

THE PORTRAIT BUILDING  
701 8<sup>th</sup> Street, NW  
Washington, DC 20001

## **RULES AND REGULATIONS**

These Rules and Regulations are key elements in making the construction process safe, minimizing disruption, protecting the building and ensuring quality work. A clear understanding of the owner's expectations will promote cooperation and compliance by the construction trades. These must be included in the bid package and the construction contract. These Rules and Regulations are tailored to the particular requirements of the property. Furthermore, they must be posted at construction worker entry points and adjacent to the job site.

### **Work Hours, Access and Use of the Building**

All work in or around the building must be scheduled through the Building Management. Tenants' normal business hours are 8 a.m. to 6 p.m., Monday through Friday. Weekend business hours are 9 a.m. to 4 p.m. on Saturday only.

During the normal business hours specified above, Building Management can limit access to areas within the building. Construction work affecting occupied tenant areas should be done outside of normal business hours.

**A building engineer is also required to be present during construction. Engineer coverage at the building is from 6 a.m. to 6 p.m. Monday through Friday. Any additional engineering coverage needed outside of these hours will be billed back to tenant.**

The success of our building depends on our tenants' positive or negative reactions to our way of doing business. The tenants are also affected by their clients' perceptions of our operation. It is therefore essential that all contractors conform to the work rules listed below to preserve the appropriate environment in the building.

### **Management Communication/Approval**

There are a number of activities that will require specific Building Management approval so that the appropriate communication to tenants can take place. Specific examples are water shut-downs, core drilling, slab x-raying, access into tenants' space, and fire alarm testing.

In instances where coordination with other tenants is necessary, we require a minimum of 48 hours' notice.

### **Employee identification**

All contractors must wear an identification badge while they are in the building. The superintendent must ensure that all employees have these badges on at all times. The contractor is responsible for supplying the badges. Persons not wearing badges will be asked to leave the property.

A list of all subcontractors is also required prior to the commencement of construction.

### Elevators

All construction crew, materials, tools, and trash are to be transported to and from the construction floors via the freight elevator. The General Contractor and all subcontractors may use the freight elevator subject to schedule coordination with the General Contractor and Building Management.

### Delivery of Materials

Delivery of materials will be conducted in an orderly manner so that parking and normal traffic patterns will not be disturbed. Major deliveries or stocking shall be coordinated through Building Management. Deliveries must be scheduled between 6 p.m. and 7 a.m. on weekdays and/or anytime on Saturday and Sunday.

Loading dock is located in the garage immediately to the right of the garage entrance. See **Attachment 2 – LOADING DOCK REGULATIONS**.

### Restroom Facilities

Restroom facilities use shall be coordinated in advance with Building Management. Contractors shall use only those facilities specifically designated by Building Management. Damage caused to restroom facilities (or common areas en route to restroom facilities) as a result of use or abuse shall be repaired at Contractors' expense. Restroom toilets, urinals, sinks, and floor drains are not to be used for disposal of construction related materials.

### Temporary Protection

Contractor shall carefully protect all doors (to freight elevator, mechanical/electrical rooms, stairways, janitorial closets and restrooms), walls, carpets, floors, furniture and fixtures and shall repair or replace damaged property without cost to the Owner.

Contractor shall maintain the existing building in a weather tight condition throughout the construction period. Contractor shall repair damage caused by construction operations.

### Dusty Work

Contractor shall notify Building Management 48 hours prior to commencement of extremely dusty work (sheet rock cutting, sanding, extensive brooming, etc.) so that Building Management may verify that the correct pre-filtering has been completed per this agreement. Failure to make such notification will result in Contractor absorbing the costs to return the equipment to proper condition. It will be the responsibility of Contractor to supply and change return air filters during construction. Contractor must also provide protection for smoke sensing devices in order to prevent contamination of heads and fire system false alarms. Cleaning of smoke sensing devices and sprinkler heads may be required as well.

