

100 FEDERAL STREET

Regulations for Building Improvements and Renovations

**In case of fire, flood, or other emergency,
immediately notify 100 Federal Street
Security Command Center at 617-896-7330**

Table of Contents

Introduction	3
Pre-Construction Procedures	4
Pre-Design	4
Plan Approval	4
Plan Requirements	4
Permits	5
Work Schedule	5
Contractor	5
Insurance Requirements	6
Security Plan	7
100 Federal Street ID Badges	7
Temporary Signage	8
Safety and Loss Control Procedures	9
General	9
Exits and Evacuation Guidelines	9
Temporary Lighting	10
Fire Protection Safeguards	10
Fire Alarm System Impairments	11
Sprinkler System Impairments	11
Hot Work Operations	12
Hazardous or Controlled Materials	12
Asbestos Containing Materials (ACM)	12
General Work Procedures	13
Access Procedures	13
Building Hours/Type of Work Allowed When	13
Building Systems Disruption	14
Workers and Workmanship	14
Housekeeping & Dumpsters	15
Deliveries	16
Freight Elevator Usage	16
Freight Elevator Dimensions	17
Work Outside Construction Area	17
Roof Access	17
Heavy Equipment	17
Contractor Parking (Cars & Trucks)	18
Post-Construction Procedures	19
Damage Repair	19
100 Federal Street Property Management Punch List	19
Post-Construction Checklist and Boston Properties Property Management Approval	19
Occupancy	19
Liens	19
Construction Documents	20
100 Federal Street Property Management Responsibilities	20
Attachments:	
A – Regulations for Hot Work Operations	21
B – Regulations for Fire Protection System Impairments	28
C – Regulations for Hazardous or Controlled Materials	33
D – N/A	36
E – Loss Control Design Requirements and Procedures	37
F – Contractor’s Informational Data Form and Pre-Construction Checklist	50
G – Post-Construction Checklist	51
H – Fee Schedule	52
I – Owner Entities	53
J – Curtain Wall Sketch	54
K – N/A	55
L – Close Out Requirements	56

Introduction

The following regulations have been developed to ensure that modifications or improvements to the building and/or building systems and equipment, are completed to 100 Federal Street quality standards while maintaining a level of safety consistent with industry standards.

These regulations are not intended to be all inclusive with regard to the design and renovation of any building, or installation of any building systems and equipment, nor are they intended to replace and/or reduce any national, state or local code or regulations that may be in effect at the time of design, construction and/or installation. The purpose of this document is to provide standard operating procedures for contractors while working in 100 Federal Street and in some cases to clarify some issues regarding optional design methods.

In addition to the codes, standards, regulations and other design considerations referenced in this document, the designer/engineer of record and/or the applicable contractor is expected and responsible to ensure that all code and regulatory requirements are met. If there is a conflict between this document and any national, state or local code or regulatory requirements, it is the responsibility of the applicable contractor and/or the designer/engineer of record to bring them to the attention of 100 Federal Street Property Management.

These regulations apply to all modifications and improvements within any building, or to building systems and equipment, at 100 Federal Street and all contractors working therein.

Pre-Construction Procedures

- Pre-Design**
- The designer/engineer of record shall review all design and modification requirements contained in this document to ensure all applicable requirements are incorporated into the plans.
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- Plan Approval**
- A full set of plans shall be submitted to 100 Federal Street Property Management for review and approval before any work begins.
 - Upon receipt, 100 Federal Street Property Management shall review and comment on all plans per the requirements of the tenant's lease.
 - The owner and manager of 100 Federal Street specifically deny any liability in connection with the approval of plans. The review of plans and/or specifications by the owner and manager of 100 Federal Street and/or their insurers, consultants or other representatives, does not imply that any plans so reviewed comply with applicable laws, ordinances, codes, standards or regulations.
 - A copy of said plans must be kept on the job site at all times during construction.
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- Plan Requirements**
- The Plans and Specifications shall be prepared and sealed by an architect or engineer, licensed to practice in the Commonwealth of Massachusetts. The Tenant shall be solely responsible for selecting and awarding a contract to prepare the Plans and Specifications to an architect or engineer. The Plans and Specifications shall comply with any and all applicable federal, state and local codes, regulatory or other requirements promulgated by and enforced by any and all public authorities, utility companies and others having jurisdiction over the Tenant Improvement. The Plans and Specifications for the Tenant Improvement shall also comply with the Lease. The Plans and Specifications shall incorporate and specify the requirements stipulated in this document.

The Plans and Specifications shall include floor plans drawn at a scale no smaller than 1/8" = 1'-0", details, specifications and equipment and other schedules as required to describe in detail the scope of the Tenant Improvement including but not limited to:

- all demolition and new work needed to implement the proposed Tenant Improvement;
 - any and all connections to and/or impact upon any and all elements, including but not limited to the structures, building enclosures, spaces, systems, components, devices, and appurtenances, of the base building in which the Tenant Improvement is located or of 100 Federal Street as a whole; and
 - any impact upon any other tenant.
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Pre-Construction Procedures (Cont'd)

Permits

- Obtain all permits required by the City and State and submit the originals to 100 Federal Street Property Management for review.
 - 100 Federal Street Property Management shall make copies of the originals and return them to the contractor for posting.
 - Original permits must be posted at the job site at all times during construction.
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Work Schedule

- Submit a progress schedule or bar chart showing the work schedule and anticipated completion of work and a completed list of Subcontractors and suppliers, their associated trade, contact, and phone numbers of key personnel for emergency listing.
 - Notify 100 Federal Street Property Management before starting work.
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Contractor

- Energy Conservation: The Tenant Improvement work shall include all energy and natural resource conservation measures required by all federal, state and local building codes, regulations applicable requirements, and good engineering practices.
 - The Contractor, in order to avoid labor disputes, shall employ only such labor as will, to the satisfaction of 100 Federal Street Property Management, work in harmony with other Contractors and individuals employed in the Building. Contractor shall not use materials or means that might cause labor disputes or work stoppages by any persons employed at 100 Federal Street.
 - Project Kick-Off Pre-Design Meeting: Upon initiation of a proposed tenant improvement project, the Tenant shall schedule a project pre-design meeting to be attended by Landlord, the Tenant's designated representative, and any other persons or entities as might be appropriate, including but not limited to the Tenant's design consultant and contractor.
 - The Tenant shall distribute these Procedures to its design consultant, contractor and any other persons or entities as might be appropriate prior to their commencing work on the Tenant Improvement.
 - Investigation of Existing Conditions: The Tenant shall engage a qualified design consultant, contractor and/or vendor to carry out the investigation of existing conditions related to a proposed tenant improvement project. Such investigation may be carried out only after notice regarding the proposed tenant improvement project has been given to Landlord and a project pre-design meeting has been held as described elsewhere in these Procedures.
 - The Tenant shall not conduct any destructive investigative work, any demolition or any construction work without the express written consent of Landlord.
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Pre-Construction Procedures (Cont'd)

- To the extent available, Landlord shall provide information regarding the 100 Federal Street to the Tenant. The Tenant shall pay the cost of retrieval and reproduction of plans and other documents related to the 100 Federal Street and the Garage at 100 Federal Street. Landlord does not guarantee the accuracy of this information, and the Tenant shall in all instances be responsible to verify the existing conditions related to the existing conditions of the 100 Federal Street and the Garage at 100 Federal Street.
 - Contractors' Pre-Construction Meeting and Information: At least two weeks prior to the date on which the Tenant intends to start construction, the Tenant shall schedule a pre-construction meeting with Landlord to discuss the requirements related to construction. Representatives from the Tenant's general contractor, the project superintendent, major subcontractors, vendors/suppliers, and others as might be deemed appropriate by Landlord will be required to attend this meeting.
 - At or before this meeting, the Tenant shall submit to Landlord, for its approval and use, Attachment F.
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Insurance Requirements

- Certificates of insurance, as detailed below, must be submitted to 100 Federal Street Property Management before any work is started.
- All policies (except for workers' compensation coverage) shall be endorsed to name the entities listed on Attachment I "Owner Entities", their subsidiaries, officers, agents and employees and any other entity specified by Owner, as additional insured as respects to the work being performed at the property. The endorsement shall further provide that additional insureds shall not be affected by any breach by the Contractor of any provision of said policy.
- All policies of insurance shall be primary and non-contributory and shall be with an insurance company with a current A.M. Best Rating of A-VIII (or similar rating if no longer available) or better; and licensed to do business in the Commonwealth of Massachusetts.
- All policies shall contain a minimum of 30 days notice of cancellation.
- Contractor shall furnish certificates of insurance prior to the start of the work and provide renewal certificates within 60 days prior to the expiration of the policies.
- All insurance policies shall include a clause stating that each underwriter will waive all rights of recovery, under subrogation or otherwise, against the Owner Entities.
- Listed below are the standard policy coverages to be maintained by Contractor. Owner may from time to time instruct Contractor to increase the amount of coverage to be maintained hereunder, or may require higher amounts of coverage in the event that particularly hazardous work is to be performed.

Pre-Construction Procedures (Cont'd)

- A. Workers' Compensation.....Statutory limits
- B. Employers' Liability.....\$1,000,000
- C. Commercial General Liability including Contractual Liability on a per location basis with the following minimum limits:
 - General Aggregate.....\$ 2,000,000
 - Products/Completed Operations Aggregate.....\$ 2,000,000
 - Each Occurrence.....\$ 1,000,000
 - Personal & Advertising Injury.....\$ 1,000,000

Evidence of Products/Completed Operations coverage must be shown for a minimum of two years following completion of work.
- D. Automobile Liability.....\$1,000,000
- E. Umbrella/Excess Liability on a following form basis with the following minimum limits:
 - General Aggregate.....\$ 5,000,000
 - Each Occurrence.....\$ 5,000,000

- Contractor shall ensure that all sub-contractors and sub-sub-contractors also maintain the same insurance requirements and coverages as required in any contract with Owner or otherwise as referenced above, including naming the additional insured on their respective liability policies.
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Security Plan

- Contractors are responsible for securing all equipment and materials on their premises.
 - During construction, temporary lock cylinders keyed to the building standard are required for all enclosed work areas.
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100 Federal Street ID Badges

- Contractor shall make arrangements with the 100 Federal Street Property Management Contact to authorize work anywhere at the 100 Federal Street, including Tenant projects.
- All short-term contractors will need to check in at the building's loading dock each day to get their pass.
- All long-term contractor personnel are eligible to be issued a photo ID badge. The names of all eligible contractor personnel must be submitted to the 100 Federal Street Building Management Contact, who will forward the names to Security. Badge photos can be taken on site or electronically sent to building security. See the Fee Schedule for the issuance cost of ID badges.
- In general, ID badges will be active from 6am until 6pm Monday through

Pre-Construction Procedures (Cont'd)

Friday. If the entire job is being done during non-business hours, this time will be adjusted. Otherwise, separate and specific authorization must be detailed for partial work during non-business hours (including Saturdays).

- The ID badge or pass must be visibly displayed at all times while working at 100 Federal Street, regardless of the day, time or nature of the work. Any Contractor who does not possess a valid ID badge or day pass will be denied access.
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Temporary Signage

- Posting signs in the area visible to the public is prohibited. If necessary, one (1) sign indicating the name of the Contractor may be allowed, after submittal to 100 Federal Street Property Management for approval. 100 Federal Street Property Management reserves the right to post a Notice of Non-Responsibility on any entry into a space as required by Tenant's lease.
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Safety and Loss Control Procedures

General

Contractors shall comply with all safety standards that include, but are not limited to, federal, state, local, OSHA, NFPA regulations or codes.

