



Chevy Chase Pavilion

# **Building Rules and Regulations**

A Guide for Tenant Construction

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## **Purpose of the Building Rules and Regulations**

It is our goal to clearly outline responsibilities of all individuals providing services in buildings managed by Cushman & Wakefield to coordinate related responsibilities, and to ensure that our Tenants' best interests are always protected. To help minimize any inconvenience to our Tenants we have prepared the following project rules and guidelines. These guidelines are intended to assist all parties involved in the construction process. However, should any procedure in any way conflict with the Lease Agreement, the Lease terms shall prevail.

Our personnel are always available to assist you and are willing to do everything they can to accommodate everyone's needs. However, we must be kept properly advised of construction activities to protect the components of the building, and more importantly the people who use it. This means that in the event of any sort of work, we must have notice of at least 24 hours before the contractor is onsite. Should a contractor arrive without prior notification to, and approval from, property management, they will be turned away. Should you have any specific questions that are not addressed in this booklet, please contact your **Property Management Team**.

Thank you for your cooperation.

## **Hiring a Construction Manager**

Most Tenants elect to have Cushman & Wakefield act as Construction Manager for all build-outs. However, should your firm decide to hire and supervise its own contractor, we will require a copy of the following items:

- Executed Waiver of Lien Rights
- Contractor's Insurance Certificate **\*\*must comply with standards set in Exhibit C, Section B\*\***
- Contractor's License as required by jurisdiction
- List of all proposed Sub-Contractors
- Sub-Contractor's License as required by jurisdiction

It is both the Tenant's and the Tenant's architect's responsibility to ensure that all work performed meets base building specifications and local building, plumbing, electrical and mechanical codes. Any work that does not meet these requirements will need to be corrected and brought into conformance. Building specifications are included in **Exhibit A**.

The General Contractor is responsible for following and enforcing all the regulations in this guide, and it is their responsibility to ensure that all subcontractors, vendors, and installers also observe these rules. ***A GC Supervisor is required on-site when their subcontractors are working.*** We ask that construction workers remain in their designated area. Throughout the job, any construction workers found in any area other than their construction area may be dismissed from the building.

## **Appointing Contacts**

The Construction Manager, General Contractor, and Cushman & Wakefield representative will meet prior to commencement of work, and each will appoint contacts for scheduling and coordinating special job requests. The contact for Cushman & Wakefield will be the Property Management Team. See **Exhibit B** for specific contacts, office phone, and cell phone numbers.

Please coordinate any special requests (e.g., scheduling riser draining, core drilling, etc.) with the appropriate Project Manager.

## **Plans and Drawings**

Two (2) full-size and two (2) half-size sets of construction plans should be submitted for review and approval to Cushman & Wakefield prior to the submittal for permit and contract pricing. It is recommended that a pre-construction meeting and pre-installation meetings are scheduled and conducted between the Tenant, contractor, and Cushman & Wakefield to review work prior to commencement. Additionally, to avoid possible reinstallation of finishes, it is encouraged to submit shop drawings of all finishes (ceramic tile, marble, stone, carpet seaming, wall covering, paint samples, etc.) prior to installation. Cushman & Wakefield approval of these drawings shall not relieve

the Tenant or the architect from responsibility for any cost incurred due to changes required to comply with current laws, regulations, codes, ordinances, or from errors or omissions in the contract documents and on-site surveys.

**We strongly recommend site surveys be performed by the architects and engineers to identify any existing conditions that may affect the design of your suite to limit increased construction costs. Due to differing site conditions, Cushman & Wakefield reserves the right to approve all project architects and engineers.**

### **Permitting**

Prior to commencement of construction, a construction permit is to be provided to Cushman & Wakefield, along with one copy of the approved permit drawings.

### **Voice/Data, Security and Television Cabling Installation**

Please remember that it is the responsibility of the Tenant to contact and contract with the voice/data, security, and cabling installation companies. The installation of the work should be completed prior to the close in of the interior partitions and coordinated with the General Contractor.

You may want to contact the local television cabling company to contract for service. Please refer to **Exhibit A** for information specific to the Chevy Chase Pavilion.

Please ensure the voice/data cabling obtains the required low voltage permit prior to commencing work.

### **Inspections**

Prior to ANY work commencing on site, Cushman & Wakefield requires a pre-construction walkthrough with the project manager, construction supervisor and tenant representative. During this walkthrough, existing conditions of the property will be documented and photographed. This must be done to ensure that any damage associated with the construction can be identified and rectified during the final punch list inspection, this includes electrical/mechanical/telephone room finishes.

Part of the permitting process of construction involves several inspections during different times in the construction process. For the Fire Marshall Inspection, both the District Fire Department and Cushman & Wakefield require a pre-test. It is the Contractor's responsibility to arrange and coordinate all required parties at least 48 hours (2 business days) in advance. Pre-tests are to be scheduled prior to 8:00 a.m. or between 6:00-9:00p.m. to ensure the least amount of disruption to the other Tenants in the building.

The District of Columbia also requires all new tenants to acquire a Certificate of Occupancy (COO) inspection prior to moving into their space. For those Tenants who hire Cushman & Wakefield as their Construction Manager, we will ensure that the necessary paperwork is filed with the District when submitting the application for a building permit.

If a Tenant elects to use another firm to perform their build out, be sure the construction manager schedules an inspection and secure a COO prior to the building final inspection. We are unable to allow Tenants to move into their space until a COO is secured and a final building inspection has been performed.

### **Fire Alarm Installation Standards**

- Contractors must use Mona Electric to make safe all fire alarm circuitry prior to demolition, perform a notification circuit load test prior to submittal preparation, perform consultation and circuit tie-in and must use Mona Electric to schedule and coordinate Simplex and programming.
- Strobe circuits should be 14-2 or 14-4 F/A-M/C
- 16-2 twisted shielded F/A-M/C for Speaker circuit and Mapnet SLC circuit.
- Must use Wheelock Notification devices only.
- Must use Simplex addressable initiation devices only.

Mona Electric – Angela Miller – (301)599-7247 [angela.miller@getmona.com](mailto:angela.miller@getmona.com)

## Fire Pretests and Fire Tests

Please use the following guidelines while executing a pretest:

- Test all strobes by activating the pull station. Be sure that the building annunciator panel has labeled the specific location of the pull station. Test to ensure the strobes synchronize.
- Test the audible system to be sure that the bells/speakers can be heard from each office in the space with the door closed.
- Test the visual location of all strobes in operation to be sure that strobes can be seen from the door of each office/room and each room to be used by more than one person, i.e. copy room, work room, pantry, reception area, library, or conference room.
- Check all fire exit signs to be sure they do not present a conflict of egress and can be seen from the door of each office/room. Also be sure exit signs are of the same design/color, i.e. red on white or white on red (check with jurisdiction).
- Check all sprinkler heads to make sure that all escutcheon plates are installed and are tight to the ceiling.
- Make sure that all shelves and/or storage are at least 18" from the ceiling.
- If there is an electronic access system installed, be sure that door(s), (such as suite entry and stairway) open(s) automatically during the test.
- Be sure to have approved sprinkler drawings on site as well as all up-to-date permit drawings, the construction permit, low voltage permit (for telephone/data installation), cut sheets for all devices including smoke detectors, heat detectors, pull stations, strobes, exit signs, speakers, water flow and tamper switches and the pre-occupancy data (POD) sheet.
- Be sure that a qualified representative of the electrical subcontractor as well as the superintendent/foreman for the General Contractor is on site for both the pre-test and for the Inspection by the Fire Marshall.
- Contractor is required to notify Cushman & Wakefield at least 48 hours (2 business days) in advance by submitting a Plan of Action form (see **Exhibit F**).
- Test flow switch by way of test valve at floor take off.
- Check elevator recall and pressurization systems.

