



BUILDING RULES AND REGULATIONS

1. **BUILDING USE** – The Contractor shall confine his use of the premises to the designated construction area so as not to interrupt other tenants.
2. **SCHEDULING SERVICE** – All work must be scheduled through the Tenant Services Coordinator via a Building Access Request / Work Permit. Contractor must have current Certificate of Insurance (COI) and a copy of the signed *Building Rules and Regulations* on file. Work is not scheduled until confirmed by the Management Office.
3. **COORDINATION WITH CHIEF ENGINEER** – All work that may alter the base of the building (such as coring or cutting of the structure or flooring) or the mechanical, electrical or plumbing system must be coordinated with the Chief Engineer.
4. **HOT WORK PERMIT** – A Hot Work Permit is required for any temporary operation involving open flames and/or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding.
5. **PERMITS** – Permits and licenses necessary for the execution of the work shall be secured and paid for by the Contractor unless otherwise notified.
6. **PARKING** – Parking for all personnel must be arranged prior to commencement of work, and will be provided in designated areas only. Vehicles in unapproved areas will be subject to citation and towing without notice. Any costs assessed by the garage parking operator are at the sole responsibility of the Contractor.
7. **WORK APPROVAL** – All drawings, subcontractors and materials must be approved through the Building Management prior to the start of construction. Contractor shall retain a set of approved plans, which has been signed by the Building Manager.
8. **BUILDING UTILITIES** – The Contractor shall not disable, interrupt or test any building utility or system without prior arrangement with Building Management. The Contractor shall be responsible for any stoppage, interruption or failure of building services, utilities or incidental damages to the building during the course of the work being performed as a result of his or her performance of the Work.
9. **WORKMEN DRESS AND CONDUCT** - No abusive language or actions on the part of the workers will be tolerated. Contractor personnel will display a courteous demeanor towards tenants, customers, visitors, Building Management and staff, and general public. Contractor, subcontractors, and materialmen will be appropriately dressed to work in an office environment: company shirts with sleeves bearing company name or insignia (T-shirts are acceptable), pants (no shorts), work shoes with socks, and whatever other clothing as may be appropriate. No torn or worn-out clothing is permitted. It will be the responsibility of the Contractor to enforce this regulation on a day to day basis.
10. **SECURITY** – Contractor, Subcontractors and Materialmen shall check in daily with the Building Security Officer. Construction personnel are not to remain in the building after work hours unless previously approved by Building Management. Contractor shall provide the Building Manager with a list of emergency contact information for Superintendent, Project Manager, and contact information for all Subcontractors.

11. **NO RADIOS, PETS, CHILDREN** – No radios, children or pets are allowed within the construction area of the building.
12. **SAFETY** – All Contractors will be held responsible for compliance with all O.S.H.A Rules and Regulations. Contractor must have a State of Hawaii approved safety program and provide a copy of this program to the Building Manager if requested.
13. **OSHA REQUIREMENTS** – The Contractor shall perform all work in a safe and prudent manner and shall comply fully with all OSHA requirements including:
 - a. Hazard Communication (The Contractor **shall provide** Company with a complete set of Safety Data Sheets for all hazardous materials to be used in connection with the work.)
 - b. Lockout / Tagout
 - c. Fall Protection
 - d. Permit Required Confined Space Entry
 - e. Assured Grounding

The Contractor shall provide for his or her employees and shall require his or her employees' use of such personal protective equipment as may be required to perform their work in a safe manner.

14. **WORKING HOURS** – Delivery of materials and use of loading dock must be scheduled with Building Management prior to receipt of materials. Delivery of materials from the loading dock into the building must be restricted to either before or after business hours. Note: Other hours of access are available with prior arrangement.

Building Hours:	Monday - Friday Saturday	7:00 AM to 7:00 PM 7:00 AM to 2:00 PM
Loading Dock and Freight Elevator Hours:	Monday – Friday	8:00 AM to 11:30 AM 1:30 PM to 4:00 PM

15. **NOISE, DUST, VIBRATION** - There are certain operations that must be performed outside of Building Hours to prevent the interruption of normal business operations. **These include, but are not limited to:**
 - a. Drilling or cutting of the concrete floor slab.
 - b. Drilling or cutting of any concrete structural member.
 - c. Use of screw guns
 - d. Any work where machine noise or vibration may disrupt normal business procedures.
16. **CONTRACTOR REST AREA** – Contractors shall not be permitted to consume food in any tenants' lunchroom or break room, nor will they be allowed to consume food in the plaza areas in the front of the buildings. If requested, Building Management will provide a designated area.
17. **SANITARY FACILITIES** – The Contractor shall use only those facilities specifically designated by Building Management.
18. **LOADING DOCK** – Contractor shall sign in at log-in sheet located in loading dock.

