



REDMOND
TOWN-CENTER





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Table of Contents

Introduction.....	4
General Information.....	5
Pre-Construction Requirements	6
Jobsite Information	7-9
A. Job Familiarity	7
B. Approved Plans	7
C. Asbestos Report	7
D. Building Permit	7
E. Code Compliance and Inspections	7
F. Security	8
G. Sign Posting	8
H. Tool Loan	8
I. Public Restrooms	8
Construction Rules	9-17
A. Quality of Workmanship	9
B. Work Coordination & Communication	9
C. Tenant Space Access & Work	9
D. Supervision	10
E. Work Hours.....	10
F. Work Areas	10
G. Damage Repair	11
H. Construction Noise	11
I. Construction Barricade	11
J. Construction Graphics & Signage	12
K. Preliminary Construction Power Usage	12
L. Deliveries	12
M. Contractor Parking	12
N. Contractor Equipment.....	13
O. Trash Removal	13
P. Safety	13
Q. Hazardous Materials	14
R. Hot Work, Fire Alarm Bypass	14
S. Slab Penetration & Structural Support	15
T. Electrical	15
U. Crane Lifts	15
V. Roof Related Work & Access.....	15
W. Fire Alarm, Fire Sprinkler, Testing	16
X. Access Into Project Space.....	17
Y. Landlord Punchlist	17
Z. Contractor Parking.....	17-18
AA. Additional Sub Contractor Guidelines & Agreements	18
Closeout Requirements	19
Contractor Violations	20
Construction Guidelines Agreement	21



INTRODUCTION

The intent of this package is to layout the general rules and regulations that all Tenants, General Contractors, sub-contractors, etc. must agree to and abide by during the course of any construction projects, remodels, or other large projects. The information within may not be applicable to each project or situation, but will serve as a general guideline. If there are any concerns or issues with these rules and regulations, please contact our office to discuss, work through, and coordinate answers and solutions.

Before the start of any project applicable parties (Tenant, General Contractor, Vendor, etc.) will receive this package. Applicable Parties must review this entire package, understand its contents, and comply with all requirements as set forth. The General Contractor or Vendor (“**Contractor**”) completing the project must complete and sign the final page of this package, in so stating that they have read this package, understood its contents, and will comply with all requirements as set forth.

No later than three business days prior to the commencement of a project, the Contractor completing the project must schedule a pre-construction meeting with Property Management. At or by the time of this meeting Contractor is required to have completed and submitted all required and necessary pre-construction requirements.

Failure to abide by terms of this Contractor Guidelines package may, in addition to other penalties and remedies, subject Contractor to violations, associated fines, and, in extreme case, a stop on work.



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GENERAL INFORMATION

Redmond Town Center
7525 166th Ave NE, Suite D220
Redmond, WA 98052
Office: (425) 869-2640
Fax: (425) 867-1577
Security: (425) 558-0742

Property Manager

Courtney Klein
425-869-2640
courtneyk@jshproperties.com

Operations Manager

Riley Lynn
425-869-2640
rileyl@jshproperties.com

Security Manager

Jeremiah Judd
425-869-2640
Jeremiah.Judd@alliedbarton.com

Utilities

Electricity & Gas
Puget Sound Energy
888.225.5773

Water & Sewer
City of Redmond
425.556.2152

TelCo
Comcast, Frontier, Verizon
All Fiber Capable

Required Contractors

Fire Sprinkler
Northwest Fire Systems
Clark Potter
cpotter@nwfiresystems.com
206.772.7502

Fire Alarm
Northwest Fire Systems
Dave Arndtson
darndtson@nwfiresystems.com
206.772.7502

Roofing
Varies by building.

Contractor will be responsible to coordinate all mechanical, electrical, fire alarm, fire sprinkler, telco, etc. sub-contractors. Contractor is responsible to ensure that all work divisions are compatible with existing building standards, space and dimensional relationships, and all relevant codes, laws, and regulations.



