



Regulations for Building Improvements and Renovations

**In case of fire, flood, or other emergency,
immediately notify BXP Operations Center (BXPOC) at
617-236-3114**

Table of Contents

Introduction	2
Pre-Construction Procedures	3
Pre-Design	3
Plan Approval	3
Permits	3
Work Schedule	3
Contractor	3
Labor Issues	4
Insurance Requirements	4
Security Plan	6
ID Badges	6
Temporary Signage	6
Site Specific Access Plan	6
Loading Dock Management Plan	6
BXP Management Responsibilities	6
Safety and Loss Control Procedures	7
General	7
Exits and Evacuation Guidelines	7
Temporary Lighting	7
Fire Protection Safeguards	8
Fire Alarm System Impairments	8
Sprinkler System Impairments	9
Hot Work Operations	9
Hazardous or Controlled Materials	9
Asbestos Containing Materials (ACM)	10
General Work Procedures	11
Access Procedures	11
Building Hours/Type of Work Allowed When	12
Building Systems Disruption	12
Workers and Workmanship	12
Housekeeping & Dumpsters	13
Deliveries	14
Freight Elevator Usage	14
Work Outside Construction Area	15
Roof Access	15
Heavy Equipment	16
Contractor Parking (Cars & Trucks)	16
Post-Construction Procedures	17
Damage Repair	17
Building Management Punch List	17
Post-Construction Checklist and Building Management Approval	17
Occupancy	17
Liens	17
Construction Documents	17
Building Management Responsibilities	17
Attachments:	18
A – Regulations for Hot Work Operations	19
B – Regulations for Fire Protection System Impairments	25
C – Regulations for Hazardous or Controlled Materials	30
D – Loss Control Design and Modification Requirements	33
E – Retail Center Design Requirements and Procedures	44
F – Contractor's Informational Data Form and Pre-Construction Checklist	48
G – Internet Service Providers	49
H – Fee Schedule	50
I – Property Specific Owner Entities	51
J – Building Specific Details	52
K – Freight Elevator Dimensions / Loading Doc Dimensions	53

L – Close Out Requirements and Post Construction Checklist	54
M – Site Specific Access Procedures	57
N – Loading Dock Management Plan	58
O – Loss Control / Access Coordination Worksheet	59
P – Building Specific Vendors/Equipment (to be created)	60
Q – Building Standard Drawing Review Comments	61
R – LEED Client Design & Construction Guidelines	63

Introduction

The following regulations have been developed to ensure that modifications or improvements to the building and/or building systems and equipment, are completed to BXP, Inc. quality standards while maintaining a level of safety consistent with industry standards.

These regulations are not intended to be all inclusive with regard to the design and renovation of any building, or installation of any building systems and equipment, nor are they intended to replace and/or reduce any national, state or local code or regulations that may be in effect at the time of design, construction and/or installation. The purpose of this document is to provide standard operating procedures for contractors while working in a BXP Property, and in some cases to clarify some issues regarding optional design methods.

In addition to the codes, standards, regulations and other design considerations referenced in this document, the designer/engineer of record and/or the applicable contractor is expected and responsible to ensure that all code and regulatory requirements are met. If there is a conflict between this document and any national, state or local code or regulatory requirements, it is the responsibility of the applicable contractor and/or the designer/engineer of record to bring them to the attention of BXP.

These regulations apply to all modifications and improvements within any building, or to building systems and equipment, and all contractors working therein.

Pre-Construction Procedures

Pre-Design

- The designer/engineer of record shall review all design and modification requirements contained in this document to ensure all applicable requirements are incorporated into the plans. Please reference Building Specific Appendix for additional information.
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Plan Approval

- A full set of plans shall be submitted to BXP for review and approval before any work begins. Plans shall be submitted both electronically and physically (1 hard copy) to the Property Management Team.
 - Upon receipt, BXP Management shall review and comment on all plans per the requirements of the Client's lease (if applicable).
 - The owner and manager of the Building specifically deny any liability in connection with the approval of plans. The review of plans and/or specifications by the owner and manager Building and/or their insurers, consultants or other representatives, does not imply that any plans so reviewed comply with applicable laws, ordinances, codes, standards or regulations.
 - A copy of said plans must be kept on the job site at all times during construction.
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Permits

- Obtain all permits required by the City and State and submit the originals to BXP Management for review.
 - BXP Management shall make copies of the originals and return them to the contractor for posting.
 - Original permits must be posted at the job site at all times during construction.
 - If required, the following permits will be required prior to the start of all construction projects (Alteration Permit (SF or LF), Bag Smoke Detector Permit, and Construction Fire Safety Permit).
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Work Schedule

- Submit a progress schedule or bar chart showing the work schedule and anticipated completion of work and a completed list of Subcontractors and suppliers, their associated trade, contact, and phone numbers of key personnel for emergency listing.
 - Notify BXP Management before starting work.
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Contractor

- Energy Conservation: The Tenant Improvement work shall include all energy and natural resource conservation measures required by all federal,
 - state and local building codes, regulations, applicable requirements, and good engineering practices.
 - Project Kick-Off Pre-Design Meeting: Upon initiation of a proposed tenant improvement project, the Tenant shall schedule a project pre-design meeting to be attended by Landlord, the Tenant's designed representative, and any other persons or entities as might be appropriate, including but not limited to
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the Tenant's design consultant and contractor.

The Tenant shall distribute these Procedures to its design consultant, contractor and any other persons or entities as might be appropriate prior to their commencing work on the Tenant Improvement.

- Contractor shall submit a signed copy of the Contractor's Informational Data Form and Pre-Construction Checklist (Attachment F), acknowledging receipt and compliance with these guidelines.
- Investigation of Existing Conditions: The Tenant shall engage a qualified design consultant, contractor and/or vendor to carry out the investigation of existing conditions related to a proposed tenant improvement project. Such investigation may be carried out only after notice regarding the proposed tenant improvement project has been given to Landlord and a project predesign meeting has been held as described elsewhere in these Procedures.

The Tenant shall not conduct any destructive investigative work, any demolition or any construction work without the express written consent of Landlord.

To the extent available, Landlord shall provide information regarding the Building to the Tenant. The Tenant shall pay the cost of retrieval and reproduction of plans and other documents related to the Building. Landlord does not guarantee the accuracy of this information, and the Tenant shall in all instances be responsible to verify the existing conditions.

- Contractors' Pre-Construction Meeting and Information: At least two weeks prior to the date on which the Tenant intends to start construction, the Tenant shall schedule a pre-construction meeting with Landlord to discuss the requirements related to construction. Representatives from the Tenant's general contractor, the project superintendent, major subcontractors, vendors/suppliers, and others as might be deemed appropriate by Landlord will be required to attend this meeting.

At or before this meeting, the Tenant shall submit to Landlord, for its approval and use, Attachment F.

Labor Issues

- The Contractor, in order to avoid labor disputes, shall employ only such labor as will, to the satisfaction of the Building, work in harmony with other Contractors and individuals employed in the Building. Contractor shall not use materials or means that might cause labor disputes or work stoppages by any persons employed in the Building.

**Insurance
Requirements**

- Contractors working directly for BXP, Inc. are required to submit Certificates of Insurance, as detailed below, before any work is started.
- Clients shall ensure that all their contractors, subcontractors, and lower tiered subcontractors maintain the insurance requirements and coverage's below, including naming the additional insureds on their respective liability policies.

- All policies (except for workers' compensation coverage) shall be endorsed to name the entities listed on Attachment I "Owner Entities", their subsidiaries, officers, agents and employees and any owner entity specified

by Owner, as additional insured as respects to the work being performed at the property. The endorsement shall further provide that additional insureds shall not be affected by any breach by the Contractor of any provision of said policy.

- All policies of insurance shall be with an insurance company with a current A.M. Best Rating of A-VIII or better; and licensed to do business in the Commonwealth of Massachusetts.
- All policies shall contain a minimum of 30 day's notice of cancellation.
- Contractor shall furnish certificates of insurance prior to the start of the work and provide renewal certificates within 60 days prior to the expiration of the policies.
- All insurance policies shall include a clause stating that each underwriter will waive all rights of recovery, under subrogation or otherwise, against the Owner Entities.
- Listed below are the minimum required standard policy coverages and limits (provided, however, should these coverages differ from the coverages required in any contract you have with Owner or Tenant, the amounts in such contract shall prevail).

A.	Workers' Compensation.....	Statutory limits
B.	Employers' Liability.....	\$1,000,000
C.	Commercial General Liability including Contractual Liability:	
	General Aggregate.....	\$2,000,000
	Products/Completed Operations Aggregate...	\$2,000,000
	Each Occurrence.....	\$1,000,000
	Personal & Advertising Injury.....	\$1,000,000
	Medical Payments (per person)	\$5,000

Evidence of Products/Completed Operations coverage must be shown for a minimum of two years following completion of work.

D.	Automobile Liability.....	\$1,000,000
E.	Umbrella/Excess Liability:	
	General Aggregate.....	\$5,000,000
	Each Occurrence.....	\$5,000,000

- Contractor shall ensure that all sub-contractors and lower tiered subcontractors also maintain the same insurance requirements and coverages as required in any contract with Owner or otherwise as referenced above, including naming the additional insured on their respective liability policies.
- List of required Owner Entities additional insureds is per specific locations and can be identified on Attachment I.

Security Plan	- Contractors are responsible for securing all equipment and materials on their premises. - During construction, temporary lock cylinders are to be provided by the Contractor and (2) keys given to the Property Management Team.
ID Badges	Contractor shall make arrangements with BXP to authorize work anywhere at the Building, including Tenant projects. All contractors working in the building are required to check in at the local Loading Dock Security Office daily. Contractors will receive a temporary ID, which will be checked by security staff in the freight elevators. General Contractors are required to enter individual names into the BXP Client Services portal. Contractor who does not possess a valid ID badge, or have authorization via the Pre-Clearance System, will be denied access.
Temporary Signage	Posting signs in the area visible to the public is prohibited. If necessary, one (1) sign indicating the name of the Contractor may be allowed, after submittal to BXP for approval. BXP reserves the right to post a Notice of Non-Responsibility on any entry into a space as required by Tenant's lease.
Site Specific Access Plans	Please reference the Access Procedures ATTACHMENT M regarding access to the project site.
Loading Dock Management Plan	Please reference the Loading Dock Management Plan ATTACHMENT N regarding deliveries and loading at the project site.
BXP Management Responsibilities	Prior to commencement of any office building construction project, BXP will arrange for the building standard window treatments, as applicable, and any other applicable building standard fixtures or furniture to be removed, cleaned and stored by BXP maintenance staff. These items will be returned at the completion of construction. Where applicable, the Tenant shall be charged a fee for these services. Alternatively, the contractor has the right to protect aforementioned window treatments vs. removal/storage.

Safety and Loss Control Procedures

General

Contractors shall comply with all safety standards that include, but are not limited to, federal, state, local, OSHA, NFPA regulations or codes.

- Contractor shall take all necessary precautions to safeguard all contractor personnel and the public from accidents and to preserve all private and public property.
 - Contractor will perform no overhead work where, as a result of that work, there is a possibility of objects falling, striking and/or causing injury to any person. Where necessary or required, Contractor shall provide nets, tarpaulins, scaffolds, and warning signs for the protection of personnel and equipment. Contractor may be required to schedule such work to avoid work disruptions and minimize risks of injury.
 - Where tarpaulins are required for protection against hot slag, dust, paint drippings, or as temporary barriers, they shall be furnished by Contractor, be flame resistant, and in good condition.
 - Contractor shall be responsible for the installation of scaffolds where necessary or required to the performance of the work. Contractor shall ensure compliance with all appropriate safety regulations.
 - Contractor shall furnish all necessary or required safety warning signs, barriers, or barricades.
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Exits and Evacuation Guidelines

- Exits should be provided, as required by code, from the construction area.
 - Exits should be clearly marked and maintained unobstructed and accessible at all times.
 - All Contractor personnel must evacuate the work area immediately upon activation of the fire alarm, evacuation announcement, or instructions from Property Management. (Fire evacuation drills also apply.) Contractor personnel should use the most direct route to reach the designated relocation areas. Elevators are not to be used during emergency evacuations.
 - All Exit Signs / Temp Exit Signs need to be illuminated and consistent within floor.
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Temporary Lighting

- Where temporary lighting is utilized, installation should closely follow construction and be provided in stairwells and other exit ways, where necessary. Provisions for night lighting should be provided.
- All wiring should be installed in accordance with The National Fire Protection Association's National Electrical Code, NFPA70-1999.
- All temporary lighting and receptacles should be removed at the end of the construction period.

**Fire Protection
Safeguards**

- All work shall be performed in accordance with the provisions of NFPA 241 Standard for Safe Guarding Construction Alteration and Demolition Operations. All contractors shall submit to BXP, the City Fire Department and/or BXP Construction Management an approved NFPA 241 compliance plan and impairment plans by all sub-contractors as applicable. A Fire Protection Program Manager shall be designated by the general contractor for the project as required by NFPA 241. Fire Protection Program Manager & Assistant Fire Protection Program Manager to provide FPPM Certificate prior to construction starting.
- A minimum of two (2) portable multi-purpose dry chemical fire extinguishers shall be provided in all work areas. Re-deployment of any existing building fire extinguishers to meet this requirement is prohibited.
- Ready access to all construction work areas shall be maintained for the AHJ Fire Department. Fire hose connections and extinguishers shall be clearly visible, never blocked and maintained accessible at all times.
- All fire alarm communication devices shall remain visible and uncovered at all times.
- A no smoking policy within the building/campus shall be enforced at all times.
- All penetrations through fire-rated walls and floors shall be temporarily packed during construction and then sealed permanently in a manner that will restore the fire rating. Contractor is solely responsible for providing approved fire-stopping material, as specified by Design Team, and having it installed by a certified installer where necessary, especially in any penetrations or openings that may have occurred, or that are discovered, during construction.
- Hot applications of mastics or insulating materials should be avoided inside of the building. Where this type of application is necessary in the building interior, adequate ventilation should be provided to prevent the build-up of flammable vapor concentrations. Appropriate fire extinguishing equipment should be maintained in the area during the entire operation.
- The building's fire alarm system will be left operational, wherever feasible, during construction to offer a maximum amount of protection. See "Fire Alarm System Impairments" below and Attachment A "Regulations for Hot Work Operations" for more information regarding all required deactivations.
- Life Safety equipment such as emergency generators, fire pumps, fire pump controllers and the fire alarm system shall not be taken out of service during normal building hours.

