

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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The following requirements have been developed to ensure that modifications or improvements to the building and/or building systems and equipment are completed to building standards while maintaining a level of safety consistent with industry standards. The review of tenant plans and/or specifications by Boston Properties and its insurers, consultants or other representatives, does not imply that any plans so reviewed comply with applicable laws, ordinances, codes, standards or regulations. Nor does Boston Properties' review or approval imply that any work is to be performed at Boston Properties' expense.

Boston Properties has the explicit right to remove from the project any person who does not comply with these rules after one day's notice.

#### **I. GENERAL**

- A. No work will be performed until Boston Properties has received three (3) sets of drawings and specifications and has given written approval.
- B. All modifications to the building or to the building systems and equipment must comply with state, federal and local codes and ordinances.
- C. The contractor and its subcontractors shall comply with all applicable federal, state or local laws, regulations, ordinances, rules or codes relating to employment or conditions of employment of its employees, including, without limitation, laws or regulations concerning workers' compensation, social security, unemployment insurance, classification of employees, hours of labor, wages, working conditions, safety regulations and work practices. The contractor and its subcontractors confirm that their employees are licensed and qualified under all applicable federal, state and local requirements.

The Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act, 29 U.S.C. Section 651 et seq., as amended, all applicable standards and regulations promulgated thereunder, and applicable responsibilities under OSHA's Multi-Employer Citation Policy (CPL 02-00-124).

- D. Prior to the work commencing, a building permit must be obtained and displayed.
- E. At the completion of the work, the contractor shall furnish to Boston Properties two (2) sets of blackline prints and one complete CADD.DWG disk file showing the final as-built construction work performed.
- F. The contractor must notify Boston Properties of all work scheduled and must provide Boston Properties with a list of all personnel working in the building.

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

---

- G. The contractor must furnish Boston Properties with a list of all subcontractors including emergency phone and/or pager numbers prior to commencing the work.
- H. The contractor must provide an on-site project superintendent at all times that construction work is underway. This supervisor must be knowledgeable of the project's scope of work and have adequate on-site reference materials including plans, specifications and MSDS information on all materials used in the performance of the work.
- I. All workers must be dressed appropriately when working in an occupied building. Shirts must be worn at all times. No shorts are permitted.
- J. All carts must be furnished with pneumatic tires and rubber bumpers.
- K. Smoking is not allowed in any occupied building.
- L. The use of radios is prohibited.
- M. Prior to the start of work, all blinds must be raised and bagged, all windowsills and other base building components must be adequately protected and the protection must be maintained. Workers must not stand on windowsills or other building components.
- N. Any work that requires access to another tenant's space must first be coordinated through Boston Properties. Any additional costs of security or building engineering services required due to contractor's work or during the performance of the contractor's work shall be charged to the contractor.
- O. Dumping of construction debris into building drains, mop sinks, trash dumpsters, etc. is strictly prohibited. If this does occur, the contractor shall be charged 200% of the cost of clearing any drain, including administrative time, where evidence of this is found.
- P. Base building restrooms within the construction area will be available for use by the contractor unless Boston Properties dedicates an alternate location. Contractor shall be responsible for any damage to the restrooms and for cleaning and stocking during construction. All other base building restrooms are for tenant use only and are not to be used by construction personnel.

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

---

- Q. Use of the building stairwells for moving construction materials and construction personnel shall be limited to the stairwell designated by Boston Properties.
- R. The contractor shall repair all existing public area finishes disturbed by the new tenant work or damaged by the contractor's or subcontractor's personnel.
- S. There is to be no verbal contact or comments between the building tenants, their employees, clients or guests and the contractor's personnel.
- T. No work will be performed during building operating hours that will disturb or inconvenience any existing tenants in the building (e.g. core drilling, shooting track, noxious odors, etc.). Boston Properties must pre-approve any work that entails noise, vibration or noxious odors (see attached building specific addendum for details).
- U. Prior to core drilling or cutting, all slabs must be x-rayed and Boston Properties' structural engineer must review x-rays before commencing the work. If obstructions are detected, the core drill locations must be moved as necessary. Ultrasound and GPR are acceptable substitutes for x-ray only upon approval by base building structural engineer.
- V. Any roof related work must be performed by a roofing contractor authorized to do so by the roof manufacturer (see attached building specific addendum for details).
- W. The contractor shall immediately report all accidents to Boston Properties in writing after first notifying Boston Properties by telephone.
- X. Boston Properties shall approve manufacture of lockset and key cores for compatibility with building master keying system.