PRECONSTRUCTION REQUIREMENTS

At least three days prior to the start of any project, Contractor must schedule a Pre-Construction Meeting with Property Management and provide the following:

1. \$5,000 Construction Deposit. Construction Deposits will be held until all work is complete and all Closeout requirements have been met. Once Closeout requirements have been met, Contractor must request the refund of their Construction Deposit, at which time Property Management will issue a refund within 30 days. This construction deposit is to be used to pay for any fines, fees, or other charges accrued during construction; all such fees will be separately invoiced and must be paid in full to receive Construction Deposit. Please make checks payable to the legal entity that corresponds to the location you are working in:
 - a. Retail Core: G&I VII Redmond Retail LLC
 - b. Power Center: G&I VII Redmond Power LLC
 - c. Creekside Crossing: G&I VII Redmond Creekside LLC
2. Electronic set of approved permit-set plans.
3. Evidence of all applicable and required permits, plans, etc.
4. Completed copy of the Construction Guidelines Agreement, found on the last page of this package.
5. Certificate of Insurance meeting Mall requirements. Inquire for a sample outline requirements. Sub-contractors are covered under General Contractor's insurance. Crane vendors will need to have their own insurance on file and meeting mall requirements.
6. Progress schedule outlining the work schedule and anticipated completion of the project.
7. Contact information for the Project Manager, Site Superintendent, all sub-contractors, and any other relevant parties. Will also need a designated 24-hour emergency contact.



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JOBSITE INFORMATION

A. Job Familiarity

- a. Prior to the start of a project, Contractor shall fully review these Contractor Guidelines, project plans and schedules, verify dimensions and utility locations, and familiarize themselves with all jobsite conditions.

B. Approved Plans

- a. All Construction Projects must be constructed in accordance with Landlord approved, fully permitted plans. These plans shall comply with all city, county, and state rules, as well as all relevant ordinances and regulations. If the construction project is not constructed in accordance with the above, Tenant will not be permitted to open for business until all deficiencies are corrected.
- b. Any changes to approved and permitted plans must be submitted to Landlord for review and approval, as well as to any other required agencies, bodies, or organizations.
- c. A copy of approved and permitted plans must remain on site at all times.

C. Asbestos Report

- a. All local, state, or federal regulations require an environmental survey report or any other reports or surveys regarding asbestos or environmental contaminants will be the responsibility of Tenant or their Contractor to obtain at their sole cost.

D. Building Permit

- a. Tenant shall apply for all permits, coordinate building department submittals, and pay all associated fees.
- b. Tenant shall apply and obtain all approvals for permits from the local health department, if required.
- c. The building permit shall be posted in the project space before any work starts and shall remain through the course of the project.
- d. A copy of the permit will also need to be on file with the Property Management office prior to the start of construction.

E. Code Compliance and Inspections

- a. Contractor is responsible for scheduling all necessary inspections. A copy of all inspection reports and, if applicable, the Certificate of Occupancy must be submitted to Property Management upon completion of the project. In the event that Contractor is notified of any violations of codes by proper authorities or



Property Management, Contractor shall correction such deficiencies within seven (7) calendar days from the date of such notification. Construction shall comply in all respects with applicable federal, state, county, and/or local statutes, ordinances, regulations, laws, and codes.

F. Security

- a. Tenant and Contractor shall be solely responsible for the security of the Tenant space by whatever measure Tenant deems necessary.
- b. Property Management has employed Security for their own purposes, Property Management's Security will not secure Tenant spaces.
- c. Property Management and their Security staff do not maintain possession of Tenant space keys; all keys are turned over to Tenant and/or Contractor. Property Management suggests that all locks for a Tenant space are rekeyed at the time of turnover.

G. Sign Posting

- a. Contractors and sub-contractors are not allowed to post any signage around property or within Tenant spaces at any time.

H. Tool Loan

- a. Tenants, Contractors, and sub-subcontractors must always use their own tools and equipment. At no time should Tenant, Contractor, or sub-contractors use mall tools or equipment. If mall tools or equipment are found in Tenant, Contractor, or sub-contractor's possession, violations and fines will be assessed.

I. Public Restrooms

- a. Contractor is welcome to use the public restrooms available around property.
- b. These restrooms are only to be used as restrooms, no tool cleaning or other activities are allowed. If Contractor is found to be using public restrooms for tool cleaning, violations and fines will be assessed.
- c. If construction dust and debris is found in public restrooms, violations and fines will be assessed.



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CONSTRUCTION RULES

A. Quality of Workmanship

- a. All work shall be performed in a thorough, first class, and professional manner and shall be in good and usable condition at project completion.

