Rules & Regulations for Construction

General contractor (GC) must provide a list of sub-contractors that will be onsite during construction along with a preliminary sequence of construction.

GC to provide Management with a projected Weekly Construction Report (attachment A). If weekly meetings are held, minutes including next week's schedule will suffice.

All contractors must have on file in the Management office, a current Certificate of Insurance 48 hours prior to start of construction. (Please ensure the attached C of I requirements are followed, Attachment B).

All contractors must enter and exit the building through the loading dock on Wayne Street. Sign in with Security and receive an ID badge. Badges are to be worn at all times while in the building No contractors will be allowed access through the lobby doors or parking facility unless otherwise noted.

Any and all interfacing to the building systems must be scheduled and reviewed with the Chief Engineer a minimum of 48 hours in advance. All systems tie-ins or shutdowns will be scheduled before 7:00 a.m. or after 6:00 p.m., Monday through Friday, Saturday before 8:00 a.m. or after 1:00 p.m. and all day Sunday (off hours). Requests for shutdowns are to be requested through the tenant work request system (Building Engines (BE) work order system). Building standard charges apply for shutdowns and overtime hours. Any off-hour work will require a Building Engineer to be onsite, at an additional cost to tenant (rates available on request).

Any and all work which may cause excessive noise to neighboring tenants in the building must be scheduled before 7:00 a.m. or after 6:00 p.m., Monday through Friday, Saturday before 7:00 a.m. or after 1:00 p.m. and all day Sunday. Please respect the quiet enjoyment of our tenants during normal business hours.

All deliveries of construction material must be scheduled 48 hours in advance (requested through BE work order system). Loading dock hours of operation are Monday through Friday, 6:00 a.m. to 7:00 p.m. GC is responsible for care and condition of freight elevator and corridors during use.

GC is responsible for all common areas. GC must provide protection on floors, walls and ceilings and if needed restore same to its original condition after construction is completed.

All applicable OSHA requirements must be adhered to.

Due to limited space requirements at the loading dock, the general contractor must utilize the service of the building refuse contractor. Please make the necessary arrangements with
Recycle Track Systems | (833) 787-4636 | customerservice@rts.com **|** www.rts.com

Note: All mini containers must be identified by tenant and authorized by GC upon pickup.

All contractors are to adhere to the 95 Columbus Safety Rules & Guidelines attached hereto, Pages 2-5.

Building Rules & Regulations for Construction

INTRODUCTION: At 95 Columbus, safety is our number one priority. We are committed to providing a safe workplace, free of recognized hazards. We expect that contractors working at our facility share this same commitment.

This document contains safety rules and guidelines for contractors working at our site. It is issued to contractors prior to commencement of any work, so that you are aware of our minimum safety requirements.

Due to the unique nature of your business, the safety guidelines set forth in this document cannot and are not to be considered all-inclusive. This document is not intended by Management to abrogate or assume any responsibility that a contractor has for his/her own personnel. You are responsible for the health and safety of your own employees and for compliance with all applicable federal, state and local health, safety and environmental regulations (i.e.: OSHA).

Moreover, you are responsible for the work itself as well as the safety of all persons at or adjacent to the work site. Within your project team, you should designate a qualified safety representative whose duty is to prevent accidents and to ensure that safe work practices are followed. If you have any questions concerning environmental, health or safety issues, please contact our management staff.

The contractor is best suited to make decisions concerning the health and safety of his/her own employees. However, our Management and Engineering Staff or Safety Coordinator may at their own discretion conduct periodic inspections of your work area to ensure that safe work practices are being followed.

We reserve the right to suspend or terminate your services on the basis of unsafe conduct or violations of our building safety guidelines. Such suspension or termination of work shall be without compensation by 95 Columbus; Management or their designated representatives, for expenses incurred in the mobilization/demobilization of your equipment and supplies.

