



Centre Square Construction Work Rules and Regulations

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General Operations

PLEASE NOTE: No contractor will be permitted access UNLESS they have scheduled the work in advance with the building management office AND they have a valid certificate of insurance on file with the building management office that meets all of the noted requirements.

These requirements have been segregated into separate categories under this general heading, as they would most probably affect various general contractors and subcontractors. However, inclusion under one particular category does not relieve any subcontractors from the overall responsibility of contributing towards the completion of any project on the building premises. Construction areas will be inspected daily by Building Management or Construction Management to ensure that the building rules and regulations are strictly followed.

1. All Contractors and Suppliers

- 1.1. Should, in the opinion of the Construction Manager or Building Manager, any contractor, subcontractor, supplier or consultant fail to perform their work in a manner consistent with regulations contained herein, the Project or Building Managers may take actions deemed necessary to correct their deficiencies and back charge the responsible Tenant or Contractor in the amount of 1.75 times actual costs.
- 1.2. All workmen and mechanics must work in harmony, and not interfere with any labor employed by the Owner, Owner's mechanics or contractors or by any other Tenant or its contractors. In order to maintain harmony, all contractors should be "Union".
- 1.3. All contractors shall comply with the Building Management Office's policies as to the hours of availability of the building freight elevators, loading dock, and the manner of handling materials, equipment and debris to avoid conflict and interference with regular building operations.
- 1.4. All construction deliveries shall be scheduled between the hours of 6:00 p.m. and 6:00 a.m., Monday through Friday or on Saturday or Sunday. Proper notification shall be given to the Building Management Office, in writing, to allow reservation of elevator time. Scheduling is done on a first come first serve basis. A form is included in the appendix that can be used for this purpose.
- 1.5. Contractor or Tenant (as appropriate) shall be required to pay for the staffing costs associated with the use of the loading dock (dockmaster) and service elevators (freight operator/s) after business hours at the current prevailing rates. See attached rate schedule.

- 1.6. Cleaning must be controlled to prevent dirt and dust from infiltrating into adjacent tenant or mechanical areas. This includes protecting floors and walls as required. Telephone and electrical closets, as well freight elevator bays, must always be kept free of debris and cleaned upon the completion of any work.
- 1.7. All Base Building finishes are to be protected by the Contractors working on the floors.
- 1.8. All contractors, (general & sub-contractors) **must** provide a Certificate of Insurance, in the appropriate amounts, **prior to any work commencing in the building**. See Page 23 for insurance requirement information.
- 1.9. All contractors & sub-contractors must be approved by Centre Square Management, LLC to work within Centre Square.
- 1.10. All contractors shall make available fire extinguishers bases on the following:
 - 1.10.1. Alternations up to 2,500 s.f. – One (1) fire extinguisher.
 - 1.10.2. Alternations over 2,500 s.f. – One (1) fire extinguisher for every additional 2,500s.f. or part thereof.
 - 1.10.3. Said fire extinguisher shall be 25 lb. type approved for type A, B, C fires and shall be kept and maintained on the premises by contractor for the duration of the alteration.
- 1.11. At the contractors sole cost and expense one (1) trash dumpster may be placed at the loading dock for the removal of construction waste materials after normal business hours. Reservation of times for the freight elevator and loading dock for the removal and disposal of construction waste will be strictly monitored. Due to the physical limitations of space in the dock area as well as concerns for cleanliness, debris may only be removed after normal business hours, between the hours of 6:00 p.m. and 6:00 a.m. each workday (Monday-Friday) or on Saturday and Sunday with prior notice to the Building Management office in writing. The Building Management Office does not provide dumpsters required for the removal of construction waste materials.
- 1.12. Security clearance is required for all persons wishing to gain access to the building outside of normal weekday business hours (Monday, Tuesday, Wednesday, Thursday, and Friday – 8:00 a.m. to 5:00 p.m.) To arrange this access, contact the Building Management Office.
- 1.13. No parking for any employees will be permitted on the premises other than in the Building's parking garage.

- 1.14. The tenant and their prime contractor are responsible to coordinate and maintain the use of bathroom facilities on a daily basis and are required to ensure their cleanliness. The Building Management Office reserves the right to direct the use of the bathroom facilities deemed most appropriate for contractor use.
- 1.15. No shutdowns of any building systems will be permitted without prior written notification to approval from the Building Management.
- 1.16. The use of any passenger elevator for the transport of workmen or materials is expressly forbidden at all times.
- 1.17. Stairtower doors can be unlocked during construction hours if more than one full floor is under construction. Contractors must keep stairwells free of obstructions, trash and debris on a daily basis. Stairtower doors must remain locked at all times on tenant occupied floors.
- 1.18. All building areas are designated as “Non-smoking” and this policy will be strictly enforced. Any individual found violating this policy would be asked to leave the property. No loitering on the property at end of shift will be tolerated. Courteous conduct of all contractors and subcontractors is required.
- 1.19. No audio devices (i.e. radios, CD players) are to be played at anytime while working in the building.
- 1.20. Construction that creates noise or in any way disturbs tenants in and around the area must be done after normal business hours. Normal business hours are 8am to 6pm Monday through Friday.
- 1.21. All laborers for all contractors must sign in each day at the Building Loading Dock to receive a contractor badge. This badge must be worn at all times while working in the facility.
- 1.22. Contractors are authorized to access only those floors on which they have construction activity.
- 1.23. All materials, tools, and equipment will be brought in through the freight elevators and loading dock.
- 1.24. The loading dock is to be used exclusively for delivering and picking up supplies, tools, and materials. Parking is not permitted at the loading dock. Unauthorized vehicles at the loading dock will be towed.

