

Revised 11/12

**SOUTHFIELD TOWN CENTER
TENANT AND CONTRACTORS BUILDING RULES, PROCEDURES
AND BUILDING STANDARDS**

These guidelines have been developed by building management to provide information to any architect, contractor or tenant vendor/contractor about construction standards and rules at the Town Center Building complex. It is expected that a contractor working in the building realizes that he and his employees are invited guests and will be required to exercise good judgement and courtesy at all times. Furthermore, please be aware that many other businesses are operating within the building simultaneously and the building management is committed to providing them with a quiet, clean and safe environment. We reserve the right to halt or delay any work in the building if we determine that the work interferes with our tenants' ability to reasonably conduct their business. Security measures will be taken if required to assure compliance.

Thank you for your cooperation and adherence to these guidelines. Should you have any questions regarding the requirements herein contact Chief Engineer, Engineering at (248) 358-0780 or Construction Department at (248) 350-2222.

Building and Dock Hours

<u>Location</u>	<u>Days of Operation</u>	<u>Hours of Operation</u>	<u>Phone #</u>
Building Management Office	Monday thru Friday	8:00 a.m. to 5:00 p.m.	248-350-2222
Dock	Monday thru Friday	6:30 a.m. to 6:00 p.m.	
	Saturday	6:30 a.m. to 2:00 p.m.	

The Building is closed Sunday and the following holidays:

Memorial Day	Independence Day	Thanksgiving Day
Christmas Day	Labor Day	New Year's Day

Freight Elevator Information

<u>Freight Car #</u>	<u>Width</u>	<u>Length</u>	<u>Low Height</u>	<u>High Height</u>	<u>Door Height</u>	<u>Door Width</u>	<u>Capacity</u>
1000	5,5"	6'8½"	---	9'6¾"	8'4"	4'0"	4,500
2000	5,4"	7'6½"	8'11½"	12'0"	6'11½"	4'0"	4,000
3000	4'6 ½"	7'10"	---	8'0"	7'0"	4'0"	4,000
3000 B	4'2"	7'1"	7'11¾"	8'3½"	6'6"	4'1½"	4,000
3000 C	6'5¾"	5,7"	---	8'11¾"	8'	3'6"	4,000
4000	5'4¼"	7'10"	---	7'6¼"	7'0"	4'0"	4,000

Dock/Bridge Heights in Alley

1000	14'3"
2000	14'5"
3000	13'2"
4000	15'5"

Maximum truck size into dock is 48'0" long including cab.

Construction and/or Service Work

1. No contractor/subcontractor shall be allowed to begin construction or deliver materials without a current Certificate of Insurance being submitted to the building management office at 2000 Town Center, Suite 350, Southfield, Michigan 48075. Contact the building management office for the list of additional insureds.
2. All drawings must be reviewed and approved by building management prior to the beginning of construction per lease requirements. One (1) set of reproducible as-built drawings are to be provided to building management when construction is completed. The final retainage shall be paid subsequent to receipt of said drawings.
3. **All Contractors, Subcontractors and materials must be approved through the building management office prior to start of construction.**
4. Contractor shall be responsible for obtaining all permits and licenses and adhering to building codes. Building permits must be posted in plain view on the premises and a copy given to the building management office.
5. A list of all contractors and subcontractors working in the building along with their phone numbers must be provided by the general contractor to the building management office before work begins. General Contractors must provide building management with a means to contact the person responsible for the work being performed at Town Center. This means of contact must be available seven (7) days a week, 24 hours a day.
6. Upon arriving at the building, the contractor and/or tenant consultants must provide identification at the security desk in return for a building pass. The building pass must be worn at all times while in the building. Contractors are expected to abide by all safety and security policies and procedures of Town Center.
7. If a temporary key is needed for access onto the floor, the general contractor must sign it out daily from the security base, located on the basement level of 3000 Town Center, leaving a driver's license, state I.D. card, or other approved means of insuring the key will be returned.
8. No vehicles may be parked in the fire lanes, even for loading and unloading, unless the driver remains in the vehicle at all times.
9. After unloading, construction crews will park their vehicles in an area designated by Building Management.
10. The general contractor is responsible for the cost to provide a freight elevator operator if required by building management.
11. All construction personnel shall use the freight elevator. Use of passenger elevators is prohibited.

