

“Exhibit A”
Wright Runstad & Company
Guidelines for General Contractors Working in
1201 Third Avenue

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1. General

For the purposes of this document, the Tenant Improvement Engineer may be reached at (206) 805-6018 or (206) 224-1201.

Wright Runstad & Company will only accept materials and workmanship as specified on all jobs. Attention to detail and quality finish installation is expected; installation must be provided by qualified building trades personnel.

General Contractors are to call the Tenant Improvement Engineer to make arrangements to visit the space. The General Contractor will list all subcontractors on their bid documents.

Do not start any new construction without an authorized and approved plan from Wright Runstad & Company.

Any changes to the original contract must be submitted to Wright Runstad & Company and include pricing.

All long-lead items must be ordered as early as possible and noted on the construction schedule. Notify Wright Runstad & Company early in the job if long-lead items are going to be a problem.

Absolutely no materials are to be stored in electrical or mechanical rooms.

No items (ladders, carts, etc.) are to be "borrowed" from other tenant spaces or locations within the building unless express permission is given by Wright Runstad & Company.

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2. Building Access

Two business days prior to the first day of work:

- General Contractor must provide a schedule and subcontractor list to the Tenant Improvement Engineer. List must include emergency phone numbers and names for 24 hour response.
- The General Contractor must submit a request for cardkeys and keys to the Tenant Improvement Engineer.
- The General Contractor must contact the Property Management Office or the Tenant Improvement Engineer to request a security pass down to be written in order for access and or work to be performed.

The General Contractor is required to check out adequate cardkeys and keys for all workers, subcontractors and vendors and is responsible for distribution of such keys to all trades. **Any contractor, subcontractor or vendor who shows up to work without cardkey and/or key access will not be accessed by building employees or security.**

Any work requiring access to another tenant space will be scheduled through the Tenant Improvement Engineer.

Under no circumstances shall Contractor contact any tenant directly.

3. Building Hours

<u>BUILDING HOURS</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
Opening Time	0000	0600	0600	0600	0600	0600	0800
Closing Time	0000	1800	1800	1800	1800	1800	1300
Garage Opening	0000	0530	0530	0530	0530	0530	0900
Garage Closing	0000	2400	2400	2400	2400	2400	0100
Janitor Shift Start	1630	1730	1730	1730	1730	0000	0000
Janitor Shift Stop	0100	0200	0200	0200	0200	0000	0000
Engineer Shift Start	0000	0600	0600	0600	0600	0600	0000
Engineer Shift Stop	0000	1800	1800	1800	1800	1800	0000
Management office start	0000	0800	0800	0800	0800	0800	0000
Management office close	0000	1700	1700	1700	1700	1700	0000
Security		24 hours a day 7 days a week					

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4. Loading Dock

The loading dock is to be used for loading/unloading materials only. Written authorization is required by the Wright Runstad & Company Security Office if any General Contractor or subcontractor must park in the loading dock to do their work, i.e., working out of a shop vehicle. Authorization can be obtained through the Tenant Services Coordinator or Tenant Improvement Engineer. If a contractor or subcontractor shows up to work out of the loading dock without prior authorization, that contractor or subcontractor will be asked to leave by Wright Runstad & Company Security. Free parking is not available in the building for construction personnel. Parking in the garage for contractors is available by purchase of a monthly pass, if available; contractors must park on Level E or Level F only. (Please see Elevator section for freight elevator preventive maintenance schedules that could affect your deliveries)

Delivery Hours: A “**Delivery**” is any truck/van load that is deliverable to the tenant within 20 minutes of arriving at the dock, delivering the load and leaving the dock. This 20-minute time period includes elevator wait time and travel time within the building. If your load is not deliverable within 20 minutes then you must schedule the delivery and reserve the freight elevator during the times listed below as “Move Hours.” Deliveries are accepted during the following time periods:

Monday-Friday	Anytime except 4 to 7:00 p.m. (1600-1900 hrs)
Saturday-Sunday	Anytime

Although attempts are made to accommodate all deliveries, the loading dock staff reserves the right to refuse access and instruct a vehicle to return later if the dock is full.

