



Rules and Regulations
For General Contractor, Construction and Trades
Performing work at:
REGENCY PLAZA

4646 S. Ulster Street – Denver, Colorado 80237

I (we) acknowledge receipt of the General Contractor, Construction and Trades Rules and Regulations. I agree to abide by the Rules and Regulations without exception. I understand if any Rules/Regulations are violated, continued access will be denied until violation(s) are corrected to the satisfaction of Regency Plaza.

Contractor/Vendor

Print Name

Signature

Date

Project Name



GENERAL CONTRACTOR/CONSTRUCTION

Trade Rules/Regulations for performing work at:

**REGENCY PLAZA
4643 S. Ulster Street
Denver, Colorado 80237**

For purposes of these rules/regulations, normal business hours at **Regency Plaza** are defined as follows:

BUILDING BUSINESS OPERATING HOURS:

7:00 a.m.- 6:00 p.m. Weekdays

7:00 a.m. – 1:00 p.m. Saturday (Building no longer open after occurrences on 9/11/01)

See Building Manager for access cards.

TRANSWESTERN

BUILDING MANAGEMENT OFFICE OPERATING HOURS

Suite 1210

8:00 a.m. – 5:00 p.m. Weekdays/Phone 303-779-3053

Calls from 5:00 p.m. to 8:00 a.m. will be handled by our after hours answering service.

The service will page engineer on-call.

ON-SITE STAFFING CONTACTS:

René Wineland

Building Manager

Email: rene.wineland@transwestern.net

Tom Burns

Chief Engineer

Email: paul.burns@transwestern.net

Don Pritchett

Assistant Chief Engineer

donald.pritchett@transwestern.net

Harriet Stokke

Assistant Property Manager

harriet.stokke@transwestern.net

GENERAL CONTRACTOR – REQUIREMENTS PRIOR TO BEGINNING WORK:

- In the event permission has been granted by Transwestern to the contractor to deal directly with the Tenant, a copy of the job contract shall be supplied to Transwestern prior to beginning work.
- Supply a copy of current certificate of insurance showing TR Regency Plaza, LLC (owner), and Transwestern (managing agent) as the certificate holder. General liability limits must be no less than \$1,000,000.00 in coverage.
- Supply appropriate permits required by the City & County of Denver.
- Supply federal and state employer registration numbers.
- Supply valid mailing address, phone number and fax number
- Supply on-site representative's (foreman) valid home phone and valid pager number.
- Full list of subcontractor names, addresses and valid phone numbers. List emergency contact information (including home phone and pager information).
- Provide and maintain a project schedule showing starting dates, progress information and projected completion dates.
- Contractors will adhere to all Building Rules and Regulations as called for in the Building Lease Agreement. A copy of these rules may be obtained from the building management office.

COMMON AREA REQUIREMENTS:

- The General Contractor on a daily basis must monitor common area carpet cleanliness.
- Arrangements must be made to store construction supplies within the construction area and not in the building common areas, janitorial closets, building equipment rooms, or other vacant spaces. Care must be taken to keep all fire exits clear of obstructions.
- Contractor's employees and subcontractor's employees should not loiter in building common areas during breaks or lunch periods.
- Construction debris in the building and/or more specifically common areas is the responsibility of the General Contractor. All general Contractors and their subcontractors will be responsible for keeping all corridors, restrooms, and other building areas clean of construction debris. The job site should be kept in a clean and orderly fashion. Work areas will be monitored on a daily basis by the General Contractor and appropriate action taken by the General Contractor to maintain cleanliness in the work place. Only the janitorial sinks may be used for clean-up by the construction employees.

- Protection of the base building surfaces such as walls, floors, ceilings and other such surfaces not being effected by renovation will be the responsibility of the General Contractor. Damages incurred to the building by construction workers will become the sole responsibility of the acting General Contractor to repair into original condition.
- Precautions must be taken to keep dust to a minimum. Dust barriers must be used, and smoke detectors must be covered during construction. Corridor and public area carpet and wallcoverings must be protected during each phases of construction.

ACCESS RULES:

- Construction trades personnel are not to use the building lobbies or regular passenger elevators for access to construction spaces. Service corridors and freight elevators are acceptable.

BASE BUILDING MECHANICAL/ELECTRICAL ROOM POLICY

- Base building rooms not in use for purposes of renovation will remain closed and locked on a daily basis.
- Base building rooms affected by renovation may be approved to remain open during the construction.
- No base building mechanical/electrical type room shall be used as storage for construction materials.
- Forced entry into these otherwise locked rooms may result in the offender being escorted by Security off the premises immediately.
- The running of the air handling systems (HVAC) will be coordinated through building management office. The contractor will not take it upon himself to start/stop equipment without prior communications with building management.

CONSTRUCTION NOISE/ODORS

- Construction noise during normal business hours will be monitored (8:00 a.m. – 5:00 p.m.).
- Noise to a degree that disturbs any adjacent (same floor, floor above, floor below) tenant normal work environment will not be permitted during normal business hours.
- Loud playing music, loud voices, and any other disturbances that may violate the rights of other tenants will not be allowed. If any such disturbances should occur, and continue after being instructed to stop by management, Landlord reserves the right to have any person removed from the building.
- All hammer drilling, core drilling, concrete chipping, tack-strip nailing or other construction noise that may disturb other building tenants must be completed prior to 8:30 a.m. or after 5:30 p.m., unless otherwise approved by building management.

