

# CONSTRUCTION & IMPROVEMENTS GUIDE

INFORMATION FOR WATERFRONT PROPERTIES OFFICE TENANTS



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# INTRODUCTION

This guide contains general information, procedures, and requirements which have been established by the Landlord to assist tenants in the design and construction of their improvements within the leased premises and to notify them of the basic design specifications for the building. While this manual is intended to reflect the general case, it should at all times be read in conjunction with written agreements between the landlord and the tenant.



# CONTACT INFORMATION

## Management Office

The Cadillac Fairview Corporation Limited  
200 Burrard Street, Suite 350  
Vancouver, BC V6C 3L6  
T: 604.646.8020  
F: 604.646.8025

## Tenant Coordination

Retail/Office	Graham Morton (Owner's Representative)	604.646.8035
Retail	Alice He, Client Design + Delivery Coordinator	604.630.5302

## Operations

Senior Operations and Projects Manager	Graham Morton (Owner's Representative)	604.646.8035
Operations Supervisor	Paul Ingvallsen	604.646.8023
Security and Life Safety Manager	Depinder Minhas	604.646.8031
Fire and Life Safety Supervisor	Rafael Ferrer	604.646.8024
Tenant Relations Manager	Julie Lauzon	604.646.8039
CF CONNECT		1.800.665.1000

## Regulatory Bodies

Building Permits Department  
The City of Vancouver City Hall  
453 West 12th Avenue  
Vancouver, BC V5Y 1V4  
T: 604.873.7611

*\*Additional information about the City of Vancouver can be obtained at [www.city.vancouver.bc.ca](http://www.city.vancouver.bc.ca)*

Vancouver/Richmond Health Board  
1770 West 7<sup>th</sup> Avenue  
Vancouver, BC V6J 4Y6  
T: 604.736.2866

## Legal Descriptions

**Granville Square** - Lot 4, Plan LMP23953 District Lot 541 New Westminster, Public Harbour of Burrard Inlet

**The Station** - Lot 5, Plan LMP23953 District Lot 541 New Westminster, The Public Harbour of Burrard Inlet

**PwC Place** - Lot 3, Plan LMP23953 New Westminster District Lot 541 and of the Public Harbour of Burrard Inlet

**Waterfront Centre** - Lot 1, Plan LMP3374 New Westminster Except Plan ASP, LMP3376 and LMP9029 LMP10273 LMP29531 DL: 541, and of the Public Harbour of Burrard Inlet, Waterfront

## Owner

For the purposes of applying for a building permit, use Ontrea Inc., VanCordova LP, VanCordova GP Ltd., and VanCordova Property Ltd., as landlord, and The Cadillac Fairview Corporation Limited, as manager as the name of the owner at:

- 200 Granville Street (Granville Square)
- 601 West Cordova Street (The Station)
- 250 Howe Street (PwC Place)
- 200 Burrard Street (Waterfront Centre)



# LANDLORD'S BASE BUILDING CONSULTANTS

## Waterfront Centre

### **Mechanical Consultant**

Flow Consultants  
101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Ron Braun**

### **Electrical Consultant**

Applied Engineering Solutions Ltd.  
600 – 905 W. Pender Street  
Vancouver, BC V6C 1L6  
T: 604.569.6500  
Contact: **Ahmet A. Ulker**

Flow Consultants  
101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Otmar A. Brunner**

### **Structural Consultant**

Read Jones Christoffersen Ltd.  
301 – 1285 West Broadway  
Vancouver, BC V6H 3X8  
T: 604.738.0048  
Contact: **Dennis Gam**

WSP  
150 – 12791 Clarke Place  
Richmond, BC V6V 2H9  
T: 604.207.5132  
Contact: **Rob Mathena**

## **Architectural Consultant**

Musson Cattell Mackey Partnership  
1600 – Two Bentall Centre  
555 Burrard Street, Box 264  
Vancouver, BC V7X 1M9  
T: 604.687.2990  
Contact: **John Parkinson**

Stantec  
1100 – 111 Dunsmuir Street  
Vancouver, BC V6B 6A3  
T: 604.696.8000  
Contact: **Jason Santeford**

## Granville Square

## **Mechanical Consultant**

Flow Consultants  
101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Ron Braun**

## **Electrical Consultant**

Applied Engineering Solutions Ltd.  
4<sup>th</sup> Floor - 509 Richards Street  
Vancouver, BC V6B 2Z6  
T: 604.569.6500  
Contact: **Ahmet A. Ulker**

Flow Consultants  
101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Otmar A. Brunner**

## **Structural Consultant**

Read Jones Christoffersen Ltd.  
301 – 1285 West Broadway  
Vancouver, BC V6H 3X8  
T: 604.738.0048  
Contact: **Dennis Gam**

