



TORONTO  
EATON CENTRE

*In. To. You.*



# OFFICE IMPROVEMENT MANUAL AND CONSTRUCTION GUIDELINES

## FIRE AND LIFE SAFETY REGULATIONS





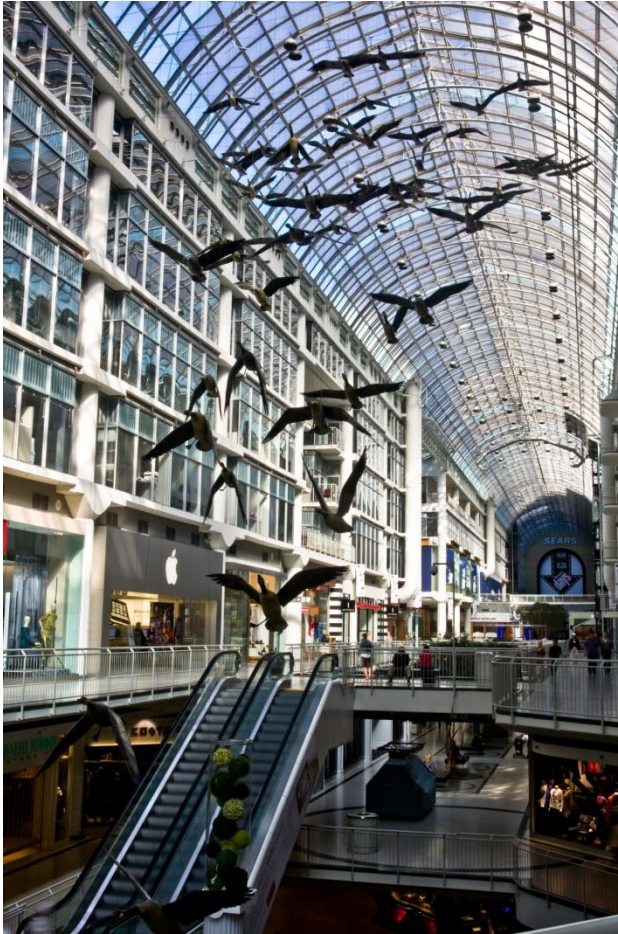
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## INTRODUCTION



The Tenant Leasehold Improvement Manual outlines procedures and requirements established by the Landlord for both incoming and existing Tenants planning to construct/deconstruct or revise leasehold improvements in the Toronto Eaton Centre. Information outlining basic design specifications is included in this package.

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

It is the responsibility of the Tenant, their designated Project Manager (If applicable), and their consultants and contractors to abide by the contents of this document. Moreover, those same parties must adhere to the National Fire Code, Ontario Fire Code, Ontario Building Code, Municipal Codes, By-Laws and the Occupational Health & Safety Act.

The Landlord reserves the right to amend or add to the information in this manual at anytime and from time to time, and the Tenant is obliged to abide by such changes upon notification thereof. All costs associated with compliance shall be at the Tenant's sole expense.

## 1.0 LANDLORD INFORMATION AND CONSULTANTS

### 1.1 Project Management Purpose

It is the Tenant's responsibility to notify the Landlord of any and all Leasehold Improvements within the leased premises. Upon notification, the Landlord will oversee, assist and liaise with the appropriate project parties.

The primary functions of the Senior Manager, Tenant Projects are:

- To provide guidance and assistance to Tenants during both the design and construction phases of their improvements within the leased premises;
- To review and comment upon all Tenant submissions before work begins within the leased premises;
- To provide liaison between and among the Landlord, the Tenant, and the Tenant's designers, engineers and contractors;
- To provide a list of approved contractors, trades and building consultants;
- To perform site inspections on behalf of the Landlord.

All questions, comments and submissions relative to Project Management should be addressed to:

**MARIFEL LAYNO  
SENIOR MANAGER, TENANT PROJECTS  
THE CADILLAC FAIRVIEW CORPORATION LTD.  
TEC MANAGEMENT OFFICE  
220 YONGE STREET, SUITE 110  
TORONTO, ONTARIO M5B 2H1  
Tel: (416) 598-8635  
Fax: (416) 598-8762  
Email: [Marifel.Layno@cadillacfairview.com](mailto:Marifel.Layno@cadillacfairview.com)**

**1.2 Cadillac Fairview Operations Contacts**

<b>Cadillac Fairview Management</b> Tel.: (416) 598-8700 Fax: (416) 598-8762 Inquiries: For general information about Cadillac Fairview personnel and the Toronto Eaton Centre.	<b>Tenant Projects Coordinator Bruno DaSilva</b> Tel: (416) 598-8409 Email: Bruno.DaSilva@cadillacfairview.com Inquires: Access request to tenant space, security bookings and scheduling x-raying & coring.	<b>Service Centre</b> Tel: (416) 598-8738 Fax: (416) 598-8268 Inquiries: Communication liaison between the tenants and property management office through service maintenance requests, building operations, procedures and services. <b>Booking of freight elevator</b>
<b>Building Control Centre</b> Tel: (416) 598-8773 Location: Blue Corridor, South Receiving Inquiries: Contractor sign in & out. Provide badges, keys and passcards to contractors (arrangements to be first made with Tenant Projects team).	<b>Senior Manager, Operations Peter Zalewski</b> Tel.: (416) 598-8727 Fax: (416) 598-8762 Inquiries: Senior contact person for mechanical systems information.	<b>Operations Manager Frank Bertuzzi</b> Tel: (416) 598-8249 Fax: (416) 598-8762 Inquiries: Senior contact person for engineering and mechanical systems information.
	<b>Operations Manager/ Maintenance Gayah Badal</b> Tel.: (416) 598-8723 Fax: (416) 598-8762 Inquiries: Contact person for general maintenance requests including plumbing systems.	<b>Assistant Operations Supervisor Henry Orlowski Shipping &amp; Receiving</b> Tel: (416) 598-8408 Inquiries: Loading dock services.
<b>Director, Office Leasing Larry Barrett</b> Tel.: (416) 598-8442 Fax: (416) 598-8762 Inquiries: Contact person for Office Leasing information.	<b>Accountant, Receivables &amp; Collectables</b> Philip Grdadolnik Tel: (416) 598-8515 Fax: (416) 598-8762 Inquiries: Contact person for accounts receivables.	<b>Accounts Payable Grant Lorenz</b> Tel.: (416) 598-8281 Fax: (416) 598-8762 Inquiries: Contact person for accounts payable.
<b>Tenant Relations Manager Patrick Nurse</b> Tel: (416) 598-8639 Fax: (416) 598-8762 Inquires: Tenant communication liaison.	<b>TEC Locksmith Joe Costa</b> Tel: (416) 598-8361 Fax: (416) 598-8762 Inquires: Keys, locks and hardware specialist to base-building standard.	<b>Parking Facilities Administrator</b> Tel: (416) 598-8685 Email: tecparking@cadillacfairview.com Inquires: TEC parkades
<b>1 Dundas Street West Concierge</b> Tel: (416) 598-8567	<b>20 Queen Street Concierge</b> Tel: (416) 598-8566	<b>250 Yonge Street Concierge</b> Tel: (416) 598-8568

**1.3 Cadillac Fairview Security / Life Safety Contacts**

<b>Senior Manager of Security &amp; Life Safety Roy Manias</b> Tel: (416) 598-8292 Fax: (416) 598-8221 Inquires: Senior contact for all Security & Life Safety related issues	<b>Security Manager Andy Norbert</b> Tel: (416) 598-8564 Fax: (416) 598-8221 Inquiries: contact for all Security & Life Safety related issues
<b>Manager, Fire &amp; Life Safety Patrick Murray</b> Location: 220 Yonge, Suite 110 Tel: (416) 598-8512 Fax: (416) 598-8221 Inquires: Fire, Life Safety, emergency preparedness and Health & Safety	<b>Fire &amp; Life Safety Inspectors</b>  Tel: (416) 598-8426 Fax: (416) 598-8221 Inquires: Request for smoke by-pass, sprinkler and pull-station drain-downs
<b>Access Control Centre Wayne Weiler</b> Location: 220 Yonge, Suite 122 Tel: (416) 598-8632 Fax: (416) 598-8221 Inquiries: To maintain and provide information on the access control system; issue building passcards.	

**1.4 Landlord's Base building Consultants**

The following list contains the appropriate contact information for the Base Building Consultants and Consulting Engineers. When initiating a Tenant Improvement, Cadillac Fairview recommends retaining the services of those listed below. Should a tenant opt to solicit the services of alternate providers, Cadillac Fairview will engage those listed below to review the submitted drawings only for their impact on the Base Building Systems, prior to providing the tenant with authorization to proceed with their intended scope of work. All drawings review costs incurred by Cadillac Fairview will be charged back to the Tenant with a 15% Administration charge for handling, review and coordination.

	<b>1 Dundas Street West</b>	<b>250 Yonge Street</b>	<b>20 Queen Street West</b>
<b>Structural</b>	Carruthers & Wallace Ltd. 970 Lawrence Avenue West, Suite 600 Toronto, Ontario M6A 3B6 Tel: (416) 789-2600 Fax: (416) 789-3600	Carruthers & Wallace Ltd. 970 Lawrence Avenue West, Suite 600 Toronto, Ontario M6A 3B6 Tel: (416) 789-2600 Fax: (416) 789-3600	Carruthers & Wallace Ltd. 970 Lawrence Avenue West, Suite 600 Toronto, Ontario M6A 3B6 Tel: (416) 789-2600 Fax: (416) 789-3600
<b>Architectural</b>	Queen's Quay Architects 100 Scarsdale Rd, Suite 200 Toronto, ON M3B 2R8 Tel: (416) 203-1022	Queen's Quay Architects 100 Scarsdale Rd, Suite 200 Toronto, ON M3B 2R8 Tel: (416) 203-1022 Fax: (416) 203-2101	Queen's Quay Architects 100 Scarsdale Rd, Suite 200 Toronto, ON M3B 2R8 Tel: (416) 203-1022 Fax: (416) 203-21
<b>Electrical &amp; Mechanical</b>	Hidi Rae Consulting Engineers 1 Yonge Street, Suite 2100 M5E 1E5 Tel: (416) 3674-2100 Fax: (416) 364-2276	Hidi Rae Consulting Engineers 1 Yonge Street, Suite 2100 M5E 1E5 Tel: (416) 3674-2100 Fax: (416) 364-2276	Hidi Rae Consulting Engineers 1 Yonge Street, Suite 2100 M5E 1E5 Tel: (416) 3674-2100 Fax: (416) 364-2276
<b>Electrical</b>	H.H. Angus & Associates 1127 Leslie Street Don Mills, ON M3C 2J6 Tel: (416) 443-8200 Fax: (416) 443-8290	Mulvey & Banani 22 Mobile Drive Toronto, ON M4A 2P2 Tel: (416) 751-2520 Fax: (416) 751-1430	The ECE Group 205 Lesmill Road Don Mills, ON M3B 2V1 Tel: (416) 449-1030 Fax: (416) 449-2876
<b>Mechanical</b>	H.H. Angus & Associates 1127 Leslie Street Don Mills, ON M3C 2J6 Tel: (416) 443-8200 Fax: (416) 443-8290	Andronowski & Associates 350 Speedvale Ave. W., #6 Guelph, ON N1H 7M7 Tel: (519) 821-2880 Fax: (519) 821-2383	The ECE Group 205 Lesmill Road Don Mills, ON M3B 2V1 Tel: (416) 449-1030
<b>Space Planning</b>	Michael Apigian Design Consultants Limited 9 Jean Street Toronto, ON M4W 3A6 Tel: (416) 926-9691 Fax: (416) 926-9661 Email:mapigian@rogers.com	Don Parker – Principal IN8 Design Inc. 277 Mutual Street Toronto, Ontario M4Y 1X6 Tel: (416) 925-4111 Fax: (416) 946-1351 Email:dparker@in8designinc.com	Michael Apigian Design Consultants Limited 9 Jean Street Toronto, ON M4W 3A6 Tel: (416) 926-9691 Fax: (416) 926-9661 Email:mapigian@rogers.com
<b>Fire Alarm</b>	Plan Group 27 Vanley Crescent Toronto, Ontario M3J 2B7 Tel: (416) 635-9040	Plan Group 27 Vanley Crescent Toronto, Ontario M3J 2B7 Tel: (416) 635-9040	Plan Group 27 Vanley Crescent Toronto, Ontario M3J 2B7 Tel: (416) 635-9040

## 1.5 HAZARDOUS MATERIALS / ASBESTOS RELATED WORK

Before any work commences, it will be the responsibility of the Tenant along with the Landlord to prepare a list of designated substances (substances to which the Ontario Ministry of Labour has outlined special work practices for). The list of designated substances compiled with the assistance of Pinchin Environmental is to be prepared prior to the commencement of construction, renovation or demolition project.

