

DELOITTE TOWER

CONSTRUCTION RULES

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INTRODUCTION

Welcome to the Deloitte Tower!

You have been mandated to renovate or fit out the premises of one of our tenants. We are happy to welcome you and your customer to our team.

Very soon, we will have to work together to bring this project to realization. Please know that we will do everything in our power to help you achieve your goals within the prescribed time frame.

In this document, you will find the building regulations and procedures to follow that will allow you to achieve your objectives while adhering to our policies.

We wish you the best of success in carrying out your work.

BLACK PROPERTY HOLDINGS L.P c/o CADILLAC FAIRVIEW CORPORATION LIMITED



Laurent Bruneau
General Manager
Deloitte Tower

GENERAL REGULATIONS

CONTACT INFORMATION

- Building Administration:
Telephone: 514 395-5164
- For all provisions regarding out-of-hours access permits, sprinkler closures and welding permits, please contact the Operations Manager directly:

Name : Simon Paquet
Phone: 438-399-6865
Email: simon.paquet@cadillacfairview.com

Name: Elliott Parsons
Phone: 438-221-8334
Email: elliott.parsons@cadillacfairview.com

- For all arrangements concerning the Tenant's work, please contact the Operations Manager directly:

Name : Simon Paquet
Phone: 438-399-6865
Email: simon.paquet@cadillacfairview.com

Name: Elliott Parsons
Phone: 438-221-8334
Email: elliott.parsons@cadillacfairview.com

BEFORE THE WORK BEGINS

1. Make an initial site visit with the building Operations Manager.
2. Provide the Operations Manager with the following documents:
 - a. A copy of the building permit from the City of **Montreal, Borough of Ville-Marie**. Note that if the application for a building permit is accepted, you will have to submit a copy of this permit as soon as the work is completed.
Contact for permit applications: **Ville de Montréal, Borough Ville-Marie, Direction de l'aménagement urbain, du génie et des services aux entreprises, 800 de Maisonneuve Boulevard East, 17th floor, H2L 4L8, Tel.: 514 872-0311, Fax: 514 872-3567**
 - b. Proof of insurance in the minimum amount of five million dollars (\$5,000,000 CAD), with the title of the following co-insureds:
 1. **Black Property Holdings LP, 2917599 Canada Inc.**
1100 av. des Canadiens-de-Montréal, Suite A-005, Montreal QC H3B 2S2;
 2. **Cadillac Fairview Corporation Ltd.,**
1100 av. des Canadiens-de-Montréal, Suite 400, Montreal QC H3B 2S2;
 - c. A valid contractor's licence from the Régie du bâtiment du Québec (RBQ);
 - d. Proof of registration from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST);
 - e. Confirmation of the opening of the construction site issued by the CNESST;
 - f. A certified cheque in the amount of ten thousand dollars (\$10,000.00) payable to Black Property Holdings LP for the construction deposit;
 - g. The duly completed "Contractor's Contact program" form attached to this document;
 - h. A copy of the work schedule.
3. Outside the construction site, please affix the City of Montreal's building permit.
4. The contractor shall ensure that the approved plans and specifications are complied with before construction begins.

DURING THE WORK

You will need to:

1. Keep Cadillac Fairview-approved construction plans on site at all times. These plans must be sealed beforehand by a member of a professional organization accredited in Quebec. These plans must be available at all times on the site. **The property reserves the right to close the site if the approved plans are not on site.**
2. Coordinate the receipt of materials (other than through service corridors) with the Operations Manager or Security Manager. It is forbidden to use the main entrances of the building for the transport of materials.
3. Coordinate access to the building outside of business hours with the Operations Manager and/or Security Manager.
 - a. 24 hours' notice must be given.
4. Have a 20-pound (lb) fire extinguisher, type ABC, a first aid kit and an evacuation plan at all times in the room.
5. Ensure that the WHMIS card for any product used and controlled by WHMIS is present in the room at all times.
6. Install carpets at all exits of the room being renovated/built so as not to dirty the floor of the building. The property reserves the right to ask the contractor to clean up any dirt left in the building.
7. Protect electrical wiring (or electrical lines), energy management cables, HVAC system communication lines, and thermostat of existing building-owned systems. If in doubt, please check with the Operations Manager.
8. You ensure that you have adequate and sufficient protection to prevent the dispersion of dust by having in your possession a broom and a vacuum cleaner with an appropriate filter. Please install filters on air ducts and returns to avoid contaminating adjacent spaces.
9. Preserve the palisade in its original condition. If you damage it, you will have 24 hours to repair and repaint it.
10. Keep a copy of these building regulations on site at all times.

