

**RULES & REGULATIONS FOR  
CONTRACTED SERVICE PERSONNEL AT ONE MAG MILE**

1. Service Contractor must be Union and approved by the building.
2. All Service Contractors must check in at the building dock before working in the building.
3. No work shall begin until after the Contractor and all Sub Contractors submit certificates of insurance acceptable to Franklin Partners, LLC.
4. Deliveries can be made Monday - Friday, between 6:00am –6:00pm, with a 30 minute parking limit in the loading dock.
5. Contractors must sign in and display identification stating their name and company name to building security.
6. Contractors must be dressed appropriately for the jobsite. Shorts, sleeveless shirts and sandals are not allowed. Company uniform is required.
7. Service Contractors are not to post signs on any part of the Building or on the Premises.
8. Service Contractor shall protect all base-building elements and all tenant improvements and equipment from damage of any sort and shall repair any damage in the course of performing its work.
9. All noisy work shall occur from 8:00am to 4:00 p.m., Monday –Friday and 9:00 a.m. to 3:00 p.m. on Saturday. Noisy work will be defined as any noise that is noticeable from adjacent spaces.
10. Service Contractor shall contain storage of materials and operations within such space which may be assigned by the Chief Engineer and approved by the Office of the Building.
11. Service Contractor must properly mark and identify all containers containing chemicals with hazardous material stickers and storage areas for these containers should have MSDS posted in the space in which the work is being completed. Items requiring this marking are (at a minimum): soap, paint, solvents, lubricants, cleaners, refrigerant, etc.
12. Service Contractor shall take appropriate measures to block temporarily the view of the work (if applicable) from public corridors.
13. Service Contractor shall notify the Building Management in writing, three (3) business days prior to any planned work to be done on weekends or at other than normal job hours.
14. OSHA and NFPA safety rules and regulations will be observed, maintained and enforced by general contractors and subcontractors.
15. The Service Contractor must have its own supervisor on-site any time material is delivered or moved.
16. Service Contractor shall be responsible for all his actions on-site as well as those of its subcontractors. Any damages to Landlord's property caused by the Service Contractor will be promptly repaired at no cost to Landlord. The Service Contractor shall maintain supervisory personnel on site at all times whenever the Service Contractor is working on the site. Such personnel shall be fully empowered to coordinate and authorize the Service Contractor's subcontractors to perform such work as necessary to enable the work to proceed.
17. Security (if required by Building Management) for Service Contractor's work shall be the responsibility of the Service Contractor.

18. Any worker caught stealing, drinking alcohol, or using any illegal substance will be immediately banned from the site. Expected behavior in a fully-occupied building is to be professional, especially in public.
19. Before any work will be started, there will be a walk-through of the service elevator, corridors and area of work to check on existing damage of walls, doors, ceiling, etc. This walk through should include Service Contractor and Building Management. Failure to comply with the above will put all responsibility for repair on the Service Contractor.
20. Building material used will be of the highest quality and will be of the same manufacturer as existing materials.
21. All work required to be performed in Tenant's spaces (i.e.: plumbing lines, HVAC ductwork, etc.) shall be performed on Saturdays or between 9:00 a.m. and 3:00 p.m. on weekdays (or as designated by the Tenant, occupying the space in which the work is to be done) unless otherwise agreed to in writing by the Chief Engineer. Service Contractor shall inform the Chief Engineer of the need of such after-hours work in writing with three (3) business day's minimum notice. Service Contractor shall be fully responsible for the protection of and subsequent damage to building common areas and Tenant premises and merchandise, and Service Contractor shall be responsible for any damage caused to building common areas and Tenant premises or merchandise. An unarmed security officer, at the Service Contractor's expense, may be required to be present at all times while working in Tenant's space.
22. Service Contractor(s) must use the service elevator for transporting materials, tools and personnel to and from the work area. Service Contractor shall provide proper wall and floor coverings in the elevator cab during each use to protect the cab against damage. Service Contractor(s) who require special use of the service elevator must notify the Office of the Building. Special requests for after-hours use, which are made on a first-come, first-served basis, must be scheduled at least five (5) business days in advance through the Office of the Building.
23. Protection of the all public corridor surfaces and elevator lobbies is the responsibility of the Service Contractor. Masonite floor protection and cardboard wall protection will be required throughout the job.
24. The corridors must remain neat and clean. Contractors should make the appropriate provisions to prevent construction debris from being tracked into the public corridors and should clean up any material tracked into the corridors.
25. The Service Contractor and all subcontractors will use rubber wheeled carts when moving material through the building or removing trash from the building.
26. Washroom facilities for Service Contractors are available in the loading dock area.
27. Service Contractor shall take care not to clog drains with construction debris or materials. Service Contractor is responsible for drains up to 30 days past completion.
28. The Service Contractor is responsible for trash removal from areas in which the Service Contractor is working or storing materials. The ordering and the cost of dumpsters will be the responsibility of the Service Contractor. Delivery of the open box should be scheduled through the Office of the Building.
29. Under no circumstances will debris be allowed to remain in the building longer than twenty-four (24) hours. The site area should be kept clean and organized at all times.
30. All building permits necessary for the completion of the work shall be secured and paid for by the Contractor with copies provided to the Office of the Building prior to work commencing.
31. Service Contractor (or Tenant) shall apply and pay for all utility meters required (if applicable).
32. Temporary electrical service shall be provided by the Building at the floor where the work is to be performed. Service Contractor must have the Chief Engineer's approval to connect temporary lines to the

power source for service to the Premises. Service Contractor shall provide any required temporary heat for the Premises at its expense. Only electric heat is allowed.