Any designated substances that will be disturbed by this work must be removed and disposed of in accordance with applicable regulations.

All work involving the disturbance of asbestos-containing materials must be performed in accordance the Ontario Ministry of Labour Regulation 838/90 as amended by Regulation 510/92 – “Regulation respecting Asbestos on Construction Projects and in Buildings and Repair Operations”.

It is the responsibility of the contractor to review the survey report files for non-destructive asbestos for each of its buildings in the complex. Prior to performing any demolition/construction work within the Toronto Eaton Centre complex, reference must be made with asbestos reports to ensure that planned work does not disturb asbestos-containing building materials.

If planned work may disturb asbestos-containing building materials, retention of Landlord's preferred environmental consultant - Pinchin Environmental must be undertaken to design and oversee the asbestos removal portion of the project. For the protection of all building occupants, Pinchin will provide inspection and air monitoring services for all asbestos related work. All costs associated with asbestos-related work will be the direct responsibility of the Tenant or Tenant's contractor.

Pinchin Environmental or similar environmental consultant must be contacted immediately upon the suspicion of any hazardous material within the area of work.

**Pinchin Environmental**  
**2470 Milltower Crescent**  
**Mississauga, Ontario L5N 7W5**  
**Head Office (905) 363-0678.**

Compliance with all federal, provincial and municipal regulations is mandatory. Work shall be performed under regulations in effect at the time the work is performed.

## 2.0 TENANT IMPROVEMENT DOCUMENTATION

### 2.1 Drawings 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 wherever possible. Any additional drawings or information the Tenant may reasonably require for this purpose may be obtained from the Tenant Projects Department. The Landlord does not in any way guarantee the accuracy of the information contained in such drawings and the Tenant remains responsible for ensuring that the conditions on site are reflected in the Tenant's drawings.

The Tenant is responsible for the production of accurate and complete working drawings for the proposed construction within the Leased premises.

The Tenant must submit to the Landlord for written approval one (1) set of PDFs and three (3) sets of prints for all work proposed for the Leased premises **at least 15 working days before construction is due to begin**. One (1) set of drawings will be returned to the Tenant bearing the Landlord's stamp of approval, provided such approval may be subject to changes requested by the Landlord.

Copies of the approved and landlord-reviewed drawings must be kept on the job for viewing throughout the construction period. Any revision 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. Drawings must be submitted no larger than 24"x36" and be bound separately by discipline – architectural, mechanical, electrical and structural. Each set is to be directly sent to the Senior Manager, Tenants Projects.

The landlord reserves the right to demand additional or expanded information, for purposes of definition or clarification, before giving approval. Working drawings should supply the information listed below.

Plans should have a minimum drawing scale of one-eighth inch to the foot ( $1/8" = 1'$ ).

### 2.2 Floor Plans

Floor plans should include the following information:

- 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 rooms with unusual loading concentrations (for example, centralized filing areas) these are required to be submitted with a structural engineer's letter confirming that the floor load will accommodate the additional loading;
- d) Materials and finishes throughout the premises.

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.

### 2.3 Reflected Ceiling/Lighting Plans

Reflected ceiling and/or lighting plans should include the following information:

- a) Lighting layout (including fixture types and counts required), ceiling pattern, materials and suspension-system details.
- b) Types of wattages of any proposed special light fixtures.
- c) Locations of any sound baffles above the ceiling.
- d) Locations of all access panels required to service building systems.

### 2.4 Construction Details

These plans should be at suitable scales and should indicate all methods of construction (i.e. partition types, door types, section details ...etc.)

## **2.5 Complete Mechanical, Sprinkler, Electrical, Building-Automation, Security System ,Life-Safety System and Fire Alarm Drawings**

These should be at a scale of 1/8" = 1'0" minimum, showing all work that is an alteration/addition to the base-building system and all parts of the base-building system that remain unchanged. Tie-ins and extensions to base-building security, fire alarm and communications systems should also be shown.

## **2.6 Structural Drawings**

These drawings should be supplied where special conditions warrant their production (i.e. openings in slabs, excess loading conditions). Upon submission of structural drawings, the base building structural consultants approving the design loads must submit an approval letter confirming the floor load will accommodate the additional loading.

## **2.7 Hardware Schedule**

Two copies of the hardware schedule must be submitted for the landlord's approval. (see Section 13.3 under Tenant Doors and Hardware)

## **2.8 Washroom Fixtures, Finishes and Accessories**

In the event the Tenant's drawing proposal include additional washroom facilities and /or renovate the Landlord's base-building washrooms within their Leased premise, the Landlord reserves the right to reject such request unless provisions outlined in the Tenant's Lease Agreement warrant such addition/alteration. The Tenant must submit specifications and cut-sheets to the Senior Manager, Tenant Projects of all proposed fixtures, finishes and accessories for Landlord's review/approval. In addition, sample(s) and/or colour board with the proposed washroom finishes must be submitted to the Landlord for review/approval.

The Tenant must install water conserving plumbing fixtures such as low-flow toilets and urinals, automatic valve controls and/or proximity detectors, low-flow faucets and replacement aerators that will adhere to the Landlord's initiatives for water efficiency within the property.

## 3.0 PROJECT DOCUMENTS

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

- i. Landlord written acceptance of Tenant Drawings/Specifications.
- ii. Copies of Addenda issued during tender period at the time of issuance.
- iii. Copy of Building/HVAC/Hydro Permits/Notice Of Projects Form.
- iv. WSIB Clearance Certificate.
- v. Insurance in accordance with Lease documents.
- vi. Three sets of Engineered construction drawings and specifications.
- vii. List indicating General and Subcontractor's names, contact and telephone numbers for after hour emergency use.( see APPENDIX "C")
- viii. A charted Critical Path.
- ix. Deficiency Deposit of \$5,000 (Certified cheque payable to TEC Leasehold Ltd.)
- x. Copy of Contractor's Health & Safety Plan
- xi. Hazardous Material Report
- xii. Contractor's Acknowledgment Form ( see APPENDIX " D")
- xiii. Construction Waste Management (CWM) plan

### b) Documents During Construction

- i. Copies of all site meetings.
- ii. Copies of all Contemplated Changes at time of issuance to Contractors.
- iii. Copies of all Architects' site visit reports.
- iv. Copies of all site reports from authorities having jurisdiction.
- v. Fire alarm verification report shall be provided.

### c) Documents Following the Completion of Work

- i. Complete set of Consultant approved "As-Built" Drawings – PDF and AutoCAD Format
- ii. Consultant approved Maintenance Manuals.
- iii. Final Certificates – Hydro, Plumbing, etc.
- iv. Permit Closeout Letter from City of Toronto
- v. Notarized Statutory of Declaration
- vi. Letter from Tenant's Designer Consultant and Engineer that the installation has been completed in accordance with the contract drawings and specifications and authorities having jurisdiction.
- vii. Letter from base building equipment supplier/contractor that any interface has been completed in accordance with their requirement and existing warranties are valid.
- viii. Confirmation from Landlord's Operation Department that all base building equipment/material that is to remain the property of the landlord has been delivered.
- ix. Copies of all final deficiency lists.
- x. A letter confirming that the area of construction is free of construction related troubles.

### 3.1 Approved Drawings

A set of Landlord approved drawings must be kept on the premises for the duration of the construction period, so as to be available for reference purposes to the Landlord's authorized representatives.

### 3.2 Construction Schedule

The Landlord must be provided with an approved construction schedule outlining the date work is to begin and hours of work. The schedule must be provided by Gant chart showing milestones and be broken down by trade and the duration of their work

### 3.3 Tenant Design Consultants

The Tenant at its own expense shall retain qualified professional consultants, subject to approval by the landlord. A list of pre-approved consultants is available from the Senior Manager, Tenant Projects upon request. The Landlord encourages the use of its base-building consultants because of their familiarity with the base-building design. Their use should also result in more reasonable costs and can speed up the approval process.

The Landlord's base-building consultants will review all drawings produced by non-base-building consultants, at Tenant's cost. 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, with all cost incurred to conduct such site inspections will be the Tenant's responsibility.

In order to maintain an up-to-date record of "as-built" conditions, all architectural, structural, mechanical, electrical, security and life safety changes or any other modifications to the building must be recorded on the building file drawings.

Mechanical and electrical information will be maintained on building file drawings by the base-building consultants. When consultants other than the base-building consultants undertake tenant-initiated engineering work, the Tenant, for this necessary transfer of information from the tenant drawings to the building file drawings will incur additional costs. It is important to note that the building's original specifications must be met at all times. For improvement on these specifications, the consultants must submit drawings to the landlord for approval.

The Landlord and base-building consultants are to receive copies of As-Built drawings in AutoCAD and PDF format. The landlord will also supply As-Built drawings to non-base building consultants.

## 4.0 CONTRACTOR WORK REGULATIONS

While carrying out any work on the premises, the Tenant and all of its contractors, agents and employees are required to abide by the regulations listed below. In addition, The Tenant is responsible for ensuring that all the following requirements have been complied with before construction begins.

### 4.1 Appointment of the Contractor

The Tenant is required to engage its own contractors for the purpose of carrying out its leasehold improvement 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) Ensure the work performed by each unionised trade does not conflict with the work that other unionised trades are legally entitled to do by virtue of their collective agreements.
- d) Must be in good standing with the provincial Workplace Safety & Insurance Board;
- e) Must utilize subcontractors for Automation, Mechanical, Electrical and fire-alarm approved work that are familiar with the base-building systems.
- f) Must utilize base-building cleaning contractor for post construction cleaning to ensure specific standards of cleaning are met.

A list of approved contractors is available from the Senior Manager, Tenant Projects. The Landlord's approved contractors will carry out revisions to base-building construction required for Tenant occupancy at the Tenant's expense. **SEE APPENDIX "A"**

### 4.2 Insurance Certificates

Evidence must be provided, in a form acceptable to the Landlord, that the Tenant and contractor has at least \$5 million worth of comprehensive general liability insurance. The insurance coverage must name the following as additional insured parties:

- The Cadillac Fairview Corporation Limited
- CF/TEC Acquisition Limited
- Ontrea/TEC Acquisition Limited
- TEC Leaseholds Limited
- CF/TEC Holdings Inc.
- Ontrea/TEC Holdings Inc.
- Ontrea Inc.
- CF/250 Yonge Acquisition Limited
- Ontrea/250 Yonge Acquisition Limited
- T.E.C.250 Leaseholds Limited

All general contractors must ensure that their policies cover all work performed by their sub-trades. Any contractor or sub-contractor working directly for a Tenant and requiring access to common areas (telephone rooms, riser rooms, mechanical rooms, 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.

Note that the \$5 million general liability insurance applies to all parties requiring access to common areas (riser rooms, mechanical rooms, telephone rooms, etc.) aside from the General Contractor requirements.

### 4.3 Permits

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 government authorities before construction begins within the leased premises. A copy of all permits must be delivered to the Landlord through the Senior Manager, Tenant Projects.

Any work that does not meet with the approval of the building inspector must be immediately rectified at the applicant's expense, even though the appropriate government authorities and the Landlord may have approved the tenant drawings previously. 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(s), the Landlord may make the correction(s) at the Tenant's expense.

**The City Building Permit must be posted at the freight elevator lobby for a full floor and at the entrance of a partial construction site.**

**Electrical and Plumbing permits are required where necessary.**

#### **4.4 Health and Safety Requirements**

It is the responsibility of the contractor to ensure that the requirements of the Occupational Health and Safety Act (WHIMS) 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 Worker's Compensation coverage and show proof of good standing according to the applicable Provincial Worker's compensation Regulations.

The Tenant's Contractor shall take all necessary precautions to safeguard workers and the public from injury and accident, while preserving the integrity of private and public property. The landlord reserves the right to stop all work until unsafe work conditions or practices are resolved. Any costs incurred while the job site is closed are the responsibility of the contractor.

All Contractors must be properly trained in the following areas: proper handling of hazardous materials, lockout/tagout procedures, the use of personal protective equipment for protection against the materials they are handling and confined space entry procedures if entry into a confined space is required for the job. 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.

