



L'ENFANT PLAZA

955 L'Enfant Plaza North
Suite 1208
Washington, DC 20024
202/485-3300

CONTRACTOR RULES & REGULATIONS

Building Standard Conformance – The Contractor must be certain that all ceiling tiles, venetian blinds, and door hardware conform to the building standards. Door locks should be keyed by the building engineer staff only. The Property Manager should be consulted before ordering any common area items.

Protection of Non-Construction Areas – The Contractor shall protect all walls, floors, carpet, furniture and fixtures and shall repair or replace damaged property without cost to the Owner. Masonite (or plywood) must be placed as a walkway on the public corridors from freight elevator to the construction site and to the Public Restrooms to protect the carpet from cart wheel damage and construction dust, etc. Common area carpet protection is to be removed daily and the carpet vacuumed daily.

Painting – All painting, staining and varnishing work must be performed after hours. There will be no exceptions to this rule. This work must be scheduled with the Property Manager in order that arrangements can be made to run the HVAC system while work is being performed.

Dusty Work – Contractor shall notify the Building Engineer prior to commencement of very dusty work such as sheet rock cutting, sanding, extensive broom cleaning, etc., so that additional filtering capacity can be arranged for the affected HVAC equipment. Failure to notify the Building Engineer will result in the Contractor absorbing the costs to return the equipment to its proper condition. In buildings with a ceiling plenum air system, all lights shall be covered during high dust construction. Contractor shall also implement dust mitigation measures as follows:

Purpose

To establish measures, which will be implemented by the General Contractor (GC) and its Subcontractors, to limit the volume of dust in construction areas as well as mitigate the migration of construction dust into public spaces.

Scope

The dust control procedures the GC will follow are detailed below; the intention is to comply with the latest applicable regulations for OSHA, and any applicable federal, state, and local government regulations. This dust mitigation plan is not intended to include plans or controls for the abatement of asbestos or other unidentified contaminants. All control measures will be discussed and implemented with the approval of Building Management.

Dust Control Provisions

1. Direct Area of Work Effort:
 - a. Work areas will be separated from adjacent public spaces by floor to ceiling drywall partitions or floor to ceiling plastic barriers to prevent construction dust from traveling from work areas to public areas.
 - b. Remove, isolate, or filter HVAC systems in areas of work to prevent dust infiltration of ductwork. HVAC systems will be shut down where possible and reasonable.
 - c. Dust mats or "tacky sheets" will be placed at work area entrances and exits to limit dust traveling out of work areas on shoes and changed as needed.
 - d. Sweeping compounds will be used during daily cleaning of work areas to minimize dust during concrete operations.



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- e. A designated person will be assigned for wet mopping and/or sweeping with compound to remove construction dust in public areas.
- f. Construction debris will not be moved through public areas during hours that those areas are open to the public. Debris will be removed in covered containers.
- g. All core drilling operations will be done on wet surfaces to limit airborne dust.
- h. Regular inspections of temporary partitions will be conducted to ensure their effectiveness in inhibiting dust migration.

Restrooms – Only restrooms designated by the Property Manager or engineer may be used. Restroom sinks may not be used to clean tools, paintbrushes, etc. Access to slop sinks should be coordinated with the Property Manager. All paints, varnishes, thinners, etc. should be disposed of properly.

Loading Docks – Contractor must use the loading dock for the delivery of all construction materials to and removal of debris from the building. Use of the loading dock must be scheduled with the Property Manager in advance and materials must be transported to and from the service corridor (if applicable). All materials unloaded at the dock will be moved to area of use immediately and shall not impact use of this facility in any way.

Blinds & Draperies – During construction, Contractor shall raise venetian blinds, protect and bag existing blinds/draperies so as not to damage them.

Trash & Debris – Contractors will remove their trash and debris daily or as often as necessary to maintain cleanliness in the building. Contractors will coordinate dumpster size, placements and timing with the Property Manager. The building trash containers are not to be used for construction debris. Contractors shall be responsible for daily removal of waste foods, milk and soft drink containers, etc. to trash room. Contractors shall label all bins, cans, dumpsters and any other trash handling equipment with their name. Failure to properly clean up debris will necessitate a cleaning charge of \$250.00/day to Contractor.

Construction Waste Recycling – Contractors are required to recycle at least 70% of construction waste and submit to Property Manager a construction waste tracker at the end of the project, or upon request, which lists types of waste, amounts of each waste component in pounds and destination. See attached Construction Waste Exhibit.

