

# Construction & Improvements Guide

Pacific Centre &  
885 West Georgia  
Office



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# INTRODUCTION



**This guide contains general information, procedures, and requirements that have been established by the Landlord to assist Tenants and their contractors, as well as contractors working on behalf of the Landlord or other parties, in the design and construction of their improvements within the Leased Premises and to notify them of the basic design specifications for the building. While this guide is intended to reflect the general case, it should at all times be read in conjunction with written agreements (including, but not limited to, the Lease) and consultation between the Landlord and the Tenant.**

**The foregoing information, procedures and regulations may be amended or added to from time to time by the Landlord and Tenants must abide by such changes and additions upon notification.**

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# CONTACT INFORMATION



Vancouver City Centre Station

725

imageworks

Microsoft

A CF PROPERTY

## Project Department

The Tenant and its agents and/or contractors working on behalf of the Landlord or other parties shall address all requests, questions, submissions, and proposals for information and/or approvals to:

### Maryam Kashani

Senior Project Manager, Capital Projects  
E: maryam.kashani@cadillacfairview.com  
T: 604.638.6942

### Lina Tamadinda

Project Manager - Tenant & Landlord  
E: lina.tamadinda@cadillacfairview.com  
T: 604.630.5318

### Petro Sagaidak

Project Manager - Tenant & Landlord  
E: petro.sagaidak@cadillacfairview.com  
T: 604.630.5329

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

### Majid Taherinejad

Project Coordinator  
E: majid.taherinejad@cadillacfairview.com  
T: 604.646.8030



## Important Contacts

### Pacific Centre Security/Access Control Centre

(open 24 hours per day / 7 days a week) Located on the Mezzanine Level of 701 West Georgia Street

T: 604.669.3241

E: [pccsecurity@cadillacfairview.com](mailto:pccsecurity@cadillacfairview.com)

### CF CONNECT

(open 4:00 a.m. – 8:00 p.m., Monday to Friday)

T: 1.800.665.1000

E: [cfcconnect@cadillacfairview.com](mailto:cfcconnect@cadillacfairview.com)

### Derek Hurley, General Manager - Office Properties

T: 604.630.5303

E: [derek.hurley@cadillacfairview.com](mailto:derek.hurley@cadillacfairview.com)

### Barney Andersen, Senior Manager, Operations

T: (604) 630-5324

E: [barney.andersen@cadillacfairview.com](mailto:barney.andersen@cadillacfairview.com)

### Brent Findley, Senior Security and Life Safety Manager

T: 604.630.5330

E: [brent.findley@cadillacfairview.com](mailto:brent.findley@cadillacfairview.com)

Justin Stringer, Fire & Life Safety Manager

T: 604.630.5304

E: justin.stringer@cadillacfairview.com

Andrew Fraser, Security Manager

T: 604.638.6954

E: andrew.fraser2@cadillacfairview.com

Katya Shinkaryova, Property Manager (Block 32 and 885 W Georgia)

T: 604.630.5339

E: katya.shinkaryova@cadillacfairview.com

Rosavel Scott, Property Manager (Block 42/52)

T: 604.630.5308

E: rosavel.scott@cadillacfairview.com

*Note: Additional information can be obtained by visiting [www.pacificcentreoffice.com](http://www.pacificcentreoffice.com).*

## **Landlord's Base Building Consultants & Contractors**

### Architectural Consultant

Stantec

1100 – 111 Dunsmuir

Street Vancouver, BC

V6B 6A3 T:

604.696.8000

### Structural and Building Envelope Consultant

Read Jones

Christofferson 300 - 1285

W Broadway St

Vancouver, BC V6H 3X8

T: 604.738.0048

### Electrical Consultant

Introba Canada LLP

180 - 200 Granville St

Vancouver, BC V6C 1S4

T: 604.687.1800

## Mechanical Consultant

AME Group  
200 - 638 Smithe St  
Vancouver, BC V6B 1E3  
T: 604.684.5995

## Telecommunications Consultant

Attain Group  
Limited T:  
613.739.9424  
F: 613.482.9369  
Toll Free: 1.866.439.9424  
E: [inquiries@theattaingroup.com](mailto:inquiries@theattaingroup.com)

## Metering Consultants

CARMA Industries Inc. (Pacific Centre Complex, 700 West Georgia,  
700 West Pender, 750 West Pender, 701 West Georgia, 777  
Dunsmuir, 609 Granville, 725 Granville Software ONLY)  
1275 West 6th Avenue  
Vancouver, BC V6H 1A6  
T: 604.676.1032

QMC Metering Solutions (885 W Georgia & 725 Granville)  
1105-573 Sherling Pl  
Port Coquitlam, BC V3B 0J6  
T: 604.526.5155

## Lighting Supplier

Unique Lighting & Control Corp.  
#1174 – 585 Seaborne Ave,  
Port Coquitlam, BC V3B 0M3  
T: 604-265-4093

## Lighting Control Connections

Western Pacific Enterprises Ltd.  
510 - 700 West Pender Street  
Vancouver, BC V6C 1G8  
T: 604.540.1321

## Sasco Contractors Ltd

114 - 3060 Norland Avenue  
Burnaby, BC V5B 3A6  
T: 604.299.1640

## HVAC Control Connections

Control Solutions (All except 725 Granville)  
334 - 17 Fawcett Road  
Coquitlam, BC V3K 6V2  
T: 604.521.9282

Honeywell Building Solutions (885 W Georgia)  
5265 185A Street  
Surrey BC V3S7A4  
T: 604.575.5913

ESC (725 Granville)  
5265 185A Street  
Surrey, BC V3S7A4  
T: 604.574.7790

## Environmental / Hazardous Materials Consultant

Pinchin Ltd.  
200 – 13775 Commerce Parkway  
Richmond, BC V6V 2V4  
T: 604.244.8101

## Waste Management Consultant

Recycling Alternative  
449 Industrial Avenue  
Vancouver, BC V6A 2P8  
T: 604.874.7283

## Fire Alarm System

Fire-Pro Fire Protection 15-3871  
North Fraser Way  
Burnaby, BC V5J 5G6  
T: 604.299.1030

## Fire Evacuation Plan Signage

Victor Smart  
Regional Account Manager - BC  
WPS Disaster Management Solutions  
T: 778.651.5465  
Toll Free: 1.800.545.9028

## Sprinkler System

Priority Fire Systems Ltd.  
1205 – 11980 Hammersmith Way  
Richmond, BC V7A 0A4  
T: 604.255.4591

Troy Fire & Life Safety Ltd.  
101A – 4848 275th Street  
Langley, BC V4W 0A3  
T: 604.856.1137

Viking Fire Protection  
8289 North Fraser Way, Unit 101  
Burnaby, BC V3N 0B9  
T: 604.324.7122

Fire-Pro Fire Protection 15-3871  
North Fraser Way  
Burnaby, BC V5J 5G6  
T: 604.299.1030

## Kitchen Fire Suppression

Great West Fire & Safety Ltd.  
7-130 Glacier Street  
Coquitlam, BC V3K 5Z6  
T: 604.570.0062

## Locksmith

Young Lock & Key  
PO Box 10010 - Pacific Centre  
Vancouver, BC V7Y 1A1  
T: 604.760.3496  
E: [younglockandkey@telus.net](mailto:younglockandkey@telus.net)

## Window Covering

Cascadia Design  
200-1614 W 5th Avenue  
Vancouver, BC V6J 1N8  
T: 604.739.0966  
E: [info@cascadiadesign.ca](mailto:info@cascadiadesign.ca)

## Regulatory Bodies

Development and Building Services Centre  
515 West 10th Avenue  
Vancouver, BC V5Z 4A8  
T: 604.873.7611

*Note: Additional information can be obtained at [vancouver.ca](http://vancouver.ca).*

Provincial Health Services Authority  
601 W Broadway  
Vancouver, BC V5Z 4C2  
T: 604.736.2866

WorkSafeBC  
6951 Westminister Highway  
Richmond, BC V7C 1C6  
T: 604.273.2266  
W: [www.worksafebc.com](http://www.worksafebc.com)

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# LEGAL DESCRIPTIONS



## Buildings

### 725 Granville Street

Block 52 (Explanatory Plan 9962), District Lot 541, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 005-003-580

### 700 West Georgia Street (Toronto Dominion Tower)

Block 52 (Explanatory Plan 9962), District Lot 541, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 005-003-580

### 701 West Georgia Street

Block 42 (Reference Plan 10328), District Lot 541, New Westminster District, Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 010-240-004

### 609 Granville Street (Office and Retail)

Block 42 (Reference Plan 10328), District Lot 541, New Westminster District, Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 010-240-004

### 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 Street (Pender Place I - Office and Retail)

Block 42 (Reference Plan Parcel "E", Block 32, District Lot 541, Group 1 New Westminster District, Plan LMP40957 in the City of Vancouver in the Province of British Columbia.

