

9440 SANTA MONICA BOULEVARD
CONTRACTOR RULES AND REGULATIONS

1. The building opens at 7:00 a.m. and closes at 6:45 p.m. If access is required outside of these times or on the weekends, arrangements must be made with Management in advance. The General Contractor or the Tenant is responsible for providing access to the work area for all sub-contractors.

2. Parking may be available onsite to contractors at the discretion of management. The General Contractor must make arrangements to secure parking cards from the Parking Manager and pay the prevailing monthly parking rate plus key card deposit of \$25.00 per parking card for all workers and sub-contractors. All workers must park on the lower levels of the parking garage unless the size of the vehicle prohibits or as otherwise directed by the parking manager. Current non-reserved parking rate is \$175 / month. Contact Luis Rojas with ABM Parking 310 275-9246 located on P1.

For hourly parking, the garage open hours are 7:00 am to 6:30pm M-F and 8:00am -4:00pm Sat., closed Sunday.

3. Arrangements must be made for a separate trash bin. No construction debris shall be placed in the building bin. The General Contractor is responsible for removal of the bin daily. The building is not responsible for someone else dumping trash into the contractor's bin(s).

4. The movement of construction materials into and out of the building must be made at times other than general business hours which are 8:00 a.m. – 6 p.m. M-F. Materials should be loaded, when possible, through the P-3 level of the parking garage. If the vehicle is too tall, loading should be done from the west side of the building in the ally. When bringing materials through the building lobby, proper protection of the lobby floor/walls is required, i. e. masonite on the floors.

5. One (1) elevator is designated as the freight elevator and shall be the only elevator utilized by construction personnel. Said elevator shall be appropriately protected with padding and/or masonite on both the floor and walls.

6. Smoke detectors and life/safety systems are not to be disconnected. If you have any questions regarding same, please contact the building engineer.

7. If construction is causing dust, smoke detectors are to be covered with plastic. Such covering is to be removed as soon as the work is completed or at the end of the day so they are functional.

8. Contractor must follow the building's procedures when undertaking "hot work" such as welding. See building engineer for hot work ticket.

8. If building services (such as water or electricity) may be interfered with by construction work, please contact the building engineer well in advance so the appropriate arrangements can be made.

9. If there are questions concerning building standard equipment (i.e. locks) or mechanical equipment, please contact the building engineer.

10. Workers must remove all trash from the area in which they are working and debris is not to be left in the hallway or stairwells.

11. Workers are to confine their activities to the floor they are working on, and not to go to other floors of the building unless construction activity requires. Workers are to utilize the restrooms as assigned by management ONLY.

12. Workers will take care not to disturb other tenants in the building during construction with excessive noise by personnel, equipment or radios. Special care should be taken that noisy work be done, as much as practical, during non-business hours. Any work such as painting or wood staining that causes an odor must be done after regular building hours. **Building management reserves the right to stop any construction work that is disturbing other tenants in the building during the hours of 8:00 am to 6:00 pm M-F.**

13. Special attention shall be given whenever possible to avoid excessive disturbance.

14. If the General Contractor or any sub-contractor wishes to utilize the building's elevator pads for protection of the elevator cab please see the engineer.

15. If the damage to the building or property is caused by any workers or sub-contractor, the General Contractor will be held responsible for the damage.

16. All contractors working on the project must have the prior approval of management.

Avison Young is the property management company responsible for the building. The Building Manager is Donna Getz, and the Building Engineer is Clarence Smith. The building off-site office 24 hour number is (323) 201-2624. The Engineering on-site office number is (310) 273-2740 or 310 925-6493 cell.

Please contact Avison Young with any questions you may have. They stand ready to assist you in the smooth, expedient completion of the tenant improvement work for which you have contracted.