

Tillyard Management Inc.
CONSTRUCTION RULES AND REGULATION
SPECIAL INSTRUCTIONS

- ALL CONTRACTORS MUST CHECK-IN AT TILLYARD MANAGEMENT INC. TO OBTAIN AND SIGN OUT A TILLYARD MANAGEMENT INC. CONTRACTOR BADGE, WHICH MUST BE WORN AT ALL TIMES WHEN PERFORMING WORK IN TENANT SPACE. BADGES MUST BE RETURNED PRIOR TO LEAVING THE BUILDING.
- THE LOADING DOCK DOORS ARE ALARMED FROM 10:45 P.M. – 6:00 A.M. MONDAY TO FRIDAY, 24 HOURS ON SATURDAY, SUNDAY AND STATUTORY HOLIDAYS
 - A MINIMUM 4 HOUR EMERGENCY SERVICE CALL WILL BE CHARGED TO ANYONE CAUSING ALARMS ON THESE DOORS, AFTER THE ABOVE NOTED HOURS.
- THE CONTRACTOR WITH A REPRESENTATIVE FROM TILLYARD MANAGEMENT INC. WILL CONDUCT AN INSPECTION OF ALL INTERIOR SOLAR FILM ON WINDOWS IN THE PREMISES, BEFORE ANY CONSTRUCTION COMMENCES.
- **PRIOR TO CONSTRUCTION COMMENCING, ALL WINDOWS WILL BE COVERED WITH POLY TO PREVENT DAMAGE TO THE WINDOW FILM. POLY CAN BE ADHERED TO THE MULLIONS WITH TAPE.**
 - ALL MULLIONS TO BE CLEANED OF TAPE AT THE END OF CONSTRUCTION.
- **NO WORK IS ALLOWED ON INTERIOR COLUMNS WITHOUT FIRST CONSULTING WITH TILLYARD MANAGEMENT INC.**
- **PRIOR TO ANY DEMOLITION/ALTERATIONS OF HVAC DUCT WORK CONTACT TILLYARD MANAGEMENT INC.**
- THE INSTALLATION OF COMMUNICATION CABLING SHALL BE IN ACCORDANCE WITH METHODS DESCRIBED IN THE DOCUMENT “COMMUNICATION CABLING STANDARDS”, AVAILABLE FROM THE WWW.TILLYARD.CA/CALGARY WEB SITE.
- IN THE CASE OF CONDUIT PENETRATING THE FLOOR, CEILING SLABS OR DEMISING WALLS, PROPER FIRE PROOFING METHODS ARE TO BE EMPLOYED.
- IN THE CASE OF WIRING PENETRATING FLOOR, CEILING SLABS OR DEMISING WALLS, HILTI MODEL CP 653, 2: OR 4: FIRE STOP SLEEVES OR SIMILAR DEVICES ARE TO BE EMPLOYED.
- ALL FURNITURE MUST BE PLACED AT LEAST 10 INCHES AWAY FROM THE HEATING CONVECTOR CABINET.
- CONTRACTORS ARE RESPONSIBLE TO PROTECT PAINTED ELEVATOR LOBBY FRAMES AND MUST TAKE CARE NOT TO DAMAGE WALLS. COSTS INCURRED BY TMI FOR REPAIRS MADE DUE TO DAMAGES, WILL BE BILLED BACK TO SAID CONTRACTOR.

GENERAL INSTRUCTIONS

The following information has been compiled to assist Designers, Contractors and Tenant's to prepare drawings and commence of construction in the building/premises.

We trust you will read and use this information in the spirit in which it is offered in order that inconveniences to everyone in the building may be kept to a minimum.

Any questions you may have pertaining to construction/improvements be directed to:

Ms. Sharon Schneider
General Manager
Tillyard Management Inc.
#310, 715 - 5th Avenue S.W.
Calgary Alberta
T2P 2X6
(403) 531 – 3663 phone
(403) 264 – 8966 fax
sschneider@tillyardgroup.com

TENANT DESIGNER:

The Tenant may select a registered Architect or Interior Designer licensed to practice in the Province of Alberta. In conjunction with this, all drawings pertaining to mechanical, electrical, plumbing and drainage, and sprinkler systems must be prepared and bear the stamp of a registered Professional Engineer licensed to practice in the Province of Alberta.