## The Station

### **Mechanical Consultant**

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101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Ron Braun**

### **Electrical Consultant**

Applied Engineering Solutions Ltd.  
4<sup>th</sup> Floor - 509 Richards Street  
Vancouver, BC V6B 2Z6  
T: 604.569.6500  
Contact: **Ahmet A. Ulker**

Flow Consultants  
101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Otmar A. Brunner**

### **Structural Consultant**

Bush, Bohlman and Partners  
1550 - 1500 West Georgia Street  
Vancouver, B.C. V6G 2Z6  
T: 604.688.9861  
Contact: **Andy Metten**

### **Architectural Consultant**

Soren Rasmussen Architects Inc.  
450 - 375 Water Street  
Vancouver, BC, V6B 5C6  
T: 604.681.4292  
Contact: **Soren Rasmussen**

Stantec  
1100 – 111 Dunsmuir Street  
Vancouver, BC V6B 6A3  
T: 604.696.8000  
Contact: **Jason Santeford**

## PwC Place

### **Mechanical Consultant**

Integral Group  
180 – 200 Granville Street  
Vancouver, BC V6C 1S4  
T: 604.687.1800  
Contact: **Kai Chen**

### **Electrical Consultant**

Applied Engineering Solutions Ltd.  
4<sup>th</sup> Floor - 509 Richards Street  
Vancouver, BC V6B 2Z6  
T: 604.569.6500  
Contact: **Ahmet A. Ulker**

Flow Consultants  
101 – 1444 Alberni Street  
Vancouver, BC V6G 2Z4  
T: 604.609.0500  
Contact: **Otmar A. Brunner**

### **Structural Consultant**

Read Jones Christoffersen Ltd.  
301 – 1285 West Broadway  
Vancouver, BC V6H 3X8  
T: 604.738.0048  
Contact: **Ron Braun**

### **Architectural Consultant**

Musson Cattell Mackey Partnership  
1600 – Two Bentall Centre  
555 Burrard Street, Box 264  
Vancouver, BC V7X 1M9  
T: 604.687.2990  
Contact: **John Parkinson**

Stantec  
1100 – 111 Dunsmuir Street  
Vancouver, BC V6B 6A3  
T: 604.696.8000  
Contact: **Jason Santeford**

# PRE-APPROVED BUILDING CONTRACTORS

The contractors listed below are pre-approved to provide services at Waterfront Properties. While tenants are welcome to invite any reputable contractor not included in this list to bid on tenant improvement work, contractors unfamiliar to the Landlord will be asked to submit references, carry and provide copy of the appropriate insurance and WCB and will be subject to approval at the Landlord's sole discretion. However, The Tenant will still be required to carry the base building electrical contractor in their quotations for work requiring connections to base buildings Fire and Life safety systems.

## Mechanical

Davidson Brothers Mechanical Contractors Ltd.  
7388 Hedley Avenue  
Burnaby, BC V5E 2P9  
T: 604.522.4798  
F: 604.522.9587  
Contact: **Wayne Davidson**

Fred Welsh Ltd.  
3 – 720 Beatty Street  
Vancouver, BC V6B 2M1  
T: 604.294.3100  
F: 604.294.3132  
Contact: **Bill Cheavins**

Daryl Evans Mechanical Ltd.  
1 – 211 Schoolhouse Street  
Coquitlam, BC V3K 4X9  
T: 604.525.3592  
F: 604.525.6158  
Contact: **Daryl Evan Tisseur**

Leverage Mechanical Ltd.  
1458 Delia Drive  
Port Coquitlam, BC V3C 2W1  
T: 604.944.5531  
Contact: **Scott Corrie**

Core Mechanical  
200 – 4170 Still Creek  
Burnaby, BC V5C 6C6  
T: 604.210.2673  
Contact: **Ryan Harrison**

## Electrical

**Corporate Electric Ltd.** (designated as the Landlord's base building electrical contractor)

2233 Quebec Street  
Vancouver, BC V5T 3A1  
T: 604.879.0551  
F: 604.879.2871  
Contact: **Jason Killins**

Sasco Systems Ltd.  
Electrical Contractors  
111 - 3070 Norland Avenue  
Burnaby, BC V5B 3A6  
T: 604.299.1640  
F: 604.299.1688  
Contact: **Craig Paquin**

Western Pacific Electrical  
1321 Ketch Court  
Coquitlam, BC V3K 6X7  
T: 604.540.1321  
F: 604.669.4820  
C: 778.229.1439  
Contact: **Bill Browne**

## Sprinkler Systems

The following has been designated as the Landlord's Base Building Sprinkler Contractor.