Capacity: 6 vehicles
 Height: 13' 0" Depth: 61' 0" deep
 Trash Container: Maximum of (1) 20' container. May not impede entry access to other trucks and deliveries.

19. **ELEVATORS** – All construction materials, tools, and trash are to be transferred to and from the construction floor via the freight elevator ONLY. Pallets are NOT allowed. All Contractors, Subcontractors and Materialmen personnel shall use the freight elevator ONLY. The use of the freight elevator shall be scheduled with the Management Office. If freight elevator is not in operation, Contractor may only use an elevator designated by Building Management. Elevator pads must be used and are available through the building management office. Freight elevator and lobby shall be cleaned after each use by the Contractor.

Freight Elevator Specifications:

Floor to Ceiling Height: 8' 9"
Inside Dimensions: 5' 10" wide x 6' 9" deep
Door: 3' 11" wide x 8' 2" high
Capacity: 4,000 lbs.

20. **OCCUPIED PREMISES** – The work area may be occupied during construction, which may require the Contractor to move and relocate furniture, files, machinery or equipment during construction. Upon the completion of the work, the Contractor is to return all items relocated during the work to its original location.
21. **USE OF ADJACENT SPACE** – Contractor, Subcontractors and Materialmen must arrange access to adjacent tenant lease space with a minimum of 48 hours advance arrangement with Building Management.
22. **COMMON AND OTHER TENANT AREAS** – The Contractor shall carefully protect all walls, doors, jambs, carpets, floors, furniture, and fixtures, and shall repair or replace damaged property without cost to the building Owner. This applies to loading docks, elevators, corridors, lobbies, and tenantsuites.
23. **ROOFTOP ACCESS** – Rooftop access must be arranged and requested at least 48 hours prior to work to Building Management. Contractor, Subcontractors and Materialmen must adhere to the following guidelines when requiring access onto building rooftop(s):
- a. Door must remain closed and locked at all times.
 - b. At the end of the work day, discard all rubbish from job site.
 - c. Proper safety devices must be used, when working a minimum of six (6) feet from the parapet.
 - d. All equipment must be kept in an organized manner.
 - e. No restroom use on rooftop. Please see Security for access to restroom.
 - f. Do not remove or tamper with drain covers.
 - g. Use caution. Please do not damage rooftop membrane. (Report any rooftop damage as soon as possible to Security or Engineering.)
24. **CONTROLLED SUBSTANCES AND CIGARETTE SMOKING** – Alcoholic beverages, drugs or any other controlled substances are not to be brought into, or consumed in the building. Personnel appearing to be under the influence of a controlled substance will not be allowed to remain in the building. **Violation of this regulation may subject this Contract to immediate termination.** Alii Place is a no smoking facility, therefore, cigarette smoking or any other tobacco related substance, is not allowed at any time while on property. Please note that the alleyway between Alii Place and the YWCA is within our property lines and therefore, no smoking is permitted in this area as well.
25. **DUSTY WORK** - Contractor shall notify Building Management prior to commencement of extremely dusty work (sheetrock cutting, sanding, extensive broom sweeping, etc.). Failure to make such notification will result in the Contractor absorbing any costs to return any damaged equipment to proper condition.

26. **SMOKE DETECTORS** – Building Management must be notified of all work that may activate the building's smoke detectors.
27. **FIRE SPRINKLERS** – All work on the fire sprinkler systems must be coordinated with the Building Manager, to allow proper arrangements to be made.
28. **FLAMMABLE AND COMBUSTIBLE LIQUIDS** – The following guidelines shall apply to all work performed in the order in which they are listed:
- The Contractor shall make every effort to use alternate non-flammable and/or non-combustible liquids whenever possible.
 - If alternate liquids are unavailable for the work to be performed then the feasibility of removing the work from the building and performing it in an off-site shop shall be investigated.
 - If the requirements of (1) or (2) above cannot be implemented and the work must be performed in-place using flammable or combustible liquids, then the Contractor shall submit a formal Flammable Liquids Work Procedure to the Building Manager for review.

