



**TENANT AND CONTRACTOR GUIDELINES**  
**for**  
**1166 ALBERNI STREET**  
**Vancouver BC**

Managed by:

**PETERSON COMMERCIAL**  
1166 Alberni Street, Suite 1701  
Vancouver, BC. Canada V6E 3Z3

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## 1. INTRODUCTION

These Contractors Information Guidelines have been prepared to assist and introduce the Tenant and/or his architect, interior designer, or contractor to the basic building design, systems and related building regulations and finish standard at 1166 Alberni Street. The utilization of these guidelines will enable the Tenant and his Agents to avoid unnecessary delays, alterations and expenses, thus resulting in an earlier occupancy schedule.

THE INFORMATION CONTAINED HEREIN HOWEVER, IS INTENDED TO REFLECT ONLY STANDARD CONDITIONS OR SITUATIONS, AND TO SERVE AS A GUIDE TO TENANTS. IT DOES NOT AMEND THE FORMAL LEASE AGREEMENT THAT IS TO GOVERN IN THE EVENT OF ANY INCONSISTENCIES. THERE ARE NO WARRANTIES OR REPRESENTATIONS CONTAINED HEREIN.

## 2. TENANT COORDINATION

The Tenant and his Agents shall address all requests for information and/or approvals to:

Maria Perdomo, General Manager  
Peterson Commercial  
1166 Alberni Street, Suite 1701, Vancouver, BC V6E 3Z3

T. 604.688.4885 | F. 604.688.3245  
Tenant Service: T. 604.699.5204 | E. [service@petersonbc.com](mailto:service@petersonbc.com)

## 3. LANDLORD CONSULTANTS

<b>Electrical Consultants</b>	Nemetz ( S/A ) & Associates Ltd. 2009 West 4th Avenue Vancouver, BC V6J 1N3	Steven Nemetz 604-736-6562
<b>Mechanical Consultants</b>	Sterling, Cooper & Assoc. Ltd. 1166 Alberni Street, Suite 608 Vancouver, BC V6E 3Z3	George Steeves 604-734-9338
<b>Structural</b>	Glotman Simpson 1661 West 5th Avenue, Suite 101 Vancouver, BC V6J 1N5	Greg Finley 604-734-8822
<b>Control Systems</b>	Energrated Systems Consultants 17850 - 56th Avenue Surrey, BC V3S 1C7	Tom Westendorf 604-654-5631
<b>Fire</b>	Fusion Security	Jay Besic 604-647-6470
<b>Environmental</b>	Jacques Whitford 3771 North Fraser Way Unit 1 Burnaby, BC V5J 5G5	Sean Brigden 604-412-2973



#### 4. REGULATORY BODIES

The Building is designed in accordance with the 'Vancouver Building By-Law'.

- a) The City of Vancouver  
City Hall  
453 West 12th Avenue Vancouver, BC V5Y 1V4  
604-873-7000
- b) Ministry of Labour of B C  
Employment Standards  
200-880 Douglas Street, Victoria, BC V8W 2B7  
1-800-663-3316

#### 5. BASE BUILDING CONSTRUCTION

- a) The base building construction shall consist of all the structural, mechanical systems, electrical systems and architectural finishes, included in the base construction contract between the Landlord and his contractor.
- b) Any alterations and/or additions to the base building construction that may be required to accommodate Tenant office layout shall be subject to the approval of the Landlord's consultants, at the Tenant's expense. The cost of such work shall include labour, materials, and applicable taxes, all architectural, engineering and contractor fees and such reasonable fees for supervision.
- c) Tenant Information Drawings - Any drawings that may be required by a Tenant shall be provided, upon request, at the Tenant expense.
- d) Design Live Loads – Unusual situations, such as filing rooms, safes computer installations, etc. must be brought to the attention of the Landlord. The Landlord will not be responsible for partitioning layout revisions necessitated by unusual loading conditions.