Contractors and subcontractors are prohibited from consuming or being under the influence of alcohol or any intoxicant while on Toronto Eaton Centre property (including Tenant's premises, eating areas, or vehicles parked in the loading dock area). Smoking is prohibited on Toronto Eaton Centre property. A fine of \$250.00 will be deducted from the Contractors Security Deposit for each occurrence.

Routine inspections will be performed by a member of the Tenant Coordination team, Operations Manger or Toronto Eaton Centre Security personnel with regards to accurate performance of contractors work, general safety requirements, and to insure adherence to this manual.

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 and/or incident, the Tenant will be held responsible for all resulting costs and legal implications.

**Although now legally accepted as of January 2010, the Toronto Eaton Centre does NOT allow the use of "Stilts" during any project on the property."**

**Stilts are commonly used by painters and drywall contractors as an aid to reach / access areas of height.**

#### **4.5 Workplace Safety and Insurance Board Clearance Certificate**

All Tenant's' contractors and subcontractors must provide a Clearance Certificate from the Workplace Safety Insurance Board to the Senior Manager, Tenant Projects

- (i) prior to commencing any type of work on the premises, and
- (ii) upon completion of their work.

#### **4.6 Notice of Projects Form**

The Tenant's contractor shall file a "Notice of Project" form with the Ontario Ministry of Labour and a copy shall be provided prior to the commencement of any work.

#### **4.7 List of Sub-Contractors**

The Tenant must submit to the Landlord a list of sub-contractors to be used on the job. All sub-contractors must be unionized and shall carry the appropriate union card with them while working within the premises. Any changes to the list of sub-contractors during the project shall be re-submitted to the Landlord immediately.

#### **4.8 Deficiency Deposit**

Contractors are required to submit a deficiency deposit in the form of a certified cheque in the amount of Five Thousand dollars (\$5,000.00). Cheque is to be made payable to TEC Leaseholds Limited. The deposit will be returned upon the Landlord's approval of work and the submission of all necessary documentation upon completion of work. Should deficiencies not be completed within 30 days of Tenant's completion/move-in date, the Landlord will use the deficiency deposit to complete work on Tenant's behalf.

#### **4.9 WHMIS Regulation**

Tenant activities, including all construction on behalf of the Tenant, must comply with Government established WHMIS (Workplace Hazardous Materials Information System) Regulations.

#### **4.10 Hazardous Material Report**

Prior to the commencement of any construction, renovation or demolition work that may damage or disturb existing building materials, a pre-construction survey must be carried out by the "proponent" or "constructor" of the work for the purpose of identifying any hazardous materials present. The survey must be performed by a reputable environmental consultant, and a copy the consultant's pre-construction survey report must be provided to CF property management staff before any work commences. Any hazardous material that may be damaged or disturbed during construction, renovation or demolition work must be removed and disposed of in accordance with applicable government regulations which are in effect at the time the work is carried out.

The Landlord has received suitable evidence that the following products do not contain asbestos. These products may be installed to the extent that they comply with all other provisions of this manual and have been approved in writing by the Senior Manager, Tenant Projects for their design compatibility with Toronto Eaton Centre.

- **Amtico Luxury Vinyl Tile**
- **Altro Safety Floors**
- **Burke Mercer Flooring**
- **Constellations by LG Chem**
- **Forbo Marmoleum**
- **Lonseal**
- **Mannington Commercial Essentials Vinyl**
- **Mannington Commercial Inspirations Vinyl**
- **Marley Flexco**
- **Stratica by Amtico**
- **Tarkett Commercial Sheet Vinyls**
- **Toli International**

If any of the above products are installed, documentation, in the form of MSDS or a copy of the invoice must be provided to the Landlord.

If vinyl flooring, mastic and/or roofing products are installed and are not listed above, suitable documentation, as determined by the Landlord, must be supplied to verify that the installed materials do not contain asbestos.

#### **4.11 Emergency Contact**

The Tenant and its contractor are required to post on-site a list of names and telephone number for emergency contact after hours.

## **5.0 SECURITY**

### **5.1 Occupied Areas**

The Tenant is fully responsible for the physical security of the occupied premises and the contents thereof throughout the construction period. All access to other occupied Tenant areas require Security escort(s), which must be arranged through the Tenants Projects Administrator (416) 598-8409. A minimum advance notice of 72-business hrs is required for tenant access. The General Contractor will be responsible for security costs associated with access into adjacent tenant space.

Effective June, 2008, Toronto Eaton Centre will no longer offer security staffing services. You will be required to contract an external security service provider. Only Security Contractors approved by the Landlord will be authorized to work inside adjacent tenant spaces. Please contact **Total Security Management Services** at (416) 412-7379 ext 133.

**Please note: All security booking(s) will be charged a minimum of 4 hrs.**

### **5.2 Key Control**

Access into the contracting Tenant's space should be arranged between the Tenant and Tenant's Contractor prior to commencement of construction.

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 the Building Control Centre with the Senior Manager, Tenant Projects approval. Only designated contractor personnel will be issued common-area keys. These keys will be held at the Building Control Office and must be signed out and in on a daily basis. Costs to re-issue lost keys and access cards will be the responsibility of the Tenant.

### **5.3 Identification Badges**

All construction personnel must wear a building identification badge at all times while they are on-site. Badges will be issued on a daily basis from Building Control Centre 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. Please note that badges are issued on a first come first serve basis and availability, in other words there may not be keys and cards for every single contractor. Contractors will be fined at the rate of \$50.00 for each badge not returned to the Building Control Centre at the end of each shift.

## 6.0 SITE CONDITIONS

### 6.1 Working Hours

Work shall generally be carried out in the Leased Premises from 6:00 p.m. to 7:00 a.m. - Monday to Friday and all hours Saturday & Sunday. Any work needing to be done at other times must be specifically agreed upon and arranged with the Landlord through the Senior Manager, Tenant Projects. Work of a sensitive nature shall only take place outside of normal business hours.

### 6.2 Noise disturbance – Sensitive work

Sensitive work is defined as work which causes odours, vapours, steam, water, vibrations, noises or other undesirable effects to 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 verified complaints are received. Under no circumstances will a contractor make excessive noise during normal office hours from 7:00 a.m. to 6:00 p.m. The use of jackhammers, impact drills, etc., is not permitted during office hours. The Landlord currently operates on a 2 "strike policy". If 2 valid noise complaints are received, the landlord reserves the right to stop all construction work during the day. The tenant's contractor must complete all work after normal business hours, at the contractor's expense.

### 6.3 Construction Odours

The contractor shall not perform work at any time, which would cause odours that would be discernible to other Tenants or interrupt the use of their premises. The Management office shall determine the level of acceptability.

### 6.4 Temporary Services

The 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 lease premises. The Senior Manager, Tenant Projects will designate washrooms available for use by contractors. The tenant will be responsible for all cleaning supplies and repair of all damages during the construction period.

### 6.5 Work Site Protection

The Tenant's Contractor shall be responsible for complying with the following site requirements and the Tenant's Contractor shall incur all associated cost:

1. Carpet within Landlord's common area must be protected with ¼" masonite boards secured to the floor with caution hazard tape and shall be supplied by the tenant's contractor. Location where protective measure is required will be subject to Senior Manager, Tenant Projects requirement.
2. Mats must be placed at the entry and exit of all construction sites as a dust control preventative measure to avoid dust tracking onto lobbies, corridors and elevators.
3. All public lobbies, corridors, washrooms, riser rooms, mechanical rooms and stairs shall be kept clear of construction materials at all times.
4. All construction materials, tools, equipment and workbenches must be kept within the leased premises throughout the construction period.
5. 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
6. Safety precautions must be undertaken when extension cords are required. Wherever possible, the extension cord must be run through the ceiling to the desired location. The contractor must confirm with the Senior Manager, Tenant Projects that the ceiling is asbestos free prior to opening ceiling tiles.
7. All Fire systems devices must be protected prior to starting work.

## 6.6 Base Building Finishes

All building finishes, including window blinds and carpets must be adequately protected to prevent any damages during construction. The Landlord will repair any damage(s) to the building finishes resulting from Tenant's work. All associated costs related to the necessary remedial work, plus a 15% administration fee will be back-charged to the Tenant directly.

## 6.7 First Aid Requirements

The Tenant's Contractor must comply with all OHS and WSIB codes and must have the necessary first aid equipment and trained personnel on-site for the duration of their work.

## 7.0 SITE ACCESS REGULATIONS

### 7.1 Shipping & Receiving

All construction materials and equipment must be brought to the work site via Toronto Eaton Centre's Loading Dock / Shipping & Receiving area (entrance located off Bay Street, between Dundas St. and Queen St) and through the use of freight elevators only. Under no circumstances are contractors to use the passenger elevators for deliveries. Construction materials may not be delivered during normal office hours (Monday to Friday 8:00 a.m. to 5:00 p.m.) without prior permission of the Senior Manager, Tenant Projects.

In order to keep the Shipping & Receiving area fully reserved for delivery trucks, requiring the use of the elevated loading dock, no passenger personal vehicles or passenger type vans without commercial plates will be allowed entry.

The Shipping & Receiving access ramp is restricted and considered a "Security Zone". Only Security Personnel and CF Staff who are conducting work or carrying out maintenance duties in the location have access. All vehicles entering the Shipping & Receiving area will be subject to a vehicle inspection or search. All vehicles must render proper documentation showing the cargo they are transporting and the destination of delivery. Vehicles that do not fit the criteria will not be accommodated in the Parking area. (Please note: there is 45-minute grace period before parking charges begin). Unauthorized parking in the loading dock is prohibited at all times.

Failure to comply with the above conditions will result in your vehicle being banned and/or removed from the Toronto Eaton Centre at the owner's expense.

Contractors are not permitted to use Landlord's equipment such as trucks, bins, dollies, and other handling equipment, etc. Delivery arrangements for heavy or bulky items requiring special handling or hoisting must be made and reviewed with the Landlord in advance. Approved notification by Landlord must be obtained prior to arranging special deliveries into the property.

### 7.2 Freight Elevator/ Escalators

Contractors, service personnel and Tenants must take all necessary precautions to minimize damage to or marring of elevator walls, doors, floors, ceilings and escalators. Charges to repair or restore the freight elevator and/or escalator will be billed to party deemed responsible for the damages. Tenants will be held liable for any such damages caused by their Contractors, service personnel or staff.

Construction materials are not permitted on any escalator located in Toronto Eaton Centre.

The use of freight elevators required to move materials, equipment or debris **must be reserved at least 48 hours in advance.** \* Reservations must be made through the Service Centre (416) 598-8738.

	1 Dundas Street	220 Yonge Street	250 Yonge Street
Door height	7'-0"	10'-0"	8'-0"
Door opening	4'-0"	6'-0"	4'-0"
Freight Size (W x H x D)	7'-4" x 10'-0" x 5'-0"	8'-0" x 10'-0" x 9'-0"	4'-6" x 12'-0" x 9'-6"
Capacity	4,000 lbs	10,000 lbs	6,000 lbs

	20 Queen Street (F8: Floors R – 6)	20 Queen Street (#25: Floors 6 – 22 )	20 Queen Street (#31: Floors 23 – 35)
Door height	10'-0"	7'-0"	7'-0"
Door opening	8'-6"	4'-0"	4'-0"
Freight Size (W x H x D)	9'-6" x 10'-0" x 9'-6"	7'-4" x 10'-0" x 5'-0"	7'-4" x 10'-0" x 5'-0"
Capacity	6,000 lbs	4,000 lbs	4,000 lbs

### 7.3 Parking

Contractors are permitted 45 minutes free parking in the Receiving area for deliveries. After such time, parking is available in Receiving for a cost of \$10.00 /hr. to a maximum of (4) hour. Parking tickets may be purchased from the automated parking machine located in Receiving (accepts cash or credit card).

### 7.4 Garbage and Waste Removal

Removal of garbage and construction debris generated by work will be the full responsibility of the contractor working in any given area. Arrangements for placing disposal bins must be made through the Supervisor of Operations (416) 598-8408. The Shipping & Receiving area is not to be used as a workshop area (e.g., no welding, sawing or any other kind of construction work). Under no circumstances should the building waste compactor be used for construction materials.

Corridors, freight and passenger elevator lobbies, and other common areas are to be kept clear of any residual debris. Arrangements must be made to book the Freight elevator to remove such debris to the Shipping & Receiving area. Construction disposal bins are allowed to remain in designated area within Shipping & Receiving during the following times:

**6:00 PM to 7:00 AM Monday to Friday**  
**All hours, Saturday, Sunday and holidays**

Only authorized companies may deliver bins for contractors' use (a list is available from Shipping and Receiving Department). Bins must rest on wooden support before being placed in designated number areas. Failure to use wooden support will result in a fine levied for the improper use of the Shipping & Receiving area. If containers/bins are left behind after 7:00 AM Monday through Friday, the Landlord will have them removed at the Contractor's expense.