Please note that:

1. No cutting or drilling of the floor may be made without the permission of the Operations Manager and must be done solely by the contractor.
2. Before drilling or cutting the floor, the Operations Manager must be informed at least 72 hours in advance so that the feasibility of drilling or cutting the floor can be assessed. For any drilling or cutting of the concrete slab, an X-ray check must be done beforehand and a report must be submitted to the Operations Manager for approval. The general contractor is responsible for any damage caused.
3. Any drilling of the roof must be done only by the contractor under the authorization of the Operations Manager. In order to maintain the warranty on the roof, it is possible that a specific contractor will be assigned to the work in question. Please check with the Operations Manager.
4. Any work related to the fire alarm system must be performed only by the authorized contractor of the property and with the prior approval of the Operations Manager. A certificate will then need to be issued and the fees paid by the contractor.
5. All work related to the structure of the building must be approved in advance by the Operations Manager.
6. Any work related to the lockout of the premises must be approved in advance by the Operations Manager.
7. No noise, odour or vibration must disturb customers or other tenants during the building's opening hours: between 7 a.m. and 6 p.m. from Monday to Friday inclusively. The property reserves the right to stop work if noise, smell or vibration interferes with the operation of the building.
8. No deliveries of materials or furniture will be accepted into the building during opening hours (see appendix "Access outside opening hours").
9. The use of diesel or propane equipment is strictly prohibited in the building.

AFTER THE WORK

1. Conduct a list of deficiencies prior to site closure with the Operations Manager. Otherwise, the contractor will make a list of deficiencies based on approved plans, directives and discussions that occurred during the work. The deficiency report will be sent within 14 working days after the site closure.
2. Remove all construction debris from the room.
3. Coordinate the removal of the hoarding, if applicable, at the end of the work with the Operations Manager. The contractor will need to dispose of it properly and then clean up the site.
4. Submit the following documents to the Operations Manager:
 - a. The air balancement report;
 - b. A certificate of compliance for sprinklers and other fire protection equipment, if applicable;
 - c. Evidence that deficiencies have been corrected;
 - d. A certificate of compliance from the CNESST;
 - e. A letter of compliance from the CCQ;
 - f. A copy of the building permit;
 - g. A dated and signed letter confirming that no asbestos-containing materials were used during construction and/or during the project. The letter must also include the name and unit number of the company, in addition to the date of completion of the construction;
 - h. A sworn statutory statement (from the tenant confirming that the contractor has been paid in full);
 - i. An electronic copy of the "as built" architectural, mechanical and electrical plans (PDF&CAD);
 - j. A cheque for payment of unpaid bills (if required).

The list of corrected deficiencies and documents required by management must be submitted **before the contractor receives a refund of their construction deposit, if applicable.**

HOT WORK PERMIT (ANY WORK THAT COULD CAUSE A FIRE)

"Hot" work is work that is done with an ignition source near flammable or combustible materials. Typically, this work releases heat, sparks or a flame that can cause a fire.

The primary aim of the building policy is to avoid the risks inherent in hot spot work. In this sense, if it is possible to carry out the required work without the use of equipment that produces flames or sparks, this method should always be used.

Prior to proceeding with hot spot work, the contractor must apply for a hot spot work permit from the building Operations Manager at least 48 hours prior to the work (see appendix for the form). The fee for the hot work permit is \$125 (this fee includes three (3) hours of supervision during the work, one (1) hour of supervision after the work and three (3) hours of additional periodic monitoring).*

In order for the work to be authorized, the following conditions must be met:

- A hot work permit has been issued by the Security Manager;
- This permit must be prominently displayed on the premises at all times until the work is completed. This permit must then be returned to the Security Department;
- Any other conditions that may be reported during the inspection of the premises prior to the issuance of the permit;
- A building Security officer will provide continuous monitoring during the work, until one hour after the work is completed, and conduct site checks for the next three (3) hours;
- The work must be carried out during periods of inactivity or low traffic, with the authorization of the Operations Manager;
- The fire protection system and sprinkler system will need to be fully functional in the area where the hot spot work is to take place.

