



## **Contractor Rules and Regulations**

One Boston Place maintains specific rules and regulations that apply to all contractors and vendors who perform work or provide services for our tenants or the building owner. Poor conduct will not be tolerated. Remember, your conduct reflects on you and your company and can affect future opportunities at One Boston Place.

***You or your company may not perform any work or service in the building until the following mandatory requirements are met:***

1. A certificate of liability insurance for your company must be filed in the management office. This certificate must be current and must meet building insurance requirements for coverage and indemnification.
2. All subcontractors must be approved by building management.
3. Each worker, whether employed by your company or by a subcontractor, must possess a comprehensive understanding of building life safety procedures.

**The following general rules apply to all contractors and/or subcontractors:**

1. No smoking is allowed anywhere in the building or on the loading dock.
2. No food or coffee breaks are allowed in common areas of the building or in a tenant's space. The only approved break areas are within construction areas (if unoccupied) or within a specific space designated by building management.
3. Workers must avoid socializing on the job and/or congregating in public areas of the property. Meal breaks are prohibited on the plaza benches outside of the building.
4. All workers are expected to behave professionally. Please remember the importance of your appearance and professionalism to our tenants and their visitors. You are expected to be friendly and polite to everyone in the building.
5. All workers must speak and understand English.

**The following serious offenses, when committed on the property, could result in an immediate dismissal:**

1. Core drilling, hammer drilling, or installing tackless carpet strips between 8:00 a.m. and 6:00 p.m.
2. Working while intoxicated or under the influence of illegal drugs.
3. Possession of illegal drugs or drug paraphernalia.
4. Violation of any Local, State or Federal Statutes.
5. Possession of firearms, explosives or weapons.
6. Physical or verbal abuse, or harassment of any individual.
7. Duplication of keys or illegal entrance into a restricted space.
8. Gambling.
9. Intentional property destruction.
10. Sleeping on the job.
11. Behaving in a disorderly manner.

Because building management respects the dignity of each individual, we are committed to fairness when administering these rules. It is our expectation, however, that all individuals will readily observe these rules as they conduct their professional affairs.

**Life Safety Procedures**

1. In the event of a medical emergency, workers should call 911 and then immediately notify building security.
2. Building management must be notified of any injuries that occur on the property.
3. Detailed life safety procedures are available from the management office upon request.

**Life Safety Systems**

1. If there is a possibility that life safety equipment has been compromised, building management and/or building security must be notified immediately.
2. A minimum of 18 inches of clearance must be maintained from each sprinkler head at all times.
3. Contractor must maintain the proper equipment to manage water from any broken sprinkler pipes.
4. Building fire alarm devices and final connections will be provided by Simplex.

5. Building management must be notified 48 hours in advance of any work that may cause dust or odors in the building. Per our current billing rates, a fee will be charged for each time fire alarm devices are disabled and or sprinkler shutdown.
6. Prior to any welding, soldering or metal cutting, contractors must present the management office with a fire permit and proof of fire watch. This work must be requested and approved by building management at least 48 hours in advance.
7. All fire alarm wiring must be installed in conduit.
8. Subcontractors performing work on fire alarm or sprinkler systems must adhere to the procedures listed above.

### **General Requirements**

1. Prior to commencement of any work, the job foreman or General Contractor shall visit the site and familiarize him/herself with the conditions under which the work is to be performed.
2. Any questions or conflicts regarding drawings or specifications are to be directed to building management.
3. Contractor shall perform all work in accordance with local codes.
4. Contractor shall ensure that the construction site and adjoining areas including hallways and access ways are kept clean at all times and after final cleanup.
5. Contractor shall be responsible for the repair of all damages caused by them or their subcontractors during the project.
6. Contractors are not permitted to use any building maintenance equipment including vacuums, ladders, or supplies unless approved by building management.
7. Utility sinks are to be cleaned daily if used. No construction waste, paint thinners, or other obstructing or hazardous materials are to be poured down the drain or left to clog the sinks.
8. Areas that are not under construction but which are affected by construction, including lobbies and corridors, are to be protected from damage throughout the construction period. Floors and carpets are to be covered with protective material.
9. Construction signs and/or barriers visible to tenants and guests of the building must be approved by building management prior to their installation.
10. Building management reserves the right to have any individual or individuals removed at any time from the premises without cause.
11. Contractor shall not permit the operation of any musical or sound-producing instruments, devices, or other equipment which may be heard outside the leased premises or the building, or which may emanate electrical waves which will impair radio or television reception from or in the building.

