



Office Improvement Manual & Construction Guidelines

Fire and Life Safety
Regulations

November 2023 Edition



Where it all comes together

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INTRODUCTION



The Tenant Leasehold Improvement Manual outlines procedures and requirements established by the Landlord for incoming, existing and vacating tenants planning to construct, deconstruct or revise leasehold improvements in the Toronto Eaton Centre. Information outlining basic design specifications is included in this package.

While this manual is intended to reflect the general case, specific written agreements between the Landlord and the Tenant will override certain items of the provisions contained herein and in the absence of such documentation, the provisions of the manual will apply.

It is the responsibility of the Tenant, their designated Project Manager (if applicable), Facilities Manager (if applicable), retained consultants, contractors, subcontractors, vendors, etc. to abide by the contents of this document which may be updated from time to time.

Moreover, those same parties must adhere to the National Fire Code, Ontario Fire Code, Ontario Building Code, Municipal Codes, By-Laws and the Occupational Health & Safety Act which may be updated from time to time.

All Tenants to submit formal request of construction along with appropriate professional drawings, documents and specifications for Landlord review prior to site commencement. Costs associated with reviews, security, consultant peer reviews, etc. shall be at the tenant's sole expense.



1.0 LANDLORD INFORMATION AND CONSULTANTS

1.1 PROJECT MANAGEMENT PURPOSE

It is the Tenant's responsibility to notify the Landlord of any and all leasehold improvements within the leased premises. Upon notification, the landlord will oversee, assist and liaise with the appropriate project personnel.

The primary functions of the Client Projects Manager are:

- Review all proposed Tenant construction including build-outs, minor and major renovations, demolition, signage, etc.
- Guide and assist the Tenant and/or the Tenant's authorized agents and their contractors during the design, construction, and commissioning/completion phases of their improvements within the leased premises to align with CF Standards and Regulations.
- Provide liaison between and among the Landlord, the Tenant, consultants and applicable stakeholders.
- Review and comment upon applicable Tenant submissions prior to work commencement.
- Perform site inspections on behalf of the Landlord.
- Provide security and access clearances during the course of construction.

All questions, comments and submissions relative to project management should be addressed to:

Krystal Tucci
Client Projects Manager, Office Division

The Cadillac Fairview Corporation Limited
TEC Management
220 Yonge Street, Suite 110
Toronto, Ontario M5B 2H1

T: 416.598.8282

E: krystal.tucci@cadillacfairview.com

1.2 CADILLAC FAIRVIEW OPERATIONS CONTACTS

<p>Cadillac Fairview Management T: 416.598.8700</p> <p>Inquiries: For general information about Cadillac Fairview personnel and the Toronto Eaton Centre.</p>	<p>CF Connect T: 1.800.665.1000 E: cfconnect@cadillacfairview.com</p> <p>Create a service request, elevator booking, submit a contractor access required, or ask a question!</p>	<p>Service Centre T: 416.598.8738</p> <p>Inquiries: Communication liaison between the Tenants and property management office</p>
<p>Building Access Control T: 416.598.8773</p> <p>Location: Blue Corridor, South Receiving Inquiries: Contractor sign in & out. Provide badges, keys and passcards to contractors (arrangements to be first made with Management)</p>	<p>Senior Manager, Operations Mario Trembley T: 416-598-8727 E: mario.trembley@cadillacfairview.com</p> <p>Inquiries: Senior contact person for Office & Retail Operations including HVAC, PLB and Electrical.</p>	<p>Operations Manager Tom Hobe T: 416.598.8249 E: tom.hobe@cadillacfairview.com</p> <p>Inquiries: Contact person for HVAC and plumbing systems information.</p>
<p>Operations Manager Asem Estafanos T: 416.598.8619 E: asem.estafanos@cadillacfairview.com</p> <p>Inquiries: Contact person for engineering and mechanical systems information.</p>	<p>Operations Supervisor Jessica Chu T: 416.598.8396 E: jessica.chu@cadillacfairview.com</p> <p>Inquiries: Contact person for general maintenance requests.</p>	<p>Assistant Operations Supervisor Shipping & Receiving Henry Orłowski T: 416.598.8408 E: henry.orłowski@cadillacfairview.com</p> <p>Inquiries: Loading dock services and general maintenance.</p>
<p>Director, Office Leasing Larry Barrett T: 416.598.8442 E: lawrence.barrett@cadillacfairview.com</p> <p>Inquiries: Contact person for Office Leasing information.</p>	<p>Property Accounting Philip Grdadolnik T: 416.598.8515 E: philip.grdadolnik@cadillacfairview.com</p> <p>Inquiries: Contact person for property receivables.</p>	<p>Base Building Cleaners, GDI Luisa Saraiva T: 416-597-0097 E: luisa.saraiva@gdi.com</p> <p>Inquiries: Base building cleaners</p>
<p>Tenant Relations Manager Patrick Nurse T: 416.598.8639 E: patrick.nurse@cadillacfairview.com</p> <p>Inquiries: Office Tenant communication liaison.</p>	<p>TEC Locksmith Rob Allen T: 416-598-8361 E: rob.allen@cadillacfairview.com</p> <p>Inquiries: Keys, locks and hardware specialist to base-building standard.</p>	<p>Parking Facilities Administrator Rosa Rocha (Reef Parking) T: 416.598.8685 E: rosa.rocha@reefparking.com</p> <p>Inquiries: TEC parkades</p>
<p>1 Dundas Street West Concierge Tel: 416.598.8567</p>	<p>20 Queen Street Concierge Tel: 416.598.8566</p>	<p>250 Yonge Street Concierge Tel: 416.598.8568</p>

1.3 CADILLAC FAIRVIEW OPERATIONS CONTACTS CONTINUED

<p>Senior Manager, Security & Life Safety Chris Hodgson T: 416.598.8612 E: chris.hodgson@cadillacfairview.com</p> <p>Inquiries: Senior contact for all Security & Life Safety related issues</p>	<p>Security Manager Roshell Charles T: 416.598.8564 E: roshell.charles@cadillacfairview.com</p> <p>Inquiries: Contact for all related issues.</p>	<p>Manager, Fire & Life Safety Barry Pang T: 416.598.8622 E : barry.pang@cadillacfairview.com</p> <p>Inquiries: Contact for Fire, Life Safety, emergency preparedness.</p>
<p>Fire & Life Safety Inspectors T: 416.598.8426</p> <p>Inquiries: Information on smoke/pull station by passes and drain-downs.</p>	<p>Access Control Centre T: 416.598.8563</p> <p>Inquiries: To maintain and provide information on the access control system; issue building passcards.</p> <p>Open between 9:00am-1:00pm Monday through Friday located at 220 Yonge, Suite 122</p>	

1.4 LANDLORD'S BASE BUILDING CONSULTANTS

The following list contains the appropriate contact information for the Base Building Consultants and Consulting Engineers. When initiating a Tenant Improvement, Cadillac Fairview recommends retaining the services of those listed below. Should a Tenant voluntarily opt to solicit services of alternate providers, Cadillac Fairview will engage those listed below to review the submitted drawings only for their impact on the Base Building Systems, prior to providing the Tenant with authorization to proceed with their intended scope of work.

All drawings review costs incurred by Cadillac Fairview will be charged back to the Tenant with a 15% administration charge for handling, review and coordination + HST.

	20 Queen St. W.	250 Yonge Street	1 Dundas St. W.	33 Dundas St. W.	220 Yonge St. Galleria
Structural	EXP Services Mustafa Alkharat T: 905.695.3217 E: mustafa.alkharat@exp.com	EXP Services Mustafa Alkharat T: 905.695.3217 E: mustafa.alkharat@exp.com	EXP Services Mustafa Alkharat T: 905.695.3217 E: mustafa.alkharat@exp.com	RJC Joseph Dukovic T: 416.977.5335 E: jdukovic@rjc.ca	EXP Services Mustafa Alkharat T: 905.695.3217 E: mustafa.alkharat@exp.com
Architectural	Zeidler David Collins T: 416.596.8300 E: dcollins@zeidler.com	Zeidler David Collins T: 416.596.8300 E: dcollins@zeidler.com	Zeidler David Collins T: 416.596.8300 E: dcollins@zeidler.com	Zeidler David Collins T: 416.596.8300 E: dcollins@zeidler.com	Zeidler David Collins T: 416.596.8300 E: dcollins@zeidler.com
Electrical	The Hidi Group Leo Lee T: 416.634.2100 E: leo.lee@hidi.com	HH Angus & Associates Sam Cabral T: 416.443.8200 E: sam.cabral@hhangus.com	HH Angus & Associates Sam Cabral T: 416.443.8200 E: sam.cabral@hhangus.com	The Hidi Group Leo Lee T: 416.634.2100 E: leo.lee@hidi.com	HH Angus & Associates Sam Cabral T: 416.443.8200 E: sam.cabral@hhangus.com
Mechanical	The Hidi Group Bill Lazarakis T: 416.634.2100 E: bill.lazarakis@hidi.com	HH Angus & Associates Jimmy Ma T: 416.443.8200 E: jimmy.ma@hhangus.com	HH Angus & Associates Jimmy Ma T: 416.443.8200 E: jimmy.ma@hhangus.com	The Hidi Group Bill Lazarakis T: 416.634.2100 E: bill.lazarakis@hidi.com	HH Angus & Associates Jimmy Ma T: 416.443.8200 E: jimmy.ma@hhangus.com



1.5 HAZARDOUS MATERIALS / ASBESTOS RELATED WORK

Before any work commences, it is the responsibility of the Tenant to obtain at their sole procurement and expense a Designated Substance Survey (DSS) Report. This report will be specific to the site area being proposed for alteration and will not be provided by the Landlord.

Samples and Report to be conducted by Pinchin or another qualified consultant and submitted to both the Landlord and General Contractor carrying out the work to appease Ministry of Labour guidelines.

It is the responsibility of the contractor to review the report.

Any designated substances identified that will be disturbed by the work must be removed and disposed of in accordance with applicable regulations. All work involving the disturbance of asbestos-containing materials must be performed in accordance the Ontario Ministry of Labour Regulation 838/90 as amended by Regulation 510/92 – “Regulation Respecting Asbestos on Construction Projects and in Buildings and Repair Operations.”

Pinchin Environmental must be undertaken to design and oversee the asbestos removal portion of the project. For the protection of all building occupants, Pinchin will provide inspection and air monitoring services for all asbestos related work.

All costs associated with asbestos-related work will be the direct responsibility of the Tenant.

Pinchin Environmental or similar environmental consultant must be contacted immediately upon the suspicion of any hazardous material within the area of work.

Pinchin Environmental
Georgia MacKay
gmackay@pinchin.com
905.363.1469

Compliance with all federal, provincial and municipal regulations is mandatory.
Work shall be performed under regulations in effect at the time the work is performed.



2.0 TENANT IMPROVEMENT DOCUMENTATION

2.1 DRAWINGS, DOCUMENTS & SPECIFICATIONS

To assist the Tenant in the production of working drawings, the Landlord will provide the Tenant upon request with drawings of the leased premises indicating the major elements of the base-building structure and systems where possible. The Landlord does not in any way guarantee that drawings will be available, nor the accuracy of the information contained in such drawings. The Tenant remains responsible for all site verifications and the production of accurate and complete working drawings for the proposed construction within the Leased premises.

The Tenant must submit to the Landlord for written approval one complete set of PDFs for all work proposed for the leased premises. Landlord review will take approximately 10-15 business days dependent on the complexity of scope proposed, as well as other Landlord reviews currently ongoing ahead of the submission.

Drawings must be submitted separately by discipline – architectural, mechanical, electrical, communications and structural. All associated construction manuals, door schedule, hardware schedule, etc. to be provided to ensure a comprehensive construction package.

The Landlord reserves the right to demand additional or expanded information. Plans should have a minimum drawing scale of one-eighth inch to the foot (1/8" = 1').

Furthermore, any revisions to the scope of work to be submitted to the Landlord for supplementary review.

No work may proceed on site without the formal written acknowledgment from the Landlord.

2.2 FLOOR PLANS

Floor plans should include the following information:

- a) The locations of all major fixed elements within the leased premises, dimensionally related to grid lines, and demising partitions.
- b) Room names and uses.
- c) The locations and layouts of rooms with unusual loading concentrations (ie. centralized filing areas). These are required to be submitted with a structural engineer's letter confirming that the floor load will accommodate the additional concentrated loads.
- d) Materials and finishes throughout the premises.

Where the leased premises occupy less than a full floor, plans must be included of the entire floor showing the location of the leased premises and their relationship to the elevator lobby, exits, washrooms, etc.

