

## **Contractor Rules & Regulations**

The following outlines the regulations and requirements that apply to all contractors / subcontractors working at 695 East Main Street / 200 Elm Street, Stamford, CT. These regulations and requirements apply to general construction, tenant lease space construction, and performance of a tenant service contracts. No deviation or exception will be permitted without the written approval from Building Management. Violation of these rules may result in the expulsion from the property of vendors and staff in addition to imposing fines for each infraction. Additional set of rules and regulations are available for large construction projects.

Questions or comments should be directed to Building Management.

1. All workers shall only enter and exit the building through the service entrance located at the loading dock in the rear of Building. All contractors must sign in with security every morning. Workers are restricted to certain areas and will be escorted out of the building if found in restricted areas.
2. Access to toilets will be limited to those specifically approved by Building Management. Portable restrooms located in the loading dock will be used by all construction personnel.
3. All workers must be properly and visually identified at all times. The identification system must be approved prior to the start of any work and may take the form of approved badges for attachment to clothing. All contractors must sign in and out of the Building with Security.
4. Parking for Construction is designated in the P4 level of the parking garage and entrance into the garage from the back of the building near the loading dock.
5. All workers shall maintain a professional manner while at the building including but not limited to:
  - a. No abusive language. NO SMOKING.
  - b. No smoking or drinking in public areas or tenant spaces (see Building Management for the assigned smoking area nearest your temporary work zone).
  - c. No standing in lobbies except to board approved service elevator.
  - d. No use of radios/tapes.
  - e. No alcoholic beverages.
  - f. No firearms or weapons.
  - g. Café seating area cannot be used by any construction staff.

h. No littering

6. All work areas are to be kept free of trash, debris, and non-useful materials. All work areas are to be left broom clean at the end of each day. All affected public areas are to be kept free of any construction materials, debris, or dust at all times. Cleaning fees will be bill to the construction vendor for trash and debris pick up by building porters.

7. Contractor must protect existing air condition vents and ductwork to prevent dust and debris from entering the HVAC system. All cost incurred by the building management due to damage caused by the construction will be billed back to the vendor

8. No storage of flammable substances will be allowed in the Building unless approved by Building Management and in accordance with all applicable Building codes and regulations.

9. 48-hour notice must be provided by any contractor who anticipates working on the Building's life safety systems (sprinklers, smoke detectors, fire command speakers) or whose work may affect the system, fire alarms, etc., must obtain Building Management's consent. Non-adherence to this can cause the project to be ceased.

10. Hot work operations involving open flames or producing heat and/or sparks, including but not limited to welding, oxygen and arc cutting, open flame soldering, brazing, hot riveting, grinding, etc. require the issuance of a Hot Work Permit. Hot Work Permits will by issued by Building Management Engineering Department on a daily basis. Adherences to the Hot Work Operations policy as dictated by the properties insurance carrier are mandatory and allow for no exceptions.

11. All required exits shall remain free and unobstructed at all times. All emergency exit lighting shall be maintained throughout the project.

12. All life safety equipment shall be continuously maintained, including the proper type and quantity of fully operational fire extinguisher located within the site provided by the contractor.

13. Contractor may not begin any work that will or may disrupt the Building's electrical, plumbing, or air conditioning service without at least 48 hours' prior notice and Building Management consent.

14. There will be absolutely no use of tenant and/or Building property such as telephones, hand carts, ladders, etc.

15. All large deliveries will be scheduled before or after business hours 8am – 6pm and must be scheduled with Building Management. Advanced notification of at least 48 hours is required. Scheduling elevators for deliveries and trash removal will be the responsibility of the Contractor.

16. Storage of supplies or trash will only be allowed inside tenant space.
17. Immediately upon being awarded a job, the superintendent of the successful bidder may be required to set up a field office inside the tenant space as determined by Building Management.
18. All Contractors must observe all applicable OSHA requirements, Federal, State, and Local rules and regulations for each project as required. The Tenant and its Contractor shall obtain, at their cost, all necessary permits and fees.
19. The Contractor may not perform any work that will prevent the quiet enjoyment of the property by tenants. Work producing excessive noise or odor is prohibited during normal Building hours (7:00 am – 6:00 pm, Monday through Friday). Building Management reserves the right to stop any such work at its sole discretion.
20. All contractors working in the building must provide a Certificate of Insurance, in an amount and type of coverage as required by Building Management.
21. Masonite panels and other padding must be used to protect all walls, floors, and elevators from any damage that may be caused by moving demolition debris or construction materials through any part of the building. Panels must be carefully taped to eliminate the risk of tripping. Any cost incurred by building management to repair damages will be billed back to the construction vendor.
22. General Contractor is responsible for cost incurred by damage/outages to elevators and stairwells caused by construction deliveries, moving demolition debris and dust or construction materials and general carelessness/abuse by the construction personnel.
23. Contractor is to use rubber wheeled carts in removing debris and trash from tenant floors. Under no circumstances will metal wheeled carts be allowed. All doors are to be protected against damage.
24. The delivery of materials and hauling of debris will be routed through the Loading Dock and Freight Elevator. No deliveries or hauling may be made through the main lobbies.
25. Contractor may not use restroom sinks for cleaning tools or materials or soil tenant washrooms. Slop sinks are available.
26. Contractor will be responsible at its sole cost for the satisfactory repair or replacement (as reasonably determined by Building Management) of any areas or material damaged as a result of contractor's work.
27. Noise levels must be maintained to a level that is not disruptive to the existing tenants in the building. Disruptions to existing tenants will result in fines. First warning \$500. Second warning \$1000.00. More than 3 warnings will suspend the project from working during business hours.

28. No contractor signage or displays can be affixed to windows.
29. Permits should be accessible to building management and landlord at all times.

#### Insurance Requirements – Contact Property Manager

I. The Service Contractor shall provide the following minimum insurance coverage:

A. Commercial General Liability

Combined Single Limit - \$5,000,000 per occurrence and annual aggregate per location.

Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.

B. Worker's Compensation - Statutory Limits

C. Employer's Liability

With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

D. Commercial Automobile Liability

Combined Single Limit - \$1,000,000 per accident.

Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.

E. Property Insurance

All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.

II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy (ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence at 695 East Main Street / 200 Elm Street.

III. Service Contractor waives any and all rights of subrogation against the parties identified in Paragraph II above as additional insureds.

IV. All policies will be written by companies licensed to do business in the State of Connecticut and which have a rating by Best's Key Rating Guide not less than "A-/XII"

V. Service Contractor shall furnish to the Agent Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

VI. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

"It is agreed that this insurance will not be canceled, not renewed or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice [ten (10) days for non-payment of premium] sent by certified mail,

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.