



BentallGreenOak (CANADA) Limited Partnership
(by its General Partner, BentallGreenOak (Canada) G.P. Ltd.)

CONSTRUCTION RULES AND REGULATIONS

223 Carlton Street, Tower 2
True North Square
Winnipeg, Manitoba

These “Construction Rules and Regulations” are an extensive summary of information necessary for Tenants and Contractors undertaking construction work in this property. The Landlord (BentallGreenOak (CANADA) Limited Partnership as agent for “SUN LIFE ASSURANCE COMPANY OF CANADA”) requires that this document be included with Tenant Tender Packages and that a second copy be posted on the job site. All Contractors are required to comply with the regulations set forth. Failure to do so will result in removal from the premises, delays to the project and additional costs.

**PROCEDURES FOR TENANTS TO FOLLOW
FOR
TENANT CONSTRUCTION**

1. Inform the Landlord of the scope of work.
2. If the Tenant decides not to use Base Building Engineers/Consultants for drawings, a Review Fee will be charged back to the tenant for review by four disciplines – structural, electrical, mechanical and communications infrastructure.
3. These Construction Rules and Regulations are to be included in the tender package to the General Contractor.
4. When professionally engineered drawings are completed, send them to the Landlord for review. All change orders must be copied to the Landlord for approval. **The Landlord shall be indemnified for any Engineering / Designer mistakes or missed construction details in the review of the drawings and or specifications.**
5. Once approved by the Landlord, drawings can be sent to the general contractors for pricing.
6. When contractors are selected, send the list of the contractors and the work schedule to the Landlord for approval. Contractors must be “approved” to work at True North Square. To this end, all contractors must be able to demonstrate that they have the required knowledge, experience, liability insurance, WSH record in good standing and be registered with WCB. A list of “approved” contractors is provided in Appendix A to this document.
7. A ‘Work Authorization Permit’ is to be completed for the approved contractors and given to the Landlord for signature. Also submit a copy of the building permit, any applicable special permits, insurance & WCB clearance.
8. Forward deficiency lists, re-drawn engineered “as-built” drawings and balancing reports to the Landlord upon completion. At the end of the project, the Tenant’s consultants and designer must submit to the Landlord ‘as built’ drawings in both print and electronic format.
9. As a result of City By-law 4676/87 regarding false fire alarms, Tenants may be charged back any penalties levied by the City of Winnipeg for false alarms caused by construction associated with their space.
10. All safety requirements as per the Workplace Safety and Health Act (2014) will be followed to ensure all job sites are safe. Failure to do so will result in closure of the job site.
11. The Tenant shall arrange regular construction meetings including an invitation to the Landlord to participate. The construction meetings shall discuss all aspects of the project, including workplace health and safety.
12. Business hours for the building are defined as 6:00 A.M. to 6.00 P.M. Monday to Friday excluding statutory holidays.

APPROVAL FOR CONSTRUCTION

No construction may commence without:

- a) Approval of demolition drawings by the Landlord and a valid Demolition Permit issued by the City of Winnipeg.
- b) Written Landlord approval of submitted tenant architectural, mechanical, structural, and electrical and communication drawings.
- c) Obtaining a City of Winnipeg Building Permit, supplying a copy to the Landlord including a copy of Permit Conditions and posting one copy visibly on the exterior of the worksite.
- d) Providing a copy of liability insurance, minimum \$5 (five) million naming Sun Life Assurance Company of Canada and BentallGreenOak (CANADA) Limited Partnership and its general partner, BentallGreenOak (Canada) G.P. Ltd. as Additional Insured.
- e) Providing evidence of WCB registration for all contractors along with proof that the accounts are in good standing.
- f) Providing the Landlord a list of the general contractor and all approved sub-trades including work profile, contact names and phone numbers.
- g) A completed general Work Authorization Permit authorized by the Operations Manager or Operations Supervisor.

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the Landlord.

1) ENVIRONMENTAL AND DESIGN GUIDELINES.