1.25. The loading platform has (4) freight elevators. The East Tower freight (freight 1) and the West Tower freight (freight 4) are provided with an operator during dock operating hours. Individuals with material or furniture entering the building will be directed to use these elevators. The capacity and dimensions of these elevators can be found below:

<u>Freight Elevator #</u>	<u>Location</u>	<u>Dimension</u>
1	East Tower	door: 94" x 53" cab: 119" x 70"x 74"
4	West Tower	door: 94" x 53" cab: 117" x 81"x 74"
2 & 3	West Tower (concourse to upper mezz)	door: 94" x 53" cab: 119" x 71"x 83"

2. General Trades Contractor

2.1. A walkthrough will be conducted between representatives of Building Management, the Tenant, and their Contractor prior to the commencement of construction and again upon completion of construction. A Certificate of Completion or signed permit, as issued by the City of Philadelphia, Department of Licenses and Inspections, shall be supplied to the Construction Manager and Building Manager in the Building Management office on behalf of the Tenant upon completion. Three legible copies of "As built" drawings must be submitted to Building Management office upon completion of construction. The Contractor shall be responsible to pay all costs associated with updating the "as built" documents.

2.2. The General Contractor will provide the building management office with a list of every subcontractor working on the project.

2.3. All existing duct, piping, electrical, and communications wiring, etc. not intended for use must be removed during the demolition phase from all areas being renovated.

2.4. All wood or lumber used in construction must have a two- (2) hour fire rating (a certificate must be submitted to Building Management Office).

2.5. The General Contractor shall submit a hardware schedule for review and approval to the building management office in accordance with L2 Partridge Architects Inc. "Tenant Fitout Specifications". This will include but is not limited to:

2.5.1. General Contractor to be responsible for arranging a keying meeting between the General Contractor, Tenant Representative, Building Management Representative, Ingersoll Rand Schlage Lock Representative, and Great Valley Lock Shop, Inc. Company Representative.

2.5.2. General Contractor to submit a keying schedule for review and approval.

2.5.3. Permanent Keying: All cores to be Everest Level 9G Primus Patented Restricted "D" interchangeable cores. Part # 20-740. All cores and keys to be purchased and coordinated through:

Great Valley Lock Shop, Inc.
16 Church Road
Malvern, PA 19355
Phone: 610-644-5334 Fax: 610-889-3837

2.5.4. All cores to be keyed into the building's Factory registered Great Grand Master System as directed per keying meeting instructions. All bittings for these cores to be furnished by the Centre Square Management.

2.5.5. All cores to be engraved or stamped with an industry standard keyset symbol in a concealed location (CKC).

2.5.6. Lockset: Schlage NDSeries x JD SPARTA x 626 finish
Equip Lockset to receive full size interchangeable core.
Function as required to meet owner's requirements and all code requirements and fire regulations.

2.5.7 Closers: All door closers to be L.C.N., 4041 Series. Size and application as required. Closers shall be surface mounted overhead with concealed fasteners.

2.6. Access to adjacent tenant spaces for construction must be scheduled at least two weeks in advance. Work must be completed after normal business hours and will require the presence of a building security officer for the duration of this work. The cost for this will be charged back to the contractor / tenant for whom this work is being performed.

2.7. Coring through floors or walls, hammer drilling, or any work that may create a disturbance to other Tenants, must be done between the hours of 6:00 p.m. and 7:00 a.m. A drawing or floor plan is to be supplied to the management office indicating the areas where the potential core drills will be located. Building Management must approve this work prior

to commencement. Cores through other tenant space are subject to building charges for security escorts while in the space and Tenant is responsible for rebuild of any systems and finishes affected.

- 2.8. Coring through the joists in the concrete waffle slab is not permitted. All cores must be within the pan area of the waffle slab and are subject to scanning or x-raying by the contractor to avoid damaging any conduit within the slab. See Exhibit A for coring diagram.
- 2.9. All holes in floors or walls, as well as in electric and telephone closets, must be fire and smoke stopped with a minimum two-hour fire rating.
- 2.10. Construction of ceilings and walls shall not impede access to mechanical equipment. Access panels shall be installed as required to provide for servicing base buildings systems (i.e. VAV boxes).
- 2.11. A Certificate of Insulation Material (if used) must be submitted to Building Management.
- 2.12. The general contractor will be certain that its subcontractors abides by all city, state and federal codes, rules and regulations, and all permits must be prominently displayed on a project bulletin board. A copy of the permit is to be sent directly to the Building Management Office prior to work starting.
- 2.13. Absolutely no painting, spraying, or staining that involves solvent-based materials is to take place during normal business hours. This work is to be scheduled with the building management office so that the exhaust / outside air fans can be operated while this work takes place. MSDS sheets shall be supplied to the building management office prior to this work taking place.
- 2.14. No open flames, soldering, or torches of any kind are to be used without prior written approval from Building Management (the Building will supply a fire watch at the expense of the contractor/tenant). Should written approval be granted, the general contractor shall obtain a “burning permit” from the City of Philadelphia and submit to the Landlord prior to proceeding with any such work. Similarly, no gas-fueled (liquid or gaseous) equipment, machinery, vehicles or devices of any kind are to be used on or within the building at any time.
 - 2.14.1 If written approval is granted, and a burning permit has been obtained from the City of Philadelphia, contractor shall provide building management with a copy of the “burning permit” prior to the commencement of work.

2.14.2 If a “burning permit” is not required by the City of Philadelphia, contractor shall inform such to building management. Contractor will be required to fill out a Centre Square “Cutting/Welding Permit” for all open flame work, regardless of the City’s requirements.

