
2LP
TWO LIBERTY PLACE
PHILADELPHIA
Contractor
Rules and
Regulations
CORETRUST
CAPITAL PARTNERS, LLC

CONTRACTOR RULES AND REGULATIONS

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

1. Prior to the commencement of any work on-site, the following items must be completed by the Contractor:

    a) Owner approval in writing of Architect/Engineer plans and specifications
    b) Construction contract executed (Tenant to share copy if managing work)
    c) Copy of Permits to be issued
    d) Waiver of Liens filed with the appropriate municipality
    e) Insurance Certificate provided evidencing appropriate coverages and additional insureds
    f) Access Request Form (to be submitted on an as-needed basis)
    g) Daily COVID-19 Form

2. All designs affecting base building systems inclusive of, 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.

3. Insurance – All contractors must provide a current certificate of insurance listing all required coverages. The referenced General Liability, Automobile Liability, and Umbrella policies include an Additional Insured Endorsement in favor of:

    a) Coretrust Management LP
    b) Coretrust Value Fund I LP
    c) Two Liberty Place Condominium Assoc., Inc.
    d) Offices at Two Liberty Place, LP
    e) Two Liberty Place, LP
    f) Two Liberty Place Condo D, LP
    g) 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 subcontractors hired for the project.

Coretrust Insurance Requirements Tenant-Vendor and Subcontractor

GENERAL WORK RULES

1. Sprinkler Work

All work must be coordinated through the Chief Engineer. This is inclusive of, but not limited to, the valving off a floor, draining down / filling up of a floor, and any system modifications.

The Chief Engineer will be solely responsible for valving off a floor, and the draining down / filling up of a floor. 24-hour notice required.

Any major system reconfiguration containing five heads or more of the sprinkler system requires both a submission of hydraulic calculations, as well as a 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.

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

2. 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 daily.

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.

All connections of Fire Alarm components to the Building System to be done by a Siemens technician.

Siemens Contact: Theresa Warnick – 856.385.7571

3. Dust control

Dust control methods will be placed at the entry and exit points of the construction site. These dust control methods must be maintained daily.

Should the project be deemed 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 and air handler filters when construction is complete.

Air Handler Room swept & mopped at close of project.

4. Locks

Building standard lock system to be Sargent 8200 Series with removable cylinders. Contact the Chief Engineer at 215- 568-0182 for proper keying structure.

5. HVAC

All new HVAC controls must be Tozour-Trane Tracer Summit compatible. All control wiring is to be plenum rated attached to the structure and properly labeled.

Tozour-Trane Tracer Summit – Contact: Harold McNamara – 484.213.9638

All additional HVAC requirements must be designed by a professional engineer and are subject to review and approval by building ownership and/or management.

6. Plumbing

All Pressure Relief Valves must be piped to approved drains.

Di-electric connections where applicable, are to be provided for connections to base building systems.

7. Electrical

Any electrical tie-ins must be pre-approved by building ownership and/or management prior to tie-in and termination. Information on what panel is acceptable for any area or tenant space can be obtained from the Chief Engineer.

Circuits installed within an electrical closet must be installed in a rigid EMT conduit.

All new data/communication wiring shall be plenum rated and installed in a neat /coordinated manner. Cable runs are to be bundled, properly supported, and suspended from any structure so as to not be resting on any horizontal surface (i.e. ceiling tile).

All tenant electric must be sub-metered and approved by building ownership and/or management.

8. Painting

Any exclusions to the allowable hours of painting can only be granted with prior approval from building ownership and/or management.

Include specs for window mullion painting - Origami White (specifically for metal)

If using electrostatic paint, please confirm with Building Engineer to schedule to ensure floors are exhausted properly.

9. Damage to Property

Any damage to the property or building either interior or exterior, will be the responsibility of the contractor or subcontractor causing the damage to repair. Building Management must be made aware of any damage and possible remediation efforts as soon as the damage occurs.

10. Access

Normal access to the buildings is from 6:00 am to 6:00 pm, Monday through Friday. To gain access after normal business hours, the contractor must complete a Building Access Form listing induvial names of all persons scheduled to be on-site as well as a current COI. All paperwork must be forwarded to building management 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.

11. Deliveries

All contractors must only use a designated freight elevator. 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. All deliveries must be scheduled thru building management and follow all building access regulations. After hour elevator and security charges will apply, subject to current labor rates.

12. Access to Other Tenant Areas

Any contractor who needs to perform work within another tenant suite which is not part of the project scope must contact the Project Foreman, who will then contact the management office. Any work to be performed outside of the scope of workspace must be scheduled thru the management office. General Contractor to mark a plan with location requiring access in adjacent tenant space when requesting access.

13. Protection of Common Areas

Contractors must protect all common areas while either work is being performed or equipment of any type is being moved. Floors must be covered with taped down masonite and walls must be protected.

14. Noise

All noise (i.e. hammering, cutting, sawing, demolition, etc.) shall be performed between 6:00 pm and 8:00 am Monday through Friday, Saturday, and Sunday before 9:00 am/after 1:00 pm. This work may be scheduled after approval from the building management office.

15. Coring

All coring of any area of the building requires a contractor-funded x-ray scan, as well as approval from building management prior to any coring being performed. Allowable hours for coring are between the hours of 6:00 pm and 8:00 am Monday thru Friday, Saturday, and Sunday before 9:00 am/after 1:00 pm.

16. Hot Work

Any hot work (burning, welding, torch work, etc.) may only occur after obtaining a hot work permit, as well as prior approval from the Chief Engineer. All hot work must comply with all local, state, and federal safety codes and guidelines. It is the responsibility of the contractor performing the work to provide a fire watch during the work, as well as for a period of two hours, post hot work. The contractor performing the work will also be responsible for any possible damage subsequent to their work.

17. Utility Interruption / Shutdown

Allowable hours of utility shutdowns (water, electric, etc.) are between 6:00pm and 6:00am Monday thru Friday; Saturday all day and Sunday before 7:00am and after 1:00pm. Interruptions / shutdowns can only occur after obtaining permission from building management at a minimum of 48 hours prior to the planned interruption. A building engineer must be present for all interruptions. Paperwork can be obtained and filed thru building management.

18. Storage of Construction Materials

Equipment or materials pertaining to a specific project cannot be stored in any common corridors, restroom, occupied tenant space, stair tower, or space of any kind. All corridors, doors, and entryways to the building must always be kept free and clear.

19. Trash Handling

All contractors and sub-contractors are responsible for the removal of any trash or refuse related to their project. Prior to the delivery of any trash removal receptacles, the contractor or sub-contractor must coordinate the delivery and removal of the receptacle with building management. The receptacle cannot block any hallway, walkway, door, or any adjacent bay. Delivery and removal of any receptacle can only occur between the hours of 6:00 pm and 6:00 am Monday thru Friday, and all-day Saturday and Sunday.

20. Parking

No Contractor vehicles are permitted to park in the loading dock during normal business hours Monday through Friday between the hours of 6:00am until 6:00pm. Contractors who wish to park their vehicles at the loading dock during the afterhours period of 6:00pm until 6:00am must first receive approval from building management.

21. Contractor Code of Conduct

All contracted employees must continually maintain a neat and clean appearance, as well as an elevated level of professionalism. Any contractor found to be purposely vandalizing the property will be removed from the job site immediately.

