

One Financial Plaza  
Providence, RI

Tenant/Contractor  
Construction Rules & Regulations

Updated 01/09/2015

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**Tenant Rules and Regulations**  
**Construction Projects**  
**One Financial Plaza**  
**Providence, RI**

1. Tenant must submit Construction Documents (plans and specifications) to the Lincoln Property Company Management Office for approval. A minimum of four (4) weeks or the time period required under the lease document, whichever is longer, is needed for review prior to the commencement of the project. Please note that the submittal of CD does not warrant an automatic approval. The Landlord and Lincoln Property Company reserve the right to decline the work base on, but not limited to: 1) lease rights, 2) design/use, 3) incomplete plans, or 4) any facet of proposed work that does not meet building standards.
2. Lincoln Property Company reserves the right to approve and restrict any sub-contractor, contractor or employee for any trade performing work in the building. A pre-qualification statement must be submitted to Lincoln Property Company for sub-contractors who have not performed work with Lincoln Property Company within the last two (2) years or on jobs of comparable size and dollar value.
3. Tenants are responsible for ensuring that their vendors are aware of the building's Asbestos Operations & Maintenance Plan, properly licensed in asbestos abatement, and that any and all applicable procedures are followed. Once the construction/renovation work is reviewed and approved by Property Management, an authorized Tenant representative will be required to sign an acknowledgement document confirming receipt and understanding of the O&M Plan.
4. Record of 'As-built' drawings must be submitted within 30 days of the completion of the project, CADD preferred.
5. Tenant must submit to Lincoln Property Company the following items two (2) weeks prior to the commencement of the project.
  - Tenant's Certificate of Insurance (if not already on file with the Management office).
  - Name of General Contractor/Construction Management Firm. Only listed, approved contractors and subcontractors will be allowed access to the freight elevator and corresponding construction floors. No one will be permitted access to any other floor than that which is being worked on.
  - Sub-contractor list for approval
  - Certificates of Insurance from general contractor and subcontractor in compliance with insurance guidelines.
  - Copy of Demolition Permit (if applicable).
  - Copy of Building Permit.

- Copy of Long-Form or Fast-Tract Application to Building Department.
  - Construction Schedule.
  - Project directory to include: name of firm, address, contacts and telephone number.
6. Tenant must submit Certificate of Occupancy at completion of project, if deemed necessary to be in compliance with City of Providence ordinances.
  7. Tenant must schedule a project meeting with Lincoln Property Company construction coordinator two (2) weeks prior to commencement of project.
  8. Weekly or bi-weekly project meetings are required for major construction projects. The Lincoln Property Company construction coordinator may attend meetings as deemed necessary. Minutes must be prepared for building record, and the construction coordinator must be provided with a copy of the minutes on a weekly basis.
  9. Any vendors hired by the Tenant shall be expected to adhere to the Contractor/Vendor Rules & Regulations. Copies of these Rules and Regulations are available from the Property Management Office.
  10. Air balancing by contractor is required two (2) weeks before project is completed. The final air balance report must be submitted to CBRE no later than 1 week after substantial completion. Lincoln Property Company requires the right to require contractor to revisit and/or properly address system if report indicates an unsatisfactory rating.
  11. Tenant shall be aware that with construction activities underway, all parties should do their utmost to keep the tenant space secure, not impact security to other building areas, and to be respectful of any tenant employee security concerns.
  12. Landlord reserves right at any time to change or rescind any one or more these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Landlord shall not be responsible to Tenant or to any other person for the non-observance of the Rules and Regulations, and Tenant shall agree to abide by these rules as a condition of its occupancy of the Premises.

All questions should be referred to Lincoln Property Company office at One Financial Plaza, 15<sup>th</sup> Floor, Providence RI 02903

**Contractor Rules & Regulations**  
**Tenant Construction Projects**  
**One Financial Plaza**  
**Providence, RI**

Normal Business hours are 7:00 a.m. to 6:00 p.m., Monday through Friday.