2.14.3 On day(s) of work, contractors shall check-in at the Loading Dock and fill out a Centre Square “Cutting/Welding Permit”. Work will not be authorized to begin without first obtaining and filling out the permit. Contractor will surrender a valid photo ID upon obtaining such permit. Loading Dock Security Guard will contact the building’s chief or lead engineer (or engineer on duty) to review and approve the work. Once the contractor has completed the work, a building engineer will inspect the area. ID will be returned upon completion of work and upon satisfactory inspection of work area.

2.14.4 Depending on the size and scope of the work, welding, open flame work, soldering, etc. may be limited to after normal business hours. This is especially true of pipe welding and cutting with an oxy-acetylene torch. Normal business hours are 7am to 6pm, M-F. All such work will be scheduled in advance with the building management office.

2.15. Cleanup each day of each trade is required.

3. Fire Sprinkler Contractor

3.1. Design, installation, and modifications to the fire sprinkler systems will be in accordance with the base building design requirements. Tenant design criteria can be found on Maida Design Drawings dated September 1993. Note that the tenant fit-out requirements use 150 PSF head spacing and 2.7-2.9 k-Factor sprinklers.

3.2. The sprinkler contractor shall provide hydraulic calculations for the floor and confirm that the work meets all applicable codes and standards, original base building design parameters, as well as any requirements for non-standard hazards such as high density file storage.

3.3. Centre Square does not allow the installation of flexible sprinkler drops.

4. Electrical Trades

4.1. Electrical service exceeding the needs for standard space illumination and 15 amp power receptacles may require separate metering. Confirm potential requirement with landlord’s representative prior to commencing work for same.

- 4.2. All electric door locks must be “fail safe”, tied into the building fire alarm system, and programmed to unlock in the event of fire alarm activation.
- 4.3. Any work requiring the removal of elevator lobby hall lanterns or elevator call button plates must be coordinated with the building management office. Only union elevator mechanics and helpers approved of by the building management office are permitted to remove and relocate these devices.
- 4.4. Inter-floor wiring/cabbling may not be installed unless prior written approval is received from the Building. Routing plans, wiring specifications and purpose must be outlined in the request and is to specify special installation instructions to prevent the occurrence of future service interruptions.
- 4.5. All telecommunication riser work to be approved by Building Management in advance and performed by or supervised by Tel Dat Communications, contact: 215-855-6364.
- 4.6. Any wiring located above the finished ceiling (return air plenum) must be approved for environmental air spaces.
- 4.7. All VAV boxes and Fan Powered VAV Boxes must have a local disconnect/switch and control voltage transformer installed at each unit. The installation must comply with all applicable codes.
- 4.8. All circuit breakers, cables/wiring, switches, transformers, etc. must be precisely labeled as to circuitry controlled and must specify tenant name and purpose.
- 4.9. Electric and telephone closets must be broom clean and free of debris and material during and upon completion of construction. All covers and panel trims shall be properly reinstalled.
- 4.10. The building electrical contractor shall, at Tenant contractor’s expense, make all necessary connections to all building systems. This includes but is not limited to the fire alarm system, emergency lights system, main switchgear system, etc. The electrical subcontractor shall be responsible to properly coordinate the need for assistance through the General Contractor and Building Management Office.
- 4.11. No doubling up on circuit breakers.
- 4.12. Any modification, alternation or movement of any fire alarm system component is absolutely forbidden.

- 4.13. No work shall be performed on the Building Life Safety System without prior written approval from the Building Management. Only qualified electricians will be approved to perform work on the Life Safety System and the Building Management reserves the right to refuse any contractor, for any reason, from working on the aforementioned systems.
- 4.14. The contractor is responsible for resolving any damage and or ground faults that occur on the fire alarm system during the course of construction.
- 4.15. Upon completion of work, the Contractor will check circuit breaker panels for phase balancing. The contractor shall submit a written report to the Building Management Office.
- 4.16. Cleanup each day of each trade is required.

5. Mechanical Trades

- 5.1. All mechanical contractors are to meet with the Chief Engineer to review all mechanical work prior to work commencing.
- 5.2. All return air stub-outs and intakes of every kind must be filtered before any work is started. Filter must be regularly maintained and changed throughout the construction period.
- 5.3. No flexible ductwork over 6' in length is to be used in the building HVAC system. Flexible ductwork may be used only from the supply duct to the diffuser. All distribution ductwork shall be sheet metal.
- 5.4. At least 18" clearance is required for removal of convector covers for maintenance for all supplemental convectors; should they be partially or fully blocked by walls, Building Management reserves the right to remove walls and partitions to service the convectors, at the sole expense of the Tenant to replace.
- 5.5. No domestic water or air-cooled condenser air-conditioning units are to be installed without prior approval from the landlord's representative. In addition, all units must be equipped and meet the Centre Square Building Standard Fit-Out Water Leak Mitigation Guidelines per Section 8 in these Rules.
- 5.6. Balance reports and as built drawings shall be submitted no later than twenty working days after completion of work and prior to final payment.
- 5.7. Equipment cuts and design data must be submitted to the Building Management for approval.

- 5.8. All condenser water pumps will be installed in a curbed waterproof enclosure, with a floor drain provided. In addition, all units must be equipped and meet the Centre Square Building Standard Fit-Out Water Leak Mitigation Guidelines per Section 8 in these Rules.
- 5.9. All supplemental AC Unit installations must be reviewed and approved by the building management office prior to connecting to the base building condenser water system. A condenser water circulating pump must be provided as part of the tenant's installation in order to provide condenser water flow when the base building pumps shut down after normal business hours. In addition, all units must be equipped and meet the Centre Square Building Standard Fit-Out Water Leak Mitigation Guidelines per Section 8 in these Rules.
- 5.10. All existing HVAC controls intended to be tied into the building's existing Building Automated System (BAS) must be coordinated through Siemens Building Technologies.
- 5.11. All pumps, equipment, and piping must have vibration isolation.
- 5.12. All copper to iron connections must have dielectric fittings.
- 5.13. Cleanup each day of each trade is required.