2.3 REFLECTED CEILING / LIGHTING PLANS

Reflected ceiling and/or lighting plans should include the following information:

- a) Lighting layout (including fixture types and counts), ceiling pattern, materials and suspension-system details.
- b) Types of wattages of any proposed special light fixtures. All lights to be CSA certified, appropriate for a commercial setting, 0-10V and compatible with base building lighting control system.
- c) Locations of any sound baffles above the ceiling plenum.
- d) Locations of all access panels required to service building systems.
Note: Access panel size is 24"x24"



2.4 CONSTRUCTION DETAILS

Plans should be at suitable scales and should indicate all methods of construction (i.e., partition types, ceiling types, flooring types, door types, sections, finishes, details, etc.).

2.5 MECHANICAL, SPRINKLER, ELECTRICAL, BUILDING-AUTOMATION, SECURITY SYSTEM, LIFE-SAFETY SYSTEM AND FIRE ALARM DRAWINGS

These should be at a scale of 1/8" = 1'0" minimum, showing all work that is an alteration/addition to the base-building system and all parts of the base-building system that remain unchanged. Tie-ins and extensions to base-building security, fire alarm and communications systems should also be shown.

Note: Lighting & BAS technology currently being updated throughout the property. Please work closely with the Manager, Client Projects for current status of tower, floor and proposed alteration to the building systems.

2.6 STRUCTURAL DRAWINGS

These drawings should be supplied where special conditions warrant their production (i.e. openings in slabs, excess loading conditions). Upon submission of structural drawings, the base building structural consultants approving the design loads must submit an approval letter confirming the floor load will accommodate the additional loading.

2.7 HARDWARE SCHEDULE

Formal hardware schedule to be submitted for property review.

All Tenant hardware to be base building compliant to the master system including interior doors, exterior doors, demountable office fronts, closets, etc.

See Section 13.3 under Tenant Doors & Hardware for additional information.

All associated charges for cylinder keying or rekeying is at the sole expense of the tenant.

Base building and stand alone access control systems to ensure base building cylinder key override for emergencies and Landlord access per Lease Agreement (non-negotiable).

2.8 WASHROOM FIXTURES, FINISHES AND ACCESSORIES

In the event the Tenant's drawing proposal includes additional washroom facilities and/or renovation of the Landlord's base-building washrooms within their leased premise, the landlord reserves the right to reject such request unless provisions outlined in the tenant's Lease Agreement warrant such addition/alteration. The Tenant must submit specifications and cut-sheets to the Landlord representative of all proposed fixtures, finishes and accessories for review.

In addition, sample(s) and/or colour board with the proposed washroom finishes to be submitted if requested by the Landlord.

The Tenant must install water conserving plumbing fixtures such as low-flow toilets, faucets, automatic valve controls and/or proximity detectors and replacement aerators that will adhere to the landlord's initiatives for water efficiency and conservation.

Additionally, washroom renovations to abide by current Ontario Building Code and Accessibility Disability Act.

3.0 PROJECT DOCUMENTS

The following information will be required to be submitted to the Landlord, Client Projects Manager:

Note: All general contractors working inside a Cadillac Fairview property must be certified through *ContractorCheck*, which is a contractor pre-qualification program offered by *RiskCheck*.

3.1 START-UP DOCUMENTS

- Landlord's Formal Drawing Review (Tenant)
 - Permit Card & Drawings from the City of Toronto
 - Project Directory
 - WSIB Clearance Certificate
 - Certificate of Insurance (listing appropriate additional insured per Section 4.2)
 - Form 1000
 - Notice of Project (Construction Value greater than \$50,000.00)
 - Project Schedule
 - Refundable Construction Deposit Cheque in the sum of \$10,000.00 payable to ONTREA Inc.
 - Non-Refundable Cleaning Deposit Cheque in the sum of \$1,338.49 payable to ONTREA Inc.
 - Designated Hazardous Material Report
 - Appendix B, Union Confirmation
 - Appendix D, Contractor Acknowledgement Form
- *All documents to remain valid during the course of construction; solely the responsibility of the tenant and contractor*

3.2 DURING CONSTRUCTION

- Kick-Off Meeting Agenda & Calendar Invitation
- Copies of all meeting minutes
- Copies of all contemplated changes at time of issuance to contractors affecting landlord systems
- Copies of all consultant site reports during the duration of construction
- Copies of all site reports from authorities having jurisdiction

3.3 CLOSEOUT DOCUMENTS

Document & Drawing package following the Completion of Work to include but not limited to:

- Complete set of consultant approved "As-Built" Drawings – PDF and AutoCAD formats
- Consultant approved maintenance manuals
- Final Sign-Off Letters from all Consultants
- Warranty Letters
- Project Directory
- Final Notarized Statutory Declaration
- Substantial Performance and Certificate of Publication
- Permit Closure Inspection Status Report from the City of Toronto
- Fire Alarm Verification
- Fire Alarm Installation Letter
- Final ESA Certificate
- Air Balancing Report / Water Balancing Report
- All Shop Drawings / Cut Sheets
- Stamped NFPA13 & NFPA14
- Cable Test Results
- Waste Diversion Report along with appropriate weigh bills



4.0 CONTRACTOR WORK REGULATIONS

While carrying out any work on the premises, the Tenant and all of its contractors, agents and employees are required to abide by the regulations listed below. In addition, the tenant is responsible for ensuring that all the following requirements have been complied before construction commencement.

4.1 APPOINTMENT OF THE CONTRACTOR

The Tenant is required to engage its own contractor for the purpose of carrying out its leasehold improvement work. All contractors:

- a) Are subject to approval by the Landlord.
- b) Must be Contractor Check Affiliated.
- c) Ensure the work is performed by union divisional subcontractors.
- d) Must be in good standing with the provincial Workplace Safety & Insurance Board.
- e) Must utilize subcontractors for automation, mechanical, electrical and fire-alarm approved work that are familiar with the base-building systems. See pre-approved and mandatory contractor list for reference.
- f) To abide by the base building rules and regulations
- g) Provide sufficient supervision and are responsible for all noise, access and cleanliness issues

4.2 INSURANCE CERTIFICATES

Evidence must be provided, in a form acceptable to the Landlord, that the Tenant and contractor have at least \$5 million worth of comprehensive general liability insurance. The insurance coverage must name the following as additional insured parties:

- The Cadillac Fairview Corporation Limited
- CF/TEC Acquisition Limited
- Ontrea/TEC Acquisition Limited
- TEC Leaseholds Limited
- CF/TEC Holdings Inc.
- Ontrea/TEC Holdings Inc.
- Ontrea Inc.
- CF/250 Yonge Acquisition Limited
- Ontrea/250 Yonge Acquisition Limited
- T.E.C.250 Leaseholds Limited

All general contractors must ensure that their policies cover all work performed by their subcontractors.

If a company is a subsidiary of another firm, proof of adequate insurance must be provided in the form of either (1) an actual insurance certificate as outlined above, or (2) a letter and insurance certificate from the parent firm indicating that it is willing to accept responsibility for its subsidiary's work.

Note that the \$5 million general liability insurance applies to all parties requiring access to common areas (riser rooms, mechanical rooms, telephone rooms, etc.) aside from the General Contractor requirements.



4.3 PERMITS

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

Any work that does not meet with the approval of the building inspector must be immediately rectified at the applicant's expense.

Any revisions to the drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required correction(s), the Landlord may make the correction(s) at the Tenant's expense.

City Permits (BLD, HVAC, PLB, MAG, etc.) must be provided to the Landlord as part of the start-up documents. Additionally, must be posted at the Leasehold premise entrance along with all other Ministry of Labor Health and Safety documentation including but not limited to: Form 1000, Notice of Project, Designated Hazardous Assessment Report, etc.

City Inspection Reports confirming permit closure is required as part of the closeout document package.

4.4 HEALTH AND SAFETY REQUIREMENTS

It is the responsibility of the contractor to ensure that the requirements of the Occupational Health and Safety Act (WHIMS) are adhered to. If the contractor has a set policy or program it must either meet or exceed that of the Landlord. Contractors must have proper Worker's Compensation coverage and show proof of good standing according to the applicable Provincial Worker's Compensation Regulations.

The Tenant's contractor shall take all necessary precautions to safeguard workers and the public from injury and accident while preserving the integrity of private and public property. The Landlord reserves the right to stop all work until unsafe work conditions or practices are resolved. Any costs incurred while the job site is closed are the responsibility of the contractor.


All contractors must be properly trained in the following areas: proper handling of hazardous materials; lockout/tagout procedures; the use of personal protective equipment for protection against the materials they are handling; confined space entry procedures if entry into a confined space; working at heights, is required for the job. It is the responsibility of the contractor to show proof that these policies and procedures are in place. Contractors may be asked to sign a letter confirming that their safety procedures are either equivalent to or exceed those of the Landlord.

Contractors and subcontractors are prohibited from consuming or being under the influence of alcohol or any intoxicant while on Toronto Eaton Centre property.

Smoking is prohibited on Toronto Eaton Centre property. A fine of \$250.00 will be deducted from the contractor's security deposit for each occurrence.

Routine inspections will be performed by the Property. Any additional safety regulations imposed by an authorized representative of the Landlord must be complied with immediately. Should failure to comply result in any construction delay and/or incident, the Tenant will be held responsible for all resulting costs and legal implications.

Although now legally accepted as of January 2010, the Toronto Eaton Centre does NOT allow the use of "stilts" during any project on the property. Stilts are commonly used by painters and/or drywall contractors as an aid to reach/access areas of height.



Contractors are expected to behave in a professional manner when on the property. No tolerance for shouting, aggressive behavior, speeding in the loading dock, etc. Appropriate disciplinary action will be enforced (1st – verbal warning, 2nd – written warning, 3rd – removal).

4.5 WSIB (WORKPLACE SAFETY & INSURANCE BOARD)

All Tenants' contractors must provide a Clearance Certificate from the Workplace Safety Insurance Board

- (i) prior to commencing any type of work on the premises as part of the start-up document package
- (ii) Within each 90 day validity period
- (iii) upon completion of their work within closeout document package

4.6 NOTICE OF PROJECT

The Tenant's contractor shall file a "Notice of Project" form with the Ontario Ministry of Labour and a copy shall be provided prior to the commencement of any work if construction value meets or exceeds \$50,000.00 CAD. Additionally, Notice of Project to remain valid for the duration of construction.

4.7 LIST OF SUBCONTRACTORS (UNION AFFILIATION)

The Tenant must submit to the Landlord a list of subcontractors to be used on the job. All subcontractors must be unionized and carry the appropriate union card with them while working within the premises.

The Tenant must employ contractors whose union affiliation is compatible with the Landlord's contractors, as the Landlord may be bound by collective bargaining agreements that require all labor employed in connection with any work to be performed on or in the premises to have union affiliations compatible with those collective bargaining agreements. For clarity, the Tenant must employ contractors with the following union affiliation:

- a) When performing bricklayer and masonry work: Contractors bound to either the Provincial ICI Collective Agreement between Ontario Provincial Conference and the Masonry Industry Employers Council of Ontario; or the Brick and Allied Craftworker Union Provincial ICI collective agreement.
- b) When performing carpenter work: Contractors bound to the Provincial Collective Agreement with The Carpenters' Employer Bargaining Agency and The Carpenters' District Council of Ontario, United Brotherhood of Carpenters and Joiners of America
- c) When performing labourers' work: Contractors bound to the Labourers ICI Provincial Collective Agreement with the Labourers Employer Bargaining Agency and Labourers International Union of North America, Ontario Provincial District Council

Only exceptions to union affiliation include: Moving Services, Furniture, Audiovisual and Painting

4.8 CONSTRUCTION DEPOSIT

Contractors are required to submit a construction deposit in the form of a certified cheque in the amount of ten thousand dollars (\$10,000.00) CAD. The cheque is to be made payable to ONTREA INC. This refundable deposit will be returned upon the Landlord's review and acceptance of the closeout document package.



4.9 WHMIS REGULATION

Tenant activities, including all construction on behalf of the Tenant, must comply with government established WHMIS (Workplace Hazardous Materials Information System) Regulations.

4.10 COMISSIONING

Commissioning is a structured and documented process aimed at ensuring that the mechanical and electrical systems are designed, installed, functionally tested, and capable of being operated and maintained according to the owner's operational needs post construction.

The commissioning process confirms the design criteria with respect to achieving business functionality and occupant comfort. Ensuring that the HVAC and electrical systems will perform as designed and intended is paramount to the Tenant's satisfaction with the leased premises over the duration of the term. It is essential to understand the fundamental differences between commissioning processes and the standard services provided by engineering consultants, air balancing reports, water balancing reports, etc. The Tenant is responsible for all costs associated with commissioning.

