

RETAIL IMPROVEMENT MANUAL

701 West Georgia - Retail



TABLE OF CONTENTS

INTRODUCTION	4
CONSTRUCTION RULES & REGULATIONS	6
Landlord Consultants	6
Approved Sub-Contractors for Client Work	7
Certificates, Permits and Approvals	8
1. City Building Permits	8
2. Legal Descriptions	8
3. Insurance Certificate	9
PRECONSTRUCTION REQUIREMENTS	10
1. Preconstruction Kickoff Meeting	10
2. Security Deposit	10
SITE ACCESS AND SECURITY	11
WORK PERMIT	12
Construction Criteria	12
1. Access Panels	12
2. Expansion Joints	12
3. Storefront Support	13
4. Special Site Conditions	13
5. Electrical Hardware	13
6. CCTV	13
7. Asbestos	13
WORK REGULATIONS	15
1. Hoarding	15
2. Equipment Removal	15
3. Security of Premises	15
4. Sign Posting	15
5. Tool Loan	15
6. Public Restrooms	16
7. Construction Safety	16

9. Common Area Veneer Paneling	16
10. Hazardous Materials	17
11. Working Hours	18
12. Noise	18
13. Identification Badges	18
14. Work Areas	18
15. Cleanliness of the Work Site	19
16. Damage Report	19
17. Garbage Removal	19
18. Access and Deliveries	20
19. Emergency Contact	23
20. Security Control	23
21. Existing Finishes	23
22. Damage to Landlord's Property	23
23. Structural Alterations	23
24. Work on Roof	24
25. Coring, Trenching or Cutting (CF work permit required for all work below)	24
26. Signs	24
27. Floors	25
28. Power-Actuated Devices	25
29. Electrical (CF work permit required for all work below)	25
30. Data and Communication	26
31. Power Shutdowns (CF work permit required for all work below)	26
32. Access Panels	26
33. HVAC Equipment Cleaning	26
34. Air Balance Report	26
35. Unexpected Conditions	27
36. Payment of Landlord's Damages, Etc.	27
37. Landlord's Deficiency List	27
38. Final Base Building Connections	27

39. Close Out Documents	27
FIRE AND LIFE SAFETY REGULATIONS	29
1. Heat Detectors and Smoke Detection Systems	29
2. Sprinklers	30
3. Fire Standpipes	31
4. Pull Stations	32
FINES FOR FIRE AND LIFE SAFETY VIOLATIONS	35
Amendments to Work Regulations	36
APPENDIX A	37
Handover Form	38
Construction Rules & Regulations - Sign-Off Form	3
Transfer of Prime Contractor Status	41
Landlord Access - Tenant Authorization Form	42
Unit Fact Sheet	43
Recycling & Waste Tracking Sheet	
APPENDIX B	
Designated Prime Contractor [Non-CF]	43
Transfer of Prime Contractor Status Form	44
APPENDIX C	47
Work Permit Policy	48
Procedure for Obtaining Work Permit Approval	48
Type of Work Permits	49
Hazardous Materials Work Permit	49
Hazardous Materials - Contractor Notification	49
Fire Protection System Bypass Permit	50
Scanning/X-Ray & Coring Work Permit	50
Grinding and Cutting Permit	50
Suspended Access Equipment Use	50
Types of Access Forms	

INTRODUCTION

Cadillac Fairview has endeavoured to establish an attractive and prestigious shopping environment and the imaginative use of quality materials is encouraged to add excitement to the individual storefronts. To assist you and your team in the planning and construction of your store, this Retail Projects Manual is prepared to outline some recommendations, procedures and, Landlord requirements which are for the benefit of you and your neighbouring Tenants at CF Pacific Centre.

The following is an overview of the policies and procedures required prior to the start of construction. To facilitate a timely start and successful completion of your project, we ask that both the Tenant and the Tenant Contractor familiarize themselves with the process and required documentation. While carrying out work in the Leased premises, the Tenant and all its contractors, agents and employees are required to review the Retail Projects Manual and to abide by all applicable laws, regulations, orders, etc., including, without limitation, the regulations listed throughout this Manual. Tenants, their designers and contractors must acquaint themselves thoroughly with the material herein so their design and construction can proceed in a coordinated and expeditious manner.

Tenants are required to employ competent professionals in the fields of design engineering and contracting relative to their development work. The firms or individuals nominated by Tenants to direct these functions are subject to the approval of the Landlord.

Despite on-going construction at CF Pacific Centre our stores are operational, and Tenants are asked to bear this fact in mind when scheduling and directing construction work. The Landlord requires the active cooperation and consideration of all concerned in order to minimize disruptions to the centre and all its occupants and visitors.

Failure to abide by the terms and conditions of this Contractors' Rules and Regulations package may result in fines to the Tenant and/or their Contractor as well as withdrawal of access authorization.

All questions, submissions and proposals relative to client work should be directed to:

Design Inquiries

Senior Manager, Client Design & Delivery

Aaron Rosensweet
410- 609 Granville St
Vancouver, BC
(604) 961-9877
aaron.rosensweet@cadillacfairview.com

Coordinator, Client Design & Delivery

Nephelo Jiang
410 – 609 Granville St
Vancouver, BC
(236) 333-6441
nephelo.jiang@cadillacfairview.com

Construction Inquiries

Senior Project Manager - Tenant, Landlord, & Capital Projects

Maryam Kashani
910 – 609 Granville St
Vancouver, BC
(604) 630-5315
maryam.kashani@cadillacfairview.com

Project Manager - Tenant & Landlord

Lina Tamadinda

910 – 609 Granville St
Vancouver, BC
(604) 630-5318

lina.tamadinda@cadillacfairview.com

Tenant Projects Coordinator

Majid Taherinejad

910 – 609 Granville St
Vancouver, BC
(604) 646-8030

majid.taherinejad@cadillacfairview.com

Operation Inquiries

Operations Manager

Hayk Houlder

Tel.: (604) 638-3375

Email: hayk.houlder@cadillacfairview.com

South Loading Dock

Tel.: (604) 687-0238

Inquiries: For logistics information.

Senior Security and Life Safety Manager

Brent Findley

T: 604.630.5330

Email: brent.findley@cadillacfairview.com

Fire & Life Safety Manager

Justin Stringer

T: 604.630.5304

justin.stringer@cadillacfairview.com

Mailing Address

The Cadillac Fairview Corporation Limited Box
10346, CF Pacific Centre
Suite 910 – 609 Granville Street
Vancouver, BC V7Y 1G5

Security Control Centre

Tel.: (604) 669-3241

Email: pccsecurity@cadillacfairview.com

Inquiries: Report suspicious activity and first response in case of emergency.

CF Connect (Service Centre)

Tel: 1-800-665-1000

Email: cfconnect@cadillacfairview.com

Inquiries: To reserve freight elevator access and all other general inquiries. Submissions of fire alarm and sprinkler system work permits and after-hours access requests.

CONSTRUCTION RULES & REGULATIONS

CF Pacific Centre is a shopping centre stretching three city blocks in Downtown Vancouver. It consists of seven office towers, two fashion department stores, underground parking, and approximately 100 shops and services.

Entrances from all bounding downtown streets provide free flowing pedestrian traffic patterns and connect all seven office towers to the shopping centre, the vehicular parking garage and a First-in-Class Hotel, formerly the Four Seasons.

- 30 storey TD Tower, 700 West Georgia
- 18 storey 701 West Georgia Tower
- 24 storey 609 Granville
- 18 storey 777 Dunsmuir Tower
- Pender Place consisting of 700 and 750 West Pender, and
- 4 storey 725 Granville

The Shopping Centre facilities are located on four separate levels:

- Georgia Street Level,
- Dunsmuir Street Level,
- Howe Street Level, and
- Pender Street Level.

Landlord Consultants

The following are the Landlord's Base Building Consultants:

Architectural Consultants Cutler Architecture Ltd.
195 Alexander Street, 2nd Floor
Vancouver BC V6A 1B8
O: 604.681.5050

MGBA – MALLEN GOWING BERZINS ARCHITECTURE
300 – 7 East 6th Avenue
Vancouver BC V5T 1J3
O: 604.484.8285

Structural Consultant Read Jones Christofferson
4th Floor - 210 W. Broadway
Vancouver, BC V5Y 3W2
Tel: (604) 738-0048

Electrical Consultant	Introba Canada LLP 180-200 Granville Street Vancouver, BC V6C 1S4 Tel: (604) 687-1800
Mechanical Consultant	The AME Consulting Group Ltd. 200 – 638 Smithe Street Vancouver, BC V6C 2X4 Tel: (604) 684-5995
Environmental Consultant	Pinchin Ltd. 200-13775 Commerce Parkway Richmond, BC V6V 2V4 Tel: (604) 244-8101

Approved Sub-Contractors for Tenant Work

Mechanical:

- Leverage Mechanical (604) 944-5550
- Meridian West Mechanical (604) 366-4761
- MCR Mechanical Ltd (604) 939-8258
- Davidson Bros Mechanical (604) 522-4798
- Contractors (604) 838-7198
- Mainland Plumbing & Heating Ltd.

Electrical:

- (604) 540-1321
- Western Pacific Enterprises (604) 299-1640
- Sasco Contractors Ltd. (604) 683-5752
- Mott Electric

Controls:

- (604) 521-9282
- Control Solutions Ltd.