The Contractor shall submit a Flammable Liquids Work Procedure for any work to be performed using flammable and/or combustible liquids to the Building Manager for review with their Regional Manager. **Work shall not proceed without specific approval of the Work Procedure from the Regional Manager.** The procedure shall include the following key elements as a minimum:

- 1) Intended use - Description of work to be performed.
- 2) Handling of material - To include type of packaging, size (volume) of containers, transfer from container to container, etc.
- 3) Actual method of use - Application methods, brush, spray, rag, etc.
- 4) Assignment of dedicated fire watch with adequate firefighting equipment.
- 5) Manufacturer's instructions for use.
- 6) Ventilation of area where material to be used, extractors, etc.
- 7) Use of signage and barricades.
- 8) Emergency phone numbers (call out list).
 - a) Safety Data Sheets (SDS) for all material used. Procedure should specifically address the following sections of the SDS:
 - b) Section IV - Fire and explosion hazard data.
 - c) Section VII - Precautions for safe handling and use.
 - d) Section VIII - Control measures.

A copy of the SDS should be kept on jobsite for reference.

- 9) The storage of flammable and/or combustible materials. This shall be addressed in one of the following manners listed in order of preference:
 - a) Remove all materials from site at end of each work day.
 - b) Store on property in flammable material storage room, if available.
 - c) Store in approved flammable material safety locker on site.

As an attachment to the procedure the Contractor shall submit an affidavit stating that they have a safety and hazard communication program, with training, as required by OSHA.

29. **NOXIOUS ODORS** – Contractor shall submit Safety Data Sheet (SDS) on all products with the potential to cause noxious odors or fumes **before** use. Those products deemed detrimental to the office environment must be used under controlled conditions with proper ventilation and any necessary personal protection equipment provided after normal working hours. Failure to coordinate the use of such products **in advance** with the Building Management shall result in removal of the Contractor from the Project. All claims for injury and damage as a result of the Contractor's use of such products shall be the Contractor's sole responsibility to defend.
30. **PAINT & SEALANTS** – In order to meet the requirements of LEED BD+C IEQc4.2 Low Emitting Materials Paints and Coatings, all paints, primers, and coatings used inside of the building weatherproofing system and applied on-site must comply with certain low-VOC criteria as follows:
- Architectural paints and coatings applied to interior walls and ceilings must not exceed the VOC content limits of Green Seal Standard GS-11, Paints, 1st Edition, May 20, 1993. Both base paint and the added pigment must comply.
 - Anti-corrosive and anti-rust paints applied to interior ferrous metal substrates must not exceed the VOC content limit of 250 g/L (2 lb/gal) established in Green Seal Standard GC-03, Anti-Corrosive Paints, 2nd Edition, January 7, 1997.
 - Clear wood finishes, floor coatings, stains, primers, sealers, and shellacs applied to interior elements must not exceed the VOC content limits established in South Coast Air Quality Management District (SCAQMD) Rule 1113, Architectural Coatings, rules in effect on January 1, 2014.

APPROVED PRODUCTS LIST

The products listed below are approved for use onsite. Products beyond those listed here must be submitted for approval prior to use onsite.

Product Type	Manufacturer / Product Name	Sustainability Criteria Met
Exterior Paints& Sealants	Sherwin Williams, Products: ColorCast Ecotoner™, Emerald®, Harmony®, Solo®, ProMar® 200 & 400 Zero VOC, EcoSelect® Zero VOC, PrepRite® Block Filler, Multi-Purpose Zero VOC Latex Primer, Water Blocking Zero VOC Primer/Finish, Pro Industrial™ Zero VOC Waterbased Epoxy, Pro Industrial™ Zero VOC Acrylic, Pro Industrial™ Pro-Cryl® Universal White Primer, Pro Select Stampede® Polyurethane Sealant	Zero-/Low-VOC products that comply with the limits set in GreenSeal GS-11 and SCAQMD.
Metal Coating	Rust Bullet/Metal Coating Sealant	Low VOC product that complies with SCAQMD Rule 1168

31. **WATER AND ELECTRICITY DURING CONSTRUCTION** – Sources of water and electricity will be furnished to the Contractor without cost in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common usages during construction. HVAC will be supplied upon Contractor's request and Building Management's discretion. The Contractor shall make all connections, furnish any necessary extensions, and remove same upon completion of work.
32. **EXISTING CONSTRUCTION** – All work includes replacing, patching and finishing all adjacent surfaces or features displaced or disturbed in the performance of the work such as, but not limited to: acoustical tile, top set base, cove base, floor coverings, paint, etc. Upon completion of the work, there shall be no discrepancy between the new work and the existing work.

