



# **Contractor & Vendor Rules and Regulations**

**875 N. Michigan Avenue.  
Chicago, IL 60611**

**June 2013**

**JOHN HANCOCK CENTER**  
**DIRECTORY**

**EMERGENCY NUMBER** 312.751.3695

<b><u>MANAGERS</u></b>	<b><u>TITLE</u></b>	<b><u>PHONE</u></b>
NANCY CAPADONA	GENERAL MANAGER	312.794.7777
ERIN E. RODIL	OPERATIONS MANAGER	312.794.7777
ED MCKIM	LEASING DIRECTOR	312.408.3000

**ASSISTANTS**

SHENICA COLLINS	TENANT SERVICE COORDINATOR	312.794.7777
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**ACCOUNTANTS**

MARIA SUSI	SENIOR ACCOUNTANT	312.654.5026
ERIN RODIL	ACCOUNT ADMINISTRATOR	312.751.3680

**ENGINEERING**

BRIAN KEATY	CHIEF ENGINEER	312.337.1842
TOM CAULFIELD	ASSISTANT CHIEF ENGINEER	312.337.1842

**BUILDING SERVICES**

SECURITY CONTROL CENTER	24 HOURS A DAY	312.751.3695
ENGINEERING DEPARTMENT	24 HOURS A DAY	312.337.1842
OFFICE OF THE BUILDING	8:30 AM – 5:00 PM	312.794.7777

**BUILDING HOURS OF OPERATION**

OFFICE OF THE BUILDING HOURS:	MONDAY-FRIDAY 8:30 AM - 5:00 PM
BUILDING BUSINESS HOURS:	24 HOURS
LOADING DOCK HOURS:	MONDAY-FRIDAY 6:00 AM - 6:00 PM
SATURDAY	7:00 AM – 3:00 PM
SUNDAY - HOLIDAYS	CLOSED

## THE HEARN COMPANY

### **CONTRACTOR & VENDOR GUIDELINES**

These guidelines have been developed by building management to provide information regarding procedures in the building. The purpose of these guidelines is to facilitate the completion of projects in a timely and safe manner. All rules of the building are expected to be complied with, otherwise building management may take appropriate actions including stopping a project.

Cooperation is essential and although not all-possible situations can be foreseen, these guidelines deal with general areas of concern. Should any issue, not dealt with herein arise, contact building management in the Office of the Building during regular business hours or the Security Control Center after- hours.

It is expected that the contractor will abide by all laws and regulations, including City of Chicago building codes, OSHA, NFPA, and EPA guidelines. **All Contractor and Sub-Contractors must be Union.**

Security for the area during construction work is the responsibility of the contractor. This extends to possessions as well as securing of the area upon completion of the work period. All temporary locking devices are to be provided by the building locksmith.

We expect the contractor working in our building to realize that he and his employees are invited guests and will be expected to exercise good judgment and courtesy at all times. Furthermore, be aware that many other businesses are operating within the building simultaneously and building management is committed to providing them with a quiet, clean, and safe environment.

Management reserves the right to halt or delay any work in the building if we determine that the work interferes with our tenant's ability to reasonably conduct their business. All loud noise related work shall be completed prior to 8:00 AM or after 6:00 PM. Any and all work that results in noise affecting areas in the building other than the floor under construction, including but not limited to concrete coring or sawing, hammering, drilling, shooting of ceiling hangers, cutting of pipes along the columns or within the concrete slab, *shall be done before or after regular business hours or on weekends*. Security measures will be taken if required to assure compliance.

Contractor will be responsible for the repair of any damage to the building or common areas caused by the contractor during construction. All carpet, walls, ceiling, and common areas must be returned to the condition existing prior to construction. Plastic runners and masonite must be laid prior to construction start. Duct tape masonite seams. Walk off mats are required at all exit points of construction area.

When after-hours work is required, building management and the security department must be notified no later than 2 hours prior to the close of business on the preceding business day. Also, arrangements must be made at this time for afterhours access to the dock.