- Contractor shall take all necessary precautions to safeguard all contractor personnel and the public from accident and to preserve all private and public property.
 - Contractor will perform no overhead work where, as a result of that work, there is a possibility of objects falling, striking and/or causing injury to any person. Where necessary or required, Contractor shall provide nets, tarpaulins, scaffolds, and warning signs for the protection of personnel and equipment. Contractor may be required to schedule such work to avoid work disruptions and minimize risks of injury.
 - Where tarpaulins are required for protection against hot slag, dust, paint drippings, or as temporary barriers, they shall be furnished by Contractor, be flame resistant, and in good condition.
 - Contractor shall be responsible for the installation of scaffolds where necessary or required for the performance of the work. Contractor shall ensure compliance with all appropriate safety regulations.
 - Contractor shall furnish all necessary or required safety warning signs, barriers, or barricades.
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Exits and Evacuation Guidelines

- Exits should be provided, as required by code, from the construction area.
 - Exits should be clearly marked and maintained unobstructed and accessible at all times.
 - All Contractor personnel must evacuate the work area immediately upon activation of fire alarm evacuation signals or announcements, or upon instructions from 100 Federal Street Building Management, Security or public safety officials. Contractor personnel should use the most direct route to reach the designated emergency relocation areas or to exit the building. Unless directed by public safety officials, elevators are not to be used during emergency evacuations.
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Temporary Lighting

- Where temporary lighting is utilized, installation should closely follow construction and be provided in stairwells and other exit ways, where necessary. Provisions for night lighting should be provided.
 - All wiring should be installed in accordance with The National Fire Protection Association's National Electrical Code, NFPA70-1999 as the same might be amended.
 - All temporary lighting and receptacles should be removed at the end of the construction period.
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Safety and Loss Control Procedures (Cont'd)

- Consumption of all power during construction shall be the sole cost of the Tenant.
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Fire Protection Safeguards

- A minimum of four (4) portable multi-purpose dry chemical fire extinguishers shall be provided per floor, or in greater number if required by code. Re-deployment of any existing building fire extinguishers to meet this requirement is prohibited.
- Ready access to all construction work areas shall be maintained for the Boston Fire Department. Fire hose connections and extinguishers shall be clearly visible, never blocked and maintained accessible at all times.
- All fire alarm audio visual notification devices shall remain visible and uncovered at all times.
- A no smoking policy within the construction work area, as well as the rest of the 100 Federal Street property shall be enforced at all times.
- All penetrations through fire-rated walls and floors shall be temporarily packed during construction and then sealed permanently in a manner that will restore the fire rating. Contractor is solely responsible for providing approved fire stopping material, as specified by 100 Federal Street Property Management, and having it installed by a certified installer where necessary, especially in any penetrations or openings that may have occurred, or that are discovered, during construction.
- Hot applications of mastics or insulating materials should be avoided inside of the building. Where this type of application is necessary in the building interior, adequate ventilation should be provided to prevent the build-up of flammable vapor concentrations. Appropriate fire extinguishing equipment should be maintained in the area during the entire operation.
- The building's fire alarm system will be left operational, wherever feasible, during construction to offer a maximum amount of protection. See "Fire Alarm System Impairments" below and Attachment A "Regulations for Hot Work Operations" for more information regarding all required deactivations.
- Pro-Press may be utilized on domestic cold water systems up to 2" and under 150 psi. Pro-Press shall not be utilized on Heating Hot Water, Chilled Water or Condenser Water applications. Press type fittings (Mega-Press or equivalent) shall not be used on Natural Gas applications, regardless of size or pressure. Press type fittings (ZoomLock or equivalent) shall not be used on refrigeration piping, regardless of size or pressure.

Life Safety equipment such as emergency generators, fire pumps, fire pump controllers and the fire alarm system shall not be taken out of service during normal building hours.

Safety and Loss Control Procedures (Cont'd)

Fire Alarm System Impairments

- 100 Federal Street Property Management maintains a fire detection and notification system. One contractor is responsible for certification of any modifications to the system, connections to the base building fire alarm network, testing and acceptance of any modifications to the system with the Boston Fire Department. The same contractor is also responsible for alarm disconnects and reconnects related to construction work.
 - All fire alarm devices are electronically supervised to prevent tampering.
 - Contractor shall conduct pre-work inspections of all potential work areas to identify the presence of any smoke detectors, sprinklers, heat sensors or other devices, and inform/train his employees in procedures to avoid striking devices, causing vibrations, or creating smoke, dust or other airborne particles which may activate fire protection devices and automatically summon the Boston Fire Department.
 - **Any Contractor who causes a false alarm by not following procedures will be assessed a fee of \$500.00 per false alarm.**
 - Contractor is required to notify 100 Federal Street Property Management in writing with 24 hours advance notice to deactivate fire alarm devices and 3 business days advance notice is required to relocate a device. Where applicable, the **tenant for whom construction is being performed shall be charged a fee** to disable and restore system components daily, as well as to relocate any devices in conjunction with construction. Therefore, Contractor must ensure that the tenant is aware of, and has approved the cost associated with these requests.
 - For long-term construction work, smoke detectors may be changed to heat detectors at the discretion of the 100 Federal Street Loss Control Coordinator, and with the approval of the Boston Fire Department.
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Sprinkler System Impairments

- Sprinkler protection shall be maintained active wherever feasible. New or modified systems shall be placed in service as soon as practical to provide protection of the areas under construction.
 - All sprinkler valves are electronically supervised to prevent tampering.
 - Contractor is required to notify 100 Federal Street Property Management in writing with 24 hours advance notice to disable fire alarm devices and 3 business days advance notice is required for any sprinkler work or to relocate a device.
 - See Attachment B “Regulations for Fire Protection System Impairments” and Attachment E “Loss Control Design Requirements and Procedures” for more detailed information regarding any repair, maintenance or modification of any sprinkler system.
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Safety and Loss Control Procedures (Cont'd)

Hot Work Operations

- All contractors performing operations defined as “hot work” shall comply with all applicable laws, rules and regulations, and with 100 Federal Street’s regulations, policies, permitting procedures, and safety precautions. See Attachment A “Regulations for Hot Work Operations” for more detailed information.
 - The term “hot work” is used to describe any construction, maintenance or repair operation that involves open flame or produces heat or sparks. These operations include burning, cutting, grinding, welding, soldering, thawing pipe, or torch-applied roofing.
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Hazardous or Controlled Materials

- Prior to the commencement of any work, contractor shall furnish 100 Federal Street Property Management with a list of all hazardous or controlled materials intended for use or necessary to the completion of his/her contractual tasks.
 - All 100 Federal Street structures have the potential for containing hazardous materials. Specific information may be obtained by contacting 100 Federal Street Property Management. 100 Federal Street Property Management will furnish contractor with information applicable to each of its work areas upon request.
 - It is the responsibility of the contractor to provide his/her employees with information, training, and essential safety equipment relative to hazardous or controlled materials in these work areas at the time of their initial assignment and/or whenever a new hazard is introduced into the work area.
 - Contractor and its sub-contractors shall be responsible for compliance with applicable federal, state, and city of Boston laws, ordinances, and regulations applicable to the use, storage, and disposal of hazardous materials as defined in applicable federal, state, and city laws, ordinances, rules, and regulations. See Attachment C “Regulations for Hazardous or Controlled Materials” for more detailed information.
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Asbestos Containing Materials (ACM)

- The Buildings, 100 Federal Street, were constructed prior to the prohibition against Asbestos Containing Materials (ACM’s) inclusion on construction projects.
 - ACM’s are managed in accordance with the Asbestos Operations and Maintenance Program (Asbestos O&M Program) for the property. Compliance with this management program is mandatory. The Asbestos Operations and Maintenance Program is available for review at the Management Office on the 1B level of the 100 Federal Street. 100 Federal Street Property Management is available to assist the contractor to ensure that all proper procedures and precautions are maintained.
 - The Asbestos O&M Program for the buildings includes a list of locations and the condition of known, presumed and/or suspect ACM at the building. It is the contractors responsibility to notify all of their employees and
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General Work Procedures

sub-contractors that may come in contact with these materials, about the presence of ACM in the building and the procedures mandated in the Asbestos O&M Program.

Access Procedures

- All contractors who require access anywhere within 100 Federal Street must be pre-authorized by the tenant and the 100 Federal Street Property Management Contact, regardless of the time of day.
 - Contractor personnel will be required to check-in each day at the building's loading dock and pick up their pass for each new day. The daily pass is required to be displayed to gain access to the appropriate work floor(s). During non-business hours, contractor check-in will be completed at the high-rise office building's lobby security desk.
 - Contractors who will be on-site long term are eligible to be issued a photo ID badge (See 100 Federal Street ID Badges, page 6). Contractors with photo ID badges are required to display the ID badge.
 - Separate and specific authorization through the 100 Federal Street Property Management Contact is required for access into any base building space (mechanical, electrical, telephone, etc.) regardless of the time of day or whether it is in office or retail space.
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Building Hours/Type of Work Allowed When

- The office buildings are open from 8:00 am to 6:00 pm, Monday through Friday, legal holidays excepted, and Saturdays from 8:00 am to 1:00 pm.
 - Consideration must be given to minimizing inconvenience to Tenants above, below, or adjacent to the area under construction, concerning noise, dust, or odors during these hours. Coring of the concrete floor, shooting, heavy hammering, fire alarm testing or other activities creating loud noises or odors must be done outside of these hours, i.e. during non-business hours.
 - In general, lights are to be turned off at the end of the work hours; appropriate night lighting is required.
 - 24 hours advance written notice is required for any assistance from Security or the 100 Federal Street Maintenance Staff.
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General Work Procedures (Cont'd)

Building Systems Disruption

- Any disruptions to normal building systems which will affect other Tenants in the building, such as cut-ins or shutdowns of mechanical or electrical service, shall be completed during non-business hours.
 - Shutdowns with the potential to cause disruption to other tenants or base building major business operations (including but not limited to condenser water, power, etc.) may require up to 30 days prior notice.
 - 100 Federal Street Property Management shall be notified with a minimum of three (3) business days advance notice.
 - 100 Federal Street Property Management will notify other Tenants in the building and a representative from the 100 Federal Street Maintenance Staff will stand by during the shutdown or tie-in.
 - If another area is affected, balancing of HVAC air and water quantities are to be reviewed with 100 Federal Street Property Management.
 - Tenant shall be charged for any costs incurred, if temporary services must be provided to other tenants.
 - Additional measures may need to be taken to ensure public safety.
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Workers and Workmanship

- Contractor shall provide a **full time supervisor** or representative on site at all times when construction is being performed.
 - Contractor's work shall be performed in a thorough, first-class, and workmanlike manner and shall be in good and usable condition at the date of completion thereof.
 - Contractors, their employees, sub-contractors, and agents are prohibited from consuming or being under the influence of alcohol or any intoxicant while working on property (including Tenant's premises, eating areas, or vehicles parked on property).
 - Workers shall dress and act appropriately for work in an occupied building. T-shirts or hats with unacceptable logos will not be worn.
 - Workers shall not loiter or eat in the main entrances of the building, including the Plazas, Arcades, and Lobbies.
 - Workers shall use the assigned elevators and toilets.
 - All areas, including construction areas at 100 Federal Street are non-smoking work environments.
 - Security reserves the right to inspect packages, athletic bags, tool boxes, brief cases and other hand carried articles entering or leaving 100 Federal Street buildings or premises. Contractor's tools, equipment and/or materials should be appropriately tagged, inscribed, or accompanied by an invoice.
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General Work Procedures (Cont'd)

Housekeeping & Dumpsters

- All workers are required to remove as much dust and dirt from themselves and clothing as possible before entering the common areas.
 - Carpeting and tack mats must be put down at all doors and shaken out daily to eliminate tracking dirt. Common area carpet adjacent to work areas shall be vacuumed daily.
 - Combustible materials shall not be allowed to accumulate on the site and shall be removed from the construction area daily.
 - Contractor shall contain all operations, including the storage of job materials, within the premises.
 - Common areas, public corridors, service corridors, freight elevator lobbies, stairwells, mechanical areas, electrical/telephone closets, loading docks and exterior areas shall be kept clear of equipment, merchandise, fixtures, refuse and trash at all times.
 - All precautions shall be taken to insure that dust and fumes from demolition and construction remain within the space. This includes providing protection (filtering) over return air ducts and HEPA filtration.
 - Weather protection shall be provided for all work on exterior walls or roofs to prevent moisture infiltration.
 - Use of the building trash compactor by Contractors is not allowed.
 - Upon 100 Federal Street Management's prior approval, Contractors may bring in dumpsters (if said space is available).
 - These dumpsters shall arrive after business hours and must be removed daily by 6:00 am. This can be coordinated through the Property Management Office.
 - Contractors will be required to "live load" trash on off hours, on a daily basis.
 - Place rubbish and food scraps in suitable containers and remove containers from the building on a daily basis.
 - No plumbing fixtures may be used for cleaning brushes, tools or similar use, with the exception of a service sink located in the janitor's closet. However, use of the service sink for cleaning grout, mortar, concrete or other hardening agents is prohibited. Cleaning of these materials must be done off-site.
 - If 100 Federal Street Property Management deems dirt, dust, or trash accumulation to be excessive, it is the Contractor's responsibility to pay for the clean up or to provide the services to clean up the area.
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General Work Procedures (Cont'd)

