



IBC Bank Plaza
Construction Rules & Regulations

The following Rules and Regulations shall apply, without exception, to all Contractors performing work on this site unless specifically stated otherwise in writing by Endeavor Real Estate Group.

1. Start-Up

- 1.1. The contractor shall notify Endeavor Property Management Office in writing prior to the start of any construction on site.
- 1.2. All Construction shall be scheduled and coordinated with the Endeavor Property Management Office.
- 1.3. Prior to the commencement of construction or tenant move in, the Contractor is responsible for scheduling a walk through with the Endeavor Property Management Office and/or Chief Engineer of all common areas accessed as part of construction in order to document existing conditions of building finishes.
- 1.4. Prior to the commencement of construction Contractor shall provide the Endeavor Property Management Office with proof of insurance and a work permit awarded through the City of Austin.

2. Parking, Grounds & Loading Dock

- 2.1. There is not designated parking in the garage or surface lot. Employees can find parking on the street, or pay for parking in the garage and surface lot.
- 2.2. Contractor is responsible for keeping the garage, parking lot, motor bank, and perimeter of building property line clear of all construction related debris.
- 2.3. Speed limit on entire site is 10 MPH.
- 2.4. Loading dock is to be used for loading and unloading purposes only.
- 2.5. Time limit for loading dock is 30 minutes unless previously approved by property management.

3. Dumpster Location and Permit

- 3.1. All dumpsters need to be located on San Antonio Street. Dumpsters on sth street are not permitted due to the valet operations for the retail tenants.

4. Building Business Hours

- 4.1. Normal business hours are Monday through Friday, 7:00a.m.- 6:00p.m. and Saturday, 8:00 a.m. -1:00 p.m. All hours outside of these hours are considered "after-hours". See Section 4 for after-hours access. Contractor must submit written request to Endeavor Property Management Office and receive written authorization.

5. Security

- 5.1. All Contractors' are responsible for actions and activities of all parties on the site under their supervision.

- 5.2. Contractor's Supervisor must sign in with site Security when arriving and sign out when departing.
- 5.3. All contractor employees must have photo ID badge in order to access site and badge must be worn in a fashion that is clearly displayed (above waist) at all times while on site.
- 5.4. All contractor employees must verify identification when on site if requested by site Security or Endeavor Property Management Office.
- 5.5. After-hours access must be approved by Endeavor Property Management Office.
- 5.6. Requests for after-hours access must be made in writing and submitted no later than 3:30p.m. two days prior to subject day (e.g. Saturday access must be made no later than 3:30p.m. on preceding Thursday). Contractor must provide Endeavor Property Management Office with a list of all persons requiring access for the requested period.

6. Construction Methods and Procedures

- 6.1. Any work that could potentially disturb other tenants and/or create potential hazardous conditions on the site shall be performed during non-building hours and coordinated through Endeavor Property Management Office.
 - 6.1.1. The Building Hours are defined as:
 - 6.1.1.1. Monday- Friday 7:00AM- 6:00 PM
 - 6.1.1.2. Saturday 7:00AM -12:00 PM
- 6.2. Construction materials and equipment shall not be stored in any common area.
- 6.3. All flammable/combustible material shall be stored in a manner that will not create unsafe conditions on the site. ANY FUEL (GASOLINE, DIESEL) ON SITE MUST BE STORED IN APPROPRIATE CONTAINERS AND IN OSHA STANDARD 1910.106 NFPA RATED FLAMABLE LIQUID STORAGE CABINETS AND ONLY IN AMOUNTS REQUIRED FOR DAILY USE. Endeavor Property Management Office must be notified in writing of storage of any combustible gases or fuel on site.
- 6.4. A "hot work permit" issued via the Endeavor Property Management Office is required for all welding, burning or open flame work. Contractor must request a "hot work permit" in writing minimum of seventy-two hours prior to intention to commence required work. Upon permitting, hot work shall be performed under the direct and continuous supervision of a properly trained "fire watch" designee. Contractor must provide the fire watch including fully operational & charged minimum 10# type ABC fire extinguisher. Fire extinguisher must remain in immediate proximity of and accessible to the fire watch while hot work is being performed. Contractor is responsible for inspecting area and monitoring conditions in work area after hot work is completed until there is no longer a risk of fire.
- 6.5. All floor cutting/core drilling shall be x-rayed in advance by contractor and include written authorization from Endeavor Property Management Office prior to scheduling work.
- 6.6. All penetrations must be sealed with appropriate fire rated materials.
- 6.7. Contractor shall be responsible for protecting the safety of all workers on the site as required by all authorities having jurisdiction including OSHA.
- 6.8. The Contractor is responsible for all repair and/or replacement of finishes disturbed by tenant work.
- 6.9. The Contractor shall have written authorization from Endeavor Property Management Office prior to interrupting any service to the property and shall be responsible for reinstating any site or building services curtailed during tenant work.
- 6.10. Industry standard first aid equipment must be provided by the Contractor and is to remain on site at all times during construction.

