



**ASPEN PROPERTY MANAGEMENT LTD.
SUITE 2100, 444 - 5TH AVENUE SW, CALGARY, ALBERTA, T2P 2T8**

CONSTRUCTION RULES AND REGULATIONS

NORTHLAND PLACE

The "Construction Rules and Regulations" developed for Aspen Property Management Ltd. is an extensive summary of information necessary for Tenants and Contractors undertaking construction work in our properties. Aspen Property Management Ltd. (the "Landlord") requires that a copy of this document is included with Tenant Tender Packages and a second copy is posted on the job site. All Contractors are required to comply with the regulations set forth. Failure to do so will result in removal from the premises, delays to the project and additional costs.



TABLE OF CONTENTS

Approval For Construction.....	1
Security.....	1
Hoarding.....	1
Common Areas.....	2
Deliveries.....	2
Hours of Work (Noisy/Odorou s Work).....	2
Building Hours.....	3
Coring, Cutting and Chipping.....	3
Garbage Disposal.....	4
Freight Elevator Use.....	4
Access to Existing Tenant Space.....	4
Life Safety Systems.....	4
Fireproofing.....	5
Tenant Construction.....	5
General Rules for Communications/Cabling Contractors.....	5
Base Building Systems.....	8
Meters.....	8
Air Balancing.....	8
Construction Cleaning.....	8
Occupational Health and Safety.....	9
Enforcement.....	9
Landlord Representatives.....	10
Pre-Approved Contractors.....	10



1. APPROVAL FOR CONSTRUCTION

No construction may commence without:

- a) Approval of demolition drawings by the Project Manager and a valid Demolition Permit issued by the City of Calgary.
- b) Written approval from the Project Manager of submitted tenant architectural, mechanical, structural, and electrical drawings.
- c) Obtaining a City of Calgary Building Permit and supplying a copy to the Project Manager.
- d) Providing a copy of liability insurance, minimum \$5 (five) million naming "Aspen Property Management Ltd., PSPIB-RE Partners Inc., Aspen Properties Partnership 3 and Aspen Properties (Northland Place) Ltd., as additional named insureds for the duration of the project. Such insurance policy shall be provided to the Property Manager.
- e) Providing evidence of WCB registration and proof the account is in good standing for all trades working on construction site.
- f) Providing the Project Manager with a list of all sub-trades including contact names and phone numbers.

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the discretion of the Project Manager.

2. SECURITY

- a) Appropriate identification is required to sign out building keys. Accepted Identification: Driver's License, Major Credit Cards, Bank Cards, and Employee ID Cards. Business Cards, Retailer/Membership Cards and Alberta Health Care Cards are not accepted.

3. HOARDING

- a) Hoarding may be required depending on the nature and location of the proposed work. Contact the Project Manager or Building Operations Manager for instructions.
- b) Hoarding cannot be installed or removed without authorization from the Project Manager or Building Operations Manager.
- c) Hoarding door must be closed at all times during construction.
- d) Keep the exterior of the site or site hoarding clean at all times.
- e) Advertising on exterior of hoarding is not allowed without prior written consent from the Property Manager.
- f) Contractor identification signage is not permitted.



4. COMMON AREAS

- a) For tenant construction work, confine all construction materials, store fixtures, tools, etc. within the tenant space.
- b) Contractors performing work on behalf of the Landlord in common areas, are to store materials, fixtures, tools, etc. in an area designated by the Project Manager.
- c) Tenant work in the Common Areas of the building is not permitted.
- d) Protect all public areas affected by tenant construction. Immediately repair any damage as it occurs to the satisfaction of the Project Manager. If necessary, the Property Manager will arrange to have repairs made at the tenant's expense.
- b) 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 the Property Manager at the tenant's expense. The Property Manager is not responsible for tools or materials left on site.
- e) Wrap or otherwise protect existing tenant entrance doors from damage. Failure to protect frames in advance of tenant construction may result in repair or painting charges to the tenant's account.
- f) 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 and cleaning charges arising from misuse are a tenant responsibility.
- g) Any common corridor vinyl wall coverings affected by tenant construction, must be removed from corner to corner and new vinyl to match the existing installed. If the existing vinyl is no longer available, an alternate must be provided for approval by the Property Manager. All costs associated with this work are at the tenant's expense.

5. DELIVERIES

- a) Make all deliveries through the rear door of the building only. Contractors are to receive their own deliveries. Aspen Property Management Ltd. staff will not sign for any deliveries to site. Contact Building Operations Manager to arrange for over-size or special deliveries.
- b) Contractors supply their own carts. Only clean, soft rubber wheeled units are permitted. No pallet jacks with heavy loads are permitted on tiled floors.
- c) Repairs or cleaning to the property resulting from tenant deliveries will be made by Aspen Property Management Ltd. or its designate at the tenant's expense. Contractors are responsible for the disposal of any packing material, such as pallets, crates, etc. These items are not to be left on loading area.

