

Dublin Corporate Center Manual for Tenant Improvement Work



Revised March 2022



INTRODUCTION

Purpose of the Manual

This Manual has been prepared to assist the tenant, tenant's designer and contractor by describing the procedures and responsibilities of the tenant, the tenant's designer, the tenant's contractor and the landlord. It is not intended to change the tenant's lease agreement. If any part of the manual is in conflict with the provisions of the tenant's lease, the provisions of the lease shall apply.

The tenant, tenant's designer, tenant's contractor and landlord must work in cooperation to keep the tenant improvement process on schedule. The schedules given in the manual are necessary in order to occupy the space on time; tenant and tenant's designer are urged to make every effort to meet the schedules described herein.

The Dublin Corporate Center (DCC) staff is available to answer questions. For information, please contact the Property Management Office:

Hines

Assistant Property Manager: Lauren McCormack

4160 Dublin Blvd Suite 140

Dublin, CA 94568

925-556-6630

925-556-6638 fax

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SECTION I
PRE-CONSTRUCTION INFORMATION

**Dublin Corporate Center
Tenant Improvement Manual**

I. PRE-CONSTRUCTION INFORMATION

1.1 Signature Page

Tenant, Tenant's Designer, and Tenant's Contractor hereby acknowledge receipt of the Manual for Tenant Improvement Work at Dublin Corporate Center (DCC) and agree to the provisions contained herein:

TENANT

Company Name _____

Acknowledged and Agreed by: _____

Print or type name

Signature

Title

Date

TENANT'S DESIGNER

Company Name _____

Acknowledged and Agreed by: _____

Print or type name

Signature

Title

Date

TENANT'S CONTRACTOR

Company Name _____

Acknowledged and Agreed by: _____

Print or type name

Signature

Title

Date

I.2 Insurance Requirements

This Agreement shall evidence the obligation of Contractor to be bound by the terms of this Agreement as condition to being permitted to perform work. The Contractor agrees that the Owner shall be entitled to the benefits of this Agreement and may enforce it directly against Contractor.

Contractor shall be bound by the “Rules and Regulations” of the Site (see Section VI.2) for Contractor’s work as amended from time to time, a copy of which has been provided to the Contractor.

Contractor shall, at its own expense, maintain in effect at all times during the performance of the work not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policies satisfactory to the Owner:

CERTIFICATE HOLDER: Hines Interests Limited Partnership
4160 Dublin Blvd Suite 140
Dublin, CA 94568

ADDITIONAL INSUREDS: Dublin Corporate Center Owner LLC
Hines Interests Limited Partnership

COVERAGE:

- 1) Workers Compensation: In kind and amount as prescribed by statute
- 2) Employers Liability: \$500,000
- 3) Commercial General Liability: \$1,000,000 or greater per occurrence with combined single limits for personal injury or death and property damage
- 4) Commercial Automobile Liability: \$1,000,000 or greater per occurrence with combined single limits for personal injury or death and property damage
- 5) Excess Umbrella Liability: \$5,000,000 or greater per occurrence

Please note that these policies must not be canceled or changed until thirty (30) days after written notice of any cancellation or change has been delivered to the Dublin Corporate Center Property Management Office.

1.3 Indemnity Agreement

To the fullest extent permitted by law, Contractor will indemnify and hold harmless the Owner, their agents and employees from and against liability claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, resulting from, or in anyway related to the performance of work pursuant to Contractor's contract with Owner, its subcontractors, or persons directly or indirectly employed by any of them on or about the project site provided that such liability, claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death of any person (including Contractor's employees), or injury to or destruction of tangible property, including the loss of use resulting therefrom. Contractor's aforesaid indemnity and hold harmless agreement shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, including Contractor's agents, subcontractors, or employees, except that said agreement shall not be applicable if injury, death, or damage to property arising from the sole negligence or willful misconduct of the Owner or their officers, agents and servants. Contractor's aforesaid indemnity and hold harmless agreement shall not be construed to negate, abridge or otherwise exist as to any party or person describe in this Paragraph 1.

In any and all claims against Owner, or any of their agents or employees by any employee of Contractor, any of its subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation set forth in Paragraph 1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for Contractor or any of its subcontractors under worker' compensation acts, disability benefits acts or other employee benefit acts.

Contractor will name the Owner and Owner's agents as additional insureds on Contractor's bodily injury and property damage liability insurance policy or policies and will also require that each of its subcontractors also name that Owner and Owner's agents as additional insured on their bodily injury and property damage liability insurance policies. All such liability insurance policies shall include the further provision that such insurance as is afforded by those policies shall be primary insurance as respects the interest of the Owner and that any other insurance in force for the owner shall not require to contribute with such insurance.

All casualty insurance policies carried by Tenant's Contractor or its subcontractors shall contain a clause waiving the insurer's right of subrogation against Owner and Tenant. Tenant Contractor hereby waives all rights it may have against Owner and Tenant and their employees, agents, officers, partners and affiliates for any injury to property which is or should have been covered by insurance required to be carried by Tenant Contractor, and Tenant Contractor shall obtain a similar waiver from its subcontractors.

Accepted:

Name: _____

Title: _____

Signature: _____

Date: _____

I.4 Project Representation

A project directory for the Dublin Corporate Center job is included (see Section I.10). The Tenant should provide a similar directory which states at a minimum the names and phone numbers of the Tenant's Representative, the Tenant's Designer and other design consultants.

In general, it is best for the Tenant to assign one person to be the point of contact for all correspondence, submittals, cost changes and planning. This Tenant Representative should be available at all meetings and should have the authority to act on behalf of the Tenant.

I.5 Orientation Meeting

After the lease agreement has been signed, an orientation meeting will be held among the Tenant, Tenant's Designer and the Landlord in order to define specific procedures. Critical dates, schedules, payment procedures and special needs will be discussed. The time and procedures for progress meetings will be set at the orientation meetings.

I.6 Permit Process

It is the responsibility of the Tenant to obtain all necessary approvals, permits and certificates of occupancy. These are to be obtained by the Tenant at Tenant's cost. The Tenant is responsible for all delays and costs caused by the late receipt of required permits. Building permits must be obtained from the City Building Department prior to commencement of work.

I.7 Working Drawing Requirements

Working drawings for Tenant Work should at a minimum include Architectural, Mechanical, Electrical and Plumbing (if any) sheets. The Tenant's Designer shall submit these Working Drawings to the Landlord for the Landlord's review and approval prior to submittal to the City of Dublin. All Mechanical, Electrical and Plumbing (MEP) and Structural design is to be done at the Tenant's expense. MEP and structural plans must be prepared by a registered mechanical, electrical and plumbing engineer approved by the Landlord. Landlord shall provide response/approval within 10 business days after receiving a complete, full-sized printed set of construction drawings for review.

MEP and structural design must be reviewed by the appropriate base building engineers. All engineering costs and review costs are the tenant's costs. The base building MEP and structural engineers are listed in the Project Directory (Section I.10).

The appropriate tenant engineers must provide Title 24 energy calculations for each lease space to the Landlord for incorporation into the base building calculations. If Tenant is pursuing LEED-CI, calculations based upon ASHRAE 90.1-2004 must also be provided.

1.8 Tenant Design and Construction Schedule

	Scheduled Date	
Lease signed		
Orientation Meeting		After signing of Lease
Working Drawings Due		As specified in lease
Response/Approval of working Drawings by LL		Within 10 business days from date complete set of Working Drawings are submitted
Permit submission		Upon approval of Working Drawings
Construction Pricing		Approx 2-3 weeks after working drawings are approved
Tenant Approval of Pricing		One week after submittal of pricing
Start of construction		Subject to permit issuance
Substantial Completion		Lease specified date
2 Copies of working MEP As-Builts, Balance Report, & Graphics		Must be submitted at a minimum of 1 week prior to Occupancy
Term Commencement		Lease specified date
Close out Package		Prior to Retention Payment

1.9 Payment Terms

Dublin Corporate Center is funded on a 15-day draw cycle, which begins on the 1st day of each calendar month. All invoices received after the 15th day of any calendar month shall be reviewed and processed for payment on the 1st business day of the next calendar month following the month of the receipt thereof. Any invoice which is deemed inaccurate by the Construction Manager will be returned to the submitting party for correction, resubmittal and inclusion in the next draw cycle. No interest or penalties will be paid on any invoice, which is processed for payment in accordance herewith.

