

BANK OF AMERICA PLAZA

TENANT & BUILDING IMPROVEMENT MANUAL

Bank of America Plaza
333 S. Hope Street
Los Angeles, CA 90071
Telephone (213) 680-1900

Revision dated 08.09.19

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INTRODUCTION

The goal of this manual is to familiarize tenants, architects and contractors with the requirements for construction projects at Bank of America Plaza, 333 South Hope Street, Los Angeles, California. Use of this manual will assist you in the successful planning and construction of your office space.

Periodically, specifications may change. The Owner will issue addenda to inform you of any changes.

Any further specifications and/or details that you may require on the building's operations/systems may be obtained from the Office of the Building.

All submittals and questions relating to construction should be forwarded to the Owner's Construction Coordinator.

A full set of construction drawings, including engineered mechanical, electrical and plumbing plans, is to be provided to the Owner for review and approval prior to work start. Plans and specifications must be approved by the Owner prior to the commencement of any Work.

Any proposed revisions or changes to previously approved plans must be submitted to the Owner in the form of a change order for review and approval prior to commencement of such changes.

A "kick off" meeting will be scheduled with the Owner's Construction Coordinator prior to start of construction to discuss guidelines, procedures, schedules, quality control and other items that are intended to make the job run smoother for all parties. This meeting shall be attended by Tenant, Contractor, Architect (or space planner) and representatives from Property Management.

BANK OF AMERICA PLAZA DIRECTORY

OWNER

333 South Hope Co. LLC
c/o Brookfield Properties Management LLC
333 S. Hope Street, Suite C-100
Los Angeles, CA 90071
Tel 213-680-1900, FAX 213-680-4619

Dave Thompson, General Manager
Alejandra Sandoval, Property Manager
Linsey Delikta, Assistant Property Manager
Shane Eaton, Chief Building Engineer

OWNER'S CONSTRUCTION COORDINATOR

Brookfield Properties Management LLC
601 South Figueroa St., Suite 2200
Los Angeles, CA 90017
Tel 213-330-8020, FAX 213-612-4383

Christian Capper, Vice President - Construction
Christian Webster, Project Manager
Aaron Malabag, Administrator

OWNER'S ARCHITECT

Wolcott Architecture / Interiors
3859 Cardiff Avenue
Culver City, California 90232
Tel 310-204-2290, FAX 310-838-6109

ENGINEERING CONSULTANT (MECHANICAL, ELECTRICAL & PLUMBING, FIRE SPRINKLER)

ARC Engineering.
277 S. Lake Street Burbank, CA 91502 Tel: 818-508-
6300 FAX: 818-508-7050

Attention: T.K. Wong

STRUCTURAL ENGINEER

Nabih Youssef & Associates
800 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017
Tel 213-362-0707
FAX 213-688-3099

Contact: Nabih Youssef

BUILDING APPROVED COMMISSIONING AGENT

Energy Sub-metering Solutions, Inc.
17602 Seventeenth St., Suite 102-233
Tustin, CA 92780
Tel 714-609-5199

Contact: Glenn Hubbard

SECTION 2

DESIGNATED CONTRACTOR LIST

Controls/Building Management	Emcor	949-460-0460
Elevators	Otis Elevator Co.	323-342-4500
Environmental Testing ACM Testing	Specialized Environmental	562-698-9222
Fire/Life Safety	Red Hawk Fire & Security	323-276-3100
HVAC Air Balance	Winaire, Inc.	714-901-2747
Lockset/Keying	Property Management Office	213-680-1900

PREFERRED CONTRACTOR LIST: (Any contractor not on this list must be pre-approved by Owner.)

GENERAL CONTRACTORS

Environmental Contracting Corp. Contact: James Arakelian	213-620-8008
L. E. Waters Construction Company Contact: Dennis Valentine	323-935-7877
Interscape Construction Contact: Stephen Russell	818-249-1324
Swinerton Builders Contact: Michael Shawver	213-896-3400
Corporate Contractors Contact: Scott Hemphill	323-263-3664
Clune Construction Co. Contact: Robert Dahlstrom	213-680-7965
Construction Management Concepts Contact: James Montgomery	714-996-4100

DEMOLITION

Interior Removal Specialist	323-357-6900
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ACOUSTICAL CEILING

Grani Installation	714-898-0441
Grey-co Acoustical	661-252-8820
Eljay Acoustics	714-974-7171

DRYWALL

Trendex	818-587-3300
Martin Brothers/Marcowall	310-532-5335
Sharpe Interior Systems	818-767-4474

ELECTRICAL

O'Bryant Electric	818-407-1986
Angeles Electric	714-952-2900
Unison Electric	714-375-5915
R&R Electric	310-785-0288

PLUMBING

Muir-Chase	818-500-1940
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HVAC

ACCO Engineered Systems	949-786-1063
Air Tec	310-549-1698

FIRE SPRINKLERS

N&D Fire Protection	562-908-1660
Scott E. Campbell Company	323-582-5103
Advanced Fire Protection	562-691-0918
Costco Fire Protection	714-989-1800

SIGNAGE

CA Signs	818-899-1888
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CABLING

Pinnacle	818-242-2000
D&M Communications	800-520-5304

SECTION 3

CONTRACTOR RULES & REGULATIONS FOR TENANT AND BUILDING IMPROVEMENT WORK

For the purpose of these Rules and Regulations, Contractor is defined as any person or entity contracted to provide or perform services on behalf of Owner or any Tenant of Bank of America Plaza located at 333 South Hope Street, Los Angeles, California, herein "Building". "Owner" or "Property Management Office" shall collectively include 333 South Hope Co. LLC.

The Tenant's or Owner's Contractor involved in the Tenant or Building Improvement Work (the "Contractor") shall comply with each and every of these Rules and Regulations, as applicable. In addition, the Contractor shall incorporate these Regulations into each contract and subcontract it executes in connection with the Tenant or Building Improvement Work (the "Work"). In all cases, to the extent there are any inconsistencies between these Regulations and any other contract document(s), these Regulations shall govern.

It is understood and agreed by all parties that nothing contained in these Regulations shall in any way affect, modify or supersede any of the terms set forth in the Tenant's lease for space at the Building, including, without limitation, any indemnifications set forth therein. In addition, neither the Tenant nor the Owner of the Building will be responsible for any property belonging to Contractor, its employees, agents or subcontractors or of others associated in any way with the Work.

PRE-CONSTRUCTION REQUIREMENTS

Prior to the commencement of any on-site work, delivery of materials, equipment or personnel, Contractor will submit to Property Management Office the following:

- A fully executed Contractor Rules and Regulations Agreement.
- Certificates of Insurance for the Contractor and all subcontractors evidencing the appropriate coverage as described in Attachment A or as appropriately designated by the Property Management Office.
- Material Safety Data Sheet ("SDS") information for all chemicals or products used on site as part of the Tenant Improvement Work. SDS information to comply with the Occupational Safety and Health Act ("OSHA") Hazard Communication Regulation.
- A complete set of construction or Design Build drawings approved by the Property Management Office and, subsequently by the City of Los Angeles, if applicable.
- A job schedule of the work to be accomplished detailed by trade.
- The name and phone number (including emergency phone numbers) of personnel who are authorized to represent the Tenant and/or Contractor.
- A complete list of all proposed subcontractors and suppliers. The Property Management Office must approve all contractors and subcontractors prior to commencement of the work.
- **ASBESTOS CONTAINING CONSTRUCTION MATERIALS. There are asbestos containing construction materials (ACCM) in the building. Contractors will read and will comply with the terms of the Asbestos Notification attached to this manual (Attachment B)**

PERMITS

All necessary permits and/or stamped construction drawings provided by the Los Angeles Department of Building and Safety shall be conspicuously posted and available within the job premises throughout the duration of construction. Upon final completion, said drawings shall be returned to the Property Management Office for record keeping purposes.

COMPLIANCE WITH LAW

Contractor shall comply with all applicable codes, laws, and regulations pertaining to the work of Contractor, including all safety and health regulations.

INSPECTION

The Owner shall at all times have access to the Work regardless of its state, preparation and progress.

The Owner may require an independent inspection of all tie-ins and interfaces with the Building systems, to assure compliance with building standards, warranty protection and proper systems operations. Costs for such inspections will be paid by the Contractor.

LABOR PRACTICES

- A. All contractors for major trades must be union affiliated, including the following:
- Mechanical
 - Electrical
 - Plumbing
 - Fire Protection
 - Drywall
 - Acoustical Ceiling
 - Millwork (installation)
 - Modular furniture (installation)
 - Painting
 - Building Automation System Controls
- B. If the presence and/or activities of any Contractor and/or its subcontractors or agents unreasonably interferes with:
1. The work of Owner, Owner's Representative or any contractor engaged by Owner, or either of their subcontractors or agents,
 2. The normal operations of the Building, or
 3. Causes labor difficulties,

then the Owner will have the right to order the Contractor and/or its subcontractors or agents to immediately cease work and vacate the Building, Common Areas or Premises of personnel, equipment, materials and supplies to the extent reasonably required to eliminate any such interference.

WORKMAN CONDUCT

No abusive, obscene, or inappropriate action or language on the part of workers will be tolerated. It will be the responsibility of the Contractor to enforce this regulation. No music devices are allowed on the job site.

NO SMOKING POLICY

Contractor and its subcontractors shall not smoke in the Building.

SIGNAGE

Contractor shall not post identifying signage or advertising within the Building.

HOURS OF OPERATION / QUIET ENJOYMENT BY TENANTS

All work must be performed in such a manner and/or during such hours so as not to disrupt the business operations of any Tenants.

