CONSTRUCTION RULES AND REGULATIONS FOR

REIT MANAGEMENT & RESEARCH LLC
INTRODUCTION

The intent of these regulations is to establish criteria for all construction or maintenance activities. REIT Management and Research, LLC, as managing representative for the building owner, asks for your cooperation in maintaining these rules and regulations. Please inform your sub-contractors and co-workers about these requirements. This will result not only in benefiting working relationships but will also expedite the work required, making it possible to meet schedules on time and stay within budget.

BUILDING ACCESS

Building business hours for Tenant use are 7:00 a.m. to 6:00 p.m.

Building Management will maintain control of all persons performing service while on the premises. This included the right to stop work and remove from the property, and individual who violates the rules and regulations of the building.

Companies who perform work in the building must be approved to access the building by filing out a Security Clearance form (see attached) and submitting it to the building management for approval 24 hours in advance. This approval will be for a specified period of time and area. There is no freight elevator. Therefore, one elevator will be designated for use during construction and will be protected with padding. No materials are to be transported in the unprotected elevator, unless protected prior to use.

GENERAL INFORMATION

All work must be permitted by the City of Austin.

Before each job begins the General Contractor must submit a list of subcontractors to be used.

Only contractors on the approved bidder’s list shall be utilized to do work in this building.

The property management will stop or shut down any activity at any time that is not in compliance with these rules and regulations. Any claim for compensation due to the delay will not be acknowledged.

Neither the building management not its employees shall be held responsible for any loss, damage, or theft of a contractor’s equipment, materials, tools, or any other item belonging to the contractor.

The contractor must submit a list of emergency numbers or answering service number which will provide a thirty (30) minute maximum reply time to building management.
No alcohol, drugs, or persons under the influence, are permitted on the premises at any time.

**GENERAL INFORMATION CONTINUED**

Under the City of Austin Smoking Ordinance, there will be NO SMOKING permitted in the building or within fifteen (15) feet of any entrance.

Contractor will take the necessary precautions to protect the existing property when working within the building. All stone flooring **MUST** be covered with masonite prior to moving anything across the floors. It is the contractors’ responsibility to remove the masonite when the work is completed.

The contractor reserving freight elevator time has exclusive use and the elevator must be manned at all times by the contractor’s representative.

Workers will not frequent any floor other than the floor(s) related to their work.

Contractors cannot lounge or eat in the building lobbies, mechanical rooms, hallways, or stairwells. This must be done in designated areas, or the assigned work area. Tenant spaces are off limits and shall not be disturbed.

Loud noise from radios, tools or workers is prohibited.

Workers shall be removed from the premises for objectionable conduct.

Theft of any kind will be handled by building security. The company employing such person(s) also risks expulsion from the premises.

The restroom facilities are not to be used for any purpose other than that for which they were intended. i.e.: tool cleaning, etc. is strictly forbidden.

When work is completed, the contractor will immediately supply to building management:

- Certificate of Occupancy
- Operations and Maintenance manuals, installation instructions that came with the purchase, and warranty cards (must have serial & model numbers, etc. filled in).
- As-built drawings
- All specifications (paint, carpet, wall coverings).

No work will take place in any public area and no construction related materials or equipment are allowed in public areas during business hours.

***Furthermore, any work in public area must be complete before the next business day, unless approved beforehand by the building management.***
TIME SCHEDULE SUMMARY

Building hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday 8:00 a.m. – 1:00 p.m. on Saturday.

Freight elevators for materials and trash hauling hours are from 6:00 p.m. through 6:30 a.m.

The lobbies and freight elevators must be swept and mopped if they get dirty.

If the MEP sprinkler, fire safety or security systems are tied into or shut down, twenty-four (24) hour notice must be provided to the building management office for approval.

If demolition, painting, sweeping, welding, cutting, etc. could possibly activate a smoke detector, twenty-four (24) hour notice must be provided to the building management office for approval.

Noisy work can only be performed AFTER HOURS. Work outside the building shall be done AFTER HOURS unless instructed otherwise.

SAFETY

Contractor shall coordinate all Fire Alarm System and Fire Sprinkler System related work with Building Management. No Fire Alarm or Sprinkler System related work will be performed until proper steps have been taken to assure that false alarms will not occur and that adequate building protection will be maintained. Contractor will also coordinate with Building Management for the proper restoration of the Fire Alarm and Sprinkler Systems to normal operation immediately upon completion of the work. Under no circumstances shall the contractor leave the premises until these systems have been restored to normal operating status.

Contractors shall take adequate steps to prevent false fire alarms or other necessary alarms that occur as a direct or indirect result of the work on the premises. This shall include protection of smoke detection devices from smoke, dust and debris during construction, use of sweeping compound when sweeping floors to avoid dust, and proper precautionary measures taken when working around other alarm initiating devices, such as pull stations, water flow detectors, and fire safety related power sources.