Please note that the permit will not be issued if sprinkler protection is not in operation.

***THE PERMIT IS ONLY VALID FOR THE PERIOD DESCRIBED. ANY TIME OVERRUN WILL REQUIRE A NEW PERMIT APPLICATION.**

WASTE MANAGEMENT

IMPORTANT: Failure to comply with these regulations will result in a penalty of \$1,500 per non-compliant container.

Cadillac Fairview buildings have adopted the **Green at Work program**, which demonstrates their commitment to meeting the highest levels of environmental standards.

Our waste Manager, Enviro Connexions, has developed a building materials recycling process where materials are separated, shredded, recycled and accounted for.

It is **mandatory** to contact Enviro Connexions to obtain a recovery container for building materials. See appendix for container application form. Allow 48 hours (business days) for container delivery. The location of the container must be approved by the Operations Manager.

Mixed Building Materials/40 v.c. Container

- Rate per lift: \$130
- Cost per tonne: \$75 / tonne

Wood Only/40 Watt Container

- Rate per lift: \$130
- Cost per tonne: \$75 / tonne
- Government charge (per metric ton): not applicable

The container should only contain wood. This rate is applicable, as the container does not go through the sorting of the building.

Metals Only/40 Sqd Container

- Rate per lift: \$130
- Cost per tonne: \$0/tonne
- Government charge (per metric ton): not applicable

WASTE MANAGEMENT (continued)

Please note that:

1. These costs will be billed directly to you by Enviro Connexions;
2. You will need to coordinate the location of the waste container with the Operations Manager;
3. No stationary containers should be left in the parking lot;
4. That the surroundings of the container must always be clean, free of any construction debris;
5. That the accumulation of waste will not be tolerated outside the construction site;
6. You will need to have the container emptied as soon as it is full;
7. The container must be locked during non-operational hours of the building;
8. The building is committed to reducing its environmental footprint.

Contractors are strongly encouraged to:

- a. Avoid materials that will result in excessive waste;
- b. Recover reusable materials during demolition;
- c. Choose materials that have recycled content;
- d. Choose renewable materials;
- e. Choose materials that are low embodied energy and require little maintenance;
- f. Adhesives, sealants and paints must have a VOC content that meets or exceeds local VOC limit requirements or Green Seal requirements;
- g. Floor coverings must be certified eco-responsible;
- h. Composite panels and agro-fibre products must not contain any urea-formaldehyde resin.

ADDITIONAL INFORMATION

1. The parking of vehicles belonging to the contractor is strictly prohibited in the vicinity of the building. Vehicles must be parked in the area designated by the Operations Manager (see Appendix).
2. All corrective work and work performed by the building as a result of negligence on the part of the contractor will be invoiced to the general contractor with the addition of a 15% administration fee.
3. The contractor must ensure that he or she has all the necessary equipment to carry out the work. **No equipment loans will be granted** by the building.
4. No loads can be hung on the steel deck or ceiling. Loads must be self-supporting.
5. It is strictly forbidden to smoke, smoke or use electronic cigarettes in the building and on the construction site.
6. It is strictly forbidden to use the entrance doors of the building to transport materials and tools.
7. Cadillac Fairview employees and direct subcontractors are not permitted to sign the contractor's service sheets. Please ensure that a representative from your company remains on site to have subcontractors' service sheets signed.
8. The Contractor undertakes to comply at all times with all applicable occupational health and safety laws and regulations, or otherwise.
9. Please consult the Operations Manager if you have any questions regarding the presence of asbestos in the building.
10. Please check with the Operations Manager regarding the contractor selected for the HVAC communications and fire alarm system.

WATER FILTERS

The tenant must install 3M 3MFF100 MOQ 1 filters at each water consumption point in the premises. These filters have been professionally recommended by our consultants and are certified sustainable by the Water Quality Association (WQA), adhering to Cadillac Fairview's Green Rewards sustainability program, which incorporates sustainability into the operation of its buildings.

COSTS AND SERVICES

Please fill out the appropriate form (attached) for each of the services.