**Fire Alarm System
Impairments**

- The Building maintains a networked, building specific fire alarm system. One contractor is responsible for certification of any modifications to the system, connections to the base building fire alarm network, testing and acceptance of any modifications to the system with the AHJ Fire Department. The same contractor is also responsible for alarm disconnects and reconnects related to construction work.
- All fire alarm devices are electronically supervised to prevent tampering.
- Contractor shall conduct pre-work inspections of all potential work areas to

identify the presence of any smoke detectors, sprinklers, heat sensors or

other devices, and inform/train their employees in procedures to avoid striking devices, causing vibrations, or creating smoke, dust or other airborne particles which may activate fire protection devices and automatically summon the AHJ Fire Department.

- Any Contractor who causes a false alarm by not following procedures will be assessed a fee for all costs related to Fire Alarm response.
- Contractor is required to notify the Building contacts in writing with 24 hours' advance notice to deactivate fire alarm devices and 3 days' advance notice is required to relocate a device. The Tenant shall be charged a fee to disable and restore the system daily, as well as to relocate any devices. Therefore, Contractor must ensure that the Tenant is aware of and has approved the cost associated with these requests.
- For long-term construction work, smoke detectors may be temporarily converted to confirmed temperature initiation linear heat detectors at the discretion of the Building contact and BXP Construction and upon permitting issued by and approval of the AHJ Fire Department.
- Physical Bagging or covering of initiating devices is never allowed. The Master Box will not be disarmed at any time during normal work hours, unless under the specific direction of the AHJ Fire Department.

Sprinkler System Impairments

- Sprinkler protection shall be maintained active wherever possible. New or modified systems shall be placed in service as soon as practical to provide protection of the areas under construction.
- All sprinkler valves are electronically supervised to prevent tampering.
- See Attachment B "Regulations for Fire Protection System Impairments" and Attachment D "Loss Control Design and Modification Requirements" for more detailed information regarding any repair, maintenance or modification of any sprinkler system.

Hot Work Operations

- All contractors performing operations defined as "hot work" shall comply with all applicable laws, rules and regulations, and with the Building's regulations, policies, permitting procedures, and safety precautions. See Attachment A "Regulations for Hot Work Operations" for more detailed information.
- The term "hot work" is used to describe any construction, maintenance or repair operation that involves open flame or produces heat or sparks. These operations include burning, cutting, grinding, welding, soldering, thawing pipe, or torch-applied roofing.

Hazardous or Controlled Materials

- Prior to the commencement of any work, Contractor shall furnish the Building contact with a list of all hazardous or controlled materials intended for use or necessary to the completion of his/her contractual tasks.
- All Buildings have the potential for containing hazardous materials. Specific information regarding individual buildings may be obtained by contacting

Building Management, who will furnish contractors with information applicable to each of its' work areas upon request.

- It is the responsibility of the Contractor to provide his/her employees with information, training, and essential safety equipment relative to hazardous or controlled materials in these work areas at the time of their initial assignment and/or whenever a new hazard is introduced into their work area.
- Contractor and its sub-contractors shall be responsible for compliance with applicable federal, state laws, ordinances, and regulations applicable to the use, storage, and disposal of hazardous materials as defined in applicable federal, state, and city laws, ordinances, rules, and regulations. See Attachment C "Regulations for Hazardous or Controlled Materials" for more detailed information.

**Asbestos
Containing
Materials (ACM)**

- Where work involved removal of the ceiling tiles or light fixtures, or any work above the finishing ceiling, appropriate precautionary procedures relating to asbestos must be taken by the Contractor as required by OSHA, EPA, and other regulatory agencies. Any work above the finished ceiling must be reviewed with and approved by Building Management prior to commencement. Proper handling of asbestos is important to protect the individual performing the work, as well as building occupants, from exposure to asbestos.
 - The Building's Asbestos Management Manual is available for review in the Building's Management office. Building Management is available to assist the Contractor to ensure that all proper procedures and precautions are maintained. Prior to the commencement of any work, Contractor shall furnish the Building contact with a list of all hazardous or controlled materials intended for use or necessary to the completion of his/her contractual tasks.
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General Work Procedures

Access Procedures All contractors who require access anywhere within the Building must be pre-authorized by the Tenant, or the Building Management contact, regardless of the time of day.

Office Buildings

- For Buildings with secure access, Contractors who will be onsite for 5 days or less will have to be authorized through the Pre-Clearance System. Contractor personnel authorized through the Pre-Clearance System, will be required to check-in each day at the Building's loading dock, and pick up their pass for each new day. The daily pass is required to be displayed to the freight elevator operator to gain access to the appropriate work floor(s). During non-business hours, contractor check-in will be completed at the building's lobby security desk.
- For long term projects (those lasting more than 5 days), Contractors' project managers are responsible for submitting a Project Look Ahead (in BXP format) to the BXP Management office each Wednesday. All contractors and subcontractors who require access should be listed on each week's Look Ahead. All Contractors will be required to check in daily at the building's Loading Dock to receive a temporary ID.
- At the Clients' request and cost, long term contractors may be eligible to receive a building ID. Contractors who receive a permanent building ID are still required to enter and exit the building via the Loading Dock only.
- If applicable, the ID badge or pass must be visibly displayed at all times while working at the Building, regardless of the day, time or nature of the work. Any Contractor who does not possess a valid ID badge, or have authorization via the Pre-Clearance System, will be denied access.

Retail

- Separate and specific authorization through the Building's Management Contact is required for all work during non-business hours, including weekends.

Base Building Space

- Separate and specific authorization through the Building's Management Contact is required for access into any base building space (mechanical, electrical, telephone, etc.) regardless of the time of day or whether it is in office or retail space.
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**Building
Hours/Type of
Work Allowed
When**

- The office buildings are generally open from 8:00 am to 6:00 pm, Monday through Friday. Retail Center hours are 7:00 am to 10:00 pm, Monday through Saturday; and Sunday from 10:00 am to 8:00 pm. Please reference building specific appendix for location specific times.
- Consideration must be given to minimizing inconvenience to Clients above, below, or adjacent to the area under construction, concerning noise, dust, vibration, or odors during these hours. Coring of the concrete floor, shooting studs, heavy hammering, fire alarm testing or other activities creating loud noises or odors must be done outside of these hours.
- In general, lights are to be turned off at the end of the work hours; appropriate night lighting is required.
- 24-hour notice is required for any assistance from Security/Engineering.

**Building Systems
Disruption**

- Any disruptions to normal building systems which will affect other Clients in the building, such as cut-ins or shutdowns of mechanical or electrical service, shall be completed during non-business hours.
- Building Management shall be notified with a minimum of three (3) days advance notice, providing a date, time, and description of work.
- Building Management will notify other Clients in the building and a representative from Building Engineering may be required to stand by during the shutdown or tie-in, which will be billed to the Tenant at rates established in Attachment H.
- If another area is affected, balancing of HVAC air and water quantities are to be reviewed with Building Management.
- Tenant shall be charged for any costs incurred, if temporary services must be provided to other Clients.
- Additional measures may need to be taken to ensure public safety.

**Workers and
Workmanship**

- Contractor shall provide a full-time supervisor or representative on site at all times when construction is being performed. When the Supervisor is out, Contractor shall provide BXP with the contact information on who will stand in his/her place (ideally 24 hours in advance). An alternate FPPM is to also be present when job specific FPPM is not available.
- Contractor's work shall be performed in a thorough, first-class, and workmanlike manner and shall be in good and usable condition at the date of completion thereof.
- Contractors, their employees, sub-contractors, and agents are prohibited from consuming or being under the influence of alcohol or any intoxicant while working on property (including Tenant's premises, eating areas, or vehicles parked on property).
- Workers shall dress and act appropriately for work in an occupied building. T-shirts or hats with unacceptable logos will not be worn.
- Workers shall not loiter or eat in the main entrances of the building, including the Plazas and Lobbies.
- Workers shall use the assigned elevators (access from the loading dock level only) and toilets.

- All construction areas at the Building are non-smoking work environments.
- Security reserves the right to inspect packages, athletic bags, tool boxes, brief cases and other hand carried articles entering or leaving the Building or premises. Contractor's tools, equipment and/or materials should be appropriately tagged, inscribed, or accompanied by an invoice.

**Housekeeping
& Dumpsters**

- All workers are required to remove as much dust and dirt from themselves and clothing as possible before entering the common area.
- Carpeting and sticky mats must be put down at all doors and entries into public space and lobbies and must be shaken out or refreshed daily to eliminate tracking dirt. Common area carpet adjacent to work areas shall be vacuumed daily.
- Combustible materials shall not be allowed to accumulate on the site and shall be removed from the construction area daily.
- Contractor shall contain all operations, including the storage of job materials, within the premises.
- Common areas, public corridors, service corridors, freight elevator lobbies, stairwells, mechanical areas, electrical/telephone closets, loading docks and exterior areas shall be kept clear of equipment, merchandise, fixtures, refuse and trash at all times.
- All precautions shall be taken to insure that dust and fumes from demolition and construction remain within the space. This includes providing protection over return air ducts and potentially installing a temporary ventilation system connected directly to outside air. Return Air Filters must be changed on a monthly basis and/or after heavy dust accumulation.
- Weather protection shall be provided for all work on exterior walls or roofs to prevent moisture infiltration.
- Use of the building trash, recycling, and organics compactors by Contractors is not allowed.
- Live load-out of materials is preferred. Dumpsters placed at the building loading dock is not permitted unless coordinated with the Property Management Team.
- Place rubbish and food scraps in suitable containers and remove containers regularly from the building.
- No plumbing fixtures may be used for cleaning brushes, tools or similar use, with the exception of a service sink located in the janitor's closet. Filter media must be installed (and replaced as needed) at the service sink drain. Any clogging and clearing as a result of said use will be at cost to contractor. However, use of the service sink for cleaning grout, mortar, concrete or other hardening agents is prohibited. Cleaning of these materials must be done off-site.
- If Building Management deems dirt, dust, or trash accumulation to be excessive, it is the Contractor's responsibility to pay for the clean-up or to provide the services to clean up the area.

Deliveries

- All deliveries must be pre-authorized in advance through the Building Management Contact.
- All loading dock deliveries must be pre-scheduled in advance at Building. All requests for dock usage will be reviewed by the Dock Master or Building Management and approved or denied based on upon dock management criteria.
- The Dock Master or Building Management will determine loading areas for the delivery of materials. Parking time limits will be strictly enforced at loading dock(s) and will be managed and administrated accordingly.
- Truck size may be limited based on the Building. Many Buildings cannot accept trucks longer than 40' total length a unless pre-authorized and scheduled during the off-hours through Building Management.
- Truck docks and loading areas are to be used for loading and unloading only. Any vehicle left unattended will be towed away at the owner's expense.
- Schedule deliveries so that materials can be promptly taken to the areas under construction. There will be no temporary staging of materials on the loading dock.
- Protect all finished floors with taped-down building paper or Masonite and maintain this protection as required. Protect doors and walls on material handling routes. Remove all of the protection when work is completed. All tires on all carts must be pneumatic. No steel or hard rubber wheels are allowed. Disbursement of weight for heavy deliveries must be coordinated with Building Management.
- Deliveries are prohibited in all passenger elevators unless pre-authorization is obtained from Building Management in special circumstances, where use of the passenger elevator is required.
- No materials should be hauled on the escalators or passenger elevators. The rear corridors and rear doors are to be used for all deliveries, when available. No deliveries are to be made through any public or front-of-house common areas. For those spaces with no rear access, deliveries can be made through the public or front-of-house areas with consent of Building Management.
- Security reserves the right to inspect deliveries entering or leaving Building buildings or premises, including but not limited to packages, containers and vehicles.

**Freight Elevator
Usage**

- Freight elevators are shared on a first come-first served basis during business hours.
- Extended time parking at the loading dock and/or exclusive use of freight elevators for material delivery or for longer than thirty (30) minutes should be arranged for non-business hours and be scheduled with Building Management at least 24 hours in advance.
- Exclusive use of elevators is subject to availability and the Tenant may be charged an hourly fee.

- In general, the office freight elevators may be available for use from 11pm-6am Monday through Friday, and all day Saturdays and Sundays. Any need for exclusive use needs to be coordinated with the Building Management Office.
- Building Management may require an interior elevator attendant to ensure care of the elevator. Any labor costs associated with the attendant is billable to the Tenant.
- Retail freight elevators are always shared at no charge. However, extensive and exclusive material deliveries should be scheduled outside of Retail business hours.
- Elevator hatches are **not** permitted to be opened for any reason during operation of the elevator. Oversized furniture and equipment may require an elevator mechanic's involvement, which must be arranged through the Building Management Office at least seventy-two (72) hours in advance. There will be an hourly fee charged to the Tenant for the special services.
- Please reference building specific appendix for Freight Elevator Dimensions.

**Work Outside
Construction Area**

- Whenever Contractor's work involves accessing an area outside of Tenant space, such as coring the slab or routing MEP equipment to the space, the Contractor shall notify Building Management with a minimum of three (3) days' advance notice.
- This work must be coordinated with the activities in the adjoining space and may require non-business hour's work and a security officer, which would be a billable service to the Tenant.
- During core drilling of a slab, a second worker shall provide watch in the adjoining space for the duration of the work.
- Prior to coring or demoing slabs, an x-ray shall be completed of the core area at the Tenant's expense to ensure no damage will occur during the coring. A Formal Report to be submitted to BXP prior to any coring.
- Slab trenching will not be permitted, unless approved by a structural engineer.
- Building Management approval shall not relieve Contractor from responsibility for damage to another's property. Any damage occurring during these operations shall be the responsibility of the Tenant/Contractor.

