

# MGM TOWER

## Construction Policy and Procedures for Contractors

The following policies outline the construction procedures at MGM Tower. These conditions provide a general outline of procedures to be implemented during construction and may be subject to change. Any questions regarding the policies should be immediately addressed to the Building Management Office or Chief Engineer.

### ADMINISTRATION

Contractors must notify the Building Office prior to starting any work. There will be no exceptions. The general contractor or sub-contractor, if no general contractor is being used, must schedule all jobs. Prior notification to Building Management of all subcontractors working in the premises are required to ensure the Building Management prepares the necessary forms to allow access into the Building and that the proper certificates of insurance are received. Prior to the start of construction, the general contractor is to provide the Building Office with a copy of the projected work schedule for the suite.

All mechanical, electrical, plumbing and drywall work must be performed by union contractors. For all other trades please refer to building approved Contractors and Subcontractors list.

A weekly construction meeting at the job site will be required throughout the course of construction. Building Management, the Chief Building Engineer and the general contractor will be required to attend.

All paint bids should reflect a one-time paint touch-up. This is to be completed approximately five (5) days after move-in date. All painting must be performed after standard business operating hours (6:00 p.m. to 5:00 a.m.), unless otherwise approved by Building Management. Any oil base or lacquer work must be done on Friday evenings only. This will allow time for the fan to be run over the weekend to remove any odor prior to the start of the next business day. Note: any fees incurred in running the fan will be charged back to the Contractor.

The general contractor must provide for the removal of all trash and debris arising during the course of construction. Upon Building Manager's approval, a General Contractor may bring a trash bin into the loading dock area for a specified length of time to be determined by the Building Manager. At no time are the building's trash compactors and/or dumpsters to be used by the general contractor's clean-up crews for the disposal of any trash or debris accumulated during construction. The Building Office assumes no responsibility for the bin usage. Bins are to be emptied on a regular basis and never allowed to overflow. Trash is to be placed in the bin. The general contractor shall be responsible for ensuring all subcontractors are advised of and will adhere to these policies and procedures.

All contractors and sub-contractors shall check in and out with building security when starting and stopping work each day.

Coring must be performed between the hours of 6:00 p.m. – 5:00 a.m., Monday – Friday and anytime on Saturday or Sunday. If engineering assistance is required, Contractor must submit a request in writing three (3) days prior to the scheduled work. If coring involves accessing occupied floors, a Security Officer will be required to accompany the contractors.

Two (2) full sets of Construction Documents must be submitted to the Office of the Building or Building Project Manager at least ten (10) days prior to the start of construction. All MEP drawings must be submitted in full size. Building Management shall have five (5) business days to review the documents for compliance and any revisions. Approval of the documents may be subject to change based on new information presented to management. As-built construction, including mechanical drawings, electrical panel schedules and air balancing reports, must be submitted at the end of each project.

The Mechanical Engineer is to provide the following items to the Chief Building Engineer via the Office of the Building, upon being awarded the contract from the general contractor: A plan showing the new ducting layout, all supply and return air grille locations and all thermostat locations. The plan sheet should

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also include the location of any fire dampers. An Air Balance Report reflecting the supply air capacity throughout the suite by Winaire only!

#### ADDITIONAL BUILDING FEES

Contractor in their proposal will include all additional listed costs:

1. Parking (Non-refundable cardkey processing fee of \$10.00 per cardkey). Contractors without a cardkey will be charged \$10.00 per vehicle, per day. Building Management will not validate for contractor and/or subcontractor parking.
2. Freight Elevator Service (\$35.00 per hour with a 4-hour minimum per request). This applies to after-hours and weekend usage (Monday – Friday, 7:00 p.m. – 6:00 a.m. and all day on Saturday and Sunday).
3. Additional security if required (\$35.00 per hour with a 4-hour minimum per request).
4. Restoration of carpets, including common area, if required.
5. Programming of Suite to building automation system for after-hours air conditioning (\$80.00 per hour for new Suite construction).
6. Mechanical Rooms Cleaning Fee (\$450.00 per floor).
7. Filter replacement (\$700.00 parts/labor per floor). Required if the work performed affects the mechanical areas. Please ask for walkthrough prior to construction with the Building Engineer.
8. Additional engineering fees for supervision of core drilling and sprinkler line drainage (rate will vary depending on staff member and time of day).
9. Tie-in for chilled water system (\$1,200.00 per ton of the desired unit). BAS programming fees will be billed at the rate of \$500.00 for up to four (4) units. See the Mechanical and Electrical Building Standards for Constellation Place for additional information.
10. Additional fees for Security escort if required for coring work at the rate of \$35.00 per hour with a four (4) hour minimum.