Commissioning at the sole cost of the Tenant and to be completed by Jones Lang LaSalle.

Rade Kostic

rade.kostic@am.jll.com

4.11 EMERGENCY CONTACT

The Tenant and its contractor are required to post an on-site list of names and telephone numbers for emergencies. Document to be printed and clearly visible.



5.0 SECURITY

5.1 OCCUPIED AREAS

The Tenant and its General Contractor (authorized agent) is fully responsible for the physical security of the occupied premises and the contents thereof throughout the construction period.

Access to adjacent occupied Tenant areas to facilitate construction must be pre-arranged with Manager, Client Projects. A minimum advance notice of 5 business days is required for Tenant notification, guard provisioning and coordination.

The Tenant will be responsible for security escort costs associated with access into adjacent Tenant spaces and must be completed outside of regular business hours. Note: all security bookings will be charged a minimum of 4 hours.

5.2 KEY CONTROL

All passcards and keys required to give construction personnel access to common-area rooms (electrical rooms, mechanical rooms, janitor rooms, etc.) or to Tenant spaces must be requested through the Manager, Client Projects in advance.

Only designated contractor personnel will be issued common-area keys.

These keys will be held at the Building Access Control and must be signed in and out daily.

Costs to re-issue lost keys and passcards will be the responsibility of the Tenant at a rate of \$50.00 each plus 15% Administration Fee + HST.

5.3 IDENTIFICATION BADGES

All construction personnel must wear a building identification badge at all times while they are on-site.

Badges will be issued on a daily basis from Building Control Centre and must be signed in and out at the beginning and end of each work shift.

5.4 CCTV

Tenants are not permitted to install cameras outside of their Leased premise. Tenants must install cameras within their space facing entrance doors if required.

Any specific questions or concerns to be addressed to Manager, Tenant Projects.



6.0 SITE CONDITIONS

6.1 WORKING HOURS

Work shall generally be carried out in the leased premises from 6:00pm to 7:00am, Monday to Friday and all hours Saturday and Sunday. Any work needing to be done at other times must be specifically agreed upon and arranged with the Landlord.

6.2 NOISE DISTURBANCE – SENSITIVE WORK

Sensitive work is defined as work which causes odors, vapors, steam, water, vibrations, noise or other undesirable effects to emanate from the premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort, quiet enjoyment of the premise or convenience of the building to the Landlord or the occupants and Tenants thereof or their agents, servants, invitees or employees.

The Landlord reserves the right to stop work, without recourse by either the Tenant or the Tenant's contractors, if verified complaints are received. Under no circumstances will a contractor make excessive noise during normal office hours from 7:00am to 6:00pm. The use of jackhammers, impact drills, etc., is not permitted during office hours.

The landlord currently operates on a “three-strike policy.”

First Notice = verbal

Second Notice = written

Third Notice = the Landlord reserves the right to stop all construction work at the sole expense of the Tenant.

6.3 CONSTRUCTION ODOURS

The contractor shall not perform work at any time, which would cause odors that would be discernible to other Tenants or interrupt the use of their premises.

6.4 TEMPORARY SERVICES (POWER, TELECOMMUNICATIONS & CLEANING)

The contractor is responsible for the distribution of temporary power and telecommunication services within the leased premises during the construction period if required.

Exposed electrical cords are not permitted outside the lease premises.

The Tenant will be responsible for all cleaning, stocking, maintenance and repair of the washrooms during the construction period while being utilized by contractors.



6.5 WORK SITE PROTECTION

The Tenant's contractor shall be responsible for complying and costs incurred with the following site requirements:

1. Ground Floor lobbies may not be used by contractors tracking dust and debris. All contractor movement, tools, equipment, etc. to be carried out via loading dock, freight and back corridors.
2. Carpet within Landlord's common area must be protected with ¼" masonite boards secured to the floor with caution hazard tape and shall be supplied by the tenant's contractor. Location where protective measure is required will be subject to Manager, Client Projects.
3. Sticky mats must be placed at the entry and exit of all construction sites as a dust control preventative measure to avoid dust tracking into lobbies, corridors, and elevators. Mats to be changed as required to maintain appropriate cleanliness.
4. All public lobbies, corridors, washrooms, riser rooms, mechanical rooms and stairs shall be kept clear of construction materials at all times.
5. All construction materials, tools, equipment and workbenches must be kept within the leased premises.
6. All work not contained within demising walls and exposed to the public must be enclosed by full-height plywood hoarding painted to match the surrounding finishes.

*Associated back-charges will apply + 15% administration fee for cleaning if daily housekeeping is not completed.

6.6 BASE BUILDING FINISHES

All building finishes, including window blinds, corridor carpet, etc. must be adequately protected to prevent any damages during construction. The landlord will repair any damage(s) to the building finishes resulting from the Tenant's work.

*Associated back-charges will apply + 15% administration fee.

6.7 FIRST AID REQUIREMENTS

The Tenant's contractor must comply with all OSHA and WSIB code requirements. Fully equipped first aid equipment sized appropriately for the number of people on site to be maintained by the contractor during the duration of construction.

6.8 CHARGEBACKS

Any chargebacks applied by the Landlord during the course of construction to be sent to the Tenant.

The Tenant may then filter it to the appropriate General Contractor, Vendor, etc. to align with contractual agreements made. It is the sole responsibility of the Tenant and contractor to align contractual terms for base building charges.



7.0 SITE ACCESS REGULATIONS

7.1 SHIPPING & RECEIVING

All construction materials and equipment must be brought to the work site via Toronto Eaton Centre's Loading Dock/Shipping & Receiving area located at 491 Bay Street (entrance off Bay Street, between Dundas St. and Queen St.) and through the use of freight elevators only. Under no circumstances are contractors to use the passenger elevators for deliveries. Construction materials may not be delivered during normal office hours (Monday to Friday 8:00 a.m. to 6:00 p.m.) without prior permission of the Manager, Client Projects.

The Shipping & Receiving access ramp is restricted and considered a "Security Zone". Only security personnel and CF staff who are conducting work or carrying out maintenance duties in the location have access. All vehicles entering the Shipping & Receiving area will be subject to a vehicle inspection or search prior to entry. All vehicles must render proper documentation showing the cargo they are transporting and the destination of delivery. Vehicles that do not fit the criteria will not be accommodated in the parking area.

Furthermore, there is a 45-minute first come first serve loading and unloading material & equipment in effect. Vehicles are not permitted to park beyond the above 45-minute duration unless they have a dedicated after-hour / weekend reservation through CF Connect or without prior permission of CF Management.

Cement trucks are permitted in the receiving area, but they require scrubbers if running.

Failure to comply with the above conditions will result in your vehicle being ticketed, banned and/or removed from the Toronto Eaton Centre at the sole expense of the owner.

Contractors are not permitted to use the Landlord's equipment such as trucks, bins, dollies, and other handling equipment, etc. Delivery arrangements for heavy or bulky items requiring special handling or hoisting must be made and reviewed with the Landlord in advance.

No smoking or vaping permitted within the Shipping & Receiving areas.

7.2 FREIGHT ELEVATOR / ESCALATORS

All after hours freight / service elevator reservations must be made by sending an email to cfconnect@cadillacfairview.com. Reservations to be made a minimum of 3 business days' in advance of the use date for property review, coordination and on a first come first serve basis.

Elevators may be reserved for 4-hour intervals at a rate of \$200.00 (per booking interval), which will be invoiced directly to the Tenant + CF Admin Fee + HST. A security guard will be assigned to operate the freight/service elevator for all dedicated after-hour / weekend bookings.

Reservations must include the following in order to be processed:

- Client building location
- Contact information
- Date of use
- Time (booking interval) required
- Reason for use
- Additional contact email addresses (if necessary)



Construction equipment or materials are not permitted on any escalator located in Toronto Eaton Centre.

See below dimensions and capacity of freight elevators throughout the property for reference.

Note: all elevators to ensure appropriate center point loading and unloading to allow elevator cab calibration.

Any misuse of the freight or escalator equipment will be charge-backed accordingly.

	1 Dundas Street	220 Yonge Street	250 Yonge Street	33 Dundas St. W.
Door Height	7'-0"	10'-0"	8'-0"	10'-0"
Door Opening	4'-0"	6'-0"	4'-0"	22'-0"
Freight size (W x H x D)	7'-4" x 10'-0" x 5'-0"	8'-0" x 10'-0" x 9'-0"	4'-6" x 12'-0" x 9'-6"	22'-0" x 10'-0" x 10'0"
Capacity	4,000 lb	10,000 lb	6,000 lb	16,000 lbs

	20 Queen Street (F8: Floors R-6)	20 Queen Street (#25: Floors 6-22)	20 Queen Street (#31: Floors 23 - 35)
Door Height	10'-0"	7'-0"	7'-0"
Door Opening	8'-6"	4'-0"	4'-0"
Freight size (W x H x D)	9'-6" x 10'-0" x 9'-6"	7'-4" x 10'-0" x 5'-0"	7'-4" x 10'-0" x 5'-0"
Capacity	6,000 lb	4,000 lb	4,000 lb

7.3 PARKING

Contractors are permitted 45 minutes free parking in the receiving area for deliveries during the day on a first come first serve basis. After such time, parking is available within the Receiving area for a cost of \$10.00 / hour to a maximum of four (4) hours. Parking tickets may be purchased from the automated parking machine located in Receiving (cash or credit card accepted).


7.4 CONSTRUCTION WASTE MANAGEMENT

At Toronto Eaton Centre, Cadillac Fairview incorporates procedures to divert construction and demolition waste from landfill and incineration facilities. It is the Landlord's intent to reach a minimum diversion of 70% (by volume) to help reduce the demand for virgin materials, prevent overburdening existing landfills, and avoid pollution caused by incineration processes.

Where possible, all unused and/or demolition material must be recycled or redirected back to the manufacturing process. The Project Team must designate areas specifically for recycling construction and demolition waste and train workers on recycling protocols and effective container labelling. The project team should strongly consider innovative ways to recycle materials typically known to be difficult to recycle, to minimize the demand for new/virgin products and materials.

The Project Team must develop and implement a detailed Construction Waste Management (CWM) plan that aims to identify potential opportunities for waste diversion. At a minimum, the CWM plan must include the following:

- A designated area for the separation and collection of recyclable and salvageable materials.
- The education of the construction managers and subcontractors of the building LEED requirements.

- 
- Targeting products that minimize disposable packaging in order to reduce the amount of waste packaging associated with the transportation of materials to the site.
 - A tracking system (including waybills) that monitors and provides feedback on the amount of materials diverted from landfill.

Resource Material:

- Recycle Xchange www.recycleexchange.com
- Canadian Association of Recycling Industries www.cari-acir.org

Receiving Facilities:

Below is a list of receiving facilities in the GTA that accept various construction materials:

- New West Gypsum (Oakville) – accepts drywall www.nwgyypsum.com/english
- Paper Fibres Inc. (Mississauga) – accepts paper and cardboard www.paperfibresinc.com
- Solway & Sons (Toronto) – accepts scrap metals
- Interface Carpet (Belleville) – accepts all makes of carpet through its “ReEntry” Program

7.5 RECYCLING AND WASTE REMOVAL

As per the government legislation 102/94 & 103/94 recycling is mandatory.

Removal of recycling and construction debris generated by work will be the full responsibility of the contractor working in any given area. Arrangements for placing disposal bins must be made through the Supervisor of Operations.

The Shipping & Receiving area is not to be used as a workshop area (e.g., no welding, sawing or any other kind of construction work). Under no circumstances should the building waste compactor be used for construction materials.

Corridors, freight and passenger elevator lobbies, and other common areas are to be kept clear of any residual debris. Arrangements must be made to book the freight elevator to remove such debris to the Shipping & Receiving area.

Construction disposal bins are allowed to remain in designated areas within Shipping & Receiving during the following times:

6:00pm to 7:00am Monday to Friday

All hours, Saturday, Sunday and holidays

Only authorized companies may deliver bins for contractors' use (a list is available from Shipping and Receiving Department). Bins must rest on wooden support before being placed in designated number areas. Failure to use wooden support will result in a fine levied for the improper use of the Shipping & Receiving area. If containers/bins are left behind after 7:00am, Monday through Friday, the Landlord will have them removed at the contractor's expense.

For recycling information purposes, the provider of the construction bin will be required to submit a copy of all waste diversion and recycling weigh bills as part of the project closeout documents.



