

ilo
at Playa Vista
CONSTRUCTION

**RULES
AND
REGULATIONS**

**12130, 12150 and 12180 Millennium
Playa Vista, CA 90094**

I. Please contact The Office of the Building at least 24 hours in advance of scheduling work so that we can make sure we have received all of the required paperwork. You must abide by the following construction rules & regulations at all times.

II. Property Information:

Property Owner:
CV Latitude 34 LLC

Property Management Company:

LPC West, LLC

Office of the Building
12150 Millennium Dr.,
Suite 100
Playa Vista, CA 90094
310 862 9490 - Office
310 862 9491 - Facsimile

III. General:

- A. Normal Business Hours: 8 am to 6 pm**
- B. No work may occur during normal business hours that will be considered disruptive (noise or VOC related) to other occupants**
- C. Building Access: This is a secured facility locked down from 7:00 pm to 7:00 am; you will need to coordinate building access with the Property Management office if you require access outside those parameters. Coordinate with tenant or subtenant to coordinate access within their space. We do not provide premise access to any tenanted space under any circumstance.**
- D. You will provide for appropriate protection for building corridors, doors and elevators (as applicable). Elevators pads are available from the Building for the freight elevator.**
- E. We will not accept any delivery for you; you must have someone present to accept deliveries.**
- F. Access for construction workers or delivery personnel must be requested daily for after-hours building access.**
- G. We do require a daily sign in for ALL construction personnel at the security console regardless of time of day.**

Rules and Regulations

- A) Supervision – contractor shall provide a full time supervisor or representative on site at all times whenever construction is being performed.**
- B) Work Areas – contractor shall contain all operations within the premises of their space and such other space as Landlord may specifically permit. Common areas, public corridors, service corridors and exterior of Landlord’s building must be kept clear of General equipment, merchandise, fixtures and trash at all times.**
- C) Construction Power – Temporary electrical facilities for “normal” construction power requirements shall be available from Landlord. Excess electrical power consumption shall not be tolerated. Landlord does not warrant that all power requirements of contractor shall be delivered; only that power sufficient to meet the requirements of normal construction equipment is available.**
- D) Deliveries – All deliveries are to be made during off hours. Any other delivery time must be pre-approved by Property Manager. The Contractor is responsible for cleaning up any tracked dust or debris on common areas after delivery is completed.**

- E) Parking – Workmen are to park in designated areas - routinely P4 and above. Vehicles parked in tenant parking will be subject to towing at the owner's expense.
- F) Construction Noise – Any work involving saw cutting, boring or drilling that creates excessive noise levels, shall be performed during non-business hours. This is to insure that neighboring Tenants are not disturbed. A fine of \$250.00 will be imposed for each occurrence.
- G) Trash Removal – Trash is the responsibility of the general contractor. At no time shall contractors use the Building trash compactors or containers. Contact the Property Management Office to obtain the name of the Refuse Company that services the Property. Coordinate with the Property Management Office on the location of a trash container for your job. The container must be removed immediately after use. The surrounding area of the container must remain clear of debris, and the area must be clean after the final removal of the container. All disposal of hazardous waste shall be in accordance with all local, state and federal regulations. Contractor is responsible for damage to parking surfaces and common areas caused by Contractors' roll-off or storage box containers.
- H) Safety – General Contractor shall comply with all applicable safety regulations and will be responsible for the conduct of all employees or sub-contractors working on job site. Work is monitored by Building Staff and Security with regard to performance of work and general safety. **Alcohol consumption is NOT permitted in or about the Property. Smoking is only permitted in the areas identified in or about the property. Please inform the management office if individuals will need to be directed to the approved smoking areas.**
- I) Hazardous Materials - Contractor must provide proper ventilation and MSDS forms for any chemical or items noted below:
1. Asbestos containing materials (if applicable)
 2. Toxic Chemicals
 3. Epoxies or Glues
 4. Vinyl or sheet flooring, mirror and roof mastic
 5. Paint, Lacquer Urethanes, or any materials requiring special ventilation.
- J) Roof Access – Access to the Building roof is restricted to authorized personnel and all contractors must sign-in and out at the Security Console with no exceptions. Proof of insurance and a valid Driver's License are required. Ladders will not be permitted on the side of the building for roof access. Under no circumstances will any Air or Crane lifts of HVAC equipment be allowed without prior approval from the Property Manager. A forty-eight (48) hour notice is required.
- K) Work Hours – All work at the site is typically limited to Monday through Saturday, from 7:00 am to 6:00 pm. However, certain exceptions can be accommodated with a minimum 48 hour advance notification to the Property Management Office.
- L) Damage Repair – General contractor shall be responsible for the repair and/or replacement of any damages caused by General Contractor or sub-contractors to the Property or surrounding tenants. All damage must be repaired within a twenty-four (24) hour time period, or the Landlord will complete all necessary repairs at the sole cost and expense of the General Contractor.
- M) Compliance/Closeout Paperwork – General Contractor shall deliver to the Property Manager within ten (10) days of completion of General work:

1. Building Permit
2. Notice of Completion
3. Certificate of Occupancy
4. Letter from Structural engineer certifying that all Electrical, Mechanical (HVAC) & Plumbing Equipment is adequately supported.
5. Lien Releases
6. Itemized Statement of improvement costs
7. As-Built Plans for Architectural, Mechanical, Plumbing, Fire-Protection, and Electrical systems.

- Exhibits:
- A Contractor Check List
 - B Certificate of Insurance Requirements
 - C Designated Parking
 - D Contractor Information Form
 - E Sub-Contractor List

Management reserves the right to make changes to the aforementioned rules & regulations of construction with or without notice to contractor.

EXHIBIT A

CONTRACTOR CHECK LIST:

- _____ Copy of Building Permit
- _____ Building Department Stamped Plans
- _____ Certificate(s) of Insurance for GC and Subs – *In General - Please check with Management Office to confirm appropriate coverage amounts for your project and scope of work.*
 - Four Million (\$4,000,000) Combined Single Limit
 - Additional Insured
 - Waiver of Subrogation
 - One Million (\$1,000,000) Auto Liability
- _____ Schedule of Work
- _____ 24-Hour Phone Number of General Contractor
- _____ List of:
 - All Sub-contractors & Phone Numbers
 - All Suppliers & Phone Numbers
- _____ Permits on file in Management Office
- _____ Material Safety Data Sheet
- _____ Notice of Non-Responsibility
- _____ Dumpster
- _____ Portable Port-A-Potty

Following completion of Build-Out:

- _____ BUILDING PERMIT
- _____ NOTICE OF COMPLETION
- _____ CERTIFICATE OF OCCUPANCY
- _____ LEIN RELEASES
- _____ CERTIFIED AIR BALANCE REPORT
- _____ AS- BUILT PLANS

EXHIBIT B
Certificate of Insurance Requirements



RE: Insurance Requirements
CV Latitude 34 LLC
12130, 12150 & 12180 Millennium
Playa Vista, CA 90094

All contractors and subcontractors brought onto the premises are to provide property management with certificates of insurance evidencing the following minimum coverages before work commences. Failure to do so will delay any work your company proposes to do at the property.

All coverages must be placed with a BEST's "A" rated carrier - any lower rating will not be accepted.

1. Commercial General Liability insurance on an occurrence form for bodily injury and property damage with limits of \$1,000,000 each occurrence and \$2,000,000 from the aggregate of all occurrences in the policy year, including but not limited to premises- operation, products-completed operations and contractual liability.
2. Business automobile liability covering owned, hired and non-owned vehicles with limits of \$1,000,000 combined single limit each occurrence.
3. Umbrella/excess liability insurance on the above with limits of \$ (see UMBRELLA/EXCESS LIABILITY LIMITS chart on page 3).
4. Employer's liability insurance in an amount not less than \$1,000,000.
5. Workers' compensation insurance in accordance with the laws of the state with jurisdiction.
6. Property insurance "the equivalent of causes of loss – special form" for the full replacement cost of all personal property, equipment, etc. owned by the contractor (vendor) and brought onto the property. Any deductible on covered losses shall be borne by contractor (vendor).
7. Include Waiver of Subrogation
8. The insurance contained in items 1, 2 and 3 above shall include owner, the property manager and lender as additional insureds. (The required Additional Insureds entities are listed on page 2.) Please also request an endorsement issued by the insurance company which lists these entities as such. The most commonly used form for this type of Endorsement is the Industry Standard CG 20 10, or its equivalent. **The policy number** on this endorsement page must be the same as the policy number on the General Liability section of the Certificate of Insurance.