- a) All Tenants, designers, and contractors are to be aware that True North Square is a LEED® Gold certified facility.
- b) All Tenants, designers and contractors are requested to consider the use of environmentally “green” products and procedures above and beyond those specified below.
- c) To minimize the environmental impact of a project, priority should be given to reduction in the overall amount of waste produced. Reuse of materials, components and equipment generated from demolition is preferred over recycling, as the overall environmental impacts of reuse are much less. If reuse is not practical, recycling should be maximized to divert as much material as possible from landfill for use as feedstock in the manufacture of new products.
- d) Reduction of the waste generated by demolition can be achieved through careful planning and delineation of the extent of required demolition. The sequence to be followed and the methods to be used for deconstruction should be carefully specified. Deconstruction workers must be well instructed as to the expectations for material recovery and the processes to be followed. Carefully planned and executed material site separation, segregated storage and protection are essential to maximizing potential savings.

- e) Recycling of construction materials is now a viable alternative to landfilling. The following materials should be included for consideration in the contractors recycling plans.
 - (a) Concrete
 - (b) Metal
 - (c) Drywall
 - (d) Wood
 - (e) Cardboard
 - (f) Mixed plastics
- f) LED lighting fixtures are designated as the 'base building standard' and are to be used wherever possible. Similarly, exit lights are to be LED models.
- g) Use low odour, low VOC paints, coatings, adhesives and sealants
- h) Electricity and water sub-meters are to be installed in all tenancies where there will be extraordinary consumption as may be defined within the lease.
- i) Where possible, select carpets and furnishings which have low levels of VOC off-gassing.
- j) The design of all washrooms is to include low-flow plumbing fixtures and occupancy sensor controls for lighting.
- k) Install occupancy sensor controls for lighting in unoccupied spaces such as storage rooms, copier rooms, etc.

2) SECURITY

- a) Security and Operations staff will enforce compliance with all Construction Rules and Regulations.
- b) Security will not provide site access without a signed Work Authorization Permit.
- c) All sub-trades and material suppliers must sign in with security at the loading dock upon arrival and sign out on departure. Bentall Kennedy Contractor badges will be issued on arrival; they are to be returned daily on departure.
- d) Appropriate identification is required to sign out building keys. Accepted Identification: Drivers License, Major Credit Cards, Bank Cards, and Employee ID Cards. Any building keys issued must be returned at the end of each work shift. A phone contact number is required in the event that building keys are not returned.
- e) The Landlord is not responsible for tools, equipment or materials left on site by the contractor.
- f) Security can be reached at the main reception desk or, through KlikFIX call centre 1-866-254-5349.
- g) In the event of any disputes related to workplace access or permits, contact the Operations Supervisor. Unresolved issues will be forwarded to the Operations Manager.
- h) All keys and passes must be returned to the security desk when leaving the premises. All contractors must record the time of departure in the contractor log book.

- i) Any additional security coverage (e.g. for fire watch or to supervise contractor access into Tenant spaces) will be billed to Contractors/ Tenants. Book through the Operations Supervisor a minimum one week in advance. Cancellations require 24 hours notice.
- j) If the fire alarm system needs to be disabled, contact the Operations Supervisor at least 48 hours in advance. Contractor will be responsible for providing a fire watch as required, otherwise the Landlord will arrange a fire watch and make a charge back to the Contractor for costs incurred.
- k) No fire alarm system work shall be performed without prior written approval from building operations staff.
- l) No parking is available on site.
- m) **Access to Tenant Space** – contact the Operations Supervisor. You will be required to obtain written authorization from the Tenant, prior to entering the Tenant space, complete a Work Authorization Permit and provide the Operations Supervisor with a minimum of 24 hours' notice.

3) **HOARDING and SCREENING**

- a) When significant renovations will be visible to co-Tenants through door or window glass for more than 3 working days, opaque window film is to be applied to that glass at Tenant expense. Cardboard, paper, poly and similar materials are not acceptable.
- b) Hoarding may be required depending on the nature and location of the proposed work. Contact the Operations Manager for instructions.
- c) Hoarding cannot be installed or removed without authorization from the Operations Manager.
- d) Hoarding doors must be closed at all times during construction. Hoarding doors shall be locked when the worksite is closed and a key for the hoarding doors shall be left with site Security.
- e) Keep the exterior of the site and hoarding clean at all times.
- f) Advertising is not allowed without prior written consent from the Property Manager.
- g) Contractor identification signage is not permitted outside of the work area.

4) **COMMON AREAS**

- a) For Tenant construction work, confine all construction materials, store fixtures, tools etc. within the Tenant space.
- b) Contractors performing work on behalf of the Landlord in common areas, are to store materials, fixtures, tools etc. in an area designated by the Operations Supervisor.
- c) Tenant work in the common areas of the building is not permitted.