Sprinklers: *MUST BE USED FOR INSTALLATIONS/MODIFICATIONS*

- Troy Fire & Life (604) 856-1137
- Safety (604) 324-7122
- Viking Fire Protection (604) 255-4591
- Priority Fire (604) 299-1030
- Fire Pro Fire Protection

Air Balancing: *MUST BE USED FOR THE REPORT*

- Western (604) 324-1434
- Mechanical (604) 872-8651
- KD Engineering

Fire Alarm Verification: *MUST BE USED FOR VERIFICATION*

- Fire Pro Fire Protection (604) 299-1030

Electrostatic Painting: *FOR DEMISING CAPS*

- Harris Coating Systems Ltd (778) 885-7421

Certificates, Permits and Approvals

1.) City Building Permits

The Tenant's design and construction work must comply with all applicable by-laws. The Tenant must obtain all necessary permits and approvals from the appropriate government authorities before construction begins within the Leased premises. Building permits must be obtained from:

The City of Vancouver City Hall
515 West 10th Ave
Vancouver, BC V5Z 4A8

Building Permits Department (604) 873-7611

Copies of all permits must be delivered to the Landlord through the Tenant Projects Manager. A copy of the building permit must be posted at the site. The Tenant must correct any work that does not meet with the approval of the building inspector, even though the Tenant's drawings may have been approved previously by the appropriate government authorities and the Landlord. Any revisions to the approved drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required correction(s), the Landlord may make the correction(s) at the Tenant's expense.

The principal code references are the BC Building Code, latest edition, and the Occupational Health and Safety Act, latest edition, Regulations for Construction Projects.

2.) Legal Descriptions

Block 52 Retail Units O001-O015 and TD Tower (700 West Georgia)
Block 52 (Reference Plan 9962), District Lot 541, Group 1, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.
Block 42 Retail Units D001-D069, G001-G054 and 701 West Georgia and 609 Granville
Block 42 (Reference Plan 10328), District Lot 541, Group 1, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.
PID 010-240-004
Block 32 Retail H001-H037, D075-D094, G060-G081 and 777 Dunsmuir Street
Lot 'C', Block 32 (Reference Plan 21253), District Lot 541, Group 1, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.
PID 007-857-969
700 West Pender (Pender Place office and retail)

Lot 'B', Block 32, District Lot 541, New Westminster District Plan 14253 in the City of Vancouver in the province of British Columbia.
PID 007-892-926 (Lot 'B')
750 West Pender (Pender Place office and retail)
Lots 1, 2, 3, 4, & 5, Block 32, District Lot 541, New Westminster District Plan 210 in the City of Vancouver in the province of British Columbia.
PID 015-106-705 (Lot '1')
PID 015-106-713 (Lot '2')
PID 015-106-721 (Lot '3')
PID 015-106-730 (Lot '4')

3.) Insurance Certificate

Evidence must be provided, in a form acceptable to the Landlord, that both the Tenant and its general contractor each have a minimum **\$5,000,000 million worth of comprehensive General Liability Insurance**. The Comprehensive General Liability policy is in the name of the Insured Tenant and as Additional Insured (only with respect to liability arising out of the operations of the Named Insured for which an agreement has been issued).

- I. Pacific Centre Limited
- II. 527698 British Columbia Ltd.
- III. 527700 British Columbia Ltd.
- IV. 622145 British Columbia Ltd.
- V. The Cadillac Fairview Corporation Limited
- VI. VanPC LP and VanPC GP Ltd., as landlord
- VII. The Cadillac Fairview Corporation Limited, as manager

All general contractors must ensure that their policies cover all work performed by their sub-trades. Any other contractor working directly for a Tenant and requiring access to common areas (telephone rooms, mechanical rooms, etc.) must likewise provide acceptable evidence of adequate insurance coverage.

If a company is a subsidiary of another firm, proof of adequate insurance must be provided in the form of either (i) an actual insurance certificate as outlined above, or (ii) a letter and insurance certificate from the parent firm indicating that it is willing to accept responsibility for its subsidiary's work.

PRECONSTRUCTION REQUIREMENTS

All documents listed below are required one week prior to work commencing at the property.

1.) Preconstruction Kickoff Meeting

Prior to entering the project or commencement of construction, the Tenant's general contractor must schedule a Preconstruction Kickoff Meeting with the Tenant Project Manager & Client Design and provide the following:

- ☐ Approved Plans On Site with Landlord Stamp
- ☐ Tenant's City permits and the building department approved set of plans
- ☐ Signed Client Acceptance Form (Appendix A)
- ☐ Signed Construction Rules & Regulations Form (Appendix A)
- ☐ Signed Transfer of Prime Contractor Status Form (Appendix A)
- ☐ General Contractor's Insurance with \$5,000,000 million general liability with Additional Insured
- ☐ WorkSafe BC Clearance Letters of good standing for General Contractor and all sub-trades
- ☐ Safety Plan
- ☐ Copy of the Building Permit (Note: when applying for a city BP, contractors must now independently apply for the permits listed as follows: Sprinkler, Electrical, Mechanical and Fire Alarm verification)
- ☐ Sub-trades List (Name and contact phone number)
- ☐ Project Schedule (Start date task dates and completion date to include Landlord deficiency walk)
- ☐ Hazmat report if applicable

2.) Security Deposit

- ☐ A Refundable **\$5,000 CAD (five thousand dollars)** deposit from the Tenant's General Contractor and **\$5,000 CAD (five thousand dollars)** from the Tenant will be required at the time of jobsite check-in. This deposit (in Canadian dollars) will be returned after completion of deficiencies and once all close out documents have been received. Cheque payable to **"The Cadillac Fairview Corporation Limited in Trust Re: Pacific Centre"**.

Once the above documents are received, access will be arranged.

SITE ACCESS AND SECURITY

Site Access and Security

Once the project has been authorized to commence, requests for site access must be made by the General Contractor to CF CONNECT via email (cfconnect@cadillacfairview.com), copying the Tenant Project Manager. GC's are asked to use the following template to provide relevant information, at least 2 business days prior to the required access:

- WHO: Name and contact information for general contractor and/or subcontractor (attach full list of people who need access) - Example: Main Contractor 604.111.1111 with sub-contractor XX
- WHEN: Date and duration of work and access (attach project schedule) - Example: Friday, January 9 at 6:00 p.m. to Monday, January 12 at xx
- WHERE: Location of access - Example: CRU G02
- WHAT: Description of work, as well as any additional details that could be important - Example: Tenant improvement

The approved request will be added to the contractor access calendar, and confirmation will be sent to the General Contractor. Access will expire on the completion date listed on the access request. The Pacific Centre Access Control Centre will not grant access to contractors with an invalid or expired access request. If there are any changes to the project schedule, the General Contractor must forward an updated schedule to CF Connect and reference the original ticket number for the access expiry to be revised.

Prior to the start of work each day, all employees of the General Contractor or associated sub-contractors must check in at the Pacific Centre Access Control Centre (located on the mezzanine level of 701 West Georgia) to receive Contractor badges, sign-out keys and access cards as required. The badges must be visibly worn at all times while working in Pacific Centre, including common areas. Contractors must return the badges, keys and access cards to the Access Control Centre, on a daily basis, before they leave the Pacific Centre complex. Lost badges may be subject to a replacement fee.

The General Contractor shall ensure that all cards and keys are returned to the project box on a daily basis. Failure to return the cards will result in a replacement fee of \$25 per card. In case of missing keys the fees will be assessed on a case by case basis depending on the type of key (mechanical, electrical rooms, etc).

WORK PERMIT

Work Permit

Certain work at Pacific Centre requires a Work Permit; including, but not limited to:

- Hot Work
- System Disable (ie, fire protection system bypass)
- Sprinkler (subject to additional fees)
- Smoke Detector
- Heat Detector
- Pull Station
- Water Shutdown
- Electrical Shutdown
- Grinding/Cutting
- X-Ray (safety plan and security guard coverage required)
- Coring
- Scanning
- Roof Access
- Hazardous Materials Abatement

Please refer to Appendix C of this guide for more information on Work Permits and the Pacific Centre [website](#) for a copy of the appropriate work permit, and associated rules and regulations. A Cadillac Fairview Work Permit application must be submitted by the General Contractor at least 2 business days prior to the commencement of the planned work, in all cases, and no related work can commence until approval is received.

Construction Criteria

1.) Access Panels

In order for Building Operators to properly service the landlord's HVAC equipment located in the Tenant's ceiling space, proper access and platforms must be provided to ensure easy access and safety for equipment maintenance or replacement of parts. It is the Tenant's responsibility to service the HVAC. There shall be sufficient access panels around the units to allow for safe and easy maintenance of the units (minimum 24" x 24"). General Contractor to contact Tenant Project Manager prior to boarding to determine location and size of access hatches.

2.) Expansion Joints

Expansion joints are to be reviewed and approved by the Landlord Structural Consultant, Read Jones Christoffersen Ltd. Expansion joints are supplied and installed by the Tenant and must be **black** in colour.

3.) Storefront Support

Storefronts must be supported directly from the building structural system, where such support is necessary. The Landlord's bulkhead or ceiling framing system may not be used for such support.

4.) Special Site Conditions

Certain construction conditions will occur in some premises and not in others, such as duct shafts with fire rated enclosures, base building services passing through premises, etc. When these conditions occur, the Tenant must provide suitable methods of access through wall, ceiling, floor finishes or construction, as necessary, to permit access to services or equipment which require it, or where required by authorities having jurisdiction.

5.) Electrical Hardware

Electrical hardware such as disconnect switches, conduits, junction boxes, meters, etc., may not be visible to the public.

6.) CCTV

Section 119 of the Workers Compensation Act requires an owner of a workplace to ensure that it is being used in manner that ensures the health and safety of persons at or near the workplace. Please note, there is a possible presence of asbestos containing materials (ACMs) within the shopping centre.