8.0 CONSTRUCTION SITE RULES

8.1 DRILLING OR CUTTING WORK

At no time may contractors drill, cut or trench openings of any type in any part of the basic building structure. Where such work is deemed to be necessary it must be approved by the Manager, Client Projects and must be carried out at the project's expense outside regular business hours. The Landlord must be informed 7 business days prior to the scheduled work taking place. Drilling or cutting of flat slabs may not be carried out without the Landlord's prior written approval and then only upon the Landlord's conditions:

- a) It is the Tenant / contractor's sole responsibility to submit the x-rays to CF and the base building structural consultant for review & sign-off prior to coring site commencement.
- b) Scanning to the discretion of the base building structural consultant dependent on property location. Formal report requirement remains unchanged for either x-ray or scanning logistics.
- c) All embedded elements including conduits, rebar, etc. should be clearly identified and marked.
- d) Edge of beams, drops and capitals should be clearly labelled.
- e) The underside of the slab should be marked with the location of proposed penetration.
- f) No holes shall be drilled through any reinforced or post tension beams.
- g) No holes shall be drilled in any pre-tensioned beams.
- h) In general, when drilling into the slab, the centre distance between holes shall be a minimum of three hole diameters. Maximum depth of 1-1/2".
- i) No reinforcing steel, conduits, or other embedded objects shall be disturbed by the drilling process.
- j) All embedded material shall be located by x-raying the slab in the immediate location of the proposed hole, and the locations shall be adjusted to avoid disturbing the embedment.
- k) All hole locations shall be submitted in drawings, accompanied by the x-rays for review and approval by the base building structural consultant at the tenant's cost prior to drilling.
- l) All allowable drilling and ramset type anchoring is to be done after business hours. Drilling or cutting of pre-stressed beams is prohibited.
- m) All coring must be temporarily sealed until work is complete.

8.2 ELECTRICAL POWER SHUTDOWNS

All requests for electrical-power shutdowns must be made in writing and submitted to the Manager, Client Projects for review and property approval. Temporary shut-downs affecting solely the tenant require a minimum of 5 business days. Temporary shut-downs affecting other tenants and landlord equipment require a minimum of 15 business days. All expenses including but not limited to base building consultant reviews, security guards, temporary means to run critical infrastructure, inspections, etc. is at the sole cost of the Tenant and contractor.

8.3 AIR SYSTEM SHUTDOWNS / FLUSH / AFTER-HOURS

All requests for air system shutdowns or flushes must be submitted for approval at least 5 business days in advance. All requests for air system shutdowns or flushes must be directed to the Tom Hobe, Operations Manager.

Should a Tenant / contractor require after-hours HVAC prior or post business operational hours, this request must be submitted for approval at least 5 business days in advance.

All associated charges for these activities will be relayed to the Tenant.



8.4 WATER SYSTEM SHUTDOWNS

All requests for water system shutdowns (fire line, chilled supply & return, domestic water, etc.) must be submitted for approval at least 5 business days in advance before the proposed shutdown date. All requests for temporary sprinkler shutdowns must be submitted 3 business days' in advance and standpipe shutdowns must be submitted 3 business days' in advance.

Cancellations of sprinkler or standpipe drain-downs must be given to the Life Safety Team at least 24 hours before the scheduled drain-down is to commence, without this notice the contractor will be responsible to pay the cost of the fees.

Contractors to ensure all drain-down accounts remain in good standing to ensure no disruption or holds to their requests.

8.5 DEMOLITION

In the event base components will not be utilized by the tenant, the contractor shall offer to the landlord for potential future use prior to disposal / recycling. This includes, but is not limited to, light fixtures, electrical panels, air diffusers, air boots, HVAC grill covers, ceiling tiles, t-bar grid and window blinds. The Manager, Tenant Projects should be notified of unwanted fixtures as soon as possible to arrange for their removal. When a large quantity of equipment is returned to the landlord, the contractor surrendering such items will be responsible for removal, stacking and pelleting these fixtures in a neat and orderly fashion for CF Operation divisional pick-up.

8.6 PLUMBING, SYSTEM FLUSH & EDDY LEAK DETECTION

Where plumbing is removed from tenant premises, all water supplies, drain lines and vent connections must be removed, from the ceiling spaces back to the core riser, and properly capped. This is applicable even if the plumbing runs through other occupied areas before reaching the core riser. Abandonment of plumbing lines and equipment is not permitted.


Floor penetrations must be properly sealed during and after construction to maintain the required fire rating of the slab.

Plumbing lines to be flushed post construction installation & modification for a minimum of 3 hours to 1 day to the discretion of Magus. For mandatory plumbing flush coordination, please reach out to:

Magnus
Teresa Jeffrey
1.800.522.5815

Eddy Leak Detection has been specifically installed throughout the 20 Queen St. W. tower as of October 2022. The "Intelligent Water Management System" is fully operational in common areas at 20 Queen Street West. This investment is in line with Cadillac Fairview's overall commitment to manage water leak risks, reduce business disruptions, and support our "Green at Work" sustainability program. To protect our building, Cadillac Fairview has partnered with market-leading solution provider Eddy Solutions, to learn more visit <https://eddysolutions.com/>. Their innovative technology will proactively detect water leaks and prevent potential water damage. Scope includes in-line water flow meters and automatic shut-off valves on hot/cold water lines should water flows be detected based on pre-set parameters within all common areas on the floor and in water risers.

Upon detection of any water/high humidity presence by active leak sensors or any abnormal water consumption behavior by an in-line water flow meter, the system will automatically shut off applicable point-of-entry water supply lines and notify the CF building operation team via email/text alert. Following that, assigned respondents will receive phone calls from Eddy Solution's 24/7 monitoring centers advising them to investigate potential leak situations at the site. Once resolved, normal water supply will be restored for the impacted water supply line.



Considering water risks exist everywhere, we are encouraging our clients to consider installing a similar system inside their premises in such locations as kitchens, ceiling-mounted hot water tanks, private washrooms, and water fountains. We are pleased to announce that as part of a business arrangement our partner is offering all 20 Queen St. W., clients a “no-obligation Assessment” for existing office spaces and will provide detailed quotes for procurement and deployment of the same product and services. If you are interested to learn more about how you can leverage this “no-obligation program”, please reach out to:

Eddy Solutions
Sam Reid
cf@eddysolutions.com

Any new tenants post June 1, 2023 within 20 Queen St. W., will be required at a minimum to include this system including kitchens, hot water tanks, washrooms, or any other hot/cold water systems. In summary, leveraging such a proactive technology program will enable all of us in managing our business risks and advancing water conservation measures.

8.7 CARPET LAYING

Carpets may not be glued to the floor, except when a quick-release type of adhesive is used and the landlord's approval has been obtained. This type of work is often sensitive and, therefore, must be scheduled accordingly. Any existing in-floor raceways must be easily accessible and may not be sealed whether currently being utilized by the tenant or not.

8.8 ACCESS PANELS

Access panels in walls, ceilings and floor construction must be provided by the Tenant at their own expense and as directed by the Landlord to permit necessary access to equipment or services. All access panels must be a minimum of 24"x24" in size to allow for future ongoing maintenance, repairs and access by either the tenant or landlord. Should adequate access not be available, access will be completed by the Landlord at the sole cost of the Tenant.

8.9 ELEVATOR / ESCALATOR WORK

All work that involves modifying the elevator call buttons, cab indicator strips, or other internal working of the elevators is to be done by the base building elevator contractor (Otis) and paid for by the Tenant's representative. All construction or demolition work near the elevator lobbies requires that adequate protection be taken to ensure that infiltration of dirt and debris does not occur in the elevator shaft. In the event the Tenant's plans require elevator doors and frames to be painted, the tenant's contractor must coordinate work with Manager, Tenant Projects. This work must be scheduled after 6:00pm Monday through Fridays and/or weekends only.

8.10 PUBLIC RESTROOMS

Contractor and subcontractors are not to use public or tenant restrooms to clean their tools. Any damage caused will be at the sole cost of the contractor / tenant.

8.11 TOOL LOAN

Contractor and subcontractors must always use their own tools and equipment. At no time will the landlord rent or loan tools and equipment to the contractor or subcontractor.



8.12 SIGN POSTING

Tenant's contractor or subcontractors will not be allowed to post any signage containing the name or advertising of their firm to any part of the hoarding or premise without the prior written consent of the Manager, Tenant Projects.

8.13 SITE CLEANLINESS

Contractors must ensure that the construction site and common areas surrounding are completely free of debris, dirt, tracking footprints, tools, equipment & material.

Non-refundable construction cleaning deposit required but does not negate the contractor from daily housekeeping or project cleaning.



9.0 BUILDING SECURITY & LIFE SAFETY SYSTEMS

9.1 UPGRADES/REVISIONS TO LIFE SAFETY SYSTEMS

The authorities having jurisdiction must approve all revisions to the base building life safety systems.

The Life Safety Department **MUST** review all drawings related to the life safety systems.

No upgrades or revisions can be made to the fire alarm system without the approval of the Senior Manager of Security and Life Safety or his designate, and any revisions made to the system must equal or exceed the standard level of protection and detection throughout the premise.

All office floors are equipped with smoke detectors within the corridors of the tenant's premises for earlier warning detection by the fire alarm system. The tenant must maintain these smoke detectors and alter the space plan to suit existing conditions with smoke detector placement.

The tenant's contractor **MUST** retain the landlord's exclusive Fire & Life Safety System Electrical Contractors including:

-Plan Group

-CMS

-Symtech to perform all related work to fire alarm devices such as fire alarm speakers, smoke and heat detectors, pull-stations, emergency exit signs... etc. A copy of the tenant's mechanical and electrical drawings identifying all life safety devices must be submitted to landlord's fire supervisor.

Preparatory work on life safety systems is subject to the following conditions:

- New Devices – installation of new alarm initiating devices, conduit back boxes, signals and/or speakers can be done during normal business hours.
- Pulling of wire to/from new installations can be done during normal business hours providing wire is not in a shared conduit with other existing fire alarm wiring and is not pulled into fire alarm panel junction boxes or fire alarm data gathering panels/local panels.
- Tenants may not occupy any floor if the life safety system for that area is not fully operational.
- Landlord is to receive a copy of all verification reports conducted with respect to your construction area.

Same manufacturers **MUST** be specified for both couplings and fittings.

Anvil/ Gruvlock contain listed components that exceed 300 psi for both couplings and fitting in the 6" category (500 psi). In the case of Victaulic components usage, documentation outlining the pressure limitations and ULC listings **MUST** be submitted to the landlord for review and approval prior to commencing.

No flex heads may be used for sprinkler modifications.

9.2 TEMPORARY FIRE-PROTECTION DEVICES

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

9.3 VOICE-COMMUNICATION SYSTEMS

The landlord must approve all revisions affecting the emergency voice communications systems.

Speaker and fire telephone zone de-activation requests must be submitted to the Fire & Life Safety Supervisor 3 business days in advance of request.

Base building fire alarm contractors must be used, at the Tenant's expense, to disconnect and reconnect evacuation speakers. Conduits, back boxes and speakers may be added and/or relocated by the electrical contractor only.

Tenants may not occupy any floor during normal office hours if the speaker system is out of operation. All revisions must



be performed after-hours and coordinated to ensure that the system is fully operational and checked out by the start of business the following day.

9.4 ELECTROMAGNETIC LOCKING DEVICES

Electromagnetic locking devices and related signage shall be installed in conformance with Section 3.4.6 and 15 of the Ontario Building Code. The Landlord has no authority to respond to requests for deviations.

Prior to activation of the electromagnetic locking device(s) the installers/owners certificate required by the local jurisdiction having authority must be completed by the installing contractor and verified by the landlord's fire alarm service contractor.

The general contractor at their designate will arrange verification by the Landlord's fire alarm service contractor 7 business days' in advance of such work. The landlord will not be responsible to arrange verification by the fire alarm service contractor.

9.5 FIREPROOFING MATERIAL

All fireproofing material that is removed through either construction or deconstruction or is found to be non-existent on steel decks and beams or floor penetrations must be replaced with a suitable and approved fireproofing material. This replacement material must be installed in accordance with pertinent building and fire codes. In no case may the original level of protection be reduced.

9.6 BASE BUILDING ACCESS CONTROL MANAGEMENT SERVICE (ACMS)

Cadillac Fairview's Base Building Access Control Service is the Lenel Enterprise OnGuard platform. The ACMS platform is Lenel OnGuard operating on version 8.0.458.105 paired with HID Signo 40 Readers. The Base Building access cards are also an HID solution, where we utilize 13.56Mhz iClass with a proprietary facility code.

