This Manual is subject to change from time to time. It is critical to refer to the most current version posted on the Building’s website, www.bankerscourt.com.
# TABLE OF CONTENTS

## 1. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>1.2 Tenant Responsibility</td>
<td>1</td>
</tr>
<tr>
<td>1.3 Designers and Engineers</td>
<td>1</td>
</tr>
<tr>
<td>1.4 Tenant Coordination</td>
<td>2</td>
</tr>
<tr>
<td>1.5 Dimensions &amp; Site Conditions</td>
<td>2</td>
</tr>
<tr>
<td>1.6 Permits</td>
<td>3</td>
</tr>
<tr>
<td>1.7 Tenant Drawing Submission</td>
<td>3</td>
</tr>
<tr>
<td>1.8 As Built Drawings</td>
<td>3</td>
</tr>
<tr>
<td>1.9 Deficiencies</td>
<td>4</td>
</tr>
<tr>
<td>1.10 Base Building Contractors</td>
<td>4</td>
</tr>
<tr>
<td>1.11 Demolition</td>
<td>5</td>
</tr>
<tr>
<td>1.12 Hoarding</td>
<td>5</td>
</tr>
<tr>
<td>1.13 Standard of Workmanship &amp; Materials</td>
<td>5</td>
</tr>
<tr>
<td>1.14 Ceiling Tile Recycling Program</td>
<td>6</td>
</tr>
<tr>
<td>1.15 Hazardous Materials</td>
<td>6</td>
</tr>
<tr>
<td>1.16 Firestopping</td>
<td>6</td>
</tr>
<tr>
<td>1.17 Metering</td>
<td>6</td>
</tr>
</tbody>
</table>

## 2. ARCHITECTURAL BUILDING INFORMATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Demolition</td>
<td>8</td>
</tr>
<tr>
<td>2.2 Floor Structure</td>
<td>8</td>
</tr>
<tr>
<td>2.3 Exterior</td>
<td>8</td>
</tr>
<tr>
<td>2.4 Elevators</td>
<td>8</td>
</tr>
<tr>
<td>2.5 Exit Stairs</td>
<td>9</td>
</tr>
<tr>
<td>2.6 Cross Over Floors</td>
<td>9</td>
</tr>
<tr>
<td>2.7 Elevator Lobbies</td>
<td>9</td>
</tr>
<tr>
<td>2.8 Base Building Ceiling System</td>
<td>9</td>
</tr>
<tr>
<td>2.9 Partitions</td>
<td>9</td>
</tr>
<tr>
<td>2.10 Fastenings</td>
<td>10</td>
</tr>
<tr>
<td>2.11 Concrete Openings and Penetrations</td>
<td>10</td>
</tr>
<tr>
<td>2.12 Plenum Barriers</td>
<td>10</td>
</tr>
<tr>
<td>2.13 Access Panels</td>
<td>10</td>
</tr>
<tr>
<td>2.14 Tenant Furniture Systems / Millwork</td>
<td>10</td>
</tr>
<tr>
<td>2.15 Tenant Suite Entry Doors</td>
<td>11</td>
</tr>
<tr>
<td>2.16 Floor Loading</td>
<td>11</td>
</tr>
<tr>
<td>2.17 Hardware</td>
<td>11</td>
</tr>
<tr>
<td>2.18 Tenant Security/Access</td>
<td>11</td>
</tr>
<tr>
<td>2.19 Signage</td>
<td>11</td>
</tr>
<tr>
<td>2.20 Window Coverings</td>
<td>12</td>
</tr>
</tbody>
</table>

## 3. MECHANICAL

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Demolition</td>
<td>13</td>
</tr>
<tr>
<td>3.2 Air Quality Standards</td>
<td>13</td>
</tr>
<tr>
<td>3.3 Base Building Mechanical Systems</td>
<td>13</td>
</tr>
<tr>
<td>3.4 Tenant Installed Equipment</td>
<td>14</td>
</tr>
<tr>
<td>3.5 Facility Management System</td>
<td>14</td>
</tr>
<tr>
<td>3.6 Base Building Services - Plumbing</td>
<td>14</td>
</tr>
<tr>
<td>3.7 Life Safety Systems</td>
<td>15</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>3.8</td>
<td>Interruption of Service</td>
</tr>
<tr>
<td>3.9</td>
<td>Fire Protection</td>
</tr>
<tr>
<td>3.10</td>
<td>Landlord's Use of Tenant Ceiling Space</td>
</tr>
<tr>
<td>3.11</td>
<td>Plenum Barriers</td>
</tr>
<tr>
<td>3.12</td>
<td>Concrete Openings and Penetrations</td>
</tr>
<tr>
<td>3.13</td>
<td>Firestopping</td>
</tr>
<tr>
<td>3.14</td>
<td>Tenant Kitchen Equipment</td>
</tr>
<tr>
<td>3.15</td>
<td>Tenant Domestic Water Filtration Equipment</td>
</tr>
<tr>
<td>3.16</td>
<td>Exhaust Systems</td>
</tr>
<tr>
<td>3.17</td>
<td>Metering</td>
</tr>
<tr>
<td>3.18</td>
<td>Waterproofing</td>
</tr>
<tr>
<td>3.19</td>
<td>Standard of Workmanship &amp; Materials</td>
</tr>
<tr>
<td>3.20</td>
<td>Required Documentation at Completion of Work</td>
</tr>
<tr>
<td>3.21</td>
<td>Environmental/Energy Initiatives</td>
</tr>
<tr>
<td>4.</td>
<td>ELECTRICAL</td>
</tr>
<tr>
<td>4.1</td>
<td>Demolition</td>
</tr>
<tr>
<td>4.2</td>
<td>Electrical &amp; Lighting Systems</td>
</tr>
<tr>
<td>4.3</td>
<td>Tenant Installed Equipment</td>
</tr>
<tr>
<td>4.4</td>
<td>Firestopping</td>
</tr>
<tr>
<td>4.5</td>
<td>Concrete Openings and Penetrations</td>
</tr>
<tr>
<td>4.6</td>
<td>Life Safety</td>
</tr>
<tr>
<td>4.7</td>
<td>Electrical Standards for Tenant Construction</td>
</tr>
<tr>
<td>4.8</td>
<td>Metering</td>
</tr>
<tr>
<td>4.9</td>
<td>Communications</td>
</tr>
<tr>
<td>4.10</td>
<td>Tenant Security Systems</td>
</tr>
<tr>
<td>4.11</td>
<td>CCTV</td>
</tr>
<tr>
<td>4.12</td>
<td>Required Documentation at Completion of Work</td>
</tr>
<tr>
<td>4.13</td>
<td>Environmental/Energy Initiatives</td>
</tr>
<tr>
<td>4.14</td>
<td>Sound Masking</td>
</tr>
<tr>
<td>5.</td>
<td>FIRESTOPPING</td>
</tr>
<tr>
<td>5.1</td>
<td>Inquiries</td>
</tr>
<tr>
<td>5.2</td>
<td>Schedules</td>
</tr>
<tr>
<td>6.</td>
<td>CONSTRUCTION RULES AND REGULATIONS</td>
</tr>
<tr>
<td>6.1</td>
<td>Inquiries</td>
</tr>
<tr>
<td>6.2</td>
<td>Pre-Construction Approvals</td>
</tr>
<tr>
<td>6.3</td>
<td>Construction Trades</td>
</tr>
<tr>
<td>6.4</td>
<td>Construction Documentation</td>
</tr>
<tr>
<td>6.5</td>
<td>Access Request Form</td>
</tr>
<tr>
<td>6.6</td>
<td>Keys and Identification Tags</td>
</tr>
<tr>
<td>6.7</td>
<td>Safety Work Permit</td>
</tr>
<tr>
<td>6.8</td>
<td>Fire Alarm System</td>
</tr>
<tr>
<td>6.9</td>
<td>Smoke Heads</td>
</tr>
<tr>
<td>6.10</td>
<td>Nuisance Fire Alarm Fees</td>
</tr>
<tr>
<td>6.11</td>
<td>Pre-Construction Inspection/Start-up Meeting</td>
</tr>
<tr>
<td>6.12</td>
<td>Worksite Security</td>
</tr>
<tr>
<td>6.13</td>
<td>Hoarding</td>
</tr>
<tr>
<td>6.14</td>
<td>Damage</td>
</tr>
<tr>
<td>6.15</td>
<td>Access &amp; Deliveries</td>
</tr>
<tr>
<td>6.16</td>
<td>Service Elevator</td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>6.17</td>
<td>Parking</td>
</tr>
<tr>
<td>6.18</td>
<td>Working Hours</td>
</tr>
<tr>
<td>6.19</td>
<td>Cleanliness</td>
</tr>
<tr>
<td>6.20</td>
<td>Tenant Contractor Garbage Bin Information</td>
</tr>
<tr>
<td>6.21</td>
<td>Ceiling Tile Recycling Program</td>
</tr>
<tr>
<td>6.22</td>
<td>Worksite Conduct and Safety</td>
</tr>
<tr>
<td>6.23</td>
<td>Concrete Openings &amp; Penetrations</td>
</tr>
<tr>
<td>6.24</td>
<td>Fastenings</td>
</tr>
<tr>
<td>6.25</td>
<td>Plumbing</td>
</tr>
<tr>
<td>6.26</td>
<td>Electrical</td>
</tr>
<tr>
<td>6.27</td>
<td>HVAC</td>
</tr>
<tr>
<td>6.28</td>
<td>Pre-Occupancy Inspection</td>
</tr>
<tr>
<td>6.29</td>
<td>Pre-Occupancy Cleaning</td>
</tr>
<tr>
<td>6.30</td>
<td>Completion &amp; Occupancy</td>
</tr>
<tr>
<td>7.</td>
<td>LEGAL DESCRIPTION</td>
</tr>
</tbody>
</table>
1. GENERAL INFORMATION

1.1 Introduction

The Tenant Design and Construction Manual has been written to assist the Tenants and their Designers in developing office designs, which reflect and complement the overall concept of the Complex.

This manual is intended to clarify the design concept for the office premises and guide the Tenant, designer and/or contractor for the purpose of expediting the outfitting of the Tenant’s Premises. It is intended to supplement the Lease or Offer to Lease and shall not contradict either of those documents in any way.