12. All construction materials, tools, and trash are to be transferred via freight elevators. Situations may arise from time to time when the Contractor may be required to share the freight elevator with the cleaning crew, tenants, deliveries, or other contractors, etc.
13. Coordinate large deliveries or special use of the freight elevator through the building management office 48 hours in advance. This should be scheduled for after-hours. If arrangements are not made in advance, deliveries (drywall, ceiling tile, etc.) may be denied.
14. The Contractor shall confine his use of the premises to the designated construction area so as not to interrupt building tenants.
15. The Contractor shall carefully protect all walls, carpets, floors, furniture and fixtures. The contractor shall repair or replace damaged property without cost to the Building Owner.
16. All areas must be kept clean and passage unobstructed to corridor and emergency exits. If the contractors work area is deemed to be a fire hazard or if it creates any other unsafe condition and no effort is being made to clean it up, it will be undertaken by the building management office and costs charged back to the general contractor. It is the General Contractors responsibility to segregate his/her work area from the other building occupants and to provide proper signage indicating the hazards within the work area.
17. Construction crews shall remain on the floor under construction using restrooms on that floor only.
18. Access into the building after-hours must be scheduled through the building management office before the end of the business day by the general contractor only. Contractor's name, amount of people and floors to be accessed must be provided.
19. Work on another tenant floor needs to be scheduled 24 to 48 hours in advance and probably will have to be done after-hours with a security escort. Escort time will be charged back to the general contractor.
20. Contact the building management office for access to electrical closets, telephone closets, mechanical rooms and other tenant spaces. Unauthorized access to these areas is prohibited.
21. HVAC may not be provided during construction of a tenant's space. If needed, contact the Service Center for rate and scheduling.
22. The Building is served by standard City water and electric utilities. Contractor is responsible to arrange for use of such utilities with Building Management. The costs associated with connections/disconnections (temporary or permanent) will be borne by the Contractor. It is also the responsibility of the Contractor to insure proper use of such utilities within the limits of design. At the option of building management, such usage may be metered and charged to the General Contractor.

23. The Contractor shall at all times on a day-to-day basis keep the site free from accumulations of waste material, debris or rubbish caused by his employees or work. Clean-up shall be done immediately, not at the end of the job. At the completion of the work, he shall remove from the site all tools, scaffolding, surplus materials, and debris, and shall leave the site and his work "broom clean" nightly and "occupancy clean" upon completion of the job.
24. Trash, fixtures, tools, etc. must be kept within the demised premises, not in common areas or hallways. Building Management assumes no responsibility in the event of their loss.
25. If plans call for removal of any permanent fixtures, (i.e., doors, hardware, air conditioning equipment, etc.) these fixtures will be returned to the building.
26. There are certain operations that must be performed outside of normal business hours to prevent the interruption of existing tenant business operations:
- These are:
- A) Drilling or cutting of the concrete floor slab.
 - B) Drilling or cutting of any concrete structural member.
 - C) Any work where machine noise, hammering or vibration may disrupt normal office procedures.
 - D) Any work where the odors or fumes will interrupt normal office procedures.
- All work performed outside normal hours must be scheduled and approved by the management office.
27. Painters will use the sink in the freight lobby or janitor closet to obtain water and clean paint tools. Mud or paint is not to be poured down the drains. Restrooms are not to be used for mixing mud, cleaning paint tools or disposing of paint and mud.
28. Trash removal is the responsibility of the general contractor. Existing dumpsters may not be used for construction trash removal unless prior arrangements have been made with building management for such use and all associated costs. Trash and debris must be removed from the demised premises daily. Location of and pick-up/delivery of contractors dumpsters must be coordinated with Service Center and other on-site contractors.
29. Any and all existing materials removed and not reused in the construction, except as directed by the management office, shall be legally disposed of by the Contractor as waste.
30. Punchlist:
- A. The normal time allocated for punch list work shall be one (1) week from the date of issuance.
 - B. The work will be completed by arrangements through the General Contractor
 - C. Notification is required immediately if damage to other work or products is experienced during the course of punchlist repairs.
 - D. In the event the tenant has occupied the space to be repaired, the tenant must not be disturbed. Arrange for work to be completed through the General Contractor.

- E. Cleanliness in the tenant space must be maintained while making the necessary repairs.
31. No abusive language or actions on the part of the workers will be tolerated. It will be the responsibility of the General Contractor to enforce this regulation on a day-to-day basis.
 32. Radios will not be permitted.
 33. Smoking will not be permitted inside the building.
 34. Construction workers are not allowed to use the telephone in the building management office or any existing tenant spaces.
 35. General contractor shall designate an on-site "Supervisor" responsible for adherence to these rules.
 36. A copy of these Tenant and Contractors Building Rules, Procedures and Building Standards, acknowledged and accepted by the General Contractor, must be posted on the job-site in a manner allowing easy access to all workers. It is the General Contractor's responsibility to instruct his and all subcontractor workers to familiarize themselves with these rules.

M.E.P. GUIDELINES

1. All connections, shutdowns, modifications or any other work affecting existing building equipment or systems must be performed outside of regular building hours and must be coordinated through the Service Center at 248-358-0780.
2. Access to all mechanical, electrical, plumbing controls, valves, switches, motors, and components that may require service and inspection must be kept free from obstructions.
3. Filters must be installed on the building return air shafts and fan power box units by the contractor for the duration of the construction period. Additionally, protection must be provided to smoke detectors, duct detectors or any other such devices during construction. This work must be coordinated through the Service Center (248) 358-0780.
4. Provide access panels or relocate any fan power box units, air balance dampers and life safety junction boxes located in any drywall ceiling areas. All electrical and telephone conduits, plumbing pipes, and ductwork should be located so as to not interfere with access to fan power box units. All wiring, piping, etc. must be properly supported above the ceiling and must not lay on top of the ceiling grid.
5. All connections to building wet column stubs must be provided with a full size stub and proper valving for future use.
6. All structural engineering is to be reviewed by Landlord's structural engineer at tenant's cost, per lease requirements and reviewed with the building management office.