EMERGENCIES: Report all injuries, spills, unsafe conditions or acts and accidents to your Supervisor and our Safety Coordinator. In the event of an emergency, please contact:

Building Security at 201-432-3244

Emergency Hotline #: 1-866-914-8954

In case of fire, manual pull stations at exit doors can be used to activate the building fire alarm system. When an alarm is sounded, shut off all equipment. Leave the facility through the nearest available exit quickly and safely. Once outside, proceed away from the facility to the designated assembly area, following all directions of the emergency Evacuation Team. Keep clear of any arriving emergency response vehicles. The contractor should account for his/her personnel and report on their status to the Project Manager or his/her designee. Return to the facility only when notified to do so by the Emergency Coordinator.

PURPOSE: The below listed Safety Rules and Guides are intended to be shared with potential contractors. Potential contractors should be informed of what they will be expected to comply with, relative to Safety Rules and the required Personal Protective Equipment (P.P.E.) while working on the premises. Potential contractors must also be told that non-compliance with these rules and guidelines may result in the violating party or parties being dismissed or the subject contract being terminated.

Building Rules & Regulations for Construction

DRUGS& ALCOHOL: It is our policy to maintain a drug and alcohol-free work environment. Alcoholic beverages, narcotics, or other controlled substances are strictly forbidden on-site. Any person found in possession of alcohol or controlled substances will be escorted off site. Further, at the discretion of 95 Columbus Building Management, the local authorities may be notified.

PROPER ATTIRE: Contractors must wear clean and appropriate attire at all times. Do not wear torn or loose clothing as this may pose a hazard. Trousers must be ankle length. Working without a shirt or with a sleeveless shirt is not permitted. Jewelry can present safety and contamination hazards and is not to be worn where equipment is operating.

Suitable footwear (no open-toed or open-heeled shoes, no sneakers; steel-toed or composite safety shoes are preferred) should be worn at all times while working in the building.

AERIAL LIFTS/MAN LIFTS: (29 CFR1910.67) Contractors bringing aerial lifts (boom, telescope, or scissor) on to the property must make certain the lifts are properly equipped with suitable anchorage points to tie off to. The P.P.E. requirement for working in aerial lifts is a full-body harness and lanyard. Special consideration must be taken to secure the ground level when working in the air. Acceptable means include, either securing the area with caution tape or barricades, and/or providing a ground man.

CONFINED SPACE: (29 CFR 1910.146) Contractors whose job necessitates they must enter a "permit required" or a "non permit" confined space must first review the specific nature of the job with the Safety Section to assure the proper procedures are followed. A "Permit "Required" confined space requires air testing and the issuance of a permit. "Non- Permit" confined spaces, based upon what may be introduced to the area, may or may not require air testing and a permit.

CONTROL OF HAZARDOUS ENERGY "LOCKOUT/TAGOUT": (29 CFR 1910.147) Contractors working with automated machinery and tools must have been previously trained in how to identify, control (Lockout) various forms of hazardous energy sources. Tagout by itself is not an acceptable means of control. Contractors unsure of what hazardous energy sources they may be confronted with or the means by which to appropriately control them, should first contact the Management Office point person.

Contractor employees working on site, assigned to work with such equipment will be considered "Authorized Employees" and accordingly responsible for performing the duties of an "Authorized Employee". The contractor is obligated to comply an Industry Standard Lockout/Tagout Program.

SCAFFOLDS: (29 CFR 1926.451) All job site scaffolds must meet OSHA requirements. The footings for scaffolds are required to be sound, rigid, and capable of carrying the maximum intended load without displacement. Wheeled scaffolds must have functional wheel locks. All scaffolds more than 10 feet above the ground must have guardrails and toe boards on all open sides. Where applicable, scaffolds should be secured to the building or structure.

POWER TOOLS: Power tools shall be maintained in good condition at all times. Also, they should be equipped with appropriate guards and constant pressure switches. Only properly grounded (i.e., 3-prong plug) or double insulated electric tools are to be used on the job site.