6. Plumbing Trades

- 6.1. No lead of any kind is to be used in the domestic water system; this includes joint connections.
- 6.2. Shutoff valves are to be provided as close to equipment as possible, but no further away than the ceiling above the equipment. All valves must be properly identified and labeled.
- 6.3. There is to be no soldering of pipes without prior written approval from Building Management (the Building will supply a fire watch at the expense of the contractor/tenant). Should written approval be granted, the general contractor shall obtain a "burning permit" from the City of Philadelphia and submit to the Landlord prior to proceeding with any such work. See sections 2.9.1 through 2.9.4 for further requirements.
- 6.4. Cleanup each day of each trade is required.
- 6.5. Plastic water filters are not permitted in the building.
- 6.6. Plastic water lines are not permitted in the building.

- 6.7. Tenant's contractor/mechanical engineer shall evaluate domestic water riser to evaluate pressures at the point of tenant connection and determine whether a pressure regulating valve is required. Base building plumbing are available upon request.
- 6.8. Domestic water line equipment must be equipped and meet the Centre Square Building Standard Fit-Out Water Leak Mitigation Guidelines per Section 8 in these Rules.

7. PART 1 GENERAL

7.1.1 Applicable Codes and Standards

All work shall be in compliance with the applicable codes and standards including the following publications. Where the requirements of the following publications vary, the more restrictive requirements shall apply.

- a. Philadelphia Building Code and Philadelphia Fire Prevention Code
- b. National Fire Protection Association (NFPA) publications:
NFPA 70-2008 National Electrical Code
NFPA 72-2007 National Fire Alarm Code
NFPA 101-2006 Life Safety Code
- c. Americans with Disabilities Act (ADA) and American with Disabilities Act Accessibility Guidelines (ADAAG)
- d. Partridge Architects Inc. "Tenant Fitout Specifications" for Centre Square, 1500 Market Street.

7.1.2 Permits and Licenses

The installing Contractor shall be responsible to obtain and maintain all permits, licenses and certification required by the City of Philadelphia to perform the work. A copy of said permits is to be supplied to Building Management, prior to work commencing.

7.1.3 Certificate of Compliance

Upon completion of the installation, the installing Contractor shall submit a Certificate of Compliance in accordance with NFPA 72. In addition to deviations from the referenced NFPA standards, the certificate shall also identify any deviations from the Philadelphia Building Code.

7.1.4 Submittals

- a. **System Description:** Prior to installation the installing Contractor shall submit to the Building Owner a detailed description of the system and all related equipment, as it will operate for the specific installation. The system description shall include a description of all interfaces with the building fire alarm system.
- b. **Shop Drawing:** Prior to installation the installing Contractor shall submit detailed shop drawings to the Building owner showing the arrangement, layout and location of all conduit and equipment, including “connections” to magnetic door locks and other systems, the location and type of all initiating devices and notification appliances, and the type and wire size of conductors. The shop drawing shall show the riser diagram, any door interfaces, the building system interfaces and any auxiliary functions. Included shall be ratings and power requirements for the devices and equipment installed.
- c. Upon completion of the project, the installing Contractor shall submit detailed as-built drawings to the Building Owner.
- d. Upon completion of the project the installing Contractor shall submit two copies of the operations and maintenance manual for the system. The manuals shall reflect the system as installed.

PART 2 PRODUCTS

7.2.1 Equipment and Material General

All equipment and components shall be new, and the manufacturer’s current model. The materials appliances, equipment and devices shall be tested and listed by Underwriters Laboratories, Inc. or Factory Mutual Research Corporation. The authorized representative of the manufacturer of the major equipment such as control panels, enunciators, transmitters, and initiating devices shall install and be responsible for satisfactory total system operation and its certification including the interface with the building fire alarm system.

7.2.2 Existing Building Fire Alarm System

The building fire alarm system is a Johnson Controls (formerly known as Simplex Grinnell) Simplex 4120 Series Network System. Presently, all notification appliance circuits are connected to Simplex 4120 microprocessor Based Universal Transponders. All new equipment shall be capable of providing a data link with the Universal Transponders. Please contract directly with Johnson Controls for any changes, revisions, or adds to the

system for inclusion into the building's fire alarm system. Johnson Controls will have final approval of your life safety device plan.

7.2.3 Alarm Notification Appliances

Visible alarm notification appliances shall be comprised of Xenon flashtube and be entirely solid state. Visible alarm notification appliances shall be of the stand-alone type or be incorporated as part of the speaker unit and shall comply with ADAAG requirements.

Audible/visible alarm notification appliances shall provide a common enclosure for the alarm audible and visible alarm with housing designed to accommodate speakers.

Alarm notification appliance circuits shall be Style Y and rated for 50 Watts @ 25 VRMS unless a limited number of appliances are being added to existing circuits which are 70 VRMS circuits. All alarm notification appliances intended to signal building evacuation shall be connected to alarm notification appliance circuits of the building alarm system.

7.2.4 Smoke Detectors

All new smoke detectors shall be addressable photoelectric sensors with an automatic environmental compensation feature. New smoke detectors required for code compliance and located within tenant areas shall be connected directly to the building fire alarm system. All new duct type smoke detectors shall be provided with a remote alarm indicator.

7.2.5 Initiating Device Circuits

Indicating device circuits shall be a least Style B. Presently, most of the Simplex Universal Transponders do not contain initiating device circuit modules. Where a tenant provides a control panel for fire alarm devices or for automatic suppression system release, the panel shall be capable of addressable device communication (MAPNET II) with the Simplex Universal Transponders. The building fire alarm system shall receive alarm signal and trouble, or supervisory signals from the panel being monitored.

