

CONTRACTOR GUIDELINES

This guide is an outline for contractors and suppliers of **Southland Park (10201, 10333, 10101 Southport Rd and 10301 Southport Ln)**. These requirements are not limited to those items listed nor does this guideline preclude any obligations as set out in tender documents or general instructions to contractors.

CONTACTS

General Manager: Kevin Hall (403) 253-8677 x 6117

Operations Supervisor: Graeme Copland (403) 966-9056 (Mobile)

Assistant Property Manager Rufaro Phiri (403) 253-8677 x 6115

Building Hours **Guards on Site 24/7 Contact site management for permitted Construction hours.**

Canderel Management Office / After Hours Call Center: (403) 253-8677

Canderel Management Office Hours: Monday - Friday 8:30 AM - 4:30 PM

OBLIGATIONS PRIOR TO COMMENCEMENT OF WORK

- a) Prior to commencement of any work, the contractor will provide Canderel Management with:
- i) Permits:

The contractor (or tenant they are working for) is responsible for all permits and approvals required by all governmental authorities. All approvals and permits must be provided to the Landlord prior to commencement of the work. The contractor is responsible for the correction of any items of work which do not meet with the approval of the landlord or governing authority, notwithstanding the fact that the drawing may have been approved previously by such authority and the Landlord.

- ii) Obtain written Landlord approval of drawings and scope of work to be completed.
- iii) Provide list of all personnel and sub-contractors,
- iv) The names and emergency phone numbers for all personnel and subcontractors.
- v) Current WCB Clearances for themselves and sub-contractors on site.
- vi) Certificate of Insurance:

Necessary in the amount of five million dollars (\$5,000,000.00 check management agreement to confirm) per occurrence of liability insurance. LCPF Realty Inc – Southland Park and Canderel Management (West) Inc. must be named as additional insured on the certificate.

- vii) Provide construction schedule; and
- viii) Return signed contract.

- b) The contractor will meet with Canderel Management prior to the commencement of work to become familiar with the site, assess the hazards on-site, and to review contractor guidelines and building rules and regulations.

- c) The contractor will obtain and deliver to Canderel Management all requested Security Clearances

OBLIGATIONS WHILE ON SITE

- (a) The contractor and all sub-contractors will report to the guard desk or a Canderel Management employee, immediately upon arrival on site.

- (b) The contractor will ensure all workers will wear appropriate identification.

- (c) While on site the contractor shall post within the construction area:
 - (i) A copy of the building permit (if applicable);
 - (ii) The names and emergency phone numbers for all personnel and subcontractors;
 - (iii) Copies of all relevant MSDS sheets; and
 - (iv) Any applicable safety signage.

- (d) The contractor will ensure the construction site is kept in a tidy condition, free from the accumulation of debris. All materials will be stored in a neat and orderly fashion in areas pre-approved by Canderel Management. There is limited space for storage of materials on site and storage of materials may not necessarily be approved. **At no time are contractors permitted to store items in electrical or mechanical rooms in the building.**

- (e) Contractors will familiarize themselves with emergency evacuation procedures and emergency exit locations and routes prior to starting any project.

- (f) The contractor is responsible to protect all base-building elements from damage during their construction. Any damages to the base building will be repaired to the landlord's standards by the contractor or repaired by the landlord and charged back to the contractor.

- (g) The contractor is responsible to ensure that all public areas and fire exits will be kept clear of equipment, debris and construction materials. Walk off mats are to be used between the construction area and the public area to reduce dust and debris.

SECURITY

The contractor is fully responsible for the physical security of the premises and contents throughout the construction period; the landlord shall have no liability for loss or damage howsoever caused.

Contractors are not allowed to remove any item for personal or other use, whether it is labelled garbage or not, unless authorized by a Canderel Management employee.

The contractor will also be held liable for any security breaches caused by any of their personnel or subcontractors.

If access is required to any tenant space that is not directly related to the project, security will provide access and escort the contractor for the entirety of the work. Any additional costs for such security will be the responsibility of the contractor. All such access must be approved by Canderel Management a minimum of 24 hours in advance.

KEYS & ACCESS CARDS

The contractor acknowledges that any key or access card issued to the contractor may not be removed from site all keys and access cards must be returned on a daily basis. The contractor agrees to immediately inform Canderel Management in the event that any key or access card is lost, misplaced, damaged or inadvertently removed from site. All keys and/or access cards are the sole responsibility of the contractor, including those issued to their subcontractors. In the event any key and/or access card is not returned, the contractor assumes full responsibility for the cost associated with the replacement of such keys or access cards and the re-keying of any locks necessitated by the loss.