I.10 Project Directory

Owner/Landlord: Dublin Corporate Center Owner LLC

Manager / Construction
Manager: Hines Interests, L.P.
4160 Dublin Blvd, Suite 140
Dublin, CA 94568
Attn: Property Manager
925.556.6630

Base Building Architect: Hoover Associates
1900 Embarcadero Road, Suite 200
Palo Alto, CA 94303
650.327.7400

Base Building
Mechanical Engineer: Charles & Braun
150 Spear Street #500
San Francisco, CA 94105
415.442.0110

Base Building
Electrical Engineer: Belden, Inc.
395 MacArthur Blvd
San Leandro, CA 94577
510.635.6053

Base Building Structural: Middlebrook & Louie
71 Stevenson Street, Suite 2100
San Francisco, CA 94105
415.546.4900

Building Space Planner: Studio G Architects, Inc
299 Bassett Street, Suite #250
San Jose, CA 95110
Attn: Hanh Nguyen
408.283.0100

SECTION II
ESTABLISHED STANDARDS FOR TENANT IMPROVEMENTS

**Dublin Corporate Center
Tenant Improvement Manual**

II. ESTABLISHED STANDARDS FOR TENANT IMPROVEMENT DOCUMENTATION

II.1 Plan Sheet Format

A reproducible copy of the documents which Tenant Designer prepares will eventually be kept on file in the building engineer's office. These documents will be a standard size 34" x 44" and formatted so that the building engineers can quickly find and assist tenants with problems, and so that emergency personnel can quickly locate information for each floor in an emergency situation. The right side of the drawing will accommodate the Tenant's Designer's name and information, a Dublin Corporate Center symbol and base building information.

Each floor plan will include the floor number and the North arrow symbol, which shall remain as issued on all plans. Please do not erase or remove this designation, as it will be used to index all of the tenant drawings for the entire building.

II.2 Base Building Dimensions

A partial set of base building drawings and specifications is available for review in the Hines office. You may contact the Manager at 925.556.6630 to review these documents. Copies can be obtained from the Manager at the Tenant's expense.

The Base Building documents show dimensional information, but IT IS THE DESIGNER'S AND CONSULTING ENGINEERS' RESPONSIBILITY TO FIELD VERIFY ALL DIMENSIONS AND REVIEW EXISTING CONDITIONS TO OBTAIN EXACT INFORMATION.

II.3 Sheet Index Scheme

The standard size for all drawings is to be 34" x 44". Designers should include all information on the plan sheets so that engineers or emergency personnel do not have to refer to separate specification booklets to obtain information.

II.4 Working Drawings Labeling Scheme

Drawing Type.Floor.Sheet.Index Numerical Sequence.Sheet Title

A.4.1 Cover Sheet

A - indicates these are Architectural drawings

4 - floor level

1 - Numerical sequence in sheet index

Sheet Description

The letter(s) in the sheet number will follow this format:

A - Architectural

E - Electrical

M - Mechanical

P - Plumbing

L - Lighting

S - Specification

Tenant's Designer shall provide to the Landlord:

Cover sheet: Sheet Index, Symbols, Project Title, Key Plan, Occupancy Loads, Exit Diagram and Misc Information requested.

Path of Travel / Accessibility Plan (parking, toilets, drinking fountains, and elevator)

Construction / Partition Plan

Reflected Ceiling Plan

Telephone / Electrical / Communications Plan

Additional plans as required to indicate furniture, millwork, finishes, etc

Elevations / Sections as required

Door scheduled: hardware, finishes, details, specifications

Details (standard / non-standard)

II.5 Background sheets for MEP Engineers

Tenant's Designer shall provide the mechanical, electrical, plumbing and structural engineers with the following at Tenant's cost:

Provide the MEP Engineers with the following:

I. CAD Disks (at least AutoCAD Release 14) with:

I.1 Partition Plan (showing related walls)

I.2 Reflected Ceiling Plan

I.3 Furniture Plan (if available, or as block layout)

I.4 Power/signal Plan

II. (2) Complete sets of blue-line of architectural drawings listed above.

Drawings can be e-mailed to MEP engineers.

Provide Structural Engineers with the necessary drawings to perform the design as required. VAV Box numbers for existing and new boxes shall be provided by Property's Controls Vendor and shall not be renamed by Structural Engineers.

II.6 Data/Telephone System

Any data/telephone equipment required by the Tenant will be located within the Tenant's space. All individual data/telephone wiring provided by the Tenant or Tenant's vendor shall be approved by the City of Dublin for installation in the ceiling return air plenums, fastened at a minimum of every four (4') feet. Tenant shall engage Building's Riser Manager regarding services offered at the property and shall use Riser Manager for all vertical pulls of tele/data cabling. The Tenant should identify any special air conditioning requirements (temperature, humidity, 24-hour need, etc.) required by the Tenant's telephone equipment.

II.7 Path of Travel Documentation

Tenant's Designer shall be responsible for reviewing and documenting all accessibility items along the Path of Travel to the area of improvements. This documentation shall show what currently exists and which items (if any) require modification. Any new work shall be shown in bold text and brought to the attention of the Landlord.

II.8 Structural System Design

As stated in the Lease Agreement, the Tenant must advise the Landlord, in a timely fashion, of all unusual floor loads, such as filing systems, library shelving, heavy equipment, etc., which may

exceed the design capacity of the base building structural system as noted below. This is extremely important and must not be overlooked. Specific locations for unusually heavy equipment must be coordinated with the Landlord. In addition, any modifications to the base building structural system, due to the unusually heavy loads or due to stairwells located within the Tenant's leased premises, must be designed at Tenant expense by the Landlord's structural engineer. The design live load for typical floors is 80 lbs. per sf.

SECTION III
MEP STANDARDS AND SPECIFICATIONS

**Dublin Corporate Center
Tenant Improvement Manual**

III. MEP STANDARDS AND SPECIFICATIONS

III.1 HVAC System

III.1.1. General

All heating, ventilating and air conditioning systems will be in accordance with California Administrative Code, Title 24 regulations, ASHRAE 62.1-2007 and 55-2004 and constructed in accordance with the best general practice.

Prior to any mechanical subcontract award, the mechanical contractor should field verify the existing mechanical equipment related to the floor of construction for any deficiencies and to make sure all zones are in working order if they are to be repurposed for the new layout. Verification should be inclusive of the following:

- During the assessment and verifying of mechanical as-built the existing addressing of VAV boxes as shown on current drawings provided by building staff should remain the same and carry over to the new working mechanical drawing unless otherwise directed by Controls Contractor or Chief Engineer. All new installation of VAV systems should be reviewed by controls vendor for direction of new addressing to apply to new VAV's and working mechanical as-built. The final close out package of mechanical will be inclusive of as-built drawings, balance report, and graphics should all match in the addressing of all DDC controls.
- Pre-commissioning of existing VAV equipment to be re-used in final build out should be verified to be in working order and able to achieve new max CFM requirement per final equipment list. This includes all programming to be functioning in morning warm up, standard occupied operations, thermostats calibrated, PID loops zeroed out, k-factor calibrated using JCI commissioning tool software, all exposed points in standard order and description meeting building standard, hot water valves functioning properly (including discharge air temp recorded in 100% heating) proper thermostat locations.
- All VAV equipment must be verified to have 2-row heating coils for all perimeter zones. If a VAV is determined not to have 2-row coils a cost must be provided to construction manager prior to completion of mechanical work and close of ceiling.
- General condition of DDC controller, VAV box, perimeter piping manifold, isolation valves, location of VAV, should all be considered when determining if existing VAV can or should be re-used in new tenant improvement.
- After all systems are complete and operating, the contractor shall submit to the Chief Building Engineer complete preliminary air and water balancing report with correct addressing as related to final graphics per the criteria above and according to AABC National Standards, a copy of the handwritten test data to be used for final report submittal shall be forwarded to the chief building engineer one week prior to tenant occupancy.