Prior to the start of work, the General Contractor must submit:

1. City of Chicago Work Permit
2. Insurance Certificates and Endorsements
3. The names and addresses of all subcontractors, together with the name and telephone number of a contact person for a subcontractor to the building Operations Manager. Also, the General Contractor must introduce the job superintendent to the Operations Manager, Chief Engineer, Director of Security, and Freight & Dock Services.

All contractors must arrange with the Engineer a time to be shown emergency exits, fire extinguisher locations, and review basic emergency response procedures.

### **INSURANCE REQUIREMENTS**

It is mandatory that a Certificate of Insurance is on file for the contractors company with the correct additional insured names on the policy in order to do any work in the John Hancock Center.

**Please contact the Office of the Building to get the proper requirements prior to start of work for contractor and sub-contractors.**

**GENERAL BUILDING RULES & REGULATIONS**  
**FOR CONSTRUCTION & CONTRACTORS**

**All work, regardless of nature, must be approved by the office of the building**  
**The John Hancock Center is a union building**

**HOURS OF WORK/SCHEDULED WORK**

Normal hours of work are 6:00 AM to 5:00 PM, Monday through Friday. Work can be done at any other time if scheduled with the office of the building 48 hours in advance. If a security escort is required, the tenant will be billed for this service.

**DOCK HOURS**

The Hancock Center loading dock is open Monday- Friday from 6:00 AM - 6:00 PM. Saturday hours are 7:00 AM - 3:00 PM. Off-hour dock use must be scheduled with the office of the building 48 hours in advance.

**ACCESS**

Access from the street- All construction workers are to enter and exit the building through the Mies Van Der Rohe way entrance and register at the engineering/security desk on the 16<sup>th</sup> floor. Construction workers are required to use the freight elevators.

Access from the parking garage - Please take the passenger cars to the 6<sup>th</sup> floor. At the 6<sup>th</sup> floor, transfer to the freight elevator. Take the freight elevator to the 16<sup>th</sup> floor and register at the engineering/security desk.

**AFTER HOURS ACCESS**

Entrance to the building after hours is controlled by the security department. In order to facilitate after hours entrance or departure, it is important that the building General Manager be notified of the need as soon as possible. This is of particular importance regarding freight elevator service and the loading dock as manpower may have to be scheduled to handle the need. If any after-hours emergency arises, you must call the security control center at 312.751.3695.

**PARKING IN THE LOADING DOCK**

Trucks are allowed to park in the loading dock to load or unload only. Deliveries are limited to 30 minutes unless scheduled with the office of the building 24 hours in advance. Construction deliveries must be coordinated with the office of the building for off hour delivery.

**LOADING DOCK INFORMATION**

The John Hancock Center loading dock is located off Mies Van Der Rohe way between Chestnut and Delaware street. The dock door clearance when fully opened is 12.8 feet. The ramp slope is 17.54 degrees. Under hangs on rigs will scrape the concrete because of the slope. The maximum length of a rig allowed in the dock is 40 feet without under hung racks. NO LO-BOY RIGS are allowed in the dock. The Tenant/Contractor/Resident truck carriers are responsible for any damage caused by their equipment to the dock or dock area. Carriers should familiarize themselves with the actual dock conditions as they pertain to their equipment before attempting to access the loading dock.

**ENTRANCE INTO THE BUILDING FROM THE PASSENGER ELEVATORS IS PROHIBITED!**

**BADGES**

Upon registering with engineering on the 16<sup>th</sup> floor, all contractors will be issued a daily badge. This badge will give the contractor elevator access to the floor on which they are working. This badge must be worn at all times while working in the John Hancock Center.

**USE OF ELEVATORS**

ALL material and personnel are to use freight elevators ONLY. Freight elevators are on a first come first serve basis. No large deliveries will be permitted after 7:00 AM. Large shipments requiring extended use of the elevator must be scheduled at least 72 hours in advance with the office of the building. Requests for overtime use of the elevator will require an operator at an additional charge. Additionally, if the elevator hatch is required to be opened, this will require contacting Otis Elevator in advance. Both of these uses will result in charges to be paid through tenant allowance or work order to tenant.

**ASBESTOS**

The majority of the commercial floors have been abated. However, there are isolated areas in which asbestos may be encountered during construction. Prior to commencing any construction a meeting with the building Engineer and Operations Manager must take place to review the location and scope of work to evaluate if any asbestos may be encountered during construction.