## **II. INSURANCE**

INTENTIONALLY OMITTED

## **III. LIFE SAFETY**

- A. Contractor shall perform the work in full compliance with NFPA 241 which prescribes the minimum safeguards for construction, alteration and demolition operations necessary to provide reasonable safety to life and property from fire.

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

---

- B. Contractor shall furnish Boston Properties one set of sprinkler shop drawings once they are completed by subcontractor and ready for submittal to the Fire Marshall. Once approved by the Fire Marshall, the contractor shall furnish Boston Properties one set of the approved sprinkler shop drawings.
- C. Contractor will not disconnect, tamper with, delete, obstruct, relocate, or expand any life safety equipment, except as indicated on drawings approved by Boston Properties. Contractor shall not interfere with or delay any other contractors' (or Boston Properties') inspections which are scheduled prior to the contractor's inspections or testing.
- D. The contractor must take necessary precautions to prevent accidental fire alarms. Contractor will be charged for all emergency response costs and penalty fees imposed by any authority having jurisdiction over the building for any accidental fire alarms caused by their activities. In the event of an increased likelihood of an accidental fire alarm by the contractor's activities, such as demolition, sprinkler work or hot work, the contractor must take steps needed to prevent accidental alarms, including but not limited to, monitoring the fire alarm panel for accidental alarms.
- E. Any unit or device temporarily incapacitated will be red-tagged "Out of Service" and Boston Properties will be alerted prior to the temporary outage. See attached "Guidelines for Managing Construction Project Fire Protection Impairment".
- F. The base building fire alarm system shall monitor all tenant installed special fire extinguisher/alarm detection systems. The connections to the base building fire alarm system will be at the tenant's expense.
- G. All Tenant installed fire alarm initiation and notification devices that connect with the base building fire alarm system shall match the base building system and be approved by Boston Properties.
- H. All connections to the building's existing fire alarm system are to be made only by the subcontractor specified by Boston Properties.
- I. All fire alarm testing will be scheduled at least 72 hours in advance with Boston Properties and must occur after normal business hours if the building is occupied.
- J. Combustible and hazardous materials are not allowed to be stored in the building without prior written approval of Boston Properties. Material safety data sheets on all materials to be stored in the building must be kept on site and a copy submitted to Boston Properties.

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

---

- K. Dust protection of smoke detectors must be installed and removed each day (if operational). Dust protection is required during construction to avoid false fire alarms and damaging of detector system. Filter media must be installed over all return air paths to any equipment rooms prior to demolition. The media must be maintained during construction and removed at substantial completion.
- L. All buildings are to be fully protected by automatic sprinkler systems in accordance with Boston Properties' standards and specifications.
- M. All sprinkler systems and equipment are to be designed and installed in accordance with the current standards of the National Fire Protection Association.
- N. All equipment, devices, materials, hangers, etc., used in the life safety system installation must be UL Listed and FM Approved.
- O. Connections to the base building sprinkler system/standpipe riser shall be provided with a control valve and water flow alarm device. Sprinkler system control valves shall be UL Listed and FM Approved, clockwise closing, indicating valves with supervisory switches.
- P. The entire sprinkler system should be designed and installed in accordance with NFPA Pamphlet No. 13, 231 and 231C latest issues.  
  