## Elevator Use and Cleaning

- Elevators may not be used to haul materials without the prior consent of Cushman & Wakefield. All freight elevators are 3500 lbs. capacity.
- Construction materials and tools are to be hauled on the freight elevator only. Violation of this regulation may result in immediate removal of the contractor from the building.
- Cushman & Wakefield may request the contractor make special alterations to the freight elevator during construction to protect the elevator finishes. When hauling large amounts of materials such as studs, etc. care must be taken to protect the elevators. To assist in damage prevention, Cushman & Wakefield will provide protective elevator pads for use by the contractor. The contractor shall be responsible for the installation and removal of these pads and for any damages that may occur. Any damage to the elevator, mechanically or aesthetically, will be billed to the contractor.
- Elevator handrails are not to be used as a chair or to hold supplies.
- Elevators are to be locked on independent service for the hauling of materials. Please do not hold doors open by propping or by wedging materials in their tracks; this causes serious damage to the system. Any such damage incurred, the repair will be billed to the contractor. Arrangements must be made with Cushman & Wakefield to have the elevators put on independent service. Simply contact Building Management (please see **Exhibit B**) and we will be happy to help you.
- Elevators must be cleaned after each use; this includes removing debris from the tracks and wiping dirt and dust from the panels. If necessary, Cushman & Wakefield may request the contractor to clean pits and door jams due to dust from construction.

### **New Security**

The Tenant should contact the security company providing service to the building to discuss security needs at least 45 days prior to the end of construction. See **Exhibit A** for the name and telephone number of the individual with whom you should schedule security work.

### **Existing Security**

We recommend that suite security is deactivated during the construction period or that you give your construction foreman a security key so that he may deactivate your system each morning before beginning construction. Cushman & Wakefield does not have keys to Tenant security systems and therefore are unable to reset false alarms. Please note Police may now issue citations for false alarms.

### **Deliveries**

Major deliveries of construction materials are to be coordinated with Building Management at least 48 hours (2 business days) in advance by submitting a Plan of Action form (see **Exhibit F**) and generally are required to take place after business hours. Certain daytime deliveries may be scheduled during the hours of 6:00 a.m. to 3:00 p.m., Monday through Friday. For more information, see the Loading Dock Rules and Regulations.

Deliveries must be made through the service entrances. The contractor may be required to provide protective materials such as Masonite to cover floors. It is also required that Cushman & Wakefield personnel be present if the delivery occurs after normal business hours. Please note that the Cushman & Wakefield personnel time will be billed directly to the Tenant.

### **Parking**

Parking is available in the building's three-level underground parking garage. Entrances to the garage are located on Military Road and Wisconsin Avenue. Illegally parked vehicles may be ticketed and towed at the owner's expense. Use of loading dock is for loading and unloading only and is to be scheduled with Cushman & Wakefield. Dormant vehicles may be towed at owner's expense.

### **Restrooms**

Restroom sinks may not be used to clean tools, paintbrushes, etc. Accessibility to slop sinks must be coordinated with Building Management (**please see Exhibit B**). All paints, varnishes, thinners, etc. should be disposed of properly.

Designated restrooms are to be used as indicated. Restrooms on occupied floors may not be used without consent from property management. Cushman & Wakefield may request the contractor make special alterations to designated restrooms during construction to protect finishes.

### **Work Involving Excessive Noise**

Any work involving excessive noise such as hammering, core drilling, etc., or interruption of service to other Tenants (e.g. HVAC or electrical shut-downs) must be scheduled with Cushman & Wakefield at least one week in advance. Generally, work involving excessive noise must take place after hours on weekdays and weekends; however, due to the nature of multi-use buildings, these hours will vary based on the type of work and location to be performed. Noisy work hours will be determined for each project in the construction kickoff meeting.

Noisy work must be coordinated on a per project basis. All noisy work requires prior approval from either the Property Management or Engineering Teams.

**\*\*Please note:** Any concrete to be core drilled must be scanned and reviewed by Cushman & Wakefield prior to drilling.

## **Hot Work / DC Fire and EMS Department Fire Prevention Bureau (Burner Permit)**

“Hot work” is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions.

All hot work must be scheduled and approved 24 hours in advance with the building’s Engineering Team. No employee of Cushman & Wakefield, contractor hired by Cushman & Wakefield or building Tenant, or subcontractor hired by the contractor shall perform any hot work until they have 1) received a copy of the Cushman & Wakefield Hot Work Policy and been issued a hot work permit; and 2) executed and returned the permit to the building’s Engineering Team. The lead time may be reduced in emergency situations. A copy of the Cushman & Wakefield Hot Work Policy and the Hot Work Permit are attached as Exhibit G. Copies may also be obtained from the building’s Chief/Lead Engineer.

### **Mechanical, Electrical and Plumbing Safety**

Office building hours are from 8:00 a.m. to 6:00 p.m., Monday through Friday. Retail hours vary but are generally 10:00 a.m. to 8:00 p.m. Monday through Saturday and 11:00 a.m. to 6:00 p.m. on Sunday. Any work performed during non-working hours is to be coordinated with Cushman & Wakefield at least 48 hours (2 business days) in advance by submitting a Plan of Action form (see **Exhibit F**). For work to be performed outside of the Tenant’s demised Premises, we recommend a plan be submitted at least five (5) business days in advance describing: (1) location of work required, (2) estimated start date and duration of work and (3) proposed temporary measures/protection (4) necessary elevators required (5) fire/life safety call outs. This information will be helpful in coordinating the work with the other building Tenants that may be impacted. Please note that if a Cushman & Wakefield employee is required to be present for work performed during non-operating hours, the contractor may be billed accordingly.

Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the contractor must make proper notification to the Property Management & Engineering Teams.

\*\* Please note that all after-hours/overtime needs for the Cushman & Wakefield Engineering Team will be billed at a 4-hour minimum to the tenant. These hours will require approval before they can be scheduled.

### **Important Notes for Contractors:**

- If any mechanical, electrical, or plumbing system is already off when you go to turn it off, please contact the building engineer to determine if other work is being performed.
- When draining condenser water systems, drain slowly to avoid flooding. During this procedure, a Cushman & Wakefield engineer must be present to observe.
- Any work involving draining of condenser or domestic water risers, slab x-raying, shut down of electrical panels or any other disruptive activities must be performed after normal building hours and coordinated at least 48 hours (2 business days) in advance with Cushman & Wakefield by submitting a Plan of Action form (see Exhibit F).
- Under no circumstances can the contractor enter a Tenant’s space to perform work without making prior arrangements with Building Management.
- All staging materials must be coordinated with the Property Management Team.
- All common areas must be protected, including: carpets, tiles and walls Elevators doors and elevator interior
- A valve chart must be provided at the end of the project showing valve #, location, and what it serves.
- Media filter must be use at all times to protect the return air plenums, contractor must maintain a routine change out schedules and MUST remove all media filter at the end of the project
- VAV boxes must be identified with the box number and add label on the grid where the box is locate including the thermostat/wall sensor and labeled on the BMS graphic
- All mechanical equipment wiring must be tied solely to the building mechanical risers
- Load distribution may not exceed more than 90 pounds per square foot.