6. HOURS OF WORK (NOISY OR ODOROUS WORK)

- a) Core drilling, hammer drilling, table saws, power actuated tools and other work of a noisy, dusty, or vibrant nature must be done after business hours. The Landlord nor Aspen Property Management Ltd. are responsible for any overtime charges relating to after-hours work.



- b) Work that interferes with other tenants or results in tenant complaints will be stopped.
- c) No smoking is allowed at any time on construction sites, smoking is permitted only in designated areas.
- d) Noisy or odorous work migrating to occupied areas that result in tenant complaints will be stopped.
- e) Radios are not permitted on the job site. Exception: hand-held two way radios for voice communication.
- f) Odorous materials such as oil base paints, spray applied finishes, etc., must be applied after business hours. Provisions must be made for adequate ventilation to ensure safe working conditions. Ensure that lingering odors are cleared prior to the commencement of the next regular business day.
- g) Painting, wall covering or flooring installations are not allowed in common areas during business hours, unless approved by Project Manager or Building Operations Manager.
- h) Limited amounts of latex paint may be used during regular business hours.

7. BUILDING HOURS

Monday to Friday	6:30 a.m. to 6:00 p.m.
Saturday and Sunday	Closed

During certain times of the year, holiday hours are in effect and work will be affected accordingly. Please consult with the Project Manager.

8. CORING, CUTTING AND CHIPPING

- a) All coring, cutting and chipping requires prior approval from the Landlord. Provide a dimensioned floor plan showing the location and size of proposed holes and retain the Base Building Structural Consultant for specific instructions prior to slabwork. Please contact the Project Manager for a list of names and phone numbers of Base Building Consultants.
- b) Contractors are responsible for all fees associated with reviews by the Structural Consultant. Contact the Base Building Structural Consultant for Fee Schedule. Depending on the complexity of the coring, cutting or chipping, periodic site inspections by the Structural Consultant may also be required.
- c) X-rays are required prior to any structural work.
- d) Make arrangements with Project Manager and/or the Building Operations Manager prior to x-raying, to ensure public safety.
- e) All slab penetrations must be fire stopped and water-sealed to maintain the integrity of the slab.
- f) The tenant and tenant contractor assume all risks in coring, cutting, drilling or chipping the floor slab. The Landlord or its designee, at the tenant's expense, will repair structural elements or cast in slab services damaged by the contractor.



- g) Slab cutting will be by wet saw method only. Saw cutting will require the erection of scaffolding on the floor below to assist in the removal of the concrete pieces.
- h) Contractor to arrange with the City for a permit to place a construction bin on the City sidewalk during construction. The Contractor shall be responsible for any cost.

9. GARBAGE DISPOSAL

- a) The Landlord's garbage bins cannot be used for disposal of construction materials.
- b) Keep the area around bins in a clean and tidy condition at all times.
- c) Do not leave garbage in common areas.

10. FREIGHT ELEVATOR USE

- a) Book Freight Elevator use with Building Operations Manager at least 24 hours in advance.
- b) The Freight Elevator is available for use during office hours however, CANNOT BE LOCKED OFF between 07:00 hrs through to 08:00 hrs, 12:00 hrs through 13:00 hrs, 16:00 hrs through 18:00 hrs Monday to Friday. With prior arrangements, the Freight Elevator can be locked-off 24 hrs/day on weekends and after 18:00 hours on weekdays.
- c) The Building Operations Manager will inspect the elevator when the contractor is finished.
- d) Do not prop elevator doors open. Damage caused by improper use is the responsibility of the contractor. Contractors found blocking off the freight elevator during regular business hours will be removed from site.

11. ACCESS TO EXISTING TENANT SPACE

- a) Arrange access to existing tenant spaces through Building Operations Manager. An Access request must be made and a minimum of 24 hours notice is required.
- b) Costs incurred by adjacent tenants for security, repairs, or cleaning will be borne by the Aspen Property Management Ltd. at the contractor's expense.
- c) Aspen Property Management Ltd. will not provide access to occupied tenancies without written authorization from that tenant.

12. LIFE SAFETY SYSTEMS

Life Safety Systems refer to Fire Alarm systems, Emergency Power, Lighting systems, Fire Pumps, Standpipe and Sprinkler systems, Smoke Exhaust and Emergency Pressurization systems.

