



MONARCH CENTRE

BUILDING RULES & REGULATIONS FOR CONTRACTORS

Building Management requires all contractors to comply with the following rules & regulations. Failure to do so may result in monetary fines and/or discontinuance of work. It is recommended that these rules & regulations be posted at the job site.

1. PERMITS/INSURANCE

Prior to beginning work on the Premises, Contractor shall provide a current Certificate of Insurance to Grubb & Ellis Management Services, Inc. evidencing coverage as specified below. All permits and licenses necessary for the execution of the work shall be secured and paid for by the Contractor prior to commencement of work.

Contractor must carry insurance including, but not less than, the following:

- a) Worker's Compensation in statutory limits for the State of Georgia with employer's liability limit of \$1,000,000.00; bodily injury; personal injury and property damage liability insurance in commercial general liability form and certificate evidencing same shall be furnished to the Property Management Office prior to commencement of work in the building. In addition, indemnify and save Owner and Manager harmless from and against all claims, demands and causes of action of every kind in character arising in favor of Contractor's employees, Owner's and Managing Agent's employees or other third parties as a result of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of Contractor, its agents, employees, representatives or subcontractors. The Contractor shall be responsible for all damages and losses to tools and equipment sustained by Contractor, its agents, employees, representatives or subcontractors in the performance of all work thereunder.
- b) Commercial General Liability insurance including coverage for personal injury and contractual liability designating the assumptions of liability under performance of the work. Such insurance shall be in limits no less than three

million dollars (\$3,000,000.00) for any one occurrence, Personal Injury Coverage and contractual liability.

- c) Comprehensive Automobile Liability covering all owned, non-owned and hired vehicles, with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence.
- d) Excess Liability (Umbrella) coverage of not less than one million dollars (\$1,000,000.00).
- e) Contractor shall furnish Manager a Certificate of Insurance for all coverages listed above at least 48 hours prior to commencement of work. The following shall be named as **additional insured** on the certificate:

Monarch Centre Associates, LLC
Grubb & Ellis Management Services, Inc., as Manager

2. **WORK APPROVAL**

All drawings, subcontractors and materials must be approved through Property Management prior to the start of construction.

3. **WORK HOURS:**

Prior to starting the project, Contractor must complete a Security Clearance form for the duration of the job, attaching a list of all subcontractors and personnel that will be working on the job. **Certain operations must be performed outside of normal business hours to prevent the interruption of tenants' business operations.** These are:

- a. Drilling, coring, and cutting of the concrete floor slab, or any concrete structural member.
- b. Installation of partition studs or hangers that are secured to the slab.
- c. Any work where machine noise, vibration, or fumes may disrupt normal tenant operations.
- d. Hauling of trash through public areas (i.e. common area lobbies and corridors) and stocking the job with materials

All work performed outside of normal hours must be approved by and coordinated with Property Management, and will require additional Security Clearance forms.

Normal Business Hours:

Monday - Friday..... 8:00 A.M to 6:00 P.M.

4. **BUILDING USE**

Loading/unloading must take place only at the loading dock on the service level of the building. The Contractor shall confine use of the Premises to the designated construction area so as not to disturb tenants in the building or otherwise disrupt normal building operations. The Contractor's and all subcontractors' personnel shall use only the loading dock service entrance and freight elevator for access to and from the building. **Contractor shall ensure that personnel do not utilize the main lobby of the building or passenger elevators for access to the building.**

5. **ELEVATORS**

All construction materials, tools and trash are to be transferred to and from the construction floor via the freight elevator only. Electric pallet jacks are prohibited from use for the transportation of materials inside the elevators. **Operations that require the constant use of the elevators for the transportation of furniture, materials, or supplies must be scheduled with Property Management.** It may be necessary to share use of the freight elevator with the Monarch Centre janitorial contractor, tenants, etc.

6. **SPECIAL ELEVATOR SERVICES:**

Any work or repair that necessitates:

- a. Access to the top of an elevator cab,
- b. Utilization of the cab to perform special services, or
- c. Special security devices installed on any elevator servicing a floor

Must be scheduled through Property Management. Sufficient time should be allowed for Property Management to arrange with the elevator service contractor to provide personnel to perform the requested services. Under no circumstances should an individual contractor or tenant permit their personnel to utilize the elevator equipment for any purpose other than transport of material and/or

personnel. The tenant and/or Contractor will be responsible for any extra costs incurred in these arrangements.