### **Mechanical, Electrical and Plumbing**

Cushman & Wakefield will review the mechanical, electrical, and plumbing drawings to ensure conformance with the base building specifications. If new construction or renovations to existing space alters the airflow, mechanical changes may be necessary to the existing HVAC system. An air balance of the space will be required if the HVAC system is altered in any way. If there are any penetrations to the HVAC system, they must be sealed and patched accordingly. Tenant's contractor should take this into account and be prepared to have an air balance performed and make any necessary mechanical changes.

In all Cushman & Wakefield buildings, we require the contractor uses the designated base building testing and balancing vendor to do the balancing work necessary for the mechanical systems. Please reference **Exhibit A**.

### **Building Sprinkler Work**

Cushman and Wakefield will review sprinkler drawings when provided. If Sprinkler drawings aren't available, it is the contractor's responsibility to survey the space. The contractor and the sprinkler company will perform a field inspection and will verify all sprinkler pipes to be used meet the current NFPA 13 standards and installations. If there are areas where the current installation does not meet the standards, the contractor and his sprinkler contractor will identify and repair. All slip fittings and C-clamps shall be removed and acceptable fittings installed.

Sprinkler work shall be performed by the landlord's sprinkler contractors:

VSC (Virginia Sprinkler) 703 524 2231

-Or-

Red Hawk 301 244 6400

**\*\*\* Should the tenant choose to use anyone apart from VSC or Red Hawk, the tenant will be responsible for any resulting damage or claims stemming from their work on the sprinkler system.**

### **Supplemental HVAC System**

- All piping installations in public areas must be pre-approved by Cushman & Wakefield.
- All duct heaters must be reviewed and approved by Cushman & Wakefield.
- Flexible hoses, unions and balancing valves must be provided.
- Condensate drain lines must be insulated with ½ fiber glass insulation.
- Condensate pumps are permitted, but must be wired to have a safety switch that will isolate the entire unit operation upon detection of a pump failure.
- Provide drip pan under unit with drain line drip must have a switch to detect the presence of moisture that will isolate the unit from operating during a failure of the switch
- No supplemental air conditioning units are to be tied to the base building chilled/condenser water system.
- Install sub meters for all supplemental units not part of the base building system
- Filter all returns within work area

### **Additional or Abandoned Electrical Circuits & Outlets**

Chevy Chase Pavilion requires any additional or abandoned electrical circuits/outlets to be appropriately labeled with the panel and circuit numbers for future electrician reference.

### **Building Standard Conformance**

#### **Light Fixtures**

- Clean fixtures and lenses.
- Re-lamp all new and existing fixtures.
- Re-ballast with energy efficient ballasts.
- All specs for new light fixtures must be provided
- All common area lighting must be fitted with dual motion sensors as is required to support of Energy Star and LEED.

#### Window Blinds

- All window blinds must be protected bagged prior to commence any alteration project
- All blinds must conform to building standard in size and color. See **Exhibit A** for the correct specifications. Any desired variations to these must be approved by Cushman & Wakefield.

#### Ceiling Tiles

- New ceiling tiles must conform to building standard tiles in size and color. See **Exhibit A** for the correct specifications.

#### Hardware

- So that we can effectively handle emergencies, we require that all new hardware installed match the existing base building hardware, i.e. same manufacturer, material and color, and that all locks be keyed to the building master, floor master and keying system. See **Exhibit A** for hardware specifications.

#### Fire Annunciation System

To prevent false fire alarms, all smoke detectors in areas under construction must be "bagged" daily. They must be un-bagged at the end of the day to maintain fire safety and comply with jurisdictional codes.

**IMPORTANT NOTE -- ANY WORK TO BE PERFORMED WHICH INVOLVES ANY COMPONENT OF THE FIRE ANNUNCIATION SYSTEM MUST BE COORDINATED WITH CUSHMAN & WAKEFIELD PRIOR TO AND UPON COMPLETION OF THE WORK BEING DONE. IN NO CASE IS THE FIRE SYSTEM TO BE DE-ENERGIZED (EITHER PARTIALLY, BY PUTTING INTO THE "TROUBLE" MODE, OR COMPLETELY, BY TURNING IT OFF) BY THE CONTRACTOR.**

Any modification to the fire annunciation system must be coordinated and approved by Cushman & Wakefield and performed by the building's designated contractor (See **Exhibit A**). Cushman & Wakefield and the building's designated fire alarm contractor must be contacted prior to beginning any on-site fire alarm related work. The designated contractor will contract directly with the Tenant's contractor. Cushman & Wakefield must be notified at least 48 hours (2 business days) before commencement of work (reference **Exhibit F**, Plan of Action form).

#### Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Any work involving the use of materials that emit VOCs must be scheduled a minimum of five (5) days in advance with the Property Management Team. Scheduling may require additional days to accommodate holidays and building operational days. This work must be scheduled with the Property Management Team in order that arrangements can be made to run the HVAC system during and after the work being performed as well as to confirm other requirements pending the application of the material. Additionally, please reference **Exhibit H** for further indoor air quality control requirements for Chevy Chase Pavilion.

Materials likely to emit VOCs include the following:

- Adhesives
- Paints, Varnishes, Lacquers and Epoxies
- Wood Preservatives, Stains and other Wood Finishing products
- Waterproofing Products
- Caulking
- Glazing Compounds
- Joint Fillers
- Duct Sealants
- Carpet Seam Sealants

These materials shall be applied according to manufacturer's specifications. Preferably, the contractor should provide evidence that these products do not emit VOCs or that they have been tested to emit less than 0.3 mg/M (total VOCs). Submission of Material Safety Data Sheets (MSDS) prior to scheduling work and a physical inspection of the substance by the **Engineering Team** is required for all such products prior to application. Electrostatic painting, polomyx painting, staining, varnishing sealant, epoxy or any other material with less than a .3 VOC must be done during evening hours after 7:00 pm on Friday and completed prior to 6:00 am on Sunday to provide for 24 hours ventilation. Material containing an excess of .3 VOC may be refused due to the VOC levels and/or cure period.

The General Contractor is responsible for ensuring that all pricing includes preparation and completion of their tasks with no disruption to building occupants assuming the following criteria:

- Performing work with the above materials during non-business hours
- Properly ventilating the affected area during and after installation procedures and ensuring VOC emissions do not accumulate in existing Tenant areas or adversely affect common areas. Forced venting to exhaust air outside should result in the replacement of air volume every two (2) hour within the affected space. This may include, but not be limited to, OT HVAC, fans/blowers, hepa-filters, and removal of window(s) if applicable.
- Properly disposing of these materials and any materials associated with their cleanup

### **Sustainable Purchasing**

It is desired that the designer shall make every attempt to select materials with recycled content, salvaged material or rapidly renewable material that reduces the environmental impacts associated with extracting, harvesting and manufacturing virgin materials. In addition, indoor environmental quality will be protected by the purchase of low VOC materials and products.

Items such as non-affixed furniture, equipment, fixtures, mechanical, electrical, plumbing components and specialty items are excluded from this policy. **\*\*Millwork is part of this policy\*\***

It is requested that the Architect and General Contractor strive to achieve sustainable purchases of 50% of the total purchases (by cost) for facility alterations and additions must meet at least one of the following criteria:

- Contains at least 10% post-consumer and/or 20% postindustrial material.
- Contains at least 70% material salvaged from off-site or outside the organization
- Contains at least 70% material salvaged from on-site through an internal organization materials and equipment reuse program.
- Contains at least 50% rapidly renewable materials.
- Contains at least 50% Forest Stewardship Council (FSC) certified wood.
- Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.
- Adhesives and sealants have VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers that meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- Paints and coatings have VOC emissions that do not exceed the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- Non-carpet finished flooring is Floor Score-certified and constitutes a minimum of 25% of the finished floor area.
- Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- Composite panels and agrifiber products contain no added urea-formaldehyde resins.