Deliveries

- All deliveries must be pre-authorized in advance through the 100 Federal Street Property Management Contact.
- 100 Federal Street Property Management reserves the right to require all deliveries to be made on off hours.
- The Dock Master will determine loading areas for the delivery of materials. The parking limit at the loading dock is thirty (30) minutes during business hours.
- Truck docks and loading areas are to be used for loading and unloading only. Any vehicle left unattended will be towed away at the owner's expense.
- Schedule deliveries so that materials can be promptly taken to the areas under construction.
- Protect all finished floors with taped-down building paper or masonite and maintain this protection as required. Protect doors and walls on material handling routes. Remove all of the protection when work is completed. All tires on all carts must be pneumatic. No steel or hard rubber wheels are allowed. Disbursement of weight for heavy deliveries must be coordinated with 100 Federal Street Property Management.
- Deliveries are prohibited in all passenger elevators unless pre-authorization is obtained from 100 Federal Street Property Management in special circumstances, where use of a passenger elevator is required.
- No materials should be hauled in the passenger elevators. The rear corridors and rear doors are to be used for all deliveries, when available. For those spaces with no rear access, deliveries can be made through the Retail Area with consent of 100 Federal Street Property Management.
- Security will not accept material/packages. The vendor must be on the dock to accept the package or the delivery will be refused and the driver will be told to remove it from the premise.
- Loading dock storage is not allowed.

Freight Elevator Usage

- The usage of the Freight elevator must be requested through the 100 Federal Street Property Management Office by submitting a request 24 hours in advance of the requested time. This request is approved on a first submittal, first approval basis.
- Cleaning fees for the elevators, shafts and common areas will be assessed for cleaning required due to a contractor's activities.
- The following schedule consists of normal business hours when the freight elevators are available for deliveries:
Monday through Friday, 6:00AM -11:00PM

General Work Procedures (Cont'd)

- Weekday deliveries must be completed by 6:00AM. There will be a charge to have a freight elevator operator on site to operate the freight elevator. *Only authorized and licensed building personnel are allowed to operate the freight elevators.*

Elevator hatches are **not** permitted to be opened for any reason during operation of the elevator. Oversized furniture and equipment may require an elevator mechanic's involvement, which must be arranged through the 100 Federal Street Property Management Office at least seventy-two (72) hours in advance. There will be an hourly fee charged to the tenant for the special services.

Freight Elevator Dimensions

- **100 Federal Street :**
61"W x 102"D x 156"H 4,000 pounds
48"W x 96"H Elevator Doors
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Work Outside Construction Area

- Whenever Contractor's work involves accessing an area outside of Tenant space, such as coring the slab or routing MEP equipment to the space, the Contractor shall notify 100 Federal Street Property Management with a minimum of three (3) business days advance notice.
 - This work must be coordinated with the activities in the adjoining space and may require non-business hour's work and a security officer.
 - During core drilling of a slab, a second worker shall provide watch in the adjoining space for the duration of the work.
 - Prior to coring slabs, an x-ray shall be completed of the core area at the tenant's expense to ensure no damage will occur during the coring.
 - Slab trenching will not be permitted.
 - 100 Federal Street Property Management approval shall not relieve Contractor from responsibility for damage to another's property. Any damage occurring during these operations shall be the responsibility of the tenant/contractor.
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Roof Access

- Access to the roof is restricted to 100 Federal Street Property Management's personnel and 100 Federal Street Property Management's designated Contractors only. No Tenant Contractor or Subcontractor will be permitted on the roof unless pre-authorized by 100 Federal Street Property Management.
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Heavy Equipment

- The use of forklifts and other heavy powered equipment WILL NOT be allowed within the Tenant premises.
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Contractor Parking (Cars & Trucks)

- No Contractor vehicle parking is available at 100 Federal Street.
 - Parking in reserved areas, fire lanes, cut out or on roadways is prohibited.
 - Contractor's vehicles are not to be driven on sidewalks without prior permission from 100 Federal Street Property Management, and only for purposes related to performance of contract work.
 - Improperly parked vehicles are subject to towing at Contractor's expense.
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Post-Construction Procedures

Damage Repair

- Contractor shall be responsible for the repair and/or replacement of any damage caused by Contractor and/or his Subcontractors to the property. If such damage causes an insurance claim for the Landlord the Contractor will pay the Landlord’s deductible amount.

100 Federal Street Property Management Punch List

- Upon substantial completion of the work, 100 Federal Street Property Management shall perform a walk-through of the work area with the Contractor noting any items that were not constructed/installed according to the approved plans or that were constructed/installed with poor workmanship.
- All punch-list items must be completed prior to the Contractor leaving the premises. 100 Federal Street Property Management has the authority to execute Notices of Substantial Completion.

Post-Construction Checklist and 100 Federal Street Property Management Approval

Tenant shall not furnish, stock or occupy the premises until 100 Federal Street Property Management has received the following items from the Contractor:

- Temporary approval from the City of Boston* (i.e., ISD inspection approval signatures on the back of the building permit.)
- A certified air balancing report.
- Two (2) copies of the Hydrostatic Sprinkler System Test Certificate.
- Copy of the fire alarm system test results.
- Notice of electric service meter number and location (where applicable).
- As-built drawing and operating manuals.
- Building staff training for those tenant installed equipment and installation’s that interface with Base Building systems.
- Copies of applicable warranties.
- Eversource confirmation.
- Completed Attachment G

* A copy of the final certificate of occupancy shall be forwarded to 100 Federal Street Property Management when received from the City of Boston.

Occupancy

- 100 Federal Street Property Management reserves the right to not permit a tenant to open for business based on the obligations under the Tenant’s Lease, if the work has not been constructed/installed in accordance with the original plans submitted and approved by 100 Federal Street Property Management or is not in compliance with these regulations.

Liens

- The Tenant/Contractor shall be responsible for assuring that any and all lien claims (filed or unfiled) pursuant to Chapter 254 of the Massachusetts General Laws as amended arising as a result of Contractor and/or Contractor’s sub-contractors and supplier’s activities are released, terminated, or otherwise disposed of without cost or expense to the Owner or Manager of 100 Federal Street, and Contractor agrees to indemnify and hold the Owner and Manager of 100 Federal Street harmless from all such lien claims except those arising from the actions or inactions of the Owner and Manager of 100 Federal Street.

Post Construction Procedures (Cont'd)

Construction Documents

At the completion of any Tenant construction project “as-built” construction drawings shall be provided to 100 Federal Street Property Management as shown in Attachment L.

100 Federal Street Property Management Responsibilities

At the completion of any office building construction project and prior to the tenant move-in, 100 Federal Street Property Management will arrange for the following services to be completed by 100 Federal Street maintenance staff. These services shall be performed after the Contractor has left the construction area (including any common areas affected by the construction) and finished their final cleaning. Where applicable, the tenant shall be charged a fee for these services.

- Cleaning of windows to remove construction dust.
 - Replacement of damaged window film
 - Replacement and/or cleaning of window blinds.
 - Calibration and cleaning of perimeter HVAC units to remove construction dust.
 - Cleaning of common areas affected during construction, including common area carpet cleaning and electrical closets.
 - Cleaning and re-installation of any other building standard fixtures or furniture removed prior to construction.
-

ATTACHMENT A**Regulations for Hot Work Operations**

Policy Statement All contractors performing operations defined as “hot work” under this policy shall comply with the regulations, policies, permitting procedures and safety precautions set forth below by 100 Federal Street Property Management governing the scope of all such activities as required by applicable sections of the Boston Fire Prevention Code, the Commonwealth of Massachusetts Regulations and the NFPA 241 requirements. All contractors shall submit an NFPA 241 Plan for 100 Federal Street Property Management’s approval.

Definitions The term “**hot work**” is used to describe any construction, maintenance or repair operation that involves open flame or produces heat or sparks. These operations include burning, cutting, grinding, welding, soldering, thawing pipe, or torch applied roofing.

Applicable reference standards include, but are not limited to, The Boston Fire Prevention Code; CMR 39; #547, Mass. Fire Prevention Code; NFPA Standard 51B, 1994; ANCI Standard 249.

Policy Scope Operations defined as “hot work” governed under this policy shall include the installation and operation of welding and cutting systems which employ oxygen and a fuel or gasses, gaseous fuels generated from flammable liquids under pressure when such fuels are used with oxygen, electric arc systems, or any combination of systems for welding, cutting, heating, or heat-treating operations. Also included within the scope of this policy is the generation of acetylene within 100 Federal Street, the use of calcium carbide and the storage or handling in 100 Federal Street of any of the gasses used in welding, cutting or heat-treating.

Prohibited Areas for “Hot Work” Operations “Hot work” operations shall be performed only in areas authorized by 100 Federal Street Property Management and will not be allowed in spaces where the following conditions exist unless the condition is noted in the application for the Boston Fire Department permit:

(1) Where the work area is protected by a fire extinguishing system when such system is not fully operative. (Sprinkler Impairment)

(2) Where explosive atmospheres (mixtures of flammable gasses, vapors, liquids or dusts with air) are present or in hollow spaces, cavities, or containers which have not been vented to remove such atmospheres, or on used drums, barrels, tanks, or other containers or equipment which is uncleaned, unpurged, or otherwise improperly prepared and in which explosive atmospheres may develop.

(3) Where the “hot work” operation is on pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs if the operation is close enough to cause ignition by conduction.

Regulations for Hot Work Operations (Cont'd)

(4) Where the “hot work” operation is on a metal partition, wall, ceiling, or roof having a combustible covering or walls or partitions of combustible, sandwich type, panel construction.

100 Federal Street Property Management Administration and Enforcement

100 Federal Street Property Management shall administer and enforce this policy to ensure all contractors performing “hot work” operations comply with the regulations and adhere to the procedures contained herein. Administration and enforcement shall include:

- (1) Verification that all required permits and authorizations have been obtained or produced by the contractor from the Boston Fire Department in accordance with all applicable codes and regulations.
 - (2) Verification of the issuance of internal 100 Federal Street Hot Work Tags to perform “hot work” operations within 100 Federal Street.
 - (3) Verification of the presence of authorized fire watchers where required by the Boston Fire Department and this policy.
 - (4) Inspection of “hot work” areas before, during and after the operation to ensure compliance with all prescribed permitting procedures and safety precautions contained herein.
 - (5) The assessment of fines, and other sanctions against contractors who violate these policies.
-

Permitting Procedures

All contractors wishing to perform “hot work” operations will follow the procedure below prior to conducting any burning, cutting, grinding, welding, soldering, pipe thawing, or torch applied roofing in any amount or quantity on 100 Federal Street property:

- (1) Request a “hot work” authorization letter from 100 Federal Street Property Management.
 - (2) Present the “hot work” authorization letter to the Boston Fire Department to obtain a permit to perform the work.
 - (3) Obtain the permit from the Boston Fire Department.
 - (4) Forward a copy of the Boston Fire Department *Permit* to 100 Federal Street Property Management. Note: *Applications* for a BFD permit will not be accepted.
 - (5) Request a fire alarm disconnect for the affected work area from 100 Federal Street Property Management.
 - (6) Coordinate all required safety precautions and fire watch details as stated in the Fire Protection and Safety Precautions, Authorized Fire Watchers and Fire Watch Responsibilities sections contained herein.
-

Regulations for Hot Work Operations (Cont'd)

(7) Obtain a 100 Federal Street Hot Work Tag from 100 Federal Street Property Management just prior to beginning the work. Confirm the deactivation of fire alarm devices in the affected area with 100 Federal Street Property Management.