- d) Protect all public areas affected by tenant construction. Immediately repair any damage as it occurs to the satisfaction of the Landlord's agent. If necessary, the Landlord will make repairs at the tenant's expense.
- e) No material or debris is to be kept in public corridors, stairwells or lobbies at any time. Material found will be removed and disposed of by the Landlord's agent at the tenant's expense.
- f) Wrap or otherwise protect existing common entry points, Tenant entrance doors and window coverings from damage. Failure to protect in advance of Tenant construction will result in repair or painting charges to the Tenant's account.
- g) Tenant contractors are permitted to use designated building washrooms; however, plumbing fixtures shall not be used for cleaning tools, brushes, etc., nor for dumping mud, solvents, paints, etc., furthermore, the contractor is responsible for ensuring the designated washrooms are well maintained. **Repair and cleaning charges arising from misuse are a tenant responsibility.** Washroom designation may change from time to time and is at the discretion of the Landlord as occupancy status changes within the building.
- h) Any common corridor vinyl or composite wall coverings affected by Tenant construction must be removed from corner to corner and new vinyl or composite installed to match the existing. If the existing vinyl or composite is no longer available, an alternate must be provided for approval by the Property Manager. All costs associated with this work are at the Tenant's expense.

5) LOADING DOCK PROCEDURES

- a) Parking in the loading dock area is not permitted. Unload and remove vehicles promptly and do not leave vehicles running at any time. Complaints of noxious fumes from vehicles will result in the removal of all vehicles from the dock area. Contact Security to arrange for use of the loading dock. Leaving vehicles in the loading dock for extended periods will not be tolerated and offenders are subject to towing and ticketing without warning.
- b) **Deliveries are to be scheduled with the Security desk and delivered through the loading dock and designated freight elevator only.** The Landlord's staff will not sign for any deliveries to site. Contact the ClikFIX call centre 1-866-254-5349 to arrange access to the loading dock.
- c) No materials, equipment or tools will be allowed to be unsupervised in the loading dock at any time. Such items may be considered garbage and disposed of as such.
- d) Contractors may supply their own carts. Only clean, soft rubber wheeled units, with rubber bumper protection are permitted. No pallet jacks with heavy loads are permitted on tiled floors without suitable ply-board protection laid down to protect the surface.
- e) Repairs or cleaning to the property resulting from Tenant deliveries will be made by the Landlord at the Tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc. These items are not to be left in the loading area.

6) HOURS OF WORK (NOISY OR ODOROUS WORK)

- a) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done only during the hours of 8am to 5pm unless otherwise directed by the Landlord.
- b) Work that interferes with other Tenants or results in Tenant complaints will be ceased by order of the Operations Manager or Operations Supervisor. The Landlord is not responsible for any overtime charges relating to work that is required to be performed during hours that command a premium rate.
- c) No smoking is allowed at any time in the building, on any of the roof spaces, outside of the entry and exit doors or in the plaza.
- d) Noisy or odorous work migrating to occupied areas that result in tenant complaints will be stopped by order of the Operations Manager or Operations Supervisor.
- e) Radios: Hand-held two way radios for voice communication are permitted on job sites. Music radios are not permitted in the building at any time.
- f) Odorous materials such as oil-based paints, spray applied finishes, heavy sealant applications, carpet or other flooring glue etc. must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Low VOC products should be used wherever possible. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.
- g) Painting, wallcovering or flooring installations are not allowed in common areas during business hours.
- h) Notwithstanding initial Tenant build-outs, only limited amounts of low VOC paint, coatings, sealants and adhesives may be used in tenant spaces during regular business hours.
- i) Business hours for the building are defined as 6:00 A.M. to 6.00 P.M. Monday to Friday excluding statutory holidays. Tenant hours of operation may change from time to time. Please contact the Operations Supervisor prior to commencing any after hours work to confirm the current business hours for the building.
- j) Profanity and rudeness will not be tolerated in an occupied building. If a complaint is lodged the offending worker will be asked to leave the building. Repeat offences may result in a contractor losing the right to work at the site.

7) CORING, CUTTING AND CHIPPING

- a) All coring, cutting and chipping shall be performed during the hours of 8am to 5pm and shall not include weekends. All coring work requires prior approval from the Landlord. Provide a dimensioned floor plan showing the location and size of proposed holes and retain the Base Building Structural Consultant for specific instructions prior to slabwork. Contact names and phone numbers are listed in Appendix A to this document.
- b) Contractor is responsible for all fees associated with reviews by the Structural Consultant. Contact the Base Building Structural Consultant for a Fee Schedule.

Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the Structural Consultant may also be required.

- c) X-rays are required prior to any structural work. After x-ray, all hole locations are to be approved by the Landlord's agent. Contractor is responsible for all fees associated with x-ray and coring work.
- d) Make arrangements with the Operations Supervisor through ClkFIX call centre – 1-866-254-5349 prior to x-raying, to ensure public safety.
- e) All slab penetrations must be fire stopped and watersealed to maintain the integrity of the slab.
- f) The Tenant and Tenant Contractor assume all risks in coring, cutting, drilling or chipping the floor slab. The Landlord, at the Tenant's expense, will repair structural elements or cast in slab services damaged by the Contractor.
- g) Slab cutting will be by dry saw method only. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces. Submit all cores to the Operations Manager for examination.

8) HAMMER DRILLING

- a) Hammer drilling will not be permitted outside the hours of 8am to 5pm, and only on weekdays unless otherwise approved by the Landlord.
- b) Hammer drilling is permitted during the hours of 8am to 5pm on regular business days. All hammer drilling and noisy work requires that the Contractor provide a minimum 24 hours prior notice to the Operations Manager or Operations Supervisor. However, if this results in a nuisance to other tenants within the building, work will be terminated and must be re-scheduled.

9) GARBAGE DISPOSAL

- a) The Landlord's garbage bins shall not to be used for disposal of construction materials.
- b) If space is available, the Landlord may provide a location for a temporary contractor bin within the loading dock. Contact the Operations Supervisor for further details.
- c) Keep the area around bins in a clean and tidy condition at all times.
- d) Only haul garbage after business hours or by prior arrangement with the loading dock prior to 7:00 A.M. Monday to Friday. Garbage will only be moved in the freight elevator and through the loading dock's hallway.
- e) Do not leave garbage in any common areas, lobbys, hallways, stairwells, corridors, washrooms or amenity spaces.

10) FREIGHT ELEVATOR USE

- a) There is one elevator specifically designated for freight use which provides service to parking level 1, and levels 1, 2 and 3 of 242 Hargrave. Additionally there is one elevator (F) in the South bank servicing floors P1 through to level 18 of 242 Hargrave that has a larger load rating and is designated for passenger and freight use. Contact the Operations Supervisor to obtain padding for this elevator. Book the Freight Elevator with the Operations Supervisor at least 24 hours in advance. Contractors must sign in and out with Security to access the building and for freight elevator access.
- b) 223 Carlton has a service elevator that connects P1 to Levels 1 and 2. This may be used for moving materials and contractors between the parkade and those levels during construction. Access to levels 3 to 6 of 223 Carlton is via the bank of two office elevators. On no account are contractors permitted to use the residential elevators unless they are performing work on behalf of the Landlord within the residential portion of the tower. In any case, use of residential elevators must be pre-approved by the Landlord.
- c) During the initial Tenant build-out the Landlord may, at its discretion, provide additional protected elevator service for limited transport of contractors and certain goods and materials. This service will depend upon availability and may change from time to time.
- d) With prior approval, limited use of the combined passenger/freight elevator during business hours is permitted.
- e) With prior arrangements, the freight elevators can be locked off for special use on weekends.
- f) The Operations Supervisor will inspect the elevator when the contractor is finished.
- g) Regular passenger elevators are not to be used for conveying staff or materials at any time unless otherwise approved by the Landlord.
- h) Do not prop elevator doors open. Damage caused by improper use is the responsibility of the Contractor. Contractors found blocking off the freight elevator during regular business hours will be removed from site.

11) ACCESS TO EXISTING TENANT SPACE

- a) Arrange access to existing Tenant spaces through the Operations Supervisor. You will be required to obtain written authorization from the Tenant, complete a Work Authorization Permit, submitted for approval to the Operations Manager, and provide Security with a minimum of 24 hours notice.
- b) Costs incurred by adjacent Tenants for Security, repairs, or cleaning will be charged back to the Tenant.
- c) The Landlord will not provide access to occupied tenancies without written authorization from that Tenant. If required by that Tenant, a security guard will be present at all times. Hiring of additional security will be arranged by building security and the Contractor will be responsible for all expenses.