Troy Life & Fire Safety Ltd.  
4003 Graveley Street  
Burnaby, BC V5C 3T5  
T: 604.856.1137 Ext 211  
Contact: **Kim Young**

Priority Fire Systems Limited  
1275 2nd East Avenue  
Vancouver, BC V6A 3T9  
T: 604.255.4591  
F: 604.255.4593  
Contact: **Fred Kappler**

## Air Balancing

K.D. Engineering Co.  
3735 Myrtle Street  
Burnaby, BC V5C 4E7  
T: 604.872.8651  
F: 604.872.8653  
Contact: **Arnot Tatto**

## Security Devices

Securitas Electronic Security  
15 Marmac Drive, Unit 100  
Toronto, ON M9W 1E7  
T: 416.524.8234  
Contact: **Rob Smithson**

## Locksmith

Action Integrated Security Solutions  
8866 Hudson Street  
Vancouver, BC V6P 4N2  
T: 604.325.7996  
F: 604.325.7963  
Contact: **Shabaz Munshey**

## Project Management

Central West Project Management Inc.  
1102 – 750 West Pender  
Vancouver, BC V6C 1G8  
T: 604.893.8063  
F: 604.893.8067  
Contact: **Mike McGregor**

Prime Interiors Inc.  
603 - 610 Granville Street  
Vancouver, BC V6C 3T3  
T: 604.685.5966  
F: 604.685.4860  
Contact: **Karen Ravenhill**

Fusion Project Management Ltd.  
220 – 200 Granville Street  
Vancouver, BC V6C 1S4  
T: 604.629.0469  
F: 604.629.0641  
Contact: **Jeff Ross**

North Stream  
200 - 515 3rd ave  
Prince Rupert, BC V8J 1L9  
T: 250.627.8595  
Contact: **Tom Kellett**





# APPROVAL FOR CONSTRUCTION

## 1. No Construction Can Commence Without:

- (a) Written approval of submitted tenant drawings and a Work Authorization Permit from the Landlord;
- (b) Obtaining a building permit and supplying a copy to the Landlord; (where required)
- (c) Providing a copy of insurance minimum Five (5) Million Dollars per occurrence naming **The Cadillac Fairview Corporation Limited, Ontrea Inc., VanCordova LP., VanCordova GP Ltd, and VanCordova Property Ltd.**, as additional insured;
- (d) Providing a copy of WCB (valid in the province of BC) clearance letter of good standing or equivalent;  
  
Providing the Landlord a list of all sub-trades including contact names and phone numbers; and a copy of WCB for each;
- (e) Providing the Landlord with a construction schedule;
- (f) **Construction Deposit**

The Landlord will require a Construction Deposit (cheque payable to The Cadillac Fairview Corporation Limited In Trust re: Waterfront) \$10,000 per project, (depending on scope of project) to be held in a non-interest generating bank account. The assigned PM will provide the Contractor with the determined value of the deposit. These monies will be held until all close-out documentation is received, and if they are not received, the monies will be applied against obtaining said documents.

Additionally, if for any reason the Contractor fails to rectify any outstanding deficiencies at the project completion, or repair any damage to the Waterfront Properties' premises, the deposit will be used by the Landlord to execute the work on the Contractor's behalf.

The construction deposit may also be used for any outstanding fines levied by the Landlord for infractions incurred by the contractor during the project. Unused monies will be refunded, in full, to the Contractor. In the event the deposit is not sufficient to cover the Landlord's cost to repair damage, rectify deficiencies or obtain close out documentation, the Tenant will be responsible for covering any shortfall and will be invoiced accordingly.

**Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the sole discretion of the Landlord.**

## 2. Drawing and Specification Requirements

The Tenant is responsible for the production of accurate and complete working drawings, contract documents and a comprehensive construction schedule for the proposed construction within the Leased Premises. The Landlord strongly suggests that a review of the Archidata drawing database;

including base building and previous tenant's Architectural, Mechanical, Electrical, and Structural drawings, is completed prior to the start of any work. For access to this database, please contact the Tenant Projects Manager. The Tenant may request drawings of the Leased Premises indicating the major elements of the base building structure and systems to assist the Tenant in the production of working drawings. The Landlord will provide copies of these drawings, at the cost of the tenant, if the drawings are available.

The Tenant must submit to the Landlord for its review, one set of paper prints, PDF copy, and AUTOCAD drawings of all work proposed for the Leased Premises. Drawing size shall be no less than 22"x34". A copy of the drawings will be returned to the Tenant bearing the Landlord's stamp and comments, if any, with the understanding that drawings may be subject to changes requested by the Landlord. Please note that the approval process will take at least two weeks. For the purpose hereof, copies of the "Approved Drawings" are to be kept on the job for viewing throughout the construction period. Any revision to the Approved Drawings must be submitted to the Landlord for approval of changes and work must not proceed until revised drawings are stamped and returned.