33. The Service Contractor must shut off all lights in the area upon completion of the day's activities.
34. All work performed by Service Contractor shall be performed in a manner so as to avoid any labor dispute which results in a stoppage or impairment of work or delivery services or any other services in the Building, and in the event there shall be any such stoppage or impairment as the result of any such labor dispute, Service Contractor shall immediately undertake such action as may be necessary to eliminate such dispute or potential dispute.
35. Service Contractor shall use only such entrances and access ways as shall be determined by the Chief Engineer. All access for construction materials and labor shall be through the loading dock. No materials may be delivered through the main entrance doors or through the building lobbies.
36. All demolition work shall be performed Monday –Friday, 8:00 a.m. to 4:00 p.m. or Saturday, 9:00 a.m. to 3:00 pm, unless otherwise approved by the Office of the Building. Cleaning and dust control measures must be taken to prevent dirt and dust from infiltrating into adjacent tenant, mechanical or base building areas.
37. Building engineers are on duty 24/7.
38. There will be an additional charge to the Service Contractor if building engineer(s) are utilized on the job site beyond their normal working hours for unusually long periods of time which disrupt their normal work responsibilities.
39. Deliveries and trash removal for construction projects on occupied floors must be scheduled in advance with the Office of the Building. If service contractor needs a dedicated elevator for trash removal, it must be before 7am or after 6pm, unless otherwise approved by the Office of the Building.
40. For construction related projects, all base building return air ducts and grilles and all base building supplied fan powered VAV box inlets shall be protected with visqueen provided and installed by the Service Contractor. Contractor will clean all perimeter heaters after construction is completed.
41. For construction related projects, Building Management expects the Service Contractor to maintain a clean and presentable space during construction. The floor must be swept nightly at a minimum. Wet walk-off mats must be provided in front of the suite doors as needed. Additionally, a thorough final cleaning including but not limited to the following, will be required before Tenant occupies the space.
  - a. Fluorescent light fixtures and lenses;
  - b. Windows and window mullions;
  - c. Doors and frames;
  - d. Base;
  - e. Carpet; Floors
  - f. Blinds;
  - g. Smoke detectors
  - h. Walls

Service Contractor must use Building's cleaning contractor and only through coordination with Office of the Building.

42. Service Contractor shall contact the Office of the Building for proper cylinder ordering information at least 3 weeks in advance
43. Requests for connections to the base building sprinkler system, plumbing systems, exhaust ducts, etc. are to be made in writing to the Chief Engineer.

44. Prior to any coring through the base building floor slabs, Service Contractor shall lay out such locations and request approval from the Chief Engineer for the final core locations. All core locations must be scanned. The Chief Engineer will require five (5) days to arrange for an engineering review and approval of such work. Service Contractor will be billed for this cost. Coring to be done by a professional coring contractor.
45. Contractor must contact the Chief Engineer at least 48 hours in advance of any open flame work performed at the property. Before any cutting, soldering, or welding can take place, the Chief Engineer must inspect the work with the Contractor's project superintendent. After the inspection and if all concerns have been addressed, the Chief Engineer will issue a Hot Work permit and allow the work to proceed. The Contractor's copy of the Hot Work permit must be posted in the area where the work is being performed. Following the Hot Work operation, the Contractor will notify the Building Engineer. The Building Engineer will inspect the area of work prior to returning the life safety system to normal operation and releasing the contractor.
46. The Contractor will protect smoke detection devices in the areas where production of dust will occur. Please notify the Building Engineer when protection is in place so they may be checked.
47. If fire sprinkler work is required a part of the project, Contractor shall closely coordinate such work with the Chief Engineer. 24 hours advance notice is required to drain down any portion of the sprinkler system to facilitate addition, removal, or relocation of sprinkler piping or sprinkler heads. The fire sprinkler system will be restored to normal operation at the end of the day. Under no circumstances will the fire sprinkler system be shutdown overnight, on weekends, or holiday. There will be no drain down until vendor is on site.
48. All HVAC servicemen must provide proof of EPA Certification BEFORE working on any refrigeration and air conditioning equipment. Also, the Service Contractor must use refrigerant recovery unit if the refrigeration system is accessed.
49. Contractor is responsible for balancing the HVAC systems to the design specification and must provide a written report of the balance test results.
50. The Contractor is responsible for removal and capping of unused or abandoned conduit, cables, duct work or other materials.
51. No conduit shall be tied directly to suspended ceilings, grid work, hanger wires or HVAC components such as ductwork. Conduit must be mounted directly to the deck above, and independently supported by its own hanging apparatus. The Service Contractor will be held responsible for any repairs to the base building systems stemming from improper attachments.
52. No water or drain lines can be run through any part of the duct work.
53. Construction Work shall be subject to inspection by the Chief Engineer and Landlord from time to time during the period in which Work is being performed. The Chief Engineer will inspect all work completed in the building to ensure that the work is done in a safe, professional, workmanlike manner and conforms to all building criteria, local codes, and ordinances.
54. Parking is not permitted in the loading dock at any time. Use of the loading dock facilities is limited to 30 minutes during normal business hours; therefore, large deliveries must occur before or after normal business hours and must be scheduled in advance with the Office of the Building.
55. The Building housekeeping staff uses the service elevator on a limited basis from 5:00 p.m. to 1:00 a.m. Monday through Friday for trash removal. Service Contractors may use the service elevator during this time on a shared basis with the Building housekeeping staff. Please contact the Office of the Building to arrange after-hours access of the service elevator.