For recycling information purposes, the provider of the construction bin will be required to submit a copy of the materials weight scale ticket to the Shipping & Receiving Supervisor to show proper disposal of all hazardous and recyclable materials. The materials weight scale ticket must be submitted within 24 hours.

**Note:** Accumulation of garbage not removed in a reasonable period of time is considered a violation of CF's Fire & Life Safety policy is subject to a fine. The amount of the fine is at the discretion of the Fire & Life Safety Department.

Contractors are required to remove all paint cans from the work site. The Landlord will remove paint cans left on site following a job and the cost deducted from the deficiency deposit.

### 7.5 Construction Waste Management

At Toronto Eaton Centre, Cadillac Fairview incorporates procedures to divert construction and demolition debris from landfill and incineration facilities. It is the Landlord's intent to reach a minimum diversion of 70% ( by volume) to help reduce the demand for virgin materials, prevent overburdening existing landfills, and avoid pollution caused by incineration processes.

Where possible, all unused and/or demolition material must be recycled or redirected back to the manufacturing process. The Project Team must designate areas specifically for recycling construction and demolition waste and train workers on recycling protocols and effective container labelling. The project team should strongly consider innovative ways to recycle materials typically known to be difficult to recycle, to minimize the demand for new/virgin products and materials.

The Project Team must develop and implement a detailed Construction Waste Management (CWM) plan that aims to identify potential opportunities for waste diversion. At a minimum, the CWM plan must include the following:

- A designated area for the separation and collection of recyclable and salvageable materials.
- The education of the construction managers and sub-contractors of the LEED requirements.
- Targeting products that minimize disposable packaging in order to reduce the amount of waste packaging associated with the transportation of materials to the site.
- A tracking system (including waybills) that monitors and provides feedback on the amount of materials diverted from landfill.

**Resource Material:**

- Recycle Xchange [www.recyclexchange.com](http://www.recyclexchange.com)
- Canadian Association of Recycling Industries [www.cari-acir.org](http://www.cari-acir.org)

**Receiving Facilities:**

Below is a list of receiving facilities in the GTA that accept various construction materials:

- New West Gypsum (Oakville) – accepts drywall [www.nwgypsum.com/english](http://www.nwgypsum.com/english)
- Paper Fibres Inc. (Mississauga) – accepts paper and cardboard [www.paperfibresinc.com](http://www.paperfibresinc.com)
- Solway & Sons (Toronto) – accepts scrap metals (416) 531-1131
- Interface Carpet (Belleville) – accepts all makes of carpet through their “ReEntry” Program [www.interfaceflooring.com](http://www.interfaceflooring.com)

The Landlord reserves the right to request and review supporting documentation which demonstrates that Construction Waste Management strategies have been specified and implemented.

## 8.0 CONSTRUCTION SITE RULES

### 8.1 Drilling Or Cutting Work

At no time may contractors drill, cut or chase openings of any type in any part of the basic building structure. Where such work is deemed to be necessary it must be approved by the Senior Manager, Tenant Projects and must be carried out at the projects expense outside regular business hours. The Landlord must be informed 7 days prior to the scheduled work taking place. Drilling or cutting of flat slabs may not be carried out without the Landlord's prior written approval and then only upon the Landlord's conditions:

- a) No holes shall be drilled through any reinforced or post tension beams.
- b) No holes shall be drilled in any pre-tensioned beams
- c) In general, when drilling into the slab, the centre distance between holes shall be a minimum of three hole diameters. Maximum depth of 1-1/2".
- d) No reinforcing steel, conduits, or other embedded objects shall be disturbed by the drilling process.
- e) All embedded material shall be located by x-raying the slab in the immediate location of the proposed hole, and the locations shall be adjusted to avoid disturbing the embedment.
- f) All hole locations shall be submitted in drawings, accompanied by the x-rays for review and approval by the base building structural consultant at the tenants cost prior to drilling.
- g) All allowable drilling and ramset type anchoring is to be done after business hours. Drilling or cutting of pre-stressed beams is prohibited.
- h) All Coring must be temporarily sealed until work is complete

### 8.2 Electrical Power Shutdowns

All requests for electrical-power shutdowns must be made in writing and submitted to the Senior Manager, Tenant Projects for approval two (2) weeks prior to the required shutdown. Where electrical shutdowns will affect other tenants, a minimum of three (3) weeks' notice will be required. When the power shutdown will affect common areas such as stairwells and freight lobbies an alternate power source will be run to these areas at the Tenant's cost.

### 8.3 Air System Shutdowns

All requests for air system shutdowns must be submitted for approval at least one (1) week before the shutdown date. All requests for air system shutdowns must be directed to the Senior Manager of Operations (416) 598-8727. A Tenant's request for extra air conditioning will take precedence over a contractor's request for a shutdown.

### 8.4 Water System Shutdowns

All requests for water system shutdowns (fire line, chilled, domestic water, etc.) must be submitted for approval at least 72 hours before the shutdown date. All requests for sprinkler shut downs must be submitted 72 hours in advance and standpipe shutdowns must be submitted 96 hours in advance. Cancellations of sprinkler or standpipe drain downs must be given to the Life Safety Team at least 24 hours prior to the scheduled drain down is to commence, with this notice the contractor will be responsible to pay the cost of the drain down.

### 8.5 Demolition

In the event base building fixtures will not be utilized by the Tenant, the Contractor is required to turn over any and all base building fixtures to the Landlord for reuse and repairs in the building. This includes, but is not limited to, light fixtures, electrical panels, air diffusers, air boots, HVAC grill covers, ceiling tiles, T-bar grid and window blinds. The Senior Manager, Tenant Projects should be notified of unwanted fixtures as soon as possible to arrange for their removal. When a large quantity of base building fixtures is returned to the Landlord, the Contractor surrendering such items will be responsible for the removal, stacking and palleting these fixtures.

## **8.6 Plumbing**

Where plumbing is removed from Tenant premises, all water supplies, drain lines and vent connections must be removed, from the ceiling spaces back to the core riser, and properly capped. This is applicable even if the plumbing runs through other occupied areas before reaching the core riser. Floor penetrations must be properly sealed during and after construction to maintain the required fire rating of the slab.

## **8.7 Carpet Laying**

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

## **8.8 Access Panels**

Access panels in wall, ceiling and floor construction must be provided by the Tenant at its own expense and as directed by the Landlord, to permit necessary access to equipment or services. All access panels must be a minimum of 24"x24" in size to allow for complete access to building systems.

## **8.9 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 for 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. In the event the Tenant's plans require elevator doors and frames to be painted, the Tenant's Contractor must coordinate work with Senior Manager, Tenant Projects. This work must be scheduled after 6:00 PM on Fridays and/or weekends only.

## **8.10 Public Restrooms**

Contractor and subcontractors are not to use public or tenant restrooms to clean their tools. Violators will be subject to a \$200 fine deducted from Contractors Deficiency Deposit.

## **8.11 Tool Loan**

Contractor and subcontractors must always use their own tools and equipment. At no time will the Landlord rent or loan tools or equipment to contractor or subcontractor. If Landlord's tools or equipment (i.e. trash bins, flat carts, ladders, dollies, hammers etc) is found in the possession of contractor or subcontractor a \$2,000 fine will be deducted from Contractor Deficiency Deposit.

## **8.12 Sign Posting**

Tenant's contractor or subcontractors will not be allowed to post any signage containing the name or advertising of their firm to any part of the hoarding or premise at any time.

## **8.13 Site Cleanliness**

Contractors must ensure that the construction site and common areas are completely free of debris. Daily removal of dirt and marks from common areas is required. Arrangements with the base building cleaners should be made.

## 9.0 BUILDING LIFE SAFETY SYSTEMS

### 9.1 Upgrades/Revisions To Life Safety Systems

The authorities having jurisdiction must approve all revisions to the base building life safety systems. The Life Safety Department **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 Senior Manager of Security and Life Safety or his designate, and any revisions made to the system must equal or exceed the standard level of protection and detection throughout the premise.

All office floors are equipped with smoke detectors within the corridors of the Tenant's premise for earlier warning detection to the fire alarm system. The Tenant must maintain these smoke detectors and alter their space plan to suit existing conditions with smoke detector placement.

The Tenant's Contractor **MUST retain the Landlord's exclusive Fire & Life Safety System Electrical Contractor – Plan Group to perform all related work to fire alarm devices such as fire alarm speakers, smoke and heat detectors, pull- stations, emergency exit signs ...etc.** A copy of the Tenant's mechanical and electrical drawings identifying all life safety devices must be submitted to Landlord's Fire Supervisor.

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 be done during normal business hours providing wire is not in a shared conduit with other existing fire alarm wiring and is not pulled into fire alarm panel junction boxes or fire alarm data gathering panels/local panels.
- Tenants may not occupy any floor if the life safety system for that area is not fully operational.
- Landlord to receive a copy of all verification reports conducted with respect to your constructions area.

### 9.2 Temporary Fire-Protection Devices

Operable fire extinguishers 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.

### 9.3 Voice-Communication Systems

The Landlord must approve all revisions affecting the emergency voice communications systems. Speaker and fire telephone zone de-activation requests must be submitted to the Fire & Life Safety Supervisor 72-hrs in advance of request.

The Landlord's base building fire alarm contractor (Plan Group) must be used, at the Tenant's expense, to disconnect and reconnect evacuation speakers. Conduits, back boxes and speakers may be added and/or relocated by the Landlord's exclusive electrical contractor only.

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 night shift and co-ordinated to ensure that the system is fully operational and checked out by the start of business the following day.

### 9.4 Electromagnetic Locking Devices

Electromagnetic locking devices and related signage shall be installed in conformance 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 local jurisdiction having authority must be completed by the installing contractor and verified by the landlord's fire alarm service contractor. The General Contractor or their designate will arrange verification by the Landlord's fire alarm service contractor 7 business days in advance of such work. **The Landlord will not be responsible to arrange verification by the fire alarm service contractor.** All completed verification paperwork must be submitted to the Landlord's Life Safety Coordinator within 24 hrs of completion.

All completed verification paperwork must be submitted to the Landlord's Fire and Life Safety Supervisor.

#### **9.5 Fireproofing Material**

All fireproofing material that is removed through either construction or deconstruction or is found to be non-existent on 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 pertinent building and fire codes. In no case may the original level of protection be reduced.

## 10.0 LIFE SAFETY & SECURITY PROCEDURES

### 10.1 Fire And Life Safety Standards

All work will be conducted as per the standards set forth in The National Fire Code, ULC Standards for installation and testing, NFPA Standards, The Ontario Fire Code and The Ontario Building Code.

Sprinkler coverage during all construction phases must be maintained throughout the entire construction process. Sprinkler heads may have to be adjusted to provide proper protection. This may include turning sprinkler lines upwards so new upright heads are an acceptable distance from the above slab. In extreme cases temporary smoke detector connected to the base building fire alarm system may be required to be installed or 24-hr fire watch to be implemented.

All changes to the fire alarm system must be approved by the Fire & Life Safety Department at the time of application. Once completed, a copy of the verification sheet must be provided to the Fire & Life Safety Department.

### 10.2 Heat Detectors and Smoke Detection Systems

To request the de-activation of smoke detection system, the General contractor **MUST** fill-out and submit an "Application for Fire Protection System Work Permit" to the Senior Manager of Security & Life Safety or his delegates. A minimum advance notice of 72-business hrs is required to process all bypass requests. **Any request made LESS THAN 72 hours notice will NOT be considered.**

A copy of the "Application for Fire Protection System Work Permit" can be obtained and submitted at Building Control Centre (416-598-8773). Requests put in after 1:00 PM will not be processed until the following day.

It is the responsibility of the Contractor to inform, in person, Building Control Centre each day, both upon start and completion of work to by-pass and restore the zones required. Fire Alarm by-pass request/restore must be done on TEC property. Please note that all system requests should be signed in and out at Building Control Centre.

Any deliberate disconnection of a smoke detection device or obstruction of field devices (this includes bagging smoke heads) WITHOUT PRIOR approval by the Landlord will result in a \$2,500.00 fine to the General Contractor. The Landlord reserves the right to stop all work on the job site/project until the Landlord's Fire & Life Safety Department provides clearance for construction work to commence.