“As Built” drawings are to be submitted to Tillyard Management Inc. in CAD format at completion of construction.

TENANT CONTRACTOR:

The Tenant may select a competent General Contractor to perform leasehold improvements. The Landlord must be advised of the selection. When work is being performed that may affect the structure, the walls or the systems of the Building, the Landlord may require specific contractors perform the work.

Once the successful contractor has been selected, a construction schedule shall be submitted to the Landlord along with a copy of Contractor's Insurance, Workers Compensation, list of subcontractors including contact names, phone numbers and employee names working on site.

If the Landlord requires his consultants to review drawings for mechanical and electrical the cost shall be borne by the Tenant.

DRAWING SUBMISSION

The following drawings shall be submitted to the Landlord for his approval prior to commencement of construction:

- Floor plans showing dimensions and construction details of all partitions
- Furniture layout including telephone and electrical
- Reflected ceiling plans

Mechanical (Engineer's stamp required)
Electrical (Engineer's stamp required)
Plumbing and drainage
Sprinklers
Signage drawings
List of interior finishes. The Landlord may require samples of finishes.

FINISHING HARDWARE

The hardware on the tenant's entry doors shall be the same as the building standard Multi - Lock and shall be keyed to the master key. Parry Brothers maintains the master key system for the building and **must be used** for any Locksmith work.

All locks on interior offices shall be keyed to the building master key system. The base building card access system is DSX and is maintained by Siemens.

Doors – **Prior** to removing and/or relocating any door with multi-lock mechanisms, contractor **must** contact Tillyard Management, as the keying system on these doors are tracked and maintained. Any locks removed off doors must be returned to Tillyard Management Inc.

SIGNAGE

The Landlord shall approve all Tenant signage/identification prior to installation in the elevator lobbies.

PERMITS

A building permit for tenant improvements must be obtained from the City of Calgary (800 McLeod Trail SE) prior to the commencement of construction. All permits must be posted in a visible area. Other permits may be required at the discretion of the City of Calgary.

Information for Permits:

Lots ONE (1) TO FIFTEEN (15) inclusive and that portion of Lot SIXTEEN (16) which lies to the west of the easterly TWELVE (12) Feet SIX (6) inches thereof in Block TWENTY EIGHT (28) on Plan A.1 Calgary, excepting out of Lots FIFTEEN (15) and SIXTEEN (16) all mines and minerals. Being a Leasehold Title for a term of 99 years from the 18th day of February, A.D. 1974.

LONG DELIVERY ITEMS

The Tenant and Contractor's should be aware certain items are of a long delivery nature and thus may affect the construction schedule, and completion of the Tenant's premises.

These items include but are not restricted to:

Tenant entry doors
Hardware
Specialized mechanical and electrical equipment
Selected carpets and wall-coverings
Signage

DELIVERIES

Delivery of building materials, major pieces of equipment, furniture and bulky goods shall only be made by prior arrangement with Security. **Only the freight elevators may be used for deliveries.**

All goods are to be **brought in through the Loading Dock** at the back of building. Freight elevators can be accessed from Loading Dock Area.

Maximum clearance of the loading dock is 15' 6".

The use of the freight elevator is 6:30 a.m. to 6:00 p.m. and off-hours if necessary (6:00 p.m. to 10:45 p.m. Arrangements and pre-booking of the freight elevator during normal Building Hours must be made with Security (531-3665). Any bookings for Freight Elevators after Normal Building Hours (6:00 P.M. to 6:00 A.M.) must be booked through Tillyard Management Inc.

Freight elevator measures 9' x 5' and 6' x 5'. The freight elevator will accommodate up to 10' x 10" on an angle for conduit or molding.