Roof Access

- Access to the roof is restricted to Building Management's personnel and Building Management's designated Contractors only. No Tenant Contractor or Subcontractor will be permitted on the roof unless pre-authorized with Building Management.
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- Heavy Equipment**
- The use of forklifts and other heavy powered equipment WILL NOT be allowed within the Tenant premises.
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- Contractor Parking
(Cars & Trucks)**
- All Contractor vehicles must be parked in authorized areas.
 - Parking in reserved areas and fire lanes is prohibited.
 - Contractor's vehicles are not to be driven on sidewalks, or landscaped areas without prior permission, and only for purposes related to performance of contract work.
 - Improperly parked vehicles are subject to towing at Contractor's expense.
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Post-Construction Procedures

Damage Repair	Contractor shall be responsible for the repair and/or replacement of any damage caused by Contractor and/or Subcontractors to the property.
Building Management Punch List	- Upon completion of the work, Building Management shall perform a walk-through of the work area with the Contractor noting any items that were not constructed/installed according to the approved plans or that were constructed/installed with poor workmanship. - All punch-list items must be completed prior to the Contractor leaving the premises. Building Management has the authority to execute Notices of Substantial Completion.
Occupancy	Building Management reserves the right to not permit a Client to open for business based on the obligations under the Tenant's lease, if the work has not been constructed/installed in accordance with the original plans submitted and approved by Building Management or is not in compliance with these regulations.
Liens	The contractor shall be responsible for assuring that any and all lien claims (filed or unfiled) pursuant to Chapter 254 of the Massachusetts General Laws as amended arising as a result of Contractor and/or Contractor's sub-contractors and supplier's activities are released, terminated, or otherwise disposed of without cost or expense to the Owner or Manager of Building, and Contractor agrees to indemnify and hold the Owner and Manager of Building harmless from all such lien claims except those arising from the actions or inactions of the Owner and Manager of Building.
Construction Documents	At the completion of any office building construction project construction drawings shall be provided to BXP as shown in Attachment L.
Building Management Responsibilities	At the completion of any office building construction project and prior to the Tenant move-in, Building Management will arrange for the following services to be completed by Building maintenance staff. These services shall be performed after the contractor has left the construction area (including any common areas affected by the construction) in a "broom" clean condition. Where applicable, the Tenant shall be charged a fee for these services. - Replacement of damaged window film (if damaged prior to construction). - Replacement and/or cleaning of window blinds (if damaged prior to construction). - Cleaning of common areas affected during construction, including common area carpet cleaning. - Cleaning and re-installation of any other building standard fixtures or furniture removed prior to construction.

ATLANTIC WHARF

Regulations for Building Improvements and Renovations

Attachments

**In case of fire, flood, or other emergency,
immediately notify BXP Operations Center (BXPOC) at
617-236-3114**

ATTACHMENT A

Regulations for Hot Work Operations

Policy Statement	All contractors performing operations defined as “hot work” under this policy shall comply with the regulations, policies, permitting procedures and safety precautions set forth below by Atlantic Wharf Property Management governing the scope of all such activities as required by applicable sections of the Boston Fire Prevention Code, the Commonwealth of Massachusetts Regulations and the NFPA 241 requirements. All contractors shall submit an NFPA 241 Plan for Atlantic Wharf Property Management’s approval.
Definitions	The term “hot work” is used to describe any construction, maintenance or repair operation that involves open flame or produces heat or sparks. These operations include burning, cutting, grinding, welding, soldering, thawing pipe, or torch applied roofing. Applicable reference standards include, but are not limited to, The Boston Fire Prevention Code; CMR 39; #547, Mass. Fire Prevention Code; NFPA Standard 51B, 1994; ANCI Standard 249.
Policy Scope	Operations defined as “hot work” governed under this policy shall include the installation and operation of welding and cutting systems which employ oxygen and a fuel or gasses, gaseous fuels generated from flammable liquids under pressure when such fuels are used with oxygen, electric arc systems, or any combination of systems for welding, cutting, heating, or heat-treating operations. Also included within the scope of this policy is the generation of acetylene within Atlantic Wharf, the use of calcium carbide and the storage or handling at Atlantic Wharf of any of the gasses used in welding, cutting or heat-treating.
Prohibited Areas for “Hot Work” Operations	“Hot work” operations shall be performed only in areas authorized by Atlantic Wharf Property Management and will not be allowed in spaces where the following conditions exist unless the condition is noted in the application for the Boston Fire Department permit: (1) Where the work area is protected by a fire extinguishing system when such system is not fully operative. (Sprinkler Impairment) (2) Where explosive atmospheres (mixtures of flammable gasses, vapors, liquids or dusts with air) are present or in hollow spaces, cavities, or containers which have not been vented to remove such atmospheres, or on used drums, barrels, tanks, or other containers or equipment which is uncleaned, unpurged, or otherwise improperly prepared and in which explosive atmospheres may develop. (3) Where the “hot work” operation is on pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs if the operation is close enough to cause ignition by conduction.

(4) Where the “hot work” operation is on a metal partition, wall, ceiling, or roof having a combustible covering or walls or partitions of combustible, sandwich type, panel construction.

Atlantic Wharf Property Management Administration and Enforcement

Atlantic Wharf Property Management shall administer and enforce this policy to ensure all contractors performing “hot work” operations comply with the regulations and adhere to the procedures contained herein. Administration and enforcement shall include:

- (1) Verification that all required permits and authorizations have been obtained or produced by the contractor from the Boston Fire Department in accordance with all applicable codes and regulations.
- (2) Verification of the issuance of internal Atlantic Wharf Hot Work Tags (Yellow) to perform “hot work” operations within Atlantic Wharf.
- (3) Verification of the presence of authorized fire watchers where required by the Boston Fire Department and this policy. If BFD waives the requirement for a fire watch, a copy of the waiver should be provided to the Atlantic Wharf Property Management team for record.
- (4) Inspection of “hot work” areas before, during and after the operation to ensure compliance with all prescribed permitting procedures and safety precautions contained herein.
- (5) The assessment of fines, and other sanctions against contractors who violate these policies.

Permitting Procedures

All contractors wishing to perform “hot work” operations will follow the procedure below prior to conducting any burning, cutting, grinding, welding, soldering, pipe thawing, or torch applied roofing in any amount or quantity on Atlantic Wharf property:

- (1) Request a “hot work” authorization letter from Atlantic Wharf Street Property Management. Please contact Atlantic Wharf Property Management team for a signed “hot work” authorization letter. Contractor shall provide specifics on hot works scope to include, but not limited to system at which hot work is being performed, type of hot work, and location of hot work (i.e., inside building vs. outside building).
- (2) Present the “hot work” authorization letter to the Boston Fire Department to obtain a permit to perform the work.
- (3) Obtain the permit from the Boston Fire Department.
- (4) Forward a copy of the Boston Fire Department *Permit* to Atlantic Wharf Property Management. Note: *Applications* for a BFD permit will not be accepted.
- (5) Request a fire alarm disconnect for the affected work area from Atlantic Wharf Property Management.

(6) Coordinate all required safety precautions and fire watch details as stated in the Fire Protection and Safety Precautions, Authorized Fire Watchers and Fire Watch Responsibilities sections contained herein.

(7) Obtain Atlantic Wharf Hot Work Tag [Yellow] from Atlantic Wharf Property Management just prior to beginning the work. Confirm the deactivation of fire alarm devices and status (live) of sprinkler system in the affected area with Atlantic Wharf Property Management.

(8) Display the Atlantic Wharf Hot Work Tag at the work site.

(9) Sign Atlantic Wharf Hot Work Tag [Yellow] and notify Atlantic Wharf Property Management upon completion of the work attesting that no fire existed after completion of the work. Leave the tag posted in the work area.

Internal Permitting Procedures for Soldering

All contractors are required, regardless of whether a Boston Fire Department permit is issued, to obtain a Atlantic Wharf Hot Work Tag from Security each day “hot work” or **soldering** are to be performed in conjunction with any construction, repair or maintenance work conducted within Atlantic Wharf.

The Atlantic Wharf Hot Work Tag does not relieve contractors from their responsibility to apply for Boston Fire Department permits to conduct “hot work” operations.

The Boston Fire Department shall, based on the type of work to be performed and the amount of fuel or gasses used, make a determination whether a Boston Fire Department Permit is to be issued for any “hot work” operation.

Fire Protection and Safety Precautions

All contractors performing “hot work” operations at Atlantic Wharf will take appropriate measures for fire control in accordance with applicable reference standards. The following basic precautions shall be taken for all “hot work” operations performed at Atlantic Wharf regardless of whether a BFD permit is issued:

(1) To the maximum extent possible, “hot work” operations should be scheduled for periods when the building is unoccupied.

(2) If the object to be welded or cut cannot be readily moved to an exterior area or an area designed for “hot work” operations, then all movable fire hazards in the vicinity shall be taken to a safe place.

(3) If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then flame resistant shields shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

(4) If the requirements stated in (2) and (3) above of this section cannot be followed, then welding and cutting shall not be performed.

(5) Cutting and welding equipment used by contractors at Atlantic Wharf shall be maintained in accordance with the requirements of all applicable codes and regulations.

(6) Loose combustibles shall be swept from floors in a radius of 35 feet (10.7 m) from the central point where sparks may land from the operation. Combustible floors shall be kept wet, covered with damp sand, or be protected by approved

flame-resistant shields. Where floors are wet, personnel operating arc-welding or cutting equipment shall be protected from possible shock.

(7) Walls, floor openings, cracks, vertical shafts, ducts, conveyors, ramps, or other means by which sparks could carry to adjacent areas shall be protected against the passage of sparks.

(8) Proper ventilation shall be provided to minimize large concentrations of combustion products generated from the “hot work” operations.

(9) Air handling equipment or other building ventilation systems may need to be arranged to minimize the transfer of combustion products generated from the “hot work” operations.

(10) To meet requirements (8) and (9) above and/or depending upon the scope of work, it may be necessary to implement a temporary ventilation system connected directly to outside air. Compliance with requirements (8), (9) and (10) must be approved by Atlantic Wharf Property Management prior to start of the work.

Storage of Tanks

All contractors conducting “hot work” at Atlantic Wharf shall comply with the storage and quantity conditions listed on the Boston Fire Department permit to perform such work at the Atlantic Wharf property.

All contractors are required by this policy to remove all tanks containing oxygen, acetylene, gasses, or gaseous fuels from Atlantic Wharf upon completion of work each day and are prohibited from storing unattended tanks containing such elements during overnight hours without written authorization from Atlantic Wharf Property Management.

**Fire Extinguishing
Equipment**

Suitable fire extinguishing equipment for all “hot works” operations at Atlantic Wharf shall be provided by the welding or cutting contractor and be maintained in a state of readiness for instant use. Redeployment of any existing building fire extinguishers to meet this requirement is prohibited.

Such equipment shall consist of fully charged, portable fire extinguishers, the number and type of which shall depend on the nature and quantity of the combustible materials present at the work site.

If the “hot work” operation must be conducted in an area of sprinkler impairment or if sprinklers are not installed, hose lines and/or other special arrangements should be made in addition to these operational guidelines.

**Fire Watch
Requirements**

An authorized Boston Fire Department fire fighter or Contractor employee acting as a fire watcher is required whenever any burning, cutting, grinding, welding, soldering, pipe thawing, or torch applied roofing is being performed at any location within Atlantic Wharf where any of the following conditions exist:

(1) Appreciable combustible material in building construction or contents is closer than 35 feet (10.7 m) to the point of operation.

(2) Appreciable combustible material is more than 35 feet (10.7 m) but exposed to ignition by sparks.

(3) Wall or floor openings exist within a 35-foot radius (10.7 m) which expose

combustible material in adjacent areas, including concealed spaces in walls, floors, and ceilings, to possible ignition.

(4) Combustible materials are present adjacent to the opposite side of metal walls, partitions, ceilings or roof, which have not been relocated and are likely to be ignited by conduction or radiation from welding or cutting operations.

Authorized Fire Watchers

Where imposed as a requirement of the Boston Fire Department Permit, authorized members of the Boston Fire Department employed as a paid fire fighter detail shall serve as fire watchers at Atlantic Wharf. All such fire fighter details shall be arranged, paid for and coordinated by the contractor performing hot works with the Boston Fire Department.

Where a paid fire fighter detail is NOT imposed as a requirement of the Boston Fire Department, Atlantic Wharf Property Management **requires** that a fire watcher be provided by Contractor for all “hot work” operations, including soldering operations. Employees of the Contractor conducting the operation may serve as fire watchers on these occasions and shall comply with the requirements listed below. If BFD waives the requirement for a fire watch, a copy of the waiver should be provided to the Atlantic Wharf Property Management team for record.

Fire Watch Responsibilities

Contractor employees acting as fire watchers at Atlantic Wharf will perform only that function and shall have the following responsibilities:

- Verify that Security has inspected area and that the Atlantic Wharf Hot Work Tag [Yellow] has been completed, signed and posted in the “hot work” area.
- Maintain area free of combustible material as indicated on the Atlantic Wharf Street Hot Work Tag.
- Verify that all floor openings and communicative openings to adjacent areas are covered/closed.
- Maintain portable fire extinguisher ready for use and have, at a minimum, one back-up extinguisher.
- Maintain a two-way radio, telephone or other means of quickly reporting a fire emergency and be familiar with Atlantic Wharf systems and devices for initiating a fire alarm.
- Conduct visual surveillance of the “hot work” area for possible sparks or fires during work.
- Conduct inspection of work area and adjacent areas at conclusion of “hot work” to look for sparks or smoldering fires.
- Verify that all equipment used to perform “hot work” has been properly secured and/or removed from area.
- Remain on stand-by condition at the work site for at least **sixty** minutes after completion of the “hot work” operations.
- Sign the Atlantic Wharf Hot Work Tag and notify Atlantic Wharf Management upon completion of the work attesting that no fire existed after completion of the work. Leave the tag posted in the work area.

Security and/or Atlantic Wharf Property Management Responsibilities

Security and/or Atlantic Wharf Property Management will inspect the work site prior to, during and after the “hot work” operation to ensure that all fire protection safety precautions are being followed, fire alarm devices for the specific work area have been disabled, and required fire watchers are in place.

Security and/or Atlantic Wharf Property Management will assure that the Hot

Work tag [Yellow] is posted in the work area prior to the start of the work and will remove it during their final inspection (4) four hours after the work is completed.

Security will report any violations of the policies, procedures, and prescribed safety precautions contained herein to Atlantic Wharf Property Management.

Contractors violating any of fire watcher requirements, fire protection and safety precautions, fire extinguisher requirements, or found working in prohibited areas will be cause for Atlantic Wharf Property Management to summon the Boston Fire Department and/or the Boston Police Department if necessary, to order the Contractor to cease operations and remove equipment from the premises.

Violations of Policy

Any contractor, or general contractor who retains a sub-contractor that is found to be in violation of ANY the policies or procedures related to the permitting process, fire watch requirements, fire extinguisher requirements, fire protection and safety precautions or working in prohibited areas, is subject to assessment of the penalties and sanctions as indicated below:

First Offense: \$1,000.00 fine and final written warning.

Second Offense: Permanent removal from the authorized contractor and the authorized bidder lists.