PART 3 EXECUTION

7.3.1 Installation

The installing Contractor shall provide and install the system in accordance with the plans and specifications, all applicable code, UL wiring criteria and the manufacturer's recommendations. All communications paths shall be either twisted or shielded cables, telephone cable or fiber optics. All junction boxes shall be sprayed red and labeled "Fire Alarm". Wiring color code shall be maintained throughout the scope of work.

7.3.2 Demolition

The installing Consultant shall completely demolish and remove those existing fire alarm system devices, conduit, and wiring, including all appurtenances related to or connected thereto, unless such devices are to remain in service.

7.3.3 Field Test

Upon completion of the installation, the system, including all interfaces with the building fire alarm system, shall be subjected to a complete functional and operational test as required by NFPA 72. The Building Owner shall be notified in writing seven days in advance of any tests that will impact the building fire alarm system.

The tenant shall also be responsible for the inspection, testing and maintenance of the system except for the alarm notification appliances connected directly to the building fire alarm system. The inspection, testing and maintenance shall be conducted in accordance with NFPA 72 and all records and certifications associated with such preventative maintenance shall be submitted to the Building Owner.

8. CENTRE SQUARE BUILDING STANDARD TENANT FIT-OUT WATER LEAK MITIGATION GUIDELINES

All tenant fit-outs shall comply with the following leak detection and automatic system isolation guidelines for domestic water and supplemental condenser water systems. The following guidelines indicate the base building intent that must be achieved by tenants. Basis of design valve and leak detection device products are at the discretion of the tenant's fit-out design team.

The tenant shall provide means to detect water leaks at specific domestic water and supplemental condenser water systems location prone to water leaks. Upon detection of a leak, valves shall isolate off the floors domestic and condenser water supply and return piping to mitigate potential damage to tenant space, building and other tenant spaces throughout the building.

All leak detection systems shall be tied into the building's existing Siemens Building Automated System (BAS). The Siemens BAS shall sequence all alarm and valve function. Standalone systems are not permitted to achieve the intent indicated in this guideline.

Tenant shall provide automatic 2-position full port ball or butterfly isolation valves directly after the floor's isolation valves associated with the tenant's respective domestic water and condenser water supply and return connection points. The isolation valve

actuator shall be DDC and shall be sized to close against the expected static and dynamic system pressures. Pneumatic control valves are prohibited. All valves shall be rated for the system working pressure on respective floors. Actuator shall be provided with position indicators. BAS shall monitor valve position.

Tenant shall test all existing domestic water and condenser water manual isolation valves. If valves are not operable or pass water when closed, the valves must be replaced by the tenant. Directly downstream of the manual isolation valve the DDC automatic isolation valve shall be installed.

In addition to the floor level automatic isolation valves for supplemental condenser water systems, tenancies of 2 floors or more with supplemental piping networks extending across 2 floors or more shall provide additional automatic isolation valves upstream and downstream of their respective supplement condenser water pump assembly. Depending on the final pump installation location, the upstream pump automatic isolation valve may be omitted if the main floor automatic isolation valve is within 15 feet. The intent of these valves is to isolate the pumps when leak is directly at pump to prevent back drainage of all system water at the pump leak. These valves shall close per the typical leak isolation sequence indicated in this document.

Tenant shall provide secondary water drip pans with 2" high perimeter wall under the following tenant equipment:

- Domestic water heaters
- Domestic water filters (when installed above ceiling)
- Specialty ceiling mounted equipment containing domestic water
- Supplemental condenser water pumps
- Floor and ceiling mounted supplemental cooling units (without bottom intake or discharge)
 - Supplemental unit pans shall extend to cover valving associated with respective units

Tenant shall provide spot leak detection sensors in the following locations:

- Domestic water heater drip pans
- Domestic water filter drip pans
- Kitchen/Pantry sink bases containing water filter housings
- Under standalone ice machines (excluding integral refrigerator ice makers)
- Dishwashers
- Humidifiers with direct piped water supplies
- Supplemental condenser water pump pans
- Supplemental cooling unit drip pans

- Supplemental pans shall be provided with two leak sensors. One sensor shall active upon low level water detection in pan and shut down the respective unit. This sensor shall be stand alone and only tied to the equipment. Activation of the first sensor shall not produce a building level alarm. However, it is recommended that the tenant receive alarming from the first sensor so that leaks can be immediately addressed. A second high-level water sensor shall be provided to sense a 1” water level in pan. High level sensor shall shut floors respective condenser water isolation valves and produce a building level alarm.

Upon detection of water from the leak detectors indicated above the following sequence of operations shall occur:

1. Floor level domestic water isolation valve shall close if water is sensed at any leak detection device associated with domestic water system connected devices.
2. Floor level condenser water isolation valve shall close if water is sensed at any leak detection device associated with supplemental condenser water system leak detection devices.
 - a. If a supplemental cooling unit is provided with a humidifier supplied with water by the domestic water system, the unit’s associated high-level water sensor shall also shut down the floors domestic water isolation valve upon detection of water.
3. An alarm shall be produced at the BAS operators interface indicating leak location (floor plan), leak type (domestic or supplemental condenser) and respective tenant maintenance contact information.
4. An email or text message alarm shall be sent to the respective tenant’s maintenance contact. Tenant’s shall provide designated maintenance contact information to building management for record.

Tenant shall provide preliminary diagrammatic plans indicating the approximate location of floor isolation valves, automatic isolation valves, pump isolation valves (where applicable) and leak detection locations to the Landlord for review and approval. The document for approval shall indicated proposed products and sequence of operations. Tenant shall submit review plans to Landlord prior to issuance of any project pricing or permit documents.