ACCESS AND DELIVERIES

- (a) Delivery of approved building materials shall only be permitted through the loading dock area unless alternate arrangements have been made and approved by Canderel Management. The handling of items, which, due to weight or dimension require special treatment, must be reviewed with Canderel Management.
- (b) No access shall be permitted on any part of the roof without the consent of Canderel Management.
- (c) Contractors are required to use designated freight or service elevators for all deliveries without exceptions. Permitted lock off hours are available from Canderel Management.
- (d) All dollies and other moving devices will be equipped with rubber tires.

ROOF ACCESS

Access to roof areas will not be permitted except to those persons who require access to complete work which has previously been approved by Canderel Management. Any person requiring access will be required to read and sign the associated roof waiver before access is permitted. Waiver attached as Schedule A.

LANDLORD'S ACCESS TO PREMISES

The Landlord and Canderel Management shall have free access to the premises at all times for the purpose of completing, correcting or inspecting any work.

PARKING

It is the responsibility of the contractor to locate suitable parking. Canderel Management makes no representation that any such parking will be available on site. Vehicles improperly parked will be tagged and towed away at the expense of the owner.

Parking in the loading area is only permitted while loading or unloading; however the vehicle must be shut off during this time. All vehicles must be removed immediately upon completion.

SAFETY

- (a) Contractors will observe and comply with all applicable building safety regulations and the Alberta Occupational Health and Safety Act Regulation and Code.
- (b) Contractors shall provide and maintain their own adequate first aid facilities.
- (c) Contractors will be aware of proper handling procedures and conduct themselves in accordance with current WHMIS legislation and OH & S standards.
- (d) Existing linoleum, VC tile, pipe insulation or blown wool insulation will not be removed without prior approval from Canderel Management. Construction areas will remain isolated from the general building when working with hazardous or odorous materials. This may require specific protection or a shut down of air handling systems, which will require the prior approval and coordination by Canderel Management.
- (e) The contractor will take all necessary precautions to ensure the safety of tenants who may have to walk past the construction area. Warning signs (e.g. Construction is in progress) will be clearly displayed when working in public or traffic areas.
- (f) When erecting temporary demising walls, consideration will be given as to whether construction doors or passageways are necessary to provide egress from occupied areas for purposes of emergency evacuation.
- (g) All common areas and fire exits will be kept clear of equipment, debris and construction materials.
- (h) It is the responsibility of all contractors to "Dial Before You Dig" and obtain the appropriate clearance before any excavation, coring, drilling or digging.
- (i) Contractors working in the parkade, loading dock or any other traffic area, will provide adequate signage and or pylons to warn others of work in progress. Anyone working within a traffic area will wear an approved traffic vest.
- (j) Smoking is not permitted on site.
- (k) The contractor will take all necessary precautions to ensure that damage does not occur to the building or property. The contractor will be held liable for any damage to the property caused by their personnel or subcontractors. Where protection is not already in place, the

contractor will ensure that loading areas, entries, walkways, walls, doors and casings, elevator openings, floors and finishes are adequately protected, covered or shielded to prevent damage and extraordinary wear. Damages and any incidents relating to the property will be immediately reported to Canderel Management.

TEMPORARY FIRE PROTECTION

The contractor is responsible for maintaining operable fire extinguishers in the premises throughout the construction period and any other additional fire safety devices required in addition to those provided as part of the base building.

FIRE ALARM SYSTEM

Prior approval must be received from Canderel Management for the disconnection or verification of fire alarm systems. Canderel Management requests a minimum of 48 hours advance notice for all fire alarm disconnects.

If the fire panel is required to be offline any vacant areas are required to be monitored for fire watch.

All tie ins to the fire alarm systems and panels must be completed by base building contractor. There will be no other trades permitted to work on the fire systems. (This includes all fire system electrical components.)

FLOOR LOADING

- (a) Drywall will not be stacked higher than four feet (4').
- (b) Suspended loads will not be attached to the underside of the floor or roof except for normal suspended ceiling and lighting systems, cable tray systems, ductwork or conduit systems.
- (c) No load greater than the design live load uniformly distributed shall be imposed on any concrete floor. Special high-density items are subject to floor load capacity and engineer approvals, i.e. file banks, libraries, vaults, etc.

REMOVAL OF BASE BUILDING MATERIAL

Elements of the base building, such as but not limited to, ceiling components, doors, door frames, hardware, light fixtures, blinds, etc. shall only be removed with the approval of Canderel Management. Unless otherwise directed in writing by Canderel Management, such elements shall remain the property of Canderel Management. Other salvage materials (intact and of value) may also be deemed the property of the Landlord and should be made available for storage on the direction of Canderel Management. Remnants of new floor and wall covering materials will also be retained for future repairs.