- 6.11. Any activity that affects building systems e.g. fire/life safety, plumbing, electrical, HVAC, etc. must be coordinated and scheduled through Endeavor Property Management Office minimum 24 hours in advance of the work being performed.
- 6.12. Requests for Fire/life safety tests must be in writing to Endeavor Property Management Office and received minimum of seventy-two hours prior to requested test time. All testing must be coordinated and scheduled through Endeavor Property Management Office.
 - 6.12.1. **All testing must be completed during the hours of:**
 - 6.12.1.1. **Sunday-Monday 2:00AM-6:00AM**
- 6.13. Endeavor Property Management Office shall be notified in writing of any type of security system being installed in a tenant space, including the name of the vendor monitoring and servicing the system, and all required operating passcodes. Endeavor Property Management Office shall be included on the monitoring vendor's notification list. **All tenant security systems must stand alone and shall not connect to or interfere with the operation of any Building systems.**
- 6.14. Endeavor Property Management Office shall be notified in writing of any electronic access control system being installed on the site. Access cards for any access control system operated on the site must be provided to Endeavor Property Management Office and appropriate Endeavor staff.
- 6.15. Material & Supply deliveries must be made via areas and times designated by Endeavor Property Management Office
- 6.16. Contractor is responsible for ongoing cleaning of construction area including containment of dust so as not to escape immediate construction area or get into air handling systems or fire alarm devices. At the conclusion of work, Contractor will replace all filters on air handlers which service the portion of the building containing the scope of the project.
- 6.17. No Asbestos Contaminated Materials shall be introduced to this site.
- 6.18. Contractor must provide Endeavor Property Management Office with a written request minimum of forty-eight hours prior to performing any of the activities identified below. Endeavor Property Management Office must provide contractor written authorization to perform any of the following activities:
 - 6.18.1. Freight elevator usage.
 - 6.18.2. Any activities involving cranes, forklifts, or overhead work.
 - 6.18.3. Sprinkler/fire/life safety shut down.
 - 6.18.4. HVAC shut down.
 - 6.18.5. Large volume deliveries or deliveries of large equipment
 - 6.18.6. Tenant relocations.
 - 6.18.7. Trash removal operation.
 - 6.18.8. Security detail.
 - 6.18.9. Any work/activity not performed during normal business hours.

7. Elevator

- 7.1. **Under no circumstances are construction personnel allowed to use the passenger elevators.** Any problem with the freight elevator should be reported to Security immediately. **Be patient and allow the doors to fully open before exiting.**
- 7.2. Contractors shall not hold the freight elevator on floors except for the time required to load or unload the materials. Please allow the doors to fully open before exiting.

- 7.3. Arrangements need to be made with the Endeavor Property Management Office for the delivery of any oversized items that will not fit into the freight elevator.
- 7.4. Any damage caused by Contractor use will be billed to the Contractor.
- 7.5. Schedule use of the freight elevator with the Building Management Office. Any conflicts with use contact the Endeavor Property Management Office or Chief Engineer.