We do not accept integration or install on our ACMS system the following:

- Room heat alarm
- Temperature alarm
- Tenant duress or panic duress systems or alarms
- Door hold open alarms
- Forcible entry alarms
- Moisture alarms
- Tenant motion alarms
- Tenant security systems
- Any system partitions (client stations)

BBACMS is not a mandatory requirement for Tenants considering the installation of an access control platform inside their premises. Tenants may choose to install their own product but it must remain detached from the base building access control management service (see the section below *Tenant Stand-Alone Access Control Management System*) and most often is deemed a non-standard leasehold improvement which will need to be removed by the tenant at the end of their natural lease duration / termination.

When installing a BBACMS:



1. All drawings relating to BBACMS must be reviewed by property-level CF Security & Life Safety representatives and Securitas Canada before any work is approved and/or started.
2. DGP (Data Gathering Panels) can only be installed in a Cadillac Fairview base building riser room.
3. The Tenant is responsible for the total cost to supply and install all components that are required to provide the service to the tenant within the tenant's space, including the final connection and programming by the VOR.
4. The Tenant must buy or obtain access cards from Cadillac Fairview.
5. Cadillac Fairview cannot allow programming or use of any non-CF HID cards on our Lenel OnGuard system. If a tenant wishes to install a stand-alone access control platform into their leased space and require or desire to have a single card solution, the cards must be purchased from Cadillac Fairview.

Tenant Stand-Alone Access Control Management System

If the tenant chooses to install a Tenant Stand-Alone Access Control Management System (TSACMS), there are a number of steps to follow. The tenant is not obligated to use any of the mentioned VOR or VARs when selecting a company to provide a quotation for a TSACMS. When the tenant is selecting a TSACMS product they are **NOT** obligated to align with Lenel OnGuard. If the tenant does align with a similar Lenel product or Lenel OnGuard, Cadillac Fairview cannot allow the connection between any TSACMS and the current Lenel BBACMS through a process known as System Partitions. A TSACMS is completely independent of any Cadillac Fairview base building infrastructure and will not be managed or supported by Cadillac Fairview. A single card solution is possible when selecting a TSACMS, providing the reader head technology is aligned with the current reader head technology of the BBACMS.

When installing a TSACMS;

1. 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.
2. All related equipment including the DGP must be installed in the tenant space when installing a TSACMS, noting the base building riser rooms are NOT deemed usable tenant space.
3. The tenant is not required to use Securitas Canada or any of the pre-authorized VARs for TSACMS installations, but is still obligated to follow the base building contractor requirements outlined in this document.
4. At no time will Cadillac Fairview monitor, support or provide maintenance on a TSACMS.
5. 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 the TSACMS.



10.0 LIFE SAFETY & SECURITY PROCEDURES

10.1 FIRE AND LIFE SAFETY STANDARDS

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

Sprinkler coverage during all construction phases must be maintained throughout the entire construction process. Sprinkler heads may have to be temporarily or permanently adjusted to provide proper protection. This may include turning sprinkler lines upwards, so new upright heads are an acceptable distance from the above slab.

In extreme cases temporary smoke detectors connected to the base building fire alarm system may be required to be installed for 24 hour fire watch to be implemented.

All changes to the fire alarm system must be approved by the Fire & Life Safety Department at the time of application. Once completed, a copy of the verification sheet must be provided to the Fire & Life Safety Department.

10.2 HEAT DETECTORS & SMOKE DETECTION SYSTEMS

To request the de-activation of smoke detection systems, the general contractor **MUST** fill out and submit an “Application for Fire Protection System Work Permit” to the Manager, Security & Life Safety or his delegates. A minimum advance notice of 3 business days is required to process all bypass requests.

It is the responsibility of the contractor to inform, in person, Building Control Centre each day, both upon start and completion of work, to bypass and restore the zones required. Fire alarm by-pass request/restore must be done on TEC Property. Please note that all system requests should be signed in and out at Building Control Centre.

Any deliberate disconnection of a smoke detection device or obstruction of field devices (this includes bagging smoke heads) without prior approval by the landlord will result in a \$2,500.00 fine to the general contractor. The Landlord reserves the right to stop all work on the job site/project until the Landlord’s Fire & Life Safety Department provides clearance for construction work to commence.

A hot work inspection must be conducted and a permit posted on the job site.

In the event a false smoke alarm is activated resulting from excessive construction dust during the tenant’s project, a \$2,500.00 fine will be imposed and shall be incurred by the Tenant’s general contractor.

It is the contractor’s responsibility to notify the Building Control Centre to ensure zones are problem-free. If any trouble is detected on the Landlord’s fire panel, the contractor must clear the problem immediately. Tyco must be notified if the zones cannot be cleared and all associated costs will be charged to the contractor. If the contractor leaves the site without informing Building Control Centre there is still a problem with the fire system, a \$2,500.00 fine will be levied, plus the cost of a fire watch.

The Manager, Fire & Life Safety or his/her delegates must approve any emergency work exclusively that requires deactivation of the fire alarm system without 3 business days’ notice.

10.3 SPRINKLERS

The landlord must review all revisions to the base-building sprinkler system.
No flex heads permitted as a standard installation method.
Exceptions solely at the discretion in writing by Manager, Fire & Life Safety.

A Landlord approved sprinkler contractor as per the following list must perform all sprinkler installations or alterations:

Vipond	905.564.7060
Viking	905.760.8700
Tyco (JCI)	905.890.1440
Classic Fire	416.740.300
Paul & Douglas	905.564.2421
Onyx Fire	416.674.5633
Sage Fire	905.683.6600

ALL requests for sprinkler drain downs/fill-ups MUST BE completed in writing to the Manager, Fire & Life Safety or his/her delegates on the "Application for Fire Protection System Work Permit" form. A minimum of 3 business days' notice is required to process all bypass requests.

Sprinkler Drain Down and Fill-up Procedure:

- a) All drain downs and fill ups must be completed as follows in writing or via email:

Office Towers: before 6:00am or after 6:00pm and to be returned to normal before 6:00am
Retail: before 6:00am or after 9:00pm and to be returned to normal before 6:00am

- b) The contractor must be present 15 minutes before drain downs. If the contractor is not present, the request will not be conducted. In addition, the contractor must be present and on time for all fill ups. If absent, the system will not be filled and the contractor will be fined for leaving the work site unprotected as well as for the cost of the fire watch.
The contractor will be contacted to return to the site in order to fill the system.
- c) A fire watch must be provided in all areas where drain downs are being performed. It is the contractor's responsibility to have his own 10-pound ABC fire extinguisher, not base building. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the floor while the sprinkler work is being conducted).
- d) The contractor may NOT perform work on the sprinkler system until they have received authorization from Building Management.
- e) A Cadillac Fairview Centre staff member will complete all drain downs/fill ups.
- f) The hydrostatic test must be done immediately after the work is complete and it must be done before every fill up.
- g) For jobs requiring hydrostatic testing as per NFPA13 it is the responsibility of the contractor to provide proof of testing to the landlord.

The Manager, Fire & Life Safety or his/her delegates must approve any emergency work that requires deactivation of the fire alarm system without 3 days' notice.



10.4 FIRE STANDPIPES

- a) All fire standpipe system installations must be performed by a Landlord approved contractor.
- b) All requests for standpipe drain downs MUST BE completed in writing on the Application for Fire Protection System Work Permit" form and submitted to the Manager, Fire & Life Safety or his or her delegates. A minimum of 3 business days' notice is required to process all shutdowns requests.
- c) In the event that a contractor is required to temporarily remove and cap an existing fire hose cabinet, the contractor will be required to install a temporary valve where the fire hose cabinet was once located. This valve shall be installed on order to verify the system has been drained prior to future work on the standpipe system.
- d) All standpipe drain downs MUST be completed as follows:

Office Towers: after 6:00pm and restored before 6:00am
Retail: after 9:00pm and restored before 6:00am

- e) All work such as fire hose cabinet tie-ins and removals shall be done as follows:

Office Towers: after 6:00pm and restored before 6:00am
Retail: after 9:00pm and restored before 6:00am

- f) Only one standpipe per building will be drained down at a time.
- g) The contractor must be present 15 minutes before all drain downs. If not present, the requested work will NOT be conducted. Contractor must be present and on time for ALL fill-ups. If absent, the contractor will be fined \$1,500.00 for leaving the site unprotected in addition to the cost of the fire watch. The contractor will be contacted to return to the site in order to fill the system.
- h) A fire watch must be provided in all areas where drain downs are being performed. It's the contractor's responsibility to provide his/her own 10-pound ABC fire extinguisher, not base building. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the floor while the work is being conducted).
- i) The contractor and building personnel shall ensure the standpipe system is completely drained prior to fully opening a hose connection/standpipe piping. This shall be achieved by opening an adjacent fire hose cabinet (on the same line) or if necessary drilling a 1/8" opening in the pipe directly adjacent to the location of work.
- j) The contractor cannot commence/perform work on the standpipe system until they have received authorization from the Building Control Centre.
- k) For standpipe connections, the approved contractor can weld the connections or use VIC couplings.

The Manager, Fire & Life Safety must approve any emergency work that requires deactivation of the fire alarm system.

10.5 PULL STATIONS

- a) All manual pull station zone deactivation requests MUST be made in writing to the Manager, Fire and Life Safety and/or his/her delegates on an Application for Fire Protection System Work Permit form. A minimum of 3 business days' notice is required to process all bypass requests.
- b) All necessary zone by-passes MUST be completed as follows:

Office Towers: after 6:00pm and restored before 6:00am
Retail: after 9:00pm and restored before 6:00am



- c) It is the contractor's responsibility to notify the Building Control Centre to ensure the zones are problem-free. If any trouble is detected on the Landlord's fire panel, the contractor must clear the problem immediately. Plan Group must be notified if the zones cannot be cleared and all associated costs will be billed to the contractor. If the contractor leaves the site without informing Building Control Centre there is still a problem with the fire system, a \$2,500.00 fine will be levied, plus the cost of a fire watch.
- d) A fire watch must be provided in all areas that are isolated. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the floor while pull station work is being conducted).
- e) All work on the pull stations and will be done as follows:
 - Office Towers:** after 6:00pm and restored before 6:00am
 - Retail:** after 9:00pm and restored before 6:00am
- f) Installation of new pull stations will be verified by Tyco (JCI).
- g) It will be the responsibility of the contractor to set up the verification and cover the costs incurred by Tyco (JCI).

The Manager, Fire & Life Safety must approve any emergency work that requires deactivation.

10.6 TIE-INS

The Tenant must obtain the Landlord's permission before installing any tie-ins to mechanical, electrical, fire-protection, security or life-safety systems, and before testing any such tie-ins. Our building consultants and Manager, Tenant Projects will review these tie-ins. Tenants will be held fully responsible for any damages that result from such tie-ins or tests thereof, whether or not the landlord's permission for such work has been obtained.

10.7 SPEAKER & FIRE PHONE ZONES

- a) All speaker and fire phone zone deactivation requests **MUST** be made in writing to the Manager, Fire & Life Safety and/or their delegates on an "Application for Fire Protection System Work Permit" form. A minimum of **3 business days' is required** to process all bypass requests. Work must commence as follows:
 - Office Towers:** after 6:00pm and restored before 6:00am
 - Retail:** after 9:00pm and restored before 6:00am
- b) It is the contractor's responsibility to notify the Building Control Centre to ensure the zones are problem-free. If any trouble is detected on the fire panel, the contractor must clear the problem immediately. TEC Fire & Life Safety department must be notified if the zones cannot be cleared and all associated costs will be billed to the contractor. If the contractor leaves the site without informing Building Control Centre there is still a problem with the fire system, a \$2,200.00 fine will be levied, plus the cost of a fire watch.

The Manager, Fire & Life Safety must approve any emergency work that requires deactivation of the fire alarm system without 3 business days' notice.



10.8 OPEN FLAME OR CUTTING WORK

- a) A “hot work” permit inspection must be completed by TEC staff and must be filled out and posted at any job sites in which open flames or cutting work are conducted. This permit may be obtained from Building Control Centre. **This must be filled out daily.**
- b) Request for fire alarm shutdowns in the affected areas must be made if work will cause a fire alarm activation.
- c) If the above-noted work is to take place, the work site must be clear of combustibles and flammable materials. The contractor, not base building, must provide a 10-pound ABC fire extinguisher.
- d) Upon completion of hot work, the contractor is required to return to BCC and require a hot work completion inspection.
- e) A fine of \$2,500.00 will be levied to the contractor if they are found conducting open flame work without a permit and/or they are not in possession of a 10-pound ABC extinguisher at the area where the open flame work is being conducted.