RECYCLING OF CONSTRUCTION MATERIALS

- (a) In an effort to reduce consumption of resources, Canderel Management actively participates in recycling of construction materials and expects all contractors working in the building to do the same. Canderel Management will inspect the project site prior to construction to identify all salvage materials that are to be retained for future use in the base building operation.
- (b) We request that items such as light fixtures, air troffers, door hardware, etc. may also be available for use by the contractor at no charge and contractors are encouraged to contact Canderel Management to confirm the availability of these items. Whenever possible, Canderel Management encourages the reuse of existing fixtures; items such as light fixtures, carpet, etc.

MATERIALS SELECTION

Canderel Management is committed to using low environmental impact building materials and products in its properties. As a result, our organization encourages the use of environmentally friendly products and materials within offices and during construction; such as non-toxic products, products with high recycled content, products with minimal impact on the environment, products with low off-gassing properties, and products with low water and energy consumption. Your participation in selecting low energy and low water consumption options are what help to control our building operating costs. As such Canderel Management recommends you select appliances with the Energy Star sticker indicating this quality.

GARBAGE REMOVAL

The contractor is responsible for the removal of all garbage and other debris. Additional waste receptacles are not allowed onsite without the prior authorization of Canderel Management. Placement of construction waste bins will be determined and approved prior to construction commencement. Temporary storage of garbage or debris will not be permitted. No concrete, metals, steel studs, aluminum, copper, brass, electrical wiring, drywall, wood, carpeting, glass, plastic, or lighting are to be disposed of in building compactors/dumpsters. Contractors are strongly encouraged to recycle these items.

Consideration should be given to City Bylaws as any fines levied by the City will be passed off to the contractor.

SMELLS & ODORS

Only low or zero VOC paint may be applied during normal business hours. All other products, such as stain, oil-based paint, lacquer, or any odour-producing building materials such as carpet glues, sealants, welding fumes or equipment, or any other work that may emit offensive or strong odours must be applied in a well-ventilated area and after normal business hours or after such time as it won't compromise tenant working conditions

NOISE

Work such as coring and hammer drilling may NOT be carried out during building business hours. Any work that disturbs the "quiet enjoyment" of other tenants will not be permitted during business hours and trades will be immediately shut down and asked to leave site if such attempts are made.

Business Hours of the Buildings

SLP 1

Monday to Friday 7:00 am to 7:00 pm

Saturday 9:00AM to 5:00 PM

SLP 2

Monday to Friday 7:00 am to 7:00 pm

Saturday 8:00AM to 5:00 PM

After hours Access SLP 1

Building access outside of business hours as defined above is only available through card access.

All card holders entering the building must sign in with the security guard at the desk.

After hours access SLP 2

Access onto the main floor of the building will be through the North door at the guard desk and all card holders must sign in with the security guard at the desk. For security purposes all other exterior doors will not be accessible after hours even through card access.

DRILLING OR CUTTING – NOTE AREAS WITH Post Tension Cables

- (a) Contractors are not permitted to drill, cut or change openings of any description in any part of the base building structure without the prior approval of Canderel Management. If such work is deemed to be necessary and acceptable to Canderel Management, it will be carried out after normal business hours. Floor penetrations will be adequately fire stopped in accordance with applicable codes. Work of this type requires engineering, x-ray or electromagnetic inspection of the slab prior to drilling at the contractor's expense. Proof of these scans must be provided to Canderel Management before any coring is permitted. Damages

to any and all cast-in electrical wiring, post tension cables or other building components caused by the drilling or coring will be repaired by a contractor selected by Canderel Management at the expense of the contractor who has caused said damages.

- (b) Roofs may not be penetrated without the prior consent of Canderel Management. It is Canderel Management's right to dictate the required roofing contractor used by the contractor.

Base Building Roofing contractor: Flynn Canada

- (c) When working in vacant or common areas adjoining existing tenancies, the contractor shall erect temporary demising walls or other approved barrier to reduce the effects of noise and dust prior to commencement of construction.

ACCESS PANELS

The contractor will provide access panels of sufficient size in wall or ceiling construction as directed by Canderel Management, or as required by code to permit necessary access to equipment and/or services.