Work Schedule – The Property Manager will be notified of all work schedules for all workmen on the job and will be given 48 hours notice, in writing, of names of those who may be working in the building before or after standard building operating hours as set forth in the Lease Agreement. Property Manager shall be provided with names and phone numbers of subcontractors.

Elevators – The freight elevator shall be used for moving materials and is first come first served during regular business hours. The designated freight elevator is the only elevator to be used for moving materials and construction personnel and shall be properly protected with temporary plywood, wall protection or elevator pads. After hours access must be coordinated by your tenant contact or the Management Office. **Do not hold doors open by propping or wedging materials in their tracks. This can cause serious damage.** The elevator must be cleaned



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after each use including sweeping, cleaning of any debris in the door track, and wiping down of the door and interior panels.

Mechanical, Electrical, Plumbing – Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the Property Manager or Building Engineer must be notified. **If any mechanical, electrical or plumbing devices are already turned off when you go to turn them off, find out why, however** it may be turned on while you are working. Permission to enter other tenant spaces must be arranged through the Property Manager prior to entrance.

Utility Charges – Contractors may be charged for utility consumption at the discretion of building management. The Contactor should consult the Property Manager about what, if any, utility charges apply and the method of calculating consumption.

Cutting, Core Drilling – Before any cutting, drilling, core boring or other structural work is performed, the Contractor shall obtain the Property Manager's written permission and verify the locations of the building's mechanical, electrical and structural integrity, so as not to cause damage to them. Core Drilling must be accomplished between the hours of 6:00 pm and 10:00pm.

Utilities - No utilities (electric, water, gas or oil) or services to tenants are to be cut off or interrupted without first having requested and secured, in writing, the permission of the Property Manager. All electrical or plumbing tie-ins or shutdowns will be scheduled in advance, with a minimum of 48 hours notice, with the building management.

Storage – No materials shall be stored in Building common areas at any time during business hours of operation. Materials must be moved immediately to the work area from the loading dock. If needed, staging areas will be designated and approved by the Property Manager.

Moving Materials – Equipment, construction materials and construction waste shall not be moved through the Promenade or tenant areas between the hours of 6:30am-6:30pm.



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Base Building Tie-Ins – The Property Manager must receive 48 hours notice for all tie-ins to the buildings plumbing, electrical or sprinkler systems. In the event Contractor's work requires a shutdown of these systems of fire alarm tie-in, the Property Manager reserves the right to set specific after-hours times when such work may be performed, require that the Building Engineer be present, and charge the Contractor for overtime cost for engineer time. Prior to connection to the Base Building condenser water of chilled water system, Contractor must perform a hydrostatic pressure test and a thorough cleaning and flushing of the Tenant's water lines and mechanical unit. A member of the Property Manager's engineering staff will review the results of such attesting and cleaning.

Fire Alarm System – Final tie in of any fire alarm devices must be done by building's preferred electrical contractor in order to maintain system warranty and integrity. Please contact the Chief Engineer for assistance in all matter pertaining to this system.

Building Automation System - The building automation system has electronic controls, which are tied into a central monitoring computer. Any and all control work is to be approved by the Chief Engineer prior to execution.

Electrical Breaker Panels – Contractor shall supply a typed panel schedule indicating location and function of all circuits upon completion of work. During construction a hand written sheet must be posted on panel indicating location of all connected circuits.

Utilities – All utility tie-ins that may adversely affect an existing tenant must be performed prior to 7:00 AM or after 6:00 PM and upon completion shall not leave any other tenant without services.

Sprinkler Work and Air Balancing – Contact the Chief Engineer for coordination of sprinkler work.

Activated fire alarms due to failure to coordinate work with the building staff could result in monetary compensation to inconvenienced tenants. Consult with the Chief Engineer regarding need and procedure for air balance work.

- 1) **Fire Alarm Coordination** – New installation, alteration or addition to the buildings' Fire alarm System must be done as directed by the OEM representative, see below, in order to maintain system warranty and integrity. The Tenant electrical contractor will be responsible for wiring circuits as directed by OEM representative. All costs associated with this work are at tenant's expense. Please contact the Landlords' Chief Engineer for assistance in all matter pertaining to this system

Please contract with the following Vender for fire alarm programming and or installation.