Move Hours: A “**Move**” is any truckload that is not deliverable within 20 minutes of arriving at the dock. Schedule a move during the following periods by contacting the Property Management office at 206-224-1201:

	Start Times	End Times
Monday-Thursday	6:30 p.m.	7:00 a.m. next day
Friday	6:00 p.m.	7:00 a.m. Monday
Saturday-Sunday	Anytime	7:00 a.m. Monday

*“Start time” means arrival time on-site. Vehicles will not be given parking or access to the loading dock until the published start time.

Building Contacts

Moves, Elevator Reservations	Management office:	206-224-1201
Security	On-Duty ECC Security Officer:	206-224-1203

Loading Dock Statistics

Max. Truck height clearance	12’-6” (150”)
12’-0” (144”) in (2) S.E. parking spaces	
Max. Truck length	20’-24’ (240”-288”)
# Parking stalls	6

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5. Elevators

The General Contractor and subcontractors must use the freight elevator only. No materials or tools may go through the main lobby or on the passenger elevators. Masonite or plywood must be put down to protect flooring when construction materials are being moved through common areas, and must be removed as soon as delivery is completed. Should the General Contractor or a subcontractor require sole use of the freight elevator, the contractor must schedule that use with the Tenant Services Coordinator at 224-1201 as soon as possible. Reservations are on a first-come, first-served basis. The freight elevator is *not* available for use during the following hours:

Sunday through Thursday evenings from 5:00 p.m. to 6:30 p.m. (Janitorial)

Thursday afternoons from 2:00 p.m. to 4:00 p.m. (Preventive Maintenance)

The second Thursday of every month from 1:30 p.m. to 4:30 p.m. (Preventive Maintenance)

During these times material may not be staged on the Loading Dock.

Large deliveries such as sheetrock, piping, carpet and cabinets will need to be scheduled for after-hours delivery.

Freight Elevator Statistics:

Width	64” (5’-4”)
Depth	94” (7’-10”)
Height	120” (10’-0”)

The capacity of the freight is 4500# centered in the elevator

6. Noise Restriction

All noisy work, such as ram setting walls, on any floor must be done off-hours and coordinated with the Tenant Improvement Engineer who will determine when this work can be done. Typically, noisy work cannot be done between 7:30 a.m. and 6:00 p.m., Monday through Friday, or between 8:00 a.m. and 1:00 p.m. on Saturday. Work involving penetration of the slab is restricted to the hours of 6 p.m. and 5 a.m. See Sections 14 for explicit rules regarding slab penetrations.

7. Insurance

Contractors must have a current certificate of insurance on file before any work is performed. Please contact our Property Administrator at 206-224-1201 for the insurance requirements and additional insured or any questions you may have regarding insurance requirements

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8. Pre- and Post-Construction Walk Through

All General Contractors will be required to do a pre- and post-construction walk through two business days prior to the first day of work, and on the last day of the job. This will cover the following: slab penetration policy, which building fixtures are to be removed because of demolition; a damage walk through and Central Stores request. If the T.I. is taking place on a multi-tenant floor then all common area space must be protected using corner guards and carpet/wood floor protection Post walkthrough is in addition to punch list.

9. Demo / Fixtures

Documentation of all waste generated (by volume) plus the percentage diverted from landfill is required and will need to be submitted upon job completion. The goal is to have a minimum 70% of the waste be diverted from landfills. If certain portions of the waste stream cannot be diverted without significant cost, please supply an explanation prior to removal, if explanation is approved at job completion provide written documentation along with the above mentioned documentation. These waste generating elements include but are not limited to building components and structures, panels, attached finishings, carpet and other flooring material, adhesives, sealants, paints, and coatings

Any fixtures which are to be removed because of demolition must be approved for removal by the Tenant Improvement Engineer prior to removal from the property. All fixtures belong to Third and University Limited Partnership and Wright Runstad & Company Property Management reserves the right to hold all building fixtures in a central storage area.

Fixtures include: Light fixtures, cabinets, sinks, water heaters, doors, hardware, etc. The Contractor must incorporate all reusable doors, light fixtures, etc., in the proposal. Under no circumstances may hot water heaters be re-used.