56. The contractor will notify the Office of the Building and the Chief Engineer in writing one week before any electrical shutdowns which might affect existing tenants.
57. It shall be the responsibility of the Contractor to isolate the heating, ventilating, and air conditioning systems of the Work Site from the remainder of the building. Under no circumstances shall the Contractor undertake odor causing procedures, particulate generating practices or utilize materials such as be not limited to: cleaning agents, paints, thinners, or adhesives that if released in the Work Site atmosphere could spread to tenant areas, causing discomfort or posing any type of health hazard. In the event such work is required, the Contractor must notify the Chief Engineer in writing 24 hours prior to such work, unless not reasonable practical, so as to schedule and perform such work after normal business hours.
58. Construction access for electrical, communication, telephone and slop sinks closets will be provided by an Engineer of the building.
59. Electrical closets, communications closets, and slop sinks are to remain locked unless they are being used.
60. 980 North Michigan is a non-smoking building. Smoking is not permitted anywhere on the building premises. Contractor personnel will be asked to leave and escorted from the building if found smoking on the premises.
61. Crude, obscene, or otherwise disturbing language (i.e., "cat calls") is strictly prohibited. Contractor personnel violating this rule will be promptly escorted out of the building.
62. Lunches and breaks are to be taken within the construction area. They are not to be conducted anywhere else on the building premises.
63. No cooking of any kind will be allowed on site.
64. Radios will not be allowed.
65. Building emergency stairwells are for emergency use only. Stairwell doors are not to be propped open or left ajar.
66. Building passenger elevators are specifically for Tenants and visitors. Contractor personnel are not permitted to use these elevators for any reason. Contractor personnel violating this rule will be promptly escorted out of the building.
67. For construction area, cleaning contractors are responsible for providing their own vacuum cleaners, cleaning supplies, etc. Building equipment is not for Contractor use and will not be loaned. If a Contractor is found using any Building equipment a rental/maintenance/use fee will be assessed.
68. Life safety trouble alarms shall be cleared before the end of each day.
69. Prior to the installation of any special equipment, (HVAC, Electrical, etc.,) the Service Contractor is required to provide one (1) copy of the installation instructions to Building Management and/or Engineer.
70. Tenant shall notify the Chief Engineer at least 10 days prior to substantial completion of Tenant's space so that the Landlord's Chief Engineer can perform an inspection of the Tenant Improvements to verify that work has been performed in accordance with the Lease. Building Management will notify the Tenant in writing of the findings upon completion of the inspection and whether any action must be taken to complete and/or remedy Tenant's work. The Chief Engineer's approval of Tenant Improvement work shall not constitute an implication, representation or certification that the Tenant Improvement work is in accordance with any statutes, codes, ordinances or other regulations which is the responsibility of the Tenant's Architect and Contractor.

71. Cutting of any structural portions of the building shall not be permitted except as approved by the Landlord. This work will require the use of a Structural Engineer at contractor's expense.
72. Electrical Contractor must color code all electrical junction boxes: power = brown, lighting = blue, emergency = red, Life/Safety = green, phone, cable & security = unpainted.
73. Any work that requires access to another tenant's space, e.g. floor coring, plumbing, etc. must be scheduled with the Office of The Building. The work will be done during premium time hours, on a Saturday between 9:00 am and 2:00 pm. Prior to coring a floor scan must be performed.
74. Before any demolition and/or construction work may begin, Contractor must notify the building whether such work will affect the Project's fire alarm system. Under no circumstances will the Building allow the fire alarm system to be shut down overnight, on weekends or on holidays.
75. 980 N. Michigan has a floor load of 150 pounds per square foot. If construction plans call to utilize equipment that may exceed this rating, prior written approval must be obtained from the Office of the Building. We require adequate documentation from a licensed structural engineer verifying that such an installation at a specific location is safe.
76. Phoenix Business Solutions manages the building's riser closet. To gain access to the NETPOP room and/or any telephone closets, the Office of the Building and Phoenix Business Solutions must be notified PRIOR to scheduling any work.
77. When contractors are making a draw for payment, the following need to be included:
  - Contractor's affidavit
  - Contractor's waiver of lien to date
  - Contractor's sworn statement
  - Sub-contractors or material suppliers waiver of lien to date
  - Final draws must include final waivers of lien.