(8) Display the 100 Federal Street Hot Work Tag at the work site.

(9) Sign 100 Federal Street Hot Work Tag and notify 100 Federal Street Property Management upon completion of the work attesting that no fire existed after completion of the work. Leave the tag posted in the work area.

**Internal Permitting
Procedures for
Soldering**

All contractors are required, regardless of whether a Boston Fire Department permit is issued, to obtain a 100 Federal Street Hot Work Tag from Security each day “hot work” or **soldering** are to be performed in conjunction with any construction, repair or maintenance work conducted within 100 Federal Street.

The 100 Federal Street Hot Work Tag does not relieve contractors from their responsibility to apply for Boston Fire Department permits to conduct “hot work” operations.

The Boston Fire Department shall, based on the type of work to be performed and the amount of fuel or gasses used, make a determination whether a Boston Fire Department Permit is to be issued for any “hot work” operation.

Regulations for Hot Work Operations (Cont'd)

Fire Protection and Safety Precautions

All contractors performing “hot work” operations at 100 Federal Street will take appropriate measures for fire control in accordance with applicable reference standards. The following basic precautions shall be taken for all “hot work” operations performed at 100 Federal Street regardless of whether a BFD permit is issued:

- (1) To the maximum extent possible, “hot work” operations should be scheduled for periods when the building is unoccupied.
- (2) If the object to be welded or cut cannot be readily moved to an exterior area or an area designed for “hot work” operations, then all movable fire hazards in the vicinity shall be taken to a safe place.
- (3) If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then flame resistant shields shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.
- (4) If the requirements stated in (2) and (3) above of this section cannot be followed, then welding and cutting shall not be performed.
- (5) Cutting and welding equipment used by contractors at 100 Federal Street shall be maintained in accordance with the requirements of all applicable codes and regulations.
- (6) Loose combustibles shall be swept from floors in a radius of 35 feet (10.7 m) from the central point where sparks may land from the operation. Combustible floors shall be kept wet, covered with damp sand, or be protected by approved flame-resistant shields. Where floors are wet, personnel operating arc-welding or cutting equipment shall be protected from possible shock.
- (7) Walls, floor openings, cracks, vertical shafts, ducts, conveyors, ramps, or other means by which sparks could carry to adjacent areas shall be protected against the passage of sparks.
- (8) Proper ventilation shall be provided to minimize large concentrations of combustion products generated from the “hot work” operations.
- (9) Air handling equipment or other building ventilation systems may need to be arranged to minimize the transfer of combustion products generated from the “hot work” operations.
- (10) To meet requirements (8) and (9) above and/or depending upon the scope of work, it may be necessary to implement a temporary ventilation system connected directly to outside air. Compliance with requirements (8), (9) and (10) must be approved by 100 Federal Street Property Management prior to start of the work.
- (11) Pro-Press may be utilized on domestic cold water systems up to 2” and under 150 psi. Pro-Press shall not be utilized on Heating Hot Water, Chilled Water or Condenser Water applications. Press type fittings (Mega-Press or equivalent) shall not be used on Natural Gas applications, regardless of size or pressure. Press type fittings (ZoomLock or equivalent) shall not be used on refrigeration piping, regardless of size or pressure.

Regulations for Hot Work Operations (Cont'd)

Storage of Tanks All contractors conducting “hot work” at 100 Federal Street shall comply with the storage and quantity conditions listed on the Boston Fire Department permit to perform such work at the 100 Federal Street property.

All contractors are required by this policy to remove all tanks containing oxygen, acetylene, gasses, or gaseous fuels from 100 Federal Street upon completion of work each day and are prohibited from storing unattended tanks containing such elements during overnight hours without written authorization from 100 Federal Street Property Management.

Fire Extinguishing Equipment Suitable fire extinguishing equipment for all “hot works” operations at 100 Federal Street shall be provided by the welding or cutting contractor and be maintained in a state of readiness for instant use. Redeployment of any existing building fire extinguishers to meet this requirement is prohibited.

Such equipment shall consist of fully charged, portable fire extinguishers, the number and type of which shall depend on the nature and quantity of the combustible materials present at the work site.

If the “hot work” operation must be conducted in an area of sprinkler impairment or if sprinklers are not installed, hose lines and/or other special arrangements should be made in addition to these operational guidelines.

Fire Watch Requirements An authorized Boston Fire Department fire fighter or Contractor employee acting as a fire watcher is required whenever any burning, cutting, grinding, welding, soldering, pipe thawing, or torch applied roofing is being performed at any location within 100 Federal Street where any of the following conditions exist:

(1) Appreciable combustible material in building construction or contents is closer than 35 feet (10.7 m) to the point of operation.

(2) Appreciable combustible material is more than 35 feet (10.7 m) but exposed to ignition by sparks.

(3) Wall or floor openings exist within a 35 foot radius (10.7 m) which expose combustible material in adjacent areas, including concealed spaces in walls, floors, and ceilings, to possible ignition.

(4) Combustible materials are present adjacent to the opposite side of metal walls, partitions, ceilings or roof, which have not been relocated and are likely to be ignited by conduction or radiation from welding or cutting operations.

Regulations for Hot Work Operations (Cont'd)

Authorized Fire Watchers

Where imposed as a requirement of the Boston Fire Department Permit, authorized members of the Boston Fire Department employed as a paid fire fighter detail shall serve as fire watchers at 100 Federal Street. All such fire fighter details shall be arranged, paid for and coordinated by the welding and cutting contractor with the Boston Fire Department.

Where a paid fire fighter detail is NOT imposed as a requirement of the Boston Fire Department, 100 Federal Street Property Management **requires** that a fire watcher be provided by Contractor for all “hot work” operations, including soldering operations. Employees of the Contractor conducting the operation may serve as fire watchers on these occasions and shall comply with the requirements listed below.

Fire Watch Responsibilities

Contractor employees acting as fire watchers at 100 Federal Street will perform only that function and shall have the following responsibilities:

- Verify that Security has inspected area and that the 100 Federal Street Hot Work Tag has been completed, signed and posted in the “hot work” area.
 - Maintain area free of combustible material as indicated on the 100 Federal Street Hot Work Tag.
 - Verify that all floor openings and communicative openings to adjacent areas are covered/closed.
 - Maintain portable fire extinguisher ready for use and have, at a minimum, one back-up extinguisher.
 - Maintain a two-way radio, telephone or other means of quickly reporting a fire emergency and be familiar with 100 Federal Street’s systems and devices for initiating a fire alarm.
 - Conduct visual surveillance of the “hot work” area for possible sparks or fires during work.
 - Conduct inspection of work area and adjacent areas at conclusion of “hot work” to look for sparks or smoldering fires.
 - Verify that all equipment used to perform “hot work” has been properly secured and/or removed from area.
 - Remain on stand-by condition at the work site for at least **sixty** minutes after completion of the “hot work” operations.
 - Sign the 100 Federal Street Hot Work Tag, and notify 100 Federal Street Property Management upon completion of the work attesting that no fire existed after completion of the work. Leave the tag posted in the work area.
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Regulations for Hot Work Operations (Cont'd)

Security and/or 100 Federal Street Property Management Responsibilities

Security and/or 100 Federal Street Property Management will inspect the work site prior to, during and after the “hot work” operation to ensure that all fire protection safety precautions are being followed, fire alarm devices for the specific work area have been disabled, and required fire watchers are in place.

Security and/or 100 Federal Street Property Management will assure that the tag is posted in the work area prior to the start of the work and will remove it during their final inspection (4) four hours after the work is completed.

Security will report any violations of the policies, procedures, and prescribed safety precautions contained herein to 100 Federal Street Property Management.

Contractors violating any of fire watcher requirements, fire protection and safety precautions, fire extinguisher requirements, or found working in prohibited areas will be cause for 100 Federal Street Property Management to summon the Boston Fire Department and/or the Boston Police Department if necessary, to order the Contractor to cease operations and remove equipment from the premises.

Violations of Policy

Any contractor, or general contractor who retains a sub-contractor that is found to be in violation of ANY the policies or procedures related to the permitting process, fire watch requirements, fire extinguisher requirements, fire protection and safety precautions or working in prohibited areas, is subject to assessment of the penalties and sanctions as indicated below:

First Offense: \$1,000.00 fine and final written warning.

Second Offense: Permanent removal from the authorized contractor and the authorized bidder lists.

ATTACHMENT B

Regulations for Fire Protection System Impairments

Policy Statement All contractors performing installations, alterations, repair or maintenance to fire protection systems shall comply with the regulations, policies, permitting procedures and safety precautions set forth below by 100 Federal Street Property Management governing the scope of all such activities as required by applicable sections of the Boston Fire Prevention Code, 527 CMR, MGL 148, 780 CMR, and the standards set forth by NFPA 25 and NFPA 241.

Definitions The term *impairment* is used to describe any construction, maintenance or repair operation that causes an interruption to normal fire protection provided by sprinkler systems, standpipe systems, fire hose systems, underground fire service mains, fire pumps, water storage tanks, water spray fixed systems, foam-water systems, pre-action or deluge systems, fire service control valves and kitchen hood extinguishing (dry chemical or water based) systems.

An *improperly closed valve* is any valve feeding the fire protection system which has been closed three or more turns without legitimate reason; with legitimate reason, but for longer than necessary; without proper permits or authorization; or by mechanical accident.

The term *hazardous processes* shall mean any “hot work” such as welding, cutting or soldering; quench oil operations; or operations involving flammable liquids and gases.

The *100 Federal Street Red Tag* is issued by 100 Federal Street Property Management to fire protection contractors. The building’s engineer will physically isolate any valve, standpipe, pump, or fire protection system and hang the appropriate tags.

Applicable reference standards include, but are not limited to, The Boston Fire Prevention Code, 527 CMR, MGL 148, 780 CMR, and NFPA 25.

Policy Scope Operations governed under this policy shall include any installation, construction, repair or maintenance project within 100 Federal Street which causes an impairment of fire protection systems.

Also included within the scope of this policy is any tenant initiated installation, construction or repair operation which causes an impairment of fire protection systems.

Regulations for Fire Protection System Impairments (Cont'd)

100 Federal Street Property Management; Administration and Enforcement

100 Federal Street Property Management shall administer and enforce this policy to ensure all contractors performing operations affecting fire protection systems comply with the regulations and adhere to the procedures contained herein. Administration and enforcement shall include:

- (1) Verification that any required permits and authorizations have been obtained by the Contractor in accordance with all applicable regulations.
 - (2) Verification of the issuance of internal 100 Federal Street Red Tags to authorize impairments to fire protection systems within 100 Federal Street.
 - (3) Verification that any hazardous processes scheduled to be conducted in the impaired area have been discontinued.
 - (4) Inspection of the valve(s) during and after the operation to ensure compliance with all prescribed permitting procedures and safety precautions contained herein.
 - (5) The assessment of fines, and other sanctions against contractors who violate these policies.
-

General Instructions for Contractors

Only licensed technicians are allowed to install, service and maintain fire protection systems at 100 Federal Street. Contractors must review each planned impairment with 100 Federal Street Property Management who shall approve the impairment and ensure all possible fire protection remains in service. A minimum of three (3) business days advance notice is required for all pre-planned impairments.

The Contractor shall close valves and drain only those systems which have been approved by 100 Federal Street Property Management. The Contractor shall assemble all necessary tools and materials at the site in advance to minimize the duration of the impairment.

System piping must be plugged, capped, refilled and returned to service at the close of each day. All practical fire protection must remain in service for as long as possible. Upon completion of work, the Contractor is responsible for refilling the system using only the jockey pump. Street level and Garage systems are filled using city pressure. The fire protection contractor is responsible to have a trained technician stand-by at the fire pump during refilling to verify water pressure and activate the fire pump in an emergency.

