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## SECTION ONE : PROJECT OVERVIEW

### I. INTRODUCTION TO MANUAL

This manual serves as a guide to tenants, architects, engineers, general contractors, sub-contractors and any other entity involved in the design and construction of Leasehold Improvements at 222 South Main. This document outlines construction project processes, procedures, guidelines, and building standards in an effort to provide aesthetic consistency, clear direction and project efficiency.

As all parties involved in a tenant improvement or alteration project must be familiar with the information provided herein, it is the responsibility of the general contractor to review and adhere to all specifications, regulations, authorization procedures and construction guidelines provided in the document.

In the absence of any lease provisions applicable to construction, the requirements, rules, and regulations set forth in this manual will govern the design and construction of all tenant improvements or alterations at 222 South Main. **In the event of a conflict in language between Lease Agreement and this manual, the Lease Agreement shall supersede this manual.**

Note: This manual is subject to change. Building management reserves the right to modify this document without notice. Copies of the most recent version of the manual will be made to the Tenant at Tenant's request.

### II. PROJECT DIRECTORY

Owner

222 S. Main Investments, LLC  
111 East Broadway, Ste 150  
Salt Lake City, UT 84111

Building Manager

Hamilton Partners  
111 East Broadway, Ste 150  
Salt Lake City, UT 84111  
(801) 746-2888

Asset Manager

Ken Shields

Building Maintenance Engineer

David Bornholdt

Assistant Asset Manager

Susannah Bingham

Security Provider

Allied-Barton



*Parking Garage Operator*

AMPCO Parking  
Vince Kanegae  
(801) 364-7275

*Building Architect*

Skidmore, Owens & Merrill

*Building Engineer (MEP)*

ESD  
Larry Dykstra  
(312) 456-2367

*Building Air Test & Balancer*

Certified Test and Balancing  
Ray Coleman  
(801) 446-8031

*Building LEED Consultant*

Brightworks, Inc.

*Building Riser Manager*

First Digital, Inc.  
Jason Hakanson  
(801) 456-1023

*Building Electrical Metering Contractor*

Elutions  
Chris Vos  
(414) 918-4264

*Building Controls Contractor*

D&L Controls / Lone Peak Controls  
Derek Wright  
(801) 796-5793

*Building Fire Alarm Contractor (BFAC)*

Nelson Fire System  
Ben Nelson  
(801) 468-8300

*Building Elevator Provider*

Otis Elevator

*Custodial Services*

Jani King

*Trash/Waste Removal*

Ace Disposal  
Shawn Whitehead

**Building Keying Contractor**

Glen's Keys  
Glen Fowler  
(801) 355-3413

**Major Jurisdictional Authority**

Salt Lake City  
451 South State Street  
Salt Lake City, UT 84111  
(801) 535-6333

**Salt Lake City Fire Department**

Salt Lake City Fire Department  
PO Box 5520  
315 E 200 S, 7th Floor  
Salt Lake City, UT 84114-5520  
(801) 799-FIRE (Non-Emergency)

### **III. BUILDING DESCRIPTION**

The 222 South Main building is located on Main Street in the downtown CBD market of Salt Lake City, Utah.

The building is a twenty-two story structure, containing 459,000 GSF of office and restaurant space within a typical floor containing approximately 22,000 square feet of rentable area. Vehicles may access the parking structure for the building via the 200 South and 300 South entrances. The building loading dock is located on the west side, main level of the building. The dedicated freight/loading docks are available for use during normal business hours, or after hours by pre-arranged appointment.

Access to the building is monitored/ controlled by 24 hour security staff. The major vertical transportation in the building is accessed from eight passenger elevators including one dedicated freight elevator.

The building structure is a Class I-A, fire resistive, steel structure with reinforced concrete core walls and floor slabs designed to provide for 80 pounds per square foot live loads and 20 pounds per square foot dead loads on a uniform loading basis. The foundation system consists of reinforced concrete mat footings.

Air Conditioning is provided by a low-temperature, variable primary air-volume fan system with supplemental perimeter electric heat through fan-powered, constant columns, variable primary-air distribution units located above the ceiling. The building is provided with an automatic fire protection system. Fire command, sprinkler, smoke evacuation, alarm and exiting systems are in conformance with the life safety provisions of the IBC2003 Building Code.

The life safety communication system has a one-way emergency paging system on all floors and a two-way firemen's telephone system in all elevators and on every floor in exit stairways. The life safety system status reporting, controls and master communication components are located in the fire command room on the ground floor. An electronic key access control system is in operation 24 hours a day, with the access to the main entrances to the building limited via electronic key access between the hours of 6:00 PM and 7:00 AM Monday through Friday and 24 hours on Saturday and Sunday. Videotaped, closed circuit television recording is provided 24 hours a day, seven days a week.

## IV. PROJECT ORGANIZATION

### A. Project Team Organization

Designation of the TCM will be negotiated at time of lease execution based upon availability.

### B. Tenant Construction Manager

The coordination of the Tenant Improvement design and construction is critical to the success of the project. The Tenant may engage Hamilton Partners to act as Tenant Construction Manager (TCM), offering prior experience with the building and its tenants as well as in developing previous design solutions to typical building conditions. The TCM's familiarity with the base building systems and specifications will help facilitate a thorough integration of the Tenant's space with the existing base building.

The TCM will serve as a resource for budget and pricing information, contractor negotiations and references. The TCM will be a single source of contact and responsibility for the Tenant, reviewing the construction progress, project budget and design coordination.

If Landlord has agreed to allow the Tenant to perform duties of the TCM, then the Tenant, the Tenant's consultants and the Tenant's Contractor must provide the TCM's responsibilities. Regardless, the Tenant and Tenant's consultants shall understand the design and construction information processes as outlined herein.

#### 1. Tenant Direct Contracts

Systems such as telephone and communications equipment, furniture systems, and security devices are typically supplied and installed by the Tenant under independent contracts that are separate from the construction process. Scheduling information necessary to guide these contractors and vendors should be provided to the TCM by the Tenant. However, if the Tenant desires, the TCM can assume the responsibilities for coordinating the installation of these "Not in Contract" items of work. Efforts will be made by the TCM to assist the Tenant and its consultants in coordinating such work provided that sufficient advance notice and information regarding such work is provided by the Tenant.

#### 2. Telephone/Data/Communication System

Given the numerous telecommunications alternatives from which the Tenant may choose, the telephone/data equipment selection can be extremely difficult and time-consuming. The selection of telephone and data communication equipment will impact the design of the Tenant improvements in terms of allocation of space for that equipment and corresponding mechanical, electrical, structural and fire-proofing considerations. Tenants should begin this analysis and selection process immediately so that special requirements can be incorporated into the Tenant Space Plan and Tenant Construction Documents. All of the Tenant's equipment must be located within the Leased Premises. The Tenant shall be responsible for the delivery and installation of telephone and data communications systems. The timely procurement and coordinated installation of these systems is critical to occupancy. The Tenant Construction Manager assist the Tenant in coordinating these systems with the construction of the Tenant improvements. Tenant must coordinate any work that must be performed in the building riser closets through the building's riser management company, First Digital, Inc.

#### 3. Moving

Early in the project term, Tenant should consider the move-in process and timing in an effort to coordinate this task with Building Management, Tenant's Contractor, and the Tenant's moving company. Tenant will contract directly with moving vendors; however, the TCM can assist in selecting a vendor and coordination of the move.

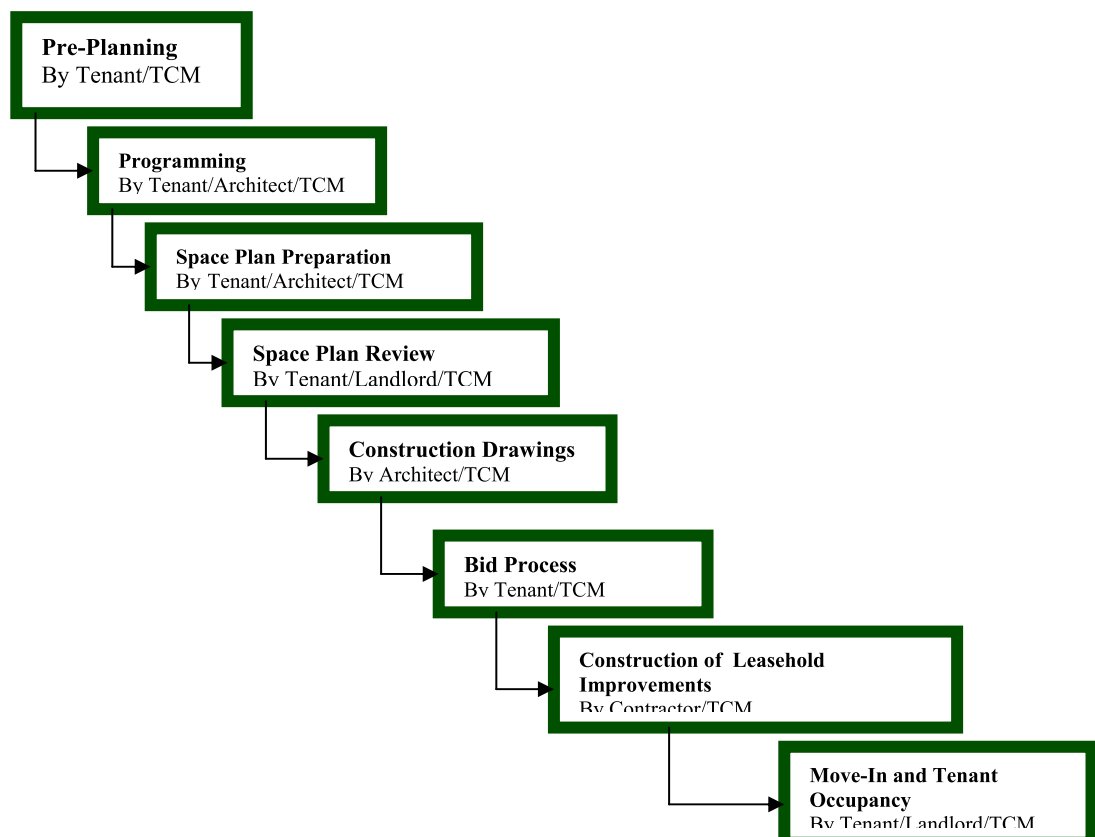
#### 4. Keying

Tenant shall supply Building Management with a keying diagram indicating doors to be keyed and the manner in which they are to be keyed. Building Engineers will require, at a minimum, two (2) week's notice to prepare the keying of a suite. All keying will be completed at an hourly rate. If Tenant requires hardware in addition to what was originally indicated on the construction documents, Building Management will require, at a minimum, four (4) weeks notice to order accordingly. Lead-time will vary based upon required keyway and selected hardware.

#### 5. Final Construction Clean

After the completion of the construction work, tenants must have their space cleaned by the building's cleaning company. This work should be scheduled to occur only after all construction is complete (including any substantial punch list items) and in advance of the delivery of any furniture or other move-related items. The tenant can request a walkthrough with the TCM and the cleaning company to discuss the specific cleaning related services required and the pricing for the work. Generally these services might include, vacuuming the carpet, cleaning windows, dusting blinds and window sills, waxing any tile floors, etc.

### C. Project Design & Construction Processes



## 1. Preplanning Phase (Phase I)

### a. Consultant Selection

It is the responsibility of the TCM to assist the Tenant in requesting and reviewing design services proposals. Considering the complexity inherent in modern building systems, the Landlord strongly recommends that the Tenant contact the Building Mechanical/Electrical/Plumbing (MEP) Engineer (See Project Directory, Section One: II) to prepare the MEP and fire protection drawings. Furthermore, the Landlord recommends that any structural engineering consulting or design, deemed necessary by the Tenant's Architect, will be performed by the Building Structural Engineer. The Tenant is expected to contract directly for architectural and engineering design services.

NOTE: The Landlord will require the Building MEP Engineer, Architect and Structural Engineer to review drawings prepared by other consultants. **Consequently, if the Tenant selects an architect and/or engineering consultant other than Landlord's recommended consultants, a document review fee will be assessed based upon the review time necessary.**

### b. Documents Provided by the Landlord

If requested, the following information will be furnished to the Tenant (or Tenant's Architect) by the Landlord for use in the development of the basic plans:

One (1) print of each various base building architectural, structural, mechanical, electrical and plumbing drawings as required to define/describe the basic relevant characteristics of the building at the leased floor. The availability of as-built drawings is subject to whether or not the building consultants possesses such drawings.

### c. Information Requested by the Tenant

The Tenant may request any additional base building information in writing from the Landlord as may be required for the preparation of the Tenant space plan or working drawings.

### d. Initial Meeting Organized by the TCM

The Landlord encourages regular meetings with the Tenant, TCM, and the Tenant's Architect to review matters relating to the development of the Tenant's Lease and space plan such as:

- i. Review of information contained in this manual and/or building plans and specifications affecting the Tenant's space.
- ii. Development of a project schedule, identification of pertinent project dates, and review of building open hours and access.
- iii. Development and review of project budgets.

## 2. Tenant Programming (Phase II)

The Tenant Program is a detailed analysis of the Tenant's planned use of the new space, possible future needs and/or changes in the current use of the space, and expectations regarding the quality, durability and aesthetic appeal of the interior finishes. At a minimum, the following information must be included in the Tenant Program:

- a. List of all fixed walled offices, by dimensions, square footage, wall type (half wall, full height, insulated, etc.) and location (exterior, interior, and adjacencies).



- b. List of all fixed wall conference and meeting rooms, by dimensions, height, square footage, and location (exterior, interior, and adjacencies).
- c. List of all moveable wall workstations, by dimensions, height, square footage, location and manufacturer.
- d. List of all secretarial stations and relationship to offices or workstations, by dimension, type (fixed wall or moveable wall) and location.
- e. List of all file rooms, storage rooms, libraries, computer rooms, telephone/data rooms and other interior rooms, by dimension, type, use, proximity requirements and location.
- f. List of all coffee stations, pantries, kitchens, lunchrooms, etc., by dimension, occupancy, plumbing requirements and millwork desired.
- g. Describe the desired entrance and reception area, including the type and size of reception desk (new or existing), the number of seats (sofa, loveseat, chairs, etc.), tables, flooring, etc.
- h. List any rooms or areas which require lighting other than Building Standard 2' x 4' fluorescent light fixtures.
- i. List any heavy items including their approximate weight, (i.e. file rooms, safes, storage rooms, etc.).
- j. List any area which requires special, supplemental or 24-hour ventilation or air conditioning.
- k. Describe office technology to be employed, including computers, copiers, printers, telecommunications, and need for dedicated GFI power.
- l. Describe the firm's security/access control philosophy (i.e. standard hardware, number of locked doors, electronic security, video security, etc.
- m. Approximate the number of employees anticipated in the new location, the projected occupancy growth and the visitor profile (i.e. sporadic visitors versus training classes).
- n. Describe the firm's normal hours of operation and any regular extended hours of operation.
- o. Provide any additional information that you feel would be helpful to the space planner in understanding the optimum layout for your offices.
- p. Provide to the Management Office in writing the exact spelling of the name of the company to be used for building signage.

### 3. Tenant Space Plan Preparation (Phase III)

#### a. Space Plan Prepared by Tenant

The Tenant's Architect will develop a Space Plan describing all of the proposed leasehold improvements, including layout of all partitions, doors and room identification. This space plan should include but not be limited to the information outlined in the Lease Agreement and the following list:

- i. Location and type of all partitions
- ii. Location and type of all doors
- iii. Location and type of glass partitions, windows and doors and framing
- iv. Location of telephone equipment room
- v. Location of all outlets, switches, telephone outlets and lights
- vi. Location and type of all non building standard electrical items including including lighting and security system.
- vii. Location and type of equipment with any special electrical requirements
- viii. Location, weight per square foot and description of any exceptionally heavy equipment or filing system exceeding 50 pounds per square foot
- ix. Requirements for special air conditioning or ventilation
- x. A general description specifying all floor finishes, wall finishes, etc.
- xi. Location and type of plumbing, including special sprinkling requirements
- xii. Location and type of kitchen equipment



- xiii. General description of millwork
- xiv. Identification of special data or communications systems.

**b. Lease Space Budget Review by Tenant**

The Landlord recommends that the Tenant identify “Tenant’s Target Budget” prior to the completion of the Space Plan. At the Tenant’s request, the TCM will assist the Tenant in evaluating the cost effectiveness of proposed methods for design and construction of the Tenant improvements.

**4. Tenant Space Plan Review (Phase IV)**

The Tenant’s Architect shall submit three (3) sets of prints, and one (1) electronic copy to the Landlord for review and approval. Upon receipt of the Tenant space plan, the Landlord will review the Tenant space plan for any potential conflicts between proposed leasehold improvements and the base building systems. Following this review, the TCM will either return the Tenant space plan approved, or request in writing that additional information and/or revisions be incorporated.

**5. Tenant Construction Documents Preparation (Phase V)**

The Tenant’s improvements shall be completed in conformance with all governing codes and standards, as well as the Tenant’s Lease and Base Building conditions.

**a. Working Drawings Submitted by Tenant**

According to the terms of the Lease, the Tenant will have defined dates for submission of complete construction documents and specifications to the Landlord for review.

The Tenant shall submit the completed Construction Documents to the Landlord’s Drawing Review in the form of three (3) sets of prints and one (1) electronic copy. The delivery of the Tenant Construction Documents to the Landlord for review shall be considered by Landlord to constitute Tenant’s acceptance and approval of the drawings. One of the copies provided to the Landlord should be signed and dated on each page by an appropriate representative of the tenant. The Tenant must advise the Landlord if there are major scope changes to the Tenant working drawings represented in the approved Tenant space plan.

The Tenant working drawings should clearly indicate any items of work that the Tenant wishes to contract separately from the general contractor’s scope of work. Any such items if work shall be indicted as “NIC” (Not in Contract) or “By Tenant”.

**b. Landlord Review of Working Drawings**

The Tenant working drawings will be reviewed by the Building Management and the Landlord’s MEP Engineer and Architect at the Tenant’s expense for compliance with the requirements of the Lease Agreement and for any potential conflicts between proposed leasehold improvements and the Base Building systems.

Following this review, the Landlord will return the Tenant Construction Documents approved, or request in writing that additional information and/or revisions are incorporated. If additional information is required, the Tenant shall resubmit the Tenant Construction Documents to the Landlord for final review. **Landlord’s approval of Tenant’s Construction Documents or work shall not constitute an implication, representation or certification that such drawings or work are complete or in compliance with governing statutes, codes, ordinances, and other regulations that may apply.**

## 6. Bidding Process (Phase VI)

Upon approval of the Tenant's Construction Documents by the Landlord, the TCM will distribute copies of the bid documents to each pre-qualified bidding general contractor identified by the TCM and agreed to by the Tenant. Contractors will base their estimates solely on the Construction documents unless clear, written clarifications instruct them to do otherwise. Contractors should not be expected to make assumptions regarding the intent of plan or detail drawings.

The TCM should schedule a pre-bid meeting to orient contractors to the Base Building, site access, and the building rules and regulations prior to submitting their proposals. During the bid process, the Landlord will make available for review by the contractors, a complete set of Architectural and MEP drawings and specifications.

