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# Lincoln Property Company

## Construction Rules & Regulations

### (Supplement)

#### CLPF – Cambridge Science Center, LLC

The following Rules and Regulations have been established by Lincoln Property Company (LPC) and shall be adhered to by all contractors/vendors working in the CLPF - Cambridge Science Center, LLC. Building management shall reserve the right to have any individual(s) or company removed from the building for any violation of these provisions.

**Building Management:** Lincoln Property Company (LPC)

**Senior Property Manager:** Wesley Williams, 617-401-9209

**Assistant Property Manager:** Gerry Ianetta 617-401-9212

**Regular Business Hours:** Monday through Friday  
8:30 a.m. to 5:00 p.m.

#### A. General:

1. This document will be an Exhibit for all service and construction contracts for work at this property.
2. No construction or alterations of the property may be started without the prior approval of LPC. Two weeks prior to the requested start of work, the contractor must submit to LPC a full set of stamped architectural drawings for approval, reflecting the full and complete scope of the project. The drawing sign off sheet must also be complete
3. LPC requires that the general contractor provide a project superintendent licensed in the City of Cambridge. The City of Cambridge license shall be a minimum grade C or the superintendent shall be licensed by the Department of Public Safety and hold a current license designation of "Licensed Construction Supervisor". The project superintendent shall be on site every day when construction activities are in progress and on site for all after hours work.
4. Prior to the commencement and upon completion of each project, LPC and the contractor will walk-through the public areas, i.e., restrooms, common corridors, stairwells, etc. Any prior damage will be noted. Any subsequent damage to the surrounding areas will be the responsibility of the general contractor to repair.
5. The contractor is responsible for filing and obtaining all required local building, fire and/or utility permits, as applicable, prior to the commencement of any work and must be licensed or certified to perform all work where specified or required by law. The contractor shall comply with all inspectional services and fire department requirements related to the issuance of the building permits and shall display the building permit



and inspection records as required by building code. Where applicable, permits are to be posted as directed by LPC.

6. The contractor shall not borrow any materials, i.e., tools, extension cords, dollies, ladders, etc., from the maintenance department. The contractor is not allowed access to the maintenance shop or storage closets. Prior authorization is required from LPC for access to any electric, plumbing, telephone or HVAC closets. Should access be permitted, the contractor will be responsible for any damage.
7. All work undertaken by contractors on site must be performed in accordance with safety standards, which include, but are not limited to, compliance with Occupational Safety and Health Administration (OSHA). Contractor's safety procedures may exceed OSHA standards but in no case shall they fail to meet these minimum requirements.
8. All accidents, disturbances, labor disputes or threats thereof, and other noteworthy events pertaining to the building or a tenant's property shall be reported immediately to LPC. A written report must follow within 24 hours.

#### **B. Building Permits & Certificates of Occupancy**

1. A copy of the building permit must be delivered to LPC prior the start of any construction project and the permit card must be posted on the construction site in full view at all times.
2. A copy of the fully executed building permit, showing all final inspection sign-offs must be delivered to LPC prior to the receipt of the certificate of occupancy.
3. The original certificate of occupancy must be delivered to LPC as soon as it is issued. LPC may elect to withhold a contractor's payment until proof of issuance has been received.

#### **C. Building Standards**

1. All materials and ME/P equipment shall conform to CLPF – Cambridge Science Center, LLC's Building Standards. These are the minimum building standards; the contract documents may indicate a higher level of finishes and materials. No substitution to the specified ME/P equipment will be considered.

#### **D. Construction Work Rules**

1. The general contractor will be responsible for providing fire extinguishers throughout the construction area. There should be one fire extinguisher every seventy-five feet within the construction area. Base building fire extinguishers may not be removed from stairwell cabinets for construction purposes.
2. LPC will remove an exterior window and install a painted plywood panel that will allow dust control by a contractor-provided HEPA filter unit. The window will be installed in an area that will not affect the construction or new interior walls. The general contractor will provide an electrical outlet for the HEPA filter unit. The general contractor will be responsible to clean any spaces in the building that become contaminated with construction dust. The HEPA filter will be operational 24/7 during the construction project.
3. The general contractor will have two (2) fifty-five gallon plastic barrels on wheels empty at all times and available for sprinkler head leakage or other plumbing emergencies.