**Solid Waste Management**

The General Contractor shall oversee waste disposal and ensure that appropriate documentation is obtained from the contracted vendor. The vendor is responsible for tracking recycling during the facility alteration or addition.

- Before the project starts, a construction waste recycling plan designed to achieve the maximum practical level of recycling will be developed.
- Examples of materials that will be addressed by the plan include, but are not limited to, building components and structures, panels, attached finishing's, carpet and floor material, adhesives, sealants, paints and coatings.
- During each construction project, the recycling plan will be implemented.
- The total amount of construction waste and the total amount of recycled construction waste will be documented.
- If a dumpster is required, approval must be obtained from the Property Management & Engineering teams.

**Certificate of Insurance – Limits and Language**

Reference **Exhibit C**

**Plan of Action**

Reference **Exhibit F** for a blank Plan of Action Request Form. This must be filled out for all work occurring outside of the tenant's space. Please complete the form and return to the Tenant Construction engineer 48 hours (2 business days) prior to the work being performed for review and approval.

CHEVY CHASE PAVILION

# Building Rules and Regulations

A Guide for Office Construction

## Acknowledgement

I, \_\_\_\_\_ hereby acknowledge that I have read and fully understand the rules and guidelines outlined in the Building Rules Regulations booklet.

\_\_\_\_\_  
Tenant Representative Signature/Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
General/Contractor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**Chevy Chase Pavilion**  
**Exhibit A**  
**Building Rules and Regulations**  
**Building Specifications**

Building Security Company:           Datawatch Systems  
301-654-3282

System Contact:  
Kenny Parks – 410-867-2024 [kparks@datawatchsystems.com](mailto:kparks@datawatchsystems.com)

Alternate Systems Contact:  
W. Mack Wells – 301-280-4412 [mwells@datawatchsystems.com](mailto:mwells@datawatchsystems.com)

Window Blinds Specifications:           Levelor Monaco (Contract) 1” horizontal aluminum blinds; Color  
#200 White

Ceiling Grid                                Fineline DXF/DXLF

Ceiling Tile Specification:           2’ X 2’ Mars ClimaPlus - White

Hardware Specifications:                Suite entry doors shall have Schlage Mortise Lever Locksets. Interior  
tenant doors shall have Schlage Heavy Duty Cylindrical Lever  
Locksets. The finish for all hardware is US26D (Satin Bronze). A six  
pin S keyway is the standard for all locksets. Locks must be keyed to  
building master by **Federal Lock & Key (703-525-1436)**. Suite entry  
doors shall have overhead fully concealed LCN 2010 Series closers.  
All doors will have ADA compliant lever handles.

- Combination Locks - Trilogy Locks with Key Access
- General Door Lever Set - Schlage “Athens D” series, finish  
US226D
- Door Closer - LCN 2010 series

Building Life Safety Contractor:       (Mona Electric)

70E code must be adhered to at all times, and proper protective gear  
must be worn when necessary.

Alarm devices must be Simplex or Wheellock (Contractor must  
confirm devices with Management before installation). All  
connections to base building fire alarm panels and sprinkler work  
must be performed by the Landlord’s fire alarm contractor:

Mona Electric – 301-868-8400/800-GET-MONA  
Contact: Butch Ritter, Life Safety Field Manager

*Please provide one week's notice for any scheduled pre-test or test dates to ensure technician availability.*

Sprinkler heads shall be recessed in all locations and must be performed by the Landlord's sprinkler contractor(s):

Fire Sprinkler System – VSC (Virginia Sprinkler) – 703-584-2231  
Red Hawk 301 244 6400

**\*\*\* Should the tenant choose to use anyone apart from VSC or Red Hawk, they will be responsible for any resulting damage or claims stemming from their work on the sprinkler system.**

Air Quality (Testing & Balancing): Metro Test & Balance, POC: James Noto – 301-808-3660  
Healthy Buildings International, POC: Chris Ashworth – 703-323-4400  
\* All balancing is to be conducted by a **Honeywell Certified Contractor**

Building Technology: EMS  
All VAV boxes should be Trane (offered by Enviro-Tech). The BAS system Honeywell Talon AX all programming is to be conducted by **Calvert Controls, or a Honeywell Certified Contractor**

Calvert Controls  
2055 Solomons Island Road  
Huntingtown, MD 20639  
301-855-1986

Building Standard Light Fixture: Columbia Lighting, ZPT22 (2' x 2' Zero Plenum Troffer / 2-lamp T5, T5HO: Common areas only

Exit Light Fixture: Sure-Lites, ES6 Recessed: all

Keying: All cores in any build-out need to be keyed to the building's master system.

Keyway – Schlage SC4

Federal Lock & Key (703-525-1436) must be used for all key needs and services. Contacts:

Shawn Duncan, Senior Estimator  
[service@fedlock.com](mailto:service@fedlock.com)

Michael Groves, Vice President  
[falcon@fedlock.com](mailto:falcon@fedlock.com)

Access Panels:  
(horizontal and vertical)

Stealth Panels  
[www.stealthpanels.com](http://www.stealthpanels.com)

ISC – InterSource Specialties Company for Stylemark ceiling access doors  
920.892.8822  
[sales@intersourceco.com](mailto:sales@intersourceco.com)  
[www.intersourceco.com](http://www.intersourceco.com)

**CHEVY CHASE PAVILION**  
**Exhibit B**  
**Building Rules and Regulations**  
**Contact List**

<b>Title</b>	<b>Name</b>	<b>Office Phone</b>
Senior Property Manager	Dante Jofferion	202.594.3891
Chief Engineer	Milton Fuentes	202.594.3888



**CHEVY CHASE PAVILION**

**Exhibit C**

**Construction Rules**

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- A. Check-In
- B. Insurance Requirements
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- I. Utilities
- J. Fire Protection
- K. Welding
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- M. Work Above and Below the Demised Premises
- N. Work Practices
- O. Use of Building
- P. Escalators and Elevators
- Q. Protection of Work and Property
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- S. Tenant Contractor's Acknowledgement

## A. Check-In

All Tenant Contractors are required to check in with Security and fill out sign-in book accordingly. As mentioned earlier in the rules and regulations, the property management team must have 24 hours' notice of a contractor being on site, should a contractor arrive without being scheduled, they will be turned away. Contractors will not be permitted to start work until:

- Contractor furnishes proper evidence of required insurance coverage;
- Contractor furnishes copy of building permit and receipts for fee payment;
- Contractor exhibits a Landlord-approved set of drawings to use as a working set;
- Contractor provides a work schedule indicating the anticipated date of construction completion, featuring work, and date of projected opening;
- Contractor signs for and takes possession of keys to service door of Demised Premises (if any), acknowledges proper installation and operation of said service door, and installs construction core in lock;
- Contractor furnishes names and phone number (office and home) of Contractor's key supervisory personnel;
- Contractor furnishes names and phone numbers of prime subcontractors;
- Contractor acknowledges receipt of information concerning all concealed piping, conduit, etc., that installed below, within or above the Demised Premises;
- Contractor acknowledges receipt of a copy of these Construction Rules; and

Tenant or Tenant's Contractor must furnish Landlord with all required documentation prior to commencing construction. Failure to do so will entitle Landlord to stop the construction work until such documentation is furnished.