B. Work Coordination & Communication

- a. The key to a successful project, here at Redmond Town Center, is communication and coordination. If you have any questions on items inside the Tenant space, in neighboring Tenant spaces, or in common/back of house areas, please do not hesitate to reach out to our team.
- b. Any work occurring outside of Tenant space must be coordinated with Property Management. This coordination shall include a clear and detailed plan for how the work will occur, a physical walk with Property Management to ensure the plan will work, and a detailed schedule noting how work will not interfere with mall and Tenant operations. Sub-contractors performing work outside of Tenant space must also be approved by Property Management. Work requiring coordination shall include, but not be limited to:
 - i. Crane Lifts
 - ii. HVAC roof top placement
 - iii. Repair, painting, etc. of mall surfaces
 - iv. MEP
 - v. Fire Alarm and Sprinkler Systems
 - vi. Any items or equipment installed outside of Tenant space.
- c. Any existing Tenant improvements serving the Tenant space that are not reused with the project must be completely removed. We cannot allow any items to be abandoned. Items that must be removed include, but are not limited to: piping, conduits, metal studs, hangers, rooftop equipment, curbs, flooring, cabling, previously abandoned equipment, MEP, etc.
- d. Contractor and sub-contractors shall at no time damage, injure, interfere, or delay any mall or Tenant operations or other construction projects within the mall.

C. Tenant Space Access & Work

- a. All access into neighboring Tenant spaces, for whatever reason, must be coordinated and approved by Property Management.
- b. For such accesses, Contractor must provide at least seven (7) days' notice to Property Management. Property Management will then coordinate such access with Tenant.
- c. Access into Tenant spaces must be outside of that Tenant's operating hours.

- d. Contractor may be required to either reimburse the cost of Tenant's security or directly hire a Property Management and Tenant approved security contractor.
- e. Work in Tenant spaces must be approved by Property Management and done to the satisfaction of both Property Management and Tenant. Conduits, pipes, etc. will need to be painted to match existing conditions in Tenant spaces. Contractor must return Tenant spaces in as good or better condition at the end of each work access. Failure to comply will result in violations, associated fines, and invoices for cleaning/repair costs.

D. Supervision

- a. Contractor shall provide a full-time Site Supervisor throughout the course of the project.
- b. At all times, Contractor shall have either the Site Supervisor or another supervisor on site that is fully capable of overseeing all aspects of the project and answering any questions pertaining to the project.
- c. If the Site Supervisor for a project changes, it will be Contractor's responsibility to ensure that the new Site Supervisor fully understands the project, these Construction Guidelines, and all other necessary information. Any violations of the Construction Guidelines or other regulations will not be excused due to a change in Site Supervisor.

E. Work Hours

- a. Mall hours are typically:
 - i. Monday - Saturday: 10am - 8pm
 - ii. Sunday: 11am - 7pm
- b. It will be Contractor's responsibility to verify working hours for each project and individual situation.
- c. Any work that has the possibility of affecting mall operations, other Tenants, or guests must be done outside of mall hours and may need to be done within even more specific hours depending on the situation. Items that will require off hours work include, but are not limited to: noise, vibrations, odors, fumes, storefront work, crane lifts, work occurring in common areas, work occurring in other Tenant spaces.

F. Work Areas

- a. All work must be wholly contained within the project space or designated project area. All common areas must be kept clear of equipment, merchandise, fixtures, trash, etc. at all times.
- b. Any and all work occurring outside of the project space or designated project area must be approved by and coordinated with Property Management.

- c. Contractor will be responsible to ensure that all dust, fumes, noise, etc. are wholly contained within the project space. Contractor will be responsible to provide walk-off mats and other forms of prevention to ensure dust and debris are not tracked outside of the project space. If dust and debris do track into common areas, contractor will be responsible to immediately clean up all dust and debris or will receive a Contractor Violation and associated fines and cleaning costs.

G. Damage Repair

- a. Contractor will be responsible to immediately report any damage done to any Tenant or building systems, structure, fixtures, equipment, and property in general to Property Management.
- b. Contractor will be responsible to coordinate and diagnose all damage with Property Management. All costs associated with the repair of such damage will be Contractor's responsibility to repair. In certain situations,
- c. Property Management may elect to directly coordinate the repair of certain items, the cost of which will be billed back to Contractor.
- d. If damage is not reported to Property Management, violations and associated fines may be assessed. In such situations, Property Management may elect to directly coordinate repairs and bill back all associated costs with an additional 25% fee.