4. All architectural, mechanical and electrical demolition work shall be performed between the hours of 11:00 p.m. and 6:00 a.m. Monday through Friday or anytime on a scheduled weekend. No new construction work shall take place or other trades be permitted access to the construction area until the construction area is completely demolished. All debris is to be removed and the floors to be thoroughly broom-cleaned daily.
5. All construction involving high levels of noise, including, but not limited to, coring, drilling, ram setting, shooting of floor track or ceiling track must be performed between the hours of 11:00 p.m. and 7:30 a.m. Monday through Friday or anytime on a scheduled weekend, the cost of which shall be included in the base proposal.
6. All spray painting and staining is to be performed after normal business hours and is to be coordinated with LPC to ensure proper ventilation. Large spray areas (3,000 sf plus) must be done on a Saturday to provide at least two days of ventilation. All oil base painting must be performed over a weekend period.
7. All work requiring the shutdown of risers and mains for electrical, mechanical, sprinkler or plumbing work shall be supervised by a representative of LPC, the cost of which shall be charged directly to the tenant at the prevailing building rate.
8. If work is required to be performed in adjacent tenant space, above or below the area of construction, this work shall be performed after normal business hours. The cost of this after hours work shall be included in the contractor's base proposal and shall be supervised by a building engineer. The LPC engineer's cost will not be a contractor expense.
9. If the floor's air handler is operated during construction, the contractor shall install filters on the return air ducts. The contractor will be responsible for all filter changes during construction.
10. All large deliveries of sheet rock or other materials must be delivered before 8:00 a.m. or on a weekend. All such deliveries are to be coordinated at least 24 hours in advance with LPC.
11. The contractor shall provide a workbox and pull strings for telephone work. Tel/data work is by the tenant's contractor.
12. All unused electrical/telephone outlets are to be removed and the walls are to be patched and finished.
13. All contractors working in the building are required to provide their own ladders with a rubber shoe on each leg. Ladders shall be certified to meet OSHA and ANSI standards. All push carts and dumpsters shall have rubber tires to reduce the construction noise.
14. Any utility sinks, if used by a contractor, are to be cleaned daily. No construction waste, paint thinners or other obstructing or hazardous materials are to be poured down any building sinks or floor drains.
15. The general contractor's vacuums shall have filters in place and be in good working condition.
16. The contractor shall install temporary partitions (sheet rock) for security purposes and site protection in any public corridor where doors are being relocated or moved. Temporary access doors for construction areas connecting with a public corridor will be building standard, i.e., door, frame, hardware and lockset, with a copy of the key to be furnished to LPC.
17. The general contractor shall inform LPC in advance if there will be any odor producing construction work, i.e., IDEA wall paint or floor adhesives. The contractor will inform LPC if high VOC products are being utilized.



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The Cambridge Science Center promotes green practices and all materials shall be no or low VOC. LPC reserves the right to stop this work if the work creates a disturbance to other building tenants.

#### **E. Building Access**

1. All contractors are required to sign in and out with Security in the main lobby. Each employee of the contractor shall sign in at the commencement of each work day and shall sign out prior to leaving the building.
2. All contractors will be issued contractor identification badges by LPC. Contractor identification badges must be worn on the upper left-hand side of the contractor's shirt. In some instances the contractor will be issued a building access card as a means to enter certain doors in the building. This does NOT remove the requirement of signing in and out each day. These cards are non-transferrable and are the sole property of LPC. Cards are to be returned upon LPC request, but no later than the termination of the contract work. Charges for lost or damaged cards issued to the contractor shall be paid by the contractor immediately upon issuance of an invoice.
3. All construction workers shall enter and exit the building through the loading dock.

#### **F. Safety and Protection of Property**

4. Contractors shall police ongoing construction operations and activities at all times, keeping the premises orderly, maintaining cleanliness in and about the premises, and ensuring safety and protection of all areas, including loading docks, elevators, lobbies and all other public areas which are used for access to the premises.
5. Construction materials shall only be stored in the premises where they are to be installed. No storage of materials will be permitted in any public areas, loading docks or corridors leading to the premises, nor in any mechanical rooms, electrical rooms, etc. Materials left in unauthorized areas may be disposed of by LPC.
6. LPC assumes no responsibility for tools, materials or equipment stored at the building.
7. Contractors shall provide adequate protection to all carpets, wall surfaces, doors and trim in all public areas through which materials are transported. Contractors shall continuously clean such areas. Protective measures shall include runners over carpet, padding in elevators and any other measures determined by LPC. Any damage to existing walls, carpets, doors or trim during construction shall be repaired by the contractor to the satisfaction of LPC.