## B. Insurance Requirements

All contractors and subcontractors brought onto the premises are to provide Cushman & Wakefield with certificates of insurance evidencing the following minimum coverage's before work commences:

1. Commercial General Liability insurance on an occurrence form for bodily injury and property damage with limits of \$1,000,000 combined single limit each occurrence and \$2,000,000 from the aggregate of all occurrences in the policy year, including, but not limited to, premises-operation, products-completed operations and contractual liability.
2. Business automobile liability covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit each occurrence.
3. Employer's liability insurance in an amount not less than \$1,000,000.
4. Excess liability (umbrella) insurance on the above with limits of \$ (see attached).
5. Workers' compensation insurance in accordance with the laws of the state with jurisdiction.

The insurance contained in items 1, 2 and 4 above shall name the following as additional insured: **Tenant; CLPF – CC Pavilion, LP; Clarion Partners LP; Cushman & Wakefield U.S., Inc.** and the employees and agents thereof.

All policies shall provide 30 days written notification of non-renewal or cancellation to:

CLPF – CC Pavilion, LP  
c/o Cushman & Wakefield U.S., Inc.  
5335 Wisconsin Avenue, NW  
Suite 320  
Washington, DC 20015

Manager must obtain owner’s permission to waive any of the above requirements. Higher limits and additional forms of coverage that are specific to the type of work being performed by the contractor may be required if the project warrants same.

Please note that these are standard coverage’s required. However, each contract must be reviewed for other negotiated limits and/or coverage’s specific to that contractor/vendor.

**EXCESS LIABILITY (UMBRELLA) LIMITS**

<u>\$2,000,000</u>	<u>\$4,000,000</u>
- carpet & flooring contractors	- elevator/escalator contractors (ref. separate instructions attached)
- painters	- window cleaning & other trades involving the use of scaffolding
- exterminator	- general contractors for tenant improvements
- glass contractors	- roofing/skylight contractors
- display sign and display set-up contractors	- electrical contractors
- plumber	- structural steel contractors
- landscaper	- concrete contractors
- hood vent cleaner	
- sheetrock and framing contractor	
- mechanical contractor	
- carpenters	
- gate/door contractors	
- security equipment installers	
- security contractors	
- moving companies	
- cleaning contractors	

### **C. Bonding Requirements**

Tenant shall employ only contractors licensed in the District of Columbia and shall require its contractor(s) to provide labor and material payment and performance bonds on all major contractor over \$100,000.

### **D. Work Area**

1. All of Contractor's work, storage and staging of materials, construction office, etc. must be confined to within the Demised Premises. The only exceptions are for tasks specifically required to be performed in the spaces below and above the Demised Premises. Landlord shall have no responsibility or liability whatsoever for any loss or damage to property belonging to Tenant or its contractors and left in the Demised Premises or anywhere else.
2. Tenant's Contractor is responsible for the regular, daily cleanup of the Demised Premises (and any affected adjacent areas) for the duration of Tenant's Work. Debris shall not be allowed to accumulate anywhere in or near the Demised Premises or in the common areas surrounding the Demised Premises. Should Tenant's Contractor not maintain the Demised Premises in a neat and orderly fashion, Landlord reserves the right to perform such cleaning at Tenant's or Tenant's Contractor's expense.

### **E. Deliveries**

Deliveries shall be made only through entrances and routes designated by Landlord and at times scheduled with Landlord. Upon grand opening of the project, all delivery traffic through the Common Areas must be completed before 8:00 a.m. Landlord will establish delivery routes, which are subject to change.

### **F. Service Corridors**

Service corridors shall, at all times, be kept clear of materials, equipment, debris and trash. Landlord will not hesitate to clear service corridors of such items and charge Tenant for the removal thereof.

### **G. Parking**

Parking is available in the building's three-level underground parking garage. Entrances to the garage are located on Military Road and Wisconsin Avenue. Illegally parked vehicles may be ticketed and towed at the owner's expense. Use of loading dock is for loading and unloading only and is to be scheduled with the **Property Management Team**. Dormant vehicles may be towed at owner's expense.

### **H. Loading Zones**

Loading zones will be kept open for deliveries when possible. Parking in loading zones is strictly prohibited. Delivery vehicles must be completely unloaded then moved out. Unattended parked vehicles in Loading Zones will be towed at the vehicle owner's risk and expense.

### **I. Utilities**

1. Landlord shall provide, at Tenant's expense, the following services during construction:
  - a. Temporary power at a location determined by Landlord (Tenant will be required to convert to Tenant's permanent power at the earliest possible time);
  - b. A valve and capped water line stubbed into the Demised Premises, suitable for both temporary and permanent service; and
  - c. Dumpsters for construction trash removal, in accordance with Tenant's lease agreement, at a location determined by Landlord.
2. Landlord will provide temporary toilet facilities on the property, at a location determined by Landlord. Tenant's Contractor(s) shall have the right to use these facilities until such time as the facilities within the Demised Premises are available for use. Should a situation arise where Landlord's temporary facilities are abused, Landlord reserves the right to remove said facilities and require Tenant's Contractor(s) to provide their own temporary toilet facilities.

3. If necessary, Tenant will provide temporary heat for the Premises during construction. No open burners shall be used and use of any temporary heating fuel must be approved by Landlord.

#### **J. Fire Protection**

Tenant Contractor must provide appropriate type fire extinguishers in storage areas and elsewhere throughout the Demised Premises as required by all local authorities having jurisdiction. Fire extinguishers must be located as directed by the fire marshal and be easily accessible, and, as a matter of routine practice, serviced and inspected monthly.

#### **K. Welding**

Tenant must notify Landlord in writing at least 48 hours (2 business days) prior to any welding. Tenant's Contractor must provide a fire watch whenever welding is done within the Demised Premises. The person performing the fire watch must remain in the Demised Premises for at least one hour after the completion of welding.

#### **L. Temporary Storefront Closures**

1. If required, Tenant must install temporary storefront enclosures (for interior and exterior storefronts, if applicable) to protect the public from construction hazards.
2. Tenant or Tenant's Contractor must submit design for the temporary enclosures to Landlord for approval prior to construction.

#### **M. Work Above or Below the Demised Premises**

1. Tenant Contractor shall have the right to enter the space above or below to perform necessary work, provided work does not interfere with the business or work of the above or below Tenant or Contractor.
2. All such work shall be arranged through Landlord, with at least 48-hours (2 full business days') notice and shall be at times as designated by Landlord.
3. Should such entrance into adjacent space require after-hours work and/or supplemental supervision, Tenant or Tenant's Contractor shall be responsible for the costs of additional supervision as required by Landlord or the adjacent Tenant.

#### **N. Work Practices**

1. All work must meet the requirements of Landlord, all applicable codes and jurisdictional authorities' requirements. Installation procedures must comply with the safety rules of OSHA and the District of Columbia. Contractor must take all necessary precautions to safeguard workers and the public from accident and to preserve all private and public property.
2. All work practices and personnel performing work in the Demised Premises must be compatible with the practices and personnel employed by Landlord's Contractor and its subcontractors. Upon notice that any work practices or personnel are not compatible, Tenant shall be responsible for the immediate cessation of said practices or removal of said personnel from the property.

#### **O. Use of Property**

1. Access to the property shall be subject to control at all times by Landlord, for the purposes of maintaining security during construction and for protecting the building finishes from damage.
2. At no time shall Tenants or Tenant Contractors or their employees or subcontractors be allowed to use the Common Areas of the property for lounging, eating, breaks, etc.
3. Tenant shall be responsible for the strict enforcement of this rule by its Contractor(s).