12) LIFE SAFETY SYSTEMS

- a) Contact the Operations Supervisor prior to final tie-in and verification of any Life Safety system.
- b) All re-work, modifications, installations, disconnects, connections, final tie-ins and re-verifications of fire alarm components, annunciation systems, speakers, fire sprinkler systems, pull stations, smoke detectors and other life safety devices must be completed by the Landlord's designated Base Building life safety subcontractor. This is required to preserve existing building warranties. The Tenant must retain the designated Base Building subcontractor directly and assume all associated costs.
- c) Work affecting Life Safety systems must be completed after normal business hours.
- d) Notify the Operations Supervisor through the Work Authorization Permit process to request that the fire alarm be taken off-line for any activity that may affect the fire alarm system (e.g. welding, grinding or soldering). A Hot Work permit must be signed prior to the Fire System being disabled for any hot work. A minimum of **48 hours notice is required for any hot work** or, for any work requiring life safety system impairment. This is necessary to ensure that an impairment notice is registered with the building insurers.
- e) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the Work.
- f) Life Safety system impairments and sprinkler systems must be put back in to full operation at the end of each day when contractors leave the site. Extended impairments will not be allowed. The Contractor shall assume responsibility for and put into place a fire watch for any activity that causes a Life Safety system impairment.
- g) At no time shall an affected floor be left unattended during Life Safety system impairment.
- h) All changes, additions, deletions or modifications to the fire alarm system must be reviewed and approved by the Landlord and/or the Base Building Electrical Consultant prior to commencing the work.

13) FIRESTOPPING

- a) Fire stopping must be installed according to CSA standards and local, provincial and building codes.
- b) Fire and Smoke Stop Systems are to be installed to achieve a 1 or 2 hour fire rating in accordance with ULC Tested Firestop System. For example, Section 3 (a) of the Firestop System Component sheet calls for a minimum sealant depth of 1/2 inch and a minimum 3 inches of mineral wool compressed 25% into the annular space.
- c) For firestopping which is disturbed or removed, use material that matches the existing level of fire protection when replacing.

14) TENANT CONSTRUCTION

- a) Provide walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors or common areas.
- b) Protect areas and property not part of the construction area with dust barriers and coverings.
- c) Install only hardware compatible with the base building standard and key all entrance doors and internal doors to the base building master restricted keyway system. Information on the restricted keyway system is available from the Operations Manager. The Operations Manager will issue a letter of "Authorization to Purchase the Restricted Keyway" to the Contractor upon request.
- d) For the duration of construction, construction filter material must be fastened to the return air grills at duct shafts by the Tenant's Contractor. All efforts shall be made to prevent the spread of construction dust and debris outside of the construction area.

15) EXTERIOR SIGNAGE

Tenant signage installation on the building exterior is not permitted without the prior written consent of the Landlord. The Tenant must submit drawings which are to be reviewed by the base building structural and electrical consultant prior to approval being granted.

16) GENERAL RULES FOR COMMUNICATIONS CABLING CONTRACTORS

a) GENERAL

- 1) Arrange access to riser rooms through the Operations Supervisor. You will be required to sign out a key to access these rooms and complete a Work Authorization Permit.
- 2) Note that building Communication Rooms are secure spaces but may be used by multiple tenants. Access to these rooms may, from time to time, be allowed to competitors and rivals of the communications contractor or the Tenant. The Landlord will not be held responsible for damage or tampering by third parties.
- 3) Notify the Landlord at least two weeks prior to commencement of communications cabling work. Provide details in writing describing the nature of the work, and when and where the work will take place. Arrange access to Communication Rooms through Security. No work can take place until the Landlord has reviewed with their riser management contractor and issued a valid Work Authorization Permit.
- 4) The Landlord may require additional information, details and working drawings before communications cabling and construction can commence. The Tenant shall be responsible to obtain the Landlord's permission, prior to the commencement of the work. The Work Authorization Permit must contain detail on the scope of work to be performed by the Contractor. The Landlord will not approve any communications work that has not been reviewed by their riser management contractor and adequately defined in the Work Authorization Permit.