Any work that is in the opinion of the Owner is odoriferous or causes excessive noise must be performed outside of standard operating hours. Standard operating hours for the building are 8:00 AM to 6:00 PM Monday through Friday and 9:00 AM to 1:00 PM on Saturdays. Work to be performed outside of standard operating hours includes but is not limited to the following:

- A. Drilling, hammering, attaching power fasteners or cutting of the concrete floor slab.
- B. Drilling or cutting of any concrete structural member.
- C. Any work where machine noise or vibration may disrupt normal office procedures, in the sole judgment of Owner.
- D. All fire/life safety testing which may affect other tenants.

All work performed outside standard business hours must be scheduled and approved by the Property Management Office (Phone 213-680-1900)

BUILDING ACCESS/USE

All contractor/subcontractor access to the site must be authorized prior to commencement of the work by the Property Management Office. General contractors are to coordinate access for their subcontractors/suppliers.

The Contractor and all subcontractors shall confine his/her use of the premises to the designated construction area(s)

Contractors must enter the Building through the Loading Dock. The Loading Dock Address is 716 West Third Street, Los Angeles, CA 90071

Loading Dock Hours: 5:30 am - 6:00 pm Monday through Friday

***At 6:00 pm, the dock gate closes. All other hours are considered after hours or overtime and arrangements must be made with the Office of the Building. Any costs associated with providing after hours access for the freight elevator/loading dock are the responsibility of the Tenant and/or its Contractor. If arrangements are not made in advance, Security Control will not allow the contractor inside the dock.**

After Hours. After hours access will be provided to the contractor and its subcontractors (provide list) upon prior submittal to and approval by the Property Management Office. The Loading Dock/Freight Elevator Request form must be delivered to the Office of the Building, between the hours of 8:00 am to 5:00 pm, Monday through Friday.

Security Check In. After arriving, all authorized individuals working on each construction job will check in with Security Office located on D-Level each day and be issued a construction badge for that day. These badges must be worn by the individual in order for him/her to be granted access to the designated job floor(s) via the freight elevator. Clients who have contractors working in their suite must forward an Access Request Form to the Management Office. This form should list the contractor and the employees requiring access to the Client floor, the nature of the work to be performed, and the hours during which the contractor will be operating,

Building security personnel have the right to inspect all toolboxes of any and all Contractors and subcontractors upon departure from the Building.

All Contractor employees are to use the freight elevator when going to and from the construction floor(s).

At NO time shall the passenger elevators be used to move construction personnel, materials, equipment, tools or trash.

Doors to all work areas, including mechanical and electrical closets, will remain closed at all times. Propping doors open is expressly prohibited.

The service elevator vestibules are to be kept free of debris and equipment at all times and the doors are to remain closed.

Access to Tenant Occupied Spaces. Should the Contractor require access to another tenant's occupied space within the Building, Contractor must submit an access request form for approval to the Property Management Office at least 48 hours in advance of the requested access date. Request should include the following information: Type of work to be performed, a list of the subcontractors who will require access and whether or not they will require ceiling access, location in the space where the work will be performed and the length of time that they will be in the Tenant's space. All access will be scheduled at the Tenant's convenience. Building security may be required to be present whenever workmen are working in an occupied space. Costs for the security and/or engineering services are the responsibility of the Contractor.

ELEVATORS/LOADING DOCK – MATERIAL DELIVERIES

The dock is for loading and unloading only. Parking on the dock more than 20 minutes is not allowed without special permission of the Office of the Building. Day time deliveries are limited to 2 freight loads. Larger, multi-trip loads must be done after hours with a *FREIGHT RESERVATION FORM*.

Vehicle size limitations for

Loading Dock:	Dock Platform Height 4' 5"	
	Maximum Vehicle Length	40'
	Maximum Vehicle Height	12' loaded; 12' 6" unloaded

Loading Dock Noise. We ask all contractors to be considerate of neighbors and keep the noise within the guidelines of the LA City noise ordinance.

Freight Elevator Hours. Reservations are permitted after 6:00 pm Monday through Friday and all hours on Saturdays and Sundays. After 6:00 pm Monday through Friday and on weekends, only one freight car operates for scheduled deliveries less than 10 minutes. One-week advanced notification for reservations is requested. The freight reservation cost is \$65.00 per hour. The freight elevator can be reserved in minimum of four-hour increments. Cancellations for afterhours reservations require two days (48 hours) notice or full fee will apply. Garage shuttle and passenger elevators are not to be used for delivery purposes. The freight elevators are closed every Friday at 11:00 pm through Sunday at 11:00 pm. Any need for use during these times must have freight reservation form 48 hours in advance.

Freight Elevator Dimensions & Capacity

	Freight 31 Serves Floors E through 55	Freight 32 Serves Floors H through 55
Door Height	8' 6"	8' 6"
Door Width	4' 0"	4' 0"
Hatch Opening	24" W x 16" D	24": W x 16" D
Cab Height	10'	13'
Cab Width	5'6"	5'6"
Cab Depth	9'7"	9'7"
Diagonal Clearance	10' 10"	10' 10"
Load Limit	6,000 lb	6,000 lb
Door Openings:		
Normal Floor	4'	
Plaza Level	3' 3"	
Concourse Level	3' 3"	
Levels A-H	4'	

PARKING

In order for construction personnel to park at the Building, parking privileges for each vehicle must be purchased from the Property Management Office. Such parking privileges may be purchased at prevailing rates. Construction personnel must park only on designated areas and will have their parking privileges revoked if they park on any other level.

Whenever possible all contractors are to use the Hope Street Garage Entrance/ Exit. The height clearance for the Garage is 6'6". Vehicles of greater height must park at nearby surface lots.

Parking Validations. Parking validations may be purchased from the Parking Office located on "A" Level.

Prior to leaving the job site, each individual must obtain his/her parking ticket validation from the Contractor. *There are no parking booth operators.* Exiting from the garage requires a validation card or payment made be made at the exit via credit card. Cash is not accepted at the exit, however, there are machines at the Plaza and on A Level where one may purchase parking validation with cash.

WATER AND ELECTRICITY DURING CONSTRUCTION

Sources of water and electricity will be furnished to the Contractor without cost, in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such uses during construction. The Contractor shall make all connections, furnish any necessary extensions and remove same upon completion of work. All extensions and connections will be installed so as to prevent trip and other hazards and be maintained within the construction area(s).

RESTROOM FACILITIES

Specific restrooms will be designated for Contractor use. Contractor is responsible for maintenance while using such designated restrooms. Upon completion of the Work, the Contractor will be responsible for restoring all designated restrooms to their original state.

PROTECTION

The Contractor shall carefully protect all walls, carpets, floors, furniture and fixtures and shall repair or replace damaged property without cost to Owner.

The protection of building corridors, doors, stairwells, elevators, floor covering, public areas, lobbies and service areas with cardboard, plywood or other pre-approved materials by the Property Management Office is the responsibility and the expense of the tenant and/or their contractor/vendors.

Construction areas should always be separated from occupied Tenant spaces by walls or visqueen in order to keep dust to a minimum.

All ingress/egress doors to tenant suites shall remain closed at all times unless transporting heavy equipment or debris to or from the construction area. Contractor will be responsible for damage caused by Contractor or its sub-contractors to the Building. Any damage shall be promptly repaired to Owner's satisfaction at the sole cost of the Contractor.

Contractor will not store construction materials in common areas.

Indoor Air Quality: During construction Contractor shall meet or exceed the recommended approaches of the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) IAQ Guidelines for Occupied Buildings under Construction, 1995, Chapter 3. Installation of pre-filter media (Fiberbond Merv 8 Dustlok Media or equivalent) is required to be installed on the return transfer boots and air handler filter bank prior to demolition. The pre-filter media must be maintained to limit contaminating the existing air handler filter bank. All filters are to be maintained throughout the entire process but must be removed and disposed of one day prior to the beginning of final inspections.

CLEAN-UP

Contractor shall at all times, on a day to day basis, keep the site free from accumulation of waste materials, debris or rubbish caused by his/her employees or work. The Contractor shall leave the site respectably clean at the completion of each workday. Failure to maintain the premises "broom clean" during construction shall result in Owner withholding clean-up expenses from final billing.

All areas within the construction site that are visible from the floor common area shall remain clean and free of debris at all times throughout construction. Access to the loading dock and pathways to elevators shall not be obstructed.

The Contractor may not use any building drains to wash out grout or other said materials. The Owner will designate an area for wash out. Contractor shall be responsible for repairing any plugged drains.

Contractor shall in preparation for substantial completion or occupancy by Tenant, perform final cleaning of all areas impacted by Contractor's work.

WASTE REMOVAL

It is the responsibility of the Tenant and/or its contractor /vendor to dispose of any and all debris immediately, including packing materials at its own expense. The Building's trash containers may not be used for disposing such materials.

Contractor will dispose of all waste and debris in an environmentally safe manner and in full compliance with all Laws and Ordinances. If a dumpster is required (space allowing), the location must be authorized by Management.

Contractors will comply with the guidelines of the Los Angeles City noise ordinance when delivering/removing waste containers.

Diversions Reporting. All materials must be recycled to the fullest extent possible, with a minimum of 75% diversion. Diversion reporting must be supplied to the Owner at completion of demolition and proof of diversion should be provided by commodity. Proof of recycling must be provided for Ceiling Tile, Carpet, and Gypsum Drywall. Any building items that are suitable for reuse shall be made available for reuse by the contractor. Proof of any donation shall be provided to Owner upon request.