- In the event of an emergency, please call 401-808-6781 to contact Building Security. The security desk is staffed 24 hours a day, 7 days a week.
- The following work must be done at the Tenant's expense at the current overtime rate, not during normal business hours:
  - Demolition above and below occupied space which may cause disruption to other tenants in the building on other floors.
  - Coring for electrical/telephone floor outlets above occupied space.
  - Oil based or "Polymyx" painting on occupied multi-tenant floors (Latex paint work allowed).
  - Any work performed outside of project site.
  - Shooting of studs into deck for mechanical fastening devices (allowed until 8:00 a.m.) under occupied floors. Property Manager must be notified in advance in order to inform other tenants this work will be performed.
  - Drilling into deck for mechanical devices (allowed until 8:00 a.m.).
  - Testing of life safety and sprinkler tie-ins.
  - Any other type of work that is noisy, disruptive, odor causing and/or dust producing.
  - Deliveries via tractor/trailer trucks unless previously approved by Property Manager.
- Dollies and carts should be fitted with rubber wheels and not allowed in Lobby. Dragging of ladders, dropping of material is to be avoided over occupied floors.
- All work performed outside of project site must be coordinated with the project manager from Lincoln Property Company.
- The contractor must notify Property Manager from Lincoln Property Company to schedule the services listed below. One-week advance notice is required for approval. Emergency service may be provided with 24 hours notice.
  - Freight elevator usage after hours
  - Sprinkler/life safety shutdown
  - HVAC shutdown.
  - Plumbing shutdowns

- Welding or coring
  - Access to site after normal business hours
  - Major deliveries and tenant relocations
  - Coordination with building staff
  - Trash removal operation
  - Security detail
  - Any work/activity not noted above or performed during non-business hours.
- No work shall be performed in the building's mechanical or electrical equipment rooms without both the Landlord's prior approval and the supervision of a representative of the Landlord, the cost of which shall be reimbursed by the Tenant.
  - The Property Manager will be notified of all work schedules of all workmen on the job and will be notified, in writing, of names of those who may be working in the Building after "normal" business hours. If a Lincoln Property Company employee works after normal hours in support of this project, the Tenant will be billed for their time.
  - The building engineers may be called on to provide ad hoc guidance for the building systems and infrastructure. Should the project requirements impact the engineering schedule to the point where their daily responsibilities are negatively affected, the project shall be billed for their time and services.
  - All contractors are to maintain safe and orderly conditions, labor harmony, and proper handling of any hazardous materials. All contractor work shall be performed in accordance with all applicable laws and codes, Providence Fire Department and Lincoln Property Company Construction Guidelines. Management reserves the right to stop work at any time.
  - Contractor shall post no signs without Property Manager's express approval, which may be withheld for any reason. Contractor or subcontractor signage may not be displayed in the building common areas or on any of the window glass.
  - Any work performed on base building systems (i.e. roofing, HVAC, glass curtain wall, etc.) that could impact existing warranties shall be coordinated with the Property Manager prior to performing said work. If the Property Manager stipulates that a certain company/subcontractor/vendor must be used in order to preserve a warranty, then the Contractor shall comply.
  - Contractor shall supply Property Manager with a copy of all permits prior to the start of any work. Contractor will post building permit on a wall of the construction site while work is being performed.

- Contractor will comply and support the Tenant Construction Rules and Regulations and the Freight Elevator Guidelines. It is the general contractor's responsibility to instruct all workers, including subcontractors to familiarize themselves with these rules.
- Tenant security is paramount. Contractor shall not prop open any suite doors or compromise any other security procedures. Contractor, and their subcontractors, shall abide by all building and tenant space security measures.

### **Hazardous Materials**

- Prior to performing any kind of work, all contractors and workers are responsible for contacting the building's Asbestos Program Manager for known types and locations of asbestos-containing materials in the respective building area where the work is to be performed and to review the owner's written Asbestos Operations & Maintenance Program. A document will be provided requiring their signed acknowledgement that they fully understand and shall be responsible for adhering to the policies set forth in the Asbestos Operations & Maintenance Program.
- The contractor is responsible for relaying all obtained asbestos information to their laborers and subcontractors, which include architects and engineers. The contractor is also responsible for having a licensed asbestos abatement contractor at their availability. The building preferred abatement contractor is Yankee Fiber.
- All planned activities in the designated work area(s) shall be coordinated with the building's Asbestos Program Manager.
- Absolutely no asbestos-containing building materials will be installed or re-installed during any portion of renovations.
- All contractors/workers shall not disturb, damage, or otherwise handle any suspect asbestos-containing material. If, for some reason, material that is suspected to be asbestos containing is disturbed and becomes airborne, the contractor shall immediately notify the building owner representative.
- Any suspect asbestos-containing material that is observed by the contractor/worker to be crushed, ripped, broken, or in any way damaged should be reported to the building owner immediately. Contractors/workers must immediately convey to the building owner representative any information they discover pertaining to the presence, location, and quantity of asbestos containing or potentially asbestos-containing materials.
- Anyone failing to comply with and abide by the requirements of the building's Asbestos Operations & Maintenance Program or any federal, state, or local regulations pertaining to work in an environment where asbestos is present may lead to the contractor's dismissal from the site. Contractors will be prosecuted to the full extent of the law, if necessary.