22. Jobsite Housekeeping

All work areas are to be kept in a neat and orderly fashion at all times. Jobsites must be broom swept daily.

23. Vacant Spaces

No one is permitted access to a vacant space without a building management escort.

24. Injuries

Any contractor or sub-contractor jobsite injuries must immediately be reported to building management.

25. Use of Restrooms

Restrooms will be assigned to General Contractor at beginning of project. Bathrooms must be kept clean at all times.

26. Final Jobsite Cleaning

A final detail cleaning of the job site must be performed at the completion of the contracted service. This detail cleaning is inclusive of, but not limited to the removal of any construction debris, and dust. Carpets must be vacuumed, clean all kitchens, bathrooms, lighting fixtures, glass, window treatments, and perimeter fan coil units. Solid surface flooring must be cleaned, sealed, and waxed.

27. Smoking

This facility is a non-smoking facility.

TWO LIBERTY PLACE
MEP/FP GUIDELINES

1.0 General Requirements

A. Landlord shall be provided with fit-out design document review sets at completion of design development phase and upon issuance of the fit-out issue for bid and permit set.
B. At the completion of the construction phase, all tenant fit-out shall provide PDF and CAD architectural, electrical, mechanical, plumbing, structural and fire protection plans to the Landlord at the completion of the construction phase. Plans turned over to the Landlord shall reflect actual built conditions. CAD plans only need to be provided for floor plans. CAD detail cover and schedule sheet may be omitted.
C. Prior to any floor coring contractor shall perform concrete scans on floors to locate rebar, pipes, tension cables, conduits, or any other infrastructure within or beneath the concrete surface and provide report to Landlord.

2.0 HVAC System Guidelines

2.1 Applicable Codes:

1. 2018 International Building Code (with Local Amendments)
2. 2018 International Mechanical Code (with Local Amendments)
3. 2018 International Energy Conservation Code (with Local Amendments)

2.2 Outdoor Temperature Design Conditions:

1. Summer Minimum: 93.6°F DB / 74.9°F WB
2. Winter Maximum: 10°F DB

2.3 Building Envelope HVAC Load Parameters:

1. Antique Silver Window U-Value: 0.45 (center of glass value)
2. Antique Silver Window SHGC: 0.27
3. Antique Silver Window Shading Coefficient: 0.32
4. Blue Window U-Value: 0.43 (center of glass value)
5. Blue Window: SHGC: 0.2175
6. Blue Window Shading Coefficient: 0.25
7. Minimum wall R-Value: 13 Btu/Hr./sq.ft./deg F
8. All window types, window and wall dimensions must be confirmed in field by fit-out design professional on project for incorporation into fit-out HVAC load calculations.
9. U-values indicated above are center of glass values only. Correction for total assembly U-value shall be determined by fit-out design team.

10. All HVAC heating and cooling load calculations shall be calculated in accordance with the generally accepted best practice procedures established in ASHRAE Fundamentals 2017.
11. Load calculations shall utilize industry standard air infiltration rates for all perimeter spaces.

2.4 Tenant Leak Detection:

1. Tenants must provide leak detection devices at all domestic water heaters, domestic water filter housings, supplemental cooling equipment, and tenant supplemental chilled water pumps.
2. Water heaters, supplemental pumps, supplemental cooling equipment, and supplemental cooling equipment valve assemblies or hose kits must be protected with secondary drip pans. Drip pans shall contain a leak detection device. Pan shall slope to detector.
3. All tenant leak detection systems shall be connected to the base building BAS. Upon detection of leak, an alarm email/text message shall be sent to the tenant's designated maintenance contact AND an alarm shall be produced at the base building BAS operator's interface.
4. All tenant supplemental cooling equipment shall be provided with high level condensate detection devices. Detector shall be interlocked with unit operation. Upon high level condensate detection, unit shall shut down, AND an alarm shall be produced at the base building BAS operator's interface.

2.5 Tenant Ductwork:

1. All ductwork provided under tenant fit-out scope shall be constructed to current SMACNA standards, of lock-forming quality galvanized sheet metal.
2. Fiberglass duct board is prohibited.

2.6 Tenant VAV System Guidelines:

1. Perimeter Zones: Provide parallel fan powered variable air volume (VAV) terminal units with hydronic reheat coils and ECM fans.
2. Interior Zones: Provide parallel fan powered variable air volume (VAV) terminal units with ECM fans. Where interior spaces are provided with CO2 ventilation reset controls, interior reheat coils may be provided to prevent subcooling.
3. Floor-by-floor air handlers have the capability of delivering low temperature air (48-56°F) during high cooling demand. All VAV terminal units shall be designed assuming 52°F primary supply air temperature.

4. Parallel fan terminal units shall be utilized to provide air mixing capability whenever the primary supply air temperature is less than 52°F. Parallel fans shall be sized to induce the necessary quantity of air to supply 55°F at leaving the terminal unit based on a minimum of 48°F primary air at the primary air maximum CFM.

5. All systems downstream of the VAV terminal unit shall be design based on a 55°F supply air temperature to the space.
6. All VAV primary air damper minimum positions shall be balanced to modulate down to the air valves minimum controllable position.
7. Basis of Design VAV Terminal Unit Manufacturer: Trane
8. All new or relocated VAV terminal units shall be provided with new Trane BACnet controllers. Controllers shall be factory mounted in the VAV terminal unit. All new controls shall be provided and maintained by Tozour Trane (Contact: Harold McNamara hmcnamara@tozourtrane.com 484-213-9638).
9. VAV controllers shall all tie back into floor level Trane SC+ controllers.
10. All VAV terminal units shall operate per the base building standard VAV terminal unit sequence of operations.
11. All VAV terminal units with heating coils shall be provided with leaving air temperature sensors. Respective units leaving air temperature shall be monitored and trended by the BAS.
12. All VAV terminal units provided with heating coils shall be provided with 2-way control valves, shut off valves, strainers, air vent, P/T ports and balancing valves. The building standard Belimo B213 2-way characterized control valve with Belimo TR24-3-T US actuator shall be provided. Valve/actuator substitutions are not permitted. Hose kits meeting this intent are permitted.

2.7 Hydronic Heating System Guidelines:

1. All tenant heating systems, including VAV terminal units reheat coils, shall be designed for 125°F entering water temperature and 115°F leaving water temperature at peak heating load.
2. Building is provided with an outside air reset schedule for the hydronic heating systems. The supply water temperature will reset depending on the outdoor air temperature.
3. All tenant floor heat hot water system shall be provided with floor level isolation valves. If existing valves are in place, they must be tested for operation and holding (not bypassing water). If valves are not operational and holding, isolation valves must be replaced under fit out scope.

4. SCH 40 steel piping with welded, screwed, or grooved joint and/or Type L copper with soldered or brazed joints are acceptable piping material within the fit-out area. Mechanical press fittings are prohibited. As the heating water is delivered by the house pumps, pipe sizing limitations shall be as follows: 4 FPS max velocity, and 4.5 ft/100 ft maximum head loss.
5. All piping shall be insulated per the 2018 IECC requirements.

2.8 Floor-by-Floor Air Handler Guidelines:

1. Each tenant floor is provided with a dedicated chilled water floor-by-floor variable volume air handler.
2. Unit is capable of delivering 18,000 CFM. Unit leaving air temperature will be reset from 48-56°F by building management based on space load and/or outside air conditions. The

typical leaving air temperature shall be set to 52°F. All terminal units shall be designed for 52°F primary air.