10.9 SMUDGING

Smudging is traditionally a ceremony for purifying or cleansing the soul of negative thoughts of a person or place. There are four elements involved in a smudge:

- a) The container, traditionally a shell representing water, is the first element.
- b) The four sacred plants (cedar, sage, sweetgrass, tobacco), gifts from mother earth, represent the second element.
- c) The fire produced from lighting the sacred plants represents the third element.
- d) The smoke produced from the fire represents air, the fourth element.

During a smudge plant leaves or stems are placed in the container and ignited (usually with a wooden match). The flames are then gently blown out and the smoke, which heals the mind, heart and body, is wafted over the person or place, either by hand or with an eagle feather. The person being smudged pulls the smoke to them and gently inhales the smoke. The ashes traditionally are returned to mother earth by disposing them outside on bare soil - it is believed that the negative thoughts and feelings have been absorbed by the ashes. A person can smudge themselves, or, someone can lead a smudge by holding the container and directing the smoke over others. Smudging is also used to clear negative energy from rooms and places.

Applicable Legislation

Canadian Charter of Rights and Freedoms
National Fire Code
Smoke Free Acts

Smudging Ceremonies at Cadillac Fairview owned and operated building may only take place in the following areas:

- a) Outdoor space (designated by Building Management)
- b) A Smudging Room/Space that has been designed, constructed and approved under a building permit for such use (no exceptions)

Please refer to separate Formal Smudging Ceremony Policy for further procedural details and allowances.

10.10 EMERGENCY POWER

All requests for work on emergency power systems shall be received 3 business days' in advance and reviewed by the TEC Fire & Life Safety Department as well as the TEC Electrical Department. Work requiring the disruption of Emergency Power shall be disconnected at the nearest location/floor, to ensure that only the affected work area is involved.

11.0 SAFETY & SECURITY PROCEDURE CHECKLIST

Procedures		Smoke Detection System Shutdowns	Sprinkler Drain-downs & Fill Ups	Fire Standpipe Drain-downs	Manual Pull Stations & Heat Detectors	Speaker & Fire Phone Zones	Installation /Verify Fire Alarm System Upgrade
1	All requests are to be completed, in writing, to the Life Safety Department on a Fire Protection System Work permit.	●	●	●	●	●	●
2	Minimum notice required (business hours).	72 hrs.	72 hrs.	72 hrs.	72 hrs.	72 hrs.	7 days
3	It is the contractor's responsibility to set up the fire alarm verification process with Plan Group and cover the costs incurred for such work. A min. of 3 business days' notice must be given to the Life Safety Dept. A copy of the signed verification and owner's permit must be submitted to the Life Safety Dept. before the verified devices are placed on the system.	●			●	●	●
4	It is the contractor's responsibility to ensure that any work done on the fire alarm system be done by LL's exclusive Fire Alarm Electrician – Plan Group. A copy of the contractor's certificate and a list of devices installed or relocated must be sent to the Life Safety Dept. with the by-pass permit.	●			●	●	●
5	It is the responsibility of the contractor to inform Building Control Centre each day, both upon start and completion of work to by-pass and restore the zones required. Any fire alarm by-pass request/restore must be done on TEC property.	●	●	●	●	●	●
6	Building Control Centre must be notified before start and end of work.	●	●	●	●	●	●



Procedures		Smoke Detection System Shutdowns	Sprinkler Drain-downs & Fill Ups	Fire Standpipe Drain-downs	Manual Pull Stations & Heat Detectors	Speaker & Fire Phone Zones	Installation /Verify Fire Alarm System Upgrade
7	If open flames are utilized, it is the contractor's responsibility to provide a working and certified 10-pound ABC fire extinguisher. Non- functioning fire extinguishers will be removed from the work site immediately by the Life Safety Dept. A Hot Work Permit is to be posted at all locations where open flames are being used. Hot Work Permits are to be filled out one per day per job site.	●	●	●			
8	Smoke zones may be restored at any time of the day or night.	●					
9	Verifications must be conducted between 1:00am and 6:00am						●
10	With no exceptions, all work on drain-downs, fill ups, pull stations and heat detectors is to be completed before 6:00am or after 6:00am during the week or after 6:00pm on Friday and before 6:00am on Monday.		●	●	●		
11	Only one standpipe per building is permitted to be drained down at a time			●			
12	All work involving three sprinkler heads or more require hydrostatic testing of 200 psi upon completion of work. All sprinkler changes are to be submitted to the Life Safety Dept. for approval. Jobs may not be engineered/scheduled in a way that H-testing can be avoided.		●				
13	All standpipe connections must remain welded when modified.			●			
14	All drain-downs are to be completed by a TEC Operator. 3 business days' notice in advance. Small jobs that require the sprinkler system to be drained down for less than 12 hours will be done after 6:00 pm.		●				



Procedures		Smoke Detection System Shutdowns	Sprinkler Drain-downs & Fill Ups	Fire Standpipe Drain-downs	Manual Pull Stations & Heat Detectors	Speaker & Fire Phone Zones	Installation /Verify Fire Alarm System Upgrade
15	Upon completion of the hydrostatic testing and fill up, the system must be left fully charged and a hydrostatic test certificate must be given to the Life Safety Dept.		●				
16	Any emergency work that requires deactivation of the fire alarm system with less than 72 hours prior notice will require the written approval of the Life Safety Department (this does not include weekends).	●	●	●	●	●	●
17	Proper fire protection must be maintained at all times. Under protected floors are floors where both the smoke detectors are by-passed and sprinkler system is drained or the pull stations have been by-passed. It is the contractor's responsibility to ensure that an hourly fire watch is implemented and fire extinguishers of sufficient numbers and type to combat a potential fire are on all floors where there is insufficient protection. Fire watch to be documented.	●	●	●	●	●	
18	It is the contractor's responsibility to ensure that difficulties or malfunctions affecting the fire alarm system due to work be rectified before leaving site. Under the discretion of the Life Safety Dept., all cost incurred to rectify such problem shall be billed back to the contractor.	●	●	●	●	●	



12.0 FINES AND SERVICES PRICING

Violation		Fine	Work Stopped
1	Causing a fire	Up to \$10,000.00/ occurrence. All associated costs, plus damages	•
2	Open flame work without a hot work permit and 10 pound extinguisher.	\$2,500.00/occur	•
3	During demolition, a functioning 10 pound ABC fire extinguisher must be provided by the contractor. All non-functioning extinguishers will be confiscated.	\$1,000.00/occur	•
4	All required construction permits must be visible and available for inspection.	\$ 550.00/day	
5	Neglected or deliberate disconnection of the fire alarm system without authorization or contractor certification (Fire Alarm & Protection Certified Electrician Certificate).	\$2,500.00/occur	•
6	Activation of fire alarms – tones and/or no tones.	\$2,500.00/occur	•
7	Leaving the building and fire alarm system without informing Building Control Centre the fire alarm system was left isolated.	Up to \$2,500.00/day	
8	Obstructions of any fire equipment (pull stations, hose stations, sprinkler heads, and smoke heads).	Up to \$2,000.00/day	
9	All combustible gas cylinders when not in use must be properly secured by a metal chain to prevent them from tipping/falling over.	\$1,000.00/day	
10	Improper storage of combustibles in general service areas.	Up to \$ 2000.00/day	
11	Unsafe build-up of garbage.	Up to \$ 2000.00/day	
12	“Wedging open” or obstructing any stairwell/fire door or obstructing any means of egress.	Up to \$ 2000.00/day	
13	Smoking on the job site and in close proximity to main office lobby entrance.	\$1,000.00/occur per individual	
14	Storing equipment and tools in unauthorized spaces (service elevator lobby, vacant spaces and riser rooms)	Up to \$ 2000.00/day	
15	Non-proper dust control of entrance and exit areas.	\$ 500.00/occur	
16	Unauthorized garbage disposal at Shipping & Receiving – Loading Dock.	Up to \$ 2000.00/day	
17	Unauthorized parking at Shipping & Receiving.	Ticket and/or towed at owner’s expense	
18	Non-use of wooden support for construction bins in the shipping & receiving area.	\$ 550.00/occur	
19	Welding, sawing, and/or cutting in the shipping & receiving area.	\$ 2000.00/occur	
20	Failing to follow TEC Fire Protection System Protection rules and guidelines.	Up to \$1,500.00/based on incident/infraction	
21	Non-compliance of the National Fire Code, Ontario Fire Code, National Building Code, Ontario Building Code, Ontario Health & Safety Act and Regulations, The Life Safety Code, or any other code regulation or act applicable to the work or the site. (*1)	Up to \$10,000.00/occur. Depending on the severity, plus damages	•

The above mentioned is a general list of the fines for violations. Cadillac Fairview is not restricted to just these fines. Any actions that are in contravention of the Ontario Fire Code, Ontario Building Code, Life Safety Code, Ontario Health and Safety Act or any other applicable legislation or regulations as determined by Cadillac Fairview may result in fines of \$250.00 to \$10,000.00. All fines will be at the discretion of the Cadillac Fairview Senior Manager, Security and Life Safety.

12.2 SECURITY VIOLATIONS

Violations		Fines	Work Stopped
1	Not reporting to Building Control Centre prior to work	\$200.00/occur	
2	Not returning badges, keys and passcards	\$50.00/item per day	
4	Lost badges, keys and passcards	\$50.00 per item plus replacement	

12.3 TORONTO EATON CENTRE SERVICES

Service		Cost	Minimum
1	Drain-down	\$700.00 + CF 15% Admin + HST per occurrence	N/A
2	Standpipe drain-down	\$700.00 + CF 15% Admin + HST per occurrence	N/A
3	Cancellation of sprinkler drain-down or standpipe drain-down (with less than 24 hr. notice)	Full Payment	
4	Audits of contractor logs or passcards	\$40.00/hour	1 hour
5	Maglock verifications	\$200.00/hour should Building Assistance be required (to be scheduled ahead of time)	N/A
6	Freight elevator repair due to damages, improper use and/or failure to clean elevator tracks during construction work	Cost of repair based on Otis' fee structure	

13.0 BASE BUILDING STANDARDS

13.1 CEILINGS

Ceiling systems will consist of lay-in acoustic panels, in a t-bar suspension system.

It is not permitted to screw into the ceiling grid. Tenants should utilize the slotted reveal that is provided in the ceiling grid system. Each grid member is designed to support the acoustic tile and lighting fixtures.

	1 Dundas Street	20 Queen Street	250 Yonge Street
Ceiling Tile Size	23 ½" X 59" x 3/4"	23 ½" X 59" x 3/4"	20" x 60"
Ceiling Tile Specification	20" x 60" x 3/4" Mars ClimaPlus #86160 Mineral Fibre White Square Lay-in Cut to Fit	20" x 60" x 3/4" Mars ClimaPlus #86160 Mineral Fibre White Square Lay-in Cut to Fit	20" x 60" x 3/4" Mars ClimaPlus #86160 Mineral Fibre White Square Lay-in
Ceiling Grid Specification	CGC Inc. DX Intermediate Duty 1" Exposed Face – Main (Special Punch) 1" Exposed Face with Positive Interlock – Cross	CGC Inc. DX Intermediate Duty 1" Exposed Face – Main (Special Punch) 1" Exposed Face with Positive Interlock – Cross	CGC Inc. DX Intermediate Duty 1" Exposed Face – Main 1" Exposed Face with Positive Interlock – Cross

No painting of t-bar grid permitted.

Areas which consist of drywall ceilings shall be painted white.

13.2 BASE BUILDING DOORS AND FRAMES

Entrances to electrical, mechanical rooms, janitor rooms, washrooms, stairways shall be hollow metal doors in pressed frames, painted to match existing surrounding finishes.

The base building corridor doors and frames will be solid core wood doors with mahogany veneer and stained with mahogany stain. A sample must be submitted to the Manager, Tenant Projects for review for entrance doors on multi-tenant floors only.

*Finish Selection may alter dependent on building and floor and to be coordinated closely with Manager, Tenant Projects.

13.3 TENANT DOORS AND HARDWARE

All door locks installed by the tenant on both entrance and interior doors, must be keyed to the building master keying system. The system allows complete freedom to the Tenant with respect to locking arrangements for its offices while providing access to each office at all times for both normal cleaning, maintenance and emergency situations per the Lease Agreement language. Hardware is restricted to the Sargent 8200 series, Mortise Locks, LNL style levers.



The Landlord's Locksmith Department maintains the master keying system and the records on key coding and distribution. Outside locksmiths or lock manufacturers are not permitted to change the keying of any locks. Cadillac Fairview's internal locksmith can assist with up to 15 locations. Anything over this amount to be outsourced to Trillium for completion. All associated charges, whether complete in-house or externally is at the sole cost of the Tenant.

Should tenants have specific security requirements for a particular area of their leased premises, arrangements must be made with the Landlord's Life Safety Department.