III.1.2. Design Criteria

The building air conditioning systems is capable of maintaining the following design standards:

Summer outdoor design conditions:

ASHRAE 62.1-2007 & 55-2004 / T-24 design

Data: 94°F db, 67°F wb

Winter outdoor design conditions:

ASHRAE 62.1-2007 & 55-2004 / T-24 Design

	Data: 34°F db
Office Areas	
People	200 BOMA rsf per person
Lights	1.2 watts/BOMA rsf
Equipment	2.5 watts/BOMA rsf
Indoor Temperature	Summer 75°F (± 1°F) Winter 70°F (± 1°F)
Humidity	Variable, one direct control of humidity sensor required per suite or floor.
CO ₂	Required in areas which are greater than 25 people per 1,000 sf; must be able to be calibrated to an accuracy of 75ppm or 5%; located between 3' and 6' from the floor
Outside Air	20 CFM/Person minimum (7 people/1000 BOMA rsf) can be increased to 100% outside air with air economizer cycle operation.
Extended Hours	Air system can be programmed to operate after-hours by the tenant.
Air Conditioning	Request for office areas.
Tenant Supplemental	Split system, air-cooled DX shall be provided by tenants. Roof space is available for outdoor condensing units, subject to lease approval.
Acoustical Criteria	NC-45 (± 2) within 15 feet of supply air shafts.

III.1.3. HVAC Systems

- III.1.3.1. The base building air system consists of four Trane Intellipak 105-ton DX boxcar air conditioning units M# SXHGD11 located on the roof. Each unit has the capacity of delivering 42,203 CFM with a minimum of 4,515 OSA and 4 stages of cooling. This calculates to 43,203 available CFM to each floor and any additional equipment added to system should be sized correctly not to exceed the max available CFM. The supply air reset can vary from 55 degrees to 65-degree air depending on the average building temperature. Each building has incorporated logic control for morning warm up, supply air reset, and afterhours phone override for tenants. The typical building duct static can reset based on the building demand from .75 inches of w.c. to 1.5 inches of w.c. 4-way adjustable 2x2 supply air registers for perimeter zones along window line must be no more than 4 feet from windows.
- III.1.3.2. The rooftop air conditioning equipment manufacturer is Trane. The rooftop unit's compressor system uses a low ozone depletion refrigerant (HCFC-22).
- III.1.3.3. Supply ducts from each riser are stubbed out at each floor for tenant connection.
- III.1.3.4. A heating hot water riser provides valved connections on every floor for future tenant hot water connection and distribution.
- III.1.3.5. Air ducts are constructed to the following standard:
- Primary supply riser and floor duct upstream of boxes will be constructed in accordance with the 1995 SMACNA 3" wg construction. Seal Class A standard.
 - Exhaust ductwork and supply ducts downstream from boxes will be constructed in accordance with the 1995 SMACNA 2" wg. Seal Class B.

- All primary supply ducts to be sealed and insulated on the exterior. All ductwork within 20 feet of the AHU supply shall have 2-inch acoustical lining. All exhaust ducts to be sealed.

III.1.4. Heating Systems

Each base building heating perimeter heating systems consist of one 3 million BTU low Nox condensing boiler and 2 hydronic pumps to distribute the water to each floor. A total of 35 GPM is the max for each floor and any additional equipment added should be calculated with the current demand and not exceed the total of 35 gpm available per floor.

III.1.5. Tenant HVAC System Requirement

- III.1.5.1. Base building provides for capped supply/return ducts and heating hot water onto each floor at the shaft. Each tenant shall provide their own horizontal distribution ductwork, hot water piping, VAV boxes and branch distribution, associated controls and connect to the building systems.
- III.1.5.2. All tenant improvement work shall comply with Tenant Standard Specifications.
- III.1.5.3. All VAV boxes shall be pressure independent and equipped with electronic controls. VAV zones serving perimeter diffusers shall be equipped with hot water heating coils with 2-way control valves. Manufacturer: Nailor or Titus.
- III.1.5.4. Each tenant shall install their own insulated hot water distribution piping serving the perimeter zones and connect to base building capped connection.
- III.1.5.5. Tenant return air will be through 2x2 perforated ceiling grilles and lighting fixtures, Titus model PAR or similar. Tenant supply will be coordinated with base building DDC building management systems. Morning warm-up and after-hours functions shall be coordinated with base building systems.
- III.1.5.6. All items not reused in the new design shall be demolished and removed.
- III.1.5.7. All perimeter corner offices shall have their own dedicated thermostatically controlled independent zone. No more than 3 private offices with the same solar exposure (or interior office) shall be combined into one zone. Perimeter offices with different solar exposures shall not be combined into one zone.
- III.1.5.8. All large (seating 8 or more occupants) conference rooms shall have their own dedicated thermostatically controlled independent zone.
- III.1.5.9. Large or heavy-use copy rooms shall have their own dedicated thermostatically controlled independent zone. In addition, ceiling plenum mounted exhaust fan shall also be provided. Kitchen/break rooms shall be provided with ceiling mounted exhaust fans.
- III.1.5.10. Exhaust from the tenant space requiring termination to the outside of the building shall be approved by the Building Management. Plans showing the complete exhaust duct routing and termination point shall be submitted to the Building Management office for approval All termination points on roof for exhaust should be reviewed and approved by Chief Engineer.
- III.1.5.11. Perimeter VAV zones should all have discharge air sensors installed no closer than 5' away from discharge of air flow across heating coil.
- III.1.5.12. All perimeter private offices air distribution designs should be laid out as close as possible with supply air registers no more than 4' away from perimeter

window line and return grill located near door and thermostat as not to cause short cycling of air.

- III.1.5.13. Do not cross zones between tenants in multi-tenant floors. Tenants shall have their own dedicated zones.
- III.1.5.14. Provide adequate number of return air grilles throughout. Allow for free passage of return air above ceiling to the mechanical shaft. If any area is enclosed by full height partitions, provide acoustically lined sheet metal transfer air ducts. Transfer air duct shall be sized at no more than 350 feet per minute.
- III.1.5.15. Provide adequate number of supply air diffusers for uniform air distribution. Single supply diffuser shall supply no more than 450 CFM of airflow.
- III.1.5.16. Small IT rooms with moderate cooling load, if not independently cooled by tenant owned and installed dx split system shall incorporate a thermostatically controlled ceiling mounted exhaust fan.
- III.1.5.17. All perimeter VAV zones (existing) with single row heating coils must be replaced with 2 row heating coils. This finding must be reported to Property Management and Chief Engineer prior to close of ceiling and completion of the project.

III.1.6. Dampers

III.1.6.1. Balancing Dampers shall be as follows:

- Single or multi-blade balancing dampers constructed per SMACNA/ASHRAE Recommendations.
- Install on all branch ducts to facilitate proper air balancing.
- Provide hand locking quadrant. On insulated ducts hand quadrant shall be elevated with help of brackets. Provide ribbon at each damper for easy identification.

III.1.6.2. Fire Dampers shall be as follows:

- California Fire Marshal approved, UL Listed.
- 20 gauge frame construction.
- Ruskin model DIBD2 Style B or equal.

III.1.6.3. Combination Fire/Smoke Dampers (FSD) shall be as follows:

- California Fire Marshal approved, UL listed per UL 555 (1-1/2 hour fire damper) and UL 555S leakage Class I and 350°F elevated temperature rating.
- Heavy 13 gauge equivalent frame construction.
- Low pressure drop airfoil or single blade.
- Ruskin model FSD60 or equal.
- Electric actuator, power open - fail close type, heavy duty, low noise and non-stall type. FSD shall incorporate a Firestat.
- All FSD's shall be installed with remote position indicator light plate. Plate shall be mounted above the ceiling adjacent to the FSD. In IT rooms and/or utility rooms mount the plate affixed to the ceiling tile.

III.1.7. Toilet Ventilation System

Each toilet room is ventilated through a toilet exhaust riser connected to a roof mounted exhaust fan.

III.1.8. Electric Closet Ventilation System

Each electrical room on typical floors is ventilated. Each electrical closet is provided with a return air opening. Each floor houses 3 electrical rooms.

III.1.9. Switchgear Room Ventilation System

The switchgear room is provided with return air exhaust fan.

III.1.10. Electric Motors

All electric motors are premium efficiency type and suitable for use on inverter drive systems where applicable.

III.1.11. Miscellaneous HVAC Items

Miscellaneous HVAC items as listed below will also be included for the project:

- Full maintenance brochure for all equipment and all controls, including Owner's operating instructions.
- Full shop drawings, full temperature controls drawings, complete equipment submittals and cut sheets.
- Chemical pipe cleaning and treatment of water systems.
- Instruction seminars for operations personnel.

III.2 Plumbing

III.2.1. Water Supply

Water Service to each building is provided by two 2" domestic water lines, each with a backflow preventer. An 8" fire water service line, with a backflow preventer, is provided to supply water to sprinkler systems in all 3 buildings. A separate irrigation service provides city supplied recycled water for landscape irrigation systems for three buildings and adjacent spaces. Each building is provided with a sanitary sewer discharge line connected to the municipal system.