7. **COMMON & OTHER TENANT AREAS**

The Contractor shall carefully and thoroughly protect all walls, carpet, floors, furniture and fixtures to the satisfaction of property management. Contractor shall repair or replace damaged property without cost to the Owner or Grubb & Ellis Management Services, Inc. Whenever possible, all doors to construction areas are to remain closed to limit noise and dust. Plastic sheeting shall be hung in any open passageways to common area corridors to limit the amount of dust and other airborne debris leaving the construction area. Contractor shall provide temporary walk-off mats at all entrances/exits to the construction area. Contractor shall provide personnel to vacuum common corridors in construction areas each day as needed. For reasons of security, **doors to mechanical rooms and other back-of-the-house areas are never to be propped open or otherwise left ajar and unattended. Monetary fines may be assessed for violation of this policy.**

8. **WATER & ELECTRICAL USE DURING CONSTRUCTION**

Sources of water and electricity will be furnished to the Contractor at actual cost, in reasonable quantities, for use in lighting, portable power tools, drinking, testing and other such common usage during construction. The Contractor shall make all connections, furnish any extensions, and remove same upon completion of work.

9. **SANITARY FACILITIES**

The Contractor shall use only those restroom facilities specifically designated by Property Management. Contractor shall provide personnel on a daily basis to periodically check and clean, if necessary, restrooms utilized by construction personnel. **Restrooms are not to be used by painting contractors to clean brushes, etc.**

10. **DUSTY WORK**

Contractor shall notify Property Management prior to commencement of extremely dusty work (sheetrock sanding and/or cutting, extensive sweeping, etc.). Contractor must install additional filter media on any affected HVAC equipment. Should Contractor fail to make such notification to Property

Management, Contractor shall be solely responsible for the cost of restoring the equipment to its proper condition. **Contractor must enclose smoke sensing devices in order to prevent contamination and fire system false alarms. Any method utilized must be approved by, and coordinated with, Property Management.** Sweeping compound is to be utilized on all floor sweeps.

11. DISPOSITION OF MATERIALS

Any and all materials removed and not reused in the construction, except as directed by Property Management, shall be disposed of by the contractor as waste or unwanted materials. **The Contractor is responsible for providing a means for the disposal and removal of all waste and unwanted materials and must coordinate placement of a trash dumpster with Property Management. The Contractor is not permitted to dispose of any materials in Monarch Centre dumpsters or dumpsters placed by other Contractors.**

12. CLEAN UP

The Contractor shall, at all times on a daily basis, keep the site free from accumulations of waste materials, debris or rubbish as a result of its employees or work. **The Contractor shall ensure that materials are located in a manner that does not block access to the corridor or stairwell fire escape.** At the completion of the job, the Contractor shall remove from the site all tools, scaffolding, surplus materials and debris. The Contractor shall leave the site and work area in "broom clean" condition. This pertains to the interior and the exterior of the building. Contractor is to provide cleaning tools and materials required in the course of the construction project. **AT NO TIME ARE ANY OF THE JANITORIAL SUPPLIES OR EQUIPMENT TO BE USED BY ANY CONTRACTOR WITHOUT PRIOR PERMISSION FROM PROPERTY MANAGEMENT. THIS INCLUDES USE OF THE JANITORIAL TRASH TOTES. CONTRACTORS ARE REQUIRED TO DISPOSE OF CONSTRUCTION REFUSE USING THEIR OWN EQUIPMENT. CONTRACTORS FOUND IN VIOLATION OF THIS WILL BE REQUIRED TO REPLACE THE SOILED OR DAMAGED EQUIPMENT.**

VIOLATORS ARE SUBJECT TO REMOVAL FROM THE LIST OF APPROVED CONTRACTORS.

13. WORKER CONDUCT

Monarch Centre is a non-smoking/non-tobacco environment. While on the premises, no vulgar or abusive language, inappropriate clothing or actions on the part of the workers will be tolerated. Loud radios are not permitted. Eating areas shall be restricted to the job site or building's restaurant (with proper attire). It will be the responsibility of the General Contractor to enforce these regulations on a daily basis.

14. **ELECTRICAL PANEL CHANGES**

All electrical work will be performed to meet current National Electrical Code wiring requirements. **All electrical work will require an as-built drawing to be submitted to Property Management upon completion of work.** The electrical contractor must have a licensed electrician on the job at all times during construction and a three to one (helper to licensed electrician) ratio should be observed. **All electrical circuits shall be properly identified/labeled on the legend provided at the electrical panel prior to final punch list inspection.**

15. **WELDING/CUTTING TORCH USE**

At no time is any welding or cutting torch to be used in the building without approval of Property Management. If approval is granted by Property Management, the Contractor must have a fire extinguisher present in the work area at all times while the equipment is being used. A fire watch equipped with the proper type of fire extinguisher must be additionally located on an adjacent floor or tenant area when work is being performed on the floor, ceiling or walls. Additionally, the Contractor may be required to perform the work after hours due to fumes associated with the welding/cutting torch equipment.

