



RBC CENTRE

# Tenant Leasehold Improvement Manual

April 2008

155 Wellington Street West  
Toronto, ON, M5V 3H1



## **INTRODUCTION**

The Tenant Leasehold Improvement Manual outlines procedures, requirements and recommendations which have been established by the Landlord for the purpose of assisting the Tenant's of RBC Centre in the design and fit out of their Leased Premises.

The contents of the Tenant Leasehold Improvement Manual (TLIM) are to be read in conjunction with governing lease documentation and, where applicable, with written agreements between the Landlord and the Tenant.

The TLIM includes the LEED manual which is of equal importance. Both manuals must be read together and the tenant is obligated to satisfy the requirements of both manuals. In the case of conflict between TLIM and LEED manuals LEED takes precedence.

Tenants, their designers and contractors must acquaint themselves thoroughly with all standard details, specific conditions, technical requirements and all material herein so their design and construction can proceed in a coordinated and expeditious manner.

It is strongly recommended that the Tenant and/or their consultants visit the site to inspect and verify all site conditions prior to the commencement of design work.

The Landlord reserves the right to amend and/or add to the information in this Manual at any time, and the Tenant is obligated to abide by such changes upon notification thereof.

While this manual is intended to reflect the general case, specific written agreements between the Landlord and the Tenant will override certain item of the provisions contained herein and in the absence of such documentation, the provisions in this manual will apply.

Upholding the Rules and Regulations contained in this document, is the responsibility of the General Contractor.

Adherence to the National Fire Code, Ontario Fire Code, Ontario Building Code, the Life Safety Code, Occupational Health and Safety Act, Plumbing Code and all regulations and laws of the Ministry of the Environment and Energy shall apply.

The General Contractor must abide by all Municipal, Provincial and Federal Codes and Laws.

## **Bill 124**

As of January 1, 2006, the Ontario Government requires that any firm submitting designs of any type to municipalities in connection with a building permit must be registered and obtain a Ministry issued designer registration number. In order to facilitate standardization of the building permit application process provincially.

This number (Building Code Identification Number or BCIN #) is issued to Design firms and individuals classified as “designers” after specific conditions are met.

These individuals are required to include this number on documents and drawings submitted to a chief building official from the City of Toronto for review.

### **New Requirements as of January 1, 2006**

Use of “qualified designers” with a BCIN number to prepare drawings for Building permits is required prior to start of construction as are Mandatory Site Inspections by the Ministry.

The tenant acknowledges and agrees that it must abide by all new legislative regulations (Bill 124); which include the preparation of drawings, application of permits and general review undertaking by the retained Designers who meet these requirements as outlined by the Ontario Building Code Act.

# **TENANT LEASEHOLD IMPROVEMENT MANUAL**

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## **SECTION 1**

### **INFORMATION, PLANS AND COORDINATION**

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**1.1 BUILDING INFORMATION:**

**LANDLORD:** The Cadillac Fairview Corporation Limited  
(416) 340-6615  
200 Front Street West  
Suite 2207  
Toronto, Ontario  
M5V 3K2  
Attention: Patricia Caplan – General Manager  
[www.caplanp@cadillacfairview.com](mailto:www.caplanp@cadillacfairview.com)

**1.2 BASE BUILDING CONSULTANTS:**

**ARCHITECT:** BREGMAN + HAMANN ARCHITECTS  
(416) 596-2299  
481 University Avenue  
Suite 300  
Toronto, Canada  
M5G 2H4  
Attention: Neal Barkhurst  
[www.neal.barkhurst@bharchitects.com](mailto:www.neal.barkhurst@bharchitects.com)

**MECHANICAL ENGINEER:** TMP Consulting Engineers  
(416) 499-8000  
285 Yorkland Blvd.  
Toronto, Ontario  
M2J 1S5  
Attention: Tony Dingman  
[www.tdingman@tmptoronto.com](mailto:www.tdingman@tmptoronto.com)

**STRUCTURAL ENGINEER:** HALCROW YOLLES  
(416) 363-8123  
207 Queens Quay West  
Suite 550 P.O. Box 132  
Toronto, Ontario  
M5J 1A7  
Attention: Brian Van Bussel  
[www.brian.vanbussel@halcrowyolles.com](mailto:www.brian.vanbussel@halcrowyolles.com)

**ELECTRICAL ENGINEER:** MULVEY & BANANI INTERNATIONAL INC.  
(416) 751-2520  
44 Mobile Drive  
Toronto, Ontario  
M4A 2P2  
Attention: Diego Battiston  
[www.diego@mbii.com](mailto:www.diego@mbii.com)

**TELECOMMUNICATION  
AND DATA  
CONSULTANTS:**

RYCOM TPM  
(905) 502-6616 EXT. 239  
226 Britannia Road East  
Mississauga, Ontario  
L4Z 1S6  
Attention: Kent Porter  
[www.kent.porter@rycom.ca](mailto:www.kent.porter@rycom.ca)

**LEED CONSULTANT:**

Enermodal Engineering Limited  
(519) 743-8777  
650 Riverbend Drive  
Kitchener, Ontario  
N2K 3S2  
Attention: Martin Jewitt  
[www.mjewitt@enermodal.com](mailto:www.mjewitt@enermodal.com)

**COMMISSIONING AGENT:**

TMP Consulting Engineers  
(416) 499-8000  
285 Yorkland Blvd.  
Toronto, Ontario  
M2J 1S5  
Attention: James Johnson  
[www.jjohnson@tmptoronto.com](mailto:www.jjohnson@tmptoronto.com)

### **1.3 PROJECT MANAGEMENT PURPOSE**

The primary functions are:

- To provide guidance and assistance to Tenants during both the design and construction phases of their leasehold improvements within the leased premises;
- To review and comment on all Tenant submissions before work begins within the leased premises;
- To ensure that all demolition work prior to construction restores the leased space back to original base building condition;
- To provide liaison between the Landlord, the Tenant, and the Tenant's contractor and designer;
- To perform site inspections on behalf of the Landlord.

### **1.4 TENANT COORDINATION**

Tenant Coordination for RBC Centre will be directed by the Landlord. The Landlord will review and approve the Tenant's drawings, and to guide and assist tenants throughout their design and construction periods. All questions, comments and submissions relative to tenant development work should be addressed to:

The Cadillac Fairview Corporation Limited  
200 Front Street West  
Suite 2207  
Toronto, Ontario  
M5V 3K2  
T (416) 340-6615  
F (416) 340-7282  
Contact: Patricia Caplan – General Manager

## **1.5 TENANT IMPROVEMENT PLANS AND SPECIFICATIONS**

To assist the Tenant in the production of working drawings, the Landlord will provide the Tenant with drawings of the leased premises indicating the major elements of the base-building structure and systems. Any additional drawings or information the Tenant may reasonably require for this purpose may be obtained from the General Manager.

The Tenant must submit to the Landlord for review three sets of prints of the plans/drawings, numbers 1.5.1 through 1.5.6, outlined below at least 15 working days before construction is due to begin. Two sets of drawings will be returned to the Tenant bearing the Landlord's stamp and comments with the understanding that drawings may be subject to changes requested by the Landlord.

The Landlord reserves the right to request additional information for the purposes of definition or clarification before giving approval.

Complete Mechanical, Sprinkler, Electrical, Building Automation, Security and Fire Life Safety systems drawings are required to be submitted to the Landlord.

Commissioning of the Tenant's space to be performed by the base building commissioning agent at the Tenant's cost.

One set of Landlord Approved working drawings are to be given to the general contractor and one set of working drawings must be kept on the job site for reference throughout the construction period. Revisions to the approved drawings must be submitted to the Landlord for approval, and work must not proceed until the revised drawings are approved and have been stamped and returned. The Landlord comments are to be incorporated onto the working drawings.

All working drawings must contain the information listed below.

### **1.5.1 Floor Plans**

All designs to be done in metric. Floor plans should have a drawing scale on 1:100 minimum and should show:

- a) The locations of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions;
- b) Room names and uses;
- c) The locations and layouts of all Plumbing, Electrical, Mechanical and Fire Life Safety fixture locations and tie-in points;
- d) Materials and finishes throughout the premises.
- e) Where the leased premises occupy less than a full floor, plans must be included of the entire floor showing the location of the leased premises and their relationship to the elevator lobby, exits, washrooms, etc.

### **1.5.2 Reflected Ceiling**

Reflected ceiling plans shall include: Lighting, layout, fixture types, ceiling pattern, mechanical diffusers, fire alarm speakers, exit lights, sprinkler heads, smoke detectors, in general all ceiling mounted devices. Provide a legend with all wattage and lamp types and suspension system.

- a) The locations of sound baffles above the ceiling if applicable;
- b) The locations of access panels are to be clearly identified and indicate the origin of service from the building electrical system.

### **1.5.3 Mechanical Sprinkler, Electrical, Building-Automation, Security System and Life-Safety System Drawings**

Drawings must indicate all work that is a relocation, alteration or addition to the base-building system and all parts of the base-building system that remain unchanged. Drawings must indicate all tie-ins and extensions to building-automation, base-building security, fire alarm and data and communications systems located within the building.

### **1.5.4 Structural Drawings**

Drawings must be supplied where special conditions warrant their production (e.g. openings in slabs, opening in core walls, centralized floor loading), and should be at suitable scales.

No modifications, including drilling and cutting, are to be made to the structure without prior notification and review of the proposed modifications by the Structural Engineer of Record. This includes any increase in floor loading above that indicated on the structural drawings. The typical floor live load allowance (including partitions) is 100lbs/ft<sup>2</sup>.

The interstitial slab allowance is

### **1.5.5 Hardware Schedule**

Three copies of the hardware schedule must be submitted for the Landlord's approval.

### **1.5.6 Construction Details and Schedule**

Plans are to be at suitable scales and indicate all methods of construction. The landlord must be provided with an approved construction schedule outlining the dates work is to begin and to be complete. The schedule is to be provided by Gant Chart showing milestones and major work activities. The schedule is provided to the Landlord for information purposes only.

### **1.5.7 Tenant Design Consultants**

The Landlord must receive a copy of As Built drawings and a CD with electronic drawings in current AutoCAD format upon completion of work.

### **1.5.8 Project Documentation**

The following information will be required to be submitted to the landlord. This submission of information shall be in the form of a checklist for ease of administration.

#### **A) Documents Prior to Commencement of Construction**

- Landlord written acceptance of Tenant Drawings/Specifications.
- Copies of Agenda issued during tender period at the time of issuance.
- Copy of Building Permits.
- Current Certificate of Clearance from Workers' Safety & Insurance Board.
- Insurance documents with complete coverage and additional insured named.
- Criminal Background Checks
- General and Subcontractor's names, contact and telephone numbers for after hour emergency use.
- A copy of the Canadian Fire Alarm Association (CFAA) certificate (person who will be working on any fire alarm devices/system)
- A charted schedule detailing the Critical Path with completion dates.

#### **B) Documents During Construction**

- Notification of all site meetings and copies of Minutes.
- Copies of all Changes Orders at time of issuance to Contractors.
- Copies of all Architects' site visit reports.
- Copies of all site reports from authorities having jurisdiction.