Fire Alarm System Programming and technical services

Siemens Building Industries, Contact Tim Wright 301-837-2825

All Tenant fire alarm proposals should include the following items:

- Engineering- Cad drawings required for space, required load / battery calcs, system programming, and submittal preparation
- Equipment (Siemens Approved)
- Tech Time start up
- Tech Time FM Testing



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Siemens approved equipment must be installed. Once installation is complete Siemens will assist them with tie ins, provide system required programming, trouble shooting connecting circuits, and participate in Fire Marshal testing

- 2) **Fire Sprinkler Coordination-** Below are base building installation Venders for your information only during bidding.

Fire Protection Sprinkler System

Fireguard Corporation – Contact John Dant – 410-487-0500

Fire Alarm System

Field wiring and installation services – Power Solutions, Contact Phil Holland - 240-544-1739, pholland@powersolutions-llc.com

- 3) **Base Building Utility Tie ins Coordination-** All base building utility tie-ins must be coordinated with the Landlord's Representative below:

Tim Scanlin
JBG SMITH
Chief Engineer, L'Enfant Plaza (202)
485-3354, tscanlin@jbgsmith.com

- 4) **Additional Insured-** Please have your Contractor provide certificate of insurance per the lease made out to: J

Potomac Creek Associates, LLC
JBG SMITH Properties, LP
JBG/Commercial Management, LLC
JGG SMITH Employee Company, LLC
JBGS Management OP, LP.

- 5) **Guidelines for making core drills in existing concrete floors-** Trenching of existing elevated concrete floors is generally prohibited. Individual core drills are preferred. Please include in your specifications the attached:

L'Enfant Plaza Retail Renovation- SK&A Project No. 09-011 12-06-10 GUIDELINES FOR MAKING OPENINGS IN EXISTING CONCRETE FLOORS

Operating Hours – No work is to be performed during standard building operating hours that will disturb or inconvenience other occupants of the building. This is to include but not be limited to, demolition, hammer drilling, duct work modifications. The East Building has special concerns for noisy work. Consult with Property Manager for details. For the North building, all work involving drilling or boring of concrete will only be allowed prior to 7:00 a.m. and after 6:00 p.m. Monday through Friday, and all day Saturday or Sunday with Management approval. X-ray work may require special scheduling.

Temporary Keys – Whenever it is deemed necessary by the Property Manager to temporarily issue any key to the Contractor, **there will be a refundable fee of \$50.00 due at the time the key is issued** and the Contractor will be responsible for controlling possession and use of it until returned to the Property Manager.



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Security – Contractor will be responsible for re-locking any areas made available for necessary access whenever that area(s) is unattended, and also when work or work hours are completed. Contractors are responsible for the security of their own job site at all times. Should the Contractor need to work on an overtime basis in an area that is open to the building and unsecured, the Contractor shall provide security through the landlord's security agent and shall reimburse the landlord for such time that is utilized during the overtime period. If double shifts are performed and such shifts go beyond the normal working hours of the security personnel, then the Contractor shall also make arrangements with the Property Manager to provide security during these hours and shall reimburse the managing agent for this time. All costs of the provision of security personnel will be borne by the Contractor. It is recommended that electronic security in the suite under construction be deactivated during construction.

Activation of the electronic security system for the suite should be scheduled well in advance to ensure completion by the time of tenant occupancy.

Safety – Contractor shall be aware of all life safety issues and shall provide a list of emergency contacts in the event that a representative of the Contractor's organization must be contacted after hours. In addition to this contact list, Contractors shall provide fire extinguishers at a ratio of one (1) for each 1,000 square feet of construction area and such fire extinguishers shall be mounted in a visible area marked properly. Contractors shall comply with all OSHA regulations as well as all federal, state and city or county codes relating to workers' safety. The Contractor shall review the job site and the job organization for total compliance to these rules and regulations on a weekly basis and provide a report to the Owner that such review has been performed and any infractions that were observed during this review. The Contractor shall provide MSDS sheets to the Property Manager for all Volatile Organic Compounds prior to use on the premises. The use of such compounds is restricted to non-business hours.