Design live loads are:  
Typical Floors - 50 lbs/sf  
Ground Floor - 100 lbs/sf  
Parking Levels - 32 lbs/sf

#### 6. TENANT DRAWING REQUIREMENTS

- a) **Tenant Designer**
  - i) The Tenant shall engage an architect and/or a certified designer to prepare any and all drawings which are necessary for the construction of the Tenant's leasehold improvements and the review of the Landlord and/or his Agent to having such jurisdiction. The Landlord may request the Tenant and/or his Agent to produce additional drawings and/or information, which in the Landlord's opinion may be necessary to identify and describe the nature of the intended improvements.



- ii) The Tenant and/or his Agent shall inform himself regarding by-law and code requirements before preparing drawings.
- iii) By reviewing such plans, the Landlord or his Consultants do not waive the Tenant's responsibility to ensure that any and all Tenant improvements meet building standards with respect to design and/or construction and meet all governing codes and regulations.

**b) Review of Tenant Drawings**

- i) Submission of Preliminary Drawings

The Tenant and/or his Agent shall submit five (5) prints of his preliminary drawings showing proposed office layout for the review of the Landlord. Tenant preliminary drawings will be checked from the standpoint of physical compatibility and any problems encountered shall be returned to the Tenant and/or his Agent for solution. Preliminary permission to proceed shall be given by the Landlord upon receipt of advise of corrections to any problems, if any.

- ii) Submission of Final Plans and Specifications

The Tenant and/or his Agent shall submit reproducible copies and five copies of complete working drawings and specifications for final permission to proceed by the Landlord at least thirty (30) days prior to the Tenant's construction start date. Any construction work intended to be carried out by completely and accurately indicated on the drawings submitted to the Landlord.

Tenant drawings shall consist of:

- 1) Floor Plan at minimum  $\frac{1}{4}'' = 1'0''$  scale, indicate the Tenant area in relationship to the corridors, stairs, fire extinguisher cabinets, partitions, doors, etc.
  - 2) Telephone and Power Outlet Plan at minimum  $\frac{1}{4}'' = 1'0''$  scale, indicate with dimensions, location of all telephone and power outlets.
  - 3) Reflected ceiling Plan at minimum  $\frac{1}{4}'' = 1'0''$  scale, indicate partition layout, baffles, air-return openings, lights, sprinklers, etc.
  - 4) Section at minimum  $1 \frac{1}{2}'' - 1'0''$  scale, indicate partition details, baffles, doors, etc.
  - 5) Room Finish, Door & Hardware Schedule indicate all elements including keying which must be building standard.
  - 6) Mechanical Plans at minimum  $\frac{1}{4}'' = 1'0''$  scale.
  - 7) Electrical Plans at minimum  $\frac{1}{4}'' = 1'0''$  scale.
- iii) The Tenant and/or his Agent shall indicate the number of persons that shall occupy each office and state the functions of each room to guide the Landlord's consultants, especially regarding mechanical modifications.



- iv) The Tenant and/or his Agent are responsible for obtaining all necessary permits and approvals such as Building Department, Health Department, Fire Marshall and Ministry of Labour. The Tenant and/or his Agent shall post evidence with the Landlord, proof of building permit and approvals as received from all regulatory bodies having jurisdiction prior to the commencement of Tenant's construction. The electrical and mechanical contractors must provide Electrical and Mechanical permits to the Landlord.
- v) The Landlord shall engage mechanical and electrical Consultants as appointed to design and supervise all mechanical and electrical modifications and/or additions to the base building systems to accommodate the Tenant office layout requirements, at the Tenant's expense.
- vi) The Landlord shall engage, at the Tenant's expense, the Landlord's contractors, for any mechanical and electrical modifications and/or additions all in accordance to mechanical and appointed electrical consultant's drawings to ensure physical compatibility and guarantees and warranties to base building elements.
- vii) Prior to commencing work in the premises the Tenant or his Agent shall submit to the Tenant coordinator the proposed schedule for the entire work.

## **7. LANDLORD'S BASE BUILDING IMPROVEMENTS & STANDARDS**

### **a) Ceiling**

Mineral fibre composition acoustic ceiling tile with T-bar A 895 Suspension Systems on a 2'0" x 4'0" module. Acoustic panels are 2'0" x 4'0" nominal size. It is the Landlord's intention to maintain the building standard ceiling throughout the project. If this ceiling presents insurmountable difficulties in Tenant design the Landlord will give consideration to the use of other materials at Tenant cost.