PID 0245-384-844

### 750 West Pender Street (Pender Place II - Office and Retail)

Block 42 (Reference Plan 10328), District Lot 541, New Westminster District, Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 010-240-004

### 885 West Georgia Street (Office and Retail)

Lots 5-20 inclusive Block 41, District Lot 541

New Westminster District, Plan 210 in the City of Vancouver in the Province of British Columbia.



## Registered Land Title Owners

For the purposes of insurance certificates:

PACIFIC CENTRE PROPERTIES: 885 West Georgia: All Leases Office & Retail: 885 West Georgia	Ontrea Inc. Van885 West Georgia LP by its general partner Van885 West Georgia GP Ltd. Van885 West Georgia Property Ltd. IBC Properties Limited J.K.S. Holding Ltd. The Cadillac Fairview Corporation Limited
PACIFIC CENTRE PROPERTIES: Office Leases at 725 Granville, 700 West Georgia	The Cadillac Fairview Corporation Limited VanPC LP by its general partner VanPC GP Ltd. 527698 British Columbia Ltd. 527700 British Columbia Ltd.
PACIFIC CENTRE PROPERTIES: Office Leases at 609 Granville, and 701 West Georgia and 791 W. Georgia	The Cadillac Fairview Corporation Limited VanPC LP by its general partner VanPC GP Ltd. Pacific Centre Limited
PACIFIC CENTRE PROPERTIES: Office Leases at 777 Dunsmuir, 700 West Pender, and 750 West Pender	The Cadillac Fairview Corporation Limited VanPC LP by its general partner VanPC GP Ltd. 622145 British Columbia Ltd. 527698 British Columbia Ltd. 527700 British Columbia Ltd.

## Owner

For the purposes of applying for a Building Permit, use the following CoV Posse system identifier as the Owner:

Building	Owner Name
700 W Georgia & 725 Granville	527698 BC Ltd & 527700 BC Ltd
701 W Georgia & 609 Granville	Pacific Centre c/o Cadillac Fairview
777 Dunsmuir	527698 BC Ltd, 527700 BC Ltd, 622145 BC Ltd & Cadillac Fairview
700 and 750 West Pender	PCL Pender Place
885 West Georgia	IBC Properties

## Leases

For leases, offers, TPFs, storage agreements, storage, space licenses, and other similar agreements, the Landlord should now be as follows:

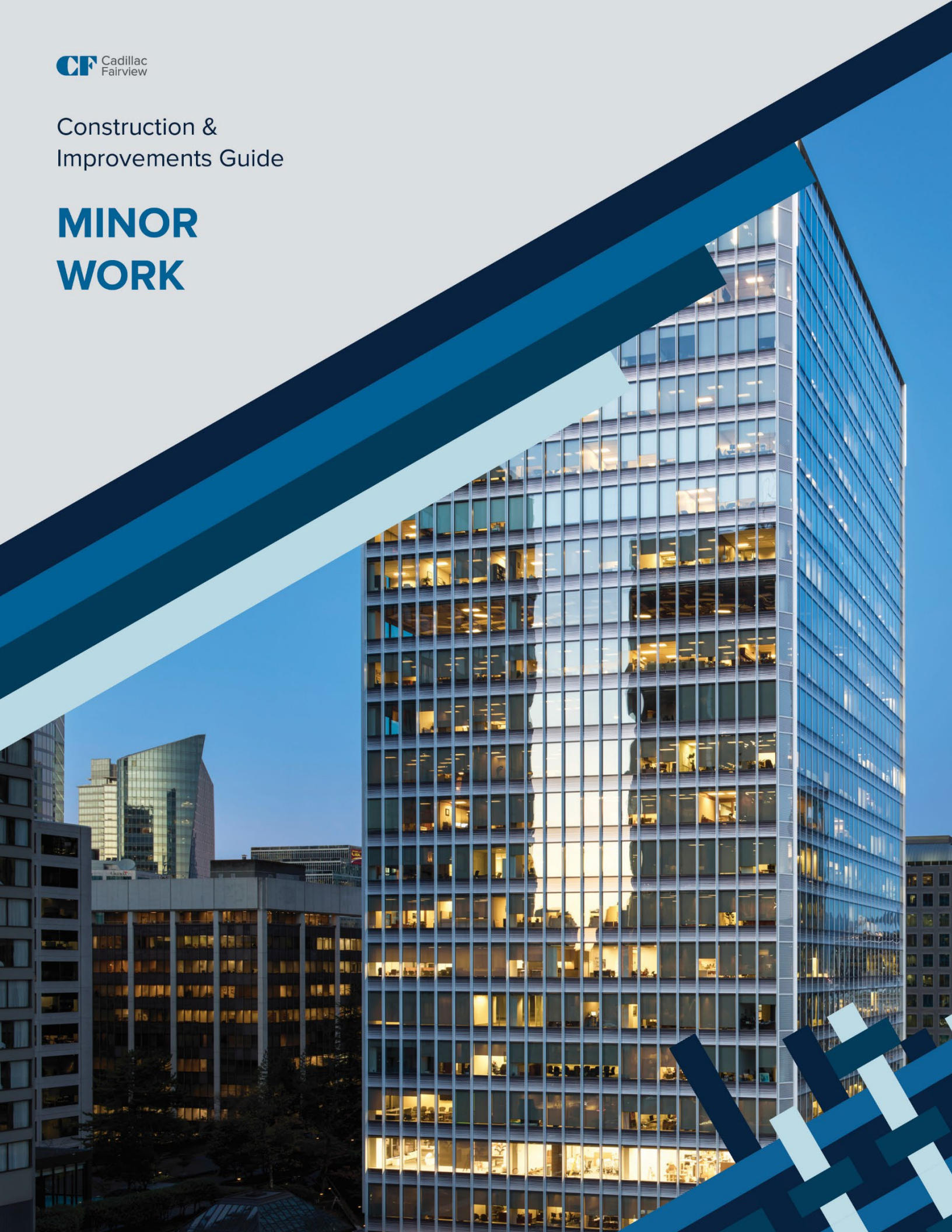
- For Pacific Centre (office and retail) - The Cadillac Fairview Corporation Limited and VanPC LP, by its general partner VanPC GP Ltd., both by their duly authorized agent, The Cadillac Fairview Corporation Limited
- For 885 West Georgia - Ontrea Inc. and Van885 West Georgia LP, by its general partner Van885 West Georgia GP Ltd., both by their duly authorized agent, The Cadillac Fairview Corporation Limited

## Non-Leasing Contracts

For non-leasing agreements, please use: The Cadillac Fairview Corporation Limited, as manager

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# MINOR WORK



From time to time Tenants may want to provide contractors with access to their space in order to conduct minor work or small projects (for example: furniture installation, carpet cleaning, etc.) In this case, Tenants do not need to provide the full list of required documents listed in the following pages. Instead, Tenants are asked to contact CF CONNECT and 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  
*Example: Main Contractor 604.111.1111 with subcontractor xx*
- **WHEN:**  
Date and duration of work and access  
*Example: Friday, January 9 at 6:00 p.m. to Monday, January 12 at xx*
- **WHERE:**  
Location of access  
*Example: Suite 401 - Boardroom and Bob's Office*
- **WHAT:**  
Description of work, as well as any additional details that could be important  
*Example: Single carpet tile replacement and paint touch-ups*
- **PROJECT OWNER:**  
Name and contact information for the tenant  
*Example: Cadillac Fairview - Contact Person 604.111.1111*

This information is entered into the Contractor Access Calendar which our security team will reference when contractors arrive to sign-in at the Pacific Centre Access Control Centre located at 701 WG mezzanine level. It also ensures that our operations team is aware of work taking place on the property, both within and outside of regular business hours.

Contractors working onsite are still required to provide a valid Certificate of Insurance and WorkSafe BC Clearance Letter, in good standing. Details on these two requirements can be found in this Guide, under the Project Life Cycle section.