#### **C) Documents Following the Completion of Work**

- Complete set of Consultant approved "As-Built" Drawings.
- Consultant approved Maintenance Manuals.
- Final Certificates – Hydro, Plumbing, etc.
- Air and Water Balancing Report
- Occupancy Permit or equivalent.

- Letter from Consultant that the installation has been completed in accordance with the contract drawings and specifications and authorities having jurisdiction.
- Letter from base building equipment supplier/contractor that any interface has been completed in accordance with their requirements and that existing warranties remain valid.
- Statutory Declaration.
  - Inspection Status Report.
- Copies of all final deficiency lists.
- Completed Construction completion report.

## **1.6 TENANT DESIGN CONSULTANTS**

The Tenant at their own expense shall retain qualified professional consultants, subject to approval by the Landlord. The list of base building consultants is contained on page 6 of this manual. Tenants are required to retain professional engineers for the preparation of their design and working drawings for their electrical, mechanical and sprinkler distribution systems. It is strongly recommended by the Landlord that tenants retain the base building consultants for their electrical, mechanical, and structural and sprinkler design.

The Landlord encourages the use of its base building consultants because of their familiarity with the base building design. Should the Tenant decide that they prefer to retain engineers other than the base building Consultants, the engineering drawings produced must be submitted to the Landlord's Consultants for approval. The cost of the review and commentary on these drawings by the Landlord's Consultants will be rechargeable to the Tenant.

All changes recommended by the Landlord or its consultants must be included in the final specifications and drawings. When non base building engineering consultants are used, the Landlord will commission the base building engineers to conduct site inspections on its behalf at the Tenant's expense.

In order to maintain an up-to-date record of "as-built" conditions, all architectural, structural, mechanical, electrical, security and life safety drawings or any other modifications to the building must be recorded on the Tenant design drawings and forwarded to the Landlord in AutoCad format for purposes of updating base building file drawings.

Mechanical and electrical information will be maintained on building file drawings by the base building consultants. When Tenant initiated engineering work is undertaken by consultants other than the base building consultants, additional costs will be incurred by the Tenant for the transfer of information from the Tenant drawings to the building file drawings.

It is imperative that the building standards and original specifications are met at all times. Any alterations to the building specifications, the consultants are to submit drawings to the Landlord for approval.

## **1.7 AMENDMENTS TO LEASEHOLD IMPROVEMENT MANUAL**

The foregoing information, procedures and regulations may be amended from time to time by the Landlord. After receiving notification of such changes, Tenants must comply with any new requirements.

## **SECTION 2**

### **LIFE SAFETY MEASURES**

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## **2.1 FIRE DETECTION SYSTEM SHUTDOWNS**

All fire detection system deactivation requests are to be made, in writing, to RBC Centre Building Operations on an Application for Fire Protection System Work Permit, page 46. A minimum of 48 hours prior notice is required for all bypass requests. All requests should be delivered to the Building Management Office. Requests received after 1:00 p.m. will not be processed until the following workday.

It is the responsibility of the Contractor to inform the Building Operations 416-340-6615 upon the start of work for each day to bypass the fire detectors and then inform the Building Operations at the end of each workday to have the zone(s) restored. Please note that Building Operations will only bypass the fire detectors that have been specified in writing by the Contractor. The Fire System Work Permits are perused daily.

Any deliberate disconnection of a fire detection device without prior written approval from RBC Centre Management will result in a \$1,500.00 fine to the Contractor and the job site/project will be stopped immediately.

If open flames are utilized, it is the contractor's responsibility to provide a certified 10-pound ABC fire extinguisher. A Hot Work Permit is to be posted at all property locations where open flames are being used. Permits are to be obtained from the Property Management Office and must be completed in conjunction with a member of the Operations Team.

Fire alarm zones may be restored at any time of the day or night. Work that requires less than 12 hours will be conducted after 6:00 PM and must be completed before 6:00 AM.

Proper fire protection must be maintained at all times. Under protected floors are floors where both the fire detectors are bypassed and the sprinkler system is drained or the pull stations have been bypassed. A fire watch must be implemented on all floors where there is insufficient protection. Arrangements for a fire watch can be made through RBC Centre Management. This is to be invoiced to the contractor at a rate of 1½ times of the wage rate of the security officer (minimum four hour charge), plus administration fees.

## **2.2 SPRINKLER DRAIN-DOWNS AND FILL-UPS**

All requests for sprinkler drain-downs/fill-ups are to be completed, in writing, to RBC Centre Operations on an Application for Fire Protection System Work Permit form, page 46 and delivered to the property management office. A minimum of 72 hours prior notice is required for all requests. Requests received after 1:00 p.m. will not be processed until the following working day.

The Contractor must be present at least 15 minutes before all drain-downs. If the contractor is not present, the request will not be conducted and the Contractor will be billed for Operations staff time. Likewise, the Contractor must be present and on time for all fill-ups. If absent, the system will not be filled and the Contractor

will be fined \$1,500.00 for leaving the work site unprotected as well as costs for a fire watch until such time as another fill-up can be arranged.

After completion of any work to the sprinkler system or standpipe systems, tenant contractor to pressure test the system in accordance to all applicable codes and to meet any requirements of the Authority Having Jurisdiction.

The contractor may not perform work on the sprinkler system until they receive written authorization, page 53, from the Operations Staff 416 340-6615.

All drain downs/fill ups are to be completed by a RBC Centre Operations Team member. This is done at a flat rate of \$250.00 per drain down/fill up, and at the Contractor's expense.

After completion of the hydrostatic testing and fill up, the system must be left fully charged and a hydrostatic test certificate must be forwarded to RBC Centre Management Office in accordance to NFPA 13. Upon receipt of the Hydrostatic Test results, the sprinkler will be put back on line by RBC Centre Operations. The contractor is not required to be present when the system is put back on line after a Hydrostatic Test.

### **2.3 FIRE STANDPIPE DRAIN-DOWNS**

All requests for standpipe drain-downs are to be completed in writing to RBC Centre Operations on an Application for Fire Protection System Work Permit form page 46. A minimum of 72 hours prior notice is required to process all shutdown requests. Requests with less than 72 hours prior notice will not be considered.

All standpipe drain-downs are to be completed after 6:00 p.m. and filled before 6:00 a.m. All work such as Fire Hose Cabinet tie-ins and removals shall be done after 6:00 p.m. and completed before 6:00 a.m.

Only one standpipe is permitted to be drained down at a time.

The Contractor must be present 15 minutes before all drain-downs. If not present, the requested work will not be conducted and the contractor will be invoiced at the current billing rate for a minimum of 4 hours for RBC Centre Operations Staff time. As well, the Contractor must be present and on time for all fill ups. If absent, the Contractor will be fined \$1,500.00 for leaving the site unprotected as well as all costs associated with providing a proper fire watch. The Contractor will be contacted to return to the site in order to fill the system. All below grade work will be done after 6:00 p.m. and returned to normal before 6:00 a.m. the following day.

The Contractor cannot perform work on the standpipe system until they have received written authorization from Building Operations 416 340-6615.

All standpipe connections must be welded.

If open flames are utilized, it is the contractor's responsibility to provide a certified 10-pound ABC fire extinguisher. A Hot Work Permit is to be posted at all locations where open flames are being used. These permits can be obtained at

the RBC Centre Management Office and are to be completed with a member of the Operations Team.

## **2.4 MANUAL PULL STATIONS AND HEAT DETECTORS**

All manual and automatic fire alarm device zone deactivation requests are to be made in writing to RBC Centre Property Management Office. Any request with less than 48 hours prior notice will not be considered.

Daily, upon completion of the work, it is the Contractor's responsibility to notify the Building Operations 416 340-6615 to ensure that all fire system zones are functioning properly. If difficulties arise as a result of the Contractor's work, the Contractor will be held responsible to rectify the problems immediately.

Plan Group/Siemens is responsible for the installation and decommissioning of pull stations at the cost of the Tenant contractor.

All pull stations that have not been verified, or are not active must have a professionally drafted "Out of Order" sign on them until they are put on line.

## **2.5 SPEAKER AND FIRE PHONE ZONES**

All speaker and fire phone zone deactivation requests are to be made in writing to the RBC Centre Management Office on an Application for Fire Protection System Work Permit form, page 46. All requests with less than 24 hours prior notice will not be considered. The Contractor must confirm with the Building Operations 416 340-6615 the status of the system prior to leaving the site at 6:00 PM.

It is the Contractor's responsibility to notify Building Operations 416 340-6615 to ensure the zones are problem-free. If any problems do occur, they must be cleared by the Contractor. Fire alarm system contractor, Plan Group/Siemens will be notified if the zones can not be cleared, and all associated cost will be billed to the Contractor. If the contractor leaves the site without informing the Building Operations 416 340-6615 and there is still a problem in the zone, a \$1,500.00 fine will be levied, plus the associated cost of providing a proper fire watch.

Plan Group/Siemens is to be contacted to arrange for verification of all fire alarm devices that are relocated or installed during the construction project.

Any emergency work that requires deactivation of the fire alarm system without 48 hours prior notice must be approved, in writing, by RBC Centre Operations.

Troubles that are caused on the speakers and fire phones system by contractor error will result in an immediate \$1,500.00 fine being levied to the general contractor.

**2.6 OPEN FLAME OR CUTTING WORK**

A Hot Work permit, (sample page 12) is to be filled out and posted at any job site(s) in which open flame work is being conducted. This permit may be obtained from the RBC Centre Property Management Office. Permits are valid for one day only.

When Hot Work is to take place, the work site must be clear of all combustibles and flammables. It is the contractor's responsibility to provide a 10-pound ABC fire extinguisher.

A fine of \$1,500.00 will be levied to the contractor if they are found conducting flame work without a Hot Work permit and/or they are not in possession of a 10-pound ABC extinguisher at the area where the open flame work is being conducted.

**HOT WORK SAMPLE SHEET**

**HOT WORK PERMIT**

**BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?  
IS THERE A SAFER WAY?**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or light. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Torch Applied Reaming and Welding.

