



CONTRACTOR RULES AND REGULATIONS

One Eleven Congress / 111 Congress Ave

Posting of Rules and Regulations

A copy of these rules and regulations, acknowledged and accepted by the General Contractor, must be posted on the job-site in a manner allowing easy access by all workers. It is the General Contractor's responsibility to instruct his workers and all subcontract workers to familiarize themselves with these rules. A copy of the approved construction drawings must be posted on the job site.

Permits

Permits and licenses necessary for the execution of the work shall be secured and paid for by the contractor, unless otherwise stipulated. A copy of all permits shall be posted at the construction site and a copy given to the CPI Construction Manager at the close of the job.

Elevators

All construction materials, tools and trash are to be transferred to and from the construction area via the freight elevator. **At no time shall the passenger elevators (or escalators) be used to move personnel, materials, equipment, tools or trash. The use of the freight elevator shall be scheduled by the Contractor with the Management Office and Security. If materials do not fit into the freight elevator, the building's elevator technician can be hired to transport materials on top of the elevator if possible.** All costs associated will be borne by the general contractor or in the case of a Tenant hired general contractor, the Tenant. The cleaning company utilizes the freight elevator from 6:00pm – 10:00pm Monday – Friday. Access to the freight elevator is limited during those hours.

All equipment and material should enter and leave the building through the loading dock doors. Use of the freight elevator is on a first come first serve basis.

Workman Conduct

SMOKING AND VAPING IS PROHIBITED ANYWHERE ON THE PROPERTY. No abusive language or action on the part of the workers will be tolerated. No radios are allowed during working hours. After working hours, radios should be kept at a low volume or will be banned from the project. It will be the responsibility of the General Contractor to enforce this regulation on a day-to-day basis.

Building Use

The contractor shall confine his use of the premises to the designated construction area so as not to interrupt One Congress Plaza tenants. Access to other occupied tenant spaces for installation of plumbing lines, etc., shall be scheduled with the CPI Construction Manager. The actual execution of the work shall take place after normal business hours and on weekends.

Common and Other Tenant Areas

The contractor shall carefully protect all walls, carpet, floors, furniture and fixtures to the satisfaction of building management. Contractor shall repair or replace damaged property without cost to the building owners.

Sanitary Facilities

Sanitary facilities will be furnished by the General Contractor through the building management. The contractor shall use only those facilities specifically designated by the building management.

Dusty Work

Contractor shall notify the Construction Manager prior to commencement of extremely dusty work (sheet rock cutting, sanding, extensive brooming, etc.) and provide the Building Management with a "passdown" form indicating the need to disable smoke and duct detectors for the duration of the dusty work. The Contractor will coordinate with Building Management and install additional filtering capacity on the affected HVAC equipment. Failure to make such notification will result in the contractor absorbing the costs to return the equipment to proper condition. Contractor must also encompass protection for smoke sensing devices in order to prevent contamination of heads and fire system false alarms. Method used must be coordinated with the Management Office.

Sweeping compound shall be used to control dust.

Work Approval

All drawings, subcontractors and materials must be approved by the CPI Construction Manager prior to the start of construction. Any changes occurring during construction must also be approved by the CPI Construction Manager.

Disposition of Materials

Any and all existing materials removed and not reused in the construction, shall remain the property of the building, except as directed by the Construction Manager, and shall not be disposed of by the contractor as waste or unwanted material unless directed by the Construction Manager.

Clean-Up

The contractor shall be responsible for daily cleanup of their debris and proper storage of materials with attention to methods sensitive toward indoor air quality. Such methods include: sweeping compounds to suppress dust, removing spills or excess applications of solvent-containing products as soon as possible, keeping project area and materials as dry as possible, micro-fiber dusting cloths, and incorporate high efficiency vacuum cleaners with HEPA rated filters. Porous building materials should be protected from moisture and stored in clean staging areas prior to installation. **The Contractor shall take pictures of the cleaning procedures and include them in the close-out documents.**



Contractor is responsible for permitting with The City of Austin for use of Brazos Street for the placement of a dumpster or trash trailer. **Dumpsters and/or trash trailers are not permitted in the dock area.** The building's trash dumpsters may not be used under any circumstances.