Upon receipt of bids, the TCM will prepare a bid analysis comparing the completeness of scope and overall cost of the work. The TCM will select the general contractor with the lowest bid for the construction of the leasehold improvements. However, the TCM will also take a general contractor's experience and qualifications into account when awarding the project.

## 7. Construction of Leasehold Improvements (Phase VII)

### a. Execution of Construction Contract by Tenant

The Tenant Construction Agreement (which shall detail the costs of the Tenant Improvements work, applicable fees and the schedule) will be prepared by the TCM based upon Tenant Contractor's pricing proposal. The Tenant Construction Agreement will be presented to the Tenant for review and approval. All questions or comments regarding the Tenant Construction Agreement should be directed to the TCM. Upon approval, the Tenant should execute and return to the TCM, the Tenant Construction Agreement which will serve as the Tenant's authorization to proceed with construction. Construction of the Tenant Improvements will not commence without Tenant's execution of the Tenant Construction Agreement.

### b. Construction Schedule

Tenant Contractor shall submit a detailed construction schedule to the TCM during the bidding process. The schedule must indicate the start of construction, construction duration for all major elements of the Work, the construction completion, and a list identifying all long lead procurement items. Any "critical path" work requiring coordination with the Base Building shall be highlighted for ease of identification.

### c. Construction Administrative by the TCM

Upon receipt of the signed Tenant Construction Agreement, the TCM will issue a "Notice to Proceed" to the general contractor. The contractor shall proceed with the work under the guidance of the TCM.

The TCM may from time to time require some additional information or clarifications with respect to the Tenant work drawings. The TCM should establish procedures with the architect and engineer for responding to these items promptly so that construction may proceed as smoothly as possible.

TCM recommends that, throughout the construction process, Tenant's Architect maintain a record set of drawings incorporating all changes, as they occur, to the original Construction Documents.

Tenant's Architect and Tenant's Engineer will be responsible for periodic field observation of the construction in accordance with Tenant's contract with such consultants. All such observations should be confirmed by a written report published following the observation. **All questions or comments regarding Tenant Improvements should be directed to the TCM. No instructions should be issued by Tenant, Tenant's Architects or Engineers directly to the Contractor or its subcontractors.**

Within the latter part of this phase the TCM and Tenant will begin planning for keying the suite, conducting a final post-construction cleaning and discuss move-in dates and requirements.

## 8. Move-in Tenant Occupancy (Phase VIII)

Close-out of the project will be determined by mutual agreement between the Tenant and Landlord upon the Tenant Contractor's finalization of the following Close Out Requirements:

### a. Close Out Requirements

#### i. Punchlist

Upon Substantial Completion of construction of the Tenant Improvements, and prior to Tenant's occupancy, a single list of unsatisfactory or incomplete architectural, mechanical, electrical, plumbing, and fire protection items not in accordance with the Construction Documents will be prepared jointly by Tenant, Tenant's Architect, Tenant's MEP Engineer and TCM. This list, to be known as the Architectural/Engineering Punchlist, will be prepared only once, and will then be submitted to Tenant Contractor for timely response and completion.

#### ii. Air Balance Report

The requirement for a certified air balance report shall be specified in the Construction Documents. This document shall be generated by the Landlord's required balancing subcontractor (See Project Directory, Section One : II) and shall be certified by three parties: the air balance subcontractor performing the work, the mechanical subcontractor and Tenant Contractor. The Tenant's MEP Engineer will be responsible for final review and approval for adherence to the original mechanical design criteria for the Tenant Improvements. **All spaces being prepared for a tenant move-in are required to have air balanced regardless of the size of the project to protect the interior of the Base Building systems and ensure the comfort of adjacent tenants.**

#### iii. Tenant Record Drawings

Tenant's Architect and Engineers shall keep Tenant Working Drawings up to date with the progress of Tenant construction. During construction many coordination issues can arise, the solution if which should be documented in the Construction Documents. Once construction is complete and all the Working Drawings have been revised, the Tenant should have three (3) blue-line sets of "Record Drawings" documents produced, two (2) for Landlord's records and the other for the Tenant's record files. Tenant's Architect must also provide Landlord with one (1) electronic (CAD) file incorporating the full set of Record Drawings. The Landlord will organize Record Drawings for all Tenants occupying the building for use by Landlord's Property Management team in maintaining the building.

#### iv. Operating and Maintenance Manuals

Construction Documents shall require submittal of operating and maintenance manuals for all equipment installed per the Construction Documents (i.e. exhaust fans, Tenant meters, appliances, etc.). Prior to acceptance by Landlord, the manuals shall be reviewed and approved by the Tenant's Architect and MEP Engineer for compliance with the Construction Documents. Accepted manuals shall be turned over to Property Management and issued to Tenant for the Tenant's convenience at the commencement of the maintenance program.

v. Tenant Contractor Written Statement

Tenant Contractor shall submit a written statement, approved by Tenant Architect, verifying that no materials containing PCB's or asbestos have been used in the construction of this project.

vi. Guarantees and Warranties

Tenant Contractor shall deliver to the TCM five (5) copies of any and all guarantees and warranties. The terms of these documents must agree with the requirements of the Tenant's Lease Agreement and the Construction Documents.

vii. Certificate of Occupancy

Tenant Contractor shall deliver a copy of the City of Salt Lake Certificate of Occupancy to the TCM.

**b. Moving and Delivery Procedures for the Tenant**

The Tenant should give careful consideration to planning its move into the building. Such planning must include coordination with the Landlord to ensure scheduling of freight elevator and loading dock so that the move-in proceeds as smoothly as possible.

**c. Information from the Tenant**

The Tenant should submit to the Landlord a written request, at least two (2) weeks prior to move-in, for building access cards, keying information, corridor graphics and directory board signage as well as names of any employees who will be utilizing the tenant's parking (if applicable).

## SECTION TWO: TENANT DESIGN

**\*\*\*NOTE: ALL SPECIFICATIONS WITHIN THIS SECTION ARE SUBJECT TO CHANGE!**

### I. TENANT MINIMUM DESIGN CRITERIA

Unless Tenant's Lease Agreement states otherwise, Tenant, at its sole cost and expense, shall provide all improvements to the Premises necessary or desirable to render the Premises suitable for Tenant's use. The Tenant's improvements shall be completed in conformance with all governing codes and standards as well as the Base Building plans and specifications. Tenant improvements shall include the following described systems and components, the quality of which shall be equal to or greater than those set forth below. **Tenant Contractor must perform the work in strict accordance to the guidelines within this Tenant Design and Construction Manual while adhering to all instructions within the Construction Documents. It is the responsibility of the Tenant Contractor to notify the TCM immediately should there be any conflict between the architectural and MEP drawings and the Tenant Construction Manual.**

#### A. Architectural Work & Finishes

##### 1. Minimum Building Standard Materials for Tenant Improvements

###### ▪ Wall Construction:

Wall construction may vary from the standards listed below on levels 1, 2, and 3 due to varying ceiling and deck to deck heights.

If a partition abuts a perimeter wall at a location other than at a column, the partition must not physically attach to the wall. A double stick neoprene gasket system must be used.

Any wall attaching to the underside of the upper deck shall be designed to allow up to 1/2" deflection.

No perimeter walls shall be affixed to the window mullion system.

###### *Interior Partitions:*

Height:	Built to underside of ceiling system (9'-0")
Metal Stud:	2-1/2"
Spacing:	16" on center
Gypsum Board:	5/8" thick, one layer on each side of metal studs
Sound Batting:	None
Finish:	Level 4 with 2 coats of latex paint, eggshell finish.
Air Return:	Air transfer above ceiling will be required to maintain proper air-flow for building mechanical system.

###### *Tenant Demising Walls:*



Height:	Built to underside of metal deck
Metal Stud:	2-1/2"
Spacing:	16" on center
Gypsum Board:	5/8" thick, one layer on tenant side of metal studs
Sound Batting:	2-1/2" sound attenuation blanket
Finish:	Level 4 with 2 coats of latex paint, eggshell finish.
Air Return:	Air transfer above ceiling will be required to maintain proper air-flow for building mechanical system.

*Common Area Corridor Walls:*

Height:	Built to underside of metal deck
Metal Stud:	2-1/2" (by owner)
Spacing:	16" on center
Gypsum Board:	Furnished with one layer 5/8" thick on corridor side of wall (by owner). Tenant will be responsible for one layer 5/8" thick on tenant side.
Sound Batting:	2-1/2" sound attenuation blanket (by owner)
Finish:	Level 4 with 2 coats of latex paint, eggshell finish. Corridor side of wall will be finished by owner; tenant will be responsible for finish work on tenant side of wall.
Air Return:	Air transfer above ceiling will be required to maintain proper air-flow for building mechanical system.

*Exterior Column Surround Walls:*

Height:	Built to 6" above ceiling system
Metal Stud:	1-1/2"
Spacing:	16" on center
Gypsum Board:	One layer on stud framing
Sound Batting:	None
Finish:	Level 4 with 2 coats of latex paint, eggshell finish.

Size of column surround walls must remain consistent from bottom of building to top. Reference and verify with owner's construction details. All columns will be painted a consistent color as chosen by building owner (white). Columns shall abut the metal stool trim to eliminate gaps between window system and columns.

▪ **Paint:**

Glidden Lifemaster 2000 Low V.O.C. (or equivalent), Eggshell finish on walls, Semi-gloss finish on trim.

▪ **Doors:**

If a full-floor Tenant elects to use a non-standard door color, the Tenant shall replace all common corridor doors to match the selected color. In all cases, stairwell side of the door shall be building standard colors.

*Tenant Interior Doors Standard:*

Size:	3'-0" wide by 8'-10-1/2" tall by 1-3/4" thick
Face:	'A' grade plain-sliced white maple veneer, book matched.
Finish:	Building standard (see note below)
Core:	Agrifiber solid core
Building preference will be to have tenant doors match the building standard color. However, tenants will be able to select an alternate color if desired.	

*Tenant Interior Hardware Standard:*

Manufacturer:	Schlage AL-Series
Style:	Neptune with 2-1/8" wrought rose
Finish:	US626D (brushed chrome)
Type:	Passage Set

Card reader systems will be required to interface with the building card reader system and building fire alarm system. The cost associated with controlled access shall be the sole cost of the Tenant.

*Tenant Entry Door Standard:*

Size:	3'-6" wide by 8'-10-1/2" tall by 1-3/4" thick
Face:	'A' grade plain-sliced white maple veneer, book matched.
Finish:	Building standard (see note below)
Core:	Agrifiber solid core
Frame:	Hollow metal
Sidelite:	18" wide tempered glass, full height.
Closers:	LCN 4040 series

Tenant entry door will be building standard color and finish.

*Tenant Entry Door Hardware:*

Manufacturer:	Schlage L-Series
Style:	17 (D Sparta) with 2-1/8" wrought rose
Finish:	US626D (brushed chrome)
Type:	Office and Inner Entry Lock – L9050
Mortise Lock:	Classroom Lock

- **Ceilings:**

Ceilings, furring, framing, and blocking shall be of a non-combustible material.

Suspension systems for all ceiling types shall be metal.



Ceilings shall be of the accessible type. All ceiling plenum areas shall be readily accessible at all locations. Any deviations from this requirement must be requested by Tenant and is subject to the prior, specific, written approval of TCM or Landlord.

*Ceiling Heights:*

Landlord approval is required when deviating from the standard ceiling heights. Ceiling heights will vary by floor and will be the following:

Floor 1:	14'-6"
Floors 2-4:	11'-0"
Floors 5-22:	9'-0"

*Standard Ceiling Condition:*

Type:	Acoustic Lay-In Ceiling
Manufacturer:	Armstrong
Grid System:	Suprafine 9/16" exposed tee grid
Ceiling Tile:	Ultima w/ beveled tegular edge
Size:	2' x 2'
Note:	Accessibility to above ceiling items such as HVAC boxes, dampers, valves, j-boxes, etc. will need to be addressed with any type of ceiling selection.

▪ **Floor Finishes:**

Provide floor latex as required to provide for Tenant's needs.

Provide waterproofing protection in all areas that require floor drains, such as toilet, ice maker and shower areas.

Contractor is responsible for floating floors in preparation for all floor coverings. Contractor shall field verify the flatness of the floor area receiving floor coverings during the bid process.

*General Spaces (including reception, open office areas, conference rooms, offices, etc):*

Carpet:	Mohawk Broadloom
Book:	Quickship Group 3
Styles:	Made To Move Moving Ahead On The Rise Spectrum IV
Pile Weight:	20 oz. - 30 oz.
Fiber:	Colorstrand SD Nylon, Type 6
Backing:	5 Year Lease: Actionback Over 5 year Lease: Weldlock Plus
3 <sup>rd</sup> Party Cert:	Green Label Plus





*Secondary Spaces (including break rooms, storage rooms and work/copy areas):*

VCT:	Mohawk
Style:	Alternatives
Color:	Single color, as selected from standard colors
3 <sup>rd</sup> Party Cert:	FloorScore

Sustainable	
Upgrade VCT:	Mohawk
Style:	Stonewalk Non-PVC Flooring.
Color:	Single color, as selected from standard colors
3 <sup>rd</sup> Party Cert:	FloorScore

▪ **Wall Base:**

*Wall Base at Carpet:*

Rubber Base:	Roppe Pinnacle
Height:	3-1/2"
Profile:	Straight
Color:	As selected from standard colors
3 <sup>rd</sup> Party Cert:	Roppe adhesive meets Green Label Plus

*Wall Base at VCT:*

Rubber Base:	Roppe Pinnacle
Height:	3-1/2"
Profile:	Coved
Color:	As selected from standard colors
3 <sup>rd</sup> Party Cert:	Roppe adhesive meets Green Label Plus

▪ **Window Coverings:**

Blinds must be mounted inboard of WS fire sprinklers. WS fire sprinklers are located on the northwest side of the building facing the Hotel Monaco on floors 6-22 in the building and on the southeast corner on floors 1-6.

Blinds shall be maintained in fully retracted or fully closed position. No partially opened blinds will be acceptable.

*All Exterior Windows above Podium Levels:*

Manufacturer:	Hunter Douglas
Type:	1" Aluminum Horizontal
Controls:	Manual
Color:	Bright Aluminum 13734

*Exterior Windows at Podium Levels (Levels 2 & 3):*

Manufacturer:	Lutron Sheer Shade
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Style:	Value Select 3 (VS3-411-3)
Controls:	Manual - chain driven
Fabric:	Bronze (facing the exterior glass) Oyster (facing the interior)
Exception:	1" Aluminum shades will be required at the stitch wall on the south and north side of the building.

▪ **Electrical / Lighting:**

All Tenant lighting and plug loads are to be monitored via an Engage meter. Tenant plans shall include the standard note as well as diagram of the building standard system.

Tenant shall be charged for after-hours usage as determined in the Lease Agreement.

All core drilling in the building must be approved, in writing, by the owner. Excessive drilling or cutting large areas of the floor is subject to review by Building Structural Engineer, at Tenant's sole cost.

*General Lighting:*

Function:	General Lighting
Type:	2' x 4' Direct/Indirect lay-in fixture
Manufacturer:	Ledalite PureFX
Ballast:	High Efficiency
Lamps:	T-8, 3500K
Additional:	Air-Return Slots

The quantity of fixtures will be determined by the building's energy plan which will require a maximum of 0.9 watts per square foot.

*Lighting Control:*

General:	An after hour key switch will be required for off-hour lighting.
Offices/Conf:	Lighting control by motion sensors with override switching.
Other Spaces:	Lighting control by motion sensors.
Override Switch:	<ul style="list-style-type: none"> <li>• Tenant shall coordinate lighting override with JRC Lighting Controls. Mark Brown (801) 419-6330</li> <li>• Typical space will use a "Momentary" key switch and one, four-button zone switch to control the tenant override capabilities for the lighting and HVAC system. A second Momentary key switch and one, two-button switch will be located in the janitor's closet on each floor for afterhours <b>lighting</b> only, no HVAC.</li> </ul>

- JRC shall reserve 1 out of the 4 buttons to be used for overriding the HVAC system. This will require JRC to provide a contact point for the building BAS system and coordination with Landlord's control contractor D&L Controls.
- Costs associated with override switches will be the Tenant's cost.

A Daylight Harvesting System will be included as part of the building's overall energy plan and will be provided by each tenant. This system will monitor the natural light provided through the exterior glazing and adjust the interior lighting to compensate for the additional light.

*Exit Lights:*

Manufacturer:	Deco Lighting
Model:	DCRE – Recessed Edge Lit LED Exit Sign
Trim Finish:	Brushed aluminum
Operation:	Battery Backup
Faces:	Single or double as required
Quantity:	As required by code
Note:	Exit lights will be connected to emergency generator.

▪ **Fire Protection:**

*Sprinkler System:*

Fire Sprinklers will be provided to upright heads above ceiling system.

Tenant will extend sprinkler system to semi-recessed heads located in an area no closer than 6 inches of ceiling tile grid.

Sprinkler heads shall be located in the center of 2x2 ceiling tiles.

*Fire Alarm:*

Fire Alarm System is to be purchased by tenant as part of the build-out cost and installed by building owner's contracted vendor in accordance with local codes.

Coordination and final connection to building fire alarm system shall be by building fire alarm contractor.

▪ **Mechanical/HVAC**

No supplemental air-cooled HVAC units (i.e "spot coolers") shall be allowed in the Building.

Any supplemental HVAC units must be approved by Landlord.

## 2. Floors

- Provide floor leveling as required to provide for Tenant's needs.
- Provide waterproofing protection in all areas that require floor drains, such as toilet, ice maker and shower areas.
- Furnish and install carpeting or other types of finished floor covering materials throughout Tenant's premises.

## 3. Partitions

- Furnish and install a minimum of one (1) layer of 5/8" type "x" gypsum board sealed tight to underside of the concrete slab above Premises on all Tenant demising partition, furnish and install acoustical insulation in the wall before installation of the second side of gypsum board.
- If the Premises abut an existing building corridor, furnish and install acoustical insulation in the partition and a minimum of one (1) layer 5/8" type "x" gypsum board finish over existing metal stud framing and seal tight to the underside of the concrete slab above premises.
- All interior partitions shall be constructed with 2-1/2" gauge (minimum) metal studs.
- **If a partition abuts a perimeter wall at a location other than at a column, the partition must not physically attach to the wall. A double stick neoprene gasket system must be used.**
- **Partitions may not abut glass. Wall must terminate on exterior wall at the nearest mullion.**
- All partition construction shall provide for adequate air return within the plenum.

## 4. Ceilings

- Typical ceiling installation is located 9'-0" above the floor slab to correspond with the height of the perimeter window head frames.
- Ceilings, furring, framing, and blocking shall be of a non-combustible material.
- Suspension systems for all ceiling types shall be metal.
- Ceilings shall be of the accessible type. All ceiling plenum areas shall be readily accessible at all locations. Any deviations from this requirement must be requested by Tenant and is subject to the prior, specific, written approval of TCM or Landlord.

## 5. Vertical and Horizontal Transportation

Elevators, dumbwaiters, stairs and conveyers may be furnished and installed by Tenant only with prior approval of TCM or Landlord.