**PERMITS**

City of Chicago Building permits must be obtained for all construction projects and posted on site. Copies of the permit along with the paid receipt must be issued to the office of the building General Manager prior to any work commencing. A welding permit must be obtained from the Chief Engineers' Office on the 16<sup>th</sup> floor for any welding or cutting. Work permits must be obtained from the Chief Engineers' Office on the 16<sup>th</sup> floor. Permits will be issued through the Engineering Department, or in an after -hours emergency through the security shift supervisor on duty. Please supply the following information:

\*your company name

- \*Nature of the job, i.e. welding, sweating water lines, etc.
- \*The firm, floor, and specific location of the work area
- \*The approximate time involved, start to finish

NO work shall be performed if a welding/cutting permit has not been issued by a building security department representative. The General Contractor is responsible for fire safety including providing watchman and extinguishers during construction.

**-PRE-ACTION FIRE SYSTEM TEST MUST BE TESTED  
WITH A BUILDING ENGINEER IN ATTENDANCE.  
TEST RESULTS MUST BE SUBMITTED TO THE CHIEF ENGINEER-**

**DRAWING REVIEW/NOTIFICATION**

All construction projects must go through a plan review and approval process prior to any work being started. Two (2) copies of the plans and specifications must be sent to the building manager prior to work commencing. A formal MEP review will be done and landlord comments and approvals will be given in writing. Building standards are available for review and must be strictly followed. In addition, prior to commencing any work a detailed construction schedule along with the job directory containing emergency contact numbers must be submitted to the building manager.

**AS BUILT DRAWINGS**

All mechanical trades are required to submit copies of Computer Aided Design (CAD), as-built drawings to the General Contractor. The General Contractor will make one submission of three copies and one disk of CAD drawings of as-built drawings for all trades to the building General Manager. All as-built drawings are to be dated and signed by the appropriate sub-contractor as well as the General Contractor (within 30 days of substantial completion. A 15% final payment retention will be required from General Contractor and all MEP sub-contractors until all as-built drawings are received and approved by engineering firm at close of project. There will be **NO** exceptions. If these drawings are not produced after 90 days of project substantial completion, the 15% retainage will default to owner to properly prepare the CAD drawings.

**-A COMPLETE SET OF ARCHITECTURAL/MEP DRAWINGS MUST BE  
SUBMITTED ON CAD-2000 OR EQUAL DISK-**

**HARDWARE & KEYING**

Prior to construction in vacant suites building engineer will install a construction cylinder for access during the construction project. Contractor can check out a key daily from the Engineering Department on the 16<sup>th</sup> floor.

**USE OF GASOLINE DRIVEN EQUIPMENT**

The use of any gasoline driven equipment is prohibited.

## **TRASH REMOVAL**

Contractor is to keep the work area clean at all times. There is to be no accumulation of rubbish. It is the contractors' responsibility and cost for any and all trash removal. (The building currently employs Independent Recycling as their waste vendor)

Open Dumpster- Please make arrangements with the Office of the Building to set up an account with the vendor 48 hours in advance if an open dumpster is required so that a spot for the dumpster can be reserved on the dock. All contractors are to use Independent Recycling as their waste hauler for work in the John Hancock Center.

Compactors- JHC has two (2) compactors located on the dock, one (1) for wet trash and one (1) for dry. These compactors are **NOT** for construction use.

## **DISRUPTION TO OTHER TENANTS**

If the construction work causes disruption to other tenants, the work must cease immediately and should be rescheduled for such times as would not be objectionable. This may require working during hours when the building is shut down. Floor coring and excessive pounding and drilling must cease by the start of normal business hours, 8:00 AM, and may be scheduled again after 6:00 PM.

## **MECHANICAL AND ELECTRICAL CONNECTIONS**

Mechanical and electrical connections that have to be performed in another tenant's space must be scheduled 72 hours in advance so the Office of the Building can obtain other tenant's approval. If necessary, this work may have to be performed at off hours and require a building Security to be present. This charge will be billed back to the tenant of whom the contractor is performing the work for.