Primary and Non-Contributing wording as follows:

"With respects to claims arising out of the operation of the named insured, such insurance as afforded by this policy is primary and is not additional to or contributing with any other insurance carried by or for the benefit of the above Additional Insured " ---or equivalent wording---

An authorized Representative of the Insurance Company must sign the Endorsement Page.

9. Certificates and/or policy endorsements should provide each of the additional insureds with 30 days' prior written notice of cancellation except for 10 days' notice due to non-payment of premium.

CERTIFICATE HOLDER:

CV Latitude 34 LLC

c/o LPC West, LLC

12150 Millennium, Ste. 100

Playa Vista, CA 90094

ADDITIONAL INSURED entities must be listed as follows:

CV Latitude 34 LLC

Clarion Partners LLC

LPC West, LLC

Lincoln Property Company Commercial, Inc.

China Construction Bank Corporation, New York Branch

Senior Real Estate Finance Account (N), L.P.

Please fax or email a copy of the certificate and endorsements to the building management office at (310) 862-9491 or kponzio@lpc.com and mail the original. Should you have any questions, feel free to contact the management office at (310) 862-9490.

Sincerely,

LPC West, LLC as Agent for

CV Latitude 34 LLC

UMBRELLA/EXCESS LIABILITY LIMITS

| <u>\$2,000,000</u> | <u>\$4,000,000</u> |
|--|--|
| - carpet & flooring contractors | - elevator/escalator contractors (see next page) |
| - painters | - window cleaning & other trades involving the use of scaffolding |
| - exterminator | - roofing/skylight contractors |
| - glass contractors | - electrical contractors |
| - display sign and display set-up contractors | - concrete contractors |
| - plumber | |
| - landscaper | |
| - hood vent cleaner | |
| - sheetrock and framing contractor | |
| - mechanical contractor | |
| - carpenters | |
| - gate/door contractors | |
| - security equipment installers | |
| - security contractors | |
| - moving companies | |
| - cleaning contractors | |

EXHIBIT C
Designated Parking

Decided on a case-by-case basis. Please discuss with the Building Management Office and Parking Office to determine location.

EXHIBIT D
CONTRACTORS INFORMATION FORM

Tenant Name: _____ Space # _____

Contractor's Name: _____

Address: _____

Phone: _____ Fax: _____

Individual in Charge: _____

Building Permit Number: _____

Plans Approved Yes _____ No _____

Certificate of Insurance received Yes _____ No _____

List of Sub-Contractors Yes _____ No _____

Date Plans Submitted to Building Department: _____

Construction Started: _____

Scheduled Completion Date: _____

Contractor's Rules & Regulations – Received & Acknowledged by:

Contractor: _____

Superintendent: _____

24-Hour Emergency Number: _____

Signature: _____

Date: _____

EXHIBIT E
SUB-CONTRACTOR LIST

| <u>TRADES:</u> | <u>CONTRACTORS:</u> | <u>PHONE NUMBER:</u> |
|----------------------|---------------------|----------------------|
| DEMO | | |
| FRAMING, DRYWALL | | |
| ELECTRIC | | |
| HVAC | | |
| PLUMBING | | |
| SPRINKLER | | |
| CEILING GRID | | |
| PAINTING | | |
| CARPET | | |
| CERMIC | | |
| FIXTURING, CARPENTRY | | |
| GLASS/MIRRORS | | |
| SIGN | | |
| CLEANING | | |
| DUMPSTER | | |
| AIR/CRANE OPERATOR | | |