

A. PRIOR TO COMMENCEMENT OF WORK

1. The Contractor and Subcontractors must submit to FC Services, LLC. an Insurance Certificate including an indemnity hold harmless clause in accordance with attached insurance requirements, a copy of which is attached to these Contractor Procedures as Attachment "A".
2. The Contractor may be required to obtain a performance and payment bond for the project. Bonding companies shall be licensed in State and listed in the Federal Register. The bond premium shall be included in all bids. Bond Form and agent to be submitted for FC Services, LLC. review prior to construction start.
3. The Contractor must notify FC Services, LLC. immediately upon detecting the presence of asbestos containing materials within the confines of the project.

B. RULES AND PROCEDURES FOR WORKING IN OCCUPIED SPACE

The following are rules and procedures to be followed when working in or around tenant occupied areas:

1. Provide a trash can with a lid to dispose of lunches and food. Trash must be emptied daily and not be allowed to collect overnight.
2. All Contractors must maintain the areas in which they are working in a clean and orderly manner. During and at the completion of their work, Contractors must clean up and remove from the site all rubbish and debris before leaving the premises. If the Contractor fails to adhere to the above, the Landlord will provide trash service as required at the Contractor's expense.
3. All unused entry doors to vacant areas must be closed and locked at all times.
4. All persons involved in the Work must conduct themselves professionally when working in tenant occupied spaces and all public spaces.
5. Radios are prohibited in all areas.
6. No smoking is allowed indoors. Smoking is prohibited within 25 feet of any opening in accordance with Washington State Law.
7. Noisy operations are to be done after hours.
8. All construction performed outside of normal working hours must be coordinated with the FC Services, LLC. office with at least 48 hours notification before work is to be performed. No one will be allowed access after hours without prior consent of FC Services, LLC.
9. Carpet mats are to be placed in front of the service entrances and along a path leading to the construction area.
10. Under no circumstances will Contractor alter, modify, or in any manner disturb any base-building system or its installation including the plumbing system, electrical system, heating, ventilating, and air conditioning system, fire protection and fire alarm system, or base-building structural systems, elevators, or anything located within the central core of the building without the Landlord's express written permission or direct supervision of the Landlord or the Landlord's Authorized Representative. For the purposes of this section, base-building shall be defined as that portion of the building system or component which is within the core and/or common to and/or serves or exists for the benefit of other tenants in the building.

11. Notwithstanding the foregoing, the Work may include special improvements which affect the base-building provided that the plans for such special improvements comply with all applicable codes and are approved in writing by the Landlord and any mortgagee of the Landlord, if necessary. The Work shall also include any improvements necessary to increase the permitted floor loading, as required.
12. Normal business hours are Monday through Friday, 8:00 a.m. to 7:00 p.m. and Saturdays 8:00 a.m. to 1:00 p.m. Any work that disturbs tenants such as welding, cutting, coring, x-raying, disruption of chilled water, use of volatile materials, etc., must be performed *after* normal business hours, at Contractor's expense. All core drilling/cutting must be approved by the base-building structural engineer. FC Services, LLC. must be notified at least 48 hours prior to commencement of such work.
13. All demolition, removal or other types of work, which may inconvenience other tenants or disturb building operations, must be scheduled and performed before or after normal working hours. FC Services, LLC. shall be notified at least 48 hours prior to commencement of such work.
14. All fire alarm testing must be performed before or after normal working hours.
15. Contractor shall deliver to FC Services, LLC., for Landlord's approval, which will not be unreasonably withheld, a list of all the Contractors and Subcontractors who will be performing the work.
16. All design, construction, and installation shall conform to the requirements of applicable building, plumbing, and electrical codes and the requirements of any authority having jurisdiction over such work.
17. Tie-in of either fire alarm or sprinkler/fire suppression systems shall not occur until all other work related to such systems has been completed. Only Landlord's Contractor (or a Landlord-approved sprinkler subcontractor) shall make the tie-in to the Base-building fire alarm and sprinkler/fire suppression systems. Contractor is to contract directly with Landlord's fire alarm contractor. Contact names and telephone numbers will be provided by Landlord.

