



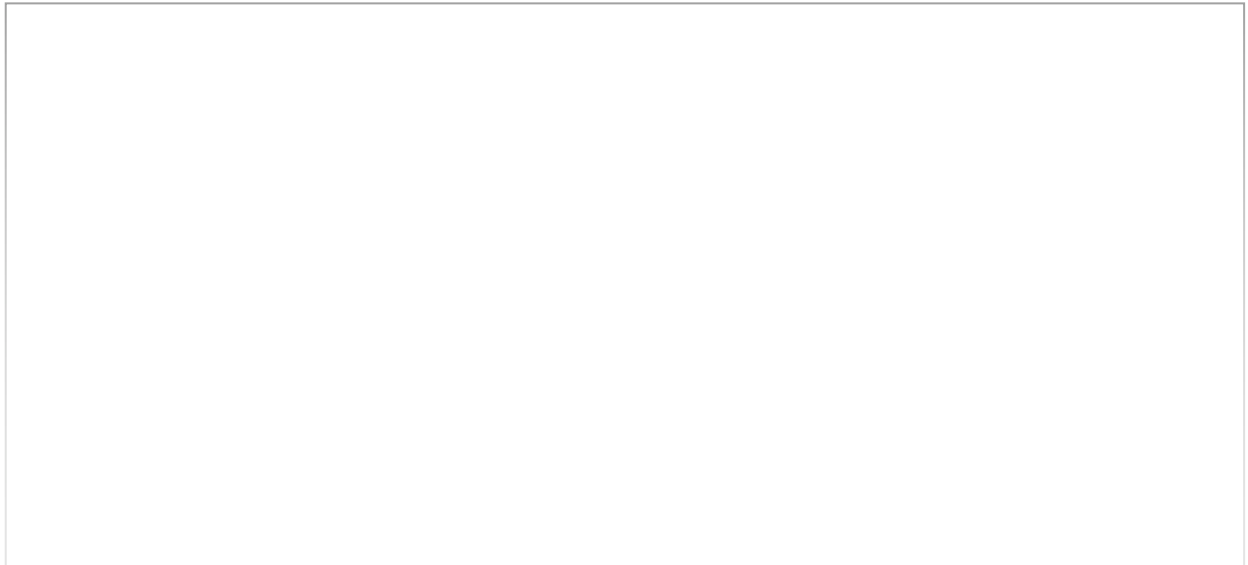
1201 Maryland Avenue, SW, Suite 850
Washington, DC 20024

tel (202) 552-5300 fax (202) 552-5320
www.RepublicPropertiesCorp.com

TO: All Contractors

FROM: Republic Properties Corporation

RE: Construction Rules & Regulations



The following items need to be addressed if you and/or your sub-contractors will be performing any work in a Republic Properties managed building. Prior to any work, demolition or construction, you must supply Republic Properties with the following documents:

- A. A copy of DC Government permits.
- B. A copy of the plans as approved by DC Government.
- C. Certificate of Insurance showing Republic Properties Corporation and the individual ownership entity as additional insured.
- D. Release of lien.
- E. Copy of DC business license
- F. Appropriate contracting license for work being performed (i.e. general contractor license, electrical contractor license).
- G. A copy of the project schedule.

RULES AND REGULATIONS

1. General Contractor must submit a list of all sub-contractors, by trade, with addresses, contact persons and phone numbers.



2. Property Damage - Contractors are responsible for all damages to the building caused by its workers or sub-contractors. This includes but is not limited to flooring, walls, ceilings and ceiling fixtures, elevators, doors and frames, and plumbing fixtures in core areas. Also, the contractor and sub-contractors are responsible for the damage, residual damage, and clean up required, if damage is done to the fire protection system of the building (i.e. breaking off a sprinkler head).

Fire Protection System – All life safety devices must match the base building system. The final system connections will be performed by Mona Life Safety (Buzz 301-912-1775). Such work will be paid directly by General Contractor or will be back charged to the tenant/contractor. Republic Properties (202-446-1602 or 202-360-9537) must be notified prior to any part of the fire protection system being altered or disabled. Also, any work that may set off the fire alarm system (i.e. demolition, sanding, spray painting, welding, etc.) must be coordinated with Republic Properties. A Republic Properties building

engineer will disable the appropriate device(s). A minimum of 48 hours advance notice is required for these services. Such time for disabling and then reactivating the device(s) will be back charged to the tenant/contractor on a time and material basis plus overhead. See Attachment 1, Sprinkler Systems Specifications, for specifications on any fire sprinkler system.