## Liens

- Contractor is responsible for the payment of any party entitled to assess a lien arising out of the Work. Contractor shall keep the property free from mechanics' liens and immediately secure the release of any stop notice filed. Contractor shall defend and indemnify Owner against claims and costs arising out of a mechanic's lien or stop notice, except in the event of non-payment by Owner.

## Life/Safety Systems

- All false alarms caused by lack of proper procedure which result in a fine from the Fire Department will be assessed accordingly. The contractor is responsible for securing all necessary permits.
- Testing of sprinkler system and fire protection devices is required two (2) weeks prior to completion of project and to obtain Certificate of Occupancy.
- The Lincoln Property Company design/engineering review team may inspect contractor work in progress for compliance with applicable code and building standards.
- Lincoln Property Company reserves the right to restrict life safety design (sprinkler and fire protection) to its approved design engineers.
- All devices installed must be compatible to Johnson Control Notifier Panel model: IFC2020. All smoke detectors, heat detectors, and pull stations must be Johnson Control Notifier; all speaker/strobes must be Johnson control compatible.
- Johnson Control is the building-designated vendor for performing the programming for any/all devices added to the system, disconnecting/reconnecting all detector loops or speaker/strobe loops that are being rewired or added, performing the pretesting of all new devices, and performing the initial testing of all new devices added to the system for the purpose of inspection and testing by Providence Fire Department. JCI must also be contracted to provide the Engineering Dept on the 29<sup>th</sup> floor with a disc backup after any modifications to the system.
- Any fire alarm work requiring detectors to be disabled and then enabled must be performed by a licensed fire alarm technician.
- The speaker/strobe circuits were originally wired with #14 stranded wire and must be replaced with the appropriate approved/listed #16 solid wire.
- All contractor work shall be performed in accordance with all applicable laws and codes, Providence Fire Department and Lincoln Property Company Construction Guidelines.
- Two hundred pound (200 lb) pressure test of sprinkler system is required two (2) weeks prior to completion of project. Sprinkler contractor test certificates are due to Lincoln Property Company at that time.



- The as-built plans provided at the conclusion of the project must include the appropriate references for the fire alarm print for the area that has been renovated.

### **Demolition**

- Prior to demolition, if carpet is to remain in the suite, it is to be protected by a heavy plastic cover or removed, stored and re-installed upon completion of work.
- Contractor must use hard plastic hampers to transport debris from work area to receiving bay.

### **Deliveries**

- Absolutely no deliveries will be allowed through the main lobby. Deliveries must be scheduled in advance with Lincoln Property Company to coordinate the availability of the receiving bay and the freight elevators.
- The delivery of sheet rock, light fixtures and other like material must be scheduled during non-business hours unless approved by Property Management.
- Deliveries must not intrude on other tenants right to quiet enjoyment on multi-tenant floors.

### **Cleaning & Rubbish Removal**

- Contractor shall keep the freight elevator and areas inside and outside the construction area free at all times from waste material, rubbish, and debris and in broom clean condition.
- The contractor and/or Tenant will incur costs for clean-up if areas are left dirty, including servicing of freight elevator for demolition debris not transported properly. Rubbish cannot be stored in the work area and must be disposed of on a regular basis.
- Any and all existing materials removed and not reused in the construction, except as directed by the Property Management office, shall be disposed of by the Contractor as waste or unwanted materials.
- The contractor is responsible for scheduling its own trash pickup.
- Areas under renovation will not be serviced by the building's cleaning vendor.

### **Non-Construction Area**

- Contractors shall provide, at their own expense, adequate protection to all carpets, doors and trim, wall surfaces, and corners in all public areas through which materials, fixtures, and furniture are transported. Contractors shall continuously clean all such areas. Protective measures shall include runners over carpet, masonite over stone floors, padding in elevators, and any other measures deemed appropriate by Property Management.