SPRINKLERS

All sprinkler work must be performed by the authorized contractor, **approved by the Operations Manager.**

1. Roberts Fire Protection Ltd. - 514 695-7070
2. Submit your contractor to us for approval.

The general contractor will notify the Operations Manager, in writing using the attached form, 48 hours in advance **to have a sprinkler area emptied and refilled.** For each intervention, a fee of **\$250** will be charged to the general contractor. Please complete and send us the sprinkler closure request form.

When sprinkler work, the presence of a Security guard may be required depending on the situation. The cost related to the Security guard is \$120.00 per closure based on a minimum of 4 hours at \$30.00 each (subject to change according to the decree, without notice) plus administrative fees and taxes.

The application to drain the sprinkler system will be refused if a hot work permit was issued during the same period.

Costs for the tenant's construction work (such as emptying the sprinkler system, purchasing the tiles, hot work, etc.) will be charged as they arise. These costs will be deducted directly from the construction deposit only if they are not paid at the end of the work.

SECURITY

The Security of the premises is at the expense and expense of the tenant. The tenant is responsible for the Security of their own premises.

The building administration reserves the right to require the presence of a Security guard in common areas if the nature of the work so requires.

A fee of **\$30.00 per hour** (plus taxes and according to the government decree currently in effect) will be charged to the contractor for a minimum of 4 hours, plus 15% for administration fees.

***Costs will be charged as applications are received. These costs will be deducted directly from the construction deposit only if they are not paid at the end of the work.**

CONSTRUCTION DEPOSIT

The construction deposit in the amount of **TEN THOUSAND DOLLARS (\$10,000.00)** must be made by certified check payable to **Black Property Holdings LP**.

The Construction Deposit shall serve as Security for the Contractor's faithful performance of its obligations under these Building Regulations and all necessary work relating to the Leased Premises approved by Cadillac Fairview. The construction deposit is not an advance for future services.

The construction deposit is not governed by the provisions of articles 2280 et seq. of the Civil Code of Québec, or any other law pursuing the same purposes, and shall not be considered to be the property of the contractor. In addition, it is understood that the Construction Deposit will not bear interest and that if Cadillac Fairview charges all or part of the Construction Deposit to any unpaid amount, the full value of the Construction Deposit shall be replaced upon request by Cadillac Fairview.

In the event that the Contractor fails to pay invoices of any kind within the prescribed time or to carry out any work deemed necessary by the lessor within the prescribed period, then Cadillac Fairview reserves the right, without further notice or formality and without prejudice to its other rights and remedies, charge all or part of the construction deposit to the unpaid amounts.

All or the remaining balance of the construction deposit will be remitted to the Contractor within 45 days of the later of:

- the date on which the business was opened to the public;
- the date on which the violations and deficiencies will be corrected, to the sole satisfaction of the Lessor;
- The contractor has 2 weeks to complete the documented deficiencies;
- the date on which all of the documents listed in section 5 of page 8 of these Rules were delivered to Cadillac Fairview;

In the event that the contractor neglects or fails to meet the conditions set out above, the rules of acquisitive prescription will apply.

HOARDING DETAILS (FOR RETAIL SALE ONLY)

- The hoarding must be erected 36" (914 mm) (free) from the rental line and must be 15 feet (4,572 mm) high, to be confirmed on site. Some exceptions apply, please notify the Operations Supervisor.
- 1/2" (12.7 mm) gypsum (screw heads concealed). Gypsum joint concealed by a tape strip.
- Steel studding 3" (76 mm) X 5/8" (16 mm) @ 24" (610 mm) c/c (base glued to double-sided tape on existing floor). Provide bracing required. No drilling into the ground is permitted.
- The upper part of the fence will be closed in 1/2" gypsum with 3" (76 mm) X 5/8" (16 mm) @ 24" (610 mm) c/c steel studding. **No polythene is permitted.**
- Single door of 36" (914 mm) wide or double door of 72" (1829 mm) wide, depending on the tenant's needs.
- The door frame, as well as the base of the fence will need to be finished with a colonial-style moulding (see photo below). The door must be opened on the construction site.
- The colour of the fence is **to be confirmed with the building**. The hoarding must be painted this colour before any posting.
- A 4' X 6' (1,219 mm x 1,829 mm) mat must be installed in front of the door on the jobsite side.
- Posting on the hoarding is reserved for the tenant only (if authorized by the Operations Supervisor). No Contractor Posters may be displayed.