Any problems with construction per the plan will be brought to the attention of (including written documentation) to the Building Manager's Office and Construction Manager. Any changes that require additional work not described in the bid will be approved in writing by Property Management. All contractors performing work on the project should first verify the scope of work (as stated on the plans) before submitting bids; not after the job has started.

#### INSURANCE REQUIREMENTS

While performing services at the Property, all contractors and their sub-contractors are required to carry and maintain general insurance minimums in accordance with the Vendor/Contractor Insurance Requirements page under a separate cover. An approved certificate of insurance must be on file with the Office of the Building in order to gain access to the property for work of any kind. Contractor is responsible for ensuring that all sub-contractors maintain the appropriate insurance while performing services at the Property. The insurance requirements will be strictly enforced. There will be no exceptions to this coverage.

#### BUILDING FACILITIES COORDINATION

All deliveries of material will be made at the loading dock in the garage. The Loading Dock is an in-transit area, and material must be kept moving to final destination. All contractors must use trucks with an 18-foot clearance or less in order to drive into the garage. No deliveries of any sort will be permitted on the 1<sup>st</sup> floor.

The freight elevator is available for usage by all contractors and vendors performing services at the Building, and must be shared by everyone. Movers or contractors will not hold the freight elevator on floors. If a large delivery requires extended usage of the freight elevator, please coordinate with the Building Manager's Office to arrange for the most appropriate time. Although the hours of freight elevator operation are from 6:00 a.m. to 7:00 p.m., Monday through Friday, we strongly advise that all deliveries occur prior to or after building operating hours due to its highly trafficked usage. In addition, any deliveries or freight elevator usage on Saturday or Sunday shall result in an additional charge of \$35.00 per hour with a 4-hour minimum, per request.

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### HOUSEKEEPING

Suite entrance doors are to remain closed at all times, except when hauling or delivering construction material. All construction done on the property that requires the use of lobbies or common area corridors will have wall and flooring/carpeting protection. Prior to the start of the job, Contractor may walk these areas with the Chief Engineer to verify any existing damage. Otherwise, upon job completion, Contractor must repair all necessary repairs.

The following are the only prescribed methods allowed:

1. Mylar-Extra heavy-duty to be taped from side to side, from the freight elevator to the suite under construction.
2. Masonite 1/4 -inch panel, taped to floor and adjoining areas. All corner edges and joints to have adequate anchoring to provide safe and "trip-free" transitions. Material to be extra heavy-duty and installed from freight elevator to the suite under construction.

Food and related lunch debris is not to be left in the suite under construction. All areas that the general contractors or their sub-contractors work must be kept clean. All suites the general contractor works in will have construction debris removed prior to completion inspection. This includes dusting of all windowsills, light diffusers, cleaning of cabinets and sinks. All common areas, including corridors, lobbies and restrooms are to be kept clean at all times of building materials, so as to allow tenants access to their suites and the building. Any construction related dirt, drywall dust or any other related material; spills or damage should be cleaned and repaired immediately. As a result of construction, the common areas may need special attention to bring it up to building specifications. Please arrange to walk with the Building Engineer prior to beginning work and at the end of the job to determine if special cleaning is required. Stairwells, Electrical and Telephone Rooms shall not be used for storage of materials or discarded debris.