INSTRUCTIONS	PART 1 REQUIRED PRECAUTION CHECKLIST
<p>1. Firesafety supervisor:</p> <p>A. Verify precautions listed at right (or do not proceed with the work).</p> <p>B. Complete and retain Part 1. (Part 1A is a copy for expanded hot work awareness).</p> <p>C. Issue Part 2 to person doing job.</p>	<p><input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot Work equipment in good repair.</p> <p><b>Requirements within 35 ft (11 m) of work</b></p> <p><input type="checkbox"/> Flammable liquids, dust, lint and oil deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere is eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets.</p> <p><input type="checkbox"/> Remove other combustibles where possible. Otherwise protect approved welding pads, blankets and curtains, fire-resistive metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> FM Approved welding pads, blankets, and curtains installed around work.</p> <p><input type="checkbox"/> Protect or shut down ducts and conveyors that might carry sparks to distant combustibles.</p> <p><b>Work on walls, ceilings or roofs</b></p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering.</p> <p><input type="checkbox"/> Combustibles on other side of walls, ceilings or roofs are moved.</p> <p><b>Work on enclosed equipment</b></p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustibles.</p> <p><input type="checkbox"/> Containers purged of flammable liquids/vapors.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service and vented.</p> <p><b>Fire watch/Hot Work area monitoring</b></p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 minutes after work any coffee or lunch breaks.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and where practical charged small hose.</p> <p><input type="checkbox"/> Fire watch is trained in use of equipment and in sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required in adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor Hot Work area for 3 hours after job is completed.</p>
<p>HOT WORK BEING DONE BY</p> <p><input type="checkbox"/> EMPLOYEE</p> <p><input type="checkbox"/> CONTRACTOR</p> <p>DATE _____ JOB NUMBER _____</p> <p>LOCATION/BUILDING AND FLOOR _____</p> <p>NATURE OF JOB _____</p> <p>NAME OF PERSON DOING HOT WORK _____</p> <p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>SIGNED (Firesafety Supervisor/Operations Supervisor) _____</p>	
<p>PERMIT EXPIRES DATE _____ TIME _____</p>	
<p>NOTE: EMERGENCY NOTIFICATION ON BACK OF FORM. USE AN APPROPRIATE FOR YOUR FACILITY.</p>	

**FM Global**

## **2.7 VERIFICATION OF FIRE ALARM SYSTEM UPGRADES**

It is the responsibility of the General Contractor to contract the base building electrical contractors; Plan Group/Siemens, for work that requires fire alarm verification within RBC Centre. All verifications will be conducted from 12:01 AM to 6:00 A.M. RBC Centre Operations requires seven days notice, in writing, of all verifications. A copy of the signed verification and owners permit must be submitted to RBC Centre Operations before the verified devices are placed on the system. All costs associated with this verification shall be at the cost of the Tenant Contractor.

## **2.8 ELEVATORS AND CARTS**

In order to preserve elevators and safeguard them from damage, every Tenant and contractor must use elevator carts with rubberized wheels. All large objects and construction materials (such as skids, job boxes, ladders, tools and furniture) must be moved via the freight elevators.

Security and Operations inspect carts regularly. All carts not meeting approval will be documented a copy will be sent to the Tenant contact for replacement. Carts are not permitted in the Passenger Elevators.

If a Tenant needs to book the service elevator on exclusive service a \$ 30.00 per hour fee will be charged. The service elevator can only be booked on exclusive service after normal business hours. If the elevator needs to be operated on exclusive service using building personnel, the Tenant will be charged \$ 45.00 per hour for the service.

## **2.9 STANDARDS**

All work will be conducted as per the standards set forth in The Ontario Fire Code and The Ontario Building Code.

## **2.10 FINES FOR LIFE SAFETY VIOLATIONS**

Causing a fire (In contravention of T.L.I.M.)	\$10,000.00 plus damages.
Open flame work without a hot work permit and 10-pound extinguisher. (In contravention of O.F.C. Sec. 2.4.4.1 and T.L.I.M.)	\$1,500.00
Deliberate disconnection of the fire alarm system without authorization. (In contravention of O.F.C. Sec. 6.3.3.4. and T.L.I.M.)	\$2,000.00
Activation of fire alarms. (In contravention to T.L.I.M.)	\$1,500.00

Leaving RBC Centre without informing Security or Operations Staff and fire alarm system was left isolated.	\$1,500.00
Obstruction of any fire equipment (pull stations hose stations, sprinkler heads, smoke heads). (In contravention to O.F.C. Sec. 6.4.2.3, 6.5.1.5 and 6.3.1. And T.L.I.M.)	\$500.00
All combustible gas cylinders when not in use Must be properly secured by a metal chain to Prevent it from tipping/falling over. (In contravention to O.F.C. Sec. 5.6.1.2. (2)(C) and T.L.I.M.)	\$500.00
Storage of combustibles in general service areas. (In contravention to O.F.C. Sec. 2.4.1.2 and 2.4.1.3 and T.L.I.M.)	\$500.00
Unsafe build-up of garbage. (In contravention to O.F.C. Sec. 2.4.1.2 and 2.4.1.1.1 and T.L.I.M.)	\$500.00
Propping or obstructing any stairwell door/ fire door or obstructing any means of egress. (In contravention to O.F.C. Sec. 2.3.3 and 2.7.1.7(1) and T.L.I.M.)	\$500.00
Smoking on the job site. (In contravention to city by-law, O.F.C. Sec. 2.4.3.2 and T.L.I.M.)	\$1,000.00

\*\*\*\*The above-mentioned is a general list of the fines for violations. Cadillac Fairview and RBC Centre is not restricted nor limited to just these fines. Any actions that are in contravention to the National Fire code, Ontario Fire Code, Ontario Building Code, NFPA, Life Safety Code or any other applicable legislation or regulations as determined by Cadillac Fairview may result in fines of \$100.00 to \$10,000.00. All fines will be at the discretion of the Cadillac Fairview and RBC Centre Operations.

## 2.11 FINES FOR BUILDING VIOLATIONS

Excessive noise to the detriment of Tenant Business Operations.	Landlord's discretion
Generation of offensive odors to the detriment of Tenant Business Operations	Landlord's discretion

## **SECTION 3**

### **TENANT CONTRACTOR WORK REGULATIONS**

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### 3.1 APPOINTMENT OF CONTRACTORS

The Tenant is required to engage its own contractors for the purpose of carrying out its leasehold improvement work. All Contractors:

- Must have Union affiliation compatible with that of the Landlord's contractors (all subcontractors and personnel required to carry out work on site must also have compatible union affiliation). All Contractors must ensure that work performed by each unionized trade does not conflict with the work that other unionized trades are legally entitled to do by virtue of their collective agreements.
- All Tenant contractors are subject to approval by the Landlord.
- All Tenant contractors are must be in good standing with the Workers' Safety and Insurance Board.
- All arrangements for access must be made through the RBC Centre Property Management Office.

A list of pre-approved contractors is available from RBC Centre Property Management Office. Revisions to base-building construction required for Tenant occupancy will be carried out by the Landlord's contractors.

### 3.2 CONSTRUCTION DEPOSITS/FINES

The contractor will provide a construction deposit and sign an "Acknowledgement Letter" (Section 5, Pg. 60), per the Cadillac Fairview policy guidelines, and this deposit will be applied to any fines or work related to tenant premise or property construction (i.e. system drain downs, tile etc.). The deposit will be provided prior to construction in the form of a certified cheque, made out to the legal owner. Contact person should generally be the General Contractor (fired directly by the tenant). The contact must also be an authorized representative of the contract company. If a fine is to be applied, an invoice will be issued. It will describe the fine and amount applied per the policy guidelines. This can be issued during or following the post construction inspection.

The following deposit applies:

Projects under \$100,000.00	\$2,000 .00
Projects in excess of \$100,000.00	\$3,500 .00

Upon a post inspection by the Landlord, all, some or none of the deposit will be returned within 45 days, depending on the timing of the repair to make good by the contractor or landlord.

### 3.3 INSURANCE CERTIFICATES AND CONSTRUCTION PERMITS

The Tenant is responsible for ensuring that all the following requirements have been complied with before construction begins:

### **3.3.1 Insurance**

Evidence must be provided, in a form acceptable to the Landlord, that the contractor has at least \$5.0 million worth of general liability insurance. The insurance coverage must name as additional insured parties:

The Cadillac Fairview Corporation Limited and Ontrea Inc.

All general contractors must ensure that their policies cover all work performed by their sub-trades. Any other contractor working directly for a Tenant and requiring access to common areas (telephone rooms, riser rooms, mechanical room, etc.) must likewise provide acceptable evidence of adequate insurance coverage.

If a company is a subsidiary of another firm, proof of adequate insurance must be provided in the form of either (1) an actual insurance certificate as outlined above, or (2) a letter and insurance certificate from the parent firm indicating that it is willing to accept responsibility for its subsidiary's work.

### **3.3.2 Permits**

#### **a) City Building Permit**

Tenant's design and construction work must comply with all applicable by-laws. The Tenant must obtain all necessary permits and approvals from the appropriate governmental authorities before construction begins within the leased premises.

A copy of all permits must be delivered to the Landlord to the attention of the General Manager prior to the commencement of work.

The Tenant must correct immediately any work that does not meet with the approval of the building inspector, even though the Tenant's drawings may have been approved previously by the appropriate governmental authorities and the Landlord.

Any revisions to the approved drawings requested by such authorities must be brought to the attention of the Landlord immediately.

Should the Tenant unduly delay the required correction, the Landlord may make the correction(s) at the Tenant's expense. The contractor must also post proper construction safety signs which must be posted in the same areas as the Construction Permits.

All formal documentation regarding the final inspection and permit closure for all building permit(s) from the City of Toronto Building Inspection Department is the responsibility of the General Contractor and is to be submitted to the Landlord upon completion of the construction or as soon as documentation is received.

## **b) RBC Centre Contractor Procedures**

All contractors must sign in and out at the security office daily and wear proper provided identification.

In addition the tenant is required to engage its own contractors for the purpose of carrying out its construction work.

All contractors:

- a) Are subject to approval by the Landlord;
- b) Must have union affiliation compatible with that of the Landlord's contractors (all subcontractors and personnel required to carry out work on site must also have compatible union affiliation);
- c) Must be in good standing with the provincial Workers' Safety & Insurance Board;
- d) Ensure the work performed by each unionized trade does not conflict with the work that other unionized trades are legally entitled to do by virtue of their collective agreements.
- e) Must utilize base building approved subcontractors for Automation, Mechanical, Electrical and fire alarm approved work.
- f) Must utilize base building cleaning contractor for post construction cleaning.

### **3.3.3 Approved Drawings**

A set of prints of the Landlord approved as noted and Building Permit drawings must be kept on the leased premises for the duration of the construction period, so they are available for reference purposes.

### **3.3.4 Construction Schedule**

The Tenant must provide the Landlord with an approved construction schedule outlining the date work is to begin and to be complete for Landlord information purposes only. General Contractor is responsible to conduct weekly site meetings held within the Tenant space and include the trades, sub-trades, Engineers, consultants, Landlord representation and formally document with recorded minutes for distribution throughout the construction schedule.

### **3.3.5 Health and Safety Requirements**

Each tenant contractor will complete and file a Notice of Project with the Ministry of Labour and provide a copy to the Landlord prior to the commencement of any

work. For clarity, the tenant contractor becomes the 'Constructor' with respect to the Occupational Health and Safety Act.

It is the responsibility of the contractor to ensure that the minimum requirements of the Landlord's Occupational Health and Safety policies and programs are adhered to. If the contractor has a set policy or program it must either meet or exceed that of the Landlords.

Contractors must have proper WSIB coverage and show proof of good standing according to the applicable Provincial WSIB Regulations.

All contractors must be properly trained in the following areas: proper handling of hazardous materials, lockout/tag out procedures, the use of personal protective equipment for protection against the materials they are handling, confined space entry procedures if entry into a confined space is required for the job, fall arrest training, as well as WHMIS.

It is the responsibility of the contractor to show proof that these policies and procedures are in place. Contractors will be asked to sign off a letter confirming that their safety procedures are either equivalent or exceeds that of the Landlords.

The tenant shall provide the Landlord with a copy of their contractor's project safety plan.

### **3.4 LIFE SAFETY SYSTEMS**

#### **3.4.1 Upgrades/Revision to Life Safety Systems**

All work to the Life Safety system will require 72 hours written notice to the Landlord.

All revisions to the base-building life safety systems must be approved by the authorities having jurisdiction. The tenant shall use the Landlord's electrical contractors Plan Group/Siemens be used when making changes to the life safety systems. Life safety verification reports and construction checklist must be submitted and detailed steps outlined followed.

