



CONSTRUCTION AND BUILDING RULES AND REGULATIONS

Below is a list of guidelines to be strictly adhered to for all construction and building projects.

- **Security.** 500 Mamaroneck may be designated as a highly secured facility. In such instance, access to enter the building is available only via a card reader badge. The GC/Site Supervisor must provide the names of all employees that will be on site throughout the project. Contractor employees will be asked to provide a picture ID to gain access to enter the property. The GC/Site Supervisor will be given an active access badge to use throughout the project. Workers must gather at an area designated by the GC at the beginning and end of each shift to have Security, the Chief engineer, or the GC/Site Supervisor escort them onto and off the property.
- **Noise.** Any work that may disturb a tenant on the work-site floor, the floor above or the floor below the worksite, must be done either before or after the regular building hours of 7:00 a.m. to 5:00 p.m. Monday through Friday and Saturday 8:00 a.m. to 12:00 p.m.
- **Building Systems.** Before making any connection to or testing any Building systems, (i.e., domestic water, HVAC, alarm system, sprinkler system, electrical system, etc.), the Building Engineer must be notified 24 hours in advance. Any and all alarm systems – such as, smoke detectors, sprinkler heads, fire alarms, etc. – must be protected at all times. The contractor must notify the Building Engineer each time work is performed on any component of the system or in the event the fire alarm system requires to be placed in test mode.
- **Deliveries.** Any deliveries and all materials required for the work are to be transported by the service elevator. 24 hours notice is required. Elevator shutdown must be coordinated with the Building Engineer. Elevator usage may be restricted by Building Management at any time without prior notification. Contractor is liable for all damage done to elevators as a result of contractor, subcontractors, contractor's agents and employees. Use of the passenger elevators is never permitted.
- **Dust.** Any area of renovation in occupied areas is to be surrounded by a dust partition. Required warning signs must be posted at all times. Signs are to be typed and posted in a presentable manner. Before any work is started, construction filters must be positioned in all return air ducts at demising walls.
- **Odor.** No odorous paint or chemicals will be used in occupied areas or floors during regular business hours. The painting and finishing materials used must be as odor free as possible. When any type of paint or chemical is used, contractor is required to notify



building engineer so that the air handlers may be left on in that area. MSDS must be provided upon request at all times.

- **Schedule of Work**. Be advised that the tenant spaces surrounding the work area are sensitive corporate business operations. Extra care and precautions must be taken to avoid disturbances and disruptions to the business operations in these spaces. After-hours construction work times shall be Monday to Friday from 6:00 a.m. to 8:00 a.m. and 5:00 p.m. to 11:30 p.m.

The Contractor may work during normal business hours if the work is extremely quiet and does not interfere in any way with the ongoing business use of the adjacent spaces.

Any work to be scheduled outside of the aforementioned timeframes must be scheduled with a minimum 48 hours notice with the Management Office. Please contact the Management Office for further information.

- **After Hours Work**: A minimum of 48 hours advance notice is required prior to performance of any after hours work. It is up to the General Contractor to secure any and all materials and to police their job each and every day. Any work or activities by any trades after regular working hours must be authorized and approved ahead of time.

- **Work Areas**. All workers must stay in the designated work area(s) only. This means they are not allowed in any tenant space or other areas. If access to other spaces is required, 48-hours advance notice is necessary.

- **Radios**. No radios or loud noise is permitted.

- **Alcohol/Smoking**. No alcoholic beverages or illicit drugs of any kind are ever permitted inside the building. Smoking is strictly prohibited anywhere within the building and within 25 feet of any building access point.

- **Proper Attire**. All workers must be properly attired at all times. They are required to wear the appropriate safety equipment, when necessary. Identification badges or company uniforms are preferred. No shorts or sleeveless shirts are allowed.

- **Loitering**. Construction workers are prohibited from loitering in any public area or common areas at any time. It is imperative that each and every worker is supervised when they are working in the building. In addition, the contractor must have a representative at the building when any materials, inspections or other work coordination is required.