Water pressure at the fixtures is limited to a maximum of 80 psi through pressure reducing valve assemblies as required and 25 psi minimum pressure.

Domestic water systems shall be sized on copper type L pipe using a maximum of 3 psi pressure drop per 100 feet of pipe and a maximum velocity of 8.0 feet per second.

Civil Engineer will connect the water lines from a point 5 feet from each building to the water meter and back-flow preventer and double check valve assembly locations.

III.2.2. Domestic Hot and Cold Water

Domestic hot and cold water system will be connected to base building plumbing fixtures.

Domestic hot water is supplied from localized electric-type water heater located on the 1st and 3rd floors for buildings 4120 and 4140. Building 4160 domestic hot water heater is located on the 4th floor janitors' closet and serves all 4 floors. At 4120 and 4140 the 1st floor water heater serves 1st and 2nd floors. The 3rd floor water heater serves the 3rd and 4th floors. In the case of a private

restroom that that was part of an alteration or add on for a previous tenant the source of hot water will be from a dedicated water heater owned and installed by the tenant for those additional restrooms. All heaters are provided with a pressure and temperature relief valve and secondary overflow pan as well as meet all local codes.

III.2.3. Natural Gas System

Medium pressure natural gas service with meter and pressure regulator is provided as per PG&E at the ground level of each building. The specific location will be at the corner of the building closest to the center plaza area. Pressure is reduced as required for use.

III.2.4. Sanitary Sewer and Waste System

A complete sanitary waste and vent system is provided throughout the building, arranged for gravity flow. Soil, waste and vent lines will be sized per UPC using good engineering practice.

III.2.5. Storm Drainage System

Storm drainage from the low slope roofs is primarily through interior roof drains, which are tight lined to the underground storm drainage system. Overflow drainage from roofs is through interior drains that discharge through the exterior face of the precast concrete walls at grade.

III.2.6. Hose Bibs

Hose bibs are provided at a minimum in accordance with the following:

- Men's and Women's toilet rooms.
- Janitors sink.

III.2.7. Plumbing Fixtures (Similar to American Standard)

Water Closets	Wall hung, flush valve and open front seat-less cover.
Lavatories	Enameled, cast iron counter top with single handles mixing faucets. All lavatories will have insulated offset waste.
Urinals	Wall hung, siphon jet with flush valve.
Drinking Fountains	Wall hung, push button valve.

Each water supply is to be roughed in with an isolation valve at the fixture.

Provide chrome plated escutcheon on all pipe passing through walls. Owner is to approve all fixture selections.

All fixtures shall comply with ADA requirements.

III.2.8. Floor Drains

Drains are provided at a minimum for the following, or as specified by Code or the local building authority.

- Plumbing equipment rooms and roof top Mechanical equipment areas.

- All restrooms.
- Under counter in kitchenettes

III.3 Electrical

III.3.1. General

All work shall be installed in accordance with:

- 2013 California Building Code or most current version
- 2014 National Electrical Code or most current version
- Fire Code with local amendments
- California State Fire Marshal Requirements
- California Administrative Code, Title 24
- National Fire Protection Association (NFPA), all applicable standards.
- PG&E Company Rules and Regulations.
- AT&T Rules and Regulations.
- Applicable Cable Television Rules and Regulations
- NEC & local codes.
- Other applicable codes, as necessary.

III.3.2. All work shall meet the following criteria:

- III.3.2.1. Power shall not be distributed from one floor to feed loads on another. Building Management approval is required if under special circumstances loads are to be fed from different floors and in such cases, equipment and panel schedules shall be clearly marked.
- III.3.2.2. No more than 6 general purpose outlets shall be connected on any 120 volt branch circuit.
- III.3.2.3. A dedicated neutral shall be provided for each 120 volt dedicated branch circuit.
- III.3.2.4. For excessive loads, such as IT rooms, tenant shall provide their own metered sub-panel and feed from floor panels &/or bus riser.
- III.3.2.5. X-ray &/or floor scan is required prior to core drilling.
- III.3.2.6. New transformer(s) location requires approval from Building Engineer prior to installation.
- III.3.2.7. For 120/208 volt, 3 phase, 4 wire feeders serving branch circuit panelboards and computer distribution equipment, the neutral conductor shall have a calculated ampacity of not less than 150% of the phase conductor ampacity. The neutral conductor shall be considered a current carrying conductor for purposes of determining NEC derating factors.
- III.3.2.8. When required by Lease to provide Energy consumption metering E-mon D-mon meters shall be provided. Installation and compatibility of proposed system shall be coordinated with Building Engineer.
- III.3.2.9. Maximum design load for new 120/208 volt panelboards: 80% Ampacity of overcurrent device feeding the panel.
- III.3.2.10. Provide automatic shutoff as required by CEC Title 24 requirements utilizing Building Standard motion sensors.
- III.3.2.11. All equipment, wire, and raceway that are not to be reused in new design shall be demolished and removed from premises.

- III.3.2.12. Typical Standard (ring and string) data, voice, and electrical distribution to work areas when necessary are wall feeds, floor monuments, trenching.

Materials and equipment shall be listed and labeled by Underwriters Laboratories or approved testing laboratory.

III.3.3. Basic Materials

- III.3.3.1. All feeder wiring for systems covered by this Division shall be in conduit. Branch circuit wiring in exposed locations shall also be in conduit.
- III.3.3.2. Branch circuit wiring in concealed locations shall be MC type cable.
- III.3.3.3. Conduit below grade or in slab on grade shall be PVC. In exposed exterior locations PVC coated RSC shall be used.
- III.3.3.4. EMT shall be used throughout except where another material is specified. Steel set-screw fittings for branch circuits. Steel compression fittings for feeders.
- III.3.3.5. Conductors shall be copper, THW, THHN, THWN or XHHW are required for #8 AWG and smaller. For #6 or larger use THW, RHW, XHHW or THHN.
- III.3.3.6. Branch circuit panelboards shall be bolt-on circuit breaker type with 10,000 AIC rating for 120/208 volt service and 14,000 AIC rating for 277/480 volt service. Panels shall include 20A-1P circuit breakers for tenant build out.
- III.3.3.7. Switchboards shall be rear and front accessible group mounted circuit breakers. Provide ground fault protection and metering on main breaker. Devices 80 amps and larger shall be UL listed for continuous load at 100% rating. Switchboard assembly shall be completely self-supporting, of the required number of vertical sections bolted together to form one continuous switchboard 90 inches high.

III.3.4. Power Distribution Electrical Service

Electricity is provided by PG&E from pad mounted transformers through underground feeds to the building-owned main service panels on the ground floor of each building. Each main panel is served by 277/480 volt, 3 phase, 4 wire power and is rated at 3,000 amps. Each floor houses 3 electrical rooms. The bus duct riser 480V service is stacked in the core of the building off the elevator lobby. The 208/120V transformers and panels are on each end of the building. All electrical wire is contained in EMT conduit and installation is a commercial quality.

III.3.5. Emergency Power System

Emergency lighting are powered via battery back system per Watt Stopper building standard. Building does not incorporate an Emergency Generator

III.3.6. Lighting Fixtures, Lamps and Controls

- III.3.6.1. Lighting controls- Watt Stopper LMRC series product line.
- III.3.6.2. Provisions for Back up battery power- *Philips* Bodine ELI-S-250 sinewave inverter capable of dimming circuit.

III.3.6.3. 2x2 lighting fixtures Eaton Metalux LED Lighting

III.3.6.4. 2x4 lighting fixtures Eaton Metalux LED Lighting

III.3.6.5. Controls- Watt Stopper LMRC series control

III.3.7. Voice and Data Distribution Provisions

Each building is supplied with two 4" conduits providing telephone and fiber optic service from adjacent utility manhole. Each building has a main telephone backboard and is identified as the point of demarcation. Telephone service is provided by various providers.

Within each riser closet (4) 4" conduit sleeves are provided for the communication risers from the ground floor to the top occupied level. The risers stack vertically. Vertical Pulls must be terminated by Riser Management Company.

Beyond the main telecom room, space is allocated for riser cables and terminations only. Communications equipment is provided by the occupant and must be accommodated within their premises.

III.3.8. Fire Detection and Alarm System

All Life Safety/Fire Alarm work shall be by the Life Safety system provider for the building and shall comply with all applicable city and state codes.

III.3.9. Grounding System

An equipment ground riser is provided in the core electrical rooms for bonding of transformers and electrical equipment.

