

# STOCK EXCHANGE TOWER LEASEHOLD IMPROVEMENTS



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## INTRODUCTION

No construction may commence without the following:

- Written Landlord approval of submitted Tenant architectural, mechanical, structural and electrical drawings.
- Obtaining a building permit, and supplying a copy to the Landlord.
- Providing a copy of insurance minimum of 5 (five) million dollars liability, property damage and automobile naming "GWL Realty Advisors Inc." as insured.
- Providing evidence of Workers Compensation Board registration.
- Providing the Landlord a list of all subtrades including contact names and phone numbers.
- Access or Work Permit is completed and authorized by the Property Manager.
- Contractor certification, electrician certification, plumbing certification, etc.

Contractors starting construction prior to the above, or not adhering to the building policies & procedures or rules & regulations, will be removed from the job site at the discretion of GWL Realty Advisors Inc

## ACCESS TO EXISTING TENANT SPACE

- Arrange access to existing Tenant space through Security. Minimum of 24 (twenty-four) hours notice required.
- Cost incurred by the existing adjacent Tenant, including Security, repairs or cleaning will be provided by GWLRA at the contractor's expense.



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- GWLRA will not provide access to occupied tenancies without written permission from the Tenant.

## **BASE BUILDING CONTRACTORS AND CONSULTANTS**

### **Electrical Consultants**

Stebnicki, Robertson & Assoc. Ltd.  
403, 1240 Kensington Road NW  
Calgary, Alberta  
T2N 3P7  
t. (403) 270-8833

### **Structural Consultants**

Read Jones Christofferson Structural Consulting Engineers  
500, 1816 Crowchild Tr NW  
Calgary, Alberta T2M 3Y7  
t. (403) 283-5073

### **Mechanical Consultants**

Emans, Smith Anderson Engineering Ltd.  
201, 1000 9th Ave. SW  
Calgary, Alberta  
T2P 2Y6  
t. (403) 261-8897

All other consultants such as Architects and Interior Designers who may be involved in the design and construction of a Tenant space must be experienced in work of this nature and must be approved by the Property Manager. The Tenant is responsible for all costs associated with their work.

### **Base Building Contractors**

Hughes Construction Services Ltd.  
105 - 2432 48 St. SE  
Calgary, Alberta  
T2B 1M4  
t. (403) 291-5001

Labbe-Leech Interiors Ltd.  
2020 - 2600 Portland St. SE  
Calgary, Alberta  
T2G 4M6  
t. (403) 252-9991

Lignum Interiors Inc.  
306 - 1725 10 Ave. SW  
Calgary, Alberta

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T3C 0K1  
t. (403) 229-3144

Lynco Interiors Ltd.  
103 - 2060 Pegasus Rd. NE  
Calgary, Alberta  
T2E 8G8  
t. (403) 261-4774

## **Mechanical Contractor**

Watts Mechanical Services Ltd.  
423a 38 Ave. NE  
Calgary, Alberta  
T2E 6R9  
t. (403) 230-5655

## **Fire Alarm and Sprinkler Systems**

Simplexgrinnell  
431 Manitou Rd. SE  
Calgary, Alberta  
T2G 4C2  
t. (403) 287-3202

## **Floor X-Rays**

Canspec Group Inc.  
6, 1313 44 Ave. NE  
Calgary, Alberta  
T2E 6L5  
t. (403) 291-3126

## **Electrical Contractor**

Canem Systems Ltd.  
7110 Fairmount Dr. SE  
Calgary, Alberta  
T2H 0X4  
t. (403) 259-2221

## **Base Building Design Consultant**

Shearer Licensed Interior Design Inc.  
333, 300 – 5 th Ave. SW  
Calgary, Alberta  
T2P 3C4  
t. (403) 264-7756

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## BUILDING HOURS OF OPERATION

### OFFICE:

Monday to Friday                      06:00 to 18:00

## COMMON AREAS

- Confine all construction materials, store fixtures, tools, etc. within Tenant space.
- Tenant work within the common areas of the building is not permitted.
- Protect all public areas affected by Tenant construction. Immediately repair any damage as it occurs to the satisfaction of GWLRA. If necessary, GWLRA will make repairs at the Tenant's expense.
- No material or debris is to be kept in public corridors or lobbies **at any time**. Material found will be removed and disposed of by GWLRA at the expense of the Tenant.
- Wrap or otherwise protect, existing Tenant entrance and exit doors from damage. Failure to protect frames in advance of Tenant construction may result in repair or painting charges to the Tenant's account.
- Tenant contractors are permitted to use the building washrooms, however, plumbing fixtures cannot be used for cleaning tools, brushes etc. nor for dumping mud, solvents, paints, etc. and must be well maintained. Repair or cleaning charges arising from misuse is a Tenant responsibility