## **B. Structural**

1. Any alterations, additions or reinforcements to Landlord's structure to accommodate Tenant improvements shall be permitted only with prior written approval of TCM or Landlord.
2. Core drills must be at least six (6) feet from the interior core walls. All core drilling on the 5<sup>th</sup> floor must be x-rayed prior to drilling.
3. Under no circumstance shall the use of jack hammers, cutting, channeling, drilling, demolishing or penetrating of building exterior walls, floors, slabs, upper deck or roof membrane commence without first coordinating with the Building's on-site representative and receiving documentation to commence such work.
4. All floor coring must be reviewed by the Building Structural Engineer and approved on an individual basis. All Structural Engineer review coordination required shall be completed by the Tenant's Architect through the TCM and shall be done at the sole expense of the Tenant.

## **C. Heating, Ventilation, & Air Conditioning**

### **General Notes:**

Base building provides the following: 1<sup>st</sup> floor 1.0 cfm per square foot of rentable area. 2<sup>nd</sup> and 3<sup>rd</sup> floors provide 10,600 cfm total of primary air for usable area. 4<sup>th</sup> floor provides 10,000 cfm of primary air total for usable area. 5<sup>th</sup> floor provides 9,200 cfm of primary air total for usable area. 6<sup>th</sup> through 22<sup>nd</sup> floor provides 15,000 cfm of primary air total for usable area.

### **Seismic Requirements:**

This project is located in earthquake zone Seismic Design Category SDC = "D". Provide spring isolators and bracing for all piping and ductwork as detailed in the "SMACNA Seismic Restraint Manual - Guidelines For Mechanical Systems - Second Edition - February 1998" and as required by Salt Lake City

### **HVAC Equipment:**

**Perimeter Notes:** Size electric heating coil for 130 watts per linear foot. Size total cooling cfm at 55°F for 30 cfm/linear foot at South, West and East exposures and 20 cfm/linear foot at North exposure. When selecting perimeter diffuser model, careful consideration must be paid to the ceiling height at the glass.

**Perimeter Boxes:** Perimeter fan powered boxes shall be Building Standard, series type Krueger QFC with electric heating coil, ECM motor, 1" lining and recirculated air filter. The



perimeter zone extends 15 feet in depth from the window line. Each perimeter zone must be provided with a temperature sensor to control the respective fan powered terminal unit. Typically there will be one series flow fan powered box unit with electric heating coil per 850 ft<sup>2</sup> (average), 1,000 to 1,400 CFM per box.

**Perimeter Diffuser:** Linear Two Slot Diffuser

Manufacturer: Titus N Slot Series, Blow Down, Model N-1-D 48 18 10 84 EQT

Size: 3 inch by 48 inch for 9/16" narrow line grid.

Diffusers will be located minimum every 10'-0" on center in open plan spaces. Where perimeter offices exist maintain supply rates described above.

**Interior Boxes:** Interior fan powered boxes shall be building standard Krueger QFC with ECM motor, 1" lining and recirculated air filter. All interior spaces will be served by series flow fan powered box unit (cooling only). Rate will be 1 box per 1,300 SF (average).

**Interior Supply Diffusers:**

Provide Titus Omni 24"x24" as required.

**Interior Return Grilles:**

Return air grilles can be either same as supply, OMNI with 16" Neck

**DDC control system:**

Building is equipped with an Alerton Direct Digital Control System. Tenant spaces will be equipped with an HVAC override for after hour usage. The Building Control contractor shall install an after hour override device, coordinated with JRC lighting controls. Upon receiving an override command, the base building air handling units serving the tenant space shall be enabled to operate for 2 hours under normal occupied set points. The base building automation system will track tenant afterhours use for billing purposes.

**Space Sensor:**

Provide Alerton Microtouch TS-1050-BT DDC space sensor for each terminal unit. Location to be reviewed by building engineer.

**1. Required Tenant Improvements**

- Connect distribution ductwork to Landlord's primary air supply duct loop and provide a complete air distribution system within the Premise by:
  - Extending branch ducts from Landlord's medium pressure primary air supply duct loop.
  - Installing series flow fan powered, primary air variable volume cooling only boxes within interior zones, as required.
  - Installing such additional series flow perimeter fan powered constant flow primary air variable volume cooling and heating boxes as are required by tenant (beyond such boxes provided as part of Base Building work).
  - Extending duct work from discharge of fan-powered boxes to ceiling diffusers using low-pressure galvanized sheet metal ductwork.
- Provide for plenum return air passage from above Tenant's ceiling via



penetrations in Tenant's wall, located for the most direct air flow to Building HVAC return air openings. The return air path shall be designed for a maximum velocity of 300 FPM.

- Provide all required heating for the Premises by extending ductwork from the discharge side of fan-powered boxes to building standard perimeter zone linear slot supply diffusers.
- Provide all auxiliary heating, ventilating and/or air conditioning equipment as required.
- Furnish and install Landlord approved wall-mounted temperature control thermostats for all fan powered boxes supplied by Tenant.
- Where Tenant occupancy may produce odors, excessive heat, moisture, smoke, audible sound, vibrations, air contaminants or where directed by Building Management, tenant shall provide accommodations in the design of their space to prevent these issues from affecting other tenants in the building.
- All flex duct must be a maximum of 6'-0".

## 2. HVAC Design Criteria

- Design Conditions for Tenant Spaces

	<u>Outdoors</u>	<u>Indoors</u>
• Summer Conditions	98°F db	76°F db
	62°F wb	50%RH
• Winter Conditions	0°F db	70°F db

- Exterior Wall Design Heat Transfer Coefficients

Window coefficients will be provided to Tenant upon request.

- Heating

Heating is all electric and provided by the existing building perimeter fan-powered boxes. If these zones are reconfigured, additional fan-powered boxes must be installed at Tenant's expense and powered from the electrical heating panel serving that floor.

- Cooling Load Factors

- Populations Density: No less than 150 rentable ft<sup>2</sup> per person.
- Ventilation per Salt Lake City code.

- Electric lighting, office equipment and miscellaneous convenience power load of 3.5 w/ft<sup>2</sup>.
- Cooling load calculations shall take into account all interior heat producing items. Where recessed lighting occurs in a return air plenum, the cooling load shall be based on a maximum of 25% of the light heat gain to the return air circulation space, and 75% to the occupied space.
- HVAC Primary Air Information: The primary air as supplied to each tenant floor is designed to provide the circulated air quantity meeting the design criteria set forth above.
- Distribution Equipment and Controls
  - Ductwork Construction

Shall be per Base Building specifications. Ductwork shall be fabricated from galvanized sheet metal in accordance with the Salt Lake City Building Code, ASHRAE (American Society for Heating, Refrigerating and Air Conditioning Engineers) and SMACNA (Sheet Metal and Air Conditioning Contractors National Association). All branches shall be furnished with splitter dampers or similar balancing devices.
  - Relief/return air grille shall be sized for maximum 300 fpm velocity.
  - Partition Openings: Tenant shall provide openings above the ceiling in the Premises' demising partitions sized for air velocity not greater than 300 fpm to maintain a return air path back to Landlord's common return air plenum. This applies to Tenant's return air as effected return air from adjacent spaces. Drywall to be cut 1' below the metal pan decking.
  - All primary air ductwork (upstream of terminal unit) shall be insulated with materials as follows:

Mineral-Fiber Blanket Insulation with mineral or glass fibers bonded with a thermosetting resin - 1 ½" thickness. Comply with ASTM C 553, Type II and ASTM C 1290. Acceptable manufacturers are:

    1. CertainTeed Corp.; Duct Wrap.
    2. Johns Manville; Microlite.
    3. Knauf Insulation; Duct Wrap.
    4. Manson Insulation Inc.; Alley Wrap.
    5. Owens Corning; All-Service Duct Wrap.



- All external applied duct wrap shall be stapled at the seams and taped with nylon impregnated, pressure applied squeegee applied.
- Balancing by Landlord's Test & Balance Contractor (See Project Directory)
  - The Tenant's Contractor shall be responsible for notifying the Landlord when the tenant improvements will be sufficiently complete to commence calibrating and balancing HVAC systems serving the premises. Such testing and balancing shall be performed by the Building Test and Balance Contractor (See Project Directory, Section One: II). Tenant Contractor is to notify the Landlord at least five (5) days prior to the date on which the premises will be fully ready and accessible to the Test and Balance Contractor. Balancing must be completed, corrections made as required, and final Test and Balance report filed with the TCM.

Tenant Contractor will be responsible for repairs to items identified by the Test & Balance Contractor during the initial balancing of the space. All costs and scheduling associated with any additional visits required of the Test & Balance Contractor will be the responsibility of the Tenant Contractor. **Tenant Contractor will be held responsible for all repairs necessary to provide a fully powered operational mechanical system for the Tenant. Existing fan powered boxes to be reused are furnished on an "as-is" basis and landlord does not warrant their condition.**

#### h. Temperature Control Design

- Fan-powered box terminal control shall consist of one wall-mounted thermostat to each fan-powered box terminal. Tenant's control contractor should work with Building Test & Balance Contractor to properly balance the fan-powered box terminal(s).
- Tenant's DDC system components shall be of the same manufacturer as those provided for the Base Building. All DDC control work must be completed by building vendor.

#### i. Supplemental Cooling

- Tenants specifying supplemental cooling shall tie into 2 ½" condenser water supply and return connections located in the service elevator lobby. Provide 2 ½" ball valves on supply and return lines for future use. These connections, shut-off valves, required condenser water circulating pump and temperature controls for the unit are to be provided by Tenant Contractor at the Tenant's expense. Provide check valve and strainer at circulating pump. Provide flex connection and spring vibration isolators at pump to prevent transfer of sound.
- Tenants shall limit supplemental cooling design to 2.0 w/ft<sup>2</sup> per rentable area.

- The design temperature is to be 85°F supply and 100°F return.
- All supplemental cooling units must be selected, designed and engineered to operate properly within the Base Building's condenser water system, including having the capability of pushing water over the top of the Building cooling tower.
- Supplemental cooling unit and pump to be 120/208 volt, three phase power.
- Monthly charge for cooling tower is \$23.50 per ton per month payable by tenant.

## D. Plumbing

This project is located in earthquake zone Seismic Design Category SDC = "D". Provide spring isolators and bracing for all piping as detailed in the "SMACNA Seismic Restraint Manual - Guidelines For Mechanical Systems - Second Edition - February 1998" and as required by Salt Lake City

### 1. Required Tenant Improvements

- Insulate all cold water supply piping and all other piping subject to condensation (including condensate drain lines from air conditioning units) with ½" thick fiberglass insulation with "all-service" jacket or equivalent, per Base Building specifications.
- If Tenant appliances generate anything other than an intermittent and infrequent flow of cold water waste, refrigerated water waste or cold condensate waste Tenant's Contractor shall, at the Tenant's expense, fully insulate Tenant's under floor waste piping and connections, as well as that waste piping installed by Landlord at Tenant's expense to which Tenant's waste connection is made.

### 2. Plumbing System – Design Criteria

- *Materials:* All plumbing materials are to meet the requirements of the Base Building specifications.
- *Domestic Water Connection:* Where connection is made to Building domestic water source, Tenant's Contractor shall provide a shut-off valve for its service and a full size capped "Tee" to serve additional future Tenants.
- *Water Heaters:* Water heaters shall be electric storage type (not instantaneous) and shall be UL rated. Power source is to be Tenant's service feeder (120/208 V). Provide drains pans for all water heaters

pipled back to building base drain. Trap primer as required by code will be provided. No ceiling mounted water heaters will be permitted.

- *Waste and Vent Connection:* When connection is made to Building waste or vent tap points, Tenant's Contractor shall make connection and provide a full sized capped "Y" to serve additional future Tenants.
- *Cleanouts:* Cleanouts for floor sinks and toilet rooms are turn up and terminate flush with Tenant's finished floor or wall. Cleanouts must be readily accessible from within the Premises except as specifically approved in writing by the Landlord.
- Installation:
  - Contractor shall install air chambers or shock absorbers at all fixture connections.
  - Horizontal piping shall be supported directly from structural slab above. Piping connecting to Landlord's risers and stubs shall be as close to the underside of slab as possible, to accommodate routing of other Tenant's ducts and piping.
  - Branch piping shall have accessible service valves, and all fixtures must have shutoffs at the fixtures.
  - Penetrations through structural slabs shall be made only with prior written approval of the locations and details by Landlord.
  - Dissimilar metal piping connections shall have dielectric isolators.
  - All water lines for coffeemakers, ice makers, coolers, etc. must be copper feed lined with compression type connectors. No polyplastic tubing with poly snap fit fitting allowed.

## **E. Fire and Protection & Life Safety**

This project is located in earthquake zone Seismic Design Category SDC = "D". Provide spring isolators and bracing for all piping as detailed in the "SMACNA Seismic Restraint Manual - Guidelines For Mechanical Systems - Second Edition - February 1998" and as required by Salt Lake City

### **1. Required Tenant Improvements**

- Tenant's fire protection system shall be hydraulically calculated and comply with the requirements of all governing codes.
- Sprinkler revisions and extensions to base building system and drops to Tenant's finished ceiling height shall be performed by Tenant Contractor.



- Revisions and additions to the Base Building life safety system as required by all governing codes.
- ABC 10 lb. fire extinguishers and cabinets shall be placed in locations by the Tenant Contactor as required by all governing codes. Extinguisher will be supplied within 15 feet of any microwave, and at any tenant entrance door.
- Fire Extinguisher must be J.L. Industries model 10-HI-SA80ABC.

## 2. Sprinkler System Design Criteria

- Sprinkler system provided by Tenant's Contractor shall meet the requirements of the National Fire Protection Associates (NFPA), Landlord's fire insurance underwriter company and the Salt Lake City Fire Prevention Bureau. Testing of the sprinkler lines shall be according to local codes or a minimum of two (2) hours at 200 psi working pressure. These tests must be witnessed by the Building Engineer and the Salt Lake City Fire Department's Fire Chief or Inspector.
- All sprinkler system shall meet the requirements of the Base Building specifications.

## 3. Life Safety System Design Criteria

- a. Salt Lake City requires that all revisions and additions to the Base Building system must be submitted to the Salt Lake City Fire Prevention Bureau (See Project Directory, Section One :II) and approved by that Bureau prior to the start of work, and that all such revisions or additions shall be installed in accordance with the system manufacturer's instruction.
- b. The manufacturer of the fire alarm system installed in the Base Building is Gamewell FCI. All tenant improvements which require revision and/or additions to the Base Building life safety system must be coordinated with Gamewell FCI and installed in accordance with that firm's directions. BFAC will also prepare and submit the necessary drawings and documentation to the Salt Lake City Fire Prevention Bureau for approval and maintain a reproducible set of record drawings at the office of the Building. All costs associated with such coordination services must be included in the tenant improvement electrical sub-contract.
- c. Life Safety Speaker Requirements:
  - In accordance with Salt Lake City requirements, life safety speakers shall be Gamewell FCI #SPW, speaker/strobes shall be Gamewell FCI #SPSW and strobes shall be Gamewell FCI #SW. Tenant Contractor shall wire its life safety system speaker junction box. Final terminations to speaker(s) and Landlord's junction box terminals shall be supervised by a Building Fire Alarm Contractor (BFAC) at Tenant's expense.
  - All life safety speaker cable shall be a shielded twisted pair with a

.037 Red PVC jacket and a UL listing #760-17. The following manufacturer/supplier cable numbers have been approved by Simplex for installation in the Building:

- Clifford No. E107818 (Base Building specification)
- Industrial Wire and Cable No. NPS1602-01 (alternate)
- West Penn No. 1991 (alternate)
- Great Northern Wire and Cable No. 916-02FASNP (alternate)

No other cable shall be used for wiring life safety speakers unless prior specific approval is obtained in writing.

- All wiring shall be in a conduit system separate from other Building wiring. All junction boxes shall be sprayed red and labeled "Fire Alarm". Wiring color code shall be maintained throughout the scope of work.
  - The completed life safety system extension shall be fully tested by tenant's electrical sub-contractor in the presence of the TCM and the Building Engineer.
  - The BFAC shall provide all on-site software modifications and supervision of the installation of any additions to the Base Building life safety system, perform a functional test of the system, and submit a written report to the TCM attesting to the proper operation of the completed system. All connections to building fire alarm systems shall be performed by BFAC.
  - In accordance with Salt Lake City requirements, Tenant shall not connect any other equipment to the life safety speaker system (background music, paging system, etc.).
- d. If any tenant improvements include a requirement for additional fire alarm reporting zones, such as those associated with preaction sprinkler system or Halon extinguishing systems for computer or telephone equipment rooms, BFAC will provide input to the base building system for same, at existing transponder locations. Tenant's electrical sub-contractor should contact BFAC for a fixed price per required input and the location of the transponder nearest the tenant improvements.

Installation of alarm reporting devices and connection of same to the Base Building system under the supervision of affiliated building consultant BFAC, will be responsibility of the Tenant's electrical sub-contractor.

## **F. Electrical & Telephone**

This project is located in earthquake zone Seismic Design Category SDC = "D". Provide

spring isolators and bracing for all piping as detailed in the “SMACNA Seismic Restraint Manual - Guidelines For Mechanical Systems - Second Edition - February 1998” and as required by Salt Lake City

#### 1. Required Tenant Improvements

- Provide all electrical work including electrical feeders, fused services disconnect, shunt trip, if necessary, and meters as required for LEED tenant measurement and verification requirements.
- All tenant power must be monitored using the Base Building Elutions system. Connection through the meter will be performed by Building Contractor, see Project Directory, at tenant’s expense.

##### Landlords Preliminary Work

- 1) Landlord and Landlords electrical contractor will agree on the location in the floor electrical room for the installation of the SAM meter (see attached). Landlords electrical contractor shall mount an enclosure for the installation of the SAM meter
- 2) Landlords electrical contractor shall supply tenants electrical contractor with two sets of CT’s for the monitoring of connected loads.

##### Tenant’s Work

- 1) Landlord and Tenants electrical contractor will agree on a location to mount two electrical junction boxes through which tenants electrical contractor will route all power to the premises except any HVAC loads. Such location shall be as close to the electrical room as space permits. One junction box shall be for lighting loads and will consist of all 277 volt circuits. The second shall be for tenants plug loads and will consist of all 120/240 volt circuits.
- 2) Tenants electrical contractor shall route all loads through CT’s (provided by landlord at tenants expense) located in the electrical junction boxes. In no case will any loads associated with primary HVAC loads be routed through CT’s. In the event Tenant is installing supplemental cooling, it should be specified at 120/240 volt and routed through the tenants plug load CT.
- 3) Tenants electrical contractor shall route one conduit through both electrical junction boxes and back to the SAM meter located in the floor electrical room for communication from the CT’s back to the SAM panel.
- 4) Tenants electrical contractor shall route on conduit from each electrical panel (one for 120/240 and a second for 277/480) to the SAM meter located in the floor electrical room

##### Landlords Final Work

- 1) Landlords electrician shall be responsible for installing and connecting all wiring associated with the SAM meter including the wiring to the CT’s, back to each of the electrical panels and communication from the SAM meters back to the EPDM’s.