If open flames or cutting are utilized, it will be the Contractor's responsibility to provide their own 10-pound ABC fire extinguisher, NOT base building. A Hot Work Permit posted at the job site is required at all locations where open flames or cutting is to take place. A copy of the "Hot Work Permit" can be obtained from Building Control Centre.

In the event a false smoke alarm is activated resulting from excessive construction dust during the Tenant's project, a \$2,500.00 fine will be imposed and shall be incurred by the Tenant's General Contractor.

It is the Contractor's responsibility to notify the Building Control Centre to ensure zones are problem-free. If any trouble is detected on the Landlord's fire panel, the Contractor must clear the problem immediately. Simplex Fire Alarm Systems must be notified if the zones cannot be cleared and all associated costs will be charged to the Contractor. If the Contractor leaves the site without informing Building Control Centre there is still a problem with the fire system, a \$2,200.00 fine will be levied, plus the cost of a fire watch.

The Manager, Fire & Life Safety or their delegates must approve any emergency work that requires deactivation of the fire alarm system WITHOUT 72 hours notice.

**SMOKE DETECTOR COVERS**

It is the contractors responsibility to request and install the appropriate quantity of smoke detector covers from our Building Control Centre prior to any construction work.

The smoke detector covers shall be installed in the area of smoke or dust producing work after the bypass has been completed.. Upon completion of the work, and the removal of the detector covers, it is also the responsibility for the contractor to request that the fire system bypass is removed, and that all detector covers are returned to the Building control Centre.

Failure to comply or in returning all smoke detector covers are subject to a fine of \$2500.00.

**10.3 Sprinklers**

The Landlord must approve all revisions to the base-building sprinkler system. A Landlord approved sprinkler contractor as per the following list must perform all sprinkler system installations or alterations:

Vipond	.....	(905) 564-7060
Viking	.....	(905) 760-8700
Simplex Grinnell	.....	(905) 890-1440
Quality	.....	(905) 940-8499
Sprinklers		

ALL requests for sprinkler drain downs/fill ups MUST BE completed in writing to the Senior Manager of Security & Life Safety or his/her delegates on the "Application for Fire Protection System Work Permit" form. A minimum of 72 hours notice is required to process all bypass requests. Requests put in after 13:00 hours will not be processed until the following day. The contractor will be required to produce an administration fee of \$550.00 + GST prior to conducting work. Work performed on the sprinkler systems shall be conducted by contractors authorized from Building Management.

**Sprinkler Drain Down and Fill-up Procedure:**

- a) All drain downs and fill ups must be completed as follows:

**Office Towers:** before 6:00 AM or after 6:00 PM and to be returned to normal before 6:00 AM  
**Retail:** before 6:00 AM or after 9:00 PM and to be returned to normal before 6:00 AM

- b) The Contractor must be present 15 minutes before drain downs. If the contractor is not present, the request will not be conducted. In addition, 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 for leaving the work site unprotected as well as for the cost of the fire watch. The contractor will be contacted to return to the site in order to fill the system.
- c) A fire watch must be provided in all areas where drain downs are being performed. It's the Contractor's responsibility to have their own 10-pound ABC fire extinguisher, not base building. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the floor while the sprinkler work is being conducted).
- d) Any work involving three sprinkler heads or more will require hydrostatic testing to 200 p.s.i upon completion of work. H-testing must be witnessed by a Landlord's representative. Any sprinkler changes MUST BE SUBMITTED to the Senior Manager, Security & Life Safety or his/her delegates with a total of all heads to be worked on. Jobs will not be scheduled in a way that H-Testing may be avoided. At its discretion, the Landlord may appoint its consultant to perform a physical inspection of the sprinkler system, at the Tenant's expense.
- e) The Contractor may NOT perform work on the sprinkler system until they have received authorization from Building Management.
- f) A Cadillac Fairview Centre Staff member will complete all drain downs/fill-ups.
- g) The hydrostatic test must be done immediately after the work is complete and it must be done before every fill up.
- h) Upon completion of the hydrostatic testing and fill-up, the system must be left fully charged and a

hydrostatic test certificate must be forwarded to the Landlord's Life Safety Coordinator within 24-hrs of the test for Landlord's file.

The Manager, Fire & Life Safety or their delegates must approve any emergency work that requires deactivation of the fire alarm system WITHOUT 72 hours notice.

#### 10.4 Fire Standpipes

- a) All fire standpipe system installations must be performed by a Landlord approved contractor, a list of which is available in "**APPENDIX A**".
- b) All requests for standpipe drain downs MUST BE completed in writing on the "Application for Fire Protection System Work Permit" form and submitted to the Senior Manager, Security & Life Safety or his or her delegates. A minimum of 72 hours notice is required to process all shutdowns requests. Any request with LESS THAN 96 hours notice will NOT be considered. The contractor will be required to produce an administration fee of \$550.00 + GST prior to conducting work. Work on standpipe systems is only to be conducted by contractors authorized by Building Management.
- c) In the event that a contractor is require to temporary remove and cap an existing fire hose cabinet, the contractor will be required to install a temporary valve where the fire hose cabinet was once located. This valve shall be installed on order to verify the system has been drained prior to future work on the standpipe system.
- d) All standpipe drain downs MUST be completed as follows:

<b>Office Towers:</b>	after 6:00 PM and restored before 6:00 AM
<b>Retail:</b>	after 9:00 PM and restored before 6:00 AM
- e) All work such as Fire Hose Cabinet tie-ins and removals shall be done as follows:

<b>Office Towers:</b>	after 6:00 PM and restored before 6:00 AM
<b>Retail:</b>	after 9:00 PM and restored before 6:00 AM
- f) Only one standpipe per building will be drained down at a time.
- g) The contractor must be present 15 minutes before all drain downs. If not present, the requested work will NOT be conducted. 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 in addition to the cost of the fire watch. The contractor will be contacted to return to the site in order to fill the system.
- h) A fire watch must be provided in all areas where drain downs are being performed. It's the Contractor's responsibility to provide their own 10-pound ABC fire extinguisher, not base building. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the floor while the work is being conducted).
- i) The Contractor and Building Personnel shall ensure the standpipe system is completely drained prior to fully opening a hose connection/standpipe piping. This shall be achieved by opening an adjacent fire hose cabinet (on the same line) or if necessary drilling a 1/8" opening in to the pipe directly adjacent to the location of work.
- j) The Contractor cannot commence/perform work on the standpipe system until they have received authorization from the Building Control Centre.
- k) For standpipe connections, the approved contractor can weld the connections or use vic couplings.
- l) A Hot Work Permit posted at the job site is required at all locations that open flames or cutting is to take place. This must be filled out daily.

The Manager, Fire & Life Safety must approve any emergency work that requires deactivation of the fire alarm system WITHOUT 72 hours notice.

## 10.5 Pull Stations

- a) All manual pull station zone deactivation requests **MUST** be made in writing to the Senior Manager, Security and Life Safety and/or his/her delegates on an "Application for Fire Protection System Work Permit" form. A minimum of **72 hours notice is required** to process all bypass requests.

- b) All necessary zone by-passes **MUST** be completed as follows:

**Office Towers:** after 6:00 PM and restored before 6:00 AM  
**Retail:** after 9:00 PM and restored before 6:00 AM

- c) It is the Contractor's responsibility to notify the Building Control Centre to ensure the zones are problem-free. If any trouble is detected on the Landlord's fire panel, the Contractor must clear the problem immediately. Simplex Fire Alarm Systems must be notified if the zones cannot be cleared and all associated costs will be billed to the contractor. If the Contractor leaves the site without informing Building Control Centre there is still a problem with the fire system, a \$2,200.00 fine will be levied, plus the cost of a fire watch.
- d) A fire watch must be provided in all areas that are isolated. (A fire watch consists of a person authorized by Cadillac Fairview patrolling the floor while pull station work is being conducted).
- e) All work on the pull stations and will be done as follows:

**Office Towers:** after 6:00 PM and restored before 6:00 AM  
**Retail:** after 9:00 PM and restored before 6:00 AM

- f) Installation of new pull stations will be verified by Simplex Fire Alarm Systems. It will be the responsibility of the contractor to set up the verification and cover the costs incurred by Simplex Fire Alarm Systems

The Manager, Fire & Life Safety must approve any emergency work that requires deactivation of the fire alarm system **WITHOUT** 72 hours notice.

## 10.6 Tie-Ins

The Tenant must obtain the Landlord's permission before installing any tie-ins to mechanical, electrical, fire-protection, security or life-safety systems, and before testing any such tie-ins. Our Building Consultants and Manager, Tenant Projects will review these Tie-ins. The Landlord must approve all contractors performing such work. Tenants will be held fully responsible for any damages that result from such tie-ins or tests thereof, whether or not the landlord's permission for such work has been obtained.

It's the responsibility of the Tenant's General Contractor to contact the base building Fire & Life Safety contractor and Simplex Fire Alarm Systems for any work that requires alarm verification. The Manager, Fire & Life Safety or his delegates require 72 hours advanced notice in writing of all verifications.

## 10.7 Speaker And Fire Phone Zones

- a) All speaker and fire phone zone deactivation requests **MUST** be made in writing to the Manager, Fire & Life Safety and/or his delegates on an "Application for Fire Protection System Work Permit" form. A minimum of **72 hours notice is required** to process all bypass requests. Work must commence as follows:

**Office Towers:** after 6:00 PM and restored before 6:00 AM  
**Retail:** after 9:00 PM and restored before 6:00 AM

- b) It is the Contractor's responsibility to notify the Building Control Centre to ensure the zones are problem-free. If any trouble is detected on the fire panel, the contractor must clear the problem immediately. Simplex Fire Alarm Systems must be notified if the zones cannot be cleared and all associated costs will be billed to the contractor. If the contractor leaves the site without informing Building Control Centre there is still a problem with the fire system, a \$2,200.00 fine will be levied, plus the cost of a fire watch.

The Manager, Fire & Life Safety must approve any emergency work that requires deactivation of the fire alarm system WITHOUT 72 hours notice.

#### 10.8 Open Flame Or Cutting Work

- a) A “hot work” permit must be filled out and posted at any job sites in which open flames or cutting work are conducted. This permit may be obtained from Building Control Centre. **This must be filled out daily.**
- b) Request for fire alarm shutdowns in the affected areas must be made if work will cause a fire alarm activation.
- c) If the above noted work is to take place, the work site must be clear of combustibles and flammable materials. The Contractor must provide a 10-pound ABC fire extinguisher, not base building.
- d) A fine of \$2,500.00 will be levied to the Contractor if they are found conducting open flame work without a 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.

#### 10.9 Emergency Power

All requests for work on Emergency Power Systems shall be received 48 Hours in advanced and reviewed by the TEC Fire & Life Safety Department, as well as the TEC Electrical Department. Work requiring the disruption of Emergency Power shall be disconnected at the nearest location / floor, to ensure that only the affected work area is involved. The Fire & Life Safety Department may be contacted at 416-598-8426.

