electrical work performed in electrical closets must be done in conduit.
- **All index cards properly filled out identifying all circuits.**
- All data and communication wiring shall be plenum rated and installed in a neat and coordinated manner. Cable runs are to be bundled whenever possible, suspended from the structure and not resting on ceilings.
- All tenant electric must be sub-metered. Meter to be approved by owner and/or manager. ***Electrical panels to be used by the tenant must be confirmed with Building Engineering, prior to construction.**

11. **General Work Rules:**

Damage to Property

Any damage to the property or building, interior or exterior, will be repaired by Property Management with the contractor or sub-contractor causing the damage assuming the responsibility for complete monetary reimbursement to Management.

Access

Normal access to the buildings is from 6:00am to 6:00pm, Monday through Friday. In order to gain access after normal business hours, the contractor must complete the Contractor Request Form attached hereto and forward to **LisaAnn Ciandra, Assistant Property Manager** at least 24 hours in advance. All contractors requiring after hour access must provide individual names to be updated daily. Fire Towers or Passenger Elevators may not be used to enter or exit the building. Depending on the size of the project, fire tower doors may be released electrically for inter floor commuting.

Deliveries

All contractors must only use a designated service elevator. All designated service elevators, other than the freight elevator, must be padded at all times and masonite must be used to protect the flooring. All deliveries and rubbish removal must enter and exit by the freight elevator. Elevator control wiring may not be tampered with by any construction personnel, if found, the individual will not be allowed to return to job site. Loading dock hours are from 6:00 AM to 6:00 PM. **Large deliveries and trash removal to be done (off hours) and must be scheduled with LisaAnn Ciandra, Assistant Property Manager by completing the Contractor Access Request Form attached hereto and submitted at least 24-hours in advance.**

***Dumpsters must be picked up or delivered between the hours of 9:00 pm and 5:00 am.**

***Elevator & Security charges will apply after hours, subject to labor rates. Total cost for both services will be approximately \$60.00 per hour.**

Access to Other Tenant Areas

Any contractor that may need to work in one of our tenants suites that is not part of the project must contact the general contractor

foreman and the Management Office prior to scheduling of the work to be completed (i.e. coring after hours in a suite below the project). Our tenants should **not** be contacted directly by any contractor. This must be done through **LisaAnn Ciandra, Assistant Property Manager** at 215-568-9404 and scheduled at the tenant's convenience.

Protection of Building Common Areas

Contractors must protect all common area flooring with taped down masonite when doing heavy construction or moving equipment/materials through the common corridors.

Noise

All heavy noise (i.e. drilling, coring, etc.) must be performed before 7:00 am or after 6:00 pm during the week if such work during normal business hours results in disruption of other building tenant's quiet enjoyment. Any such work must be coordinated with Property Management. All areas around the center core of building must be x-rayed prior to drilling.

Burning, Cutting & Welding

Burning, cutting and welding work is to comply with all local and national codes pertaining to such work and the contractor shall be responsible for all damages resulting from this type of work. Prior to commencement of any burning, cutting or welding, etc., contractor shall notify the Building Management in writing as to the nature, floor and extent of the work. As a minimum, the Contractor shall post a fire watch during and at least 2 hours after any such work is performed and also obtain a Hot Work permit through Engineering.

Utility Shutdown Coordination

Any electrical or water shutdowns must be scheduled after business hours, (6PM-6AM). Contractors must request Property Management for approval of proposed shutdowns by use of the Contractor Request Form attached hereto and submitted to Lisa Ann Ciandra, Assistant Property Manager. Request forms must be submitted to allow Building Management to give the building tenants at least 48 hours notice. **One of our staff members must be present when each shutdown occurs.**

Storage of Construction Materials

Equipment or materials pertaining to a project cannot be stored in common corridors, common restrooms, and occupied tenant space or stair towers. All doors to the buildings must be kept free and clear of any equipment, materials or vehicles at all times.

Trash Handling

Prior to commencement of work, any contractor planning on using a large exterior dumpster must coordinate the placement of the dumpster with Property Management. This dumpster cannot block or partially block the entrance to the loading dock or adjoining dock bays. Any dangerous situation that may occur or could possibly occur must be marked off with caution tape to protect the public. Loading dock hours are 6:00 am to 6:00 pm.

***Contractors planning to perform construction trash removal must order a Dumpster through Waste Management at 610-622-8340.**

Parking

No Contractors vehicles will be permitted to park in the loading dock during normal business hours Monday through Friday between the hours of 7:00 am to 5:00 pm. Contractors parking during off-hours must obtain written permission from Property Management.

Conduct of Contractor Employees

Any contractor caught vandalizing the property will pay for all damages and will be removed from the project and property immediately.

Clean-up During Construction

All contractors and their employees must maintain neat appearance and a high level of professionalism at all times while working at our property. All work areas to be kept in an orderly fashion at all times and broom swept daily.

Vacant Spaces

No one is allowed or permitted on a vacant floor or area without an escort. Arrangements must be made through the Management Office and by completing the Building Access Form.

Injuries

Any contractor or their employees that are injured on the job at our property must report the injury immediately to Property Management and Building Security.

Final Clean-up

At the end of a project the constructed area is to be delivered to the Owner/Tenant in a clean and acceptable manner conducive to an office environment. This would include but may not be limited to,

free of any construction debris, dust, carpets vacuumed, glass cleaned, window treatment cleaned, perimeter fan coil units cleaned, VCT floors waxed, other floor types sealed, bathrooms and kitchens cleaned, light fixtures cleaned, etc.

Use of Restrooms

Restrooms may be used if the constructed floor is vacant. They must remain clean and in an acceptable manner conducive to an office environment. Vandalism will not be accepted and will be cause for dismissal from the property.

Non-Smoking Building

This is a non-smoking building and contractors must abide by this rule. Any contractor caught smoking will be removed from the project and property immediately.

EXHIBIT "A"

GENERAL CONTRACTOR LIST

Clemens Construction

The Drexel Building
1435 Walnut Street, 7th Floor
Philadelphia, PA 19102
Attn: Steve Pouppirt
Phone: 215-567-5757

Phone: 610-431-3030

C. Erickson and Sons, Inc.

1818 Market Street
Suite 2020
Philadelphia, PA 19103
Phone: 215-568-3120

D'Lauro & Rodgers, Inc.

175 Commerce Drive, Suite 100
Fort Washington, PA 19034
Attn: Alfred Ferraro
Phone: 215-542-0100
Fax: 215-542-7767

Intech Construction

1628 Chestnut Street
Philadelphia, PA 19102
Phone 215-568-2645

Turner Construction Company

1500 Spring Garden St, #2
Philadelphia, PA
Phone: 215-496-8800

J.S. Cornell & Sons Inc.

1528 Cherry Street
Philadelphia, PA 19102
Phone: 215-563-3106

Penn Construction Company, Inc.

1615 West Chester Pike,
Suite 103
West Chester, PA 19382
David Shields
Phone: 610-421-3030

Hunter Roberts Constr. Group

1717 Arch Street, 34th Floor
Philadelphia, PA 19103
John Colt
Phone: 215-832-4303