TESTING AND TIE-INS

- (a) The contractor will obtain Canderel Management's permission prior to testing or installation of tie-ins to mechanical, electrical, fire protection or life safety systems. The contractor will be held fully responsible for any damages, which may result from such tie-ins.
- (b) Contractors will refrain from anchoring any electrical or mechanical lines from the sprinkler system. All electrical, plumbing and mechanical lines in the ceiling space will be tie-wrapped in a neat and orderly fashion. Lines will not be left hanging loose in the ceiling space.
- (c) Any and all power and/or water shut downs will be completed after normal business hours and will be pre-approved by Canderel Management.

POWDER ACTIVATED DEVICES

Powder activated tools may not be used to secure fasteners which support ceiling suspension systems or equipment suspended from the underside of slabs.

FASTENINGS

The contractor is not permitted to mechanically fasten to curtain walls, window frames, or special fire rated structures. Clips in lieu of screws will be used to fasten interior walls to the ceiling grid showing partition details at the T-bar and mullion. Metal studs may be attached to mullions using double sided tape.

HOT WORK

This work must be preapproved by Canderel Management and a hot work permit both provided to Canderel Management and posted at the work site. This includes but is not limited to open flames for welding or cutting. The contractor will ensure that the use of any pressurized gas cylinders are in accordance with requisite safety provisions and requirements. An operational fire extinguisher will be available in the immediate vicinity of any work.

Where possible, fire blankets should be use

ELECTRICAL

- (a) AC 90 wiring cabling to lighting and down unmovable walls only.
- (b) Holes entering electrical rooms will be sealed with appropriate fire-rated sealant.
- (c) Holes entering and exiting fire rated areas will be sealed with approved fire rated sealants.
- (d) New or relocated circuits will be identified in the electrical panels.
- (e) Ceiling mounted light fixtures will match building standards.
- (f) Lamps, ballasts and incandescent light fixtures will match building standards.
- (g) Conduit and cabling will be secured to the soffit via hangers rather than tied to existing conduit or tied to ceiling tile wires. No wiring is to be left laying on top of the ceiling tiles.
- (h) Disconnected or redundant cabling or electrical wiring will be removed back to the source.
- (i) Proper "Lock Out Tag Out" procedures must be followed whenever working on any electrical equipment. e.g. motors, transformers, lighting.

HVAC

Prior to commencement of work, filters (if required) will be installed in return air plenums and on return air intakes.

HVAC must also be turned off during demolition and construction to prevent air intake of excessive dust. When construction or demolition occurs on occupied multi-tenant floors, temporary hoarding or plastic sheeting must be installed to protect common areas and other tenants from exposure to dust.

HVAC CONTROLS

Should any HVAC controls be part of the construction scope; base building providers must be used.

HVAC CLEANING

After any type of construction activity and prior to occupancy, all perimeter heating or cooling will be cleaned with a minimum of the following procedures:

- (a) Vacuum coil screen with a HEPA vacuum.
- (b) Initial cleaning of coils with evaporative cleaner as required.
- (c) Compressed air cleaning through the coils to a HEPA vacuum flow collection hood.

DEMOLITION & CONSTRUCTION

The contractor is responsible to remove all redundant elements including but not limited to electrical, architectural, mechanical and security within the area in which they are working as part of their demolition. All the redundant elements must be removed back to the base building connection point in a neat and acceptable manner.

The contractor must remove any lead, combustibles or unprotected fibreglass insulation that are discovered in the ceiling space.

All openings in the floor, core walls or any other rated partition resulting from the demolition shall be firestopped to maintain the original fire rating.

The contractor is responsible to supply and install temporary filters at the return air shaft opening, replace media throughout construction and remove prior to air balancing and/or occupancy. The contractor must thoroughly clean all radiant units and filters at completion of the project as well as ensure that all open-ended ducts are sealed off during construction and any seals removed prior to connection or occupancy. The contractor must inform Canderel Management of any special air handling requirements prior to the start of demolition.

All base building mechanical items shown to be removed are the property of the landlord and shall be handed over to Canderel Management, unless otherwise noted.

Canderel Management reserves the right to assess the impact of proposed demolition on the building systems and request additional protection as required.

MOULD & ASBESTOS

If mold or asbestos is suspected, the contractor should cease work immediately and report the situation to Canderel Management. Work may not resume until such time as the landlord has reviewed the site and provided written consent to continue.

All reports from any inspections conducted by the contractor for the presence of mould or asbestos will be forwarded Canderel Management.

Disposal, storage and handling of any hazardous materials will be the sole responsibility of the contractor and will be done in strict compliance with all federal and provincial regulations.

The contractor is required to contact Canderel Management to schedule a shutdown of the air system if necessary to remove the hazard.