The Landlord must review all drawings related to the life safety systems. No upgrades or revisions can be made to the fire alarm system without the approval of the Security, Life Safety Coordinator or his designates.

All verification of life safety systems, which could cause alarm conditions to occur, will be scheduled to take place between Monday to Friday, 12:01 a.m. to 6 a.m. All verifications will be conducted and scheduled by the Landlord's life safety system contractor Plan Group/Siemens.

- **Preparatory Work**

Preparatory work on Life-Safety systems is subject to the following conditions:

- **New Devices**

Installation of new alarm initiating devices, conduit back boxes, signals and/or speakers can be done during normal business hours.

Pulling of wire to/from new installations can take place during normal business hours providing wire is not in a shared conduit with other existing fire alarm wiring and is not pulled into the fire alarm panel junction boxes or fire alarm data gathering panels/local panels.

**Note:** All tie-ins to the life safety system will be done under the authority and direction of Landlord's life safety contractor, and will take place as scheduled between Monday to Friday, 12:01 a.m. to 6 a.m.

- **Existing Devices**

Relocation of existing life safety system devices, pulling of additional wire through existing shared conduit etc. will take place only after ensuring that all circuits in question have been bypassed at the fire alarm panel by Landlord.

This type of work will be allowed to take place between the hours of Monday to Friday, 6:00 p.m. and 6:00 a.m. only.

**Note:** As above, all tie-ins and verifications of life safety system will be conducted under the authority and direction of Landlord as scheduled between Monday to Friday, 12:01 a.m. to 6 a.m. at the expense of the Tenant.

Tenants may not occupy any area if the life safety system is not fully tested and operational.

All work on life safety systems which includes verification of auxiliary systems will take place between Monday to Friday, 12:01 a.m. to 6 a.m. as scheduled by the Landlord or Landlord's life safety contractor, Plan Group/Siemens. All systems are to be fully restored and operational by the start of business that day.

### **3.4.2 Fire-Detection System**

Whenever major construction is being performed, the general contractor must apply to RBC Centre Operations 72 hours in advance for a system bypass of the floor's fire detection system. The Contractor must check in with the Operations Staff 416 340-6615 daily to ensure the zone has been bypassed and when all work is completed call the Operations Staff daily to ensure the zone is restored. The contractor will receive a \$1,500.00 fine if the Operations Staff does not receive these calls as they are recorded.

### **3.4.3 Temporary Fire-Protection Devices**

Operable fire extinguishers of a suitable type for the work being done must be kept in the leased premises throughout the construction period, and these

extinguishers must be sufficient in number and of suitable types to combat a potential fire in the work area.

#### **3.4.4 Voice-Communication Speakers**

All revisions to, or relocations of, the base building voice communication speaker system must be approved by RBC Base Building Consultants.

Tenants may not occupy any floor during normal office hours if the speaker system is out of operation. All revisions must be performed during the hours of Monday to Friday, 12:01 a.m. and 6:00 a.m. and co-ordinate to ensure that the system is fully operational and verified by the start of business the following day.

#### **3.4.5 Sprinkler Systems**

All revisions to the base building sprinkler system must be approved by the RBC Centre Fire and Life Safety Department. The sprinkler control valve will be closed and the sprinkler line drained down until completion of all Tenant revisions on each floor. After completion of any work to sprinkler or standpipe systems, tenant contractor to pressure test the system in accordance to all applicable codes and to meet any requirements of the authority Having Jurisdiction. The Landlord's base building Operations Staff must witness the test and the contractor must send the test certificate to RBC Centre Management Office. The sprinkler system will be reactivated once all tests have been approved. After completion of the hydrostatic testing and fill up, the system must be left fully charged and a hydrostatic test certificate must be forwarded to RBC Centre Operations in accordance to NFPA 13. Upon receipt of the Hydrostatic test, the sprinkler will be put back on line by a RBC Centre Operations staff member. The contractor is not required to be present when the system is put back on line after a Hydrostatic Test.

All requests for sprinkler shutdowns must be processed through RBC Centre Management Office, 72 hours before work begins. Proper fire protection must be maintained at all times. An under protected floor would be a floor that has the smoke detectors bypassed and the sprinkler system is drained or the pull stations are bypassed. A fire watch consists of a person provided by the Landlord to patrol unprotected areas of the floor. This shall be billed to the contractor for 4 hours (minimum charge) at a rate of 1½ times the wage rate of the security officer, plus administration fees.

#### **3.4.6 Electromagnetic Locking Devices**

Electromagnetic locking devices and related signage shall be installed in accordance with Section 3.4.6 15 of the Ontario Building Code. The Landlord has no authority to respond to requests for deviations.

Prior to activation of the electromagnetic locking device(s) the installers/owners certificate required by the City of Toronto Fire Department must be completed by the Tenants Contractor installing contractor and verified by the Landlord's fire alarm service contractor at the cost of the Tenant Contractor.

The required formal documentation must be submitted to RBC Centre Property Management Office at the time the request for verification by the Landlord's fire alarm service contractor is made.

#### **3.4.7 Stairwell Doors**

All stairwell doors must be kept closed and be operational at all times as this is in contravention of Ontario Fire Code Section 233 2.7.1.7(1). For fire-prevention and other safety reasons, if any construction site found with stairwell doors propped open, a fine of \$250.00 will be given to the general contractor.

#### **3.4.8 Fireproofing Material**

All fireproofing material that is removed from steel decks and beams or floor penetrations must be replaced with a suitable and approved fireproofing material. This replacement material must be installed in accordance with The Ontario Building and The Ontario Fire Codes. In no case may the original level of protection be reduced.

The tenant contractor is required to fire stop all penetrations through fire rated separations.

#### **3.4.9 Peripheral Devices**

Fire alarm peripheral devices are not to be interfered with, without prior approval from the RBC Fire and Life Safety Department. This includes but is not limited to:

- a) Pull stations
- b) Smoke /Thermal heat detectors, etc.
- c) Speaker systems/fire fighters' handsets
- d) Pre-action Systems and smoke management system

### **3.5 SENSITIVE WORK**

Sensitive work is defined as work which causes odors, vapors, steam, water, vibrations, noises or other undesirable effects that emanate from the premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort or convenience of the building to the Landlord or the occupants and Tenants thereof or their agents, servants, invitees or employees. The Landlord reserves the right to stop work, without recourse by either the Tenant or the Tenant's contractors, if complaints are received and verified.

Multi-Tenant Floors – The contractor must ensure that no construction dust or debris be allowed to contaminate the Under-Floor Air Distribution (UFAD) system. If the tenant improvement involves any work below the raised access floor either the contractor or the tenant design team must submit to the Landlord a plan detailing how construction dust will be kept out of the UFAD system or how they

intend to clean before the start of every office working day. Furthermore, either the tenant design team or contractor shall submit to the landlord a plan detailing how construction dust and odors will be kept out of the return air stream, including the R/A silencers located in the mechanical room walls. Refer also to the RBC Centre LEED Manual for additional construction air quality control requirements.

Single Tenant Floors – If the tenant improvement involves any work below the raised access floor, the contractor must have the landlord inspect UFAD system to ensure it is clean before the raised access flooring panels are replaced. Refer also to the RBC Centre LEED manual for additional construction air quality control requirements.

The Tenants contractor is responsible to preserve indoor air quality during construction and shall not perform work at any time that would cause odors that would be discernible to other Tenants or interrupt the use of their premises. The Property Management office shall determine the level of acceptability.

The Landlord at their discretion may levee fines in any and all violations of the above.

### **3.6 SECURITY OF LEASED PREMISES**

The Tenant is fully responsible for the physical security of the leased premises and the contents thereof throughout the construction period. Access to other Tenants' premises requires Security Escorts, to be arranged through RBC Centre Fire and Life Safety Department. All costs associated with this are to be paid by the Contractor.

#### **3.6.1 Key Control**

All keys required to give construction personnel access to common area rooms (electrical rooms, mechanical rooms, janitor rooms, etc.) or to other Tenants' spaces must be requested from RBC Centre Operations Supervisor. Access into the contracting Tenant's space should be agreed upon by and arranged between the contractor and their client. Only designated contractor personnel will be issued common-area keys. These keys will be held at the Security Desk, and must be signed out and in on a daily basis. Rekeying cost for keys that are lost will be the responsibility of the Tenant. These costs will vary depending on the particular key lost.

#### **3.6.2 Identification Badges**

All construction personnel must wear a building identification badge at all times while they are on the site. Badges will be issued on a daily basis from the Security Desk and must be signed out and in at the beginning and end of each work shift. All construction personnel must have proper proof of personal ID. Contractors will be fined at the rate of \$25.00 for each badge when not returned to Security at the end of each work shift. Construction staff will receive a fine of \$25.00 when found on a construction floor without a badge and/or escorted off the floor by Security and/or Operations Staff.

### **3.6.3 Public Safety**

It is the Tenant's responsibility to ensure that the Tenant contractor observes and complies with all applicable construction-safety regulations, Ontario Fire Code, Ontario Building Code and Occupational Health and Safety act. Any additional safety regulations imposed by an authorized representative of the Landlord must also be complied with, immediately and fully. Should failure to comply result in any construction delay, the Landlord will not be held responsible for any resulting costs.

### **3.6.4 Emergency Contact**

The Tenant and its contractor are required to provide to RBC Centre Operations and to POST at the site the names and telephone numbers for emergency contacts for the Tenant, the general contractor and all subcontractors.

### **3.6.5 Criminal Background Checks**

It is the responsibility of the Contractor to ensure that all workers (including sub trades) entering the job site have undergone a criminal background check with their employer. This is to ensure the highest level of protection for the occupants and property and reduce risk of liability for Cadillac Fairview and the RBC Centre.

THE PROCESS FOR PROVIDING THIS INFORMATION IS AS FOLLOWS:

- 1) A list of contractor companies and names to be provided in advance to the Manager of Security and Life Safety.
- 2) There should be 1 list provided and or updated as required, managed by the General Contractor.
- 3) Names on the list will require to pass the background check prior to access being provided.
- 4) Costs incurred by Cadillac Fairview to conduct and administer the checks will be passed back to the General Contractor

## **3.7 SITE CONDITIONS**

### **3.7.1 Working Hours**

Work shall generally be carried out in the leased premises from 7:00 AM to 5:00 PM, Monday to Friday. Any under floor work must be done between 6:00 PM and 7:00 AM., Moreover any access floor tiles that are removed must be replaced and the floor made air tight by 7:00 AM. No noisy work is to be performed after 8:00 AM. The Landlord reserves the right to stop work if deemed to be disruptive. Any work needing to be done at other times must be specifically agreed upon and arranged with the Landlord. All work not contained within demising walls and exposed to the public must be enclosed by full-height plywood hoarding painted to

match the surrounding finishes. Work of a sensitive nature, as defined in Section E, shall take place outside of normal business hours with the prior approval of RBC Centre Operations.

### **3.7.2 Temporary Services**

The Tenant contractor is responsible for the distribution of temporary power and telephone service within the leased premises during the construction period. Exposed electrical cords are not permitted outside the leased premises (no extension cords are permitted in the common corridors). When an extension cord must be run, it is required that it safely travel through the raised floor space to the desired location. Washrooms available for use by contractors will be designated by RBC Centre Management. The Contractor will be responsible for all cleaning, cleaning supplies and repair of all damages.