Toxic, Hazardous Waste Disposal: Handling, and disposal of any materials such as these will be in compliance with all local and state codes and statutes. The property management office will be notified when any substance classified as toxic, or hazardous is generated. Copies of the bill of lading, or freight bill with the transporter's E.P.A. number will be delivered to the property management office to confirm that all hazardous substances are disposed of properly.

PROPERTY REMOVAL

It will be the responsibility of the Contractor to monitor and control removal of items from the construction floors and the parking structure where applicable. When the job is nearing completion and the tenant has commenced installation of equipment such as computers etc., Property Removal Passes will be required for all items removed from the floor(s).

CUTTING/CORING/PATCHING

No cutting, coring and/or patching of Owner's premises or installations, or those of any Building occupant, shall be permitted without prior written consent of Owner. Request for permission to do cutting shall include explicit details and description of work and shall not under any circumstances diminish the structural integrity of the Building components or systems. If any work is to be done in another tenant's space or in any public area, such work is to be done only with the explicit written permission of Owner and at times as directed by the Property Management Office on an "off-hours" basis and may require supervision by Building security. Such work is to be done only under the direct supervision of a

competent member of the Contractor staff. Any such area is to be promptly repaired and returned to a fully functioning, complete, and clean condition.

An X-ray of the affected areas may be required by Owner prior to start.

DUSTY AND ODOROUS WORK/HAZARDOUS MATERIALS

The Contractor shall notify the Property Management Office (Phone 213-680-1900) prior to commencement of extremely dusty and odorous work (including but not limited to: sheet rock cutting, sanding, extensive brooming, plumbing, sprinkler work, painting, etc.) so additional filtering capacity can be arranged for the affected HVAC equipment at the Contractor's cost.

Additional ventilation equipment may be required by Owner to be installed involving removal/reinstallation of exterior glass at Contractor's cost.

Any smoke detectors located within the construction area shall be covered during the extremely dusty and odorous work to prevent fire alarms from activating. **All detectors shall be uncovered at the end of each workday.** Failure to notify the Property Management Office will result in the Contractor absorbing the costs to return the equipment to proper condition. Inadvertently causing of fire alarms, by not following this guideline, will result in the appropriate contractor's removal from the Owner's qualified bid list. Further, any expense incurred by the Owner as a result of the Contractor's actions will be billed to either tenant or Contractor.

Material Safety Data Sheets (MSDS) for all glues, paint, stain, carpet or any hazardous materials or any products that may emit volatile organic compounds (VOC) must be supplied to the Property Management Office before the product is used. It is the responsibility of the Contractor to provide these MSDS even if it is a subcontractor who is actually using the product. All contractors are to endeavor to use products that have low VOCs. VOC limits shall be compliant with South Coast Air Quality District Rule #1168 and LEED EQ credit 4.1 requirements.

Installation of new carpet may require after hours installation and also requires that floor HVAC system, outside air and toilet exhaust be operated a minimum of 24 hours or until odor from installation has dissipated. Contractor or Tenant must make this request in advance and shall be billed accordingly.

Odorous materials are not to be left open anywhere in the Building.

PAINTING

Paints shall be compliant with LEED EQ credit 4.2 requirements (i.e. low VOC).

Spray painting is not allowed in the Building, even if it is performed after hours, without prior written approval of Owner.

No staining or varnishing is permitted in the Building without prior written approval of Owner. Water based stains or varnishes are preferred.

Painting may be required to be performed after hours and/or require that floor HVAC system, outside air and toilet exhaust be operated a minimum of 24 hours or until odor from installation has dissipated.

ABANDONED EQUIPMENT/CABLING

All abandoned/vacated equipment, ductwork, piping, conduit and data/tele-communication cabling shall be removed from the ceiling plenum unless otherwise specified by Owner. Any further removal requirements as directed by the governing authorities will be completed at Tenant's and/or Contractor's expense.

ELECTRICAL / TELEPHONE ROOMS

Tenant equipment may not be installed in electrical / telephone rooms.

Access to electrical & telephone equipment rooms will be arranged through the Property Management Office.

Any use of telephone room chase way must be approved in advance by the Property Management Office.

Doors to electrical and telephone equipment rooms may not be propped or blocked open in any way.

All electrical rooms on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday.

These rooms cannot be used as storage for tools or supplies. At the end of each day, all garbage and wire remnants are to be removed and a clear pathway maintained to all panels.

All panels are to be replaced and properly labeled upon completion of work. All panel schedules are to be updated and affixed to the respective panels.

All penetrations through floors, walls and ceilings will be properly fire-safe upon completion.

HOT WORK, SPRINKLER SHUT DOWN & DRAIN DOWN PROCEDURES

Contractor must schedule this work a minimum of **twenty-four hours in (24 hrs)** advance with the Building Engineer and comply with the Owner's procedures. Refer to attachments C and D.

It should be noted that no more than two continuous floors are to be drained at one time. At no time shall a floor be permitted to be dry after working hours or over a weekend or holiday. Any drain system will be refilled after 6pm.

Hot work and sprinkler drain down may not be performed at the same time on the same floor.

Contractors are to provide their own fire extinguishers and to provide designated personnel for fire watch during hot work.

ADDITIONAL SERVICE CHARGES

When work is performed by Contractor or a subcontractor, charges will apply for additional services performed by Owner that may include, but are not necessarily limited to, the following:

- Overtime loading dock or elevator usage that requires the assistance of a security officer.
- Utility usage for construction activities beyond standard power and water readily available in the Building.
- Extra and continuous clean-up of elevators and public spaces as required during construction activity. Contractor to provide the usual protection of existing improvements, and exercise care and good judgment.
- Additional security services.

BUILDING SYSTEMS - GENERAL

All Life/Safety Systems for the Building are to be maintained, and all Tenant work is to be properly interfaced with and connected to the Base Building systems as required by code, or by Owner. All work is to be performed in such a way as to protect all Base Building operations and warranties. Any required disconnection of base building systems including but not limited to safety devices, sprinklers, electrical circuits, air-handling units and water supply requires notification to the Property Management Office at least 48 hours in advance. **Devices must be put back in service each day prior to construction personnel leaving the premises.**

Use of any non-building standard materials must be approved by Owner prior to installation.

Any further details and specifications that may be relative to a project regarding the building's systems may be obtained from the Chief Building Engineer's office.

1. **ELECTRICAL**

- A. Contractor shall update panel board directory as circuits are installed or relocated (to be typed in panel board directory). Properly labels all electrical circuits that are relocated within, or added to, the electrical panels. Circuit labeled "Existing Load" is not acceptable.
- B. All tenant electrical consumption is to be metered using a building approved meter. If there is an existing meter to space it may be re-used with Owner's approval but must be re-commissioned.
- C. All new and existing meters must be commissioned by building approved commissioning agent.
- D. Obtain prior approval of Owner for any bus tap/plug scheduled to be made to the Building's electrical distribution system.
- E. All rerouted power wiring shall be run in a manner to keep downtime and interference to a minimum. Shutdowns shall be approved by Owner prior to commencement of work. The Building Engineers must be notified prior to the disruption of power or circuits to any Base Building Equipment.
- F. Replace any lamps damaged or inoperable during relocation or installation. The louver surface shall be cleaned and free of dust at the completion of the project.
- G. To the extent possible, maintain light fixture switching during construction so that lights may be turned off at the end of each day

2. **LIFE SAFETY SYSTEM**

- A. All programming to the Life Safety System must be made by Red Hawk. The Building Engineers must be notified prior to work being performed. Devices that are accidentally or otherwise made inoperative must be repaired or replaced immediately.
- B. The addition, removal, change, relocation or other alteration must be reflected at the fire command station through programming and nomenclature changes at the Tenant's expense.
- C. All Tenant supplemental air conditioning units (FCU's, etc.) and exhaust fans must have their own duct smoke detectors. All cooling units, regardless of size, must be tied into the Building's HVAC Management System. This information should be included on the mechanical drawings.
- D. Smoke detectors and other fire alarm system devices must be protected when spray painting or performing other work which may cause these devices to become unduly dusty. Any protecting materials such as paper, tape, and plastic, etc., must be removed at the end of each day.
- E. Life Safety System equipment must always remain in operation during tenant's improvement work.
- F. No pre-action of other standalone tenant life safety system may be connected to the Building Life Safety Management System without said system having been approved by the City of Los Angeles or Bureau of Building Inspection. Copies of such approval must be provided to Owner before tie-in authorization is given. Any system that is connected to the Building HVAC Management and/or Life Safety System must reflect the following conditions:
 - Alarm.
 - System Trouble
- G. The Tenant or Tenant's Contractor is responsible for filing and obtaining all approvals, inspections and tests relative to stand alone life safety systems, security access systems, or other

materials/systems requiring local law compliance. Copies of all approvals for these systems must be provided to Owner before connecting authorization is given.