7.) Asbestos

Section 119 of the Workers Compensation Act requires an owner of a workplace to ensure that it is being used in manner that ensures the health and safety of persons at or near the workplace. Please note, there is a possible presence of asbestos containing materials (ACMs) within the shopping centre. Undisturbed and properly managed to WorkSafeBC standards, existing hazardous materials (including ACMs and lead) should not present a hazard. In particular, the presence of ACMs should not pose a risk of exposure as long as they remain undisturbed and controlled by an Asbestos Management Plan.

Further, Section 6.4 of the Occupational Health and Safety Regulation ("OHSR") requires the owner to maintain a record containing the location of friable and non-friable ACMs in the Building. Please contact the landlord for the information in the record that pertains to the subject premises.

Section 6.11 of the OHSR requires an employer to provide instruction and training to any worker who may be required to perform work in close proximity to ACMs and who may disturb them. As such, prior to any repair or renovation work within the premises (or any other activity which may impact base building systems or areas) being conducted, the contractor (if one is not being prepared by the Tenant) must have a pre-construction survey performed that will show the location of any existing ACMs that may be

disturbed or damaged and the Tenant is required to submit plans and specifications for the Landlord's approval in accordance with their lease. Further, the contractor must advise their staff of any ACMs in disturbed or damaged and the Tenant is required to submit plans and specifications for the Landlord's existence and comply with all applicable laws and regulations when preparing for and proceeding with any work that may damage.

All contractor(s) must contact the property management office prior to the commencement of any such work to advise of the location, extent and scheduling of any repair, maintenance, renovation or other work.

Safety laws and regulations require that all contractors and personnel be properly trained and equipped where ACMs may be present. Failure by the Tenant or its contractor(s) to comply with applicable laws and regulations may result in fines or other sanctions and we would suggest that you contact your own advisors in this regard.

A preconstruction survey must be provided to the Tenant Project Manager prior to commencement of work as per Worksafe BC.

WORK REGULATIONS

Work Regulations

*If found not in compliance, subject to fines (minimum of \$250.00 per occurrence)

1.) Hoarding

Hoarding to be installed by the Landlord and charged back to the Tenant - painting, install and take down charges. Tenant is responsible for any damage costs, cleaning, and maintaining professional look of hoarding. Landlord will deliver proper floor protection and polyethylene dust barrier above the hoarding, the Contractor is required to maintain these and is responsible for any damage costs. Return air ducts must also be covered with polyethylene by the contractor and the damper closed for the duration of the construction period to prevent the return of dust and other materials to the Landlord's HVAC system. Contractors are also responsible for cleaning of construction dust.

Please refer to Appendix C of this guide for more information on Work Permits and the Pacific Centre [website](#) for a copy of the appropriate work permit, and associated rules and regulations. A Cadillac Fairview Work Permit application must be submitted by the General Contractor at least 2 business days prior to the commencement of the planned work, in all cases, and no related work can commence until approval is received.

2.) Equipment Removal

All equipment being moved out of the Tenant space is to be moved directly out of the space, into a truck and off property. There is to be no dumping or staging in common areas including parkade and Loading Dock.

3.) Security of Premises

The Tenant is fully responsible for the security of the Premises and its contents from and after the time of availability for Tenant development work. The Tenant shall ensure the security of the Tenant's premises by whatever measures the Tenant deems necessary including the re-keying of all locksets.

4.) Sign Posting

The Tenant's contractor or subcontractors will not be allowed to post any signage containing the name or advertising of their firm to any part of the hoarding, Shopping Center or premises at any time. Landlord reserves the right to post a "Coming Soon" signs on the front of the Tenant hoarding in advance of possession. Contractor must ensure the hoarding or any associated signage does not impede the existing shopping centre CCTV cameras for the duration of the project.

5.) Tool Loan

Contractor and subcontractors must always use their own tools and equipment. At no time will the

Landlord rent or loan tools or equipment to the contractor or subcontractor. No Landlord's tools or equipment (i.e. trash bins, trash can, flat carts or ladders) are to be found in the possession of the contractor or subcontractor.

6.) Public Restrooms

Contractor and subcontractors are not to use public restrooms to clean their tools.

7.) Construction Safety

The Tenant and all of its contractors, agents and employees are required to abide by the requirements of the Workers Compensation Act. It is the Tenant's responsibility to ensure that its contractors comply with the requirements of the by-laws of the Province of BC.

Any additional safety regulations which may be imposed by an authorized representative of the Landlord must also be followed, immediately and fully. Should failure to comply result in any liability for the Landlord, the Tenant will be held fully responsible for all costs and any other responsibility arising there from.

8.) Health & Safety

The Tenant shall comply with all applicable safety regulations. Tenant's contractor shall take all necessary precautions to safeguard all workmen and the public from accident, and to preserve all private and public property. The Landlord reserves the right to stop all work until such conditions or practices are resolved.

Contractors or subcontractors are prohibited from consuming or being under the influence of alcohol or any intoxicant while on Shopping Centre property (including Tenant's premises, eating areas, or vehicles parked on Shopping Centre property). Smoking is not permitted in the Centre.

Routine inspections will be performed by the Landlord's representative, Tenant Project Manager or Shopping Centre Security personnel with regards to accurate performance of contractor's work, general safety requirements, and to ensure adherence to the "Contractors Rules and Regulations".

Miscellaneous safety rules:

- Fire extinguisher: Minimum 20 lb. ABC fire extinguisher to be located on site.
- Hard hats, eye and foot protection shall be worn on site at all times.
- Signage: Post safety or hazard signage per OHS regulations (bilingual if necessary).
- Electric cords: Tools and extension cords should not be frayed or damaged and should be equipped with a ground.
- Housekeeping: Deposit all trash and debris in the contractor's bin daily. Work, storage and break areas to be broom cleaned daily.

9.) Common Area Veneer Panelling

Throughout the common areas of the shopping centre ceiling-mounted veneered MDF panels have been

mounted Z-rails fastened to the steel stud bulkhead framing for support.

To ensure safety and security of the panels, under no circumstances can any contractor working for a Tenant or the Landlord touch, modify or remove these panels - this includes removing any support screws, clips or framing supporting the panels. If circumstances arise where the panels or the support above need to be removed or modified the Landlord must provide written approval prior to any work taking place.

10.) Hazardous Materials

- A Pre-Construction Hazardous Materials Survey may be required from the general contractor and reviewed before the project commences. Sampling must be done according to WSBC Asbestos Guide. For a copy of the guide please contact the Tenant Projects Manager.
- Absolutely no asbestos-containing materials, including but not limited to, floor tile, floor mastic or roofing mastic are allowed within the premises. While some of these materials are still used and can be purchased through normal distribution channels such as hardware stores, they are strictly prohibited by the Landlord. If it is discovered that the contractor installed asbestos or other hazardous materials, the contractor will be held responsible for all costs associated with its removal and disposal.
- The Landlord has received suitable evidence that the following products do not contain asbestos. These products may be installed to the extent that they comply with all other provisions of these Contractors' Rules and Regulations and have been approved in writing by the Landlord and or Client Coordinator for their design compatibility with the Centre.
 - Amtico Luxury Vinyl Tile
 - Altro Safety Floors
 - Burke Mercer Flooring
 - Constellations by LG Chem
 - Forbo Marmoleum
 - Lonseal
 - Mannington Commercial Essentials Vinyl
 - Mannington Commercial Inspirations Vinyl
 - Marley Flexco
 - Stratica by Amtico
 - Tarkett Commercial Sheet Vinyls
 - Toli International

11.) Working Hours

Noisy work is to cease one hour before the centre opens and can commence one hour after closing. Quiet work is permitted only during business hours with no dust or odours emitting from the space.

CF Pacific Centre is a mixed-use complex therefore all noisy, disruptive work is to be coordinated in advance with adjacent office towers.

Shopping Centre Hours:

Monday – Tuesday	10:00 a.m. – 7:00 p.m.
Wednesday – Friday	10:00 a.m. – 9:00 p.m.
Saturday	10:00 a.m. – 8:00 p.m.
Sunday	11:00 a.m. – 7:00 p.m.

Hours may vary seasonally. Please refer to our website for the most up to date hours.

12.) Noise

Under no circumstances will a contractor make excessive noise. The use of jack hammers, impact drills or equivalent type equipment is not permitted. Any work involving saw cutting, boring or drilling that creates excessive noise levels, shall be performed outside business hours. This is to ensure that neighboring Tenants and passing customers are not disturbed.

Any dispute which may arise with respect to excessive noise will be resolved by the Landlord, whose decision is final. The Tenant shall immediately comply with the Landlord's decision and instructions.

13.) Identification Badges

All construction personnel must visibly wear a building identification badge at all times while they are on the site. Badges will be issued on a daily basis from the Security Control Centre and must be returned at the end of each day regardless of ongoing project work. All personnel must have proper proof of personal ID when picking up the site ID badges.

14.) Work Areas

All construction materials, tools, equipment and workbenches must be kept within the leased premises

throughout the construction period. All public areas shall be kept clear of construction materials, including storage, at all times.

The Tenant's contractor shall contain all operations within the premises of their space and such other space the Landlord may specifically permit. Common areas, public corridors, service corridors and exterior of the Landlord's building must be kept clear of the Tenant's equipment, merchandise, fixtures and trash at all times.

All precautions will be taken to ensure that dust and fumes from demolition and construction remain within the hoarding and shall not accumulate into the common area. If the Landlord deems dust accumulation excessive, it is the contractor's responsibility to pay for the clean up or provide the services to clean up the area.