The Tenant, and/or his contractor or Agent must at all times assure the owner in writing of the responsibility he/she is to undertake in the repair of any damaged ceiling tile which may be caused by any alterations to this ceiling by the Tenant, Agent or contractor.

### **b) Floors**

The floor will be glue down carpet with a low-odour environmental friendly glue on smooth troweled concrete finish in all finished areas, with the exception of the washrooms, which are to be ceramic tile, and the janitors' closets shall be V. A. tile. Colours for V. A. and ceramic tile will be standard, but there is a limited choice of colours for the carpet.

### **c) Doors**

The doors in the case of full floor Tenants shall be standard doors nominal 2" thick, solid core, 2'10" x full height flat-sliced with oak lacquered veneer faced set into hollow metal frame. All doors shall be equipped with stainless steel Schlage locksets keyed to the building standard key-code and master-key system. Doors are hung on three (3) pairs of 4 ½ x 4 ½ stainless steel butts and are complete with floor stops, closer, L locks mid latch 9453 retries lever latch and keeper with mortise cylinder 1 ¼ steel thumb turn inside.



**d) Keys and Cylinders**

The Landlord shall provide building standard cylinders and one (1) key for each demising door key-coded to the building's master-key system.

Additional keys shall be ordered through the Tenant Services Line at Tenant cost.

**e) Demising Partitions**

The Landlord shall provide building corridor demising partitions to delineate the Tenant's leased premises which shall be composed of 2 ½" steel studs, 2" batt insulation fill; one only 5/8" layer of drywall each side; taped, filled and painted. Deviations will be allowed in finishes on the Tenant's side of the demising partitions, subject to the Landlord's approval and the Tenant expense.

**f) Venetian Blinds**

The basic building provides continuous Venetian blinds. Where additional drapes are required, they are to be hung from approved suspension. The face nearest the window shall be of standard colour range approved by the Landlord.

Drapery installation shall be to the Landlord's approval.

**g) Core Walls and Columns**

Finish on core walls and columns shall be drywall ready for painting or wall covering.

**h) Exterior Wall**

Finish on exterior walls shall be drywall with paint finish.

**i) Mechanical Systems**

**i) Heating**

The building is heated through steam which is pumped into the building's steam lines by central heat.

**ii) Ventilation & Air Conditioning**

For summer cooling, a 470 ton capacity Carrier centrifugal water chiller supplies chilled water to a variable volume air-handling unit on each floor to ensure a constant temperature air outflow. Linear slot-type supply air diffusers parallel the windows and connect these units to variable air volume boxes. These boxes temper the air as required by thermostats located throughout the building. Up to 12 temperature zones are available on each typical floor.



iii) **Electrical Power**

The municipal power authority with a 15,000 volt, 12,000 amp service supplies the building electrical power. This feed is split by the building's own transformers into 600 and 347 volt building service risers. The 347 volt riser supplies the fluorescent lighting grids on each floor and is split at each floor for 208/110 volt general service supply. The 600 volt feed serves as the mechanical equipment supply. Distribution is by buss bars and copper conductors in conduit or BX cable. The electrical panels are situated in the ground floor core with reduction transformers located on every second floor.

iv) **Emergency Power**

A diesel fired generator located adjacent to the rooftop mechanical room provides emergency power for lighting, major mechanical equipment and the elevators.

v) **Telephone**

A telephone conduit system is employed through the main Telephone Room located at the lobby level. Each floor contains a separate telephone/electrical cabinet in the building core. Any additional space for his use or equipment must be provided for in the leased premises. Any special cooling or ventilation required to accommodate Tenant telephone/computer server equipment shall be provided and paid for by the Tenant.

vi) **Lighting**

The standard fixture is a recessed one lamp (T-8) energy efficient fluorescent fixture, with mirrored reflector and an 8 cell parabolic louver for reduced light glare on computer screens. The fluorescent lamp tube used is a full colour spectrum tube, on a 347V electrical lighting system. There are low voltage lighting switches located just inside the Tenant areas and the basic design lighting level is 75-foot candles on each floor.

