

## CNL CENTER

### Rules and Regulations for Contractors

All general contractors, contractor's employees and agents, sub-contractors, service groups (hereinafter referred to as "contractors") planning to perform work in CNL Center must register with the Property Management Office prior to beginning a job. All contractors will produce, upon request of Piedmont Office Management, any city or state licenses necessary to perform their work. In addition, a copy of the permits for performing work from the city, county or state agencies shall be provided before work commences.

1. Identification will be required for all Contractor, Subcontractor and Service Group personnel working on the CNL Center property. Personnel will be required to sign in and out at the security desk when coming and going from the property, and will be required to check out a "Visiting Contractor ID Badge" from the security desk and wear it. This ID badge must be worn face side out, in a highly visible manner, on the outer most garments the entire time they are on the property.
2. All companies (General Contractors, Subcontractors and Service Groups) planning to perform work in the CNL Center must be "registered" with the Property Management Office. Contact the Property Management Office at (407) 649-0036 for any questions on this matter.
3. Hicks Electric, Inc. is not permitted to work in the building.
4. Prior to commencement of any work, the General Contractor, Subcontractors, and Service Groups shall provide insurance in the form of a Certificate of Insurance in accordance with the contract agreement, in accordance with the Tenant's lease requirements, or per Property Management's minimum requirements for Contractors. Please contact the Property Management Office for the minimum requirements. In all cases, Piedmont-CNL Towers Orlando, LLC shall be named as Additional Insured on the certificates. The insurance coverage must be maintained throughout the performance of the work.
5. A construction permit from the City of Orlando Building Department must be properly displayed at the job site upon start-up of the project if required.
6. All tools, equipment, and building materials must enter the building via the service tunnel, loading dock and service elevator system. Access to the loading dock located on the Southeast corner of the City Commons Parking Garage off of Boone Street.

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7. Removal of trash, tools and equipment must be made via the same route as in #6 above.
8. Use of the service elevator is by Access Card only. Security will provide General Contractor with an access card for the service elevator on a daily basis. Hours are from 7:00am – 4:30pm Monday-Friday. Use of the service elevator on the weekends and other than normal business hours, may be arranged through the Property Management Office. All large deliveries that require significant use of the service elevator must be pre-arranged and scheduled through the Property Management Office. **Passenger elevators and escalators or the main lobby doors are not to be used for the transporting of tools, materials, trash or construction personnel at any time.**
9. All trash and debris shall be delivered and deposited into receptacles the contractor has provided at the location designated by the Property Management Office. All new tenant build-outs require recycling of 50% or more of the material leaving the building. Any accumulations of trash and debris within the premises, corridors, walkways, loading dock, or other common areas will result in Landlord's performance of such work and all costs related shall be charged back to the Tenant.
10. **All work for a Tenant must be confined within the Tenant space. Public corridors, vacant units, and stairways are not to be used for the storage of materials or as a workshop.**
11. Tracking of construction dirt into the public corridors or stairways must be prevented. If janitorial rooms are used for cleanup, they must be cleaned properly before the end of each workday. Restrooms should NOT be used for cleanup.
12. Any damage caused by the Tenant's Contractors, Subcontractors, Service Groups or employees are to be reported to the Property Management Office immediately and the cost of repairs will be the responsibility of the Tenant.
13. Construction noises must be limited during normal business hours (7:00 a.m. to 6:00 p.m. weekdays and 8:00 a.m. to 1:00 p.m. Saturdays) to such that they are inaudible to other Tenants. Unavoidable noisy demolition or construction work must be scheduled during other than normal business hours
14. Any work creating strong odors (wood refinishing, carpet gluing, etc.) must be completed after normal business hours to avoid affecting the neighboring tenants.