3. All floor-by-floor air handlers shall operate off the base building standard air handler sequence of operations.

2.9 Outside Air Supply Guidelines:

1. Each office floor is provided with 2,340 CFM of unconditioned outside air.
2. Air is delivered to the office floor's plenum air handler room. The room is utilized as return and outside air mixing plenum.
3. The outside air fraction (quantity of outside air in primary supply airstream) shall be assumed to be 13% worst case.
4. Tenant shall design and provide ventilation to their respective space to accommodate code requirements based on the capacities indicated above.

2.10 Tenant Supplemental Cooling Systems:

1. Tenant's supplemental cooling equipment shall utilize chilled water from the base building. Tenant shall provide proposed supplemental demand to the Landlord for review and approval. Allowable supplemental chilled water allotment to a tenant floor shall be defined in the lease terms.
2. Tenant's may also utilize transfer fans for supplemental cooling systems when loading is low. Other forms of supplemental cooling equipment, including but not limited to VRF, air cooled DX or drycooler systems, are prohibited.

3. Tenant connection to chilled water systems shall be at the Landlord's discretion and/or as defined in the tenant's lease.
4. Tenant shall provide dedicated tenant supplement chilled water pumps as required to accommodate tenant connected loads. Pumps shall be rated for the building static and dynamic pressures on the respective floor of installation. Fit-out design team to confirm and provide pumps rated for appropriate working pressure.
5. Chilled water is supplied at a maximum of 42°F with a design 13°ΔT (55°F return water temperature). Tenants are expected to design their supplemental systems to impose this temperature rise on the chilled water. Tenant chilled water temperature rises of less than 12 degrees (54F return water temperature) may result in additional charges imposed. Should the tenant's supplemental equipment impose a temperature rise greater than 13 degrees, the BTU meter will tally the additional load added to the water, and the tenant will be responsible for the difference.
6. 3" valved and capped chilled water connection points are provided in the air handler mechanical rooms on each floor. Under all fit out project's proposing to connect to the supplemental taps, the existing valves shall be tested and confirm as operational and holding (not bypassing water). If valves are not operational or holding, new valves shall be provided under the tenant fit-out scope.
7. SCH 40 steel piping with welded, screwed, or grooved joint and/or Type L copper with soldered or brazed joints is acceptable piping material within the fit-out area. Mechanical press fittings are prohibited.

8. All piping shall be insulated per the 2018 IECC requirements. Piping insulation vapor barriers must be continuous to avoid sweating.
9. All tenant supplemental chilled water usage must be captured by a BTU meter connected to the base building's tenant metering system. Under the scope of the fit-out, tenant is responsible for providing meters to capture all usage. All meters must be provided by the base building metering system provider (Aquicore – Contact: Bryan Damiano 610-306-8551 Mail to: Bryan.Damiano@aquicore.com).
10. At each supplemental cooling unit, a 2-way modulating chilled water control valve, stranger, shut off valves, air vent, P/T ports and balancing valves must be provided. The building standard Belimo B213 2-way characterized control valve with Belimo TR24-3-T US actuator shall be provided. For larger sized equipment globe style Belimo control valve may be utilized. Valve/actuator substitutions are not permitted. Hose kits meeting this intent are permitted.
11. All chilled water piping systems, coils, valves, and pumps (casing and seals) must be rated for the building's operating pressure at the respective installation location. Fit-out design team to confirm required pressure rating based on installation location within building and design components accordingly.

    a. All tenant supplemental cooling pumps must be approved by building prior to installation. Tenant must provide submittal to building indicating pump type, flow rate, head pressure selection point, casing pressure rating and seal pressure rating prior to installation.

2.11 Tenant Exhaust Guidelines:

1. Base building exhaust capacity is provided at the core toilet room and janitors closets.
2. Additional capacity for tenant exhaust on the toilet system is not available. The landlord may permit tenants to connect tenant-level exhaust to the floor's relief air system. Acceptability of tenant exhaust connections onto the relief system will be reviewed on a case-by-case basis. Fit- out design teams exhaust systems must comply with the base building engineer's recommendations, including the addition of airflow measuring stations, control dampers, etc. when recommended.

2.12 Return Air Pathways:

1. Tenant fit-out design team must provide clear air paths back to all return and relief air inlets stubbing out from core air handler room and the floor purge/relief damper.
2. Full height walls provided in tenant fit-out design shall not restrict air path back to these base building air inlets. Tenant's design team is responsible for confirming and verifying design does not restrict airflow by incorporating properly sized transfer ducts, partition openings, etc. as necessary to maintain the return air pathways.

2.13 Balancing:

1. All fit outs shall complete an air and hydronic balancing effort per NEBB standards. All testing and balancing shall be performed by a NEBB certified testing and balancing firm. A sealed copy of the balancing report shall be provided to the Landlord at the completion of the project.

2.14 Construction Filters:

1. Whenever the base building air handler, tenant fan powered VAV terminal units or tenant supplemental equipment are utilized for cooling or heating during the construction phase, minimum MERV 8 construction filters shall be provided on equipment. Filters shall be changed weekly during peak construction. Filter changes may be reduced as dust producing activities are minimized towards end of construction.

2.15 Hydronic System Strainers:

1. All chilled water and hot water system strainers must be cleaned/replaced prior to turn over at end of construction phase. Fit-out contractor is responsible for confirming clear strainers before final turn over.

3.0 Building Automation System Guidelines

1. The building is equipped with a Trane BACnet direct digital control building automation system (BAS).
2. The system is provided and maintained by Tozour Trane (Contact: Harold McNamara hmcnamara@tozourtrane.com 484-213-9638).
3. All VAV terminal units provided under scope of tenant fit-out shall be provided with Trane's building standard BACnet terminal unit controller and shall be incorporated into the building's existing BAS. All control work shall be performed by Tozour Trane. All VAV terminal units shall following the base building standard VAV sequence of operations.
4. All control wiring located within supply, exhaust, or return air plenums shall be plenum rated.
5. Tenant supplemental cooling equipment is not required to be connected to the base building BAS. Control of the tenant's supplemental equipment shall be stand alone or on a tenant-dedicated BAS separate from the base building BAS. Tenant may propose connection to the base building BAS for alarm monitoring to Landlord. Landlord will review and approve on an individual basis.
6. Under the fit-out scope, all modifications to the existing VAV terminal layout or control system shall be updated on the BAS system graphics to reflect the proper terminal unit layout. All equipment removed under fit-out scope shall be removed from the BAS graphics. All equipment added under fit-out scope shall be added to the BAS graphics. Equipment locations shall be accurately represented on the BAS graphics.
7. All equipment integrated into the BAS shall be provided with unique equipment designation tags. Tagging shall match tag/labeling used on BAS graphics. All equipment shall respective designation tagging clearly written on the terminal unit and shall be visible from floor level. Stencil and spray paint equipment labels

are acceptable. Tagging shall start in north east corner of the building and go around the building clockwise. Equipment tags shall indicate the respective floor level (i.e. VAV-25.1) and be consecutive around the floor (i.e. VAV-25.1, 25.2, 25.3, etc.).

