

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	Nicole Hadden	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*

Vancouver/Richmond Health Board
1770 West 7th 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
- 601 West Cordova Street
- 250 Howe Street
- 200 Burrard Street

LANDLORD'S BASE BUILDING CONSULTANTS

200 Burrard - Waterfront Centre

Mechanical Consultant

Flow Consultants
1080 – 1075 West Georgia Street
Vancouver, BC V6E 3C9
T: 604.609.0500
Contact: **Ron Braun**

Electrical Consultant

Applied Engineering Solutions Ltd.
950 – 505 Burrard Street
Vancouver, BC V7X 1M4
T: 604.569.6500
Contact: **Paul Luhman**

Structural Consultant

Read Jones Christoffersen Ltd.
300 – 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
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**

200 Granville - Granville Square

Mechanical Consultant

Flow Consultants
1080 – 1075 West Georgia Street
Vancouver, BC V6E 3C9
T: 604.609.0500
Contact: **Ron Braun**

Electrical Consultant

Applied Engineering Solutions Ltd.
950 – 505 Burrard Street
Vancouver, BC V7X 1M4
T: 604.569.6500
Contact: **Paul Luhman**

Structural Consultant

Read Jones Christoffersen Ltd.
300 – 1285 West Broadway
Vancouver, BC V6H 3X8
T: 604.738.0048
Contact: **Dennis Gam**

601 West Cordova - The Station

Mechanical Consultant

Flow Consultants
1080 – 1075 West Georgia Street
Vancouver, BC V6E 3C9
T: 604.609.0500
Contact: **Ron Braun**

Electrical Consultant

Applied Engineering Solutions Ltd.
950 – 505 Burrard Street
Vancouver, BC V7X 1M4
T: 604.569.6500
Contact: **Paul Luhman**

Structural Consultant

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

Read Jones Christoffersen Ltd.
300 – 1285 West Broadway
Vancouver, BC V6H 3X8
T: 604.738.0048
Contact: **Dennis Gam**

Architectural Consultant

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

250 Howe - 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.
950 – 505 Burrard Street
Vancouver, BC V7X 1M4
T: 604.569.6500
Contact: **Paul Luhman**

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
1900 – 1066 West Hastings Street
Vancouver, BC V6E 3X1
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 a 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 building Fire and Life Safety systems.

Mechanical

Davidson Brothers Mechanical Contractors Ltd.

103 - 7052 MacPherson Avenue
Burnaby, BC V5J 4N3
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 Currie**

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**

Blueline Electrical Services

115 - 17 Fawcett Road
Coquitlam, BC V3K 6V2
T: 604.897.1656
Contact: **Andy Gushue**

Sasco Systems Ltd.

114 - 360 Norland Avenue
Burnaby, BC V5B 3A6
T: 604.299.1640
F: 604.299.1688
Contact: **Craig Paquin**

Western Pacific Enterprises

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

Sprinkler Systems

Troy Life & Fire Safety Ltd. (designated as the Landlord's base building sprinkler contractor)

101A - 4848 275th Street
Langley, BC V4W 0A3
T: 604.856.1137
F: 604.856.3352
Contact: **Chris Biech**

Air Balancing

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

Security Devices

Houle Electric
7815 North Fraser Way
Burnaby, BC V5J 5M7
T: 604.434.2681
Contact: **Susan Barrett**

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

Please contact the Senior Operations and Projects Manager if assistance with selecting a project management company is required.

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;
- (e) Providing the Landlord a list of all sub-trades including contact names and phone numbers; and a copy of the WCB for each;
- (f) Providing the Landlord with a construction schedule;
- (g) **Construction Deposit:**

The Landlord will require a Construction Deposit of \$10,000 per project (cheque payable to The Cadillac Fairview Corporation Limited In Trust re: Waterfront), depending on scope of project, to be held in a non-interest generating bank account. The assigned Project Manager (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 completion of the project, 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.

Note: 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 work 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 are completed prior to the start of any work. For access to this database, please contact the Senior Operations and 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 within the Leased Premises. Drawing size shall be no less than 22"x34". 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.

Note: 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 all 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) All Contractors are required to check in with security on a daily basis to obtain access and pick up their security escort (when required). 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 the Owner's Representative.
- (b) Keep hoarding door(s) closed at all times.
- (c) Hoarding key will be available from Security and is to be 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 or debris found.

6. Loading Dock Procedures

- (a) Parking in the Loading Dock area is **not permitted**. Vehicle must be removed 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 loading 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 pre-arranged through Security for off-street loading. Any street permits that may be required are the responsibility of the Contractor.
- (g) Freight Elevator **must** be booked 24-hours in advance of the delivery of construction materials and/or removal of construction debris. **To book an elevator call 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. on weekdays. 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. on weekdays.