ATTACHMENT B

Regulations for Fire Protection System Impairments

Policy Statement	All contractors performing installations, alterations, repair or maintenance to fire protection systems shall comply with the regulations, policies, permitting procedures and safety precautions set forth below by Atlantic Wharf Property Management governing the scope of all such activities as required by applicable sections of the Boston Fire Prevention Code, 527 CMR, MGL 148, 780 CMR, and the standards set forth by NFPA 25 and NFPA 241.
Definitions	The term impairment is used to describe any construction, maintenance or repair operation that causes an interruption to normal fire protection provided by sprinkler systems, standpipe systems, fire hose systems, underground fire service mains, fire pumps, water storage tanks, water spray fixed systems, foam-water systems, pre-action or deluge systems, fire service control valves and kitchen hood extinguishing (dry chemical or water based) systems. An improperly closed valve is any valve feeding the fire protection system which has been closed three or more turns without legitimate reason; with legitimate reason, but for longer than necessary; without proper permits or authorization; or by mechanical accident. The term hazardous processes shall mean any “hot work” such as welding, cutting or soldering; quench oil operations; or operations involving flammable liquids and gases. The Atlantic Wharf Red Tag is issued by Atlantic Wharf Property Management to fire protection contractors. The building’s engineer will physically isolate any valve, standpipe, pump, or fire protection system and hang the appropriate tags. Applicable reference standards include, but are not limited to, The Boston Fire Prevention Code, 527 CMR, MGL 148, 780 CMR, and NFPA 25.
Policy Scope	Operations governed under this policy shall include any installation, construction, repair or maintenance project within Atlantic Wharf which causes an impairment of fire protection systems. Also included within the scope of this policy is any Client initiated installation, construction or repair operation which causes an impairment of fire protection systems.
Atlantic Wharf Property Management; Administration and Enforcement	Atlantic Wharf Property Management shall administer and enforce this policy to ensure all contractors performing operations affecting fire protection systems comply with the regulations and adhere to the procedures contained herein. Administration and enforcement shall include: (1) Verification that any required permits and authorizations have been obtained by the Contractor in accordance with all applicable regulations. (2) Verification of the issuance of internal Atlantic Wharf Red Tags to authorize

impairments to fire protection systems within Atlantic Wharf.

(3) Verification that any hazardous processes scheduled to be conducted in the impaired area have been discontinued.

(4) Inspection of the valve(s) during and after the operation to ensure compliance with all prescribed permitting procedures and safety precautions contained herein.

(5) The assessment of fines, and other sanctions against contractors who violate these policies.

**General
Instructions for
Contractors**

Only licensed technicians are allowed to install, service and maintain fire protection systems at Atlantic Wharf. Contractors must review each planned impairment with Atlantic Wharf Property Management who shall approve the impairment and ensure all possible fire protection remains in service. A minimum of three (3) business days advance notice is required for all pre-planned impairments.

The Contractor shall close valves and drain only those systems which have been approved by Atlantic Wharf Property Management. The Contractor shall assemble all necessary tools and materials at the site in advance to minimize the duration of the impairment.

System piping must be plugged, capped, refilled and returned to service at the close of each day. All practical fire protection must remain in service for as long as possible. Upon completion of work, the Contractor is responsible for refilling the system using only the jockey pump. Street level and Garage systems are filled using city pressure. The fire protection contractor is responsible to have a trained technician stand-by at the fire pump during refilling to verify water pressure and activate the fire pump in an emergency.

**Fire Alarm
Systems**

Water flow and valve supervision alarm devices must be deactivated by Atlantic Wharf fire alarm service contractor prior to any pre-planned impairments. Atlantic Wharf Property Management will approve and arrange for all fire alarm device disconnects.

Prior to servicing any system, the Contractor's personnel shall be responsible to confirm that fire alarm devices for the affected area have been deactivated.

**Permitting
Procedures**

All contractors wishing to perform operations which will cause the impairment of fire protection systems will follow the procedure below prior to conducting the operation.

1. Obtain all required permits and authorizations from the City of Boston Inspectional Services Department and the Boston Fire Department in accordance with all applicable codes.
 2. Notify Atlantic Wharf Property Management of the equipment to be removed from service, its physical location, assigned valve number, the expected duration of the impairment, and the area affected.
 3. Submit copies of all city issued permits to and obtain approval to proceed with the impairment from Atlantic Wharf Property Management.
-

4. Request Atlantic Wharf Property Management to complete a Fire and Life Safety System Authorization form to be sent to Security (24 Hour Notice Required).
 5. Request a fire alarm water flow and valve supervision disconnect for the affected work area from Atlantic Wharf Property Management if the system is to be drained and filled.
 6. Coordinate all required safety precautions as stated in the Fire Protection and Safety Precautions section contained herein and assemble all tools and materials at the impairment site in advance.
 7. Obtain an Atlantic Wharf Red Tag from Property Management. Confirm the deactivation of fire alarm devices in the affected area with Atlantic Wharf Street Property Management and complete the sprinkler technician portion of the form.
 8. Attach the Atlantic Wharf Red Tag to the system control valve of the impaired system or equipment.
 9. Refill the system using the jockey pump or city pressure and inspect for open ends while filling. A trained fire protection contractor technician must stand-by in the fire pump room during refilling of a floor by the jockey pump while the main fire pump is turned off. The technician shall verify water pressure and operate the main fire pump in the event of an emergency.
 10. Return the signed Atlantic Wharf Red Tag to Atlantic Wharf Property Management attesting that the equipment was restored to normal service after completion of the work.
-

**Fire Protection and
Safety Precautions**

All Contractors performing work to fire protection systems at Atlantic Wharf will take appropriate measures for fire control in accordance with applicable reference standards. The following basic precautions shall be taken for all operations performed to fire protection systems at Atlantic Wharf:

- (1) Contractors shall notify Atlantic Wharf Property Management of any pre-planned impairments.
- (2) Contractors shall inspect the area affected by the impairment and shall identify any risks associated with the impairment to Atlantic Wharf Property Management.
- (3) All preparations, equipment, and personnel shall be in place prior to the impairment and work shall be performed without interruption so that fire protection systems are not impaired longer than necessary.
- (4) A minimum of one fire extinguisher for every 3000 sq. ft. in the affected area shall be provided by the contractor.
- (5) Ensure hazardous processes, including "hot work" operations and processes involving flammable liquids or gases have been shut down.
- (6) If any "hot work" or hazardous operations are necessary as part of the impairment, fire watchers should be established.

(7) Impairments to large areas or that would affect primary life safety system(s) should be scheduled for times when the building or area is unoccupied. If this is not practical, then fire watch rounds of the impaired area should be established and when possible, personnel should be provided at closed valves or fire pumps to restore the system if a fire occurs.

**Atlantic Wharf
Property
Management
Responsibilities**

Atlantic Wharf Property Management shall issue Atlantic Wharf Red Tags for pre-planned or emergency impairments to water-based fire protection systems.

The Atlantic Wharf Red Tag must be signed and returned to Atlantic Wharf Property Management by the fire protection contractor attesting that all valves were opened and the fire protection system was restored to full operation after completion.

Atlantic Wharf Property Management will inspect the work site prior to, during and after the operation to ensure that all fire protection safety precautions are being followed, fire alarm devices for the specific work area have been disabled, and required fire extinguishers are in place.

Atlantic Wharf Property Management will observe and report any violations of the policies, procedures, and prescribed safety precautions contained herein to the Contractor and Atlantic Wharf Construction Management Coordinator.

Contractors violating any of the permitting requirements, fire protection and safety precautions, fire extinguisher requirements, or found working in prohibited areas will be cause for Atlantic Wharf Property Management to summon the Boston Fire Department and/or the Boston Police Department if necessary, to order the contractor to cease operations and remove equipment from the premises.

**Emergency
Impairments**

Emergency impairments include but are not limited to system leakage, interruption of water supply, frozen or ruptured piping and equipment failure. Appropriate emergency repairs shall be immediately initiated to minimize damage and the duration of the impairment. All Permitting Procedures and Safety Precautions specified herein shall apply to repair operations required due to emergency impairments.

**Restoring Systems
to Service**

When all impaired equipment is restored to normal working service, the contractor will ensure that all necessary tests and inspections have been performed to verify that the affected systems are operational. The appropriate chapter of NFPA 25 shall be consulted for guidance on the type of inspection and test required.

Upon satisfactory completion of inspection and testing requirements, the building's engineer will remove the Atlantic Wharf Red Tag from the impaired system and return it to Atlantic Wharf Property Management.

**Violations of
Policy**

Any contractor who is found to have improperly closed valves, or is in violation of ANY the policies or procedures related to the permitting process, fire extinguisher requirements, fire protection and safety precautions contained herein is subject to assessment of the penalties and sanctions as indicated below:

First Offense: \$1,000.00 fine and final written warning.

Second Offense: Permanent removal from the authorized contractor and authorized bidder lists.

ATTACHMENT C

Regulations for Hazardous or Controlled Materials

Hazardous or Controlled Materials	Hazardous or controlled materials are generally defined as those having properties that are a physical hazard such as toxicity, corrosivity, flammability, reactivity, or are regulated because of environmental or health hazard concerns, or are classified as hazardous by the Federal OSHA Communication Standard, 29 CFR 1910 subpart "Z" or the ACGIH threshold limit values for chemical substances and physical agents in the work environment (latest edition).
Reporting Policy	All Clients/contractors shall report all hazardous/controlled materials used or stored within Client space to Atlantic Wharf Property Management at least annually or whenever a change in the type and/or quantity of the materials occurs. The Hazardous/Controlled Material Storage Questionnaire shall be used for all reporting. All contractors shall maintain a Hazardous/Controlled Material log listing all chemicals intended for use or necessary for the completion of his/her contractual tasks. Additionally, the location of where the Material Safety Data Sheets will be maintained and copies of any permits and/or registrations shall be provided to Atlantic Wharf Property Management immediately upon request.
Existing Hazardous or Controlled Material	All areas of Atlantic Wharf have the potential for containing hazardous or controlled materials. Information regarding specific areas may be obtained by contacting Atlantic Wharf Property Management. Atlantic Wharf Property Management will furnish Clients or contractors with information applicable to their leased space and/or work areas, upon request.
Employee Training	It is the responsibility of the Client and contractor to provide their respective employees with information, training, and essential safety equipment relative to hazardous chemicals or materials in their work areas at the time of their initial assignment and/or whenever a new hazard is introduced into their work area.
Storage and Transfer of Hazardous or Controlled Materials	Atlantic Wharf Property Management must review and approve all proposed storage areas for hazardous or controlled materials. Atlantic Wharf Property Management reserves the right to require specific storage area arrangements including special containment, ventilation, fire protection, construction or other considerations. Methods of storage, use and handling of hazardous or controlled materials shall be in accordance with applicable federal, state, and local regulations and/or with the manufacturer's instructions. Prior to storage, Atlantic Wharf Property Management shall conduct a survey of the proposed area to identify active or inactive floor drains or other passages through which spills could be transported. Atlantic Wharf Property Management will review and approve the transfer route of materials from the designated storage area to the point of use.

Dispensing of hazardous or controlled materials shall not be done in common

areas or other areas not specifically approved or equipped for dispensing.

**Operating
Procedures**

Clients/contractors owning or using the materials shall be responsible for compliance with applicable federal, state, and local laws, ordinances, and regulations applicable to the use, storage, and disposal of hazardous materials as defined in applicable federal, state, and local laws, ordinances, rules, and regulations. This includes any permits and/or other reporting requirements. Clients/contractors shall also ensure compliance with the following Atlantic Wharf chemical safety operating procedures:

- Flammable and combustible liquids are to be stored in approved, fire-rated flammable liquid cabinets inside the building. If approved, fire-rated flammable liquid storage cabinets are not available, Client/contractor shall ensure that flammable and combustible liquids are removed from the building when not in use. All containers shall be clearly labeled.
- Client/contractor shall ensure that flammable and combustible liquids and materials are used with extreme caution when/where possible ignition sources are present.
- Hazardous chemical containers are not to be stored directly on the floor/ground. Secondary containers or baffled trays are to be used to ensure containment of potential spills. Additionally, spill control kits and trained personnel to handle spills shall be provided by Client/contractor owning or using the materials.
- All chemical containers utilized by the Client/contractor shall be labeled in accordance with state and federal regulations and have a sticker affixed identifying the Client/contractor by name and emergency phone number, chemical name and hazards associated with the use of the material.
- All work performed with the following materials (i) Toxic Chemicals, (ii) Glues, (iii) Urethanes, (iv) Epoxies, (v) Oil Paint, Lacquers, etc. (vii) Any other product containing petroleum distillates or which emits a strong or offensive odor must be scheduled and approved in advance with Atlantic Wharf Property Management. Depending upon the material, work location, time of day, outside temperature, etc., the appropriate ventilation precautions as listed below shall be implemented:
 - Proper ventilation shall be provided to minimize large concentrations of fumes generated from the materials.
 - Air handling equipment or other building ventilation systems may need to be arranged to minimize the transfer of fumes generated from the materials.
 - It may be necessary to complete the work during non-business hours.
 - It may also be necessary to implement a temporary ventilation system connected directly to outside air.
- Chemicals of any type are not to be discharged or released into any sewer drain, placed in trash containers, or emptied onto the ground.
- All unused chemicals and/or chemical containers and related waste products are to be removed by the Client/contractor and disposed of in accordance with applicable local, state, and federal regulations.

- Client/contractor shall notify the Atlantic Wharf at (617) 603-7190 in the event of any chemical spill or leak in order to initiate required emergency responses, proper notifications and clean-up procedures. Chemically contaminated debris resulting or arising from actions of the Client/contractor (i.e., sand, gravel, dirt, concrete) are the responsibility of the Client/contractor and are not to be disposed of without notification to and approval from Atlantic Wharf Property Management.
 - Client/contractor shall report the location of any/all observed unlabeled chemicals/materials to Atlantic Wharf Property Management.
 - Consumption of food and beverage is prohibited in areas designated for the storage of hazardous/controlled substances.
-

**Storage of
Building
Maintenance
Chemicals**

Contractor storage of pesticides is prohibited.

Water treatment and/or similar types of system chemicals shall be provided with containment whether in storage or in use. Water treatment chemical containers that are in use shall be provided with restraining devices as well as containment in Seismic Zones 3 or 4.

Flammable and combustible liquid storage should be limited. Storage of flammable and combustible liquids shall be in approved flammable liquid cabinets or specially designed areas.