4.0 Plumbing System Guidelines

4.1 Applicable Codes:

1. 2018 International Building Code
2. 2019 Philadelphia Plumbing Code

4.2 Domestic Water:

1. Connection to existing domestic water wet columns requires full port isolation valves at the take- off from riser. Contractors shall test and confirm the functionality of the existing ball valves off the riser main prior to making new connections. If the valve is not operational or passes water, a new valve must be provided by the tenant making connection.
2. All connections to the existing domestic distribution piping system shall require the installation of a new full port ball valve at the point of new connection. In the instance that the tenant is connecting to an existing capped outlet the contractor shall provide an additional capped and valved outlet of equal size for future tenant connection.
3. In locations where 50% or more of the floor is being occupied by a tenant it shall be the tenants responsibility to add new isolation valves on the existing horizontal piping of the domestic distribution system at locations adjacent to the vertical risers where isolation valves are not currently present regardless if there is plumbing work in the scope. It shall also be the tenant's responsibility to add isolation valves at any new point of connection to the existing domestic water distribution system when work is in progress.
4. Domestic water piping shall be Type "L" copper with wrought soldered fittings. Mechanical press type fitting and non-metallic domestic water tubing shall not be permitted.
5. Isolation valves shall be full port two-piece bronze ball valves.
6. Domestic hot water shall be generated via electric instantaneous point of use type heaters or electric storage type heaters located within base cabinets or above ceilings.
7. Domestic storage type water heaters shall include drain pans piped indirectly to waste receptor.
8. Domestic storage type water heaters shall include leak detection with automatic water and power interruption and with dry contacts and BAS monitoring capabilities. Basis of design product shall be Watts Flood Safe.
9. Tenants are recommended to provide filtered water for pantry equipment and all water distribution.
10. All pantry equipment which dispenses and or utilizes water shall be equipped with back flow prevention and supply outlet boxes with WHAs.

11. All pantry floor model ice makers shall be equipped with leak detection with automatic water and power interruption with dry contacts and BAS monitoring capabilities. Base design shall be RDT FloodMaster.

4.3 Sanitary Waste and Vent:

1. Connection to existing waste and vent wet columns require full size plugged outlets for future extension prior to extending to tenant fixtures.
2. Sanitary waste and vent piping shall be standard weight no-hub cast iron with heavy duty no-hub couplings or Type "DWV" copper with soldered fittings. Non-metallic waste and vent piping shall not be permitted.
3. All back-flow relief discharge piping shall be piped to adjacent floor drains (or other code compliant means) equipped with trap primers or trap guards.

5.0 Fire Protection System Guidelines

5.1. Applicable Codes:

1. 2018 International Building Code
2. 2018 International Fire Code
3. Philadelphia Fire Code, Latest Edition
4. NFPA Standards, Applicable Editions

5.2. Fire Protection:

1. Tenant shall relocate and or provide additional sprinkler heads to fully sprinkler the space in accordance with applicable codes and standards. The building's fully sprinklered rating must be maintained by all tenant fit-outs.
2. Sprinkler heads shall be quick response type.
3. Sprinkler heads in areas with hung ceilings shall include two-piece escutcheons for semi-recessed or concealed applications.
4. Sprinkler heads in areas without ceilings shall be pendant or upright type as required.
5. Sprinkler piping 2" and smaller shall be schedule 40 black steel with threaded fittings. Sprinkler piping 2½" and larger shall be schedule 10 black steel with roll groove mechanical fittings.
6. Flexible sprinkler armovers shall be permitted for sprinkler head relocations.
7. Sprinkler design densities shall be .10 GPM/1,500 sq. ft. for Light Hazard Occupancies and .15 GPM/1,500 sq. ft. for Ordinary Hazard occupancies.
8. The Tenant shall be responsible for the integration to the existing base building fire alarm control panel (BFACP) and the building automated system (BAS) with all new devices associated with the fire protection system. This includes the compatibility between the existing BFACP and all new devices such as but not limited to valves, fire protection detection devices and releasing control panels for new systems

9. Hydraulic calculations, working drawings and sprinkler material specifications shall be provided to the Owner and the Owner's Insurance Underwriter for approval prior to any fire protection work.

6.0 Electrical System Guidelines

1. If new tenant is taking over a complete floor, they are permitted to utilize existing mechanical and power/lighting 480/277V panel(s) in their entirety providing that the tenant installs new submetering per current building metering standards. Provide submetering of all panel and/or circuiting loads from both mechanical and power/lighting busducts, coordinate with Aquicore for all submetering requirements per metering standards. Aquicore, Bryan Damiano, Solutions Architect Bryan.Damiano@aquicore.com, 610-306- 8551. All 208/120V panels shall be connected downstream of the submetered 480/277V panel(s). Any existing space within existing electrical room may be utilized for new tenant panel(s). Any panels that do not fit within electrical room, shall be located within tenant space.
2. If new tenant is taking over a partial floor, the tenant must rectify any condition that disallows proper submetering. In the event that a tenant is moving into a floor that is currently a single tenant but is to be split amongst two or more tenants or if the floor is already split but the electrical is not currently divided clearly into dedicated equipment per tenant; it is the responsibility of the tenant to install new 480/277V panel subfed from existing LP panel for power/lighting needs and new 480/277V panel subfed from existing MP panel for mechanical needs. Another allowed method is to share existing LP and MP panels providing that the tenant installs new submetering of tenant circuiting per current building metering standards.
3. Provide submetering of all panel and/or circuiting loads from both mechanical and power/lighting busducts, coordinate with Aquicore for all submetering requirements per metering standards. Aquicore, Bryan Damiano, Solutions Architect: Bryan.Damiano@aquicore.com, 610-306-8551.
4. Each tenant is allotted 6 w/sq.ft. of NEC-calculated load to determine the total electrical capacity serving the space. This is calculated based on 4 w/sq.ft. of capacity on the lighting/power distribution and 2 w/sq.ft. on the mechanical (and water heating) distribution. The tenant must submit the NEC-calculated load for each renovated space to the landlord for review at the time of design. The tenant is allowed to differ than those specific values with prior approval of landlord/building engineer as long as the total electrical capacity limit is followed.
5. Each tenant must circuit all power and lighting loads to the power & lighting busduct via the LP panel on same floor and all mechanical loads including water heaters to the mechanical busduct via the MP panel on same floor.
6. Additional power via new busduct/substation connections may be made available to a tenant but must first be reviewed by means of a revised coordination, short circuit, and arc flash study evaluation at the tenant's expense and subject to approval by the building and building engineer.

7. No series-rated equipment is allowed, fully-rated equipment only in regard to short circuit capacity rating.
8. New panelboards shall have hinged-trim construction.
9. All NEC-required working space clearance, headroom, and dedicated equipment space requirements shall be maintained within electrical rooms. Existing panelboards with NEC clearance issues may exist as the conditions were acceptable at time of original installation, but if panels are modified in a tenant fit out project, rectification of clearance issues must be addressed by tenant. Tenants must not duplicate or add to clearance issues of equipment in electrical rooms.
10. All new equipment within electrical rooms shall have engraved nameplates (for panelboards, disconnect switches, transformers, etc.) and engraved circuit labels for distribution panelboards. The nameplates shall be punched or drilled with mechanical fasteners. All new and existing equipment shall be provided with type- written as-built directories at completion of construction.
11. All tenants shall provide their own code-compliant lighting control system, relay/control panels may be allowed to be located within electrical rooms. Any panels that do not fit within electrical room, shall be located within tenant space.
12. Every tenant is allowed one 277V/20A life safety circuit from the nearest life safety panel. Additional life safety 120V power may be made available to a tenant with additional circuiting needs, i.e. pre-action systems, but is subject to approval by the building and building engineer. No optional standby system is available and no standby system shall be connected to life safety circuits.
13. All exit signage shall have red lettering.

