

CONSTRUCTION MANUAL

2024



BELL TOWER, THE ANNEX, AND MNP TOWER

EDMONTON, ALBERTA



The "Construction Rules and Regulations" developed for Aspen Properties Ltd. is an extensive summary of information necessary for Tenants and Contractors undertaking construction work in our properties. Aspen Properties Ltd., as the authorized agent of the Landlord, requires that a copy of this document is included with Tenant Tender Packages and a second copy is posted on the job site. All Contractors are required to comply with the regulations set forth. Failure to do so will result in removal from the premises, delays to the project and additional costs.

INTRODUCTION

This manual has been prepared to introduce Tenants and Contractors to the Aspen Properties Ltd. Design, Systems and Building Regulations for Bell Tower, The Annex and MNP Tower in order to assist in the design and construction of the leased premises. The manual is to be read in conjunction with the building lease document. In the event of any conflict between this manual and the lease, the provision of the lease or any other specific written agreements between the Landlord and Tenant shall prevail.

The Landlord reserves the right, from time to time, to add or amend the information, procedures and regulations contained herein. Any such additions or amendments will affect any construction work undertaken after the addition or amendment has been issued.

GENERAL INFORMATION

Building Hours

Our buildings (Bell Tower, The Annex and MNP Tower) are open to the public from Monday to Friday from 6:00 a.m. to 6:00 p.m.

Building Addresses

Bell Tower – 10104 - 103rd Avenue, Edmonton, Alberta

The Annex – 10120 103rd Avenue, Edmonton, Alberta

MNP Tower – 10235 101st Street, Edmonton, Alberta

Property Management Office

Monday to Friday: 8:00 a.m. to 4:30 p.m.

Saturday – Sunday and Statutory Holidays: Closed

During certain times of the year, holiday hours are in effect and work will be affected accordingly. Please consult with Aspen Property Management for further details.

APPROVAL FOR CONSTRUCTION

The Landlord will appoint a Property Manager who will guide and assist the Tenant throughout the construction and renovation and will act as a point of contact within the Landlord's organization. All questions, comments and submissions are to be addressed to:

Aspen Properties Ltd.
Suite 400, 10104 103 Avenue
Edmonton, Alberta T5J 0H8
Phone: 780.442.3100
Fax: 780.442.3106
Email: edmontonreception@aspenproperties.ca

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No construction may commence without:

- a) Approval of demolition drawings by the Landlord and a valid Demolition Permit issued by the City of Edmonton.
- b) Written Landlord approval of submitted Tenant architectural, mechanical, structural, and electrical drawings. (*Refer to Schedule A – Tenant Design and Working Drawings*).
- c) Obtaining a City of Edmonton Building Permit and supplying a copy to the Landlord.
 - Tenant's design and construction work must comply with all applicable by-laws. The Tenant must obtain all necessary permits and approvals from the appropriate government authorities before construction begins within the leased premises. A copy of all permits must be delivered to the Landlord. The Tenant must correct immediately any work, which does not meet with the approval of the building inspector, even though the Tenants drawings may have been reviewed previously by the appropriate government authorities and the Landlord. Any revisions to the reviewed drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required corrections, the Landlord may make the corrections at the Tenant's expense.
- d) Providing a copy of liability insurance, minimum \$5 (five) million naming:

Bell Tower - The Landlord, Aspen Properties (10104–103 Avenue) Ltd., PSPIB-RE Partners Inc., Aspen Properties Partnership 4, Aspen Property Management Limited Partnership, and bcIMC Fixed Term Fund Corporation as additional insured for the duration of the project.

The Annex - The Landlord, Aspen Properties (10235 - 101 Street) Ltd., PSPIB-RE Partners Inc., Aspen Properties Partnership 4, Aspen Property Management Limited Partnership, and bcIMC Fixed Term Fund Corporation as additional insured for the duration of the project.

MNP Tower - the Landlord, Aspen Properties (10235 - 101 Street) Ltd., PSPIB-RE Partners Inc., Aspen Properties Partnership 4, Aspen Property Management Limited Partnership, and bcIMC Fixed Term Fund Corporation as additional insured for the duration of the project.

- e) Providing evidence of WCB registration and proof the account is in good standing for all trades working on construction site.
- f) Providing the Landlord a list of all sub-trades including contact names and phone numbers.
- g) Providing the Landlord with a detailed construction schedule outlining the duration, location and hours of work.

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the Landlord.

SECURITY

The Property Manager and on-site Operations will enforce compliance with all Construction Rule and Regulations.