**Please note that a Letter of Owner's Undertaking will be provided once the requirements listed above have been submitted and approved.**

### **3. Security**

- (a) Cadillac Fairview Security is responsible for enforcing compliance with all construction rules and regulations.
- (b) The General contractor is responsible for arranging site access for the sub trades. **(Security will not provide site access to any contractor not listed)**
- (c) The Landlord/Cadillac Fairview Security is not responsible for any tools or materials left on site.
- (d) The Security Office is located on P1 of 200 Granville Street.
- (e) In the event of a dispute the Owner's Representative shall mediate.

### **4. Hoarding (retail)**

- (a) Hoarding installation shall be installed in accordance with the Landlord's Hoarding Construction Guidelines and removal to be approved by Owner's Representative.
- (b) Keep hoarding door closed at all times.
- (c) Hoarding key will be available from Security, signed out on a daily basis
- (d) Keep the exterior of the hoarding clean at all times.
- (e) Advertising is not allowed without prior written consent from the Landlord.
- (f) Contractor identification signage is not permitted.

## 5. Common Areas

- (a) Confine all construction materials, store fixtures, tools etc., to the Tenant space.
- (b) No tenant work is to be performed in the common areas of the building.**
- (c) Arrangements may be made through the Owner's Representative if additional space is required to complete the work (if available).
- (d) Protect all public areas affected by tenant construction. Should any damage occur, it must be repaired immediately to the satisfaction of the Landlord or the Landlord will undertake repairs at the Tenant's expense.
- (e) No material or debris is to be kept in public corridors or lobbies at any time. The Landlord, at the Tenant's expense, will remove any material found.

## 6. Loading Dock Procedures

- (a) Parking in the Loading Dock area is **not permitted**. Remove vehicle promptly after loading or unloading.
- (b) Make all deliveries through the loading dock and freight elevators. No deliveries of construction material will be permitted between 7:00 a.m. and 6:00 p.m., Monday to Friday. Contractors are to receive their own deliveries.
- (c) No storage is permitted on the dock.
- (d) Contractors must supply their own **soft rubber wheeled carts**.
- (e) The Landlord, at the Tenant's expense, will repair damage to the property.
- (f) Oversize deliveries may be prearranged through Security for off street loading. Street permits required are the responsibility of the Contractor.
- (g) Freight Elevator **must** be booked 24-hours in advance of delivery of construction materials and/or removal of construction debris. **To book an elevator call our National Service Centre, CF CONNECT at 1.800.665.1000**

## 7. Hours of Work - Office Tower

- **200 Burrard, 250 Howe, and 200 Granville:** 6:00 p.m. - 6:00 a.m. (Monday to Friday)
- **601 West Cordova:** 10:00 p.m. – 5:00 a.m. (7 days a week)

*Note: For 200 Burrard, 250 Howe, and 200 Granville, noisy work and work that would be of disturbance to others is not permitted between 6:00 a.m. – 6:00 p.m. For 601 West Cordova, noisy work and work that would be of disturbance to others is not permitted between 5:00 a.m. – 10:00 p.m.*

Saturday and Sunday, work can be scheduled as required

- (a) Work that interferes with other Tenant premises or results in Tenant complaints will be shut down immediately by Security.
- (b) Hot work is not permitted during regular business hours.
- (c) Odorous materials such as oil base paints, spray-applied finishes, etc. must be applied off-site where at all possible. Odorous materials or specialty spray-applied finishes (i.e. poly-mix), that cannot be applied off site are permitted only after business hours and weekends, taking all precautions necessary to ensure that the air quality for workers and the remainder of the building is not compromised. Only low Volatile organic compound (VOC) materials should be used.
- (d) A limited amount of brush or roller applied latex paints permitted during regular business hours.

## 8. Coring and Chipping

- (a) All coring requires prior approval from Owner's Representative and the base building structural engineer. A dimensioned floor plan showing the location and size of proposed holes may be required. **Absolutely no trenching in slab permitted.**
- (b) X-rays or Ground-Penetrating Radar (GPR) are mandatory prior to any coring taking place.
- (c) Proper arrangements must be made with Security prior to x-raying to ensure public safety.
- (d) All slab penetrations must be fire stopped to code requirement and water tight to maintain the integrity of the slab.
- (e) Structural elements or cast in slab services damaged by Contractor will be repaired by the Landlord and charged to the Tenant's account, or as directed by the Lease.