The Tenant’s work must be designed in accordance with the laws and regulations of the authorities having jurisdiction; in compliance with the requirements of the Landlord’s insurer; and in conformity with these design criteria.

The building has been designed to a USGBC LEED Core and Shell, Silver standard. The Tenants are encouraged to develop the interiors to either a USGBC or CGBC LEED Interiors, Silver Standard or greater.

For the benefit of those tenants who may choose to pursue a LEED Commercial Interior (LEED-CI) certification for their premises, the Landlord will provide, upon request, a copy of the LEED-CI screening and documentation survey that will identify the potential credits which may be applied to a tenant’s application for certification.

The Landlord reserves the right to revise this manual at any time. Full compliance with this guide does not obligate the Landlord to approve a Tenant Improvement Proposal.

1.2 Tenant Responsibility

The Tenant is responsible to ensure that the information contained in this manual is communicated to all parties associated with their project work within the complex.

1.3 Designers and Engineers

The Tenant must engage a registered Architect or Interior Designer and Professional Engineers for structural, architectural, graphic, heating, ventilation, air-conditioning, fire protection, security systems and electrical design of their Premises. The Designers and Engineers services must include on-site inspections of construction and consultation on problems arising during construction. In addition, the Consultants must allow for a final letter of compliance. The Tenant must ensure that all changes to the contract receive written approval from the Designers, Engineers and the Landlord.

The Tenant may wish to retain the Landlord’s Base Building Engineers under direct contractual arrangement for the production of working drawings. If the Tenant chooses to employ consultants other than the Base Building Consultants for its design work, the Landlord will have such drawings reviewed by the Base Building Consultants in order to ensure compatibility with the complex systems. All requirements as a result of the review must be incorporated into the design and construction. The cost of this review will be charged to the Tenant.

Architect
Dialog
300, 134 – 11th Avenue SE
Calgary, Alberta T2G 0X5

Structural Engineer
Read Jones Christoffersen Ltd.
500 – 1816 Crowchild Trail NW
Calgary, Alberta T2M 3Y7

Email - info@dialogdesign.ca
Phone – 403-245-5501

Email – Calgary@rjc.ca
Phone – 403-283-5073
Any revisions to Base Building systems, including Life Safety Systems, must be designed by the above noted Base Building Consultants.

1.4 Tenant Coordination

The Landlord will appoint a Tenant Construction Manager to guide and assist the Tenant throughout the design and construction period and act as a point of contact within the Landlord's organization. All documentation pertaining to the Tenant’s construction is to be sent to the Tenant Construction Manager for review. A minimum of five business days is required to review and approve all submissions.

Brookfield Properties Management Corporation
Western Region Head Office
Royal Bank Building
1700 – 335 – 8th Avenue SW
Calgary, Alberta T2P 1C9
Ph – 403-770-7200
Fax – 403-770-7210

The Tenant shall promptly pay all reasonable charges and expenses pertaining to the Landlord’s review, inspection and/or supervision including the fees, costs and expenses of the Landlord’s Base Building architects, engineers or other qualified consultants and all changes, fees and expenses charged by the Landlord’s external architects, engineers or other qualified consultants plus an administrative fee equal to fifteen percent (15%) of all such fees, charges and expenses.

During the Tenant’s construction, all additional changes or modifications to the approved drawings must be submitted to the Landlord and, if required by the Landlord, the Base Building Consultants for review and approval prior to implementation.

1.5 Dimensions & Site Conditions

The Tenant is responsible to ensure that their Designer(s) and Engineer(s) and contractor(s) visit the site to verify all dimensions and familiarise themselves with the site conditions.
The Landlord will provide the Tenant with any drawings indicating major elements of the Tenant’s premises, if available. The Landlord at the Tenant’s expense will supply any additional drawings requested by the Tenant.

1.6 Permits

The Tenant is responsible for all permits and approvals required by both the Landlord and all governmental authorities. The Tenant must provide the Landlord with copies of such permits and approvals prior to the commencement of the Tenant’s construction. The Tenant is responsible for the correction of any items of work which do not meet with the approval of the Landlord and governing authority or its building inspector, notwithstanding the fact that the Tenant’s drawings may have been approved previously by such authority and the Landlord. The Tenant will be given a specified time to complete the corrections; should the Tenant delay the required correction unduly, the Landlord will make the correction at the Tenant’s cost.

1.7 Tenant Drawing Submission

Prior to the start of construction the Tenant must submit to the Landlord a sample board detailing the Tenant’s finishes as well as (1) one copy of the following drawings signed and sealed by a P.Eng registered in Alberta:

- Architectural – Specifications, Demolition Plan, Key Plan, Partition Plan, Furniture Plan, Reflected Ceiling Plan; Elevations, Sections and Details as necessary, Finish Legend
- Mechanical – Specifications, Demolition Plan, HVAC Plan, Sprinkler and Plumbing Plan
- Life Safety Systems

The Landlord, at the Tenant’s expense, has the right to request additional information at his sole discretion. All drawings are to be a minimum size of 24” X 36”.

Any revisions to Base Building systems, including Life Safety Systems, must be designed by the Base Building Consultants.

1.8 As Built Drawings

The Tenant is responsible to submit to the Landlord the following As Built information and drawings no later than 30 days after the completion of construction:

- Architectural – Specifications, Partition Plan, Furniture Plan, Reflected Ceiling Plan, Finish Legend
- Mechanical – Specifications, HVAC Plan, Sprinkler & Plumbing, Air Balancing Reports
- Life Safety System – Base Building Life Safety Consultants are to be responsible for as-building this information
- Structural – Detailed location, relative to the base building gridlines, and description of any special concentrated loading installed
- Structural – Detailed location, relative to the base building gridlines, of any openings through the base building structure
- Maintenance Manuals

This information shall be provided to the Landlord, via e-mail to the Tenant Construction Manager, in a CAD format electronically as well as two sets of A1 drawings. The Landlord in its sole discretion approves “As-built” drawings. If the Tenant fails to provide this information within 30 days or in the required format, the Landlord will have the drawings completed or modified so that they conform. The Tenant shall pay to the Landlord, upon demand, all fees, costs and expenses associated with the preparation or modification of such drawings plus an administrative fee equal to fifteen percent (15%) of all such fees, charges and expenses.

Maintenance manuals shall include the care and cleaning of all finishes; all operating and maintenance instructions for all mechanical and electrical components, all mechanical and
electrical shop drawings. Two copies of the Maintenance manuals are to be provided to the Landlord prior to completion of construction.

1.9 Deficiencies
All project deficiencies must be rectified within 30 days of Substantial Completion. After this time the Landlord reserves the right to rectify any remaining deficiencies; all costs associated with this work will be billed back to the Tenant at cost plus an administration fee of 15%.

1.10 Base Building Contractors
The following is a list of Base Building Contractors:

- Air Balancing: Big Sky, Ph – 403-333-0292
- Environmetrics, Ph – 403-250-1113
- Flo West, Ph – 403-243-5052
- Hydro Air, Ph – 403-251-2787
- Cleaners: Bee-Clean Building Maintenance, Ph – 403-770-7066
- Electrical: Western Electrical Management, Ph – 403-291-2333
- Security System: Western Electrical Management, Ph – 403-291-2333
- Elevator: OTIS, Ph – 403-244-1040
- Fire Alarm: Western Electrical Management, Ph – 403-291-2333
- Locksmith: Stampede Lock & Safe, Ph – 403-770-7164
- Hardware Supplier: Convergent Technologies, Ph – 403-291-3241
- Mechanical: Arpi’s, Ph – 403-236-2444
- Controls: Siemens, Ph – 403-259-3404
- Sprinklers: Constant Fire Protection, Ph – 403-279-7973

In order to protect the integrity of Base Building Systems within the complex, the following work must be performed by the above named Base Building Contractors:

The Base Building Electrical Contractor must perform the following electrical work:
- Electronic Metering – including routing of electrical pipes, installation of metering components and termination, installation of ct/pt cabinets, modification or addition of communication lines and connections, testing of the system.
- Power – coordination of electrical shut-down with Landlord, performance of shut-down, any installation into the primary side of the complex power system, connection of feeders for the secondary side into new buss plug, disconnect or breaker.
- Lighting Control – installation of Tenant supplied components within the Landlord’s relay cabinet, termination of all field wiring within the relay cabinet, rezoning and testing of lighting zones.
- Telecommunication Vertical Riser work, wiring, conduit and tie-ins.
- Emergency Power Systems – connection and termination of new feeders to the secondary side into disconnect or breaker.
- All modifications to the Life Safety Systems, including all Fire Alarm and Emergency Power Systems work.

The Base Building Security Contractor must perform the following work:
- All modifications and installations into the Base Building security system.
- All security hardware, panels, power supply, commissioning and testing of the complex security system components.
- Co-ordination of electrical shut-down with Landlord; performance of shut-down; any installation into the primary side of the complex security system.

The Base Building Mechanical Contractor must perform the following mechanical work:
- Any cutting into Base Building mechanical piping.
- Connections to Base Building sanitary or vent risers.
- All system testing.
- Co-ordination of mechanical shut-down with Landlord and performance of shut-down.
The Base Building Contractors as noted must perform the following miscellaneous work:
- Simplex/Grinnell must complete any alterations to the sprinkler system.
- Control work must be performed by Siemens.
- Air and water balancing must be performed by a Base Building approved contractor.
- Chemical cleaning and degreasing of the new piping shall be performed by consulting agency Betz Dearborn approved contractors.

1.11 Demolition

The Tenant is responsible to remove all redundant architectural elements, mechanical, electrical, security and life safety systems within their Leased Premises as part of the demolition and construction of their Tenant Improvements. The Tenant’s contractors must remove all redundant elements back to the Base Building connection point, in a manner acceptable to the Base Building consultants.

Also, the Tenant’s contractor must remove any lead, combustibles or unprotected fibreglass insulation that are discovered existing in the ceiling space.

All openings in floor, core walls or any other rated partition resulting from the demolition shall be firestopped to maintain the original fire rating.