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- All Contractors are required to check in and out with security when on site. Building security will not provide site access without authorized pre-approval. Please complete the online Security Clearance Form for pre-approval by visiting our website at: <https://aspenproperties.wufoo.com/forms/wwg239j1pvhd73/>
- Tenant is responsible for providing its Contractor's access to the Premises. Permit must be posted inside of the workspace at all times.
- Temporary Security access cards will be issued to Contractors who have been approved by the Landlord for after hour's access. After hours all elevators operate on card access only. Cards are provided to the Prime Contractor at the commencement of each project.
 - If there are issues with the access card accessing the appropriate floors, please contact 780.493.7512. Do not at any time force the elevator doors open.
- Contractors will be responsible to return cards to the Landlord upon completion of the work. Contact the building Tenant Service Representative for arrangements at 780.493.7512. A fee will be charged for lost or damaged cards.
- Keys will be issued by the building Tenant Service Representative to Contractors who have been approved by the Landlord for after-hours access. **Contractors will be responsible to return keys to the Landlord upon completion of the work daily. Any cost incurred by the Landlord for lost keys are the responsibility of the Contractor who signed them out.**
 - Appropriate identification is required to sign out building keys.
 - Accepted Identification: Driver's License, Major Credit Cards, Bank Cards, and Employee ID Cards.
 - Business Cards, Retailer/Membership Cards and Alberta Health Care Cards are not accepted.
- The Tenant is fully responsible for the physical security of the leased premises and the contents therein throughout the construction period.
- If access to neighbouring tenants is required for coring etc., the tenant has the right to request security.
- In the event of a dispute, contact the Landlord or the Landlord's agent. Unresolved issues will be forwarded to the Property Manager for resolution.
- If a lock box is used on a construction door, the contractor must provide Aspen Properties with the lock box code.

LOADING DOCK PROCEDURES

- Parking in the loading dock area is NOT permitted. Unload and remove vehicles promptly and DO NOT LEAVE VEHICLES RUNNING. Complaints of noxious fumes will result in the removal of all vehicles from the dock area. Contact on site Operations to arrange for use of the loading dock. Leaving vehicles on the loading dock for extended periods will not be tolerated and are subject to towing and ticketing.
- Make all deliveries through the loading dock and designated freight elevator only. Contractors are to receive their own deliveries. The Landlord's staff will not sign for any deliveries to site.

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Contact on site Operations to arrange for over-size or special deliveries.

- Large deliveries which take two trips or more on the freight elevator must be arranged after hours.
- No storage is permitted on the dock.
- Contractors supply their own carts. Carts and pallet jacks used on site must have soft rubber wheels and attention must be paid to the load rating. Any damage from cart use is the contractor's responsibility to repair.
- Repairs or cleaning to the property resulting from Tenant deliveries will be made by the Landlord at the Tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc. These items are not to be left on loading area.

HOURS OF WORK (NOISY OR ODOROUS WORK)

- Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done after business hours (after 6:00 pm). The Landlord is not responsible for any overtime charges relating to after-hours work.
- Absolutely no noise or fume generating construction is to occur within the buildings between 6:30 a.m. to 6:00 p.m. without the Landlord's prior written consent. Any Contractor found not abiding by the above-noted hours of construction will be stopped and advised.
- Work that interferes with other Tenants or results in Tenant complaints will be stopped.
- No smoking is allowed at any time on construction sites, smoking is permitted only in designated areas.
- Radios and music devices are not permitted during business hours. Exception: hand-held two-way radios for voice communication.
- Odorous materials such as oil base paints spray applied finishes etc. must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.
- Painting, wall covering, or flooring installations are not allowed in common areas during business hours, unless approved by Property Manager or on-site Operations.
- Limited amounts of latex paint may be used during regular business hours.

FREIGHT ELEVATOR USE

- Book Freight Elevator at least 24 hours in advance by placing a service order on the Aspen App or email the Concierge at anur@aspensproperties.ca (for Bell Tower and the Annex) andnalcaide@aspensproperties.ca (for MNP Tower) and wait for booking confirmation.
- The Freight Elevator reservations can only be made after hours.

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- Operations will inspect the elevator when the Contractor is finished.
- Passenger Elevators are not to be used for conveying materials.
- Do not prop elevator doors open. Damage caused by improper use is the responsibility of the Contractor. Contractors found blocking off the freight elevator during regular business hours will be removed from site.

GARBAGE DISPOSAL

Removal of garbage and construction debris generated by the work of a Tenant's Contractor will be the total responsibility of the Contractor, subject to the waste removal and recycling program of the complex.

- The Landlord's garbage bins cannot be used for disposal of construction materials.
- For garbage bin placement location, please contact the building Tenant Service Representative at 780.493.7512.
- The area around bins must be always kept in a clean and tidy condition. Any extra cleanup will be charged back to the Tenant.
- Removal of garbage and construction debris via bins or trucks is only permitted after hours. Garbage should only be moved in the freight elevator and through the freight corridors.
- Do not leave garbage in common areas.

PARKING

Vehicle parking required by Tenant's Contractor is the responsibility of the Contractor. The Landlord makes no representation that any such parking will be available. Under no circumstances are vehicles to impede or block access to the loading dock facilities. No parking is permitted in the loading dock and contractor area without Landlord permission.

RULES AND REGULATIONS GOVERNING TENANT WORK

While carrying out work in the leased premises, the Tenant and all of its Contractors, agents and employees are required to abide by the rules and regulations defined and communicated by the Landlord. *Failure to comply will result corrective action.*

INSPECTION OF TENANT WORK IN PROGRESS

The Landlord and its agents, architects, engineers, and consultants shall have unlimited access to the Tenant's premises for the purpose of inspecting the Tenant work in progress. The Landlord and its architects, engineers, or consultants may note deficiencies in the Tenant work which shall be corrected by the Tenant immediately upon notice. Contractor/Tenant must contact the Landlord to attend final inspection.

ACCESS TO EXISTING TENANT SPACE

- Arrange access to existing Tenant spaces through on site Operations. An access request must be made and a minimum of 24 hours' notice is required.