Any additional power capacity required by the Tenant, i.e. additional circuits or breaker panels, will require the Landlord's and/or his appointed consultant's approval and shall be at the Tenant's expense.

**j) Fire and Safety Systems**

The building has an Edwards EST – Single Stage fire system, with lobby enunciator and fire phone/public address system throughout the building.

The building is fully protected by an automatic sprinkler system. This system is wet in all building areas and half of the underground parking (south-west) and dry system on the other half. Smoke detectors are located in the elevator machine room, electrical vault room and main air ducts for forced air system.

Air systems on each floor are monitored by smoke detectors and coupled fire dampers. This system has a supervisor located in the 17<sup>th</sup> floor mechanical room and is coupled to the Edwards alarm system. Additionally, there is a stairway pressurisation system with door mounted sensors and smoke exhaust fan located in the 4<sup>th</sup> floor terrace mechanical room.





The fireman's elevator entries are equipped with automatic fire shutters in all elevator lobbies except ground, second and third floor. This system is controlled by a ceiling mounted alarm, smoke activated sensor.

**k) Elevators**

Four elevators service the building with Schindler upgrade rated at 3,000-lbs. capacity and a speed of 350 f.p.m. Configuration is one bank of 3 cabs and one single cab opposite. The single elevator is designated for firemen's use during emergency situations, but otherwise serves general building duty as a freight elevator.

The fire fighter elevator alone services the underground parkade, all others begin at the ground floor. There is no elevator service to the mechanical penthouse.

**l) Security**

After 6:00 p.m. weekdays and on Saturday, Sunday and Statutory Holidays, access into the building is only possible by using a valid Key Fob. The building also has a Master Key System and a Sentex Entryphone System for after hour's entry.

Fusion Security provides security of the building after hours from 6:00 p.m. to 6:00 a.m. and on-call for any other emergencies.

**8. CONTRACTOR GUIDELINES**

Upon awarding of the contract, the general contractor will be responsible for coordination of all sub trades.

The contractor will be issued appropriate keys, security passes and visitor passes and visitors badges, which must be returned upon completion of project. Failure to comply will result in charges deducted from final payment of contract price.

There is no parking available for contractors or sub trades on site.

If it is necessary to carry out work in adjoining spaces above or below the project site:

- All work shall be carried out after normal business hours.
- All work shall be carried out with little or no disruption to others.
- A security guard will be required during the duration of such work, the cost shall borne by the contractor, and the contractor shall contact the Building Maintenance to arrange for such security guard.
- Security guards to be arranged through building maintenance 24 hours in advance.



**a) Material Deliveries & Debris Removal**

- i) There is a loading area at the underground parking. Small items (hand truck size) may be delivered during regular business hours with every attempt made not to disrupt or inconvenience regular building traffic i.e. 8:30 a.m. to 9:30 a.m., 11:30 a.m. to 1:30 p.m. and 4:00 p.m. to 6:00 p.m. are peak times for building traffic in elevators.
- ii) Deliveries of large quantities of materials or large items must be done after 6:00 p.m. or on weekends. Should it be necessary to hold doors open, a security guard will be required at the contractor's expense, minimum 24 hours in advance.
- iii) An elevator must be reserved 24 hours in advance for deliveries after 6:00 p.m. by contacting the Tenant Services Line.