## 11.0 SAFETY & SECURITY PROCEDURE CHECKLIST

	Procedures	Smoke Detection System Shutdowns	Sprinkler Drain-downs & Fill-ups	Fire Standpipe Drain-downs	Manual Pull Stations & Heat Detectors	Speaker & Fire Phone Zones	Installation / Verify Fire Alarm System Upgrade
1	All requests are to be completed, in writing, to the Life Safety Department on a Fire Protection System Work permit.	√	√	√	√	√	√
2	Minimum notice required (business hours).	72 hrs.	72 hrs.	96 hrs.	72 hrs.	72 hrs.	7 days
3	It's the Contractor's responsibility to set-up the fire alarm verification process with Plan Group and covers the costs incurred for such work. A min. of 7 days notice must be given to the Life Safety Dept. A copy of the signed verification and owner's permit must be submitted to the Life Safety Dept. before the verified devices are placed on the system.	√			√	√	√
4	It's the Contractor's responsibility to ensure that any work done on the fire alarm system be done by LL's exclusive Fire Alarm Electrician – Plan Group. A copy of the Contractor's certificate and a list of devices installed or relocated must be sent to the Life Safety Dept. with the By-pass permit.	√			√	√	√
5	It's the responsibility of the Contractor to inform Building Control Centre each day, both upon start and completion of work to by-pass and restore the zones required. Any Fire Alarm by-pass request/restore must be done on TEC property.	√	√	√	√	√	√
6	Building Control Centre must be notified before start and end of work.	√	√	√	√	√	√
7	If open flames are utilized, it's the Contractor's responsibility to provide a working and certified 10-pound ABC fire extinguisher. Non functioning fire extinguishers will be removed from the work site immediately by the Life Safety Dept. A Hot Work Permit is to be posted at all locations where open flames are being used. Hot Work Permits are to be filled out 1 per day per job-site.	√	√	√			
8	Smoke zones may be restored at any time of the day or night.	√					
9	Verifications must be conducted between 1:00 AM to 6:00 AM						√
10	With no exceptions, all work on drain-downs, fill-ups, pull stations and heat detectors are to be completed before 6:00 AM or after 6:00 PM during the week or after 6:00 PM on Friday and before 6:00 AM on Monday.		√	√	√		

	Procedures	Smoke Detection System Shutdowns	Sprinkler Drain-downs & Fill-ups	Fire Standpipe Drain-downs	Manual Pull Stations & Heat Detectors	Speaker & Fire Phone Zones	Installation / Verify Fire Alarm System Upgrade
11	Only one standpipe per building is permitted to be drained down at a time.			√			
12	All work involving three (3) sprinkler heads or more require hydrostatic testing of 200 psi upon completion of work. All sprinkler changes are to be submitted to the Life Safety Dept. for approval. Jobs may not be engineered/scheduled in a way that H-Testing may be avoided.		√				
13	All standpipe connections must remain welded when modified.			√			
14	All drain-downs are to be completed by a TEC Operator. This is done at the Contractor's expense, at \$550.00 per drain-down. Payment and Application for Fire Protection System Work Permit – must be submitted together, 72 hrs in advance. Small jobs that require the sprinkler system to be drained down for less than 12 hrs will be done after 6:00 PM		√				
15	Upon completion of the hydrostatic testing and fill-up, the system must be left fully charges and a hydrostatic test certificate must be given to the Life Safety Dept.		√				
16	The hydrostatic test is to be done at the completion of the sprinkler work. The hydrostatic test must be witnessed (and signed) by a member of the Life Safety Dept. or Building Operator.		√				
17	Any emergency work that requires deactivation of the fire alarm system with less than 72 hrs. Prior notice will require the written approval of the Life Safety Department (this does not include weekends).	√	√	√	√	√	√
18	Proper fire Protection must be maintained at all times. Under protected floors are floors where both the smoke detectors are by-passed and sprinkler system is drained or the pull stations have been by-passed. It's the Contractor's responsibility to ensure that an hourly fire watch is implemented and fire extinguishers of sufficient numbers and type to combat a potential fire are on all floors where there is insufficient protection. Fire watch to be documented.	√	√	√	√	√	

	Procedures	Smoke Detection System Shutdowns	Sprinkler Drain-downs & Fill-ups	Fire Standpipe Drain-downs	Manual Pull Stations & Heat Detectors	Speaker & Fire Phone Zones	Installation / Verify Fire Alarm System Upgrade
<b>19</b>	It's the Contractor's responsibility to ensure that difficulties or malfunctions affecting the fire alarm system due to work be rectified before leaving site. Under the discretion of the Life Safety Dept., all cost incurred to rectify such problem shall be billed back to the Contractor.	√	√	√	√	√	

"Fire Protection System Work Permit" forms can be picked up or dropped off at Building Control Centre located in the blue corridor of South Receiving (416) 598-8773. Building Operators can be reached through TEC's Service Centre at (416) 598-8738.

## 12.0 FINES AND SERVICES PRICING

### 12.1 Safety Violations

	Violation	Fine	Work Stopped
1	Causing a fire.	Up to \$10,000.00 / occur. All associated costs, plus damages.	√
2	Open flame work without a hot work permit and 10 pound extinguisher.	\$2,500.00 / occur.	√
3	During demolition, a functioning 10 pound ABC fire extinguisher must be provided by the contractor. All non-functioning extinguishers will be confiscated.	\$1,000.00 / occur.	√
4	All required construction permits must be visible and available for inspection.	\$ 550.00 / day	
5	Neglected or deliberate disconnection of the fire alarm system without authorization or contractor certification (Fire Alarm & Protection Certified Electrician certificate).	\$2,500.00 / occur.	√
6	Activation of fire alarms – Tones and/or no Tones.	\$2,500.00 / occur.	√
7	Leaving the building and fire alarm system without informing Building Control Centre the fire alarm system was left isolated.	Up to \$2,500.00 / day,	
8	Obstructions of any fire equipment (pull stations, hose stations, sprinkler heads, and smoke heads).	Up to \$2,000.00 / day	
9	All combustible gas cylinders when not in use must be properly secured by a metal chain to prevent it from tipping /falling over.	\$1,000.00 / day	
10	Improper storage of combustibles in general service areas.	Up to \$ 2000.00 / day	
11	Unsafe build-up of garbage.	Up to \$ 2000.00 / day	
12	“Wedging open “or obstructing any stairwell/fire door or obstructing any mean of egress.	Up to \$ 2000.00 / day	
13	Smoking on the job site and in close proximity to main office lobby entrance.	\$1,000.00 / occur. Per individual	
14	Storing equipment and tools in the Service Elevator lobby and Riser Rooms.	Up to \$ 2000.00 / day	
15	Non-proper dust control of entrance and exit areas	\$ 500.00 / occur	
16	Unauthorized garbage disposal at Shipping & Receiving – Loading Dock.	Up to \$ 2000.00 / day	
17	Unauthorized parking at Shipping & Receiving.	\$ 110.00 / vehicle per day	
18	Non-use of wooden support for construction bins in the Shipping & Receiving area.	\$ 550.00 / occur.	
19	Welding, sawing, and/or cutting in the Shipping & Receiving area.	\$ 2000.00 / occur.	
20	Failing to follow TEC Fire Protection System Protection rules and guidelines	Up to \$1,500.00 / based on incident / infraction.	
21	Non-compliance of the National Fire Code, Ontario Fire Code, National Building Code, Ontario Building Code, Ontario Health & Safety Act and Regulations, The Life Safety Code, or any other code regulation, or act applicable to the work or the site. (*1)	Up to \$11,000.00 / occur. Depending on the severity, plus damages.	√

The above mentioned is a general list of the fines for violations. Cadillac Fairview is not restricted to just these fines. Any actions that are in contravention of the National Fire Code, Ontario Fire Code, Ontario Building Code, Life Safety Code, Ontario Health and Safety Act or any other applicable legislation or regulations as determined by Cadillac Fairview may result in fines of \$ 250.00 to \$11,000.00. All fines will be at the discretion of the Cadillac Fairview Senior Manager, Security and Life Safety.

## 12.2 Security Violations

	<b>Violations</b>	<b>Fines</b>	<b>Work Stopped</b>
1	Not reporting to Building Control Centre prior to work.	\$ 200.00 / occur.	
2	Not returning badges, keys and passcards. (* 1)	\$ 50.00 / item per day	
4	Lost badges, keys and passcards. (*2)	\$ 50.00 per item plus replacement.	

## 12.3 Toronto Eaton Centre Services

	<b>Service</b>	<b>Cost</b>	<b>Minimum</b>
1	Drain-down	\$ 550.00 / occur.	N/A
2	Standpipe Drain-down	\$ 550.00 / occur.	N/A
3	Cancellation of Sprinkler Drain-down or Standpipe Drain-down (with less than 24hrs notice)	\$ 550.00 / occur.	
4	Audits of Contractor Logs or passcards	\$ 40.00 /hr	1 hour
5	Maglock Verifications	\$200.00	N/A
6	Freight Elevator repair due to damages, improper use and/or failure to clean elevator tracks during construction work.	Cost of repair based on Otis' fee structure.	

\*1 All items must be signed out and returned on a daily basis (end of work shift).

\*2 Individuals can be escorted off the premises and charged with Trespassing on private property without proper identification.

## 13.0 BASE BUILDING STANDARDS

### 13.1 Ceilings

Ceiling systems will consist of lay-in acoustic panels, in a T-bar suspension system. It is not permitted to screw into the ceiling grid. Tenants should utilize the slotted reveal that is provided in the ceiling grid system. Each grid member is designed to support the acoustic tile and lighting fixtures.

	1 Dundas Street	20 Queen Street	250 Yonge Street
<b>Ceiling Tile Size</b>	24" X 60"	23 ½" X 59 ¾"	20" x 60"
<b>Ceiling Tile Specification</b>	Armstrong Cortega #772, 12pcs/ctn- 100 s/f	Cut to size from 2-0' X 5-0' Armstrong Cortega 12pcs/ctn- 100 s/f #772,	Armstrong Fine Fissured, 12 pcs/ctn – 100 s/f

Areas which consist of drywall ceilings shall be painted white.

### 13.2 Base Building Doors and Frames

Entrances to electrical rooms, janitor rooms, washrooms, stairways will be hollow metal doors in pressed frames, painted to similar colour used on the floor. If you are uncertain about the proper paint colour, please contact TEC's Painter - Gary Benn at 416-598-8773.

The base building corridor doors and frames will be solid core wood doors with mahogany veneer and stained with mahogany stain. A sample must be submitted to the Senior Manager, Tenant Projects for approval for entrance doors on multi-tenant floors only.

### 13.3 Tenant Doors and 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. Hardware is restricted to the Sargent 8200 series, Mortise Locks, LNL style levers.

The Landlord's Locksmith Department 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.

Should Tenants have specific security requirements for a particular area of their Leased premises, arrangements must be made with the Landlord's Life Safety Dept and TEC's Locksmith. The option to interface with the Landlord's existing card access system is available to the Tenant, upon request. The Landlord must be notified before the planning and installation of any card-access system. Tenants will be charged a monthly fee to tie into the Landlord's existing access computer system.

### 13.4 Demising Walls

All interior demising walls shall be constructed with metal studs, acoustic insulation and gypsum wallboard running from floor to the underside of the suspended ceiling. The partitions, which separate one Tenancy from another, will be acoustically attenuated from the suspended ceiling to the underside of the structural slab. All services penetrating the demising wall should be fire stopped.

### 13.5 Window Blinds

All windows are provided with base-building standard 1" aluminium horizontal blinds that may not be removed. In the event upgraded blinds are to be provided by the Landlord, Cadillac Fairview will have the blinds installed prior to the Tenant's move-in date. Installation of these blinds must be coordinated between the Tenant and Landlord during the initial stage of construction. Upgraded blinds will consist of mecho shade roller system.

Window coverings may, at the tenant's cost, be upgraded to a roller shading system. Contact Albert Giovannoni of SunProject Toro Inc. for more information, 905-660-3117 or [agiovannoni@sunproject.com](mailto:agiovannoni@sunproject.com).

### 13.6 Signage

Tenant identification signs in the office main lobby, elevator lobbies and adjacent to tenant entrance doors must be in accordance with Cadillac Fairview's design criteria for such items as style, location and size. The cost of signs is charged to the Tenant's account. All requests for signs must be submitted in writing to the Tenant Projects Department indicating the exact verbiage and spelling required. Requests should be submitted to approximately one month prior to the actual required date.

## 14.0 MECHANICAL SYSTEMS

### 14.1 Heating, Ventilating and Air-Conditioning Systems

a) **20 Queen Street West**

Perimeter areas are served by induction systems with freestanding, continuous floor enclosures located under the windows. Interior areas are conditioned by independent air handling systems located in mechanical rooms on the individual floors. Distribution is achieved through troffered light fixtures. The ceiling space serves as a return air plenum. **Note:** This building is in the process of converting to a VAV System. Please contact the Senior Manager, Operations for more information.

b) **1 Dundas Street West**

Perimeter areas are served by induction systems with freestanding, continuous floor enclosures located under the windows. Interior areas are conditioned by single-zone systems that supply and return air to and from the space through slotted fluorescent lighting fixtures. The ceiling space serves as a return air plenum.

c) **250 Yonge Street**

Ventilation and air conditioning are supplied to the Leased premises by means of a ceiling ductwork system from on floor air handling units. Chilled water and outside air are supplied to these on-floor units from mechanical floor 19A. Conditioned air is distributed via VAV boxes mounted in the ceiling. All boxes are thermostatically controlled. Supply and return air is provided through lighting fixtures and perimeter slots. Heating is provided by means of perimeter hot water radiation that is zoned and thermostatically controlled.

All condensation piping for supplementary cooling units must be insulated.

All furniture must be situated a minimum distance of 18"-0' away from all base building perimeter induction units and heating system in office towers to allow access for maintenance and servicing.