Water and Electricity During Construction

Sources of water and electricity will be furnished to the contractor without cost to him, in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common usages during construction. The contractor shall make all connections, furnish any extensions and remove same upon completion of work.

Building Hours and Loud Work

Building Hours are as follows:

7:00a.m. - 7:00p.m. Mon-Fri

9:00a.m. - 1:00p.m. Sat

Certain work operations fall under the category of Loud Work and must be performed outside of normal building hours to prevent the interruption of normal business operations, other building customers, and the operations/guests of Fareground. Loud Work activities include, but are not limited to the following:

- a. Drilling or cutting of the concrete floor slab
- b. Drilling or cutting of any concrete structural member
- c. Operation of any pneumatic or powder actuated tools (including the "shooting" of bottom track and ceiling hangers)
- d. Any work where machine noise or vibration may disrupt normal office procedures
- e. Any work producing noxious fumes or odors that may disrupt normal office procedures
- f. Material stocking
- g. Flooring removal using scrapers
- h. Use of reciprocating saws
- i. Hammering on/into structural members

All work performed outside normal hours must be scheduled and approved by the Management Office.

Overhead Inspections

The contractor shall notify Building Manager and Architect prior to ceiling cover-up. Any deficiencies noted

must be corrected prior to cover-up.

Electrical Panel Changes

All electrical work will be performed to meet the 2017 National Electrical Code Wiring Requirements (or the Authority Having Jurisdiction's currently adopted year with local amendments). All electrical work will require an as-built drawing to be submitted to the Construction Manager upon completion of work. All electrical panels shall be clearly identified by tenant suite, room numbers and use. The electrical contractor must have a licensed electrician on the job at all times during construction.

Special Elevator Services

Any work or repair which necessitates:

- a. Access to the top of an elevator
- b. Utilization of the cab to perform special services
- c. Special security device installation on any elevator servicing a floor must be scheduled through the Management Office.

Sufficient time should be allowed for the Management Office to arrange with the elevator service contractor to provide personnel to perform the requested service. Under no circumstances should an individual contractor or tenant permit their personnel to utilize the elevator facilities for any purpose other than transportation of materials and/or personnel.

Welding/Cutting Torch Use

At no time is any welding or cutting torch to be used in the Building without approval of the Management Office. Because of their combustible nature, this type of work should be done outside the Building. A fire extinguisher must be present while the torch is in use. Anyone found utilizing combustible compounds in the Building without approval of the Management Office will be requested to cease their work and leave the property.

Drilling and Cutting of Concrete Floor Slab

Provide Management Office a minimum of 48 hour notice prior to x-raying and coring of the floor slab. Scanning or X-raying is required for all floor coring since the building has electrical conduit in the slab. Contractor will mark the locations on a floor plan for Management Office review. Management Office will coordinate access to the affected tenant spaces. At no time shall the contractor or subcontractors enter the adjacent suites without prior approval from Management Office. The General Contractor will be present during all work in the adjacent tenant suites. Contractor shall protect all equipment and furniture and return all areas to pre-construction condition or better prior to the start of work hours the following day.

Fire Sprinkler Coordination

Any work which will involve the draining of a sprinkler line or otherwise affect the Building's sprinkler system, must be approved by the Management Office. In all instances where this is done, the system will not be left inoperable overnight. Daily check-in and check-out, to the Management Office, by all sprinkler contractors is required to work in our facility.

Carpet Seaming Plan

The General Contractor shall submit for the Architect's approval, a carpet seaming plan which clearly labels all carpet seams and direction.

Proof of Insurance

The General Contractor will supply to the Construction Manager a copy of his certificate of insurance per CPI insurance requirements. All of the Contractor's subcontractors must supply the same information to the CPI Construction Manager.