**b) General**

- i) The elevator is to be left clean or a cleaning charge will be incurred by the contractor, and the elevator is to be put back into normal service when you are finished.
- ii) The Tenant contractors are responsible for all cleaning related to the renovation work. If additional cleaning is required the contractor will be responsible for the cost of cleaning.
- iii) All common area corridors are to be kept clean at all times.
- iv) The contractor is to inspect all common areas prior to commencement of work and note in writing any damage walls, doors, frames or carpet prior to commencement of work. Any damage incurred during the term of the contract will be repaired at the contractor's cost.
- v) All HVAC equipment shall be adequately protected to ensure no infiltration of gyproc sanding dust or paint sanding dust during construction or that all HVAC equipment be cleaned after construction at the contractor cost.
- vi) The contractor shall also take adequate measures to ensure there will be no infiltration of dust or objectionable odors into adjoining Tenant spaces or common area halls.
- vii) All changes to interior demising walls other than those set out on the original drawings shall be reviewed with the building engineering department prior to commencement of work.
- viii) The contractor assumes responsibility for all sub trades in as much as they are to conform to all safety rules and guidelines as set forth by Peterson Commercial Property Management Inc.
- ix) There is to be no work done in vacant spaces by sub trades.
- x) There is to be no storage of materials or tools in vacant spaces by sub trades.
- xi) All light fixtures and mechanical equipment to be seismically restrained.



## 9. TENANT CONTRACTOR(S): REQUIREMENTS & REGULATIONS

- a) The Tenant shall engage his own contractor(s) (except as noted in item 2(f) to execute the Tenant leasehold improvements).
- b) The Tenant contractor(s) are subject to the following conditions:
  - i) The Tenant contractor(s) shall be approved by the Landlord prior to the awarding of contract(s).
  - ii) The Landlord reserves the right to approve all construction work carried out by the Tenant's contractor(s) to ensure its compliance with approved drawings and building standards.
  - iii) The Tenant contractor(s) shall, prior to start of work furnish evidence that they are adequately and properly covered by insurance, according to the following terms:
    - 1) Peterson Commercial Property Management Inc., Alberni Investments (1988) Inc., the City of Vancouver and all contractors and sub-contractors and trades of those insured, engaged in or connected with the construction of the project known as 1166 Alberni Street, Vancouver, BC, are listed as additional named insured's on all policies.
    - 2) A Comprehensive General Liability policy is in force covering the work, with a limit to any one occurrence of \$5,000,000.00. The policy shall contain a cross liability clause and shall extend to include non-owned automobiles and blanket contractual liability.
    - 3) An 'all risk' of physical loss or damage policy be provided covering the total contract price for the Tenant's work.
    - 4) An Automobile policy be in force covering all owned vehicles, with a minimum limit of \$1,000,000.00.
    - 5) All policies of insurance relating to Tenant work must be in amounts and in form and with insurers acceptable to the Landlord, including an undertaking by the insures to give at least thirty (30) days written notice of cancellation or material changes.
    - 6) Evidence of the existence of insurance coverage referred to in this section must be submitted to the Landlord by means of a Certificate of Insurance from the Contractors insurers or by a certified copy of the actual policy documents before commencement of Tenant's construction.
    - 7) The Tenant may, if he so wishes, provide aforementioned insurances but shall be bound by all the same terms and conditions as herein described.
  - iv) The Tenant contractor's shall furnish written evidence of good standing with the Work Safe B.C.



- v) The Tenant contractor(s), their sub-contractor(s) and all construction personnel required to perform on the job site shall have a Union affiliation compatible with that of the Landlord's contractors.
- vi) The Tenant contractor(s) shall be restricted to the area of the leased premises for all work and storage of materials and equipment.
- vii) The Tenant contractor(s) shall arrange for the security of the Tenant leased area and equipment, materials, etc. during the construction period.
- viii) The Tenant contractor(s) shall enforce safety regulations during the construction period. The Tenant contractor(s) shall observe normal working hours, 7:00 a.m. to 6:00 p.m. Monday to Friday and 7:30 a.m. to 5:00 p.m. on Saturday, unless permission is obtained in writing from the Landlord.
- ix) The Tenant contractor(s) shall maintain adequate first aid and fire prevention facilities during the construction period.
- x) Freight elevator: All equipment and materials are to be transported by the freight elevator only the Tenant contractor(s) must reserve its use with Peterson Commercial Property Management Inc. office at least 24 hours in advance. This can be arranged through the Tenant Service Line at 604-699-5204.
- xi) The Tenant contractor(s) shall remove all garbage and debris from the Tenant premises in sealed containers on a daily basis to a designated location.
- xii) The Tenant contractor(s) shall not use ramset or any other explosive type of fixing device during business hours.
- xiii) The Tenant contractor(s) shall not penetrate or fix to the exterior wall or window mullions and shall not screw into the ceiling main 'T' or light fixtures.
- xiv) The Tenant contractor(s) shall protect all finishes to basic building elements and reimburse the Landlord the cost of any damages. This shall include the use of carpet runners or walk off mats in common hallways and elevator lobbies. All perimeter Venetian blinds should be completely drawn at top of interior window and covered with plastic to protect against dust.
- xv) The Tenant contractor(s) shall stack drywall over main beams at column lines. Piles not to exceed 12" in height.
- xvi) No cutting or coring of building slab to be allowed without prior approval with 48 hours notice and on site inspection by building staff. All noisy work such as coring and drilling must be carried out during non-business hours and the Tenant contractor(s) shall obtain the Landlord approval.
- xvii) Electrical/telephone closets are not to be used for storage of any materials and should be accessed only by a qualified electrician.