Fire Alarm Systems

Water flow and valve supervision alarm devices must be deactivated by 100 Federal Street's fire alarm service contractor prior to any pre-planned impairments. 100 Federal Street Property Management will approve and arrange for all fire alarm device disconnects.

Prior to servicing any system, the Contractor's personnel shall be responsible to confirm that fire alarm devices for the affected area have been deactivated.

Regulations for Fire Protection System Impairments (Cont'd)

Permitting Procedures

All contractors wishing to perform operations which will cause the impairment of fire protection systems will follow the procedure below prior to conducting the operation.

1. Obtain all required permits and authorizations from the City of Boston Inspectional Services Department and the Boston Fire Department in accordance with all applicable codes.
 2. Notify 100 Federal Street Property Management of the equipment to be removed from service, its physical location, assigned valve number, the expected duration of the impairment, and the area affected.
 3. Submit copies of all city issued permits to and obtain approval to proceed with the impairment from 100 Federal Street Property Management.
 4. Request 100 Federal Street Property Management to complete a Fire and Life Safety System Authorization form to be sent to Security (24 Hour Notice Required).
 5. Request a fire alarm water flow and valve supervision disconnect for the affected work area from 100 Federal Street Property Management if the system is to be drained and filled.
 6. Coordinate all required safety precautions as stated in the Fire Protection and Safety Precautions section contained herein and assemble all tools and materials at the impairment site in advance.
 7. Obtain a 100 Federal Street Red Tag from 100 Federal Street Property Management. Confirm the deactivation of fire alarm devices in the affected area with 100 Federal Street Property Management and complete the sprinkler technician portion of the form.
 8. Attach the 100 Federal Street Red Tag to the system control valve of the impaired system or equipment.
 9. Refill the system using the jockey pump or city pressure and inspect for open ends while filling. A trained fire protection contractor technician must stand-by in the fire pump room during refilling of a floor by the jockey pump while the main fire pump is turned off. The technician shall verify water pressure and operate the main fire pump in the event of an emergency.
 10. Return the signed 100 Federal Street Red Tag to 100 Federal Street Property Management attesting that the equipment was restored to normal service after completion of the work.
-

Regulations for Fire Protection System Impairments (Cont'd)

**Fire Protection and
Safety Precautions**

All Contractors performing work to fire protection systems at 100 Federal Street will take appropriate measures for fire control in accordance with applicable reference standards. The following basic precautions shall be taken for all operations performed to fire protection systems at 100 Federal Street:

- (1) Contractors shall notify 100 Federal Street Property Management of any pre-planned impairments.
 - (2) Contractors shall inspect the area affected by the impairment and shall identify any risks associated with the impairment to 100 Federal Street Property Management.
 - (3) All preparations, equipment, and personnel shall be in place prior to the impairment and work shall be performed without interruption so that fire protection systems are not impaired longer than necessary.
 - (4) A minimum of one fire extinguisher for every 3000 sq. ft. in the affected area shall be provided by the contractor.
 - (5) Ensure hazardous processes, including "hot work" operations and processes involving flammable liquids or gases have been shut down.
 - (6) If any "hot work" or hazardous operations are necessary as part of the impairment, fire watchers should be established.
 - (7) Impairments to large areas or that would affect primary life safety system(s) should be scheduled for times when the building or area is unoccupied. If this is not practicable, then fire watch rounds of the impaired area should be established and when possible personnel should be provided at closed valves or fire pumps to restore the system if a fire occurs.
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Regulations for Fire Protection System Impairments (Cont'd)

100 Federal Street Property Management Responsibilities

100 Federal Street Property Management shall issue 100 Federal Street Red Tags for pre-planned or emergency impairments to water-based fire protection systems.

The 100 Federal Street Red Tag must be signed and returned to 100 Federal Street Property Management by the fire protection contractor attesting that all valves were opened and the fire protection system was restored to full operation after completion.

100 Federal Street Property Management will inspect the work site prior to, during and after the operation to ensure that all fire protection safety precautions are being followed, fire alarm devices for the specific work area have been disabled, and required fire extinguishers are in place.

100 Federal Street Property Management will observe and report any violations of the policies, procedures, and prescribed safety precautions contained herein to the Contractor and 100 Federal Street's Construction Management Coordinator.

Contractors violating any of the permitting requirements, fire protection and safety precautions, fire extinguisher requirements, or found working in prohibited areas will be cause for 100 Federal Street Property Management to summon the Boston Fire Department and/or the Boston Police Department if necessary, to order the contractor to cease operations and remove equipment from the premises.

Emergency Impairments

Emergency impairments include but are not limited to system leakage, interruption of water supply, frozen or ruptured piping and equipment failure. Appropriate emergency repairs shall be immediately initiated to minimize damage and the duration of the impairment. All Permitting Procedures and Safety Precautions specified herein shall apply to repair operations required due to emergency impairments.

Restoring Systems to Service

When all impaired equipment is restored to normal working service, the contractor will ensure that all necessary tests and inspections have been performed to verify that the affected systems are operational. The appropriate chapter of NFPA 25 shall be consulted for guidance on the type of inspection and test required.

Upon satisfactory completion of inspection and testing requirements, the building's engineer will remove the 100 Federal Street Red Tag from the impaired system and return it to 100 Federal Street Property Management.

Violations of Policy

Any contractor who is found to have improperly closed valves, or is in violation of ANY the policies or procedures related to the permitting process, fire extinguisher requirements, fire protection and safety precautions contained herein is subject to assessment of the penalties and sanctions as indicated below:

- First Offense:** \$1,000.00 fine and final written warning.
- Second Offense:** Permanent removal from the authorized contractor and authorized bidder lists.

ATTACHMENT C**Regulations for Hazardous or Controlled Materials**

Hazardous or Controlled Materials

Hazardous or controlled materials are generally defined as those having properties that are a physical hazard such as toxicity, corrosivity, flammability, reactivity, or are regulated because of environmental or health hazard concerns, or are classified as hazardous by the Federal OSHA Communication Standard, 29 CFR 1910 subpart "Z" or the ACGIH threshold limit values for chemical substances and physical agents in the work environment (latest edition).

Reporting Policy

All tenants/contractors shall report all hazardous/controlled materials used or stored within tenant space to 100 Federal Street Property Management at least annually or whenever a change in the type and/or quantity of the materials occurs. The Hazardous/Controlled Material Storage Questionnaire shall be used for all reporting.

All contractors shall maintain a Hazardous/Controlled Material log listing all chemicals intended for use or necessary for the completion of his/her contractual tasks. Additionally, the location of where the Material Safety Data Sheets will be maintained and copies of any permits and/or registrations shall be provided to 100 Federal Street Property Management immediately upon request.

Existing Hazardous or Controlled Material

All areas of 100 Federal Street have the potential for containing hazardous or controlled materials. Information regarding specific areas may be obtained by contacting 100 Federal Street Property Management. 100 Federal Street Property Management will furnish tenants or contractors with information applicable to their leased space and/or work areas, upon request.

Employee Training

It is the responsibility of the tenant and contractor to provide their respective employees with information, training, and essential safety equipment relative to hazardous chemicals or materials in their work areas at the time of their initial assignment and/or whenever a new hazard is introduced into their work area.

Storage and Transfer of Hazardous or Controlled Materials

100 Federal Street Property Management must review and approve all proposed storage areas for hazardous or controlled materials. 100 Federal Street Property Management reserves the right to require specific storage area arrangements including special containment, ventilation, fire protection, construction or other considerations.

Methods of storage, use and handling of hazardous or controlled materials shall be in accordance with applicable federal, state, and local regulations and/or with the manufacturer's instructions. Prior to storage, 100 Federal Street Property Management shall conduct a survey of the proposed area to identify active or inactive floor drains or other passages through which spills could be transported. 100 Federal Street Property Management will review and approve the transfer route of materials from the designated storage area to the point of use.

Regulations for Hazardous or Controlled Materials (Cont'd)

Dispensing of hazardous or controlled materials shall not be done in common areas or other areas not specifically approved or equipped for dispensing.

Operating Procedures

Tenants/contractors owning or using the materials shall be responsible for compliance with applicable federal, state, and local laws, ordinances, and regulations applicable to the use, storage, and disposal of hazardous materials as defined in applicable federal, state, and local laws, ordinances, rules, and regulations. This includes any permits and/or other reporting requirements.

Tenants/contractors shall also ensure compliance with the following 100 Federal Street chemical safety operating procedures:

- Flammable and combustible liquids are to be stored in approved, fire-rated flammable liquid cabinets inside the building. If approved, fire-rated flammable liquid storage cabinets are not available, tenant/contractor shall ensure that flammable and combustible liquids are removed from the building when not in use. All containers shall be clearly labeled.
- Tenant/contractor shall ensure that flammable and combustible liquids and materials are used with extreme caution when/where possible ignition sources are present.
- Hazardous chemical containers are not to be stored directly on the floor/ground. Secondary containers or baffled trays are to be used to ensure containment of potential spills. Additionally, spill control kits and trained personnel to handle spills shall be provided by tenant/contractor owning or using the materials.
- All chemical containers utilized by the tenant/contractor shall be labeled in accordance with state and federal regulations and have a sticker affixed identifying the tenant/contractor by name and emergency phone number, chemical name and hazards associated with the use of the material.
- All work performed with the following materials (i) Toxic Chemicals, (ii) Glues, (iii) Urethanes, (iv) Epoxies, (v) Oil Paint, Lacquers, etc. (vii) Any other product containing petroleum distillates or which emits a strong or offensive odor must be scheduled and approved in advance with 100 Federal Street Property Management. Depending upon the material, work location, time of day, outside temperature, etc., the appropriate ventilation precautions as listed below shall be implemented.
 - Proper ventilation shall be provided to minimize large concentrations of fumes generated from the materials.
 - Air handling equipment or other building ventilation systems may need to be arranged to minimize the transfer of fumes generated from the materials.
 - It may be necessary to complete the work during non-business hours.
 - It may also be necessary to implement a temporary ventilation system connected directly to outside air.
- Chemicals of any type are not to be discharged or released into any sewer drain, placed in trash containers, or emptied onto the ground.

Regulations for Hazardous or Controlled Materials (Cont'd)

- All unused chemicals and/or chemical containers and related waste products are to be removed by the tenant/contractor and disposed of in accordance with applicable local, state, and federal regulations.
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Operating Procedures (Cont'd)

- Tenant/contractor shall notify the 100 Federal Street Engineering Office at (617) 896-7350 in the event of any chemical spill or leak in order to initiate required emergency responses, proper notifications and clean-up procedures. Chemically contaminated debris resulting or arising from actions of the tenant/contractor (i.e., sand, gravel, dirt, concrete) are the responsibility of the tenant/contractor and are not to be disposed of without notification to and approval from 100 Federal Street Property Management.
 - Tenant/contractor shall report the location of any/all observed unlabeled chemicals/materials to 100 Federal Street Property Management.
 - Consumption of food and beverage is prohibited in areas designated for the storage of hazardous/controlled substances.
-

Storage of Building Maintenance Chemicals

Contractor storage of pesticides is prohibited.

Water treatment and/or similar types of system chemicals shall be provided with containment whether in storage or in use. Water treatment chemical containers that are in use shall be provided with restraining devices as well as containment in Seismic Zones 3 or 4.

Flammable and combustible liquid storage should be limited. Storage of flammable and combustible liquids shall be in approved flammable liquid cabinets or specially designed areas.

Lubrication fluids shall be provided with containment. This can be accomplished via diking or containment pallets in non-seismic zones. In Seismic Zones 3 or 4 containment pallets should not be used.

Areas provided for the storage of various types of hazardous/controlled materials will be arranged to segregate incompatible materials. The segregation may be in the form of intermediate diking, physical separation, construction or any combination of the aforementioned.

Spill control kits will be provided for the materials being used and stored.

All requirements in these Regulations for Hazardous or Controlled Materials also apply to these substances.