16. **SLAB CORING**

Prior to coring into the floor slab, the Contractor will conduct ultrasound and/or X-ray testing to locate embedded steel, conduit, etc.

17. **INDOOR AIR QUALITY**

Portable filtration devices shall be operated on the job site whenever odor-emitting work is being conducted (incl. application of latex paint).

A Material Safety Data Sheet (MSDS) must be delivered to the Property Management Office prior to the delivery or use of any materials for painting,

sealing, spraying, or any material that is a potential health hazard. **No petroleum-based materials shall be applied in the building without prior approval of Property Management. Because of its combustible nature and noxious fumes, this type of work shall be done only after appropriate arrangements have been made to ensure Indoor Air Quality (i.e. filtration devices).** Anyone found using these compounds in the building without the approval of Property Management will be required to cease work and will be held liable for any damages incurred as a result of their use.

18. FIRE SYSTEM

Tie-in of additional fire system devices shall be performed only after Contractor's notification of Property Management and then only by the following approved vendors (no exceptions):

Monarch Plaza	WSA Atlanta
Monarch Tower	Simplex

Any work that will involve the draining of fire sprinkler lines or otherwise affect the building's fire sprinkler system must be performed between the hours of 6:00 p.m. and 10:00 p.m. or between 8 a.m. and 4 p.m. on Saturdays. **This must be coordinated with Engineering at least 48 hours in advance followed by approval of Property Management. THERE WILL BE NO EXCEPTIONS.** Fire sprinkler technicians shall check in with Monarch Centre Engineering prior to commencement and upon completion of work to these systems. In all instances where this is done, the system will not be left inoperable overnight.

19. POSTING OF RULES & 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 sole responsibility to familiarize all subcontractors' employees with these rules and regulations.**

20. PROVIDING OF LICENSES

Contractor shall supply to Property Management a copy of its business license, certificate of insurance, and a letter of competency. All subcontractors must supply the same information to Property Management.

21. **ACCESS**

A Security Clearance Form must be completed and submitted to Property Management prior to commencement of work. These forms may be obtained in the Property Management office. **If no Security Clearance Form is on file, access will be denied.** Should Contractor need a key to access work areas, Contractor shall be required to report to Monarch Centre Security, provide a driver's license and sign the key log. The driver's license will be held until all keys are returned. Contractor will open all necessary areas for its personnel to work and will secure all areas at night.

All employees of Contractor and subcontractors must provide proper photo identification (driver's license, state ID, federal ID, etc.) to Monarch Centre Security prior to entering the building. **For security reasons, no one will be permitted to enter the building without proper government issued photo identification.**

22. **SPECIAL LIFE SAFETY CONDITIONS**

The Contractor will be held responsible for maintaining the integrity of the Building's life safety system in its areas under construction and within its control. All stairwell doors will remain closed at all times. Failure to comply with this policy will result in the discontinuance of construction until this matter is addressed.

23. **PARKING**

The Contractor, subcontractors and suppliers will park in the areas designated by Property Management.

24. **DELIVERY / STORAGE OF MATERIALS**

All deliveries shall be conducted in an orderly manner so that parking and normal traffic patterns are not disturbed. Deliveries that require the constant use of the building's freight elevator must be coordinated with Property Management. **On multi-tenant floors, deliveries of construction materials, equipment and furniture must take place outside of normal business hours.**

In order to maintain the building's Class A appearance at all times, construction materials must not be stacked or propped against exterior window walls and visible from outside the building.

25. **CONSTRUCTION HVAC HOURS**

The HVAC system for the building normally operates from approximately 6:00 A.M to 6:00 P.M. Monday through Friday on all tenant floors. Special arrangements must be made with Property Management in order to schedule overtime air and allocate costs.

26. **NON-COMPLIANCE – IMPORTANT!**

Non-compliance with any provision of these Rules & Regulations will result in the following:

- 1st offense: Verbal Warning
- 2nd offense: **\$150.00 fine** and work stop for the remainder of the day.
- 3rd offense: **\$250.00 Fine and stop work during business hours (no exceptions). All subsequent work will be performed outside of normal business hours - NO EXCEPTIONS. Contractor will then be solely responsible for notifying the tenant of the reasons for delays and/or increased construction costs.**

27. **EMERGENCY CONTACT INFORMATION**

Fire or Medical Emergency: 911, then call 404.233.2824

28. **GENERAL CONTACT INFORMATION**

Property Management: 404.233.2824
(Directed to Monarch Centre Security after 5:30 P.M. and on weekends)

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READ AND ACCEPTED:

BY: _____ DATE: _____

NAME OF COMPANY: _____