7.0 Fire Alarm System Guidelines

1. Tenants are responsible for their own fire alarm detection and notification device layout within tenant space and any common space renovated by the tenant. Coordinate all fire alarm design with base building system vendor, contact John Parr of Siemens. John Parr, CET. SIEMENS Industry, Inc. Mobile: (609) 685-8594 - Direct: (856) 385-7504 Email: john.parr@siemens.com, Mike Steel 609-548-8067] Sr. fire alarm technician.
2. Visible alarm notification shall be provided as required per adopted version of IBC/NFPA 72 in all public and common use areas. Public/common use areas include lobbies, open offices, hallways, restrooms, conference rooms, huddle rooms, kitchen/cafeterias, filing/photocopy rooms, employee break rooms, pantries, and similar spaces. Spaces where the ambient sound levels exceed 105 dBA shall also receive visible alarm.
3. Audible alarm notification layout shall be such that it produces a sound pressure level of at least 15 dBA above the normal sound level, but not less than 60 dBA throughout the entirety of space.
4. White noise, sound masking, or A/V systems shall be disabled upon alarm and lighting control systems shall be indexed to allow the lighting to come on to full brightness upon alarm.

5. Wall or ceiling mounted audible and visible devices are allowed and must be readily compatible with existing building system. Every tenant project involving new or relocated devices must include revised battery and voltage drop calculations.

8.0 Structural Guidelines

1. The design live load for the office floors is 85 psf plus 10 psf for partitions.
2. The structural system includes 2 ½" of normal weight concrete on a 3" corrugated metal deck slab supported by steel framing. The steel members are typically designed for composite action with headed shear studs and are cambered for the dead load.
3. The beams are typically 18" deep members with varied spacing from 9'-2" to 11'-6" on center. The beams frame into 18" to 27" deep girders.
4. Refer to the structural drawings by Quinn Dressel Associates dated 6/15/89 for more information on the existing structure.
5. Structural Engineer and/or general contractor to verify all existing conditions in field before performing any structural modifications.

9.0 Security System Guidelines

9.1 Base Building Security System Provider

1. Tenants are responsible for their own security system(s) within tenant space and any common space renovated by the tenant. Coordinate all access control system design with base building system, Software House Secure 9000, and the base building security system vendor, contact David Leahy of NextGen Security. Mobile: (610) 858-7188 Email: David.leahy@nextgensecured.com.

9.2 Access Control:

1. All electro-mechanical door locking hardware at card reader locations shall provide free egress with no prior knowledge required to operate at all times and shall contain a built in Request to Exit (REX) sensors for disabling the door position contact sensors upon egress where applicable by local code/authority.
2. Tenant access control systems shall integrate with the fire alarm system.
3. All card access-controlled tenant entry doors and stairwell doors that enter directly into tenant space that are not considered primary entry points should remain locked 24/7 and require ID badge for entry unless otherwise designated.
4. Electrified Door locking hardware that does not provide free egress or requires power on or off to disable will require a manual push button release mounted on the wall adjacent to the interior of the door for manually disabling the locking hardware.
5. Passive Infra-Red (PIR)/Request to Exit Devices (REX) should not be used in any tenant space for the purposes of unlocking the door and disabling the door position alarm contact.

6. All low voltage access control cable runs shall be 500” or less in distance from the panel to the device.
7. All electrified door hardware that is integral to the door (electrified mortised lock sets, vertical drop posts or retracting vertical latches, crash bars, etc.) requiring prefabrication work to the door will be coordinated and specified by the fit-out architect or a qualified Life Safety Specialist working in conjunction with the fit-out architect.

10.0 Telecommunication Guidelines

10.1 Codes and Standards:

1. All work shall conform at a minimum, to the latest edition of the National Electrical Code®, NFPA, the International Building Code, ANSI/TIA, Underwriter Laboratories, and all local codes and ordinances, as applicable. Methodologies outlined in the latest edition of the BICSI Telecommunications Distribution Methods Manual shall be used during all installation activities.

10.2 Internet Service Providers:

1. The ISPs that are present in the building are:

   a) Comcast
   b) Cogent

2. All internet service provider (ISP) circuits and equipment should be extended from the building demarcation point to the tenant’s main distribution frame (MDF)/server room through the building riser closets.
3. All cabling through riser closets should be installed in conduit or supported a minimum of three times per floor.
4. All reused fire-rated penetrations shall have all existing firestop removed and replaced with new firestop matching the rating of the penetrated structure. All new penetrations shall be fire stopped.

10.3 Tenant Equipment Rooms:

1. All through-wall and through-floor fire rated penetrations shall be sealed with an approved fire stop solution to maintain the integrity of the penetrated structure. All through-wall and through- floor fire rated penetrations should utilize UL Listed re-enterable firestop assemblies.
2. Equipment racks or cabinets should be secured to wall or floor with proper hardware using required mounting holes.
3. Required clearances shall be maintained around all equipment in accordance with the NEC.
4. All new tenant IT/Telecom rooms shall be reviewed for floor loading by the fit-out design team. Floor loadings that exceed capacities indicated in Section 8.0 shall be provided with supplemental support.

10.4 Structured Cabling:

1. J-hook style supports should be installed and mounted independently to building structure spaced at no greater than 4ft intervals. The use of tie-wraps should be not be used. If a tenant permits the use and installation of tie-wraps, such tie-wraps shall be plenum-rated. Velcro straps should be used to secure all cable bundles.
2. Where raceways such as cable tray and conduit are required, raceways shall be permanently affixed to building structure independent of all other systems.
3. All cabling shall be plenum-rated in plenum areas in accordance with NEC300.22.

11.0 Cellular Distributed Antenna System (CDAS)

1. The cellular DAS system is supplied by Verizon.

TELECOMMUNICATION PROVIDERS

Prior to moving in, each Tenant should contact their communication provider company for installation of their system. Costs for special work such as conduit, electrical outlets, floor monuments, etc. are the responsibility of the Tenant. Any telephone, cabling, or electrical work subsequent to move-in will be performed at the Tenant's expense. Tenants must notify the Office of the Building for vendor access to phone closets, riser rooms etc. A 2LP BUILDING ACCESS FORM must be completed and sent to the Office of the Building to facilitate tele/data vendor access.