Note #1: If concealed type sprinkler heads are to be utilized in office areas, the system is to be designed as an Ordinary Hazard Group 1 System.  
  
Note #2: For light hazard designed systems, the hydraulically most remote design area shall not be allowed a 40% reduction. The minimum design area shall be 1500 square feet.
- Q. Enclosed, as Attachment "A", is a copy of the "Guidelines for Managing Construction Project Fire Protection Impairments".
- R. All corrective work to the fire alarm system due to the contractor's work shall be charged to the contractor.

#### **IV. PARKING - LOADING DOCK**

- A. Contractors, subcontractors and their personnel will not use the loading dock area for daytime parking without first obtaining permission from Boston Properties 48 hours in advance to assure dock availability. Unauthorized vehicles will be ticketed and towed.

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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- B. Use of the loading dock for deliveries/trash removal must be scheduled through Boston Properties.
- C. Material that does not fit into the service elevator must be delivered through a window opening. The contractor will be required to properly remove and replace the glass and to adequately protect the window framing with prior approval from Boston Properties.
- D. Boston Properties must approve the glazing subcontractor prior to the removal and replacement of exterior glass.

#### **V. UTILITIES**

- A. Utilities (i.e. electric, gas, water, telephone/cable) must not be cut off or interrupted without 48 hour notice and written permission of Boston Properties and affected tenants.
- B. In unoccupied tenant space under construction or control by the contractor, the contractor shall turn off all lights, except emergency lighting, at the end of each workday. In the event the contractor fails to turn off the non-emergency lighting at the end of each work day, the contractor will be invoiced for the excess electric consumption at the rate of \$0.01 per square foot, per day.

#### **VI. SECURITY**

- A. The contractor will be responsible for controlling any keys or access cards furnished by Boston Properties and will return them daily to Boston Properties.
- B. The contractor will be responsible for locking any secure area made available to the contractor whenever that area is unattended.
- C. Contractors may be required to wear identification badges, in which case the badges will be issued by Boston Properties to the contractor.

#### **VII. ELEVATORS**

- A. No passenger elevators will be used to move construction material or construction personnel.
- B. The service elevator can be used to move construction personnel at any time during the day, provided the elevator doors are not held open. The service elevator cannot be used to move construction materials into the building during building operating hours unless approved in writing by

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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Boston Properties. All other usage must be scheduled with Boston Properties with at least 48 hours notice.

- C. Contractor shall protect the service elevator's walls with homosote and plywood.
- D. Any costs to repair damage to the elevators including dust or dirt in machine rooms or shaft or costs for service calls resulting from the contractor's operations will be charged to the contractor.

#### **VIII. CLEANING**

- A. The contractor will remove all trash and debris daily or as often as necessary to maintain cleanliness in the building(s). The building trash compactors or containers are not to be used for construction debris.
- B. Walk-off mats or other protection must be provided at door entrances where work is being performed.
- C. Carpeting shall be protected by plastic runners or hardboard as necessary to maintain cleanliness and to protect carpets from damage.
- D. Tile, Terrazzo, Stone and wood floors shall be protected from damage as necessary.
- E. Contractor will furnish a vacuum(s) with a supply of clean bags and an operator to facilitate ongoing clean- up.
- F. Trash removal will be scheduled and coordinated with Boston Properties.
- G. Contractors must remove all food cartons and related debris from the work area on a daily basis.
- H. Driveway and street cleaning by Contractor will be required when Contractor's work has created mud or debris.