### **3.7.3 Work Site**

All construction materials, tools, equipment and workbenches must be kept within the leased premises throughout the construction period. All public lobbies, corridor, washrooms, riser rooms and stairs shall be kept clear of construction materials at all times. If the area is not cleared, the equipment will be removed by the Landlord at the Contractor's cost. This is at the discretion of the Landlord. The site must be kept in broom swept condition using a dust control product at the end of each work day.

## **3.8 BASE-BUILDING AND WORK SITE PROTECTION**

All building finishes (including carpets) must be adequately protected to prevent damage by Tenant contractors. Damage to building finishes caused by Tenant contractors will be repaired by the Landlord at the contractor's expense. Base-building carpeting must be protected with wood panels and plastic sheets at the tenant's cost.

Mats must be placed at the entry and exit of all construction sites and as a dust control preventative measure to avoid dust tracking into the lobbies, corridors and concourse levels.

General Contractor is fully responsible for all and any damages or stains caused by the construction in the public areas.

## **3.9 SITE ACCESS AND MATERIAL HANDLING**

Personnel access and material deliveries to the leased premises are to be made only by routes designated by the Landlord. Construction materials may not be delivered during normal business hours 6:00 AM to 6:00 PM, Monday to Friday without prior permission of RBC Centre Operations. Landlord's equipment such as trucks, bins, dollies etc., may not be used by contractors. Arrangements must be made and reviewed by RBC Centre Operations for handling of items that are heavy or bulky enough to require special treatment or hoisting. Loading dock

facilities and freight elevators needed after hours must be reserved in advance and will result in charges for services provided.

Reservation in advance is required for after regular office hours use of the receiving areas. After regular office hours, the contractor must notify Security via intercom or call 416 340-6615.

The movement of construction material and equipment is controlled by RBC Centre Security. Records of all movement of materials will be kept and filed with RBC Centre Building Management.

Single Tenant Floors – If the tenant improvement involves any work below the raised access floor, the contractor must have the landlord inspect UFAD system to ensure it is clean before the raised access flooring panels are replaced.

### **3.10 HOISTING**

All construction materials and equipment must be transferred to the work site via the loading dock.

Parking in the loading dock is prohibited at all times.

Contractors must take all necessary precautions to prevent damage to elevator walls, doors, floors and ceilings. Tenants will be held responsible for any such damages caused by their contractors.

Elevators required to move materials, equipment or debris must be reserved at least 48 hours in advance. Reservations may be made through RBC Centre Management Office. The cost of the operator and elevator time will be charged to the Tenant. Information about rates may be obtained from RBC Centre Management.

### **3.11 CLEANUP AND WASTE REMOVAL**

#### **3.11.1 Clean up and Housekeeping**

Contractors must ensure that corridors are left free of debris and must remove dirt and marks from corridor walls, floors, doors, etc., on a daily basis. Where special cleaning is required to maintain the corridor's neat appearance, such cleaning will be done at the Tenant's expense. Arrangements with the base building cleaners should be made.

General Contractors are responsible for the protection of the elevator lobbies, doors, frames and tracks.

All damages will the responsibility of the General Contractor and Building Management reserves the right to correct any deficiencies in all the common areas with charges directed back to the General Contractor.

All full floor construction or demolition work near the elevator lobbies requires that adequate protection be taken to ensure that infiltration of dirt and debris does not

occur in the elevator shaft. The contractor is to protect the elevator openings with a plastic sheet, taped to ensure that there is a tight seal between the elevator doors and frames. RBC Management reserves the right to correct deficiencies in common areas and clean up charges will be charged to those responsible.

### **3.11.2 Waste Removal**

Removal of garbage and construction debris generated by work on a Tenant contract will be the total responsibility of the tenant contractor and must comply with MRC.2 of the LEED Manual. If there is a large amount of garbage and it is not removed in a reasonable period of time the Landlord at their discretion may have same removed at the Tenant Contractor's cost. Corridors, freight and passenger elevator lobbies, and other common areas must to be kept clear of any debris. Arrangements must be made to book the Freight elevator to remove construction debris to the loading-dock area. Space in the loading-dock area is limited, as such debris must be immediately removed from the area, by whatever means possible, by the contractors responsible. Construction disposal bins are allowed to remain in the receiving-loading area only during the following off-business hours:

8:00 PM to 5:00 AM Monday to Friday  
All hours, Saturday, Sunday and Holidays

- Only authorized companies may deliver bins for contractor use (a list is available from RBC Centre Operations). Upon arrival, the empty bins are to be placed in designated numbered areas.
- After removing disposal bins from the area, the contractor shall restore the area around the bin to a tidy swept condition with no materials left in the receiving-loading area. If this is not done, the Tenant's contractor will be charged by the Landlord for the cost of cleaning.
- Arrangements for placing disposal bins must be made through the RBC Centre Operations (416-340-6615). The loading dock is not to be used as a workshop area (i.e. no welding, sawing or any other kind of construction work may be done there).

**Note:** Waste of a highly combustible nature (e.g. paper, cardboard, wood) must not be allowed to accumulate, and should be removed without delay.

## **3.12 CONSTRUCTION SITE RULES**

### **3.12.1 Welding, Brazing, Open-Flame Work, etc.**

All welding, brazing or open-flame work of a sensitive nature must be performed outside regular office hours after 6:00 PM and may be done only with the prior consent of the Landlord. Proposed welding, brazing, soldering, or anything else likely to activate the fire-detection system must be approved by RBC Centre Operations in writing at least 48 hours prior to the work being done. The smoke alarm system is sensitive to smoke, heat, dust, fumes caused by sanding, etc.; therefore, all operations should be considered closely with regard to their effect on fire-detection systems.

A "hot work" permit must be filled out and posted on the floors with the building permit where open flames or cutting work will be conducted. This permit may be obtained at RBC Centre Operations. These permits are accepted for one day only. Requests for fire alarm shutdowns in the affected areas must be made if work will cause a fire alarm Life Safety Measures Section (pages 8-14) for details. If the above-noted work is to take place, the work site must be clear of combustibles and flammables. The Contractor must provide a 10-pound ABC fire extinguisher, in addition to the existing base-building extinguisher. A fine of \$1,500.00 will be levied to the contractor if they are found conducting open flame without a permit and/or they are not in possession of a 10-pound ABC extinguisher at the area where open flame work is being conducted.

Any contractor causing a fire will be fined \$10,000.00 plus cost of damages and any contractor causing a fire alarm will be fined \$1,500.00.

### **3.12.2 Drilling or Cutting Work**

The Tenant's contractors may not drill, cut or chase openings in any part of the base building structure. Where such work is deemed to be necessary, preapproval from the base building Structural Consultant is required. X-raying must be carried out with the approval of the Landlord and must be carried out at the Tenants' expense outside regular office hours.

- No reinforcing steel, columns, capitals and conduits or other embedded objects shall be disturbed by the drilling process.
- All x-rays must be examined and receive approval from the Landlord. If approval is required from Structural Engineer the cost will be passed on to the contractor.
- All x-raying and coring to be performed after business hours and arranged through the Building Management, with security escorts with all cost going to the General Contractor.
- All allowable drilling and ram set type anchoring is to be performed after hours.
- The centre distance between holes shall be a minimum of three hole diameter.
- All hole locations shall be submitted in drawings accompanied by x-rays for review and approval by the base building structural consultant at the tenant cost prior to drilling.

- Drilling or cutting of pre stressed beams is prohibited.

NOTE: Pilot holes are not permitted until x-raying is complete and approval is given from Building Management.

### **3.12.3 Electrical Power Shutdowns**

Requests for electrical shutdowns must be made in writing and submitted to RBC Centre Management for approval two (2) weeks prior to the required shutdown. Where electrical shutdowns will affect other Tenants, a minimum of twenty one days notice will be required. When the power shutdown will affect common areas such as stairwells and freight lobbies and is restricted to after hours 10:00 PM to 6:00 AM Monday to Friday an alternate power source will be required in these areas.

### **3.12.4 Air System Shutdowns**

Requests for air system shutdowns must be submitted to RBC Centre Management office for approval at least 48 hours before the shutdown date. A Tenant's request for extra air-conditioning will take precedence over a contractor's request for a shutdown.

### **3.12.5 Water System Shutdowns**

Requests for water system shutdowns (fire line, sprinkler lines, chilled water, domestic water, etc.) must be submitted in writing, page 46 for approval a minimum of twenty one days in advance and is restricted to after hours 10:00 PM to 6:00 AM Monday to Friday. The tenant shall arrange and pay to provide temporary cooling systems and equipment that may be required by other tenants in the building affected by the chilled water system shutdown.

### **3.12.6 Plumbing**

Any new domestic cold and hot water piping to be Type L hard copper pipe with wrought copper fittings using 95/5 tin/antimony solder joints. Any new sanitary drain or vent pipe 65mm in diameter or smaller to be DWV copper pipe with drainage fittings and 95/5 tin/antimony solder joints. Any new sanitary drain pipe 75mm in diameter or larger to be CSA Class 4000 cast iron soil pipe and fittings, with mechanical joints.

### **3.12.7 Carpet Laying**

Carpets may not be glued to the floor, except when a "quick-release" type of glue is used and the Landlord's written approval has been obtained. This type of work is often sensitive and therefore, must be scheduled accordingly.

### **3.12.8 Access Panels**

Wall, ceiling and floor access panels must be provided by the Tenant at their own expense as directed by the Landlord, access openings are to be 24" x 24" in size.

### **3.12.9 Tie-Ins**

The Tenant must obtain the Landlord's permission before performing or verifying Tie-ins to mechanical, electrical, fire-protection, security or life-safety systems. All Tie-ins will be reviewed by the base Building Consultants and Building Operations Supervisor. All Tenant contractors performing such work must be approved by the Landlord. Tenants will be held fully responsible for any damage that results from such Tie-ins or tests thereof, whether or not the Landlord's permission for such work has been obtained.

Upon completion of any modifications to the base building lighting system, system verification and testing shall be completed by the Landlord's contractor at the Tenant's expense to ensure all lighting control systems are functioning as intended as defined by the base building design.

### **3.12.10 Statutory Declaration Form**

The Tenant must complete and execute the Landlord's Statutory Declaration Form page 47 protecting against any and all liens, charges or claims for any work performed or material furnished.

### **3.12.11 Construction Checklist**

Following construction, the Tenant, through its contractor/consultants, must complete the RBC Centre Construction Checklist found on page 49 of this manual. The checklist covers base-building items that must be verified as fully operational and in compliance with all applicable codes.

All engineering items must be verified by the engineer's signature opposite the item in question. If the checklist is not completed to the Landlord's satisfaction, the Landlord will perform the work and charge it to the Tenant's account.

### **3.12.12 Air Balance Report**

The Tenant must provide the Landlord with an air balance report upon completion of all leasehold improvement work. The report must be done by a balancing company acceptable to the Landlord, at the Tenant's expense, and must be reviewed by the Landlord's consultant prior to submission.