#### **P. Escalators and Elevators**

1. At no time shall Tenant Contractor or its employees or subcontractors use escalators for transporting materials, tools, or equipment.

2. Landlord shall control use of the common freight elevators.

**Q. Protection of Work and Property**

1. Tenant and Tenant Contractor(s) shall at all times protect their work and the work of others from damage by Tenant, Tenant Contractor(s) and their employees and subcontractors.

**R. Strictly Prohibited Work Practices:**

1. Any combustible materials above finished ceilings or in any other concealed, non-sprinkle red space, or as otherwise dictated by code;
2. Imposing any structural load, temporary or permanent, on any part of Landlord's work or structure without prior written approval from Landlord; and
3. Cutting any holes in Landlord's floors, walls, or roof without prior written approval from Landlord.

**S. Tenant Contractor's Acknowledgement**

I have read, understand and agree to observe the above Construction Rules, Items A through R.

**Contractor:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Tenant Space:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Exhibit D - Waiver of Lien Rights**

State of: DISTRICT OF COLUMBIA

County/City of: WASHINGTON

To: CLPF – CC Pavilion, LP

Contractor or Supplier: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Contract Amount:	\$ _____
Approved Change Orders:	\$ _____
Adjusted Amount:	\$ _____
Completed to Date:	\$ _____
Retention:	\$ _____
Total Earned:	\$ _____
(Completed less retention)	
Previous Payments:	\$ _____
Current Payment:	\$ _____
Contract Balance:	\$ _____

Project Title: \_\_\_\_\_

The UNDERSIGNED being duly sworn states that he is the \_\_\_\_\_ (title) of General Contractor, Inc. \_\_\_\_\_ who has a contract with CLPF – CC Pavilion, LP for providing improvements, Project Title \_\_\_\_\_, being constructed on real estate known and identified as Project Street Address \_\_\_\_\_ located in Washington, District of Columbia, and owned CLPF- CC Pavilion, LP.

The UNDERSIGNED, upon the receipt and in consideration of the payment of Dollars (\$\_\_\_\_\_) in payment of invoice or application dated \_\_\_\_\_, and other good and valuable consideration, does hereby waive and release any and all liens or claims or right of lien on the aforementioned property and improvements now or hereafter assertable thereon, and on monies or other consideration due or to become due on account of labor or services, materials, fixtures or apparatus to the extent of amounts received.

The UNDERSIGNED, respectfully warrants that the contract status set forth above is an accurate statement, and no other sums are claimed, that all laborers, subcontractors, and suppliers employed by him have been past-paid all amounts previously due and will be paid all in full due out of this payment on receipt and that none of such laborers, subcontractors or suppliers is or will be entitled to claim or assert any claims against the above described real estate or the improvements thereon for labor or materials furnished to or for the account of the undersigned.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
General Contractor, Inc.  
  
BY: \_\_\_\_\_  
Name and Title

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

## **Exhibit E – Additional Specs for HVAC & Post Tensioning**

Primary air ducts must be resealed and/or confirmed to be in good condition. It is also important to install adjustable air diffusers as a part of any ceiling work, as the existing design is not effective in this property. As part of our review prior to construction, we will make these recommendations if not included already in the notes.

Demolition at Chevy Chase Pavilion requires the removal and capping of all unused or abandoned piping, wiring and junction boxes.

Any equipment that is to be moved or re-mounted to the ceilings or floors, or new equipment scheduled to be installed must comply with the following regulations:

1. Core drilling – Contractor must X-ray (or GPR) and clearly identify cable positions prior to cutting (first top as noted below, then bottom as noted below)
2. Cutting holes – Contractor must X-ray first (or GPR); Engineer must supply design for slab support.
3. Stair construction – Contractor must X-ray first (or GPR); Engineer must supply design for slab support and post-tensioning modifications
4. Attachment anchors – ceiling ducts, etc.
  - a. in the middle of the bay where cables approach the bottom edge of the ceiling slab anchor depth shall not exceed – the middle 1/3 of a ceiling bay, penetrations will not exceed ¼” deep.
  - b. + 5’-0” either side of column, (T) maximum ¼” deep
  - c. Railings – 4’ + 5’-0” either side of column, (T) maximum ¼” deep
  - d. Beams – no attachment

Once demolition has been completed, the building engineers will need to walk the space to ensure mechanical ductwork is intact and in good working condition. If not, we expect the mechanical contractor to make the repairs as needed.

Air balance reports, also, must be provided upon completion of the mechanical installation.



**Exhibit F – Plan of Action Form\***

**Project:**

**Contractor:**

**Address:** CCP - 5335 Wisconsin Ave

**Contact:**

**Week:**

**Phone:**

**Weekly Schedule and POA Requests**

Item #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
1							
2							
3							
4							
5							
6							
7							

**Building Action**

1	
2	
3	
4	
5	
6	
7	

**Contractor Comments**

1	
2	
3	
4	
5	
6	
7	

\*Excel version of document will be provided upon construction commencement

## **Exhibit G - Hot Work Policy**

Cushman & Wakefield  
Fire Safety Program  
**Hot Work Policy**  
Updated January 2012

### **Policy**

Hot work is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions. No employee of Cushman & Wakefield, contractor hired by Cushman & Wakefield or building Tenant, or subcontractor hired by the contractor shall perform any hot work in the building unless a hot work permit is obtained, executed and returned to the building's **Engineering Team**, 24 hours in advance of work commencing. This time may be reduced in emergency situations. An example of the Hot Work Permit can be found at the end of this document.

### **Authority and Responsibility**

The Cushman & Wakefield **Engineering Team**, building staff, and Building Services Department, and contractors hired by Cushman & Wakefield or building Tenant shall be responsible for following the hot work program in accordance with this policy. All buildings managed by Cushman & Wakefield shall follow the procedures below to comply with this policy.

*The Cushman & Wakefield Engineering Team* are responsible for:

1. Notifying all Cushman & Wakefield employees involved with the project to the purpose and intent of the Hot Work Policy;
2. Issue of the hot work permit and making periodic inspections of areas where the hot work procedures are being used;
3. Notifying Building Services, Property Management and Project Management 24 hours in advance of a contractor's request of hot work permits; and
4. Renewing the permit as required until work is completed.

*Cushman & Wakefield Employees* are responsible for:

1. Understanding Cushman & Wakefield Hot Work Policy; and
2. Complying with the procedures defined within the policy.

*Cushman & Wakefield Management* is responsible for:

1. Notifying all contractors to the purpose and intent of the Hot Work Policy;
2. Making periodic inspections of areas where the hot work procedures are being used; and
3. Contacting Cushman & Wakefield **Engineering Team** when a contractor has made a hot work permit request 24 hours in advance; and when a hot work permit requires renewal.

*Contractors and sub-contractors* hired by Cushman & Wakefield or building Tenant are responsible for:

1. Understanding the Hot Work Policy; and
2. Complying with the procedures defined within the policy.

## Procedure

Prior to starting a project that requires a hot work permit; the supervisor of the Cushman & Wakefield employee performing the hot work or the Project Manager of the contractor/subcontractor shall obtain a hot work permit from the Cushman & Wakefield **Engineering Team**.

## Notification

Contractors shall notify the Cushman & Wakefield Manager, Cushman & Wakefield **Engineering Team** to request a hot work permit at least 24 hours prior to the start of the project.