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- Costs incurred by adjacent Tenants, for security, repairs, or cleaning will be borne by the Landlord at the Tenant's expense.
- The Landlord will not provide access to occupied Tenancies without written authorization from that Tenant.

HOARDING

Hoarding may be required depending on the nature and location of the proposed work. Contact the Property Manager or on-site Operations for instructions.

- Hoarding cannot be installed or removed without written authorization from the Property Manager or on-site Operations.
 - Hoarding is to be constructed with steel studs & drywall joints are to be taped. Drywall and joints are to be painted to Landlord's specifications and kept clean.
 - Poly hoarding is required for glass entrance doors during construction.
- Return air filtration must be supplied and removed by contractor.
- Hoarding door must be closed at all times during construction.
- Install only hardware compatible with the Base Building standard and key entrance door and all internal doors to the Base Building master and sub-keying system.
- Keep the exterior of the site or site hoarding clean at all times.
 - If exterior of hoarding becomes damaged or dirty, the Landlord will request that the hoarding be repaired and painted.
- Advertising is not allowed without prior written consent from the Landlord.

COMMON AREAS

- Provide adequate walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors or common areas.
- For Tenant construction work, confine all construction materials, store fixtures, tools, etc. within the Tenant space.
- Contractors performing work on behalf of the Landlord in common areas, are to store materials, fixtures, tools etc. in an area designated by the Landlord.
- Tenant work in the Common Areas of the building is not permitted.
- Protect all public areas affected by Tenant Construction. Should any damage occur, the Contractor must repair to the satisfaction of the Landlord, or alternatively, the Landlord will complete the repairs at the Tenant's expense.
- No material or debris is to be kept in public corridors or lobbies at any time. Material found will

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be removed and disposed of by the Landlord at the Tenant's expense.

- Washrooms available for use by Contractors will be designated by Property Manager. **Building Washrooms are not to be used for the cleaning or disposing of any construction material.** If there is any damage to the washrooms due to incorrect usage by the Tenant's Contractor, the Tenant will be responsible for repairs of all damage.
- Any common corridor vinyl wall coverings affected by Tenant construction, must be removed from corner to corner and new vinyl to match the existing installed. If the existing vinyl is no longer available, an alternate must be provided for approval by the Landlord. All costs associated with this work are at the Tenant's expense.
- For the duration of construction, filter material must be fastened to the return air grills at duct shafts and on radiation and induction cabinet grills.
- Please ensure all emergency stairwells are accessible during all construction phases.

CORING, CUTTING AND CHIPPING

- All coring, cutting and chipping requires prior approval from the Landlord. If such work is deemed necessary and acceptable to the Landlord and the Landlord's Structural Engineers, drilling etc. shall be carried out after regular building hours by the Tenant's Contractor at the Tenant's cost.
- Provide a drawing showing the location and size of the proposed opening(s). Drawing shall be submitted to the Structural Engineer for structural review and comment prior to any further action. Contact names and phone numbers are listed at the end of this document.
- Contractors are responsible for all fees associated with reviews by the Structural Consultant. Contact the Base Building Structural Consultant for Fee Schedule. Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the Structural Consultant may also be required.
- X-rays are required prior to any structural work.
- Please make arrangements with Property Manager and/or the on-site Operations prior to x-raying, to ensure public safety.
- All slab penetrations must be fire-stopped and water-sealed to maintain the integrity of the slab.
- The Tenant and Tenant Contractor assume all risks in coring, cutting, drilling, or chipping the floor slab. The Landlord, at the Tenant's expense, will repair structural elements or cast-in slab-services damaged by the Contractor.
- Slab-cutting will be by wet saw method only. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces.

Should the x-ray & coring procedures not have been followed by the Tenant and the necessary approvals not have been obtained, the Tenant must bear any and all expenses associated with the following:

1. *Determination if the integrity of the structure has been compromised;*
2. *Design by Structural Engineer of any remedial measures necessary to restore structural integrity*

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3. *through a method of external reinforcement;
Implementation of such remedial measures.*

SOLDERING / WELDING

- No open flame for welding, cutting or other purposes is permitted without the prior written approval of the Landlord. If pressurized gas cylinders are used, the Tenant's Contractor shall ensure that their use is in accordance with requisite safety provisions and requirements. A certified operational fire extinguisher shall be available in the immediate vicinity of the work.
- **No welding or soldering on any part of a floor shall be done without knowledge of the Landlord as these activities may trigger a fire alarm. Work Permits requesting the deactivation of a floor's fire alarm system must be obtained from the Landlord.**

HOT WORK PERMITS

Prior to any "Hot Work" taking place on site, a request must be put to the Building Operator 24 hours prior to the work commencing. The Contractor is responsible for providing the required "Fire Watch" after the work is completed. The completed permit must be turned in to the Bell or MNP Security Desks at the end of the job. *Hot Work Permit request form is enclosed for reference.*

T BAR AND ACOUSTIC CEILING

Base building T-Bar ceilings are not to be cut, drilled or screwed into. Contractor must use clips to secure partition walls. In addition, the Contractor will be responsible for the cost of any repair required as a result of screwing into the T-bar grid or window mullions. Drilling into window mullions is prohibited. Prior to final T-Bar ceiling tile installation, Landlord must inspect the area to ensure electrical, plumbing, and mechanical is to code and Landlord will give final approval to install the T-Bar ceiling tiles once inspection is conducted.