#### **IX. MECHANICAL, ELECTRICAL, AND VOICE/DATA CABLING WORK**

- A. Before any new electrical or mechanical equipment is installed in the building; the contractor must submit a copy of the manufacturer's data sheets along with complete shop drawings and submittals to Boston Properties for approval.
- B. Any installation or modification to building HVAC or electrical systems must be first submitted for review by Boston Properties. This includes

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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- base building systems as well as supplemental units and/or exhaust systems.
- C. The mechanical and electrical plans must be prepared by a licensed engineer and must show size and location of all supply and return grilles. We may require that Boston Properties' MEP engineer review the MEP drawings. In that event the tenant will pay for the cost of this review. We will notify the tenant prior to engaging Boston Properties' engineer.
  - D. Contractors modifying ductwork, air grilles, VAV boxes, etc. must balance the air and water systems as necessary. All air balancing is to be done in the presence of Boston Properties. Two copies of all balance reports shall be submitted to Boston Properties for review and approval.
  - E. Any domestic or condenser water connections made to the building's piping system, must include a high quality isolation valve, (brass bodied gate or ball-type) and adequate system drain valves. If the system piping is of a different material a dielectric union must be installed. All valves and equipment must be easily accessible; access doors are required in drywall or other fixed construction.
  - F. Exhaust fans discharging air directly into the ceiling plenum are for room-generated heat transfer applications only. Air cooled condensers and fans used for toilet, smoking, or chemical fume exhaust shall not be permitted to be discharged into the ceiling plenum.
  - G. Where independent tenant-owned air conditioning units are installed, an electric submeter must be used or a flat rate electricity charge will be paid by the Tenant based on anticipated consumption.
  - H. As required by code and Boston Properties regulations, all telecommunications, data, access control, security, fire alarm, HVAC control, electrical lighting, electrical power, cable and other systems' wiring and piping which is not to be reused by tenant and is not a part of other tenants' or base building systems, including but not limited to: conduit, BX/MC cable, "plenum cable" (low voltage electric, telephone, data wiring), plumbing and/or mechanical piping shall be removed from the Risers (as defined in the lease to include ceiling plenums, telephone, mechanical, utility and electrical closets and risers) and shall be removed back to the originating terminal block, panel board, wet stack or source as determined by Boston Properties.
  - I. The installation of tenant equipment (except emergency lighting per code) on the base building emergency power supply systems is not permitted.

**RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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- J. Any existing mechanical or electrical systems and their controls that are to remain shall be properly commissioned. That is, at the beginning of the job the systems will be turned over to the contractor in working condition by Boston Properties. Before beginning any work, the contractor should inspect the mechanical or electrical systems and their controls to ensure their working condition. The contractor should advise Boston Properties of any noted deficiencies. At the end of the job, the contractor will be responsible for the proper operation of the mechanical and electrical systems. If the contractor fails to note any deficiencies at the outset of the job, the contractor will, nevertheless, be required to correct the problems before the system is accepted by Boston Properties.
- K. All circuit breaker panels must be clearly and accurately identified with typed labels.
- L. All base building mechanical equipment shall be properly protected with prefilters, dust covers etc. prior to start of work. Protection shall be removed and equipment wiped down at completion.
- M. Energy management and building control work is to be performed by the base building controls contractor (see attached building specific addendum for details).
- N. Tenant installed equipment that supplements existing base building equipment such as VAV boxes, fire alarm devices, control work; etc. shall be identical to the existing base building equipment to facilitate warranty and maintenance operations.
- O. All concealed equipment shall be located with necessary accessibility for maintenance and repair.
- P. Contractor shall contact Boston Properties 48 hours in advance for Boston Properties wall and ceiling close-in inspectors.
- Q. All wiring run outside of tenant demised area and in core rooms (i.e. below slab, electrical room, mechanical room or where exposed) shall be in rigid conduit.
- R. Final tie-in of fire alarm work into the base building fire alarm system is to be made by the base building fire alarm contractor.

ATTACHMENT A

GUIDELINES FOR MANAGING CONSTRUCTION PROJECT FIRE PROTECTION IMPAIRMENTS

**I. IMPAIRMENTS**

Impairments to the building sprinkler and fire alarm systems are typically required when renovations involve changes to these systems. The following impairment procedures must be adhered to whenever impairments to the sprinkler or fire alarm systems are required or encountered.