- Contractor shall provide heavy plastic screening for dust protection and/or temporary walls of suitable appearances as required by Property Management to screen the construction site.
- Walk-off mats are to be provided at entrance doors.
- Public spaces, corridors, elevators, bathrooms, lobby, etc. must be cleaned immediately after use. Construction debris or materials found in public areas will be removed at the offender's cost. All construction materials or debris must be stored within the project confines or in an approved lock-up. No materials are allowed to be stored in the stairwells.
- Stairwell doors are not allowed to be propped open.
- Contractors shall be permitted to use the janitor's sink for water supply on the floor(s) on which the construction occurs, however, contractors shall ensure that no drywall, mud, flammables or any other substance that could stop up the sanitary sewer system or be potentially hazardous, are put therein.
- All damage caused to the receiving bay, freight elevator, or public areas of the building is to be promptly reported to Property Management.

#### **Utilities**

- No utilities (electricity, water, gas, plumbing) or services to the tenants are to be cut off or interrupted without first having requested, in writing, and secured, in writing, the permission of the Property Manager.
- No electrical services are to be put on the emergency circuit, without specific written approval from the Property Manager.
- When utility meters are installed, the contractor must provide the Property Manager with a copy of the operating instructions for that particular meter.
- Unless otherwise specified in the lease, water and electricity will be furnished in reasonable quantities for use in lighting, power tools, water for testing, etc. On a case by case basis, these services may be billed-back to the General Contractor or appropriate sub-contractor. The contractor shall make all connections, furnish any necessary extensions, and remove same upon completion of work.

#### **Team Behavior/Conduct**

- There is no contractor parking available at the Receiving Area. The Receiving Area is to be used for unloading equipment and materials only. Vehicles so parked will be towed at the expense of the Tenant.

- There will be no smoking, eating, or open food containers in the elevators, carpeted areas or public lobbies.
- There will be no yelling or boisterous activities. At no time will any profanity or language that may be interpreted as offensive be allowed.
- There will be no alcohol or controlled substances allowed or tolerated. Individuals under their influence or in possession of such will be escorted from the premises and prosecuted.
- Tradespersons are not allowed on passenger elevators. The freight elevator must be used at all times to access or egress the work area. Construction workers should not use the emergency stairwells to access other floors unless an emergency situation arises or as approved by Property Management.
- Construction personnel are not to eat in the lobby or in front of the building.
- Radios are allowed at a reasonable noise level.
- This is a “No Smoking” Building. No tobacco products are to be used in the building at any time.
- All workers are required to wear a shirt, shoes and full-length trousers. No ripped T-shirts or clothing with inappropriate or obscene language, pictures, or emblems are acceptable.
- Property Management reserves the right to deny use of the restroom on the floor should it interfere with the existing tenant(s). If access to the floor restroom is denied, contractor and subcontractors may use the restrooms on the 29<sup>th</sup> floor, only when an engineer is present on the 29<sup>th</sup> floor. The project may be charged cleaning fees, if the project team is disrespectful of the facilities.

All questions should be referred to Lincoln Property Company Property Management office at One Financial Plaza, 15<sup>th</sup> Floor, Providence RI 02903; 401-831-5840.

**Deliveries and Elevator Schedule/Rules**  
**One Financial Plaza**  
**Providence, RI**

**Normal Freight Elevator Hours of Operation**

**Monday thru Friday/8:00 a.m. to 4:00 p.m.**

During these hours deliveries that will occupy the elevator so as to preclude others from using it for longer than ½ hour is not allowed. This rule is not only to maintain availability of the elevator for any other deliveries but also to insure that tenant disruption on a floor is kept to a minimum during business hours.

Deliveries of sheet rock or like materials will only be allowed if scheduled with the Property Manager in advance. (You must make arrangements for exclusive use of an elevator for these purposes).

All incidental deliveries, or minor moves between floors, of furniture or other equipment may be scheduled during the above hours of operation, on a first-come, first-served basis as long as they don't extend beyond the ½ hour limitation.

The building will not be responsible for any delays due to service/performance of the freight elevator. If there is a service interruption during overnight/weekend hours, repairs will be made under service contract during regular hours.

**Trash Removal Operation**

The trash removal for the building occurs Monday thru Friday after 5:00 p.m. by freight elevator only. Freight Elevator remains available for use by others but service will be extremely limited.