8. Housekeeping

- 8.1. Construction personnel shall behave in a professional and dignified manner. Inappropriate behavior or dress will be reported to the Contractor for redress. Loud, abusive, or profane language will not be tolerated. No radios are allowed on the construction site.
- 8.2. Contractor shall provide carpet/floor protection for all construction requiring the Contractor's use of lobbies or common areas. In accordance with the following standards:
 - 8.2.1. One-quarter (1/4) inch Masonite panels taped to the floor, all corner edges and joints shall be anchored to provide safe and "trip-free" transitions.
 - 8.2.2. Carpet masking.
- 8.3. Restroom wash basins shall **NOT** be used to fill buckets, make pastes, wash brushes, etc. If facilities are required, arrangements for utility closets shall be made with the Endeavor Property Management Office.
- 8.4. Contractor shall be responsible for repair of any damage during construction, and/or testing to adjacent finished areas. Each Contractor shall be responsible for repair of damage caused by Contractor and/or the Contractor's subcontractors.
- 8.5. Contractor shall be responsible for daily removal of all trash and debris from the job site. At no time shall the building dumpster be used by the Contractor's cleanup crew for disposal of any trash or debris. Contractor needs to coordinate the delivery and removal of trash dumpsters with the Chief Engineer or the Endeavor Property Management Office. Contractor must provide their own means of trash removal. The Contractor must make their own arrangements to supply and remove the dumpster on a regular basis during non-business hours. All weekend debris must be removed by 7 a.m. Monday morning.
- 8.6. Contractor must police grounds daily to ensure no construction trash is in the parking lot, landscaping, or neighboring locations.
- 8.7. Food and related debris shall not be left in the suite under construction or anywhere else on the building premises, and shall immediately and properly be disposed of by the Contractor.
- 8.8. All construction areas shall be kept broom clean at all times. **Under no circumstances should debris be swept into an elevator pit. Contractor will be responsible for vacuuming all elevator tracks at all times.** The Contractor shall be responsible for complete detailing of the premises and final cleanup prior to tenant move-in. If the housekeeping crew is required, fees for those services will be charged directly to the Contractor who will be responsible for their payment.
- 8.9. **SMOKING IS NOT PERMITTED ANYWHERE INSIDE THE BUILDING AND IS ONLY ALLOWED IN DESIGNATED AREAS OUTSIDE THE BUILDING. NO EXCEPTIONS!**
- 8.10. Contractor must submit to the Building Management Office all material safety data sheets for hazardous materials used on this project.

9. Restrooms

- 9.1. Contractor must make arrangements to place Portable Toilets on the loading dock in an area approved by Property Management.
- 9.2. Contractors are not permitted to use the building restrooms.

10. Lobby

- 10.1. The building lobby may not be used for the loading of material or equipment. All equipment and material loading must occur from the loading dock to the freight elevator.

11. Fire Life Safety System

- 11.1. All work of the life/safety systems and the fire sprinkler system must be coordinated seventy-two (72) hours prior to commencement with the Chief Engineer. At no time, or in any event, is the Contractor to do any work that puts the fire/life safety system in alarm.
- 11.2. If the Contractor is to perform any work that will produce smoke, fumes, or excessive dust, the Chief Engineer is to be notified in order that the building can go off line with the fire department and the work can be scheduled for after hours.
- 11.3. When any work is to be performed in proximity to the main elevator lobby, freight elevator or return air ducts, precautionary measures must be taken to protect smoke detectors from dust and paint over spray. Again, NO PORTION OF THE FIRE/LIFE SAFETY SYSTEM SHALL BE OUT OF SERVICE WITHOUT PRIOR KNOWLEDGE OF THE CHIEF ENGINEER. Once work is complete, the system is to be reinstated by notifying the Chief Engineer.
- 11.4. If smoke detector covers are used, they must be removed at the end of each work day.

12. Close-Out Documents

- 12.1. Contractor shall provide Endeavor Property Management Office with the following documents at the completion of the project:
 - 12.1.1. Warranties
 - 12.1.2. Unconditional Lien Waivers
 - 12.1.3. Equipment Operation manuals
 - 12.1.4. Certificate of Substantial Completion
 - 12.1.5. Certificate of Occupancy
 - 12.1.6. HVAC Test and Balance Reports
 - 12.1.7. HVAC Color Coded T-stat Zoning Schedule
 - 12.1.8. Electrical Panel Schedule

I HEREBY ACKNOWLEDGE RECEIPT OF THE ENDEAVOR REAL ESTATE GROUP CONSTRUCTION RULES AND REGULATIONS AND I AGREE TO ABIDE BY ALL THE REQUIREMENTS OF THESE RULES AND REGULATIONS UNLESS ACCEPTED, IN WRITING BY THE BUILDING MANAGEMENT. I UNDERSTAND THAT I WILL BE CHARGED FOR ANY DAMAGE OR CLEAN-UP REQUIRED AS A RESULT OF MY FAILURE, OR THAT OF MY SUBCONTRACTORS, TO COMPLY WITH THESE RULES. FURTHERMORE, I ACCEPT THAT ANYONE REPEATEDLY BREAKING THESE RULES MAY BE ASKED BY BUILDING PERSONNEL TO LEAVE THE PREMISES.

Name (type or print)

Project Name

Title (type or print)

Date

Signature