CODE OF PROFESSIONAL ETHICS

Cadillac Fairview is committed to supporting the Canadian Human Rights Act, as well as other human rights and anti-discrimination legislation in which we operate. In summary, discrimination in employment and the provision of goods and services is contrary to the Canadian Human Rights Act if it is based on the following grounds:

Prohibited Grounds of Discrimination

- Race
- Gender (including pregnancy and childbirth)
- National or ethnic origin
- Sexual preference
- Colour
- Marital status
- Religion
- Marital status
- Mental or physical disability
- Age
- Status as a rehabilitated person
- Ancestors

The jurisdictions in which we do business may have other protected grounds, and we will comply with all applicable laws. We will not tolerate any behavior that violates these principles and laws. Any staff member whose actions are inconsistent with these principles will be subject to disciplinary action up to and including dismissal for cause.

Harassment, Discrimination and Violence in the Workplace

Harassment: (including sexual harassment): Any vexatious conduct or speech that is recognized or should reasonably be recognized as unwelcome directed at a person in the workplace and that has the effect of (i) undermining the dignity or self-esteem of a person or group of persons, or (ii) creating an intimidating work environment, hostile or offensive.

Discrimination: Any difference or prejudice in the treatment received by an employee or any other person with whom one comes into contact in the performance of his or her duties, whether by action or inaction, and that is based on prohibited grounds of discrimination under human rights legislation.

Workplace Violence : The use by a person of physical force against an employee that causes or may cause bodily harm to the employee; an attempt to use physical force against an employee that may cause bodily harm to the employee; or any comment or conduct that an employee may reasonably interpret as a threat to use physical force against the employee that may cause bodily injury to the employee; while on Company property or performing duties on behalf of the Company. Violent situations in the workplace can occur between co-workers or between employees and members of the public. Every employee has the right to a harassment-free workplace. Every customer has the right to harassment-free services. We will take all necessary steps to ensure that neither our staff members nor our customers are subjected to harassment or violence in the workplace.

Employment Equity and Diversity

In addition, we are committed to putting into practice the principles of equal opportunities and ensuring the dignity of all people. This means that our decisions on selection, promotion and job Security are based on competency and bonuses are based on performance. We are also striving to bring together a workforce that reflects the diversity of the populations we serve at all levels of society.

We expect, in turn, that you will behave in a manner consistent with these principles by treating others with courtesy and respect. You must respect people's right to privacy, as well as their freedom of expression when it is done in a constructive way.

SIGNATURES

We consent and agree to the terms of this Agreement this _____ day of
_____ 20____.

NAME OF CONTRACTOR: _____

PROJECT: _____

Represented by:

Name: _____

Title: _____

Date: _____

Signature: _____

CADILLAC FAIRVIEW CORPORATION LIMITED

Represented by:

Name: _____

Title: _____

Date: _____

Signature: _____

ANNEXES

CONTRACTOR CONTACT
PLEASE FILL OUT THIS FORM AND RETURN IT
BY FAX PRIOR TO THE START OF THE WORK

TENANT: _____

LOCAL: _____

GENERAL CONTRACTOR CONTACT INFORMATION

WORK SCHEDULE: START _____ END _____

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____

PROJECT MANAGER: _____

EMAIL: _____

SUPERINTENDENT: _____

EMAIL: _____

24-hour TELEPHONE (in case of emergency):

GST No. _____ QST No. _____

CONTACT DETAILS OF SUBCONTRACTORS:

| CONTRACTOR | RESPONSIBLE | TELEPHONE (In case of emergency) | PERIOD OF WORK |
|-----------------|-------------|--|-------------------|
| DEMOLITION | | | |
| ARCHITECTURE | | | |
| ELECTRICITY | | | |
| PLUMBING | | | |
| HVAC | | | |
| FIRE PROTECTION | | | |

The contractor has read the document entitled "Building Regulations" and undertakes to ensure that its contents are respected:

Signing Authority (Contractor): _____ Date: _____

Signing Authority (Cadillac Fairview): _____ Date: _____

PARKING POLICY

No parking is permitted in the vicinity of the Deloitte Tower.

However, it is possible to use the loading docks on request after normal business hours, which are Monday to Friday, 7 a.m. to 5 p.m. for regular deliveries.