*Note: This is only valid if the project is minor in scope and does not affect any base building finishes and/or systems.*

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# PROJECT LIFECYCLE



## Starting a Project

Prior to the start of construction the Landlord must receive:

1. Tenant's General Contractor Information directly from the Tenant. Once the Tenant's General Contractor has been confirmed.
2. The contractor must provide a full set of Architectural, Electrical, Mechanical, and other drawings (one of each, as required) in paper, PDF, and AutoCAD format (See Specifications and Drawings section).

### *Construction Deposit*

*A \$10,000.00 deposit (from the General Contractor) will be required for all Office projects. For more complex TIs where full/multi-floor tenant spaces are in scope, the Landlord reserves the right to modify the amount of the deposit upon review of associated risks to the building and its occupants.*

*The name of the General Contractor and their associated GST number must be provided along with the deposit.*

*Additional costs may also be incurred by the Tenant in order to have the drawings scanned, and/or reviewed by base building Consultants, etc. as required.*

*Deposit cheques are to be made out to the following entities based on building:*

- *Pacific Centre (Office and Retail): THE CADILLAC FAIRVIEW CORPORATION LIMITED IN TRUST Re: PACIFIC CENTRE*
- *885 West Georgia: THE CADILLAC FAIRVIEW CORPORATION LIMITED IN TRUST Re: 885 WEST GEORGIA*

3. Certificate of Insurance from the Insurance Agent of the Tenant's General Contractor

*Note: Please see 'Contractors' Insurance Requirements', under the 'Contractors' subheading in the 'Tenant Drawings' section of this guide for additional information.*

4. Tenant's General Contractor WorkSafeBC Clearance Letter, in good standing
5. List of all subcontractors working on the project (This list must include, at a minimum, a contact name and phone number for each subcontractor).
6. Written evidence for each subcontractor indicating that each company is registered and in good standing with WorkSafeBC (Clearance Letter).
7. Detailed project schedule from the General Contractor depicting time frames of all tasks to be completed as part of the project. Any changes or alterations to the schedule must be forwarded and approved by the Landlord prior to authorization for site access.

8. Cadillac Fairview has prepared an Emergency Procedures Guide. Please refer to the Emergency Procedures Guide for information on emergency procedures.

*Note: The General Contractor is required to develop a site-specific safety plan. A copy of this safety plan must be kept at the project site for the duration of the project.*

9. Building Permit from the City of Vancouver

*Note: 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 governmental authorities prior to the commencement of construction within the Leased Premises. A copy of all permits must be delivered to the Landlord. The Tenant must correct immediately any work which does not meet with the approval of the Building Inspector, notwithstanding the fact that the Tenant's drawings have been approved previously by the appropriate governmental 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, the Landlord may make the correction at the Tenant's cost.*

*Note: Tenants and General Contractors should refer to the City of Vancouver for details regarding permitting processes, requirements, and timing expectations to allow for potential schedule impacts.*  
*City of Vancouver Website:*

<https://vancouver.ca/home-property-development/apply-for-and-manage-your-permit.aspx>

10. Working with Hazardous Materials

A Pre-Construction Hazardous Materials Survey must be performed and reviewed before the Tenant project commences. Sampling must be done according to WSBC Asbestos Guide. For a copy of the guide please contact the Tenant Projects Manager.

*Note: Section 119 of the Workers Compensation Act requires an owner of a workplace to ensure that it is being used in a 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 building in which your premises are located. 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 (if any) in the record that pertains to your 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 a premises (or any other activity which may impact base building systems or areas) being conducted, the Tenant must have a pre-construction survey performed, by company licensed and certified by WorkSafe BC, 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 Tenant must advise their staff and/or contractor(s) of any ACMs in existence and require that their contractor(s) comply with all applicable laws and regulations when preparing for and proceeding with any work that may damage or disturb ACMs (if any).*

*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, certified, and equipped where ACMs may be present. Failure by a 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.*

11. Signed Transfer of Prime Contractor Status Form (Appendix D)

## **During the Course of Construction**

### Tenant's Lease Obligations

One set of plans and specifications with the Landlord's consent and the City of Vancouver Building Permit department's stamp endorsed thereon shall remain in the Leased Premises during the period of time when the Tenant's work is being performed. Any deviation from previously approved plans and specifications shall require the approval of the Landlord and the City of Vancouver Building Inspector. It is acknowledged by the Tenant, that any Tenant's work undertaken without the written approval of the Landlord may, at the discretion of the Landlord, be removed from the Leased Premises and the Leased Premises may be restored to the original condition, in either case, at the expense of the Tenant. The Tenant's work shall be done in accordance with the terms of the Lease and in particular, without limiting the generality of the foregoing, in accordance with the provisions thereof relating to installation of Tenant's fixtures, the making of Tenant's

improvements or alterations, and observance of law. in either case, at the expense of the Tenant. The Tenant's work shall be done in accordance with the terms of the Lease and in particular, without limiting the generality of the foregoing, in accordance with the provisions thereof relating to installation of Tenant's fixtures, the making of Tenant's improvements or alterations, and observance of law.



## Site Access and Security

Once the project has been authorized to commence, requests for site access must be made by the General Contractor on behalf of the Tenant and forwarded to the CF CONNECT by email, copying the Tenant representative(s). Tenants 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  
*Example: Main Contractor 604.111.1111 with subcontractor xx*
- **WHEN:**  
Date and duration of work and access  
*Example: Friday, January 9 at 6:00 p.m. to Monday, January 12 at xx*
- **WHERE:**  
Location of access  
*Example: Suite 401 - Boardroom and Bob's Office*
- **WHAT:**  
Description of work, as well as any additional details that could be important  
*Example: Single carpet tile replacement and paint touch-ups*
- **PROJECT OWNER CONTACT:**  
Name and contact information for the tenant general contractor, if applicable.  
*Example: Cadillac Fairview - Contact Person 604.111.1111*

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 the Landlord so that the access expiry date can be changed.

Prior to the start of work each day, all employees of the General Contractor or associated subcontractors 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 and 885 West Georgia, 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 and 885 West Georgia 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 a missing key the fee will be assessed on a case by case basis depending on the type of key (mechanical, electrical rooms, etc).

## Construction Key

In instances where a Tenant is moving into a new space and has negotiated a 'Fixturing Period' in their lease, the new space will be keyed to a 'construction key' until such a time that they require regular access to the space for the purpose of conducting business (unless otherwise specified in the Tenant's lease).

During the course of construction, Security will provide access to the space as requested by contractors that are authorized to work in the space, as per the trades list and project schedule that is submitted to the Landlord prior to the start of work on site.

## Contractor Rules and Regulations

### Garbage Removal

The garbage and construction debris generated by work being carried out on behalf of a Tenant will be the responsibility of the General Contractor. Corridors, freight elevator lobbies, and common areas are to be kept clear of the residual debris incurred. Arrangements must be made for the **freight elevator time** to remove such debris to the appropriate **Loading Dock** area and because of the limited space, be immediately taken from there by those Contractors responsible on a daily basis. "Construction Disposal Bins" are allowed to remain in designated areas, upon Landlord's approval. Upon removal of disposal bins by the Contractor, the area around the bin shall be cleaned by the Contractor to a tidy swept condition with no materials left behind. Only approved garbage disposal contractors will be allowed on site. If Landlord has to remove garbage on behalf of the tenant and/or tenant contractor, the tenant/contractor shall incur a charge back.

As part of Cadillac Fairview's ongoing LEED commitments, we require any waste generated on site as part of construction activities to be tracked and its point of disposal recorded. The garbage and construction debris generated by work carried out as part of a project must, at a minimum, be disposed of according to local regulations. Tracking of this waste disposal shall be recorded as per the template attached as Appendix A of this guide. It must be submitted, along with weigh bills for disposal, at the end of a project.

## Indoor Air Quality Testing

Indoor Air Quality Testing is conducted in the office buildings annually. Tenants who wish to test the indoor air quality of their space during a construction period may contact the Landlord; specifically the Tenant Project Manager, to arrange for a third-party consultant to conduct tests on the Tenant's behalf. In general, any costs associated with this indoor air quality testing (over and above the annual tests conducted by the Landlord) will be the responsibility of the Tenant.

We encourage our tenants, as well as their contractors and subcontractors, to plan and execute their construction activities according to the standards set within the LEED program. We ask that you consult the Landlord during the planning phase of your project to determine how your construction activities can affect Cadillac Fairview's ongoing LEED commitments.