**Hours available for Exclusive Use of Freight Elevator**

**Monday thru Friday/10:00 p.m. to 6:00 a.m.**

**Saturday & Sunday/24 hours**

During the above hours of operation the freight elevators may be reserved for the exclusive use of a Tenant or contractor. Reservations must be a minimum of twenty-four (24) hours prior to, but not more than two weeks in advance of service request date. Cost of a maintenance person is a responsibility of the Tenant.

Trucks are not allowed to back into the Receiving Bay.

Delivery personnel may not leave any carts, items, or vehicles in any way that hinders car traffic entering or exiting the building's parking facility.

No construction/moving debris or materials are to be deposited in building compactors or open dumpsters not belonging to vendor.

Major furniture deliveries may require Lincoln Property Company maintenance person to operate service elevator. Cost for this person is a responsibility of the Tenant, and there is a four-hour minimum labor charge. Contact the Lincoln Property Company Management Office for current rate charges.

Movers/Delivery personnel will designate a lead individual to be the liaison with Property Management. Any concerns raised by Property Management must be honored immediately by the vendor. Any disrespect or disobeying of the property staff will result in immediate termination of the move/delivery.

Contractors shall provide, at their own expense, adequate protection to all carpets, doors and trim, wall surfaces, and corners in all public areas through which materials, fixtures, and furniture are transported. Contractors shall continuously clean all such areas. Protective measures shall include runners over carpet, masonite over stone floors, padding in elevators, and any other measures deemed appropriate by Property Management.

The Property Manager will be notified of all work schedules of all workmen on the job and will be notified, in writing, of names of those who may be working in the Building after "normal" business hours. If Lincoln Property Company employees work after normal hours, the Tenant will be billed for this time.

Vendor personnel are not to eat in the lobby or in front of the building.

Radios are allowed at a reasonable noise level.

All workers are required to wear a shirt, shoes and full-length trousers. No ripped T-shirts or clothing with inappropriate or obscene language, pictures, or emblems are acceptable.

There will be no yelling or boisterous activities. At no time will any profanity or language that may be interpreted as offensive be allowed.

There will be no alcohol or controlled substances allowed or tolerated. Individuals under their influence or in possession of such will be escorted from the premises and prosecuted.

Tradespersons are not allowed on passenger elevators. The freight elevator must be used at all times to access or egress the work area. Construction workers should not use the emergency stairwells to access other floors unless an emergency situation arises or as approved by Property Management.

This is a "No Smoking" Building. No tobacco products are to be used in the building at any time.

All questions should be referred to Lincoln Property Company Property Management office at One Financial Plaza, 15<sup>th</sup> Floor, Providence, RI 02903.

**Vendor/Contractor Insurance Specifications**  
**One Financial Plaza**  
**Providence, RI**

General Liability coverage in the form of a Comprehensive General Liability policy or a Commercial Liability policy with a broad form of CGL endorsement included in the coverage. The insurance company issuing said policy must be rated B+ or better by Best's ratings.

1. COMMERCIAL GENERAL LIABILITY

Bodily injury per person, per occurrence	\$1,000,000
Property damage	\$1,000,000
Annual aggregate limit per project and per location	\$2,000,000
  
2. AUTOMOBILE LIABILITY COVERAGE

Bodily injury and property damage, combined each	\$1,000,000
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3. EXCESS AND UMBRELLA LIABILITY \$5,000,000
  
4. WORKER'S COMPENSATION Statutory
  
5. EMPLOYER'S LIABILITY LIMIT \$500,000

Statutory coverage is required by each state in which the work is to be performed. If you are self-employed with no other employees, qualified self-insured, or not required to carry Workers' Compensation, you must submit a letter stating this, or a copy of your certificate of self-insurance. A Waiver of Subrogation endorsement issued in favor of CB Richard Ellis and Owner must be attached to the certificate.

Certificate holder to be:

**One Financial Plaza Holdings, LLC**

Additional insured must be listed exactly as follows – no exceptions:

**Meritage Properties, LLC**  
**Lincoln Commercial Services,**  
**Wells Fargo Bank, NA**

This information **MUST** appear as indicated above. If you have any questions, please feel free to call the office at (401) 831-5840. Completed certificates can be faxed to 401-831-5676.

Should any of the above described policies be canceled, not renewed, changed materially in amount of coverage or changed in insuring form, the vendor/subcontractor's insurance company will give 30 days prior written notice to Lincoln Property Company.

Please note that Lincoln Property Company's minimum requirements, as noted above and attached, in no way restrict your liability for any claims in excess of your policy limits.