For more information, please contact our CF CONNECTED Service Centre at 1-800-665-1000 or by email at cfconnect@cadillacfairview.com. Please note that additional fees may apply for access to the loading dock after normal business hours.

Please also note that the loading dock is a common area that cannot be reserved for the exclusive use of a renter during regular business hours.

REQUEST FOR ACCESS TO THE SITE OUTSIDE OF BUILDING HOURS

Please fill out this form and submit it at least 48 hours in advance.

*This application can be submitted to the Security Post by email at
simon.paquet@cadillacfairview.com.*

Do you need air conditioning/ventilation/heating? Yes ____ No ____
(If yes, please complete the "Ventilation Service Request" form)

Date of request: _____

Name of Authorized Official: _____

Business Name & Number: _____

Event date(s): _____

Event Duration: Start _____ End _____

Description of event/work: _____

Contractor Name (if applicable): _____

Name of Persons Requesting Access: _____

Attach a list if necessary

SECURITY AREA

Date of application: _____ Name: _____

Approved by: _____

Approved (Security)

Approved (Administration)

Approved (HVAC)

Final Approval Required: _____

Approved (Operations Manager)

CONTAINER REQUEST

PLEASE FILL OUT THIS FORM AND RETURN IT
TO ENVIRO CONNECTIONS AT LEAST 48 HOURS
(BUSINESS DAYS) BEFORE SCHEDULED DELIVERY

TO: ENVIRO CONNECTIONS

Attn: Customer Service

Telephone: 450 435-2627

Email: service.montreal@wasteconnections.com

Request for delivery and lifting of the 40 v.c. container for building materials (LEED
Project) to the following address:

1100 Avenue des Canadiens-de-Montréal, Montreal, Quebec H7T 1C7

Please select the type of container:

Construction Container ____ Wooden Container ____ Metal Container ____

Container Location:

Date: _____

Hour: _____

General Contractor Contact Information:

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE: _____

PROJECT MANAGER: _____

TELEPHONE (In case of emergency) 24 hours a day:

Signing Authority: _____ Date: _____

HOT PERMIT PERMIT



DELOITTE TOWER



WINDSOR STATION

_____ hours (nb) x _____ agents (nb) x \$30.00 = \$_____

Note: Prices exclude 15% administration fees and federal and provincial sales taxes.

Date and time the agent is required: _____

Date and time of officer's departure: _____

- Notes:**
- 1 – The hourly rate may vary depending on the Security guards' decree.
 - 2 – A fire supervisor will be present for the duration of the work and for at least the next 60 minutes.
 - 3 – The final inspection of the work area and surrounding areas 4 hours after the end of the hot work.
 - 4 – Each additional hour of monitoring required will be charged.

Applicant's contact information

Applicant's surname, first name: _____ (print letters please.)

Applicant's company: _____ (print, please)

Floor(s)/Room(s) affected by the work: _____

Contractor/Company Performing the Work: _____

Phone Number: _____

Signature: _____ Date: _____

4 ways to send us this request ***

For Windsor Station or Deloitte Tower
By e-mail in PDF format: windelsecurite@cadillascfairview.com
OR
In person: Windsor Station Room A-05

For administration purposes only

Security Officer(s): _____

- A. Person to be notified by email - PDF copy of this document**
- 1. Operations Manager Simon.paquet@cadillacfairview.com.
 - 2. Security Manager kleevens.jeanlouis@cadillacfairview.com
 - 3. Operation Supervisor elliott.parsons@cadillacfairview.com

- B. File the original of this document in the binder**
- 4. Original

| CONFIRMATION OF ACTION TAKEN | | |
|------------------------------|------|----------|
| DATE | HOUR | INITIALS |
| | | |
| | | |
| | | |
| | | |
| | | |
| DATE | HOUR | INITIALS |
| | | |

REQUEST FOR SECURITY GUARD

☐

WINDSOR STATION

☐

DELOITTE TOWER

Security Guards: \$30.00/hour + 15% admin fee.

_____ hours (nb) x _____ agents (nb) x \$30.00 = _____ \$

Note: Prices exclude federal and provincial sales taxes.