The delivery of materials through the main entrance and lobby on the ground floor will not be tolerated under any circumstances.

Building Management does not provide personnel to move or deliver goods and materials supplied by the Tenant or Contractors.

Building Management and Security will not receive contractor materials or deliveries.

The contractor will be responsible for immediate cleaning of any mess resulting from deliveries or work. Building Management shall recover from the contractor any cleaning costs due to contractor's activity.

Parking in the loading dock is ONLY for loading and unloading material. **15 Minutes Maximum.**

PROTECTION

The Contractor is responsible for protecting all existing work and finishes of the Landlord and other tenants.

If protective pads are not in the freight elevators at the time of delivery, the Contractor shall arrange to obtain the protective pads from Building Staff or Security. Pads must be installed prior to moving any materials.

While moving goods and materials in elevators lobbies, the contractor must protect existing finishes. This is of **primary concern** for elevator doors and frames, elevator lobby carpet and wall finishes. The contractor shall remove the protective covering from the elevator lobby area when either construction or delivery is completed. Any damage will be the responsibility of the contractor to repair. The contractor will ensure all common areas (this includes stairwells) are clean and free of debris.

If there is work being done above the ceiling tiles in the tenant space or elevator lobbies the contractor must ensure there is no debris left behind by contractors.

The contractor shall prevent dust from invading other tenant's space by installing a plastic membrane to completely cover all openings and provide a sealed work area. Sweeping compound is to be used to control dust.

Stairwell doors are **NOT TO BE PROPPED OPEN.**

Building personnel must be notified prior to the commencement of any job that will create dust, heat or smoke. This will enable them to by-pass the fire safety system for this floor. Failure to do so may cause a false alarm in the building. **Contractors will be responsible for all costs incurred due to the false alarm.**

MECHANICAL

For the purpose of return air in the ceiling plenum transfer air ducts are required for demising walls between tenants. To be noted on Mechanical Drawings.

Temporary air filters are required in ceiling space in front of air intakes and exhaust on the west side of the Floor to mechanical room. Building Operations to be consulted prior to any installation.

Supply air ducts must be capped during demolition.

Diffusers and Thermostats **are not** to be left in ceiling space. Contact Building Operations if you have any questions.

SECURITY

The contractor or tenant is responsible for arranging site access for all workers.

The Landlord must be notified in writing twenty-four hours in advance, of all work to be done after hours and on weekends. Access will not be granted by telephone.

If security is required by the contractor or deemed necessary by the Landlord, cost of security shall be the responsibility of the contractor.

The Landlord will not be held responsible for the safekeeping of contractor tools or materials.

All trades are to confine themselves to the work area. "Roaming" is not allowed.

GARBAGE

The contractor is responsible for removing all construction debris created by him. Contractors **CAN NOT** use **building garbage containers.**

CLEANING

Upon completion of construction, if the Landlord determines filters on the floor fan unit requires replacement; such cost shall be deemed the responsibility of the contractor.

All construction clean-up is the responsibility of the contractor. A final cleaning inspection is required by the Landlord.

CEILING TILES

When ceiling tiles need to be replaced, they need to be replaced with the following Base Building standard tiles.

Armstrong, model MR87115, Cortega Minaboard, 30" x 60" x 3/4". Large quantities can be ordered from Winroc, smaller quantities can be purchased from TMI.

PARKING

There is no parking provided for contractors or subcontractors. **Loading dock facilities are used only for pickup and deliveries.** Each delivery is allowed 15 minutes unless the Building Management has granted special permission. **Any vehicles parked in the loading dock for more than the specified time will be ticketed and towed.**

CORING AND CHIPPING

Coring/Chipping of slabs is expressly forbidden prior to X-rays of the slab. Arrangements must be made with the Landlord prior to work commencing.

FIRE ALARM SYSTEM AND FIRE PREVENTION

Any work affecting the fire alarm system, Building Maintenance personnel **must be** notified.