Life Safety Devices – Contractor, under no circumstances, will be allowed to disconnect, tamper with, delete, obstruct, relocate add any life safety, fire detection, notification, suppression unit or devices except as indicated on the drawings approved by the Fire Department Authority having jurisdiction. In the event contractor's work requires electrical, plumbing or sprinkler system shutdown or fire alarm tie-in, building management reserves the right to prohibit such during building hours. Arrangements must be made with the Property Manager as to the hours when such work can be performed, to have a building engineer present, and to pay the cost, if any, for such engineering time. In taking over an area, the Contractor shall maintain, repair, or improve as necessary all safety requirements of that area. Contractor will be **charged \$1,000 plus associated building management costs per incident.**

Accidental Alarm – Contractor shall take all necessary precautions to prevent accidental alarm of automatic fire system devices (smoke and/or heat detectors), etc. Smoke detectors in areas under construction must be "bagged" during construction hours and "unbagged" at the end of the day. Before any unit or device is temporarily incapacitated, the Building Engineer shall be advised to allow notification of the Fire Department and then the device shall be red-tagged "Out of Service." Every effort must be made to reactivate "Out of Service" devices as soon as possible. Please note that the **District of Columbia** charges the Building Owner for each false alarm. Therefore **any contractor who sets off a building fire or security alarm will be assessed at \$1,000 plus associated building management costs per incident.**

Engineering Overtime – If the Contractor performs any work which, in the sole estimation of Property Manager, requires the Building Engineer to be on duty during non-standard working hours, the Tenant shall be responsible for the cost of such services at the Building Engineer's prevailing premium rate with a minimum charge for 2 hours.



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Callbacks or work scheduled for Saturdays and Sundays will be charged at a minimum of 4 hours. Such charge shall be payable by Contractor.

Posting of Rules and Regulations – A copy of these rules and regulations, acknowledged and accepted by the Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is the Contractor's responsibility to instruct all workers, including subcontractors, to familiarize themselves with these rules.

Signage – Contractor or subcontractor signage may not be displayed in the building common areas or any of the window glass.

Housekeeping – Daily cleaning is to be performed in the work area before leaving the premises including but not limited to the clean up of (vacuuming of) floor covering, exposed surfaces, janitors' closet and any other affected areas. Workmen are to use only restroom facilities designated by building management and will maintain the single restroom in an acceptable fashion. Materials and/or supplies, which must remain on the premises overnight, are to be consolidated daily and stored in a location out of Tenant view if possible. If building staff designates a better location for storage than originally chosen, the contractor is to have materials relocated. In preparation for substantial completion inspection or occupancy, the Contractor shall perform a final cleaning of Contractor's Work, including any adjacent areas that have been soiled by such work.

Parking – Parking in the loading dock area or Plaza driveway by the contractors and/or their personnel is strictly prohibited. Onsite parking is available. See the garage operator, ACE Parking..

Supervision – There will be a person of authority (supervisor) on the job at all times who will always be accessible to building management.

Radios – No radios shall be played common areas (including, restrooms, and stairwells). Radios may only be played in enclosed office space at a low volume. Any complaints by tenants will result in revocation of the privilege.

Conduct – While workmen are in the building, they will conduct themselves in a quiet and efficient manner and demonstrate courtesy to Tenants and staff. Proper attire must be worn at all times including shoes and shirts; no cutoff shirts or ragged clothes will be permitted at any time. Company I.D. must be visible if workers are not in logo uniforms. Workmen are not to congregate in any public area for lunch or for reasons other than work. Noon break is to be taken away from access and egress areas of the building. All lunch trash is to be properly disposed of by the workmen. The Contractor shall be responsible for the actions of his employees on site as well as those of his subcontractors, agents and visitors.

Exterior Appearance – The contractor shall paper or paint as approved by the Property Manager all exterior windows to avoid viewing such areas from any side of the building exterior. This site barrier shall remain in good condition until approval is issued to remove.

Smoking – Smoking is not permitted inside any area of the building. The workmen will take care to properly extinguish and place used smoking materials in the ashtrays outside of the building.



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Access – Wherever possible, no vendors or materials are to block loading dock or elevator access on any floor or to block restrooms, stairwells or suite access. Likewise, at no times may fire stairwells or emergency access doors be impeded or restricted. Work materials may not obstruct access way for Tenants. Building materials may not be brought into the building through the lobbies or stored in the lobbies or corridors at any time.

Cabling – Abandoned telephone or data cabling shall be removed from the ceiling and terminated at the source. New communication cabling shall be separately supported from the slab above (not hanging from ceiling supports). Cabling must be plenum rated where applicable and clearly labeled as to the Tenant, Suite, and type of Service.

Phone or electrical closet cables and/or wiring must be labeled as to the Tenant, Suite, and Type of Service. Cabling passed through floor penetrations must be filled in with code approved fire-stop material. No open penetrations will be permitted.