- a) Contact the Building Operations Manager for final tie-in and verification.
- b) All disconnects, connections and final tie-ins of speakers, sprinklers, pull stations, smoke detectors and other life safety devices must be completed by the designated Base Building electrical subcontractor unless an alternate licensed subcontractor is approved by the Project Manager.



- c) Work affecting Life Safety systems must be completed after normal business hours.
- d) Notify the Building Operations Manager by way of Impairment Request of any activity that may affect the fire alarm system (e.g. welding, grinding or soldering), 24 hours in advance.
- e) Due to the new City of Calgary FIRE FEES BY LAW #40M2003, SECTION 6 – All preventable fire alarms will incur a charge of \$500.00 per occurrence to the responsible party, payable to Aspen Property Management Ltd.
- f) When grinding, soldering, or welding, a 10 lb. ABC fire extinguisher must be available within 10 feet of the work.
- g) Fire system impairments and sprinkler systems must be put back in to full operation at the end of each day when contractors leave the site. Extended impairments will not be allowed.
- h) The contractor shall be charged for fire system impairments that occur after regular business hours.
- i) At no time shall a floor be left unattended during fire system impairment.
- j) All changes, additions, deletions, or modifications to Fire Alarm systems must be reviewed by the Project Manager and the Base Building Electrical Consultant prior to commencement of work.

13. FIREPROOFING

- a) Tenant contractors, using material that matches the existing level of fire protection, must replace fireproofing which is disturbed or removed. Contact the Base Building Structural Consultant for the material specification.

14. TENANT CONSTRUCTION

- a) Provide walk-off mats at entrances to the site to prevent debris and drywall dust from being tracked into corridors or common areas.
- b) Install only hardware compatible with the Base Building standard and key entrance door and all internal doors to the Base Building master and sub-keying system.
- c) For the duration of construction, filter material must be fastened to the return air grills at duct shafts and on radiation and induction cabinet grills.

15. GENERAL RULES FOR COMMUNICATIONS – CABLING CONTRACTORS

a) GENERAL

- 1) Note that building communication rooms are not secure spaces. Access to these rooms may, from time to time, be allowed to competitors and rivals of the communications contractor or the tenant. Aspen Property Management Ltd. will not be held responsible for damage or tampering by third parties.



- 2) Notify the Building Operations Manager at least two weeks prior to commencement of communications cabling work. Provide details in writing describing the nature of the work, and when and where the work will take place. Arrange access to communication rooms through Building Operations Manager.

Aspen Property Management Ltd. may require additional information, details and working drawings before construction can commence. The tenant shall be responsible to obtain the Project Manager's permission, prior to the commencement of the work.

- 3) In most cases the Project Manager will require an Electrical Permit from the City of Calgary before allowing work to start. A Certificate of Compliance must be submitted to the Project Manager when work is complete.

The requirement for an Electrical Permit will be waived at the discretion of the Project Manager if the nature of the work is minor, such as relocation of telephone handsets.

- 4) Communications rooms are to be left clean of construction material and debris.

- 5) Provide "as-built" drawings and turn over to the Project Manager on the completion of the work.

b) GENERAL GUIDELINES FOR TERMINATION IN MAIN TELEPHONE ROOM OR DEMARCATION ROOM

- 1) Cables must be terminated at assigned blocks designated by the Project Manager. No Exceptions.
- 2) Jumpers must run in "D" rings. Installation methods shall conform to Canadian Telecommunications Standards.
- 3) It is the contractor's responsibility to update the master log book once cable pairs are used.

c) GENERAL GUIDELINES FOR INDIVIDUAL FLOOR COMMUNICATION RISER ROOMS

- 1) Permission must be obtained from the Project Manager to reuse existing riser cables and termination hardware. All reused components must be properly labelled.

Permission must be obtained from the Project Manager to use existing sleeves or slots.

- 2) Permission must be obtained from the Project Manager for additional riser holes or sleeves. Core drilled holes will also require prior slab x-rays, and approval of the Base Building's Structural Engineer. (see #8, Coring, Cutting and Chipping, Page 3)



- 3) 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.
- 4) Where new cables are run in free air (i.e. not in conduit) they must be independently supported every 1.5 m 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.
- 5) 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 communication riser rooms must be installed in conduit in locations designated by the Landlord.
- 6) All new cables must be FT4 or FT6 rated.
- 7) Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.
- 8) Cables and conduits must be labelled on both ends of every run, on every floor, with the tenant's name, floor 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 or its designate are to be labelled every 3m and in every junction box.
- 9) 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.
- 10) The communications room shall be used for cross-connects (termination blocks) only. All tenant communications equipment must be located within the tenants' space and not in the communications riser rooms unless approved by the Project Manager. Permission will be required from the Project Manager for locating patch panels etc., within the communication riser room.
- 11) All cables that are obsolete or abandoned are to be completely removed back to the source.

d) GENERAL GUIDELINES FOR HORIZONTAL CABLING WITHIN TENANT SPACES

- 1) All cables must be plenum rated FT4 or FT6.
- 2) Cables must be installed in conduit on cable trays or free air. Where run in free air, cables are to be bundled together and fastened at the underside of a slab above every 1.5m, 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.
- 3) All cables installed above drywall ceilings and in ceiling spaces of tenants below are to be installed in conduit.