9. CENTRE SQUARE – INDOOR AIR QUALITY GUIDELINES FOR TENANT IMPROVEMENT WORK

PURPOSE

In today's society, it is common for individuals to spend upwards of 90% of their time in an indoor environment, whether at work or at home, which makes planning for good IAQ an important consideration. Tenant improvement work (TIW) can adversely affect the indoor air quality (IAQ) in tenant spaces. The following guidelines will minimize these adverse effects by utilizing sound Architectural, Engineering and Construction Methods. Tenants are responsible for the design, engineering and the work performed by their consultants and contractors. During TIW it is important to isolate the construction area from all occupied and public areas of the building. All parties involved in designing, approving and construction of the tenant space have an important role to play in keeping the workplace comfortable and free of indoor pollutants such as dust, chemicals and volatile organic compounds that can originate from construction materials and building furnishings. Where feasible, occupants should be involved in decisions affecting their work environment and be considered for temporary relocation away from construction.

Please share these guidelines with your Architects, Engineers (A/E) and Contractors at the earliest phase of your planning. Contact the Property Manager if you have questions about these guidelines.

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ARCHITECT AND ENGINEERS RESPONSIBILITIES

1. The A/E shall specify building materials, finishes, furniture and office equipment with products that have the lowest toxic-emitting potential as compared with similar products. The Architect should contact the Property Manager for names of Indoor Air Quality Material Consultants for this information if needed. New carpet must have a green label certified by the Carpet and Rug Institute (CRI) and be installed according to CRI installation guidelines.

2. The A/E shall avoid specifying materials containing chemicals listed as potentially carcinogenic, mutagenic, teratogenic, neurotoxic or "sensitizing." The following materials will not be allowed in new installations:
 - o Materials containing more than trace (>0.1%) amounts of asbestos
 - o Materials that contain halogenated hydrocarbon solvents (i.e., methylene chloride, tetrachloroethylene, trichloroethylene, trichloroethane)
 - o HVAC components internally lined with permeable man-made mineral fiber products unless coated with "Tuffcoat" or other tough, resilient coating or mat surface that provides a smooth, non-shedding surface in contact with the air stream.
 - o Paints and sealants specified for "outdoor" and/or "marine" uses.
 - o Vinyl wallcoverings on the office side of perimeter walls
3. The A/E shall review and indicate on the project drawings the route for the contractor to enter and deliver materials to the construction site. These routes are known as passageways, which are required to isolate the construction site from occupied spaces and common areas such as, lobbies, elevators and other tenant spaces. Where feasible, construction site passageways abutting tenant occupied locations shall incorporate single chamber "air locks" (two sets of doors or plastic strip doors at opposite ends of an enclosed chamber or small room) into each construction site entrance. Plastic strip doors shall be of minimum 0.120" thick material with full overlap. Once installed, the air lock shall remain in place for the duration of the project or until such a time as its presence restricts final completion of the renovations. Contractor passage routes should avoid or minimally intersect tenant occupied areas of the building.
4. The A/E shall stamp/certify the renovation drawings after checking that conflicts with the building's mechanical, plumbing, electrical and sprinkler systems are absent or minimized. Additional drawings shall be prepared showing any required modifications. The Engineer's design must provide for proper air distribution and ventilation to all occupied areas with re-configured partitioning and/or HVAC systems. The Engineer's design for all HVAC systems serving the project area must provide at least the minimum outside air ventilation rate, on the basis of actual occupancy, required by the building code, mechanical code or ventilation code applicable at the time the facility was constructed.
5. The A/E shall document existing site conditions prior to the start of work. Before finalizing the design, the Designer shall determine the HVAC system capacity (CFM and supply air temperature) available to the project area. This determination may be from record ("as-built") drawings where available or field measurements when record drawings are not available or their accuracy is in question.

CONTRACTOR RESPONSIBILITIES (Pre-Construction Phase)

1. The Contractor will assist the Property Manager, in providing pre-construction information sessions to the Tenant and adjacent tenants during project planning stages and/or at least 24 hours prior to project initiation. The information sessions should address the following:
 - o Project scope and schedule
 - o Anticipated construction impacts on indoor air quality (IAQ) or workplace conditions.
 - o Strategy to minimize impact (e.g., engineering controls, material selection).
 - o System to log, investigate and resolve occupant complaints related to construction impacts on IAQ or workplace conditions.
2. Prior to starting work, the Contractor shall furnish copies of MSDS forms to the Property Manager for all materials to be installed during the planned renovations.
3. The Contractor is responsible for the proper training of their workers and will provide them with all necessary Personal Protective Equipment (PPE) needed to perform their work.

CONTRACTOR RESPONSIBILITIES (Construction Phase)

1. Contractors shall construct and use only the construction site passageways indicated on the project drawings as approved by the Property Manager. All persons and materials passing to the construction site should be fully in the air lock and the door to the tenant occupied area closed before opening the construction site door (or flaps). At least one (set of) air lock doors) (or flaps) must remain closed throughout the renovation process. All persons leaving the site shall clean their feet on a floor mat in the air lock prior to entering the tenant occupied part of the building. The Contractor shall clean the floor mat regularly.
2. Tenant is responsible for assuring that contractors minimize and contain the spread of odors and contaminants. Activities that have potential to emit airborne contaminants must be coordinated with the Property Manager. The Contractor shall:
 - o Isolate all return air pathways from the construction area.
 - o Cut and cap all supply air ducts serving the construction area except for temporary ducts supplying air to the construction area for temporary heat and air conditioning.
 - o Install a temporary exhaust to outdoors sufficient to maintain the construction area at a pressure of -0.02" wg. relative to adjacent occupied spaces. Temporary exhaust to outdoors may be through existing building exhaust systems or through temporary louvers installed in place of windows or exterior doors.