## CORING AND CHIPPING

- All coring and chipping requires prior approval from GWLRA. Contractor to provide a dimensional floor plan showing the location and size of the proposed holes and retain the base building structural consultant for specific instruction prior to slabwork. Contact name provided in "General Information" of Design Criteria Manual.
- X-rays are required prior to any structural work, including core drilling.
- Arrangements are to be made with security prior to x-raying to ensure public safety.
- All slab penetrations must be fire stopped and watersealed to maintain the integrity of the slab.
- The Tenant and Tenant Contractor assume all risks in coring and chipping the floor slab where the tenant undertakes their own Tenant Improvements. Structural elements or cast in slab services damaged by the Contractor will be repaired by GWLRA at the Tenant's expense.

## FIRE PROOFING

Fire proofing which is disturbed or removed must be replaced by Tenant contractor, using material that matches the existing level of protection.

## LIFE SAFETY SYSTEM FIRE ALARM TIE-IN

- Contact the Property Manager for final tie-in verification.
- All disconnection, connections and final tie-ins of speakers, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the Landlords designated base



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building electrical contractor. The Tenant must retain the designated base building electrical contractor directly.

- Work affecting Life Safety Systems must be completed after normal business hours.
- It is required to give the Senior Building Operator 24 (twenty-four) hours notice of any activity that might affect the fire alarm system (e.g. welding, grinding or soldering).
- When grinding, soldering or welding, maintain a 10 (ten) pound ABC fire extinguisher within 10 (ten) feet of the work being done.
- A "Hot Work Permit" is required when completing this work.

### FREIGHT ELEVATOR

- Book the freight elevator with Security at least 24 (twenty-four) hours in advance of use. Contractors must sign in and out elevator use with security.
- Security will inspect the freight elevator when contractor use is complete. Contractors will be held responsible for immediate damage to the elevator.
- Do not use passenger elevators for conveying construction materials.

### GARBAGE DISPOSAL

- GWLRA garbage bins shall not be used for disposal of construction materials.
- If space is available, the Property Manager may provide a location where a contractor bin may be situated after hours. Contact the Property Manager for details.
- Keep the area around bins in a clean and tidy condition at all times.
- Only haul garbage after hours.
- Do not leave garbage in common areas.

### HOARDING

- Hoarding may be required depending on the nature and location of the proposed work. Please contact the Property Manager for information.
- Keep door to premises closed at all times during construction.
- Keep exterior of the site or hoarding site clean at all times.
- Advertising is not permitted without prior written consent of GWLRA.
- Contractor identification signage is not permitted.
- Tools and materials are to be removed from the job site within 48 (forty-eight) hours upon completion of construction

### HOURS OF WORK

- Core drilling, hammer drilling, table saws, power actuated tools and other work of noisy, dusty or vibrant nature must be done **after** business hours.
- Work that interferes with other Tenants or results in Tenant complaints will be ceased by security immediately.
- Noisy or odorous work migrating to occupied areas that result in Tenant complaints will be stopped immediately.

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- Odorous materials such as oil based paints, spray applied furnishes etc. must be applied **after** business hours.
- Limited amounts of latex paints may be used during business hours.

### LANDLORD SYSTEM

- Contact the Senior Building Operator for all work affecting the building HVAC, electrical, plumbing, Life Safety and architectural or structural systems.
- The potential for accidental power outages to large parts of the building exists. The contractor is expected to use caution and inspect the work prior to energizing the system and ensure only qualified personnel work on the electrical system.
- Contact the Senior Building Operator prior to turning off circuit breakers.
- Damages to Landlord or existing Tenant systems will be repaired by GWLRA at the Contractor's / Tenant's expense.
- Clean all air diffusers, grills and radiator perimeter units upon completion of work done and prior to occupancy.
- Welding within or on premises must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS and fire alarms. This work needs a "Hot Work Permit". Contact the Property Manager for details.

### LOADING DOCK PROCEDURES

- Parking for extended periods of time in the loading dock is not permitted. Load and unload vehicles promptly and do not leave vehicles running. Complaints of noxious fumes will result in the removal of all vehicles from the loading dock area.
- Make all deliveries through the loading dock and use the designated freight elevator only, unless otherwise instructed. Contractors are to receive their own deliveries, GWLRA staff will not sign for any deliveries to the site.
- No storage is permitted on the loading dock.
- Contractors are to supply their own carts and dolly's. Only clean, soft, rubber wheeled units are permitted.
- Repairs and / or cleaning to the property resulting from Tenant deliveries will be made by GWLRA at the Tenants expense.