### Disposal of Materials

Any and all materials removed and not reused in the construction, except as directed by Building Management, shall be disposed of by Contractor as waste or unwanted materials. The removal of waste materials from the premises shall be through the freight elevator. Construction debris shall **not** be deposited in the building's trash compactor, recycling dumpster

or recycling totes on the loading dock or simply left on the loading dock. Damage to the dumpsters and/or additional hauls caused by the disposal of construction debris will be billed to Contractor. Contractor will be responsible for maintaining a separate trash dumpster to be located in an area designated by Building Management, usually the loading dock. The dumpster area shall be kept clean and all materials contained in the dumpster.

In the event the area is not kept clean and in a respectable condition, Building Management will cause the area to be cleaned by building personnel without prior notice to Contractor, who will subsequently be billed for the clean-up.

### Clean Up

Contractor shall at all times, on a day-to-day basis, keep the site free from accumulations of waste materials, debris, or rubbish caused by employees or work. All debris and dirt resulting from construction must be cleaned up at the end of every day, such that the area is restored to its first class appearance. Vacuuming, dust or damp mopping, and dusting, using Contractor's supplied equipment, may be necessary on a daily basis. All construction areas shall be kept in as neat and presentable appearance as is practical.

Inventory shall be stacked or otherwise stored neatly and safely. Debris shall be picked up daily and placed into centralized trash receptacles on each construction floor for daily removal from the building.

### Life Safety

Contractor will be held responsible for maintaining the integrity of the Building Life Safety System in areas under his supervision and within his control. All stairwell doors will remain closed at all times. Contractors shall comply with all OSHA regulations. In the event that smoke detectors are covered, Building Management shall be notified. Building Management will coordinate with building engineers and the superintendent to ensure that covers are removed and the life safety system is operational at the end of each day.

### Draining of Sprinkler Lines

Any work that could involve the draining of a sprinkler line or otherwise affect the building's sprinkler system must be approved and coordinated through Building Management. Refilling of the system must also be approved and coordinated through Building Management and building engineers.

### Water and Electricity During Construction

Sources of water and electricity will be furnished to Contractor without cost, in reasonable quantities for use in lighting, portable power tools, drinking, testing and other such common usages during construction. Contractor shall make all connections, furnish any necessary extensions and remove these items upon completion of the work.

### Mechanical Rooms and Air Handling Units

Inspection of mechanical rooms and AHU equipment will be conducted by Building Management before Contractor begins work. The condition of the mechanical rooms, air handler units, coils, etc. will be documented. Prior to tenant occupancy, the rooms and

equipment will be re-inspected. Any clean-up or repair necessary to bring equipment back to pre-construction condition shall be charged to Contractor.

Mechanical and electrical rooms must not be used for construction material storage or as work areas. All existing utilities must be protected against damage during construction operations.

Do not interrupt existing utilities serving occupied areas, except when authorized in writing by Building Management. Constructor shall provide temporary services during interruptions to existing utilities, as acceptable to Building Management.

Contractor will install a 1" filter media over the filter bank of the AHU prior to beginning construction. During Heating Season, a 1" filter media will be installed on the air inlet of each PIU.

### Electrical Panel Changes

All additional electrical circuits added to existing electrical panels or any new circuits added to new electrical panels will be appropriately marked as the areas and/or equipment serviced by the circuit(s) in question. Noncompliance with this regulation will result in possible barring of Contractor from future activities in the building. All electrical panels, which have covers removed in order to allow the installation of new circuits or any new electrical panels, must be recovered.

All panel covers must be properly in place and all panel doors must be closed.

### Special Elevator Work

Any work repair which necessitates the following must be scheduled through Building Management:

1. Access to the top of an elevator cab
2. Utilization of the cab to perform special services
3. Special security device installation on any elevator servicing a floor

**Under no circumstances** should an individual contractor or tenant permit their personnel to utilize the elevator for any purpose other than transport of materials and/or personnel.

### Construction Noise Limits

There are certain operations that must be performed outside of normal business hours to prevent the interruption of our tenants' normal business operations. These are:

1. Drilling or cutting of the concrete floor slab.
2. Drilling or cutting of any concrete structural member.
3. Any work where machine noise or vibration may disrupt normal office procedures.

### Welding and Cutting Torch Use

At no time is any welding or cutting torch to be used in the building without approval of Building Management. If approval is granted by Building Management, Contractor must have a fire extinguisher present in the work area at all times while the equipment is being used.