3. The Contractor shall maintain airtight duct work throughout the renovation process to avoid spreading construction related debris and/or airborne contaminants to the interior of any mechanical system component or to any construction free zone. Existing HVAC exhaust ductwork that is directly vented outside the building may remain operational during the renovation process. Upon completion of construction, the Contractor shall remove all installed seals and temporary ductwork.
4. The Contractor shall install and maintain air-tight seals at all openings between tenant occupied areas of the building and the construction site (e.g., doorways, corridors, air plenums, chases, open conduits and duct work) throughout the course of the renovation activities. Upon completion of construction, the Contractor shall remove all installed barriers and seals.
5. The Property Manager will coordinate and direct the Contractor in assuring that the rest of the building outside the project area remains unaffected by the project. In particular, HVAC systems altered for the purposes of controlling renovation site contaminants must continue to provide at least the minimum outside air ventilation rate to all occupied spaces.

The ventilation rate should be based on actual occupancy, required by the building code, mechanical code, or ventilation code applicable at the time the facility was constructed.

6. The Contractor shall maintain the construction site at negative pressure (at least -0.02" w.c.) relative to tenant occupied spaces by operating temporary exhaust equipment at the renovation area. Exhaust fans should discharge construction area air directly outside the building through available windows or doorways. Preparations should be made to replace designated windows or doors with appropriate temporary weatherproof exhaust equipment manifolds. Upon completion of construction, the Contractor shall restore all repositioned windows and doors to original condition and location.

Where renovation sites lack access to perimeter windows or doorways, "negative air machines" with HEPA and/or activated-carbon filters may be utilized to re-circulate air to the building, preferably to unoccupied building locations. (Special note: while HEPA filtration is highly efficient at particulate extraction, activated carbon filters may be ineffective at removing odors and gaseous contaminants to the satisfaction of building occupants).

7. The Contractor shall use only application-approved materials with the lowest content by volume of toxic or irritating chemicals. New carpet must have a green label certified by the Carpet and Rug Institute (CRI) and be installed according to CRI installation guidelines. The Contractor shall avoid materials containing chemicals listed as potentially carcinogenic, mutagenic, teratogenic, neurotoxic or "sensitizing." The following materials will not be allowed in new installations:
 - o Materials containing greater than trace (0.1%) amounts of asbestos
 - o Materials containing any halogenated hydrocarbon solvents (i.e., methylene chloride, tetrachloroethylene, trichloroethylene, trichloroethane)

- o HVAC components internally lined with permeable man-made mineral fiber products unless coated with "Tuffcoat" or other tough, resilient coating or mat surface that provides a smooth, nonshedding surface in contact with the air stream.
 - o Paints and sealants specified for "outdoor" and/or "marine" uses
 - o Vinyl wallcoverings on the office side of perimeter walls
8. The Contractor shall maintain the work area clean and free of open containers of paint, cleaners, chemicals, loose trash and garbage. The Contractor's flammable and hazardous substances shall be stored to prevent spillage and in accordance with National Fire Protection Association (NFPA) codes and OSHA regulations.
9. Electrically powered tools shall be utilized in place of combustion engine equipment.
10. Unless approved by product specifications, the Contractor shall not install wet or water damaged building materials. The Contractor shall protect stored materials from water and moisture prior to installation. The Contractor shall protect new building assemblies from water damage following installation and inspect for signs of ineffective water and moisture control (e.g., condensation on pipes and ducts and roof and drain leaks) following installation.
11. If the Contractor uncovers hidden conditions with potentially hazardous substances or contaminants, such as, but not limited to; asbestos, PCB's, urea formaldehyde foam or mold the Contractor will take all necessary measures to contain the potentially hazardous substances or contaminants and should immediately contact the Property Manager.

CONSTRUCTION RESPONSIBILITIES (Completion Phase)

1. The Contractor shall clean or be responsible for the Landlord's costs to clean all air plenums and mechanical system components determined to have deteriorated as a result of the Contractor's work activities. The original existing site conditions, as documented by the Contractor and accepted by the Property Manager shall be used to resolve conflicts related to building components requiring decontamination. All cleaning shall meet the satisfaction of the Property Manager.
2. All projects, including renovation, shall include air and, where appropriate, water balancing in accordance with the Professional Engineer stamped/certified mechanical drawings. The Contractor must notify the Landlord's representative 48 hours before the altered mechanical systems are ready for balancing. The Air Balancing Contractor will be hired and coordinated by the Property Manager. Costs for balancing will be charged to the Tenant.
3. Newly installed building materials, finishes, furniture and office equipment have a tendency to off-gas volatile organic compounds soon after they are installed. The newly renovated space should be ventilated and exhausted directly to the outside for a period of 48-72 hours prior to occupancy.