- Tenant shall provide two junction boxes large enough to house the current CTs for the metering system.
- Tenant shall ensure all 120/208 supplementary equipment and plug load circuits, and 277/480 lighting loads are run through the Tenant-provided junction boxes and that each phase power is separated and bundled to allow the CTs to be installed.
- The Landlord will provide the equipment and installation for two sets of metering equipment. One for lighting and the other for plug loads. This will include two sets of CT's. Cost for the equipment shall be borne by Tenant.
- Furnish and install all lighting, power, and signal outlets, lighting fixtures with lamps, branch circuit wiring and all electric equipment in, or associated with, the Premises. All wiring must be in conduit and shall comply with governing codes. All recessed lighting fixtures shall be plenum approved only.
- Furnish and install all telephone system panels, outlets, and conduits for the Premises. All wiring must be in conduit and shall comply with all Salt Lake City requirements.
- Identify all outlets with circuit ID #'s and provide electrical panel schedules.

## 2. Electrical Design Criteria- General

- Tenant Submissions
  - Include all branch circuits and feeder (service) tabulation. All calculations are to be expressed in watts or kilowatts. All wiring systems are to be circuited on drawings and coordinated with 120/280V panel schedules for branch receptacles and 277/480 V panel schedules for lighting.
  - Submit lighting and riser diagrams to TCM for approval of locations.
  - Tenant branch breaker panels shall be located in the electrical room serving that floor or location approved by building.
- Materials, products and equipment, including all components thereof, shall be new and shall meet requirements as ASTM, IEE, IPCEA, NEC, NEMA, RLM, CBM and other recognized standards and shall be sized in conformity with requirements of the National Electrical Code and other applicable codes.
- Equipment shall be identified with permanent nameplates as to Tenant name and/or function (distribution panels, lighting panels, motor starters, push button stations. Nameplates shall include source and circuit identification.
- All electric work shall be installed so as to be readily accessible for servicing. Hangers shall include all miscellaneous steel, such as channels, rods, etc., necessary for the installation of work and shall be fastened to steel, concrete or



masonry, but not to piping. All conduits shall be concealed where possible. Exposed conduits shall be in straight lines parallel with or at right angles to column lines or beams and separated at least 12" from water lines wherever they run alongside or across such lines. Conductors shall be in conduit, ducts, or approved raceways.

- All temporary wiring and/or abandoned wiring shall be removed from the Premises.

### 3. Electrical Design Criteria - Service and Distribution System

- Tenant shall connect its electrical service to the Landlord's main electrical distribution panel at the Base Building electrical closet at the floor on which Tenant premises are located. Tenant or Tenant's Contractor is to make all arrangements for tenant electric meters required for Measurement and Verification. Tenant's electrical service shall be 120/208V, 3 Phase for branch receptacles, 277/480V, 3 Phase for lighting and 277/480V, 3 Phase for heating. Wire and conduit for Tenant's main service shall be sized for the full rating of the Tenant's main disconnect switch. Grounding shall be terminated in a grounding junction box located in the Base Building electrical closet. Connection shall be bolted.
- Panel boards shall be Base Building approved.
- Circuit breakers shall be thermal magnetic type, molded case, with all two and three pole breakers of the common trip type. One spare circuit breaker of 20 ampere capacity (15 ampere for fluorescent lighting) with connected load not to exceed 80% of breaker trip rating.
- Outlet boxes shall be steel, galvanized or sherardized, sizes 4 and 4 -11/16 inch, with fixture studs, as required.
- All conductors shall be soft drawn, annealed copper, #12 and smaller: solid with single braid; #10 and larger: stranded, with at least double braid; type RHW, THW, THHN or THHW for feeders and branch circuits #12 AWG minimum size. Type AF (300 volt insulation) flexible, bunch stranded for remote ballast wiring. Aluminum conductors are not permitted.
- Receptacles shall be Pass & Seymour CSB series White.
- Disconnect switch shall be fused or non-fused standard only NEMA type as required by code, manufactured by GE, in enclosure suitable for the application.
- Manual prior starters with overload protection may be used for fractional horsepower motors. Single phase starters shall be GE or equal. Three phase starters shall be provided with overload devices in each phase. Three phase starters shall be provided with devices in each phase. Magnetic motor starters shall be used for integral horsepower motors. Combination starters, when used, shall contain fusible switches.



#### 4. Electrical Design Criteria - Lighting System

- Lighting panelboards shall be of the 277/480V, 3 Phase, distributed phasing type. Cabinets shall be constructed of code gauge steel with hinged doors having typed directory cards, neatly inscribed and set in frames with transparent covers. Lighting panels shall serve lighting only. No other tenant system shall run from this panel.
- Fluorescent downlight fixtures shall be as required by Tenant. Sealite whips and PVC whips are not permitted. Preheat and/or trigger start fixtures shall be used only in special applications requiring lamps less than 4 feet in length.
- Tenant lighting shall be limited to 0.9 watts per square foot to comply with LEED energy guide lines for the 222 South Main Street building.
- Provide daylight harvesting as required to comply with LEED energy guide lines for the 222 South Main Street building. Daylight harvesting provided shall interface with base building lighting control system. Light harvesting photo sensor shall have an adjustable sensitivity sensor.
- Light harvesting photo sensor shall be #Pass&Seymour Legrand LS-102 Daylight Controller with an adjustable sensitivity sensor.
- Provide keypad type main override function for lighting control of after hour functions. Keyed override switch shall interface with base building "Next-Light" lighting control system. Keyed override switch shall be located in tenant space for multi floor tenants or elevator lobby for single floor tenant. Locations shall be verified prior to installation.
- Exit lights and emergency lighting shall be provided in the quantity, type and location directed by the Bureau of Fire Prevention for the City of Salt Lake per Base Building specification. Emergency power required for exit lights and emergency lighting shall be from the Landlord's emergency circuit.
- Light switches shall be Pass & Seymour CSB series white.

#### 5. Telephone/Communications System

- The Telephone Riser Closets, located in the freight elevator lobby core on each typical tenant floor, are the locations where the Tenant's telephone lines will originate. The building's riser manager (See Project Directory at the front of the manual) will pull the cable through the conduit provided by Tenant's Electrical Subcontractor, from the Base Building's termination block within the Telephone Riser Closets to the termination block within the Tenant's Premises. The Tenant or Tenant Contractor shall be responsible for coordination of work and associated costs. The Tenant Contractor or phone vendor shall be responsible for all conduit and cable runs.

## II. TENANT CONSTRUCTION DOCUMENTS

Tenant shall utilize the services of a Utah licensed architect and engineer (hereafter referred to collectively as Tenant's Architect) to prepare all Space Plans and Construction Documents.

All of the construction documents are to be submitted to the Landlord for review and shall be delivered by Tenant or Tenant's Architect to TCM. The Landlord will require the Building MEP Engineer and Architect to review drawings prepared by Tenant's Architect. **If Tenant selects an architect and/or engineering consultant other than Landlord's recommended consultants as its Tenant Architect, a document review fee will be assessed upon the review time necessary.**

The following is a list of minimum design information and drawings required. This is not intended to be a complete listing of all requirements but is to serve as a guide for submitting the Tenant's Construction Documents.

#### **A. Architectural**

1. Floor Plan (1/8" = 1'-0" minimum)
2. Reflected Ceiling Plan (1/8" = 1'-0" minimum)
3. Furniture Plan
4. Sections, Details and Interior Elevations (as needed)
5. Finish Schedule
6. Door and Hardware Schedule
7. Keying Schedule

#### **B. Mechanical**

1. HVAC Reflected Ceiling Plan
2. Ventilation Schedule
3. Variable Air Volume Unit Schedule
4. Electric Duct Heating Coil Schedule (if applicable)
5. Exhaust Fan Schedule (if applicable)
6. Refrigeration Schedule
7. Sections, Details (as needed)
8. Completed Heating and Cooling Load Calculations

#### **C. Electrical**

1. Electrical Floor Plan
2. Reflected Ceiling Lighting Plan
3. Light Fixture Schedule
4. Panel Schedules with power, lighting and heating calculations
5. Equipment Schedule
6. Distribution Riser Diagram
7. Light harvesting control diagram

#### **D. Plumbing**

1. Plumbing Floor Plan (1/8" = 1'-0" minimum)
2. Riser Diagrams

## E. Fire Protection & Safety Plan

Tenant or Tenant's Architect shall submit the completed Construction Documents to the TCM for the Landlord's Drawing Review in the form of three (3) sets of black line prints. The delivery of the Tenant Construction Documents to the TCM for review shall be considered by Landlord to constitute Tenant's acceptance and approval of the drawings.

Upon the completion of the Landlord's Drawing Review, the TCM will return one set of the Tenant's Construction Documents to the Tenant or Tenant's Architect marked *APPROVED*, *APPROVED AS NOTED*, or *NOT APPROVED*. Tenant or Tenant's Architect shall resubmit the Tenant Construction Documents to the TCM for final review unless directed by the TCM that re-submittal of the drawings is not required.

The Tenant's Architect shall have the sole responsibility for compliance with all applicable statutes, codes, ordinances and other regulations for all work performed by or on behalf of Tenant in the Premises. **Landlord's approval of Tenant's Construction Documents or work shall not constitute an implication, representation or certification that such drawings or work are in compliance with said statutes, codes, ordinances and other regulations.**

The Tenant Construction Documents shall be prepared by Tenant's Architect in conformance with the Tenant's Lease, this Tenant Design and Construction Manual and Landlord's review comments.

## SECTION THREE : TENANT CONSTRUCTION

### III. CONSTRUCTION RULES AND REGULATIONS

The following guidelines are strictly enforced in the best interest of the integrity of the Building, the professional appearance of the common and construction areas, the other Tenants' ability to conduct business, and the safety and welfare of Tenants and participants involved in the construction project itself.

These Rules and Regulations apply to all Tenants, design professionals, Contractors, Sub-contractors, consultants or any other entity working at 222 South Main. If a Tenant chooses not to use the Landlord as Tenant Construction Manager and/or directly engages a design professional, Contractor, Sub-contractor or consultant, it is the responsibility of the Tenant to ensure that these Rules and Regulations are adhered to. The Owner, 222 S. Main Investments, LLC, and the Building Manager, Hamilton Partners, Inc., shall have the right to reject or stop any work that is not in compliance with these Rules and Regulations without notice.

**Landlord objectives will always have priority over the Tenant Contractor's work and the Tenant's Contractor shall schedule his/her work to avoid conflicts with Landlord.**

#### A. Documentation

1. All work must be approved in advance by Landlord and the TCM. The Tenant or Tenant's Architect/Engineer shall submit three (3) blackline copies to the TCM for Landlord's drawing review. A minimum of five (5) working days should be allowed for this review.
2. All proposed work that includes partition and/or electrical revisions is required to have MEP drawings prepared by a professional engineer licensed on the State of Utah. Air testing and balancing for HVAC systems shall be coordinated with Landlord's Air Test & Balancer (See Project Directory, Section One: II). An air balance report shall be approved by the Landlord's MEP Engineer and provided to TCM upon completion of work.
3. All construction documents will be reviewed by Landlord's Tenant Architect and Landlord's MEP Engineer. If the Tenant has optioned NOT to use the Landlord's recommended Architect or MEP Engineer, Tenant will be responsible for all costs associated with the review of relevant documentation.
4. Copies of Building Permits must be posted at the construction site and supplied to Landlord prior to commencement of the work.
5. All contractors and subcontractors must be approved in advance by the Landlord. Whenever possible, Contractors and Subcontractors should be Union tradesmen and be licensed and bonded in the City of Salt Lake. The names and telephone numbers of key personnel who are empowered to represent the Contractor on all matters (including emergency telephone numbers) shall be submitted to Landlord Management prior to the start of work.



6. Prior to starting work, Certificates of Insurance for the Contractor and Subcontractors must be submitted to the TCM and approved by Landlord. The Certificates of Insurance must be in accordance with the requirements listed in Exhibit A.
7. Tenant Contractor is required to submit a construction schedule to the TCM prior to commencement of the work.
8. Upon completion of the work, one (1) CAD disk and (3) blackline copies record (as-built) drawings approved by the Tenant's Architect must be submitted to the TCM, and approved by Landlord, along with two (2) copies of all equipment operating and maintenance manuals.
9. Tenant Contractor shall deliver to the TCM two (2) copies of any and all guarantees, warranties and O&M manuals for all HVAC equipment with terms and conditions in accordance with the Tenant's Lease Agreement and the Construction Documents and one (1) copy to the Tenant.
10. Tenant Contractor shall submit a written statement, approved by Tenant Architect, certifying that no materials containing PCBs or asbestos have been used in the construction of the project. Refer to the Building standard form.
11. Tenant Contractor shall deliver to the TCM one (1) copy of the Certificate of Occupancy prior to the release of any retainage.
12. All waivers of lien, affidavits, and invoices must name 222 S. Main Investments, LLC as the Owner.
13. Before commencement of any work, there shall be a walk through of the freight lobby, public corridors, restrooms and Base Building mechanical and electrical rooms to verify the condition of the existing damage of walls, doors, ceiling, etc. This walk through should include the Tenant Contractor and the TCM and **any damage shall be documented by the Tenant Contractor, submitted to the TCM and approved by the Landlord.** Failure to comply with the above will place all responsibility on the Tenant Contractor to repair all damages as claimed by the Landlord to the above stated areas. Prior to commencement of work, TCM must retain an executed copy of the Acceptance of Premises Agreement detailed in Exhibit C.
14. MSDS for all substances used by the Tenant Contractor throughout the project must be available at the job site and submitted to the TCM.
15. Prior to commencement of work, the TCM must retain an executed copy of the Owner-Contractor Agreement.
16. Prior to commencement of work, the TCM must retain an executed copy of the Indemnity Agreement detailed in Exhibit B.
17. Prior to the commencement of work, the TCM must retain an executed copy of this Tenant Design and Construction Manual.
18. Upon Substantial Completion of the project, Tenant Contractor, Tenant Architect and TCM will participate in a site walk-through to document any items that remain unfinished. Within a reasonable period of time, determined by the project team, the Tenant Contractor will

complete all items on the “Punch List”. There will be one (1) final walk-through to ensure all items are completed. If there are any outstanding items at that time that will require additional walk-throughs, Tenant Contractor will be billed for the additional walk-through participants’ time at an hourly rate. Any accrued costs will be deducted from the withheld retainage.

- 19. A copy of this Tenant Design and Construction Manual for 222 S. Main, acknowledged and accepted by the Contractor must be posted at the project site in a location clearly visible to all subcontractors to familiarize themselves with these rules and regulations and to enforce compliance with these rules at all times.**

## **B. Logistics & Access**

1. All work must comply with the City of Salt Lake Codes and this Tenant Design and Construction Manual. Contractor is responsible for insuring that all work complies with the above requirements as well as any other applicable regulations.
2. Parking is not allowed in the Building loading dock. The TCM will assist in directing vehicle parking to the most appropriate location.
3. The Tenant Contractor shall be afforded access to loading dock space and hoisting facilities during normal working hours on a first-come, first-served basis. Use of the loading dock is limited to 30 minutes. Large amounts of construction material coming into the Building must be delivered at times that will not tie up the loading dock (before or after the normal operating hours, 8:00 AM to 5:00 PM, Monday through Friday). All after hour or weekend deliveries must be scheduled with Building Management via the TCM. Additional security may be requested for after hour or weekend deliveries whereby the Tenant Contractor will be responsible for any associated costs.
4. Tenant Contractor shall only use entrances and pathways as determined by the Building Manager. All access for construction materials and labor shall be through the loading dock. Tenant Contractor shall comply the following access requirements:

### **Contractor/Building Mailroom Entrance (if applicable)**

- 4.1 All personnel of any contractor (Landlord's contractors and the contractors of any tenant) will be required check in at the visitor’s desk and receive a visitor ID badge. Contractors will be required to enter and exit the Building through a Contractor/Building Mailroom entrance, subject to Section 5.8 below. Contractors are required to return their ID badges prior to leaving the premises.
- 4.2 The Contractor/Building Mailroom entrance will be secured during Regular Business Hours. Contractors must use their visitor ID badges to access these doors.
- 4.3 The Contractor/Building Mailroom entrance will be equipped with at least:
- 4.4 The following entrance procedure will be in effect at the Contractor/Building Mailroom entrance whenever it is open.
  - 4.4.1 Contractor personnel with Building ID Cards will register their entry at a card reader.



- 4.4.2 Contractor personnel without a Building ID Card will proceed to the guard station (located in the loading dock) or visitor's desk. Upon review of government issued photo identification, such as a driver's license, and confirmation of authorization to enter, the guard will issue an encoded Visitor ID Card. Contractor personnel will register their entry on a card reader.
- 4.5 All contractor personnel shall use only the freight elevator.
- 4.6 All Contractor personnel exiting the Building will be required to check out at the guard station or visitors desk.
- 4.7 When the contractor entrance is not open, contractor personnel will enter and exit through the designated after-hours building entrance.
- 5. Tenant Contractor shall notify Building Management via the TCM three (3) days prior to any work that will be completed anytime outside of normal business hours.
- 6. Entry doors to Base Building air handling rooms, freight elevator lobbies, electric closets and phone closets must be kept closed and locked at all times except when work is being performed within. Keys may be signed out with Building Engineer and must be returned on a daily basis.
- 7. During normal business hours, keys for electrical closets and other areas may be checked out from Building Management via the TCM. A fee of \$50 per lock for re-pinning will be assessed for lost keys. A fee of \$50 per card will be assessed for lost access cards. Keys for Tenant offices will not be checked out without the express permission of the Tenant.
- 8. When access keys are required during non-business hours, Tenant Contractor must submit to Building Management via the TCM, 48 hours in advance, a list of those areas requiring access. Keys will be signed out with Building Management and must be returned at the end of each day.
- 9. If Tenant Contractor has provided a construction lock or padlock that is keyed separate from the Building master key system, Building Management and Building Engineers must each have two (2) keys. The project site must remain accessible to Building Management and Building Engineers at all times.
- 10. All construction materials, tools and debris must be transferred to and from the construction floor via the freight elevator. All subcontractors, laborers, materialmen, and other personnel working on the project site shall only enter and exit the floor via the freight elevator. At no time shall the passenger elevators be used for any construction related activities or personnel.
- 11. The contractor's work shall be scheduled so that it in no way conflicts, interferes with or impedes the quiet peaceful environment of other Tenants and their activities. Any work that is in conflict with the other Tenants should be scheduled by the contractor to such dated or times approved by Building Management. **Building Management reserves the right to cease the contractor's work at any time if such work conflicts with other Tenants' activities. Normal business hours are 8:00 AM to 5:00 PM, Monday through Friday.**



- a. There will be no work in another Tenant's space without obtaining Building Management and the other Tenant's written permission. Work in another Tenant's space shall be performed after hours or at the Tenant's convenience and must be scheduled with Building Management three (3) days prior to commencing such work.
12. All tenants reserve the right to request security supervision for such work that may occur in their space. Any costs associated with security requests will be the responsibility of the Tenant performing the work.
13. Tenant Contractor must notify Building Management of substantial completion of date(s) two (2) weeks prior to substantial completion to allow for inspection of the space to ensure concurrence with the Lease Agreement and the Construction Documents.