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10. Fire Safety Equipment

1201 Third Avenue uses a Simplex 4100 panel for fire system monitoring and it is located in the ECC office just off the loading dock.

It is the General Contractors responsibility to notify Wright Runstad & Company Security Office (224-1203) when there is any activity/work which could cause airborne dirt, dust, or smoke. Security will put that floor, smoke detector, zone, etc. on a Fire Alarm Bypass. In addition: Smoke detectors must be covered and protected from dirt and dust during construction work. This is to be done with bags, shower caps, or rubber gloves (rubber gloves work the best because they hang down in full view). All Smoke Detector Covers and Fire Alarm Bypass' must be restored at the end of shift or when work is complete for that day. Someone within the General Contractor's organization should be specifically assigned this responsibility.

If any detectors are damaged or tripped, notify Wright Runstad & Company Security immediately (224-1203). All sprinkler valves, smoke detectors and speakers are wired through a supervised circuit. Disconnecting any of these devices will show a trouble in the 1201 Third Avenue Security Office. Prior to working on these devices, Security must be asked to place the affected floor on a “trouble hold.” As soon as work is completed, Security must be notified so the system can be returned to normal operation. It is the General Contractor's responsibility to have Fire Alarm system operational at end of shift. All exit doors into fire stairwells must remain closed and clear at all times. Never wedge them open or tape the strikes.

All strobe and audibility testing must be performed afterhours. Please notify TI engineer with schedule of testing so a pass down can be written in order to prepare our security staff for testing. If modifications such as addressable devices, tampers, pre-action panels etc. have been added they need to be confirmed by our engineering staff, please inform the TI engineer so a building representative can be onsite during testing in order to confirm that these modifications have been properly programmed, addressed and are coming thru on our Simplex 4100 panel in ECC. Engineers time may be billed out on a time and materials basis. Any programming that needs to be performed to our Simplex panel that is a result of the modifications will be at the expense of the contractor.

******Never stock materials in the fire corridors or in front of the stairwell doors******

The General Contractor will be held accountable should the above protocol not be followed.

11. Fire Sprinkler Contractors

The following Fire sprinkler contractors are approved to work in 1201 Third Avenue:

Emerald Fire Protection 1-800-673-8791

Columbia Fire 206-510-8671

Work on occupied floors will have to be performed after-hours. The smell of open sprinkler systems and/or cutting fluid is too disruptive to tenants.

Wright Runstad & Company contracts with the above contractors to do a fire sprinkler walk-through when the job is completed.

Upon job completion, one of the two non-bid-winning contractors will do an inspection of the fire sprinkler work.

That contractor will write Wright Runstad & Company a letter outlining any code discrepancies that have been found. Wright Runstad & Company will then notify the General Contractor that code violations have been found and will give the General Contractor thirty (30) days to have these corrected and mail a letter of completion to the Tenant Improvement Engineer.

If the fire sprinkler subcontractor feels there is a discrepancy, a letter from the Seattle Fire Department confirming that the installation is by code must be submitted to the Tenant Improvement Engineer.

12. Cleaning

Daily cleaning is required, with extra care given to protection and cleanliness of common areas. No carts or materials shall be left in common areas or corridors outside of construction area. A damp walk off mat or Tack mat is required at the entrance to all work areas. Elevators, common areas, restrooms, entries and tenant property must remain well protected and clean at all times. Dust, footprints, debris, etc., must be carefully controlled and promptly removed. No construction tools of any kind are permissible to be cleaned in our building restrooms, mechanical rooms, electric rooms or drinking fountains. The Loading Dock slop sink on the east side of the dock is the only place where all paint brushes, rollers, trowels, and other construction related tools can be cleaned. See the L.D. attendant for further instructions. It is also the responsibility of the GC to ensure that the L.D. is kept clean. This includes dusting, sweeping and mopping from the freight elevator to the truck or dumpster on the L.D.