## **SPRINKLER DRAIN DOWNS**

Drain downs to the wet sprinkler system require at least 24 hour notice. A building engineer must perform the drain down and refill of the system. Prior to refill, contractor must confirm presence on the floor.

## **BUILDING PHONE CLOSETS**

The building phone closets are maintained by Infrastructure Management Group (IMG). **NO** contractors or tenants are allowed in the building phone closet without approval from the office of the building.

## **SHUTDOWN OF SERVICE TO MAKE TIE-INS TO THE BUILDING SYSTEM**



Arrangements must be made with the Chief Engineer's Office on the 16<sup>th</sup> floor for any shutdowns necessary for tie-in. Access to the electrical closet is through the Chief Engineer's Office. All closets are to be kept locked at all times.

### **WASHROOM FACILITIES**

All contractors must use the facilities located on the 16<sup>th</sup> floor, or on the loading dock. Any additional cleaning required will be billed back to the tenant contractor works for.

### **CORRIDORS – FLOORING**

Contractor is responsible for protecting the carpeting and walls in the public corridor. The contractor will be responsible for any damage. The use of suitable materials (such as masonite) as approved by building management shall be required on the carpeting between the freight elevator and the construction site. This material will be installed in a safe manner to avoid tripping hazards, and easily removable and must be cleaned daily

**-WALK OFF MATS AT INSIDE EXIT POINTS ARE MANDATORY-**

### **CORRIDORS – WALLS/DOORS**

Temporary enclosures to be constructed of drywall or plywood and painted to match corridor. Enclosure to have 3'0" x 1-3/4" solid core door (minimum size). Door to be equipped with building standard lock set and keyed by building engineers. NO padlocks or other locks.

**-ALL DOORS TO CONSTRUCTION SPACE TO REMAIN CLOSED AT ALL TIMES-**

### **CONSTRUCTION CLEAN UP**

All contractors are responsible for leaving the areas they are working in, in the same condition as they found them. Any areas left unclean will be cleaned at the contractor's expense.

### **GENERAL CONDUCT**

Smoking is not permitted in the John Hancock Center. Foul and abusive language is strictly prohibited. Congregating in public areas within the building by tradesmen is prohibited. Failure to comply will result in removal of those tradesmen and potentially that contractor from the property.

### **STAIRWELLS**

Stairwell doors are to remain closed at all time. Any blocks or hold open devices put in place by any persons will be reported to Security and removed at once. Persons entering the stairwell will have to exit at the concourse or ground level.

**FIREPROOFING**

Fireproofing damaged or removed during construction must be replaced by the general contractor prior to close of ceiling.

**INSPECTION**

Contractor walk through with building representative should be performed prior to start and at end of project, as well as periodic inspections. Prior to ceiling tile installation contact engineering department 48 hours in advance to schedule reviews.

**FIRE PROTECTION SPRINKLERS**

Modifications must comply with the plans approved by the building General Manager.

**-ALL PENETRATIONS ARE TO BE SEALED WITH APPROVED  
FIRE RATED MATERIAL-**

No welding or any other work that has the potential of activating the building fire/smoke detection system or has the potential of attracting outside attention may commence without first informing the Chief Engineer/Engineering Department and the Director of Security/Security Control Center. It is **MANDATORY** that welding, torching, and soldering permits be obtained from building security prior to the start of work. Upon completion of the work, it is **MANDATORY** that the security control center and engineering department to be notified. Contact can be made with those listed below:

- Security Control Center.....751.3695
- Engineering Department.....337.1842
- Office of the Building.....751.3680

**PLUMBING**

Before any plumbing shutdowns may begin, the contractor must first check in with the Chief Engineer. The General Contractor is responsible for coordinating the activity. Futures must be provided at wet columns, vent, and drainage systems. Grease traps at tenant sink locations are to be considered a building standard.