ATTACHMENT D

Not Used

ATTACHMENT E**Loss Control Design Requirements and Procedures**

General

- The following conditions apply to Contractors working in Tenant spaces within the Retail Areas of 100 Federal Street and supplement the prior conditions listed in these Regulations for Building Improvements and Renovations.
 - All modifications to the building or to the building systems and equipment must comply with all city, county, state, and federal rules, ordinances and regulations.
 - 100 Federal Street Property Management shall review and approve all plans before any construction work begins. However, the owner and manager of 100 Federal Street specifically deny any liability in connection with the approval of plans. The review of plans and/or specifications by the owner and manager of 100 Federal Street and/or their insurers, consultants or other representatives, does not imply that any plans so reviewed comply with applicable laws, ordinances, codes, standards or regulations.
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Fees & Expenses

- 100 Federal Street Property Management will provide location for temporary power to tenant's Contractor at the tenant's expense. Consumption of such power will be paid for by the tenant.

See Attachment H, Fee Schedule, for specific fee amounts.

Security Deposit

- Prior to the commencement of any work, the Tenant Contractor shall pay to Landlord a security deposit in the form of a certified check in the amount referenced on Attachment H, Fee Schedule. Landlord shall have the right from time to time without prejudice to any other remedy Landlord may have, to apply such deposit, or any part thereof, to Landlord's damages arising from or related to Tenant Contractor's work in the Tenant Premises or failure to complete such work (including, but not limited to, failure to comply with these Regulations, failure to discharge or bond any lien on the Building or Tenant Premises, failure to pay charges for which the Tenant Contractor was responsible (such as utility or cleaning expenses) or any damage to the Landlord's property caused by Tenant Contractor). Landlord shall return the deposit, or so much thereof as shall not have been applied, to Tenant Contractor within 120 days after the last date Tenant Contractor supplied materials or furnished labor. While Landlord holds such deposit, Landlord shall have no obligation to pay interest on the same and may commingle it with Landlord's other funds. Neither the holder of any mortgage nor the lessor in any ground lease on property which includes the Tenant Premises shall ever be responsible to Tenant Contractor for the return or application of the deposit unless such deposit shall have been received by such holder or ground lessor.
-

Loss Control Design Requirements and Procedures (Cont'd)

Building Master Locks/Keys

- If the Tenant Improvement includes the installation of any locks, they shall incorporate a cylinder that is compatible with the Best master key system used in the 100 Federal Street and the Garage at 100 Federal Street, and they shall be keyed to allow the Landlord master key to unlock them. Landlord shall be able to access any area within the Tenant's space. The Tenant shall not install or replace any lock or other hardware on any door to a building common use room located within the Tenant's space without Landlord's prior written approval. Such building common use rooms might include, but not be limited to, an elevator machine room, electrical closet, or a janitor's closet.
 - For long duration construction projects, contractor shall utilize construction cylinders compatible with the Base Building master key system. Such cylinders will be utilized at the contractors sole cost and expense.
-

Demolition

Salvage Materials: The Tenant shall coordinate with Landlord during the design of the Tenant Improvement and in advance of the demolition to identify all materials that are to be salvaged and delivered to Landlord. Such salvage materials might include, but are not necessarily limited to:

- electrical transformers
- electrical meters
- electrical and plumbing fixtures
- materials such as elevator call buttons, locksets and other hardware, etc.

Divert at least 70% of waste (by volume) generated by facility alterations and additions from disposal to landfills and incineration facilities. This applies only to base building elements permanently or semipermanently attached to the building itself that enter the waste stream during facility renovations, demolitions, refits and new construction additions. Base building elements include at a minimum, building components and structures (wall studs, insulation, doors, windows), panels, attached finishings (drywall, trim, ceiling panels), carpet and other flooring material, adhesives, sealants, paints and coatings. Furniture, fixtures and equipment (FF&E) are not considered base building elements and are excluded from this credit. Mechanical, electrical and plumbing components and specialty items such as elevators are also excluded.

Structure

- Dead and live loads added by the Tenant Improvement shall not exceed the structural capacity of the building structure.

The Tenant shall determine if any locations or components of the building structure require strengthening or any other modification as a result of the Tenant Improvement. Such locations might include but are not limited to computer rooms, file rooms and floor openings. The Tenant Improvement Plans and Specifications shall identify such areas and all of the work needed to implement such structural changes.

In the event the building structure requires strengthening or other modification, the Tenant Improvement loads and added structural members shall be supported by building columns and/or at the plan of the Tenant's

Loss Control Design Requirements and Procedures (Cont'd)

floor framing and be integral to the floor structure being strengthened. Such loads shall not be transferred to a floor lab below.

Stairs & Other Floor Openings

- In the event the Tenant Improvement includes a floor opening for a communicating stair within the Tenant space or other purpose, such openings shall be constructed in accordance with all applicable federal, state and local building codes, regulations and safety requirements.
-

Roof

- Any and all roof penetrations required shall be designed, approved, and installed in accordance with 100 Federal Street Property Management's Structural Engineer's requirements. There shall be no penetrations of the roof or installations on the roof without prior written approval of 100 Federal Street Property Management.
 - All flashing, counter-flashing, and roofing repairs shall conform to the roofing specifications and shall be performed by 100 Federal Street Property Management's roofing contractor.
-

Curtain wall

- Curtain wall must not block the induction cover or interfere with opening the windows.
-

Signage

- Tenant Business Sign: The Tenant's business signage shall be located on the Tenant's entry door or sidelight. The Tenant shall submit its proposed signage to Landlord for review and approval prior to fabricating the signage. If the Tenant wants to install additional signage or signage in another location, the Tenant shall submit a request to Landlord for review and approval.
 - Utility Room Signs: All utility room doors, whether constructed by and dedicated exclusively the Tenant's use or building utility rooms, shall be labeled with the name and function of the room, such as "Telephone Equipment Room", "Electric Room", and "Janitor's Closet" and/or designate the equipment contained within that room, such as "Water Heater", or "Electric Transformer". The Tenant Improvement Plans and Specifications shall illustrate this proposed signage, which shall conform to all federal, state, and local building codes.
-

Plumbing System

In the event, the Tenant Improvement includes the installation of a domestic water heater, this water heater shall be electric, shall be isolated from the water service by a backflow preventer, and shall be equipped to contain leaks. The leak containment shall include, without limitation, a pan which drains into the building sanitary drain system and which has a water sensing device that sounds an audible alarm and automatically shuts off the water supply to the heater.

Loss Control Design Requirements and Procedures (Cont'd)

Sprinkler Systems • All buildings within 100 Federal Street are to be fully protected by automatic sprinkler systems.

Sprinkler Systems Specifications • The sprinkler system should be designed and installed in accordance with the most current edition of NFPA 13, 231, 231C and the following:

1. Unless amended by the local Authority Having Jurisdiction, the sprinkler system design criteria (reference NFPA 13) should be as follows:
 - (a) General office areas, data processing, common hallways and similar areas should be designed to meet the area/density requirements for Light Hazard Systems.
 - (b) Library, record storage, mechanical, food preparation and similar areas should be designed to meet the area/density requirements for Ordinary Hazard Group 1 Systems.
 - (c) High-density record storage, large stack libraries, parking garages, tenant storage and similar areas should be designed to meet the area/density requirements for Ordinary Hazard Group 2 Systems.

Note 1: The corresponding hose demand and water supply duration requirements for the above criteria should be followed.

Note 2: Concealed sprinklers may be used only under the following conditions:

- (a) The sprinkler specified must be FM (Factory Mutual) approved for the design criteria in which they are installed.
 - (b) The design criteria must be calculated to meet the density requirements for an Ordinary Hazard Group 1 occupancy.
2. For light hazard designed systems, the hydraulically most remote design area shall not be allowed a 40% reduction. The minimum design area shall be 1500 square feet.
 3. All equipment, devices and materials used in the installation should be FM Approved, where FM Approval is available, and/or UL Listed.
 4. All pipe fittings should be specifically listed for the schedule of the pipe being used. Plain end fittings should not be used.
 5. Galvanized piping should be used for all dry pipe, pre-action or deluge sprinkler systems.
 6. Connections to the base building sprinkler system sprinkler/standpipe riser shall be provided with a control valve and water flow alarm device at each floor connection to the riser. All water flow devices shall be monitored by the base building fire alarm system.

Sprinkler Systems Specifications (Cont'd)

All sprinkler and standpipe control valves shall be provided with tamper switches monitored by the base building fire alarm system. In floors with cross-connected sprinkler systems, a check valve should be installed at each connection to the riser after the floor control valve.

Loss Control Design Requirements and Procedures (Cont'd)

- Sprinkler Systems Contractor**
- Only licensed sprinkler fitters are permitted to work on 100 Federal Street's sprinkler systems. 100 Federal Street Property Management maintains a list of pre-approved and authorized sprinkler contractors.
-

- Sprinkler Systems Review Process**
- Modifications to sprinkler systems will require the Contractor to obtain approval of shop drawings and calculations by the Inspectional Services Department of the City of Boston, The Boston Fire Department, and 100 Federal Street Property Management before any work is started.
 - The 100 Federal Street Construction Management Coordinator shall be required to review and sign the "Alteration and Impairment of Water-Based Fire Suppression Systems Permit" to be submitted by the sprinkler contractor to the Boston Fire Department before any sprinkler work can begin.
 - The following documents and information shall be provided for review prior to the installation of the system(s) and/or equipment.
 1. Complete Working (shop) Drawings and Hydraulic Calculations for Sprinkler and Standpipe Systems.
 2. Equipment product information (cut sheets) for sprinkler systems including valves and sprinkler heads.
 3. Copy of the City of Boston Approved Sprinkler Permit.
 - See Attachment B "Regulations for Fire Protection System Impairments" for more detailed information regarding operating procedures during construction.
-

- Sprinkler System Testing Requirements**
- Hydrostatic pressure testing of the new or modified sprinkler and standpipe piping shall be completed prior to placing the system in service.
 - The fire alarm system shall also be tested as described in NFPA 72. The testing shall include verification of all fire safety control functions through operational device testing.
 - Tests of sprinkler systems, alarm devices and detection systems should be scheduled with 100 Federal Street Building Management.
 - Documentation of the completed test results and affidavit from the Design Engineer of record shall be submitted to 100 Federal Street Property Management.
-

Loss Control Design Requirements and Procedures (Cont'd)

Special Fire Protection Systems

The installation of special fire protection systems may be necessary due to special hazards (such as cooking or flammable liquids operations) or to protect high value equipment or critical operations.

- All special fire protection systems shall be FM and or UL approved and be installed in accordance with all applicable laws and codes and standards set forth by the National Fire Protection Association.
- Base building sprinkler protection will remain in operation in areas protected by special extinguishing systems designed to protect equipment or operations. If inadvertent water damage is a concern, the area may be protected by a pre-action sprinkler system.
- If a pre-action system is installed in a tenant area, the control valves and equipment shall be located so as to provide constant access to 100 Federal Street Property Management or authorized service personnel for emergency repairs and/or routine inspection, testing and maintenance. All pre-action systems shall be provided with a piped line to a drain with adequate capacity to allow the system to be drained subsequent to testing, inspection and maintenance. Such systems shall be tied back to BMS monitoring system.
- Fire control panels for special fire protection systems will be monitored by the base building fire alarm control unit for common alarm and trouble.
- Construction of raised floors and utilization of the space beneath should meet the requirements of NFPA 75, Standard for the Protection of Electronic Computer/Data Processing Equipment and NFPA 90A, Air Conditioning and Ventilation Systems, if being utilized as an air plenum.
- If automatic fire detection is installed under all raised floors, the location of under the floor or other concealed detectors should be identified by indication lights located in the ceiling directly above the detector or other obvious areas within the space.
- If the Tenant Improvement requires a fire suppression system dedicated to a specific area within the Tenant space and separate from the building sprinkler system, the Tenant's fire suppression system must be isolate from the building system by a backflow preventer or other appropriate device.

