OXFORD
MANAGED WITH PRIDE

RICHMOND-ADELAIDE CENTRE

CUSTOMER DESIGN AND CONSTRUCTION MANUAL

Table of Contents

SECTION I: GENERAL INFORMATION

1.01 Introduction

This manual has been prepared to introduce tenants to the **Richmond-Adelaide Centre** Design, Systems and Building Regulations in order to assist in the design and construction of the leased premises. The manual is intended to be read in conjunction with the lease document. In the event of any conflict between this manual and the lease, the provisions of the lease or any other specific written agreements between the landlord and tenant shall prevail.

The landlord reserves the right, from time to time, to add to or amend the information, procedures and regulations contained herein. Any such additions or amendments will affect any tenant work undertaken after the addition or amendment has been issued.

1.02 Landlord's Base Building Consultants

The tenant may wish to retain the landlord's Architect, Structural Engineer, and/or Mechanical and Electrical Engineer under direct contractual agreement for the production of Design and Working Drawings. If the tenant chooses to employ consultants other than the Base Building consultants for its design work, the Real Estate Management office will have such drawings reviewed by the Base Building consultants in order to ensure compatibility with the Base Building systems and standards. The cost of this review will be at the landlord's expense. A list of the landlord's consultants is included below:

Architect:

WZMH	Tel:	(416) 961-4111
95 St. Clair Avenue West, Suite 1500	Fax:	(416) 961-3176
Toronto, Ontario M4V 1N6	Contact:	Richard Myers

Structural Engineer:

MMM Group Limited	Tel:	(905) 882-4211 x 6254
100 Commerce Valley Drive West	Fax:	(905) 882-0055
Toronto, Ontario L3T 0A1	Contact:	Alf Schilter

Mechanical & Electrical Engineer – 120 Adelaide W, 130 Adelaide W, and 85 Richmond W:

MMM GROUP LTD.	Tel:	(905) 882-4211 x3394
100 Commerce Valley Drive West	Fax:	(905) 882-0055
Thornhill, Ontario L3T 0A1	Contact:	Neil Selby

Mechanical & Electrical Engineers – 111 Richmond W:

Mechanical

HIDI RAE CONSULTING ASSOCIATES LIMITED	Tel:	(416) 364-2100
1 Yonge Street, Suite 2100	Fax:	(416) 364-2276
Toronto, Ontario M5E 1E5	Contact:	Jane Meng

Electrical

MULVEY & BANANI INTERNATIONAL INC.	Tel:	(416) 751-2520
44 Mobile Drive	Fax:	(416) 751-1430
Toronto, Ontario M4A 2P2	Contact:	Vivian Shum

LEED – 120 Adelaide W and 130 Adelaide W:

WSP	Tel:	1-888-425-7255
2300 Yonge Street, Suite 2300	Fax:	(416) 487-9766
Toronto, Ontario M4P 1E4	Contact:	Jani Loots

LEED – 111 Richmond W:

MMM	Tel:	(905) 882-4211 x3394
100 Commerce Valley Drive West	Fax:	(905) 882-0055
Thornhill, Ontario L3T 0A1	Contact:	Neil Selby

1.03 Landlord's Mandatory Contractors

Without any exception, the following companies and trades must be used in their listed fields where tenant construction interfaces with the Base Building systems

Building Automation System:
120 Adelaide W and 130 Adelaide W:

SIEMENS	Tel:	(905) 799-9937
2 Kenview Blvd	Fax:	(905) 799-9277
Brampton, Ontario L6T 5E4	Contact:	Kerry Thompson

111 Richmond W:

URBAN MECHANICAL	Tel:	(416) 240-8830
254 Attwell Drive	Fax:	(416) 240-8379
Toronto, Ontario M9W 5B2	Contact:	Bruno Perino

Fire Alarm Systems and Verification:

CHUBB EDWARDS	Tel:	(905) 678-7606
6305 Northam Drive, Unit #14	Fax:	(905) 678-9297
Mississauga, Ontario L4V 1W9	Contact:	Steve DeLuca

Electrical:
120 Adelaide W, 130 Adelaide W, and 85 Richmond W:

AINSWORTH	Tel:	(416) 601-9525
131 Bermondsey Road		
Toronto, Ontario M4A 1X4	Contact:	Kevin Carr

111 Richmond W:

AMPERE ELECTRICAL	Tel:	(416) 661-3330
15 Torbarrie Road	Fax:	(416) 661-4508
Toronto, Ontario M3L 1G5	Contact:	Adam Bernardini