Lubrication fluids shall be provided with containment. This can be accomplished via diking or containment pallets in non-seismic zones. In Seismic Zones 3 or 4 containment pallets should not be used.

Areas provided for the storage of various types of hazardous/controlled materials will be arranged to segregate incompatible materials. The segregation may be in the form of intermediate diking, physical separation, construction or any combination of the aforementioned.

Spill control kits will be provided for the materials being used and stored.

All requirements in these Regulations for Hazardous or Controlled Materials also apply to these substances.

ATTACHMENT D

Loss Control Design Requirements and Procedures

General

The following conditions apply to Contractors working in Client spaces within Atlantic Wharf and supplement the prior conditions listed in these Regulations for Building Improvements and Renovations.

All modifications to the building or to the building systems and equipment must comply with all city, county, state, and federal rules, ordinances and regulations.

Atlantic Wharf Property Management shall review and approve all plans before any construction work begins. However, the owner and manager of Atlantic Wharf specifically deny any liability in connection with the approval of plans. The review of plans and/or specifications by the owner and manager of Atlantic Wharf and/or their insurers, consultants or other representatives, does not imply that any plans so reviewed comply with applicable laws, ordinances, codes, standards or regulations.

Fees & Expenses

Atlantic Wharf Property Management will provide location for temporary power to Client's Contractor at the Client's expense. Consumption of such power will be paid for by the Client.

**Building Master
Locks/Keys**

If the Client improvement includes the installation of any locks, they shall incorporate a cylinder that is compatible with the Medeco master key system used in Atlantic Wharf and the Garage at Atlantic Wharf, and they shall be keyed to allow the Landlord master key to unlock them. Landlord shall be able to access any area within the Client's space.

The Client shall not install or replace any lock or other hardware on any door to a building common use room located within the Client's space without The Atlantic Wharf Property Management prior written approval. Such building common use rooms might include, but not be limited to, an elevator machine room, electrical closet, or a janitor's closet.

For long duration construction projects, contractor shall utilize construction cylinders compatible with the Base Building master key system. Such cylinders will be utilized at the contractor's sole cost and expense.

Demolition

Salvage Materials: The Client shall coordinate with Landlord during the design of the Client Improvement and in advance of the demolition to identify all materials that are to be salvaged and delivered to Landlord. Such salvage materials might include, but are not necessarily limited to:

- electrical transformers
- electrical meters
- electrical and plumbing fixtures
- materials such as elevator call buttons & position indicators, locksets and other hardware, etc.
- HVAC terminal unit controllers
- Base building signage
- Divert at least 70% of waste (by volume) generated by facility alterations and additions from disposal to landfills and incineration

facilities. This applies only to base building elements permanently or semi permanently attached to the building itself that enter the waste stream during facility renovations, demolitions, refits and new construction additions. Base building elements include at a minimum, building components and structures (wall studs, insulation, doors, windows), panels, attached finishings (drywall, trim, ceiling panels), carpet and other flooring material, adhesives, sealants, paints and coatings. Furniture, fixtures and equipment (FF&E) are not considered base building elements and are excluded from this credit. Mechanical, electrical and plumbing components and specialty items such as elevators are also excluded. Contractor shall provide diversion reports for building record.

Structure

Dead and live loads added by the Client Improvement shall not exceed the structural capacity of the building structure.

The Client shall determine if any locations or components of the building structure require strengthening or any other modification as a result of the Client Improvement. Such locations might include but are not limited to computer rooms, file rooms and floor openings. The Client Improvement Plans and Specifications shall identify such areas and all of the work needed to implement such structural changes.

In the event the building structure requires strengthening or other modification, the Client Improvement loads and added structural members shall be supported by building columns and/or at the plan of the Client's floor framing and be integral to the floor structure being strengthened. Such loads shall not be transferred to a floor slab below.

**Stairs & Other
Floor Openings**

In the event the Client Improvement includes a floor opening for a communicating stair within the Client space or other purpose, such openings shall be constructed in accordance with all applicable federal, state and local building codes, regulations and safety requirements.

Roof

Any and all roof penetrations required shall be designed, approved, and installed in accordance with Atlantic Wharf Property Management's Structural Engineer's requirements. There shall be no penetrations of the roof or installations on the roof without prior written approval of Atlantic Wharf Property Management.

All flashing, counter-flashing, and roofing repairs shall conform to the roofing specifications and shall be performed by Atlantic Wharf Property Management's roofing contractor.

Curtain wall

No penetrating work shall be performed at perimeter curtain wall – any required modifications and/or additions to the curtain wall should be furred out or surface mounted.

Signage

Client Business Sign: The Client's business signage shall be located on the Client's entry door or sidelight. The Client shall submit its proposed signage to

Landlord for review and approval prior to fabricating the signage.
If the Client wants to install additional signage or signage in another location, the Client shall submit a request to Landlord for review and approval.

Utility Room Signs: All utility room doors, whether constructed by and dedicated exclusively the Client's use or building utility rooms, shall be labeled with the name and function of the room, such as "Telephone Equipment Room", "Electric Room", and "Janitor's Closet" and/or designate the equipment contained within that room, such as "Water Heater", or "Electric Transformer". The Client Improvement Plans and Specifications shall illustrate this proposed signage, which shall conform to all federal, state, and local building codes.

Plumbing System

In the event, the Client Improvement includes the installation of a domestic water heater, this water heater shall be electric, shall be isolated from the water service by a backflow preventer, and shall be equipped to contain leaks. The leak containment shall include, without limitation, a pan which drains into the building sanitary drain system and which has a water sensing device that sounds an audible alarm and automatically shuts off the water supply to the heater.

Ejector pumps shall not be used, unless there is no feasible pitch opportunity. If that is the case, the pump should be tied into an emergency circuit.

Sprinkler Systems

All buildings within Atlantic Wharf are to be fully protected by automatic sprinkler systems.

Sprinkler Systems Specifications

The sprinkler system should be designed and installed in accordance with the most current edition of NFPA 13, 231, 231C and the following:

1. Unless amended by the local Authority Having Jurisdiction, the sprinkler system design criteria (reference NFPA 13) should be as follows:
 - (a) General office areas, data processing, common hallways and similar areas should be designed to meet the area/density requirements for Light Hazard Systems.
 - (b) Library, record storage, mechanical, food preparation and similar areas should be designed to meet the area/density requirements for Ordinary Hazard Group 1 Systems.
 - (c) High-density record storage, large stack libraries, parking garages, Client storage and similar areas should be designed to meet the area/density requirements for Ordinary Hazard Group 2 Systems.

Note 1: The corresponding hose demand and water supply duration requirements for the above criteria should be followed.

Note 2: Concealed sprinklers may be used only under the following conditions:

 - (a) The sprinkler specified must be FM (Factory Mutual) approved for the design criteria in which they are installed.
 - (b) The design criteria must be calculated to meet the density requirements for an Ordinary Hazard Group 1 occupancy.
2. For light hazard designed systems, the hydraulically most remote design area shall not be allowed a 40% reduction. The minimum design area shall be 1500 square feet.

3. All equipment, devices and materials used in the installation should be FM Approved, where FM Approval is available, and/or UL Listed.
 4. All pipe fittings should be specifically listed for the schedule of the pipe being used. Plain end fittings should not be used.
 5. Galvanized piping should be used for all dry pipe, pre-action or deluge sprinkler systems.
 6. Connections to the base building sprinkler system sprinkler/standpipe riser shall be provided with a control valve and water flow alarm device at each floor connection to the riser. All water flow devices shall be monitored by the base building fire alarm system.
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Sprinkler Systems Specifications (Cont'd)

All sprinkler and standpipe control valves shall be provided with tamper switches monitored by the base building fire alarm system. In floors with cross connected sprinkler systems, a check valve should be installed at each connection to the riser after the floor control valve.

Sprinkler Systems Contractor

Only licensed sprinkler fitters are permitted to work on Atlantic Wharf sprinkler systems. Atlantic Wharf Property Management maintains a list of pre-approved and authorized sprinkler contractors.

Sprinkler Systems Review Process

Modifications to sprinkler systems will require the Contractor to obtain approval of shop drawings and calculations by the Inspectional Services Department of the City of Boston, The Boston Fire Department, and Atlantic Wharf Property Management before any work is started.

The following documents and information shall be provided for review prior to the installation of the system(s) and/or equipment:

1. Complete Working (shop) Drawings and Hydraulic Calculations for Sprinkler and Standpipe Systems.
2. Equipment product information (cut sheets) for sprinkler systems including valves and sprinkler heads.
3. Copy of the City of Boston Approved Sprinkler Permit.

See Attachment B "Regulations for Fire Protection System Impairments" for more detailed information regarding operating procedures during construction.

Sprinkler System Testing Requirements

Hydrostatic pressure testing of the new or modified sprinkler and standpipe piping shall be completed prior to placing the system in service.

The fire alarm system shall also be tested as described in NFPA 72. The testing shall include verification of all fire safety control functions through operational device testing. Fire alarm testing shall be completed during non-business hours.

Tests of sprinkler systems, alarm devices and detection systems should be scheduled with Atlantic Wharf Property Management.

Documentation of the completed test results and affidavit from the Design Engineer of record shall be submitted to Atlantic Wharf Property Management.

**Special Fire
Protection
Systems**

The installation of special fire protection systems may be necessary due to special hazards (such as cooking or flammable liquids operations) or to protect high value equipment or critical operations.

All special fire protection systems shall be FM and or UL approved and be installed in accordance with all applicable laws and codes and standards set forth by the National Fire Protection Association.

Base building sprinkler protection will remain in operation in areas protected by special extinguishing systems designed to protect equipment or operations. If inadvertent water damage is a concern, the area may be protected by a pre-action sprinkler system.

If a pre-action system is installed in a Client area, the control valves and equipment shall be located so as to provide constant access to Atlantic Wharf Property Management or authorized service personnel for emergency repairs and/or routine inspection, testing and maintenance. All pre-action systems shall be provided with a piped line to a drain with adequate capacity to allow the system to be drained subsequent to testing, inspection and maintenance. Such systems shall be tied back to BMS monitoring system.

Fire control panels for special fire protection systems will be monitored by the base building fire alarm control unit for common alarm and trouble.

Construction of raised floors and utilization of the space beneath should meet the requirements of NFPA 75, Standard for the Protection of Electronic Computer/Data Processing Equipment and NFPA 90A, Air Conditioning and Ventilation Systems, if being utilized as an air plenum.

If automatic fire detection is installed under all raised floors, the location of under the floor or other concealed detectors should be identified by indication lights located in the ceiling directly above the detector or other obvious areas within the space.

If the Client Improvement requires a fire suppression system dedicated to a specific area within the Client space and separate from the building sprinkler system, the Client's fire suppression system must be isolate from the building system by a backflow preventer or other appropriate device.

**Portable Fire
Extinguishers**

As required by local code, fire extinguishers should be properly installed in accessible locations. The installation of fire extinguishers should be in accordance with NFPA 10, "Portable Fire Extinguishers."

**Fire Separations/
Barriers**

Joints between exterior curtain walls and the fire rated floor assemblies are to be sealed/fire stopped with UL Listed (classified) and/or FM Approved materials having a fire rating equivalent to the assembly.

All penetrations through fire rated walls and/or floor assemblies are to be sealed/fire stopped with UL Listed (classified) and/or FM Approved materials having a fire rating equivalent to the assembly.

Conduits, piping, wiring and raceways passing through fire rated floor and/or wall assemblies shall be of an approved type and installed and sealed/fire stopped using both methods and materials in accordance with the appropriate UL Listing (classified) and/or FM Approval.

Heat, Ventilation and Air Condition (HVAC)

General: Client's HVAC system shall be designed in accordance with Atlantic Wharf Property Management's criteria as outlined in the Client Package, the latest adopted editions of the governing Codes, and the requirements of all local authorities having jurisdiction. The design of the system is subject to Atlantic Wharf Property Management's approval prior to the installation. Such approval does not warrant performance of Client's system, nor does it warrant the design of the Client's system.

Client owned equipment is prohibited from being installed in any building mechanical space, including but not limited to, telephone/electrical closets and freight elevator lobbies.

Plans: The Client Improvement Plans and Specifications:

- shall incorporate the pre-design survey of the existing conditions of the HVAC controls
- shall show the proposed zones for the Client's space, and
- shall show what control devices, components, piping and/or wiring will be removed,

Air Conditioning Systems: Client air conditioning consists of condenser water via central air that feeds Client VAV's and FPB's. Condenser water only is provided to Client owned heat pumps and computer room equipment.

Ventilation: As required by Code, the Base Building will provide outside fresh air to each Client space.

Air and Water Balance: Contractor is responsible for providing Atlantic Wharf Property Management with an air and water balancing report for the Client space, and possibly including balancing back to air handling equipment and fresh air shaft if necessary. This balancing must be performed by an ABC or NEBB Certified Engineer. A copy of this report must be provided to Atlantic Wharf Property Management. At Atlantic Wharf Property Management's discretion, Atlantic Wharf Property Management may perform a re-balancing of the system if necessary at Client's expense.

Cooling system valve requirement: The Client's process cooling sequence of operations, for heat pumps and computer room equipment for example, must incorporate two (2) way valves to stop the flow of condenser water when the thermostat set point is achieved.

- **Connection to building piping:** All Client Improvement piping must be flushed and cleaned prior to connection to the building piping.
- The HVAC control system installed throughout Atlantic Wharf is by Schneider Electric Ecostruxure. The Client shall follow the procedures described below in designing the Client HVAC control system:

- The Client shall conduct a pre-design survey of the existing conditions within the Client's space
- to identify the number and location of all existing thermostats, zone valves and other control devices or components in the Client's space, and
- to determine the number and layout of the existing control zones both at the building perimeter and within the building interior.

Landlord, requires that the Client retain BCM Controls Corp to conduct this pre-design survey and pre-construction "make safe" work.)

Ductwork

All Client-required openings, roof curbs, structural reinforcing, roof membrane repairs, and installation or enclosures for duct shafts shall be approved by Atlantic Wharf Property Management's Engineer and installed at Atlantic Wharf Property Management's option by Atlantic Wharf Property Management's Contractor at Client's expense. All Client-required duct shafts located outside the Client's space will be enclosed with a two-hour fire-rated partition.

Air Handling Units

Condenser water coils must have shut off valves at both entrance and exit of coil.

All condenser water coil units shall have secondary condensate pans installed that are direct piped to drain.

Any odor producing operation approved by Atlantic Wharf Property Management must provide an adequate exhaust, make-up and ventilating system at Client's expense. Evaporative coolers are not acceptable make-up air units.