### **3.12.13 Special Landlord's Charges**

In cases of specialized construction or renovation where the Landlord provides nonstandard facilities, equipment or services, additional charges may be levied. RBC Centre Management will inform the Tenant of such cost, whenever possible before the costs are incurred.

### **3.12.14 Fees Payable by Tenant**

Charges for tenant coordination fees are the lesser of \$0.80 per square foot or five percent (5%) of actual construction cost.

Payments based on cost estimates, should be made when drawings are submitted. Any necessary adjustments will be made when final invoices are received.

### **3.12.15 Powder-Activated Devices**

Powder-activated fasteners may not be used. Walls cannot be mechanically fastened to vertical surfaces and the top track of walls must be mechanically anchored with removable fastenings.

### **3.12.16 Smoking**

No person shall smoke within RBC Centre other than in designated areas. This includes all common areas, mechanical floors, shipping and receiving, parking levels, stairwells and main entrance ways. Those found committing this offence will be fined \$1,000.00. In addition the contractor will be asked to leave the site.

## **3.13 WORK COMPLETION**

### **3.13.1 Signing-Off Procedure**

Before the final payment is made to the tenant "sign off" approval must be obtained, this approval indicates that work has been carried out in a manner acceptable to the Landlord. If this approval is not obtained, the Landlord may have to complete or revise parts of the work in order to bring it into line with building standards. Such work will be done at the Tenant's expense.

At the completion of work, the Tenant must provide the Landlord with a complete set of "as-built" drawings and a current AutoCad CD. An Ontario Hydro Certificate of Approval must also be submitted. All elements of the base building, such as, but not limited to, light fixtures and hardware, etc., that the Tenant removes with the approval of the Landlord remain the property of the Landlord and must be turned over to him.

In addition to the foregoing obligations, Tenants are also responsible for ensuring, before premises are occupied or reoccupied, that the following areas and/or items are cleaned:

- Light fixtures and lenses;
- Clean inside face of the windows and mullions;
- Ceilings, grids and ceiling tiles if applicable;
- Clean under raised flooring inspected and accepted by the Landlord;

- Floor tiles and carpets;
- Corridor walls and doors immediately adjacent to the leased premises;
- Detailed cleaning of the Service corridor;
- All service rooms, doors and frames;
- All hard surfaces;
- Motorized blinds;
- Light shelf;
- To avoid possible conflict with the building's cleaning program, all contractors are required to employ the Landlords cleaning contractor to perform post-construction cleaning.

All final paperwork from The City of Toronto Building Inspection Department(s) is required and formal closure documentation for the issued building permit must be provided to the Landlord upon completion of construction.

The Landlord's LEED Consultant must sign off on tenant work prior to occupancy.

### **3.14 CODES AND BYLAWS**

1. Each Tenant is responsible for obtaining all necessary permits and approvals from all authorities having jurisdiction over the work to be carried out by the tenant or its contractors, prior to the commencement of the work on site.
2. The Tenant must correct immediately any work which does not meet with the approval of the building inspector, notwithstanding the fact that the Tenant's drawings have been approved previously by the appropriate governmental authorities and the Landlord. Any revisions to the approved drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required correction, the Landlord may make the correction at the Tenant's cost.
3. Building permits must be obtained from:

**The City of Toronto  
 Department of Buildings and Inspections  
 City Hall, 100 Queen Street West  
 Toronto, Ontario  
 M5H 2N2  
 (416) 392-7964**

4. Health Department approval must be obtained from:

**Department of Public Health  
277 Victoria Street, 3<sup>rd</sup> floor  
Toronto, Ontario  
M1B 1W1  
(416) 392-7685**

The Principal Code Reference is the Ontario Building Code (Latest Edition), and the Occupational Health and Safety Act (Latest Edition including Regulations for Construction Projects).

## **SECTION 4**

### **FINISHES, SYSTEMS AND STANDARDS**

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## **4.1 FINISHES**

### **1. Ceilings**

The base building standard for the ceilings is exposed concrete. Tenants have an option to install T-bar ceiling systems and acoustical lay-in ceiling tiles, or a gypsum board ceiling should they choose to do so.

### **2. Floors**

The floors are concrete encased steel access floor panels. Finish material is by the Tenant.

### **3. Core Walls and Columns**

The base building standard for the columns is exposed concrete that has been sealed. The core walls have been finished in gypsum board, taped, sanded, and primed ready for final paint.

### **4. Curtain Walls**

Mechanical fastening to the curtain wall is not permitted.

### **6. Doors and Frames**

Entrances to electrical rooms, janitor rooms, washrooms, stairways, etc., will be hollow metal doors in pressed steel frames, painted to base-building standard. Tenant entrances on multi-Tenant floors will be full-height solid-core wood doors in metal frames with an approved 20-minute U.L.C. fire rating. The doors will be finished on both sides, and subject to the base-building standard.

## **4.2 MECHANICAL SYSTEMS**

### **4.2.1 Heating, Ventilating and Air Conditioning Systems**

Deep Lake Water Cooling provides cooling to the building, floor by floor compartmental VAV air handling units serving the under floor plenum complete with VAV zones at the perimeter of the building and manually adjustable supply air floor grilles in the interior.

On multi-tenant floors, all modification to the access floor must be done after hours, with the compartment unit turned off.

Perimeter areas are served by a continuous hot water radiation heating element located below a grille at base of curtain wall. Heating has one control zone per structural bay. Tenants are not to cut or in any way modify the continuous linear grille covering the heating element. If a new partition abutting the curtain wall is to be added, the partition can be installed overtop of the grille. Tenants are not to remove any fins from the

radiation heating element. If sound baffles are to be added for privacy, the baffles must be installed between the fins.

Tenants, at their discretion and cost, may want to relocate the interior manual air grilles, this can be done easily by relocation of the diffuser, floor tile and carpet tile to a new location.

Tenants, at their discretion and cost, may want to add automatic cooling control to certain interior zones. The base building is complete with the necessary power junction boxes below the floor to do so, but all controls will need to be added by the tenant. Landlord approval must be obtained for UFAD components that differ from the base building standards (EH Price).

Tenants are not to add any continuously sealed baffles below the raised floor, for acoustic, security or any other reason. Should acoustic privacy between two different tenants on a multi-tenant floor or for a private office be required, the sound barrier must be complete with cross-talk type silencers to allow sufficient quantities of air to pass through. The pressure drop through the silencer must be less than 0.025" of w.g. Actual air quantities will vary depending on the location on the floor and the area being acoustically sealed. Base building engineer to review any under-floor baffle design.

The base building ductwork located under the floor is to ensure an even pressurization of the UFAD system. Tenants are not to modify this ductwork in anyway. Adding or subtracting the amount of air delivered to a particular area is done by revising the floor diffuser layout.

The base building return air path is along the open ceiling at the underside of the slab above. If a totally enclosed private office is added, means to let air escape from the office, above the raised floor, must be made. If a single floor is to be divided into a multi-tenant floor, provisions for return air through the demising wall must be made. Return air path must be sized for the total supply air quantity of the area, back towards the compartment unit, with a maximum pressure drop of 0.025" w.g. Acoustic provisions can be added through properly designed cross talk silencers. Security between tenants might be achieved with either security R/A grilles or with security bars or mesh being added in the cross talk duct. However, any impacts that the security features may have on air flow must be accounted for.

#### **4.2.2 Base Building Cooling and Occupancy Design Parameters**

The centralized ventilation system has been designed for a maximum of 0.2 cfm/sq.ft. of fresh air. The ventilation system is demand controlled using CO2 sensors (7 per floor for levels 2 to 10, 4 per floor for levels 11 to 41). Tenant mechanical consultant to ensure that the CO2 sensors are placed in a logical position within the tenant layout to ensure appropriate levels of fresh air are introduced.

Any new chilled water piping will have to penetrate the high pressure air baffle that surrounds the on-floor mechanical room. The tenant contractor must seal around any pipe that passes through the baffle to ensure that the high pressure seal is maintained.

The base building compartment units have been designed for 1.2 W/sq.ft of lighting, 2.5 W/sq.ft of power and people density of 150 sq.ft/person.

Should the tenant require more cooling, each typical floor is provided with 2" capped chilled water connection capable of delivering 15 tons of cooling per floor. Floors 2 to 10 will be supplied with 46°F CHWS and floors 11 to 41 with 48°F CHWS. Tenant equipment shall be designed with a chilled water delta-T of 16°F. Landlord will provide a water flow meter and connection to base building metering system at Tenants cost. The tenant will be charged based on chilled water volume, not based on BTUs.

#### **4.2.3 New Equipment Installation**

Before any new equipment is tied into the base-building chilled-water system, a testing report charged to the Tenant's account must be submitted from the current service provider of water treatment for the Property. The report must guarantee that proper flushing and sampling has been carried out and verified by Building Operations Staff.

#### **4.2.4 Plumbing and Drainage**

Plumbing into the main domestic cold-water supply and connections to the sanitary drain and vent risers are provided at the core to allow for the addition of a limited number of private washrooms in the leased premises, subject to the Landlord's approval. Tenants requiring hot water in kitchens must provide their own hot-water tanks.

Capped domestic cold water provisions are provided on each side of the core, below the access flooring.

Capped sanitary drain provisions are provided on both sides of the core on the floor below. The invert of the capped connection approximately 250mm below the underside of the slab. The tenant is to route all new sanitary drain pipe within the raised access flooring of their own level. See the attached sketches showing the zones where new drains can be added to meet this requirement. Note that these sketches were developed assuming nothing but base building ductwork is installed below the raised access floor. The tenant is responsible to ensure that any new drain can be routed to avoid exposed drain pipes at the ceiling below. A core drill through the slab, directly above the capped provision, will be required to make the final connection.

Capped sanitary vent provisions are provided on both sides of the core, tight to the underside of the slab above. The tenant is to route the new vent piping across the ceiling of their own level.

#### **4.2.5 Fire Protection**

All floors are provided with fire hose cabinets, portable fire extinguishers and fire detection automatic sprinklers. All equipment and devices are checked regularly by Cadillac Fairview Staff as per code requirement.

Typical floor base building automatic sprinklers are design for "Light Hazard" occupancy. The base building sprinklers are EXTENDED COVERAGE PENDANT TYPE HEADS. Any sprinkler modifications must account for this.

Each floor is provided with two 4" capped provisions for extra hose cabinets that may be required. The provisions are located near the exit stairs within the access flooring. Any new standpipe required to serve a new fire hose cabinet shall be installed within the raised access floor.

#### **4.2.6 Multi Tenant Floors**

On multi tenant floors, openings in the demising walls between the adjacent tenancies are required in order to provide proper return air routing. The total area of all openings needs to be about 2.4 sq.m. (26 sq.ft).

If acoustic privacy and/or security concerns are an issue, the openings in the demising walls could have silencers added for acoustic privacy and security bars/meshes added. However, each of these measures will make the openings bigger.

The openings in the demising wall require fire dampers in order to maintain fire separations between tenancies.

The public corridor cannot be used for return air, as that is not allowed by code.

Once the return air gets back into a tenant space, a clear path all the way back to the compartment unit is required. Any office layouts near the compartment unit room needs to keep the return air grilles exposed or above a ceiling with enough space so as not to obstruct air flow through the return air grilles.

### **4.3 ELECTRICAL SYSTEMS**

Lighting and power panels on full floor Tenants shall be metered with building approved systems and arranged directly through current service provider.