15.) Cleanliness of the work site

Carpet must be installed inside the entrance of the Premises to avoid workers tracking dust into the shopping centre. Common areas in front of the hoarding must be kept clean and clear at all times. Loading docks, elevators, stairwells, and any other areas used to transport equipment, materials or garbage will be cleaned by the contractor should the contractor have left areas of concern in an unacceptable condition, in the Landlord's opinion.

16.) Damage Repair

The Tenant's contractor shall be responsible for the repair and/or replacement of any damages caused by Tenant's contractor or subcontractor to the Center or surrounding Tenants. All damage must be repaired within a twenty-four (24) hour time period, or the Landlord will complete all necessary repairs at the sole cost and expense of the Tenant's contractor, plus a Fifteen percent (15%) Admin Fee.

17.) Garbage Removal

Tenant's Contractors are responsible for removing all construction waste from the site. **Contractors will be responsible to provide diversion weights from waste removal company to ensure that recycling of construction waste is captured.** Streets, Storefronts, Corridors, loading bays, elevator lobbies and other common areas are to be kept clear of any residual debris. Should it be necessary for the Landlord's forces to remove a Tenant's garbage or debris, due to inaction by the Tenant's forces, the Tenant will be invoiced for the full cost and any inconveniences arising thereof.

Note:

Garbage of a flammable nature (e.g., paper) must not be allowed to accumulate, but must be removed from the site as quickly as possible. Tenants must promptly abide by all directions regarding waste segregation especially regarding recyclable waste and disposal.

☐ The trash from any remodel or build-out is the responsibility of the general contractor. At no time may

contractors use the Shopping Centre's trash compactors or containers.

- ❑ Any contractor using the Shopping Centre's bins or leaving debris or material in common areas will be charged a \$500.00 fine for additional dumping fee plus disposal fee and 15% Administration Fee, and if damage occurs due to contractor's use, contractor will be held obligated for all repairs and cleanup as the result of that dumping, plus a 15% Administration Fee.
- ❑ All disposal of hazardous waste shall be in accordance with all municipal, provincial and federal regulations. Contractors are not to be found using the Shopping Centre's trash bins for the disposal of hazardous waste. Contractor will be held obligated for all cleanups as the result of that dumping, plus a 15% Administration Fee.
- ❑ Tenant's contractor is responsible for damage to parking surfaces caused by Tenant's roll-off trash container or storage box containers. Tenant's contractor to ensure existing parking surfaces are adequately protected.
- ❑ For reference, our base building waste and recycling hauler is Recycling Alternative at (604) 874-7283.

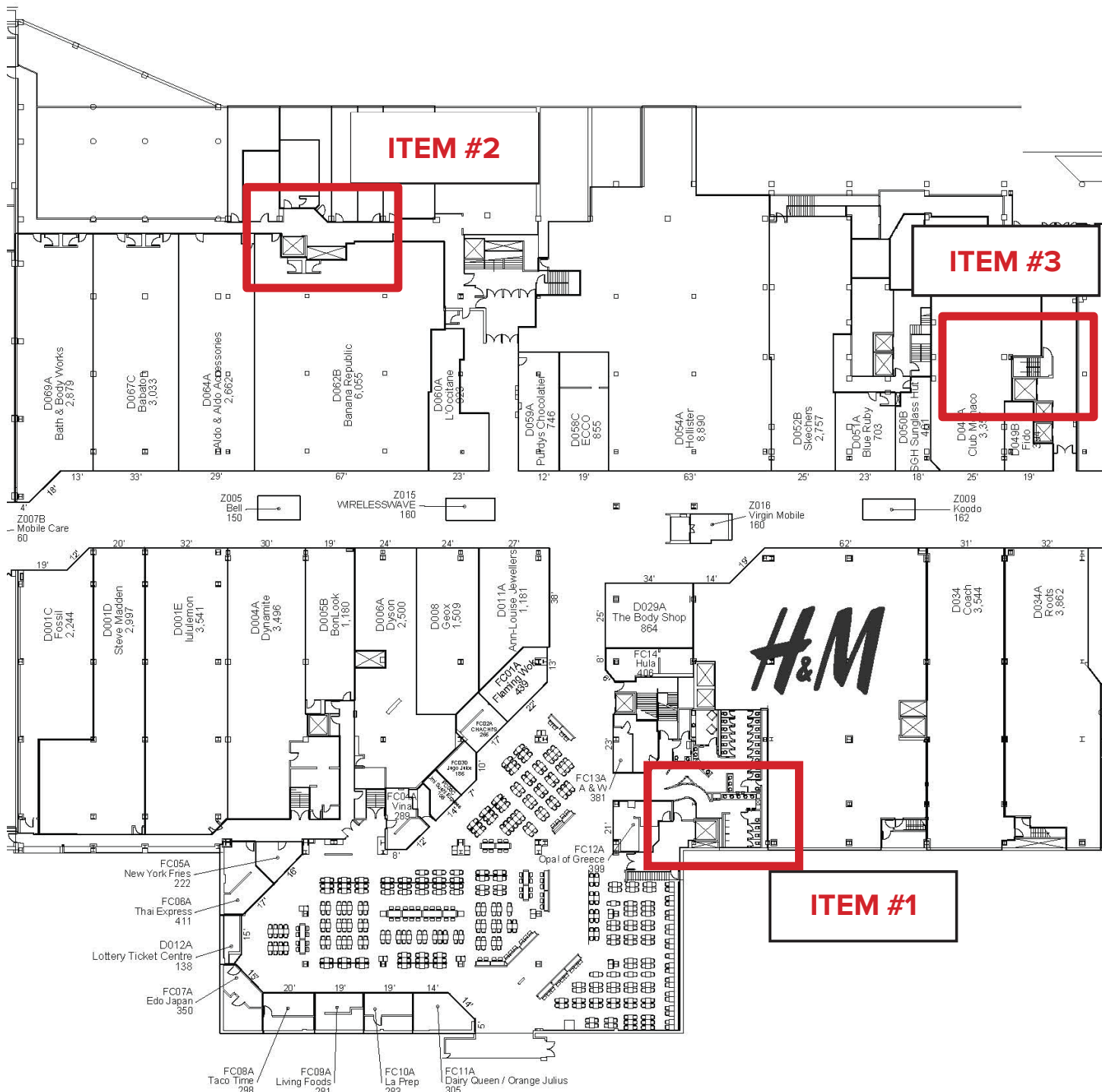
18.) Access and Deliveries

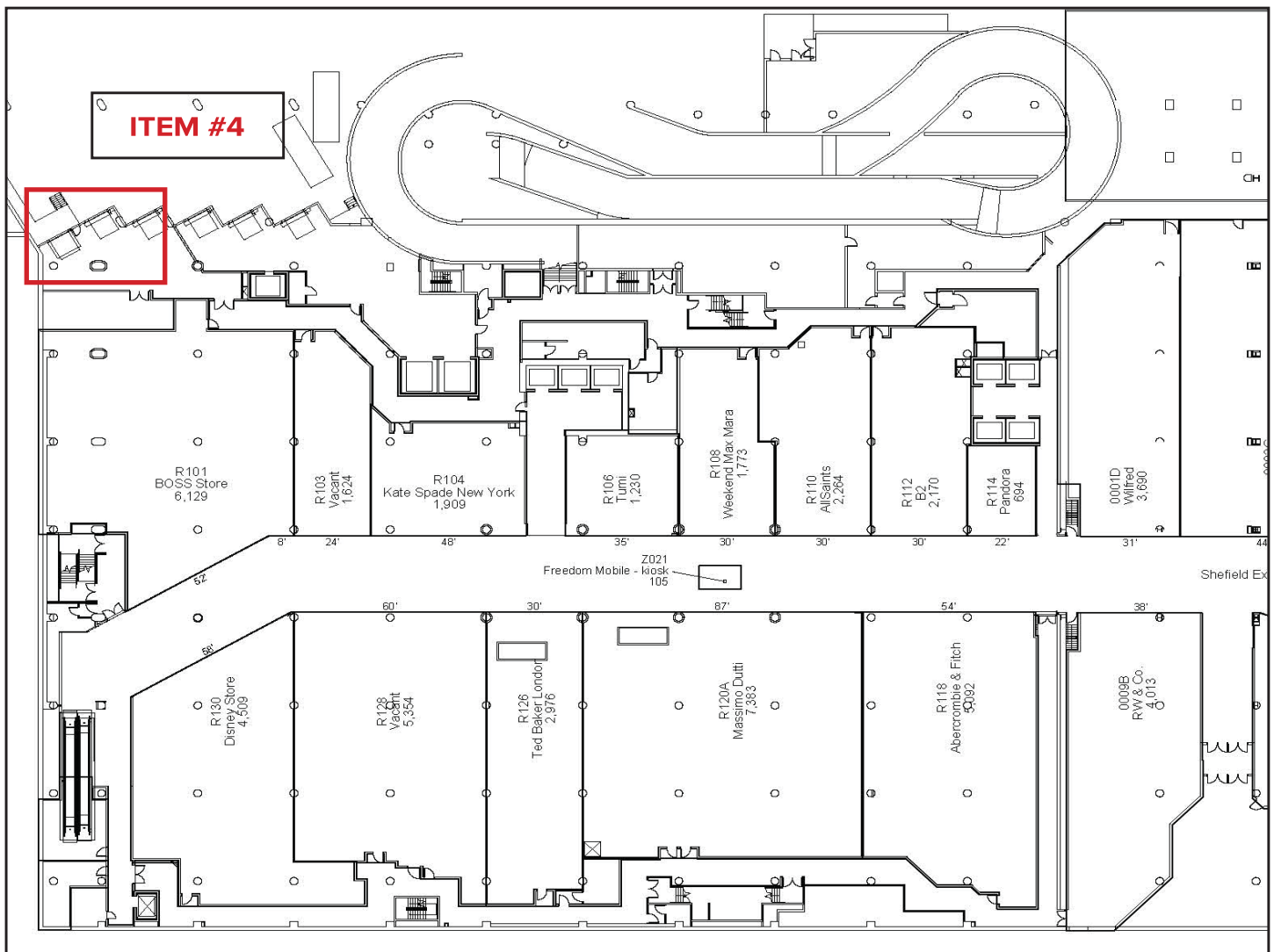
In general, Tenants, their agents and construction personnel will be permitted access to the property as reasonably required to carry out their work, although such access may be restricted to certain specific routes which may be designated by the Landlord. **No deliveries of construction materials are permitted through the property during the property business hours.**

Hours of delivery through the property will be permitted one hour before the shopping centre operating hours or one hour after.