3. Supplemental HVAC – All supplemental air conditioning (HVAC) units are required to be sub-metered. The contractor shall furnish and install such sub-meter in the building's electrical room.
All ceiling Supplemental HVAC systems require the installation of overflow pans and float switches to disable unit if water is detected due to a leak or condensation buildup. Additionally, a LED light affixed to the ceiling grid where the supplemental unit is located should be installed.
4. Mechanical Systems – See Attachment 2, Mechanical Systems Specifications, for specifications on HVAC system work.
 - a. All mechanical rooms shall be kept free of debris and accessible at all times during construction. Mechanical rooms shall not be used for storage.
 - b. All mechanical rooms shall be cleaned to Republic Properties satisfaction upon completion of construction. A pre-construction walkthrough will be held prior to the commencement of any work.
5. Electrical Requirements
 - a. All new panel boards, transformers and disconnects etc. shall be manufactured by Siemens and match existing equipment unless special permission is requested in writing and granted by Republic Properties.
 - b. No wiring shall be run horizontally through the studs of walls that are more than 30 inches in length.
 - c. Switches shall not have more than one cable per switch in a switch box.
 - d. All circuits in the panel boards shall be correctly labeled on typewritten directories with tenant name or suite number followed by load description.
 - e. All panel board covers shall be kept properly installed unless a qualified electrician is actively working in the panel board.
 - f. 72 hours written notice is required for all power outages and must be approved and scheduled with building management.
 - g. All electrical rooms shall be kept free of debris and accessible at all times during construction. Electrical rooms shall not be used for storage.
 - h. All electrical rooms shall be cleaned to Republic Properties satisfaction upon completion of construction.
 - i. Three copies of as built drawings shall be given to Republic Properties upon completion of construction.

- j. All work will be subject to inspection for code compliance, compliance with these specifications and workmanship by Republic Properties.
6. Welding – See Attachment 3, Request for Welding Authorization, for the form that must be completed and returned to Republic Properties prior to any welding. Before any welding occurs, HOT WORK permits should be filled out by contractor and Republic Properties personnel and posted in the appropriate work area and fire control room.

Core Drilling - In buildings where electrical conduit is concealed in the slab, floors must be x-rayed or GPR'd prior to core drilling. Core drilling must be performed between the hours of 7:00 PM and 7:00 AM Monday through Friday and/or all day Saturday and Sunday, This time restriction also applies to other slab drilling, jack hammering, or any other loud noise work that may disturb tenants of the building. Prior to core drilling the contractor must coordinate with the Republic Properties property manager or chief engineer so as to notify the tenant affected by the core drilling. A charge may be incurred if the tenant requires supervision while the contractor's personnel are in their space.

1. Drain Pans - May be required under plumbing connections and floor drains. Drain pans are required under all heat pumps, supplemental A/C units, and hot water heaters.
2. Freight Elevator - The freight elevators are not for the exclusive use of any one contractor. At times, more than one job may be in progress, and other contractors and sub-contractors may need freight access. Please try to have your materials delivered as early as possible. If a freight elevator is needed on the weekends, **a 48-hour notice is required to arrange for a weekend, holiday, or after hour freight elevator operator.** To arrange for weekend elevator service, please call Republic Properties Corporation at 202-446-1602 or 202-360-9537. There will be a charge for weekend, holiday, or after-hours freight elevator operator service.
3. Dumpsters - Contractors are to make arrangements for removal of their own construction debris. Contractors must make prior arrangements with Republic Properties for any dumpster placement. Do not use the building compactors or trash containers for construction debris.
4. Cleanliness - The contractor is responsible for maintaining the cleanliness of the job site and areas affected by the job. A walk-off mat must be utilized in areas leading to public corridors, lobbies and elevators. Failure to comply will result in a back charge for and required cleaning.
5. Nuisance Complaints - The contractor is responsible for communicating to his employees and sub-contractors building policies such as no smoking, swearing, and lounging in public areas. Also, no playing of radios in work areas or public areas. It is expected that employees of the contractor and sub-contractor will act in a professional manner at all times.
6. Security - The contractor is responsible for securing the job site, including closing of all windows and doors at the end of each workday.
7. Clean Air Act - All contractors and sub-contractors involved in HVAC or any type of refrigerant work must be in compliance with the "Clean Air Act of 1990" or any revisions thereof with regards to ChloroFlouroCarbons (CFCs). Republic Properties may request to see any certification that has been recommended or required for contractors to properly handle CFCs.
8. Hazcom - Republic Properties Corporation and its affiliates are in compliance with the OSHA Hazardous Communication Law. It is expected that all contractors have a Hazcom Program in place while performing work in a Republic Properties managed/owned building. A MSD sheet of any hazardous chemical to be used, must be supplied to the Republic Properties Hazcom Coordinator prior to its use in the building.

9. Stoppage of Work - Republic Properties reserves the right to stop the work of a contractor or sub-contractor at any time if it is determined that its workers are creating an unsafe condition, in violation of any Republic Properties construction rules or regulations, or doing such work which is in violation of any local, state or federal code or law.