The Tenant’s contractor is responsible to supply and install temporary filters (MERV 8 or higher rated) at the mechanical compartment room, replace media throughout construction and remove prior to air balancing and/or occupancy. The Tenant’s contractor must thoroughly clean all induction and/or radiation units and filters at completion of project, as well as ensure that all open-ended ducts are sealed off during construction and any seals removed prior to connection or occupancy. The Tenant’s contractor must inform the Landlord of any special air handling requirements prior to the start of demolition.

All Base Building mechanical items (induction units, VAV boxes, T-stats, etc.) shown to be removed are the property of the Landlord and shall be handed over to the Landlord, unless otherwise noted.

The Landlord is committed to diverting waste generated by building alterations and additions from landfills and incineration facilities. As such, we have put a procedure in place to track this diversion for our projects.

The Landlord strongly supports Tenants taking the same measures. For more information on diverting construction waste from the landfills, please contact the Manager, Construction Services.

The Landlord reserves the right to assess the impact of proposed demolition on building systems and request additional protection as required. Please be advised that the Tenant’s contractor may be required to complete a Safety Work Permit prior to starting any demolition work.

1.12 Hoarding

During construction the Landlord, at the Tenant’s expense, will supply and install, where appropriate, a hoarding consisting of drywall, seams taped with masking tape, base, no visible fasteners, locking door if required. If a locking door is installed it will be keyed to the Base Building system. The Tenant will be responsible to install a poly barrier at the top of the hoarding to prevent construction dust escaping from the worksite. The Landlord will specify the hoarding paint and base colour to the Tenant. If the entrance is a glass entrance the Tenant will be responsible to have the entrance glass painted out with the approved masking product to block the view from the public side of the space during construction. The Tenant must retain the Base Building contractor to supply and install the glass-masking product.

1.13 Standard of Workmanship & Materials

All work by the Tenant, their contractor and sub-contractors shall be completed with new materials and all workmanship shall be performed in accordance with the very best standards of practice. Interior materials and workmanship that does not meet with the Landlord’s approval or conform to governing codes shall be replaced at the Tenant’s expense. For Tenants who are interested in Green practices, a copy of Brookfield’s Green Purchasing Policy is available by contacting the Manager of Operations at 770-7082.
1.14 Ceiling Tile Recycling Program

Please note that the Complex is participating with WinRoc and Armstrong in a ceiling tile recycling program, in order to reduce the strain on our landfills.

Please contact the Tenant Construction Manager to obtain further information, and specifications, on this initiative.

1.15 Hazardous Materials

The Landlord shall provide to the Tenant and their contractors with the most recent Summary Letter of Report for Hazardous Building Materials Assessment prior to the start of construction, as required by Section 29(2)(1) of the Alberta Occupational Health & Safety (OHS) Act, Regulations and Code.

Should the Tenant or their contractors come across any suspect material, they are to immediately stop work and notify the Tenant and the Landlord’s Manager of Construction Services. The Tenant and their contractors will then be responsible to contact, coordinate with and pay for the Base Building Environmental Consultant to test the suspect material.

A copy of the test results and recommendations from the Base Building Environmental Consultant is to be provided to the Landlord’s Manager of Construction Services when available. In the event the test results of the suspect material and the recommendation by the Base Building Environmental Consultant is to remove the suspect material, then the Tenant and their contractor will make the necessary arrangements with a qualified abatement company for timely removal at their cost. Removal must conform to Occupational Health & Safety’s requirements.

The following 11 substances are among those designated by the *Occupational Health and Safety Act* as toxic:
- Acrylonitrile
- Arsenic
- Asbestos
- Benzene
- Core Oven Emissions
- Ethylene Oxide
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl Chloride

1.16 Firestopping

The Tenant’s contractor is responsible to ensure that all penetrations through fire rated assemblies are immediately sealed in accordance with approved building standards. See Section 5 for firestop schedules.

1.17 Metering

The Landlord reserves the right to require the Tenant to meter their electrical, water and gas consumption. The Tenant is responsible for all costs associated with the supply and installation of the metering equipment.
2. ARCHITECTURAL BUILDING INFORMATION

2.1 Demolition

The Tenant is responsible to remove all redundant architectural elements within their Leased Premises as part of the demolition and construction of their Tenant Improvements. The Tenant’s contractors must remove all redundant elements back to the Base Building connection point, in a manner acceptable to the Base Building consultants.

Also, the Tenant’s contractor must remove any lead, combustibles or unprotected fibreglass insulation that are discovered existing in the ceiling space.

All openings in floor, core walls or any other rated partition resulting from the demolition shall be firestopped to maintain the original fire rating.

The Landlord reserves the right to assess the impact of proposed demolition on building systems and request additional protection as required. Please be advised that the Tenant’s contractor may be required to complete a Safety Work Permit prior to starting any demolition work.

The Landlord is committed to diverting waste generated by building alterations and additions from landfills and incineration facilities. As such, we have put a procedure in place to track this diversion for our projects.

The Landlord strongly supports Tenants taking the same measures. For more information on diverting construction waste from the landfills, please contact the Manager, Construction Services.

2.2 Floor Structure

The main floor consists of a conventional 10” or 12” thick concrete slab over slab bands and contains steel reinforcing bars.

The second floor consists of a conventional 6-1/4” or 8” thick concrete slab over concrete beams and contains steel reinforcing bars.

The office floors consists of 5 ½” (8” at the extreme west end) conventional concrete floor slabs containing steel reinforcing bars over concrete beams that contain post-tensioned strands. Special procedures are to be followed when installing floor openings near the post-tensioned beams.

2.3 Exterior

The complex consists of a triple glazed curtain wall system for the full office floors.

The perimeter columns are visible from the exterior of the building, therefore the exterior face of the columns, with the exception of the SW corner column, are painted using the following base building colour:

- Manufacturer: Benjamin Moore
- Colour: 2134-20 Midsummer Night
- Finish: Flat

The southwest corner column is unique, and as such has painted MDF panels on the south facing side. The accessible drywall portion must be painted to match (Product: Sico Acrylic Melamine; Colour: 875-600 Glazing Frame).

The Tenant must adhere to these base building standards when contemplating design options for their premises.

2.4 Elevators

- There are six elevators serving the main floor to floor 15
- Elevator #4 serves as the service elevator and goes to the mechanical penthouse floor.
- Elevators #7 and #8 serve the main floor, the plus 15 level and all levels of theparkade.

Fire-fighter’s Elevator

- The service elevator is designated as the fire-fighter’s elevator.
2.5 Exit Stairs
There are two clearly marked exit stairs on each floor.

2.6 Cross Over Floors
Crossover floors are as follows: 3, 6, 10, 16

2.7 Elevator Lobbies
Multi-Tenant Lobby - The Landlord will provide carpet in corridors and elevator lobbies on multi-Tenant floors. The public corridor and elevator lobby walls will have either a painted drywall or vinyl finish to building standard. The elevator doors and frames are painted steel. The ceilings are a combination of drywall and t-bar with lay-in acoustical tile. Tenant suite entrances must conform to one of the Base Building standards; architectural detail drawings detailing entrance options are available upon request from the Construction Manager.

Single Tenant Lobby – All finishes and signage proposed by the Tenant are subject to the review and approval of the Landlord. If painted, elevator entry doors must be done using an electrostatic painting process or equal. All flooring adjacent to the elevator opening must be level with the elevator framing threshold and must meet the requirements of all applicable codes and directives of the governing authorities.

The Tenant is responsible to ensure that their space is designed so that the exit stairwell(s) are accessible, as per all applicable code requirements and under all circumstances from the elevator lobbies and freight elevator lobbies. This responsibility includes, but is not limited to the following: corridor design, specification of proper door hardware and exit signage and the Tenant must ensure that all code requirements that apply to both emergency exiting and entrapment issues are satisfied by the appropriate governing authorities. If the Tenant’s space is deemed not to be compliant at any time, then the Tenant is responsible for all costs associated with reconfiguring their premise to meet governmental requirements, as well as completing the work in a timely manner.

2.8 Base Building Ceiling System
The ceiling height is approximately 2700 mm above the finished floor on typical floors. The ceiling grid and tile is a 500x1500mm module.

Under no circumstances shall the Tenant or the Tenant’s agent(s) paint or apply any covering so as to change the colour of the Base Building ceiling system, nor will the T-bar be cut, severed or adjusted for any purpose without the Landlord’s written approval.

2.9 Partitions
All interior partitions must be of non-combustible construction and shall not interfere with Base Building systems, with supply air troffers or light fixtures. Partitions must terminate at a window mullion with adequate access to the perimeter radiation as required for complex maintenance. No fasteners will be permitted to penetrate at the exterior wall of the complex. A standard detail for the connection of partitions to the exterior wall is provided under the base building drawings.

Interior partitions at the complex perimeter must not prevent access to the mechanical equipment, radiation panels, controls or convector thermostats. To facilitate the removal of exterior windows, removable filler panels are to be used in order to extend partitions under the radiation panels to the window mullions. Screws are not to be used to anchor to window mullions or radiation panel enclosures.

Exterior partitions must align with a vertical mullion in the exterior window system.

The location and length of the fasteners used to attach the partition walls to the concrete floor slabs shall be reviewed by the Base Building Structural Engineer.
2.10 **Fastenings**

Mechanical fasteners are not permitted to fasten to curtain walls, window frames, or special fire rated structures. No screw penetrations are permitted into the grid system; a clip system must be utilized.

2.11 **Concrete Openings and Penetrations**

All proposed openings and penetrations through concrete slabs, beams or walls must be reviewed on site and approved in writing by the Base Building Structural Engineer. Use of x-rays or other detection equipment will be required to locate steel reinforcement, post-tensioned strands or electrical conduit embedded in the concrete floor slabs, beams and walls; prior to drilling, coring, cutting or chipping.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

Floorplans showing the base building gridlines, and the opening size and approximate location shall be submitted to the Base Building Structural Engineer for approval prior to x-raying the proposed locations. Once the x-rays are completed, the Base Building Structural Engineer shall be contacted to review the x-ray and proposed opening location on site; and provide written approval to proceed with the drilling, coring, sawcutting or chipping. The Base Building Structural Engineer shall also review the completed openings prior to being enclosed by interior finishes. Drilling, coring, cutting or chipping work must be completed after regular working hours (after 6:00PM).