- ❑ **All deliveries are to be made during off Shopping Centre hours.** Any other delivery time must be pre-approved by the Tenant Project Manager. A fine of \$100.00 will be deducted from the Contractor's Security Deposit for each occurrence.
- ❑ **Deliveries will be made through rear doors where applicable at all times.** Contractor is responsible for cleaning up any tracked dust or debris on Shopping Centre floors after delivery is completed. A fine of \$250.00 will be deducted from the Contractor's Security Deposit for each occurrence.
- ❑ **All deliveries through South Loading Dock or 725 Loading Dock and highlighted freight elevators.**

Loading Dock	Access
South Loading Dock (Items 1-3), Block 42 Retail	Dunsmuir and Howe Street entrance ramp
725 Granville Loading Dock (Item 4, Mall Level), Block 52 Retail	West Georgia and Howe Street entrance ramp





- ☐ The loading bays are available on a first-come first-serve basis.
- ☐ **Loading bays are to be used for loading and unloading only.** Any vehicle left unattended will be towed away at Owner's expense. A fine of \$125.00 will be deducted from the Contractor's Security Deposit for each occurrence.
- ☐ Delivery trucks and contractors' trucks will be permitted access to the South Loading Dock for unloading and loading purposes only up to a maximum of 45 mins. Delivery trucks will NOT be permitted on sidewalks, landscaping areas and throughways or along the perimeter of the building. They must always be actively loading/ unloading. Loitering is prohibited.
- ☐ The loading docks are equipped with load levelers for trucks.

- The height clearance at the South and 725 Granville loading docks is a maximum of twelve feet. The height clearance at the North loading dock is a maximum of eleven feet, six inches. The maximum length of vehicles that can access the loading docks will vary depending on the type of vehicle requiring access; the clearance will need to be verified on site by the general contractor/those making deliveries.
- **All carts must have soft rubber wheels, while delivery of heavy and/or large objects requires floor protection and coordination with the Centre Management for access.**

19.) Emergency Contact

The Tenant must provide the Tenant Project Manager and Security Control Centre with the name and telephone number of the party to be contacted in case of an emergency having to do with the premises and included in the safety plan.

20.) Security Control

Tenant Premises:

The Tenant is fully responsible for the security of the demised premises and its contents from the time of availability for Tenant development work throughout the construction period.

Keys:

All door keys will be issued, signed off and handed over to the Tenant or General Contractor following pre-construction inspection. Access into the contracting Tenant's space should be agreed upon by and arranged between the contractor and the Tenant.

21.) Existing Finishes

All building finishes such as storefront and sidewalk flooring, demising caps and bulkheads, must be adequately protected to prevent any damage by Tenant contractors. Damage to building finishes caused by Tenant contractors will be repaired by the Landlord at the Tenant's expense. Please note: there is a charge of \$30.00/per tile + GST for the Landlord Lease line tile. Please notify in advance, the Tenant Project Manager, for request of lease line shopping centre tiles.

22.) Damage to Landlord's Property

The Tenant will be held fully responsible for damage of any nature caused by the Tenant, its agents or contractors, to any part or item of the Landlord's property. Should such damage occur, the Tenant will be back-charged the full cost of any necessary remedial work, plus a 15% administration fee for the Landlord's overhead.

23.) Structural Alterations

Damage to the property and/or any Tenant's property due to penetration or saw cutting of the floor slab. Contractor shall coordinate with The Shopping Center Management Office when any coring or saw cutting of the floor slab is attempted, and provide security in that specific area below the Tenant space, where coring will occur for the duration of such work.

- ☐ All penetrations are to be properly sealed with expanding foam and filled with concrete fill, or as applicable per building code(s).
- ☐ Nothing is permitted to be attached to, or suspended from, or penetrates the roof deck above. The Tenant's Contractor is required to frame, brace and/or suspend, as needed to/from the top chord of joists or structural steel which exist above tenant space.

24.) Work on Roof

Access to the Shopping Centre's roof is restricted to Landlord's personnel and Landlord's designated contractors only. All roof access requests should be submitted ahead of time through CF Connect using the relevant forms. Requests will be reviewed and approved by the Retail Operations Manager. No Tenant contractor or subcontractor will be permitted on the roof unless arranged with the Landlord and supervised by Shopping Centre personnel. Tenant contractor must check in and out with the Security Control Centre.

25.) Coring, Trenching or Cutting (CF work permit required for all work below)

No alterations by means of coring, trenching, cutting or otherwise, to columns, floors, roof or walls of the structure will be permitted without the prior written approval by Landlord Structural Consultants and the Landlord. Proper protection of the structure will be the responsibility of the Tenant.

Trenching: Scan report must be submitted to landlord structural consultant for review. Contractor must advise Shopping centre Management prior to work start and must submit scanning and structural review report(s) prior to commencement for approval.

Coring: X-raying or scanning must be done for any work. The Contractor must notify the Landlord at least 5 business days prior to x-raying work. Landlord must notify all tenants within 100 ft. of the premises. During x-raying procedure, contractor must ensure the area outlined by Landlord is properly barricaded.

Note: Under NO circumstance can the contractor core through conduits, or rebar.

A CSA-ULC approved material (i.e., "Fire stop") must be used to seal all core drills. Floor penetrations must be fire proofed. Copper pipes running through such penetrations must be sleeved, caulked and waterproofed.

Storefront signs and visual media riders are to be submitted and approved by Client Design & Delivery prior to the installation of the sign.

27) Floors

The Tenant or his contractor shall not impose upon the framed floor areas of the structure a greater working load than the design live load of 100 pounds per square foot, uniformly distributed.

The Tenant or his contractor shall not impose upon the framed floor areas of the structure a greater partition load than 20 and 25 pounds per square foot uniformly distributed for blocks 42/52 and block 32 respectively.

No suspended loads will be permitted other than normal ceiling, mechanical and lighting loads from the underside of the floor or the roof structure without written approval of the Landlord.

Under no circumstances shall the Tenant or his contractor at any time be permitted to drill or cut conduit or pipe sleeves or chases or duct equipment openings in the floors, columns, walls or roofs of the structure without the approval of the Landlord.

28) Power-Actuated Devices

The use of power-actuated fasteners such as “Ramset” and “Hilti” should comply with the Vancouver building by law limitations and be supported by the tenants structural engineer of record.

29) Electrical (CF work permit required for all work below)

- ☐ For all work in Landlord’s switchgear, Tenant’s General Contractor must engage Landlord Preferred Electrical Contractor, at Tenant’s sole cost and expense. All work shall be performed during off-hours, and no one will be permitted to work on switchgear while energized.
- ☐ All electrical contractors must go through CF Connect for access into electrical rooms and will be responsible for replacing all panel covers after use.
- ☐ Electrical contractor shall submit to the Landlord a schedule of work affecting the Shopping Centre’s meter switchboard. The schedule shall identify the estimated time of work, power outages (if any), and the description of the work to be done.
- ☐ Upon approval of the above schedule by the Landlord, the electrical contractor may proceed with his work. Any variations in the schedule must be approved by the Landlord.
- ☐ Any outages will be coordinated with the Shopping Centre Manager, local utility company, and all affected Tenants from the particular meter switchboard. The electrical contractor will be responsible for Tenant coordination, safety during the performance of work, and the avoidance of any unscheduled

of Shopping Centre power.

- ☐ At no time shall the meter switchboard be left unattended or the covers on the switchboard be left off while work is being performed. It is the responsibility of the electrical contractor to maintain the area while working and maintain safety standards for all individuals.
- ☐ Upon completion, the meter switchboard shall be clear of all debris. All covers and associated hardware shall be replaced in their original location or position.
- ☐ All conductors are to be copper installed in conduit.
- ☐ Keep all piping as close to walls and as high to underside of roof framing or upper level as possible.
- ☐ All electrical work shall conform to the requirements of the Building By-law, Canadian Electrical Code and any further requirements of the City of Vancouver.
- ☐ Following completion of the Tenant's installation, the Tenant shall supply the Landlord with a copy of the City of Vancouver's electrical inspection certificate.
- ☐ The Tenant shall supply and install exit lights and emergency lights for the store, as well as for all areas leading to an exit as per City of Vancouver Building By-laws.

30) Data and Communication

If you need access to the riser rooms, please submit the Riser Room Access form to CF CONNECT at cfconnect@cadillacfairview.com for approval.

Building security typically requires tenants or contractors to provide a minimum of two business days' notice to gain access to the riser facilities. The Tenant is responsible for all security escort fees associated with work carried out if access to other tenant premises is needed.

If the tenant's provider is installing new lines for a new telecom room or equipment in the base building telecom room the scope of work must be approved by Attain prior to approval of the access into the riser room. Please contact their Client Services Administrator at client.services@theattaingroup.com.