### 14.2 Air-Supply Quantities

The Tenant's engineers will be provided with information about air-supply quantities, which the Tenant's design shall not exceed.

### 14.3 Additional Cooling

There is an independently pumped condenser water system (85 degrees F. water temperature) for Tenant installations. Proposals for Tenant supplementary cooling should be discussed at an early stage of planning with the Tenant Project & Operations Department.

Tenants will be charged a fee based on required condenser water capacity of Tenant units.

### 14.4 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 must provide their own hot-water tanks.

Tenants are required to install floor drains and membrane type waterproofing of floors in private washrooms. If the Tenant installs a private washroom or kitchen, the Landlord, at its sole discretion, may require the Tenant to install a pulse type water check meter with a remote read-out at eye level.

### 14.5 Fire Protection

Each floor is provided with fire hose cabinets, portable fire extinguishers and an automatic sprinkler system.

### 14.5 Type K Copper

All plumbing installations must make use of Type K Copper only.

## 15.0 ELECTRICAL SYSTEMS

### 15.1 Lighting

Office lighting is provided by means of two-lamp recessed air-handling fluorescent fixtures. Lighting power is provided at 347/600 volts, 3 phases, 4 wires. The introduction of incandescent lighting (pot lights, spot lights, etc.) adds greatly to both electrical and air-conditioning loading. Metering of consumption will be required for the use of anything other than base-building standard fluorescent fixtures.

### 15.2 Computerized Lighting Control

To conserve energy, the Landlord has provided a computerized lighting-control system that turns off all Tenant-area lighting (347/120 volt), other than emergency lighting, at set times after regular hours.

### 15.3 Motion Sensored Lighting

All base building light fixtures, excluding emergency lighting, within enclosed areas and open areas in the Tenant's premise must be controlled by occupancy sensors manufactured by "sensorswitch" in order to promote energy conservation. Occupancy sensors, power packs and auxiliary devices shall be installed as per manufacturer's specification.

Each occupancy sensor shall control its dedicated area in the Tenant's space. Sensors in open area shall not control lights in enclosed area or vice versa, nor enclosed area sensor shall control lights in other enclosed area. The tenant is responsible to re-configure and rewire existing light fixtures accordingly.

Occupancy sensors in the tenant space shall control only the lights in their own tenant space and shall not control lights in other tenant space. The Tenant is responsible to reconfigure and re-wire existing light fixtures accordingly.

Occupancy sensors must be installed by the Tenant's Contractor during the Tenant's interior renovation work. The Landlord will be responsible for supplying occupancy sensors to the Tenant's Electrician and the Tenant will assume responsibility for the installation cost. Specifications for the sensors can be obtained through the Tenant Projects Department and/or Landlord's Chief Electrician.

<b><u>Enclosed areas smaller or equal to 400 square feet.</u></b>	Line voltage wall mounted dual technology "WSD-PDT" series sensor, or Ceiling mounted dual technology "CMR-PDT series sensor.
<b><u>Enclosed areas greater than 400 square feet..</u></b>	Low voltage ceiling mounted dual technology "CM-PDT" series sensor(s) to suit layout c/w power pack(s) "PP-20".
<b><u>Meeting rooms and board rooms</u></b>	Low voltage surface ceiling mounted dual technology "WV-BR" series sensor(s) and "W-BR" bracket(s) in corner(s) of the room c/w power pack(s) "PP-20".
<b><u>Open areas</u></b>	Low voltage ceiling mounted dual technology "CM-PDT" series sensor(s) to suit layout c/w power pack(s) "PP-20".

#### 15.4 Power and Telephone

a) **1 Dundas Street West and 20 Queen Street West**

Capacity for the wiring of power and telephone systems is provided by means of an under floor raceway system. Power for duplex outlets at 120/208 volts 3 Phase 4 Wire is available on each floor at a design capacity of 1.1 watts per square foot, using existing transformers, provided by the Landlord. An additional 3 watts per square foot is available with the installation of an additional or larger transformer and a Carma Digital Metering System to meter additional load.

Supply, installation and connection of outlets are the responsibility of the Tenant. All wiring in the ceiling (e.g. telephone and data communication lines) must be either plenum rated and properly supported or completely enclosed in conduit.

b) **250 Yonge Street**

Office power requirements will be fed from an overhead distribution system consisting of a network of conduits in the ceiling space serving a grid of receptacles. 120/208 volt, 3 phase 4 Wire power being available at the electrical panel located in the electrical room on each floor. Power for equipment is available at 2.0-watts/square foot.

Office telephone requirements will be serviced from an overhead distribution system consisting of 1½" diameter zone conduits emanating from the local telephone room. The zone conduits are provided based on 1 conduit/750 square feet. The Tenant is required to make direct arrangement with a local telephone company for the installation of telephone service to the Leased premises.

#### 15.5 Data and Communications

Any work required to be done with risers or riser rooms in reference to Data or Communications must be approved by Rycom before the work may commence.

The contractor is to submit drawings to Rycom for approval before work may begin. Once approval is given, Rycom will provide Cadillac Fairview with the work permit along with all necessary insurance certificates. The Contractor is responsible for all fees associated with this work.

To make sure that the riser facilities remain secure, any person who requires access into telephone rooms, such as contractors and service providers must **first contact Rycom Inc.** outlining the request. A work order to access the riser rooms will be generated by RYCOM. The work order must be presented to our Building Control Centre. To ensure that this request is not delayed, **please provide at least 48-hours notice.**

**RYCOM Inc.**  
**6201 Hwy 7, Unit 8**  
**Vaughan, Ontario**  
**L4H 0K7**  
**(877) 792-6687**  
**(905) 264-4800 (main)**

## 16.0 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 Tenant Coordinator.

a) **20 Queen Street West**

Office floors have been designed to handle 75 pounds per square foot live load, including partitions.

b) **1 Dundas Street West**

Office floors have been designed to handle 50 pounds per square foot generally and 100 pounds per square foot maximum in isolated areas of up to 300 square feet.

c) **250 Yonge Street**

Office floors have been designed to handle 100 pounds per square foot live load, including partitions.

Unusually heavy loading situations, 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. Live loads may not exceed the load limit for the floor slabs without the Landlord's prior approval. In order to maintain the integrity of the building vapor barrier, penetration of the interior surface of the exterior wall or of window frames and mullions is prohibited. Partitions abutting a mullion shall be sealed with double-sided closed cell PVC tape.

## 17.0 WORK COMPLETION

### 17.1 Signing-Off Procedure

Before the final payment is made to a contractor, “signing-off” approval must be obtained. The 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 construction the leased premises must be left cleaned and in a “move-in” condition.

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

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:

- a) Light fixtures and lenses
- b) Ceilings and ceiling tiles
- c) Floor tiles and carpets
- d) Corridor walls and doors immediately adjacent to the occupied premises
- e) Perimeter radiation or induction units (inside and outside)
- f) Lint screens and coil (cleaning shall be carried out by the Landlord’s contractors and charged to the Tenant’s account)
- g) Inside faces of windows (when the windows are not done due to Temperature, the Contractor will be billed in advance and Cadillac Fairview will do the work at the appropriate time).
- h) All service rooms
- i) Venetian blinds (cleaning of the blinds shall be carried out by the base-building cleaning company, and charged to the Tenant’s account).
- j) Washrooms, in case of single tenant floors.

To avoid possible conflict with the building’s cleaning program, all contractors are requested to employ the company this is currently cleaning the towers to perform post-construction cleaning. Please contact the Senior Manager, Tenant Projects for contact information.

### 17.2 Construction Checklist

Following construction, the tenant through its contractor/consultants, must complete the Toronto Eaton Centre Construction Report (see Section 18.0). The report covers base-building items that must be verified as fully operation 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 report is not completed, the Landlord will perform the work and charge it to the Tenant’s account.

### 17.3 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 an approved Landlord sub-contractor: (see appendix “A”), at Tenant’s expense.

### 17.4 Statutory Declaration Form

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

## 17.5 Landlord Site Review

Upon completion of the tenant's work, the tenant or his/her contractor shall notify the Senior Manager, Tenant Projects of the same. Within ten (10) days of such notification, a member from the Tenant Projects team shall inspect the premises and prepare a Deficiency Letter, if any. The letter will be given to the tenant and their contractor. All defects shall then be repaired within the next fifteen (15) DAYS.

Failure to complete all or any of the defects to the satisfaction of the landlord standards within the prescribed time period, shall result in the deduction of \$200.00 per day from the Contractor's Security Deposit. There are no exceptions.

Upon application to the Senior Manager, Tenant Projects, by the Tenant's Contractor for the refund of the Contractor's Security Deposit, such deposit shall be returned within (30) days, together with a statement of deduction , provided that:

1. All construction is complete including all items mentioned in the Landlord's Deficiency letter
2. A complete closeout/compliance package has been submitted to the Landlord.
3. All debris, packing, storage vessels, transportation items, tools, containers and the like whether owned, leased, hired or off-hired by the Tenant or his/her contractor are removed from the premises and Toronto Eaton Centre property in general.

## 18.0 CONSTRUCTION COMPLETION REPORT

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

**CONTRACTOR:** \_\_\_\_\_

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

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

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 landlord's approved drawings and specifications.		Completed (Initial)	Not Applicable
1	<b>INDUCTION UNITS</b> All induction units must be thoroughly cleaned and finishes Restored/repaired to base-building standard. In accordance with the Tenant Leasehold Improvement Manual, all cleaning must be performed by the building cleaning company to the tenant's account.		
2	<b>INDUCTION UNIT CONTROLS</b> Engineering drawings and specifications must ensure that all induction unit controls are calibrated and checked by the base-building controls contractor. Drawings must also note the "static pressure" of the units.		
3	<b>LIGHTING CONTROL</b> All low-voltage light switching is to be controlled by a central system and master light switch on each floor. All fluorescent luminaries are to be controlled by the master building computer.		
4	<b>EMERGENCY LIGHT COVERAGE</b> Emergency lighting must comply with Building Code requirements and be available throughout the tenant's premises, including the elevator lobby.		
5	<b>ELECTRICAL HEADER DUCT</b> The main electrical header duct, including the sections adjacent to the tenant's premises, must be inspected to ensure that screws, clips, gaskets, edging etc., are replaced and positioned properly. Header duct must be free of any obstruction and carpet or tiles must be removable.		
6	<b>ELECTRICAL AND MECHANICAL ROOM</b> These rooms must be left tidy and clean with all equipment installed properly. All holes must be fire-stopped.		
7	<b>FIRE HOSE CABINETS</b> Check to see that all extinguishers are fully charged (5lb, dry chemical, ABC type) located in the hose cabinets and that the fire hoses are connected properly and in good condition.		
8	<b>TEST SPRINKLERS</b> Conduct a 200 p.s.i. water test at the end of the project following any sprinkler work. The test is to be witnessed by a representative of the Landlord and a report submitted to the landlord.		
9	<b>PROVIDE AIR-BALANCE REPORT</b> Provide the landlord with an air-balance report upon completion of construction. The balancing report must be done by a contractor approved by the landlord at the tenant's expense and must be reviewed by the landlord's consultant prior to submission		

10	<b>PROVIDE AS-BUILT DRAWINGS</b> A complete set of engineering "as-built" sepia drawings are to be submitted to the base-building engineering consultants. PDFs and AutoCAD.		
11	<b>PROVIDE LIFE-SAFETY VERIFICATION REPORT</b> Two copies of a fire-alarm verification report are to be submitted to the Life Safety Department (prior to tenant occupation of the floor) verifying the location, operation and supervision of the following: <ul style="list-style-type: none"> <li>• Smoke detector ducts (duct and surface)</li> <li>• Heat detectors (core-area rooms)</li> <li>• Firemen's handsets</li> <li>• Fire-alarm speakers</li> <li>• Fire-alarm pull stations</li> <li>• Fire-alarm bells</li> <li>• Sprinkler flow switch and supervised valve</li> <li>• Emergency lighting</li> </ul> All devices and components are to be verified per national Standard of Canada "CAN/ULC-S 537-M86".  Upon completion of final hook-up, fire-alarm company personnel must verify proper annunciation of all life-safety devices at the EVAC, EVIT and fire alarm panels. Fire-alarm company personnel must verify that sound-pressure levels in all areas of the floor are: <ol style="list-style-type: none"> <li>a) For alarm or alert signals - at least 15dBA above the equivalent sound level of 5dBA above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured 1500 millimeters above the floor, but not less than 90 dBA.</li> <li>b) For voice communication - at least 9dBA above equivalent sound level or 3dBA above the maximum sound level having a duration of at least 60 seconds, whichever is greater, measured 1500 millimeters above the floor, but not less than 85dBA.</li> </ol> The Life-Safety Departments are to be notified 48 hours prior to testing.		
12	<b>TIE-INS TO BASE BUILDING CHILLED-WATER SYSTEM</b> All "hot-tapping" into the base-building chilled-water system must include the following: <ol style="list-style-type: none"> <li>a) An X-Ray after the hot-tap</li> <li>b) A system flush and clean prior to going on-line</li> </ol> All results must be submitted to the Tenant Co-ordination and Building Operations Departments.		