III.3.10. Building Fire Protection

The building is protected by a hydraulically calculated automatic Combination Fire Standpipe/Sprinkler system. The fire sprinkler system design is based upon Dublin Fire Department's requirements. Each floor is considered as a separate sprinkler zone with its own sprinkler control valve assembly consisting of a supervised valve, flow switch and drain valve with riser.

A 2½ inch valved fire department connection in each stairway and at each level is provided as required by the City of Dublin Fire Department. Where pressure reducing valves are utilized on the fire standpipe system a dedicated 3-inch drain riser at each fire standpipe is provided with a capped outlet.

Sprinkler heads in finished areas are semi-recessed fast response type, chrome finish with white escutcheons.

As required by the City of Dublin, upright sprinkler heads will be provided in the ceiling. Sprinklers will be provided above and below ceiling.

SECTION IV
TENANT IMPROVEMENT STANDARD SPECIFICATIONS

**Dublin Corporate Center
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IV. TENANT IMPROVEMENT STANDARD SPECIFICATIONS

This is a general outline of standard finished. Any deviation from building standard items, including but not limited to lighting, HVAC and hardware, will require express written consent from Landlord prior to installation.

IV.1 Common Areas – Ground Floor

IV.1.1. DOORS

Interior Doors	Factory pre-finish 16690 White Maple, staining to match existing doors
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IV.1.2. DOOR FRAMES

Tenant Double Entry	Anodized Aluminum
Lobby/Toilet Room Corridor	Anodized Aluminum
Core	Anodized Aluminum

IV.1.3. WALLS

Primary Lobby/Corridor	Fabric Panels/Wood
Secondary Corridors	Paint

PAIN T COLORS

Secondary Corridors	Benjamin Moore, Mountain Peal White-OC121, Flat acrylic
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IV.1.4. FLOORING

Lobby and Toilet Rm Corridor	Limestone & Carpet
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IV.1.5. BASE

Lobby and Toilet Rm Corridor	Stone
Secondary Corridor	Wood

IV.1.6. CEILING

Lobby	Painted Gypsum Board, Benjamin Moore, Mountain Peal White-OC121, Flat acrylic
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IV.2 Multi-Tenant Upper Floor Elevator Lobby

DOORS	Factory pre-finish 16690 White Maple, staining to match existing doors
DOOR FRAMES	Anodized Aluminum
WALLS	Varies
BASE	Rubber base
FLOORING	Varies
CEILING	Painted Gypsum board

IV.3 Multi-Tenant Floor Corridors

DOORS

Stair/Toilet/Tele/Elec	Factory pre-finish 16690 White Maple, staining to match existing doors
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DOOR FRAMES

Stair	Painted Steel
Toilet/Tele/Elec	Anodized Aluminum
WALLS	Varies (painted & wall covering)
BASE	Varies
FLOORING	Varies

IV.4 Building Standard Finished for Tenant Spaces

IV.4.1. PARTITIONS

Standard Partitions	Non-bearing interior ceiling height gypsum board. 3 5/8” metal studs at 16” o.c. max. with 5/8z’ thick gypsum board on both sides of studs to the underside of ceiling system with sound attenuation batt insulation in ceiling and within wall.
Demising Partitions	Interior full height gypsum board wall with batt insulation. 3-5/8” metal studs at 16” o.c. max. w with 5/8” gypsum board on both sides of stud to the underside of structure above and with sound attenuation batt insulation min 3 1/2” within wall and above suspended ceiling. Transfer grills coordinated with mechanical engineer as to not impede return air to shaft.
1-Hour Corridor and Compartment Partition	3 5/8” metal studs at 16” c with 5/8” thick gypsum board Type X on each side, full height to structure above, with sound attenuation batt insulation UL design number U-465.

IV.4.2. DOORS, FRAMES AND HARDWARE

Entry Door	Factory pre-finish 16690 White Maple
Entry Frames	Anodized Aluminum
Interior Doors	Factory pre-finish 16690 White Maple
Interior Frames	Anodized Aluminum
Hardware	
Closer	LCN
Entry lockset	Schlage L9000 Series 06C Trim
Keying	6-pin tumbler, Schlage IC cylinder (interchangeable core)
Interior Latchset	Schlage L Series
Interior Lockset	Schlage L Series
Finish	To match hardware on floor: either Brushed or Polished Chrome; Tubular 03, Sparta 17, Rhodes 06

IV.4.3. ACCESS CONTROL SYSTEM

Dublin Corporate Center has building perimeter control points for after-hours access. Tenant access control systems may be provided by the Tenant at their expense and are not to be interfaced with or monitored by the base building access control system. Written approval or integration must be given by Landlord.

IV.4.4. SUSPENDED CEILING SYSTEM

Grid Armstrong: 9/16
Ceiling shall be 9' AFF
Ceiling Tile Armstrong: Dune, 2'x4', lay-in regular, white

IV.4.5. FLOORS

Carpet tile Interface Alliteration 9722 Nickel/Earth Rust
Vinyl Tile Armstrong, 12'x12"x1/8", Excelon Vinyl Tile
Base Mercer 4" top-set straight over carpet and cove base over vinyl tile.

IV.4.6. PAINT

Primer One coat: flat acrylic, no-VOC latex paint
Finish Coat Benjamin Moore Flat acrylic (2-3 coats) – no-VOC

IV.4.7. EXTERIOR BLINDS

Building standard window coverings are the only coverings permitted at the perimeter windows. Alternative shades or reflective materials of other type of material of any other type of material may not be installed.

Vertical cloth blinds must match building existing material in size and color. Mount blinds inside exterior window frames.

After Hr Air Conditioning

The normal hours of building operation are from 7am to 6pm, Monday through Friday. The building energy management system that can provide HVAC after normal business hours to each floor. Requests for after hours HVAC shall be processed through the Genea Program. The cost associated with after hour HVAC are computer recorded and charged to the tenant on an hourly basis.

(Subject to Additional Hourly Rates.)

IV.4.8. PLUMBING

Faucet Delta Gourmet 151-WF 9 1/8" swing spout, single lever; flow shall be no greater than 1.8gpm

Hot Water Heaters
Point of Use ISE W-152 2½ gal utility in-line water heater, w/o drain
Dishwasher AO Smith ELJF, 6-gal, cabinet mounted w/ overflow drain. Confirm heater size with equipment requirements.

Instant Hot ISE HOT-1, gooseneck spout and lever handle, 1¼" water line tap, 1/3-gal tank capacity

IV.4.9. POWER/COMMUNICATION

Duplex Wall Outlet 110v AC box, conduit, standard receptacle and plate; Color-white

Dedicated Duplex Outlet	110v AC or 220v AC box, conduit, 20A receptacle and standard plate; Color-gray (above standard)
Isolated Ground	110v AC box, conduit, Leviton Decora Series, 20A receptacle and standard plate, Color-orange (above standard)
Duplex Floor Monument	110v AC RCI or equal, monument, conduit, plate, brushed aluminum; Color-black (above standard)
Alternate Tele/Data Wall Outlet	3” flush outlet Gypsum board metal ring and pull string; box and conduit at insulated and rated partitions to ceiling plenum
<i>SWITCHING</i>	
Office/Breakrooms/Conf	Watt Stopper Title 24 compliant system is the building standard, controlling lighting and receptacles as required.
Fan Switch	Single pole engraved “FAN”, color-white
Dimmers	Standard dimmer and coverplate suitable for control of load controlled. (above standard)

IV.4.10. TELEPHONE AND DATA CABLING

Throughout	Telephone and data cabling provisions and installation is the responsibility of the Tenant and is not included as part of the Building Standard Improvements. All equipment must be located within Tenant’s space. Tenant shall identify to designer any special electrical or HVAC requirements (Temperature, humidity, 24-hour needs, etc.) Tenant’s vendor shall be responsible for obtaining phone/cabling permit at Tenant’s expense. It is the responsibility of the Contractor to coordinate and identify the period of time during construction in which this communication cable work should be completed. Cable run in the return-air plenum shall be plenum rated and suspended at a minimum of every 4’-0”. Dial tone is available on the first floor. Tenant shall coordinate with the riser management company to bring this service to their suite.
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IV.4.11. LIFE SAFETY SYSTEM

Sprinkler System	The return air plenum space above the suspended ceilings is sprinkled. Sprinkler Head: white escutcheon
Fire Alarm & Communication	The base building’s fire alarm system is a state of the art addressable system. The base floor design for the fire alarm system provided manual pull stations at each exit and smoke detectors in each elevator lobby. The base building fire alarm was designed to meet most additional requirements for tenant smoke detectors and magnetic

door holders. All tenant devices must be supplied and installed by the base building fire alarm contractor to maintain system operation. All magnetic latches, card access doors and magnetic door holders must release on floor fire alarm activation. Any such additional detectors, system wiring and connection to the fire alarm shall be at tenant's cost.