33. **GENERAL CLEAN-UP** – The Contractor shall at all times, on a day to day basis, keep the site free from accumulations of waste materials, debris, dust or rubbish caused by his or her employees or work. No trash or excess materials are permitted to remain on, in, or around the jobsite. Trash shall be promptly disposed of in bins or by truck provided by the Contractor, and not staged or stored at the jobsite or in any public or adjacent areas, nor disposed of in the building's trash receptacles. At the completion of the work, Contractor shall remove from the site all his tools, scaffolding, surplus materials and debris. Contractor shall take all necessary precautions to, at all times, prevent tracking of dust or other residue through corridors, elevators, lobbies or exterior walks, roads, and parking lots.
34. **DISPOSITION OF MATERIALS** – Any and all existing materials removed and not reused in the construction, except as directed by the Building Management, shall be disposed of by the Contractor as waste or unwanted material off property according to the Building's LEED EBOM certification guidelines. All salvageable items removed during the course of construction that are to be reused in the Work are to be stored and protected by the Contractor. Appropriate credits shall be applied to the contract amount for reused materials. All salvageable materials and items of value, as determined by the Building Manager, that are not to be reused in the Work, shall remain the property of the Building and shall be stored as directed by the Building Manager. Assume, unless otherwise directed, that all doors, frames, hardware, light fixtures, supply and return registers, appliances and fire-life-safety equipment will need to be stocked by the Contractor in a location directed by the Building Manager.
35. **STORAGE OF MATERIALS AND TOOLS** – All materials are to be stored at the Job Site or in designated storage areas. No materials are to be stored in corridors or in public areas. The Building Management may provide minimum secured storage for materials with prior arrangement, but will not be responsible for the security or safety of said materials. At the completion of the Work, the Contractor shall remove from the site all of his or her tools, scaffolding, surplus materials and debris.
36. **TOOL CLEAN-UP** – Tool clean-up is permitted in the janitorial/utility closets ONLY. No clean up is permitted in the building restrooms. Contractor must use preventive actions to protect these areas and use catchment devices (if necessary) to prevent clogging and/or pollutants from entering the drain system. If Contractor causes clogging, at their cost, drain lines will need to be cleared.
37. **CLOSE-OUT PACKAGE** – Prior to final payment, Contractor shall submit "as-built" drawings, warranties and guarantees, operations and maintenance manuals, Department of Building & Safety approved drawings, a signed final inspection card, a completed signed off punch list, an air and water balance report, and "Final Release of Liens" for the GC and all subcontractors and suppliers that have filed Preliminary Notices.
38. **POSTING OF RULES AND REGULATIONS** – A copy of these rules and regulations, acknowledged and accepted by the General Contractor, must be posted on the jobsite in a manner allowing easy access by all workers. It is the General Contractor's responsibility to instruct their workers and all subcontractor workers to familiarize themselves with these rules.

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All of contractors and vendors performing work within the Alii Place property are required to provide evidence of insurance coverage satisfactory to the Landlord, including, without limitation, naming Landlord as additional insured on all liability policies, and you are responsible for all acts or negligence of your contractors and vendors and you will indemnify, defend and hold the Landlord harmless from all claims arising from any of your acts or negligence and/or any acts or negligence of any of your contractors, vendors, agents and employees.

Landlord shall, in no case, be liable for damages for any error with regard to the admission to or exclusion from the Alii Place property of any person(s). Additionally, the admission of your contractors and vendors within Alii Place shall not be construed as a waiver of any rights of the Landlord.

I agree to the terms listed above and in the Building Rules & Regulations.

ACKNOWLEDGED & ACCEPTED BY:

Signature of Authorized Representative

Date

Printed Name & Title of Authorized Representative

Company Name