**ELECTRICAL**

**-PRIOR TO DEMOLITION WORK, GENERAL CONTRACTOR MUST CONTACT  
THE BUILDING GENERAL MANAGER, AT LEAST 48 HOURS IN ADVANCE, TO  
COORDINATE THE BUILDING ELECTRICIAN FOR NON-DEMO CONDUIT  
IDENTIFICATION-**

New and existing load capacities of general office tenant connected equipment up to and over 2 watts per sq. ft. must be provided with metered panels to tenant. Landlord typically provides

metered receptacle power for up to 2 watts per sq. ft. only. Building electrician and/or ESD will coordinate emergency lighting and exit signage circuitry. All abandoned conduit is to be removed. Under **NO** circumstances are tenant receptacle services to be connected to building electrical panels. Any electrical contractor found doing this will be removed from the vendor list. Meter will be identified and Edison load calculation will be filled out by the contractor and provided to the Tenant for Com Ed account. The building cannot set up an account for the Tenant. Architect shall contact the Chief Engineer for the John Hancock Center building standard electrical specifications and guidelines. All drawings must be submitted to ESD for peer review. Electrical and telephone (if involved) closets are to be cleaned at completion of work. All penetrations to be sealed equal to fire wall rating. Panel directions are to be updated and inserted in panel door with a copy submitted to building General Manager. Consult General Manager for approved method of fastening overhead equipment in the proximity of floor cells.

### **MISCELLANEOUS**

All penetration is to be sealed with approval fire rated material. The perimeter induction units must be cleaned at job completion and inspected by engineering. All new or existing MEP items, whether above ceilings or behind walls, must remain accessible at completion of project. Final hardware schedule must be submitted to engineering 4-6 weeks prior to completion date of each project.

## JOHN HANCOCK CENTER

### SAFETY PRACTICES

All contractors and employees must follow safety practices outlined by its employer, General Contractor, and OSHA but not limited to: **CONTRACTORS ARE RESPONSIBLE FOR MAINTAINING AND ENFORCING THEIR OWN SAFETY RULES AND PROCEDURES.** Under no circumstances will Building Management or its employees accept responsibility for monitoring general safety guidelines. The following guidelines for safety in the building should be followed **but is not all inclusive of safety practices required by law, or any other rules that may apply.**

- Take special precautions if welding or cutting in a confined space is stopped for some time. Disconnect the power on ARC welding or cutting units and remove the electrode from the holder. Turn off the torch valves on gas welding or cutting units, shut off the gas supply at a point outside the confined area, and if possible, remove the torch and hose from the area.
- After welding or cutting is complete, mark hot metal or post a warning sign to keep workers away from heated surfaces.
- Follow safe housekeeping principles:
  1. Do not throw electrode or rod studs on the floor – discard them in proper waste container.
  2. Keep construction area as free of debris as possible.
  3. Keep chemicals secured in approved storage cabinets.
  4. Keep floors dry and clean.
- Hard hats **MUST** be worn at all times inside the construction area
- All contractors must supply a list of all hazardous materials and their locations as well as all MSD sheets to the Building Manager.
- Keep a fully stocked and clearly marked OSHA compliant first aid supply kit on the job site at all times.
- Make sure there are fully charged, NFPA compliant fire extinguishers present on the job site.
- General Contractor must familiarize all workmen on site with emergency locations.
- Report all accidents to the security control center **IMMEDIATELY.**
- Any fires must be reported to 911 and the Security Control Center **IMMEDIATELY.**

### HVAC

- VAV BOXES: KRUEGER LMHS-2 MODEL
  - ROOM TEMP SENSOR
    - SIEMENS 536-983A (DESERT BEIGE)

- ACTUATING TERMINAL EQUIPMENT CONTROLLER (ACTUATOR)
  - SIEMENS 550-400
- TERMINAL EQUIPMENT CONTROLLER
  - SIEMENS 540-110
- INDUCTION PIPING CONTROL VALVE
  - HONEYWELL VP527A 1034 4