13. Painting / Adhesives

MSDS sheets must be submitted and approved 24hrs in advance before use in the building. There will be NO painting, spray painting, shellacking, staining and gluing of materials during normal building hours. All forms of painting will be done after normal building hours during the following times: 6pm-4am Mon.-Fri. and 1pm on Sat.-4am Sun. Property management must be notified 24hrs in advance of any painting, coatings, epoxies, adhesives, etc. that will be applied in the building; supplemental ventilation may be required to offset possible air quality issues. All Paints and coatings must have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements. No spray painting will be allowed except for “layout lines” which need to be done during “painting hours”. All epoxy type painting will be scheduled after hours with the Tenant Improvement Coordinator. All shellacking and staining should be done offsite, but if materials must be shellacked or stained onsite then the contractor will erect a building approved paint booth which will include fresh air supply to the booth and exhaust from the booth to the outside of the building. All adhesives and glues will be used after hours. Electro-magnetic painting may only be done on weekends, with 2 weeks notice prior to the work performed to property management for scheduling. Finally, all unused paint must be removed from the building upon completion by the painting contractor. If the tenant requests to save the unused paint, then it will need to be stored in a tenant provided space.

14. Electrical

Electrical Grid

There is an electrical grid that is embedded in the concrete floor. There is a drawing that shows a general layout of the grid. Because the grid has been compromised by floor penetrations we have instituted the following policy:

- The General Contractor must arrange with the project electrician to be on-site when slab penetrations are scheduled. This electrician must be trained by building engineering in resetting the building GFI in the event the grid is compromised.
- It is the General Contractor’s responsibility to know the location of the electrical grid. Drawings are available from Tenant Improvement Engineer.
- All core drilling must be ultra-sound imaged prior to drilling. Records of the inspection must be available to Wright Runstad & Company upon request.
- Floor penetrations, to include setting shots, roto-hammering, and core drilling can only be done between the hours of 6:00 p.m. and 6:00 a.m., there are no exceptions.
- The job site Superintendent will patrol the project to identify, and tag all of the tools that can penetrate the slab. The tag will direct the tool’s user to contact the Superintendent prior to use. No use of these tools will be allowed after this time.
- The General Contractor will be responsible for meeting with all workers from every trade, including trades hired directly by tenant, and instruct them about the grid and the rules as stated above.
- The General Contractor is responsible for coordination of all tenant hired data, communication or other vendors that penetrate the slab.

The General Contractor will be held accountable should the above protocol not be followed.

Electrical Grid Compromised

If, during the hours stipulated, the electrical grid is compromised, the following protocol must take place:

- a. The person responsible must immediately contact Security at 224-1203. The person responsible must then contact the on-site project electrician who must reset and repair the circuit. The person responsible must remain on the floor in the area where the grid was compromised.
- b. The electrician must first isolate that floor from the electric bus. He/she will then have security escort him/her to the main distribution room where he/she will reset the GFI.
- c. The electrician must then repair the damaged circuit(s). Security must be notified that the electrician is going to be resetting the circuit. Once the circuit has been successfully reset, Security must be notified that the building is back online.

Electrician Responsibilities

The Electrical Contractor must attend to the following items:

- remove all unused conduit, ceiling hangers, phone cable, etc., from the ceiling plenum on all jobs;

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- return all abandoned circuits to the common junction box or to the panel; the panel must be re-labeled;
- field verify all locations of smoke detectors, strobes and alarm speakers and modify as required;
- demo all abandoned outlets and switches;
- Connect all water heaters, heat pumps and VAV's to power.
- EMT to be used on all electrical. MC cable allowed only on cut-in boxes on existing walls.

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15. Lighting

Building standard lighting specifications are as follows:

- 2' x 4' Parabolic 4" Troffer: 2PM4 GB 232 12 LD GEB10IS SSR PWS1836
- 2' x 2' Parabolic 4" Troffer: 2PM4 GB 217 9 LD GEB10IS SSR PWS1836
- 2' x 4' Indirect: Daybright 2AVG232PMW ½ F1 (No lamp)
- 2' x 2' Indirect: Daybright 2AVG217PMW ½ F1 (No lamp)
- Down Light - Vertical Fluorescent: Lightolier 8021 CCLW / S6132BU
- Down Light - Horizontal Fluorescent: Lightolier 8021 CCLW / S6132BU
- Wall Washer - Fluorescent: Lightolier 8031 WWCCCLW / S6132BU
- Down Light – Vertical Incandescent: Lightolier B600 / B7054CL

We carry a small supply of most fixtures in our Central Stores.