Any building material left in or around the site will be removed from the building at the Contractors' expense. Upon delivery of materials to the site (tools, supplies, equipment, etc.) the transport vehicle must be moved to a location which will not dislocate Tenant parking.

18. If a shutdown of risers and mains for electric, HVAC, sprinkler, fire protection and plumbing work is required, work shall be scheduled with 48 hour advance notice. Drain downs or fill-ups of the sprinkler system or any other work to the fire protection system which may set off an alarm, must be accomplished between the hours of 6:30 p.m. and 6:30 a.m. Monday through Friday, and 1:00 p.m. on Saturday through 6:30 a.m. on Monday. Contractor shall reimburse the Landlord for the cost of the building engineering at a rate of \$75.00/per hour during all after hour activities.

The Contractor must:

- i) Properly supervise construction on the premises at all times.
- ii) Police job at all times, continually keeping the Premises and Project orderly. All materials are to be neatly stacked. Materials must not be left on the loading dock or they will be removed by the Landlord at the General Contractor's expense.
- iii) Maintain cleanliness and protection of all areas.
- iv) ~~Distribute I.D. badges, if so required, to all construction workers.~~ - NOT REQUIRED.
- v) If other tenants occupy the building, provide FC Services, LLC. with a list of those who are expected on the job after hours or during a weekend. Contractor shall use its best efforts to submit such a list by noon on the day in which after hours work is scheduled.
- vi) Arrange for telephone service if necessary. FC Services, LLC. and security telephones will not

be available for use by Contractors and subcontractors.

vii) Block off supply and return grills, diffusers and ducts to keep dust from entering into the building air system.

viii) Avoid and prevent the disturbance of other tenants.

19. Prior to the commencement of construction, Landlord and Contractor will inspect the Building, setting forth any pre-construction damages to the Building. Any damage caused by the Contractor to existing work of others shall be repaired at the sole cost and expense of the Contractor to the satisfaction of the Landlord.

20. In the event that roof penetrations are required, the Contractor must contract directly with building roof supplier.

C. CONSTRUCTION FACILITY AND TEMPORARY CONTROLS

1. Any outside work must be cleared in advance with FC Services, LLC. Due to environmental issues, outside work is highly discouraged.

2. Make premises available, as required, to Architect, Owner's Representatives and Subcontractors.

3. Execute Tenant Finish Work while eliminating unnecessary noise, dust, and other annoyances.

4. Contractor shall arrange for use of service elevators for vertical transportation with Property Manager.

5. During construction, provide temporary fire protection in accordance with local Fire Protection Code.

6. At Contractor's discretion and cost, Contractor should provide direct line telephone service at construction site for use of personnel and employees.

7. Contractor to review Building conditions and factors which affect construction procedures, construction facilities and public facilities which may be affected by execution of Tenant Finish Work.

D. TEMPORARY FACILITIES

1. Furnish, install and maintain any temporary utilities required for construction, and remove the temporary utilities on completion of Tenant Finish Work.

2. Comply with National Electrical Code.

3. Comply with local utility company requirements.

4. Provide adequate artificial lighting for areas when natural light is not adequate, and when areas are accessible to public.

5. Unnecessary lighting is to be extinguished during non-working hours.

6. Provide ventilation to maintain adequate environmental conditions, to maintain specified minimum conditions for installation of materials, and to protect materials and finishes from damage due to temperature or humidity as required by Contract Documents and manufacturer's recommendations.

7. Completely remove temporary materials and equipment when their use is no longer required.

8. Clean and repair damage caused by temporary installations or use of temporary facilities.

9. Restore existing facilities used for temporary services to specified or to original condition.



10. Use air conditioning filters if units are operated during construction, maintain filters as necessary and replace filters upon completion of Tenant Finish Work on the floor.