H. Construction Noise

- a. At no time shall Construction Noise emanate beyond the project space unless specifically coordinated and approved by Property Management.
- b. There is a Noise Ordinance that affects all sections of property that are near hotels and residential buildings. Please inquire as to whether your project falls within one of these noise ordinance zones.

I. Construction Barricade

- a. There are numerous instances in which a construction barricade may be required. It will be Contractor's responsibility to confirm whether or not a barricade will be required and to coordinate the specifics of the barricade with Property Management. Reasons that a barricade may be required include, but are not limited to:
 - i. Removal and/or Replacement of storefront or sections of storefront
 - ii. Modifications to storefront elements
- b. Construction barricades to meet the following standards:
 - i. Minimum 8' tall
 - ii. Minimum class C certificate for flame spread
 - iii. All seams must be flush
 - iv. In no event will drywall be allowed

- c. Barricade must be built between 0 and 5 feet from Tenant space lease line. All required aisle widths must be maintained to meet local fire, safety, ADA, etc. codes.
- d. Contractor will be responsible to provide adequate protection to any mall surfaces (walls, sidewalks, columns, ceilings, etc.) enclosed or covered by the construction barricade. Any damage to mall surfaces will be Contractor's responsibility to repair.

J. Construction Graphics & Signage

- a. Tenant and/or contractor will be responsible to install graphics and/or signage that is coordinated with and approved by Property Management.
- b. If a construction barricade is needed for the project, graphics and/or signage will need to be installed on the construction barricade.
- c. If no construction barricade is needed for the project, graphics and/or signage will need to be installed on the storefront.

K. Preliminary Construction Power Usage

- a. Preliminary construction power may be available from Property Management if power is not available in the project space at the start of the project.
- b. If preliminary construction power is required, Contractor will be responsible to work diligently to install permanent electrical service to the project space as quickly as possible.
- c. Preliminary construction power will be billed back to contractor at the greater of \$350/month or \$0.25/sqft/month.

L. Deliveries

- a. All deliveries are to be made outside of mall hours. Any deliveries made during mall hours must be coordinated with Property Management.
- b. All deliveries are to be made through service corridors and the rear door of the project space. Any deliveries made through public mall areas and/or the front door must be coordinated with Property Management.
- c. Delivery vehicles must make deliveries inside of mall loading docks or other approved areas, at no time will delivery vehicles be allowed to block fire lanes, drive lanes, parking stalls, etc. Any deliveries made outside of previously approved areas must be coordinated with property Management.
- d. At no time shall delivery vehicles be left unattended.
- e. At no time will hard caster wheels be allowed to cross mall flooring without adequate floor protection.

M. Contractor Parking

- a. Contractor and its employees will be required to park in locations approved by Property Management. These locations are subject to change throughout the course of the project.
- b. Failure to comply with mall parking guidelines will result in violations and fines.
- c. Sufficient infractions on specific vehicles may result in the vehicle being towed at the owner's expense.

N. Contractor Equipment

- a. Contractor must store all equipment, supplies, materials, and any other items related to the job in the project space. Items stored outside of the project space may result in violations and associated fines.

O. Trash Removal

- a. Any and all trash associated with a project must be disposed of in a construction dumpster. At no time can project waste be disposed of in mall trash compactors, dumpsters, or recycling containers. Failure to comply will result in violations, fines, and any fees associated with removing improper refuse from mall compactors.
- b. Under certain circumstances, Contractor may be allowed to provide their own construction dumpster following specific guidelines.
- c. Construction dumpsters must be coordinated through Property Management. A list of dumpster sizes and prices will be provided upon request. Property Management will bill back the cost of construction dumpsters and associated fees directly to Tenant or Contractor. Property Management charges no management or coordination fee on top of dumpster costs.
- d. Contractor must provide at least 72 hours' notice when requesting dumpsters to be delivered. No exceptions.
- e. It is Contractor's responsibility to request pulls when dumpsters are full. Contractor must give at least 48 hours' notice for each pull. No exceptions.
- f. Property Management will attempt to place construction dumpsters in a mutually agreed upon location; however, locations for construction dumpsters will ultimately be decided by Property Management. Dumpsters may need to be relocated mid project.
- g. At no time will trash chutes be allowed unless specifically coordinated with Property Management.
- h. At no time will Contractor be allowed to throw or drop from the top level or roof of any building.