**NOTES:**

- All drawings and work specifications must be approved, by the Management Office or MEP representative, before any work will be allowed to commence.
- Any variance from the equipment listed above must be approved by the Management Office before installation.
- The Building Automation System (BAS) is a Siemens Apogee brand and all interface and programming required will be performed by the Building Automation Company (BAC). The physical installation of components and wiring can be performed by the GC's Mechanical or Electrical contractors. A list of contacts for the BAC can be provided upon request.
- Existing VAV box digital controls and induction system pneumatic valves are assumed in working order and can be reused. Components determined to not be in working order during construction or balancing will be replaced by Landlord. New components will be commissioned by BAC as part of Tenants build out cost.
- Zone graphics must be programmed into the automation system before the Tenant moves in to the space. This is done for accurate temperature and zone control and must be performed by BAC.
- VAV boxes must have free access for repairs and maintenance. This includes installing access panels in drywall ceilings and rerouting any piping, wiring, conduit, etc. that may block access to the boxes and components.
- There must be at least 18" of area between any office furniture and the perimeter induction units for maintenance or repairs. If office furniture is placed closer than 18" and it needs to be moved for access to the units than the cost will be absorbed by the Tenant.
- It is the responsibility of the GC to clean the Induction Unit screens and coils once construction is complete and before Tenant moves in.
- All Condenser Water piping for supplemental a/c units must be insulated and installation must meet all Chicago code requirements.
- Filters must be placed on all Return vents during construction. The GC is responsible for removing the filters after completion and before Tenant moves in.
- Any damage to HVAC controls or components during the construction process will be repaired/ replaced at the Tenants cost. Any existing equipment found to be damaged before construction begins should be brought to Landlord attention in writing.

- During demolition/construction ductwork that is removed, leaving openings on the main or branch, must be capped immediately to prevent unrestricted air from blowing into the ceiling and affecting Building fan static control.
- The space will be kept at normal Building temperatures during construction. Engineering will set temperatures as needed.
- Landlord requires As Built and HVAC Balancing Reports after completion of construction.

## **ACCIDENTS**

All accidents must be reported to the security control center immediately. The security department will dispatch personnel and facilitate the emergency procedures. If needed, call 911 for the Chicago Fire Paramedics first, and then notify the security control center at 312.751.3695.

## **FIRES**

All fires must be reported to 911 **EMERGENCY** and the **SECURITY CONTROL CENTER IMMEDIATELY** at 312.751.3695.

## **FIRE WATCH**

- Fire watch will be provided by the Contractor during and for at least 60 minutes after work, and during coffee or lunch breaks.
- The fire watch must be supplied with NFPA compliant extinguishers.
- The fire watch must be trained in use of this equipment and in sounding the alarm.
- Report the beginning and conclusion of the fire watch to the Security Control Center at 312.751.3695.

## **ACCESSIBILITY**

All new or existing MEP items, whether behind walls or above ceilings, which require maintenance must remain accessible at the completion of the project.

## **PARTITION WALLS**

It is the responsibility of the tenant architect to obtain the partition wall drawing detail from the General Manager and oversee proper construction methods.

## **HOT TAPS**

Hot taps are to be pressure tested prior to doing actual hot tap, and must be checked by the building engineer.

## **GENERAL INFORMATION**

Building security and engineering departments are on duty in the building (24) twenty-four hours a day, 7 days a week. Reimbursable expenses incurred by General Contractor for tenant construction will be invoiced to tenant responsible for the work via workspeed ticket system.

**FINAL CLEAN**

Prior to the space being turned over to the tenant/building, the site must be finally cleaned, to standards appropriate for tenant occupancy. The final cleaned condition must be approved by the General Manager and/or Operations Manager. If the condition is unacceptable for occupancy, building management will have the situation corrected and back charge the General Contractor. Blind cleaning must be coordinated with the Office of the Building prior to move in.

**NOTE:** Building management is responsible for post- move only.

**FREIGHT ELEVATORS**

Freight Car	Width	Length	Door Width	Door Height	Capacity
Car # 4	5' 6 ½"	10' 0"	3' 9"	8' -0"	4000lbs 8600lbs(Special Conditions)
Car #5	7'-9"	7' 10"	4'	7'	4000lbs
Car #6	2 5/8"	7' 10"	4'	7'	5000lbs
Hatch Opening	4'-5"	1' 11"			

**SITE SECURITY**

The general contractor is responsible for the security of the project site for the duration of the work. Building security must have access to the site at all times. The General Contractor is responsible for insuring that building security has the proper keys necessary for access to all locked shanties on the site.