All work that, for any reason, may activate the Fire Alarm System must first be reported to Building Management so that appropriate measures may be taken to prevent a false alarm. Such work includes, but is not limited to, welding, sawing, sweeping, painting, sanding, soldering, etc.
SAFETY CONTINUED

Contractor hall observe the following fire safety precautions at all times:

At least one (1) approved fire extinguisher must be within reach of all welding work and other open flames.

Oxygen or other types of pressurized bottles must be in upright position and strapped to an immovable object.

Only electric welding machines will be used inside the building.

Fire blankets shall be used where appropriate.

All electrical cords and tools must be inspected on a regular basis and in proper working condition.

Hazardous Materials may not be brought into or stored on the premises.

If the smoke detectors are bagged and sprinklers are inactive, a contractor representative must be appointed as “Fire Watch” which is defined as:

A person to be on the job for the entire time who cannot leave the floor.

CONSTRUCTION PRACTICES

As professionals, all trades must work together as a team to keep the job on schedule with quality installations.

** All projects will be swept\vacuumed, trash properly disposed, and the material organized on a daily basis. We are not requiring a final clean, but the job must be performed in a manner that is acceptable to building management.

The final clean by the General Contractor will include corridor and lease space; light fixtures, walls, floors, windows, sills, mini-blinds, cabinets, counters, HVAC diffusers or grilles or blank-off plates, mechanical rooms, restrooms and anything associated with the project.

If the building management is forced to clean the job site a justified value will be deducted from your contract.
All trash is to be removed from the premises at least every other day. Contractor will provide their own method for trash containment.

**CONSTRUCTION PRACTICES CONTINUED**

Walk off mats 3’x 4’ must be placed inside every entrance/exit, within each construction project for all individuals to wipe their feet on. Mats must be kept clean and vacuumed. There shall be no signs of construction dust in public areas at anytime.

Vacant lease space, loading dock, mechanical rooms, freight lobbies, stairwells, maid closets, elevator lobbies and parking areas, are not to be used as work areas or storage areas for tools, equipment or materials.

Permits, plans, and certificates of occupancy are to be paid for by the contractor unless noted otherwise.

Contractor must ensure all building MEP and safety systems are in service at all times unless disruptions are scheduled with the building manager.

All phones and/or data cables will be pulled by a contractor approved by the building. No outside companies will be allowed to pull cable.

** All phones and/or data cables must be demurely tagged with the tenant’s name and suite number at the origin of every place it crosses a corridor wall or any neighboring tenant wall.

Stairwell and mechanical room doors must not be propped open or manipulated to remain in an unlocked state.

Freight lobbies are not staging zones.

Contractor is responsible to notifying building management, in writing, of existing facility damages, before manning or stocking the job. Otherwise, the contractor is liable for any repair. This includes, freight lobbies, public corridors, restrooms, doors and stairwells.

Ladders shall have rubber, carpet, or similar material on the feet to prevent sound transmission when they are dragged around.

All dollies, carts, or other material moving devices shall have rubber tires.

All work involving core drilling, spraying or other functions that may cause disruptive noise, fumes, odors, or result in necessary access to any occupied tenant space or any public areas work must be approved by building management. All work of this nature must be performed AFTER HOURS.
All penetrations of piping duct work, conduits, etc. through walls, partitions, and floors shall be fire sealed to the building management’s satisfaction to maintain the integrity of the structure’s fire safety rating.

**CONSTRUCTION PRACTICES CONTINUED**

Any openings in walls and partitions made by the Contractor for access to construction work shall be patched and/or repaired to the building management’s satisfaction.

**SUMMARY**

These rules and regulations are to be common knowledge to all workers. We are working in this building because the Tenants have chosen this their place to work, thus we owe our livelihoods to them. Without them we lose work, therefore, please respect these individuals by adhering to established guidelines. Building management may change these rules and regulations at anytime. Any changes will be sent to your firm in a timely manner. If you have any questions, comments or suggestions please call us at (512) 346-7500.
REIT MANAGEMENT & RESEARCH INC.
SECURITY CLEARANCE

Contractor:__________________________ Tenant:____________________

Date:_______________________________ Suite #:____________________

Date of Work:_______________________ Work Time:______________

Description of work to be performed:

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Superintendent: ______________________________

Freight Reservation:   Yes:_______ Date: ___________ Time:_______
                        No:_____

Access to Adjacent Space: Yes: _________ No: ___________ 

                      Name: _______________ Suite #: ___________

Tenant Authorization: ____________________________

Management Authorization: _________________________