Date and time the agent is required: _____

Date and time of officer's departure: _____

Note: The hourly rate may vary depending on the Security guards' order

Applicant's contact information

Applicant's Name: _____ (print)

Contractor/Name: _____

Floor(s) / Room(s) : _____

Phone Number: _____

Signature: _____ Date: _____

4 ways to send us this request ***

For Windsor Station or Deloitte Tower
By e-mail in PDF format: windelsecurite@cadillacfairview.com
OR
In person: Windsor Station Room A5

For administration purposes only

Security Officer(s): _____

A. Person to be notified by email — PDF copy of this document.

1. Operations Manager Simon.paquet@cadillacfairview.com.
2. Security Manager kleevens.jeanlouis@cadillacfairview.com
3. Operation Supervisor elliott.parsons@cadillacfairview.com

CONFIRMATION OF ACTION TAKEN

| DATE | HOUR | INITIALS |
|------|------|----------|
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| | | |
| | | |
| | | |

B. File the original of this document in the binder

Original Graded

| DATE | HOUR | INITIALS |
|------|------|----------|
| | | |

FIRE PROTECTION CLOSURE REQUEST

☐ DELOITTE TOWER ☐ WINDSOR STATION

☐ **SPRINKLER SHUT-OFF** - 24 hour notice required. \$250 for Roberts Contractor Fee + Agent Fee, if required.

Sprinkler quantity: _____ X \$135 =

\$

Required Closing Date: _____

Closure required from: _____ heures _____ minutes

System Reopening Date: _____

The system can be restored at: _____ heures _____ minutes

Comment: **The system must not be drained during welding work (hot work permit)**

Type of work : _____

Component(s) of the fire protection system to be closed:

| | | |
|---|---|--|
| <input type="checkbox"/> Smoke detector <input type="checkbox"/> Sprinkler valve <input type="checkbox"/> Total pack <input type="checkbox"/> Other(s)(specify): _____ | <input type="checkbox"/> Manual Stations <input type="checkbox"/> Sprinklers <input type="checkbox"/> Fire alarm bell | <input type="checkbox"/> Thermal Detector <input type="checkbox"/> Fire Pump <input type="checkbox"/> Strobe |
|---|---|--|

Applicant's contact information

Applicant's surname, first name: _____ (prints please)

Applicant's company: _____ (print, please)

Floor(s)/ Room(s) affected by the work: _____

Company/Contractor Performing the Work: _____

Phone #: _____

Signature: _____ Date: _____

To send us your request

| |
|---|
| For Windsor Station or The Deloitte Tower |
| By e-mail in PDF format: windelsecurite@cadillacfairview.com |
| Or |
| In person: Windsor Station Room A5 |

For administration purposes only

Security Officer(s): _____

A. Departments to be notified by email and/or phone

1. Closure of **SPRINKLERS** Insurance Zurich
Website: <https://aon.losscontrol360.com/portal> (username and password required)
2. Fire Department Alert 2000 514-323-3974 subscriber # G6123
- B. Person to be notified by email – PDF copy of this document**
 1. Operations Manager Simon.paquet@cadillacfairview.com
 2. Security Manager kleevens.jeanlouis@cadillacfairview.com
 3. Operation Supervisor elliott.parsons@cadillacfairview.com

C. File the original of this document in the binder

1. Original Graded

| CONFRATERNITY OF THE ACTION TAKEN | | |
|-----------------------------------|------|----------|
| DATE | HOUR | INITIALS |
| | | |
| | | |
| | | |
| | | |
| | | |

VENTILATION SERVICE REQUEST

Breakdown: \$100 per hour (minimum 4 hours) + 15% admin fee.

Number of hours: _____ x \$100 = _____ \$

Note: Prices exclude federal and provincial sales taxes.

Date and time ventilation is required: _____

Date and time of ventilation shutdown: _____

| |
|--|
| Applicant's contact information |
|--|

Store Name: _____ Local Number: _____

Project Manager Name: _____

Applicant's Name: _____ (print)

Contractor/Name: _____

Phone Number: _____

Signature: _____ Date: _____

There are 2 ways to send us this request:

1. By email in PDF format to the Operations Manager: Simon.paquet@cadillacfairview.com.
2. By e-mail in PDF to: windelsecurite@cadillascfairview.com

VENTILATION SERVICE REQUEST

For administration purposes only

Authorized by (Administration): _____

| CONFIRMATION OF ACTION TAKEN | | |
|------------------------------|------|----------|
| DATE | HOUR | INITIALS |
| | | |
| | | |