P. Safety

- a. Contractor shall comply with all applicable safety regulations and take all necessary precautions to safeguard all personnel and peoples from danger and preserve all property.
- b. Contractor and its subcontractors are prohibited from consuming or being under the influence of alcohol or other intoxicants while on Mall property.
- c. Contractor and its subcontractors shall only smoke in areas designated by Property Management. Failure to comply will result in violations and fines.
- d. When deemed necessary by Property Management, Contractor will provide ventilation or additional ventilation to abate noxious or impactful odors.
- e. Miscellaneous safety rules include, but are not limited to:
 - i. Fire Extinguisher, minimum 20lb ABC, must be kept onsite at all times.
 - ii. Protective clothing and gear must be worn whenever required by OSHA or other standards.
 - iii. Proper signage required by OSHA, other standards, and Mall regulations must be posted at all times.
 - iv. All equipment and tools should be kept in good, working order.
- f. Failure to comply with safety regulations will result in violations and associated fines.

Q. Hazardous Materials

- a. Contractor must keep proper MSDS forms throughout the project.
- b. Any materials requiring ventilation must be applied, installed, or otherwise used outside of mall hours and all noxious or impactful odors must be 100% removed from the premises by the start of Mall hours.
- c. Absolutely no asbestos-containing materials, including but not limited to floor tiles, floor mastic, or roof mastic, are allowed onto Mall property.
- d. If it is discovered that the contractor installed asbestos or other hazardous materials, the contractor will be held responsible for all costs associated with its removal and disposal.

R. Hot Work, Fire Alarm Bypass

- a. Fire Alarm system must be placed into bypass for any work or activity that could possibly activate the system.
- b. Fire Alarm system can be placed into bypass by coordinating directly with Mall security. Contractor must provide at least 1 hours' notice to Mall security for the Fire Alarm system to be placed into bypass.
- c. Contractor will be responsible to perform a Fire Watch of the entire building once every 30 minutes while the Fire Alarm system is in bypass.
- d. At no time may any Hot Work be performed during a sprinkler shutdown.
- e. If Contractor is found to be doing work that could trigger the Fire Alarm system, but has not placed the system into bypass, Contractor may be assessed a violation and associated fines.

- f. If Contractor does not place the Fire Alarm system into bypass and triggers the system, Contractor may be assessed a violation and associated fees.

S. Slab Penetration/Structural Support

- a. Contractor shall not make any penetrations, saw cuts, etc. through the roof, suspended slab, or ground floor slab without approval from Property Management.
- b. Contractor will be responsible to perform any necessary X-rays.
- c. Contractor will be responsible to repair any damages resulting from penetrations, saw cuts, etc.
- d. At no time shall Contractor attach anything directly to the roof or supported slab. All attachment points must be made to structure.

T. Electrical

- a. Contractor must coordinate all work in Mall Electrical Rooms with Property Management.
- b. Any and all work requiring the shutoff of power to any Tenant or Mall equipment must be coordinated with Property Management and done outside of mall hours. Require hours for such work may be more specific depending on individual situations. Contractor to provide a minimum of 72 hours' notice for any such shutdowns.
- c. At no time may equipment or tools be stored in Mall electrical rooms while work is not being performed.
- d. All conduit must be installed as close as possible to walls, ceilings, etc.
- e. All conductors are to be copper installed in conduit.

U. Crane Lifts

- a. If a project requires the use of the crane, the crane lift plan must be fully coordinated and approved with Property Management.
- b. Contractor to provide a minimum of 72 hours' notice for any crane lifts.

V. Roof Related Work & Access

- a. Any work or installations occurring on Mall roofs must be coordinated and approved by Property Management.
- b. All accesses to the roof must be arranged through Mall security.
- c. Contractor must use Property Management's approved roofing vendor for mounting platforms, curb and pipe penetrations, etc.
- d. Roof area must be kept clean of all debris, with all excess materials, flashing, screws, etc. removed after work completion.