### SECURITY

- Stock Exchange Tower Security will enforce compliance of all construction rules and regulations.
- All subtrades, material suppliers and construction crews must sign in and out of the Contractors Logbook kept at the security desk upon arrival and departure.
- GWLRA is not responsible for tools or materials left on the site.
- The Security Desk is located on the ground floor, main entrance of the Stock Exchange Tower.
- In the event of a dispute, contact the Property Manager.

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## TENANT CONSTRUCTION

- Contractor to provide walk-off mats at entrance to the site to prevent debris and drywall dust from being tracked into corridors or common areas.
- Only install hardware compatible with base building standard, and key entrance door and all internal doors to the base building master and sub-keying system.

## GENERAL

- Note that the Building Communication Rooms are not secure spaces, but are for the common use of all tenants. Access to these rooms may, from time to time, be allowed to competitors and rivals of the Communications contractor or the Tenant. The Landlord will not be held responsible for damage or tampering by third parties.
- Notify the Landlord at least 2 (two) weeks prior to commencement of work. Provide details in writing, describing the nature of the work, when and where it would be located. The Landlord may require additional information; details and working drawings before construction can commence. The Tenant shall be responsible for obtaining the Landlord's permission, prior to the commencement of work.
- In most cases, the Landlord will require an Electrical Permit from the City of Calgary before allowing work to start. A Certificate of Compliance must be submitted to the Landlord when work is complete. The requirement for an Electrical Permit will be waived at the discretion of the Landlord in the event that the nature of the work is minor such as the relocation of telephone handsets.
- The Landlord will require that an Access Permit be completed before work can start. Contractors access to the site is restricted to the conditions set out in the Access Permit.
- Communications rooms are to be left clean and free of any construction materials and debris.
- Provide as-built drawings and turn them over to the Landlord upon completion of work.

## Horizontal Cabling within Tenant Spaces

- All cables must be plenum rated FT4 or FT6.
- Cables must be installed in conduit, on cable trays or free air. When run in free air, cables are to be bundled together and fastened at the underside of a slab every 1.5 (one and a half) meters using J-hooks or other approved methods. Cables may not be laid on top of T-bar or ceiling tiles, nor may they be supported from other cables conduits, plumbing, sprinkler pipes or other inappropriate hardware.
- All cables installed above drywall ceiling and in ceiling spaces of Tenants below are to be installed in conduit.
- All cables, which are obsolete or abandoned, are to be completely removed back to the source. Tenant responsibility upon lease expiry, not at time of construction.
- Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.

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## Individual Floor Communication Riser (Telephone) Rooms

- Permission must be obtained from the Landlord to reuse existing riser cables and termination hardware. All reused components must be properly labeled. Permission must be obtained from the Landlord to use existing sleeves or slots.
- Permission must be obtained from the Landlord for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays and approval of the Landlord's Structural Engineer.
- All riser sleeves must be filled with Factory Mutual or CSA approved fire stopping. All existing fire stopping that has been cut or removed must be repaired in an approved manner.
- Where new cables are run in free air (not in a conduit) they must be independently supported a minimum of 1.5 (one and a half) meters horizontally and twice on every floor for vertical risers. All cables must be fastened to the plywood backboards or to existing or new Unistruct or similar supports.
- Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other building systems components. Cable support methods shall conform to the Canadian Electrical code. All cables between floors located in the Communications Riser rooms must be installed in conduit in locations designated by the Landlord.
- All new cables must be FT4 or FT6 rated.
- Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical code.
- Cables and conduits must be labeled on both ends of every run, and on every floor with the owners name and the floors of origin and termination (e.g. ABC OIL 4 to 24). Labels must be mechanically imprinted wraparound style. Cables which are installed in raceways or conduit provided by the Landlord are to be labeled every 3 (three) meters and in every junction box.
- Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.
- The communications room shall be used for cross-connects (termination blocks) only. All Tenants communications equipment must be located within the Tenants space and not in the Communications Riser room. Permission will be required from the Landlord for locating patch panels etc., within the communications riser room.

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### **Termination in the Main Telephone Room or Demarcation Room**

- Cables must be terminated only at assigned blocks, which the Landlord will designate.
- Jumpers must run in D rings, and generally the installation methods shall conform to Canadian telecommunications standards.
- Cable pairs used must be recorded in the Master Log Book, contact Senior Building Operator for location.