## 9. Garbage Disposal

- (a) Cadillac Fairview Corporation's 'Green At Work' policy strives to minimize the creation of waste sent to landfill with the ultimate goal of zero-waste. All construction activities must implement a Construction Waste Management Plan and provide a final Project Construction Waste Management Summary confirming the percentage of total waste diverted in metric tonnes, refer to Appendix A, Construction Waste Management, for a complete list of Contractor responsibilities.
- (b) Do not use Cadillac Fairview compactor bins for disposal of construction materials. Fines will be levied if Contractor dumps waste in building compactors.
- (c) Dock stall location for contractor bins must be arranged through Operations Supervisor.

- (d) Contractor is responsible for keeping area around bin clean.
- (e) Do not haul garbage during business hours.
- (f) Do not leave garbage in common areas.
- (g) The Landlord will charge clean-up costs or damages to the Tenant account.

As part of Cadillac Fairview's ongoing LEED commitments, we require any waste generated on site as part of construction activities to be tracked and its point of disposal recorded. The garbage and construction debris generated by work carried out as part of a tenant's project must, at minimum, be disposed of according to local regulations. Tracking of this waste disposal shall be recorded as per the template attached as Appendix A of this guidebook. It must be submitted, along with weigh bills for disposal, at the end of a project.



## 10. Indoor Air Quality

- (a) Cadillac Fairview requests that all construction work incorporate best-practices in Indoor Air Quality management during construction and encourages work to conform to Sheet Metal and Air Conditioning National Contractors Association (SMACNA) Indoor Air Quality Guidelines for Occupied Buildings under Construction, 1995, Chapter 3. At a minimum all work is to be performed in such a manner as to minimize occupant exposure to volatile organic compound emissions and construction related dust, debris, and particulates.
- (b) If possible, air handlers are to be turned-off during construction activities and all return air grilles are to be wrapped in plastic or protected by adequate means to avoid contamination from dust and particulates.
- (c) If air handlers must be used during construction then filtration media with a Minimum Efficiency Reporting Value (MERV) of 8 is to be used at each return air grille.
- (d) Protect stored onsite or absorptive materials from water damage and exposure to volatile organic compounds and particulates. All ducting stored onsite should be wrapped in plastic or protected by adequate means until installation.
- (e) It is strongly recommended that filtration media on all return air grilles be replaced prior to occupancy in to order to ensure a high degree of indoor air quality.
- (f) Ductwork is to be inspected for contamination of dust and particulates prior to operation of air handlers and cleaned if necessary to ensure a high level of indoor air quality is maintained.

We encourage our tenants, as well as their contractors and sub-contractors, to plan and execute their construction activities according to the standards set within the LEED program. We ask that you consult the Landlord during the planning phase of your project to determine how your construction activities can affect Cadillac Fairview's ongoing LEED commitments.



# 11. Elevator Use

## Service Elevator

### **Waterfront Centre**

Dimensions: 68.25" wide, 52" deep, 113.5" high  
Maximum Weight: 2000 lbs.

### **Granville Square**

Elevator Entrance Door Dimensions: 42" wide, 84" high  
Interior Elevator Dimensions: 72" wide, 56" deep, 94 " high  
Maximum Weight: 2500 lbs.

### **The Station**

Dimensions: 52" wide, 55" deep, 91" high  
Maximum Weight: 2000 lbs.

### **PwC Place**

Dimensions: 89" wide, 55" deep, 109" high  
Maximum Weight: 4000 lbs.

*Note: deliveries of construction material/equipment are only allowed between 6:00 p.m. and 7:00 a.m. (Monday to Friday). Deliveries of such materials can be made on the weekend by making an elevator booking through CF CONNECT.*

# 12. GREEN AT WORK™/LEED

As part of Cadillac Fairview's ongoing sustainability initiatives and LEED commitments, we ask that you contact the Tenant Projects Manager and Energy Management Specialist during the planning phase of your project, to determine how your construction activities can affect Cadillac Fairview's ongoing sustainability and LEED commitments.



# 13. Access to Existing Tenant Space

- a) Arrange access to existing Tenant space through the Cadillac Fairview Security. Minimum 24 hour notice required.
- b) Costs incurred by adjacent Tenants, such as security or cleaning will be provided by the Landlord at the constructing Tenant's expense.
- c) Cadillac Fairview Security will not provide access without written authorization from the Tenant and Owner's Representative.

## 14. Life Safety System

### Fire Alarm Tie-in

- a) Contact the Fire and Life Safety Supervisor for final tie-in and verification. The contractor must ensure the verification contractor is approved by the Fire and Life Safety Supervisor or his designate.
- b) A copy of the verification report must be submitted electronically upon completion of the verification, to the Fire and Life Safety Supervisor by the next business day following the verification.
- c) All disconnections, connections and final tie-ins of speakers, sprinklers, pull stations; will be conducted by the Landlord's approved Fire Alarm contractor and will be coordinated with the Landlord. All costs incurred to complete the work are at contractor's sole expense.
- d) All work affecting Life Safety systems must be completed after normal business hours.
- e) Notify Security of any activity, which may affect the fire alarm system (e.g. welding, sprinkler work, grinding or soldering) 24 hours in advance.
- f) When grinding, soldering, or welding, a 5 lbs. ABC extinguisher must be provided by the contractor and be available within 10 feet.