### **C. Job Site**

1. Tenant Contractor shall examine the existing conditions of the project site prior to submission of a work proposal to determine the full extent of the work. Following the examination, the Acceptance of Premises Agreement (Exhibit C) shall be signed by the Tenant Contractor. With or without a pre-construction site examination commencement of the work shall constitute acceptance of the existing Base Building conditions by the Tenant Contractor.
2. The Contractor will not install any identifying signage or advertising within, or on the grounds of 222 S. Main.
3. The walls and floor coverings of multi-Tenant corridors must be protected from damage and excessive dirt during construction without compromising the aesthetics. Tenant Contractor shall be responsible for appropriate barricades and protective materials to ensure the safety of any person and to maintain the professional appearance of the Building. The Building standard for protecting the floors is that the Contractor shall install and maintain masonite along the path of travel for employees and materials from the loading dock to the construction site during the period of construction.
4. Special attention must be given to bathrooms on multi-Tenant floors. Bathrooms must be clean and presentable at all times.
5. Before any demolition and/or construction work may begin, Tenant's Contractor must determine whether such work will affect the Building fire alarm system. If it is determined that such demolition and/or construction work may trigger the fire alarm system, Tenant's Contractor must notify Building Management via the TCM to remove the system from service before starting such work and restore it to service immediately upon completion of the activity. If such activity is of more than one day's duration, Tenant's Contractor must notify the TCM of work start and completion each day that the work is being performed. In no event shall the fire alarm system be out of service beyond the end of typical working hours.
6. Tenant Contractor must coordinate with Building Management via the TCM concerning salvaged building materials such as doors, locks, light fixture, etc. It will be the Contractor's responsibility to dispose of these materials from the Building or deliver to the Building storage area as directed by the TCM.
7. Landlord expects the Contractor to maintain a reasonable clean and presentable space during construction. Tenant Contractor shall at all times, on a day-to-day basis, keep the project site





and common areas near the site free from accumulations of waste material, debris or rubbish caused by or incidental to the work. Upon completion of the work, the Tenant Contractor shall promptly remove all tools, scaffolding, machinery, surplus materials, trash and debris from the project site before leaving the site and related areas in a “broom clean” fashion. This final clean up includes, but is not limited to, cleaning:

- a. Fluorescent light fixtures and lenses
- b. Windows and window mullions
- c. Doors and frames
- d. Base
- e. Carpet
- f. Blinds

Any debris, rubbish, unused materials or equipment left abandoned and not removed promptly upon completion of the project will be removed by the Landlord. All costs associated with such debris removal will be the responsibility of the Tenant Contractor.

8. Clean up and rubbish removal is by the Tenant Contractor at its own expense. The Contractor must schedule dumpster deliveries with Building Management via the TCM. Building Management retains the right to have the dumpster removed at its discretion without the consent of the Tenant Contractor.
9. Tenant Contractor shall maintain supervisory personnel on-site at all times whenever the Contractor or its Subcontractors are working on the site. Such supervisory personnel shall be fully empowered to direct the Contractor’s Subcontractors as necessary to perform the work.
10. Tenant Contractor shall be responsible for all its actions on-site as well as those of its agents and/or Subcontractors. Any damage to 222 S. Main property or the property of another Tenant caused by the Contractor or its Subcontractors will be promptly repaired or replaced at no cost to the Landlord or the other Tenant.
11. If the space undergoing construction has a glass entry, Tenant Contractor shall install a translucent film acceptable to Building Management on the glass to hide construction activities from view.
12. Tenant Contractor will provide an adequate number of fire extinguishers as required by the City of Salt Lake in the work area throughout the construction period.
13. Security for the job site is the sole responsibility of the Tenant Contractor. The Landlord is not responsible for the Contractor’s materials or tools.
14. Material and tool storage will be limited to the construction areas or the areas approved by Building Management.
15. Work in public spaces of 222 S. Main, including multi-Tenant corridors, shall be performed after hours unless authorized by Building Management.
16. Tenant Contractor and all Subcontractors will use rubber wheeled carts when moving material through the Building or removing trash from the Building. Protection of all public corridor surface and elevator lobbies is the responsibility of Tenant Contractor. Masonite floor protection and cardboard wall protection will be required throughout the job.

17. Absolutely no smoking is permitted on the project site at any time throughout the work.
18. **Obscene behavior and language will not be tolerated and the result of such behavior will be immediate removal of the offending individual or individuals.**
19. Noisy operations as determined by Building Management, such as the setting of anchors with power actuated or compressed air devices, hammer drilling, and floor core drills shall be scheduled on weekends (preferably 8:00 AM to 1:00 PM on Saturday) or between 5:30 PM and 7:30 AM, Monday through Friday.
20. Any smoke, noise or odor producing activities should only take place after hours with the express consent of Building Management. No Tenant or Tenant Contractor shall, during occupancy or construction, use any obnoxious gases or materials that produce gases that would be hazardous, offensive, or objectionable to the Landlord or any other Tenant in the building. The contractor shall be held fully accountable for damages to the property or tenants due or tenants due to excess noises, fumes, fire alarms, etc. caused by the actions of the contractor. Activities which must be performed after hours include, but are not limited to:
  - a. Welding
  - b. Use of adhesives, solvents, lacquers, paints, varnishes or finishing materials
  - c. Cutting or drilling the concrete floor slab or structural member
  - d. Installation of carpet tackless strips
  - e. Any work that generates noise or vibration disruptive to normal office procedures
  - f. X-raying floors

#### **D. Mechanical, Electrical, & Plumbing**

1. Adding filters to the return air openings during construction will be the Tenant Contractor's responsibility. Any cost of running the building HVAC system on overtime to remedy the deterioration of indoor air quality caused by odor producing construction activities will be billed to the project at a rate of \$110.00/hour.
2. Tenant Contractor may be required to operate hepafilter systems within the construction area, as required by Landlord.
3. Upon substantial completion of the construction, Tenant Contractor and Building Management will conduct an inspection of the main AHU. If it is determined that the filters on the main AHU need to be replaced and the cooling coils need due to this construction, Tenant Contractor shall be responsible for the costs.
4. All mechanical equipment and components placed within the ceiling cavity shall be plenum rated.
5. No construction related work can be secured in any fashion to the base building HVAC system.
6. All fan-powered boxes shall be accessible to the satisfaction of the Building Engineer.



7. Tenant Contractor is responsible for ensuring all new and existing fan-powered boxes function upon completion of the project.
8. All spaces being prepared for a tenant move-in are required to have the air balanced regardless of the magnitude of the project. Tenant Contractor shall conduct air test and balance at a minimum of four (4) days before move-in.
9. Contractors and sub-contractors must schedule in advance, with a minimum of one (1) days prior notice, any shut-downs of electrical power, water risers or any life safety related equipment with the Building engineering staff. In addition to advance scheduling the contractor or sub-contractors must coordinate with the building engineering staff on the day of the shut-down prior to conducting any work on building systems.
10. All requests for sprinkler/standpipe drain-downs must be submitted at least 24 hours in advance and only one floor may be taken out of service at any one given time.
11. Sprinkler/standpipe drain-downs will be performed only during the hours of 6:00 AM to 8:00 AM, Monday through Friday and 6:00 AM to 2:00 PM on Saturday unless special permission is obtained from Building Management. All drain-downs must be performed by building engineering staff. In no event will a drain-down be performed until a sprinkler fitter is present in the building and has requested the drain-down in person from the building engineering staff. It is the responsibility of the sprinkler fitter to ensure that the sprinkler/standpipe system is clear of water prior to commencing work.. The system can be worked on anytime during Normal Business hours, but must be filled back up before 3:00 PM on the same day.
12. New pipes to be connected to the standpipe riser shall be pressure-tested at 1 ½ times working pressure for a minimum of two (2) hours prior to the drain-down. Pressure testing, must be witnessed by the Building Engineer. The work being performed on the main riser system must be completed within two hours in order to reduce risk exposure.
13. During any sprinkler system drain down, a sprinkler fitter is required to remain on the floor until the system is verified leak-free and back in operation.
14. New pipes to be connected to the condenser water or chilled water system shall be pressure tested at 1 ½ times working pressure for 24 hours. Pressure test must be witnessed by the Building Engineer.
15. All drains and vents shall be capped during construction. Tenant Contractor will be required to demonstrate satisfactory operability of drains and fixtures at completion of job.
16. All core locations must be reviewed by Landlord's Structural Engineer prior to coring.
17. Channeling of the concrete floor slab is not permitted.
18. All abandoned conduit, pipe and wiring must be removed up to its source.
19. No electrical fixtures may be installed in the perimeter wall.
20. All meters and panels associated with the project must be tagged and all circuits must be labeled appropriately.

21. No tenant equipment shall be installed within the building riser closets without consent of the Building Management.
22. No electrical conduit, wiring, or plumbing should rest on the ceiling grid.

#### **E. Payment Application**

Tenant and/or Tenant's Contractor shall submit any invoicing and Applications for Payment to Building Management on a periodic basis not to exceed one each month. Each Application for Payment will indicate a dollar value based upon the percentage of the Work complete at that time. This percentage will be determined by the Tenant Contractor's best estimate and certified by the Tenant Architect. Contractor's estimate of the work shall incorporate the Work during the period commencing on the day after the last day covered by the preceding Application for Payment (or the date construction commences if no payments have been made) and ending on the date of the Application for Payment (the Application Period). Tenant Contractor's estimate of the percentage of completion shall be subject to final review by Building Management. In addition to other required items, each Application for Payment shall be accompanied by the following, all in form and substance satisfactory to Building Management and in compliance with applicable statutes:

1. A duly executed and acknowledged Contractor's Sworn Statement showing all subcontractors with whom the Tenant Contractor has entered into subcontracts, the amount of such subcontracts, the amount requested for any subcontractor in the Application for Payment and the amount to be paid to Tenant Contractor from such progress payment, together with sworn statements or affidavits from all subcontractors.
2. Duly executed Waivers of Mechanics' and Materialmen's Liens from Tenant Contractor and from each subcontractor included in the preceding Application for Payment establishing payment or satisfaction of the payment requested by Tenant Contractor; and
3. Such other information, documentation and materials as Building Management and Tenant Architect may reasonably require.

If the Application for Payment and all supporting documentations are in accordance with the requirements describe herein, payment shall be made to the Tenant's Contractor within thirty (30) days from established invoice date (per contract). The amount paid pursuant to each Application for Payment shall be ninety-five percent (95%) of the amount owed to Tenant Contractor based on the percentage of completion of the Work for the Application Period. The Landlord shall be entitled to retain five percent (5%) of the value of Work completed to assure the faithful performance of Tenant Contractor (hereinafter referred to as the "Retainage"). Any Retainage shall be paid to the Tenant or Tenant Contractor at the time of final payment.

Note: For purposes of these Construction Rules and Regulations, any references to "Tenant Contractor" shall hereby represented all General Contractors, subcontractors, materialmen, architects, engineers and any other entity performing the work, or any portion of the work, or supplying materials, equipment or services in connection with the Capital Improvement Project.

#### IV. TENANT CONTRACTOR ACCEPTANCE

I hereby acknowledgement that I have thoroughly read and reviewed all sections of this Tenant Design and Construction Manual for 222 South Main and will adhere to all provisions outlined in this manual. I further agree to incorporate this document into any subcontracts that I may establish to assure adherence by all tradesmen that are working on the improvement project referenced below. I will duly educate all personnel working on site of the information provided in this manual and will be responsible for their abidance of all provisions outlined herein.

Project Name: \_\_\_\_\_.

Suite Number: \_\_\_\_\_.

Tenant Contractor: \_\_\_\_\_.

By: \_\_\_\_\_.

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

## **SECTION FOUR : AGREEMENTS/REQUIREMENTS/RCP FORM/DRAWING NOTES**

- I.     Exhibit A.   Insurance Requirements
- Exhibit B.   Indemnity Agreement
- Exhibit C.   Acceptance of Premises Agreement
- Exhibit D.   Post Construction Submittal Checklist
- Exhibit E.   Responsible Contractor Form
- Exhibit F.   Building Standard Architectural Plan Notes
- Exhibit G.   Building Standard Engineering Notes

| EXHIBIT A |

**INSURANCE REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS**

**A. Minimum Insurance Requirements**

1. Worker's Compensation – Minimum Amount Required by Law
2. Employers Liability - \$1,000,000
3. Commercial General Liability - \$1,000,000 each occurrence, \$2,000,000 combined
4. Commercial Automobile Liability - \$1,000,000
5. Umbrella/Liability - \$5,000,000

**B. Certificate Holder**

**Hamilton Partners, Inc.**  
111 East Broadway, Ste 150  
Salt Lake City, UT 84111

**C. Additional Insureds (*To be Identified exactly as listed below*)**

**222 S. Main Investments LLC**

**Hamilton Partners, Inc.**

**LaSalle Bank National Association, ISOA, as agent**

**Tenant** for whom the work is being performed



## | EXHIBIT B |

**INDEMNITY AGREEMENT****\* MUST BE EXECUTED IF NOT DETAILED IN CONSTRUCTION CONTRACT**

In addition to and without limiting any obligation or indemnities of the Tenant under its Lease of space in the Building, the Tenant Contractor identified below agrees to indemnify, defend with counsel reasonably acceptable to the Landlord and hold harmless 222 S. Main Investments LLC, Hamilton Partners, Inc., Tenant for whom the work is being performed, and each of the respective agents and employees of such entities, of each of such beneficiaries and of such managing agent, and the property owned by such Trust, from and against any and all losses, liabilities, claims, liens, damages, costs, and expenses, including without limitation court costs and reasonable attorney's fees and expenses, in connection with any injury to or death of any person, or damage or loss of the use of any property, arising out of or in any way connected with any work performed by the Tenant's Contractor, or any of its subcontractors of any tier, on the premises know as 222 S. Main, Salt Lake City, Utah, except for injury to or death of any person caused by the negligence or willful misconduct of Landlord, any of the beneficiaries of Landlord, the managing agent for the Building or any of their respective agents or employees.

Project: \_\_\_\_\_

Tenant Contractor: \_\_\_\_\_

By: \_\_\_\_\_

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

## | EXHIBIT C |

**ACCEPTANCE OF PREMISES AGREEMENT**

As of the date listed below, Tenant Contractor listed below has conducted a project site visit, reviewed the existing condition of the project site and accepted the Premises in its current state. Tenant Contractor has considered all relevant ordinances per the City of Salt Lake and all national and state codes in its review of the Premises. Tenant Contractor has also considered all applicable requirements presented in the Tenant Design and Construction Manual for 222 S. Main in its review of the space. Tenant Contractor further agrees that it has identified discrepancies in the existing conditions as shown in the Construction Documents versus the true existing conditions of the Premises. In efforts to comply with the provisions mentioned above as well as constructing the Premises per the drawings, Tenant Contractor has an understanding of the entire scope of work required to provide a fully functional and professional space for the Tenant.

The Tenant Contractor's Bid Proposal shall reflect the investigation detailed above and no additions to the base bid shall be honored as result of Tenant Contractor's neglect of the information dictated above.

Project: \_\_\_\_\_.

Tenant Contractor: \_\_\_\_\_.

By: \_\_\_\_\_.

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

**| EXHIBIT D |****POST CONSTRUCTION SUBMITTAL CHECKLIST**

Upon completion of the Tenant Improvement Project, and prior to final payment to Tenant and/or Tenant Contractor, Tenant and/or Tenant's Contractor shall furnish Landlord with the following:

1. Copy of Tenant Contractor's Final Payment Request including Final Certificate for Payment authorized by the Tenant Architect.
2. Full and Final Waivers of Lien from Contractors and Subcontractors.
3. Record Architectural, Mechanical, Electric, Plumbing, and Fire Protection Drawings for Tenant's Construction Work.
4. Complete Test and Balance Report for Tenant's Premises.
5. Copies of all Equipment and Maintenance Manuals
6. Copies of any special guarantees or warranties required by the Construction Documents or the Construction Contract and the names, addresses and telephone numbers of the entities providing the guarantees or warranties.
7. Certificate of Occupancy as issued by the City of Salt Lake.
8. Typed Electrical Panel Index installed in the panels in each electrical closet.
9. PCBs and Asbestos Statements and MSDS Information.
10. Tenant Architect's and Landlord's confirmation that all Punch List items are complete.
11. Full set of Construction Documents provided by Tenant's Architect in electronic format (CAD).

## | EXHIBIT E |

**CERTIFICATION OF RESPONSIBLE CONTRACTOR STATUS****GENERAL  
INFORMATION**

Company Name

Address

Telephone Number (      )

Fax No. (      )

Ownership Structure *(Please check one)*☐ Sole Proprietorship    ☐ Partnership    ☐ Corporation    ☐ Joint Venture    ☐ Other \_\_\_\_\_Description of Service(s)  
Provided

Contractor's License #

**RESPONSIBLE CONTRACTOR STATUS  
(REFER TO DEFINITIONS ON REVERSE)**

Please check of the following:

1. ☐ Meets All Responsible Contractor Requirements
2. ☐ Meets None of the Responsible Contractor Requirements
3. ☐ Meets Certain of the Responsible Contractor Requirements *(provide explanation below. Attach additional pages if necessary on questions 3, 4, and 5.)*

Explanation: \_\_\_\_\_

4. Has your firm ever been fined, received an adverse judgement, penalty or received any mandated changes to its corporate policy in the past 18 months resulting from violations of the State or Federal labor laws, including but not limited to the National Labor Relations Board, or Equal Opportunity Commission (i.e. sexual harassment and/or discrimination violations)? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_



5. Relative to question #4, are there any complaints that you are aware of that have been filed with your firm or any entities listed under question #4? If yes, please explain. (*Affirmative answer(s) to the question will not necessarily disqualify the vendor from being the successful bidder. The level of investigation of the complaints listed in response to the question will be left to the judgment of the investment partner.*)

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**TARGETED VENDOR STATUS**  
(REFER TO DEFINITIONS ON REVERSE)

Does your firm meet the definition of service-disabled veteran business enterprise?

\_\_\_\_ Yes

\_\_\_\_ No

**OWNER'S CERTIFICATION OF RESPONSIBLE CONTRACTOR STATUS**

On behalf of the above-named company, the undersigned certifies that the information and response provided herein are true, complete and accurate as of this date, and he/she is aware that any intentionally misrepresented or falsified information may result in disqualification from future contracting opportunities.

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_

Signature **X** \_\_\_\_\_

Date \_\_\_\_\_

This form was prepared for the use in compliance with the Responsible Contractor Program Policy of 222 S. Main.

Any Contractor or subcontractor with a minimum contract size of \$50,000 should complete this form.

**INTRODUCTION:** 222 S. Main Investments LLC has a deep interest in the condition of workers employed by the System and its advisors. The System, through the Responsible Contracting Policy, supports and encourages fair wages and fair benefits for workers employed by its contractors and subcontractors, subject to fiduciary principles concerning duties of loyalty and prudence, both of which further require competitive returns on the Systems' real estate investments. The System endorses small business development, market competition and control of operating costs. The System supports many of the ideals espoused by labor unions and encourage participation by labor unions and their signatory contractors in the development and management of the Systems' real estate investments. The System believes that an adequately compensated and trained worker delivers a higher quality product and service. This policy is intended to complement and in no manner detract from existing System policy regarding service-disabled veteran owned business enterprises.

**DEFINITIONS:**



**Responsible Contractor:** A contractor or subcontractor who pays workers a fair wage benefit as evidenced by payroll and employee records and who complies with 222 S. Main Investments' service –disabled veteran business enterprise (SDV/BE) policy. “Fair Benefits” are defined as including, but not limited to , employer paid family health care coverage, pension benefits, and apprenticeship programs. What constitutes a “fair wage” and “fair benefit” depends on the wages and benefits paid on comparable real estate projects based upon local market factors, that include the nature project (e.g. residential or commercial, public or private) comparable job or trade classifications, and the scope and complexity of the services provided.