#### **G. Parking**

8. No parking of contractor's vehicles will be provided in the loading dock, handicapped or fire access lanes, or any private ways in or surrounding the property. Towing will be enforced at all times.
9. Onsite and Garage parking is available on a first come first serve basis.

#### **H. Conduct**

10. While in or about the building, all contractors shall perform in a dignified, quiet, courteous and professional manner at all times. Contractors shall wear clothing suitable for their work and shall remain fully attired at all times.



2. No smoking is allowed in the building. Smoking is permitted only in designated outdoor areas at a minimum of 25 feet away from any public entrances. At no time is smoking permitted in the loading dock, stairwells, basement, within the construction area or any other area within the building.
3. The use of alcohol, narcotics and/or controlled substances is strictly prohibited on site, as well as firearms, ammunition, cameras, and any recording devices. Any contractor or their employee found in violation of these regulations will be asked to leave the building.
4. Radios are not permitted on the work site.

**I. ME/P Work Rules**

1. All ME/P work shall comply with requirements of local building code, building department, building management rules and regulations and all authorities having jurisdiction. The contractor is to inform the engineer of record and LPC of any existing work or materials which violate any of the above laws and regulations. Any work done by the contractor causing such violation shall be corrected at the contractor's expense.
2. All work performed shall be in accordance with the latest version of NEPA, NEC, NESC and with all applicable state and local codes.
3. The contractor shall perform all city inspections as required and obtain all equipment use permits as required by state and local authorities. Permits shall be turned over to LPC at job completion.

**J. Fire Protection Work**

1. The contractor shall provide LPC with a copy of the sprinkler permit prior to the commencement of any work.
2. Sprinkler heads can be relocated during normal business hours if approved by ISD. The contractor shall schedule the drain down with LPC at least 24 hours in advance and will provide LPC with the time for the system fill, so that it can be scheduled with the building's fire alarm contractor.
3. The contractor must be on site before any impairment to the system is made.
4. An LPC engineer will perform the drain down and subsequent refill of the system. All floor sprinkler systems must be restored to full service by the end of the business day. Sprinklers shall not be left impaired overnight.
5. The contractor shall inspect the system for any leaks and remain on site until the system has full operating pressure and the fire alarm panel is free from any trouble conditions.

**K. Plumbing Work**

1. All tenant plumbing fixtures and vents shall be connected to the nearest wet column. No new plumbing connections should be made to core areas and bathrooms.

**L. Fire Alarm Work**



1. The building's fire alarm contractor is Bennett Communications. The general contractor's electrical contractor can install the fire alarm devices and branch wiring, but all final wiring, programming of the FA panel and CFD testing shall be performed and coordinated by the building's fire alarm contractor. The building's fire alarm contractor should be a subcontractor to the project's electrical contractor. All fire alarm system testing is to be performed after normal business hours.

#### **M. Loading Dock**

1. The loading dock is open 24/7.
2. All contractors and vendors must check in with security guard at front desk.
3. The building's freight elevators are available during normal business hours for routine deliveries of one or two trips.
4. Extended deliveries of sheetrock, ME/P equipment and construction materials must be scheduled with LPC for delivery before 8am or after 5pm.
5. All material deliveries must be made through the loading dock and must be transported directly to the job site utilizing the designated freight elevator only. The contractor **may not** use the **passenger elevators** for the transportation of materials at any time.
6. All vehicles are to be removed from the dock as soon as the delivery is complete. Unattended vehicles will be towed at the contractor's expense.

#### **N. Salvage and Waste Removal**

1. The contractor is responsible for disposing of all construction debris after normal business hours, Monday through Friday, 11:00 p.m. to 6:00 a.m. The building's trash compactor is not available. The contractor must make arrangements with LPC for the scheduling and location of an additional dumpster for the removal of construction materials or other debris and to arrange for a freight operator. The contractor is to place protection board under the dumpster and is responsible for any damage to the loading dock's deck waterproofing and/or damage to elevators during construction. The loading dock floor is to be swept and washed by the contractor at the completion of each shift.
2. The dumpster can be delivered to the loading dock between 8:00 p.m. and 10:00 p.m. Due to the building's cleaners utilizing the freight elevator on a nightly basis until 11:00 p.m., the construction materials or other debris cannot be removed from the building until 11:00 p.m. Work must be completed and the dumpster must be removed from the loading dock by 7:00 a.m. Monday through Friday.

LPC Hot Work Protocol for construction renovation or building repairs dated October 26, 2010 below. This HW protocol is to be followed by all contractors working at CLPF – Cambridge Science Center, LLC.