- xviii) The Tenant shall provide access into the building to all contractors and their sub-contractors.
  - xix) Thermostat control and temperature sensors are not to be disconnected or relocated without prior authorization and site inspection by the Building Engineer and/or Landlord consultant.
- c) **Commencement of Tenant's Work**
- Tenant's work in the leased premises shall commence subject to the following conditions:
- i) The Tenant's final working drawings shall have been approved by the Landlord.
  - ii) The Tenant shall have obtained all necessary approvals and permits from all regulatory bodies having jurisdiction over Tenant's work and evidence of all such approval and permits shall be provided to the Landlord's Tenant co-ordination office.
  - iii) The Tenant contractor(s) and sub-contractor(s) shall have been approved by the Landlord's Tenant co-ordination office prior to commencement of Tenant's work.
  - iv) The Tenant contractor(s) shall furnish proof of insurance as required by clause 2(c).
  - v) The Tenant shall be provided a turnover document outlining regulations and procedures for Tenant contractor(s) and sub-contractor(s) on the jobsite (Safety Rules and Regulations).

## **10. TENANT IMPROVEMENT & CONSTRUCTION STANDARDS**

### **a) Interior Partitions**

The Tenant shall install a partition composed of 2 ½" steel studs on 16" centers, 2" batt insulation and ½" drywall taped, filled and painted on both sides and 2 ½" rubber baseboard, colour to complement wall finish; all as a minimum standard.

### **b) Interior Doors**

The Tenant shall install solid core wood full height doors as a minimum standard. Variations to suit individual décor shall be subject to Landlord approval.

### **c) Locks**

Tenants requiring locksets to any offices within the leased premises shall ensure the lockset will receive a 'Schlage' cylinder with keys coded to the Building's master-key system. The Tenant designer shall note on the required hardware schedule the appropriate designations for interior locksets and keying requirements ("F"), subject to the Landlord's approval.

### **d) Power**

All power shall originate from circuits in panels on the Tenant floor.



**e) Flooring**

The Tenant, where desirable, shall install carpet (specifications and warranty at Landlord's approval) and special approved surfaces in service areas.

**f) Mechanical**

Upon completion of HVAC alterations the Tenant contractor must provide the Landlord with a Balancing Report.

**g) Low Voltage Switching**

Tenant must install adequate low voltage switching a Tenant expense, conveniently located, in order to control lighting in occupied area.

**h) Pot and Track Lighting**

In order to conserve energy, Tenants will be permitted to install incandescent pot or track lights to a maximum average of 0.4 watts per square foot of leased area. All such lights shall be controlled by local switching.

**i) Interior Washroom Fixtures**

Design to match existing in common washrooms.

**j) Office Machines**

All Tenant equipment (photocopiers, computers) must be installed as per electrical or other code requirements and manufacturers' instructions. Because of the heat liberated by some of this equipment, it may be necessary to alter the basic building mechanical system to increase the supply of conditioned air to the room or work area in question. The cost to alter the air-conditioning system shall be at the Tenant's expense. The Tenant and/or his Agent must ensure special requirements e.g. dedicated circuits, power isolators, or exhaust / ventilation / cooling or acoustic, are provided for and outlined in Tenant drawings, and all are subject to Landlord approval.