The beams that support the typical floor slabs contain "post-tensioned strands". Special procedures are to be followed when installing slab openings or penetrations near the post-tensioned strands. Wet coring or wet sawcutting will not be permitted unless approved by the Base Building Structural Engineer. Suspended items, including ceiling systems, cannot be fastened to the underside of beams without review and written approval of the Base Building Structural Engineer.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

2.12 **Plenum Barriers**

Tenants requiring baffling in the ceiling space must obtain approval from the Landlord and, where feasible, baffling will be permitted at the Tenant’s expense. Baffling must not interfere with the efficient operation of the ceiling space as a return air plenum. No lead, combustibles or unprotected fibreglass insulation will be allowed in the ceiling space. Rigid batt insulation is acceptable. If required, demising walls shall have a drywall plenum barrier constructed of 2 ½” steel stud with one layer of ½” drywall to each side with staggered joints, drywall to be taped and sanded. Openings must be provided for return air purposes. Directions to be given by the Base Building mechanical engineer to avoid disruption of the return air system.

2.13 **Access Panels**

Solid ceilings are to be provided with access panels for maintenance of any equipment located in the ceiling. The tenant is responsible to ensure that their design allows for adequate access to all equipment as required. The Landlord reserves the right to approve all access panel locations prior to installation.

2.14 **Tenant Furniture Systems / Millwork**

Where Tenant furniture systems and or millwork run parallel to radiation cabinets, heating convectors or any other base building HVAC system, the furniture system must allow both access
to the cabinets and valves for maintenance purposes, and be designed such that it does not interfere with the normal operation of the equipment.

2.15 Tenant Suite Entry Doors

Suite entry doors on multi-tenant floors will be single, full height, solid core, stained hardwood veneer; frame stained to match. Double doors will be permitted on multi-tenant floors opposite the elevator lobby entrances only. Glass sidelights are an acceptable option. Tenant entrance designs must be submitted to the Landlord for approval and installed by the Tenant at the Tenant’s expense.

2.16 Floor Loading

The floor loads are as follows:

- Parking levels – total live load of 50lbs/sq.ft.
- Floors – total live load of 50lbs/sq.ft. plus a partition load of 20lbs/sq.ft.

No suspended loads will be attached to the underside of the floor or roof structures except for normal suspended ceiling and lighting systems. No load greater than the loads specified above shall be uniformly distributed on any concrete floor. Special high-density items such as filing storage systems, libraries and battery based back-up systems, etc. will be subject to a floor load capacity review and approved by the Base Building Structural Engineer. The Base Building Structural Engineer shall be called for an inspection of the installed high-density item to confirm conformance with the Base Building Structural Engineer’s approved loading configuration. The Tenant shall provide a letter to the Landlord, signed by the Base Building Structural Engineer, stating that the loads imposed do not exceed the approved loading configuration.

2.17 Hardware

All locks and cylinders on perimeter Tenant doors must be keyed to the complex master key system, Medeco B-3 Series, and must conform to the Base Building Architectural hardware Consultant’s specifications.

All locks will be installed by the Tenant’s contractor at the Tenant’s expense. The cylinders with the above noted keyways will be turned over to the Landlord’s representative no later than two (2) weeks prior to the tenant's occupancy date. The Landlord’s representative will re-pin the locks to the master key system. The Landlord’s representative will re-install the cylinders in the locks when they have been re-pinned.

2.18 Tenant Security/Access

The complex is equipped with security systems controlling and monitoring perimeter doors, elevators, parking gates, some utility rooms and other secure areas; Tenants are strongly encouraged to tie into the complex security system. Access is granted by programmable pass cards through proximity readers at each entrance. If Tenants build upon the Base Building system, work must be performed by the Landlord’s Base Building Security Contractor.

2.19 Signage

All proposed Tenant signage must be reviewed and approved by the Landlord prior to fabrication. All Tenant signage visible from the public corridor is subject to Landlord review and written approval. The Landlord will provide the following signage, at the Tenant’s cost, in accordance with the standards established for the project:

Multi-tenant Floor Signage -

The Landlord, at the Tenant’s expense will provide the following Base Building signage:

- Directory Board signage in the elevator lobby and main floor lobby
- Tenant Suite door sign at main reception entrance door

No other signage or tenant identification will be permitted outside of the Tenant’s premises.

Single-tenant Floor Signage –
The Landlord, at the Tenant’s expense will provide the Tenant with directory board signage in the main floor lobby directory

A signage proposal for the tenant’s floor signage must be submitted with the tenant's design drawings for Landlord review and approval

2.20 Window Coverings

Building standard window coverings are roller shades. These window coverings must not be removed. Tenants may not install any additional or alternate window coverings without the prior written approval of the Landlord. Each Tenant is responsible for the maintenance of window coverings and associated hardware; the Landlord at the Tenant’s cost will perform all work pertaining to the Base Building window coverings.
3. MECHANICAL

3.1 Demolition

The Tenant is responsible to demolish all redundant mechanical systems back to their connection point to the Base Building system. All locations of any capped services must be clearly marked on the Tenant’s as-built drawings.

The Tenant is responsible to demolish and remove all abandoned/redundant equipment, piping, ductwork, etc., serving the Tenant space and shall repair affected area to as new conditions. Precautions must be taken to protect the complex and occupants during the demolition period. All unused Base Building light troffers shall be turned over to the Landlord.

All openings in floor, core walls or any other rated partition resulting from the demolition shall be firestopped to maintain the original fire rating.

The Tenant’s contractor is responsible to supply and install temporary filters (MERV 8 or higher rated) at the mechanical compartment room, replace media throughout construction and remove prior to air balancing and/or occupancy. The Tenant’s contractor must thoroughly clean all induction and/or radiation units and filters at completion of project, as well as ensure that all open-ended ducts are sealed off during construction and any seals removed prior to connection or occupancy. The Tenant’s contractor must inform the Landlord of any special air handling requirements prior to the start of demolition.

All Base Building mechanical items (induction units, VAV boxes, T-stats, etc.) shown to be removed are the property of the Landlord and shall be handed over to the Landlord, unless otherwise noted.

The Landlord is committed to diverting waste generated by building alterations and additions from landfills and incineration facilities. As such, we have put a procedure in place to track this diversion for our projects.

The Landlord strongly supports Tenants taking the same measures. For more information on diverting construction waste from the landfills, please contact the Manager, Construction Services.

3.2 Air Quality Standards

Industry standards are met or exceeded.

Fresh Air – 27cfm/person based on 150sq.ft./person.

3.3 Base Building Mechanical Systems

Thermostats and automatic control valves are provided to each typical office floor.

Additional controls can be added to suit tenant requirements.

Heating

Heating is provided by five condensing, high efficiency, gas-fired hot water boilers located in the penthouse. Hot water is the primary heating medium for the building.

Cooling

Cooling is provided by two centrifugal chillers and two cooling towers located in the penthouse mechanical room.

Air Distribution

Preconditioned (heated, cooled, dehumidified and humidified and filtered) outdoor air for ventilation is provided from the central air handling system located in the mechanical penthouse with vertical air distribution to each floor compartment air handling room. Each compartment air handling room has separate fresh air and smoke control automatic dampers connected to the vertical outdoor air distribution shaft. The fresh air outlet in the Compartment Room has a DDC controlled VAV box so that the capacity can be adjusted to meet floor occupancy requirements.

The office floor air conditioning systems shall consist of compartment variable air volume units providing conditioned air on each floor for both space cooling and ventilation. Each unit consists of
recirculating supply air fan, filters, cooling coil with automatic valve, sound attenuation and controls. Variable volume is achieved by using a variable speed drive on the supply fan.

Reinforced low pressure ductwork, from compartment units, distributes primary air to supply perimeter zone DDC controlled variable air volume terminal units located at each corner office and on every structural bay (approx. 30 ft.). VAV boxes close to a minimum of 20% to ensure ventilation.

For ductwork installed or revised for Tenant Improvements, all ductwork except downstream of variable air volume boxes or other pressure reducing devices must be tested for leakage in accordance with all SMACNA Manuals and Standards. Seal ducts at all equipment connections and pressurize with a small blower. Leakage for medium pressure ductwork shall not exceed 10% of total duct volume in cubic feet of duct for that part of the system at a pressure of 1.5 kPa (6 in. W.G.). For example a 600 mm x 600 mm (24 in. x 24 in.) duct 30.48 m (100 ft) long would have a maximum allowable leakage of 19 l/s (40 cfm). Low pressure ductwork shall be tested as specified for medium pressure ductwork but at a pressure of 0.87 kPa (3.5 in. W.G.). In addition, seal any leaks causing noise. Test system as a whole or in parts provided all ductwork is accessible for inspection at the time of test. Provide blower and all test equipment.

Each perimeter variable air volume box is sequenced with the hot water heating controls.

The interior zone is served through variable air volume terminal units provided by the tenant. Air supply for the interior areas or other perimeter areas shall be provided by the tenant using square plaque ceiling diffusers.

Return air is provided through approved grilles, and/or additional perimeter architectural return air slots provided in the hung ceiling plenums.

System Design Conditions
The typical office floor HVAC system is designed to provide heating, ventilation and air-conditioning to maintain the following performance specifications.

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature Range (dry bulb)</td>
<td>72°F – 74°F (22°C – 23.3°C)</td>
<td>72°F – 74°F (22°C – 23.3°C)</td>
</tr>
<tr>
<td>Humidity (Maximum)</td>
<td>55% RH</td>
<td>20% RH</td>
</tr>
</tbody>
</table>

Supplemental Cooling
Condenser water is available to allow tenants to connect air conditioning equipment to provide supplemental cooling.

3.4 Tenant Installed Equipment
The Tenant will be solely responsible for the monitoring, repair and regular maintenance of all special equipment installed for their use. This includes, but is not limited to, UPS systems, air conditioning systems and alarm systems.

Under no circumstances will Tenant owned equipment be connected to the base building automation system.

3.5 Facility Management System
Siemens “Apogee” computerized management system for complex automation. We also use RealSuite for Tenant Services and On Cite for preventative maintenance.

3.6 Base Building Services - Plumbing
Hot and cold water is supplied to the washrooms on each floor in the office towers.