**SDV/BE Policy:** Contractors to the System shall make a good faith effort to comply with 222 S. Main Investments LLC annual contract participation goals by directing purchase of goods and services to 3% service –disabled veteran owned business enterprises. The definitions of these terms are as follows:

**Service-Disabled Veteran:** A veteran of the military, or air services of the United States with a service-connected disability.

**Service-Disabled Veteran Business Enterprise:** A business enterprise which is certified by the State of California Office of Small & Minority Business of the Department of General Services as meeting all of the following: (1) it is a business enterprise which is at least 51% owned by one or more disabled veterans, or, in the case of a publicly-owned business, at least 51% of the stock of which is owned by one or more disabled veterans, (2) the management and daily business operations are controlled by one or more disabled veterans (the disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business concern), and (3) it is a business concern with its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm or other business.

## | EXHIBIT F |

**BUILDING STANDARD ARCHITECTURAL/CONSTRUCTION NOTES**

Exhibit F contains the building standard notes that are required to be placed on the Architectural/ Construction Document drawings for 222 South Main. These notes will be automatically included on the design and construction drawings prepared by the Landlord's Tenant Architect. If Tenant elects to utilize architects and/or consultants other than the Landlord's Architect, then Tenant and Tenant Contractor are responsible for ensuring that the notes found in Exhibit F are included on the Tenant drawings.

**Building Standard Demolition Notes:**

1. Electrical contractor shall disconnect all power in areas of work prior to commencement of demolition and shall provide temporary power and lighting for demolition contractor.
2. All plumbing to be removed shall be capped at source.
3. All Abandoned systems or portions of systems must be removed back to point of origin (See Engineering Documents for additional specifications).
4. All sidelights (glass and frames) removed and not relocated are to be placed in building stock. Verify storage location with Building Owner/Management.
5. Remove floor mounted pedestals and the electrical and low voltage conduit and cables from the ceiling space below, back to the point of origin.
6. Fill all abandoned floor cores with concrete, install steel plate so concrete does not fall out, and repair any openings left in building core partitions by the removal of systems, with fire rated materials equal to or greater than the partition.
7. The partitions, doors, hardware. Etc., shown to remain shall be protected, as required during demolition.
8. All electric and low voltage boxes indicated for removal in partitions to remain shall be removed and partitions patched.

**Building Standard Construction Notes:**

1. (*Standard of Excellence*) All work shall be performed in a "First-Class, Workman Like Manner" and to standards not less than those established by the organization representing that trade.
2. Do not scale drawings, dimensions shall govern. Large scale details shall govern over small scale plans, elevations and sections.
3. Contractor shall notify **the TCM who is handling this project**, of any unforeseen job conditions which may affect project cost. Extra work and/or extra costs must be approved in writing prior to construction of such work.





4. (*Site Conditions*) The General Contractor shall, before commencing work, review all construction documents and verify all governing dimensions at the building. He shall examine all the adjoining work or areas upon which the performance of his work is in any way dependent. Any variations or discrepancies shall be reported, with all due expediency to the architect prior to the fabrication or erection of the work in question.
5. (*Building Permits and Fees*) All work is to be performed in strict accordance with the rules and regulations of governmental agencies having jurisdiction (i.e. all applicable city, county, state, and federal codes and ordinances). All fees, taxes and permit applications shall be the responsibility of the General Contractor.
6. (*Cutting and Drilling*) Under no circumstance shall the use of jack hammers, of other heavy hand-powered tools or any tapping into or onto existing HVAC, plumbing or electrical systems or cutting, channeling, drilling, or the demolition of walls, slabs, etc. commence without first coordinating with the building's on-site representative and receiving documentation to commence such work.
7. (*Guarantee*) All work and materials shall be guaranteed against defects design, workmanship and materials for a period of at least one (1) year from date of final acceptance and payment. All defects occurring in the guaranteed period shall be corrected at no cost to the Owner.
8. (*Clean-Up*) The General Contractor shall remove all rubbish and waste of all subcontractors and trades on a daily basis, and shall exercise strict control over job cleaning to prevent any dirt, debris or dust from affecting any finished area, whether within or outside the job site.
9. Provide fire rated wood blocking as required for installation of cabinets, counters, millwork, and adjustable shelving.
10. (*Shop Drawings*) The General Contractor shall submit to the Architect for review and approval one (1) reproducible paper sepia and two (2) blackline prints of all fabrication, erection, or installation shop drawings. Shop drawings are required for custom work, such as millwork, doors and frames, miscellaneous iron, etc. or where specified in the Construction Documents.
11. (*Materials and Finishes*) Materials and finishes shall be as specified on the drawings. Samples shall be submitted to the Architect for approval.
12. (*Punch List*) Upon completion of the work, the General Contractor shall request the MEP Engineer to prepare an inspection report listing unsatisfactory, or incomplete work. Final payment will be contingent upon correction or completion of these items under the terms of the Owner-Contractor Agreement.
13. All millwork shown shall be done in accordance with the Architectural Woodwork Institute, Quality Standards for Custom Grade or equal.
14. (*Glazing*) All tempered glass lights are to be supplied with tempered certification printed on the glass. Glazing Contractor is to have glass manufacturer submit a Letter of Certification. Copies of this letter are to be sent to the General Contractor, the Owner, the Architect, and the Project Manager (TCM) who is handling this project.
15. (*Leveling*) Level the existing floor so that critical areas (i.e. doors, millwork, files or other designated areas) shall slope not more than 1/8" in 10'-0".
16. Light fixtures, plumbing fixtures, sprinkler heads, and other construction will be located as shown on these plans except in those cases where field conditions interfere or take precedence over the planned location.

The Owner and the Architect reserve the right to allow deviations and make substitutions which they judge necessary without prior notice to the Tenant.

17. Use “USG” Control Joint # 093 at all intersections between Base Building wall construction and Tenant gypsum drywall construction.
18. All interior finishes shall have minimum Class 2 flame spread rating.

### **Building Standard Door Notes:**

1. Contractor shall provide a key schedule to Building Engineer ten (10) business days before occupancy; cylinders are to be installed by the contractor five (5) days before occupancy.
2. Building Standard Door- Size: 3’-0” wide by 8’-10 ½” tall by 1-3/4” thick. Face: ‘A’ grade plain-sliced white maple veneer, book matched. Finish: Building Standard. Core: Agrifiber solid core.
3. Door Hardware: Building Standard Finish shall be BHMA 626/US26D. Manufacturer: Schlage L-Series Mortise. Lock: Schlage 6-pin core and rim, if applicable. Style: 17 (D Sparta) with 2-1/8” wrought rose. Finish: US626D (Brushed Chrome). Type: Office and Inner Entry Lock – L9050. Closer: LCN 4040 Silver/Gray. Hinges: Non-rising pins, flat button. Position top hinge five (5”) inches below head. Bottom hinge position ten (10”) inches above finish floor and intermediate hinges equally spaced between top and bottom hinge.
4. Reuse existing doors and hardware provided they match Building Standard and appear and function as new.

## **222 SOUTH MAIN PLACE KEY CONTROL POLICY (DOOR HARDWARE CONSTRUCTION GUIDELINES)**

### **I. General**

#### **A. Submittals**

1. Contractor shall submit keying schedule to Building Engineer at least two weeks in advance of project completion date.
2. Contractor shall submit manufacturers’ parts lists, templates, installation instructions, and operation and maintenance manuals, including lubrication requirements and inspection procedures related to preventative maintenance.

#### **B. Purchase**

1. For keying to all locking doors, contractor shall contract with Landlord’s preferred vendor, Glen’s Keys. (Glen Fowler, (801) 355-3413) All locking doors shall be keyed to Landlord’s master system using Schlage 6 pin cores.

#### **C. Delivery**

1. All hardware shipments and/or deliveries are the responsibility of the contractor.
2. All hardware should be shipped in their original factory shipping cartons and stored and protected as to prevent damage prior to installation.

#### **D. Warranty**

1. Provide one year warranty for materials, workmanship, electronics, and parts per manufacturer's limited warranty.
2. Provide 90 days warranty on labor.

#### **E. Extra Materials**

1. Provide special wrenches and tools applicable to each different or special hardware component.

## **II. Products**

- |   |  |
|---|--|
| 1. <u>Hinges:</u>                       | Hagar, Ives, Stanley                       |
| 2. <u>Special Hinges:</u>               | Soss invisible, Ives, Rixon                |
| 3. <u>Locks:</u>                        | Schlage                                    |
| 4. <u>Exit Devices:</u>                 | Vonduprin                                  |
| 5. <u>Closers and ADA openers:</u>      | LCN  |
| 6. <u>Trim Push/Pull:</u>               | Ives, Glynn-Johnson, Trimco                |
| 7. <u>Thresholds and Weather Strip:</u> | Pemko, National Guard                      |
| 8. <u>MagLocks:</u>                     | Locknetics, Schlage                        |
| 9. <u>Stairwell Locks:</u>              | High Tower with modified Schlage as a set. |
| 10. <u>Building Standard Finish:</u>    | BHMA Satin 626/US26D                       |

## **III. Keys & Keying**

### **A. Cylinders**

1. All cylinders shall be Schlage 6 pin.
2. No Substitute

### **B. Cores**

1. All cores shall be Schlage 6 pin interchangeable cores keyed to the Landlord's master key system.
2. No Substitute

### **C. Installation**

1. All cylinders and cores shall be installed before completion of punchlist to assure proper function of hardware. Contractor shall contract with Landlord's preferred vendor for core installation.

### **Building Standard Accessibility Notes:**

1. All fixtures and accessories shall be mounted in accordance with **all** City, A.D.A., Utah Handicap Regulations and ANSI, whichever is most stringent.
2. All thresholds must comply with A.D.A., Utah Handicap Regulations and ANSI, whichever is most stringent.
3. All doors used in conjunction with exits to be readily opened without key, undue force or special knowledge for exit operation from the egress side of the door.
4. Door handles must be of a shape that is easy to grasp (not round) and must be no higher than 48" above finished floor.
5. Maximum force for pulling or pushing all interior doors shall be 5 LBS.
6. If door has a closer, the sweep period if the closer shall be adjusted so that from an open position of 70 Degrees the door will take at least three (3) seconds to move a point 3" from the latch, measured to the leading edge of the door.
7. Door thresholds must be flush with floor or protrude no more than ½" above the floor. If existing thresholds are ¾" in height or less and have beveled edge on each side, threshold mat remain.
8. Minimum clear passage with door open at 90 degree angle is 32".
9. Protecting accessories must be located so they will not interfere with the use of grab bars and will keep the wheelchair area free.
10. Each handicap washroom shall have a 5'-0" diameter **clear** turning area.
11. Combination visual and audible fire alarm signals should be compatible with existing building fire alarm panel.
12. Light, heat, ventilation, windows, draperies, fire alarms, and all similar controls that are needed or used most often must be at a minimum of 15" and a maximum of 48" above finished floor.
13. If water fountains are provided within the suite, they should be a "Lo-Hi" type suited to wheel chair and standing users with either lever handle, push buttons, or plates for operation. If fountains are already existing they must be completely wheelchair accessible.

### **Building Standard Electric Notes:**

1. This contractor shall furnish and install all equipment, material, and labor necessary for and, or incidental to a complete and satisfactory operating electrical installation, in accordance with drawing and as specified herein. Installation shall be left in operating condition.

Note: Before installation of supplementary electrical panel boards, transformers and or equipment, the Electrical Contractor shall coordinate all locations with the Building Engineer and receive written approval prior to any work. Verify all mounting heights, location dimensions and exact location of stub-ups, items, locations and electrical characteristics of equipment prior to rough-in.

2. All material shall be new and of standard quality, no rejects. All for which an underwriters' laboratories standard exists shall bear a U.L. Label. Protect all equipment and work from damage due to any case.
3. All work shall be done in accordance with the most current national electrical code (NEC) and all other applicable local, state and federal codes including all O.S.H.A. requirements, title III provisions of the Americans with disabilities act, and City of Salt Lake Ordinances, Building Codes and Requirements.
4. Duplex receptacles shall be 20 amp Pass & Seymour Legrand PT series white. Switches shall be 20 amp Pass & Seymour Legrand CSB series white. Adjacent switches and receptacles shall be located under the same cover plate. Cover plate shall be Pass & Seymour TP\* white. Switches used in conjunction with exhaust fans shall be engraved with the word "FAN". Replace existing devices and cover plates.
5. A single cover plate shall be used when two (2) or more devices are ganged.
6. All wire sizes indicated are for copper conductors, no aluminum wiring will be permitted. All wire shall be minimum #12 AWG Copper unless otherwise noted. All wires #4AWG and smaller, shall be stranded copper with THWN-THHN 600V Insulation and wires #3 and larger shall be stranded copper with type THW or THWN 600V Insulation. All homeruns 70 Ft. and longer in length shall be #10 AWG minimum. Wire size indicated homerun shall apply for entire length of respective branch circuit.
7. In general, all wiring shall be installed in conduit, unless noted otherwise, all conduits shall run concealed where practical. Where conduits are run exposed, they shall be run parallel or perpendicular to walls, structural members or intersections of walls and ceilings, with 90 degree bends and shall be racked. Minimum conduit size shall be  $\frac{3}{4}$ ". All conduits installed above suspended ceiling system shall be supported from joists, not from the ceiling grid, grid hang wires, or roof deck. Underfloor conduits shall be heavywall galvanized steel or "IMC" type. Use compression type connectors for all EMT conduit.
8. This contractor shall obtain and pay for all plan examination fees, permits, and job inspection fees required for this work.
9. This contractor shall coordinate his work with all architectural, structural, and mechanical features of the building. Consult architectural, structural, plumbing,

- mechanical, and fire protection plans. Adjust work to fit actual job conditions. Cooperate with all other contractors.
10. This contractor shall remove all rubbish, debris, etc. caused by his work as fast as it accumulates.
  11. Conduit runs shown on drawings are diagrammatic actual field conditions shall be followed.
  12. Panel boards, switchboards, disconnect switches, distribution panel boards, starters, etc. shall be as manufactured by GE, Spectra Series with locking door.
  13. For each panel board, provide typewritten circuit directory indicating type of load and area served. Install same in steel frame secured to interior of panel board door or provide directory on Avery #6455 removable and repositionable laser label cut to fit interior door of load-center. Provide black with white lettering engraved identification plate with minimum 3/4" high letters to match existing panels.
  14. The general conditions and special conditions issued by the architect shall govern where applicable.
  15. Entire installation shall be performed in a First- Class workmanlike manner. The completed systems shall be fully operational and acceptance by the Owner shall be a condition of the contract.
  16. Contractor shall include all miscellaneous items required to complete the work, including moving and rigging of material and equipment and workmanship, all hangers, supports, anchors, expansion means, conduit, wire, outlet boxes, fittings and sleeves.
  17. Contractor shall guarantee all work for one year after date of written acceptance by owner against all defects of material, equipment and workmanship. All such defects appearance within the guarantee period shall be promptly remedied without further cost to the owner.
  18. Tenant Metering: The Contractor shall provide two junction boxes large enough to house the current CT's for the required metering system. The Contractor shall ensure all 120/208 supplementary equipment and plug load circuits, and 277/480 lighting loads are to be run through the contractor provided junction boxes and each phase of power is separated and bundled to allow the CT's to be installed. The Landlord will provide the equipment and installation for two sets of metering equipment, at tenant's cost. One set shall be for lighting and the other for plug loads. This will include two sets of CTs.
  19. This contractor shall do all cutting and patching required for his work.
  20. This contractor shall include all testing, adjusting, and balancing required for his work.
  21. Prior to ordering equipment, this contractor shall submit shop drawings for approval.

22. This contractor shall verify the nameplate rating amperes of all motors, heaters, etc., against the capacities of all switches, circuit breakers, feeders, etc., prior to rough-in and wiring.
23. Wiring methods- air handling plenum spaces: Unless otherwise shown or noted, all wiring for air handling plenum hung ceiling spaces shall conform to the following:
  - a. Raceways must be electrical metallic tubing (EMT) or rigid steel, galvanized. If EMT, fittings shall be compression-type. If rigid, fittings shall be threaded.
  - b. All junction and outlet boxes shall be completely enclosed, without openings of any kind (knockout perforations are not permitted).
  - c. Junction boxes for branch circuit wiring shall not be located closer than one foot to the luminaries, however, sufficient slack in flexible metallic conduit shall be allowed to permit dropping of luminaries below ceiling for repair and/or maintenance of luminaries and branch wiring.
  - d. All connections to luminaries shall be in plenum approved flexible metallic conduit with suitable compression type fittings. Such connections shall not be under four feet long nor over six feet long and shall contain a grounding conductor.
  - e. All luminaries shall be completely enclosed, without openings of any kind. Filament luminaries shall be the “unwired” type, equipped with a #14 AWG four-foot, six-inch long, three-conductor 90 degree C or greater rated “whip” terminating at the luminaire in a compression type fitting for flexible metallic conduit.
  - f. Branch circuit conductors shall be 90 degree C rated, such as code types “RHH” or “THHN” – even though these specifications may permit 60 degree C or 75 degree C conductors for other locations on the project.
  - g. All recessed lighting fixtures shall be of the thermal protected type.
24. Electrical contractor to feed and connect new or relocated fan powered VAV boxes and reheat coils, see mechanical document(s) for location and size. Circuit to respective building 277/480V heating panel on respective floor. Verify available circuits and loading. All lighting shall be 277/480 volt and all circuits shall be controlled through the Landlord’s lighting control panel located on the respective floor. The Contractor shall contract with the Landlord’s preferred vendor JRC Lighting Controls/ Mark Brown for terminating and programming of the system. Correct respective panel directory as required.
25. Provide permanent identification markings and name plates for wiring and each item of electrical apparatus and associated controlled equipment, with same inscription as shown on the drawings or as directed by building engineer. Clearly label all panels (new and existing in contract limits) with neatly applied, engraved laminated plastic labels (white with black core lettering). Lettering shall be minimum 1/2” high. Label shall be 1 3/4” high by 3’ wide minimum.



26. Any contractor piercing roof shall utilize building owners roofing contractor for repairs and sealing so as not to void existing roof warranty.
27. Electrical contractor shall prepare marked up as-built drawings indicating any deviations from these contract documents, including but not limited to, conduit routing, circuiting, and panel loading. Mark-ups shall be clear, legible, and accurate and shall be submitted to and approved by architect prior to final payment.
28. All new wall outlets (duplexes, phones, etc.) to be located 15' above finished floor unless otherwise noted.
29. The electrical contractor shall visit and inspect the existing building and shall thoroughly familiarize himself with actual job conditions prior to signing of contract for electrical work. No extras will be allowed for work which might have been reasonably foreseen by an inspection of the premises.
30. While the size and location of the new work and equipment in the existing building has been indicated on the drawings as accurately as conditions permit, electrical contractor shall adjust his work as required to avoid existing ducts, pipes and beams not shown on plans and he shall adapt his work to meet all actual conditions within the existing premises without any additional extras to the contract sum.
31. Electrical contractor shall inspect the premises and make a detailed examination of all locations where new work is to be installed and shall examine existing piping, conduits, structural supporting beams, etc.
32. Electrical contractor after inspecting the premises and the drawings shall call attention of the architect to any lack of necessary space or clearance required for the installation of the electrical equipment prior to signing of contract. Electrical contractor shall be responsible for all changes required if he neglects to so inform the architect in writing.
33. Electrical contractor shall remove all conduit, wire panels, lighting fixtures, switches, convenience outlets, etc., to be disconnected in all areas to be remodeled in the existing building. Electrical contractor shall inspect all areas which are to be remodeled in the existing building to determine the proportions of the existing installation which are to be disconnected and removed.
34. Electrical contractor shall furnish, install, and complete all new work shown in remodeled areas of the existing building.
35. Electrical contractor shall leave all remodeled and all new electrical systems in the existing building in satisfactory operating condition.
36. Verify existing conditions and locations in field prior to submitting proposal. Failure to do so shall not relieve this contractor from performing the work required under this contract.
37. Make necessary modifications and adjustments to all electrical items and equipment, both new and existing, as may be required by these alterations and additions.