#### Common Area Cleaning Specifications:

#### Fan Room Cleaning Specifications:

1. Vacuum sound attenuators so all holes are clean. Wipe down all piping.
2. Wipe down complete air handler unit, including ductwork. Vacuum all wall insulation carefully.
3. Wipe off inverter drive, and controls cabinet. Sweep and mop floor.
4. Clean all tracks and install new filters and date them (see specifications).

#### Electric Room Cleaning Specifications:

1. Wipe off all panels, transformers, etc. Make sure all penetrations are sealed. Sweep and mop floor.
2. Wipe down all doors and frames.

#### Filter Specifications:

Sixteen (16) Flanders-Precisionaire PRP65S4412 24x24x12

#### Costs for Building Engineers to Clean per Specifications:

1. Two (2) engineers four (4) hours each to clean fan/electrical rooms: \$450.00.
2. Engineering to clean filter rack and install new filters (incl. Filters): \$700.00.

## CONSTRUCTION REQUIREMENTS FIRE/LIFE/SAFETY

### Codes:

All Fire, Life, Safety and all applicable Building Codes will be strictly enforced (i.e., tempered glass, fire doors, fire dampers, exit signs, smoke detectors, strobes, alarms, etc.). Prior coordination with the Chief Building Engineer is required.

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### Sprinklers:

If the building sprinkler system needs to be drained, then this must be done with a Building Engineer present. Twenty-four (24) hours advance written notice (Impairment Notice) must be submitted for all sprinkler draining and filling work. If this work is performed after hours, overtime-engineering fees will be the responsibility of the General Contractor. Three (3) days written notice is required for work being performed on a Saturday or Sunday.

### Fire Life Safety

National Fail Safe must be used for all fire panel related work. Upon job completion, Contractor to insure that National Fail Safe updates the existing Binder to include the addition of devices and/or, any device code changes made to addressible devices.

### Fire Extinguishers and Cabinets:

The building standard fire extinguisher cabinet is the Potter Roemer Buena 7100 Series UL Classified 7N43 Model 7108. Semi-Recessed door style E full acrylic door w/scored insert and cylinder lock, color: 19, Smoke, fire extinguishing lettering: VW Vertical White. The building standard fire extinguisher is a five pound ABC, Amerex Model B500 rating of 2A 10BC.

### Electrical:

#### **Lighting**

See the Mechanical And Electrical Building Standards For Tenant Improvement Work document for specifications. In any electrical TI, the contractor must submit a complete list of any Over-Standard lights put into the suite. When tenants remodel an existing space, they need to consider that, except when burned out, Building Standard lights have to be accepted as is unless tenants intend to have the suite relamped at their cost through their contractor.

#### **Emergency Power**

In any wiring for emergency circuits, all neutrals must be striped so as to distinguish them clearly from normal power neutrals. E-power is never used for tenant purposes.

#### **Panels**

Electric panel schedules must be brought up to date, identifying all new circuits added. When anything is tied-in to our 277/480 panels, the contracting electricians must, in company with an Engineer from our Building staff, verify with a Megger meter that upon completion of work there are no grounded neutrals in panels. Reads acceptable =500 or less. In case of any load or circuit changes, panel schedules must be updated and a print of changes submitted to the Building Chief Engineer. Only General Electric breakers and panels are to be used. Prior to the start of any work, Contractor may verify with the Chief Engineer that the panel is already clear. Otherwise, upon job completion, Contractor will be responsible for any issues.

Upon job completion, all electrical panels must be back in place and all original screws and washers must be re-installed. Cover plates are required for all empty breakers.