Outlets – Electrical outlets being abandoned shall have the BX removed to junction box or the panel.

Any significant breach of guidelines by a Contractor that adversely affects a Tenant, or embarrasses the Owner's Agents, will not be tolerated and will be cause for dismissal from the premises. The contracting company may also be expelled from the building for repeated disregard for the aforementioned instruction.

CONTRACTOR ACKNOWLEDGEMENT

SIGNED: _____

DATE: _____



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Construction Waste Exhibit

JBG SMITH Construction Waste Management (CWM) Plan – L'Enfant Plaza

Objective:

Recycle or salvage for reuse no less than 70% by weight of waste generated on-site.

Communication:

The Construction Waste Management Plan (CWMP) will accompany the contract for each trade on this project. When a new trade is brought onto the site they are to be given a copy of this plan and instructed in its use through a brief meeting with General Contractor superintendent. Each subcontractor will be required to abide by this plan and to enforce it in its entirety by their own means. The General Contractor will oversee each subcontractor for compliance with this plan. Weekly meetings are to be held to review and enforce the CWM plan. Each subcontractor is responsible for reporting any violation of the CWMP to a General Contractor representative. A copy of this CWMP will be available at General Contractor's field office through the duration of the project.

Execution:

Materials leaving the jobsite will be categorized into various diversion methods based on market condition and handling procedures.

Efficient Use/Waste Avoidance- Materials will be ordered to dimensions needed on this project (i.e. Drywall, metal studs) to limit waste generation. Any leftover materials that are in good condition will either be turned over to the Owner as attic stock or returned to the vendor for resale.

Donation- Materials that are in good condition but cannot be used in the new build-out may be donated to a local charitable organization. Items that may be candidates for donation are: d/f/h, unfinished wood/lumber, carpet, paint, etc.

Recycle/Downcycle- Demolition waste and debris for construction will be deposited in a single co-mingled dumpster on site. General Contractor will utilize a waste hauler who will sort the debris off-site to maximize the diversion rate. Materials will be sorted and will be recycled/downcycled according to market conditions. Remaining debris which cannot be diverted will be sent to a landfill. Items to be recycled, but not limited to, the following: carpet, drywall, metals, ceiling tiles, cardboard, plastic, and wood.

Documentation:

General Contractor will track all materials leaving the job site. Subcontractors will be required to provide documentation of any materials they have taken off site and the diversion method utilized. The waste hauler will provide scale tickets on a regular basis which show the weights of each item diverted and the remaining debris taken to a



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landfill. General Contractor will compile this information onto the LEED Letter Template for submission.

- A. The General Contractor (GC) shall recycle the following items during both the demolition and the construction phases of the project, subject to economic evaluation and feasibility:
 1. Ceiling grid and tile;
 2. Light fixtures, including proper disposal of any transformers, ballasts, and fluorescent light bulbs;
 3. Duct work and HVAC equipment;
 4. Wiring and electrical equipment;
 5. Aluminum and/or steel doors and frames;
 6. Hardware;
 7. Drywall;
 8. Steel studs;
 9. Carpet, carpet backing, and carpet padding;
 10. Wood;
 11. Insulation;
 12. Cardboard packaging;
 13. Pallets;
 14. Windows and glazing materials;
 15. All miscellaneous metals (as in steel support frames for filling equipment);
and
 16. All other finish and construction materials.
- B. If any waste materials encountered during the demolition or construction phase are found to contain lead, asbestos, polychlorinated biphenyls (PCB's) (such as fluorescent lamp ballasts), or other harmful substances, they shall be handled and removed in accordance with federal and state laws and requirements concerning hazardous waste.
- C. In addition to providing "one time" removal and recycling of large scale demolition items such as carpeting or drywall, the GC shall provide facilities for the continuous recycling of incidental construction waste during the initial construction.



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D. Example of LEED accepted template

Solid Waste Management Tracker					
Facility Alterations at L'Enfant Plaza					
General Contractor:					
Project Name:					
Project Dates:					
Material	Disposal Method	Hauler or Destination	Volume	Units	Diverted?
Example: Gypsum Wallboard	Sold as Salvage	WH Material	10	cubic yards	Y
Example: Cardboard	Recycled	Oakleaf Environmental	50	cubic yards	Y
Example: Rubble	Landfill	Local Hauler	20	cubic yards	N
Total Waste					80
Total Diverted					60
Percentage Diverted					75%
Points Achieved					1