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15. Any and all construction variances from the original construction plans approved, must be approved by the Property Management Office before the work in the variance can commence.
16. Mechanical and electrical room keys are to be checked out at the Security Desk each day only if a driver's license is submitted by the person utilizing those keys. All keys must be returned before 5:00 pm.
17. All connections, tie-ins, or alterations to the base building Life Safety, Mechanical, Electrical, or Plumbing systems, and Roofing Systems must be approved by the Property Management Office prior to work commencing on these systems; i.e., fire alarm or sprinkler system, smoke detector system, water supply system, sanitary/storm system, main electrical distribution system, HVAC system, etc. The Life Safety systems must be put on test by the Property Management Office or Building Engineers before work is performed. Work on the roof must be performed by an authorized vendor of the roof warranty company so the warranty is not voided. Please contact the Property Management Office for more information.
18. All General Contractors, Subcontractors and Service Groups are responsible for making their own parking arrangements while performing tenant improvements or building work. Personal or company vehicles parked within the loading dock areas or other restricted parking areas of the facility will be towed at the vehicle owners expense.
19. All work shall comply with the State and Local Building Code and the Regulations of the National Board of Fire Underwriters.
20. All Contractors and Subcontractors shall field check and verify all dimensions and conditions at the jobsite. Any variations will be called to the attention of the Property Management Office.
21. All General Contractors or Subcontractors shall be solely responsible for the protection of all finished work from potential damages caused by the Landlord's work or the work being undertaken in adjacent Tenant premises.
22. Sounding of fire alarms for testing and inspections should be scheduled before 7:00am or after 7:00pm, Monday-Friday.
23. Tenant or Tenant's General Contractors, Subcontractors and Service Groups agree to pay all transportation charges on their material and/or equipment to the point of use and shall be responsible for all unloading, checking and storing.

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24. General Contractor's or Subcontractor's shall furnish all temporary light and power complete with all wiring, lamps and similar equipment, as required for the completion of work. All such temporary lighting and power wiring shall be removed upon completion of work.
25. No eating or drinking is allowed in the building, except in work areas, Contractor's office, or areas specifically designated by Landlord. Alcoholic beverages are not allowed on property.
26. No smoking is allowed in the building at any time and only at designated smoking areas outside of the building. **This includes all e-cigarettes and vaporizers.**
27. No music is allowed in construction areas. Doors to all spaces under construction shall remain closed at all times.
28. Areas under construction, as well as storage areas in all unoccupied space, are to be kept clean and in an orderly fashion on a daily basis. All materials and equipment hauling to occupied floors will be done before 7:00am or after 6:00pm. General Contractor and Subcontractors are responsible for protecting all existing finishes during delivery and construction.
29. Construction personnel are confined to those areas in which they are working. They will not be allowed to congregate on the grounds or common areas of the property.
30. Areas around trash receptacles in the loading dock and parking areas are to be kept clean by the General Contractor or Subcontractors.
31. Absolutely no owner supplied materials are to leave the jobsite.
32. Under no circumstance will any Contractor enter any mechanical, electrical, or other tenant spaces, etc. without prior approval from the Property Management Office.
33. Entry into other tenant's offices (to access floor boxes, or above ceiling equipment) must be coordinated with Property Management 48 hours in advance. A Security Officer escort will be required and the cost will be the responsibility of the Tenant.
34. Contractor shall furnish, install and monitor pre-filter media on the HVAC air handler. The return air openings in the demising walls should also be filtered and

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monitored. All VAV filters shall remain in place and be changed as necessary. When required, filter changing must be done with the air handler unit turned off.

35. HVAC will be provided by the Landlord during hours of construction, at a reasonable temperature, in order to control dust and provide an environment for finishes to cure, however Contractor should control the usage by utilizing the diffusers as much as possible.
36. All permits, final inspections, Certificates of Occupancy, licenses, etc., shall be obtained by Tenant in a timely manner at Tenant's sole expense, for Tenant work. A copy of the Certificate of Occupancy for Tenant work shall be provided to the Property Management Office upon completion of the work.
37. All Contractors shall adhere to all Federal and State Safety Regulations.
38. All General Contractors or Subcontractors shall provide and maintain fire protection equipment within the premises as required for safe working conditions, or as required by Landlord's insurance or public safety officials.
39. Strictly prohibited work practices are as follows:
  - A. Storing or installing combustible materials above finished ceilings or in any other concealed, non-sprinklered space without Landlord's prior approval.
  - B. Creating any structural load, temporary or permanent in excess of 100 pounds per square foot.
  - C. Cutting any holes in Landlord's installed floor slabs, walls or roof without Landlord's prior written approval.
  - D. Installing or displaying any signs, other than the standard construction location, identification signs as approved in writing by Landlord.
  - E. Interfering with the completion of Landlord's work in the premises or base building structure.
  - F. Working without evidence of insurance and/or building permits.
  - G. Commencing Work prior to receipt of Landlord's approval of the final plans.

**Exceptions to any of the above rules and regulations can only be made through the consent of the Property Manager.**

**The Property Manager reserves the right to stop work in progress and notify Contractor's employer for violations of the above rules and regulations. Work will not proceed further until all parties agree to comply with the above rules and regulations.**