Cellular - AT&T, Verizon, Sprint, and T Mobile
Internet - Comcast and Cogent
(Sprint/T-Mobile is also a wireless provider on the DAS)

2LP CONTRACT CLOSEOUT REQUIREMENTS/CHECKLIST

CLOSE OUT PACKAGE CHECKLIST

All architects, engineers or contractors completing Coretrust projects must provide their project manager or Coretrust Capital Partners representative with the following items in digital format via email with PDF files or a link to file share site.. CCP's project manager will distribute the materials to the parties indicated below:

The following information may be indicated in the documents:

1. Project Name
2. Project Number
3. Location
4. Project Directory: Client, Property Building Management, Architect, MEP Engineers, General Contractor, Subcontractors.
5. Close Out Manual
6. Sign-off Permit Card
7. Fully executed warranty letters in compliance with contract documents
8. Subcontractor Contract List
9. Operation and Maintenance Manuals

MATERIALS	**DISTRIBUTION**	
	Coretrust	**Project Manager**
Transmittal	1	1
Close out Material	1	0
As-built drawings, Black Lines + Hard Copy	1	0
As-built drawings, AutoCAD *dwg files on CD	1	1
As-built drawings, PDF's on CD	1	1
Sign-off Permit Card	1	1
Quality Assurance Checklist(s)	1	0
Indices of electronic files	1	1
Specifications	1	1
Operation and maintenance manuals	1	1
Guaranty/warranty materials	1	1
Addenda, change orders, sketches	1	1

As Built Checklist:

CD – Digital Files	*.dwg	*.pdf	Consultant
Architectural			
Electrical			
Mechanical			
Fire Protection			
Plumbing			
Structural			

Notes:

For Project Managers:
Overall Status:

1. (A) Approved
2. (MC) Make Corrections Noted
3. (R) Rejected
4. (RR) Revise and Resubmit
5. (SS) Submit Specific Item

Transmittals

All materials submitted by project managers to CCP must be accompanied by a completed copy of the project closeout transmittal or with a memo that includes:

- Date of Submission
- Name of CCP Project Manager
- Name of Project
- Project Number
- Project Address
- Materials being transferred

Coretrust will not accept materials without this information.

I. Electronic Materials
    - Electronic materials (CAD files, scans, index table files, etc.) may be delivered via email or thumb drive.

II. Scans
    - All scans should be in uncompressed PDF format at 300 dpi. Filenames should follow the conventions established by the AIA – American Institute of Architects.

III. CAD Drawings
    - CAD Drawings must adhere to AIA's CAD Standards Guidelines.

IV. Indices of CAD Drawings
    CAD drawings should be submitted with an index file that includes:
    - CAD File Name
    - Title of Drawing

V. Indices for Scans
    Scans should be submitted with an index that includes:
    - Scan File Name
    - Title of Drawing
    - Horizontal Paper Size – measured in inches, indicate the width of the original paper drawing at its widest horizontal dimension
    - Vertical Paper Size – measured in inches, indicate the length of the original paper drawing at its widest vertical dimension
    - Scale – indicate the scale of the original drawing (examples: 1" = 20' or NTS)

VI. Quality Assurance Checklist
    - CAD drawings must be submitted with all necessary x-refs, and a table on the CAD files indicating scale and necessary plot settings.
    - PDF Scans must be legible – 300dpi minimum, submitted to scale, PDF's of CAD files should be Black & White only with correct pen settings.
    - When a checklist has been signed and submitted, the vendor (architect, engineer, contractor, Preferred CAD Vendor, etc.) is assuring that all materials being submitted adhere to the standards and guidelines for electronic file deliverables as set forth in Coretrust's Guidelines.

I. RECORD DOCUMENT SUBMITTALS

A. General: Do not use record documents set as a working drawing set for construction purposes. Protect from deterioration and loss in a secure, fire-resistive location. Provide access to record documents for the Owner's reference during normal working hours throughout the course of the Project.

B. Record Drawings: Maintain a clean, undamaged set of black line prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies from the Work as originally shown or specified. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.

1. Mark record sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the work.
2. Mark new information that is important to the Owner but was not shown on the Contract Drawings or Shop Drawings. Show all utilities, obstructions, etc., not previously noted in the Contract Documents, but discovered through completion of the work.
3. Note related Change Order, Field Instruction and RFI numbers where applicable.
4. Update Record Drawings at a minimum of once per week throughout the course of the Project.
5. Organize record drawings sheets into manageable sets, bind with durable paper cover sheets and print suitable titles, dates, and other identification on the cover of each set.

Upon completion of the work, submit Record Drawings to the Owner for further processing. Provide Coretrust's Project Manager, one complete set of Black Line Hard copies of as-built drawings and a complete set of AutoCAD.dwg and PDF's of as-built files of architectural, specifications and engineered plans.

C. Record Specifications: Maintain one complete copy of the Project Specifications, including addenda, and one copy of other written construction documents such a s Change Orders, Field Instructions, RFI's and modifications issued in printed form during construction.

Mark these documents to show substantial variations in actual work performed in comparison with the text to the Specifications and Modifications. Give particular attention to substitutions, selection of options and similar information on elements that are concealed and cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.

1. Upon completion of the work, submit record Specifications to the Owner for the Owner's records.

D. Operating and Maintenance Manuals: Submit (1) one set to the Owner for review and approval.

II. STARTING OF SYSTEMS

A. Coordinate schedule for start-up of various equipment and systems.
B. Notify Owner seven days prior to start-up of each item.
C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
E. Verify that wiring and support components for equipment are complete and tested.
F. Execute start-up under supervision of applicable manufacturer's representative in accordance with manufacturer's instructions.
G. When specified in individual specification sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
H. Submit a written report in accordance with Specification that equipment or system has been properly installed and is functioning correctly.

III. DEMONSTRATION AND INSTRUCTIONS

A. Demonstrate operation and maintenance of products to Owner's Representative two weeks prior to date of Substantial Completion.
B. Demonstrate Project equipment and instruct in a classroom environment located in the Building and instructed by a manufacturer's representative who is knowledgeable about the Project.
C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
D. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's Representative in detail to explain all aspects of operation and maintenance.
E. Demonstrate start-up, operation, control, adjustment, trouble0shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

IV. TESTING, ADJUSTING AND BALANCING

A. Owner will appoint and employ services of an independent firm to perform testing, adjusting, and balancing. General Contractor shall pay for services.
B. The independent firm will perform services specified in Division 15 and as directed by the Owner.
C. Reports will be submitted by the independent firm of the Architect/Engineer indicated observations and results of tests and indicating compliance or non-compliance with the requirements of the Contract Documents.

V. OPERATION AND MAINTENANCE DATA

A. Prepare data in form of an instructional manual for use by Owner.
B. Format:
    1. Size 8-1/2 in. by 11 in.
    2. Paper: Manufacturer's printed data, or neatly typewritten.
    3. Drawings:
        a. Provide reinforced punched binder tab, bind in with text.
        b. Fold larger drawings to size of text pages.
    4. Provide fly-leaf for each separate product, or each piece of operating equipment.
    5. Organize manual in order of specification Divisions and Sections.
        a. Provide typed description of product, and major component of equipment.
        b. Provide indexed tabs.
    6. Cover: Identify each volume with typed or printed title, "Operating and Maintenance Instructions". List:
        a. Title of Project
        b. Identity of general subject matter covered in the manual.
C. Binders
    1. Commercial quality three-ring binders with durable and cleanable plastic covers.
    2. Maximum ring size: 2 inches per 170 sheets
    3. When multiple binders are used, correlate the data into related consistent groupings.
D. Review
    1. Submit one (1) set of the manual to Owner for review and approval.
E. Content: Neatly typewritten table of contents for each volume, arranged in systematic order.
    1. Include name of Contractor, name of responsible principal, address, and telephone number.
    2. Include a list of each product required to be included, indexed to content of the volume.
    3. List, with each product, the name, address, and telephone number of:
        a. Subcontractor or installer.
        b. Maintenance contractor, as appropriate.
        c. Local source of supply for replacement parts.
    4. Identify each product by product name and other identifying symbols as set forth in Contract Documents.
F. Product Data:
    1. Include only these sheets which are pertinent to the specific product.
    2. Annotate each sheet to:
        a. Clearly identify specific product or part installed.
        b. Clearly identify data applicable to installation.
        c. Delete references to inapplicable information.