Attachments as stated

Sprinkler Systems Specifications

The following guidelines and specifications for fire sprinkler system work in Republic Properties managed buildings shall be adhered to:

- All threaded piping shall be schedule 40 black pipe, ASTM certified.
- All grooved piping shall be schedule 10 black pipe, ASTM certified, or schedule 40 black pipe, ASTM certified for cut grooves.
- All pipe, fittings, valves, pumps and pump controllers shall be manufactured in the USA. No foreign materials shall be used.
- All pipe threads shall conform to ASTM and ANSI standards.
- All threaded piping shall be reamed.
- PVC sprinkler pipe shall not be used.
- Copper pipe shall not be used.
- All mechanical tees shall be Victaulic styles 920 or 921, or equivalent. Jack tees and snap-lets shall not be used.
- All mechanical tee hole saw coupons shall be attached to the mechanical tee fitting with 14-gauge wire.
- All close nipples or any nipple less than 2 inches in length shall be schedule 80 (extra heavy) ASTM certified.
- All airlines shall be galvanized rigid piping with flex couplings within 2 fittings of air compressor.
- All sprinkler piping shall be installed in accordance with NFPA 13 and DC Government inspections office.
- All hangers shall be drilled. Shotguns may be used in metal pan decking only.
- All contractors, at Republic Properties request, shall submit a field sample of threaded pipe to be tested with an ASTM gauge.
- Any retro-fit or tenant build-out with a head count numbering twenty five or higher, contractor shall provide at their expense, (3) matching sprinkler heads and (1) head wrench for the fire control room sprinkler head box.
- Contractors involved with retro-fits and/or tenant build-outs, shall not use or re-use EX CELL piping. Any existing EX CELL piping may remain unless that piping is to be modified as part of the build-out, in which case, the pipe must be replaced with black pipe.
- No contractor shall back fill a system through a low point drain or drain valve without the express permission of Republic Properties Engineering Department.
- All sprinkler contractors shall remain at their job site until Republic Properties Engineering Department ensures that the control and drain valves are in the proper position and the fire control panel is clear.
- No sprinkler contractor shall open or close any sprinkler valve without the express permission of Republic Properties Engineering Department.
- The sprinkler contractor shall submit to Republic Properties DC Government approved drawings, material cut sheets and copies of all DC Government inspection reports.
- The sprinkler contractor shall submit as-built drawings to Republic Properties.
- All sprinkler work is subject to inspection by the building owner's representative.

Attachment 2

Mechanical Systems Specifications

Upon completion of all mechanical system work, all devices must be adjusted for proper operation. A visual inspection of all systems shall be performed by the Republic Properties Chief Engineer prior to ceiling close in.

Manuals: Three copies of the operational and maintenance manuals from the manufacturer shall be provided to Republic Properties upon completion.

Workmanship: The contractor shall provide the best workmanship available. Poor workmanship will be rejected and re-installed at installers cost. All work and space requirements shall be coordinated in advance with Republic Properties and other trades as dictated.

- 1) All equipment, which must be serviced, operated or maintained, shall be located in fully accessible positions. Equipment shall include, but not be limited to, valves, traps, cleanouts, motor, controllers, water heaters, machinery and drain points.
- 2) Perform all tests recommended by the manufacturer.

The contractor is responsible for all work and equipment until finally inspected, tested and accepted by Republic Properties. Approval is required from Republic Properties to verify that all material and equipment pertaining to HVAC and plumbing are operating as designed and are ready for use.

- All equipment pertaining to HVAC and plumbing shall match building standard, unless previously approved by Republic Properties.
- All temperature controls shall match building standard Energy Management System (EMS). No exceptions. The contractor shall provide the personnel and equipment required to adjust completely the temperature controls to the satisfaction of a Republic Properties.
- All heat pumps and fan coil units shall have a drip pan two inches deep, four inches wider and four inches longer than the piece of equipment it serves. The drain outlet shall be ¾ inch and located at the bottom of a drip pan side.
- All heat pumps and fan coil units shall be anchored by drilling expansion shields; all thread rod and rubber vibration isolator hangers.
- Provide mechanical systems free from objectionable airborne noise and which do not transmit noise or vibration to the surrounding area and/or to the structure.
- All variable air volume (VAV) units shall match building standard.
- All variable air volume (VAV) units shall be anchored by drilling 3/8" expansion shields, 3/8" all thread rod and sheet metal attachments with rubber isolators for vibration.
- All variable frequency drives (VFD) shall match building standard.
- HVAC and plumbing valves shall be tagged and recorded on a valve tag chart showing function and location of each valve.
- In addition all potable water copper pipe lines shall have joints made with 100% lead free solder.
- All piping materials shall be American made.
- Dielectric unions and/or dielectric nipples shall be used when two dissimilar types of metals are joined together. Brass valves will not be accepted as a sole source of dielectric protection.



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- Only copper tubing allowed for appliance connections (ice makers, coffee machines, etc.).

Attachment 3

Request for

WELDING AUTHORIZATION

TENANT



1201 Maryland Avenue, SW, Suite 850
Washington, DC 20024

tel (202) 552-5300 fax (202) 552-5320
www.RepublicPropertiesCorp.com

BUILDING _____

CONTACT PERSON _____

PHONE NUMBER _____

LOCATION AND SCOPE OF WORK _____

TO BE DONE ON (DATE) _____ THRU _____

CONTRACTOR NAME _____

CONTACT PERSON _____

PHONE NUMBER _____

*Attach copy of contractor's Certificate of Insurance (issued to Republic Properties)

APPROVED

NOT APPROVED

Reason _____