Access

The General Contractor and subcontractors will be required to sign-in daily for access to their work areas at the Security Command Center and receive an authorization badge. **ALL personnel must wear a daily authorization badge.** They will open all necessary areas for their personnel to work and will secure all areas every evening. Security must have written authorization from the Management Office to allow after-hours access. **This after-hours access must be scheduled in advance with the Management Office before noon each day.**

Moving large quantities of equipment, supplies, or furniture can only occur after 7:00p.m. or before 7:00a.m. on weekdays, or anytime on weekends or holidays. **This access must also be scheduled in advance with the Management Office before noon each day.**

Special Life Safety Conditions

The General Contractor will be held responsible for maintaining the integrity of the Building's Life Safety System in areas under his construction and within his control. **All stairwell doors will remain closed at all times.** Failure to comply with this policy may result in the construction HVAC being shut down for a to-be-determined length of time.

Parking

The General Contractor and his subcontractors and suppliers will provide for their own parking. The lots immediately adjacent to the building are not to be used. Parking in the dock area is expressly prohibited except for the loading and unloading of materials and tools. Parking in the dock area for loading or unloading of materials is limited to twenty minutes.

Delivery of Materials

All deliveries will be conducted in an orderly manner so that parking and normal traffic patterns are not disturbed. Major deliveries or stocking shall be scheduled and coordinated with the Management Office.

Palette Jacks are not permitted within the building. Items must be broken down in the loading dock and hand carried or moved with pneumatic tire dollies.

Construction HVAC Hours

The air delivery system for space conditioning will normally operate from 7:00a.m. to 4:00p.m., Monday through Friday on tenant construction floors. Special arrangements will need to be coordinated with the Building Manager in order to reschedule and allocate costs.

Proprietary Vendors

For the following trades, only the vendor listed below may be used:

Sprinkler:	Casteel Fire Protection	512-385-2582
	1 st Fire Protection	210-337-3473
Life Safety/Fire Alarm:	Beckwith Elec. Systems	512-275-1441
Digital Controls:	Way Companies	512-419-0909

Recommended Vendors

For the following trades, although not required, we recommend the vendors listed below be used:

Plumbing:	Throne Plumbing	512-293-5516	Daniel Hacker
	Mtech	512-929-7090	-
Saw Cutting:	Sawman LLC	512-230-9987	Matt Wyche
	A-1 Cutting and Coring	512-251-0292	-
Electrical:	Parker Electric	512-994-7566	Cheyenne Streeter
Mechanical:	Team Services	512-994-3000	Garry Pruitt
	TD Industries	512-310-5050	David Smith
	MTech	512-929-7090	-
Millwork:	Drophouse Design	512-425-0024	Christian Klein
Structural Steel:	Ironclad Erectors, Inc.	512-917-3230	Brandon Wilson
	Drophouse Design	512-425-0024	Christian Klein
Plastics:	Regal Plastics	800-284-0152	Erik Loza
Doors/Hardware:	Hull Supply	512-385-1262	-
Drywall/Framing:	Pinpoint Strategies	512-916-9970	Kristian Lopez
	Spider Wall	830-214-6142	-
Paint:	Streamline Commercial	512-215-9300	-
	Star Finishes	512-238-0044	John Roa
Tile:	Centex Flooring	512-537-8453	Rebecca Lovorn
	Austin Stone and Tile	512-927-0025	-

Indoor Air Quality Procedures

1. In order to prevent the migration of construction particulate and volatile organic compounds (VOCs) to adjacent occupied and public areas, the Owner has instituted strict guidelines for isolating and ventilating work areas during construction. These procedures shall be strictly followed:

