

# Oregon REALTORS® Plaza, LLC

## Contractor Guidelines

All Contractors must be approved by the Facility Manager and have a current Certificate of Insurance on file. Such insurance shall be within the limits of no less than \$500,000 per person for bodily injury and personal injury: \$1,000,000 per occurrence for aggregate or property damage. Both Oregon REALTORS® Plaza, LLC, and Oregon REALTORS® are to be named as "additional insureds."

Each Contractor must sign a copy of the Contractor Guidelines and a Hold Harmless Agreement before beginning work. This can be done at the time of written approval by the Facility Manager. Planning and communication throughout the Facility Manager are essential.

1. Contractor shall not employ any person, material, or equipment which may cause strikes, work stoppage, or any disturbances by workmen employed by the Contractor or other contractors/subcontractors on or in connection with the work of the Project or location hereof.
2. Contractor shall provide a copy of a valid building permit for said construction to the Landlord.
3. Signed copies of the Hold Harmless Agreements supplied by the Facility Manager will be required for all Contractors on the Project.
4. The Tenant and/or his representative shall, before beginning work, accurately reflect the scope of the work to be done and shall include as appropriate, architectural, electrical, mechanical, and structural prints and specifications.
5. Electrical, mechanical, and structural prints, if not prepared by the building management shall be reviewed and approved by them.
6. Certificates of occupancy shall be provided to the Facility Manager upon completion of the work.
7. The Contractor shall confine all activities to the immediate areas within the suite he is working in except for a direct line of travel as required for access to and from the elevator or stairway.
8. Storage of materials in any space other than within the confines of the work area or suite will not be permitted without prior authorization from the Facility Manager.
9. The Contractor shall provide maximum protection to all Landlord building equipment and personnel. Building operations that continue to function during contracted labor shall be maintained at all times. Extreme care shall be exercised to protect existing Landlord work and equipment and the Contractor shall be responsible for all damages.
10. Contractor shall keep established ingress and egress passages open at all times.
11. All building systems must remain in operation at all times, especially those required by the State of Oregon Building Codes Division.
12. In the event the Contractor interferes with the building's Fire/Life Safety System, the work must be coordinated with and approved by the Facility Manager.
13. The Facility Manager shall receive one complete set of construction drawings.
14. Air balance reports are to be turned in to the Facility Manager.
15. There shall be no hot taps in the water system without the prior approval of the Facility Manager.
16. Tapping into the water system for over-standard equipment shall require the installation of a BTU metering device.

17. There will be a charge for changing air filters on the HVAC System during the construction period.
18. Stairwell doors are not to be propped open nor should tape or any other material be placed in the hardware to allow access.
19. Sprinkler System - Before any work on the system, the Facility Manager must call the Fire Alarm Monitoring company, and the Contractor shall wait for verification from the Facility Manager. A timeframe for the completion of work must be relayed to the Fire Alarm Monitoring Company.
20. Electrical panels shall be re-installed at the end of each working day.
21. There shall be no painting, varnishing, or staining during building standard hours without approval from the Facility Manager.
22. Before any type of welding, woodcutting, painting, varnishing, or similar work, all smoke detectors must be protected, and the Facility Manager shall be notified.
23. There shall be no core drilling, carpet tacking, or similar work during regular business hours unless authorized by the Facility Manager.
24. All Contractors shall check in with the Facility Manager when starting work.
25. All Contractors shall check out with the Facility Manager when they are done for the day so the contraction area stairwells can be checked for Fire/Life Safety violations.
26. All paints, lacquers, varnishes, or flammable substances shall be stored in covered containers and covered with tarps when not in use.
27. Any welding, cutting with a torch, soldering or other use of any open flame shall require 24 hours advance notice to the Facility Manager and the posting of a fire watch during all such operations.

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Title