Portable Fire Extinguishers

- As required by local code, fire extinguishers should be properly installed in accessible locations. The installation of fire extinguishers should be in accordance with NFPA 10, "Portable Fire Extinguishers."
-

Loss Control Design Requirements and Procedures (Cont'd)

Fire Separations/Barriers

- Joints between exterior curtain walls and the fire rated floor assemblies are to be sealed/fire stopped with UL Listed (classified) and/or FM Approved materials having a fire rating equivalent to the assembly.
 - All penetrations through fire rated walls and/or floor assemblies are to be sealed/fire stopped with UL Listed (classified) and/or FM Approved materials having a fire rating equivalent to the assembly.
 - Conduits, piping, wiring and raceways passing through fire rated floor and/or wall assemblies shall be of an approved type and installed and sealed/fire stopped using both methods and materials in accordance with the appropriate UL Listing (classified) and/or FM Approval.
-

Heat, Ventilation and Air Condition (HVAC)

- **General:** Tenant's HVAC system shall be designed in accordance with 100 Federal Street Property Management's criteria as outlined in the Tenant Package, the latest adopted editions of the governing Codes, and the requirements of all local authorities having jurisdiction. The design of the system is subject to 100 Federal Street Property Management's approval prior to the installation. Such approval does not warrant performance of Tenant's system, nor does it warrant the design of the tenant's system.
- **Plans:** The Tenant Improvement Plans and Specifications
 - shall incorporate the pre-design survey of the existing conditions of the HVAC controls
 - shall show the proposed zones for the Tenant's space, and
 - shall show what control devices, components, piping and/or wiring will be removed,
 - shall not use interior air for the perimeter offices.
- Tenant owned equipment is prohibited from being installed in any building mechanical space, including but not limited to, telephone/electrical closets and freight elevator lobbies.

Air Conditioning Systems: Tenant air conditioning consists of a central chilled water and central conditioned supply air that feeds tenant owned individual units. The perimeter units heat using hot water during the winter and cool using cold water in the summer.

- **Ventilation:** As required by Code, the Base Building will provide outside fresh air to each Tenant space.
 - **Air and Water Balance:** Contractor is responsible for providing 100 Federal Street Property Management with an air and water balancing report for the Tenant space, and possibly including balancing back to air handling equipment and fresh air shaft if necessary. This balancing must be performed by an ABC or NEBB Certified Engineer. A copy of this report must be provided to 100 Federal Street Property Management. At 100 Federal Street Property Management's discretion, 100 Federal Street Property Management may perform a re-balancing of the system if necessary at Tenant's expense.
-

Loss Control Design Requirements and Procedures (Cont'd)

Heat, Ventilation and Air Condition (HVAC) (Cont'd)

- **Cooling system valve requirement:** The Tenant’s process cooling sequence of operations, for heat pumps and computer room equipment for example, must incorporate two (2) way valves to stop the flow of condenser and chilled water when the thermostat set point is achieved.
- **Connection to building piping:** All Tenant Improvement piping must be flushed and cleaned prior to connection to the building piping.
- The HVAC control system installed throughout the 100 Federal Street is by BCM Comfort Controls Corp, Andover Controls. The Tenant shall follow the procedures described below in designing the Tenant HVAC control system:
 - The Tenant shall conduct a pre-design survey of the existing conditions within the Tenant’s space
 - to identify the number and location of all existing thermostats, zone valves and other control devices or components in the Tenant’s space, and
 - to determine the number and layout of the existing control zones both at the building perimeter and within the building interior.

Landlord, requires that the Tenant retain BCM Controls Corp to conduct this pre-design survey and pre-construction “make safe” work.)

Ductwork

All Tenant-required openings, roof curbs, structural reinforcing, roof membrane repairs, and installation or enclosures for duct shafts shall be approved by 100 Federal Street Property Management’s Engineer and installed at 100 Federal Street Property Management’s option by 100 Federal Street Property Management’s Contractor at Tenant’s expense. All Tenant-required duct shafts located outside the Tenant’s space will be enclosed with a two-hour fire-rated partition.

Air Handling Units

- Chilled water coils must have shut off valves at both entrance and exit of coil.
 - All chilled water coil units shall have secondary condensate pans installed.
 - Any odor producing operation approved by 100 Federal Street Property Management must provide an adequate exhaust, make-up and ventilating system at Tenant’s expense. Evaporative coolers are not acceptable make-up air units.
 - No fans, HVAC units, vents, louvers, grilles, ducts, other devices or equipment shall be installed on the roof, outside of Tenant’s Premises, in any demising partitions, exterior walls or upper level floor without a written approval from 100 Federal Street Property Management. Tenant must provide plans and specifications, and structural reinforcing details. Equipment exceeding 500 pounds will require structural engineering at Tenant’s expense prior to installations.
-

Loss Control Design Requirements and Procedures (Cont'd)

- Tenant will provide complete electrical power wiring HVAC equipment from Tenant's electrical panel within Premises.
-

Perimeter Induction Units

A partition that abuts the curtain wall mullion in the Tower will, by necessity, be constructed around the perimeter induction unit. A Tenant Improvement partition that intersects the perimeter induction unit shall be detailed so that the partition:

- Does not scratch or damage the induction unit finish in any way,
- Is not mechanically fastened to the induction unit,
- Allows for building movement without damage to the partition or the induction unit,
- Is detailed to allow the removal and reinstallation of the unit grille and cover for maintenance and access to all components within the unit including but not limited to valves, coils, and filters.

In the event the Tenant Improvement includes painting of the perimeter induction units, the Tenant Improvement Plans and Specifications shall specify the following requirements:

- The unit shall be painted a color so that they will not be visible from the building exterior.
- The paint shall be an alkyd based material and shall be applied electrostatically.

The Tenant shall not install furnishings, fixtures or equipment that block or impede the flow of air at the induction units.

Toilet Exhaust

- 100 Federal Street Property Management has provided a central toilet exhaust duct system. Tenant shall install an electrical motor driven exhaust fan provided with back draft damper interlocked with light switch, toilet room exhaust duct(s) and exhaust register, connected to 100 Federal Street Property Management provided central exhaust duct system by Tenant Contractor at the Tenant's expense.
-

Food Exhaust

- Hoods and exhaust system for food processing shall be protected by a CO2 extinguishing system in the exhaust hood and sprinkler heads in the duct work and roof top fans, in accordance with the requirements of the jurisdictional authorities and 100 Federal Street Property Management's insurance carrier. All systems shall be provided with access panels. All grease exhaust equipment must be approved by 100 Federal Street Property Management.
-

Ceiling Access Panels

- Ceiling access panels are required for the future service of mechanical, electrical and life safety equipment. All access areas are to be according to all safety ordinances and local governing Codes. Removable lay-in ceiling tile, installed directly below equipment, will be acceptable access. All other

Loss Control Design Requirements and Procedures (Cont'd)

types of ceiling shall be provided with access panels. Concealed spline ceilings are not allowed. Gypsum board ceilings shall include access panels. Mechanical equipment should be located more than 3'0" above access panels. In those Tenant spaces where there is no drop ceiling, the Tenant shall be responsible for the integrity of the HVAC system smoke evacuation plenum for their adjacent areas. This may involve the installation of a transfer duct and fire damper to maintain the return airflow. Such work, if necessary, shall be approved by 100 Federal Street Property Management and completed by Tenant at Tenant's expense.

Electrical Room Access

- Access to the electric room to pull wire and install circuit breakers must be arranged through the 100 Federal Street Property Management Contact at all times. No access will be allowed otherwise.
 - Electrical shutdowns must be scheduled through the 100 Federal Street Property Management Contact and requires a three (3) business days' advance notice.
-

Electrical Requirements

- Materials, products and equipment, including all components thereof, shall appear on the Underwriters Laboratories list of approved items, and shall be sized in conformity with the requirements of the National Electrical Code, 100 Federal Street Property Management, and other applicable Codes whichever are more stringent.
 - Conduit shall be galvanized steel, rigid heavy wall or electrical metallic tubing. Watertight fittings shall be used where required by Code. Flexible metal conduit shall be used only for connections inside casework and as the final connection to recessed fixtures, motors and electrical equipment that may generate vibration through the conduit system and with a maximum six (6) foot whip. Exposed conduits shall be in straight lines parallel with or at right angles to column lines or beams and separated at least 3" from water lines, wherever they run alongside or across such lines.
 - Minimum branch circuitry size shall be #12 AWG, excluding control wiring. All wiring shall be installed in conduit. All main and branch circuitry wiring is to be of copper. All wiring is to have 600 volt installations, Type TW, THW, THWN or THHN for branch circuitry and Type THW, THWN, THHN, for main feeders. Phase identification at both ends will be required.
 - The minimum wire size allowed for the tenant's main feeder is #4 AWG copper. The circuit breaker to be installed in the Meter Center must be an I-T-E molded case circuit breaker, type CFD6.
 - Lighting panel boards shall be of the 3-phase, 4-wire circuit breaker type. Cabinets shall be constructed of Code gauge steel, having not less than a 4" gutter space on all sides. Doors should be hinged with keyed cylinder locks. All locks should be keyed alike. Circuit breakers should be the thermal magnetic type with molded case with all 2 and 3-pole breakers of the common pull type. Distribution panels should be of the convertible type
-

Loss Control Design Requirements and Procedures (Cont'd)

utilizing automatic circuit breakers or fusible switches. Circuit breakers should be of the bolt on, thermal magnetic type with molded case. Fusible disconnect switches shall be provided with current limiting fuses.

- All Tenant equipment shall be located within the Tenant's space. The Tenant's equipment shall not be located in any space or closet outside the Tenant's space without Landlord's prior written approval. The Tenant's equipment shall not be located in any building closet or utility room located within the Tenant's space without Landlord's prior written approval.
 - All circuit modifications shall be legibly identified on the panel as to their purpose or use. All conduit panels and service disconnects shall be properly labeled.
 - Transformers shall be floor-supported and not suspended from 100 Federal Street's structure. Dry type transformers shall be Class H rated, UL listed, 460 volt primary to 120/208 volt, 3-phase, 4-wire secondary of capacity adequate to service Tenant's requirements. Noise level shall be a maximum of 50 dB average measured at a distance of 1" from the case per NEMA Publications 3TR-1-1960 per latest revision thereof.
 - The Tenant Improvement shall include all energy and natural resource conservation measures required by all federal, state and local building codes, regulations applicable requirements, and good engineering practices.
 - Surface mounted wire mold shall not be installed outside the Tenant area or in common spaces in which Tenant Improvement work might be required.
 - All wiring and cable installed in the ceiling shall be plenum rated cable or installed in conduit and shall be installed in accordance with all federal, state and local building codes, regulations applicable requirements, and good engineering practices.
 - The Tenant Improvement shall include the installation (if not currently installed) of a tenant sub-meter to record the Tenant's electrical power usage.
 - The Tenant Improvement shall provide emergency lighting and other life safety systems as required by all federal, state and local building codes, applicable requirements, and good engineering practices. There are emergency power circuits intended only for the Tenant's emergency lighting and life safety systems.
 - The Tenant is advised that the buildings within the 100 Federal Street have an in-floor raceway. While the Tenant is not obligated to use this raceway for wire or cable distribution, the Tenant shall maintain the integrity of the raceway and shall not block or fill the raceway with any material.
-

Loss Control Design Requirements and Procedures (Cont'd)

Fire Alarm

- The Tenant Improvement fire alarm system shall be compatible with and programmed to function properly with the fire alarm system installed in building.
 - The fire alarm installed throughout the 100 Federal Street is an EST system. This system is programmed by a vendor working under contract for Landlord. Landlord requires that the Tenant use this vendor for the programming and final tie-in of the Tenant's fire alarm system.
 - Fire Alarm Device Wiring: The Tenant's fire alarm devices shall be fed by two separate and interlaced wiring loops so that at least one half of the fire alarm devices will remain operable throughout the Tenant space in the event of a failure of one of the two fire alarm wiring loops.
 - Smoke Control: The Tenant Improvement shall provide the appropriate sequence of operation for any Tenant mechanical equipment or units to prevent migration of smoke either from or into the Tenant's space in the event of a fire.
 - Smoke Control at Elevator Lobbies: The Tenant Improvement partitions shall be located and/or the mechanical system shall require the appropriate sequence of operation for any Tenant mechanical equipment or units to prevent migration of smoke from the Tenant's space into elevator shafts in the event of a fire.
 - Emergency Egress: The Tenant Improvement shall provide for furnishing and installing any operable emergency release devices at any building exits as might be required by the Tenant Improvement.
 - All fire detection systems shall be designed and installed in accordance with the requirements of the National Fire Protection Association and shall conform to all applicable state and local codes and requirements.
 - Fire detection shall be provided as required by local codes, such as but not limited to, return and supply air systems, etc.
 - Fire detection shall be provided in all non-sprinkler protected areas.
 - Tenant installed fire alarm initiation and notification devices operating directly from the base building fire alarm system shall be specified by 100 Federal Street Property Management's designated fire alarm contractor.
 - All tenant installed special fire extinguishing/alarm detection systems shall be monitored by the base building fire alarm system.
 - Final connections and testing to the base building fire alarm panel shall be performed by 100 Federal Street Property Management's designated fire alarm contractor.
-