Any known hazardous material reports will be attached to this document as a schedule.

CONNECTION OF COFFEE/WATER MACHINES

Any coffee or beverage machine that is directly connected to the base building plumbing system must:

- a) Be connected using MINI BALL VALVES and a flood safe auto shutoff connector for isolation of the branches of the water lines to the coffee or beverage machines;
- b) Not be connected using any form of plastic tubing;
- c) Depending on the distance, be connected using only type 'L copper piping' and/or 'stainless steel braided hoses'; and
- d) Be connected by a qualified plumber (not a coffee salesperson).

APPROVAL

Canderel Management reserves the right to approve all contractors on site.

Job Location: _____

Contractor: _____

Contact Person: _____

Signature: _____

Telephone Number: _____

I have read the above Contractor Guidelines and will ensure all employees, sub trades etc., are made aware of these Guidelines.

Base Building Contractors

HVAC Installers

Windmill Mechanical
Air Tech
ASM

HVAC Controls

ESC (Digital Controls)
RGH (Pneumatic)
BGC (moduline/pneumatic)

HVAC/Plumbing

Oak Ridge Mechanical
Bailes Mechanical
Tower Mechanical

Electrical

Westslope Electric
Amelco
Western

Fire Panel/Wiring

Kantra Electric Inc

Fire Sprinkler System

Omega Fire Protection
DT Fire
Constant Fire Protection

Security Systems

Shel Bar

Janitorial

SerVantage

Engineering

Structural

Entuitive
Randy Thesen M.Eng., P.Eng.
Principal
randy.thesen@entuitive.com
(403) 879-1270

Mechanical

TMP

Winston Woo, C.E.T.

winstonw@tmpeng.ca

403-444-3986

Electrical

Maintain

Fahim Hassam, C.E.T., P. Eng.

Director, Senior Electrical Engineer

fahim@maintaineng.com

(403) 244-0449

SCHEDULE A

Access to Roof – Waiver of Liability Assumption of Risk, Waiver of Liability and Indemnification Agreement

This Agreement must be completed by each individual (“Participant”) applying for authorization to access any roof of _____ (“Building”), for which Canderel Management (West) Inc. (“Manager”) has maintenance responsibility for the Building.

Contractor: (print legal name) _____

Participant: (print full name) _____

Activity: (accessing building roof and any or all activities thereon)

TERMS AND CONDITIONS

The Participant hereby acknowledges, understands and agrees that the Activity can include foreseen and unforeseeable risks and hazards which may expose the Participant to injury, or death. The Participant freely and voluntarily accesses any Building roof with the knowledge of the danger involved and hereby agrees to assume and accept any and all risk of injury or death.

WAIVER, RELEASE AND INDEMNIFICATION

Participant understands and acknowledges that Building owner(s) and Manager are not insurers of Participant’s behavior, actions or participation in the Activity, and that neither the Building owner(s) and Manager assumes any liability whatsoever for personal injuries or property damages to Participant, Contractor or to third persons arising out of participation in the Activity. Participant hereby agrees to release, waive, covenant not to sue, indemnify and hold harmless the Building owner(s) and Manager, from and against any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by Participant or loss of damage to any property belonging to Participant arising out of or related to participation in the Activity.

Participant agrees that the site of any lawsuit arising out of or related to participation in the Activity will be in the Province for which the Building is situated. Participant agrees that this Agreement will be governed by and construed in accordance with the laws of the Province in which the Building is situated. Participant acknowledges and agrees to comply with any and all laws, regulations, code or ordinance, as may be from time-to-time applicable to the Activity.

Participant does not have any medical conditions that would prevent participation in the Activity. Participant has adequate health insurance to cover the costs of treatment in the event of any injury. Participant shall pay any attorney fees or costs incurred by the Building owners and/or Manager in enforcing this Agreement. If any portion of this Agreement is held to be invalid by a court of law, then it is agreed and intended that all the remainder shall, notwithstanding, continue in full force and effect.

PARTICIPANT HAS CAREFULLY READ THESE TERMS AND FULLY UNDERSTANDS THE CONTENT AND IS AWARE THAT THIS IS A RELEASE OF LIABILITY, A CONTRACT BETWEEN PARTICIPANT AND THE RELEASEE, AND SIGNS IT OF HIS OR HER OWN FREE WILL.

I am signing this Agreement for myself as Participant. I acknowledge that I am at least eighteen (18) years of age and that I understand the terms of this Agreement. I also acknowledge that this Agreement shall bind my heirs and personal representatives.

Participant

By: _____

Name: _____

Date: _____