

Holladay Properties' Construction Rules and Regulations

- 1) Conduct yourselves as guests in tenant spaces, as well as in the buildings.
- 2) All types of radios or audio equipment, other than communication, are strictly prohibited on Construction jobsites.
- 3) Be neat, clean and quiet while in or near occupied spaces. Protect hallway and entries with temporary carpet runners and solid wall protection. No graffiti.
- 4) No vehicles shall be brought or parked in the buildings, or are to be parked in parking spaces allotted for handicapped parking, visitor parking, loading zones, fire lanes and drive aisles.
- 5) Proper construction attire shall be required at all times per OSHA standards. Shirts with sleeves, long pants and work boots are required; tennis shoes shall not be permitted. Hardhats shall be worn at all times.
- 6) Only authorized personnel shall be permitted in the spaces. ID Badges MUST be worn while on site. (Provided by the Landlord)
- 7) Be courteous to Tenants and Building Occupants at all times and do not make negative comments. Discuss any concerns with personnel away from the Tenant Spaces.
- 8) Always check in at the front desk or receive tenant approval when in occupied spaces.
- 9) Do not use tenant telephones. Keep cell phones on vibrate while in tenant spaces and take all calls outside of the space.
- 10) Work that creates noxious odors shall not be performed in the buildings without prior permission.
- 11) Any floor sealing or other such odiferous work is to be coordinated with the Construction Manager to allow for proper advanced notification with the occupant and the adjoining tenants.
- 12) Smoking and the use of smokeless tobacco are prohibited.
- 13) Loud and/or foul language is prohibited.
- 14) Food and drink shall not be permitted in finished spaces.
- 15) No use of power actuated tools or hammer drills is permitted at an occupied property between the hours of 8:00 AM and 5:30 PM, or as limited by Property Manager.
- 16) No items shall be placed on window sills during construction.
- 17) Material storage and/or debris shall not be left in occupied or vacant spaces.
- 18) Exterior exits and entrances shall be maintained clear and unobstructed. Securing of the egress is the responsibility of the contractor and shall be locked when not on site. Lights shall also be turned off when not in use. Tools and equipment shall be unplugged and secured when not in use.
- 19) Thermostats shall not be adjusted unless Construction Manager has granted permission.
- 20) Thermostats shall be maintained in vacant spaces and construction areas no higher than 68° F in the winter and no lower than 78° F in the summer.
- 21) Loading docks are for loading and unloading only. Parking is not permitted. Parked vehicles will be towed at Contractor's expense.
- 22) Only designated freight elevators that are properly protected by the general contractor shall be used by the contractors and vendors.
- 23) Safe working practices shall be observed at all times per OSHA standards. The safety of your employees, the building, and the tenant is considered to be paramount. All work shall be conducted and completed by the guidelines set forth by the Federal, Local and State Authorities. Compliance with the Holladay Safety Program is also required.