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- e. At no time may materials, equipment, etc. be stored on the roof when work is not occurring.
- f. All HVAC condensate lines must be piped back to Tenant's space. All piping to be copper, Type 'M'.
- g. Care must be taken at all times to prevent scraping or dragging tools and equipment across the roof.
- h. Contractor must use roof access ladders for all roof accesses. At no time may Contractor access the roof with a ladder on the side of the building.
- i. All equipment on the roof must be clearly labelled with phenolic labels, adhered with double-sided tape. Phenolic labels must show the correct suite number, other information is optional.
- j. No installations or penetrations shall be made during inclement weather.
- k. No improvements shall be installed in any roof waterways or areas on roofs where water 'ponds'.
- l. Contractor will be responsible to warranty all penetrations as water-tight. Tenant and/or Contractor will be responsible for the repair of any improper or failed seals, flashing, etc. around Contractor installed penetrations.
- m. Conduits and piping must be restrained by appropriate and approved roof supports.
- n. If any penetrations are removed as part of the project, Contractor must fully fill, repair, and seal the roof and roof deck.
- o. Contractor will be responsible to ensure any equipment installed on the roof is adequately supported.

W. Fire Alarm, Fire Sprinkler, Testing

- a. Contractor will be responsible for coordinating all Fire Alarm and Sprinkler work inside the project space and will use Property Management's required Fire Alarm and Sprinkler vendor(s).
- b. At no time will Contractor or its subcontractors be allowed to adjust, move, tamper with, disconnect, block, or otherwise interfere the Fire Alarm and Fire Sprinkler systems. All work to Fire Alarm and Fire Sprinkler systems must be done by Property Management's required contractor(s).
- c. All Fire Sprinkler system breaks and activations must be reported immediately to Mall security and Property Management. Violations and associated fines may be assessed for erroneously breaking and/or activating the Fire Sprinkler system.
- d. All shutdowns of the Fire Sprinkler system must be coordinated and approved by Property Management. Contractor to provide a minimum of 72 hours' notice for any such shutdowns. Shutdowns must be scheduled off mall hours.
- e. Fire Alarm and Fire Sprinkler systems in project space to remain operable throughout the course of the project.
- f. All Fire Alarm testing must be done outside of mall hours. Specific hours may be more constrained depending on individual situations.

- g. Contractor to provide a minimum of 72 hours' notice for any Fire Alarm testing or planned activation of the Fire Alarm system.

X. Access Into Project Space

- a. Contractor shall provide Property Management access into the Project Space at reasonable times, with reasonable notice.
- b. In the event of an Emergency, Property Management shall have the right to enter the premises outside of reasonable times and without reasonable notice.

Y. Landlord Punchlist

- a. Property Management will have the right to complete and enforce a final Landlord Punchlist.
- b. Contractor will be responsible to schedule and provide access for a Landlord Punchlist walk at the completion of the project. \
- c. Contractor will be responsible to complete all punchlist items within 15 days of the date of the punchlist walk. Any items that are known to take longer than 15 days must be coordinated and approved by Property Management. If any items are not completed within 15 days, Property Management shall have the right to complete such items and bill back the cost with an additional 25% fee to Tenant or Contractor.

Z. Contractor Parking

- a. Parking During Mall Hours (10am – 8pm)
 - i. Contractor and vendor vehicles under 7'0" (seven feet) are allowed to park in regular RTC employee parking in either RTC parking garage. Employee stalls are signified by yellow stripes on both sides of the space
 - ii. Contractor and vendor vehicles over 7'0" (seven feet) must park in the Parcel 7 parking lot (Red Robin, Bed Bath & Beyond, Pier 1, map available upon request)
- b. Parking Outside Mall Hours (8pm-10am)
 - i. Contractor and vendor vehicles may park in any parking stall (no loading docks) outside of mall hours.
- c. Loading Docks
 - i. Loading docks are not to be used for parking.
 - ii. 20 minute load and unload only
 - iii. Equipment (tools, supplies, lifts, etc.) should not be stored in loading docks

- iv. If there is a need to deviate from these rules (loading dump trucks, unloading larger deliveries, concrete pours), please coordinate with our office
- d. Pedestrian Walkway Load-Unload Zones
 - i. The 2 load-unload zones on the ends of the pedestrian walkway (intersections of 164th&74th and 166th&74th, map available upon request) are not to be used for parking
 - ii. These areas are strictly enforced by the Redmond Fire Department as load-unload zones only for emergency fire access to the pedestrian walkway
 - iii. Vehicles should not be left unattended for any amount of time
 - iv. 20 minute limit load and unload only
 - v. Loading-unloading in these spots should only occur outside of Mall Hours
- e. Pedestrian Walkway Access
 - i. All vehicular access to the pedestrian walkway must be coordinated with our office prior to access, no exceptions
 - ii.

