

# BANYAN STREET

C A P I T A L

## Wells Fargo Center

### CONTRACTOR RULES & REGULATIONS

1. Please contact the Property Management Office with any additional questions or concerns at **904-353-9003**.
2. The Contractor must be properly licensed and insured and provide Building Management a Certificate of Liability Insurance. Contact Building Management for the appropriate insurance requirements.
3. The Contractor shall schedule weekly construction progress meetings and provide a written report of each meeting. For smaller projects, the frequency of the meetings may be adjusted as applicable.
4. Contractors must check-in/check-out at the loading dock security desk each day.
5. There must be a Superintendent on site while work is in progress.
6. Provide Building Management with emergency telephone numbers for the construction Superintendent, as well as a list of subcontractors working in the building (with phone numbers) prior to commencing work.
7. Normal working hours for construction-related operations shall be from **6 am to 6 pm, Monday – Friday**. Advise Building Management of any personnel who will be working late or on weekends. Contractors are not allowed to perform work that will disturb other tenants during normal business hours without the express consent of the Building Management. This includes loud or excessive noise (demolition, hammer drilling, use of nail guns, etc.) and the use of chemicals, stains or paints that produce an odor. All carts, dollies, etc., must be equipped with rubber tires/wheels.
8. Permits and inspection records must be displayed appropriately and the Contractor, acting as agent for the Owner, shall file and have recorded a Notice of Commencement at the time a permit is applied for. Commencement on the job site shall be in accordance with Chapter 713 of the Florida Statutes. The contractor must issue a copy of all building permits to Building Management.
9. Contractors must use the freight elevators for all deliveries and movement through the building, or as otherwise directed by building management. Use of passenger elevators is prohibited. Construction workers are not allowed to enter or exit the building through the lobby.
10. Material deliveries must be scheduled to avoid impacting tenant operations or building traffic flow. The freight elevators must be used for deliveries or removal of material. Deliveries may be made at any time but must be scheduled in advance with Building Management. Deliveries that require exclusive use of the freight elevator (more than 20 minutes) must be scheduled after-hours (before 7:00am or after 6:00pm weekdays; before 8:30am or after 1:30pm Saturdays) and approved by loading dock Security.
11. Contractors must receive prior approval from Building Management for any use of the loading dock outside of dock hours, which are currently **6:30am – 8:00pm, Monday – Friday**. All loading dock activity will be controlled by loading dock Security.

12. Core drilling is not allowed prior to 6pm and must be scheduled in advance with Building Management. Contractor must obtain structural approval for all core drills and penetrations into the precast or slabs of the building from the Chief Building Engineer. **All core drilling requires the contractor to scan the concrete slabs using GPR (Ground Penetrating Radar) in order to locate all existing reinforcing (this includes both post-tensioned and mild reinforcing) and other embedded items prior to any cut, core or drilling. Contractors shall take care to not cut or damage any reinforcing or other embedded items.**
13. Activities that create excessive dust or smoke (i.e., burning or welding) must be coordinated with Property Management with 72 hours prior written notice and must be performed between the hours of 7:00pm to 6:00am. Major welding to be done on weekends only.
14. Any work with fire & life safety systems must be coordinated with Building Management. Contractor must give Building Management 72-hour prior notice before testing or inspection of the fire alarm system. Testing (including final Fire Marshall test) must be done prior to 7am or after 6pm on weekdays or weekends. Unless approved in advance, all systems must be in operation at the end of each workday. The contractor will be responsible for the cost of any false alarms or charges by the Fire Department.
15. An electrician must certify the fire panel in writing if devices are added to the system.
16. Any connections or “tie-ins” that are made to the building systems (plumbing, mechanical, electrical, fire alarm, sprinkler, etc.) must be coordinated with the Building Engineer. Contractors must provide 24 hours advance notice for tenant-specific work. Contractors must provide 72 hours advance notice for building systems-related work. **Under no circumstances is a contractor other than the building contractor to service, repair or tie into the fire protection systems or automated control systems. Sprinkler “drain downs” must be done prior to 7am on weekdays. See Building Engineer for approved Contractor.**

Final Fire Alarm or Sprinkler tie-in must be performed by, or under the supervision of, **W.W. Gay Fire & Integrated Systems**.

HVAC tie-in must be performed by **Facility Automation Solutions**.

17. Required vendor list is as follows:
- Fire/Life Safety Related Work – W.W. Gay Fire & Integrated Systems (Required)
  - HVAC Controls – Facility Automation Solutions (Required)
18. Electrical service to common areas and other tenant suites cannot be turned off during normal business hours or without prior notification from the Building Manager.
19. Access to other tenant suites must be coordinated with Building Management with two-day notice. A Building Engineer must accompany the Contractor while in another tenant’s space.
20. If plans call for removal of any permanent fixtures (i.e., door hardware, HVAC equipment, etc.), all fixtures are to be returned to the building. Building standard materials must be used.
21. The job site must be cleaned each day at the conclusion of work. All debris is to be removed on a daily basis. **Removal of trash and demolished materials is strictly limited to freight elevators.** No material may be stored in the garage area or loading dock without approval of Building Management. The premises must be secured and the doors to the work area, mechanical and electrical rooms, and stairwells must be closed, and lights turned off at the end of each day. Doors to mechanical and electrical rooms and stairwells must be kept locked and shall be opened for the Contractor upon request to Building Management.
22. Contractors must not block fire exits or fire corridors or use these areas for storage.

23. Construction personnel are to park in designated areas only. Contractor parking MAY be provided as a courtesy, when available, but contractors shall be responsible for making their own parking arrangements at all times.
24. Construction personnel should be appropriately dressed while working in the building, with OSHA-approved footwear, hard hats (as required) and shirts. No shorts or tank tops are allowed. Uniforms bearing company name are preferred.
25. Construction personnel shall use designated toilet facilities on level B1, if available. If Building is unable to provide restroom facilities, Contractor shall be responsible for making their own arrangements. Contractors are NOT to use tenant restrooms at any time. Individuals doing so are subject to immediate and permanent removal from the site, without warning.
26. Smoking is not allowed in the building, garages or within 50 feet of building entrances. Smoking is only allowed at designated loading dock area.
27. Contractors are not to congregate in any public area for lunch, or for reasons other than work. Lunch break to be taken away from access and egress areas of the building. All lunch trash is to be properly disposed of daily.
28. The Landlord or Landlord's representatives will hold Contractor responsible for damages to the building or the building's, or any Tenant's, property resulting from Contractor's actions. Any damage will be restored by Contractor prior to final payment.
29. General Contractor is responsible for removing all unused/existing low voltage wiring. Additionally, all unused piping/ductwork/electrical wiring is to be removed and properly capped at its source. All open/unused/existing floor penetrations must be properly sealed to conform to existing fire codes (Chief Engineer to inspect prior to installation of flooring). Open floor penetrations must be temporarily covered to prevent materials from falling into occupied spaces.
30. Property Management reserves the right at any time to rescind, alter or waive (in whole or part) any of these Rules and Regulations whenever Property Management deems necessary, desirable, or proper in its sole and reasonable judgement.
31. General Contractor must submit signed Rules and Regulations for all subcontractors prior to commencement of work.

## **Contractor Rules & Regulations Acknowledgement**

Please complete and return this acknowledgement to Building Management.

**I have read the stated Rules and Regulations and agree to abide by them.**

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

Contractor Representative (signature): \_\_\_\_\_

Representative Name (please print): \_\_\_\_\_

Representative Title: \_\_\_\_\_

Company Name: \_\_\_\_\_