H. The maintenance of any subsystem installed for Tenant is the direct responsibility of Tenant.

4. MECHANICAL

- A. All new and existing VAV boxes must be tied into the building's DDC energy management system. This may require the replacement of existing VAV boxes with appropriate building standard actuator controllers.
- B. All VAV boxes must be re-commissioned as part of the tenant improvements.
- C. All major tenant improvement work will require new VAV boxes. All thermostat and associated cable to the VAV units must be removed from the premises prior to demolition work on those floors and reinstalled after work is completed. All thermostat located on the curtain wall columns must have insulated back plates.
- D. Any necessary alterations to HVAC equipment within or adjacent to the construction site requires prior approval and inspection by Owner.
- E. Tenant's contractor may not make any alterations to any Base Building Air-Handling Unit ("AHU") or control systems without prior approval of the Building Engineers.
- F. The building core Air Handling Units and HVAC equipment will be controlled by the building's energy management system.
- G. Provide and coordinate installation of access panels required for maintenance and inspection of all equipment. Provide access panels for all items of equipment. Coordinate exact location with architect and identify on "as-built" drawings.
- H. Piping added to the system, and any system piping that has been opened, must be flushed thoroughly before being exposed to the system. It is the responsibility of the Contractor to coordinate this work with the Building's Engineer. Any costs related to work for which piping is not flushed and which results in the contamination of the Building chilled water system will be charged to Tenant or Tenant's Contractor. The cost of materials and labor to flush the water system and add water treatment chemicals will be the responsibility of the Tenant's Contractor.
- I. Pressure test each system of piping and ductwork in accordance with recognized LEED and industry standards.
- J. It is the responsibility of the Tenant's Contractor to ensure that the HVAC and water systems serving all areas within the Leased Premises are in proper balance following the completion of the Tenant Improvement Work. Building Engineer is to be informed prior to any air balancing in the space.
- K. No 24/7 IT rooms are allowed to be served from the building's air system. For these specific rooms, provide chilled water supplemental AC units. Supplemental AC units are to be metered for electrical and chilled water use. Refer to Building Standard Finishes / Design Criteria information in this manual.

CONSTRUCTION CLOSE-OUT REQUIREMENTS

The following information is required by the Owner upon completion of construction in the Building:

Drawings:

- As-built plans: One hard copy of full-size drawings, one scanned set of plans in Adobe Acrobat and one set in AutoCAD compatible with the Owner's CAD system, with industry standard layering. As built plans to include all architectural, mechanical, electrical & plumbing fire/life safety and structural (as applicable.)
- A copy (hard and scanned) of the permit set of drawings with City of Los Angeles, Department of Building and Safety stamp of approval.

Construction Information Binder: Provide a neatly bound package including one scanned set in Adobe Acrobat of the following:

- Table of contents.
- Original permit/inspections card with all final inspections/signatures.
- Certificate of Occupancy (if applicable).
- Name(s) of general contractor, all subcontractors with appropriate contact, address and telephone number. Indicate area/trade of work performed for future reference.
- General contractor's and all subcontractor's (and manufacturer's) warranties. **Contractors shall provide warranties for all work and materials for a minimum of one (1) year from project acceptance and completion.**
- Final HVAC air balance report for the space performed by designated contractor for the building.
- All operation and maintenance manuals for specific HVAC units or other equipment as applicable and copies of required maintenance schedules/agreements for such equipment (i.e., HVAC, water filtration or other).
- A copy of the punch list for the space, which is signed by the tenant's representative and architect, indicating final acceptance of the space.

Note: A retainage may be withheld from Tenant's Improvement Allowance (if applicable). Therefore, general contractor's final payment may not be released until the above documents are received and accepted by the Owner.

INDEMNIFICATION

Contractor shall be responsible for all his/her actions on site as well as those of his/her subcontractors, and shall indemnify, defend and hold harmless the Owner against any and all claims, losses or damages, threatened or incurred, arising from the actions or omissions of the Contractor or its subcontractors. Contractor shall always maintain supervisory personnel on-site unless other arrangements have been approved by Owner.

Contractor will name the Owner and Owner's agents as additional insured on Contractor's bodily injury and property damage liability insurance policy or policies and will also require that each of its subcontractors also name the Owner as additional insured on their bodily injury and property damage liability insurance policies. All such liability insurance policies shall include the further provision that such insurance as is afforded by those policies shall be primary insurance as respects the interest of the Owner and that any other insurance in force for the Owner shall not be required to contribute with such insurance. Refer to Attachment A – Insurance Requirements.

POSTING OF RULES & REGULATIONS

A copy of these Rules & Regulations must be available on the job site allowing easy access by all workers. It is the Contractor's responsibility to instruct his/her personnel and all subcontractor personnel to familiarize themselves with these rules.

FAILURE TO PERFORM

Failure to perform work in a timely manner consistent with the above stated Contractor Rules and Regulations may result in immediate work stoppage by Owner. Owner shall have no liability for any costs or expenses incurred by Contractor or any subcontractors in connection with or as result of such work stoppage.

CHANGES TO RULES

The Contractor Rules and Regulations may be amended or revised at any time by the Owner. The amended or revised Contractor Rules and Regulations shall become effective upon delivery to Contractor, Architect and/or Tenant.

ACKNOWLEDGED AND ACCEPTED:

Company: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

- Attachments: Attachment A – Certificate of Insurance Requirements
Attachment B - Asbestos Containing Materials Notification
Attachment C - Drain Down & Sprinkler Shutdown Procedure
Attachment D - Hot Work Procedure

ATTACHMENT A

CERTIFICATE OF INSURANCE REQUIREMENTS

Carrier Rated "A-VIII" or higher by A.M. Best.

Additional Insureds: Brookfield DTLA Holdings LLC, 333 South Hope Co. LLC, Brookfield Properties Management (CA) LLC., and their respective affiliates, shareholders, members (including members of members), partners (including partners of partners), subsidiaries and related entities, and each of their respective successors and assigns

Certificate Holder: 333 South Hope Co. LLC
333 South Hope, Suite C-100
Los Angeles, CA 90071

Contractor is to guarantee that it and all subcontractors (if any) carry proper insurance coverage at all times. Contractor shall also obtain proper Certification of Insurance from all subcontractors and provide Owner with copies of same upon commencement of construction.

Note that for typical tenant improvement projects major trades (Mechanical, Electrical and Plumbing) subcontracting under a general contractor who is carrying an umbrella liability of \$10 million, may provide coverage with \$5 million umbrella liability in lieu of \$10 million as required when they are contracting directly with Owner and/or Tenant.

Coverage requirements vary per vendor type: Some vendors have special requirements. Please see below:

- Vendor Type
- General Construction: Tenant Improvement or base building work performed by General Contractors or MEP Prime Contractors. (Interior work only. No work affecting the building structure.)
 - Environmental remediation including, but not limited to, asbestos, lead paint and underground storage.

Policy	Limit	Amount
General Liability	per occurrence	\$1,000,000
General Liability	Aggregate	\$2,000,000
General Liability	products/completed ops	\$2,000,000
Worker's Compensation		Statutory
Employers Liability	Bodily Injury/Each Accident	\$1,000,000
Employers Liability	Bodily Injury by Disease per employee	\$1,000,000
Employers Liability	Bodily Injury Disease Aggregate	\$1,000,000
Automobile Liability	Combined Single Limit (CSL) per accident for owned, non-owned & hired autos	\$1,000,000
Umbrella	Umbrella per occurrence and aggregate	\$10,000,000

Vendor Type

- Tenant Improvement or base building work exclusive of work performed by General Contractors or MEP Prime Contractors. (Interior work only. No work affecting the building structure.)
- Movers
- Overhead garage door maintenance
- Information system installation and maintenance services
- Landscaping services (no heavy equipment and/or use of chemicals)
- Carpet cleaning services
- Sign installation (contemplates small signage with little or no possibility of bodily injury or significant property damage)
- Access control system maintenance
- Locksmith

Policy	Limit	Amount
General Liability	per occurrence	\$1,000,000
General Liability	Aggregate	\$2,000,000
General Liability	products/completed ops	\$2,000,000
Worker's Compensation		Statutory
Employers Liability	Bodily Injury/Each Accident	\$1,000,000
Employers Liability	Bodily Injury by Disease per employee	\$1,000,000
Employers Liability	Bodily Injury Disease Aggregate	\$1,000,000
Automobile Liability	Combined Single Limit (CSL) per accident for owned, non-owned & hired autos	\$1,000,000
Umbrella	Umbrella per occurrence and aggregate	\$2,000,000

Vendor Type

- Elevator maintenance
- Elevator consultants
- Window washing and rig maintenance
- Life Safety maintenance
- Fire Sprinkler Systems
- Central safety monitors
- Roof maintenance
- HVAC maintenance
- Water treatment
- Landscaping services (use of heavy equipment and/or chemicals)
- Sign installation (contemplates large signage where possibility of bodily injury or significant property damage exists)
- Parking facility consultants
- MEP Engineering consultants, Architects/Architectural consultants
- Structural Engineering consultants

Policy	Limit	Amount
General Liability	per occurrence	\$1,000,000
General Liability	Aggregate	\$2,000,000
General Liability	products/completed ops	\$2,000,000
Worker's Compensation		Statutory
Employers Liability	Bodily Injury/Each Accident	\$1,000,000
Employers Liability	Bodily Injury by Disease per employee	\$1,000,000
Employers Liability	Bodily Injury Disease Aggregate	\$1,000,000
Automobile Liability	Combined Single Limit (CSL) per accident for owned, non-owned & hired autos	\$1,000,000
Umbrella	Umbrella per occurrence and aggregate	\$5,000,000

Vendor Type General Construction: Exterior work or work affecting the building structure.