WIRING AND CONDUIT

- Identify all receptacle cover plates with clean self-adhesive mylar tape and black lettering indicating panel and circuit number.
- All wiring within an Aspen building must be a minimum of #14 solid wire for runs under 75 feet and a minimum #10 solid wire for runs greater than 75 feet. Absolutely no BX cable is to be used in the electrical rooms.
- All cabling and telephone type wiring used above the ceiling must be installed in conduit in accordance with the Building and Fire Codes. Conduit may not be required when cabling with FT6/IBM type 2 or 4 (fire rated) cable, if approved by the Landlord.
- Ensure that all new low voltage switches and relay for the new 347V light fixtures are programmed with the building master light sweep on/off.

LIGHTING

Base building lamps are required throughout the complex.

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ELECTRICAL/MECHANICAL & TELEPHONE ROOMS

- Access is restricted to building personnel and approved Contractors only. Request for access to all tower telephone rooms must be obtained through the tower Tenant Service Representative. Under no circumstances will access to the telephone rooms be provided by Site Security unless prior approval has been provided. **Doors are not to be propped open and must remain locked at all times.**
- Electrical and telephone rooms are not to be used for storage.
- Tenant's electrical, mechanical, data and telephone equipment is to be located within the leased premises. No such equipment is to be installed in the Building electrical/mechanical room. *Please refer to Schedule B for General Rules for Communication –Cabling Contractors.*

BASE BUILDING SYSTEMS

- Contact the Landlord for all work affecting Base Building HVAC, Electrical, Plumbing, Life Safety, Architectural or Structural Systems.
- Around radiation cabinets or the base building HVAC system it must be designed so that any furniture or millwork must allow for adequate access to the cabinets and systems for maintenance.
- The potential for accidental power outages to large parts of the building exists. The Contractor is expected to use caution and inspect the work prior to energizing the system. Ensure only qualified personnel work on the electrical system.
- Contact the Landlord prior to tripping circuit breakers.
- Damages to Landlord or existing Tenant systems will be repaired by the Landlord at the Contractor's expense.
- Clean all air diffusers, grills, and perimeter radiant / induction units upon completion of work and prior to occupancy, to the satisfaction of the Landlord.
- Welding or soldering within or on premises must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm. Contact the Landlord for details.

METERS

Meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from the Property Manager is required. Refer to Mechanical and Electrical drawings for meter information. Meters shall have capability to be connected to the base building automation control system.

THERMOSTATS

The thermostats in the affected areas will be removed by the General Contractor and reinstalled upon completion of construction. Any abandoned thermostats should be properly decommissioned. All thermostats and related non-based HVAC equipment to be located within the Tenant's leased premises. This service will be provided at the tenant's expense, at rates as determined by Property Management and the Building Engineering Department. Any replacements that are required should be supplied by the General Contractor and should abide by base building specifications.

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DUST

All base building perimeter air handling systems to be protected from any dust or debris during construction. In order to keep the common areas clean, adequate walk off mats are required in the construction areas.

SMOKING

There is no smoking allowed in any Aspen Property managed buildings or loading docks including the construction areas in adherence to the City of Edmonton Bylaw #14614.

ELECTRICAL POWER SHUTDOWNS

All requests for electrical power shutdowns must be made in writing and submitted for approval to the Landlord, 72 hours prior to the required shutdown. Refer to Item 1.3.5, "Electrical Changes which Require Base Building Shutdown," of the Tenant Design and Working Drawings. Cost varies as per occurrence.

AIR SYSTEM SHUTDOWNS

All requests for air system shutdowns must be submitted for approval to the Landlord at least 72 hours prior to the shutdown date. A Tenant's request for extended air conditioning will take precedence over a contractor's request for shut down period.

WATER SYSTEM SHUTDOWNS

All requests for water system shutdowns must be submitted for approval to the Landlord at least 72 hours prior to the shutdown date. General contractor is responsible for bringing in a third party certified plumber to isolate the water system.

PLUMBING

Water supply lines, drain lines and vent connections must be removed from the ceiling space back to the core riser and properly capped when being removed from a Tenant's premises.

LIFE SAFETY SYSTEMS

Life Safety Systems refer to Fire Alarm systems, Emergency Power, Lighting systems, Fire Pumps, Standpipe and Sprinkler systems, Smoke Exhaust and Emergency Pressurization systems.

- Contact the onsite Operations for final tie-in and verification.
- All disconnects, connections and final tie-ins of speakers, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the Landlord's designated Base Building electrical subcontractor unless an alternate licensed subcontractor is approved by the Landlord or Landlords agent.
- Work affecting Life Safety systems must be completed after normal business hours.
- Notify the on-site Operations by way of Impairment Request of any activity that may affect the fire alarm system (e.g. welding, grinding or soldering), 24 hours in advance.
- All preventable fire alarms will incur a charge plus a 15% administration fee per occurrence to

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the responsible party, payable to the Management.

- When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the Work.
- Fire system impairments and sprinkler systems must be put back into full operation at the end of each day when Contractors leave the site. Extended impairments will not be allowed.
- At no time shall a floor be left unattended during fire system impairment. The contractor is responsible for the fire watch during the impairment.
- All changes, additions, deletions, or modifications to Fire Alarm systems must be reviewed by the Landlord and the Base Building Electrical Consultant prior to commencement of work. *Please refer to the "Consultant Guidelines for Additions to the Fire Alarm System" enclosed for reference.*

FIREPROOFING

- Tenant Contractors, using material that matches the existing level of fire protection, must replace fireproofing which is disturbed or removed. Contact the Landlord for the material specification.

