



Contractor Work Rules

500 New Jersey Avenue

The purpose of these Rules and Regulations is to inform the Contractors of their responsibility to this property during construction or remodeling of tenant spaces. It should be understood that the General Contractor is totally responsible for the action of its employees and subcontractors, and their compliance with these Rules and Regulations. At all times, General Contractor's personnel should be aware that this property is not a construction site, but rather an occupied office building and therefore appropriate precautions to protect the property, the tenants, and the business atmosphere must be adhered to.

The scope of these Rules and Regulations shall include, but not be limited to the following:

Insurance

All general and subcontractors must provide a current certificate of insurance evidencing adequate liability and property damage coverage.

General

Work to be performed by any contractor within 500 New Jersey Avenue must be scheduled in advance and coordinated through Building Management. All contractors must check in with the lobby attendant and obtain a Contractor Identification Badge on a daily basis.

24-hour notice shall be requested from Building Management when any work involving the Fire/Life Safety systems is required.

Any damage to the common areas, corridors, restrooms, elevators, etc., will be repaired by the General Contractor at the Contractor's expense.

Construction areas are to be secured against unauthorized entry at all times. When the project is complete, General Contractor will provide three (3) sets of as built's and Operations and Maintenance manuals to the Property Manager.

Debris

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Contractors will provide their own means of debris storage and removal. Contractor's dumpster must be placed in the loading dock area with prior approval from Building Management as to specific placement.

Debris must not spill or be left around dumpster. Contractor is responsible for cleanliness of the area. Dumpster must not overflow.

Management reserves the right to require Contractor to remove the dumpster with 24-hours notice.

Demolition debris can only be removed from the building after 8:00 p.m. Or before 7:00 a.m., except on weekends. The freight elevator must be reserved in advance by calling Building Management at 202-393-6712.

Paint and patching materials shall not be disposed of through the building's plumbing. Disposal of these materials, as well as oil soaked rags, shall be accomplished in accordance with established guidelines for these materials.

Site Protection

Contractor will provide floor, wall and ceiling protection from the freight elevator to the entrance of the suite to be remodeled. The type of protection is to be masonite, with the ends taped together to prevent passers-by from tripping.

Contractor will provide protection for the freight elevator doorframe on the floor to be remodeled. Protection will consist of carpet strips taped to the doorframe from the floor to the top of the frame.

All carpet and elevator protection should be installed prior to demolition or remodeling. Protection shall be maintained in a clean, safe manner and be left in-place until the job is completed.

Contractor shall correct and repair damages at their own cost.

Noise and Noxious Odors

Particularly noisy work such as core drilling (or fume producing work such as oil based painting) must be coordinated with Building Management and performed after 8:00 p.m. or before 7:00 a.m. on weekdays or at anytime during weekends.

Odor producing work such as staining of doors must be coordinated with Building Management so action can be taken to dissipate fumes, address the smoke



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detectors by coordinating with Management's requirements, and arrange for additional security, if necessary. If security is necessary, Contractor is to pay for said cost.

If Contractor or Subcontractor's personnel use radios or tape players, they must be turned down to a level not audible in any occupied or public areas.

No loud or obscene language will be tolerated, and violators will be asked to leave the property.

General Contractor must provide to Property Management an MSDS list of all chemical compounds and materials to be used during construction.

Egress and Ingress

All movement of materials in or out of the building will be through the loading dock and service corridors. Access is available through the loading dock located on 1st Street.

All movement of materials onto the tenant floors will be through the freight elevator only. No passenger elevators are to be used.

The freight elevator may be used for small material movement during business hours if prior approval is given by Building Management.

Large material deliveries or debris removal must be coordinated with Building Management and performed before 7:00 a.m. or after 8:00 p.m. on weekdays or anytime on weekends.

Access to the property after hours will only be granted if Contractor has obtained access from Building Management. Access other than normal business hours must be requested 24-hours in advance.

Delivery or removal of materials too large for the freight elevator must be coordinated with Building Management.

Condition of Site

The construction area is to be broom swept and all trash removed at the end of each business day.

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Public areas leading to construction areas will be thoroughly cleaned at the end of each night's work at Contractor's expense.

Parking

Parking in the building can be arranged with the garage operator at the Contractor's expense. Parking is not permitted in the loading dock.

More detailed Building Work Rules for Contractors will be distributed to contractors prior to commencement of work, and acknowledgement of and agreement to Work Rules must be received by the Property Manager prior to commencement of work.