- 5) In most cases the Landlord will require an Electrical Permit from the City of Winnipeg before allowing work to start. A Certificate of Compliance must be submitted to the Landlord when work is complete. The requirement for an Electrical Permit will be waived at the discretion of the Landlord if the nature of the work is minor, such as relocation of telephone handsets.
- 6) The Landlord will require that a Work Authorization Permit be completed before any work can start, including any site review work. Contractors' access to the site is restricted to any conditions set out in the Work Authorization Permit.
- 7) Communications Rooms are to be left clean of construction material and debris.
- 8) Provide "as-built" drawings detailing circuit numbers and locations and turn over to the Landlord on the completion of the work. Failure to provide adequate drawings and "as-built" information may result in denial of future access and site work privileges.

b) GENERAL GUIDELINES FOR TERMINATION IN MAIN TELEPHONE ROOM OR DEMARCATION ROOM

- 1) Cables must be terminated at assigned blocks designated by the Landlord or the Landlord's appointed agent. No exceptions are made to this rule.
- 2) Jumpers must run in "D" rings. Installation methods shall conform to Canadian Telecommunications Standards.
- 3) It is the Contractor's responsibility to update the master log book once cable pairs are used.
- 4) Cables are to be secured to the wall or backboards and may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code.
- 5) All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.

c) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

- 1) Permission must be obtained from the Landlord to reuse existing riser cables and termination hardware. All reused components must be properly labeled.
- 2) Permission must be obtained from the Landlord to use existing sleeves, slots or empty conduits. Cabling run without permission will be removed or re-routed at the Tenant's cost.
- 3) Permission must be obtained from the Landlord for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the Landlord's Structural Engineer at the Tenant's cost (see also Section 7 within this document).
- 4) All riser sleeves must be filled with Factory Mutual or CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired and replaced in an approved manner.

- 5) If free air is granted by the Landlord (i.e. cables not run in conduit), cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J-hooks or other approved methods.
 - 6) Cables must not be laid on top of T-bar or ceiling tiles, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware. All cables must be fastened to the plywood backboards or to existing or new Unistrut or similar supports.
 - 7) Cable support methods shall conform to the Canadian Electrical Code. All cables between floors located in the Communication Riser Rooms must be installed in conduit in locations designated by the Landlord.
 - 8) All new cables must be FT4 or FT6 rated.
 - 9) Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.
 - 10) Cables and conduits must be labeled on both ends of every run, on every floor, with the Tenant's name, floor of origin and termination e.g. "ABC Oil P1 to 3". Labels must be mechanically imprinted, wraparound style. Cables which are installed in raceways or conduit provided by the Landlord are to be labeled every 3m and in every junction box.
 - 11) Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.
 - 12) The communications room shall be used for cross-connects (termination blocks) only. All Tenants communications equipment must be located within the Tenants' space and not in the Communications Riser Rooms. Permission will be required from the Landlord for locating patch panels etc., within the communication riser room.
 - 13) All cables that are obsolete or abandoned are to be completely removed back to the source. If not completed the landlord will conduct this work at the Tenant's expense.
 - 14) All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.
- d) **GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES**
- 1) All cables must be plenum rated FT4 or FT6.
 - 2) Cables must be installed in conduit or on cable trays.
 - 3) All pull strings/cords must be replaced if distribution conduits/pathways are used by the contractors.
 - 4) If free air is granted by the Landlord, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J- hooks or other approved methods. Cables must not be laid on top of T-bar or ceiling tiles, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware.
 - 5) All ceiling tiles must be placed back in their proper location after use. All damaged tiles are the responsibility of the Contractor and must be replaced immediately or brought to the attention of the Landlord or Operations Supervisor.

- 6) All cables installed above drywall ceilings and in ceiling spaces of any tenants below are to be installed in conduit.
- 7) All cables, which are obsolete or abandoned, are to be completely removed back to the source. If not completed the landlord will conduct this work at the Tenant's expense.
- 8) Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.
- 9) Upon completion of cabling, the Tenant will submit to the Landlord a drawing showing all tagged cable locations.