COMPLETION OF TENANT'S CONSTRUCTION

- A final walk-through inspection with Property Management and Operations team must be scheduled to approve completion of scope of work and ensure tenant space is safe for use. *This includes no exposed/uncapped electrical wires throughout the suite, or any life safety hazards.*
- Following completion of the job, and within 30 days, the Tenant must submit to the Landlord a certificate from its architect or designer stating that all work, including that of the mechanical and electrical contractors has been completed in accordance with the reviewed drawings.
- A full set of architectural, mechanical and electrical "as built" CAD drawings ver. 14 or later shall accompany the above noted certificates.
- Further, the Landlord requires copies of all permits and certificates issued by authorities having jurisdiction over all or any part of the Tenant's leasehold improvement work.
- Further, the Tenant shall submit to the Landlord a statutory declaration stating that all accounts for labor, subcontractors, products, construction machinery and equipment and other indebtedness which may have been incurred in the performance of the work and for which the Tenant might in any way be held responsible have been paid in full except holdback monies properly retained and that no liens have been registered against the Landlord's property.
- Any elements of the base building such as (but not limited to) ceiling components, doors, door frames, hardware, light fixtures, speakers, etc., which the Tenant removes with the approval of the Landlord, remain the property of and must be turned over to the Landlord.

AIR BALANCING

Upon completion of construction, the tenant shall ensure that air balancing of the premises is completed by the approved air-balancing contractor. An air balancing report is to be submitted to the Landlord for their file.

CONSTRUCTION CLEANING

Cleaning necessitated by Tenant construction, must be coordinated with the building custodial contractor at Tenant's expense.

The following list represents the minimum standard for construction cleaning, prior to Tenant move-in:

- Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.);
- Clean interior windows and window frames;
- Clean all doors and frames;
- Spot wipe walls as required;
- Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances;
- Total and complete cleaning of washrooms;
- Vacuum all carpets;
- Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring;
- Spot clean elevator doors as required;

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- Remove covers of perimeter radiation cabinets and/or induction cabinets and thoroughly clean inside-heating fins. Ensure both the inside and outside of the covers are cleaned;
- Clean all light lenses after construction is complete; clean all window coverings

Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the Tenant.

PENALTIES FOR FALSE ALARMS

Fines for Nuisance/False Fire Alarms will be \$1,500.00 + GST during any given Construction Project.

All Fines are accumulative and will be levied against the tenant and must be paid within 10 days from the date the invoice is issued.

OCCUPATIONAL HEALTH AND SAFETY

The Contractor must have in its possession, Safety Rules and Regulations that are in accordance with the Occupational Health and Safety Acts and the Worker’s Compensation Board. It is the Contractor’s responsibility to ensure that its employees, sub-contractors, invitees, etc. comply with the Contractor’s published Safety Rules and Procedures. Failure to do so may result in the Contractor being removed from the site.

ENFORCEMENT

IT IS THE GENERAL CONTRACTOR’S RESPONSIBILITY TO ENFORCE THESE RULES WITH THEIR EMPLOYEES AND SUBTRADES. CONTRACTORS AND THEIR EMPLOYEES OR SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. CONTRACTORS, EMPLOYEES, OR SUBTRADES FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.

LANDLORD REPRESENTATIVES

General Manager	Bob Brown	780-442-3101
Assistant Property Manager	Ana Pereira	780-442-3103
Operations Manager	Daniel Vrbanic	780-392-8793

SCHEDULE A

TENANT DESIGN AND WORKING DRAWINGS

Please submit for review, a detailed scope of work, CAD ver. 14 or later an electronic copy of Tenant Design Working Drawings and Specifications of all work proposed within the leased premises.

Landlord shall provide their drawing review within five (5) working days from receipt of the working drawings and specifications. One set of drawings to be returned and stamped "Reviewed" with comments, if any, with the understanding that the drawings may be subject to change if requested.

Revised drawings are to include all the comments and corrections and a set of prints provided prior to commencing work. Drawings to be resubmitted shall be revised to conform to the requirements and re-submitted for subsequent Landlord review. Any revisions to the Landlord reviewed drawings must be submitted for further review, and work must not proceed until the revised drawings are returned to the Contractor.

A copy of the Landlord-reviewed drawings must be kept on the job site for viewing throughout the construction period.

Additional or expanded information, for purposes of definition or clarification before giving approval may be required.

Working drawings should supply the information listed below.

Complete Floor Plans (drawing scale of 1/8" = 1')

- a. Location of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions.
- b. Location and layout of rooms of unusual loading concentrations such as centralized filing areas, UPS unit, air conditioning units, cable trays and calculations of unusual loadings in excess of 75 lbs. per square foot.
- c. Location of power, telephone, data and communications outlets.
- d. Room names and uses.
- e. Floor materials and finishes throughout the premises.
- f. Where the leased premises occupy less than a full floor, a drawing of the entire floor showing the location of leased premises and its relationship to the elevator lobby, exits, washrooms, etc. is required.
- g. Partition types.
- h. Location of exit lights.
- i. Hardware schedule and keying requirements.