**HAZARDOUS MATERIAL STORAGE**

All hazardous material must be properly stored on the job site. The location of the stored hazardous material **MUST** be listed and supplied to the building General Manager **AND** the Chief Engineer. (In case of a fire, the location of such material must be immediately available). A list of all hazardous materials as well as copies of all MSDS sheets must be maintained onsite by the General Contractor. The location of MSDS sheets may be documented and distributed to the Chief Engineer.

**WINDOWS/SOLAR WINDOW FILM/BLINDS**

Building windows and solar window film must be protected during the construction process. A site survey of the building windows will be performed by the Operations Manager both before and at the conclusion of the project. Any damaged not noted during the initial walk-thru will be the responsibility of the General Contractor at the end of the construction. Any solar window film repair costs will be charged to the tenant or the General Contractor. If there are any questions regarding the windows or window film, contact the Office of the Building. Window blinds are to be bagged during construction/demolition. Tenant will be charged for damage to window blinds.

## **CARPETING**

Both broadloom and carpet tiles are approved for installation at the John Hancock Center. Carpet glued down directly onto the concrete slab is NOT allowed. In the case of broadloom carpet, tackless strip installation must be scheduled for either before or after regular business hours or on a weekend.

### **NO PERMANENT GLUED DOWN CARPET IS ACCEPTABLE**

All carpeting should be delivered to the loading dock and taken to the location of installation within the building upon delivery. Old carpet must be disposed by the carpet installer or the General Contractor.

\*The cost to repair or repaint a wall or walls damaged as a result of carpet installation will be the responsibility of the carpet installer of the General Contractor.

\*All corridor carpeting **MUST BE PROTECTED WITH MASONITE** during deliveries and for construction foot traffic. Any cutting of the carpet to gain access to the floor trench system will be repaired at tenant/contractor expense. Cost to replace carpeting will be assessing to the tenant/contractor.

\*Replacement of corridor carpet shall be lengthwise only.

## **LOCKSMITHING**

The building has a full-time locksmith who will consult, order, and install all locking mechanisms. The locksmith is responsible for all keys and all other types of locks and installation of all lock cylinders/cores. Contact the Office of the Building for further assistance.

**-ALL GENERAL CONTRACTORS MUST SUBMIT A COPY OF THE FINAL  
HARDWARE SCHEDULE 4-6 WEEKS PRIOR TO THE COMPLETION DATE OF  
EACH INDIVIDUAL PROJECT. FAILING TO COMPLY WITH THIS  
REQUIREMENT WILL DELAY THE INSTALLATION OF ALL LOCKABLE  
CYLINDERS ON YOUR PROJECT-**

\*Contractor will be back charged for lock mechanisms tampered with in construction area.

**JOHN HANCOCK CENTER**



## **GUIDELINES FOR CUTTING/WELDING**

The following guidelines for cutting/welding in the building must be followed, but it is not all inclusive of safety practices required by law, or any other rules that may apply.

- Make sure that sprinklers are in service.
- Make sure that cutting and welding equipment is in good repair.

### **PRECAUTIONS WITHIN 35 FEET**

- Make sure floors are swept clean of combustibles.
- Combustible floors: wet down, cover with damp sand or fire-resistive sheets.
- Flammable liquids are removed; other combustibles, if not removed, protected with fire-resistive tarpaulins or metal shields.
- Explosive atmosphere in area eliminated.
- All wall and floor openings are covered.
- Fire-resistive tarpaulins are suspended beneath work.

### **WORK ON WALLS OR CEILINGS**

- Construction of the building structure is noncombustible and without combustible covering and insulation.
- Make sure combustibles are moved away from the other side of wall.
- Make sure all flammable liquids are purged from work area.
- Any type of “Hot Work” requires a fire watch, appropriate number, and type of extinguishers and a “Hot Work” permit.

### **STRUCTURAL SLABS**

- Saw cutting or trenching of floor slab is not permitted without prior written approval from landlord and review by building’s structural consultant.

### **WORK ON ENCLOSED EQUIPMENT**

- Enclosed equipment cleaned of all combustibles.
- Containers are purged of flammable liquids.