The following capped connections are available at the core for the tie-in of Tenants services and/or washrooms:

- 1” connection for domestic cold water. Hot water tanks, if required, are the Tenant’s responsibility.
3.7 Life Safety Systems

Sprinklers
- The entire Complex is covered by a wet system.

Fire Hose Connections
- Two locations per floor.

Fire Extinguishers
- Permanent fire extinguishers shall be provided by the Tenant and installed to conform to building codes.

3.8 Interruption of Service

While work is in progress continuity of service shall be maintained to all existing systems. Interruptions shall be co-ordinated with the Landlord as to time and duration. The Tenant shall be responsible for any interruption to services and shall repair any damages to existing systems caused by his operations.

3.9 Fire Protection

All contractors and Tenants must be aware that both the Sprinkler and Fire Alarm systems, such as smoke detectors, cannot be simultaneously disabled or bypassed in a single work area at any one time during Tenant construction. The Tenant and their contractor are responsible to schedule their work in such a way that only one of these systems will be affected at any one time, and shutdowns will be scheduled accordingly.

Modification to the sprinkler system within the Tenant space shall be performed by the Landlord’s approved contractor at the Tenant’s expense. The installation shall conform to NFPA 13. Permanent fire extinguishers shall be provided by the Tenant and installed to conform to building codes.

Tenants will be responsible for ensuring any Tenant installed fire alarm systems (generally within computer/server rooms) are tied into the Base Building fire alarm system and are tested annually, per the Alberta Fire Code. The Landlord must receive a certified copy of all fire alarm system verification and inspection reports for all systems tied into the base building fire alarm system annually. Per the Alberta Fire Code, failure to comply “…may be subject to fines of not more than $15,000 and/or imprisonment for a term not exceeding 6 months, as per the Alberta Safety Codes Act Section 68(1).”

3.10 Landlord’s Use of Tenant Ceiling Space

The Landlord maintains the right to allow approved parties to route utility lines, pipes, drainage pipe, ductwork and other related facilities within the ceiling space of the Tenant’s Premises. These facilities will be maintained in a manner that does not interfere with the Tenant’s use of the Premises.

3.11 Plenum Barriers

Tenants requiring baffling in the ceiling space must obtain approval from the Landlord and, where feasible, baffling will be permitted at the Tenant’s expense. Baffling must not interfere with the efficient operation of the ceiling space as a return air plenum. No lead, combustibles or unprotected fibreglass insulation will be allowed in the ceiling space. If required, demising walls shall have a drywall plenum barrier constructed of 2 ½” steel stud with one layer of ½” drywall to each side with staggered joints, drywall to be taped and sanded. Openings must be provided for return air purposes. Directions to be given by the Base Building Mechanical Engineer to avoid disruption of the return air system.
3.12 Concrete Openings and Penetrations

All proposed openings and penetrations through concrete slabs, beams or walls must be reviewed on site and approved in writing by the Base Building Structural Engineer. Use of x-rays or other detection equipment will be required to locate steel reinforcement, post-tensioned strands or electrical conduit embedded in the concrete floor slabs, beams and walls; prior to drilling, coring, cutting or chipping.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

Floorplans showing the base building gridlines, and the opening size and approximate location shall be submitted to the Base Building Structural Engineer for approval prior to x-raying the proposed locations. Once the x-rays are completed, the Base Building Structural Engineer shall be contacted to review the x-ray and proposed opening location on site; and provide written approval to proceed with the drilling, coring, sawcutting or chipping. The Base Building Structural Engineer shall also review the completed openings prior to being enclosed by interior finishes. Drilling, coring, cutting or chipping work must be completed after regular working hours (after 6:00PM).

The beams that support the typical floor slabs contain “post-tensioned strands”. Special procedures are to be followed when installing slab openings or penetrations near the post-tensioned strands. Wet coring or wet sawcutting will not be permitted unless approved by the Base Building Structural Engineer. Suspended items, including ceiling systems, cannot be fastened to the underside of beams without review and written approval of the Base Building Structural Engineer.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

3.13 Firestopping

The Tenant’s contractor is responsible to ensure that all penetrations through fire rated assemblies are immediately sealed in accordance with approved building standards. See Section 5 for firestop schedules.

3.14 Tenant Kitchen Equipment

Tenant’s kitchen equipment must be noted on the drawings. All domestic water piping and connections to base building valves must be Type ‘L’ copper or braided steel enforced tubing with threaded fittings. All piping and connections to base building sanitary or vent systems shall be cast iron or DWV copper.

3.15 Tenant Domestic Water Filtration Equipment

For tenant supplied domestic water filter systems, pressure regulators and safety relief valves are required to be installed. Piping and connections from water supplies up to the required pressure regulator and safety relief valve shall be soft copper with threaded fittings. Plastic tubing with threaded connections and an operating pressure rated at 200 psi is acceptable downstream of the regulator/safety valve to the filtration unit[s] and or chillers, provided this piping is not installed within a ceiling plenum. Safety relief valves shall be piped to drain with an approved air gap. If the safety relief valve drain connection is piped to a sink P-trap the relief drain connection shall not interfere with normal access to the sink P-trap. All installations shall be reviewed by Brookfield Properties or its representative prior to occupancy.

3.16 Exhaust Systems

Any tenant installed exhaust systems must be tested for leakage in accordance with all SMACNA Manuals and Standards. Seal ducts at all equipment connections and pressurize with a small
blower. Leakage for medium pressure ductwork shall not exceed 10% of total duct volume in cubic feet of duct for that part of the system at a pressure of 1.5 kPa (6 in. W.G.). For example a 600 mm x 600 mm (24 in. x 24 in.) duct 30.48 m (100 ft) long would have a maximum allowable leakage of 19 l/s (40 cfm). Low pressure ductwork shall be tested as specified for medium pressure ductwork but at a pressure of 0.87 kPa (3.5 in. W.G.). In addition seal any leaks causing noise. Test system as a whole or in parts provided all ductwork is accessible for inspection at the time of test. Provide blower and all test equipment.

3.17 Metering
The Landlord reserves the right to require the Tenant to meter their electrical, water and gas consumption. The Tenant is responsible for all costs associated with the supply and installation of the metering equipment.

3.18 Waterproofing
The Landlord may require the Tenant to waterproof all or a portion of the slab including slab penetrations in their Premises to avoid leakage into the Premises below. The Landlord will provide the Tenant with the waterproofing specifications.

3.19 Standard of Workmanship & Materials
All work by the Tenant, their contractor and subcontractors shall be completed with new materials and all workmanship shall be performed in accordance with the very best standards of practice. Interior materials and workmanship that does not meet with the Landlord’s approval or conform to governing codes shall be replaced at the Tenant's expense. For Tenants who are interested in Green practices, a copy of Brookfield’s Green Purchasing Policy is available by contacting the Manager of Operations at 770-7085.

3.20 Required Documentation at Completion of Work

Shop Drawings
Submit three (3) sets of Shop Drawings and Maintenance Manuals of all new mechanical equipment to the Landlord upon completion of the projects. Manuals shall include list of suppliers, replacement parts and maintenance instructions. At least one manual shall contain original manufacturer's literature.

As-Built Mechanical Drawings
On completion of the work CADD updated mechanical drawings shall be submitted to the Landlord for their records. This information shall be provided via e-mail to the Tenant Construction Manager, in a pdf format compatible with AutoCAD 2004 or earlier, as well as two sets of CADD drawings in a minimum size of 24” X 36”.

3.21 Environmental/Energy Initiatives
Tenant Improvements shall be installed to maintain or upgrade the environmental standards of the Complex. Environmental standards include:
- Non-hazardous materials
- Energy efficient lighting
- Minimize use of supplemental lighting
- Individual room and office switching
- Occupancy sensors to control lighting in low use rooms
- MERV 8 or higher filter media during construction/renovations
- Low Flow Fixtures
- Energy Star rated electronic equipment such as televisions, refrigerators, microwaves, monitors, projectors and computers.
4. **ELECTRICAL**

4.1 **Demolition**

The Tenant is responsible to remove all redundant electrical, security and life safety systems within their Leased Premises as part of the demolition and construction of their Tenant Improvements. The Tenant’s contractors must remove all redundant elements back to the Base Building connection point, in a manner acceptable to the Base Building consultants.

All openings in floor, core walls or any other rated partition resulting from the demolition shall be firestopped to maintain the original fire rating.

The Landlord is committed to diverting waste generated by building alterations and additions from landfills and incineration facilities. As such, we have put a procedure in place to track this diversion for our projects.

The Landlord strongly supports Tenants taking the same measures. For more information on diverting construction waste from the landfills, please contact the Manager, Construction Services.

4.2 **Electrical & Lighting Systems**

- **Emergency Power**
  
  Diesel generators, independent of all outside services, provide 277/480 volt 3-phase 4 wire emergency power to energize life safety systems, emergency lighting and essential services. Emergency power comes online automatically in the event of a normal power failure and re-transfers upon the return of normal power. The following essential services are provided with emergency power:
  
  ♦ Egress Lighting
  ♦ Life Safety Systems
  ♦ Security Systems
  ♦ Telephone
  ♦ Building Automation System
  ♦ Elevators (selective)
  ♦ Essential Mechanical Loads i.e.: fire pumps

- **Design Capacities**

  ♦ 6 watts per sq.ft. for tenant use

- **Voltage**

  ♦ Power supply to the Complex is 2500A at 277/480 volts, 3 phase, 4 wire for distribution to building services with local sub-transformation to 120/208 volt for incandescent lighting, convenience outlets and small appliances.

- **Lighting**

  ♦ The main source of lighting is fluorescent. Incandescent and HID lighting may be utilized for special areas.
  
  ♦ The building lighting fixture is a 500 X 1500 hardwired, 277 volt unit with silver 27 cell parabolic louvre, using 3500K T8’s. A distribution grid in the ceiling will be complete with conduits, boxes and receptacles.
  
  ♦ Lighting control will be affected by the provision of motion sensors dedicated to each light fixture and mounted directly to the fixture with exception of emergency power fixtures.