- Any use of cutting torches or welding rigs must be cleared throughout building management office. During welding operations the contractor must provide appropriate fire extinguishers and spotters for fire watch.
- The application of paints, thinners, glues, or any other materials which emits offensive and/or harmful fumes and generates obnoxious odors will not be permitted during normal business hours.
- There will be no using of spray equipment unless it is electro-static. There will be no use of lacquer, varnish, oil primers, or any material with heavy fumes during normal business hours.
- Care must be taken to protect the building from any conditions that will be in violation of fire code or create a hazardous condition.

CLEANING EQUIPMENT USED BY CONSTRUCTION TRADES

- Construction trades, painters, etc are restricted to using the janitorial sinks for the purpose of cleaning equipment. (Anyone observed cleaning equipment and/or disposing of paints, thinners, etc. outside designated area will be discharged off the property immediately).
- Construction trades shall not use restroom facilities, drinking fountains or floor drains for purpose of cleaning equipment. (Anyone observed cleaning equipment and/or disposing of paints, thinners, grease, oils, solvents, etc. improperly on site may be subject to being escorted from the property by security).

ELEVATOR USE POLICY

- Construction personnel will not use passenger elevators and are restricted to use the freight elevators only. Use of freight elevator outside normal business hours must be prearranged through the management office.

CONSTRUCTION PARKING

- Construction personnel are permitted to park by permit in the parking areas located on the top floor of the garage. Temporary parking permits need to be obtained from building management office to park in these areas. Parking garage is patrolled and fine-based tickets are given if permits are not displayed. At no time should general contractor or sub-contractors parking in visitor or reserved parking spaces.
- Please note the parking garage clearance is 6'8". If you have vehicles that have racks or do not fit in the garage, please see building management for alternate parking locations.
- Construction personnel are permitted to drive their vehicles to loading dock areas to unload/load tools and materials.

DELIVERY OF MATERIALS

- Delivery of all construction items and/or material shall be made to and through the building's loading docks. Planned deliveries at any other location other than the loading dock shall be made in advance and approved by the management office.

- Deliveries requiring permits from the City to block a public street must be arranged by and paid for by the General Contractor.

STORAGE OF MATERIALS

- The proper storing of volatile chemicals, gases and/or materials such as but not limited to paints, thinners, solvents, welding rig gases, etc. are the responsibility of the General Contractor. All appropriate permits to store such material on site would be the responsibility of the General Contractor. The G. C. will cause such material to be stored appropriately so as not to create a fire hazard or violate any State, County, or City ordinances causing fines or other damages to be imposed upon building management.

WASTE REMOVAL

- Waste removal and the cost thereof shall be the responsibility of the General Contractor. The building management reserves the right to request or cause to have hauled off property, trash or other waste materials. The cost to dispose of such waste shall be at the sole cost of the General Contractor so long as the waste is generated by construction activities and not be the building management or direct subcontractors of the building management office.
- At no time shall the General Contractor or any Subcontractor working under the General Contractor be allowed to store large amounts of trash or waste within the building so as to create a fire hazard or violate any State, County or City ordinances causing fines or other damages to be imposed upon building management.
- Please coordinate with building management on location for dumpsters.

PERSONAL CONDUCT

- At no time will it be tolerated for any employee of the General Contractor or any of his Subcontractors to consume alcohol or use of any controlled substance while on Transwestern property. Any person or persons found to be openly using such substance or suspected of using such substance will be reported to the General Contractor and the General Contractor shall immediately have the individual or individuals removed from the property and they shall not be permitted to return to the site without prior Transwestern consent and approval.
- Abusive language or profanities causing disturbances and/or inappropriate circumstances will no be tolerated on Transwestern. Such disturbances will be handled immediately and resolved to the satisfaction of Transwestern by the General Contractor.
- Firearms of any type are strictly prohibited on any Transwestern property. Person or persons found to be in possession of a firearm of any type on Transwestern property will be reported to the proper authorities. Such person(s) will not be allowed to return to work on Transwestern property under any circumstances.
- All employees of the General Contractor and all employees of any Subcontractor on Transwestern property will wear appropriate clothing suited to construction type

work. At no time will partially clothed individuals, profane clothing or indecent clothing be considered appropriate and acceptable. Transwestern reserves the right to determine what is appropriate in all cases.

- Workmen's radios, if permitted by the General Contractor, must be controlled by the General Contractor as related to volume and appropriate music. Transwestern reserves the right to request at any time, any workman to reduce the volume of music being played or request at any time any workman to refrain from playing a particular type of music deemed inappropriate by Transwestern. Lastly, Transwestern reserves the right to request at any time any workman to turn off any music device which in the opinion of Transwestern inappropriate for the surroundings. If any such disturbances should occur, and continue after being instructed to stop by Transwestern, Landlord reserves the right to have any person removed from the building.

SMOKING POLICY

- All Transwestern managed and owned properties are designated NON-SMOKING. The General Contractor will enforce this where required.

HVAC

(These items are typically found on mechanical drawings, however, if tenant has opted to use mechanical engineer that is not been provided by landlord, you need to be aware of the following requirements)

- General Contractor and HVAC sub-contractor will be responsible for verifying the existing condition of VAV's and fan powered boxes in construction area with building engineer.
- Any thermostats to be relocated need to be removed and turned over to building engineering with pneumatic lines plugged. Building engineering will then turn them back over to HVAC sub-contractor. This process is to prevent any damage to the t-stats occurring.
- All balancing will be performed in accordance with ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers).
- At completion of job, all VAV boxes and fan powered boxes will be in proper working order.

Building Management reserves the rights to amend these rules and regulations as may be required to protect the rights of all building tenants, and the integrity of the building.