7. Tenant lamps are to be 34 watt cool white fluorescent or 75 watt incandescent unless otherwise approved by building management.
8. All testing of the mechanical, electrical, plumbing and fire systems shall be conducted under the guidance of the building engineer prior to move-in and coordinated with the building management office with no less than 48 hours advance notice.
9. Package Air Conditioner Units
 - A. Units to be in approved location so it will not interfere with access to any other building devices.
 - B. Units to be hung from building structure according to manufacturer specification and with use of 1/4 - inch rods.
 - C. All units are to be water cooled (no air cooled units with condensers venting into ceiling or tenant space) by use of domestic city water.
 - D. Water source is to be only from the main water riser serving the floor where the a/c unit will be located, and equipped with an independent ball valve feeding the cooling unit. Valve to be labeled.
 - E. Water meter to be installed in area close to main shut off valve and accessible in public corridor. Remote meter indicator to be in janitor room or in approved area by building management. Water meters are to be all brass type by Carbon, Hersey or of approved equal. All metering on water meter and remote to be in cubic feet. Meter and remote to be labeled with tenant name.
 - F. Back flow preventor to be installed for each unit and located in area over public corridor and accessible for maintenance and testing. BFV's are to be manufactured by Watts, Fedco, Hersey or an approved equal. BFV's to be labeled with tenant name.
 - G. All piping for water supply, return water and condensate drains are to be of type L copper. All piping to be independently supported with hangers to building structure.
 - H. Water control valves for the cooling unit to be constructed of all brass and manufactured by Watts or an approved equal.
 - I. Domestic water line to cooling unit is to be insulated with Fiberglass ASJ all service type insulation taped at all joints.
 - J. All cooling unit condensate drain lines and condenser return lines are to drain into janitor sink or to an approved area. If draining into sanitary line is required, proper trapping and venting to be provided according to code requirements.
 - K. All cooling units are to be 208 volt single phase and metered. All meters to be manufactured by Intellimeter, Type Register U 200/208 and installed in electric room on floor that unit serves. Meter to be labeled with tenant name.
 - L. Data sheet forms provided by building management are to be completed with data indicating all electric and water meter details, manufacturer, type, serial number multiplier, Building floor, Suite # and turned into the Service Center before occupancy of suite.
10. All HVAC controls must be approved by the building management office (Chief Engineer).
11. All new duct work installed must be externally insulated unless internal insulation is required for sound alteration. All internally insulated ducts must be pre-approved by management.

12. All pipe insulation should be fiberglass or other plenum rated material.
13. All communications lines must be plenum rated and properly tagged to identify the tenant and equipment served by such lines. Routing must be pre-approved by building management.

Life Safety

1. Before any work may begin, the contractor must first check in with the building Chief engineer who will isolate the floor on which the work takes place.
2. Tenant floor design of life safety and ADA strobes will be done by the base building contractor per the N.F.P.A. and City of Southfield codes at tenants cost.
3. System testing and final connection to the base building system will be performed by the base building contractor at tenant's cost. The work must be coordinated through the building management office (Project Manager).
4. No tie-ins or interlock to the building fire alarm panel unless approved by the building management office.
5. Life safety strobe and speaker upgrade to meet ADA standards is at the general contractor's cost.
6. Any new alarm points or circuitry on fire alarm system is the general contractor's cost.
7. All new fire/life safety system components must match the Base Building standard.
8. Air balance contractor must test and certify in writing that the proper number of air changes in smoke removal mode per N.F.P.A. requirements occur in the contract space. Coordinate through the Service Center (Chief Engineer).
9. Installation of life safety speakers and strobes must meet the N.F.P.A. and City of Southfield codes. If found not installed per current code, the cost to comply will be the tenants (proper wiring, wire size, connections, operation, etc.). Any floor penetration or rated wall penetrations must be properly sealed with an approved firestop material.

Fire Protection Sprinklers

1. Before any work may begin, the contractor must first check in with the building engineer who will isolate the floor on which the work takes place.
2. No welding, cutting or dusty work or any other work that has the potential of activating the building fire/smoke detection system may begin without first informing the building engineer.
3. The General Contractor is responsible for fire and life safety including providing watchman and extinguishers during construction.

4. Sprinkler piping minimum schedule 40 pipe with threaded or victallic couplings based on system pressures.

Hardware

1. All the locks will be keyed under the base building keying schedule. Contact the Service Center for assignment of which keyway schedule to use.
2. General contractor must furnish the building management office with hardware schedule.
3. Any keycard access systems must be independent of the building identification/keycard system.

Building Standards

1. Contractor must construct within building standards, unless prior written approval has been obtained from building management (Project Manger).
2. Current standards are subject to change and it is the General Contractor's responsibility to verify.
3. All contractors must work in harmony with other trades (union) working within the Town Center complex.
4. In the event the contractor is retained by the tenant, the tenant will be held responsible for the contractor's actions and all associated costs, except as described within the lease