

## **OWNER'S RULES, REGULATIONS AND ADDITIONAL REQUIREMENTS FOR CONTRACTORS**

### **1. ELEVATORS**

All work materials, tools, and trash are to be transferred to the work area via the freight elevators. **At no time shall the passenger elevators be used to move personnel, materials, equipment, tools or trash.**

### **2. COMMON AND OTHER TENANT AREAS**

The contractor shall carefully protect all walls, carpet, floors, furniture and fixtures to the satisfaction of the JLL Management Office. The Contractor shall repair or replace damaged property without cost to Jones Lang LaSalle.

### **3. ODOR GENERATING WORK**

At no time shall work that causes odors (painting, varnishing, staining, gluing, etc.) be done during normal building operating hours. This work must be scheduled with Jones Lang LaSalle Engineering to ensure proper ventilation, and time for the odors to dissipate before the building opens.

### **4. FLAMMABLE SUBSTANCES**

No storage of flammable materials will be allowed in the building unless approved by the Property Management Office and in accordance with the approved building codes and regulations.

### **5. CLEAN UP**

The Contractor shall, at all times, on a day-to-day basis keep the site free from accumulations of waste material, debris or rubbish caused by his/her employees or work; at the completion of the work, he/she shall remove from the site all tools, scaffolding, surplus materials, debris, and shall leave the site at a minimum broom clean. No tools or materials may be stored on the dock. No trash or debris may be left on the dock.

### **6. WORKING HOURS**

There are certain operations that must be performed outside of normal business hours to prevent the interruption of normal business operations. These are:

1. Drilling or cutting of the concrete floor slab.
2. Drilling or cutting of any concrete structural member.
3. Any work where machine noise or vibration may disrupt normal office procedures.
4. Any staining/varnishing of doors or millwork, which create nauseous odors.
5. Use of power operated tools (Hilti guns, etc.).
6. Delivery of large or heavy material
7. Debris removal

### **7. WORKMEN CONDUCT**

No abusive language and no smoking or drinking except in designated areas by the Jones Lang LaSalle Management Office. It will be the responsibility of the Service Contractor to enforce this regulation on a day-to-day basis. Radios will be allowed only if kept at a low volume.

Offenses that will result in immediate request for discharge include, but are not limited to the following:

1. Drinking alcoholic beverages on the job, or coming in to work in an intoxicated condition.
2. Possession or consuming drugs or any other illegal substances while at the property.
3. Using or removing any possessions that do not belong to them without prior and proper authorization.
4. Violating any state or federal statues while working at the property.
5. Possessing firearms or explosives while working at the property.
6. Using property facilities for jobs other than specific work assignment.
7. Accepting commissions, fees, or kickbacks from any vendors, tenants or contractors involved in providing a service or product to the property.
8. Physically or verbally abusing or harming any individual who works at or visits the property.
9. Duplicating any keys used in the building.
10. Providing building access at any time to anyone not authorized by manager.

## **8. ELECTRICAL PANEL CHANGES**

All electrical work will be performed to meet the current National Electrical Code Wiring Requirements. All electrical work will require an as-built drawing to be submitted to the Chief Engineer upon completion of work. All electrical panel indexes shall be updated with typed cards indicating breakers and areas serviced.

## **9. SPECIAL ELEVATOR SERVICES**

Any work or repair which requires access to the top of an elevator cab, utilization of the cab to perform special services, or special security devices on any elevator servicing a floor must be scheduled through the Management Office. Sufficient time should be allowed for management office to arrange with the elevator company, the appropriate personnel to perform the requested service. Under no circumstances should an individual contractor or tenant permit their personnel to utilize the elevator facilities for any purpose other than normal transportation.

## **10. WELDING/CUTTING TORCH USE**

At no time is any welding or cutting torch to be used in the building without prior approval from the Chief Engineer. Because of their combustible nature, this type of work must be done outside of the building when possible.

## **11. FIRE SPRINKLER COORDINATION**

The Chief Engineer must approve any work, which will involve the draining of a sprinkler line or otherwise effect the building's sprinkler system. In all instances where this is done, the system will not be left inoperable overnight. A fee of \$ 150.00 may be required prior to any sprinkler system drain downs with a 24-hour advance notice.

## **12. ACCESS**

All workmen will be required to sign in on a daily basis at the Security Desk located in the lobby of the Palisades II building located at 2435 N. Central Expressway, Richardson, TX 75080.

## **13. INSURANCE AND LICENSEES**

Service Contractor will supply to the Management Office a copy of his licenses, and a certificate of insurance. All of the sub-contractors must supply the same information to the Management Office.

## **14. PARKING**

Parking for personnel or service vehicles will be designated in the West Lot of Palisades I – see diagram below. If parking requirements are excessive, as determined by building management, coordinate with the management office for additional parking arrangements. Parking anywhere else will result in being towed.

## **15. DELIVERY OF MATERIALS**

All deliveries will be made through the loading dock and will be conducted in an orderly manner so that parking and normal traffic patterns are not disturbed. Any delivery requiring over 20 minutes at the loading dock must be scheduled through the Management Office.

## **16. BREAKS AND LUNCHS**

It will be the responsibility of the Service Contractor to ensure that all breaks and lunches be confined to the construction area or off site. At no time shall any construction personnel be allowed to eat, drink or lounge in public areas. Failure to comply will result in the request for immediate removal from job site.

## **17. RESTROOMS AND WASH AREAS**

Restrooms and wash areas will be designated by management or Chief Engineer for all employees and sub-contracted employees. At no time shall any contractor be allowed to access other common area restrooms or wash rooms. Failure to comply will result in the request for immediate removal from job site.

## **18. CODES, LAWS, REGULATIONS AND STANDARDS**

Any contractor working on a Jones Lang LaSalle property will comply with all OSHA, NFPA, NEC, IBC, ANSI, NETA, DEP, DER, EPA, -Federal, State and local Codes, Laws, Regulations, Standards and ordinances having jurisdiction. If for any reason you are not sure or aware of these codes, please ask Jones Lang LaSalle Chief Engineer for clarifications.