17) BASE BUILDING SYSTEMS

- a) Contact the Operations Manager for all work affecting Base Building HVAC, Electrical, Plumbing, Life Safety, Architectural or Structural Systems.
- b) The potential for accidental power outages to large parts of the building exists. **Any work that requires shut down or power up of base building power distribution panels** must be approved by the Operations Manager. A Work Authorization Permit, submitted at minimum 5 business days prior, is required for any work of this nature. The Contractor is expected to use caution and inspect the work prior to energizing any connected power system. Ensure only qualified personnel work on the electrical system. Refer to the Operations Manager for work to be performed exclusively by Base Building Electrical Contractor.
- c) Life Safety systems work of any kind, including fire alarm systems work, sprinkler systems work and work affecting the emergency power distribution "Life Safety" bus, shall be performed only by the Landlord's Base Building approved contractor. Exceptions may only be made under special circumstances and only upon full review and approval with the Owner.
- d) Contact Building Operations via ClikFIX call centre 1-866-254-5349 to reset tripped breakers. Tripped breakers should never be reset without authorization from the Operations Manager or Operations Supervisor.
- d) Damages caused by the Contractor to Landlord or existing Tenant systems will be repaired by the Landlord at the Contractor's expense.
- e) ***Return air on floors must be filtered with approved construction filters during construction.*** Clean all air diffusers, grilles, and perimeter radiant units upon completion of work and prior to occupancy. Replace any existing non-permanent filter media.
- f) Welding within or on premises must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, OH&S (2015) and fire alarm. Contact the Operations Manager or Operations Supervisor for details.
- e) Tenant equipment requiring hot water (i.e. dishwashers and showers) must be connected to tenant supplied hot water tanks exclusive for their use. They are not to be connected directly to the base building hot water system.
- f) After-hours special HVAC services for construction needs must be requested in advance. This will be billed to the Tenant where applicable.

18) METERS

Meters for gas, water and electrical may be required to monitor disproportionate utility consumption depending upon the lease agreement. Confirmation from the Operations Manager is required. Refer to Mechanical and electrical drawings for meter information. Meter type shall be approved by the Landlord (i.e. water meter in m³).

19) AIR BALANCING

- a) **Air balancing is to be coordinated with the Operations Manager prior to work being completed.**
- b) Upon completion of work, submit 2 copies of the Air Balancing Report to the Operations Manager for review. If the Operations Manager has reason to believe the results are erroneous or, do not comply with the balancing requirements, an air balancing survey may be commissioned with the Base Building air balancing contractor to confirm results. The costs of any re-verification will be the responsibility of the Contractor.

20) CONSTRUCTION CLEANING

- a) Cleaning necessitated by Tenant construction must be coordinated with the building janitorial contractor at Tenant's expense.
- b) The following list represents the minimum standard for construction cleaning, prior to Tenant move-in:
 - Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.)
 - Clean interior windows and window frames
 - Clean all doors and frames
 - Spot wipe walls as required
 - Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances
 - Total and complete cleaning of washrooms
 - Vacuum all carpets
 - Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring
 - Spot clean elevator doors as required
 - Clean all light lenses after construction is complete
- c) Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the tenant.

21) ELECTRICAL AND COMMUNICATION DEMOLITION

Electrical and communication contractors must remove all unused and abandoned systems including but not limited to conduit, wiring, cabling, fixtures and all associated equipment. The contractor is required to make good all connections to existing systems.

22) MECHANICAL DEMOLITION

All mechanical contractors must remove all unused and abandoned systems including but not limited to piping, ductwork and all associated equipment. The contractor is required to make good all connections to existing systems.

23) PRIME CONTRACTOR

Each project will be required to have a Prime Contractor, as defined in local legislation, with overall responsibility for the management of health and safety on a project where there is more than one contractor or multiple employers. Only qualified companies can be engaged to act as the Prime Contractor, and they must have the appropriate measures in place to comply with applicable Occupational Health Safety and Worker's Compensation legislation.

The Contractor shall:

- a) Be the Prime Contractor, or shall adhere to the safety protocols of another contractor assigned this role for the work area, and acknowledge in writing acceptance of Prime Contractor status.
- b) Covenant and agree not to do or omit to do anything in the performance of the work that would cause itself, the Landlord, Landlord's Agent, Building Manager, or any other person who assumes or is responsible for the role of the Prime Contractor for Safety, to be in breach of the duties and responsibilities of any Prime Contractor for Safety with respect to the worksite.

The Prime Contractor:

- a) shall undertake the duties of the Prime Contractor as outlined in the applicable legislation; and
- b) represents and warrants that it has adequate resources and is experienced and competent to be Prime Contractor for Safety and will maintain adequate and competent supervisors to oversee and ensure compliance with all health and safety requirements.

Prime Contractor is used with the same meaning as "constructor" in Ontario legislation or "principle contractor" in Quebec. The Prime Contractor shall at all times comply with all federal, provincial and local laws, statutes, rules, regulations, notices, orders and amendments thereto respecting occupational health and safety and workers.