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Complete Reflected Ceiling Plans (scale: 1/8" = 1')

These should include lighting layout, ceiling pattern, materials and suspension system, and the types and wattage of any proposed special lighting fixtures. Also include:

- a) Location and types of sound baffles above ceiling.
- b) The location of any access panel required to service building systems.

Complete Construction Details

These plans should be appropriately scaled and indicate methods of construction.

Complete Electrical, Mechanical, Sprinkler, Building Automation, Security, Communications, Data, Life Safety System Drawings (scale: 1/8"=1') complete with Engineer's stamp.

- a) Details of all alterations and all additions to the BASE BUILDING, as well as base building conditions, which remain unchanged.
- b) Details of all metering equipment changes to conform to base building standards.
- c) Details of all lighting control equipment changes to conform to base building standards.
- d) Details of breaking out receptacle panels from the lighting panels to conform to base building standards. Note: This is required to avoid the possibility of breakers being tripped due to a lighting equipment problem.
- e) Schedule for any changes to fire, sprinkler and security systems.
- f) Heat generating equipment, their specifications and heat output will be required on the mechanical drawings.
- g) Cooling generating equipment and cooling output will be required on the mechanical drawings.

Electrical changes which Require Base Building Shutdown

Prior to shutdown, a detailed plan showing the amount of time required for the changes or additions as proposed on the electrical drawings and the preliminary work planned must be submitted for approval. The proposed shutdown will be scheduled accordingly.

A plan to restore power to the building in case of emergency or problem will be developed in conjunction with the Landlord.

A representative of the project management team is to be on site during the shut-down to ensure that any problems arising with the work being carried out can be resolved, thus avoiding the need for a second shutdown.

The Project Management Representative will be responsible to update their client on the status of the shutdown.

All costs incurred as a result of the shut-down by the Landlord will be charged to the project.

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Complete Structural Drawings

These drawings must be supplied where special conditions warrant their production i.e. openings in slabs, libraries, file rooms, vaults, etc.

Slab x-raying or other detective method must be approved by the Landlord prior to being carried out. Submitted proposed locations and scheduling of the x-raying is required. A minimum of **72 hours written notice** is required prior to x-raying. Upon completion, x-rays must be reviewed and approved by the Landlord before any coring commences.

Upon completion of construction the Tenant is responsible to submit "as built" Architectural, Electrical, Mechanical, Security, Communications, Data and Structural Drawings on CAD ver. 14 or later disk to the Landlord for their records.

SCHEDULE B

GENERAL RULES FOR COMMUNICATIONS – CABLING CONTRACTORS

a) GENERAL

1. Note that Building Communication Rooms are not secure spaces. Access to these rooms may, from time to time, be allowed to competitors and rivals of the Communications Contractor or the Tenant. The Landlord will not be held responsible for damage or tampering by third parties.
2. Notify the Landlord at least two weeks prior to commencement of communications cabling work. Provide details in writing describing the nature of the work, and when and where the work will take place. Arrange access to Communication Rooms through Operations.

The Landlord may require additional information, details and working drawings before construction can commence. The Tenant shall be responsible to obtain the Landlord's permission, prior to the commencement of the work.

3. In most cases the Landlord will require an Electrical Permit from the City of Edmonton before allowing work to start. A Certificate of Compliance must be submitted to the Landlord when work is complete.

The requirement for an Electrical Permit will be waived at the discretion of the Landlord if the nature of the work is minor, such as relocation of telephone handsets.

4. Communications Rooms are to be left clean of construction material and debris.
5. Provide "as-built" drawings and turn over to the Landlord on the completion of the work.

b) GENERAL GUIDELINES FOR TERMINATION IN MAIN TELEPHONE ROOM OR DEMARCATION ROOM

1. Cables must be terminated at assigned blocks designated by the Landlord. No Exceptions.
2. Jumpers must run in "D" rings. Installation methods shall conform to Canadian Telecommunications Standards.
3. It is the Contractor's responsibility to update the master logbook once cable pairs are used.

c) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

1. Permission must be obtained from the Landlord to reuse existing riser cables and termination hardware. All reused components must be properly labelled.
2. Permission must be obtained from the Landlord to use existing sleeves or slots.

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3. Permission must be obtained from the Landlord for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the Landlord's Structural Engineer. (see Coring, Cutting and Chipping, Page 7)
4. All riser sleeves must be filled with Factory Mutual or CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired in an approved manner.
5. Where new cables are run in free air (i.e. not in conduit) they must be independently supported every 1.5 m horizontally and twice on every floor for vertical risers. All cables must be fastened to the plywood backboards or to existing or new Unistruct or similar supports.
6. Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical Code. All cables between floors located in the Communication Riser Rooms must be installed in conduit in locations designated by the Landlord.
7. All new cables must be FT6 rated.
8. Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.
9. Cables and conduits must be labelled on both ends of every run, on every floor, with the Tenant's name, floor of origin and termination e.g. "ABC Oil 4 to 24". Labels must be mechanically imprinted, wraparound style. Cables which are installed in raceways or conduit provided by the Landlord are to be labelled every 3m and in every junction box.
10. Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.
11. The communications room shall be used for cross-connects (termination blocks) only. All Tenants communications equipment must be located within the Tenants' space and not in the Communications Riser Rooms unless approved by Landlord. Permission will be required from the Landlord for locating patch panels etc., within the communication riser room.
12. All cables that are obsolete or abandoned are to be completely removed back to the source

d) GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES

1. All cables must be plenum rated FT6.
2. Cables must be installed in conduit on cable trays or free air. Where run in free air, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, using J- hooks or other approved methods. Cables may not be laid on top of T-bar or ceiling tiles, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware.
3. All cables installed above drywall ceilings and in ceiling spaces of Tenants below are to be installed in conduit.
4. All cables, which are obsolete or abandoned, are to be completely removed back to the source.