Security Officer(s): _____

A. Email Notifiers — PDF Copy of this Document

IMPORTANT: 1 people on the same email please

1. Exploitation Simon.paquet@cadillacfairview.com

| DATE | HOUR | INITIALS |
|------|------|----------|
| | | |

B. File the original of this document in the binder

2. Original Graded

List of violations and examples of penalties imposed per violation (these amounts will be deducted from the construction deposit if applicable):

| | |
|---|---------------------|
| Loss of an access card. | \$25 / card |
| Any act that caused a fire. | \$4,000 |
| Initiating hot work without a hot work permit, and without having a 10-pound portable all-purpose fire extinguisher at your disposal. | \$1,500 |
| Deliberate disconnection of the fire protection system without authorization. | \$1,000 |
| Activation of fire alarm systems. | \$1,000 |
| Obstruction of any firefighting equipment (fire alarms, armed fire hydrants, sprinkler heads, and smoke detectors). | \$500 |
| Leave a fuel gas cylinder unsecured by a chain. | \$500 |
| Fuel storage in service areas. | \$100 |
| Accumulation of waste in unsuitable areas. | \$250 |
| Immobilization in the open position or obstruction of stair/fire doors or obstruction of any means of egress. | \$250 |
| Smoking or e-cigarette use on the property. | \$100 |
| Storage of equipment and tools in service areas and premises without written permission. | \$100 |
| Inadequate dust control in access and exit routes. | \$250 |
| Unauthorized use of public elevators or escalators by contractors. | \$100 |
| Welding, sawing or cutting in shipping and receiving areas. | \$100 |
| The use of public sinks for the purpose of cleaning tools or equipment. | \$100 |
| Any damage to the property caused by the contractor that needs to be repaired by the owner. | Repair cost +15% |
| Failure to comply with scrap management policy. | \$1,500 |
| Parking a vehicle outside the designated area. | \$100 |
| Drill or cut into the slab without geolocation. | \$500 |

The above list of offences is subject to change from time to time and is for convenience only and should not be relied upon as exhaustive. Cadillac Fairview's remedies are not limited to the imposition of these fines alone. Any action in contravention of the National Fire Code, the Provincial Fire Code and Building Code, the Provincial Health and Safety Act, or any other applicable legislation or regulation, as determined by Cadillac Fairview, may result in a fine of between \$10,000 and \$100,000 per violation. The amount of its fines will be determined at the discretion of Cadillac Fairview.



Cadillac
Fairview

ACKNOWLEDGMENT OF RECEIPT OF AN OFFENCE

I acknowledge receipt of your report regarding an offence(s) and the taxable penalty(s).

| No. | Offence(s) | Penalty |
|-----|------------|---------|
| | | |
| | | |
| | | |

NAME OF CONTRACTOR: _____

PROJECT: _____

Represented by: _____

Name: _____

Title: _____

Date: _____

Signature: _____

CADILLAC FAIRVIEW CORPORATION LIMITED

Represented by: _____

Name: _____

Title: _____

Date: _____

Signature: _____

RECOGNITION – PROJECT OWNER

The inclusion in the Act respecting occupational health and safety (CQLR, c. S-2.1) (OHSA) of preventive measures and obligations specific to construction sites is the expression of a desire to consider construction sites as workplaces with specific characteristics different from those of establishments.

These features are:

- a generally high level of risk;
- a wide range of activities, both temporary and evolving, carried out simultaneously, creating interactions that are additional sources of danger;
- the presence of workers and employers from different specialties in the construction industry with different backgrounds in the workplace.

On a construction site, the law provides that a person must be designated to assume responsibility for coordinating the measures to be taken to protect the health, safety and physical well-being of workers. This person is the project Manager. The designation of a project Manager is intimately linked to the concept of "construction site". In a way, it could be said that the geographical delimitation of the site constitutes the territorial jurisdiction of the project Manager.

We have read and understand the terms of the preceding paragraphs. We expressly consent and accept the responsibilities of the contracting authority, as stipulated in the Act respecting occupational health and safety (CQLR., c. S-2.1) (OHSA) and we release CF from any liability in this regard and we hold it harmless from any complaint, claim or recourse, this ____th day of ____ 20____.

NAME OF CONTRACTOR: _____

PROJECT: _____

Represented by:

Name: _____

Title: _____

Date: _____

Signature: _____