## Job Site Inspection

Prior to the issuance of the hot work permit, the Cushman & Wakefield **Engineering Team** shall inspect the job site to determine if the hot work can be avoided. If the hot work involves open flame cutting, an alternative method of conducting the work shall be considered (e.g., hand saw, pipe cutter). If an alternative method is not feasible, Cushman & Wakefield **Engineering Team** shall further ensure the hot work site is safe. All hot work job sites are inspected using the checklist contained within the hot work permit. Items included in the job site review include, but are not limited to, the following:

1. Hot work operator(s)/fire watch are trained in the safe operation of their equipment; there must be two persons at the hot work area at all times, no exceptions. If they cannot have two persons on site, the work must be cancelled;
2. Apparatus used for the hot work must be in good condition;
3. Hot work operator(s)/fire watch understand the emergency procedures in the event of a fire or general emergency;
4. Fire protection and extinguishing equipment is properly located on-site;
5. Operator(s) are utilizing personal protective equipment; are confined space trained if required and PP equipment is in good condition;
6. The proposed work does not jeopardize the health and safety of the operator or others.
7. The Fire alarm system should only be disabled for the areas where work is in progress, the entire building should never be disabled;
8. Fire retard mats need to be placed on the roof in any location where soldering or welding is part of the work. Electric insulated mats are required when working on or around conductive materials; and
9. Ensure that fumes from the work area are not being drawn into the building by the fresh air fans.

If the aforementioned criteria are not met, a permit shall not be issued until all concerns are corrected.

If there are automatic fire detection devices present in the immediate area that need to be deactivated to prevent alarms, follow normal impairment procedures to ensure reactivation of the system.

## Fire Watch

Cushman & Wakefield requires a fire watch be set by the organization performing the work, when hot work is performed in a location where the following condition(s) exist:

1. Combustible materials in building construction or building contents are closer than 20 feet to the point of operation of the hot work;
2. Combustible materials are more than 15 feet away, but are easily ignited by sparks;
3. Wall or floor openings within a 15 foot radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors;

4. Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited; and
5. The fire alarm system for the affected area is disabled for any reason.

The assigned fire watch personnel shall:

1. Be aware of the inherent hazards of the work site;
2. Ensure safe conditions are maintained during the hot work operation;
3. Have the authority to stop the hot work operations if unsafe conditions develop;
4. Have fire extinguishing equipment immediately available and be trained on how to use it; and
5. Activate emergency response in the event of a fire.

The fire watch shall be maintained during all breaks and one hour after completion of the hot work operation in order to detect and extinguish smoldering fires on the floors above, below and adjacent to the hot work site if applicable.

### **Permit Posting**

The hot work permit must be completed in duplicate. One copy shall be retained and filed by the **Engineering Team** in the building construction files and the second copy shall be posted in a visible location within the hot work site near the hot work equipment.

### **Prohibitions**

Propane gas shall be limited in use in any hot work in any occupied Cushman & Wakefield building. Hot work shall not be permitted in the following areas until the conditions prohibiting hot work have been modified:

1. In the presence of explosive atmospheres, or in situations where explosive atmospheres may develop inside contaminated or improperly prepared tanks or equipment which previously contained flammable liquids;
2. In areas with an accumulation of combustible debris, dust, lint and oily deposits;
3. In areas near the storage of exposed, readily ignitable materials such as combustibles;
4. On a container such as a barrel, drum or tank that contained materials that will emit toxic fumes when heated; and
5. Confined spaces. Confined spaces are special circumstances that require specifically trained personnel. Cushman & Wakefield personnel are not qualified to perform this work. All work in confined spaces must be supervised by a qualified contractor and coordinated with the building Cushman & Wakefield **Engineering Team**.

### **Protective Equipment**

The welder shall be equipped with protective devices and/or apparel as indicated on the permit or as listed below:

1. Portable and/or mechanical ventilation capable of keeping the levels of fumes, dust and gases below the thresholds established in the Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs). If local exhaust or general ventilation are not available and fume, dust and gas generation is high, respirators shall be used.
2. Gloves, apron and/or jacket that are made of a material that is an insulator from heat and electricity.
3. Welders helmets equipped with proper filter plate and cover lenses.

4. Respiratory protection (NOTE: No employee or worker shall be issued or be required to use a respirator until that employee has been properly certified for the use of such equipment by the issuing authority. Proof of such certification may be required.)
5. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding.

### **Storage of Equipment**

Personnel performing hot work will insure that equipment and supplies are stored in a manner that will prevent the creation of hazardous conditions. For example flammable fuels will be stored in appropriate containers and safety lockers.

### **Injuries/Exposures**

If during the performance of assigned duties the welder becomes injured or suspects an occupational exposure occurred, such situations shall be reported to the Cushman & Wakefield **Engineering Team** and Cushman & Wakefield Construction Manager, who will then notify the Property Management team.

### **Education/Training**

Cushman & Wakefield Employees shall be trained on all aspects of this policy.



# BUILDING HOT WORK PERMIT

**BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY? IF NOT, ENSURE PRECAUTIONS ARE IN PLACE! MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

*Note: Contractors need to have their District permit from DCFD. The Required Precautions are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.*

### Instructions

The Permit-Authorizing Individual must:

- Verify precautions listed at right (or do not proceed with the work)
- Complete and retain this page
- Give the second page to the person doing the work.

### Who, When, and Where?

#### Hot Work Being Done By

- Employee  
 Contractor

Date	Job/Work Order No.
------	--------------------

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

### Permit Expiration

Expiration Date	Expiration Time	<input type="checkbox"/> AM
		<input type="checkbox"/> PM

Name of Assigned Fire Watch

**THIS PERMIT IS GOOD FOR  
24 HOURS ONLY!**

### Required Precautions Checklist

- Available Sprinklers in Normal Automatic mode and valve open.
- Hot Work equipment in good repair.

#### Assess 35 ft radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.
- All other combustibles removed or shielded from sparks.
  - Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
  - Tightly cover wall/floor openings with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

#### Work on walls, ceilings or enclosed equipment:

- Construction materials verified as noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls relocated or protected.
- Enclosed equipment cleaned and protected from all combustibles.
- Containers purged of flammable liquids/vapors.

#### Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.
- Fire watch supplied with suitable extinguishers/hoses.
- Fire watch trained in the use of fire equipment and sounding alarm.
- Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

#### Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.
- Confined Space or Lock-Out-Tag-Out required/used.
- Area smoke or heat detection disabled to eliminate false trip.

Other: \_\_\_\_\_

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# BUILDING HOT WORK PERMIT

# WARNING!

## HOT WORK IN PROGRESS WATCH FOR FIRE!

### Instructions

1. **Person doing hot work:** Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
2. **Fire Watch:** Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
3. **Monitor:** After 6 hours, do final inspection, sign, and return to designated area.

### Who, When, and Where?

#### Hot Work Being Done By

- Employee  
 Contractor

Date \_\_\_\_\_ Job/Work Order No. \_\_\_\_\_

Location/Building and Floor \_\_\_\_\_

Nature of Job/Object \_\_\_\_\_

Name of Person(s) Doing Hot Work \_\_\_\_\_

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual \_\_\_\_\_

Time Started  AM  PM      Time Finished  AM  PM

Expiration Date \_\_\_\_\_ Expiration Time  AM  PM

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature of Fire Watch \_\_\_\_\_ Time \_\_\_\_\_

Work area was monitored for a minimum of 6 hours following hot work and found fire safe.