- 4) All cables, which are obsolete or abandoned, are to be completely removed back to the source.
- 5) Cable and conduit routes shall be perpendicular to the building lines and shall not be routed in a haphazard manner.

16. BASE BUILDING SYSTEMS

- a) Contact the Project Manager for all work affecting Base Building HVAC, Electrical, Plumbing, Life Safety, Architectural or Structural Systems.
- b) 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. Ensure only qualified personnel work on the electrical system.
- c) Contact the Building Operations Manager prior to tripping circuit breakers.
- d) Damages to Base Building or existing tenant systems will be repaired by Aspen Property Management Ltd. at the contractor's expense.
- e) Clean all air diffusers, grills, and perimeter radiant / induction units upon completion of work and prior to occupancy, to the satisfaction of the Project Manager.
- f) Welding within or on premises must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm. Contact the Building Operations Manager for details.

17. METERS

- a) Meters for gas, water and electrical may be required to monitor disproportionate utility consumption. Confirmation from the Property Manager is required. Refer to Mechanical and Electrical drawings for meter information. Meters shall have capability to be connected to the base building automation control system.

18. AIR BALANCING

- a) Upon completion of work, submit 2 copies of Air Balancing Report to the Project Manager.

19. CONSTRUCTION CLEANING

- a) Cleaning necessitated by tenant construction, must be coordinated with the building custodial contractor at tenant's expense.
- b) The following list represents the minimum standard for construction cleaning, prior to the tenant moving in:
 - Dust horizontal surfaces (windowsills, ledges, counters, cupboards, vents, etc.);
 - Clean interior windows and window frames;
 - Clean all doors and frames;



- Spot wipe walls as required;
 - Clean kitchen sinks, fixtures, cupboards, cupboard interiors, appliances;
 - Total and complete cleaning of washrooms;
 - Vacuum all carpets;
 - Dust mop, wet mop, or, if necessary, strip, seal and wax all hard surface flooring;
 - Spot clean elevator doors as required;
 - Remove covers of perimeter radiation cabinets and/or induction cabinets and thoroughly clean inside-heating fins. Ensure both the inside and outside of the covers are cleaned;
 - Clean all light lenses after construction is complete;
 - Clean all window coverings.
- c) Maintain ceiling plenum clean and free of construction debris and off-cuts. Inspect upon completion of the project. Costs required to clean plenum areas will be charged back to the tenant.

20. OCCUPATIONAL HEALTH AND SAFETY

The contractor must have in its possession, Safety Rules and Procedures that are in accordance with the Occupational Health and Safety Acts and the Worker's Compensation Board. It is the contractor's responsibility to ensure that its employees, sub-contractors, invitees, etc. comply with the contractor's published Safety Rules and Procedures. Failure to do so may result in the contractor being removed from the site.

21. ENFORCEMENT

IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO ENFORCE THESE RULES WITH THEIR EMPLOYEES AND SUBTRADES. CONTRACTORS AND THEIR EMPLOYEES OR SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. CONTRACTORS, EMPLOYEES, OR SUBTRADES FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.



LANDLORD REPRESENTATIVES

Property Manager	Dale Zawyrucha	403•216•5493
Project Manager	Vern Boon	403•216•3851
Building Operations Manager	Erasmo Gutierrez	403•371•7335

The Project Manager and Building Operations Manager will enforce compliance with all Construction Rules and Regulations. In the event of a dispute, contact the Project Manager. Unresolved issues will be forwarded to the Property Manager for resolution.

PRE-APPROVED CONTRACTORS

Please contact the Project Manager or the Building Operations Manager for a list of Pre-approved Contractors which should be included in the Contractor’s quotations as subtrades for Tenant Work. “Designated Base Building Contractors” for engineered drawings, structural or electrical work may also be obtained by contacting the Building Operations Manager.

THE CONTRACTOR AND HIS/HER EMPLOYEES WILL ADHERE TO ANY ADDITIONAL RULES AND REGULATIONS AS THEY MAY ARISE DURING THE COURSE OF CONSTRUCTION.

I / WE HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS OUTLINED ABOVE DURING THE COURSE OF CONSTRUCTION:

Signed

Company