Contractors requiring an impairment shall follow these steps:

1. Request a Red Impairment Tag from Boston Properties' Impairment Coordinator and be prepared to fulfill the responsibilities assigned to the Contractor.
2. Assist the Impairment Coordinator in completing the Pre-Impairment Checklist part of the Red Impairment Tag (Part A).
3. The "hard copy" of the Red Impairment Tag is placed on the impaired equipment.
4. Upon completion of work and/or to release the impairment the contractor shall return the Red Impairment Tag "hard copy" to the Impairment Coordinator.
5. The Contractor and Impairment Coordinator place both parts of the tag together and complete the system restoration checklist (Part B) including signing off that the restoration is complete.

Enclosed as Attachment A-1 is a copy of the Impairment Tag. Important points are as follows:

- A Red Tag Permit is required for any impairment of the sprinkler / fire alarm systems.
- Each permit will be valid for one shift.
- Plan all work to minimize the duration of the system(s) impairment.
- The actual impairment of the system(s) should not take place until all personnel, material and equipment are at the work location.
- If possible, isolate only the work zone for impairment. System(s) must be restored at the end of the work shift.
- Impairments to large areas or that would affect primary life safety system(s) should be scheduled for times when the building or area is unoccupied. Fire watch tours of

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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the impaired area shall be established and if applicable, personnel should be provided at closed valves or fire pumps to quickly restore the system if a fire occurs.

- Hot work or other hazardous-type operations shall not be conducted in an area where the fire protection or life safety system(s) are impaired.
- If any hot work or hazardous operations are necessary as part of the impairment, fire watches must be established.

## **II. HOT WORK**

A Hot Work Permit is required for any temporary operation producing open flame or sparks. This includes brazing, cutting, grinding, soldering, pipe thawing, torch applied roofing and welding.

Contractors requiring a hot work permit shall follow these steps:

1. Request a Yellow Hot Work Permit from Boston Properties' Impairment Coordinator and be prepared to fulfill the responsibilities assigned to the Contractor.
2. Assist the Impairment Coordinator in completing Part A of the Yellow Hot Work Permit.
3. The "hard copy" of the Yellow Hot Work Permit is placed at the work location.
4. Upon completion of the hot work, the contractor shall complete Part B of the Yellow Hot Work Permit and return the "hard copy" to the Impairment Coordinator.
5. The Contractor and Impairment Coordinator place both parts of the tag together and sign off/close the Yellow Hot Work Permit.

Enclosed as Attachment A-2 is a copy of the Hot Work Permit. Important points are as follows:

- If there is a practical and safer way to do the job without hot work, we require that method be used.
- No hot work is permitted without authorization from Boston Properties' representative serving as, the fire safety supervisor / impairment coordinator, in the form of a signed hot work permit. This permit will be valid for a maximum of one eight-hour shift. After this time, another permit must be obtained from and signed by the fire safety supervisor / impairment coordinator, before any additional hot work can continue.

## **Boston Properties**

### **RULES FOR CONTRACTORS WORKING IN OCCUPIED BUILDING**

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- Specific firefighting equipment and protection material will be required at the hot work site before work starts. Contractor shall provide all equipment and protection required to ensure fire safe operations or otherwise specified by Boston Properties.
- No hot work is permitted without a designated fire watch present. The contractor is responsible to provide necessary personnel to conduct a fire watch (as defined in the hot work permit) or otherwise specified by the fire safety / impairment coordinator. If unsafe conditions are observed, the hot work operation will be stopped until the hazard is neutralized or eliminated. Additionally, the fire safety supervisor / impairment coordinator must be notified immediately of all unsafe or hazardous conditions.
- The contractor will verify that all equipment associated with the hot work is in proper working order. An inspection of the equipment may be conducted by the fire safety supervisor / impairment coordinator before the hot work permit is issued. Any unsafe equipment must be removed from the property and replaced prior to starting hot work.
- All contractor-owned equipment or materials stored in the facility overnight must be properly secured in an area designated by the fire safety supervisor / impairment coordinator.
- A sprinkler impairment and hot work in the same zone at the same time will not be allowed.