## Finishing a Project

Upon completion of the project, the Landlord requires the following procedures and documentation:

1. HVAC/Air Balancing Report

*Note: In the case of major TI work the Tenant's Contractor will provide the Landlord with an air balancing report upon completion of leasehold improvement work. The report must include minimum and maximum ventilation rates on all air terminals. The balancing report must be reviewed by the Landlord's Mechanical Consultant (at the Tenant's expense) prior to submission.*

*Where there are minor modifications to the layout of the space, tenant to confirm comfort levels are achieved via email to Tenant Project Manager.*

2. As-Built Drawings (Architectural, Mechanical, Electrical, and other drawings if required) in PDF and AutoCAD format, Stamped and Certified
3. Operation Manuals
4. Engineering Schedules
5. Final Inspection/Occupancy Permit

*Note: Prior to completion of the work, the Tenant's contractor must apply for an Occupancy Permit and arrange for the City of Vancouver Building Inspector to make a final inspection. When the Occupancy Permit is received, a copy must be forwarded to the Landlord.*

6. Sprinkler Inspection
7. Deficiency Review/Signing-off Procedure

*Note: Upon completion of the project, the Landlord, and representatives for the Tenant, General Contractor, and Electrical subcontractor must meet to conduct a deficiency review of the premises. Once the deficiencies are cleared to the satisfaction of the Tenant, the Landlord must receive a letter or email from both the Tenant and the General Contractor indicating that the project is complete and that there are no outstanding deficiencies.*

Prior to final release of construction deposit to the Contractor, a “Site Review” by the Landlord that work has been carried out in a manner acceptable to the Landlord must be completed and noted along with all required closeout documentation as outlined below. Failure to obtain this approval may result in the Landlord having to complete or re-construct some components of the work in order to achieve the standards of the building with costs for the same being charged to the Tenant.

#### 8. Report of Material Diversion Rates/Recycling and Diversion Reporting

*Note: General contractors are to use the Landlord’s waste management consultant(s) for garbage removal, or provide the Landlord with receipts that show that the garbage was separated and disposed of in an environmentally friendly manner.*

*The Tenant will provide the Landlord with information on the waste generated in the demolition and construction period in the form of a completed waste tracking sheet and point of disposal weigh bills. The wastes tracking sheet and instructions on the information required are attached as Appendix A of this guide.*

#### 9. Tenant Improvement Allowance

In cases where the Tenant has been afforded a Tenant Improvement Allowance, the following documentation must be submitted to the Landlord, confirming that all work is complete and all involved contractors have been paid in full. The tenant improvement allowance will be processed for payment upon receipt of the full set of required documents.

***Note: The Tenant Improvement Allowance will only be paid out to the legal entity named on the Lease.***

Documents to be submitted:

- a) Completed, and signed Statutory Declaration: must be original copy, signed by the Tenant, and notarized. A copy of the appropriate template can be provided, upon request. If the statutory declaration is notarized outside of BC, a stamp or seal is also required.
- b) Invoice from Tenant to Landlord requesting payment of Tenant Improvement amount, also noting the Tenant’s business number, Landlord name, and tax amount payable.
- c) An email or letter from the Tenant advising that all deficiencies have been cleared.

- d) An email or letter from the General Contractor advising that all deficiencies have been cleared.
- e) A General Contractor's deficiency report must be provided to the Landlord and sign-off obtained.
- f) The Landlord must complete a deficiency walk-through of the space, and confirm that all deficiencies have been cleared.
- g) Copies of all individual invoices making up the total project cost: the payment will total only as much as was allocated in the lease agreement.
- h) Copy of cheque paid from Tenant to the General Contractor for the work completed and invoiced.
- i) Tenant's GST registration number.
- j) Tenant HVAC Maintenance Services Agreement
- k) Copy of Tenant's WorkSafe and BC Clearance Letter - Available here:  
[www. worksafebc.com/en/insurance/why-clearance-letter/get-clearance-letter](http://www.worksafebc.com/en/insurance/why-clearance-letter/get-clearance-letter)

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# TENANT DRAWINGS



## Tenant Designer, Consultants, and Contractors

### Designer

The Tenant shall engage an accredited Architect and/or Interior Designer to prepare all drawings which are necessary for the planning and construction of the Tenant's leasehold improvements and the approval of the Landlord and/or any other regulatory bodies having such jurisdiction. The Landlord may request the Tenant and/or their Designer to produce additional drawings and/or information which in the Landlord's opinion may be necessary to identify and describe the exact nature of the intended improvements. Mechanical and Electrical Drawings shall be prepared by qualified Professional Engineers registered in the province of British Columbia. The Tenant and/or their Designer shall fully inform themselves regarding the current Vancouver Building By-Laws and all addenda and any other regulations governing the design and construction of the Leased Premises, before preparing drawings.

### Consultants

The Tenant, at its expense, shall retain qualified professional Consultants subject to the approval of the Landlord. The Landlord encourages the use of its base building Consultants because of their familiarity with the base building design. This should result in more reasonable costs and speed up the whole process.

In order to maintain an up-to-date record of "as-built conditions", changes to partitions, mechanical and electrical changes or any other modifications to the building must be recorded and handed to the Landlord at completion of work. Mechanical and electrical information will be maintained on as-built drawings by the base building Consultants. When Tenant engineering work is undertaken by other than these noted Consultants, additional costs will be incurred by the Tenant for drawing reviews, and job inspections.

*Note: For all new Tenant designs, the Consultant is to provide training information and procedures, to the Tenant and Landlord, for the operation/maintenance of new mechanical equipment that is in addition to base building equipment.*

### Contractors

The Tenant is required to engage its own contractors for the purpose of carrying out its leasehold improvement work, subject to approval by the Landlord.

#### Contractors' Insurance Requirements

The General Contractor must provide documentation confirming Comprehensive General Liability on an 'occurrence basis' with inclusive limits of not less than \$5,000,000 and standard owner's form Automobile Insurance (if applicable) with inclusive limits of not less than \$1,000,000.

The following entities must be listed as ‘additional insured’ on the Certificate:

- The Cadillac Fairview Corporation Limited, as manager
- The Cadillac Fairview Corporation Limited
- Pacific Centre Limited, as Landlord
- 622145 British Columbia Ltd.
- 527698 British Columbia Ltd.
- 527700 British Columbia Ltd., as Landlord
- VanPC LP
- VanPC GP Ltd.

In the case of work taking place at 885 West Georgia the following entity must also be listed:

- Ontrea Inc.
- Van885 West Georgia LP
- Van885 West Georgia GP Ltd.
- Van885 West Georgia Property Ltd.
- IBC Properties Limited and J.K.S. Holdings Ltd., as Landlord

*Note: In most instances, the general contractor will provide their client (the Tenant) with a warranty for the work completed. Typically, the warranty is valid for one year. Tenants are advised to contact their general contractor directly to remedy issues that may arise during this warranty period, which may include: HVAC, Electrical/Lighting, and Finishes.*

## **Drawing Specifications**

The Tenant is responsible for the production of accurate and complete working drawings for the proposed construction within the Leased Premises. The Landlord strongly suggests that a review of the Archidata drawing database; including base building and previous Tenant’s Architectural, Mechanical, Electrical and Structural drawings, is completed prior to the start of any work. For access to this database, please contact the Tenant Projects Manager. The Tenant may request drawings of the Leased Premises indicating the major elements of the base building structure and systems to assist the Tenant in the production of working drawings. The Landlord will provide copies of these drawings, at the cost of the Tenant, if the drawings are available.

The Tenant must submit to the Landlord for its review, one set of paper prints, PDF copy, and AutoCAD drawings of all work proposed for the Leased Premises. Drawing size shall be no less than 22” x 34”. A drawing approval letter and a copy of the drawings will be returned to the Tenant and/or the Tenant’s general contractor bearing the Landlord’s stamp and comments, if any, with the understanding that drawings may be subject to changes requested by the Landlord. Please note that the approval process will take at least two weeks. Copies of the “Approved Drawings” are to be kept on the job for viewing throughout the construction period. Any revision to the approved drawings must be submitted to the Landlord for approval of changes and work must not proceed until revised drawings are stamped and returned.



The Landlord reserves the right to request certain additional or expanded information, for the purpose of definition clarification, before approval is given. **The Landlord also reserves the right to have drawings reviewed by the base building consultant, at the Tenant's expense.**

*Note: An Owner's Undertaking Letter will not be provided until the requirements listed above have been submitted and drawings approved.*

## Floor Plans

Floor plans must include the following:

- Drawing scale of 1:100 - (metric) or 1/8" = 1' - 0" minimum
- Locations of all major fixed elements within the Leased Premises dimensionally related to grid lines and demising partitions
- Room names and uses
- Locations and layouts of rooms of unusual loading concentrations, such as centralized filing areas
- Materials and finishes throughout the premises
- Where the Leased Premises occupy less than a full floor, plans must be of the entire floor showing location of the Leased Premises and its relationship to the elevator lobby, exits, washrooms, etc.