The option to interface with the Landlord's existing card access system is available to the Tenant, upon request. The landlord must be notified before the planning and installation of any card-access system. Tenants will be charged a monthly fee to tie into the landlord's existing access computer system.

13.4 DEMISING WALLS

All interior demising walls shall be constructed with metal studs, acoustic insulation and gypsum wallboard running from floor to the underside of the suspended ceiling. The partitions, which separate one tenancy from another, will be acoustically attenuated from the suspended ceiling to the underside of the structural slab. All services penetrating the demising wall should be fire stopped.

13.5 WINDOW BLINDS

All perimeter windows are equipped with horizontal venetian blinds or roller shade blinds. As these blinds are an essential component of the building's HVAC system, tenants may not remove them. When operated properly, they help the HVAC system to efficiently heat and cool tenant premises. Consistent and proper use of these blinds is especially important for workspaces with southern or western exposures. During winter and summer, the sun's low angle allows its rays to shine directly into workspaces. Lowering blinds and slanting the lower edges of the slats toward the window will help keep workspaces at a comfortable temperature. With the Landlord's approval, tenants may add sunshades, provided these are of a type and material that will not interfere with the normal operation of the perimeter induction/radiation units. All Base Building blinds are to be maintained. Alternate fabrics are not permitted. Any Tenant motorized blinds or modification requests to be directed to Manager, Tenant Projects for review.

13.6 SIGNAGE

Tenant identification signs in the office main lobby, elevator lobbies and adjacent to tenant entrance doors must be in accordance with Cadillac Fairview's design criteria for such items as style, location, size and finish. The cost of signs is charged to the Tenant originally and any modification requests thereafter.

All requests for signs must be submitted in writing to the Manager, Tenant Projects indicating the exact verbiage and spelling required. Requests should be submitted approximately one month prior to the actual required date.

Additionally, all further Tenant interior or exterior signage packages to be submitted to Manager, Tenant Projects for review particularly on multi-tenant floors.

Signage is typically deemed a non-standard leasehold improvement and removal may be required at natural lease expiration / termination along with any restoration requirements deemed by the landlord.



13.7 HVAC (DUCTING, SUPPLEMENTAL UNITS, PERIMETER CONVECTORS)

Any construction activity that produces VOCs and/or dust is considered a source of air pollutants. These pollutants can be created during demolition/repair/construction by materials that off-gas VOCs and/or equipment that generates combustion by-products.

Maintaining high indoor air quality helps ensure the comfort and well-being of all building occupants and construction workers alike. The project team must therefore prepare an indoor Air Quality Management Plan. The Air Quality Management Plan will impact the choice of paints, coatings, sealants, flooring materials, etc. To maintain satisfactory air quality, all systems, spaces under construction, and occupied spaces must be protected from dust, odours and other contaminants. Containing the work area, modifying HVAC operations, reducing emissions, and intensifying housekeeping are steps the project team should consider when preparing the Air Quality Management Plan.

The following elements are required to be implemented during construction as part of each project's indoor Air Quality Management Plan:

HVAC Protection: Keep contaminants out of the HVAC system. Do not run permanently installed equipment if possible, or filtration media with MERV 8, as determined by ASHRAE 52.2-2007, must be used at each return air grill and return or transfer duct inlet opening. Maintain proper filtration if it is used.

All ducts are either:

- Sealed and protected from possible contamination during construction;
- Vacuumed out prior to installing registers, grills and diffusers.

If the ventilation system is operating during construction, all filters are to be replaced prior to occupancy.

Post Tenant construction, the mechanical contractor is required to complete both perimeter convector and HVAC duct cleaning (supply, return, exhaust and transfer) for base building distribution systems as well as additional base building terminal equipment, such as fan coil units. Primary contact for this work:

New Air Duct Services Ltd.
Fluvio Visone
416.560.4348

The property has a combination of VAV technology.

Please ensure to cross-check with the base building consultants and Manager, Tenant Projects for any net new required in order to align mechanical infrastructure.

Additionally, please ensure Ainsworth is utilized for all BAS work.

Tenants to ensure 18" minimum clearance from the perimeter convectors for ongoing access, maintenance and optimal functionality of the heating units. Tenants are not permitted to place any items on the perimeter convectors including but not limited to paper, boxes, plants, etc.

Tenants are solely responsible for the maintenance, repair and optimal performance of supplemental HVAC units, chilled water filtration systems, bottle filling stations, hot water tanks, etc., within their leased premise.



14.0 MECHANICAL SYSTEMS

14.1 HEATING, VENTILATING AND AIR-CONDITIONING SYSTEMS

a) 20 Queen Street West

Perimeter areas are served by induction systems with freestanding, continuous floor enclosures located under the windows. Interior areas are conditioned by independent air handling systems located in mechanical rooms on the individual floors. Distribution is achieved through troffered light fixtures. The ceiling space serves as a return air plenum.

Note: This building is in the process of converting to a VAV System. Please contact the Manager, Operations for more information.

b) 1 Dundas Street West

Perimeter areas are served by induction systems with freestanding, continuous floor enclosures located under the windows. Interior areas are conditioned by single-zone systems that supply and return air to and from the space through slotted fluorescent lighting fixtures. The ceiling space serves as a return air plenum.

c) 250 Yonge Street

Ventilation and air conditioning are supplied to the leased premises by means of a ceiling ductwork system from on floor air handling units. Chilled water and outside air are supplied to these on-floor units from mechanical floor 19A. Conditioned air is distributed via VAV boxes mounted in the ceiling. All boxes are thermostatically controlled. Supply and return air is provided through lighting fixtures and perimeter slots. Heating is provided by means of perimeter hot water radiation that is zoned and thermostatically controlled.

All condensation piping for supplementary cooling units must be insulated. All furniture must be situated a minimum distance of 18" away from all base building perimeter induction units and heating systems in office towers to allow access for maintenance and servicing.

14.2 AIR-SUPPLY QUANTITIES

The tenant's consultants will be provided with information about air-supply quantities which the tenant's design shall not exceed. Any supplemental cooling required by the tenant to facilitate their business operations is the sole coordination and expense of the tenant along with regular quarterly maintenance thereafter to ensure optional functionality.

14.3 ADDITIONAL COOLING

There is an independent pumped condenser water system at all Property Towers except for 33 Dundas St. W. (85 degrees F. water temperature) for tenant installations. Proposals for tenant supplementary cooling should be discussed at an early stage of planning with the Tenant Project & Operations Department.

Tenants will be charged a fee based on required condenser water capacity of tenant units.

14.4 PLUMBING AND DRAINAGE



Plumbing into the main domestic cold-water supply and connections 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 review. Tenants requiring hot water must provide their own hot-water tanks.

Tenants are required to install floor drains and membrane type waterproofing of floors in private washrooms. If the tenant installs a private washroom or kitchen, the landlord, at its sole discretion, may require the tenant to install a pulse type water check meter with a remote read-out at eye level.

20 Queen St. W. Tower to use Eddy Leak Detection on all net new plumbing from June 1, 2023 forward.

14.5 FIRE PROTECTION

Each floor is provided with fire hose cabinets, portable fire extinguishers and an automatic sprinkler system.

14.6 TYPE K COPPER

All plumbing installations must make use of Type K Copper only.

No plastic tubing permitted for coffee makers, bottle filling stations, filtered chilled water, etc.

15.0 ELECTRICAL SYSTEMS

15.1 LIGHTING

Office lighting is provided by means of two-lamp recessed air-handling fluorescent fixtures. Lighting power is provided at 347/600 volts, 3 phases, 4 wires. The introduction of incandescent lighting (pot lights, spot lights, etc.) adds greatly to both electrical and air-conditioning loading. Metering of consumption will be required for the use of anything other than base-building standard fluorescent fixtures. All fixtures will need to be CSA approved.

15.2 COMPUTERIZED LIGHTING CONTROL

To conserve energy, the landlord has provided a computerized lighting-control system that turns off all tenant-area lighting (347/120 volt), other than emergency lighting, at set times after regular hours accounting for regular business hours and after-hour cleaning activities.

15.3 MOTION SENSOR LIGHTING

All base building light fixtures, excluding emergency lighting, within enclosed areas and open areas in the tenant's premise must be controlled by occupancy sensors in order to promote energy conservation. Occupancy sensors, power packs and auxiliary devices shall be installed as per manufacturer's specifications.

Each occupancy sensor shall control its dedicated area in the tenant's space. Sensors in open areas shall not control lights in enclosed areas or vice versa, nor shall enclosed area sensors control lights in other enclosed areas. The tenant is responsible to re-configure and rewire existing light fixtures accordingly.

Occupancy sensors in the tenant's space shall control only the lights in their own tenant space and shall not control lights in other tenant's space. The tenant is responsible to reconfigure and re-wire existing light fixtures accordingly.



New base building standard light fixtures have integrated occupancy sensors.
 Older base building standard light fixture models have independent occupancy sensors.
 All architectural lighting or previous style of base building light fixtures to utilize the below occupancy sensor technology.
 Please coordinate with the base building consultants and Manager, Tenant Projects.

<u>Enclosed areas smaller or equal to 400 square feet</u>	Line voltage wall mounted dual technology “WSD-PDT” series sensor, or ceiling mounted dual technology “CMR-PDT” series sensor.
<u>Enclosed areas greater than 400 square feet</u>	Low voltage ceiling mounted dual technology “CM-PDT” series sensor(s) to suit layout c/w power pack(s) “PP-20”.
<u>Meeting rooms and board rooms</u>	Low voltage surface ceiling mounted dual technology “WV-BR” series sensor(s) and “W-BR” bracket(s) in corner(s) of the room c/w power pack(s) “PP-20”.
<u>Open areas</u>	Low voltage ceiling mounted dual technology “CM-PDT” series sensor(s) to suit layout c/w power pack(s) “PP-20”.

15.4 POWER AND TELEPHONE

a) 1 Dundas Street West & 20 Queen Street West

Capacity for the wiring of power and telephone systems is provided by means of an under floor raceway system. Power for duplex outlets at 120/208 volts, 3 phase 4 wire is available on each floor at a design capacity of 1.1 watts per square foot, using existing transformers, provided by the landlord. An additional three watts per square foot is available with the installation of an additional or larger transformer and a Carma Digital Metering System to meter additional load.


Supply, installation and connection of outlets are the responsibility of the tenant. All wiring in the ceiling (e.g. telephone and data communication lines) must be either plenum rated and properly supported or completely enclosed in conduit.

b) 250 Yonge Street

Office power requirements will be fed from an overhead distribution system consisting of a network of conduits in the ceiling space serving a grid of receptacles. 120/208 volt, 3 phase 4 wire power being available at the electrical panel located in the electrical room on each floor. Power for equipment is available at 2.0-watts/square foot.

Office telephone requirements will be serviced from an overhead distribution system consisting of 1½" diameter zone conduits emanating from the local telephone room. The zone conduits are provided based on 1 conduit/750 square feet. The tenant is required to make direct arrangements with a local telephone company for the installation of telephone service to the leased premises.

15.5 DATA AND COMMUNICATIONS



Any work required to be done with risers or riser rooms in reference to data or communications is to reviewed by The Attain Group on behalf of Cadillac Fairview prior to work commencement.

If you are planning to install communication cabling and/or equipment in the base building telecommunication rooms or on the roof of the building your carrier or contractor are required to provide drawings to Cadillac Fairview for their approval.

Attain, Cadillac Fairview's base building telecommunication / technology engineers will perform a drawing review. A drawing review includes the following:

1. Review of the drawings provided by the carrier / contractor based on building code, industry standards and any landlord direction provided.
2. The carrier / contractor schedules the work with the Cadillac Fairview.
3. The carrier / contractor advises Attain Group when the work is complete.
4. Attain Group will inspect the installation to confirm the work has been done according to the drawings and any notes provided in the drawing review.

Installation Approved: All work has been performed as per the drawings, drawing review, building code, industry standards, Attain standards, and Cadillac Fairview standards.

Installation Rejected: Issues / deficiencies were found with the installation that must be corrected by the carrier / contractor at their expense and to Attain and Cadillac Fairview's approval. The inspection process will continue until such time as the installation is approved.

Carriers / contractors wishing to install telecommunication cabling, conduit, and/or equipment in the base building telecommunication rooms or on the roof of the building must adhere to the following installation specifications unless otherwise directed, in writing.