**k) Tenant Signage**

- i) The Landlord at Tenant's expense shall provide a building standard identification sign for Tenant's entrance door.
- ii) The Landlord at Tenant's cost shall provide Tenant identification in the main floor lobby directory.
- iii) The Landlord at Tenant's cost shall provide standard base building elevator lobby directional signs.
- iv) The Landlord at Retail Tenant's cost shall provide channel letter signage for the building exterior.



- v) All other Tenant's signage must be consistent with the building standard and approved by the Landlord.
- vi) Wording for the signage should be submitted in writing to Peterson Commercial Property Management Inc. Administration Office. Allow at least two weeks for delivery.

**l) Tenant Construction Clean-up**

Upon completion of the Tenant's improvements and before occupancy the Tenant's contractor(s) shall thoroughly vacuum and clean up the leased premises, windows (interior only), repair damaged ceiling tiles, etc. The Landlord recommends the use of the building cleaning contractors to ensure physical compatibility of cleaning materials and standards.

**11. SAFETY RULES & REGULATIONS**

The undersigned contractor hereby agrees to follow all health and safety rules and regulations and conduct of behaviour while performing work at the building:

- a) Ensure that all hazards are well marked and identified in order to protect Tenants and the public from any mishap.
- b) The work site must be managed in a clean and orderly fashion with contractor's works habits and behaviour to be expected in a first class office building.
- c) Use of freight elevators, loud drilling or hammering and movement of materials must be done after regular business hours.
- d) The use and handling of all materials, such as chemicals, acids, etc., the contractor agrees to perform such handling in strict compliance with WHIMS rules and regulations. Under no circumstances should chemicals or dangerous materials be brought onto the site without the knowledge and approval of the Landlord or his Agent and/or representative.
- e) Security cards and keys have been given to the contractor for performance of approved work only. Under no circumstances should keys be passed on to any other party or duplicated without prior approval from the Landlord. All keys and security access cards must be handled in a manner that protects the integrity of the security of the property of the Tenant's premises.
- f) Contractor is responsible for the cost of any damages or extra charges resulting from not complying with the safety rules and regulations.



## 12. CONTRACTOR ASBESTOS AWARENESS

By signing this form, I acknowledge that I may be working with or working in areas with asbestos containing materials (ACMs). I understand that Peterson Commercial Property Management Inc. has an Asbestos Management Program in place at the site (1166 Alberni Street, Vancouver, BC), and that this document is available for review. Furthermore, if I have been contracted to perform asbestos abatement work I acknowledge that I have been provided with a complete report as required under 10 (5) of BC Reg.296/97. If my work involves asbestos abatement work and during the work a material is discovered that was not referred to in the report and may be asbestos-containing material I will immediately report this occurrence to the 1166 Alberni Street Asbestos Management Program Coordinator. If my work scope is not asbestos abatement and should my work require the disturbance of asbestos suspected or confirmed ACMs or if I encounter materials that have been disturbed, I will immediately report the situation to the 1166 Alberni Street Asbestos Management Program Coordinator.

**I acknowledge that I have read the foregoing rules and regulations regarding safety and work conduct at the building. I undertake to ensure that all of our staff will comply with these Rules and Regulations.**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(company name)

\_\_\_\_\_  
(individual name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)





**1166 ALBERNI STREET  
CHECKLIST FOR NEW CONSTRUCTION PROJECTS**

Description	Date Received	Date Reviewed	Comments
Drawings to Landlord for Approval (electrical, plumbing, mechanical, reflected ceiling, include demolition , construction and millwork)			
Safety Rules and Regulation signed form			
General Contractor's Insurance received			
General Contractor's letter from Work Safe BC confirming they are in good standing received			
General contractor's list of sub-trades received			
Apply for Building Permit and forward copy to Landlord (provide Landlord with copies of electrical, plumbing and sprinkler permits)			
Provide Landlord with Copy of Occupancy Permit			
Provide Landlord with complete set of " As Built" Drawings and Air Balancing Report			

Note: If work is extensive Property Manager must be provided Mechanical and Electrical Consultants drawings.