Contractor to supply one five-pound ABC extinguisher for the job site, the extinguisher shall be kept available and in good working condition until all work is completed.

POWER & WATER

The contractor may use power available in the space. Extension cords to finished corridors will not be permitted.

It is forbidden for any contractors to use either the basins or the water closets for disposal or cleanup of any construction waste (i.e. drywall compound or paints, etc.).

INSURANCE

The contractor shall be responsible to provide to the Landlord and Tenant prior to the start of construction proof of:

- Builder's Risk Insurance
- Workmen's Compensation Coverage

KEYS

The Tenant is responsible for issuing keys/cards for work being done within their space.

Contractors hired by the Landlord will be issued cards/keys from the Landlord. Please make arrangements in advance of construction.

GENERAL

The contractor shall keep the entry door to his particular premises closed at all times during construction.

Mechanical and Janitor rooms located on the floors will not be used for storage.

All electrical room doors must be closed when not being used by contractors.

Any noisy construction activities which may cause inconvenience to existing tenants shall be done during off-hours (6:00 a.m. to 7:30 a.m., 12:00 p.m. to 1:00 p.m. and 5:30 p.m. till required).

Any light fixtures removed from the ceiling shall be turned over to the Landlord or disposed of if the Landlord does not require fixtures.

Where demising walls about the exterior wall, adapter brackets are required for the convector covers. Convector covers are to be split and strapped at all demising and office walls.

Converter cabinets are not to be used as ladders or stepping stools.

Where return piping under radiator cabinets is dropped and visible, it shall be raised and supported with copper strapping. After strapping, the return pipes shall not be in contact with other cabinet parts, covers, mounting screws, etc.

The contractor shall advise the Operations Personnel when he intends to make his final connections to the following systems:

- Electrical
- HVAC
- Plumbing and Drainage
- Sprinklers

Such notification is to be made at least 24 hours in advance to minimize both the hazard and the inconvenience to himself and other tenants.

Upon completion of the work the contractor shall supply copies of “as built” drawings in CAD, permits and inspection certificates related to the work performed.

All construction material will be removed from the site upon completion.

TELEPHONES

The Tenant shall be responsible for making the necessary arrangements for the installation of his own telephones. All cabling and communications Bix terminals must be located in the tenant space. **NOTE:** Installation instructions on page 1

The Landlord must approve installation of cabling and communications data.

BUILDING MANAGEMENT

Any questions or communications should be directed to the Building Management:

Sharon Schneider, General Manager (403) 531-3663

Bill Beesley, Building Operator (403) 371-8561

REVIEW OF DRAWINGS

If any proposed Leasehold Improvements affect the structure, the walls or the systems of the building, it is the intention of the Landlord to have these drawings and specifications reviewed by the base building consultants where applicable, the cost of which shall be borne by the Tenant.

The base building consultants are as follows:

Electrical Engineer

Designcore Engineering Ltd.
100, 4723 – 1 Street SW
Calgary, AB
(403) 269-2125

Mechanical Engineer

Emans Smith Andersen Engineering Ltd.
420, 840 – 6 Avenue SW
Calgary, AB
(403) 261-8897

Structural Engineer

Read Jones Christoffersen
Bryan Colvin
508, 1816 Crowchild Trail NW
Calgary, AB
(403) 283-5073

Riser Room Manager

RYCOM TPM Inc.
Brad Wennerstrom
13, 6143 – 4 Street SE
Calgary, AB
(403) 629-5664

Please sign your agreement to the above rules and regulations in the space provided below. As well, please ensure a copy of the Rules and Regulations is given to all sub-trades and signed.

NOTE: Contractor must supply WCB Clearance Certificate and Liability Insurance for their sub-contractors prior to any work commencing.

I, _____ have read the above and agree to abide by these Rules and Regulations.

Dated this ____ day of _____, 20__

Signature of Contractor and Name of Company

CONTRACTORS AND SUBCONTRACTOR

COMPANY NAME	EMPLOYEE NAME	PHONE NUMBER