#### **4.3.1 Lighting**

Lighting power is provided at 347 volts. The introduction of incandescent lighting (pot lights, spotlights, etc.) adds greatly to both electrical and air-conditioning loading. Metering of power consumption will be required for

situations other than base-building standard. When access panel must be removed to run conduit or within the access floor space they must be and re-installed by the contractor and ensured that they are re-fastened.

Ensure that exit lights and emergency lighting are provided to suit the requirements of the base building and the OBC. Do not overload existing circuits.

Support all branch conduits for power and communications system from building structure.

Do not run Bx cables into panel boards or run over 10 feet in length.

All new panel boards, disconnect switches, meters, transformers etc. to be same manufacture, rating and type as base building equipment. All new panel must be located within the tenant premises and must be mounted to urea formaldehyde free plywood backboards

All new panel boards are to be metered. All panel boards are to be provided with the best balance of current between phases. A report must be submitted to the Landlord.

All new panel boards must have a load summary submitted to the Landlord.

As built drawings to be submitted to both the Tenant and *Landlord* upon completion of the project and all panel directories are to be typed and updated, prior to the completion of construction.

The light fixtures are currently bagged with poly for temporary protection. The lights can be operated while bagged. It is the Tenant Contractor's responsibility to remove and dispose of the bags at the conclusion of their work.

Incandescent lighting is not permitted in the entire building.

#### **4.3.2 Computerized Lighting Control**

To conserve energy, the *Landlord* has provided a computerized lighting-control system that turns off all Tenant-area lighting, as installed under the base building contract. The lighting control system includes both occupancy and light level sensors. Both sensors are used to control predefined zones of lighting fixtures and consideration must be given to these zones when either relocating lighting fixtures and /or adding interior walls within the zones.

#### **4.3.3 Light Switches**

To maximize energy savings the Tenant must provide switches for any non-base-building type lights in individual offices to a maximum of two relays per switch leg. The Tenant is required to install low voltage switches and motion sensors.

#### **4.3.4 Power and Telephone**

Capacity for the wiring of power and telephone systems is provided by means of the space within the access floor system. Power for duplex outlets at 120/208 volts is available on each floor at Receptacle Panel(s)

located within the electrical Rooms of each floor. The available power to the Tenant is based upon 2 watts per square foot of connected load for the leased space. Supply, installation and connection of all circuit breakers, branch circuit wiring and devices beyond is are the responsibility of the Tenant. All telephone and data communication lines must be completely enclosed in conduit or bundled plenum rated cable.

Rycom TPM has been hired to manage the riser facilities and associated telephone rooms at RBC Centre. If you require access to the telephone room please contact Rycom TPM Service Desk with an outline of the request to obtain a Work Order. This Work Order should be presented to Building Management in order to gain access to the riser facilities. To ensure that this request is not delayed, please provide at least 24-hours notice.

Rycom TPM can be reached at 1-877-RYCOMTPM (1-877-792-6687) to obtain a Work Order or visit them at [www.rycomtpm.com](http://www.rycomtpm.com) for more information. In the event of an emergency please contact Building Management at (416-340-6615).

#### **4.3.5 Life Safety System**

The base building fire alarm system is a computerized, two stage, addressable, indicating fire alarm system as supplied by Siemens. Smoke detectors exist in selected rooms on each floor.

Addition, relocation, reverification and testing of the life safety components is to be done by the Landlord's contractor at the Tenant's expense. Submit verification and testing report to the Landlord.

#### **4.3.5 Security System**

The security system consists of CCTV, cameras, card access control, monitoring and sensors as supplied by Johnson Controls. The tenant must use the Landlord's card access control system.

### **4.4 STRUCTURAL SYSTEMS**

A general description of the structure is provided to the Tenant by means of copies of selected working drawings. Such additional drawings or information as the Tenant may reasonably require may be obtained from the Landlord. Typical office floors have been designed to handle 100 pounds per square foot live load, including partitions. Heavy floor loading such as central filing areas, storage areas, vaults, safes, etc., must be specifically indicated, and details of projected floor loading supplied as part of the working drawings the Tenant submits to the Landlord. Plans for such unusual situations are subject to the approval of the Landlord's structural engineer.

### **4.5 STANDARDS**

#### **4.5.1 Door Hardware**

All door locks installed by the Tenant, on both entrance and interior doors, must be keyed to the building master keying system. The system allows complete freedom to the Tenant with respect to locking arrangements for its offices, while providing access to each office at all times for both normal cleaning and emergency situations.

The Landlord maintains the master keying system and the records on key coding and distribution. Outside locksmiths or lock manufacturers are not permitted to change the keying of any locks.

#### **4.5.2 Window Blinds and Light Shelf**

All windows are provided with automatically controlled (via roof top sensors) fabric blinds which may not be removed. A light shelf which

controls the amount and distance of reflected sunlight within the office space is provided above the window shades which may not be removed.

#### **4.5.3 Signage**

Tenant identification signs in the lobby directory, elevator lobbies and adjacent to Tenant entrance doors must be in accordance with the Landlord's design criteria for such items as style, location and size. The cost of signs is charged to the Tenant's account. Detailed drawings of the design parameters for such drawings are available from the *Landlord*. All requests for signs must be submitted in writing to the *Landlord* indicating the exact wording and spelling required. Requests should be submitted approximately one month prior to the actual move-in date.

#### **4.6 ELEVATORS**

All work that involves modifying the elevator call buttons, cab indicator strips, or other internal working of the elevators is to be done by the base building elevator contractors, and paid by the Tenant's representative. All construction or demolition work near the elevator lobbies requires that adequate protection be taken to ensure that infiltration of dirt and debris does not occur in the elevator shaft. The contractor is required to protect the elevator openings with a plastic sheet, taped to ensure that there is a tight seal between the elevator doors and frames.

#### **4.7 PRE-CONSTRUCTION SAFETY**

Once a floor has been handed over to a Tenant's General Contractor, the Contractor is responsible for the floor even if work is confined to a section of the floor. All floors will be confirmed in writing with mutual acceptance to be in perfect condition unless, prior to start of any work, an inspection by the contractor and a Representative of the *Landlord* determines otherwise.

If during the construction period, should the Tenant's Contractor or other forces working for the Tenant cause damage to the premises or common areas of the building, the Landlord, at its option, will carry out repairs at the Tenant's expense.

The Landlord reserves the right to conduct their own site inspections at anytime without notice.

#### **4.8 PROJECT DOCUMENTS**

The following information will be required to be submitted to the General Manager RBC Centre. This submission of information shall be in the form of a checklist for ease of administration.

## **SECTION 5**

### **FORMS**

<b>Construction Checklist</b>	<b>49</b>
<b>Application for Fire Protection System Work Permit</b>	<b>53</b>
<b>Statutory Declaration</b>	<b>54</b>
<b>Tenant Hot Work Information and Responsibilities</b>	<b>55</b>
<b>Contractor's Hot Work Indemnification</b>	<b>57</b>
<b>Pre-Construction Acknowledgement Letter</b>	<b>58</b>

# Construction Checklist

TENANT: \_\_\_\_\_

PROJECT: \_\_\_\_\_

RBC Centre PERMIT: \_\_\_\_\_ DATE: \_\_\_\_\_

<p>The Tenant must ensure that all the following applicable items are confirmed upon completion of construction. It is the Tenant's responsibility to verify, through its contractors/consultants, that all engineering-related items are completed in accordance with the <i>Landlord's</i> approved drawings and specifications.</p>	<p>Completed (Initial)</p>	<p>Not Applicable</p>
<p><b>1. SERVICE CORRIDOR AND HARD SURFACES</b></p> <p>Service corridors and hard surfaces must be thoroughly cleaned and finishes restored/repared to base-building standard. In accordance with the Tenant Leasehold Improvement Manual, all cleaning must be performed by the building cleaning contractor to the Tenant's account.</p>		
<p><b>2. DDC UNIT CONTROLS</b></p> <p>Engineering drawings and specifications must ensure that all DDC unit controls are calibrated and checked by the base building controls contractor.</p>		
<p><b>3. LOW VOLTAGE AND MASTER LIGHT SWITCHING</b></p> <p>All fluorescent luminaries within each office floor are controlled automatically by occupancy sensors or photo sensors in the perimeter and also by the master building computer.</p>		
<p><b>4. EMERGENCY LIGHT COVERAGE</b></p> <p>Entire building is powered by emergency lighting. Minimum emergency lighting levels per OBC must be maintained.</p>		

<p><b>The Tenant must ensure that all the following applicable items are confirmed upon completion of construction. It is the Tenant's responsibility to verify, through its contractors/consultants, that all engineering-related items are completed in accordance with the <i>Landlord's</i> approved drawings and specifications.</b></p>	<p><b>Completed (Initial)</b></p>	<p><b>Not Applicable</b></p>
<p><b>5. ELECTRICAL, MECHANICAL, LIFE SAFETY and TELECOMMUNICATION ROOMS</b></p> <p>These rooms must be left tidy and clean with all equipment installed properly and all base building panels and directories to be typed and installed in electrical panels. All new sleeves into the access floor must be sealed with 2h fire rated material to the approval of the AHJ and the OBC.</p>		
<p><b>6. FIRE HOSE CABINETS</b></p> <p>Ensure all extinguishers (5lb, dry chemical, ABC type) located in the fire hose cabinets are fully charged and that fire hoses are connected properly and in good condition.</p>		
<p><b>7. TEST SPRINKLERS</b></p> <p>After completion of any work to sprinkler or standpipe systems, tenant contractor to pressure test the system in accordance to all applicable codes and to meet any requirements of the Authority Having Jurisdiction.</p>		
<p><b>8. PROVIDE AIR and WATER- BALANCE REPORT(S)</b></p> <p>Provide the Landlord with an air and/or water-balance report upon completion of construction. The balancing report must be done by a contractor approved by the Landlord at the Tenant's expense.</p>		
<p><b>9. PROVIDE CLOSE OUT DOCUMENTATION</b></p> <p>As Built:</p> <p>A complete set of "as built" drawings and electronic files using the most current version of AutoCAD are to be submitted to the base-building engineering consultants. Two (2) sets of black-line prints of these drawings are to be submitted to the <i>Landlord</i>. One set of architectural "as-built" drawings is also to be sent to the <i>Landlord</i> along with documentation for closure of issued Building Permit and final City of Toronto Building Department inspection.</p>		