24) ENFORCEMENT

IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO ENFORCE THESE RULES WITH THEIR EMPLOYEES AND SUBTRADES. CONTRACTORS AND THEIR EMPLOYEES OR SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. CONTRACTORS, EMPLOYEES, OR SUBTRADES FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.

LANDLORD REPRESENTATIVES

Operations Manager	Ray Craddock	204 795 4736
Operations Supervisor	Chad Howells	204 795 3662
Senior Building Operator	Adam Martin	204 795 3676
Property Manager	Darren Downey	204 795 2851
Assistant Property Manager	Regan Martin	204 795 1753
Property Administrator	Adi Boru	204 560 2205
Residential and Leasing Manager	Arlene Drake	204 795 3292
24/7 Call Centre	ClikFIX	1-866-254-5349
Security – Front Desk	Paladin	204 794 6115

BASE BUILDING CONSULTANTS

These professionals have been designated as Base Building Consultants.

Architectural Consultant

Architecture49 Inc.

1600 Buffalo Place, Winnipeg, Manitoba, R3T 6B8
Tel: (204) 259-1477

Mechanical Engineer Consultant

AME Group

710-1122 4th Street SW, Calgary, AB, T2R 1M1
Tel: (403) 252-2333

SMS Engineering Ltd.

770 Bradford Street, Winnipeg, MB, R3H 0N3
Tel: (204) 775-0291

Electrical Engineer Consultant

MCW

210-1821 Wellington Avenue, Winnipeg, MB, R3H 0G4
Tel: (204) 779-7900

SMS Engineering Ltd.

770 Bradford Street, Winnipeg, MB, R3H 0N3
Tel: (204) 775-0291

WSP (MMM)

7th Floor 1600 Buffalo Place, Winnipeg, MB, R3T 6B8
Tel: (204) 943-7501

Structural Engineer Consultant

Crosier, Kilgour & Partners

300-275 Carlton Street, Winnipeg, MB, R3C 5R6
Tel: (204) 477-6650

Entuitive

200 University Avenue, Toronto, ON, M5H 3C6
Tel: (416) 477-5832

If the Tenant wishes to use consultants other than the above, the Landlord will forward the Tenant's design drawings to the appropriate Base Building Consultant for review and comment. Costs for review and approval of the Tenant's design by each discipline, will be charged to the Tenant's account.

At the end of the project the Tenant's consultants and designer must submit to the Landlord "As Built" drawings in both print and electronic format.

APPENDIX A

DESIGNATED BASE BUILDING CONTRACTORS

“Designated Base Building Contractors” must be retained to complete work identified on the engineered drawings as “Base Building Tie-In Work”, as well as for installation, repair, testing, maintenance and supply of materials for the base building systems indicated.

Note that, in any event, any work conducted on the building Life Safety Systems must be performed by the designated Base Building contractor unless otherwise approved in writing, and only after thorough review, consultation and approval by the Owner.

Contractors chosen to do tenant work that are not on the list must be pre-approved by the Landlord.

General Contractors (Prime Contractor Status)

PCL Special Projects
Bird Construction
EllisDon
Headman
Westland Construction Ltd.
Graham
J & J Penner Construction
CIC

Electrical

Nortec Group *Designated for Life Safety Systems- Electrical
McCaine Electric
Static Electric
MG Electric
Electric 2000 Ltd.

Mechanical

WESCAN *Designated for Base Building Mechanical Systems
Lowe Mechanical
Wes-Man Mechanical
Ambassador Mechanical
Randall Plumbing and Heating
Thor Plumbing and Heating

Fire Alarm System

Siemens *Designated for Fire Alarm System

Fire Sprinkler Systems

TYCO JCI *Designated for Life Safety Systems – Fire Sprinkler Systems

Building System Controls

Johnson Controls *Designated for Base Building Automation Controls

Card Access Control System

Gallagher *Designated for Card Access control Systems

Plumbing

Randall Plumbing and Heating
J. Hansen
Thor Plumbing and Heating

Water Treatment

Nor-chem Ltd.
Suez

Locks and Keying

Noble Locksmith
Brother's Lock and Safe
*Note: All building keying to be mastered to Sargent AssaAbloy restricted keyway as specified by the Landlord.

Cleaning/ Janitorial

GDI

Security

Paladin