## Reflected Ceiling/Lighting Plans

Reflected ceiling/lighting plans must include the following:

- Drawing scale of 1:100 - (metric) or 1/8" = 0" minimum
- Lighting layout, ceiling pattern, materials, and suspension system details
- Type of wattage of any proposed special light fixtures
- Location of any sound baffles above the ceiling
- Locations of any access panels required to service building systems

## Construction Details

Suitable scales, indicating all methods of construction are necessary.

## Mechanical & Electrical Drawings

A scale of 1:100 - (metric) or 1/8" = 1" - 0" minimum, showing all work which has an alteration or addition to the base building system as well as the base building system which remains unchanged. Indicate tie-ins and extensions to base building security, fire alarm, and communications system.

## Structural Drawings

Where special conditions warrant the production of such drawings, for example, openings in slabs.

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# SITE REGULATIONS



The Tenant and all its contractors, agents and employees are required to abide by the following regulations in carrying out the Tenant work in the Leased Premises.

## Work Areas

All construction materials, tools, equipment, and workbenches must be kept within the Leased Premises throughout the construction period. All public lobbies, corridors, washrooms, and stairs shall be kept clean of construction materials at all times. Existing damages should be reported to the Tenant Projects Manager with photo documentation.

*Note: The Tenant Contractor and Subcontractors performing work at 885 West Georgia are required to use the designated contractor washroom available at level P1 in the building.*

## 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 B of this guide for more information on Work Permits and the Pacific Centre website ([Tenant Forms, Permits and Manuals](#)) 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 two business days prior to the commencement of the planned work, in all cases, and no related work can commence until approval is received.

## Working Hours

Work may be carried out in the Leased Premises during regular business hours; however, work disruptive to neighbouring Tenants such as noise, vibration, odors, dust, general life safety, etc. must be done outside of regular business hours. After-hours work must be specifically arranged with the Landlord.

Generally, building office hours (Monday to Friday) are as follows:

Building	Hours
TD Tower – 700 West Georgia	7:00 a.m. – 6:00 p.m.
701 West Georgia	7:00 a.m. – 6:00 p.m.
609 Granville	7:00 a.m. – 6:00 p.m.
777 Dunsmuir	7:00 a.m. – 6:00 p.m.
700 West Pender	7:00 a.m. – 6:00 p.m.
750 West Pender	7:00 a.m. – 6:00 p.m.
885 West Georgia	6:00 a.m. – 6:00 p.m. 8:00 a.m. – 2:00 p.m. (Saturday)
725 Granville	7:00 a.m. – 6:00 p.m.

In some cases, regular business hours may vary depending on the business requirements of the Tenant, or neighbouring Tenants. In those instances, contractors will be expected to abide by the time restrictions set by the Landlord.

Business hours are subject to change without notice.

*Note: The Landlord has the right to enforce any work-stoppages at the sole responsibility of the tenant, as a result of work related disturbances, as deemed necessary.*

## Freight Elevators

Every building is equipped with designated freight elevator(s) except for 725 Granville, 700 West Pender and 750 West Pender.

Freight elevators (or designated passenger elevators) can only be reserved outside business hours. They are free-running throughout the day, Monday to Friday, and are available for small deliveries on a first-come first-served basis.

All moving or delivery arrangements must be made by emailing [cfconnect@cadillacfairview.com](mailto:cfconnect@cadillacfairview.com) and are on a first-come, first-served basis. Should an emergency arise whereby you require the elevator without having made a booking, we will endeavor to assist you as much as possible. However, there may be days when it will not be possible to accommodate your request.

Large and cumbersome deliveries including construction materials, office furniture, photocopiers, and the like are not permitted through the tower lobbies or in the passenger elevators. Anyone found bringing these type materials through the lobby will be stopped and instructed to use the freight elevator/ loading dock facilities.

**Note:** The freight elevator will be locked by the cleaners for nightly garbage removal after 8:00 pm for approximately two hours. If you need the elevator during this time period, please contact Security for assistance at 604.669.3241. The General Contractor will be responsible to keep the elevator clean and ensure no damages are caused during the use of the elevator.

### Freight Elevator Specifications:

*Note: The specifications below are approximate only and should be verified on site.*

	700 West Georgia	701 West Georgia	609 Granville	777 Dunsmuir	700 West Pender	750 West Pender	885 West Georgia	725 Granville
Length (in.)	66.5	56	63	90	51	51	81	65
Height (in.)	118	150	150	144	102	102	112	114
Width (in.)	75	70	79	57	77.5	77.5	64	84
Door (in.)	42W x 84H	42W x 95H	42W x 92H	48W x 96H	42W x 83H	42W x 83H	42W x 84H	48W x 84H
Weight (kg.)	1590	1590	1588	1814	1361	1361	1800	1818

## Loading Dock Facilities

Loading Dock	Office Towers	Access
North Loading Dock	777 Dunsmuir, Block 32 Retail	500 block of Howe Street (by Pender Place entrance ramp)
South Loading Dock	700 West Georgia, 701 West Georgia , 609 Granville, and Block 42 Retail	Dunsmuir and Howe Street entrance ramp
Pender Loading Zone	700 and 750 West Pender, Pender Place Retail	500 Howe Street, via the commercial lane
885 West Georgia Loading Dock	885 West Georgia	Dunsmuir Street, via the commercial lane between Howe and Hornby Street
725 Granville Loading Dock	725 Granville, and Block 52 Retail	West Georgia and Howe Street entrance ramp

- All Tenant deliveries must be coordinated with their courier companies directly.
- The loading bays are available on a first-come first-serve basis.
- 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 contractors will be responsible for any damage to the building incurred during the delivery of materials. To avoid any unnecessary damage:

- Pad or otherwise protect all entrances, doorways, and walls affected by the move.
- Cover all floors traversed during the move with appropriate material.
- Do not block any fire exit corridor, exit door, elevator, lobby, or hallway with any materials.
- Only soft-wheeled carts and dollies are to be used on the property. Pallet jacks are NOT permitted.

*Note: Outside of regular business hours, a security guard may be required to be booked for the use of the loading bays, at the contractor's/Tenant's expense.*

## Material Delivery

Material deliveries to the Leased Premises are to be by way of the Loading Dock and freight elevator. Items with specific weight or dimensional requirements that require special treatment must be reviewed and arranged with the Landlord.

## Parking

The Landlord does not provide or guarantee contractor parking at the Pacific Centre and 885 West Georgia complex. There are four (4) pay-parking lots located immediately below the complex/building. Oversized vehicles are able to park outside of the complex, by parking on the street or using an open surface lot in the surrounding area.

For those making deliveries only, there is a 20 minute parking restriction in all loading zones. Vehicles parked for more than 20 minutes will be towed at the vehicle owner's expense. If you have loading requirements exceeding these time restrictions, please contact CF CONNECT directly at [cfconnect@cadillacfairview.com](mailto:cfconnect@cadillacfairview.com).

## Security of Leased Premises

The Tenant is fully responsible for the physical security of the Leased Premises and the contents thereof throughout the construction period and upon possession of the space.

## Emergency Contact

The Tenant contractor is required to post at site a name and telephone number for emergency contact. This information must also be included in the safety plan.

## Security Guard Bookings

Additional security may be required from time to time at the Contractor's/Tenant's expense; for example, when having to access another Tenant's space or using the loading bay facilities after regular business hours. To determine whether additional security is required, please contact the Tenant Projects Manager.

*Note: Security guard bookings are at a 4 hour minimum. Please refer to Rate Card for hourly cost. Please note we require 2 business days notice for additional security services and cancellations. Outside of regular business hours, a security guard is also required to be booked for the use of the 700 and 750 West Pender, 725 Granville, and 885 West Georgia loading bays, at the Tenant's expense.*

## Temporary Fire Protection

Operable fire extinguishers must be kept in the Leased Premises throughout the construction period and said extinguishers must be of sufficient numbers and suitable types to combat a potential fire in the work area.

## **Temporary Services**

The Tenant Contractor is responsible for the distribution of temporary power and telephone within the Leased Premises during the construction period. Exposed electrical cords are not permitted outside of the Leased Premises.