No fans, HVAC units, vents, louvers, grilles, ducts, other devices or equipment shall be installed on the roof, outside of Client's Premises, in any demising partitions, exterior walls or upper level floor without a written approval from Atlantic Wharf Property Management. Client must provide plans and specifications, and structural reinforcing details. Equipment exceeding 500 pounds will require structural engineering at Client's expense prior to installations.

Client will provide complete electrical power wiring HVAC equipment from Client's electrical panel within Premises.

Toilet Exhaust

Atlantic Wharf Building Management has provided a central toilet exhaust duct system. Tenant shall install an electrical motor driven exhaust fan provided with back draft damper interlocked with light switch, toilet room exhaust duct(s) and exhaust register, connected to Atlantic Wharf Property Management provided central exhaust duct system by Tenant Contractor at the Tenant's expense.

Food Exhaust

Hoods and exhaust system for food processing shall be protected by a CO2 extinguishing system in the exhaust hood and sprinkler heads in the duct work and roof top fans, in accordance with the requirements of the jurisdictional authorities and Atlantic Wharf Property Management's insurance carrier. All

systems shall be provided with access panels. All grease exhaust equipment must be approved by Atlantic Wharf Property Management.

Ceiling Access Panels

Ceiling access panels are required for the future service of mechanical, electrical and life safety equipment. All access areas are to be according to all safety ordinances and local governing Codes. Removable lay-in ceiling tile, installed directly below equipment, will be acceptable access. All other types of ceiling shall be provided with access panels. Concealed spline ceilings are not allowed. Gypsum board ceilings shall include access panels. Mechanical equipment should be located more than 3'0" above access panels. In those Client spaces where there is no drop ceiling, the Client shall be responsible for the integrity of the HVAC system smoke evacuation plenum for their adjacent areas. This may involve the installation of a transfer duct and fire damper to maintain the return airflow. Such work, if necessary, shall be approved by Atlantic Wharf Property Management and completed by Client at Client's expense.

Electrical Room Access

Access to the electric room to pull wire and install circuit breakers must be arranged through Atlantic Wharf Property Management at all times. No access will be allowed otherwise.

Electrical shutdowns must be scheduled through the Atlantic Wharf Property Management Contact and requires a three (3) business days' advance notice and be completed during non-business hours should they impact space outside of Client fit-out.

Electrical Requirements

- Materials, products and equipment, including all components thereof, shall appear on the Underwriters Laboratories list of approved items, and shall be sized in conformity with the requirements of the National Electrical Code, Atlantic Wharf Property Management, and other applicable Codes whichever are more stringent.
- Conduit shall be galvanized steel, rigid heavy wall or electrical metallic tubing. Watertight fittings shall be used where required by Code. Flexible metal conduit shall be used only for connections inside casework and as the final connection to recessed fixtures, motors and electrical equipment that may generate vibration through the conduit system and with a maximum six (6) foot whip. Exposed conduits shall be in straight lines parallel with or at right angles to column lines or beams and separated at least 3" from water lines, wherever they run alongside or across such lines.
- Minimum branch circuitry size shall be #12 AWG, excluding control wiring. All wiring shall be installed in conduit. All main and branch circuitry wiring is to be of copper. All wiring is to have 600 volt installations, Type TW, THW, THWN or THHN for branch circuitry and Type THW, THWN, THHN, for main feeders. Phase identification at both ends will be required.
- The minimum wire size allowed for the Client's main feeder is #4 AWG copper. The circuit breaker to be installed in the Meter Center must be an I-T-E molded case circuit breaker, type CFD6.
- Lighting panel boards shall be of the 3-phase, 4-wire circuit breaker type. Cabinets shall be constructed of Code gauge steel, having not less than a

4" gutter space on all sides. Doors should be hinged with keyed cylinder locks. All locks should be keyed alike. Circuit breakers should be the thermal magnetic type with molded case with all 2 and 3-pole breakers of the common pull type. Distribution panels should be of the convertible type utilizing automatic circuit breakers or fusible switches. Circuit breakers should be of the bolt on, thermal magnetic type with molded case. Fusible disconnect switches shall be provided with current limiting fuses.

Fire Alarm

- The Client Improvement fire alarm system shall be compatible with and programmed to function properly with the fire alarm system installed in building.
- The design engineer shall confirm that the existing FACP can accommodate any new additional points being programmed in conjunction with the fit-out.
- The fire alarm installed throughout Atlantic Wharf is a NOTIFIER system. This system is programmed by a vendor working under contract for Landlord. Landlord requires that the Client use this vendor for the programming and final tie-in of the Client's fire alarm system.
- Fire Alarm Device Wiring: The Client's fire alarm devices shall be fed by two separate and interlaced wiring loops so that at least one half of the fire alarm devices will remain operable throughout the Client space in the event of a failure of one of the two fire alarm wiring loops.
- Smoke Control: The Client Improvement shall provide the appropriate sequence of operation for any Client mechanical equipment or units to prevent migration of smoke either from or into the Client's space in the event of a fire.
- Smoke Control at Elevator Lobbies: The Client Improvement partitions shall be located and/or the mechanical system shall require the appropriate sequence of operation for any Client mechanical equipment or units to prevent migration of smoke from the Client's space into elevator shafts in the event of a fire.
- Emergency Egress: The Client Improvement shall provide for furnishing and installing any operable emergency release devices at any building exits as might be required by the Client Improvement.
- All fire detection systems shall be designed and installed in accordance with the requirements of the National Fire Protection Association and shall conform to all applicable state and local codes and requirements.
- Fire detection shall be provided as required by local codes, such as but not limited to, return and supply air systems, etc.
- Fire detection shall be provided in all non-sprinkler protected areas.
- Client installed fire alarm initiation and notification devices operating directly from the base building fire alarm system shall be specified by Atlantic Wharf Property Management's designated fire alarm contractor.

- All Client installed special fire extinguishing/alarm detection systems shall be monitored by the base building fire alarm system. If the equipment is ever decommissioned, the addressable points shall be de-programmed from the FACP at the Client's expense.
- Final connections and testing to the base building fire alarm panel shall be performed by Atlantic Wharf Property Management's designated fire alarm contractor.
- The building standard fire fighter telephone jacks shall be maintained throughout and after construction. At Client's expense, the jacks shall be tested prior to floor turnover to confirm functionality.

Building Management System (Controls)

- The Client Improvement shall provide emergency lighting and other life safety systems as required all federal, state and local building codes, applicable requirements, and good engineering practices. There are emergency power circuits intended only for the Client's emergency lighting and life safety systems.

Security System

- The Client Improvement shall include whatever security system the Client deems is necessary and appropriate for its use. Landlord does not provide a security system for Client spaces.
If the Client Improvement includes an electronic card access system, the Client must provide Landlord with an access card so that Landlord personnel will be able to gain access to the Client space.
- Access control systems shall be interfaced with the life safety system to provide access and egress as required by code.
- Elevator lobbies designed with electronically locked doors which impede free access to an emergency exit shall be equipped with an emergency intercom device connected to the building's central emergency communication system.

Telephone & Data System

In order to facilitate Landlord's review, the Client Improvement Plans and Specifications shall include telephone and data drawings and specifications that provide adequate information and detail regarding the following aspects of the Client's proposed system:

- The installation standards that are to be met;
- The route of tel/data cabling from the point of entry into the building to the Client's tel/data closet(s) within the Client's space; (Note: The cabling plan must show that the tel/data cable is to run vertically within the building only in designated telephone and data riser closets.)
- Cabling route should not run through an adjacent Client space – route should be above common spaces (on multi-Client floors) and should be above accessible ceiling (i.e., ACT, access panels, etc.) if possible.
- Method of hanging and attaching cable;
- The method of fireproofing all penetrations through fire-rated construction after cable has been installed;
- The requirements for an method of cable identification;
- The type of cable to be used; (Note: Plenum rated cable is required

- if cable is exposed in a ceiling plenum.)
- The location of all Client equipment. (Note: No Client equipment is to be located in a building tel/data riser closet unless express written permission is granted by Landlord for such an installation.)

ATTACHMENT E

Retail Center Design Requirements and Procedures

General:

- The following conditions apply to Contractors working in Tenant spaces within the Retail Areas of Atlantic Wharf and supplement the prior conditions listed in these Regulations for Building Improvements and Renovations.
- Refer to Attachment D, Loss Control Design and Modification Requirements, for fire protection system specifications.
- **All prior conditions listed in these Regulations for Building Improvements and Renovations also apply to the Retail Areas**

Fees & Expenses:

- Atlantic Wharf Property Management will provide location for temporary power to tenant's Contractor at the tenant's expense. Consumption of such power will be paid for by the tenant. If a meter already exists, the tenant is responsible to change the meter ownership. The number to be called to change meter ownership is 1-800-340-9822.
- A one-time flat non-refundable fee will be charged to the Tenant general contractor as a Dock Master Fee.

See Attachment H, Fee Schedule, for specific fee amounts.

Security Deposit:

- Prior to the commencement of any work, the Tenant Contractor shall pay to Landlord a security deposit in the form of a certified check in the amount referenced on Attachment H, Fee Schedule. Landlord shall have the right from time to time without prejudice to any other remedy Landlord may have, to apply such deposit, or any part thereof, to Landlord's damages arising from or related to Tenant Contractor's work in the Tenant Premises or failure to complete such work (including, but not limited to, failure to comply with these Regulations, failure to discharge or bond any lien on the Building or Tenant Premises, failure to pay charges for which the Tenant Contractor was responsible (such as utility or cleaning expenses) or any damage to the Landlord's property caused by Tenant Contractor). Landlord shall return the deposit, or so much thereof as shall not have been applied, to Tenant Contractor within 120 days after the last date Tenant Contractor supplied materials or furnished labor. While Landlord holds such deposit, Landlord shall have no obligation to pay interest on the same and may commingle it with Landlord's other funds. Neither the holder of any mortgage nor the lessor in any ground lease on property which includes the Tenant Premises shall ever be responsible to Tenant Contractor for the return or application of the deposit unless such deposit shall have been received by such holder or ground lessor.

Barricade Requirements:

The following conditions of the construction barricade must be met:

- Atlantic Wharf Building Management must be notified before moving or constructing a barricade. All work must be completed between 10 pm and 3 am, or as further coordinated with Atlantic Wharf Building Management.
- Protective material such as carpet or homosote must be placed between the Retail Center flooring and bottom of barricade to prevent damage to the tile. DO NOT ATTACH IN ANY WAY TO THE RETAIL AREAS FLOOR, SOFFIT OR NEUTRAL PIERS. Barricade may be braced from the underside of Retail Areas soffit(s) within Tenant's Premises.

- The barricade must be constructed of gypsum wall board and metal studs taped, spackled, and painted white within three (3) days of installation, and must return on the sides.
- Atlantic Wharf Property Management may post “Coming Soon” signs on the front of the Tenant barricade. Tenant may, at Tenant’s own expense, post “Coming Soon” signs on the front of the Tenant barricade, provided the design is pre-approved by Atlantic Wharf Property Management.
- The height of the construction barricade must be a minimum of 12’0” AFF, depending upon the Retail Center ceiling condition.
- Drywall must be used to seal off the top of the barricade at all times to eliminate dust and construction debris from migrating into the Retail Center common area.
- All existing Atlantic Wharf finishes are to be returned to their original condition when construction is complete and barricade removed.

Electrical Room Access:

- Access to the electric room to pull wire and install circuit breakers must be arranged through the Atlantic Wharf Property Management Contact at all times. No access will be allowed otherwise.
- The installation of wires and circuit breaker must be completed while the Meter Center is de-energized.
- There will be a fee to the Electrical Contractor from Atlantic Wharf Property Management to provide a building electrician to de-energize the Meter Center during tie-ins. This fee may be paid in advance or deducted from the security deposit. (See Attachment H, Fee Schedule)
- Electrical shutdowns must be scheduled through the Atlantic Wharf Property Management Contact and requires a three (3) business days advance notice.
- Tenant must provide landlord with copies of the application submitted to Eversource requesting the transfer of the electrical service to the tenant, or the account number. If utility metering is not available, tenant must install a check meter specified by Atlantic Wharf Property Management.

Electrical Requirements:

- Materials, products and equipment, including all components thereof, shall appear on the Underwriters Laboratories list of approved items, and shall be sized in conformity with the requirements of the National Electrical Code, Atlantic Wharf Property Management, and other applicable Codes whichever are more stringent.
- Conduit shall be galvanized steel, rigid heavy wall or electrical metallic tubing. Watertight fittings shall be used where required by Code. Flexible metal conduit shall be used only for connections inside casework and as the final connection to recessed fixtures, motors and electrical equipment that may generate vibration through the conduit system and with a maximum six (6) foot whip. Exposed conduits shall be in straight lines parallel with or at right angles to column lines or beams and separated at least 3” from water lines, wherever they run along side or across such lines.
- Minimum branch circuitry size shall be #12 AWG, excluding control wiring. All wiring shall be installed in conduit. All main and branch circuitry wiring is to be of copper. All wiring is to have 600 volt installations, Type TW, THW, THWN or THHN for branch circuitry and Type THW, THWN, THHN, for main feeders. Phase identification at both ends will be required.
- The minimum wire size allowed for the tenant’s main feeder is #4 AWG copper. The circuit breaker to be installed in the Meter Center must be an I-T-E molded case circuit breaker, type CFD6
- Lighting panel boards shall be of the 3-phase, 4-wire circuit breaker type. Cabinets shall be constructed of Code gauge steel, having not less than a 4” gutter space on all sides. Doors should be hinged with keyed

cylinder locks. All locks should be keyed alike. Circuit breakers should be the thermal magnetic type with molded case with all 2 and 3-pole breakers of the common pull type. Distribution panels should be of the convertible type utilizing automatic circuit breakers or fusible switches. Circuit breakers should be of the bolt on, thermal magnetic type with molded case. Fusible disconnect switches shall be provided with current limiting fuses.

- All circuit modifications shall be legibly identified on the panel as to their purpose or use.
- Transformers shall be floor-supported and not suspended from Russia Wharf's structure. Dry type transformers shall be Class H rated, UL listed, 460 volt primary to 120/208 volt, 3-phase, 4-wire secondary of capacity adequate to service client's requirements. Noise level shall be a maximum of 50 dB average measured at a distance of 1" from the case per NEMA Publications 3TR-1-1960 per latest revision thereof.