## 15. Fire Proofing

Fire proofing which is disturbed or removed must be replaced by the Tenant's contractor, using material that matches the existing level of fire protection or most recent code requirement.

## 16. Landlord Systems

- a) Contact Operations Manager for all work affecting Landlord HVAC, electrical, plumbing, lock work, life safety, and architectural or structural systems.

*Note: At 200 Granville, base building (domestic) water pipes (extending to and including the washrooms) are lined from the inside with an epoxy material. Soldering is not permitted on these lines.*

- b) Building electrical distribution system is equipped with sensitive ground fault protection. The potential for unscheduled power outages of large parts of the building exists. The contractor is expected to use caution and ensure only qualified personnel work on the electrical system.
- c) Damage to Landlord or existing Tenant systems will be repaired by the Landlord at the Tenant's expense.
- d) Temporary filters must be installed over all return air duct inlets affected by construction. These filters must be removed prior to occupancy.



- e) Welding within the Towers must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm. Contact Owner's Representative for details.
- f) Meters for gas, water, and electrical will be required. All meters will be equipped with a remote readout.
- g) Air Balancing - Contact Owner's Representative when space is ready for Air Balancing. Submit 2 copies of Air Balancing Report to Owner's Representative.

## 17. Working with Hazardous Materials

Section 119 of the Workers Compensation Act requires an owner of a workplace to ensure that it is being used in manner that ensures the health and safety of persons at or near the workplace. Please note, there is a possible presence of asbestos containing materials (ACMs) within the building in which your premises are located. Undisturbed and properly managed to WorkSafeBC standards, existing hazardous materials (including ACMs and lead) should not present a hazard. In particular, the presence of ACMs should not pose a risk of exposure as long as they remain undisturbed and controlled by an Asbestos Management Plan (AMP).

Further, Section 6.4 of the Occupational Health and Safety Regulation ("OHSR") requires the owner to maintain a record containing the location of friable and non-friable ACMs in the Building. Please contact the Landlord for the information (if any) in the record that pertains to your premises.

Section 6.11 of the OHSR requires an employer to provide instruction and training to any worker who may be required to perform work in close proximity to ACMs and who may disturb them. As such, prior to any repair or renovation work within a premises (or any other activity which may impact base building systems or areas) being conducted, the Tenant must have a pre-construction survey performed that will show the location of any existing ACMs that may be disturbed or damaged and the Tenant is required to submit plans and specifications for the Landlord's approval in accordance with their lease. Further, the Tenant must advise their staff and/or contractor(s) of any ACMs in existence and require that their contractor(s) comply with all applicable laws and regulations when preparing for and proceeding with any work that may damage or disturb ACMs (if any).

All contractor(s) must contact the property management office prior to the commencement of any such work to advise of the location, extent and scheduling of any repair, maintenance, renovation or other work.

Safety laws and regulations require that all contractors and personnel be properly trained and equipped where ACMs may be present. Failure by a Tenant or its contractor(s) to comply with applicable laws and regulations may result in fines or other sanctions and we would suggest that you contact your own advisors in this regard.

## 18. Cleaning

The Landlord, at the Tenant's expense, will provide cleaning as a result of Tenant construction. Walk-off mats **are required** during construction in order to protect building floors and carpets.



## **19. Enforcement**

It is the general contractor's responsibility to enforce these rules with his/her employees and sub-trades. The contractor and his/her employees/sub trades are allowed only in those areas in which they are working. Any employees/sub trades of the contractor found in unauthorized areas will be removed from the building premises.



# APPENDIX

## Appendix A - Construction Waste Management

### Waste Management Target

The Cadillac Fairview Corporation Limited, as manager (CFCL) has established a Construction Waste Management (CWM) target, such that a minimum 75% of the construction waste generated on site (by weight in metric ton) shall be diverted from landfills.

Construction projects within CFCL's Waterfront Properties shall generate the least amount of landfill waste possible and processes shall be employed that ensure this objective is achieved including prevention of damage to materials due to mishandling, improper storage of materials, contamination of materials, inadequate protection or other factors resulting in sub-optimal utilization of material resources as well as minimizing over packaging, poor quantity estimating, and maximizing sorting of demolition waste to facilitate re-use, recycling or diversion from landfill.

Of the inevitable waste that is generated, at a minimum, the waste materials designated in this specification shall be salvaged for reuse and or recycling. Waste disposal in landfills or incinerators shall be minimized. This means careful recycling of job site waste.