Loss Control Design Requirements and Procedures (Cont'd)

Building Management System (Controls)

- The Tenant Improvement shall provide emergency lighting and other life safety systems as required all federal, state and local building codes, applicable requirements, and good engineering practices. There are emergency power circuits intended only for the Tenant's emergency lighting and life safety systems.
-

Security System

- The Tenant Improvement shall include whatever security system the Tenant deems is necessary and appropriate for its use. Landlord does not provide a security system for Tenant spaces.
If the Tenant Improvement includes an electronic card access system, the Tenant must provide Landlord with an access card so that Landlord personnel will be able to gain access to the Tenant space.
 - Access control systems shall be interfaced with the life safety system to provide access and egress as required by code.
 - Elevator lobbies designed with electronically locked doors which impede free access to an emergency exit shall be equipped with an emergency intercom device connected to the building's central emergency communication system.
-

Telephone & Data System

- In order to facilitate Landlord's review, the Tenant Improvement Plans and Specifications shall include telephone and data drawings and specifications that provide adequate information and detail regarding the following aspects of the Tenant's proposed system:
 - The installation standards that are to be met;
 - The route of tel/data cabling from the point of entry into the building to the Tenant's tel/data closet(s) within the Tenant's space; (Note: The cabling plan must show that the tel/data cable is to run vertically within the building only in designated telephone and data riser closets.)
 - Method of hanging and attaching cable;
 - The method of fireproofing all penetrations through fire-rated construction after cable has been installed;
 - The requirements for an method of cable identification;
 - The type of cable to be used; (Note: Plenum rated cable is required if cable is exposed in a ceiling plenum.)
 - The location of all Tenant equipment. (Note: No Tenant equipment is to be located in a building tel/data riser closet unless express written permission is granted by Landlord for such an installation.)
-

ATTACHMENT F

**Contractor’s Informational Data Form
and Pre-Construction Checklist**

This form shall be completed and returned to 100 Federal Street Property Management, including all attachments as indicated in the Pre-Construction checklist, prior to the start of any construction work.

Location and Tenant Name: _____
Name of Contractor: _____
Contractor’s 24-Hour Phone Number: _____
Name of Contractor’s Foreman: _____
Building Permit Number: _____
Scheduled Start Date: _____
Scheduled Completion Date: _____

Pre-Construction Checklist

- _____ Full Set of Plans.
- _____ Original Building Permit.
- _____ Fire Department Permit (where applicable) upon issuance.
- _____ Certificate of Insurance.
- _____ Schedule of Work.
- _____ List of Subcontractors with Phone Numbers.
- _____ 100 Federal Street Work Authorization Form / ID.
- _____ Two (2) Keys for Construction Locks.
- _____ Copy of Eversource application and/or account number.
- _____ MSDS log.
- _____ DEP BWP AQ 06 Permit # _____
- _____ Access Fee - \$6,000 (Fee dependant on project scope and size)
- _____ Construction Deposit (Deposit dependant on project scope and size) - \$8,000

I certify that I have read and thoroughly understand the attached Regulations for Building Improvements and Renovations and agree to comply with all the terms and conditions.

Signature Date

Contractor Name

Local Address

City/State/Zip

ATTACHMENT G

Post-Construction Checklist

This form shall be completed and returned to 100 Federal Street Property Management, including all attachments as indicated in the Post-Construction checklist, prior to the Contractor leaving the premises.

Location and Tenant Name: _____
Name of Contractor: _____
Name of Contractor's Foreman: _____
Actual Start Date: _____
Actual Completion Date: _____

Post-Construction Checklist

- _____ 100 Federal Street Property Management Punch List Completed.
- _____ Notice of Electric Service Meter Number and Location (where applicable).
- _____ Record Drawings as shown in Attachment L.
- _____ Building staff training for those tenant installed systems and installations that interface with Base Building systems.
- _____ Eversource Confirmation.
- _____ Signed affidavit for Sprinkler System from Design Engineer of record.
- _____ Approved fire stopping material installed for all vertical and horizontal penetrations.

Contractor agrees to be responsible for assuring that any and all lien claims (filed or unfiled) pursuant to Chapter 254 of the Massachusetts General Laws as amended arising as a result of Contractor and/or Contractor's sub-contractors and supplier's activities are released, terminated, or otherwise disposed of without cost or expense to the Owner or Manager of 100 Federal Street, and Contractor agrees to indemnify and hold the Owner and Manager of 100 Federal Street harmless from all such lien claims except those arising from the actions or inactions of the Owner and Manager of 100 Federal Street.

Signature Date

Contractor Name

Local Address

City/State/Zip

ATTACHMENT H

Fee Schedule

All rates listed below are to be used for budgetary purposes. Actual charges may be different.

Fire Alarm System Impairments:

The hourly rate charge based on current contract rates + 20%

Exclusive Use of Freight Elevator:

The hourly rate charge based on current contract rates + 20%

Oversized Deliveries Requiring Elevator Technician:

The hourly rate charge based on current contract rates + 20%

Removal, Dusting and Storage of Blinds:

Time & material + 20% per blind

Ultrasonic Cleaning:

Time & material + 20% per blind

Construction Debris Clean-up:

Time & material +20%

Access Fee:

\$6,000.00 per project

Electric or HVAC Shutdown Fee (If Required):

Building Electrician Time + 20%

Construction Deposit:

\$8,000.00

Overtime:

Time & material + 20% per hour
(4 hour minimum)

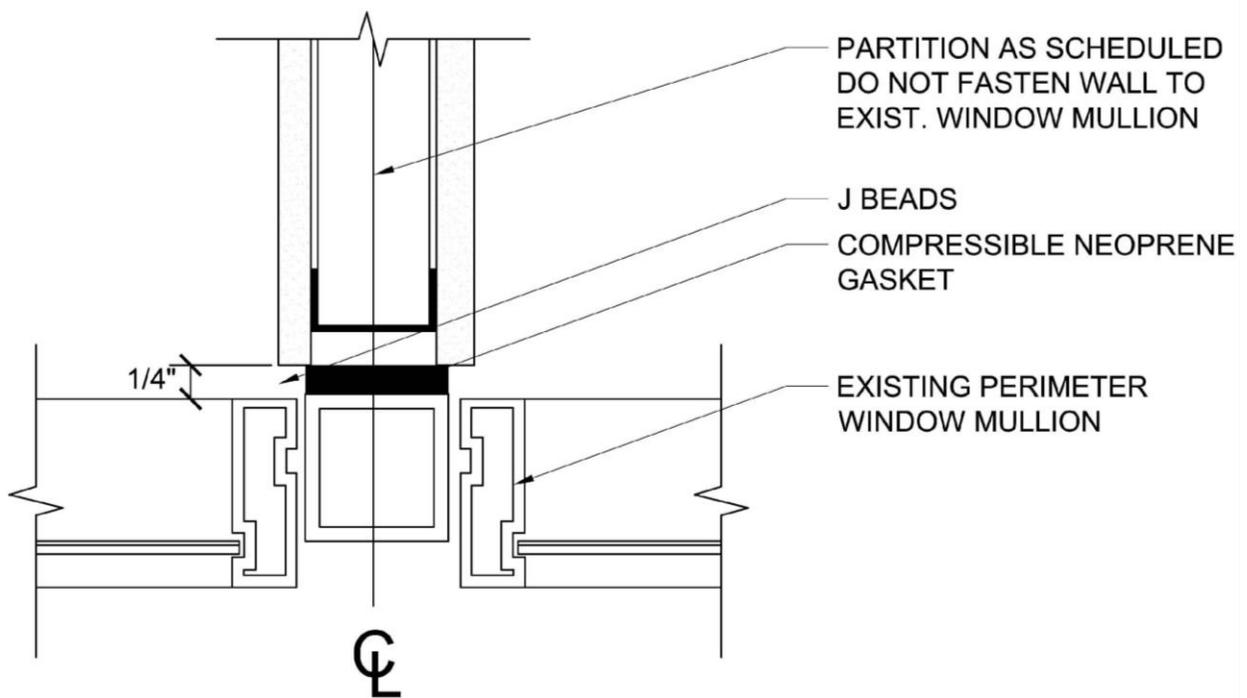
ATTACHMENT I

Owner Entities

BP Federal Street LLC, a Delaware limited liability company
100 Federal JV LLC, a Delaware limited liability company
100 Federal Subsidiary REIT LLC, a Delaware limited liability company
Boston Properties Limited Partnership, a Delaware limited partnership
Boston Properties, Inc., a Delaware corporation
BP Management, L.P., a Delaware limited partnership
NBIM Walker 100 Fed BOS LLC, a Delaware limited liability company
NBIM Walker MM LLC, a Delaware limited liability company
Norges Bank Investment Management

ATTACHMENT J

Curtain Wall Sketch



ATTACHMENT K

Not Used

ATTACHMENT L

Close Out Requirements

Updated Record Drawings

- 1. Two, half (18” x 24”) size sets and two flash drives, containing updated record drawings. The following sections should be provided as applicable:**
 - a. Architectural
 - b. Structural
 - c. Fire Protection
 - d. Plumbing
 - e. Mechanical
 - f. Electrical
 - g. Tel Data
 - h. Landscaping
 - i. Civil

- 2. Flash drives should include CAD and PDF formats of applicable drawings.**

- 3. PDF updated record drawings should be formatted with the following parameters:**
 - a. If the build out is one floor or less, create one PDF with all of the drawing sheets
 - b. If the build out is two or more floors, each sheet should be an individual PDF

Project Information

- 1. One hard copy named “O & M Binder” in binder form divided up with the following sections as applicable:**
 - a. Complete list of all contractors, subs, vendors, suppliers, with full contact information (address, phone, email)
 - b. Submittals
 - c. O&M manuals
 1. Site Construction
 2. Concrete
 3. Masonry
 4. Metals
 5. Wood and Plastics
 6. Thermal & Moisture Protection
 7. Doors and Windows
 8. Finishes
 9. Specialties
 10. Equipment
 11. Furnishings
 12. Special Construction
 13. Conveying Systems
 14. Mechanical

15. Electrical

2. One hard copy named **Testing, Permitting & Certification Reports, “TPC Reports”** in binder form divided up with the following sections as applicable:

- a. Balancing Reports (Include Air and Water Reports)
- b. Warranties (with Log)
- c. Signed Certificate of Occupancy
- d. Signed Construction Permit Card
- e. Recycling/ Waste Tracking Sheets
- f. Mechanical piping chemical flushing report from Water Treatment contractor
- g. Fire alarm test reports

The following items are only “as applicable”:

- h. Smoke control system certification
- i. Arc flash report/ Short circuit coordination study
- j. Approved submittal from MEP engineer for Tenant Design Sequence of Operations
- k. Electrical testing report
- l. Tenant fuel storage permit for generator
- m. Commissioning report
- n. Utility meters and account numbers

The following items are in addition to the items above and are for Base Building projects only:

- o. Fire pump test acceptance report and/ or hydrant flow test report
- p. Generator acceptance report and load bank test report
- q. Fire protection device sign off for PRV’s and standpipe test
- r. Davit/window washing tie down reports
- s. Copy of latest Project Manual
- t. BMS point to point checklist report
- u. All permits and licenses (including MA state tags for first inspection on pressure vessels)
- v. Orders of Condition for Site

3. Two flash drives containing the information within the O & M and TPC Reports binders described above.