## **Access Panels**

The Tenant, at their expense, must provide access panels in the wall, ceiling, and floor construction as directed by the Landlord to permit access to equipment or services that are required. Location of access panels to be reviewed with the Tenant Project Manager prior to installation.

## **Daily Clean-up**

Contractors will ensure that the corridors and all common areas are left free of all debris and will remove dirt marks from corridor walls, floors, doors, etc. on a daily basis.

If the aforementioned areas are not kept in an acceptable condition, the Landlord will provide up to 3 written violation notices via email. If the issue continues beyond 3 notices, the Landlord will hire a cleaner on a daily basis at the rate of \$150 per day for the remaining duration of the project, charged back to the contractor.

## **Protection of Existing Finishes and Exterior Window Coverings**

All building finishes and carpets must be adequately protected to prevent any damage by contractors. Exterior window coverings must be wrapped in protective plastic sheeting prior to the start of construction to prevent them from being damaged or dirtied. Damage to building finishes caused by contractors will be repaired by the Landlord at the expense of the Tenant. Base building carpeting must be protected by covering with plywood sheets and/or plastic sheeting as directed by the Landlord.



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# BASE BUILDING SPECIFICATIONS



*Note: The base building specifications described below should be understood as the 'standard' finishes and systems that can be found in office buildings. In some instances, these specifications may vary from the details listed here due to revisions, upgrades, etc. In all cases, existing finishes and systems should be verified on site before proceeding with work.*

## **Base Building Revisions**

Revisions to base building construction required for the Tenant occupancy will be carried out by the Landlord's contractors at the Tenant's expense.

All elements of the base building, such as, but not limited to, light fixtures, doors and frames, hardware, etc. which the Tenant removes with the approval of the Landlord remain the property of the Landlord and will be delivered to the Landlord or disposed of as directed by the Landlord at the Tenant's expense.

- Without limiting the generality of the foregoing, the Tenant should specifically ensure that the following are cleaned prior to occupancy:
- Light fixtures and lenses
- Ceiling and ceiling tiles, if applicable
- Floor tiles and carpets
- Corridor walls and doors immediately adjacent to the Leased Premises
- Perimeter radiation off or induction units (inside and outside) of units
- Lint screen and coil, or filter
- Interior glazing in partitions
- All service rooms
- Window shades and/or blinds
- Windows

## **Finishes**

### **Window Coverings**

All suites with windows are provided with window coverings, which may not be removed without the Landlord's approval. Tenants may add supplementary window coverings (for example, blackout shades) provided they are of a type of material that will not interfere with the operation of the air distribution and radiant heating units, or with the exterior appearance of the building. The Landlord's approval of the addition of supplementary window coverings is required.

## Ceiling

Finished Ceilings are lay-in acoustic panels, in a seismically restrained T-bar suspension system reviewed and certified by RJC. **Any modifications to the system should be accompanied by letters of assurances certified by RJC.**

Open ceilings have no suspension system (T-bar or other) or lay-in acoustic panels.

Open ceiling concepts are considered non-standard and therefore the tenant **must consider the following and first sign the open ceiling rider or lease amending agreement to be provided separately.** Specifically, the tenant must commit to restoring the ceiling to the then base building standard upon expiry.

All fixtures, fittings, etc. that would be attached to a typical suspended ceiling must be separately and in-dividually suspended from the overhead structure, with proper attention given to anchor locations and fire rating.

Any services (plumbing, electrical, HVAC, etc.) that would typically be 'hidden' by a T-bar ceiling will re-main exposed/visible, however the tenant may choose to paint these items to the extent possible with the landlord's prior approval and without impacting their functionality. Labels must be applied to base building services that are painted to allow for easy identification.

All cabling must be installed in a suspended cable tray.

Important Note regarding Open Ceiling plans: Suspended ceilings act as an acoustic barrier thereby reducing noise transference between floors in a high rise building and from HVAC and other services in the ceiling area to office areas below. In the absence of a suspended ceiling, the Tenant will need to consider other options for dealing with noise transference (e.g. suspended acoustic panels, sound baffles, acoustic sprays with appropriate fire rating, white noise systems, etc.). None of these options can be expected to perform at the same level as a suspended ceiling in terms of their 'acoustic barrier' properties, and so it must be understood that an Open Ceiling plan is inherently more subject to noise transference through the structure (from above) than a suspended ceiling plan.

In addition, suspended ceilings help mitigate noise issues in two other ways: either by absorbing sound waves, thus preventing sounds from bouncing around the room, or by blocking sound from traveling to an adjacent room within the premises.

In summary, the Tenant should consult with their architect on their plans with respect to ceilings and seek their advice on the right application to fit each situation.

## Core Walls and Columns

Drywall, prime painted. Exterior faces of perimeter columns are painted to blend in with the curtain wall, and must be maintained as such.

## Light Fixtures

Any replacement of the base building light troffers must be reviewed and approved by the Manager of Tenant Projects. The following spec must be used in projects that include replacement of base building lighting troffers. The two options correspond to the difference in the T-bar grid size across the properties. To confirm the size, supplier, and LED performance, please contact the Manager of Tenant Projects.

-Visioneering- LRTG24x60-LED935K060L347-P94A1V99(E04)

-Visioneering- LRTG20x60—LED935K060L347-P94A1V99(E04)

Any deviations from this spec will impede maintenance and repairs as CF operations team and electricians will no longer be equipped to do so.

New base building lighting to be supplied through the preferred CF distributor as follows:

Victor Van, Western Regional Manager

Unique Lighting & Control Corp.

#1174 – 585 Seaborne Ave,

Port Coquitlam, BC V3B 0M3

T: 604-265-4093

C: 604-787-4556

E: victor.van@ulccorp.ca

## Curtain Walls

Fastening to or modification of curtain walls is not permitted.

## Doors and Frames

Entrances to electrical rooms, janitor rooms, washrooms, stairways, etc. are generally hollow metal doors in pressed steel frames, to match the building's standard finishes.

The Landlord will provide a full-height door and frame with appropriate U.L.C. fire rating for Tenant entrances on multi-tenant floors, to match the building's standard finishes.

## Door Locks

All door locks installed on both entrance and interior doors must be keyed to the building ASSA key master system. The system, while allowing complete freedom for the Tenant regarding the locking arrangements for its offices, provides access to each office at all times for both normal cleaning and emergency situations.

The Landlord maintains the master keying system on records and key coding and distribution. All keys and cylinders must be ordered through the Pacific Centre Access Control Centre (pccaccesscard@cadillacfairview.com) and shall be at the Tenant's expense unless otherwise agreed. Outside locksmiths or lock manufacturers are not permitted to change the keying of any locks.

**Note: If the Tenant doors or locking hardware are removed as part of any construction or improvements activity, all ASSA key cylinders must be returned to Security, as they are the property of Cadillac Fairview.**

## Door Hardware

Door locks installed by the Tenant must be Schlage (alternatively Sargent) brand, in order for them to be keyed to the building master system (ASSA). This applies to common doors, suite entrance doors, and internal doors. The recommended lock type series for all new installations would be [Schlage L \(allegion.ca\)](https://www.allegion.ca) series mortise locks. The mortise lock has the largest range of functions and can be code compliant for installations requiring deadbolts.

The common area doors in the complex are cylindrical and the [Schlage ND \(allegion.ca\)](https://www.allegion.ca) series lever has been the handle of choice for these applications. The ND series, like the L series, is a grade 1. CF uses Rhodes lever design, with 06 lever being the equivalent in the L series.

## Keyless Access Option

The Landlord maintains a base building access control system (proximity cards required to access the building and elevators outside of regular business hours) that Tenants can tie to their individual suites. For additional information on this electronic access option, including the installation of a tenant stand-alone access system for their suite, please refer to the Security System section from below.

## Floors

Base building floor provided to the tenant is a concrete floor slab that is broom-swept and smooth.

## Paint

No oil based paints are permitted.

## Signage

Tenant identification signs in main lobbies, elevator lobbies and on entrance doors, must be in accordance with the Landlord's design criteria for such items as style, location, and size and at the expense of the Tenant. Design parameters for such signage are available from the Landlord.

## Washroom Accessories

All washroom accessories must be compatible with base building products and supplies in order to facilitate refills. For specs, please contact the Tenant Project Manager.

## Mechanical Systems

### Heating, Ventilating and Air Conditioning (HVAC)

The Tenant's Consultants must review existing base building system drawings for design air supply quantities which the Tenant's design shall not exceed. All base building ducting (return air or supply air) is to be filtered by the General Contractor during the construction phase, and removed at the project's completion. Please note, all filters must be upgraded to MERV 13 or MERV 14.