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5. Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.

READY TO START CHECKLIST

Prior to a work permit being issued by the Landlord, a Lease Agreement signed and executed by the Tenant, must be in possession of the Property Management office. In addition, the following items must be completed and submitted to the Landlord's Tenant Coordinator.

- Lease Agreement signed and executed by the Tenant.
- Drawings, Specifications and Scope of Work as per pages 2-6 of this document.
- Insurance Certificate provided on Landlord's standard form.
- Building Permit or copy of Building Permit application.
- WCB Certificate of good standing.
- Aspen Property Management Ltd. - Tenant Work Permit
- List of contractors and Trades to be used including contact names and phone numbers.
- Detailed Construction Schedule.
- Emergency Contact Numbers for all contractors and supervisors responsible for project.

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CONSTRUCTION COMPLETION CHECKLIST

It is the tenant's responsibility to ensure the construction has been completed in accordance with this document. The Landlord at the tenant's expense will complete items that remain incomplete. The following documents must be complete and submitted to the Landlord's Tenant Coordinator.

- A final walk-through inspection with Property Management and Operations team must be scheduled to approve completion of scope of work and ensure tenant space is safe for use. *This includes no exposed/uncapped electrical wires throughout the suite, or any life safety hazards.*
- Fire Alarm and Life Safety Verification.
- Air Balance Report as completed by the base building contractor.
- Architect's Certificate of Completion.
- Final Electrical and Mechanical engineers sign-off stating work is completed in accordance with design drawings and specifications.
- Copies of all permits and certificates related to work.
- All manuals for equipment tied into any base building systems.
- Statutory Declaration.
- As-built Mechanical Drawings with the associated CAD ver. 14 or later.

Electronically delivered as follows: Indicate "As-Builts" – Mechanical
Name of Contractor
Project Name, Floor and Address
Project Date (Month-Year)
Name of Company Prepared By

- As-built Electrical Drawings with the associated CAD ver. 14 or later.

Electronically delivered as follows: Indicate "As-Builts" – Electrical
Name of Contractor
Project Name, Floor and Address
Project Date (Month-Year)
Name of Company Prepared By

- All Pre-Occupancy cleaning must be completed.
- Occupancy permit must be submitted to Landlord.

Until the above items are complete, tenant concerns related to comfort and cleanliness of the premise, will be the responsibility of the tenant. Aspen staff will only be able to respond on a "fee for service" basis.

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LIST OF PERTINENT/APPROVED CONTRACTORS

PRE-APPROVED CONTRACTORS

Tenant Contractors are to carry these Pre-approved Contractors in their quotations as subtrades for Tenant Work. Where appropriate, the “Designated Base Building Contractor” is indicated. “Designated Base Building Contractors” must be retained to complete work identified on the engineered drawings as “Base Building Tie-In Work”.

BASE BUILDING GENERAL CONTRACTOR RECOMMENDED BY THE LANDLORD

Frontline Contracting

5 Beaverbrook Crescent
St. Alberta, AB T8N 2L3
www.frontline-contracting.ca

Contact: **Ryan Stacey**
Email: Ryan-frontlinecontracting@live.ca
Tel: 780.906.0847

Interworks Contracting Ltd.

16016 121A Avenue
Edmonton, AB T5V 1B2
www.interworkscontracting.ca

Contact: **Jeff Wolansky**
Email: jeff@interworkscontracting.ca
Tel: 780.406.2255

Seagate Contract Management

15904 116 Avenue
Edmonton, AB T5M 3S5
www.seagatecontract.com

Contact: **Mark Dargatz**
Email: markd@seagatecontracting.com
Tel: 780.905.6313

Carstar Construction

8817 161 Street NW
Edmonton, AB T2R 2L1
<http://www.carstarconstruction.ca/>

Contact: **Troy Carmack**
Email: troy@carstarconstruction.ca
Tel: 780.983.0983

Architectural Deconstruction

3904 169 Avenue NW
Edmonton, AB T5Y 6M1

Contact: **Eric Fernandez**
Email: eric@arcdecon.ca
Tel: 780.994.3588

SPRINKLER CONTRACTORS APPROVED BY THE LANDLORD

Johnson Controls

17402 116 Avenue NW
Edmonton, AB T5S 2X2
www.tycoifs.ca

Tel: 780.452.5280
Fax: 780.451.3583

Viking Fire Protection Inc.