Signature of Monitor \_\_\_\_\_ Time \_\_\_\_\_

### Required Precautions Checklist

*(must be retained as record of hot work activity for 6 months minimum)*

- Available Sprinklers in Normal Automatic mode and valve open.  
 Hot Work equipment in good repair.

#### Assess 35 ft radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.  
 All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

#### Work on walls, ceilings or enclosed equipment:

- Construction materials verified as noncombustible and without combustible covering or insulation.  
 Combustibles on other side of walls relocated or protected.  
 Enclosed equipment cleaned and protected from all combustibles.  
 Containers purged of flammable liquids/vapors.

#### Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.  
 Fire watch supplied with suitable extinguishers/hoses.  
 Fire watch trained in the use of fire equipment and sounding alarm.  
 Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

#### Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.  
 Confined Space or Lock-Out-Tag-Out required/used.  
 Area smoke or heat detection disabled to eliminate false trip.

Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CHEVY  
CHASE  
PAVILION

# WARNING!

## HOT WORK IN PROGRESS WATCH FOR FIRE!

IN CASE OF EMERGENCY:

CALL: \_\_\_\_\_

AT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WARNING!

### FIRE WATCH/MONITOR RECORD

Checked by (Initials)	Date	Time	Checked by (Initials)	Date	Time



**Exhibit H**  
**Chevy Chase Pavilion Construction Indoor Air Quality Management Plan**

**GENERAL**

**Construction Indoor Air Quality Goals**

Cushman & Wakefield will strive to maintain a high standard of indoor air quality during the construction process by working together with all parties that may have a potential impact on the indoor air quality during construction of the Chevy Chase Pavilion. Chevy Chase Pavilion will be referred to as ‘the project’ throughout this plan.

**Green Building Concerns as cited by the LEED EB O&M Guide**

Building construction processes invariably include activities that contaminate the building during construction. Often, these activities result in residual building contamination that continues to impact indoor air quality over the lifetime of the building. HVAC systems are especially prone to contamination from particulate matter generated during construction activities. This particulate matter can include dust, volatile organic components (VOCs), microorganisms, and other contaminants that remain in HVAC systems for years. Building occupants may experience reduced productivity and adverse health effects as a result.

**Indoor Air Quality Management Personnel**

**Mechanical Subcontractor IAQ Coordinator**

**Contractor**

**Chris Ashworth**

Healthy Buildings International, Inc.  
703-323-4400

**Communication Plan**

During the appropriate stages of the Project, the IAQ coordinator will communicate all IAQ control measures to all project personnel during the morning stretch and flex session to assure that everyone understands the importance of the goals of the IAQ Management Plan. The project team will also conduct a pre-job meeting with key IAQ subcontractors, such as the mechanical subcontractor.

**Indoor Air Quality Control Measures**

The project team will implement the following IAQ control measures during construction, as recommended in the SMACNA IAQ Guidelines for Occupied Building Under Construction, Chapter 3:

- HVAC protection
- Reduce emissions
- Interrupt contamination pathways
- Intensify housekeeping
- Scheduling

## **HVAC Protection**

**GOAL:** To protect HVAC during construction and to clean up contaminated components after construction is complete.

### **CONTROL MEASURES:**

- Isolate the return side from the surrounding environment whenever possible. For instance, if the HVAC system is operating in an area of the building that is dirty and dusty, then the returns in that area will be protected with plastic.
- If the HVAC system needs to be operated during construction, it will be fitted with temporary filters that can be replaced with clean media prior to substantial completion. The temporary filters will have a MERV value of 8 or greater.
- The mechanical room will not be used to store construction or waste materials.
- The project team does not anticipate excessive build-up of dust or debris under the diffusers as this is new construction; however the mechanical IAQ coordinator will inspect the equipment prior to substantial completion.

## **Reduce Emissions (Source Control)**

**GOAL:** To reduce emissions by controlling pollutants at their source.

### **CONTROL MEASURES:**

- The project specifications have specified low-emitting materials for adhesives, sealants, paints and carpet.
- In situations where products are specified that do contain excess VOCs or where other chemical, dust or odor emitters are present, the team will employ tactics such as duct sealing, natural ventilation (if available) and negative air machines.
- Even with low-emitting products, practices will be implemented to limit exposure through covering and sealing of containers/products.
- The project team will recommend that the final clean subcontractor use cleaning supplies with low VOCs.

## **Interrupt Contamination Pathways**

**GOAL:** To prevent contamination of clean spaces.

### **CONTROL MEASURES:**

- If applicable, barriers may be erected to protect clean areas from neighboring contaminated areas. Pressure differentials may also be used to protect clean areas.
- Relocate pollutant sources from mechanical intakes (i.e. keep roofing material away from HVAC intakes).
- Special care will be taken to protect mechanical rooms with air handling equipment.
- Depending on the climate, the project will ventilate using 100% outside air, fans and hoses to exhaust contaminated air directly to the outside during installation of VOC emitting materials.
- If necessary, the project team will construct cutting rooms to contain airborne particles from cutting operations (i.e. sheetrock).

## **Housekeeping**

**GOAL:** Institute cleaning activities concentrating on HVAC and building spaces to remove contaminants from the building prior to occupancy.

### **CONTROL MEASURES:**

- Suppressing dust with wetting agents or sweeping compounds.

- Increasing the cleaning frequency for dust.
- Switching to a more efficient dust collection method (e.g. a damp rag, wet mop, or vacuum equipped with a high efficiency particulate filter or wet scrubber will discharge less material than conventional vacuuming, sweeping or dusting).
- Ensuring that all surfaces (including higher ledges, behind furniture, and inside mechanical equipment are kept clean.)
- Removing spills or excess applications of solvent-containing products as soon as possible.
- Remove accumulated water and keeping work areas as dry as possible.
- Protect porous materials such as insulation from exposure to moisture.
- Building material should be protected from weather and stored in a cleaned area prior to unpacking for installation. Ceiling tile and carpet typically will not be installed until the building is acclimatized, to avoid the absorption of moist air into the material.
- All coils, air filters, and fans should be cleaned before performing testing and balancing procedures and before conducting baseline air quality tests.
- Depending on the climate and construction stage, outside air and fans will be used to maintain a healthy indoor airflow.

### **Scheduling**

GOAL: Sequence construction activities so that materials are kept dry and those that absorb contaminants are installed after other materials have had the opportunity to off-gas contaminants.

#### **CONTROL MEASURES:**

- Complete applications of wet and odorous materials such as:
  - Paint
  - Sealants
  - Coatings
- Before installing “sink” materials such as:
  - Ceiling tiles
  - Carpets
  - Fabric covered furnishings
- Final (touch up) painting will most likely occur after the ceiling tiles and carpets have been installed. Low VOC paints will be used so this will cause minimal IAQ concerns.
- Materials directly exposed to moisture through precipitation, plumbing leaks, or condensation from the HVAC system, are susceptible to microbial contamination. Any material that has been wet will be thoroughly examined for contamination.
- Provide a building flush out consistent with the requirements of the USGBC Reference Guide prior to occupancy. There will be no applications of odor-producing material during the flush. After the flush, new MERV 13 filters will be installed.

### **Documentation and Submittals**

The following items will be submitted to the IAQ coordinator prior to final occupancy:

- (1) A list of each air filter used during construction (MERV of 8 at a minimum). Each air filter shall include the MERV value, manufacturer name and model number.
- (2) Photographs that document IAQ management methods employed including protection of ducts, on-site storage, and absorptive materials installed.

### **Questions/Comments**

All questions and comments regarding this plan should be forwarded to the Property Management Team or Engineering Team.