31) Power Shutdowns (CF work permit required for all work below)

Any power shutdowns require a CF work permit to be filled out, approved by the Landlord and submitted to the Service Centre to ensure that other tenants are not adversely affected. A fine of \$1,000 will be levied should the Contractor fail to arrange the shutdown prior to the date.

32) Access Panels

Access panels in wall, ceiling and floor construction must be provided by the Tenant at its own expense and as directed by the Landlord, to permit necessary access to equipment or services (24" x 24" panels).

33) HVAC Equipment Cleaning

The Tenant's contractor is responsible for cleaning HVAC equipment after construction is complete, at the Tenant's expense. All filters MUST be replaced with MERV 13/14 filters prior to the tenant occupying the space.

34) Air Balance Report

Upon completion of all leasehold improvement work, the Tenant must, at its expense, have an air balance conducted, with the report submitted to the Landlord. This work must be carried out by a Landlord approved air balancing contractor.

35) Unexpected Conditions

Where the contractor comes across any type of unexpected condition during construction that alters the work as outlined in the Landlord approved set of drawings, the Tenant Project Manager must be notified immediately. Failure to do so may result in construction delays or modifications at the Tenant's expense.

36) Payment of Landlord's Damages, Etc.

The Tenant shall, notwithstanding any approval provided by the Landlord:

- Pay all fines or penalties levied by any governmental authorities resulting from the Tenant's work (and shall forthwith reimburse the Landlord for any fines or penalties paid by the Landlord as a result of the Tenant's work);
- Promptly perform, at its own expense, any work required by any governmental authority in order to comply with any laws, regulations, orders, etc., concerning the Tenant's premises; and
- Promptly reimburse the Landlord with respect to any costs, expenses or damages of any nature suffered by the Landlord as a result of the construction of the Tenant's improvements.

37) Landlord's Deficiency List

- ☐ Upon completion of the Tenant's Work, the Tenant or Tenant's Contractor shall notify the Tenant Project Manager. Within Ten (10) days of such notification, the Tenant Project Manager shall inspect the premises and prepare a deficiency list, if any. Such deficiencies shall be passed to the Tenant's Contractor. All defects shall then be repaired within the next Thirty (30) days.
- ☐ Failure to complete all or any of the deficiencies to the reasonable satisfaction of the Tenant Project Manager within the prescribed time period, shall result in the deduction of \$200.00 per day from the Contractor's Security Deposit. **There are no exceptions!**

38) Final Base Building Connections

- ☐ Final Connections to Base Building Lighting Control to be completed by Western Pacific Enterprises
- ☐ Final integration to Base Building BAS system to be completed by Control Solutions
- ☐ Final Connections to Base Building Fire Alarm System to be completed by Fire Pro Fire Protection
- ☐ Final Connections to Base Building Metering System to be completed by CARMA

39) Close Out Documents

- ☐ Deficiencies Cleared Letter between Tenant and General Contractor
- ☐ As-built Project Drawings (Arch, M&E's Structural (PDF Format & CAD Format)
- ☐ Material Diversion Rate Report (Status/Management of all project materials leaving from a CF property)
- ☐ Copies of all waste receipts (waste diversion- refer to Appendix A)
- ☐ Air Balance Report – HVAC

- ☐ Unit Fact Sheet
- ☐ Engineering Schedules
- ☐ Final Mechanical Inspection
- ☐ Final Electrical Inspection Report
- ☐ Final Sprinkler Report
- ☐ Final Building Inspection Report
- ☐ Screenshot of City of Vancouver Posse System showing permit "CLOSED"
- ☐ Occupancy Permit
- ☐ Fire Alarm/Speaker Verification Report
- ☐ Original City Building Permit

Note: At project completion, provide the above close out documents and project manual in a digital (PDF) file format.

Once all deficiencies have been deemed complete and close out documents are received, both tenant and contractor's construction deposits shall be returned.

FIRE AND LIFE SAFETY REGULATIONS

Pre-Demolition Requirements

- ❑ Upon signing in with building security, request that security contact a CF engineer to bypass the fire alarm system.
- ❑ For the Urban Eatery (Food Court), certified and authorized fire safety system contractor will disconnect the control head at the common duct system.
- ❑ For the Urban Eatery, Western Pacific Enterprises disconnects both sets wires from the Micro switch at the tenant suppression system and connect the EOL at the monitor modules.
- ❑ For the Urban Eatery, certified and authorized fire safety system contractor to reconnect the control head at the common duct system.
- ❑ A CF engineer will then enable the retail fire panel.
- ❑ General Contractor will be responsible for all costs if the fire suppression system is triggered.

1.) Heat Detectors and Smoke Detection Systems

- ❑ All smoke detection system deactivation requests MUST be emailed to CF Connect. The “Fire Protection System Bypass Permit” can be found on the Pacific Centre [website](#). A minimum of 2 business day notice is required to process all bypass requests. Any request with LESS THAN 2 business days notice will NOT be considered. Requests put in after 13:00 hours will not be processed until the following day.
- ❑ Any deliberate disconnection of a smoke detection device or obstruction of field devices (this includes bagging smoke heads) WITHOUT PRIOR approval will result in a \$2,000.00 fine to the General contractor and the job site/project will be stopped.
- ❑ If open flames or cutting are utilized, it will be the contractor’s responsibility to provide their own 20-pound ABC fire extinguisher, NOT base building. A Hot Work Permit posted at the job site is required at all locations that open flames or cutting is to take place.
- ❑ Upon completion of the work, it is the contractor’s responsibility to notify the Security Control Centre to ensure the zones are all clear. If any deficiencies do arise as a result of the contractor’s work, the contractor must repair the problems or contact Fire Pro Fire Protection to repair the system at the contractor’s cost.
- ❑ If a smoke alarm is activated, a \$1,500.00 fine will be levied at the contractor’s expense and the cost of the Fire departments response @ \$350.00 per truck shall also be levied at the contractor’s expense.
- ❑ It is the contractor’s responsibility to notify the Security Control Centre prior to and upon completion of their work to ensure zones has been restored. If the contractor leaves site without informing the Security Control Centre and zones remain bypassed, a \$1,500.00 fine will be levied plus the cost of the fire watch (at \$30.00 an hour plus administration fees).
- ❑ The Manager of Fire and Life Safety Services must approve any emergency work that requires

FIRE AND LIFE SAFETY REGULATIONS

deactivation of the fire alarm system WITHOUT the mandatory 48 hours written notice.

2.) Sprinklers

All sprinkler system installations or alterations must be performed by a Landlord approved sprinkler contractor. The sprinkler permit obtained from CoV must be emailed to the Tenant Project Manager and the fire & Life Safety Manager prior to alterations.

- ☐ Any modifications to the sprinkler system must be done as per city of Vancouver building bylaws.
- ☐ ALL requests for sprinkler drain downs/fill ups MUST BE completed in writing to CF Connect on the "Application for Fire Protection System Work Permit" form alongside the issued CoV Sprinkler permit. A minimum of 2 business days notice is required to process all bypass requests. Any work order handed in after 13:00 hours (1:00pm) of that day will not be processed until the following day.
- ☐ All drain downs and fill ups must be completed as follows:
- ☐ Drain down hours to be confirmed by the Fire and Life Safety Manager
- ☐ The contractor must be present before drain downs. If the contractor is not present, the request will not be conducted. In addition, the contractor must be present and on time for all fill-ups. If absent, the system will not be filled, and the contractor will be fined for leaving the work site unprotected as well as for the cost of the fire watch. The contractor will be contacted to return to the site in order to fill the system.
- ☐ A fire watch must be provided in all areas where drain downs are being performed. It is the contractor's responsibility to provide their own 10-pound ABC fire extinguisher, not base building. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the premises while the sprinkler work is being conducted).
- ☐ The contractor may NOT perform work on the sprinkler system until they have received authorization from building Management.
- ☐ A Cadillac Fairview Centre Team member will supervise sprinkler contractor.
- ☐ The Manager of Fire and Life Safety Services must approve any emergency work that requires deactivation of the fire alarm system WITHOUT 48 hours notice.
- ☐ All fire sprinkler work within Tenant's space must be performed by Landlord Approved Fire Sprinkler Contractor.
- ☐ In the event of a broken sprinkler head or line, please notify the Security Control Centre immediately
- ☐ Contact Landlord's approved contractor for any and all work within the Shopping Centre. All work shall be at the Tenant's sole cost and expense.

- ☐ Sprinkler heads and all fire protection components are to remain operable during construction, including smoke detectors (Except during system modification downtime). Extreme caution and awareness must be utilized at all times. Caution should be used when working near pressurized lines or heads.

3.) Fire Standpipes

- ☐ All fire standpipe system installations must be performed by a Landlord approved contractor, a list of which is available from the Tenant Project Manager.
- ☐ All requests for standpipe drain downs MUST BE completed in writing on the “Application for Fire Protection System Work Permit” form and submitted to the Service Centre. A minimum of 2 business days notice in writing is required to process all shutdowns requests. Any request with LESS THAN 2 business days will NOT be considered.
- ☐ Standpipe drain down hours MUST be confirmed with Fire and Life Safety Manager.
- ☐ Hours for all work such as Fire Hose Cabinet tie-ins and removals MUST be confirmed with the Fire and Life Safety Manager
- ☐ Only one standpipe per building will be drained down at a time.
- ☐ The contractor must be present before all drain downs. If not present, the requested work will NOT be conducted. Contractor must be present and on time for ALL fill-ups. If absent, the contractor will be fined \$1,500.00 for leaving the site unprotected in addition to the cost of the fire watch. The contractor will be contacted to return to the site in order to fill the system.
- ☐ A fire watch must be provided in all areas where drain downs are being performed. It is the contractor’s responsibility to provide their own 10-pound ABC fire extinguisher, not base building. (A fire watch consists of a person authorized by the Landlord patrolling the floor while the work is being conducted).
- ☐ The contractor cannot commence/perform work on the standpipe system until they have received authorization from the Fire & Life Safety Manager.
- ☐ For standpipe connections, the approved contractor can weld the connections or use vic couplings.
- ☐ A Hot Work Permit posted at the job site is required at all locations that open flames or cutting is to take place. These must be filled out daily.
- ☐ The Manager of Fire and Life Safety Services must approve any emergency work that requires deactivation of the fire alarm system WITHOUT 2 business days notice.