The building’s standard fluorescent fixtures, complete with lamps and lighting grid wiring system, have been installed in the base building contract. Any alterations or additions are the responsibility of the tenant. Additional building standard fixtures can be purchased from the Landlord. Fixtures removed and not reused shall be turned over to the Landlord.

The existing lighting patterns within the first two ceiling grid modules (500mm X 1500 mm) of the perimeter of the building must not be altered.

Light fixtures, including the light lens, shall be washed and cleaned at the end of the construction period. Light lenses are fragile and must be handled carefully. Damage to light lenses is the responsibility of the contractor and a charge will be levied for replacement of damaged units.
4.3 Tenant Installed Equipment
The Tenant will be solely responsible for the monitoring, repair and regular maintenance of all special equipment installed for their use. This includes, but is not limited to, UPS systems, air conditioning systems and alarm systems.

Under no circumstances will Tenant owned equipment be connected to the base building automation system.

4.4 Firestopping
The Tenant’s contractor is responsible to ensure that all penetrations through fire rated assemblies are immediately sealed in accordance with approved building standards. See Section 5 for Hilti schedules.

4.5 Concrete Openings and Penetrations
All proposed openings and penetrations through concrete slabs, beams or walls must be reviewed on site and approved in writing by the Base Building Structural Engineer. Use of x-rays or other detection equipment will be required to locate steel reinforcement, post-tensioned strands or electrical conduit embedded in the concrete floor slabs, beams and walls; prior to drilling, coring, cutting or chipping.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

Floorplans showing the base building gridlines, and the opening size and approximate location shall be submitted to the Base Building Structural Engineer for approval prior to x-raying the proposed locations. Once the x-rays are completed, the Base Building Structural Engineer shall be contacted to review the x-ray and proposed opening location on site; and provide written approval to proceed with the drilling, coring, sawcutting or chipping. The Base Building Structural Engineer shall also review the completed openings prior to being enclosed by interior finishes. Drilling, coring, cutting or chipping work must be completed after regular working hours (after 6:00PM).

The beams that support the typical floor slabs contain “post-tensioned strands”. Special procedures are to be followed when installing slab openings or penetrations near the post-tensioned strands. Wet coring or wet sawcutting will not be permitted unless approved by the Base Building Structural Engineer. Suspended items, including ceiling systems, cannot be fastened to the underside of beams without review and written approval of the Base Building Structural Engineer.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

4.6 Life Safety
Tenants will be responsible for ensuring any Tenant installed fire alarm systems (generally within computer/server rooms) are tied into the Base Building fire alarm system and are tested annually, per the Alberta Fire Code. The Landlord must receive a certified copy of all fire alarm system verification and inspection reports for all systems tied into the base building fire alarm system annually. Per the Alberta Fire Code, failure to comply “...may be subject to fines of not more than $15,000 and/or imprisonment for a term not exceeding 6 months, as per the Alberta Safety Codes Act Section 68(1).”

Monitoring
♦ The fire/life safety systems is controlled by GE XLSV which is located in the security control room with transponders throughout the Complex and are monitored 24 hours per day, 365 days per year of monitoring.
Emergency Voice Communication

- Fully able to notify all tower floors and retail areas.

4.7 Electrical Standards for Tenant Construction

General

Perform all work in accordance with the standards and requirements as set out in the Canadian Electrical Code Part 1, Quarterly Bulletins as issued by Alberta EPB, the Alberta Building Code, and authorities having jurisdiction.

All equipment supplied under this contract shall be built in accordance with EEMAC standards and shall be CSA approved.

Electrical Testing

The electrical installation shall be completely tested demonstrating the equipment and system installed is capable of performing in the manner intended.

After move-in and occupancy by the tenant, measure phase current to panelboards with normal load operating. Adjust branch circuit connection as required to obtain best balance of current between phases. Circuit changes to occur at a time convenient to the Tenant.

Fire Alarm

Any modifications and additions to the fire alarm system must be designed and verified by the Base Building Electrical Engineer at the Tenant’s cost.

4.8 Metering

The Landlord reserves the right to require the Tenant to meter their electrical, water and gas consumption. The Tenant is responsible for all costs associated with the supply and installation of the metering equipment.

4.9 Communications

Prior to proceeding with any proposed data and communications installations the Tenant is required to contact the Technical Services, Administrative Assistant at 770-7048 and notify the Base Building electrical contractor. The Base Building electrical contractor will complete the work and ensure that the Complex’s records are updated accordingly.

The Tenant will be responsible for the costs associated with supplying and installing the communication cabling from the Landlord’s termination blocks to the Tenant’s premises, as well as removing all unused, redundant cabling.

Telephone

The cables and all other work required to provide telephone service from the Landlord’s telephone room to each Premises will be the Tenant’s responsibility.

Fiber Optics

Fiber optic cabling is installed in a riser cabinet with termination cabinets on each floor. The Tenant will be responsible for the costs of extending fiber optic cabling to the Tenant premises.

Satellite Telecommunication Capability

Access is available for Tenants to install satellite communication as per fit up.

Data Transmission / Cable TV

Cable is available to Tenants through the Landlord’s riser rooms.

4.10 Tenant Security Systems

General Requirements:

The following requirements pertain to the design and installation of Tenant security systems:
Any security installations outside the norm that are visible from the lobby or outside the Tenant space must adhere to the quality aesthetic appearance of the Complex in general and any unsightly installations of this nature will not be permitted.

All wiring practices shall conform to the guidelines as set out in the Design Criteria Manual as it relates to electrical installations.

All door and lock installations must adhere to local building and safety codes and must adhere to the Design Criteria Manual.

Tie-in to the Base Building security system may be performed only by authorization of the Manager, Security & Life Safety.

System installations, repairs and changes are to be performed by the Base Building electrical and systems contractors only, unless approved by the Manager, Security and Life Safety.

Typical installations include:

- Standard door access set including reader, request to exit and locking device(s).
- Standard key-access doors equipped with a monitoring input.
- A card reader installed as a security register.

Any non-typical field installations to the Base Building security system must be approved by the Manager, Security & Life Safety.

Non-typical installations include, but are not limited to the following:

- Interlocking man-traps
- Turnstiles
- Revolving doors
- Trace setups for mustering (entry/exit)
- Duress alarms and other security alarms
- Environmental alarms

Use of electromagnetic lock devices:

- Electro-magnetic locking devices (EML’s) must be tied into the Base Building fire alarm system and MUST release in the event of a fire alarm or power failure.
- Work areas/rooms utilizing EML(s) as locking devices shall have at least one of the following in place:
  - The room/area protected will have, within reasonable proximity, an alternate form of egress not utilizing EML’s such as a standard keyed door or a door utilizing an electric strike.
  - A clearly marked, visible emergency door release pullstation located within a reasonable distance from the door mounted on the inside of the protected space, typically mounted above the request to exit button. The emergency pullstation colour must be blue.

Field wiring practices:

- Panels are to be mounted within a designated riser room on the floor of the installation. All wiring is to be concealed in conduit as specified in the Design Criteria Manual. All field wiring must meet manufacturer specifications for the specific devices installed. Wiring must be shielded and shields must be isolated and insulated at device end. Panel end shields to be drained to quiet earth ground.
- Wiring to the Base Building communication trunk must be consistent with installations throughout the Complex with respect to gauge, strands, twists and shielding. See wiring schedules.
- Stand-alone systems must be installed in the Tenant’s own space. Should there be a requirement for connection to the fire alarm system for door release, the base building contractor must provide the connection.

CEMF and Arcing protection:

- All switched electromagnetic devices on the card access system must be equipped with counter electro motive force suppression. Where no suppression is installed in the device, DC equipment may be fitted with a diode and AC equipment may be fitted with a Metal Oxide Varistor.
4.11 **CCTV**

Any CCTV installations within Tenant space must comply with the guidelines as specified in the Electrical Design Criteria Manual. Systems tied in for monitoring by the Base Building Control Room must be approved by the Manager, Security & Life Safety and installation must be performed by the Base Building electrical and CCTV contractors. Any installation outside the Tenant Premises must be approved by the Manager, Security & Life Safety.

4.12 **Required Documentation at Completion of Work**

**Shop Drawings**

Submit three (3) sets of Shop Drawings and Maintenance Manuals of all new electrical equipment to the Landlord upon completion of the projects. Manuals shall include list of suppliers, replacement parts and maintenance instructions. At least one manual shall contain original manufacturer's literature.

**As-Built Electrical Drawings**

On completion of the work CADD updated mechanical drawings shall be submitted to the Landlord for their records.

This information shall be provided, via e-mail, to the Tenant Construction Manager, in a pdf format compatible with AutoCAD 2004 or earlier, as well as two sets of CADD drawings in a minimum size of 24" X 36".

4.13 **Environmental/Energy Initiatives**

Tenant Improvements shall be installed to maintain or upgrade the environmental standards of the Complex. Environmental standards include:

- Non-hazardous materials
- Energy efficient lighting
- Minimize use of supplemental lighting
- Individual room and office switching
- Occupancy sensors to control lighting in low use rooms
- Energy Star rated electronic equipment such as televisions, refrigerators, microwaves, monitors, projectors and computers.

4.14 **Sound Masking**

Any sound masking system to be installed must be approved by the Landlord and may be required to be tied into the fire alarm system to shut down on an alarm. All costs associated with the fire alarm work is the responsibility of the Tenant, and must be installed by the Base Building Electrical Contractor.
5. **FIRESTOPPING**

5.1 **Inquiries**

For a complete manual of the Bankers Court Complex Hilti Firestopping Systems, contact the Manager, Operations at 770-7025.