**\*\* ALL THE ABOVE ITEMS ARE TO BE COMPLETED PRIOR TO TENANT OCCUPANCY AND A SIGNED COPY RETURNED TO THE TENANT PROJECTS DEPARTMENT.**

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

**UPON LANDLORD'S SATISFACTION THE ABOVE ITEMS HAVE BEEN COMPLETED, CADILLAC FAIRVIEW WILL RETURN THE DEFICIENCY DEPOSIT OF \$5,000.00 (OR REMAINING BALANCE, IN CASE LANDORD APPLIES ANY INCURRED COST TO REPAIR/COMPLETE ANY OUTSTANDING TENANT'S WORK) DIRECTLY TO TENANT OR CONTRACTOR (WHOMEVER PROVIDED THE CHEQUE.**

**CONTACTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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



**CADILLAC FAIRVIEW  
APPLICATION FOR FIRE PROTECTION SYSTEM WORK PERMIT**

TODAY'S DATE: DD\_\_\_\_/MM\_\_\_\_/YY\_\_\_\_

REFERENCE NO. **0001**

TOWER: \_\_\_\_\_

FLOOR: \_\_\_\_\_

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

**BY-PASS SMOKE ZONES**  
(72 HOURS NOTICE REQUIRED)

**SPRINKLER DRAIN-DOWN \***  
(72 HOURS NOTICE REQUIRED)

**BY-PASS HEAT DETECTORS**  
(72 HOURS NOTICE REQUIRED)

**FIRE STANDPIPE DRAIN-DOWN \***  
(96 HOURS NOTICE REQUIRED)

**BY-PASS PULL STATIONS**  
(72 HOURS NOTICE REQUIRED)

**VERIFICATIONS**  
(7 DAYS NOTICE REQUIRED)

**INSTALLATION / RELOCATION AND TESTING OF FIRE SYSTEM DEVICES**  
(72 HOURS NOTICE REQUIRED FOR SMOKE DETECTORS, SPRINKLER SMOKE ZONES)  
7 DAYS NOTICE REQUIRED FOR RELOCATION (MAGLOCKS AND HEAT DETECTORS)

**SAMPLE COPY**

SPECIFIC \_\_\_\_\_ OF \_\_\_\_\_

WORK:

FROM: _____	TIME: _____ A.M. / P.M.
UNTIL: _____	TIME: _____ A.M. / P.M.

GENERAL	
CONTRACTOR: _____	PHONE #: _____
NAME: _____	SIGNATURE: _____
SUB-CONTRACTOR: _____	PHONE #: _____
NAME: _____	SIGNATURE: _____

<b>FOR OFFICE USE ONLY</b>	
TIME AND DATE RECEIVED: _____	RECEIVED BY: _____
CHEQUE NUMBER: _____	AMOUNT OF CHEQUE: _____
* <b>Payment required in advance.</b>	
Note: Should the time exceed the amount stated above, an invoice for the balance will be forwarded to the Contractor. Payment required upon receipt.	

White copy: Fire & Life Safety

Yellow copy: Accounting

Pink copy: Contractor

**CADILLAC FAIRVIEW  
HOT WORK PERMIT FOR WELDING AND CUTTING  
PORTABLE GAS OR ARC EQUIPMENT**

**TO BE POSTED AT THE JOB SITE**

CONTRACTOR: \_\_\_\_\_

TOWER: \_\_\_\_\_

FLOOR: \_\_\_\_\_

(ONE FLOOR PER PERMIT)

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

ISSUE DATE: \_\_\_\_\_

TYPE OF WORK TO BE CONDUCTED:

**SAMPLE COPY**

START TIME: \_\_\_\_\_

COMPLETION TIME: \_\_\_\_\_

AREAS THAT HAVE WELDING OR CUTTING BEING DONE, A FIRE WATCH **MUST** BE PROVIDED BY THE LANDLORD.  
IT'S THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE A 10-LB. ABC FIRE EXTINGUISHER, **NOT BASE BUILDING.**

cc: TEC Security & Fire & Life Safety Dept

**PERMIT VALID FOR ONE DAY ONLY**



# LIABILITY INSURANCE CERTIFICATE

To be Completed only by the Insurer or his Authorized Representative  
Proof of Insurance will be accepted on this form only without Amendments

<b>1. NAME OF INSURED:</b>	<b>2. ADDRESS OF INSURED:</b>
----------------------------	-------------------------------

**3. OPERATIONS OF THE INSURED FOR WHICH CERTIFICATE IS ISSUED AT:**

A. INSURING	B. POLICY	C. LIMITS OF LIABILITY	D. EFFECTIVE DATE	E. EXPIRY DATE
		Bodily Injury & Property Damage  <b>\$5,000,000</b> Inclusive		
		Excess Liability (If Applicable)  Inclusive		

**5. Provisions of Amendments or Endorsements of Listed Policy(ies)**

A. Comprehensive General Liability is extended to include Personal Injury Liability, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability, Tenant's Legal Liability, Severability of Interests and Cross Liability Clauses.

B. The Comprehensive General Liability policy is in the name of the Insured Tenant and as Additional Insureds (only with respect to liability arising out of the operations of the Named Insured for which an agreement has been issued) **The Cadillac Fairview Corporation Limited, CF/TEC Acquisition Limited, Ontrea/TEC Acquisition Limited, Ontrea Inc., T.E.C. Leaseholds Limited, CF/TEC Holdings Inc., CF/250 Yonge Acquisition Limited, Ontrea/250 Yonge Acquisition Limited, T.E.C. 250 Leaseholds Limited and Ontrea/TEC Holdings Inc.**

C. Any coverage so afforded shall not be invalidated as respects the interest of such Additional Insureds by reason of breach or violation of any warranties, representations, declarations or conditions contained in the policies and shall apply only as primary and not excess to any other insurance available to such Additional Insured.

D. This is to certify that policies of insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time. If cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice by registered mail will be given by the Insurer(s) to:

**The Cadillac Fairview Corporation Limited**  
**20 Queen St. West**  
**Toronto, Ontario**  
**M5H 3R4**  
**Attn: Insurance Manager**

**CERTIFICATION**

This is to certify that the Insurance is in effect as stated in this Certificate and to confirm the authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown in Item 3(e) unless notice is given in writing in accordance with Item 5(d).

\_\_\_\_\_  
BROKER'S NAME

\_\_\_\_\_  
ACCOUNT REPRESENTATIVE (Print Name)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
SIGNATURE AND STAMP OF INSURER

**THE CADILLAC FAIRVIEW CORPORATION LIMITED**

**APPENDIX "A"****APPROVED SUB-CONTRACTORS FOR TENANT WORK****Mechanical:**

Adelt Mechanical	(905) 564-7833
Ainsworth Mechanical	(416) 362-4483
Black & McDonald	(416) 366-2541
CMS	(416) 609-9992
Geo. A. Kelson Company	(905) 898-3400
Gilchrist Mechanical	(416) 434-3544
H. Griffiths Company	(905) 850-7070
Sayers & Associates	(905) 821-4500
SIG Mechanical	(905) 475-3000
Tri Mechanical Ltd	(905) 450-0044

**Electrical:**

Ainsworth Electric	(416) 601-9525
Black & McDonald	(416) 366-2541
CommTech (Voice & Data ONLY)	(905) 702-8130
Ehrlich Electric	(905) 795-8099
Brothers & Wright Electrical Services	(905) 477-0220
Guild Electric	(416) 288-8222
Idea Networks (Voice & Data ONLY)	(905) 790-3900
Plan Electric	(416) 635-9040
SMK Electric	(289) 314-9770
State Electric	(416) 240-0610
Symtech Innovations Limited	(905) 752-8444
System Electrical and Communication Service	(905) 677-1461

**Sprinklers:**

Simplex	(905) 212-4400
Quality Fire Protection	(905) 940-8499
Viking Fire Protection	(905) 760-8700
Vipond Fire Protection	(905) 564-7060

**Controls:**

Direct Energy – ONLY	(416) 780-2800
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**Air Balancing:**

Aerodynamic	(905) 625-4388
Air Balance Group	(416) 283-0637
Designtest & Balance Co. Ltd.	(905) 886-6513
Dynamic Flow Balancing	(416) 767-2768

**Fire Alarm:**

Plan Group – Fire Safety Protection - ONLY	(416) 635-9635
--------------------------------------------	----------------

**Security/Access Control**

<b>20 Queen:</b> Johnson Controls	(905) 474-5475
<b>250 Yonge:</b> Roy Manias, Senior Manger, Security & Life Safety	(416) 598-8292
<b>1 Dundas:</b> Intercon	(416) 227-4715

**APPENDIX "B"**
**UNION LABOUR CONFIRMATION FORM**

TENANT:
---------

TRADE	CONTRACTOR	CONTACT	PHONE #(S)	UNION AFFILIATION
General Contractor				
Carpentry/Mill work				
Flooring/Carpet				
Demolition				
Drywall				
Electrical				
Mechanical				
Painting				
Plumbing				
Sprinklers				
Voice/data cabling				

\* Please Fax to the Senior Manager, Tenant Projects 416-598-8762

**APPENDIX "C"**

<b>Tenant Legal Name:</b> _____ <b>Address:</b> _____ _____ _____ <b>Tenant Trade Name:</b> _____	<b>Contact:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>E-Mail:</b> _____ <b>Unit Number:</b> _____
<b>Possession Date:</b> _____	
<b>Anticipated move in:</b> _____	
<b>Tenant Designer:</b> _____ <b>Address:</b> _____ _____ _____	<b>Contact:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>E-Mail:</b> _____
<b>Tenant Mechanical Engineer:</b> _____ <b>Address:</b> _____ _____ _____	<b>Contact:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>E-Mail:</b> _____
<b>Tenant Electrical Engineer:</b> _____ <b>Address:</b> _____ _____ _____	<b>Contact:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>E-Mail:</b> _____
<b>Tenant Contractor:</b> _____ <b>Address:</b> _____ _____ _____ _____ <b>Building Permit No.:</b> _____	<b>Office Contact:</b> _____ <b>Site Contact:</b> _____ <b>Office Phone:</b> _____ <b>Site Phone:</b> _____ <b>Office Fax:</b> _____ <b>E-Mail:</b> _____

APPENDIX "D"



I certify that I have read and thoroughly understand the attached "Contractors' Rules and Regulations" and agree to abide by all of the same.

I certify that the Landlord has possession of Contractor's Deficiency cheque Deposit, # \_\_\_\_\_ in the amount of \$5,000.00. This deposit shall remain in the possession of the Landlord until such time that a "Notice of Completion" has been submitted showing that all governmental requirements have been signed off, and a complete closeout/Compliance Package has been provided to Senior Manager, Tenant Projects.

In addition, I understand that this Contractor's Deficiency cheque may be fully retained or partially retained (at Landlord's sole option), if any of the aforementioned "Rules and Regulations" are violated.

CONTRACTORS RULES AND REGULATIONS / RECEIVED & ACKNOWLEDGED BY:

Contractor:

\_\_\_\_\_

Project

Manager \_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

24-Hour Emergency  
Number \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX "E"  
**CADILLAC FAIRVIEW**  
**X-Ray & Coring Work Permit**

<b>PROJECT INFORMATION</b>	
<b>Tenant:</b>	<b>Email:</b>
<b>Tenant contact:</b>	<b>Telephone number:</b>
<b>Purpose of X-ray/core work:</b>	

<b>CONTRACTOR INFORMATION</b>	
<b>Company:</b>	<b>Email:</b>
<b>Contact name:</b>	<b>Telephone number:</b>
<b>Emergency contact:</b>	<b>24hr Emergency phone number:</b>

<b>X-RAY &amp; CORING INFORMATION</b>	
<b>Company:</b>	<b>Telephone number:</b>
<b>Contact name:</b>	<b>Emergency contact:</b>
<b>Work dates:</b>	
<b>Affected tenant(s):</b>	