Visual fire strobes and horns are provided in elevator lobbies and stairways. Future tenant occupancies requiring horns/strobes as required by local code can be provided to the base fire alarm system at cost to the new tenant. The base building fire alarm system was designed with additional provisions for tenant fire horns, speakers and fire strobe devices.

Smoke Detectors match existing, code minimum

Strobe, Visual Warning match existing, code minimum

Horns match existing, code minimum

Fire Extinguisher Semi-recessed 2A-10BC fire extinguisher, strategically located per code. Cabinet to be glass and painted metal to match wall.

Fireproofing WC Grace Monocoat; all modifications to the continuity and integrity of the existing fireproofing shall be patched to maintain the building's fireproofing.

IV.4.12. *APPLIANCES*

Garbage Disposal All appliances must be Energy Star rated.
ISE Badger 5, 3/4 HP with wall switch

Vending Machines Must be equipped with "VendingMisers" or "SnackMisers" (or similar occupancy sensors) for energy conservation

As with construction contractors, it is advisable for tenants to practice certain control measures to protect the indoor environment. Examples of such control measures may include the following:

- Furnishings selected and installed using the LEED ID+C rating system
- Allowing carpets and furnishings to get opened to air to allow time to off-gas VOC's before installation.
- Using LEED specifications for selection of paint and coating materials.
- Coordination with building management when touch up painting is conducted.

SECTION V
CONSTRUCTION STANDARDS

**Dublin Corporate Center
Tenant Improvement Manual**

V. CONSTRUCTION STANDARDS

V.1 Tenant/Contractor Checklist for Dublin Corporate Center

Before commencement of any Tenant Improvement Work at Dublin Corporate Center, the following checklist must be completed by the Tenant and Tenant's Contractor. All forms, Certificates of Insurance, etc., must be received and accepted by the Owner.

In addition, both Tenant and Tenant's Contractor must acknowledge their understanding and acceptance of the attached Considerations and Specifications for Tenant Improvement Work at Dublin Corporate Center by signing in the appropriate areas and returning an executed copy to Hines. Tenant Improvement Work will not be allowed to begin until these items have been completed.

REQUIRED ITEMS CHECKLIST

_____ A complete set of drawings approved by Owner, and subsequently, the City of Dublin Bureau of Building Inspection

Acceptable and complete Certificates of Insurance for:

_____ Tenant

_____ Tenant's General Contractor

_____ All subcontractors/vendors/suppliers

_____ A fully executed Indemnity Agreement (attached as part of this Manual)

_____ A job schedule of the work to be accomplished, detailed by trade

_____ A complete list of all proposed Contractors, Subcontractors and Suppliers. All Contractors and Subcontractors must be approved by Owner prior to commencement of their work.

_____ The name and telephone number (including emergency telephone numbers) of persons authorized to represent Tenant, Tenant's Contractor and/or his Subcontractors in contest of the Tenant Improvement Work.

_____ Material Safety Data Sheets (MSDS) for all chemicals or products used on-site as part of the Tenant Improvement Work.

_____ Hazard Communication Standard Program as required by Cal-OSHA

V.2 Building Rules and Regulations

- V.2.1. The following rules of the Site for the Tenant's Contractor's Work (Rules of the Site) shall govern the operation of the Tenant's Contractor and are issued as additional Building Rules and Regulations pursuant to the Lease between Dublin Corporate Center (Owner) and Tenant. For purposes of this document, Owner shall also mean Hines and the Management Office.
- V.2.2. A copy of these Project Site Rules and Regulations Governing the Work, acknowledged and accepted by the Contractor, must be posted at the Project Site in a location clearly visible to all workers. It is the Contractor's responsibility to instruct its employees and all subcontractors to familiarize themselves with these rules and regulations and to enforce compliance with these rules at all times.
- V.2.3. Tenant will be responsible for all actions done on its behalf by Tenant's Contractor or its Subcontractors including but not limited to damage to the tenant areas, the loading dock, indoor and outdoor public areas, freight elevators, mechanical areas, and any exterior elements of Dublin Corporate Center (Collectively referred to as the "Building"). Any such damages will be promptly repaired to the Owner's satisfaction at the sole cost of Tenant and its Contractor.
- V.2.4. Within a reasonable time prior to the start of any on-site work, delivery of materials, equipment or personnel, Tenant's Contractors will submit to Owner these items listed in the Required Items checklist (Section VI.1).
- V.2.5. No revisions or changes of any kind may be made to the construction plans without the consent of the Owner. Any proposed revisions or changes must be submitted to Owner, for Owner's review and approval prior to commencement of such changes.
- V.2.6. All Tenant's Contractor's Work must be scheduled so that it in no way conflicts with or impedes the quiet and peaceful enjoyment of other tenants or the progress of Owner's work or operations. Any work that is in conflict with the above conditions will be rescheduled by Owner. Additionally, Owner shall have no liability for any costs or expenses incurred by Tenant or Tenant's Contractor in connection with such rescheduling. Any construction activities which create excessive noise, such as core drilling must be done before or after Building Standard Operating Hours (7:00am – 6:00pm, or as Owner allows). Any activities which create odors (i.e. direct glue carpet, wall finishes, etc.) must be scheduled after 6:00pm on weekdays or weekends, or as Owner allows. Any costs related to overtime HVAC required to exhaust the odors from the floor will be charges to the Tenant or Tenant's Contractor.
- V.2.7. Construction workers will park at the perimeter of the parking lot away from the buildings and will be subject to towing if in violation thereof. Handicap parking stalls should not be used/blocked for loading or unloading under any circumstances. Notwithstanding the foregoing, Owner is not obligated to provide any parking spaces for Contractor or its subcontractors.
- V.2.8. Before commencing any of the Work, the Contractor shall erect construction barriers acceptable to Owner between the area where the Work is being conducted (the "Work Area") and any public areas at and around the building in which the Work is constructed ("Project Site"). The Contractor will keep the Work Area closed from public view until completion and occupancy by Tenant. The Contractor shall perform all construction activities and all storage of materials inside the Work Area.
- V.2.9. Contractor must arrange for effective isolation of indoor areas that are under construction/renovation from other building areas.

- V.2.10. Contractor must demonstrate plans that would restrict work methods to prevent excessive release of particles (e.g. grinding, torch or reciprocal cutting, welding, solder, drywall finishing).
- V.2.11. Contractor must demonstrate plans that would restrict work methods to prevent excessive release of odors (e.g. applications of paints, varnish, adhesives, sealants, and other wet applied coatings).
- V.2.12. Contractor must demonstrate to property management specific steps within a plan for preventing and responding to water and water vapor release during indoor construction with emphasis on periods when drying and curing concrete, floor leveling materials, and wet spray-applied coatings.
- V.2.13. Contractor must inspect indoor areas during construction/renovation for signs of water release or condensation, impacting building materials and to confirm IAQ protective and control measures are implemented and maintained.
- V.2.14. Contractor must ensure that indoor construction/renovation areas that are mechanically cooled do not exceed an indoor dew point of 60 degrees F.
- V.2.15. Tools or materials will not be loaned to construction personnel at any time. Tenant's Contractor's materials and tool storage will be limited to the areas for which access has been granted (i.e. the specific job site). No flammable liquids, highly combustible liquids or hazardous materials will be allowed to be stored on any floor.
- V.2.16. Clean-up and rubbish removal shall be performed by the Tenant's Contractor at Tenant's Contractor's expense. Tenant's Contractor must remove daily all rubbish, surplus and waste materials resulting from the performance of their Work. At the request of Owner, Tenant's Contractor shall relocate any materials causing an obstruction as directed by Owner. Use of the Building's debris box or trash compactor is prohibited.
- V.2.17. In general, Owner will interact/coordinate activity with Tenant's Contractor to the extent necessary for work to be completed within the guidelines of project specifications and for the enforcement of Building Rules and Regulations.
- V.2.18. Tenant's Contractor shall be provided access to loading dock space and freight elevator facilities in a similar manner consistent with the Building Rules and Regulations, which provides a 20-minute parking limit in the dock area. Otherwise, Tenant's Contractor will make arrangements for unloading and hoisting after normal working hours (6:00pm – 7:00am). At no time during normal working hours will the Tenant's Contractor be given use of the elevator.
- V.2.19. The use of an elevator shall be scheduled by the Contractor with the Owner. Typically, all major material, equipment, gang box, and tool stocking and removal is required to be performed on off-hours at no additional cost to the Owner. Only tools/materials carried by hand, in buckets, or on work-belts may be transported during normal working hours. Any work or hauling of materials or trash shall be conducted so as to leave unobstructed at all times public corridors and elevator lobbies. At no time may the Contractor or its subcontractors block the elevator open. In the event that any damage occurs to the elevator or lobbies, the Contractor will bear the total cost of all repairs.
- V.2.20. Tenant's Contractor shall be provided access to unloading areas as prearranged with Owner. All materials unloaded at these areas will be moved to an area of use immediately and shall not be stored or used in a way which diversely impacts use or operation of the Building.
- V.2.21. Tenant's Contractor shall be responsible for the security of their own materials, equipment and work and that of their subcontractors.
- V.2.22. Tenant's Contractor shall comply with all applicable codes, laws and regulations pertaining to the work of Tenant's Contractor including all safety and health regulations.
- V.2.23. Tenant's Contractor will not engage in any labor practice that may delay or otherwise impact the work of the Owner or any other Contractor of the building.

