

# COLLIER CENTER

## VENDOR RULES AND REGULATIONS

The purpose of these rules and regulations is not to place undue hardship on the contractors. They are designed to protect tenants of an occupied building.

The rules pertaining to the eating of food, smoking and chewing tobacco will be strictly enforced. We will not allow food or drinks to be on the construction site.

Your field foreman will be given a copy of these rules and regulations at the start of each job and he will be responsible to insure that they are followed.

1. At NO time will alcohol or drugs be allowed on the premises.
2. There will be absolutely NO eating or drinking or sunflower seeds inside the buildings. Breaks and lunches will be taken on the designated area. Each contractor on a daily basis will clean up their area where they have lunch or breaks outside the building. Contractors violating this rule will be charged for the clean up.
3. There will be absolutely NO smoking or eating breaks in front of the building. Eating at designated areas only.
4. Proper attire is required; this includes work boots, shirts, long pants, hard hats, safety glasses, etc.
5. Parking at an occupied building will be limited to a designated area by Collier Center Management.
6. There will be NO radios on the construction site. For safety reasons, NO headphones will be allowed.
7. There will be absolutely NO smoking inside the building or on the roof. Anyone using chewing tobacco, abusive language, or spitting anywhere on the property will be asked to leave the project.
8. The passenger elevators are not to be used by construction personnel.
9. Offenses that will result in an immediate request for discharge include, but are not limited to the following:
  - a. Violating any federal, state, or local statues or safety codes while working at the property.
  - b. Possession of weapons or firearms while on the property.
  - c. Anyone who is creating a disturbance of any kind, being disruptive or threatening.
  - d. Duplicating any keys used in the building.
  - e. Providing building access at anytime to anyone not authorized by Collier Center.
  - f. No storage of flammable substances will be allowed or stored in the building unless approved in writing by Collier Center Management in accordance with the approved building codes and regulations.
10. Contractors will use the designated restrooms provided by Collier Center Management.
11. Contractor will install protection for existing doors, carpet, etc during the course of the project. Contractors removing or damaging the protection will replace or repair it or they will be charged for the repair. Contractors are required to protect any finished or completed areas prior to any work.
12. The building janitorial supplies (vacuums, brooms, etc) are not to be used for construction cleaning and the day porter is not to be used in place of a clean-up crew. Contractors are required to provide their own cleaning equipment and clean-up crew.

13. In regards to work that creates excessive dust or odor, i.e. demo, painting, sanding, sweeping, the contractor is responsible for covering return air intakes on C.A.V. boxes F.P. boxes V.A.V. boxes and mechanical room boots, with PPL approved filter media 1" fiberglass filter UL classified class 2 for flame retardance.
14. No liquids of any kind are to be poured down the sinks in the restroom or onto the landscape areas.
15. All smoke detectors will be bagged and UN-bagged daily in construction areas.
16. All loading docks must be kept clean and clear at all times.
17. As a part of construction clean up, the electrical rooms, fan rooms, and storage rooms will be swept clean and any materials remaining from contractors will be removed. Entrance to all secured mechanical and electrical areas must have prior approval from Collier Center Management.
18. Collier Center requires a list of all subcontractors' schedules prior to the start of construction.
19. For removal of demolition, furnishings, etc. prior permission must be obtained from Collier Center and must be completed after the normal business hours of 7:00AM to 6:00PM.
20. When in tenant space after regular working hours and/or weekends, the General Contractor must be present at all times. Inform Security if General Contractor is not present, as workers are not to be let in.
21. All Blinds must be protected from dust and debris. Blinds will be pulled up and wrapped in plastic during construction.
22. Vacuum public corridors in affected areas following each workday.
23. Contractor and subcontractor's personnel shall treat all tenants with utmost courtesy and respect. Any problems or special requests from tenants are to be immediately reported and/or referred to Collier Center Management. Contractor understands all activities preformed under the scope of this contract are to be coordinated solely through Collier Center Management.
24. All workers must be properly, permanently and visibly identified at all times. If company logos are not present on shirts, vendor must then wear the same color shirt.
25. If Contractors use vacant space for material storage the same contractors will be responsible for removal of ALL materials from site, leaving area in a broom clean condition, at completion of each tenant improvement unless other arrangements are made with Collier Center.
26. Any contractor requiring entrance to the building during off-hours will be required to make arrangements with the construction superintendent. At no time will a contractor be allowed to gain access through Property Management or the building engineer. The construction superintendent will be required to complete the after-hours access forms and submit to Collier Center Management for this access.
27. In an occupied building all work generating noise or odor that will be disruptive to other tenants will be preformed before 7:00AM and/or after 6:00PM Monday through Friday. This would include steel stud bottom track, ceiling wires, carpet track strip etc. where a tenant above or below will be disturbed.
28. Collier Center Management must be notified prior to any painting being done. Carpeted hallways and open areas must be covered.
29. There will be absolutely no materials left in the common areas such as lobbies, exit corridors, restrooms or elevators for any period of time. All materials brought into the building will be immediately taken to the staging area at the construction site.
30. Construction personnel are to use the freight elevator in the loading dock for entering or exiting the building. No one is to use the lobby entries for entering or to bring in tools or materials.

31. There will be no stocking or removal of materials through the Building lobbies. All deliveries must be scheduled giving a three (3) day notice with the construction superintendent who will then notify Collier Center Management of the delivery. Only the freight elevator and stairs will be used for deliveries.
32. Contractor will be responsible for security of any material stored on site. Collier Center will not accept unattended deliveries. Subcontractor shall provide lifting or hoisting equipment as necessary.
33. Any power cords placed in the common areas will be taped to the floor.
34. The Fire Sprinkler and Fire Alarm contractors are responsible for making sure that the Collier Center Management and alarm companies are notified prior to start work each day. This will be done directly through the superintendent. Collier Center Management must be notified prior to any sprinkler or fire alarm work.
35. All construction debris will be placed in a construction dumpster, not the building dumpsters. Contractors will be charged for using the building dumpsters and for cleaning around construction dumpster. Location of the construction dumpster must be approved by Collier Center Management.
36. Any work requiring the entrance to an occupied building will be scheduled through the superintendent and approved by Collier Center Management only, giving a three (3) day notice. Do not contact the tenant directly.
37. Clean up tools and equipment (drywall taping tools, paint brushes, and rollers etc.) will be done in an area designated by the superintendent and Collier Center Management and all contractors are required to clean job site on a daily basis.
38. All contractors in a non-designated area will be immediately removed from the job site.
39. Contractor shall insure that all personnel have a thorough comprehension of these work rules and policies.
40. General contractor must provide the following to Collier Center Management:
  - a. Detailed drawings and specifications of the work to be done.
  - b. Copies of all permits from the City Building Department.
  - c. A Certificate of Insurance along with contact names and telephone numbers.
  - d. A copy of the city final inspection and Certificate of Occupancy.
  - e. A lien waiver release for the building and warranties for work.
41. Loading dock dimensions MAX 13ft, Length 40ft.
42. Parking Garage MAX Vehicle Height: Washington Street Entrance 8ft, Jefferson Street Entrance 7ft