- Occupancy Sensors: Wattstopper only

Building standard lamp color is 3500 Kelvin. Building standard lamps are Phillips brand:

- PL-C 13W/8Z7/2P
- 2' T8 F17T8/TL830/PLUS/ALTO
- 4' T8 F32T8/TL730/PLUS/ALTO

16. Locks & Keying

The cylinder and core are a 7-pin Medeco/Keymark secured keyway and can only be purchased through Wright Runstad & Company. Please contact the Tenant Improvement Engineer for current pricing. This includes new cylinder, IC core, collar, 2 keys and pinning. All locks are to be pinned by Wright Runstad & Company. Two-week notice must be given to the Tenant Improvement Engineer for locks to be pinned.

The building standard door hardware:

Corbin Russwin Mortise Locksets, 2000 series “Dirke” trim

Part numbers for Lock only:

ML2010LL630 US26D (passage) Lockset

ML2051-630, US26D (Entrance or Office function) Lockset

ML2057LL630 US26D (Closet/storeroom/card reader) Lockset

Full locksets can also be ordered directly from Argens Safe & Lock 623-2662 or Builders Hardware at 281-3700. Wright Runstad & Company stocks some lock bodies, and electric strikes for card reader install. Large quantities usually take suppliers 6 weeks. The building also offers a Cardkey system in which we can install card readers, provide the customer with HID cardkeys, and program the space with a schedule to lock and unlock daily.

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17. Cabling/Data

Please see our separate cabling and data rules and requirements. If you require a copy, please contact TI engineer at 206-805-6018.

18. Building Standards

To keep a uniform appearance at 1201 Third Avenue, we have put in place some building standards in order to assist our tenants and contractors in selecting certain components, equipment, and styles that have an impact on the general esthetics of the building inside and out. Below is a list of the most common items that are asked about while performing TI work at the building, if you have an item that is not on the list please call the Property Management Office and we will clarify.

- Drapes: Tex-Pro, color Vader Flax
- Roller Shades: Mecho Shade, color alabaster
- Door trim: Corbin Russwin, Dirke trim, color 630 *brushed stainless* (Mortise cassette)
- Wall stops: Color 626 *satin chrome*
- Hinges: Color 626 *satin chrome*.
- Closers: Corbin DC6200 series, color 689 *sprayed aluminum*
- Lights: See details in lighting
- Ceiling tile: Armstrong, Ultima, Tegular, 1911A (15/16 grid)
Armstrong, Cortega, Tegular, 704A (15/16 grid)

19. Building Specifications

Below is a list of the most common building specifications that are inquired about while performing a TI. If you have a specification that is not on the list please call the Property Management Office and we will clarify.

Design Loads:

- Roof: 40psf L.L
- Floors:
 - Office 80 psf L.L. + 20 psf partition load
 - Corridors, stairs, lobby, plaza 100 psf L.L.
 - Parking floors and ramps 50 psf L.L.
 - Sidewalks and driveways 250 psf L.L.
- Storage and Mechanical rooms 125 psf L.L.
- Truck load area AASHTO H-20 or 250 psf L.L

20. Billing

The General Contractor must submit all invoices by the 20th day of the month in order to receive payment in the first week of the following month.

21. Job Completion

Prior to completion of job, a space flush-out shall be performed. This procedure is based upon sq ft. total equipment in affected space, equipment air flow specifications, etc. Please check with Tenant Improvement Engineer for your specific project's space flush-out requirements.

Signed-off permits, punch-lists, permit drawings and red-lined electrical and mechanical as-built drawings must be returned to Wright Runstad & Company's Tenant Improvement Engineer after the completion of the project. Electronic (Cad & PDF) plus a paper copy is required. These plans will be utilized to update the building "as-built" drawings for future reference.