- V.2.24. No Building systems will be turned off, disengaged or otherwise affected by Tenant's Contractor or any Subcontractor without approval and supervision by Owner. Said systems include but are not limited to sprinklers, electrical circuits, lighting, emergency lighting, life safety systems, air-handling units, smoke detectors and water supply. Access to any Building area will be at the direction and approval of the Building Management Office and Building engineers only. No construction personnel will be permitted to operate, activate or in any way manipulate the HVAC or other base building equipment.
- V.2.25. All electrical cable shall be run in a solid metal conduit from the electrical closets to the junction boxes on the floor. From those junction boxes flexible conduit may be used to case the electrical cable, which shall be no longer than 50ft to each connection on the floor.
- V.2.26. Doors to all work areas, including mechanical and electrical closets, will remain closed at all times. Propping doors open is expressly prohibited.
- V.2.27. All gang boxes, tool boxes, tool chests and other containers are subject to inspection when moved in or out of the Building, all Tenant Contractor and Subcontractor personnel, materials, tools and equipment are to enter and exit the Building through the designated service corridor and freight elevator only. Use of the passenger elevators is expressly prohibited.
- V.2.28. Before ordering materials or doing work which is dependent upon proper size or installation, the Tenant's Contractor shall field verify all dimensions for accessibility with Building conditions and shall be responsible for the same.
- V.2.29. Tenant's Contractor shall not be permitted any identifying signage or advertising within the Building or visible from outside the Building.
- V.2.30. During any construction activity, Tenant's Contractor shall maintain supervisory personnel on site at all times. Such personnel shall be fully authorized to coordinate and authorize Tenant's Contractor's Work as necessary to enable all work to proceed in a timely and well-ordered fashion. Should Tenant's Contractor perform work which would cause or require Owner to provide personnel to be present or otherwise perform any work, Tenant's Contractor shall reimburse Owner for the expense of such personnel, plus a ten (10%) percent cost recovery fee.
- V.2.31. Tenant's Contractor shall be responsible for the protection of their work and the areas adjacent to their work.
- V.2.32. Tenant's Contractor will ensure that all mechanical rooms, electrical and telephone closets and other Building and common area, entered by Tenant's Contractor or Subcontractors in conjunction with Contractor's work, will be cleaned and free of debris nightly.
- V.2.33. Public areas adjacent to the premise where Contractor's work is being performed including elevators, restrooms, and lobbies shall remain free of dust, debris, and materials at all times. All carpeted corridors will be protected by carpet mask, flush with the base, from the point of entry to the job site to the restroom. Walk-off mats will be placed at all locations where workers enter public areas of the building. These walk-off mats will be maintained and cleaned daily or more frequently if required so that construction material is not transferred to any other area of the building.
- V.2.34. All materials that have any potential for hazard (paints, glues, polishes, solvents, etc.) must have their associated MSDS sheets available at the Project Site during the performance of the Work.
- V.2.35. The Contractor shall notify Owner prior to the commencement of any extremely dusty work (e.g., sheetrock cutting, sanding, extensive brooming, etc.) such that Owner may arrange for additional filtering capacity on the affected HVAC equipment. Failure to make such prior notification will result in the Contractor absorbing any costs associated

- with repairing any HVAC equipment and any other existing improvements damaged by dust to their original condition.
- V.2.36. Tenant's Contractor shall be responsible for all their actions on site and their Subcontractors shall indemnify, defend and hold harmless the Owner against any and all claims, losses or damages threatened or incurred, arising from the actions or omissions to Tenant's Contractors or its Subcontractors.
- V.2.37. If keys are required by Contractor, they must be checked out from the Building Management Office. No keys will be distributed if proper identification and Tenant authorization is not provided.
- V.2.38. No cutting or patching of Owner's premises and installations or those of any other Building tenant shall be permitted without the prior written consent of Owner. Request for permission to do cutting shall include explicit details and description of work and shall not under any circumstances diminish the structural integrity of the Building components or systems. If any work is to be done in another tenant's space or in any public area, such work is to be done only with explicit written permission of Owner and at times directed by Owner. Such work is to be done only under the direct supervision of a competent member of the Tenant's Contractor staff. Any such area is to be promptly repaired and returned to a fully functioning, complete and clean condition.
- V.2.39. Fire Watch requirements are as follows: (1) hour of fire watch shall begin upon completion of hot work and performed by person completing work.
- V.2.40. Fire Monitoring requirements are as follows: (1) hour of fire monitoring is defined by either employee of contractor doing work or employee of general contractor that is aware of nature of work and location to visually inspect area of work within (1) hour of completion of fire watch. If other agreement of duty is necessary such agreement should be discussed with engineering manager 48 hours ahead of time.
- V.2.41. No welding, burning or cutting torch work is to be performed at the Project Site without the prior approval of Owner. If such approval is granted by Owner, the Contractor must have a firewatch, fire blankets, and a fire extinguisher present in the Work Area at all times when the equipment is being used. Additionally, the Contractor may, at Owner's request, be required to perform any such work after-hours because of the fumes which may be associated with such welding/cutting torch usage.
- V.2.42. No varnishes/lacquers or similar products are to be sprayed in the Project Site without the prior approval of the Owner. Because of their potential combustible nature, this type of work should normally be done off-site. Anyone found spraying these compounds in or around the Project Site without the prior written approval of the Owner will be required to cease such work.
- V.2.43. It is the responsibility of the Tenant's Contractor to be fully knowledgeable of the Building Drawings and Specification. Materials, equipment and/or quality of work which do not meet the standards of Building Drawings and Specification, as well as specifications listed in this Manual, will be corrected at Tenant's Contractors sole expense.
- V.2.44. All Life Safety Systems of the Building are to be maintained and all of the Tenant's Work is to be properly interfaced with and connected to the Base Building Systems as required by Code, or by Building operations and warranties. See Section III.
- V.2.45. To the extent possible, light fixture switching shall be provided and maintained during construction and lights should be turned off at the end of the day.
- V.2.46. When work is performed by Tenant's Contractor or Subcontractor, certain charges may apply for additional services performed by Owner which include, but are not limited to the following:
- Elevator usage which requires the assistance of an elevator technician
 - Coordination of freight elevator