5.2 **Schedules**

### 7.0 Firestop Schedules

#### 7.1 Schedules of Hitl Through Penetration Firestop Systems

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<th>TYPE OF PENETRANT</th>
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<th>FLOOR</th>
<th>CONCRETE OR</th>
<th>TYPE OF PENETRANT</th>
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Notes:
1. Job site conditions of each through-penetrations firestop system must meet ALL details of the cUL/ULC-Classified System selected.
2. If job site conditions do not match any cUL/ULC-classified systems in the schedules above, contact Hilli for alternative systems or Engineering Judgement Drawings.
3. Where more than one applicable cUL/ULC-Classified System is listed in the schedules, choose the cUL/ULC System which is most economical for each through-penetrations firestop system.
4. Coordinate work with other trades to assure that penetration opening sizes are appropriate for each location, & vice versa.
7.2 Schedules of Hilti Joints Firestop Systems

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Notes:
1. Joistie conditions of each construction joint configuration firestop system must meet all details of the cUL/ULC-Classified System selected.
2. If joistie conditions do not match any cUL/ULC-classified systems in the schedules above, contact Hilti for alternative systems or Engineering Judgement Drawings (1-800-363-4456).
3. Where more than one applicable cUL/ULC-Classified System is listed in the schedules, choose the cUL/ULC System which is most economical.
4. OMEGA POINT LABS DRAWING For other configurations contact 1-800-363-4456.
5. Confirm that movement capabilities of the selected system meet or exceed the specified movement range of the particular joint.
6. CONSTRUCTION RULES AND REGULATIONS

6.1 Inquiries

The following Rules and Regulations have been created by Brookfield Properties Management Corporation and govern construction in the Complex. Please contact the Management Office directly at 770-7025 with any inquiries.

6.2 Pre-Construction Approvals

Tenant construction will not be permitted to start until the Tenant has received the written approval of the Landlord.

6.3 Construction Trades

The Landlord reserves the right to approve the Tenant's contractors, subcontractors and Consultants. Please be advised that certain work is limited to mandatory trades. Refer to Item 1.10 of the Design Criteria for a list of Base Building Contractors.

6.4 Construction Documentation

Prior to the start of construction the following documentation must be provided to the Landlord by the Tenant's approved contractor(s):

- Certificate of Insurance in the amount of five million dollars ($5,000,000.00) per occurrence of liability insurance. Brookfield Properties (BHT) Ltd. and bcIMC Realty Corporation, Brookfield Office Properties Management LP, Brookfield Office Properties Management Corporation, Brookfield Properties Ltd. and The Standard Life Assurance Company of Canada must be named as additional insured under the contractor's general liability policies. Company of Canada must be named as an additional insured on the contractor's certificate of insurance;
- WCB clearance letter;
- Building Permit;
- Construction schedule;
- List of all subtrades requiring access;
- Executed Prime Contractor Agreement;
- COR certification or equivalent;
- Workplace Hazard Assessment

The contractor shall provide, at its expense, Commercial General Liability Insurance of not less than $5,000,000 per occurrence including non-owned car coverage, contractual liability and containing severability of intents, cross liability clauses. Coverage shall include loss, damage or personal injury (including death) the contractor may cause to any independent work, building, equipment or structure on the Owner’s property. The insurance shall contain a deductible clause not to exceed $5,000.

The contractor shall carry a full employee's liability insurance for the whole of the work in accordance with the Workers Compensation Act.

6.5 Access Request Form

The Access Request Form (the “Request”) is used to control and co-ordinate access to the Complex while maintaining Complex security and safe working conditions, as well as to transmit information between Tenants, Building Management, Building Operations and Security. Contact the Management Office or Security Control Centre to obtain an Access Request Form. If you require access to another Tenant's premises a separate Request needs to be issued.

The process itself to get into the Complex starts with the “Work Authorization Permit/Access Request Form”. The permit is co-ordinated through Security. This form is created when either the Tenant or a Department within Brookfield Properties wishes to have some form of work or service completed. For different departments, different information is requested to satisfy internal reporting and record keeping requirements.

Once all information is verified and approved, the Tenant and/or Brookfield Department and Brookfield Security receive copies of the Permit.
Contractors then arrive at the Central Security Control Office to gain access to the Complex.

6.6 Keys and Identification Tags

Only authorized companies named on the Request will be allowed to sign out badges as well as keys and/or access cards from the Complex. Badges, keys and access cards are surrendered to Complex security at the end of each day. The badges must be worn in plain view while on site. Any workman on site without a badge will be escorted to Security.

The contractor assumes full responsibility for all keys, access cards and badges signed out and shall be responsible for all costs associated with the replacement of such keys and the re-keying of any locks necessitated by the loss.

Access cards remain the property of the Landlord. No markings or defacing of any kind will be permitted.

In the case of recurring lost cards/keys, access privileges may be suspended.

It must be noted that there are occasions when Tenants issue keys and cards directly to a contractor. When a contractor requires access to a secured Tenant Premise the contractor may obtain a key or security card directly from the Tenant. For example, a Tenant may have an arrangement with a photocopier technician.

The process itself for contractors to obtain keys and cards is quite simple. When the contractor arrives on site at the designated location for keys and cards, they are required to provide the following information to security staff:

- Tenant or company name;
- Location of work;
- Name of the general contractor and sub-contractor;
- Type of work being performed; and
- Whether or not the fire system will be affected

This information is required to facilitate quick entry to the Complex. Please remember that the Security Department is co-ordinating hundreds of permits on a regular basis and the less information that is provided the longer the delay while security personnel look for authorization. Keys and cards are then signed over to workers.

In the case where no work permit is in place, entry will be denied until appropriate permits are completed and approved.

6.7 Safety Work Permit

A Safety Work Permit is a 24-hour permit that authorizes certain types of work that may be potentially dangerous to Complex occupants or disruptive to Complex services.

The Landlord is committed to providing a safe and healthy work environment and will meet or exceed the requirements of the Health and Safety Act, WHMIS Regulations and all other related legislation. While working in the Complex, all contractors are required to follow the same philosophy and put the utmost importance on the safety of their crew, Complex Tenants and Landlord employees.

All construction work involving, but not limited to the following requires a Safety Work Permit:

- Hot Work
- X-raying
- Coring
- Lock-out or Disabling of Base Building Systems (Note: Sprinklers and Smoke detectors cannot be disabled at the same time)
- Fire Alarm Systems
- Sprinkler System Modification
- Dust Producing Activities
- Confined Space Entry
- Any Testing or Verification of any Life Safety System in the Complex.
All contractors and Tenants must be aware that both the Sprinkler and Fire Alarm systems, such as smoke detectors, cannot be simultaneously disabled or bypassed in a single work area at any one time during Tenant construction. The Tenant and their contractor are responsible to schedule their work in such a way that only one of these systems will be affected at any one time, and shutdowns will be scheduled accordingly.

6.8 Fire Alarm System

The complex fire alarm system is sensitive to more than just smoke and heat. Painting, grinding dust, drywalling, sanding, coring, smoking, flame, etc. could cause the complex to go into alarm. Please be aware that your activities could induce alarms and act accordingly.

6.9 Smoke Heads

The smoke heads in the Complex play an important role in the life safety systems. As such, they must be maintained to perform optimally. Due to the dust created during various phases of construction, the Tenant will be responsible for the cost of replacement of heads directly affected by their construction.

Brookfield will run Smoke Head Sensitivity reports on a monthly basis. As long as the device sensitivity percentages are below 60%, no immediate action will be required. Devices above 60% must be replaced by the Base Building Electrical Contractor. Brookfield will be responsible to make these arrangements.

If the Landlord determines that the Tenant’s recently completed construction has caused the smoke head sensitivity percentage to increase, the Tenant will be charged back the cost of the smoke head replacement. If requested, the Landlord will provide a report to the Tenant prior to the start of construction.

6.10 Nuisance Fire Alarm Fees

A fee is now being charged to Building Owners whenever Calgary Fire Department personnel respond to an alarm that has been determined to be a ‘nuisance alarm’, per the City of Calgary’s Bylaw 40M2003.

The City of Calgary defines a nuisance alarm as the activation of a fire alarm system directly, or by an emergency system monitored through the fire alarm system, or one of the following:
- Equipment malfunction or failure;
- Improper, or inadequate, installation or maintenance;
- Work taking place on system, or system activation as part of a fire drill, where the fire department has not been notified; or
- Negligent or intentional misuse including complex activities such as, but not limited to, construction, maintenance or cooking

A nuisance fire alarm does not include activation of a fire alarm system under circumstances that would cause a careful and prudent person to believe that a fire-related emergency was in progress in the complex served by that system.

If it is determined that the fire alarm was caused by actions of Tenants or their contractors, the fee will become the Tenant’s responsibility. The Tenant will be invoiced $500 per event, plus a 15% administration fee, plus GST.

6.11 Pre-Construction Inspection/Start-up Meeting

Once the requirements specified in this document have been met to the Landlord’s satisfaction, the contractor must contact the Tenant Construction Manager to arrange a pre-construction start-up meeting with all subcontractors, Building Services, the Tenant Construction Manager and the Safety Advisor. At this meeting an inspection of the Tenant’s premises and any common areas affected by construction will be conducted and a report issued detailing any deficiencies or damaged materials in that area. Failure to complete the inspection prior to the start of construction will result in the contractor being fully responsible for the cost of remedial action deemed necessary by the Landlord.
6.12 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.

6.13 Hoarding
From time to time during the course of construction, the Landlord may deem it necessary to require the Tenant to hoard off portions of their work. Please consult with the Tenant Construction Manager for clarification.

6.14 Damage
The contractor is responsible to protect all Base Building elements from damage during the Tenant's construction. Any damage to the Base Building elements as a result of the Tenant's construction will be repaired by the Landlord and charged back to the contractor. The contractor is responsible to ensure that all workmanship to the public corridor side of the Tenant's premises is of a standard that is equal to or higher than the existing construction.

6.15 Access & Deliveries
Personnel access and material deliveries to the Premises are only permitted through the loading dock accessed off of 9th Avenue. Some hand-held construction deliveries are permitted on a first come first served basis from 6:00am to 6:00pm Monday to Friday. Each delivery is limited to a MAXIMUM of 20 minutes. After hours use of the loading dock (between 6:00pm and 6:00am) must be coordinated through the Management Office. Please contact the Security Control Centre directly at 237-5658 for after hour’s freight elevator bookings.

6.16 Service Elevator
One service elevator is available for the use of moving tools, equipment and materials. The dimensions and weight restrictions are as follows:

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<tr>
<td>Door:</td>
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<td>Height</td>
<td>84”</td>
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<td>Width</td>
<td>42”</td>
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<td>Cab:</td>
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<tr>
<td>Height</td>
<td>115”</td>
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<td>Width</td>
<td>80”</td>
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<tr>
<td>Depth</td>
<td>65”</td>
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<tr>
<td>Weight Allowance</td>
<td>3500lbs</td>
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The service elevator cannot be locked off during normal working hours from 6:00am to 6:00pm Monday to Friday. All after hour’s bookings must be made through the Security Control Centre at 237-5658. Any damage caused by or cleaning necessitated by the contractor’s use of the freight elevator will be rectified by the Landlord and charged back to the contractor.