Policy	Limit	Amount
General Liability	per occurrence	\$1,000,000
General Liability	Aggregate	\$2,000,000
General Liability	products/completed ops	\$2,000,000
Worker's Compensation		Statutory
Employers Liability	Bodily Injury/Each Accident	\$1,000,000
Employers Liability	Bodily Injury by Disease per employee	\$1,000,000
Employers Liability	Bodily Injury Disease Aggregate	\$1,000,000
Automobile Liability	Combined Single Limit (CSL) per accident for owned, non-owned & hired autos	\$1,000,000
Umbrella	Umbrella per occurrence and aggregate	\$10,000,000 - \$25,000,000

SPECIAL REQUIREMENTS:

Special Requirement 1
 CONTRACTORS THAT PRESENT POLLUTION EXPOSURE
 (i.e., landscaping with the use of chemicals, water treatment contracts, etc.): a separate pollution liability policy should be required with minimum limits of \$5,000,000 per occurrence/aggregate. (“Claims-made” coverage acceptable with 3-year extended reporting and coverage)

Special Requirement 2
 CONTRACTORS THAT PRESENT POLLUTION EXPOSURE
 (i.e., hydraulic elevators, environmental contracts, construction projects where asbestos, lead paint, etc. is present): a separate pollution liability policy should be required with minimum limits of \$5,000,000 per occurrence/aggregate. (“Claims-made” coverage acceptable with 3-year extended reporting and coverage)

Special Requirement
 LOCKSMITH
 \$200,000 Fidelity Bond, naming Building Owner as obligee.

Special Requirement
 MOVERS
 Bailee’s floater to the full replacement cost of property in care, custody and control of mover

The above requirements relate to vendors related to construction. For insurance requirements for vendors providing other services to the building and/or tenants please contact the Office of Building Management.

ATTACHMENT B
ASBESTOS CONTAINING MATERIALS NOTIFICATION

While the Owner is aware of no risk of exposure to friable asbestos in the Building, California law requires owners of certain commercial office buildings to periodically provide written notice to of any known asbestos containing construction materials ("ACM") present in their buildings. Please review this notification carefully as state law requires any contractor receiving this notice to transmit the information contained in this notice to its employees and subcontractors.

A qualified asbestos consultant has surveyed the property for asbestos. According to the results of various surveys and inspections of the Building, ACM has been identified in various locations in the Building. A list of specific locations of ACM in the Building is available for review in the Office of the Building during regular business hours.

The Building has an asbestos management plan in place, which is intended to comply with Health and Safety Code Section 25915.1. The Plan includes, among other things, background on asbestos, a summary of governing regulations, a summary of ACM in the Building, periodic re-inspection and surveillance, information and training programs for building engineering and maintenance staff, cleaning procedures, emergency fiber release procedures, work procedures and other measures to minimize potential fiber releases.

Air sampling of the Building has been performed to determine if a measurable asbestos fiber content in the air of the Building exists. The most recent sampling was undertaken and reported in accordance with the National Institute of Safety and Health ("NIOSH") guidelines. The test results indicated no concentrations of airborne asbestos fiber content in the Building above the current "Permissible Exposure Limit" of 0.1 f/cc set by the Federal Occupational Safety and Health Administration ("OSHA"). Accordingly, we have no reason to believe that the ACM in the Building is currently in a condition to release asbestos fibers which would pose a significant health hazard the Building's occupant, so long as ACM is properly handled and remains undisturbed.

ACM does not pose a health hazard unless it is disturbed in such a way as to cause an airborne release of asbestos. Friable asbestos is more likely to be released into the air than non-friable asbestos. Asbestos is considered "friable" when it can be crumbled, pulverized or reduced to powder by hand pressure. Tenant alterations or other work at the building may disturb ACM and possibly release asbestos fibers into the air and present a health risk. This includes major alterations as well as minor activities, such as moving, drilling or boring holes, installing electrical, telecommunications or computer lines, sanding floors, removing ceiling tiles.

Consequently, before performing any maintenance, construction, or remodeling work in the Building (including the installation of any telecommunications or computer systems within the walls or ceiling plenum of the Premises), all tenants, employees and contractors must first report the nature and extent of their intended activities to the Office of the Building and obtain their prior approval. Activities such as moving, boring, breaking, drilling, abrading, stripping, sanding, scraping or crumbling, or any other activities that may disturb ACM, should only be attempted by an individual or contractor that is qualified to handle ACM in accordance with applicable laws and regulations.

In connection with the foregoing, the owner has adopted the following policies (which shall be considered rules and regulations under tenant leases): (1) the owner, and representatives of the owner, including, without limitation, the owner's ACM consultant, are entitled upon reasonable prior notice, except in emergencies, to enter into the premises of any tenant to inspect for ACM, perform air tests and abatement; and (2) each tenant, contractor, or other party must obtain our prior written approval before performing any alterations on any tenant space, or performing any other work at the Building that may disturb ACM or involve exposure to asbestos fibers as described in this notice.

We appreciate your cooperation in this matter. If you require any further information or have any questions about this notice, please do not hesitate to contact the Office of the Building at (213) 680-1900.

I have read and acknowledge receipt of this notification:

Name of Company, Contractor, Employer or Tenant: _____

Date: _____

Signature: _____

(Print Name and title)

ATTACHMENT C

DRAIN DOWN & SPRINKLER SYSTEM SHUTDOWN PROCEDURE

Contractors requesting to perform work on the sprinkler system or needing to drain or secure the sprinkler system for any reason must complete the "Fire Safety System Impairment Form" and must submit it to the Property Management Office (see form attached to this manual). The completed form must be signed by the Chief Engineer and the Security Manager at least 24 hours prior to scheduling the work. Once the form has been signed, the contractor must deliver a copy of the form to the Fire Control Center (FCC) Operator prior to draining or closing any building sprinkler system. The following guidelines must be followed.

1. Only persons approved solely by the Chief Engineer will be allowed to drain or secure a floor. (In the event of Chief's absence, Lead Engineer will locate Chief and gain verbal approval). The list of approved persons will be maintained on the 44th floor and in the Control Room. The control operator will issue the "Shut Off Tag". A charge will be assessed to any company requesting to have Building Engineers perform a drain down or fill.
2. No more than two consecutive floors may be drained at the same time.
3. Sprinkler systems must be returned to service prior to the contractor leaving job site.
4. In the event that an exception, approved by Chief Engineer, must be made to #2 or #3 above, the Security Control Operator will notify the LAFD and the Building's Insurance Company and a Fire Watch must be posted at contractor's and/or Tenant's expense.
5. Upon reception of the form, the Control Operator will contact the Engineering Department and advise them to turn on the HVAC and stairwell overrides.

6. During the Impairment

In areas of secured sprinkler coverage:

- a) Stop hazardous production or maintenance operations.
- b) Prohibit the use or processing of flammable or combustible liquids.
- c) Prohibit cutting, welding or other hot work.
- d) The contractor will maintain continuous fire watch patrolling the floor.
- e) Keep all stairwells and fire doors closed whenever possible.
- f) Have trained personnel with extra equipment, such as portable fire extinguisher standing by.
- g) Attach the "Shut Off Tag" to each shut valve or other secured equipment or device.
- h) Keep the "RSVP" office reminder in a visible place.
- i) Station someone at shut valve when excessive distance from work area. If scope of the shutdown area must be increased, discuss immediately with the Property Management Office. Work continuously until protection is restored. If the work is unfinished and the floor cannot be restored when the work site is vacated, a fire watch must be posted and the insurance company and LAFD must be contacted.

7. After the Impairment

- a) Verify that full protection has been restored, check for leaks and verify that all alarm and tamper devices have returned to normal. Also verify that HVAC, stairwell and elevator overrides are returned to normal.
- b) Once the floor has been filled, the contractor must sign and return the "Shut Off" tags to the Control Room Operator. The Control Operator will then verify that the tamper alarms in the affected area have returned to normal and notify engineering and the completion of the job.
- c) The Chief Engineer will report restoration to LAFD and the insurance company.
- d) Systems are to be restored as soon as possible.
- e) If a FM 200 or other extinguishing system is bypassed, the person requesting is responsible for ensuring that a trained person is present to manually discharge FM 200 in event of fire.

ATTACHMENT D

HOT WORK PROCEDURE

All Contractors and Building Associates are expected to adhere to the following procedures when conducting "Hot Work" (working with open flame inside of the Building) or draining the Building sprinkler system.

HOT WORK

Hot work may not be conducted on building premises without the written approval of the Property Management Office. Contractors attempting to conduct hot work inside the Building without approval from Property Management Office will be shut down for the day. Contractors must follow the procedure below.

1. A "Fire Safety System Impairment Form" must be filled out and turned into Property Management Office (see attached form).
2. All hot work requests must be approved by the Chief Engineer and Security Manager at least 24 hours in advance of the work.
3. The on-site contractor must submit the "Fire Safety System Impairment Form" to the Control Room prior to conducting daily hot work. The contractor must also contact the Control Room when work has been completed.
4. Arrangements must be made with the Property Management Office for any modifications to the Fire Safety System (Bagged detectors etc.) prior to the start of work. Activation of the Building alarm system resulting from failure by the contractor to make arrangements to deactivate Building systems will result in the contractor being charged for the time of the Building personnel needed to resolve the problem. Upon a second occurrence a fine of \$1,000 may be imposed and a fine up to \$3,000 for a third occurrence.
5. Hot work may not commence until the appropriate fire watch is in place. Periodic checks will be made by Engineering and Security to verify that a fire watch is in place. If no fire watch is in place, the job will be shut down for that day.
6. Hot Work will not be approved on floors where the sprinkler system is impaired simultaneously.
7. In the event that a first alert announcement is heard on the floor where hot work is being conducted, the torch must be extinguished, and all work must cease. The designated fire watch and the contractor doing the hot work will be expected to identify the source of the alarm, if possible, and notify the FCC Room of the situation via the stairwell intercom within eighty seconds of the alarm annunciation. Failure to notify FCC in time will cause an automatic evacuation announcement for the floor and the two floors above and below. The announcement will continue until all five floors have been evacuated to their staging area.