4.) Pull Stations

- ☐ All manual pull station zone deactivation requests **MUST** be made in writing to the Service Centre on an “Application for Fire Protection System Work Permit” form. A minimum of 2 business day notice is required to process all bypass requests All necessary zone bypasses **MUST** be completed after 9:00pm and restored before 6:00am.
- ☐ Upon daily completion of the work it is the contractor’s responsibility to notify the Security Control Centre to ensure the zones are not causing any deficiencies or troubles with the fire system. If any problems were caused, the contractor must clear them. If it is not cleared, Security must be notified and all costs will be billed at the contractor’s expense.
- ☐ It is the contractor’s responsibility to notify the Security Control Centre prior to and upon completion of their work to ensure zones have been restored daily. If the contractor leaves the site without informing the security officer and zones remain deactivated, a \$1,500.00 fine will be levied, plus the cost of a fire watch.
- ☐ Hours for all work on pull stations **MUST** be confirmed with the Fire and Life Safety Manager
- ☐ A fire watch must be provided in all areas that are isolated. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the premises while pull station work is being conducted).
- ☐ Installation of new pull stations will be verified by Fire Pro Fire Protection. It will be the responsibility of the contractor to set up the verification and cover the costs incurred by Fire Pro Fire Protection.
- ☐ The Manager of Fire and Life Safety Services must approve any emergency work that requires deactivation of the fire alarm system **WITHOUT** 48 hours notice.

Tie-Ins And Testing of Services (must be completed by Landlord-approved contractor)

For The Urban Eatery – Tenant GC is to engage WPE and certified and authorized the fire safety system contractor to disconnect the fire suppression and control wiring in the existing hoods prior to any demolition work taking place, GC is responsible for all costs if fire suppression system is triggered.

The Tenant and/or its contractor must obtain the Landlord's permission, by contacting the Tenant Project Manager or Security Manager of Fire and Life Safety, before installing any tie-ins to electrical, plumbing, gas and fire protection or life-safety systems, and before testing any such tie-ins. All Tenant contractors performing such work must be approved by the Landlord. Tenants will be held fully responsible for any damages that result from such tie-ins, or tests thereof, regardless of whether the Landlord's permission for such work has been obtained.

It is the responsibility of the General Contractor to contact the base building fire and life safety contractor, for any work that requires alarm verification. The Manager of Fire and Life Safety or his/her delegates require 48 hours advanced notice in writing of all verifications.

Speaker And Fire Phone Zones

- ☐ All speaker and fire phone zone deactivation requests **MUST** be made in writing to the Service Centre on an "Application for Fire Protection System Work Permit" form. A minimum of **2 business days notice is required** to process all bypass requests. Work must commence after **9:00pm and restored before 8:00am**
- ☐ It is the contractor's responsibility to notify the Security Control Centre ensure the zones are problem-free. If any troubles are present on the fire panel, the contractor must clear them. Fire Pro Fire Protection must be notified if the zones cannot be cleared and all associated costs will be billed to the contractor. If the contractor leaves site without informing the Security Control Centre and there is still a trouble in the fire system, a \$1,500.00 fine will be levied, plus the cost of fire watch (\$30.00 per hour plus administration costs) and Fire Pro Fire Protection will be notified and all associated costs will be billed back to the contractor.

The Manager of Fire and Life Safety Services must approve any emergency work that requires deactivation of the fire alarm system **WITHOUT** the mandatory 48-hour notice.

Open Flame or Cutting Work

- ☐ A "hot work" permit must be filled out and posted at any job sites in which open flames or cutting work are conducted. This form can be found on the Pacific Centre [website](#).
These permits are accepted for one day only.
- ☐ Request for fire alarm shutdowns in the affected areas must be made if work will cause fire alarm activation.
- ☐ If the above noted work is to take place, the work site must be clear of combustibles and flammable materials. The contractor must provide a 20 pound ABC fire extinguisher, not from the base building.
- ☐ A fine of \$1,500.00 will be levied to the contractor if they are found conducting open flame work without a permit and/or they are not in possession of a 20 pound ABC extinguisher at the area where the open flame work is being conducted.

Temporary Fire-Protection Devices

Operable fire extinguishers must be kept in the Leased premises throughout the construction period, and these extinguishers must be sufficient in number and of suitable types to combat a potential fire in the work area.

Fire And Life Safety Standards

All work will be conducted as per the standards set forth in The National Fire Code, ULC Standards for installation and testing, NFPA Standards, The British Columbia Fire Code and The British Columbia Building Code.

FINES FOR FIRE AND LIFE SAFETY VIOLATIONS

1. Use of shopping centre passenger elevators and escalators or shopping centre entrances by contractors is prohibited. (Use Receiving Areas and Freight elevators only)	\$500.00
2. Open flame work without a hot work permit and 10 pound extinguisher.	\$1,500.00
3. Deliberate disconnection of the fire alarm system without authorization.	\$1,000.00
4. Activation of fire alarms.	\$500.00
5. Leaving the building and fire alarm system was left isolated.	\$500.00
6. Obstructions of any fire equipment (pull stations, hose stations, sprinkler heads, and smoke heads).	\$500.00
7. Causing a fire	\$4,000.00
8. Storage of combustibles in general service areas.	\$100.00
9. All combustible gas cylinders when not in use must be properly secured by a metal chain to prevent it from tipping /falling over.	\$500.00
10. "Wedging open "or obstructing any stairwell/fire door or obstructing any means of egress.	\$250.00
11. Any staging or dumping of material or equipment. *plus disposal fees plus 15% Administration Fee	\$500.00
12. Storage equipment and tools in service areas and rooms without written permission	\$100.00
13. Non-proper dust control of entrance and exit areas	\$250.00
14. No dust protection of the return air system resulting in premature over contamination of main system air filters.	\$500.00
15. Smoking on the job site.	\$100.00
16. Use of public washrooms to clean contractor's tools and equipment.	\$200.00
17. Welding, sawing and/or cutting in shipping and receiving area	\$100.00
18. Possession of Landlord's tools or equipment such as carts, garbage bins or containers, ladders etc.	\$200.00
19. Any damage to property, caused by contractor, and repaired by Landlord	Actual repair +

The above mentioned is a general list of the fines for violations. Cadillac Fairview is not restricted to the fines listed above. Any actions that are in contravention of the National Fire Code, Provincial Fire & Building Codes, Life Safety Code, Provincial Health and Safety Act or any other applicable legislation or regulations as determined by Cadillac Fairview may result in fines of \$10,000.00 to \$100,000.00.

Amendments To Work Regulations

The foregoing rules are general guidelines only and do not limit The Cadillac Fairview Corporation Limited in extending further rules and regulations it deems necessary to control and discipline the performance of work at CF Pacific Centre. After receiving notification of such changes, Clients must comply with any new requirements.

APPENDIX A

CF Pacific Centre Handover

Tenant Schedule C
Landlord Work Summary

Tenant		CRU No.		DATE	
Type	Retail	SQ.FT.		DATE of inspection	
Possession		FIX		OPENING	TBD

Category Reference	Schedule C - Deficiencies	Projected Completion Date	Status

Notes:	1. 2.
---------------	----------

Upon completion of work, LL representative and consultants (Architectural, MEP Engineers) to sign-off on work described above for hand over either to property operations or directly to the new tenant.

Signature Landlord Representative	Name & Co.	Date
Signature Architectural Consultant	Name & Co.	Date
Signature Tenant/Tenant GC	Name & Co.	Date

Prepared By:
Sch C – LL Work Required- Space Acceptance Form
Cadillac Fairview Corporation Ltd.

**Construction Rules & Regulations
Sign-Off Form**

Property: CF Pacific Centre
Retail Area No: _____
Retail Area No: _____

Under the terms of the executed agreement to lease, the Client is required to carry out its construction in strict conformity with the working drawings as reviewed by the Cadillac Fairview Corporation Limited.

The undersigned hereby acknowledges receipt of one set of such working drawings indicating such review, and relative to the tenancy noted above. It is required by the agreement that these drawings be kept on site and available for review by the Landlord's representative during the Tenant's construction period.

The undersigned acknowledges that the Construction Rules & Regulations has been reviewed and understood that the Tenant and all of its contractor, agent and employees are required to abide by regulations in carrying out the Tenant development work in the Premises.

Each Tenant is responsible for obtaining all necessary permits and approvals from all authorities having jurisdiction over the work to be carried out by the Tenant or its contractors, prior to the commencement of the work on site.