Mechanical Construction Responsibilities:

- Tenant will engineer, purchase and install a complete HVAC system to serve the Premises. It is essential that Tenant's Engineer completely familiarize himself with the system and all regulations pertaining to that system. The design of such a system, including the location of air handling equipment, is subject to Atlantic Wharf Property Management's approval prior to the installation. Such approval does not warrant performance of Tenant's distribution system, nor does it warrant the correctness of Tenant's engineering. Tenant's mechanical installation must be complete per all governing codes.

Heat, Ventilation and Air Condition (HVAC):

- **General:** Tenant's HVAC system shall be designed in accordance with Atlantic Wharf Property Management's criteria as outlined in the Tenant Package, the latest adopted editions of the governing codes, and the requirements of all local authorities having jurisdiction. The design of the system is subject to Atlantic Wharf Property Management's approval prior to the installation. Such approval does not warrant performance of Tenant's system, nor does it warrant the design of the tenant's system.
- **Air Conditioning Systems:** Client air conditioning consists of a central Condenser water system that feeds tenant-owned individual air handling units, and provides untempered air to each tenant space via a duct.
- **Ventilation:** As required by code, the Base Building will provide outside fresh air to each client space.
- **Air and Water Balance:** Contractor is responsible for providing Atlantic Wharf Property Management with an air and water balancing report for the Tenant space, and possibly including balancing back to air handling equipment and fresh air shaft if necessary. This balancing must be performed by an ABC or NEBB Certified Engineer. A copy of this report must be provided to Atlantic Wharf Property Management. At Atlantic Wharf Property Management's discretion, Atlantic Wharf Property Management may perform a re-balancing of the system if necessary at Client's expense.

Ductwork:

- All client-required openings, roof curbs, structural reinforcing, roof membrane repairs, and installation or enclosures for duct shafts shall be approved by Atlantic Wharf Property Management's Engineer and installed at Atlantic Wharf Property Management's option by Atlantic Wharf Property Management's Contractor at Client's expense. All Client-required duct shafts located outside the Client's space will be enclosed with a two-hour fire-rated partition.

Air Handling Units:

- Air handling units must be manufactured by Carrier or Trane. Condenser water coils must have shut off valves at both entrance and exit of coil.
 - All condenser water coil units shall have secondary condensate pans installed. ➤ Any odor producing operation approved by Atlantic Wharf Property Management must provide an adequate exhaust, make-up and ventilating system at Client's expense. Evaporative coolers are not acceptable make-up air units.
 - No fans, HVAC units, vents, louvers, grilles, ducts, other devices or equipment shall be installed on the roof, outside of Tenant's Premises, in any demising partitions, exterior walls or upper level floor without a written approval from Atlantic Wharf Property Management. Client must provide plans and specifications, and

structural reinforcing details. Equipment exceeding 500 pounds will require structural engineering at Client's expense prior to installations.

➤ Client will provide complete electrical power wiring HVAC equipment from Client's electrical panel within Premises.

TOILET EXHAUST:

- Atlantic Wharf Property Management has provided a central toilet exhaust duct system. Client shall install an electrical motor driven exhaust fan provided with back draft damper interlocked with light switch, toilet room exhaust duct(s) and exhaust register, connected to Atlantic Wharf Property Management provided central exhaust duct system by Tenant Contractor at the Tenant's expense.

FOOD EXHAUST:

- Hoods and exhaust system for food processing shall be protected by a CO2 extinguishing system in the exhaust hood and sprinkler heads in the duct work and roof top fans, in accordance with the requirements of the jurisdictional authorities and Atlantic Wharf Property Management's insurance carrier. All systems shall be provided with access panels. All grease exhaust equipment must be approved by Atlantic Wharf Property Management.

Ceiling Access Panels:

- Ceiling access panels are required for the future service of mechanical, electrical and life safety equipment. All access areas are to be according to all safety ordinances and local governing codes. Removable lay-in ceiling tile, installed directly below equipment, will be acceptable access. All other types of ceiling shall be provided with access panels. Concealed spline or gypsum board ceilings shall include access panels. Mechanical equipment should be located more than 3'0" above access panels. In those Client spaces where there is no drop ceiling, the Client shall be responsible for the integrity of the HVAC system smoke evacuation plenum for their adjacent areas. This may involve the installation of a transfer duct and fire damper to maintain the return airflow. Such work, if necessary, shall be approved by Atlantic Wharf Property Management and completed by Client at Client's expense.

ATTACHMENT F

**Contractor's Informational Data Form
and Pre-Construction Checklist**

This form shall be completed and returned to Atlantic Wharf Property Management, including all attachments as indicated in the Pre-Construction checklist, prior to the start of any construction work.

Location and Client Name: _____
Name of Contractor: _____
Contractor's 24-Hour Phone Number: _____
Name of Contractor's Foreman: _____
Building Permit Number: _____
Scheduled Start Date: _____
Scheduled Completion Date: _____

Pre-Construction Checklist

_____ Full Set of Plans.
_____ Original Building Permit.
_____ Fire Department Permit (where applicable) upon issuance.
_____ Certificate of Insurance.
_____ Schedule of Work.
_____ List of Subcontractors with Phone Numbers.
_____ Project Specific NFPA 241 Plan
 - FPPM & AFPPM Certifications
 - BFD Affidavit
_____ Atlantic Wharf Work Authorization Form / ID.
_____ Two (2) Keys for Construction Locks.
_____ Copy of Eversource application and/or account number.
_____ MSDS log.
_____ General Sampling ACM Report (to be provided by BXP)
_____ DEP BWP AQ 06 Permit # _____
_____ Existing Conditions Survey (photos/notes on spaces that are existing to remain)
_____ Access Fee - \$6,000 (Fee dependent on project scope and size)
_____ Construction Deposit (Deposit dependent on project scope and size) - \$8,000

I certify that I have read and thoroughly understand the attached Regulations for Building Improvements and Renovations and agree to comply with all the terms and conditions.

Signature Date

Contractor Name

Local Address

City/State/Zip

ATTACHMENT G

Internet Service Providers (ISP)

Company	Website	Phone
AT&T	http://www.att.com	800.203.0492
Cogent Communications	http://www.cogentco.com/us/	857.207.3333
Lumen (formerly Level 3)	https://www.centurylink.com/business.html	800.871.9244
Verizon Business	http://www.verizonbusiness.com	800.201.1452
Crown Castle (Formally Lighttower)	https://www.crowncastle.com/	877.786.9377
Comcast Business	http://business.comcast.com	866.488.7151
Lightpath	https://lightpathfiber.com	

***** Verizon Wireless maintains a building distributed antenna system (DAS). For any review and/or modifications of/to this system, Verizon must be engaged prior to any work commencing. Property management can provide contact information as needed *****

ATTACHMENT H

Fee Schedule

All rates listed below are to be used for budgetary purposes. Actual charges may be different.

- Fire Alarm System Impairments:

7:00AM-11:00PM, M-F:	Disable: \$164.40	Restore: \$164.40	Total: \$328.80
All other times:	Disable: \$312.00	Restore: \$312.00	Total: \$624.00

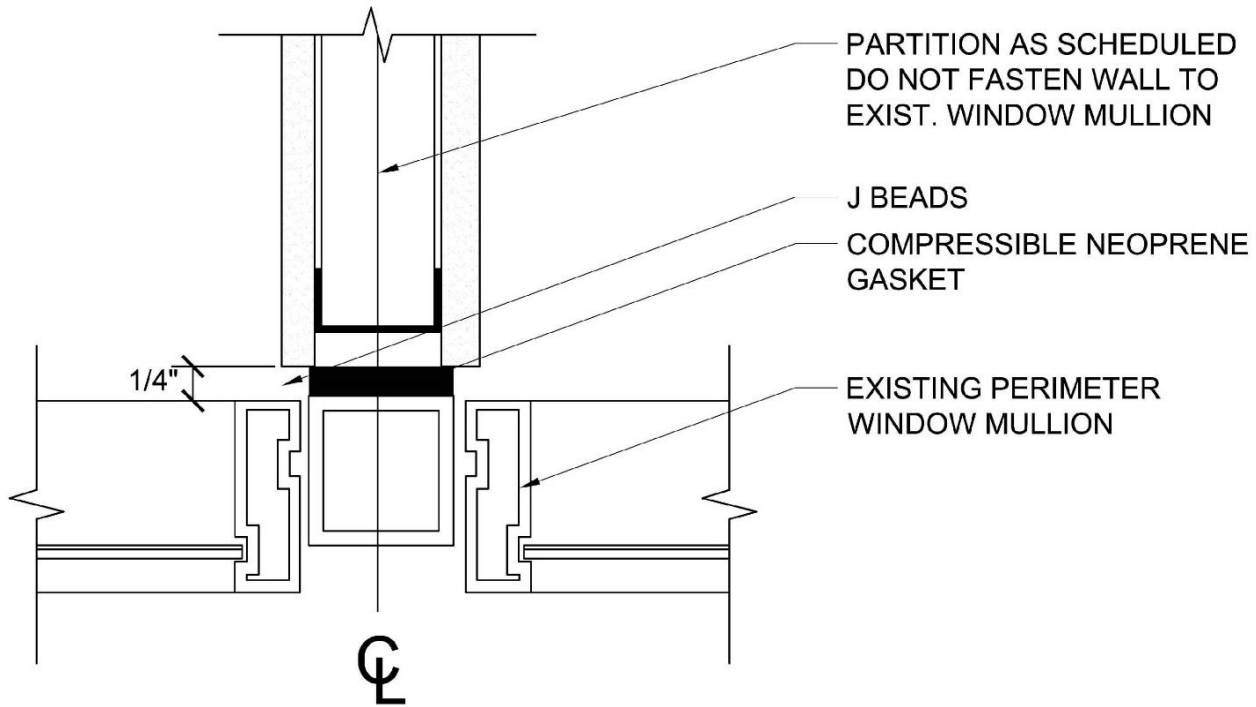
- Exclusive Use of Freight Elevator/Loading Dock: \$47.68/hour
- Oversized Deliveries (requiring elevator mechanic): hourly rate based on current contract
- Construction Debris Clean-up: hourly building janitorial rate based on current contract
- Access Fee: \$6,000.00 per project
- Electric or HVAC Shutdown Fee (If required): hourly building electrician rate based on current contract
- Construction Deposit: \$8,000.00
- Miscellaneous Building Trades: hourly rate(s) based on current contract

ATTACHMENT I

Property Specific Owner Entities

Russia Wharf LLC, a Delaware limited liability company
BP Russia Building LLC, a Delaware limited liability company
Russia Building TRS LLC, a Delaware limited liability company
BP RB Developer LLC, a Delaware limited liability company
BP AW Garage LLC, a Delaware limited liability company
BP AW Retail LLC, a Delaware limited liability company
BP AW Tower Office LLC, a Delaware limited liability company
BP AW Waterfront Office LLC, a Delaware limited liability company
BP AWRR Trustee I LLC, a Delaware limited liability company
BP AWRR Trustee II LLC, a Delaware limited liability company
BP AWTO Trustee I LLC, a Delaware limited liability company
BP AWTO Trustee II LLC, a Delaware limited liability company
BP AWTO Trustee III LLC, a Delaware limited liability company
Atlantic Wharf JV LLC, a Delaware limited liability company
Atlantic Wharf Subsidiary REIT LLC, a Delaware limited liability company
Boston Properties Limited Partnership, a Delaware limited partnership
BXP, Inc., a Delaware corporation
BP Management, L.P., a Delaware limited partnership
Bank of New York
NBIM Walker ATW BOS LLC, a Delaware limited liability company
NBIM Walker MM LLC, a Delaware limited liability company
Norges Bank Investment Management
Boston Properties LLC, a Delaware limited liability company

ATTACHMENT J

Building Specific Details
Curtain Wall Sketch

ATTACHMENT K

Freight Elevator Dimensions

Atlantic Wharf

Quantity = 1

4'3" W x 8' 10" D x 7' 11"H (*the "alcove" at the back of the cab is 11'8" high*)

Elevator Doors = 54" W x 95"H

Load Limit = 5,000lbs

ATTACHMENT L

**Close Out Requirements
Post-Construction Checklist**

This form shall be completed and returned to Building Management, including all attachments as indicated in the Post-Construction checklist, prior to the contractor leaving the premises.

Location and Client Name:

Name of Contractor:

Name of Contractor's Foreman:

Actual Start Date:

Actual Completion Date:

Post-Construction Checklist

- _____ Atlantic Wharf Property Management Punch List Completed.
- _____ Notice of Electric Service Meter Number and Location (where applicable).
- _____ Record Drawings as shown in Attachment L
- _____ Eversource Confirmation.
- _____ Signed affidavit for Sprinkler System from Design Engineer of record.
- _____ Approved firestopping material installed for all vertical and horizontal penetrations.
- _____ Water Treatment System Certification.
- _____ Exhibit D2

Contractor agrees to be responsible for assuring that any and all lien claims (filed or unfiled) pursuant to Chapter 254 of the Massachusetts General Laws as amended arising as a result of Contractor and/or Contractor's sub-contractors and supplier's activities are released, terminated, or otherwise disposed of without cost or expense to the Owner or Manager of Building, and Contractor agrees to indemnify and hold the Owner and Manager of Building harmless from all such lien claims except those arising from the actions or inactions of the Owner and Manager of Building.