SECTION 4

BUILDING DIMENSIONS / STRUCTURAL LOADING

NUMBER OF FLOORS	57	
MECHANICAL FLOORS	Floors 21, 22, 44 & 45	
INTERIOR DIMENSIONS	<u>Slab to slab distance</u>	<u>Elevation ASL</u>
	Roof- low point	1048' 10"
	57	16' 4 1/4"
	55	21' 0"
	54	19' 2"
	53	16' 11 3/8"
	46 thru 52	12' 8 1/2"
	45	11' 3 7/8"
	44	11' 1 1/8"
	43	15' 8 1/2"
	23 thru 42	12' 8 1/2"
	22	11' 3 7/8"
	21	11' 1 1/8"
	20	15' 8 1/2"
	8 thru 19	12' 8 1/2"
	Upper plaza	15' 6 3/4"
	Plaza	16' 7 1/8"
	Concourse	24' 2"
	A level	11' 0"
	B level	10' 4"
	D level	14' 8"
	E level	16' 4"
	F level	10' 4"
	G level	10' 4"
	H level	10' 4"
	I level	10' 4"
	J level	16' 8" 237' 0

Mullion Spacing: 54"
Window Dimensions: 3/8" x 52" x 100"

FINISHED CEILING HEIGHT 9'0"

FLOOR LOADING

Live Load: 50 PSF
Dead Load: 20 PSF (partitions)

The maximum floor load allowed is 70 PSF. Twenty PSF is to be allocated to partitions, doors, etc. It is imperative that any equipment (safes, file systems, libraries, etc.) which places "live" loads on the floor slab in excess of 50 PSF be brought to the attention of the Owner for review with the Base Building Engineering Consultant

SECTION 5

BUILDING STANDARD FINISHES/DESIGN CRITERIA

I. COMMON AREA FINISHES

1. Elevator Lobbies - Passenger
 - a. Flooring
Stone: Uba Tuba, Color Black (gold accent), slab
Carpet: Bentley Prince Street, Edge City 8EG340630R, Color Pearl River 801002
 - b. Base
Stainless Steel
Wood: Match wood panel
 - c. Walls
Wood Panel: Quartered Afromosia, Bacon Veneer, book and balance matched.
Glass Panel: Pulp Studio, 249 LI SLV, ¼" thick, 94" x 128" glass to be laminated to match elevator cab.
Wall Covering: Fabric wrapped panels, Marsham, INOX Structure 398980, Color: 005 Glance
 - d. Ceiling
Paint: Frazee, 001 White, flat finish.
 - e. Elevator Doors and Jamb
Scuffmaster, Color SM717 Solid Metal water base metallic paint
2. Elevator Lobby Service
 - a. Flooring
Vinyl Composition Tile Armstrong Excelon Stonetex, Color 52125 Granite Grey, 12 x 12
 - b. Base
Burke, #168 Bluish White straight cove
 - c. Walls
Paint: Frazee, 877OW, Silver Slipper, eggshell finish
 - d. Ceiling
Paint: Frazee, 001 White, flat finish.
 - e. Freight Elevator Doors and Jamb
Scuffmaster, Color SM717 Solid Metal water base metallic paint
3. Restrooms
 - a. Flooring
Tile: Royal Mosa, Global Collection, Color 75220, 12 x 12
Grout: Custom Building Products, #165 Delorean Grey
 - b. Walls
Tile: Royal Mosa, Style 10 thirty, 4" x 12" Color 13110
Grout: Custom Building Products #381 Bright White
Paint: Frazee, 877OW, Silver Slipper, eggshell finish
 - c. Ceiling
Paint: Frazee, 001 White, flat finish
 - d. Counter
Marble: Tri Stone Calacata Gold, polished 3/4" thick
 - e. Partitions/Screen
Flush metal partition, stainless steel finish
4. Corridors
 - a. Floors
Carpet: Bentley Prince Street, Urban Scene 8US340630R, Color Delgazette 888879
 - b. Base
Burke, #168 Bluish White straight cove
 - c. Walls
Wall Covering: Maharam, Inox Basket 399000, Color 003 Adapt
Paint: Frazee, 877OW, Silver Slipper, eggshell finish
 - d. Ceiling
Paint: Frazee, 001 White, flat finish

- e. Doors Full height 8' 10' Solid core wood doors with Quartered Aframosia with wood veneer from Bacon Veneer, Contact. Mark Hill 630 323 1414. Faces to be book and balanced matched.
- f. Frame Painted hollow metal with Frazee, 877OW, Silver Slipper, eggshell finish
- g. Hardware Schlage L Series Mortis Body Lever Entry, w/o cylinder. Finish Satin Chrome 626. **Cylinder: ASSA. Ordered through the Office of the Building**

5. Stairwell Vestibules

- a. Floors Vinyl Composition Tile Armstrong Excelon Stonetex, Color 52125 Granite Grey, 12 x 12
- b. Base Burke, #168 Bluish White straight cove
- c. Walls Paint: Frazee, 877OW, Silver Slipper, eggshell finish
- d. Ceiling Paint: Frazee, 001 White, flat finish

II. BUILDING STANDARD MATERIALS AND FINISHES FOR TENANT AREAS

1. Doors/Frames/Hardware

3'-0" X Full Height x 1-3/4" solid core rift cut white oak veneer door. 45-minute fire rating. Medium oak semi-gloss lacquer finish.

3'-0" x Full Height anodized dark bronze frame. Western Integrated Materials, Inc. Series 315-1 Bronze 3030 Trim.

Hinges: Stanley FBB-179 4/1/2" x 4 1/2"

Closer: Norton 7700 Series

Threshold: Pemko 200-5-DV72 5" x 3/8" bronze or Pemko 200-5-DV36 5" x 3/8" bronze

Stop: Quality 432

Auto-flush bolt: DCI 942

Quality 1358-Top 1262 bottom

Coordinator: BBW 9303

Astragal: Pemko 355 DV-108

HD/JM seal: Pemko588 D20 black

Dust-proof strike: DCI 80

Push pull plate: Quality 400 pull 4" x 6: and 400 push 4" x 6"

The building is equipped with an ASSA high security key and lock cylinder system. All cylinders and keys are restricted to this building only. Contractors/Architects/Tenants are to make arrangements through the Office of the Building to purchase ASSA cylinders and keys. **The building's in-house locksmith must provide all cylinder and key cutting. There is a lead time of six to eight weeks for coding for the cylinders and keying**

Latch sets: Schlage L Series Mortise Body Lever.

- Passage L9010
- Lever 06
- Rose Trim
- Finish Satin Chrome 626

Locksets: Schlage L Series Mortis Body Lever

- Entry, w/o cylinder. Cylinder to be provided by ASSA.
- Office: L9453 deadbolt
- Office: L9050 lockset
- Rose trim: 06
- Finish Satin Chrome 626
- **Cylinder: ASSA. Ordered through the Office of the Building.**

2. Paint

- | | | |
|----|----------------|------------------------------------------------------------------|
| a. | Wall/Ceilings | Paint: ICI or equal, eggshell or flat finish. Minimum two coats. |
| b. | Door Frames | Paint: ICI or equal, semi-gloss finish. Minimum two coats. |
| c. | Window Mullion | Paint: Scuffmaster. Color to match existing. |

VOC limits shall be compliant with South Coast Air Quality District Rule #1168 and LEED EQ credit 4.1 requirements

3. Flooring

- | | | |
|----|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Carpet | a) Cut pile - Designweave Windswept Encore
b) Designweave - Design10 - Real Deal Collection
c) Textured loop - The New Patcraft and Designweave, PDQ1; or equal |
|----|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Method of installation is glue-down.

- | | | |
|----|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b. | Resilient Tile | Armstrong Standard Excelon, Imperial Texture or equal |
| c. | Base | 2 1/2" Burke rubber base or equal. |
| d. | Stone Flooring | Stone flooring is not building standard; however, when stone is used it must be honed, flamed or other non-slip finish. The finish must be stated on drawings and may require a non-slip test by an agency recognized by the City of Los Angeles. |

4. Ceiling

2' x 2' x 5/8" acoustical tile, Armstrong Cirrus with Don Finline 1/4" slot 050 beveled edge, flat white grid.

5. Sprinkler Heads

Reliable - Concealed with white ceiling covers

6. Insulation

All sound insulation above ceilings is to be insulquilt sound batting with no exposed fiberglass. Any sound batting must not restrict access to electrical boxes, lighting controls, HVAC boxes and/or control devices.

Any use of sound insulation in ceilings must be clearly shown on the plans and be approved by the applicable governing authorities.

7. Interior Glazing

Western Integrated Materials, Part numbers 315-1 through 315-7X. All glass to be safety glass per code.