Contractor: _____
Address: _____
Phone: _____
Site Supervisor: _____

Landlord Approved:

Architectural Drawing: ☐
Mechanical Drawing: ☐
Keys: ☐
Electrical Drawing: ☐
Structural Drawing: ☐

Signature: _____

Date: _____

APPENDIX B

Designated Prime Contractor [Non-CF]

- Must have an onsite qualified person who is a designated safety representative
- All contractors shall have in place a safety program acceptable to local provincial authorities and Cadillac Fairview Corp.
- All contractors shall report the following to the Owner representative:
 - Immediate notification of incidents or near misses that resulted or could have resulted in injuries requiring medical care.
 - Results of any accident investigations.
 - Safety committee meetings held.
 - Inspections performed.
 - Issues/processes which require coordination with Cadillac Fairview, such as lock-out, power line contact control, or tie-in of services shall also be included in these reports.
 - All directives and inspection reports issued by WorkSafe/WCB

Transfer of Prime Contractor Status Form

GC's Name - _____ (The "Client's Contractor") has now taken possession of The Commercial Retail Unit (CRU) number _____ (the "Premises") and confirms that it is willing and able to assume the role of Prime Contractor under the Workers Compensation Act ("WCB").

The Client hereby acknowledges that it has assumed from the Landlord the role of "Prime Contractor" under the WCB and further that it will indemnify and save harmless the Landlord from any and all damages, liabilities and expenses whatsoever, including without limitation legal fees as between solicitor and his own client, arising out of the Prime Contractor's obligations under the WCB. This covenant and indemnity will be binding on and ensure to the benefit of the respective successors of the Landlord and the Client, provided, however, that the Client shall not assign its rights or obligations hereunder without the prior written consent of the Landlord.

The Cadillac Fairview Corporation Limited, as manager (The "Landlord")

Per:
(Authorized Signatory)
I have authority to bind the corporation

Date: _____

Print Name: _____
(The "Client's Contractor")

Title: _____

Per:
(Authorized Signatory)
I have authority to bind the corporation

Date: _____

Print Name: _____

Title: _____

Landlord Access - Tenant Authorization Form

1. Date: _____
2. Property: _____
3. Retail CRU#/Suite#: _____ (the "Premises")
4. Tenant: _____

5. **Type of work: (Brief description of work and/or equipment tenant has requested)**

6. **The Tenant has requested that the Landlord perform the work and/or supply the equipment described in Paragraph 5 above (the "Additional Work"). The Tenant agrees to grant the Landlord access to the Premises for the purposes of completing the Additional Work, on such days and at such times as the Landlord may reasonably require, and not to interfere with the Landlord's Additional Work in the Premises. The Tenant further acknowledges and agrees that such Additional Work does not form part of the Landlord's Work, if any, which the Landlord was required to perform pursuant to the terms of the lease for the Premises between the parties (as amended or extended from time to time). The Landlord shall perform the Additional Work per the terms of the lease, at the Tenant's sole cost.**

Tenant Signature: _____

Date: _____

Unit Fact Sheet

Unit: _____ - Shopping Centre: CF Pacific Centre

Date: _____

* The LOD is the Lease Outline Drawing provided by the Landlord to the Tenant. Please attach photos and tenants drawings to this file.

	Does this condition / item exist in the Premises at the date of this Schedule?
Walls	
Existing demising walls in gypsum or C.M.U's	
Ceiling Clearance	
The clear height of the existing finished ceiling	
Service Door	
Service door, with location(s) noted on the LOD or tenant drawings if applicable.	Verify existing and location if different on drawing
Any work or hardware required to modify or bring the door(s) to working standard.	Check hardware specs and report if damaged
Plumbing Service	
Rough-in for water, sanitary vent and sanitary sewer services sufficient for 3 sinks	Size of existing vent (inch), Sewer size
Location of services shown on LOD or tenant drawings	Verify location/services for plumbing as per drawings
CRU with _____ inch cold water supply line	Confirm size of water line
Water meter installed	Confirm existing and take photo
Electrical Service	
One Electrical service shown on LOD or tenant drawing	Verify location on drawing
____ Amp – ____/____ Volt – ____ phase service	Verify service
Meter in place	Confirm existing, photo
HVAC Service	
Fan coil unit connected to LL supplied chilled water	Number of units, and size, photo if possible, year of installation, model #
Existing HVAC system type is a fan coil unit (cooling only)	
Existing general exhaust	Confirm if existing and location
Existing sanitary exhaust	Confirm if existing and location
Communications	
____ inch conduit and pull string for telephone service, to the Landlord's designated point within the Premises.	Confirm size and if multiple how many there are
Location shown on LOD	Confirm as per drawings
Gas Service	
Gas service available	Confirm location if existing

Recycling & Waste Tracking Sheet

Date	Material	Diversion Method (Recycled/Salvaged/ Donated/Landfilled)	Hauler or Destination	Volume	or Weight	Units

APPENDIX C

Work Permit Policy

Cadillac Fairview Corporation Limited has consistently held safety, security and an effective work environment as priority issues. Services performed by contractors, whether on behalf of Cadillac Fairview or Tenants are linked to this priority.

Note: When requesting a work permit, contact CF CONNECT at cfconnect@cadillacfairview.com. When contacting CF CONNECT, please also carbon copy (cc) the Cadillac Fairview Property Manager designated to your property/building, and the Tenant Project Manager.

Procedure for Obtaining Work Permit Approval

At minimum, please provide Cadillac Fairview with 2 business days notice for any work where a work permit is required. This will ensure the request is processed in a timely manner. Additionally, any work with high impact to the base building and/or neighbouring tenants, will require extended notices for review and approval.

BUILDING ACCESS PROCESS

Please follow the steps below for access to all CF Pacific Centre office and retail properties.

- 1 Submit request with info on WHO, WHAT, WHEN, WHERE, WHY to CFConnect@cadillacfairview.com
- 2 Standby for review (up to 48 hours)
- 3 Adjust request as required by Reviewer
- 4 Receipt of approval from CF Connect
- 5 Check in at Security office daily, prior to shift commencement
- 6 Check out at Security office daily at end of shift

WORK PERMIT PROCESS

An approved work permit is required for the following types of work: Fire System Bypass, Sprinkler System Disable, Water Shutdown, Electrical Shutdown, HVAC Shutdown, Scanning/X-Ray, Coring, Grinding, and Cutting.

- 1 Obtain form from www.pacificcentroffice.com
- 2 Fill out form completely (blank fields will delay processing of request)
- 3 Submit form to CFConnect@cadillacfairview.com
- 4 Standby for review (up to 48 hours)
- 5 Adjust scope/timing of work as required by Reviewer
- 6 Receipt of approval from CF Connect
- 7 Check in at Security office for scheduled work
- 8 Standby for building operator to be dispatched if required (Request ETA)
- 9 Complete scheduled work
- 10 Advise security of completion to restore system

Types of Work Permits:

- ELECTRICAL SHUTDOWN PERMIT / HVAC SYSTEM SHUTDOWN PERMIT / WATER SHUTDOWN PERMIT
- Determined on a case by case basis. Electrical shutdowns will require a minimum 6 weeks notice in most cases.
- In general, shutdowns must be done outside business hours. Any exceptions must be reviewed and approved in advance of work taking place. If work requires multiple shifts, all systems must be restored for regular business hours use on a daily basis.
- Once approved, the contractor shall check in at security on the day of work prior to shutdown and confirm the building operator has readied the system for work to commence. **Not doing so may result in unnecessary system failure, which must be restored/repared at the tenant's expense.**

Hazardous Materials Work Permit

- A Pre-Construction Hazardous Materials Survey must be performed and reviewed before the Tenant project commences. Sampling must be done according to the WSBC Asbestos Guide. For a copy of the guide please contact the Tenant Projects Manager.
- In general, due to the nature of the work, the contractor will be required to do this work outside business hours. Any exceptions must be reviewed and approved in advance of work taking place.
- Proper site containment, materials handling, and air monitoring procedures must be in place

Hazardous Materials - Contractor Notification

- To be submitted with your access request, where work to be done is in Base Building Electrical/Mechanical/Service Areas.
- This is an acknowledgement by the contractor that they and their subcontractors are aware of the Hazardous Material Management Program and the labelling used on our site to identify hazardous building materials (HBM). All contractors shall follow the work procedures as specified by WorkSafe BC during any HBM disturbance or removal.

Fire Protection System Bypass Permit

- Required for all work causing smoke/heat/excessive dust that may set off the system and cause a false alarm.
- Shutdown requests must be submitted to CF Connect for approval at least 2 business days in advance of work depending on the extent of the impact to the building and neighbouring tenants. Extended advanced notice may be required and shall be determined on a case by case basis.

- Where required, the contractor shall provide fire watch for the duration of the system bypass.

Scanning/X-Ray & Coring Work Permit

- Contact Read Jones Christoffersen (RJC) for scanning, coring, or X-ray review requirements.
- Coordinate with CF to arrange access to tenant spaces, specifically the ceiling or area of coring of the tenant above and/or below, which may be affected by this work.
- Provide RJC with scan, core, or X-ray details/findings RJC to provide a review letter to CF and general contractor (GC).
- Provide a Safety plan to CF for review.
- Arrange security guard bookings for elevators, stairs, and tenant suites (beside, adjacent, and above/below) as required.
- All Xray, coring work is to be done outside building business hours. Scanning during business hours may be requested if not disruptive.
- Generally X-raying is not recommended. However, if it cannot be avoided, drawings documenting all areas affected by the X-ray must be provided along with a written explanation of the safety plan to ensure no encroachment of the affected areas while x-rays are in progress.

Grinding And Cutting Permit

- Fire Protection System Bypass Permit may be required
- Review by RJC prior to work commencing may be required.

Suspended Access Equipment Use

- Workers must be trained in fall arrest, swing stage operation and provide records/documentation/certification of relevant training.
- In most cases, this request must also be accompanied by a Roof Access Request

Types of Access Forms:

RISER ROOM ACCESS REQUEST

ROOF ACCESS REQUEST