- a. Prior to starting any construction, erect temporary construction isolation barriers around the project area using 6-mil poly. Extend barriers to the underside of structure. When possible, utilize natural separation barriers (i.e., existing structure high walls) to isolate the Work Area. Contractor shall take dated pictures of the isolation barriers upon construction and include the pictures with the close-out documents
- b. Access doorways to Work Area shall have overlapping 6-mil poly barrier installed thereby allowing access to area while at the same time keeping a separation barrier intact.
- c. When possible, project finish materials shall be specified as having low-VOC's and/or no toxicity.
 - Adhesives and Sealants: VOC content below SCAQMD Rule #1168 or BAAQMD Reg8, Rule 51
 - Paints and Coatings: VOC emissions below Green Seal GS-11 standards
 - Carpet: CRI Green Label Plus
 - Carpet Cushion: CRI Green Label Plus
 - Non-carpet flooring: FloorScore-certified
 - Composite Panels and Agrifiber: Contains no added urea- formaldehyde resins

2. The contractor is responsible for installing and maintaining pre-filters with MERV 8 efficiency rating on all HVAC units in the Work Area and covering all main return air headers and grills on the affected floor with filter media having minimum MERV 8 efficiency rating. All pre-filters shall be replaced as needed, but not more than once a week. The Contractor will review the condition of the filter media weekly with the building engineer. Filter media and must remain in place until completion of the Work. On completion of the project and prior to occupancy, the Contractor, at its sole cost, will remove and discard all old pre- filters and permanent filters on all HVAC units in the Work Area and replace permanent filters with new filters with a minimum efficiency of MERV 13 on the base building air handling units serving the work area. The Contractor shall take dated pictures of the filter media at standard increments throughout the project and include the pictures with the close-out documents. The contractor will provide manufacturer's product sheets documenting the model/ product number of the MERV filters with the close-out documents.

3. Notification must be given to building owner a minimum of two weeks prior to tenant move in so that the space can be flushed out with the proper amount of outdoor air by the engineering staff. LEED requires the delivery of 3,500 cubic feet of outside air per square foot of floor area for three hours prior to occupancy and continues until a total of 14,000 cubic feet per square foot is obtained.

4. At the conclusion of the construction the HVAC system must be brought back to normal base building operation, the HVAC must be tied into building energy management system complete with graphic updates and reconciled test and balance.

Project Close-Out

1. In addition to cleaning requirements stipulated elsewhere, the Contractor shall in preparation for substantial completion or occupancy of the Work Area or any part thereof, perform final cleaning



operations of the Contractor's Work area, including any adjacent or public areas which have been soiled by such work. It is the Contractor's responsibility to ensure the work area is cleaned to the specifications set forth in the Tenant's lease.

2. Contractor is responsible for ensuring that all light fixtures in the Work Area are working properly and are fully lit upon job completion. This includes replacement (with exact, new duplicates) of tubes and ballasts, as required in light fixtures that are new, replaced or repositioned.
3. General Contractor is responsible for obtaining a temporary (if applicable) and final Certificate of Occupancy, as required for Tenant's occupancy.
4. Upon substantial completion of the Work, the following items must be completed and delivered to both the 1) Owner, and 2) the tenant, as part of the close-out process:
 - a. Complete response to all Field Inspections and punch lists as compiled by Tenant MEP Engineers;
 - b. Copy of Certified Air Balance Report;
 - c. Acceptable Operation and Maintenance Manuals for each piece of MEP equipment;
 - d. Copy of "As-built" MEP drawings;
 - e. Final lien waivers;
 - f. Copy of certificate stating that no hazardous materials have been utilized in the construction;
 - g. Original and one copy of Certificate of Occupancy;
 - h. Copy of Fire Alarm Test Letter;
 - i. Contractor Guarantee.
 - j. Provide manufacturer's product sheet documenting model/product number and MERV rating for all new filters. Provide narrative describing location and confirmation that the filters were replaced immediately prior to occupancy. Provide photos documenting the filter media was in place during the project.
 - k. Provide photos as required in sections above for indoor air quality and clean up
 - l. All keys to Building standard locksets and custom locksets shall be turned over to Owner upon completion of the Work.

Weapons

Weapons shall not be brought into or kept about the building.

Agreed and accepted:

Signature _____ Title _____

Company _____ Date _____