

RULES AND REGULATIONS

A Work Authorization Permit is required for all contractors and sub-contractors working in buildings owned or managed by Brookfield Properties.

Permits are used to control and coordinate work for the purpose of establishing and maintaining building security and safe work conditions, as well as to transmit information between Tenants, building management, building operations and security. Applications for permits must be completed and submitted for approval in advance by the contractor/sub-contractor, at least twenty-four (24) hours prior to the commencement of work. Permit application forms should be obtained from the Building's Tenant Services Representative and returned for approval.

General Permit Rules

1. Each Permit issued must be completed in an accurate and legible manner.
2. Signatures are required where indicated – initials are not acceptable.
3. Once the Permit has been issued, Brookfield must approve any changes to all copies and the changes discussed by the contractor and Brookfield to avoid any misunderstanding.
4. Permits cannot extend beyond the expiry date noted on the bottom of the permit. (Length of the work authorization permit)
5. Only the Contractor or Sub-Contractors indicated on the permit are permitted to work on site. Any change and/or addition to the Contractor or Sub-Contractors must be disclosed to the building Tenant Services Representative prior to the commencement of any work.
6. Brookfield will not provide the contractor or its employees with parking of any kind.
7. The contractor must provide a representative on site during construction.
8. Any violation of the terms and conditions of the permit will result in the immediate cancellation of the permit. Repeated disregard of the permit rules and regulations may result in the contractor or worker being removed from the premises.

1.0 Plans, Permits & Approvals

Prior to the start of any construction, the contractor must inspect the Tenant premises with Brookfield personnel and report to our office in writing, any deficiencies or damaged material in that area. Failure to do so will result in the contractor being fully responsible for the cost of remedial action deemed necessary by the Landlord.

The contractor must ensure that a building permit is obtained prior to the start of any construction, and clearly posted at the job site. Brookfield requires a Building Permit if it is determined by the Authority having Jurisdiction.

2.0 Safety

All Hotwork must have a separate approved Hotwork Permit. The contractor is responsible for a permit and person required to comply with the Hotwork Policy. Security will install smoke detectors as required by the code listed on the Daily Hazard Permit. Dual air vents are not permitted.

Any and all x-raying and coring must take place between 00:01 hours to 06:00 hours.

The Tenant and the contractor shall ensure that every workman on the site must comply with the requirements of all applicable legislation regarding safety, including but not limited to, all laws, by-laws and regulations dealing in any way with occupational health and safety, whether such legislation is municipal, provincial or federal in nature. The contractor must also comply with safety requirements, for example the fire watch requirement, set out in the permit.

3.0 Worksite Security

The contractor is solely responsible for the security of the leased premises during the construction period; the Landlord shall have no liability for loss or damage howsoever caused.

4.0 Elevators

Only the freight elevator is to be used for the moving of tools, equipment and materials. Access to and use of the freight elevators for the transporting of materials must be arranged in advance through the security desk. The contractor is also responsible to arrange with the security desk for the elevator protection pads to be installed. If the freight elevator is going to be used for a period longer than 15 minutes, then it must be booked after hours and at least one day in advance. Care and caution must be taken by the contractor and his suppliers to prevent damage to the elevators, walls, floors, etc. Any damage caused by or cleaning necessitated by the contractor's use of the freight elevator will be rectified by Brookfield and charged back to the contractor.

5.0 Noise

Absolutely no jack hammering, grinding, drilling, hammer drilling, coring or ram setting of concrete will be allowed between the hours of 06:00 and 18:00. The contractor shall conduct all cutting and drilling or other work causing vibration or which will cause excessive noise, outside of normal working hours of Tenant, and only after receipt of written authorization from Brookfield. If any construction related noise is too loud during the hours of 07:00 and 18:00 Monday to Friday, in Brookfield's opinion or if complaints are received from Tenants, the contractor shall immediately cause the noise-causing activities to be suspended.

6.0 Cleanliness

Construction materials and waste are not to be stored in the public areas of the Building or adjacent to any vacant areas unless prior written approval is obtained from Brookfield. When working on a floor occupied by other Tenants, the contractor shall provide a damp piece of carpet (of 10 sq. Yd. minimum) at the entrance to the construction area as a dust absorber.

It is the contractor's responsibility to arrange for garbage removal. Under no circumstances is the building trash compactor or the building's janitorial staff to be used for the disposal or removal of garbage. All garbage must be removed between the hours of 18:00 and 06:00 Monday to Friday and anytime Saturday, Sunday and holidays. Contractors are required to notify the security desk prior to the removal of any garbage.

7.0 Access

Keys will be issued to the foreman of the project by Security, for the specific work areas noted on the permit. Keys will be picked up at the start of each day and returned at the end of each work day at the Control Room / Loading Dock / Key Card Room.

All authorized workmen in the complex will be issued identification tags at the start of each day from the Control Room / Loading Dock / Key Card Room. These tags must be worn in plain view while on site. Any workman on site without an ID tag will be escorted to the Control Room / Loading Dock / Key Card Room. All tags must be returned at the end of each day.

The Contractor assumes full responsibility for all keys and equipment signed out. Full replacement and direct costs associated with such loss will result in chargebacks directly to the Contractor (key cutting, rekeying, etc.)

IT IS THE OBLIGATION OF THE CONTRACTOR TO ADVISE THE SUBTRADERS AND SUPPLIERS OF THESE REGULATIONS.

Any questions or concerns regarding the permit should be directed to the building Tenant Services Representative. We insist on your adherence to the above regulations in order that Tenant work will be carried out in a cooperative and expedient manner.