Submission and implementation of a Construction Waste Management Plan are strongly encouraged but not mandatory unless otherwise specified.

### References

- Metro Vancouver's "3Rs Code of Practice for the Building Industry".
- "Construction Waste Management: A Guide for Builders and Developers" and "Demolition and Salvage: A Guide for Project Managers and Contractors."

### Regulatory Requirements

Conform to all applicable codes and regulations for disposal and removal of common and hazardous waste. Handle and dispose of all hazardous and banned materials in accordance with the BC Waste Management Act and Special Waste Regulation, and regional and municipal regulations. These hazardous and banned materials include but are not limited to asbestos, drywall (banned from disposal), Polychlorinated Biphenyls (PCBs), abandoned chemicals (gasoline, pesticides, herbicides, flammable and combustible substances).

Licensed facilities: brokerage, storage, transfer and disposal facilities and those licensed by other jurisdictions shall be used by the Contractor for the recycling and disposal of waste materials generated. Refer to "References" for information on licensed facilities in the Lower Mainland.

## Waste Management Plan

1. Waste Management Plan: The Contractor will not be required to submit a formal Waste Management Plan, however, a proper assessment of the construction waste that will be generated as a result of the Project should be performed along with the following considerations:
    - a) Analysis of the proposed job site waste to be generated, including the types of recyclable and waste materials generated (by metric tonne).
    - b) Alternatives to landfill: Contractor to designate responsibility for preparing a list of each material proposed to be salvaged, reused, or recycled during the course of the Project.
    - c) List of compulsory materials to be recycled, to include, at a minimum, the following materials:
      - Land clearing debris
      - Clean dimensional wood
      - Plywood, OSB, and Particle Board
      - Concrete
      - Asphalt concrete
      - Concrete masonry units (CMUs)
      - Gypsum wallboard
      - Rigid foam insulation
      - Paint
- As part of our GREEN AT WORK™/LEED commitments, we strongly encourage the use of low VOC (Volatile Organic Compounds) paints.
- Window glass
  - Carpet and carpet pad
  - Plastic film
  - Polystyrene
  - High density polyethylene (HDPE)
  - Cardboard paper and packaging
  - Metals
  - Beverage containers
  - Corrugated cardboard
2. Meetings: Contractor to conduct periodic Project Waste Management meetings. Meetings are to include subcontractors affected by the Construction Waste Management Plan. At a minimum, waste management goals and issues should be discussed to ensure all parties acknowledge and understand the project objectives for waste management:
    - a) Bid Walk
    - b) Construction kick-off meeting
    - c) Regular job-site meetings



3. **Materials Handling Procedures:** prevent contamination of materials to be recycled and salvaged and handle materials consistent with requirements for acceptance by designated facilities. Where space permits, source separation is recommended. Where materials must be co-mingled they must be taken to a processing facility for separation off site.
4. **Transportation:** The Contractor may engage a hauling subcontractor or self-haul or make each subcontractor responsible for their own waste. In any case compliance with these requirements is mandatory.
5. **Submit to CFCL weigh-bills, waste manifests, invoices and other documentation** confirming that all waste materials have been hauled to designated locations along with confirmation of attaining a minimum 75% waste diversion for the Project.
6. **Waste Management Plan Implementation:**
  - a) **Manager:** The Contractor is to designate an on-site party (or parties) responsible for instructing workers and overseeing and documenting results of the Construction Waste Management Plan for the project.
  - b) **Distribution:** If requested, the Contractor shall distribute copies of the Construction Waste Management Plan to the Job Site Foreman, each Subcontractor, CFCL, and the Project Manager.
  - c) **Instruction:** The Contractor is to provide on-site instruction of appropriate separation, handling, and recycling to be used by all parties at the appropriate stages of the Project.
  - d) **Separation facilities:** The Contractor is to lay-out and label a specific area to facilitate separation of materials for recycling and salvage. Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination of materials. The requirement for separation will only be waived if the Contractor can demonstrate to CFCL that there is insufficient room to accommodate separate waste bins. If this is the case the waste materials must be sent to a processing facility for separation off site and documentation must be submitted to CFCL confirming the types and volumes of waste that will be separated and diverted from landfill.
  - e) **Project Waste Summary:** The Contractor will submit a summary of waste materials, recycled, salvaged and disposed of by the Project using the form appended to this specification or a form generated by the Contractor containing the same information. Failure to submit this information at project close out will constitute a deficient item to be catalogued in the deficiency list.