Insurance Requirements for Contractors (General & Sub)

NG 1500 Market Street, LLC / Nightingale Realty, LLC

Centre Square requires a certificate of insurance to be provided prior to the beginning of any work on the premises and that the following insurance provision must be met:

- 1) The Vendor’s insurance agent should be listed in the producer space and their signature at the bottom under authorized signature.
- 2) The Vendor’s name should be listed as named insured on the certificate.
- 3) The insurance companies supplying the coverage should be listed next to the letter relating to the coverage provided.
- 4) The policy number for the coverage should be shown on the COI.
- 5) The policy effective and expiration dates should be checked to confirm that coverage is effective for the time period that the vendor will be providing services.
- 6) The limits and coverage are the following:

1 Commercial General Liability:

General Liability/Umbrella (Total) **\$2,000,000*– “Per Project”**
 OR “Per Location” must be checked

2 Automobile Liability – (any auto or owned/non-owned and hired)

Combined single limit **\$1,000,000**

c) Worker’s Compensation **Statutory Limits Employers**

Liability (each) **\$1,000,000**

3 Umbrella Liability: **\$10,000,000 - \$25,000,000* – “Per Occurrence/Aggregate”**

***Property Managers to evaluate limit requirements in coordination with Regional Manager of Property Management and Regional Manager of Construction based upon work being performed.**

Total limit of Liability: **\$3,000,000**

***May be combined with any combination of primary and umbrella to meet these requirements.**

- 7) **Special Requirements for contractors that present pollution exposure (i.e., construction projects where asbestos, lead paint, etc. is present.): a separate pollution liability policy should be required with minimum limits of \$5,000,000 per occurrence/aggregate. (“Claims-made coverage acceptable with 3 year extended reporting and coverage)**

- 8) **NG 1500 Market St., LLC; Nightingale Realty, LLC located at 1500 Market Street, Lower Mezzanine/West Tower, Philadelphia, PA 19102 shall be indicated as additional insureds on a primary and non-contributory basis. All insurers to be rated “A-VIII” or higher by A.M. Best.**
- 9) **NG 1500 Market St, LLC & Nightingale Realty, LLC, 1500 Market Street, Lower Mezzanine/West Tower, Philadelphia, PA 19102 shall be shown as certificate holder.**
- 10) **Should any of the above described policies be cancelled before the expiration date thereof, at least 30 days’ notice will be provided to the certificate holders.**

Mail certificate to NG 1500 Market St, LLC C/O Nightingale Realty LLC, 1500 Market Street, Centre Square, Suite LM525, Philadelphia, PA 19102.

**If you have any questions, please call the Management Office at (215) 665-9797.
Centre Square’s fax number is (215) 399-2720.**

10. CENTRE SQUARE - FREIGHT ELEVATOR/LOADING DOCK USAGE

No interaction is required with the Building Management Office for deliveries of goods and supplies typically utilized by tenants and contractors in its day-to-day business and received during normal business hours. Normal Loading Dock hours are 6:00 a.m. - 6:00 p.m. Monday through Friday.

Use this form to notify the Building Management Office of (1) any delivery to the loading dock outside of normal operating hours, (2) the delivery of any furniture, equipment, large amounts of construction supplies (more than 2-3 trips on the freight), removal of any construction debris, or other bulky items regardless of the time of delivery, (3) the use of the freight elevator outside of normal operating hours.

Should you encounter any of these circumstances, please notify the Building Management Office @ 215-665-9797 giving all available information ***at least two business days in advance of the expected delivery***. Reservation of the freight elevator is on a first-come-first-serve basis and there is a charge for the staffing costs associated with after-hours use of the freight elevator and loading dock.

All vehicular deliveries gain access to the building via Ranstead Street, which travels one way from between 15th and 16th street.

Dock Location:	Southside of the building on Ranstead Street
Capacity:	Four (4) trucks and a trash compactor
Overhead Clearance:	12 feet

The loading platform has (4) freight elevators. The East Tower Freight 1 has direct access to the Loading Dock. West Tower deliveries at the dock must take Freight 2 or 3 down to the concourse level service corridor for access to the West Tower Freight 4.

11. CENTRE SQUARE - CONTRACTOR SERVICE REQUEST FORM

Primary Contractor: _____

Primary Contractor Telephone Number: _____

Contractor Superintendent/Supervisor: _____

Sub-Contractor (s) Performing Work: _____

Tenant Name and Contact: _____

Date: and Time: _____

Type of Service (check all that apply):

___ Sprinkler Drain Down: Date(s)/Time _____

___ Disable Smokes: Date(s)/Time _____

___ Speaker/Strobe: Date(s)/Time _____

___ Hot Work (Permit Required) Date/Time _____

___ East Tower Freight #1 Operator _____

___ West Tower Freight #2/#3 Operator _____

___ West Tower Freight #4 Operator _____

___ Loading Dock _____

___ Other _____

___ Security Escort _____

Company/Tenant Name: _____

Tenant Location / Floor: _____

Special Instructions: _____

**This form must be submitted to the Building Management Office at least two business days
PRIOR TO the commencement of work to be done. Email: sjones@thengroup.com**

12. CENTRE SQUARE – 1500 MARKET - STANDARD WORK ORDER CHARGES

- Dumpster \$40.00 each – (96 Yarder)
- Brute \$20.00 each – (44 gallon)
- Sprinkler Shutdown \$80.00/occurrence
(Draining Fire System)
- Freight Elevator** \$47.20/hour
(Charged for greater of actual or **reserved** hours)
- HVAC \$405.00/hour
- Janitorial/Special Cleaning* S/T - \$35.64/hour
O/T - \$47.20/hour
- Paper Towels \$23.49/case
- Mechanic/Engineering* \$73.00/hour plus material
(Minimum of ½ hour)
- Lighting Replacement \$73.00/hour plus material
- Security Service* \$27.00/hour
- Dock Master* \$36.00/hour
- Keys New Key/Replacement - \$6.00 each
- Access Cards New Card/Replacement - \$20.00 each
- Lock Repin \$20.00/lock plus material
- Co-Tags \$10.00

*** An administrative fee of 15% plus 8% sales tax will be added to invoices for services performed by the janitorial, security and mechanical/engineering staff.**

**** Requires 24-hours written notice to schedule and cancel. There is a 4-hour minimum charge for callbacks and weekend service.**

10/20 Standard

EXHIBIT A – CORING DIAGRAM