- **Protection of Common Areas**. Common area corridor carpets are to be covered with masonite/plastic, including baseboard areas, for deliveries of sheetrock, removal of construction debris, etc. Contractor will be held responsible for any damage to carpets, walls, wall covering, etc. Contractor will be responsible to maintain protection and replace/repair as necessary.



- **Trash Removal.** All trash and debris will be removed from the work site daily. Trash is not to be left in any work or common area, for any reason. This includes the service entry area.
- **Dumpsters.** No construction debris may be put in the building trash dumpster. Each contractor is responsible for removing and hauling all construction related debris at the end of each workday. All dumpsters are to be covered. The building is not responsible for any dumpsters with the exception of its own. Cleaning around dumpsters shall be done daily. Dumpsters that are full are to be removed and emptied immediately. Dumpster pick-up and delivery is to be coordinated with the Management Office. Placement of Dumpster must not impede access to building dumpster or any other services.
- **Elevators.** Elevators must be left clean and hazard free at all times.
- **Building Standard Material.** All materials used must, at a minimum, equal the building standard materials and finishes.
- **Inspection.** Construction and/or renovation work is subject to inspection by the Property Manager, Project Manager and/or the Building Engineer for quality control on any job, at any time, in any area.
- **Code Compliance & Schedule.** It is the contractor's sole responsibility to check each phase of work for completion, quality (per plans and specifications and building standards), and ensure that all deadlines, schedules and complete code compliance are adhered to. **WORK MUST MEET ALL LOCAL BUILDING CODES AND ORDINANCES. THIS SUPERSEDES THE PLANS.**
- **Parking.** Parking is prohibited in the visitor parking area. For short term, loading and unloading, the loading dock may be used. However, the Owner will not be responsible for any parking violations issued to anyone parking in this area. Contractors, Subcontractors and Employees Vehicles will be directed by the service gate Security Officer where they can park each day. **PARKING IS STRICKLY PROHIBITED IN THE MAIN PARKING LOT OF THE BUILDING. VEHICLES PARKED IN AREAS RESERVED FOR THE TENANCY BUILDING WILL BE TOWED.** Please contact Property Management for parking related inquiries.
- **List of Subcontractors.** At commencement of the job, it is imperative that the Management Office receives a list of all the subcontractors, showing phone number, contact and address. All C.O.'s, inspections and releases of lien shall be furnished to the Property Manager upon completion of the job.



- **List of Vendors**. Please provide a list of vendors that will be installing phones, computers, cabling, etc. The Management Office will also require certificates of insurance from these vendors. The work must be coordinated with the Management Office prior to commencement.
- **Use of Restrooms**. All construction workers are required to use the designated restrooms located on the floor where they are working. Cleaning of tools is strictly prohibited in building restrooms.
- **Core Drilling**. No coring or loud noises will be tolerated that may disturb our tenants during normal building hours. NO EXCEPTIONS. Any work that may disturb a tenant must be done before or after regular building hours or on the weekend. Pre-drilling x-rays **must** be completed prior to any slab drilling.
- **Service Entrance**. All deliveries will be made through the rear service entry area and brought to the floor via the service elevator.
- **Permit and Plans**. Each job must have the permit posted in the front entry of the job site at all times. A complete set of plans must be posted at the job site location at all times.
- **Final Cleaning**. The contractor is responsible for performing the final cleaning of the space, to include interior window cleaning. The space must be “move-in” ready, as determined by the Building Engineer.
- **Certificates of Insurance**. Certificates of Insurance must be submitted to the Management Office prior to the commencement of any work and have the CG 2010/2037 endorsements and must include **Harrison Members LLC**, as additional insured. Please contact the Management Office for specific details.
- **Rules and Regulations**: The Landlord reserves the right to amend these Rules and Regulations as reasonably necessary.

Thank you
Jeffrey Schon
Property Manager