G. Drawings
    1. Supplement product data with drawings as necessary to clearly illustrate:
        a. Relations of Component parts of equipment and systems.
        b. Control and flow diagrams.

    2. Coordinate drawings with information in Project Record Documents to assure correct illustration of completed installation.
        a. Do not use Project Record Documents as maintenance drawings.

H. Provide written text as required to supplement product data for the particular installation:
    1. Organize in a consistent format under separate headings for different procedures.
    2. Provide logical sequence of instructions for each procedure.

I. Provide a copy of each warranty, bond and service contract issued.
    1. Provide information sheet for Owners personnel, including:
        a. Proper procedures in event of failure.
        b. Instances which might affect validity of warranties or bonds.

J. Provide a copy of each Material Safety Data (MSDS) received with products or materials delivered to the site for incorporation into the Project, for Owner's future reference.

VII MANUAL FOR EQUIPTMENT AND SYSTEMS

A. Submit one copy of complete manual in final form.
B. Content for each unit of equipment and system shall be as follows (as appropriate):

    1. Description of unit and component parts.
        a. Function, normal operating characteristics, and limiting conditions.
        b. Performance curves, engineering data and tests.
        c. Complete nomenclature and commercial number of replaceable parts.

    2. Operating Procedures:
        a. Start-up, break-in, routine, and normal operating instructions.
        b. Regulation, control, stopping, shut-down, and emergency instructions.
        c. Seasonal operating instructions.
        d. Special operating instructions.

    3. Maintenance Procedures:
        a. Routine operations.
        b. Guide to "trouble shooting".
        c. Disassembly, repair, and re-assembly.
        d. Alignment, adjusting and checking.

4. Servicing and lubrication schedule.

    a. List of lubricants required.
    b. Servicing schedule.

5. Manufacturer's printed operating and maintenance instructions.

6. Description of sequence of operation by control manufacturer.

7. Original manufacturer's parts list, illustrations, assembly drawings and diagrams required for Maintenance.

    a. Predicted life of parts subject to wear.
    b. Items recommended to be stocked as spare parts.

8. As-installed control diagrams by controls manufacturer.

9. Each contractor's coordination drawings

    a. As-installed color-coded piping diagrams.

10. Charts of valve tag numbers, with location and function of each valve.

11. List of original manufacture's spare parts, manufacturer's current prices, and recommended quantities to be maintained in storage.

12. Other data as required under pertinent sections of specifications.

C. Content, for each electric and electronic system, as appropriate:

1. Description of system and component parts.

    a. Function, normal operating characteristics and limiting conditions.
    b. Performance curves, engineering data and tests.
    c. Complete nomenclature and commercial number of replaceable parts.

2. Circuit directories of panel boards.

    a. Electrical service.
    b. Controls.
    c. Communications.

3. As-installed color-coded wiring diagrams.

4. Operating procedures

    d. Routine and normal operating instructions.
    e. Sequences required.
    f. Special operating instructions.

5. Maintenance procedures:

    g. Routine operations.
    h. Guide to “trouble shooting.”
    i. Disassembly, repair and reassembly.
    j. Adjustment and checking.

6. Manufacturer’s printed operating and maintenance instructions.

7. List of original manufacturer’s spare parts, manufacture’s current prices, and recommended quantities to be maintained in storage.

8. Other data required under pertinent sections of specifications.

9. Prepare and include additional data when the need for such data becomes apparent during instruction of the Owner’s personnel.

10. Additional requirements for operating and maintenance data: As required by other sections of specifications.

VIII WARRANTY OF CONSTRUCTION

Warrant of all Contractor-furnished equipment, systems, and work shall begin on the date of final acceptance of the work. Contractors shall furnish a list of personnel able to respond on a 24-hour, 7 day per week basis to remedy or repair equipment, systems and work that becomes defective, broken or otherwise not operable under warranty period. This list shall include names, telephone numbers and employer, and shall be submitted with the final invoice for payment together with an Asbestos Release Form and Contractors Release Under Contract, within 60 days after final inspection.

TIER III SAMPLE COI

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER (S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy (ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Producer BROKER/AGENT	Contact Name:	
	Phone (A/C, No., Ext):	Fax (A/C, No):
	E-Mail Address:	
	INSURERS AFFORDING COVERAGE	NAIC#
Insured ABC COMPANY	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	

COVERAGES

7

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY	X	X	XKY123	01/01/XX	01/01/XX	EACH OCCURRENCE	1,000,000
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	
	CLAIMS-MADE / OCCUR.						MED EXP (Any one person)	
							PERSONAL & ADV INJURY:	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE:	2,000,000
	POLICY / PROJECT / LOC						PRODUCTS:COMP/OP AGG	1,000,000
	AUTOMOBILE	X	X	XKY123	01/01/XX	01/01/XX	COMBINED SINGLE LIMIT (Ea accident)	1,000,000
	ANY AUTO / SCHEDULED AUTOS						BODILY INJURY (Per person)	
	X ALL OWNED AUTOS / X NON-OWNED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / OCCUR.			XKY123	01/01/XX	01/01/XX	EACH OCCURRENCE	5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	
	DED / RETENTION: $							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER/EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			XKY123	01/01/XX	01/01/XX	WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	1,000,000
							E.L. DISEASE-EA EMPLOYEE	
							E.L.DISEASE-POLICY LIMIT	
	PROFESSIONAL E&O (If Reqd. by Contract) **CRIME** (If Required by Contract) **POLLUTION** (If Required by Contract) **LIQUOR LIABILITY** (If Required by Contract)							$1,000,000 $1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Offices at Two Liberty Place, L.P.; Two Liberty Place, L.P.; Coretrust Value Fund I LP; Coretrust Management, LP; Two Liberty Place Condominium Association, Inc.; Two Liberty Place Condo D, LP; Residences at Two Liberty Place and their subsidiary and affiliate companies must be listed as additional insured parties on General Liability and Excess Liability policies.

CERTIFICATE HOLDER	CANCELLATION
Offices at Two Liberty Place **Two Liberty Place** **50 S. 16th Street, Suite 2650** **Philadelphia, PA 19102**	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE**

ACORD 25

Insurance Coverage Requirements for all Two Liberty Place Vendors & Contractors

- **Property:**
  - Property insurance, covering all owned contents, improvements and property of others in their care, custody or control.
  - Coverage amount must be no less than 100% replacement cost.
  - Business interruption value no less than 12 months.

- **General Liability:**
  - $1,000,000 each occurrence limit
  - $2,000,000 aggregate limit

- **Excess Liability (Umbrella):**
  - $5,000,000 Limit of liability

- **Commercial Auto:**
  - Combined Single Limit: $1,000,000
  - Coverage required to include all owned, hired and/or non-owned vehicles.