8. Electrical Fixtures

- | | | |
|----|----------------|------------------------------------------------------------------|
| a. | Light Fixtures | 2'x2' or 2'x4' Recessed Direct/Indirect fixture – Lutron Quantum |
| b. | Down light | Compact Fluorescent or LED down light with 6" aperture – |

- | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| c. Wall washer | Lithonia
Compact Fluorescent or LED wall washer with 6" aperture –
Lithonia |
| d. Exit Light | Lithonia Edge Lit LRP series with LED lamp and green letters |
|
 | |
| 9. Light Switch | |
| a. Perimeter Office | Wall mount occupancy sensor –series |
| b. Perimeter Office or
Open Areas | Ceiling mount occupancy sensor – Lutron series |
| c. Interior Office | Wall mount occupancy sensor – Lutron series |
| d. Other | Ceiling mount occupancy sensor – Lutron series |
|
 | |
| 10. Fire Extinguisher | 10# 2A/60B-C Amerex Mdl 441 or equal. Rated dry chemical or equal rated clean agent, UL listed rechargeable extinguisher. Enclosures to be recessed or semi-recessed. All cabinets to be clearly marked "Fire Extinguisher". Contact the Office of the Building for signage detail. |
| | Provide Owner with an extinguisher detail in order that it can be documented in the fire alarm graphic and inventory. |
|
 | |
| 11. Appliances | Appliances are to be Energy Star Rated. |
| | All water connections for appliances must be piped in copper tubing. |
| | Garbage Disposals are not permitted in tenant pantries and kitchens. |
|
 | |
| 12. Window Coverings | Mechoshades: SoHo 1100 Series (1% open) in color 1103 |

III. HVAC

1. All new exterior VAV boxes shall be dual-duct type, pressure independent similar to Krueger LMHD or Titus DEDV. Hot duct inlet shall be factory provided. Reducers are not allowed and will not be accepted.
2. All new interior VAV boxes shall be single duct type, pressure independent similar to Krueger LMHS or Titus DESV.
3. For all exterior exposures the solar load allowed is 55 CFM per window bay as part of space loads.
4. Controls:
 - a. All control work shall be per Base Building Control Specifications and Standards.
 - b. Provide full DDC control system for all VAV boxes. The DDC control shall be Andover Controls.
 - c. Contractor to coordinate with base building controls contractor. Emcor Services Integrated Solutions at (949) 460-4626.
 - d. DDC controls shall be provided with Andover bacnet terminal controller with flow sensor and Belimo direct coupled actuator.
 - e. Room thermostat shall be Andover wall mounted thermistor sensor.
 - f. Interface DDC VAV box controllers with base building fire alarm system. All boxes to open full on fire alarm and main supply fans to run during alarm condition to exhaust smoke. Base building fans do not shut down in alarm mode.
 - g. Provide isolator dampers on each floor. Provide one (1) control point for all floor dampers.
5. 24/7 or Supplemental AC Units:
 - a. The base building has chilled water system dedicated for Tenant's Supplemental or 24/7 cooling system.
 - b. Chilled water fan coil unit shall be similar to Trane or York.
 - c. Chilled water entering temperature is between 45°F and 48°F.
 - d. Unit shall be provided with stand-alone digital/programmable thermostat.
 - e. Provide unit with condensate pump, stainless steel drain pan and secondary drain pan. Spot leak detector must be provided in the secondary drain pan, upon detection of leak unit will be shut down.
 - f. Unit shall have smoke duct detector in the supply and return air plenum and interface with the building fire alarm to shut-down the unit upon activation.
 - g. Provide unit with Griswold Hose Kit.
6. Contractor shall provide BTU and flow meter to chilled water system on each floor. BTU meter shall be EMCO Sono-Track Transit Time ultrasonic flow meter.
7. Contractor shall remove existing main return air fire dampers and replace with new motorized dynamic fire damper similar to Pottorf FD-140 with HS-10 fire enclosure device.
8. Diffusers/Register/Grilles:
 - a. Perforated supply diffusers shall be similar to Krueger 1240P or Titus PMC.
 - b. Perforated return registers shall be similar to Krueger 1190 or Titus PXP.
 - c. Linear slot diffusers shall be similar to Krueger Design Flow or Titus Flow Bar.
 - d. Supply / Return grilles shall be similar to Krueger S80 or Titus 300 series.
9. Means of accessibility for all VAV terminal units will be provided by building standard 24"x24" ceiling tile, except where hard dry wall ceiling is specified, then a minimum 24"x24" access door shall be located in such a manner as to provide unobstructed access to controls. Otherwise, VAV terminal units should be relocated to an accessible area.
10. Contractor shall repair and/or replace all missing chilled water piping insulation throughout tenant improvement project. Insulation shall continue from piping to the edge of the hot water coil at each fan coil unit location.

11. Contractor shall repair and/or replace all missing or defective insulation on base building main supply ductwork.
12. If required by the scope of work, Contractor shall replace all existing pneumatic controllers to new upgraded Andover controls throughout tenant improvement project as directed by Chief Engineer.
13. No supplemental HVAC equipment shall be installed without prior approval of Landlord and/or Chief Engineer. All supplemental HVAC equipment shall be furnished with a building approved calibrated and certified accurate KWH meter located in the main electrical room for the said floor.
14. A manual balancing damper shall be installed for each individual supply air diffuser in the duct to the diffuser and shall be tagged with a marker in ceiling.
15. All duct runs from mains to terminal air units shall be externally insulated with foil back glass materials and constructed of rigid metal material and shall conform to the latest standards of SMACNA and ASHRAE.
16. All duct and VAV boxes, HVAC units shall be properly suspended using building hangers and supports. At no time shall duct or components of the system rest on ceiling tiles, ceiling grid or other systems such as conduits, etc.
17. Contractor shall demo all unused hangers, tie-rods or suspension straps in ceiling prior to replacing ceiling tiles.
18. All ducts from the main supply to the VAV terminal air units shall be sized to provide maximum design airflow at an average velocity of not greater than 1500 feet per minute. All ducts from the VAV terminal air units to outlet diffusers shall be sized to provide maximum design airflow at an average velocity of not greater than 1000 feet per minute.
19. Contractor shall provide and install return air openings or grilles on all full height walls as required for proper return airflow or path back to the AC unit main return.
20. Contractor shall demo all abandoned mechanical systems in ceiling, including but not limited to exhaust fans, VAV boxes, abandoned packaged AC units.
21. All interior and exterior spaces shall be zoned separately. For enclosed offices, there shall not be more than three offices in a single zone.
22. Air Handling Systems (Variable Air Volume Units). Units are tenant distribution and will need to be commissioned by the HVAC contractor with all repairs to be made as part of the tenant improvements. All VAV's need to be tied into the building's energy management system.
23. The building ventilation system utilizes the above-ceiling area as a return plenum.
24. Any items, which enter or affect the ceiling plenum, must be carefully coordinated with all consultants as space tolerances of some mechanical systems leave little room for additional items.
25. All partition types, except corridor walls, must all unobstructed air return through the plenum in accordance with the details provided in the Tenant Improvement drawings. Full height rated walls will require fire dampers of sufficient size for proper airflow. Full height non-rated walls require transfer ducts only.
26. No exposed fiberglass insulation, ceiling tiles or other loose fiber fiberglass products are to be used in the ceiling plenum air supply ducts. Air will be returned to the ceiling plenums through heat extract type light fixtures and through perimeter combinations supply/return air slot.
27. Ventilation and Exhaust: Any specific exhaust within tenant space shall be reviewed and approved by landlord prior to design.

IV. Electrical

1. Emergency Generators: For tenant required fire life safety use only.
2. No telephone or electrical outlets will be allowed in the drywall furring under the windowsills.
3. Sub meters. All tenant electrical consumption is to be metered. All sub-meter locations and installing contractors are subject to Owner's approval. New meters shall be building approved with required interface to building BMS system. Upon completion of installation, all meters shall be commissioned by building approved commissioning agents. At Owner's option an existing sub-meter to space may be re-used provided it is re-commissioned.
4. All equipment, including but not necessarily limited to, panels, transformers, meters and circuit breakers shall be manufactured by General Electric.
5. All wiring will be in conduit or EMT. Flex conduit are allowed in concealed walls. No MC cable or any prefabricated wiring allowed for power distribution. MC cable is allowed only for overhead light fixtures. All home runs branch circuit to panels shall be EMT. All conduits within tenant rated corridor shall be EMT. Run all raceway tight to structure, parallel to Building lines. Exposed raceway in equipment rooms, etc., shall tightly conform to Building outlines so as to be as inconspicuous as possible.
6. The electrical service is supplied from L. A. Department of Power & Water vaults. Buss from the transformers serves the main switchboards with 277/480 volt, 3-phase power.
7. Electrical Service to the typical floors is fed from the main building bus risers.
8. 277/480-volt panels serve the LED lighting, air handling unit motors, and fan powered terminals
9. Transformers feed the 120/208-volt LED lighting.
10. Provide and install seismic restraints for all equipment per state and local codes
11. Provide adequate ventilation for all new equipment installed, which may require the addition of exhaust fans, smoke/fire dampers and their connection to the Building's Energy Management System
12. All lighting shall be controlled via building standard occupancy sensors within the space.
13. Building standard lamps shall be compatible with the building's Lutron Quantum System and meet all LED lighting Title 24 requirements. For any non-building standard lamps, there will be additional charges for lamp replacement.
14. Utilization of existing floor walker duct system is preferred for tenant. Coring is allowed and shall be review by landlord. All coring shall be performed after hour. For all floor devices, the conduit shall be routed back to the same of within the same tenant space where device is located.

V. Fire / Life Safety

1. Strobe lights and smoke detectors shall be placed in Tenant space according to the NFPA fire code, Title 24 NEC code, and applicable building codes or at the direction of the local inspector having jurisdiction.
2. On projects of ten thousand (10,000) square feet or more, light fixtures in the electrical closets shall be placed on the emergency lighting circuit.

BUILDING CONTROLLERS:

- 1 Quantum CPU with Q-Manager Server per Building
- 1 Quantum Hub per Floor

SUITE CONTROLLERS:

MANUFACTURER: LUTRON, "ESN (ENERGI SAVR NODE)" COMPATIBLE WITH "QUANTUM" BUILDING SYSTEM.