Saturday and Sunday, work can be scheduled as required

- (a) Work that interferes with other Tenant premises or results in complaints will be shut down immediately by Security.
- (b) Hot work is not permitted during regular business hours.
- (c) Odorous materials such as oil based 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 necessary precautions 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. After-hours HVAC is available to ventilate the space. Applicable charges will apply.
- (d) A limited amount of brush or roller applied latex paints are permitted during regular business hours.

8. Coring and Chipping

- (a) All coring requires prior approval from the 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) Contractors are not allowed to use Cadillac Fairview's building compactor bins for the disposal of construction materials. If a Contractor is found to be doing so, a fine may be levied.
- (c) Loading dock locations for Contractor bins must be arranged through the Operations Supervisor.
- (d) The Contractor is responsible for keeping the area around their bin clean and tidy.
- (e) The removal of construction waste and debris is not allowed during business hours.
- (f) Garbage and debris is not allowed to be left in any common areas.
- (g) The Landlord will charge any necessary clean-up costs or damages to the Tenant.

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 related to 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 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

200 Burrard - Waterfront Centre

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

200 Granville - Granville Square

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

601 West Cordova - The Station

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

250 Howe - 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 6:00 a.m. (Monday to Friday). Deliveries of such materials can be made on the weekend by making an elevator booking through CF CONNECT. No deliveries through the main lobbies are permitted.

12. GREEN AT WORK™/LEED

As part of Cadillac Fairview's ongoing sustainability initiatives and LEED commitments, we ask that you contact the Senior Operations and Project Manager 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's Security Department. Minimum 48 hour notice is 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's 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 that 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, and 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 the 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) with 48 hours advance notice.
- f) When grinding, soldering, or welding, a 5 lbs. ABC extinguisher must be provided by the Contractor and be available within 10 feet.
- g) Any fire watch requirements must be provided by the Contractor.

15. Fire Proofing

Fire proofing that 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 the 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 systems are 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 the Owner's Representative for details.
- f) Meters for gas, water, and electricity will be required. All meters will be equipped with a remote readout.
- g) Air Balancing - Contact the Owner's Representative when space is ready for Air Balancing. Submit 2 copies of the Air Balancing Report to the Owner's Representative.

Note: For Open Ceiling plans in all buildings: Return air ducting and grilles must be added in the absence of a suspended ceiling (which typically serves as a return air plenum), with the number and location of return air grilles to be determined by a mechanical engineer.

17. Ceiling Finishes

Finished ceilings are lay-in acoustic panels, in a T-bar suspension system. Open ceilings have no suspension system (T-bar or other) or lay-in acoustic panels.

Open ceiling concepts are considered non-standard and therefore the tenant must consider the following and first sign the open ceiling rider or lease amending agreement to be provided separately. Specifically, the tenant must commit to restoring the ceiling to the then base building standard upon expiry.

All fixtures, fittings, etc. that would be attached to a typical suspended ceiling must be separately and individually suspended from the overhead structure, with proper attention given to anchor locations and fire rating.

Any services (plumbing, electrical, HVAC, etc.) that would typically be 'hidden' by a T-bar ceiling will remain exposed/visible, however the tenant may choose to paint these items to the extent possible with the landlord's prior approval and without impacting their functionality. Labels must be applied to base building services that are painted to allow for easy identification.

All cabling must be installed in a suspended cable tray.

Important Note regarding Open Ceiling plans: Suspended ceilings act as an acoustic barrier thereby reducing noise transference between floors in a high rise building and from HVAC and other services in the ceiling area to office areas below. In the absence of a suspended ceiling, the Tenant will need to consider other options for

dealing with noise transference (e.g. suspended acoustic panels, sound baffles, acoustic sprays with appropriate fire rating, white noise systems, etc.). None of these options can be expected to perform at the same level as a suspended ceiling in terms of their 'acoustic barrier' properties, and so it must be understood that an Open Ceiling plan is inherently more subject to noise transference through the structure (from above) than a suspended ceiling plan.

In addition, suspended ceilings help mitigate noise issues in two other ways: either by absorbing sound waves, thus preventing sounds from bouncing around the room, or by blocking sound from traveling to an adjacent room within the premises.

In summary, the Tenant should consult with their architect on their plans with respect to ceilings and seek their advice on the right application to fit each situation.

18. 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 a 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.

19. 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.

20. 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

Cadillac Fairview has established a Construction Waste Management 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 Cadillac Fairview'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 Cadillac Fairview 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 the 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, Cadillac Fairview, 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 Cadillac Fairview 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 Cadillac Fairview 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.
 - f) 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

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

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 and sent to CF Connect at cfconnect@cadillacfairview.com, and received between Monday to Friday and at least 48 hours prior to the commencement of the planned work.
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 the contractor.
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 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 normal business hours listed below:

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