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### Other Standards

1. Elevator lobby lighting shall be tied into the building's lighting automation system.
2. All runs are to be in conduit: no AC-90 allowed.
3. All "J" boxes are to be labeled with voltage and circuit numbers.
4. On remodeling work, any wiring, conduit, etc. that is not going to be re-used must be demolished out to original point of connection.
5. Occupancy sensors are to be Novitas Model 01-DL400. All others are to be approved by the Building Management.
6. All electrical outlets and lighting circuits are to be properly identified. Outlets will be labeled on backside of cover plate.
7. All electrical and phone closets being used must have panels replaced and doors shut at the end of each day's work. Any electrical closet that is opened with panel exposed must have a work person present.
8. The building has a specified lockset and keying system for all tenant spaces. The keying system is Schlage "Everest" and utilizes the standard "D" level cylinder and keyway. The cylinder is factory controlled and should be coordinated with the general keying plan for the project with the help of the Building Chief Engineer.
9. All electricians, telephone cable installation personnel etc., will upon completion of their respective projects, pick up and discard their trash leaving the telephone and electrical rooms clean. If this is not complied with, the building janitors will conduct a clean up, and the general contractor will be back-charged for this service.

### Demolition:

All unused ceiling hangers, HVAC equipment, ducting, electrical conduits, wiring, private plumbing, HVAC straps (Removed at the Robinson Pan), must be removed back to the original point of installation. Full height walls must be removed slab to slab

### Plumbing:

See the Mechanical And Electrical Building Standards For Tenant Improvement Work document for specifications. When using existing tap off, a future valve must be installed. Trap primers must always be installed.

### HVAC:

See the Mechanical And Electrical Building Standards For Tenant Improvement Work document for specifications. All VAV boxes, controls, duct work must match building standard. Any VAV boxes, duct work, FCU, exhaust fans not being utilized MUST BE demolished out to original point of connection. A preliminary inspection of the HVAC work in progress will be scheduled through the Building Office prior to the reinstallation of the ceiling grid. A second inspection of the HVAC operation will also be scheduled through the Building Office and will take place with the attendance of the HVAC contractor's Air Balance Engineer and the Chief Building Engineer. This inspection will take place when the suite in question is ready to be air-balanced. If exterior room walls are slab-to-slab, the drywall may not go above ceiling on door side. Welding or burning with an open flame must be performed prior to or after building standard operating hours and will not be done without prior approval of the Building Engineer. Fire extinguishers must be on hand at all times during this work.

### Fan Coil Units

See the Mechanical And Electrical Building Standards For Tenant Improvement Work document for specifications. There is a set fee of \$1200.00 per ton for the tie in of the unit. BAS programming fees will be billed at the rate of \$500.00 for up to four (4) units. All FCU chilled water tie-in's must be hot tapped into main chilled water risers only. They cannot be tied in after valves to building air handler. Any FCU's or exhaust fans must also be tied into the Fire Life Safety system. Tie in work is done by the approved Fire Life Safety sub-contractor only.

## **OTHER REQUIREMENTS**

The following work shall only be performed between the hours of 6:00 p.m. and 5:00 a.m., Monday through Friday, depending on tenant occupancy located on, and/or above or below the construction site. These contracting working hours are subject to change. Contractor hours for these specific jobs must be confirmed

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with the Building Management prior to construction

1. Anchoring of walls or supports to the concrete deck,
2. Core drilling,
3. Using Hilti guns,
4. Laying of track strips,
5. Painting (includes spray painting of floor for layout and floor monuments), Snapping chalk lines is preferred,
6. Glue down carpet installation,
7. Installation of millwork (fabrication of millwork is to be done off-site),
8. Saw cutting of any floor or counter top stone,
9. Any other loud noise producing construction activity,
10. Welding or burning with an open flame,
11. Any odoriferous causing product (i.e. adhesives, cleaning products, etc).

Chief Building Engineer will inspect the construction on a periodic basis. At no times will radios or other similar noise producing equipment be allowed. Unless otherwise specified, all existing thermostats, ceiling tiles, lighting fixtures and air conditioning grilles shall be save and turned over to the Building Chief Engineer.

**GOOD HOUSEKEEPING RULES AND REGULATIONS WILL BE STRICTLY ENFORCED. CONTRACTORS WHO DO NOT OBSERVE THE CONSTRUCTION POLICY WILL NOT BE ALLOWED TO PERFORM WORK WITHIN THIS BUILDING.**

Contractor's Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant's Name \_\_\_\_\_

Tenant's Signature \_\_\_\_\_

Date \_\_\_\_\_