LIGHTING CONTROLLER:

- LUTRON – Energi Savr Node with EcoSystem (QSM-xECO-S)
- LUTRON – QS Sensor Module (QSM2-XW-C)
- LURTON – EcoSystem to 0-10v Interface (TVI-LMF-2a)

AREA CONTROLS – Manual Switch to turn the lights on or off

MULTI-LEVEL CONTROLS – Manual Switch to dim or brighten the lights

- LUTRON – Pico Wireless Control, 3 Button with Raise/Lower (PJ-3BRL-Gxx)

SHUT-OFF CONTROLS – Automatic Device to turn off the lights when the space is vacated

- LUTRON – Wireless Ceiling Mount Sensor (LRF2-OCR2B-P-WH)
- LUTRON – Wireless Wall Mount Sensor (LRF2-OWLB-P-WH)

DAYLIGHTING – Device to sense the amount of natural light coming from a window or skylight

- LUTRON – Wireless Daylight Sensor (LRF2-DCRB-WH)

RECEPTACLE CONTROLLER:

- LUTRON – Energi Savr Node with Softswitch (QSM-4T20-S)
- Controlled Receptacle must be **GRAY**

DEVICES:

- DUPLEX TYPE 15A – 120V, SPECIFICATION GRADE
 - NEMA 5 – 15R HUBBELL MODEL 5252-1
- FLUSH FLOOR BOXES – HUBBELL WITH COVERS AS LISTED:
 - DUPLEX RECEPTACLES – HUBBELL # S3925
 - TELEPHONE / SIGNAL – HUBBELL # S2725
 - CARPET FLANGES – HUBBELL # S3079
- FIRE RATED POKE – THRU FITTING – RACEWAY COMPONENTS INC.
 - RECEPTACLE / TELEPHONE – RC700
 - DOUBLE DUPLEX – RC900A
 - TELEPHONE SIGNAL RC900M
 - FURNITURE FEEDS – RC900FF

TITLE 24 GUIDELINES:

Section 130.1 – INDOOR LIGHTING CONTROLS THAT SHALL BE INSTALLED

- a. 130.1(a) Area Controls: Manual On and Off Switch.
- b. 130.1(b) Multi-Level Controls: Manual Switch that adjust the brightness of the lights.
- c. 130.1(c) Shut-Off Controls: Automatically turns off the light when the space is unoccupied (maximum setting 30 minutes).
- d. 130.1(d) Daylighting Controls: Automatically adjust the brightness of the lights based on the amount of natural lights from the window or skylights.
- e. 130.1(e) Demand Response: Automatically adjust the lights to dim to a preset leveled when utility companies trigger a “flex alert” (system only needs to be DR capable at this time).

Section 130.5 – ELECTRICAL POWER DISTRIBUTION SYSTEM

- 130.5(d) Circuit Controls for 120-Volt Receptacles.

TENANT IMPROVEMENT:

- Install New Fixtures or move fixtures NO WINDOWS: Mandatory a/b/c/1.
- Install New Fixtures or move fixtures on daylight zone/ WITH WINDOWS (≥ 24 sqft window or ≥ 120 watts): Mandatory a/b/c/d/1.
- Space $\geq 10,000$ sqft: Mandatory a/b/c/d/e/1.
- Reconfigure a space (install or remove walls): Mandatory a/b/c/d/e/1.
- Modification in Place (i.e. fluorescent to fluorescent retrofit): Mandatory a/b/c/d.
- Alteration (i.e. fluorescent to LED retrofit): Mandatory a/b/c/d/e/1.

LTS INVOLVEMENT:

- LTS will perform all the tasks associated with system design and submittal package, controls drawings, system component installation, control wiring, commissioning and acceptance testing for permit signoff. LTS will consult with electrical installer of the fixture and outlets on wiring methods for separate control of each zone.

LTS VS ELECTRICAL CONTRACTOR - performing electrical work for tenant improvements scope of work.

- TI electricians install all new fixtures, outlet installation, wiring or re-wiring to accommodate local control of existing space.
- If space plan is using existing fixtures, LTS retrofit with 0-10v dimming ballasts to do all control wiring, control system components, commissioning, and acceptance testing.

VI. Telephone/Data

1. Telephone terminations are located in one main telephone closet at each typical floor level. A main telephone frame is located on Level P-1. All telephone equipment is located in the tenant spaces.
2. All telephone/data wiring located above or below slab area shall be installed in conduit.
3. Access to the building's risers is restricted. Approved subcontractors will make all connections from the Main Telephone Room (MPOE) to the Tenant's backboard.
4. Building is wired for digital cable television. Provider is Spectrum Cable [\(855\) 317-6334](tel:855-317-6334). Tenant is responsible for the cost to install cabling from building's telephone closet to their space.

VII. Plumbing

1. Lavatory: American Standard 0497.221 Under Counter 0.4GPM
2. Faucet & Soap Dispenser: ETF-880 0.35 Flow Rate & Sloan ESD 200-P Chrome 0.5GPM
3. Water Closet: Zurn Z5615 Wall Hung
4. Flush Valve: Zurn ZEMS6000AV-HET-IS Hardwired 1.28GPF
5. Toilet Seat: Olsonite 10C
6. Urinal: Zurn X5798 Discontinued/See Alternate
7. Alternate Urinal: Zurn Z5755-U
8. Flush Valve: Zurn ZeMS6003AV-ULF-IS Hardwired 0.125GPF
9. Transformer: Zurn P6900-ACA-BA
10. In all core restroom upgrades, all piping connections to lavatories and urinals shall be replaced with new pipe to main horizontal header. Provide access panel for clean out devices. Verify with building engineer.
11. In all core restroom upgrades, provide required floor drain.
12. Utilize electric insta hot type water heater for all tenant pantry use.
13. All plumbing fixtures should be hardwired.
14. Plumbing work is to use leak detector FloodStop by OnSite Pro Inc to detect any leak at floor level. It should be set up to isolate the main water supply to the entire kitchen/pantry. See Building Engineer for product details.

VIII. Fire Protection System

1. Building is fully sprinklered. All fire protection system scope shall be performed by building approved sub-contractor.

BANK OF AMERICA PLAZA

ACCESS REQUEST FORM

Brookfield
Properties

All access forms *must* be submitted 24 - 48 business hours prior to scheduled work.

Tenant Name: _____

Tenant Floor:	Tenant Suite:	Requested By:
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Vendor Information

*Certificate of insurance is required. For insurance requirements please contact the Office of the Building.

Vendor Name:	Vendor Contact Person:
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Date (s) Access Required:	Time Access Required:
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Describe the scope of work:

Special Requirements:

Freight Elevator Reservation Mon - Fri 7p - 6a, anytime weekends & Holidays Cost: \$65.00 per hour (4) hour minimum	Loading Dock Reservation
Yes <input type="checkbox"/> Start Time: _____	Yes <input type="checkbox"/> Start Time: _____
No <input type="checkbox"/> End Time: _____	No <input type="checkbox"/> End Time: _____

Office of the Building Use Only

Building Management Approval: _____ <div style="text-align: center; margin-top: 5px;">Print Name</div>	Insurance Received <input type="checkbox"/>
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FIRE SAFETY SYSTEM IMPAIRMENT FORM

PLEASE CIRCLE ONE: DRAIN DOWN HOT WORK

Requester Information

Requester Name Company Name Suite Number Phone Number Today's Date

Contractor Information

Contractor Name On Site Contact Name Contractor Phone Cell Number Fire Watch Provided By Building? Yes No

Date of Work: _____
 Estimated Start Time: _____
 Estimated End Time: _____
 Description of Work: _____

Name of Fire Watch

Note Always check-in with Security at the beginning and end of work.

Affected Systems

Please check all systems and/or devices that apply.	Status			Time / Date Down	Time / Date Up	
	Drained	Secured /Disabled	Removed			
Floor Sprinklers						
Tower North Riser						
Tower South Rise						
Base Sprinklers						
Base Hose Risers						
Fire Pump Number						
Fire Fill Valve Number						
Generator Number						
ATS Number						
Smoke Detector(s)						Remove or Bag (circle one)
Flow Switch(es)						
Tamper Switch(es)						

Approvals

Shane Eaton, Chief Engineer Date Building Manager Date

Chris Castillo, Security Manager Date

FIRE SAFETY SYSTEM IMPAIRMENT FORM

THIS PAGE TO BE COMPLETED BY BUILDING PERSONNEL ONLY

Follow Up Information

Tags Issued To:	Engineer _____	FCC Operator (Please Print) _____
Tag Number(s):	Notification:	
	LAFD	(213) 384-3131
Tag Out Time:	I.R.I	(714) 935-3214
	Emergency	(800) 243-8222
Tag In Time:	_____	
	FCC Operator Signature	Date

Hot Work Check List Date: _____ Time: _____ am / pm

Flame or spark producing equipment to be used has been inspected and found in good repair.

Initial _____

Sprinklers are in commission and will not be taken out of service while this work is being done.

Initial _____

There are no combustible fibers, dusts, vapors, gases or liquids in the area. Tanks and equipment previously containing such materials have been purged. The absence of gases or vapors has been verified by combustible gas detection instruments. If there is a possibility of a leak developing in near-by piping, equipment, or tanks, this area is being continuously monitored.

Initial _____

The work will be confined to the area or equipment specified on this form.

Initial _____

Surrounding floors have been swept clean and, if combustible, wet down.

Initial _____

Ample portable extinguishing equipment have been provided.

Initial _____

guards or flame proofed curtain or covers (not ordinary tarpaulins).

Initial _____

All floor and wall openings within 35 feet of the operation have been tightly covered.

Initial _____

Fire watch personnel have been assigned to watch for dangerous sparks in the work area, and if necessary, on floors above and below.

Initial _____

Arrangements have been made for a patrol of the area, including floors above and below, during any lunch or rest period and for at least one-half hour after work has been completed.

Initial _____

Exact Location of Work _____

Engineer's Comments _____

Engineer's Signature _____ Date: _____