E. MATERIAL AND EQUIPMENT

1. Comply with applicable specifications and standards. All products must meet or exceed building standard specifications.
2. Comply with size, make, type, and quality specified or as specifically accepted in writing by Architect.
3. Design, fabricate, and assemble products in accordance with best engineering and shop practices.
4. Manufacture like parts of duplicate units to standard interchangeable sizes and gauges. Two or more items of same kind shall be identically made by the same manufacturer.
5. Equipment capacities, sizes and dimensions shown or specified shall be adhered to unless variations are specifically accepted in writing by Owner.
6. Ensure that material or equipment are not used for any purpose other than that for which it is designed or is specified.
7. Obtain and distribute copies of instructions to parties involved in installation, including one copy to Architect when Contract Documents require that installation of Tenant Finish Work shall comply with manufacturer's printed instructions.
8. Handle, install, connect, clean, condition, and adjust products in strict accordance with manufacturer's instructions and in conformity with specified requirements.
9. Notify Architect and Project Manager, in writing, if job conditions or specified requirements conflict with manufacturer's instructions and do not proceed with Tenant Finish Work unless specifically modified or exempt by Contract Documents.
10. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.
11. Arrange deliveries of products in accordance with tenant finish work schedules and coordinate all deliveries to avoid conflict with Tenant Finish Work and conditions at Site. All deliveries to be coordinated with FC Services, LLC.
12. Deliver products in undamaged condition and in manufacturer's original containers or packaging, with identifying labels intact and legible.
13. Immediately upon delivery, inspect shipments to ensure compliance with requirements of Contract Documents and accepted submittal and in order to ensure that products are properly protected and undamaged.
14. Promptly remove unsatisfactory materials from the Building.
15. Furnish equipment and personnel to handle products by methods to prevent soiling or damage to products or packaging.
16. Arrange storage in a manner to permit easy access for inspections and in a manner to prevent overloading of any structural members.
17. Store and mix paint in assigned room or area kept under lock and key. Remove oil rags and other combustible materials daily and take precautions to prevent fire hazards.
18. Provide substantial coverings as necessary to protect products after installation from damage from traffic and subsequent construction.

F. CLEANING

1. Execute cleaning, during process of Contractor's Finish Work and at completion of work, as required. Refuse must be removed daily to Contractor's dumpster at loading dock.
2. Hazards Control:
 - i) Store volatile wastes in covered metal containers.
 - ii) Remove containers from premises daily.
 - iii) Prevent accumulation of wastes which create hazardous conditions.
 - iv) Provide adequate ventilation during use of volatile or noxious substances. Any use of products which produce an odor must be coordinated with FC Services, LLC. Contract agrees to work to resolve ANY complaints for odors - which may involve the use of any such products well after normal building hours or off premises.
 - v) Maintain fire watch and fire extinguisher for a burning or welding operation provided by Contractor.
 - vi) Designate one person responsible to walk the space under construction, after subcontractors, and sub-subcontractors have left the space, in order to check for fires or hazardous conditions and extinguish fires and correct hazardous conditions.
 - vii) Provide material data safety sheets for all substances at point of storage and use of all substances.
 - viii) Notify the Project Manager immediately if asbestos containing materials are found within the project area.
3. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws, including:
 - i) No burning or burying rubbish and waste materials on the Site.
 - ii) No disposing of volatile wastes, such as mineral spirits, oil, or paint thinner, in storm or sanitary drains.
4. Use cleaning materials recommended by manufacturer of surface to be cleaned.
5. Use cleaning materials which will not create hazards to health or property.
6. Coordinate with FC Services, LLC. the daily removal of waste materials, debris, and rubbish from Building at Tenant Contractor's cost.
7. Continue cleaning on as-needed basis until space is ready for occupancy.
8. Remove grease, mastic, adhesives, dust, dirt, stains, labels, fingerprints, and other foreign materials from sight-exposed interior and exterior surfaces.
9. Wash and shine glazing, mirrors, and plastic laminate surfaces, window blinds and light fixtures.
10. Polish glossy surfaces to clear shine.
11. Clean flooring, ceramic tile, or special flooring, and vacuum carpet as recommended by manufacturers.



12. Repair, patch, and touch up marred surfaces to match adjacent surfaces. Replace broken or scratched glass.
13. Heating, Ventilating and Air Conditioning Systems:
 - i) Clean permanent filters and replace disposable filters if units were operated during construction.
 - ii) Clean ducts, blowers and coils if units were operated without filters during construction.
14. Conduct inspection of sight-exposed interior surfaces and Tenant Finish Work areas to verify that entire space is clean.
15. Leave space clean and ready for occupancy.