1. Drawings and specifications of work must sufficiently describe the following:
 - a. The start and end points of the cabling and/or conduit.
 - b. The type of cabling to be installed.
 - c. The detailed route the cabling will take through the building.
 - d. The location of any telecommunication equipment to be installed in the base building telecommunication rooms or on the roof.
2. The carrier / contractor is responsible to provide all insurance and health and safety certificates required by Cadillac Fairview.
3. The carrier / contractor is responsible to follow Cadillac Fairview's rules and regulations for construction as described in the Design and Construction Manual and Tenant Manual. In the event of conflict, the most stringent and recent requirements will apply.

Fees for drawing reviews are generally between \$500.00 and \$2,000.00 depending on the complexity of the installation. A quotation will be provided upon the receipt of the drawings to review the proposed installation complexity and prior to the commencement of any work.:



Outlined below is summary of the timeline for the approval of drawings for proposed telecommunication drawing reviews:

Drawing Review Phase	Approx. Timeline
Quotation	24 hours after receipt of plans from Cadillac Fairview, carrier or contractor
Drawing Review of Original and/or Revised Plans	48 hours after receipt of purchase order from Cadillac Fairview, carrier, contractor, or tenant
Inspection	1 week of confirmation installation complete
Final Approval of Project	1 week of inspection and correction of deficiencies (if applicable)

The total time for drawings to be reviewed by Attain / Cadillac Fairview from start to finish can vary between 10-15 business days dependent on the above steps followed, any drawing iteration requirements and how many drawings are currently within the property queue line at any given time.

15.6 DISTRIBUTED ANTENNA SYSTEM (DAS)

Various service providers have installed wireless infrastructure within the property.


For a full up to date list of active telecommunications provider for a particular tower, please reach out to Manager, Tenant Projects.

To ensure the integrity of the DAS throughout the designed lifespan, it is important that contractors performing work on behalf of the tenants are aware of the system components and the process involved in the removal or relocation (if necessary). In the event of a tenant renovation, back-to-base project, or new build-out affecting this system, Attain Group to be coordinated for the removal and/or relocation of the equipment.

All costs associated with the relocation and coordination of DAS infrastructure will be billed to the tenant / general contractor.

Attain Group
Client Services Group
client.services@theattaingroup.com
647.533.9424

16.0 STRUCTURAL SYSTEMS



A general description of the structure is provided to the tenant by means of copies of selected working drawings. Such additional drawings or information as the tenant may reasonably require may be obtained from the tenant coordinator.

- a) **20 Queen Street West**
Office floors have been designed to handle 75 pounds per square foot live load, including partitions.
- b) **1 Dundas Street West**
Office floors have been designed to handle 50 pounds per square foot generally and 100 pounds per square foot maximum in isolated areas of up to 300 square feet.
- c) **250 Yonge Street**
Office floors have been designed to handle 100 pounds per square foot live load, including partitions.

Unusually heavy loading situations, such as central filing areas, storage areas, vaults, safes, etc., must be specifically indicated, and details of projected floor loading supplied as part of the working drawings the tenant submits to the landlord. Plans for such unusual situations are subject to the review of the landlord's structural engineer. Live loads may not exceed the load limit for the floor slabs without the landlord's prior approval.

To maintain the integrity of the building vapor barrier, penetration of the interior surface of the exterior wall or of window frames and mullions is prohibited.

Partitions abutting a mullion shall be sealed with double-sided closed cell PVC tape.

17.0 WORK COMPLETION

17.1 SIGNING-OFF PROCEDURE

Before the refundable construction deposit cheque is returned, the landlord must receive a formal closeout document package.

In addition to the foregoing obligations, tenants are also responsible for ensuring, before premises are occupied or reoccupied, that the following areas and/or items are cleaned:

- a) Light fixtures and lenses
- b) Ceilings and ceiling tiles
- c) Floor tiles and carpets
- d) Corridor walls and doors immediately adjacent to the occupied premises
- e) Perimeter radiation or induction units (inside and outside)
- f) Lint screens and coil (cleaning shall be carried out by the landlord's contractors and charged to the tenant's account)
- g) Inside faces of windows (when the windows are not done due to temperature, the contractor will be billed in advance and Cadillac Fairview will do the work at the appropriate time).
- h) All service rooms
- i) Window Coverings
- j) Washrooms, in case of single tenant floors

To avoid possible conflict with the building's cleaning program, all contractors are requested to employ the company that is currently cleaning the towers to perform post-construction cleaning. Please contact the Manager, Tenant Projects for contact information.



17.2 AIR BALANCE REPORT

The tenant must provide the landlord with an air balance report upon completion of all leasehold improvement work. The report must be done by an approved landlord subcontractor at the tenant's expense. Any identified air flow or sizing issues to be corrected to ensure adequate air distribution.

17.3 STATUTORY DECLARATION FORM

The Tenant must complete a Statutory Declaration Form confirming their contractor has been paid in full and all subsequent subcontractors and vendors have been paid prior to any TI allowance return. Please contact Manager, Tenant Projects for a full list of requirements associated to their Lease Agreement.

APPENDIX A

PRE-APPROVED SUBCONTRACTORS FOR TENANT WORK

Mechanical (HVAC & PLB):

CMS	416.609.9992
Multi-Tech	905.812.7900
Plan Group	416.859.2990
Opus	416.312.4500
Bird	905.954.1020
Carma Metering (Mandatory)	416.260.4264

Sprinkler:

Reference Section 10.3

Electrical:

Guild Electric	416.288.8222
CMS	416.609.9992
Plan Group	416.635.9040
Symtech	416.559.1094
Lighting Control (Encilium) except 33 Dundas (Aquity)	

Controls

Ainsworth (Mandatory)	416.678.9381
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Air Balancing:

Aerodynamic	905.625.4388
Air Balance Group	416.283.0637
Design, Test & Balance Co. Ltd.	905.886.6513
Dynamic Flow Balancing	416.767.2768

Fire Alarm:

Plan Group	416.635.9635
CMS	416.609.9992
Symtech	416.559.1094

Base Building Access Control:

JCI (Tyco)	905.301.8921
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APPENDIX B (PART OF START-UP DOCUMENTATION)

CONTRACTORS ACKNOWLEDGEMENT FORM



I certify that I have read and thoroughly understand the attached “Contractors’ Rules and Regulations” and agree to abide by all of the same.

I certify that the Landlord has possession of Contractor’s Deficiency cheque Deposit, # _____ in the amount of \$10,000.00. This refundable deposit shall remain in the possession of the Landlord until such time that a “Notice of Completion” has been submitted showing that all governmental requirements have been signed off, and a complete closeout/Compliance Package has been provided to Manager, Tenant Projects.

In addition, I understand that this Contractor’s Deficiency cheque may be fully retained or partially retained (at Landlord’s sole option), if any of the aforementioned “Rules and Regulations” are violated.

Contractors rules and regulations/received & acknowledged by:

Contractor: _____

Project Manager: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

24-Hour Emergency Number: _____

Signature: _____

Date: _____

APPENDIX C

X-RAY & CORING WORK PERMIT

Project Information	
Tenant:	Email:
Tenant contact:	Telephone number:
Purpose of X-ray/core work:	

Contractor Information	
Company:	Email:
Contact name:	Telephone number:
Emergency contact:	24 hour emergency phone number:

X-Ray & Coring Information	
Company:	Telephone number:
Contact name:	Emergency contact:
Work dates:	
Affected tenant(s):	

1. Drawing highlighting cores to be provided
2. Reasoning of cores to be provided
3. Structural consultant sign-off to be provided
4. Written approval to be provided by Manager, Tenant Projects prior to site commencement.

APPLICATION FOR FIRE PROTECTION SYSTEM WORK PERMIT

BUILDING: _____ TODAY'S DATE: _____

FLOOR: _____

TENANT: _____

ALL REQUESTS MUST BE SUBMITTED TO TECFIRE@CADILLACFAIRVIEW.COM, CC: PROJECT MANAGER WITHIN THE INDICATED AMOUNT OF TIME FOR REVIEW AND INTERNAL COORDINATION.

CONTRACTOR MUST BE ON SITE AT TIME OF DRAIN DOWN & FILL UP (NO EXCEPTIONS)

FULL DETAILS OF WORK:

*SPRINKLER DRAIN-DOWN
(3 BUSINESS DAYS' NOTICE IN WRITING)

*FIRE STANDPIPE DRAIN-DOWN
(3 BUSINESS DAYS' NOTICE IN WRITING)

SPRINKLER BYPASS
(3 BUSINESS DAYS' NOTICE IN WRITING)

PULL/MANUAL STATION BYPASS
(3 BUSINESS DAYS' NOTICE IN WRITING)

SMOKE / HEAT DETECTOR BYPASS
(3 BUSINESS DAYS' NOTICE IN WRITING)

FIRE ALARM SPEAKERS
(3 BUSINESS DAYS' NOTICE IN WRITING)

VERIFICATION / MAG LOCK INSPECTION
(7 BUSINESS DAYS' NOTICE IN WRITING)

*CONTRACTOR MUST USE PRESSURE TESTER

DURATION:

START DATE: _____ START TIME: _____

END DATE: _____ END TIME: _____

GENERAL CONTRACTOR: _____ PHONE NO.: _____

NAME: _____ SIGNATURE: _____

SUBCONTRACTOR: _____ PHONE NO.: _____

CREW LEAD NAME: _____ SIGNATURE: _____

EMAIL: _____

ONLY FOR USE BY THE CADILLAC FAIRVIEW CORPORATION LIMITED

Approved By: _____ Date: _____

****INTERNAL USE****

CONTRACTOR MUST COMPLETE AT THE DATE & TIME OF ACTIVITY

DRAIN-DOWN RECEIVED YES NO

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Building Operator Name: _____

RISER ROOM ACCESS REQUEST



EMAIL FORM TO: cfconnect@cadillacfairview.com

(Form must be submitted 48 hours prior to access request date)

TENANT _____

TENANT CONTACT _____ TELEPHONE _____

TENANT EMAIL _____ FLOOR(S) _____

Please list floor on which work will be completed

SUBMITTED DATE _____ BUILDING _____

CONTRACTOR/SERVICE PROVIDER INFORMATION

SERVICE PROVIDER _____ CONTRACTOR _____

CONTACT NAME _____ TELEPHONE _____

CELLULAR _____ EMAIL _____

PROJECT INFORMATION

SERVICE _____ ACTIVITY _____

TASK NAME		ADDITIONAL EQUIPMENT SPACE
	CONNECTING/REPAIRING EXISTING LINES	DECOMMISSIONING OF SERVICE PROVIDER EQUIPMENT HORIZONTAL
	MAC WORK	CABLE PULLS
	POP MAINTENANCE	NEW POP/DAS/ROOFTOP (POP space, additional antennas, large scale cable)
	SITE VISIT	HORIZONTAL CABLE PULLS USING EXISTING PATHWAYS
	SWAP OUT EQUIPMENT	TENANT ANTENNA/SATELLITE DISH
	UPGRADE EQUIPMENT	OTHER

DURATION FROM _____ TO _____

HOURS OF WORK FROM _____ TO _____

SCOPE OF WORK _____

GENERAL
No active electronic equipment is to be located or installed in the building's riser room. Tenants who locate or install equipment in the building's riser room will be required to remove it at their expense.

NATIONAL CABLING GUIDELINES
Contractors must install cables in a professional manner adhering to standards such as those published by BICSI, as well as all local building and fire codes.

BUILDING RISER: COPPER OR FIBRE CABLES

- a. Cables installed in a building's riser system must be FT-6 fire rated.
- b. Cables must be properly supported and "strain relieved".
- c. Cables must be labeled on either end and in every riser room.
- d. Cables must be properly dressed.
- e. Contractors must replenish the firestopping in the riser sleeves that are used to route the cables, regardless of the previous condition of the firestopping.

Please note that all work must adhere to the standards outlined in the building's tenant construction manual. The provisions in the tenant construction manual supersede those listed above.

BUILDING FLOOR SPACE: COPPER OR FIBRE

- a. Cables installed in the building's horizontal ceiling space must be plenum rated/FT-6, regardless if the space is actually plenum or not.
- b. Cables must be routed in conduit, cable trays or on J-hooks at the building's discretion. This will be advised upon request. Running cable over the ceiling tiles and light fixtures is not acceptable.
- c. Cables must be properly dressed.
- d. FT-4 rated cables can be used providing they are completely enclosed within metal conduit.

Please note that all work must adhere to the standards outlined in the building's tenant construction manual. The provisions in the tenant construction manual supersede those listed above.

ROOFTOP:
Proper rooftop harness/gear with the proper Fall Arrest Training Certificate must be made available upon request.

If a contractor fails to implement the above guidelines then they will be asked to perform remedial action to correct the deficiencies. If the contractor fails to correct the deficiencies then they will be barred from performing additional work in the building until the deficiencies are corrected.