AA. Additional Sub-Contractor Guidelines and Agreements

- a. Due to the more involved nature of certain division, we have created additional, more in-depth guidelines and agreements for certain sub-contractors.
- b. These sub-contractor guidelines and agreements are in addition to these Construction Guidelines.
- c. Completed Sub-Contractor Agreements must be returned to our office before any work can begin.



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CLOSEOUT REQUIREMENTS

Contractor and/or Tenant shall deliver the following to Property Management within 45 days of completion of the project. The below list is meant as a guideline, exact requirements will vary from project to project as requirements vary per Lease and situation.

1. Notice of Completion: If required, Contractor must obtain, record, and post a Notice of Completion on the project space within 3 business days of completion.
2. Certificate of Occupancy: If required, Contractor must obtain, record, and post a Notice of Completion on the project space within 3 business days of completion.
3. Completed Permits: Contractor must submit proof of all applicable permits being completed and signed off on.
4. Lien Waivers: Contractor will be responsible to provide copies of all final, unconditional lien waivers for all applicable suppliers, subcontractors, etc.
5. General Contractor Affidavit: Contractor must sign and agree to Property Management's General Contractor Affidavit.
6. AIA Requirements:
 1. For Tenant's work with an aggregate cost in excess of \$1,000,000.00, Tenant shall obtain and deliver to Property Management AIA Document G702, completed, executed and certified by Tenant's architect that the premises were constructed in accordance with the approved plans, together with AIA Document G703, completed and to which shall be affixed Tenant's contractor's signed certification, within thirty (30) days after substantial completion of Tenant's work.
 2. For Tenant's work with an aggregate cost of \$100,000.00 to \$1,000,000.00, Tenant shall obtain and deliver to Landlord AIA Document G702, together with AIA Document G703, completed and to which shall be affixed Tenant's contractor's signed certification, within thirty (30) days after substantial completion of Tenant's work.
 3. For Tenant's work with an aggregate cost less than \$100,000.00, Tenant shall obtain and deliver to Landlord a copy of the contract between Tenant and Tenant's contractor showing Tenant's contractor's final billing within thirty (30) days after substantial completion of Tenant's work.
7. Certified Air Balance Report: If applicable, Contractor must submit a certified air balance report by a recognized air balance contractor such as AABC or NEBB. Air balance report must be performed and submitted by an HAVC contractor different from the contractor that installed the HVAC system.
8. Landlord Punchlist: Completion of the Landlord Punchlist walk and correction of any deficiencies.
9. Payments: All fines, (damages, violations, etc.) and fees (electrical, dumpster, etc.) must be paid in full.



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Sample Contractor Violation

Notice of Contractor/Vendor Violation

This section to be completed by RTC Security

Tenant: _____

Contractor
Or Vendor: _____

Officer: _____ Date: _____

Common Areas

- Dust, Debris in common area
- Equipment, other items left or stored in common area

Deliveries

- Failure to coordinate deliveries made outside of approved locations and hours

Fire Alarm

- Failure to place Fire Alarm System into Bypass for work that may trigger the Fire Alarm System
- Failure to coordinate Fire Alarm System Testing
- Failure to perform Fire Watch while Fire Alarm System is in Bypass

Fire Sprinkler

- Activation of or damage to the Fire Sprinkler System

Mall Power and Equipment

- Unauthorized use of mall power or equipment

Noise

- Excessive noise outside of approved hours

Parking

- Parking in unapproved areas

Safety

- Any unsafe activity or situations that put RTC guests, staff, or tenants at safety risk

Trash

- Trash improperly disposed of
- Dumpster not coordinated

Other

- _____
- _____

* All violations subject to a fine of \$250.00. Cleaning violations subject to additional cleaning charge.

This section to be completed by Contractor or Vendor

Person _____

Receiving _____

Violation: _____

Signature: _____ Date: _____

Comments: _____



REDMOND
TOWN-CENTER

Construction Guidelines Agreement

Tenant: _____ Space: _____ Date: _____

By signature below the contractor agrees to have read this document and is in full understanding of the information as outlined. Failure to comply with information in this document without prior written approval from Property Management, JSH Properties, Inc., could result in monetary penalties payable by contractor and/or shut down of the job site.

Contractor: _____

Signature: _____

By: _____

Its: _____

Email: _____

Phone: _____

License No: _____