5622 103A Street NW
Edmonton, AB T6H 2J5
www.vikingfire.ca

Contact: Trevor Stewart, NCSO
Email: TStewart@vikingfire.ca
Tel: 780.447.4600
Fax: 780.447.3043

Vipond Sprinklers

16910 128A Avenue NW
Edmonton, AB T5V 1K7

Contact: Kevin Fortier
Email: Kevin.fortier@vipond.ca
Tel: 780.447.1863
Fax: 780.447.1924

DESIGN CONSULTANTS PREFERRED BY THE LANDLORD

Edgewise

14003 – 75 Avenue
Edmonton, AB T5R 2Y5

Contact: Laurie Snider
Email: lesnider@shaw.ca
Tel: 780.483.4172
Fax: 780.483.0305

Lori Cox Interior Design

#201, 10107 – 97A Avenue
Edmonton, AB T5K 2T3

Contact: Lori Cox
Email: lori@loricoxdesign.com
Tel: 780.974.4750

Assaly Licensed Interior Design Inc

Edmonton, AB

Contact: Donna Assaly
Email: donnaassalyid@gmail.com
Tel: 780.431.2673

MISCELLANEOUS CONTRACTORS APPROVED BY THE LANDLORD

BASE BUILDING ELECTRICAL CONTRACTOR

Galaxy Electric Ltd.

Box #122C Edmonton Centre Parkade
Edmonton, AB T5J 2Y8

Contact: George Boisvert
Email: galaxyelectric@telusplanet.net
Tel: 780.499.9337
Fax: 780.426.7808

Canem Systems Ltd.

16516 111th Avenue
Edmonton, AB T5M 3V8
www.canem.com

Contact: David Ellis
Email: dellis@canem.com
Tel: 780.454.0381
Fax: 780.455.5194

ER Systems

10328 – 164 Avenue
Edmonton, AB T5X 2E2

Contact: Gary Herick
Email: gary@ersystems.net
Tel: 780.909.6201

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BASE BUILDING MECHANICAL CONTRACTOR

G.C. Kinsella Plumbing Ltd.

97 William Drive
Leduc, AB T9E 6P8

Contact: Randy Kinsella
Email: mkinsella@shaw.ca
Tel: 780.423.1917
Fax: 780.421.8019

Blackstone Mechanical

50, 20 Circle Drive
St Albert, AB T8N 7L4
www.blackstonemechanical.ca

Contact: Shawn Veenendaal
Email: shawn@blackstonemechanical.ca
Tel: 780.459.9897
Office: 780.419.2630

Skills Mechanical Solutions

41 Broadway Blvd.
Sherwood Park, AB T8H 1C2

Contact: Steve
Tel: 780-467-5625
Fax: 780-467-5649

BASE BUILDING FIRE ALARM VERIFICATION CONTRACTOR

Johnson Controls

17402 – 116 Avenue NW
Edmonton, AB T5S 2X2
www.tycoifs.ca

Tel: 780.452.5280
Fax: 780.451.3583

Gabriel Industries

10741 – 181 Street NW
Edmonton, AB T5S 1N3

Tel: 780.722.7329
Office: 780.702.7558
Fax: 866.783.2386

BASE BUILDING HVAC AIR BALANCING CONTRACTOR

Accu-Air Technical Services Ltd.

8903 68 St NW
Edmonton, AB T6B 1S4

Contact: Dave Vriens
Email: dvaccu@telus.net
Tel: 780.440.2759

BASE BUILDING HVAC CONTROLS CONTRACTOR

TEK Controls

180-23361 TWP Road 510
Leduc County, AB T4X 0S8

Contact: Bill Sputek
Email: bsputek@telus.net
Tel: 780.464.5853
Cell: 780.777.3852

G.C. Kinsella Plumbing Ltd.

10204 101 St NW
Edmonton, AB T5J 3P4

Contact: Randy Kinsella
Email: mkinsella@shaw.ca
Tel: 780.423.1917
Fax: 780.421.8019

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Paragon Ventilation Ltd.
7220 48 St NW
Edmonton, AB T6B 2Y8

Contact: Paul Pinault
Email: ppinault@paragon.ca
Tel: 780.465.2931
Cell: 780.466.4959

LIST OF PERTINENT BASE BUILDING CONTACTS

STRUCTURAL CONSULTANTS

Read Jones Christoffersen (RJC)
17415 102 Avenue, Suite 100
Edmonton, AB T5S 1J8
www.rjc.ca

Contact: Enzo Vercillo
Email: evercillo@rjc.ca
Tel: 780.452.2325
Fax: 780.455.7516

Entuitive
650, 10055 106 Street
Edmonton, AB T5J 2Y2
www.entuitive.com

Contact: David Sirois
Email: david.sirois@entuitive.com
Tel: 780.782.7316

ELECTRICAL CONSULTANTS

Arrow Engineering
202, 13167 - 146 Street
Edmonton, AB T5L 4S8
arrowonline.ca

Contact: Darrell Phillips
Tel: 780.243.2924
Email: darrell.phillips@arrowonline.ca

MECHANICAL CONSULTANTS

Arrow Engineering
202, 13167 - 146 Street
Edmonton, AB T5L 4S8
arrowonline.ca

Contact: Darrell Phillips
Tel: 780.243.2924
Email: darrell.phillips@arrowonline.ca

Final Acceptance

THE CONTRACTOR AND HIS EMPLOYEES WILL ADHERE TO ANY ADDITIONAL RULES AND REGULATIONS AS THEY MAY ARISE DURING THE COURSE OF CONSTRUCTION.

I / WE HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS OUTLINED ABOVE DURING THE COURSE OF CONSTRUCTION:

Name _____ *Company* _____

Suite Number _____ *Project Name* _____

Date _____ *Signature* _____