***Note: DDC integration into the base building BAS system is to be completed by Control Solutions with the exception of 725 Granville which is ESC and 885 West Georgia which is Honeywell/Control Solutions.***

***Note: For all HVAC equipment that is in addition to base building equipment (such as additional fan coils), the Tenant is responsible for the servicing and maintenance of this equipment.***

***Note: For Open Ceiling plans in all buildings, return air ducting and grilles must be added in the absence of a suspended ceiling (which typically serves as a return air plenum), with the number and location of return air grilles to be determined by a mechanical engineer.***

#### 700 West Georgia – TD Tower

Perimeter zone is served by induction systems with free standing continuous floor enclosures located under the window divided into one zone per bay. Interior areas are conditioned by single zone systems supplying and returning air to and from the space through air handling fluorescent lighting fixtures. The ceiling space serves as a return air plenum.

***Note: Tenant furniture must be 12 to 16 inches clear of the induction units for maintenance and cleaning purposes.***

#### 701 West Georgia

Perimeter zone is served by induction systems with free standing continuous floor enclosures located under the window divided into one zone per bay. Interior areas are conditioned by single zone systems supplying and returning air to and from the space through air handling fluorescent lighting fixtures. The ceiling space serves as a return air plenum.

***Note: Tenant furniture must be 24 inches clear of the induction units for maintenance and cleaning purposes.***

#### 609 Granville

Air conditioning is provided by a central Variable Air Volume (VAV) system with hot water radiation under the windows; conditioned air is supplied to the space through t-bar slots and is returned through t-bar slots to ceiling space which serves as a return air plenum.

## 777 Dunsmuir

Cooling is provided by a VAV system. Each floor is served by its own air supply unit. Fresh air is supplied by a central fan system. Perimeter heating is provided through hot water radiant panels in the ceiling. Conditioned air is supplied to the space through air handling fluorescent lighting fixtures, the ceiling space serves as a return air plenum.

## 700 and 750 West Pender

Cooling is provided by a VAV system. Each floor is served by its own air supply unit. Fresh air is supplied by a central fan system. Perimeter heating is provided by hot water radiation under the windows. Conditioned air is supplied to the space through air handling fluorescent lighting fixtures, the ceiling space serves as a return air plenum.

**Note: Tenant furniture must be 12 to 16 inches clear of the perimeter heating units for maintenance and cleaning purposes.**

## 885 West Georgia

Cooling is provided by a VAV system. Each floor is served by a central air handling fan. Fresh air is supplied by a central fan system. Perimeter heating and cooling is provided by fan coil units in the ceiling. Conditioned air is supplied to the space through air handling fluorescent lighting fixtures, the ceiling space serves as a return air plenum.

## 725 Granville

Cooling is provided by a VAV system. Each floor is served by 3 air supply units that have their own fresh air supply. Perimeter heating is hot water radiant heat with zone control. Conditioned air is supplied to the VAV Boxes and transferred to diffusers in the areas they serve.

## Plumbing

Plumbing into the main domestic cold water supply, connection to the sanitary drain and vent risers are provided at the core to allow for the addition of a limited number of private washrooms in the Leased Premises, subject to the Landlord's approval. Tenants requiring hot water must provide their own hot water tank.

A review of shut off valve locations must be coordinated prior to any plumbing modifications.

**Note: 700 West Georgia and 701 West Georgia, base building (domestic) water pipes (extending to and including the washrooms) are lined from the inside with an epoxy material. NO Soldering or Welding is permitted on these lines.**

**Exceptions to this policy must be approved in writing by Cadillac Fairview management. Infractions of the Pacific Centre fire system disabling and hot work permit policy may result in the contractor being denied access to Pacific Centre and 885 West Georgia.**

**Note: Press to Connect Fittings accepted for installations up to 25 mm (1") pipes. Press fittings shall conform to:**

- ASME B16.51
- ASTM F3226
- IAPMO/ANSI/CAN Z1117

**Sealing elements for press fittings shall be EPDM. Sealing elements shall be factory installed or an alternative supplied by fitting manufacturer.**

**Maximum working pressure of 1,379 kPa (200 psi) and maximum temperature of 121 °C (250 °F).**

**Press ends shall allow identification of an unpressed fitting during pressure testing to provide the installer quick and easy identification of connections which have not been pressed prior to putting the system into operation.**

**Pressing tools and jaws used shall be approved for use by the fitting manufacturer.**

**Note: Considering our commitment to being a NetZero emission portfolio, any tenant equipment connecting to the base building heating system should be designed for a maximum entering water temperature of 60 °C (140 °F).**

**Note: 700 and 750 West Pender, for all additional facilities or amenities to base building, such as washrooms or kitchens, an independent hot water heater and tank must be installed at the cost of the Tenant.**

**Note: For all buildings backflow prevention devices are required to be installed for all water source appliances and equipment. This is a requirement of the City of Vancouver, as per Section 14 of the Waterworks Bylaw No. 4848. Backflow preventer types are as follows:**

<b>Equipment</b>	<b>Backflow Preventer Type</b>	<b>Note</b>
Coffee Machine	Dual check valve (DuC)	Tags not required
Residential fridge	Dual check valve (DuC)	Tags not required
Water coolers	Double check valve assembly (DCVA)	Tag (serial ID) required



## Fire Protection

In all towers, each floor is provided with portable fire extinguishers and smoke detectors. All buildings have automatic sprinkler systems. The floors have sprinklers and speaker systems designed on an open plan basis. Tenants may be required to modify and/or add to the existing sprinklers and speakers to suit their layout, at the Tenant's expense.

Any modifications to the sprinkler system must be done as per City of Vancouver building bylaws. A fire sprinkler permit is required for installing new fire sprinkler systems or making any changes to an existing one. You will need to submit the issued CoV sprinkler permit alongside the "Application for Fire Protection System Work Permit" form to CF Connect for approval with a minimum of 2 business days notice.

***Note: Verification of the final connection to base building fire alarm systems to be completed by Fire-Pro Fire Protection. Fire-Pro Fire must also conduct the final connection, in addition to the verification.***

## Electrical Systems/Data and Communication

### Metering

The Tenant shall pay the cost of installing, inspecting, verifying, maintaining and repairing any meters or metering system installed at the request of the Landlord or the Tenant to measure the usage of utilities in the premises. Where a base building metering system has been installed in the building, the Landlord will provide, at the Tenant's expense, all necessary components and programming to connect the premises to the Landlord's metering system.

***Note: Any modifications or additions to the base building metering systems are to be completed by Carma Industries (Pacific Centre Office Complex) or QMC (725 Granville and 885 West Georgia) Additionally, Engineers are required to contact the base building meter providers listed above, during the drawing, creation and review phases.***

### Lighting

Base building lighting power is generally provided at 347 volts.

***Note: As part of our sustainability initiatives, we are moving towards a standard base-building dimmable LED fixture that can be powered by both 120 and 347 volts.***

***For specs please refer to page 34***

### Lighting Switches

To maximize energy savings it is strongly suggested that the Tenant provide additional switches and occupancy sensors for individual offices and meeting rooms, with default position at off.

## Computerized Lighting Controls

For energy conservation, the Landlord has provided a computerized control system which turns off all Tenant area lighting, other than emergency lighting, at set times after business hours. All lighting must be connected to the Landlord lighting control system.

***Note: Final connections to base building lighting controls are to be completed by Western Pacific Enterprises Ltd. or Sasco Contractors Ltd. (885 West Georgia).***

## Power and Telephone

Use the existing 120/208 volt, 3 phase, 4 wire panel boards in the Main Electrical Room. Contractor to allocate one existing panel for this scope of work and ensure that no circuits on this panel will be shared by any other tenant spaces, vacant or occupied, refer to Single Line Diagrams. Contractor to allow for survey of existing circuits to determine the load on each one. Circuit numbers on drawings are intended to show grouping of loads or loads which require dedicated circuits. Where a new or relocated device is to be connected to an existing device, the circuit number is shown on both. Circuit numbers do not correspond to free spaces in panel boards. Actual circuits used must be from the panel.

Power for duplex outlets at 120/208 volts is available on each floor. Supply, installation, and connection of outlets are the responsibility of the Tenant.