Signature

Date

Contractor Name

Local Address

City/State/Zip

Updated Record Drawings

1. **One, half (18" x 24") size sets and two flash drives, containing updated record drawings. The following sections should be provided as applicable:**
 - a. Architectural
 - b. Structural
 - c. Fire Protection
 - d. Plumbing
 - e. Mechanical
 - f. Electrical
 - g. Tel Data
 - h. Landscaping
 - i. Civil
2. **Flash drives should include CAD and PDF formats of applicable drawings.**
3. **PDF updated record drawings should be formatted with the following parameters:**
 - a. If the build out is one floor or less, create one PDF with all of the drawing sheets
 - b. If the build out is two or more floors, each sheet should be an individual PDF

Project Information

1. **One hard copy named "O & M Binder" in binder form divided up with the following sections as applicable:**
 - a. Complete list of all contractors, subs, vendors, suppliers, with full contact information (address, phone, email)
 - b. Submittals
 - c. O&M manuals
 1. Site Construction
 2. Concrete
 3. Masonry
 4. Metals
 5. Wood and Plastics
 6. Thermal & Moisture Protection
 7. Doors and Windows
 8. Finishes
 9. Specialties
 10. Equipment
 11. Furnishings
 12. Special Construction
 13. Conveying Systems
 14. Mechanical
 15. Electrical
2. **One hard copy named Testing, Permitting & Certification Reports, "TPC Reports" in binder form divided up with the following sections as applicable:**
 - a. Balancing Reports (Include Air and Water Reports)
 - b. Warranties (with Log)
 - c. Signed Certificate of Occupancy
 - d. Signed Construction Permit Card
 - e. Recycling/ Waste Tracking Sheets
 - f. Mechanical piping chemical flushing report from Water Treatment contractor
 - g. Fire alarm test reports

The following items are only “as applicable”:

- h. Smoke control system certification
- i. Arc flash report/ Short circuit coordination study
- j. Approved submittal from MEP engineer for Client Design Sequence of Operations
- k. Electrical testing report
- l. Client fuel storage permit for generator
- m. Commissioning report
- n. Utility meters and account numbers

The following items are in addition to the items above and are for Base Building projects only:

- o. Fire pump test acceptance report and/ or hydrant flow test report
- p. Generator acceptance report and load bank test report
- q. Fire protection device sign off for PRV's and standpipe test
- r. Davit/window washing tie down reports
- s. Copy of latest Project Manual
- t. BMS point to point checklist report
- u. All permits and licenses (including MA state tags for first inspection on pressure vessels)
- v. Orders of Condition for Site

Two flash drives containing the information within the O & M and TPC Reports binders described above.

Note: Procure Final Lien Waivers (as required)

ATTACHMENT M

Site Specific Access Procedures

Loading Dock Hour Staffing:

Monday-Friday	6:00AM - 8:00PM
Saturday	6:00AM – 2:00PM

Restrictions during 6:00AM - 6:00 PM M-F:

The time limit for vehicles on the loading dock is thirty (30) minutes. All deliveries requiring more than thirty minutes of delivery truck parking on the loading dock or more than 2 trips in the freight elevator must be scheduled via special reservations outside of these hours.

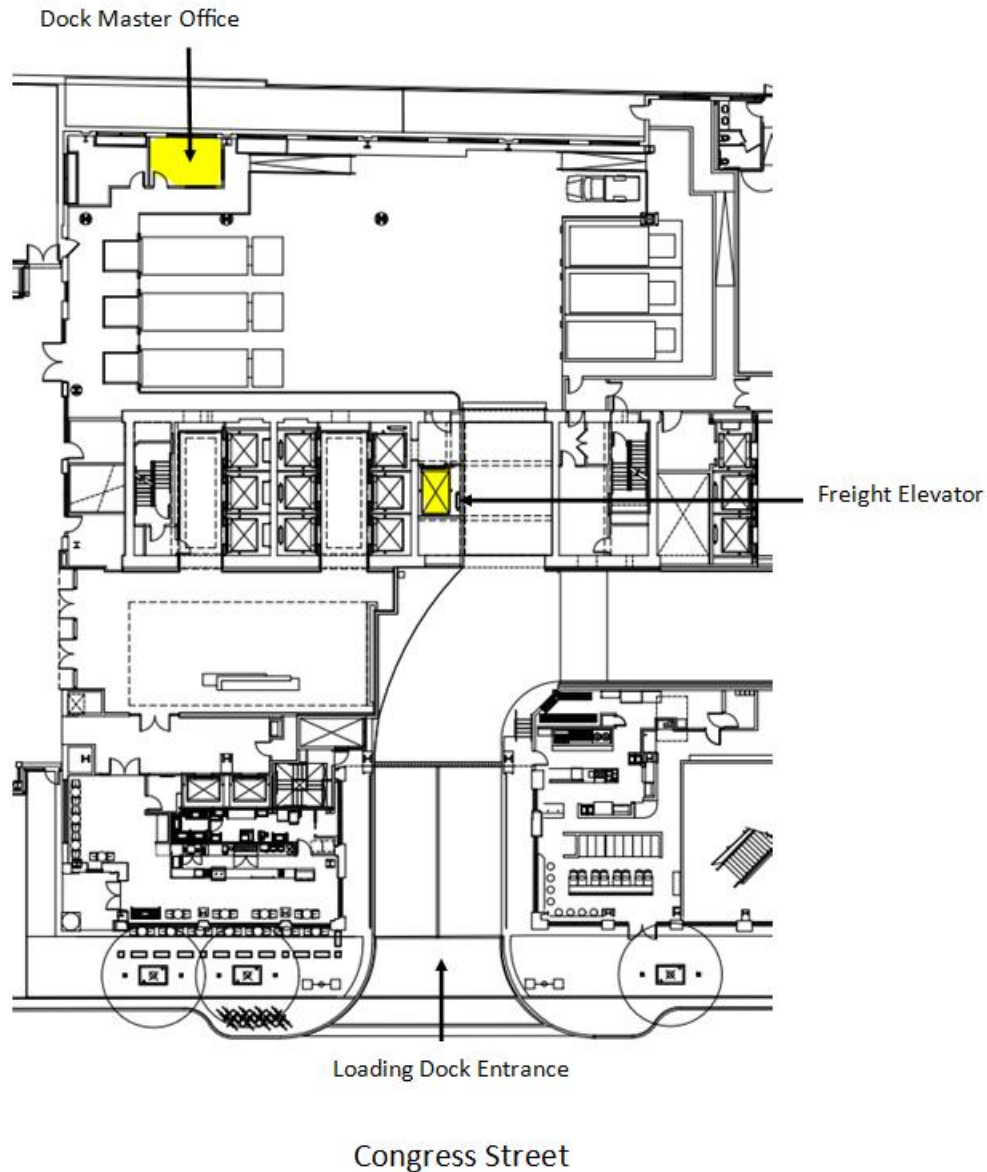
Reservations for Extended Loading Dock Time

Reservations for extended loading dock time should be added to the Loss Control/Access Request Form.

ATTACHMENT N

Loading Dock Management Plan

Atlantic Wharf:



ATTACHMENT O

Loss Control / Access Coordination Worksheet

Atlantic Wharf: Impairment/Access Control Form

ATLANTIC WHARF

Loss Control / Access Coordination Worksheet

INSTRUCTIONS: Complete all boxes that apply below and provide all specific location information as indicated. Weekly- completed forms are to be submitted to the **AWlookahead@bxp.com** by no later than 11:00AM on the Friday before the week begins. Daily Revisions- must be submitted to the **AWlookahead@bxp.com** by noon the work day prior to the requested action.

Project/Tenant: _____ **General Contractor:** _____
Date Range: _____ **Requested by:** _____
Working hours: _____ **Contact Phone:** _____

IMPAIRMENTS													
Work Schedule		Duration		Floor	Life Safety Impairments								
Day	Date	Start Time	End Time	Floor	Smoke Detectors	Elevator Recall Smoke	Dock and Freight area smoke	Praaction System	Sprinkler Work	Sprinkler Vendor	Hotwork	Vendor Performing Hotwork	Special Notes
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													

ACCESS												
List each Shift/Delivery Separately		Duration		Services Requested								
Day	Date	Start Time	End Time	Dock / Freight Access	Delivery	Delivery Company	Delivery Type /Material	Trashout	Trashout Company	Live Load	Special Notes	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

Construction Activities - GC to list Trade and Company Name		
Day	Date	Details:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Weekly – completed forms are to be submitted to the AWlookahead email (AWlookahead@bxp.com) by no later than 11:00AM on the Friday before the week begins.

Daily Revisions must be submitted to AWlookahead@bxp.com by noon the day prior to the requested action.

ATTACHMENT P

Building Specific Vendor/Equipment

Water Treatment: Chem-Aqua

Building Controls: BCM Controls

Electrical Sub-Meters: Schneider Electric

- *PowerLogic EM3570 for single circuit/channel with BACnet connection*
- *PowerLogic HDPM6000 for multi-circuit/channel with BACnet connection based on how many circuits are intended to be tied in*

*Schneider Electric will offer commissioning/integration with every project. General Contractor or Electric subcontractor must carry as part of any project scope

Fire Alarm Contractor: J.& M. Brown Company

Fire Alarm System: Honeywell/Notifier

Emergency Intercom: – Viscom Systems

- *Passenger Elevator Lobby Specification: [Model TMIS-1: Passenger Elevator Lobbies](#)*
- *Freight Elevator Lobby Specification: [Model TCiV-2+: Stairwell \(Area of Refuge\), Freight Service Lobbies, Garages & Common Areas](#)*

Elevator Operator: Schindler (Office Tower) Metro Elevator (Garage & The Lofts)

Building Keying: Pasek Corp.

Structural Engineer: McNamara Salvia Structural Engineers

Building Roofer: Commonwealth Building Systems

ATTACHMENT Q

Building Standard Drawing Review Comments

Comment
Contractor to provide Landlord with a copy of the Building Permit prior to the start of construction, and a copy of the Certificate of Occupancy at the completion with all applicable signoffs.
Contractors/vendors shall work in harmony with labor employed at Atlantic Wharf, Boston, MA.
No work is permitted within the existing perimeter walls, exterior column enclosures, or areas with impact to building infrastructure.
Contractor to perform pre-balancing on existing to remain terminal units. Contractor/Client is responsible for issues that come up as a result of final balancing/commissioning of the space.
Contractor shall coordinate construction debris removal with the management office. Client is solely responsible for the costs associated with this work.
Contractor shall submit recycling/disposal records of all construction debris removal upon completion of the project.
Contractor is responsible for the protection of all Base Building spaces (corridors, elevator cabs, entry doors, loading dock, etc.).
Contractor shall coordinate with Landlord's fire alarm vendor (J&M Brown) and controls vendor (BCM Controls Corporation) to perform various "make-safe" work as well as any other works which interact with these systems. Client is solely responsible for costs associated with this work and will be billed via a work order. Final fire alarm tie-in shall be done by Landlord's fire alarm contractor.
Client's fire alarm horn strobes must be synchronized with the fire alarm devices outside Client space. Client is solely responsible for all costs associated with fire alarm synchronization and will be billed via a work order. Final fire alarm tie-in shall be done by Landlord's fire alarm contractor.
A copy of the fire protection shop drawings and flow calculations shall be provided for review by the Landlord's insurance company.
All noisy/disruptive work is to be completed off-hours. Off-hours access to the building and other Client spaces is to be coordinated with the Atlantic Wharf management office. At minimum, 24-hours notice is required for access to the building. Off-hours work will be permitted but may require the presence of BXP engineer and/or security officer. Client is responsible for all costs associated with BXP engineer and/or security officer and will be billed via a work order. Final fire alarm tie-in shall be done by Landlord's fire alarm contractor.
Contractor shall coordinate freight elevator access with Landlord. Client is responsible for all costs associated and will be billed via a work order.
Client will be charged for building impairments (deactivating and reactivating smoke/fire alarm devices, drain downs, etc.) required for construction activities. Requests must be made in writing to the Landlords' management office in advance. Costs outlined in Attachment H.
Contractor to forward check for Building Access Fee and Deposit as required to Landlord prior to the start of on-site construction. Cost outlined in Attachment H.
If the project qualifies for utility rebate incentives, Landlord requests that the incentive application is submitted by BXP on behalf of Client.
Contractor is to ensure that there are no sprinkler impairments on contiguous floors at any time nor are there any smoke impairments on contiguous floors at anytime.
Existing base bldg. intercoms in elevator lobbies to remain.
Pro-press may be utilized on domestic cold-water systems up to 2" and under 150 PSI. Pro-press shall not be used on heating hot water or condenser water applications.
Press-type fittings (mega-press or equivalent) shall not be used on natural gas applications, regardless of size or pressure.
Press-type fittings (ZoomLock or equivalent) shall not be used on refrigeration piping, regardless of size or pressure.
Contractor to provide the coring schedule for the Landlord to review prior to any coring activity. Scanning at floor slabs must be completed at all coring locations prior to any coring activity.
Contractor should ensure sound masking & other AV (e.g., should drop on fire alarm activation and public address system.
The relocation and/or coordination of any existing conditions (e.g., existing MEPs) should be the responsibility of the contractor and/or Client.
Any door or partition type(s) that require additional bracing and/or structural support (e.g., sliding doors, lobby glass wall, glass entrance vestibule doors, etc.) will require a letter from a structural engineer certifying said installation to be sound.

Landlord reserves the right to request access panels throughout hard ceiling locations to access valves, filters, controllers and other equipment that requires hands-on attention.
Contractor will ensure that egress doors match their respective counterpart door finishes located in the common corridors.
Any signage or equipment located in the entrance vestibule or outward facing common area lobby must be reviewed and pre-approved by Landlord.
Window shade alterations need to be approved by Landlord.
Privacy panels under the sink vanity need to be easily accessible. Heavy units on z-clips will not be acceptable. Other contractors/designers have accomplished with fold down latches.
Contractor is required to contract directly with the elevator vendor if any elevator fixtures (buttons and/or lanterns) need to be temporarily/permanently moved, or if new fixtures are specified for construction.
Contractor shall provide and maintain dust control to prevent dust from entering the stairwells, elevator hoist ways, elevator machine rooms, etc. Requests to remove exterior windows shall be coordinated with the management office. Client is solely responsible for the costs associated with this work.
The building offers composting, and it suggested that three streams of waste are recommended at receptacles throughout Client space(s).
Verizon's Distributed Antenna System (DAS) to be maintained throughout the project and reinstalled at general locations in new ceiling. Modifications to the DAS must be coordinated directly with Verizon and their preferred contractor.
Contractor will be responsible for upgrading the applicable base building door hardware to accommodate assembly requirements if necessary.
New Fan Boxes should be equipped with MERV 13 filters.
Client will be responsible for the disassembly and removal of any furniture that abuts the perimeter windows if landlord needs access to windows for repairs and or maintenance
All abandoned piping should be removed and capped as close to the source as possible.
Contractor to perform pre-balance on existing to remain terminal units. Contractor/Client is responsible for any issues that come up during final balancing/commission of the space.
Condenser water related to supplemental HVAC equipment is billed to Client on a connected load basis per year.
Client should provide any security/low voltage drawing and/or scope to Landlord for review.
Ensure electrical panel directories are updated & labeled.
Final graphics on BMS should match Client layout and mechanical drawings. Room names and numbers should be labeled as how the Client will refer to them in operations (not construction naming convention).
Filter media installed at PIU S/Rs throughout demo & construction.
Filter media installed and to remain at main returns throughout all phases of construction; duct smoke detectors should be impaired when installing & removing (during operating hours) to prevent putting the building into alarm.

ATTACHMENT R**LEED Client Design & Construction Guidelines**

N/A