<p><b>The Tenant must ensure that all the following applicable items are confirmed upon completion of construction. It is the Tenant’s responsibility to verify, through its contractors/consultants, that all engineering-related items are completed in accordance with the <i>Landlord’s</i> approved drawings and specifications.</b></p>	<p><b>Completed (Initial)</b></p>	<p><b>Not Applicable</b></p>
<p>Fire Alarm:</p> <p>Two copies of fire-alarm verification report(s) are to be submitted to the Landlord (prior to Tenant occupation of the floor).</p> <p>Verifying the location, operation and supervision of the following:</p> <ul style="list-style-type: none"> <li>• Duct smoke detectors</li> <li>• Smoke detectors (core-area rooms)</li> <li>• Fireman’s handsets</li> <li>• Fire-alarm speakers</li> <li>• Fire-alarm pull stations</li> <li>• Sprinkler flow switch and supervised valve</li> </ul> <p>All devices and components are to be verified per national Standard of Canada “CAN/ULC-S 537-97”</p> <p>Upon completion of final tie-in to the base building fire alarm system, fire-alarm company personnel must verify proper annunciation of all life-safety devices at the fire-alarm panel.</p> <p>Fire-alarm company personnel must verify that sound-pressure levels in all areas of the floor are:</p> <p>i) For alarm or alert signal – at least 15 dBA above the equivalent sound Level of 5 dBA above the maximum sound level having duration of at least 60 seconds, whichever is greater, measured 1500 millimeters above the floor, but not less than 90 dBA.</p> <p>ii) For voice communication – at least 9 dBA above equivalent sound level or 3 dBA above the maximum sound level having duration of at least 60 seconds, whichever is greater, measured 1500 millimeters above the floor. But not less than 85 dBA</p> <p>The Landlord is to be notified in writing 48 hours prior to testing.</p> <p>LEED:</p> <p>Refer to RBC LEED manual for specific requirements.</p>		

<p>The Tenant must ensure that all the following applicable items are confirmed upon completion of construction. It is the Tenant's responsibility to verify, through its contractors/consultants, that all engineering-related items are completed in accordance with the <i>Landlord's</i> approved drawings and specifications.</p>	<p>Completed (Initial)</p>	<p>Not Applicable</p>
<p><b>10. TIE-INS TO BASE BUILDING CONDENSING OR CHILLED-WATER SYSTEM</b></p> <p>All "hot-tapping" into the base-building chilled-water system must include the following:</p> <ul style="list-style-type: none"> <li>i) An X-ray after the hot-tap</li> <li>ii) Systems flush and clean prior to going on-line by current water treatment service provider.</li> </ul> <p>All results must be submitted to the Landlord.</p>		

**\*\* ALL THE ABOVE ITEMS ARE TO BE COMPLETED PRIOR TO TENANT OCCUPATION AND A SIGNED COPY RETURN TO THE *LANDLORD*,**

**\*\* *LANDLORD* WILL PERFORM THE ABOVE WORK TO THE TENANT'S ACCOUNT IF ANY APPLICABLE ITEMS ARE NOT COMPLIED WITH.**

**TENANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_



**STATUTORY DECLARATION**

**IN THE MATTER OF** a Lease (the "Lease") between THE CADILLAC FAIRVIEW CORPORATION LIMITED (the "*Landlord*") and \_\_\_\_\_ (the "Tenant")  
Suite No. \_\_\_\_\_ (The "Premises") in \_\_\_\_\_ (the "Office Tower").  
I, \_\_\_\_\_ of the City of \_\_\_\_\_, in the Province of \_\_\_\_\_.

**DO SOLEMNLY DECLARE THAT**

1. I am the \_\_\_\_\_ (title) of the Tenant and as such have knowledge of the matters stated in this Declaration.
2. All Tenant's Work required to be performed pursuant to Schedule "C" of the Lease relating to the Premises has been completed and all accounts for work, services and materials with respect to the Tenant's Work have been paid in full.
3. All Tenant's Work has been carried out and performed in accordance with all applicable by-laws, rules, regulations and orders of any lawful authority.
4. The last date on which any work was done or materials were provided in connection with the Tenant's Work is \_\_\_\_\_, 20\_\_.
5. There are no liens, encumbrances or other charges outstanding against the Office Tower, the Premises or the Tenant's interest in the Premises as a result of the performance of the Tenant's Work.
6. All assessments under the Workers' Compensation Act against the Tenant, it's contractors, subcontractors and other persons or business entities who performed work on the Office Tower or the Premises in connection with the Tenant's Work have been paid in full.

**AND** I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

**DECLARED** before me at the City of \_\_\_\_\_ )  
\_\_\_\_\_, in the Province of \_\_\_\_\_ )  
\_\_\_\_\_ this \_\_\_ day \_\_\_\_\_ )  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Representative of the Tenant

**[DRAFTING NOTE: NOT TO BE SIGNED BY THE GENERAL CONTRACTOR – PLEASE DELETE THIS DRAFTING NOTE PRIOR TO SENDING TO TENANT]**

\_\_\_\_\_  
A Commissioner in and for the Province of \_\_\_\_\_

## **TENANT HOT WORK INFORMATION AND RESPONSIBILITIES**

The Cadillac Fairview Corporation Limited strongly believes that fires caused by hot work can have a significant adverse effect on our ability to do business. Because of this, we have established procedures and trained our employees to help minimize this hazard.

As a tenant at this facility, you are a partner in our continued success in preventing losses. We encourage your suggestions on how hot work can be avoided by using alternative methods. If hot work cannot be avoided, you and your contractor are expected to strictly follow our procedures.

The RBC Fire Safety Supervisor, will help you and your contractor follow our procedures for hot work. If appropriate, the supervisor will introduce your contractor to other workers in the area to discuss unique conditions he should be aware of before beginning your work.

Please read our Corporation's hot work rules (below) and any other documentation provided by the fire safety supervisor, and thank you for helping us to improve our property and protect against loss.

### **Cadillac Fairview Corporation Limited Hot Work Rules**

1. A hot work permit is required for any temporary operation involving open flame or producing sparks. This includes, but is not limited to: brazing, cutting grinding, soldering, pipe thawing, torch-applied roofing and welding.
2. If there is a practical and safer way to do the job without hot work, we require that method be used.
3. No hot work is permitted without authorization from \_\_\_\_\_, the fire safety supervisor, in the form of a **signed** hot work permit. This permit will be valid for a maximum of one shift, or eight hours, whichever is shorter. After this time period, another permit must be obtained from and signed by, \_\_\_\_\_, before any hot work can continue.
4. Specific fire fighting equipment and protection material will be required at the hot work site before any work can be started. Some or all of these materials will be provided by us. This should be discussed with the fire safety supervisor before your contractor arrives at our facility.
5. No hot work is permitted without a designated fire watch present. One of our employees will serve that role. This employee will have total control over the hot work area for fire prevention. If unsafe conditions are observed during the hot work operation, the work will be stopped until the hazard can be neutralized or eliminated. The cost of providing a fire watch may be charged back to you.
6. The contractor will verify that all hot work equipment is in proper working order and in a fire safe condition. An inspection of the equipment will be conducted by the fire safety supervisor, before the hot work permit is issued. Any unsafe equipment will be removed from the property.

7. Any contractor equipment or material that is to be stored in the facility overnight must be properly secured in an area designated by the fire safety supervisor.

**Violation of these rules will result in termination of the work and the contractors' personnel will be escorted from the property.**

I have read and understand The Cadillac Fairview Corporation Limited Hot Work Rules and other documentation supplied by the Corporation, and agree to follow all rules and guidelines:

\_\_\_\_\_  
Signature (Tenant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

**CONTRACTOR’S HOT WORK INDEMNIFICATION**

The Contractor shall defend, indemnify and hold The Cadillac Fairview Corporation Limited and Ontrea Inc. (the “Owner”) harmless from and against all liability, claims, demands, damages, losses and expenses (including reasonable attorney’s fees) on account of property loss or damage of any kind, which arises out of or is in any way connected with the Contractor’s performance or its hot work or the hot work of any of its agents, employees or subcontractors. This Defense & Indemnity shall include the right of the Owner to retain counsel of its choosing, and to be reimbursed for all reasonable attorneys’ fees and costs.

The Contractor, its employees, agents and subcontractors agree to fully cooperate with the Owner, its employees, agents, subcontractors and insurers in the investigation and resolution of all claims and demands.

\_\_\_\_\_  
Signature (Contractor)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**Pre-Construction Acknowledgement Letter**

Date:

Contact Name (General Contractor)  
Company Name  
Address  
City and Province  
Postal Code

Attention:

Re: RBC Centre  
Tenant Improvements on Floor ##  
Tenant name

The contractor acknowledges that they have been given the property "Construction Guidelines" and "Property Rules and Regulations" and will abide by those rules and regulations, otherwise fines will be imposed per the standard Cadillac Fairview Policy.

A Construction Deposit (certified cheque made payable to legal owner) will be provided prior to the commencement of construction in the amount of \$\_\_\_\_\_. Other charges (ie system drain downs, tile, etc.) may also be applied to the deposit.

Upon final inspection of the said premises and property, all, part or none of the deposit will be returned within 45 days.

If deficiencies and/or property damage is found, the contractor will be given \_\_\_\_ days to make good, or the Landlord will make good and pass along all related charges, plus an administration fee of 15%.

Yours truly,

THE CADILLAC FAIRVIEW CORPORATION LIMITED

\_\_\_\_\_  
Name

I, the above mentioned contact, acknowledge and agree to the rules, as set out by the Landlord.

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Contact Signature \_\_\_\_\_ Title: \_\_\_\_\_

## **SECTION 6**

### **MANUAL REVISIONS**

ISSUE	DESCRIPTION	DATE	REV. BY
1	Issued for RBC review	April 30/08	GA
2	Issued for public use	September 30/08	GA

# **RBC Centre Tenant Leasehold Improvement Manual**

## **Typical Standard Details**

### Architectural

SK-1a	Typical Tower Office Floor Plan (Levels 2-16)
SK-1b	Typical Tower Office Floor Plan (Levels 17-30)
SK-1c	Typical Tower Office Floor Plan (Levels 31-41)
SK-2	Typical Exposed Concrete Reflected Ceiling Plan
SK-3	Typical Acoustical Tile Ceiling Plan
SK-4	Multi-Tenant Elevator Lobby Plan
SK-5	Multi-Tenant Elevator Lobby Reflected Ceiling Plan
SK-6	Multi-Tenant Elevator Lobby Elevation
SK-7	Multi-Tenant Elevator Lobby Section Detail
SK-7a	Multi-Tenant Elevator Lobby Plan Detail
SK-8	Section Detail at South Curtain Wall – Option A
SK-9	Section Detail at Curtain Wall (Typical) – Option B
SK-10	Demising Partition Plan Detail at Curtain Wall
SK-11	Demising Partition Between Tenants
SK-12	Motorized Shade/Light Shelf Partition Detail
SK-13	Motorized Shade/Light Shelf Partition, Optional Changes
SK-14	Typical Acoustic Baffle at Perimeter Wall
SK-15	Security Mesh Detail Under Access Floor

### Structural

Provisions for Future Equipment – Level 42 Interstitial Slab

### Mechanical

Level 10-C	HVAC Tower Core – Level 10
Level 10-P	P&D Podium – Level 10
Level 10	P&D – Level 10
Level 16-C	P&D/HVAC Tower Core – Level 16
Level 17-C	P&D/HVAC Tower Core – Level 17
Level 18-C	P&D/HVAC Tower Core – Level 18
Level 19-C	P&D/HVAC Tower Core – Level 19
Level 30-C	P&D/HVAC Tower Core – Level 30
Level 31-C	P&D/HVAC Tower Core – Level 31
Level 32-C	P&D/HVAC Tower Core – Level 32
Typical-C	P&D/HVAC Tower Core - Typical
Podium Core	Future Sanitary Drain Podium Core
Levels 2-16	Future Sanitary Drain Levels 2-16
Levels 18-32	Future Sanitary Drain Levels 18-32
Levels 33-41	Future Sanitary Drain Levels 33-41