- Utility usage for construction activities, including power and water
 - Extra and continuous clean-up of common areas including but not limited to elevators, hallways, restrooms, stairwells, lobbies and staging areas as required due to construction activity. Tenant's Contractor and Subcontractors are still expected to provide the usual protection of existing improvements and exercise good care and good sense.
 - The use of the Building's debris box and use of the parking lot for Tenant's Contractor's debris box.
 - Review of construction drawings and verifying adherence to the Base Building Drawings and Specifications and Building Standards.
 - Daily supervision to ensure Contractor's adherence to the rules of the Site.
 - Review of changes in the initial scope of work.
 - Assistance in resolution of field condition conflicts.
 - Inspection and approval on all work affecting building systems (i.e. mechanical, electrical, life safety, fire protection, etc.)
 - Provisions and coordination of Building Engineers for the disconnection and reconnection of Life Safety Systems affecting the area under construction.
 - Coordination of entry into occupied tenant space and additional security services as needed.
 - Enforcement of terms of the Lease Agreement between Tenant/Subtenant and the Owner.
 - Coordination of loading dock activity and access into and out of the Building.
- V.2.47. In addition to cleaning requirements as described above, Tenant's Contractor shall, in preparation for substantial completion or occupancy of the project by Tenant, perform the final cleaning of Tenant's Contractor's work.
- V.2.48. When Tenant's Contractor commences construction activity, the Tenant's Contractor shall maintain the area as necessary (at its sole cost and expense) in a safe and sanitary condition and to a standard meeting all applicable laws, regulations and Building Standards as determined by Owner.
- V.2.49. The Owner may require job progress meetings. The Tenant's Contractor, if requested, shall attend with a representative authorized to speak and act on the Tenant's Contractor's behalf. Additionally, the Tenant's Contractor shall notify the Owner of all job progress meetings.
- V.2.50. All on-site activity will be coordinated in advance with the Owner. Such approval will be granted only upon submission of the written access request by the Tenant or Tenant's Contractor.
- V.2.51. At no time will the Tenant's Contractor perform activities on the project site without the insurance in force as required in Section I.2 or as may be accepted by Owner.
- V.2.52. No radios other audio devices are allowed in the Building at any time.
- V.2.53. Failure to perform work in a manner consistent with tenant Rules of the Site may result in immediate work stoppage by Owner. Owner shall have no liability for any costs or expenses incurred by Tenant, Tenant's Contractor or Subcontractors in connection with or as a result of such stoppage.
- V.2.54. The Rules of the Site may be amended or revised at any time. The amended or revised Rules of the Site shall become effective upon delivery to Tenant and Tenant's Contractor or publication by posting at the project site whichever is earlier.
- V.2.55. No smoking is permitted in the Building at any time.

V.3 Record Drawing Requirements

“Record Drawings” should be maintained by the Contractor. At the end of the construction period, “Record Drawings” should be transmitted to the Tenant’s Designer for incorporation onto the Tenant Improvement Drawings by the Tenant’s Designer. As per check list one full size set & electronic version of the updated “As-Built” drawings will be transmitted to the Landlord for the permanent building reference sets.

V.4 Elevator Access Information

Buildings are served by 3 passenger elevators. The passenger elevators are rated at 3,500 lbs. - capacity at 350 fpm.

The elevators are equipped with door closures, hall lanterns and gongs at all floors, car position indicators with directional arrows, car and corridor push-button register lights, emergency car lighting and hands-free telephone communication.

V.5 Building Hours of Operation

Monday through Friday except holidays: 7:00am – 6:00pm. Tenant’s Contractor should assume that the access to the building will be unavailable any other hours unless advance arrangements have been made with the Construction manager.

V.6 Ingress/Egress

The delivery entrance to the building shall be identified by the Owner prior to construction. All contractor’s must promptly unload materials and equipment and move them into the space they are improving. Materials or vehicles that are not promptly moved will be moved at the contractor’s expense.

V.7 Materials Storage

Material is to be stored in the area leased by the Tenant. Tenant must make arrangements to secure their materials and equipment. Dublin Corporate Center Owner and Owner’s agents are not responsible for tenant items lost, stolen or damaged by others.

V.8 Base Building Punchlists

A pre-construction punchlist of the building core will be conducted with the Contractor, a Tenant Representative and the Landlord.

A post-construction punchlist will be conducted. The Tenant must clean and repair (if necessary) the core area damaged during the construction process, at Tenant’s expense. The permanent toilets may be used by the Tenant Improvement Contractor. If used by Contractor, restrooms must be clean, stocked and maintained by them as well as assure that all permanent facilities are repaired and returned to a wholly new condition. Landlord reserves the right to require Contractor to bring porta potty restrooms onsite at their cost should they not maintain cleanliness in building restrooms.

V.9 Record Drawing Set

V.12 Contractor Project Close-Out Documentation/Checklist

DRAWINGS

_____ As-Built Architectural – CAD and 2 hard copies

_____ As-Built MEP – CAD and 2 hard copies

_____ As-Built Structural, if possible – CAD and 2 hard copies

The above must incorporate latest revisions and all field conditions.

_____ The blueline permit set of drawings with City of Dublin, Department of Building and Safety stamp of approval.

OTHER – *Provide the following in a neatly bound package:*

_____ Table of Content

_____ Original permit/inspection card with final inspections/signatures

_____ Certificate of Occupancy

_____ Name(s) of General Contractor, all Subcontractors with appropriate contacts, addresses, telephone numbers. Indicate area/trade of work performed for future reference by Tenant and Building Owner.

_____ General Contractor's and all Subcontractor's (and manufacturer's) warranties.

_____ General Contractor's and all Subcontractor's Unconditional Lien Releases.

_____ Final HVAC air balance report for all space.

_____ All O&M manuals for special HVAC units or other equipment as applicable and copies of required maintenance schedules/agreements for such equipment (i.e. HVAC, water filtration, or other).

_____ Construction, Demolition & Renovation Waste Management Submittal inclusive of all Bills of Lading receipts from the recycling/disposal company(s) showing proof of diversion rate of 75% or greater.

_____ "Attic" stock finished, such as carpet, base, ceiling tile, paint, special hardware, etc.

_____ A copy of the punchlist for the space with the Tenant's or Owner's Architect's and General Contractor's signature for final acceptance.

Note: General Contractor's final payment will not be released until the above documents are received and accepted by the Owner of the Building.

SECTION VI
CONSTRUCTION, DEMOLITION, & RENOVATION WASTE
MANAGEMENT PROGRAM

**Dublin Corporate Center
Tenant Improvement Manual**

Dublin Corporate Center Construction, Demolition & Renovation Waste Management Plan

Requirement

All new, retrofit, demolition, renovation or modification Tenant and Building construction projects shall be subject to this Plan. All contractors and subcontractors shall be required to fill out the attached form, based upon tonnage, for each project and/or create a similar spreadsheet for submittal to the Building Owner at the conclusion of all construction projects.

All contractors are required to have a plan in place at the onset of the project which shall allow them to recycle, reuse on the project site, reuse on another site or divert from the landfill at least 75% (by volume) of demolished or unused materials taken from the project. All materials not recycled, reused or diverted shall be accounted for, in tons, as incinerated or sent to the landfill.

At the conclusion of all construction projects and as part of the Close-Out Package, Contractors are required to provide Bills of Lading from the recycling company(s) to the Building Owner as proof of recycling. Projects shall not be considered complete until all documentation is received.

Collection:

- Contractor shall provide at least two (2) collection areas at the job site for the collection of construction materials. One shall be for recycling, the other for landfill. The recycling area can be divided into separation categories, included, but not limited to: scrap metal, plastic, glass, wood, etc.
- This policy shall apply only to permanently or semi-permanently attached items. Examples *include*, but are not limited to: wall studs, insulation, doors, windows, panels, drywall, trim, ceiling panels, carpet & other flooring, materials, adhesives, sealants, paints and coatings.
- Items *excluded* from calculations include furniture, fixtures & equipment (FF&E), mechanical, electrical & plumbing components, and specialty items, such as elevators.
- Contractor shall provide at least two (2) debris boxes for the removal of construction materials. One shall be for recycling, the other for landfill. Debris boxes shall not be stored onsite.
- Contractor shall be responsible for securing these boxes to prevent contamination.
- It is the Contractor's responsibilities to find a recycling facility for the recyclables.
- All materials removed from the building shall be done between 6 p.m.-7 a.m. Items may only be removed if they meet the following requirements:
 - Contained in a covered container (i.e. covered cart with wheels)
 - Transported in a dedicated, padded elevator, as designated by Building Owner
 - If moved across stone floor, floor must be protected with masonite.
 - Building Owner shall dictate where boxes shall be located.
- All light fixtures should be offered to Owner to be reused and stored in building stock before recycling. Lamps should be removed from fixtures and given to Engineering Manager for reuse.

Construction, Demolition & Renovation Waste Management Submittal

This form along with receipts must be returned to Building Owner with the Close-Out Package. Project is not considered finished and Final Payment will not be made until all waste management documentation is returned to Owner.

Project Name: _____

Contractor: _____

Type of Waste to Landfill or Incineration	Type of Disposal*	Tonnage of Waste
Total Waste		

**Type of Disposal: Landfill or Incineration*

Type of Diverted Materials	Type of Diversion**	Tonnage of Diverted Material
Total Diverted		

***Type of Diversion: Recycled, Reused on Project Site, Reused for Other Site, Other*