<b>CONTROL NUMBER</b>		Revision 01/02	
Property: _____		Area: _____	
System(s): _____		Equip I.D. #: _____ Date: _____	
<p>All items in Part A should be completed prior to any fire protection or life safety system impairment, with the exception of impairments conducted as part of a documented routine test procedure where the system(s) can be immediately restored by standby personnel. Part B should be completed as part of the restoration procedure.</p>			
<b>PART A: PRE-IMPAIRMENT</b>			
	Yes	No	N/A
1. Boston Properties' Impairment Guidelines have been reviewed?			
2. Was this impairment planned?			
3. Scope of impairment has been reviewed with property management?			
4. Work will be performed continuously until protection is restored?			
5. The following notifications have been made:			
Impairment Database			
Fire Department			
Fire Alarm Monitoring Company			
Security			
Tenants			
6. Hazardous operations have been terminated (Hot Work)?			
7. Additional fire extinguishers/charged hose lines have been located in impairment work area?			
8. Security rounds have been modified to include impairment area/increased rounds?			
9. Impairment tags have been completed and placed on impaired systems?			
Completed by: _____	Date: _____		
Reviewed by: _____	Date: _____		
Impairment Coordinator			
<b>PART B: SYSTEM RESTORATION</b>			
	Yes	No	N/A
1. All systems have been restored?			
2. Work area has been inspected and found to be satisfactory?			
3. Operational test of system has been completed with satisfactory results?			
4. All parties notified in Part A, Section 4, have been notified that system(s) are restored?			
5. Tags and status boards have been cleared?			
6. Any fire equipment displaced has been returned to original location?			
Completed by: _____	Date: _____		
Reviewed by: _____	Date: _____		
Impairment Coordinator			
<b>RETAINED BY IMPAIRMENT COORDINATOR</b>			Page 1 of 2

(second page of tag is identical and is placed on impaired equipment)

**CONTROL NUMBER**

Revision 01/02

All items in part A should be completed prior to the start of any hot work operations. Part B should be completed as part of the restoration procedure at completion of the hot work operation

**Building:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_

**Work Approved to be done from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**PART A**

	Yes	No	N/A
1. Boston Properties' Hot Work Guidelines have been reviewed?			
2. Has smoke detection system in area been arranged to prevent unnecessary alarms as a result of hot work?			
3. Scope of work has been reviewed with Property Manager, Hot Work Coordinator, Impairment Coordinator and Chief Engineer?			
4. Sprinkler systems in service?			
5. Equipment to be used in hot work is in good condition?			
6. Flammable/combustible liquids and explosive atmosphere removed/eliminated?			
7. Combustible finishes/furnishings removed or covered with fire resistant material?			
8. Combustibles on opposite side of wall moved away?			
9. Wall and floor openings covered, protective curtains in place?			
10. Air transfer equipment arranged to prevent products of combustion from getting into occupied areas?			
11. Ventilation acceptable for hot work area?			
12. Fire watch in place with portable communications device and portable fire extinguishers.			
13. Emergency reporting instructions have been provided to fire watch?			
14. Hot Work Coordinator has reviewed and approved start of work?			

**Fire Watch:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Hot Work Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART B: SYSTEM RESTORATION**

	Yes	No	N/A
1. Area has been inspected by fire watch at completion of work? Record time of inspection: _____			
2. Continuous fire watch of area has been maintained for 60 minutes after work was completed? Record time: _____			
3. Periodic inspection of area has been conducted for four hours after work was completed? Record final time: _____			
4. All fire protection and building systems restored to normal operation?			
5. Property Manager, Hot Work Coordinator, Impairment Coordinator and Chief Building Engineer notified of completion?			

**Fire Watch:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Hot Work Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(second page of tag is identical and placed at site of hot work)