38. Disconnect at source and remove all existing electrical materials and equipment, including but not limited to lighting fixtures, wiring devices, signal equipment, conduit and wires, and all other electrical items which are rendered obsolete by these alterations and additions. These are the property of the owner and shall either be removed from the site or returned to the owner's stock at the discretion of the owner.
39. Disconnect, remove, and relocate all existing electrical materials and equipment, including but not limited to lighting fixtures, wiring devices, signal equipment, conduit and wires, and all other electrical items which interfere or are interfered with, obstruct or are obstructed by, these alterations and additions. Permanently install such items in new locations as directed. Provide new outlets, conduit, wiring, etc., as directed. Provide new outlets, conduit, wiring, etc., as required to extend service to new locations. Reconnect such items in proper operating condition at new location.
40. Any equipment which is to be relocated and reconnected shall be carefully examined for defects and tested for electrical continuity prior to relocation. Any defects or malfunctions detected shall be brought to the immediate attention of the architect. After equipment has been certified to be in good electrical/mechanical condition, the equipment shall be relocated, thoroughly cleaned, and retested for electrical continuity. This contractor shall bear all expenses for any damaged equipment and shall replace same with new equipment or properly repair any damaged equipment to the satisfaction of the **Owner, Architect, and Tenant**.
41. It shall be this contractor's responsibility to maintain the existing building in electrical operation at all times during the entire construction period. If it is absolutely necessary shut down the facility at any time this contractor shall consult with the **Owner, Architect, and the Tenant**.
42. Coordinate electrical work with other trades to avoid conflicts done by the electrical contractor.
43. All cutting and patching required for electrical work shall be done by the electrical contractor.
44. Where existing conduits have been made obsolete by these alterations and additions, and it is impractical to remove same, this contractor shall:
  - i. Pull out all wire and cable.
  - ii. Cut conduit off at slab or wall line.
  - iii. Blank-up all obsolete conduit entries into existing junction boxes, panel boards, pull-boxes, cut-out boxes, wireways, outlet boxes, etc,
  - iv. Where the continuity of circuits or conduits serving any existing electrical equipment in area of the existing building not being altered is interfered with, this contractor shall reroute and reconnect all such circuits or conduits as required.
45. Exit signs: Dual Lite, CVER1GNE Green LED Exit Sign in brushed aluminum. 277 volt with battery backup. Single or Double faced as required with the total number determined by code. Contractor shall connect Exit lights to the building emergency generator circuit.



46. Contractor shall utilize a minimum portion of the 277/480 volt ceiling lighting as emergency lighting and connect it to the building generator emergency power circuit.
47. Life safety speakers shall be Gamewell FCI #SPW, speakers and strobes shall be Gamewell FCI #SPSW, and strobe shall be Gamewell FCI #SW. Wall mounted white in color.

All existing ceiling mount speakers are to be removed prior to installation of building standard wall mounted combination devices.

**| EXHIBIT G |****BUILDING STANDARD MEP DRAWING NOTES**

Exhibit G contains the building standard notes that are required to be placed on the Architectural/Construction Document drawings for 222 South Main. These notes will be automatically included on design and construction drawings prepared by the Landlord's Tenant Architect. If Tenant elects to utilize architects and/or consultants other than the Landlord's other than the Landlord's Architect, then Tenant and Tenant Contractor are responsible for ensuring that the notes found in Exhibit G are included on the Tenant drawings.

**General Conditions & Specifications  
for Mechanical Notes:**

1. *Mechanical Scope of Work*  
Furnish and install (provide) all equipment, ductwork, and controls indicated on the plans and as described herein, including but not limited to all sheet metal duct, demolition, controls, control wiring, and cutting of access, power wiring is not included in this scope of work and will be provided under electrical scope of work.
2. The contractor shall review entire set of contract documents and acknowledge all conditions pertinent to his work, he shall fully coordinate his work with the installation of work by other trades and make necessary field adjustments as required to accommodate his work at no additional change to the owner.
3. The contractor shall carefully examine the drawings and specifications, visit the site of the work, and fully inform himself as to all conditions and matters that can in any way affect the work or the cost thereof, should this contractor find discrepancies in or from the drawings, specifications or other documents, or should he doubt as to their meaning, he should notify the architect at once and obtain clarification prior to submitting any bid.
4. The contractor shall receive tailgate delivery, store, provide protection from weather and vandalism, and install all items furnished by same, as indicated on the Drawings.
5. The general contractor and supplementary conditions are a part of this contract.
6. Contractor shall obtain and pay for all plan examination fees, permits and job inspection fees required for this work.
7. All materials to be new and be approved by all local, state, and applicable federal codes and regulations. All work shall be left in perfect operating condition and shall be executed in strict accordance with the local, state, and federal codes, rules, regulations and local utilities recommendations.
8. Furnish and install all governing code required fire dampers. See Architectural Drawings for fire rated walls, ceilings, floors, etc.
9. Verify electrical characteristics in field prior to purchase of equipment.



10. All branched from the main low pressure trunk ductwork shall be furnished and installed with splitter damper or similar balancing device in general accordance with the standards of the associated air balance council.
11. Ductwork shall comply with all local, state, and federal regulations regarding fire stopping and fire proofing.
12. Verify exact locations of ductwork and associated devices and equipment with the architect prior to installation.
13. All ductwork shall be sealed “air tight” according to SMACNA’s HVAC Duct Construction Standards.
14. All ductwork shall be properly supported from structure above with standard galvanized band iron hangers. All hangers shall be secure and proper.
15. All ductwork dimensions shown are clear air path dimensions.
16. Contractor shall coordinate with JRC Lighting and install a Momentary key switch and one four-button zone switch to control the tenant override capabilities for the lighting and HVAC system. JRC shall reserve one (1) out of the four (4) buttons to be used for overriding the HVAC system. This will require JRC to provide a contact point for the building BAS system and coordination with Landlord’s control contractor. Cost for the Momentary key switch shall be at tenants cost.
17. Contractor shall contract with Landlord’s required control contractor, D&L Control/Lone Peak Controls for all terminating/tying into the BAS.
18. All temperature sensors, fan powered box controllers and DDC devices shall be building standard manufactured by Alerton for BACNET protocol.
19. Balancing shall be performed by Building’s Certified Test and Balancing, as contractor for the Building. Balancing report to be submitted to the Building Management.
20. Furnish and install complete temperature control systems, locate thermostats (new and existing) as indicated and/or directed by building engineer and architect.
21. Prior to any installations, submit shop drawings of all work and equipment for approval. Check and verify dimensions and conditions at the job site. Do not scale drawings, use only figured dimensions.
22. All work shall be left in perfect operating condition and shall be executed in strict accordance with the local, state and federal codes, rules, regulations and local utilities recommendations.
23. Provide two sets of instructions of all systems and instruct the owner about the operations of all systems.
24. Should an existing VAV box be relocated obtain approval of location and installation from building engineer.
25. *Tenant Roof* – Top exhaust fans are not permitted by the Building.
26. Ductwork requirements are divided into Medium Pressure and Low Pressure sections. Medium pressure ductwork shall include all ductwork upstream of the fan-powered boxes. Low pressure ductwork shall include all downstream of the fan-powered box.
27. Coordinate duct runs and diffuser locations with ceiling layout. Verify tile and lighting locations and center diffusers and grilles on the grid.



28. Provide a manual volume damper with external operating handle (no wingnuts allowed) in each new low pressure duct take-off. Provide a spin collar damper or oval collar damper as required at each low pressure round duct or flex take-off. All required dampers are not necessarily indicated on the plans. Include an allowance for additional dampers.
29. All ductwork shall be furnished and installed in a workman like manner, consistent with SMACNA standards. All ductwork shall be metal as required by IBC Code and shall be fabricated from prime quality galvanized sheet steel. Water stained material is unacceptable. Turning vanes are required at all 90 degree elbows.
30. Low pressure round, ductwork "United Sheet Metal" or equal round or oval, duct with spiral interlocking seam shall be used for all run outs to diffusers more than three linear feet (3'-0") from the rectangular duct (i.e. 3'-0" maximum flex length). All round elbows and offsets shall be stamped (2 halves) full radius or adjustable elbows per SMACNA standards. No mitered fittings will be accepted, duct size shall match diffuser neck size shown on the plans.
31. Low pressure flexible ductwork shall be installed wiremold type WK, genflex equivalent, Thermaflex M-KE (preinsulated) or approved equal connect flexible duct to metal duct with draw bands. Run and support flex ductwork such that it maintains its full diameter throughout. Sharp bends, kinks and conditions that restrict air flow in any way will not be accepted. 6'-0" maximum flex length. Replace all existing flexible duct runs which exceed 6'-0" in length with new round sheet metal duct and new maximum length 6'-0" insulated flexible duct in same diameter.
32. Medium pressure round ductwork and fittings shall be "United Sheet Metal" or equal round or oval ductwork with spiral interlocking sea, per SMACNA standards for 4' SP (WP). All joints and seams shall be sealed with a united duct sealer and elbows shall be stamped (2 halves), welded, full radius. Round longitudinal seam "stove pipe" duct and adjustable mitered or three gore elbows will not be accepted. Insulate all round ducts with 1'-1/2" foil backed fiberglass insulation per specifications.
33. Medium pressure flexible ductwork is not allowed unless approved in writing by the building engineer. Replace all existing medium pressure flexible ductwork with new rigid galvanized medium pressure ductwork as required.
34. *Medium Pressure Duct Connections*  
Seal all new connections and existing leaking connections with "United Duct Sealer". Sealer shall be set up overnight prior to turning on fans. Connections shall be 100% air tight. Connections not meeting these conditions will not be accepted.
35. Insulation and acoustic lining all new round supply ducts shall be externally insulated with 1" foil backed fiberglass. Seal all insulation joints with FSK tape. Provide duct diameter labels. Insulate all new and all uninsulated existing ductwork with 1' minimum foil backed fiberglass per manufacturers installation recommendations. Seal all insulation joints with FSK tape. This includes the high pressure trunk ducts, take-offs, high pressure runouts to VAV boxes and all existing low pressure ductwork that are to remain. Provide external duct size labels per building engineer. Insulating products shall be Knauff, owns corning or approved equal.
36. *Offsets*  
All required offsets are not specifically indicated on these plans. This contractor shall visit the job site and be satisfied that he has included all necessary offsets in his bid.



37. **Perimeter Diffuser:** Linear two slot diffuser. Manufacturer: Titus N slot series, blow down, model N-1-D 48181084 EQT. Size: 3 inch by 48 inch for 9/16" narrow line grid. Diffusers will be located a minimum of every 10'-0" on center in open plan spaces. Where perimeter offices exist, maintain supply rates described above. **Interior Supply Diffusers:** Provide Titus Omni 24"x24" lay-in as required.
38. *Returned Grilles (24" x 24" lay-in)*  
Provide 24" x 24" Titus Model OMNI lay-in with 16" neck.
39. *Transfer Openings & Fire Dampers*  
Provide new fire dampers in the locations shown on the plans and/or as required by local dampers in the locations shown on the plans and/or ordinance. See architectural plans for fire rated wall, floors, ceiling, etc. Fire codes and standards, dampers shall be equal to vent products model 5620-8 with 166 degree fusible link.
40. *Control & Power Wiring*  
All power wiring and empty conduit system for thermostat wiring shall be provided by the general contractor's electrical subcontractor. The mechanical contractor shall furnish and install all thermostat wiring and make terminal connections to the VAV box and thermostat. The mechanical contractor shall coordinate with the electrical contractor to assure power wiring is correct to all VAV boxes.
41. Mechanical contractor shall prepare marked up as-built drawings indicating any deviations from these contract documents, including but not limited to, duct routing, duct sizes, diffuser locations, thermostat locations, equipment locations, and CFM requirements. Mark-ups shall be clear, legible, and accurate and shall be submitted to and approved by architect prior to final payment.
42. The mechanical contractor shall visit and inspect the existing building and shall thoroughly familiarize himself/herself with actual job conditions prior to signing of contract for mechanical work. No extras will be allowed for work which might have been reasonably foreseen by an inspection of the premises.
43. While the size and location of new work and equipment in the existing building has been indicated on the drawings as accurately as conditions permit, mechanical contractor shall adjust his work as required to avoid existing lights, pipes, and beams not shown on the plans and he shall adapt his work to meet all actual conditions within the existing premises without any additional extras to the contract sum.
44. Mechanical contractor shall inspect the premises and make a detailed examination of all locations where new work is to be installed and shall examine existing piping, ducts, equipment, structural supporting beams, etc.
45. Mechanical contractor after inspecting the premises and the drawings, shall call attention of the architect to any lack of necessary space or clearance required for the installation of the mechanical equipment prior to signing of contract. Mechanical contractor shall be responsible for all changes required if he neglects to so inform the Landlord, in writing.
46. Mechanical contractor shall remove all ducts, piping, diffusers, registers, grilles, controls, etc. to be disconnected in all areas to be remodeled in the existing building. Mechanical contractor shall inspect all areas which are to be remodeled in the existing building to determine the portions of the existing installation which are to be disconnected and removed.
47. Mechanical contractor shall furnish, install, and complete all new work shown in remodeled areas of the existing building.





48. Mechanical contractor shall leave all remodeled and all new mechanical systems in the existing building in satisfactory operating condition.
49. Verify existing conditions and locations in field prior to submitting proposal. Failure to do so shall not relieve this contractor from performing the work required under this contract.
50. Make necessary modifications and adjustments to all mechanical items and equipment, both new and existing, as may be required by their alterations and additions.
51. Disconnect at source and remove all existing mechanical material and equipment, including but not limited to VAV boxes, ductwork, piping, insulation, controls, duct heaters, and all other mechanical items which are rendered obsolete by these alterations and additions. These are the property of the owner and shall either be removed from the site or returned to the owner's stock at the discretion of the owner.
52. Disconnect, removal and relocate all existing mechanical materials and equipment, including but not limited to diffusers, registers, grilles, ducts, controls, insulation and all other mechanical items which interfere or are interfered with, obstruct or are obstructed by these alterations and additions. Permanently install such items in new locations as directed. Provide new diffusers, registers, grilles, ducts, controls, etc. as required to extend service to new locations. Reconnect such items in proper operating conditions at new locations.
53. Any equipment to be relocated and reconnected shall be carefully examined for any defects and tested for mechanical continuity prior to relocation. Any defects or malfunctions detected shall be brought to immediate attention of the architect. After equipment has been certified to be in good mechanical/electrical condition, the equipment shall be relocated, thoroughly cleaned, and retested for mechanical continuity. This contractor shall bear all expense for any damaged equipment and shall replace same with new equipment or properly repair any damaged equipment to the satisfaction of the architect.
54. It shall be this contractor's responsibility to maintain the existing building in mechanical operation at all times during the entire construction period. If it is absolutely necessary to shut down the facility at any time, this contractor shall consult with the owner and the architect to make arrangement to do so on Sundays or off-hour periods at the owner's convenience. Prior notice shall be given to the owner and the architect 72 hours in advance of the desired shutdown time. Any premium or overtime costs necessary to accomplish this shall be included in this contractor's base bid.
55. Coordinate mechanical work with other trades to avoid conflicts and delays.
56. All cutting and patching required for mechanical work shall be done by mechanical contractor.
57. Where the continuity of the mechanical systems serving any existing mechanical equipment in area of the existing building not being altered is interfered with, reroute and reconnect all such systems as required.
58. Blank of all existing perimeter return-air slots.
59. All new fan-powered boxes shall match existing building standard – verify with building engineer.
60. **Perimeter Boxes:** Perimeter fan-powered boxes shall be building standard series type Krueger QFC with electric heating coil, ECM motor, 1" lining and recirculating air filter. **Interior Boxes:** Interior fan powered boxes shall be building standard series type Krueger QFC with ECM motor, 1" lining and recirculating air filter.

## General Specification for



## Electrical Remodeling & Renovation:

1. The electrical contractor shall visit and inspect the existing building and shall thoroughly familiarize himself with actual job conditions prior to signing of contract for electrical work. No extras will be allowed for work which might have been reasonably foreseen by an inspection of the premises.
2. While the size and location of new work and equipment in the existing building has been indicated on the Drawings as accurately as conditions permit, electrical contractor shall adjust his work as required to avoid existing ducts, pipes, and beams not shown on plans and he shall adapt his work to meet all actual conditions within the existing premises without any additional extras to contract sum.
3. Electrical contractor shall inspect the premises and make a detailed examination of all locations where new work is to be installed and shall examine piping, conduits, structural supporting beams, etc.
4. Electrical contractor after inspecting the premises and the Drawings shall call attention of the architect to any lack of necessary space or clearance required for the installation of the electrical equipment prior to signing of contract. Electrical contractor shall be responsible for all changes if he neglects to so inform the architect in writing.
5. Electrical contractor shall remove all conduit, wire, panels, lighting fixtures, switches, convenience outlets, etc. to be disconnected in all areas to be remodeled in the existing building. Electrical contractor shall inspect all areas which are to be remodeled in the existing building to determine the portions of the existing installation which are to be disconnect and removed.
6. Electrical contractor shall furnish and install all new work, complete as shown remodeled areas of the existing building.
7. Electrical contractors shall leave all remodeled and all new electrical systems in the existing building in satisfactory operating condition.
8. Verify existing condition and locations in field prior to submitting proposal. Failure to do so shall not relieve this contractor from performing the work required under this contract.
9. Make necessary modifications and adjustments to all electrical items and equipment, both new and existing, as may be required by these alterations and additions.
10. Disconnect at source and remove all existing materials and equipment, including but not limited to, lighting fixtures, wiring devices, signal equipment, conduit wires, and all other electrical items which are rendered obsolete by these alterations and additions. These are the property of the owner and shall either be removed from the site or returned to the owner's stock at the discretion of the owner.
11. Disconnect, remove, and relocate all existing electrical materials and equipment, including but not limited to lighting fixtures, wiring devices, signal equipment, conduit and wires, and all other electrical items which interfere or are interfered with, obstruct or are obstructed by, these alterations and additions, permanently install such items in new locations as directed. Provide new outlets, conduit, wiring, etc., as required to extend service to new locations. Reconnect such items in proper operating condition at new location.
12. Any equipment which is to be relocated and reconnected shall be carefully examined for any defects or malfunctions detected shall be brought to the immediate attention of the architect. After equipment has



been certified to be in good electrical/mechanical condition, the equipment shall be relocated, thoroughly cleaned, and re-tested for electrical continuity. This contractor shall bear all expenses for any damaged equipment and shall replace same with new equipment or properly repair any damaged equipment to the satisfaction of the architect.