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- 24) Fall protection shall be worn, observed or employed when working in articulating boom lifts, scissors lifts, ladders, scaffolding and any other activity where workers are exposed to a fall greater than 6 feet in height.
- 25) Any and all "Hot Work" shall have an appropriate fire extinguisher immediately accessible, and a "Hot Work" permit is required at all times. A fire watch shall be in place per OSHA standards.
- 26) All electrical service shall be properly protected with a GFCI, including the use of extension cords on permanent power.
- 27) Eye protection shall be worn at all times when cutting, grinding, chipping, drilling or using powder actuated tools.
- 28) Contractor shall submit a detailed Construction Schedule prior to the commencement of work.
- 29) Contractor and all associated Subcontractors shall comply with OSHA requirements, inclusive of all current revisions, additions and amendments.
- 30) Alcoholic beverages, drugs or any other controlled substances are not to be brought into, or consumed in the building. Personnel appearing to be under the influence of a controlled substance will not be allowed to remain in the building.
- 31) The Contractor shall not disable, interrupt or test any building utility or system without prior arrangement with the property management office.
- 32) Work involving sprinklers, fire alarm systems, electrical panel construction, plumbing connections, admittance to telephone rooms, and electrical rooms or entrance to customer suites shall be coordinated through the Property Management Office and the Construction Manager.
- 33) All heat/smoke sensors shall be covered as applicable to prevent alarm activation. Contractors shall be financially responsible for any charges for false fire alarms and fire department response if associated with their work.
- 34) All fire sprinkler work, including draining the system, requires 48 hours' notice. Contact the Property Management Office to schedule as required.
- 35) Any work scheduled on the weekends that requires the assistance of the Landlords maintenance personnel must be scheduled seven calendar days in advance.
- 36) Sources of water and electricity will be furnished to the Contractor without cost in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common usages during construction. HVAC will be supplied upon Contractor's request. The contractor shall make all connections, furnish any necessary extension, and remove same upon completion of work.
- 37) The contractor shall be responsible for replacing, to the satisfaction of Holladay Properties, any ceiling tile removed to facilitate their operations.
- 38) The location and time of delivery of material or removal of debris shall be done only through the designated areas as directed by the Construction Manager or Property Management office.
- 39) Consideration must be given to building occupants. Any activities that promote excessive dust, odors, or loud noises such as pounding, drilling or stud shooting, etc. that become disruptive to occupants must cease and desist immediately and will be permitted only outside of normal business hours.
- 40) During demolition, smoke detectors in the tenant space and in the corridor adjacent to the demolition shall be covered to prevent false alarms. Covers shall be removed immediately upon completing the work or at the end of each shift. Fire alarm devices shall not be left out of service

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when work is not taking place.

- 41) Window blinds should be either pulled up and encased in a plastic bag or removed to prevent damage during construction. Any damaged blinds should be noted at the beginning of the project or the contractor will be held responsible to make the repairs.
- 42) Thermostats within the suite shall be covered to prevent damage.
- 43) In buildings that have HVAC systems within the suite, the contractor will is responsible for changing the filters on a regular basis during construction to prevent damage and infiltration. Upon completion of the work, the contractor will provide a new filter and management will inspect the conditions of the coils.
- 44) Common area corridors, lobbies and restrooms shall be kept clean at all times. Contractor to provide walk off mats/coverage to eliminate tracking throughout the building. Any construction related dirt, drywall dust, paint, spackle, spills or damage shall be cleaned up immediately.
- 45) Electrical and telephone rooms shall not be used for storage of materials or discarded debris.
- 46) Construction areas shall be maintained in safe working condition. Trash shall be gathered daily and removed from the premises.
- 47) Contractors and Subcontractors must arrange access to work in adjacent leased space with a minimum of 36 hour notice to the Property Management Office.
- 48) Parking for all personnel must be arranged prior to commencement of work and will be provided in designated areas only. Vehicles in unapproved areas will be subject to citation and towing without notice. Any costs assessed by the garage parking operator are the sole responsibility of the Contractor. Contractors and subs will display a hangtag from the mirror provided by Hospital Security.
- 49) Contractors' employees shall limit their activities to the construction site. Construction personnel will use restroom facilities in the space they are working in. General contractor shall make sure that one active toilet remains within the suite or GC will provide a portable toilet to be placed outside of the building at a location designated by landlord. Trespassing in other areas of the building shall not be permitted. This includes the hospital cafeteria and food court.
- 50) Contractors shall provide a list of emergency contacts for Superintendent, Project Manager and contacts for all Subcontractors to the Property Management Office and the Construction Manager before mobilization.

Enforcement – Holladay Properties is responsible for rule enforcement; Violations will be issued to supervisory personnel;

1st Violation – Warning

2nd Violation – Three (3) day suspension from jobsite

3rd Violation – Permanent removal from jobsite & removed from the vendor list

Gross disregard for Rules or Safety Procedures can result in immediate and permanent removal from jobsite

(GC is responsible to issue this form to all its vendors and subcontractors)

General Contractor Acceptance: _____

Print/Sign

Date