The Waste Summary shall contain the following information: For each material salvaged and recycled from the Project, include the amount (in metric tonne or in the case of salvaged items state quantities by number, type and size of items) and the destination (i.e. recycling facility, used building materials yard). For each material land filled or incinerated from the Project, include the amount (in metric tonne) of material and the identity of the landfill, incinerator and/or transfer station. The unit of measurement must be consistent in metric ton (by weight).

# Construction Waste Management Plan

## Construction Waste Management Summary

<b>Company Name</b>		<b>Contact Person</b>		<b>Phone Number</b>
<b>Project Site</b>		<b>Project Type</b>		<b>Project Size</b>
<b>Material</b>	<b>Generated (t)</b>	<b>Diverted (t)</b>	<b>Percent Diverted</b>	<b>Facility</b>
<b>Totals</b>				

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Notes:**

1. All units must be in metric tonnes.
2. "Project Type" indicate construction or demolition.
3. Refer to Construction Waste Management Rules and Regulations for a list of typical materials and background references.
4. "Materials" indicate the material types planned to be recycled or salvaged and include a category for materials to be sent to landfill for disposal.
5. "Generated" indicate the amount of that Material generated by the construction or demolition project, and indicate the amount "Diverted" through recycling or salvaging.
6. "Facility" indicate the end-destination of recycled, salvaged, or disposed materials.

# Appendix B - Work Permit Policy

Cadillac Fairview has consistently held safety, security and an effective work environment as priority issues. Services performed by contractors, whether on behalf of Cadillac Fairview or tenants are linked to this priority.

## **POLICY:**

1. In projects where there is a General Contractor, application for a permit to perform hot work or disable a fire or water system in whole or in part, must be made by the General Contractor on the prescribed CF form, faxed to Operations at 604.646.8025 and received between 8:00 a.m. to 9:00 a.m., Monday to Friday and at least 48 hours prior to the commencement of the planned work. Please note that applications received between 8:00 a.m. to 9:00 a.m. will be dealt with the same day. Applications received after the indicated time will be reviewed on the following day.
2. Contractors will not commence work in relation to Yellow Tag - Hot Work or Red Tag - Fire System Disabling or Blue Tag – Mechanical, Electrical, and Security Access Control Systems until the appropriate permit is posted at the work site by security.
3. Whole fire alarmed zones must not be left unprotected without consideration to mitigating liability and returned to normal operation as soon as possible.
4. Whenever possible sprinkler systems must be isolated using a Blank (“Pancake”) in the line and the rest of the zone refilled. Contractor must verify the size of the Blank required and supply the correct one(s).

## **DEFINITIONS:**

### **Yellow Tag -Hot Work**

Any work or procedure which will use open flame and or produce sparks or heat and has the potential to cause fire will be deemed to be Hot Work and a CF approved applications is mandatory.

Hot Work will include but is not limited to Welding, Brazing, Grinding, Cutting and Soldering.

### **Red Tag – Fire Systems Disabling**

Any work or procedure other than Hot Work which may cause the Fire Alarm System to Activate is deemed to be a Red Tag procedure and a CF approved application is mandatory.

Red Tag work will include but is not limited to Disabling and Enabling Fire Sprinkler system, Maintenance or Repair or Enhancements to the Fire Alarm System, Dust or Smoke producing procedures in proximity to Smoke Detectors.

## **FIRE WATCH SERVICE:**

A person who has been assigned specific responsibility to maintain a constant or a defined periodic of visual observation of a designated area for the purpose of reporting a potential or actual fire. Please note a fire watch is needed during times a fire detection system is disabled and has to be requested by the contractor.

Yellow Tag - Hot Work applications must demonstrate consideration for the following requirements where applicable:

- Ability to suppress fire i.e. Ready access to fire extinguishers and or fire hoses.
- Flammable liquids are shielded by a fire retardant cover or are removed from the area.
- At least one contractor personnel on site at all times during the permit period, including meal breaks and performing a Fire Watch Service or other Fire Watch Services have been arranged.

Red Tag – Fire Systems Disabling applications must demonstrate consideration for the following requirements where applicable:

- Alternate methods of raising a fire alarm are available.
- Alternate means of hearing a fire alarm are available.
- Alternate means of suppressing a fire are available.
- Shielding and or elimination of hazardous materials has been arranged.
- Fire watch has been arranged.

**ADDITIONAL INFORMATION:**

Work involving disabling and enabling a fire protection system at Waterfront Properties must be scheduled outside of the normal business hours listed below:

<b>Office Building</b>	<b>Hours</b>
Waterfront Centre - 200 Burrard	6:00 a.m. – 6:00 p.m.
PwC Place - 250 Howe	6:00 a.m. – 6:00 p.m.
Granville Square – 200 Granville	6:00 a.m. – 6:00 p.m.
The Station – 601 West Cordova	6:00 a.m. – 6:00 p.m.