***Note: For 885 West Georgia Building, low voltage cabling for the Acoustic Monitoring system may be found in the building risers and throughout the ceiling space on every floor. These cables are labeled every 20' and under no circumstances should be cut or removed. Doing so without authorization will impair the system and any cost to repair will be at the expense of the Tenant.***

## Data and Communication

If you need access to the office riser rooms, please submit the Riser Room Access form to CF CONNECT at [cfconnect@cadillacfairview.com](mailto:cfconnect@cadillacfairview.com) for approval.

Building security typically requires tenants or contractors to provide a minimum of 2 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 equipment in the base building telecom room, or installing cabling over two or more floors 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](mailto:client.services@theattaingroup.com). with the following information as applicable:

- Company name and/or logo
- Date of plans
- Name, title, telephone, and e-mail of project manager

- The pathway of the cabling along the roof to the entry point into the building
- A plan showing the exact location of any equipment installed within common areas (mechanical room, telecommunication rooms, common corridors) are required.
- Description of type of cabling to be installed within the building.

Please note:

- Any cabling installed within common areas (mechanical room or common corridors) must be installed in metallic flex or EMT conduit. Any cabling travelling in plenum ceilings must be CMP rated.
- All horizontal and vertical penetrations must be fire stopped and/or weather sealed as required and as per nation, provincial, and local codes. If specifications are attached, this firestop material must be used (no substitutes permitted).
- A maximum of 5 meters of coil only is permitted in the MTR and TRs. Coil must be placed above the backboard.
- All cabling to be mechanically fastened to backboard or wall. Cabling cannot be attached to other cables, base building equipment.
- All cabling to be installed horizontally must be either above or below the backboard in the telecommunication rooms.
- All cabling, conduit, and equipment to be mechanically labeled with project number.
- Carrier is responsible to obtain all permits from local authorities (if required).

## Security Systems

### Access Control System - Base Building

The complex uses a Lenel OnGuard access control system. Tenants have the option of installing their own card readers and have them connected to the base building access control system. Before such work takes place, however, any card reader additions to the base building system must be reviewed and approved in advance by the Landlord. A separate Tenant Access Control Implementation Agreement will also need to be executed prior to any card reader installation taking place.

Once this work has been approved by the Landlord and the Tenant Access Control Implementation Agreement has been signed by both parties, tenants will be required to engage the Landlord's vendor of record to obtain a quote and have their card reader installed on their premises. Cadillac Fairview vendor of record is familiar with our processes and are the only ones authorized to connect tenant card readers to our system. For any additional details, please contact the CF Security Manager.

***Note: Any security alarm points or duress buttons that are being contemplated must be monitored by others. Base building Security will not monitor alarms.***

### Access Control System - Stand Alone

Tenants who choose to pursue the option of installing their own product may do so, but it must remain detached from the base building access control system.

If the tenant chooses to install a TSACMS, following additional requirements must be met:

- Tenant project drawings are required to be reviewed by the Landlord and any of the Cadillac Fairview base building engineers or Consultants denoted in this document.
- Installation of any data gathering panels (DGPs) for a Tenant Stand-Alone Access Control Management System (TSACMS) needs to be done on the interior of tenants' leased premises. Note, the base building riser rooms are NOT deemed usable tenant space.
- If the tenant is installing TSACMS and has premises on more than one floor, or in different buildings within a single Cadillac Fairview property, the tenant is responsible to provide the connection between floor plates for their TSACMS.

*Note: Tenants who install their own stand-alone access control system that is not compatible with the base building HID cards will be required to provide building Security with up to 12 access fobs at their own expense. Provided fobs will be logged and distributed by Security to cleaning personnel to complete their regular work, both during and after-hours. Building Security, Cleaning, or Operations personnel will not be required to enroll into any biometric readers (for privacy reasons).*

## Surveillance Cameras

CCTV surveillance cameras are not permitted to be installed within common areas or monitor the common areas, in part or whole.

## Structural Systems

### Loads

Office floors have been designed to handle 50 pounds per square foot live load, plus 20 pounds per square foot partition load. Unusually heavy loading situations, such as central filing areas, storage areas, vaults, safes, etc., must be specifically indicated and detailed as to floor loading as part of the Tenant's working drawing submission to the Landlord and are subject to the Landlord's prior approval. The Landlord will engage the base building structural consultant to review floor loads and charge the Tenant back for the drawing review fees.

Note: 777 Dunsmuir office floors have been designed to handle 75 pounds per square foot live load, plus 25 pounds per square foot partition load.

Tenants contractor must engage RJC, base building structural consultant, directly to review floor loads for any heavy equipment deliveries during the course of construction.

### Seismic

The buildings' seismic designs and specifications incorporate the National Building Code of Canada's requirements as they are interpreted in the City of Vancouver Building Bylaw in effect at the time of original construction. Selected buildings have been subject to upgrading to more recent versions of the City of Vancouver Building Bylaw. Information on upgrade extent can be reviewed in consultation with RJC. Any changes to the base-building structure and/or items requiring non-structural seismic restraint, made by the Tenant, must meet these code requirements, and must be accompanied by letters of assurances certified by RJC.

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# APPENDIX A



## Recycling & Waste Tracking Sheet

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

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# APPENDIX B





## 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](mailto: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](mailto: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](http://www.pacificcentroffice.com)
- 2 Fill out form completely (blank fields will delay processing of request)
- 3 Submit form to [CFConnect@cadillacfairview.com](mailto: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 2 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/repaired 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. All Hazardous Material Testing and Survey services must be completed by WorkSafe BC Licensed company and the work must be performed by a Level S Certified Surveyor. Sampling must be done according to WSBC Asbestos Guide. For a copy of the guide please contact the Tenant Projects Manager.
- Asbestos abatement services must be provided by a WorkSafe BC Licensed company. Abatement workers must have Level 2 Certification and Abatement Supervisors must have Level 3 Certification.
- In general, due to the nature of the work, contractors 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 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 is required as dust may set off the system and cause a false alarm
- 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

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# APPENDIX C

EMERGENCY  
PROCEDURES



Contractors working on construction projects are responsible for having an emergency plan established. Cadillac Fairview is not the Prime Contractor for construction projects and the onus lies on the contractors completing the project to establish safety procedures at the site.

Plans should include written, posted procedures for first aid, fire safety and evacuations.

The following are basic requirements that must be included in all procedures for the CF Pacific Centre complex:

## Fire / Smoke

1. In the event of fire or smoke, the nearest fire pull station must be activated.
2. Evacuate the area using the nearest fire exit (stairwell or entrance door). Do not use elevators.
3. Once safe, call 911 + Building Security 604.669.3241.
4. After exiting the building, report into Building Security at the building lobby and advise of evacuation status and observations.

Note: During some phases of construction, the fire system may be impaired. During pull station and speaker impairments, contractors must arrange for their own fire watch and ensure instructions for contacting Building Security have been issued. Alternate means to alert area occupants are needed as well (usually air horn will suffice). A means for Building Security to contact crews working on a project are recommended.

## Fire Alarm

1. Upon hearing fire alarms, contractors will prepare to evacuate by shutting down high risk activities (i.e. power tools, working at heights, open flame, grinding).
2. Evacuate the area using the nearest fire exit (stairwell or entrance door). Do not use elevators.
3. If egress routes are blocked by smoke, do not enter the stairwell. Try another stairwell. If all routes are blocked, call 911 + Building Security 604.669.3241. If needed, use the red firefighter phone by exits to call directly to the fire panel in the main lobby. If trapped in a stairwell, attempt re-entry on a crossover floor (located every 5-storeys).
4. After exiting the building report in to Building Security at the building lobby and advise of evacuation status and observations.

## Medical Emergency & First Aid

Contractors are responsible for meeting WCB requirements for first aid for the type of work being carried out.

1. For any medical emergency or serious accident, call 911 + Building Security at 604.669.3241.
2. Building Security will support the response by meeting paramedics, locking off elevators and escorting to the scene.

## Flood / Major Leak

1. In the event of a flood, Building Security must be called at 604.669.3241.
2. Building Security will dispatch Building Operations to the scene to assist with shutting off water.

Contractors working on water systems or close to them need to have a flood procedure in place prior to working. This could include:

1. Tagged shut off valves and orientation for all trades working in the area. Review locations with building operations prior to starting work.
2. Having clamps or crimping tools available for the type of water lines in the area. Consider having temporary shut off valves available (i.e. Sharkbite).
3. Hose/funnel set-up to redirect water to a stairwell or container or area less damaging.

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# APPENDIX D





## 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 plan 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

GC Name - \_\_\_\_\_ (The "Client's Contractor") has now taken possession of \_\_\_\_\_ (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: \_\_\_\_\_