Additionally, Contractor may be required to perform this type of work after normal business hours because of the fumes associated with welding and cutting torch equipment.

#### Spraying of Varnishes/Lacquer in the Building

No varnishes/lacquer are to be sprayed in the building without the approval of Building Management. If approval is granted by Building Management, Contractor must have a fire extinguisher present in the work area at all times while the equipment is being used. Building engineers will also need to ensure adequate ventilation to the area after the work is complete.

Additionally, Contractor may be required to perform this type of work after normal business hours because of the fumes.

#### COVID-19 Rules

In response to the COVID-19 pandemic, all tenants, vendors, and guests must wear a facemask that provides coverage over one's mouth and nose, when in building common areas and conducting work in buildout spaces. In addition, occupancy limits are set throughout the building for common areas. All tenant, vendors, and guest shall follow directional signage throughout the building.

#### Posting of Rules and Regulations

A copy of these rules and regulations, acknowledged and accepted by Contractor, must be posted on the job site in a manner allowing easy access by all workers. It is Contractor's responsibility to inform all employees, including subcontractors, of these rules.

#### Building Equipment/Finishes

All equipment/finishes installed should be building standard unless something else is authorized by Building Management.

#### Insurance

Contractor must provide insurance certificates for all subcontractors associated the project which meet the building's insurance requirements.

#### Construction Crew Conduct

It is Contractor's responsibility to ensure that all employees, including subcontractors, follow the rules of conduct outlined in **Attachment 1- CONSTRUCTION CREW CODE OF CONDUCT**. This must be posted on the job site as well as the rules and regulations referenced above.

**It will be the responsibility of the Contractor to enforce the building rules and regulations and Construction Crew Code of Conduct on a daily basis.**



**Attachment 1**  
**Construction Crew Code of Conduct**

1. All contractors must wear construction badges at all times while they are in the building. These are available through Contractor.
2. There is no parking available on the loading dock. Unauthorized vehicles are subject to towing without notice.
3. Restrooms are available on each floor for the construction crew's use, however, they cannot be used for the disposal of any construction materials. (Construction crew is required to use only the restrooms on the floor on which they are working.)
4. Smoking and chewing tobacco are not allowed in the building.
5. There is no radio or stereo system allowed in the building.
6. This is a public building and there will be no loud or abusive language allowed.
7. The passenger elevators must not be utilized at any time. All construction crew and material movement must be done through the freight elevator.
8. All work areas are to remain in a clean and presentable condition at all times.

**Attachment 2**  
**Loading Dock Regulations**

1. The loading dock area is for active loading/unloading of deliveries only.
2. Loading dock is located in the garage. Garage clearance height 6'5".
3. Parking is not allowed at any time; unattended vehicles are subject to towing without notice.
4. Building Management and Security are not responsible for any damages or thefts that occur while using the loading dock facilities.
5. All deliveries must be taken to their final destination. At no time should any items be left on the dock for pick-up.
6. All shipping materials, boxes, pallets, crates, packing materials, trash, etc. must be removed at the time of delivery.
7. While at the dock, vehicles must be turned off to prevent carbon monoxide build up. Vehicles that are unable to be turned off must find alternative parking.
8. Damage to any building structures, elevators, doors, etc. must be reported immediately to Building Management.
9. All delivery personnel who wish to obtain building access before 8 a.m. or after 6 p.m. Monday through Friday and on weekends must sign in with at the security guard's desk in the building lobby.
10. Contractors, subcontractors and other construction personnel are allowed to load/unload materials at the loading dock area, subject to scheduling with Building Management. Extended parking is not allowed and subject to towing without notice.
11. Posted signage must be adhered to at all times. Violations are subject to towing without notice.
12. Any exceptions to the above regulations must be arranged with Building Management in advance. Repeat violators of these regulations will be prohibited from using the loading dock.



**ACKNOWLEDGEMENT OF BUILDING RULES AND REGULATIONS**

THE PORTRAIT BUILDING  
701 8<sup>th</sup> Street, NW  
Washington, DC 20001

Contractor: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Print Name

Superintendent's signature: \_\_\_\_\_

**Building Management:**

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