Building Rules & Regulations for Construction

FALL HAZARD CONTROLS-Ladders: (29 CFR 1926.1053) Contractors working at the height of six (6') feet or higher must be equipped with a full body harness and be properly tied off. Contractors working in any type of aerial lift are also required to wear the same P.P.E. (Personal Protective Equipment) as listed above. An appropriate means of Fall Prevention or Fall Protective Equipment is also required whenever working within ten (10') feet of a six (6') foot drop or greater, (i.e. the roof).

FIRE PREVENTION & PROTECTION: Contractors should review the area they are working in for potential fire hazards & determine the closest location of fire protection, i.e. Fire Extinguishers & Hoses. The contractor shall provide approved fire extinguishers for his/her own personnel when required. Manual pull stations, fire extinguishers and fire doors must be fully accessible at all times.

95 COLUMBUS EQUIPMENT & TOOLS: Contractors are prohibited from using the equipment and tools (i.e. shop machines, tools, ladders, hoists, mobile equipment, etc.) of ownership without prior approval from the project engineer.

HAZARDOUS MATERIALS COMMUNICATIONS: (29 CFR 1910.120) Contractors are required to review and get pre-approval with Building Management for all chemicals brought on site. Contractors must provide Material Safety Data Sheets (MSDS), meeting or exceeding ownership requirements. Contractors must provide for the safe storage of the chemicals while on the premises and are responsible for the removal and disposal of all used remains and unused products at the end of the job. Contractors are responsible that their employees have been properly trained with regard to the chemicals they are handling or exposed to.

HOUSEKEEPING: Contractors are required to clean up after themselves. The contractors designated work or staging area must be kept clean and tidy at all times. Contractors garbage and waste will be disposed of as agree to by the contract.

PARKING: There is no on-site contractor parking provided to vendors. Garage attached to the building is for public use and is on a first come first serve basis. We recommend purchasing your parking pass online in advance to secure space. Online reservations can be entered here: https://www.propark.com/facilities/95-christopher-columbus-drive-parking.

P.P.E. (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS: ANSI approved hard hats are required at all times while in construction areas where overhead work is being done, and where individuals are exposed to injury from falling objects or material handling operations. Other P.P.E. (safety glasses, steel toed shoes, respirators) to be determined based upon the task.

ROOF ACCESS AND WORK: Contractors performing work that requires them to have access to the roof, must first discuss the task with building management. Consideration must be given to fall hazard exposure and weight load limits.

Building Rules & Regulations for Construction

WELDING AND CUTTING: Contractors are required to obtain the appropriate approval (Hot work permit) from the building engineer when performing welding and cutting.

Additionally, consideration should be provided for ownership, the facilities, the product and the material for the same, with respect to the sparks, fumes and smoke created from such activity. Weld curtains/shields and possible local exhaust means should be deployed protecting against exposure to fire, sparks and welder's arc. The appropriate type of fire extinguisher is required to accompany any welding and cutting care equipment. A "Fire Watch" will be provided by the contractor for all "hot work," and will remain for one hour upon completion of same. All welding and cutting will be performed off hours (see Building Rules & Regulations).

PERMITS: The contractor shall ensure that work will be performed safely and that special precautions will be taken when work may involve or create hazardous situations. The contractor is responsible for obtaining any and all applicable state and local permits required for his/her work. The tenant/GC will provide Management with copies of each.

GENERAL BUILDING SAFETY RULES:

1. Report all occupational injuries and illnesses to your supervisor.
2. Fighting, gambling, horseplay and other misconduct are not permitted.
3. Jumping off equipment or vehicles is prohibited.
4. Compressed air must not be used to dust yourself off or clean an area.
5. Keep exits, aisles and the access to fire equipment free of obstruction.
6. Smoking is prohibited in the building, in front of the building and all exits/entrances.
7. Gas cylinders when stored must be secured, restrained and capped.
8. Possession of weapons (firearms, knife-other than a pocketknife, explosive devices) will not be tolerated.
9. Concealing defective work is unacceptable.
10. Profane or abusive language will not be tolerated.
11. Become familiar with your work area and the two closest passageways to exit, in the event of an emergency Evacuation. The building's emergency evacuation signal is the sound of a "whoop" tone.