- **Workers' Compensation and Employer's Liability:**
  - Workers' Compensation: Statutory Limits
  - Employers Liability:
    - Each Accident: $1,000,000
    - Disease – Each Employee: $1,000,000
    - Disease – Policy Limit: $1,000,000

- **General Terms:**
  - Additional Insured Status:
    - Offices at Two Liberty Place, L.P.; Two Liberty Place L.P.; Coretrust Value Fund I LP; Coretrust Management, LP; Two Liberty Place Condominium Association, Inc.; Residences at Two Liberty Place and their subsidiary and affiliate companies must be listed as additional insured parties on General Liability and Excess policies.
  - A waiver of subrogation, in favor of Coretrust and the related entities is required on all policies**.**
  - Notice of Cancellation (on all policies)
    - With the exception of 10-day10 day notice of cancellation for non-payment of premium, any material changes within the insurance policies should require 30 days written notice to Coretrust.
  - Vendor's coverage is to be primary & any insurance carried by Coretrust / 2LP is excess and non-contributory insurance.
  - Acceptability of Insurers:
    - Require coverage is provided by carriers with an "A.M. Best" rating of not less than A VIII.

TIER II SAMPLE COI

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER (S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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Producer BROKER/AGENT	Contact Name:	
	Phone (A/C, No., Ext):	Fax (A/C, No):
	E-Mail Address:	
	INSURERS AFFORDING COVERAGE	NAIC#
Insured ABC COMPANY	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	

COVERAGES

7

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
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	CLAIMS-MADE / OCCUR.						MED EXP (Any one person)	
							PERSONAL & ADV INJURY:	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE:	2,000,000
	POLICY / PROJECT / LOC						PRODUCTS:COMP/OP AGG	1,000,000
	AUTOMOBILE	X	X	XKY123	01/01/XX	01/01/XX	COMBINED SINGLE LIMIT (Ea accident)	1,000,000
	ANY AUTO / SCHEDULED AUTOS						BODILY INJURY (Per person)	
	X ALL OWNED AUTOS / X NON-OWNED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / OCCUR.			XKY123	01/01/XX	01/01/XX	EACH OCCURRENCE	5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	
	DED / RETENTION: $							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER/EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			XKY123	01/01/XX	01/01/XX	WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	1,000,000
							E.L. DISEASE-EA EMPLOYEE	
							E.L.DISEASE-POLICY LIMIT	
	PROFESSIONAL E&O (If Reqd. by Contract) **CRIME** (If Required by Contract) **POLLUTION** (If Required by Contract) **LIQUOR LIABILITY** (If Required by Contract)							$1,000,000 $1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Offices at Two Liberty Place, L.P.; Two Liberty Place, L.P.; Coretrust Value Fund I LP; Coretrust Management, LP; CBRE, Inc.; Two Liberty Place Condominium Association, Inc.; Two Liberty Place Condo D, LP; Residences at Two Liberty Place and their subsidiary and affiliate companies must be listed as additional insured parties on General Liability and Excess Liability policies.

CERTIFICATE HOLDER	CANCELLATION
Offices at Two Liberty Place **Two Liberty Place** **50 S. 16th Street, Suite 2650** **Philadelphia, PA 19102**	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE**

ACORD 25

TIER II VENDORS

- Acoustical ceiling installation or repair
- Antenna installation
- Appliance Repair with the exception of plumbing related appliances
- Architects – See Tier III for major construction projects.
- Awning installation or repair
- Building inspection service/engineer –must include errors & omissions
- Car wash or detailer - must include garage liability
- Carpentry work
- Caterers / Food service – must include liquor liability
- Caulking & Waterproofing contractors
- CCTV monitoring
- Cleaning of building exteriors including window washing (low & mid-rise)
- Concrete and masonry contractors
- Decorative woodwork installation, service or repair
- Environmental maintenance – i.e. Lake Doctor, must include pollution
- Exterior building cleaning
- Exterminators – must include pollution
- Floor covering installation – carpet, tile, marble, etc.
- Fuel tank installation, service or repair – pollution required
- Gas leakage detection contractors - errors & omissions required
- Generator installation, service or repair – pollution required
- Granite, marble countertop installation or repair
- Indoor air quality testing – must include professional liability
- Insulation contractors
- Janitorial service – including carpet cleaning, excluding floor waxing (see Tier III)
- Lawn sprinkler installation, service or repair
- Ornamental metalwork, stonework, tile, contractors, installation or repair
- Outdoor landscaping contractor
- Paint and wallpaper contractors
- Plastering & drywall contractors
- Pressure washing – buildings, sidewalks, parking lots, garages, etc.
- Refuse and recycling contractors
- Signage and graphics – mid-rise buildings
- Tinting glass contractors
- Tree trimmers – must include workers compensation, no exception
- Valet parking
- Water Treatment
- Fire extinguisher service
- Suburban, surface lot parking lot sweeping
- Elevator telephone repair/service
- Asphalt Repair

TIER III SAMPLE COI

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER (S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy (ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Producer BROKER/AGENT	Contact Name:	
	Phone (A/C, No., Ext):	Fax (A/C, No):
	E-Mail Address:	
	INSURERS AFFORDING COVERAGE	NAIC#
Insured ABC COMPANY	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	

COVERAGES

7

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY	X	X	XKY123	01/01/XX	01/01/XX	EACH OCCURRENCE	1,000,000
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	
	CLAIMS-MADE / OCCUR.						MED EXP (Any one person)	
							PERSONAL & ADV INJURY:	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE:	2,000,000
	POLICY / PROJECT / LOC						PRODUCTS:COMP/OP AGG	1,000,000
	AUTOMOBILE	X	X	XKY123	01/01/XX	01/01/XX	COMBINED SINGLE LIMIT (Ea accident)	1,000,000
	ANY AUTO / SCHEDULED AUTOS						BODILY INJURY (Per person)	
	X ALL OWNED AUTOS / X NON-OWNED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB / OCCUR.			XKY123	01/01/XX	01/01/XX	EACH OCCURRENCE	5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	
	DED / RETENTION: $							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER/EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			XKY123	01/01/XX	01/01/XX	WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	1,000,000
							E.L. DISEASE-EA EMPLOYEE	
							E.L.DISEASE-POLICY LIMIT	
	PROFESSIONAL E&O (If Reqd. by Contract) **CRIME** (If Required by Contract) **POLLUTION** (If Required by Contract) **LIQUOR LIABILITY** (If Required by Contract)							$1,000,000 $1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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CERTIFICATE HOLDER	CANCELLATION
Offices at Two Liberty Place **Two Liberty Place** **50 S. 16th Street, Suite 2650** **Philadelphia, PA 19102**	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE**

ACORD 25

TIER III VENDORS

- Alarm monitoring, testing & maintenance - **Errors & Omissions required**
- Architects – Major Construction projects
- Boiler erection and installation
- Burglar alarm installation contractor – **Errors & Omissions required**
- Construction/Project Management **– Errors & Omissions required.**
- Electrical work
- Elevator Maintenance
- Fire sprinkler contractor – installation, service, repair
- Fuel tank installation, service or repair***** - **Pollution Insurance required**
- Furnace installation, service or repair
- Gas leakage detection contractors***** - **Errors & Omissions required**
- Generator installation, service or repair*****- **Pollution Insurance required**
- General Contractors – subs must meet requirements for their trade tier
- HVAC – installation, service, repair, including duct work
- Mechanical engineers – **Professional Liability**
- Parking garage operators
- Plumbing – installation service, repair, including new fixtures and commode parts
- Refrigeration and freezer installation, service, repair
- Roofing – all kinds
- Security Service / Off-duty police officers – **Crime Insurance and Errors & Omissions required.**
- Sewer line hook-ups and repairs
- Signage and graphics – high-rise**.**
- Sump pump installation, service or repair
- Water / fire clean-up and remediation
- Water cooler vendors
- Window Washing – high rise.