## **Access Procedures**

1. Workers may only enter and exit the building through the loading dock.
2. Workers must leave a valid photo ID (a company badge with a photo ID or a driver's license) with building security at the loading dock. They must sign in, retrieve and wear a building visitor badge, and upon exiting the building return the visitor badge in exchange for their ID and sign out.
3. Workers will be allowed only on floors where construction is taking place. All work which requires entering other tenant areas or common areas will be coordinated with building management and will be done after regular business hours.
4. Building management will be given the name and phone number of the job foreman. The foreman should be on-site during construction activity and during deliveries.
5. The job foreman is responsible for filling out any necessary paper work for after hours and weekend access.
6. Workers will use the restroom that is specified by building management. Restrooms are to be kept clean at all times.
7. No property may be removed without a building property removal pass signed by building management. Random searches of bags, toolboxes, etc. may be conducted by building security.
8. The loading dock is to be used for all deliveries. All persons parking at the loading dock must adhere to a 30-minute limit when making deliveries. Vehicles left unattended beyond the time limit are subject to towing at the vehicle owner's expense. No storage of materials is allowed within the loading dock area.
9. Building management is not required to provide parking to any contractor or subcontractor.
10. No access to the roof will be permitted without prior notification and approval by building management. Building personnel will escort any person needing access.
11. All deliveries should be brought up to construction floors via the freight elevator. Any large moves or time consuming deliveries should be done prior to 6:00 a.m. or after 11:00 p.m., Monday through Friday, or any time during the weekends. These large moves must be coordinated, scheduled and reserved through the Management office at least 72 hours prior by a Building Service Request Form. The freight elevator is reserved at a fee of \$30.00 per hour, with a 4-hour minimum.
12. The freight elevator and loading dock must be left clean after use. Any clean-up expenses incurred by the building will be back-charged to the contractor.

## **Building Trash Dumpsters**

1. No construction or demolition material of any kind is to be disposed of in building dumpsters.

2. Contractors must notify management 48 hours in advance before using any product that could generate dust or odors that may migrate into the building's HVAC system or adjacent spaces. Off hour restrictions may be required.

### **Core Drilling**

1. Core drilling is only allowed before 8:00 a.m. and after 6:00 p.m.
2. Contractor must post, on-site and in full view a notice to workers notifying them of the time restrictions relative to core and hammer drilling and tackless installation. Violations to these restrictions will not be tolerated.
3. No core drilling will be permitted without the prior written consent of a structural engineer and building management.
4. For all core drilling an X-ray will be required and all cores shall be given to building management.

### **Doors and Locks**

1. Building standard locksets are required on all doors within the tenant premises and no other lockset may be installed.
2. All door lock sets and assorted keys removed during construction must be delivered to building management. All unused locks and hardware shall be returned to building management.

### **Carpets**

1. Carpets within the work area as well as the common corridors and lobbies must be maintained in a clean and undamaged condition at all times. Contractor shall be responsible for any damage and should report any preexisting conditions prior to the commencement of work.

### **Building Permits and Certificates of Occupancy**

1. A copy of the building permit must be delivered to building management prior to the start of any construction project and the permit card must be posted on the construction site and in full view at all times.
2. A copy of the fully executed building permit, showing all final inspection sign-offs must be delivered to building management prior to receipt of the certificate of occupancy.
3. A copy of the certificate of occupancy must be delivered to building management as soon as it is issued. Building management may elect to withhold contractor's retainage until proof of issuance has been received.

# **Instructions For Any Sprinkler Work at One Boston Place**

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These instructions are to be followed in full. **Any sprinkler contractor and their GC not following these instructions will be banned from the premises permanently.**

All requests for sprinkler work must be made before 3:00 PM the day before work is to begin. Weekend work must be submitted before 3:00 PM on Friday.

Requests must be submitted to the Chief Engineer or the Assistant Chief Engineering in writing on a "Building Service Request" form. These forms are available in the Assistant Chief Engineers office on the 4<sup>th</sup> floor.

1. Let security know you are here to perform sprinkler work and ask them to call the engineer on duty.
2. The engineer on duty will verify that the fire alarm points have been disabled and give you 2 "Red Tag Permits", 2 lockout ties, and a radio to communicate with the engineer. The engineer on duty is "Unit 10" on radio channel one.
3. Before starting any work locate the north and south stairwells. The stairwells are locked from the inside and re-entry is only on floors one and 41.

## **Draining the System**

1. Remove the lockout ties from the small isolation valve in each stairway riser. Close the valves, put your name on the "Red Tag Permits" and hang the proper tags from the valves. One tag is labeled "north stair" the other is labeled "south stair".
2. After **both** valves are closed and tagged it is ok to begin draining.
3. Once the system is drained you may begin your work.

## **Refilling the System**

1. Notify the building engineer that you want to refill the system at least ½ hour in advance (Identify yourself by company name and call for unit 10 on radio channel one).
2. At this time the building engineer will go to the sub-basement to disable the fire pump ("FP").
3. The building engineer will then call you on the radio to let you know the "FP" is off and it is now ok to refill the system.
4. At this time you may reopen the valves in the stairwells.
5. The building engineer will notify you when the system is full and the jockey pump has stopped running.
6. **After** the jockey pump has stopped proceed to check the floor for any leaks.
7. If no leaks are present in the system, **Call unit 10 on the radio to say it is ok to restore the system.**
8. Remove the tags from the valves in the stairwells and install 2 new lockout ties on the "**OPEN**" valves.
9. Leave the radio and the tags with rear security.