13. It shall be the contractor's responsibility to maintain the existing building in electrical operation at all times during the entire construction period. If it is absolutely necessary to shut down the facility at any time, this contractor shall consult with owner and architect to make arrangements to do so on Sundays or Off-Hour periods at the owner's convenience. Prior notice shall be given to the owner and the architect 72 hours in advance of the desired shutdown time. Any premium or overtime costs necessary to accomplish the above shall be included in the contractor's base bid.
14. Coordinate electrical work with other trades to avoid conflicts and delays.
15. The electrical contractor shall do all cutting and patching required for electrical work.
16. Where existing conduits have been made obsolete by these alterations and additions and it is impractical to remove same, the contractor shall:
  - a. Pull out wire and cable.
  - b. Cut conduit off at slab or wall line.
  - c. Blank-up all obsolete conduit entries into existing junction boxes, panelboards, pull-boxes, cutout boxes, wire-ways, outlet boxes, etc.
17. Where the continuity or circuits or conduits serving any existing electrical equipment in area of the existing building not being altered is interfered with, this contractor shall reroute and reconnect all such circuits or conduits as required.

## **General Conditions & Specifications For Low Voltage:**

1. Electrical contractor to furnish and install conduit stub-up from Data/Tele, Telephone & Data outlet box up into suspended ceiling space (size as noted) for telephone and data cables to be furnished and installed by Tenant's communications contractor, (one 4-pair, 24 gauge cat 5 or better Teflon jacketed cable per data outlet). Verify that all telephone cables shall terminate at Data Room- see Drawings.
2. Convert existing phone outlets to combination telephone/data outlets. Verify existing conduit stub-ups. Conduit stub-ups shall be minimum as follows; ¾" C=3 combination Tel/Data Outlets; 1" C=5 combination Tel/Data outlets. Revise existing conduit stub-ups as required.
3. Remove all existing low voltage telephone and data cable from plenum ceiling made obsolete by these renovations.
4. All Teflon cabling shall be independently supported from structure above, run at right angles, grouped and bundle tied, and hung by metal hangers from the deck above per local code.

## **General Conditions & Specifications**



## For Fire Alarm Plan:

1. Provide conduit and wire for fire alarm audio/visual (speaker- strobe) alarms and connect as required to existing fire alarm system. Fire panel is Gamewell FCI. Life safety speakers shall be Gamewell FCI #SPW, speakers and strobes shall be Gamewell FCI #SPSW, and strobe shall be Gamewell FCI #SW.
2. Remove any fire speakers in ceiling continue circuit. Wall speaker-strobes allowed only.
3. Verify with Nelson Fire System that any additional devices added to space has not overloaded system and created an imbalanced circuit. If so, balance any circuit or make necessary changes to keep the fire system functional 100%.

## General Specifications for Plumbing Notes:

1. Plumbing scope of work furnish and install the following:
  - 1.1 Plumbing fixtures.
  - 1.2 Grease traps only for restaurants or where cooking is done.
  - 1.3 Aluminum anode in electric hot water heaters.
  - 1.4 Electric water heaters with drain pans underneath.
  - 1.5 Waste, vent, hot and cold water insulated piping.
  - 1.6 Connections into existing plumbing stack risers as directed by the building engineer.
  - 1.7 Water supply and drain piping to mechanical equipment
  - 1.8 Backflow preventers as requires by code.
  - 1.9 Chlorination of water supply piping systems.
2. The contractor shall review entire set of contract documents and acknowledge all the conditions pertinent to his work. He shall fully coordinate his work with the installation of work done by other trades and make necessary filed adjustments as required to accommodate his work at no additional charge to the owner.
3. The contractor shall carefully examine the drawings and specifications, visit the site of the work, and fully inform himself as to all conditions and matters that can in anyway affect the work or the cost thereof, should this contractor find discrepancies in, or omissions from the Drawings, specifications, or other documents, or should he be in doubt as to their meaning, he should notify the architect at once and obtain clarification prior to submitting any bid.
4. The contractors shall receive the tailgate delivery, store, provide protection from weather and vandalism and install and install all plumbing items (water, waste and vent systems), furnish by owner as indicated on the Drawings and/or specifications.



5. The general conditions and supplementary conditions are a part of this contract. Refer to project general requirements for additional requirements. Refer to Drawings for plumbing fixture specifications.
6. Include all permits, taxes, fees, etc., in bid proposal.
7. Contractor shall submit shop drawings, 1/4" scale as-builts and maintenance manuals as directed by the architect.
8. All material to be new and be approved by all local, state and federal plumbing codes.
9. All supply piping shall be 3/4" minimum and shall be run overhead, unless specifically noted otherwise, and shall be properly supported from structure above, in no case shall piping of any sort be supported on the ceiling suspensions system.
10. All fixtures shall be furnished and installed with stops, chrome plated faucets, shut-off valves, and trim.
11. Provide unions and valves at all pieces of equipment and drain valves at water heaters.
12. Provide back flow preventer on cold water piping to mechanical equipment in accordance with local requirements.
13. Provide air chambers at all fixtures (12" high) and at terminals of water supply (12" long) to prevent water hammer. Air chambers shall be full size of pipe, 3/4" minimum.
14. Provide di-electric insulating type unions or couplings at connections between dissimilar metals.
15. Connections to branch mains and/or risers of systems shall be offset type so as to allow for expansion and contraction of mains and/or risers.
16. All new supply piping, hot and cold water piping, and all horizontal waste piping above grade shall be insulated. Hot water supply piping shall be insulated with one of the following:
  - a. 1" performed fiberglass with "K" factor of 0.23 maximum at 75 degrees F mean temperature. Jacket to be factory applied Kraft paper with vapor barrier. 1" molded rigid phenolic foam with "K" factor of 0.23 maximum at 75 degrees F mean temperature with factory applied laminate aluminum and white Kraft paper vapor barrier jacket.
  - b. Cold water piping insulation shall be as follows: Johnsmanville Fibrocel or approved equal with a vapor barrier flame-bar jacket and necessary bands. L insulation to be 1/2" thick for piping up to 1 1/2" thick for piping 2" to 6Z" in diameter, and installed as recommended by supplier.
17. Refer to architectural drawings for floor drain RM elevations and exact locations of all plumbing fixtures.
18. All floor drains and plumbing fixtures shall be properly vented in strict accordance with local, state, and federal ordinances.
19. Minimum buried sanitary shall be 4" in diameter.
20. All water piping above grade to be type "L" copper and bronze solder joints. Solder shall be 95-5 Silver.  
**No plastic piping is allowed!**
21. All underground water piping shall be type "K" copper.



22. Provide service valves at all branch supply piping. Service valves shall be located above accessible ceilings, this contractor shall furnish stainless steel access panels to be set by ceiling contractor. Valves to be “butterball” bronze body ball valve type provide Shut-Off gate valves on all branches to groups of two or more fixtures or as indicated on Drawings.
23. All horizontal vent piping shall run above furnished ceilings and sloped upward toward the vertical riser. Piping shall be properly supported from this structure above.
24. The contractor shall receive all equipment information from owner and mechanical contractor to verify exact location and mounting heights of all items prior to start of work. This contractor shall rough in and make all final connections including valves and flexible connections to equipment furnished by others requiring waste, waste, and vent.
25. Gate valves shall be bronze trim, crane, or approved equal.
26. Provide plates on pipes passing through all walls. Provide chrome plated escutcheons for all pipes at fixtures passing through walls.
27. Provide cleanouts on sanitary piping at every change of directions. A maximum of 50’-0” on center in straight runs and at the end of lines, and where required by code. Angle cleanouts so that they occur next to walls and not in traffic.
28. Connect sanitary waste line to existing sanitary waste riser under floor slab (in ceiling soace of floor below) where shown and as directed. Verify exact location in field prior to submitting bid price.
29. Waste, storm and vent piping above ground within building shall be service weight cast iron with drainage fittings. Waste, storm, and vent piping below ground within the building shall be service weight Cat Iron pipe and fittings.
30. Contractor shall remove all debris from job site and leave all work and equipment in clean condition.
31. Provide new cold water piping service lines. Connect to existing cold water piping risers above ceiling where shown and as directed.
32. Verify exact location of existing water piping prior to submitting bid.
33. Contractor shall guarantee all labor and materials for the period of one year from the date of completion.
34. Sink (S-1) and related trap, supports, trim, etc. shall be furnished and installed by the contractor.
35. Hot water tanks must have a stainless steel pan underneath the tank and piped to drain.
36. Supply water lines for coffee makers, ice makers, etc. need to be piped in copper piping only with Shut-Off valves. **Tap on Shut-Off valves and plastic piping is not allowed.**

## General Specifications for Sprinkler – Notes :

1. *Sprinkler Scope of Work*



Provide a complete wet-pipe automatic sprinkler system and associated equipment, ready for operation. The work includes designing and modifying an existing wet-pipe automatic sprinkler system to afford complete fire protection throughout. Furnish and install the following:

- 1.1.1. New sprinkler heads and required piping.
  - 1.1.2. Relocate existing heads to new locations as approved and accepted by local fire code authority.
2. All material and equipment used shall be listed or approved by UL, FM or another nationally recognized testing agency approved by the architect, for their intended use and service.
3. The design of the sprinkler system shall be by a nicet level III or IV technician registered fire protection engineer, or a registered professional engineer with at least three (3) years experience in fire protection design. Installation shall be performed by a certified sprinkler contractor or a specialist who is experienced in the design and installation of automatic sprinkler systems (minimum 3 years).
4. The contractor shall guarantee labor, materials, and equipment provided under this contract against defects for a period of one year after the date of final acceptance of this work by the government. Final acceptance includes, but is not limited to, the receipt of as-built drawings and operation and maintenance manuals.
5. Provide a wet-pipe sprinkler system conforming to the latest editions of codes and standards of the following organizations:
  - National Fire Protection Association (NFPA), including all appendices and amendments:
    - 5.1.1 NFPA 10: Portable fire extinguishers.
    - 5.1.2 NFPA 13: Installation of sprinkler systems.
    - 5.1.3 NFPA 14: Installation of standpipe and hose systems.
    - 5.1.4 NFPA 24: Installation of service mains factory mutual engineering
  - And Research Corporation (FM):  
FM-P7825 Approval guide.
  - Underwriters Laboratories Inc. (U.L):  
UL-FPED Fire Protection Equipment Directory.  
Local municipal codes having jurisdiction.
6. Design automatic sprinkler systems in accordance with all required and advisory provisions of NFPA 13, except where modified herein, by hydraulic calculation for ordinary hazard occupancy with uniform water distribution over the design area. Each system shall include materials, accessories, and equipment inside and outside the building, so that the system is complete and ready for consideration to blind spaces, piping, electrical equipment, ducts and other construction and equipment in accordance with detailed working drawings to be submitted for approval.
7. The spacing of sprinkler heads shall not exceed that permitted by NFPA 13 for the hazard occupancy, where practical, uniformly space sprinklers on the branch piping. Locate sprinkler heads in a pattern consistent with ceiling grid, lights, and air supply diffusers.
8. Submit 3 complete sets of submittals. Partial submittals will not be acceptable and will be returned without review.
9. Submit Test Certification, to the architect, for all pipe fittings.



10. Submit detailed shop drawings in accordance with NFPA 13, “working plans” on uniform size sheets no smaller than 24 inches by 36 inches, to the building engineer and the architect for review and approval.
11. Information shall include: Layout indicating details, plan view, elevations, and sections of the system piping, indicate the location of sprinkler heads and piping in relation to the ceiling layout, show pipe lengths and sizes. Detailed riser diagram showing schematic of systems supply, supply connection, devices, valves, pipe and fittings. The signature and seal of a registered professional engineer with a minimum of three years (3) Fire Protection Design experience, or a Nicet level III or IV Technician.
12. Prepare and submit to the architect 3 sets of detailed “as-built drawings”. The drawings shall show the system as installed, including all deviations from both the project drawings and the approved shop drawings. The drawings shall also include all information as required by NFPA 13. The drawings shall be prepared on uniform sized sheets not less than 24 by 36 inches.
13. Not less than 7 calendar days prior to the final acceptance testing of the entire system, provide 3 bound copies of an operation and maintenance manual to the architect. The manual shall include an index, copies of all approved shop drawings and submittal materials (updated to as-built), and a complete parts list of all items, the manufacturer’s name, the serial number of the part, an ordering number, if appropriate and a physical description of the part.
14. Provide piping, valves, and fittings, approved for 175 PSI working pressure, in accordance with NFPA 13, as indicated on the drawings and as specified herein. Conceal piping in areas with suspended ceilings as indicated on the contract drawings. Provide fittings for changes in direction of piping and for connections. Make changes in piping through tapered reducing pipe fittings; bushings will not be permitted. Piping shall be black iron steel. Steel piping with wall thickness less than schedule 30 shall not be threaded. Plastic piping shall not be permitted. Minimum pipe schedule shall be schedule 10. Side outlet tees using rubber gasketed fittings shall not be permitted. All sprinkler piping shall be so installed that it can be thoroughly drained, and where practical, shall be arranged to drain the main riser drain.
15. Fittings, mechanical couplings and rubber gaskets shall be supplied by the same manufacturer. Fittings in which sprinkler heads, sprinklers head riser nipples, or drop nipples are threaded shall be welded, threaded, or grooved-end type. Plain-end fittings will not be permitted.
16. Provide pipe supports, sway braces, hangers, and clamps in accordance with NFPA 13.
17. Provide all drain lines as required by NFPA 13. Connect all drain piping to approved drain locations and provide splash guards, where necessary, at discharge outlets.
18. Sprinkler heads shall be in accordance with NFPA. Release elements shall be suitable for specific application. Provide quick response heads in all occupancies in which their use is listed or approved. Extended coverage upright and pendant sprinkler heads shall not be permitted. Extended coverage sidewall heads shall not be permitted. Heads located within the air streams of unit heaters or other heat emitting equipment or skylights shall be selected for proper temperature rating.
19. U.N.O. sprinkler heads shall be of the concealed pendant type in accordance with the building standards and as directed by the building engineer. Existing white heads to remain- new or relocated heads to match existing (verify with building engineer).
20. Provide dry pendant type heads in areas subject to freezing in accordance with factory mutual requirements.

21. Provide escutcheons for pipes passing through wall, partitions, or suspended-type ceiling. Escutcheons shall be chromium plated.
22. Provide pipe sleeves where piping passes entirely through walls, floors and partitions. Secure sleeves in position during construction. Provide sleeves of sufficient lengths to pass through entire thickness of walls, floors and roofs. Provide 1 inch minimum clearance between exterior of piping and interior of sleeve or core-drilled hole. Firmly pack space with mineral wool insulation. Seal space at both ends of the sleeve or core-drilled hole with plastic waterproof cement which will dry to firm but pliable mass, or provide a mechanically adjustable segmented elastometric material. Penetrations of fire-rated wall and floor assemblies shall be sealed with a listed fire-stopping material.
23. Installation, workmanship, fabrication, assembly, erection, examination, inspection and testing shall be in accordance with NFPA 13, except as modified herein. Install piping straight and true to bear evenly on hangers and supports. Do not hang piping from plaster ceiling. Keep the interior and ends of the new piping and existing piping affected by contractor's operation thoroughly cleaned of water and foreign matter. Inspect piping before placing into position. Do not make field changes in the piping layout or pipe sizes without the prior approval of the architect.
24. Perform all welding in the shop, field welding must be approved by the building engineer before they occur. Painting shall be given one coat of corrosion resistant paint at the time of installation. Concealed piping bands placed no more than 10 feet on center and on each side of wall penetrations.
25. Hydrostatically test wet-pipe sprinkler system, as required by NFPA 13, in the presence of the building engineer and the architect. The contractor shall submit a request for testing at least 15 calendar days prior to the test date. The test will not be scheduled until as-builts, operation and maintenance manuals have been received. The contractor and an authorized representative from each supplier of equipment shall be in attendance at the test. When tests are completed and corrections made, the contractor shall submit a signed and dated completed and corrections made, the contractor shall submit a signed and dated material and test certificate similar to that specified in NFPA 13 to the architect. The restaurant shall not be stocked until the test has been completed.
26. Any damage caused by this contractor to landlord's sprinkler system will be repaired by this contractor at his expense.
27. Landlord shall from time to time during the term of the lease have the right to inspect the premise fire protection system and its component parts. Asid system shall at times be in compliance with the requirements of the landlord and the conditions of its approval; any alterations, improvements, repairs, or maintenance required by landlord shall be by tenant's sole responsibility and shall be performed promptly at tenant's expense upon notice of such conditions.
28. The contractor shall thoroughly familiarize himself with the plans and shall verify existing site conditions at the job site before submitting bud. Failure to recognize work required shall be at the expense of the contractor. No consideration shall be given for additional compensation after the letting of the bids.
29. Provide temporary fire protection of entire floor when existing piping is being modified to accommodate new work, and during non-working hour as directed by the building engineer.

## Reflected Ceiling Plan Notes:





1. All new fixtures are to be building standard 2' x 2' or 2' x 4' recessed fluorescent fixtures unless otherwise noted.  
  
All existing fixtures to be reused are to be cleaned, re-lamped, ballast is to be inspected and replaced if necessary and any broken, cracked, or yellowed lenses replaced.  
  
All existing fixtures to be reused are to be cleaned, re-lamped with T-8 fluorescent lamps, two (2) existing magnetic ballasts replaced with one (1) electronic ballast and lens replaced (See specifications).
2. All incandescent down lights are to be centered in acoustical ceiling tile unless otherwise noted.
3. All wall switches are to be located 48" above finished floor unless otherwise noted where no existing wall switches remain. All wall switches are to be located at the same height above finished floor as existing unless otherwise noted where existing wall switches do remain.
4. Where two (2) or more dimmers and/or switches are shown together, they are to be ganged in one (1) box with one (1) cover plate.
5. Provide building standard sprinklers as required by all state and local codes per partition layout. All sprinkler heads shall be centered where possible.
6. This building is equipped with a sprinkler fire suspension system. Sprinkler contractor to submit complete drawings and calculations of revisions or additions to system for municipality review and approval.
7. All sprinkler heads are to be the flush type and white to match the ceiling and centered in ceiling tile where possible.
8. Final determination of quantity and location of emergency battery packs, emergency lighting, and exit signs is subject to approval of the Bureau of Fire Prevention or the Municipal Agency having jurisdiction.
9. If ceiling diffusers, light fixtures or other elements on or above the ceiling cannot be located as shown on the drawings, such interference shall be reported immediately to the design architect for relocation.
10. Contractors are to make self aware of low ceiling height clearance and avoid placement of ducts, conduits, and piping that may interfere with lighting placement shown. Notify the design architect of any potential conflicts before construction begins.
11. Contractor is to note location of gypsum board ceilings as soffits. VAV, fan powered boxes are to be located away from these areas so as to prevent any blockage of access panels.
12. All light fixtures removed and not relocated are to be placed in building stock. Verify storage location with building owner/management.
13. If required by City, HVAC drawings are to be submitted separately and to be sealed by a professional engineer for City approval and permit.