6.17 Parking
The contractor is responsible for locating adequate parking. Under no circumstances are vehicles to congest courier parking or block access to the loading dock facilities. The loading dock is for loading/unloading of materials only, parking in the loading dock is strictly prohibited at all times. Any contractor exceeding the 20 minute loading/unloading time will be ticketed and towed at the contractor’s expense.

6.18 Working Hours
Regular working hours are from 6:00am to 6:00pm Monday to Friday. If the Landlord determines any construction-related noise is too loud or disruptive during normal working hours the contractor will be instructed to cease the activities immediately.
The contractor shall perform all noisy, dusty and odorous work, or any other work that, in the Landlord’s opinion, would disrupt other Tenant’s daily operations before 6:00am or after 6:00pm and only after receipt of written authorization from the Landlord.

The contractor is not to apply any paint, lacquers or solvents that emit noxious or pungent fumes during the hours of 07:30 to 18:00. The contractor is also to allow sufficient time after the application of the above for the dissipation of fumes before 07:30.

6.19 Cleanliness

Construction materials and waste are not to be stored in the public areas of the Complex or adjacent to any vacant areas unless prior written approval is obtained from the Landlord. The contractor is responsible for ensuring that the construction site, as well as all adjacent areas affected by the construction site, is kept clean. If the contractor fails to do this, the Landlord will arrange to have the area cleaned and charge the cost back to the contractor. The contractor is responsible to supply their own bin and ensure the regular removal of all garbage from their worksite. Under no circumstances will the contractor use the Landlord’s compactor. With the prior approval of the Landlord, the contractor may place a garbage container in the loading dock temporarily.

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.

The contractor is not to dispose of any paint, mortar or process mixtures in the Complex’s drainage system.

6.20 Tenant Contractor Garbage Bin Information

The following regulations must be followed at all times:
- Monday – Friday - Tenant contractors can place bins in the loading dock from 6:00 p.m. to 6:00 a.m. (removed by 7:00 a.m. – AT THE LATEST).
- Weekends and Holidays - they can keep the bins coming and going, as often as required.
- Tenant contractors must notify the Manager, Security & Life Safety at least 24 hrs. in advance of their needs and use stalls 8 or 9 only.
- The contractor supplying the bin must provide a sufficient number of sheets of 4’ X 8’ X ½” plywood to line the designated parking stall prior to putting the bin in place to protect the membrane, as well as a tarp be placed between the rear of the bin and the dock platform to make clean-up of fallout easier.
- The Tenant contractor is responsible to keep the area around their garbage bin swept clean, if the area is not kept clean the Landlord will perform the cleaning and charge back the contractor for all costs incurred.
- The garbage bin must be covered with a tarp before it is removed from the site, in order to prevent garbage from spilling onto the exit ramp and street.
- The largest garbage bin that can reasonably be placed on the loading dock is a 30 cu. yd. bin. The dimensions of the 30 cu. yd. bin are 8’ wide, 17’ long and 6’ - 10” high. The empty weight of the bin is 6,500 lbs. and may accommodate 8 metric tons of waste.
- The Landlord’s preferred contractor is Wasteless Environmental Services – 237-5822.
- Any cleaning or damage caused by the Tenant’s contractor will be rectified by the Landlord and charged back to the Tenant.

6.21 Ceiling Tile Recycling Program

Please note that the Complex is participating with WinRoc and Armstrong in a ceiling tile recycling program, in order to reduce the strain on our landfills.

Please contact the Tenant Construction Manager to obtain further information, and specifications, on this initiative.

6.22 Worksite Conduct and Safety

No smoking is permitted in the Complex.
The use of illegal substances, consumption of alcoholic beverages and the use of profane language on the work site are strictly prohibited. Moreover, the contractor must ensure that workers are not under the influence of drugs or alcohol at any time while working. Violation will result in all work being stopped.

Brookfield has determined that wooden ladders will not be allowed in our properties due to safety concerns. Please ensure that all ladders used on the worksite conform to this procedure and are in good repair.

6.23 Concrete Openings & Penetrations

All proposed openings and penetrations through concrete slabs, beams or walls must be reviewed on site and approved in writing by the Base Building Structural Engineer. Use of x-rays or other detection equipment will be required to locate steel reinforcement, post-tensioned strands or electrical conduit embedded in the concrete floor slabs, beams and walls; prior to drilling, coring, cutting or chipping.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

Floorplans showing the base building gridlines, and the opening size and approximate location shall be submitted to the Base Building Structural Engineer for approval prior to x-raying the proposed locations. Once the x-rays are completed, the Base Building Structural Engineer shall be contacted to review the x-ray and proposed opening location on site; and provide written approval to proceed with the drilling, coring, sawcutting or chipping. The Base Building Structural Engineer shall also review the completed openings prior to being enclosed by interior finishes. Drilling, coring, cutting or chipping work must be completed after regular working hours (after 6:00PM).

The beams that support the typical floor slabs contain “post-tensioned strands”. Special procedures are to be followed when installing slab openings or penetrations near the post-tensioned strands. Wet coring or wet sawcutting will not be permitted unless approved by the Base Building Structural Engineer. Suspended items, including ceiling systems, cannot be fastened to the underside of beams without review and written approval of the Base Building Structural Engineer.

The contractor must ensure that firestopping and sealants are installed at new floor openings in accordance with the current fire code requirements and to prevent water leakage to the floors below. Areas prone to water leakage are to be waterproofed prior to installation of the Tenant floor coverings. The Landlord will approve the proposed waterproofing method prior to the Tenant proceeding with construction.

6.24 Fastenings

No mechanical fasteners or screw penetrations will be permitted to window mullions, convectors, cabinets or T-bar ceiling components. Use of Powder Actuated fasteners into the ceiling to support any suspended load will not be permitted.

6.25 Plumbing

Prior to the start of Tenant construction, the Operations Supervisor will dispatch the appropriate person who will determine and advise the contractor of any valves that need to be shut off and identify the locations for any tie-ins. Running plumbing lines through the electrical rooms of the complex is strictly prohibited. The Base Building mechanical contractor must perform all Base Building shut-off and tie-in work at the Tenant’s expense.

Any Tenant contractors connecting air conditioning units to the Base Building condenser system will be required to complete a pressure test on the Tenant piping for 24 hours at a pressure 1.5 times greater than the system pressure. Please be advised that the Tenant’s contractor is responsible to contact the Operations Supervisor to arrange to have a member of the Landlord’s staff look at the pressure at the start of the test and again after the test. Once this is completed to the satisfaction of the Landlord the Tenant’s contractor will be required to contact Betz Dearborn to arrange to have the piping cleaned and the water tested by a water treatment company to confirm...
that the pipe is clean of all oil's, contaminates and cleaners. Once this has been done a copy of the report must be forwarded to the Landlord. The Tenant’s contractor must contact the Operations Supervisor prior to filling the Tenant’s system as the Operations Supervisor must arrange for a member of the maintenance staff to be present.

Following is the Valve Tag Labelling Standard for the Complex:

TOWERFLOOR-SYSTEM-NUMBER e.g.: BC14-DCW-1

Pressure reducing valves must be installed off the main domestic cold water supply feeding the Tenant space (one per floor, or, for multi-tenant floors, one per Tenant).

New pressure reducing valves shall be installed upstream of water heaters and all Tenant installed kitchen equipment which is fed by the domestic cold water system (i.e. water filtration systems, refrigerators, coffee machines, etc.) on floors 7, 8, 9 and 10.

All equipment using domestic water must be installed using copper tubing, regardless of whether it is upstream or downstream from a water filtration system. No flexible tubing will be allowed.

Please refer to section 3.15 Tenant Domestic Water Filtration Equipment for specific information on water filtration systems.

6.26 Electrical

All Base Building electrical work including, but not limited to, high voltage connections, riser room connections and electrical shutdowns must be performed by the Base Building electrical contractor. Demolition will not be permitted to start until the contractor has received written confirmation from a certified electrician that all power has been disconnected from the area to be demolished.

6.27 HVAC

The contractor is to provide filter media (MERV 8 or higher rated) on the floor’s return air duct to prevent contamination of the ventilation system.

6.28 Pre-Occupancy Inspection

The Tenant Improvement Checklist will be used by the Landlord to ensure completion of all pertinent items relating to Tenant occupancy. A copy of this checklist is available through the Tenant Construction Manager.

6.29 Pre-Occupancy Cleaning

Prior to occupancy the Tenant’s contractor(s) must remove all construction debris, equipment and tools from the premises. A final cleaning must be performed including, but not limited to the following:

- All floor coverings
- Light fixtures and lenses;
- All glass including the inside of exterior windows;
- Window frames and mullions;
- Window coverings;
- Public areas and service areas affected by the Tenant’s work;
- Ensure that radiators and ceiling space are clean of all construction dust and debris.
- The Landlord reserves the right to retain the Base Building cleaning staff, at the Tenant’s expense, to complete a thorough cleaning if the quality of the cleaning completed by the contractor’s forces is not higher than or equivalent to the quality of the complex cleaning staff.

6.30 Completion & Occupancy

Upon completion of the Tenant’s work, prior to occupancy of the premises for the purpose of carrying on business, the contractor must submit to the Landlord:

- Certificate of Substantial Completion from designer;
- Sprinkler verification;
- Final Electrical Inspection Certificate
- Fire Alarm verification;
Final inspection and sign-off from Building Inspector

No later than 30 days from the Tenant's occupancy of the premises the following must be submitted to the Landlord:

- Air balancing reports (3 copies)
- As-built drawings
7. **LEGAL DESCRIPTION**

**BANKERS COURT**

PLAN 0010312
BLOCK 64
LOT 43
EXCEPTING THEREOUT ALL MINES AND MINERALS.
AREA: 0.249 HECTARES (0.62) ACRES MORE OR LESS.