Mechanical:

AINSWORTH	Tel:	(416) 896-0517
131 Bermondsey Road		
Toronto, Ontario M4A 1X4	Contact:	Jamie Tuch

Air Balancing:
120 Adelaide W, 130 Adelaide W, and 85 Richmond W:

DESIGN TEST & BALANCE CO. LTD.	Tel:	(905) 886-6513
70 East Beaver Creek Road, Unit 35	Fax:	(905) 886-6502
Richmond Hill, Ontario L4B 3B2	Contact:	Surrinder Sahota

Security System:

120 Adelaide W and 130 Adelaide W:

TYCO/ADT INTERCON
2400 Skymark Avenue
Mississauga, Ontario L4W 5K5

Tel: (905) 366-8611
Fax:
Contact: Mike Comport

85 Richmond W:

G4S Security Solutions through Rycom
6201 York Regional Road 7
Woodbridge, Ontario L4H 0K7

Tel: 1-877-867-9266
Contact: Customer Care
Email: customercare@rycom.ca

111 Richmond W:

GE/CHUBB EDWARDS
6305 Northam Drive, Unit #14
Mississauga, Ontario L4V 1W9

Tel: (905) 678-7606
Fax: (905) 678-9297
Contact: Steve DeLuca

Base Building Keying:

OXFORD PROPERTIES GROUP
120 Adelaide Street West, Suite 702
Toronto, ON
M5H 1T1

Tel: (416) 865-8440
Cell: (416) 896-0257

Contact: Carlos Periera

Lighting Controls:

120 Adelaide W and 130 Adelaide W:

GENESIS LIGHTING
108-3228 South Service Rd.
Burlington, Ontario
L7N 3H8

Tel: 1 (866) 259-6498 x 205
Contact: Romeo Popa
Email: r-popa@glcs.ca

Telecommunications:

RYCOM

Tel: 1 (877) 792-6687
Contact: Customer Care
Email: customercare@rycom.ca

DAS Installation/Relocation:

120 Adelaide W and 130 Adelaide W:

BELL

Tel: (416) 570-2818
Contact: Allen Hand
Email: allen.hand@bell.ca

1.04 Tenant Coordination

The Construction Manager will guide and assist the tenant throughout the construction and renovation period and will act as a point of contact with the landlord. All questions, comments, and submissions are to be addressed to the Construction Manager.

Approval by the Construction Manager does not supersede any code, regulation, or any requirement by authorities having jurisdiction or the Lease. Further, this authorization does not imply/provide approval of specific construction products, materials, fabrication techniques, etc. which do not comply with the applicable authorities having jurisdiction in addition to base building standards.

1.05 Tenant Design and Working Drawings

Please submit for review a detailed scope of work, CAD ver. 14 or later and one (1) set of Tenant Design Working Drawings and Specifications of all work proposed within the leased premises. The Construction Manager shall provide drawing review within approximately five (5) working days from receipt of the working drawings and specifications. Once reviewed, landlord will provide a review letter identifying the documents and advising of comments, if any, with the understanding that the drawings may be subject to

change if requested. Revised drawings are to include all the comments and corrections and a set of prints provided prior to commencing work. Drawings to be resubmitted shall be revised to conform to the requirements and re-submitted for subsequent landlord review. Any revisions to the landlord reviewed drawings must be submitted for further review, and work must not proceed until the revised drawings have been approved in writing by the landlord. A copy of the landlord reviewed drawings must be kept on the job site for viewing throughout the construction period.

Additional or expanded information, for purposes of definition or clarification before giving approval may be required. Working drawings should supply the information listed below.

1. ***Complete Floor Plans***

a) Location of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions.

b) Location and layout of rooms of unusual loading concentrations such as centralized filing areas, UPS unit, air conditioning units, cable trays and calculations of unusual loadings in access of 75 lbs. per square foot.

c) Location of power, telephone, data and communications outlets.

d) Room names and uses.

e) Floor materials and finishes throughout the premises.

f) Where the leased premises occupy less than a full floor, a drawing of the entire floor showing the location of leased premises and its relationship to the elevator lobby, exits, washrooms, etc. is required.

g) Partition types.

h) Location of exit lights.

i) Hardware schedule and keying requirements – to building master using the approved base building locksmith.

2. ***Complete Reflected Ceiling Plans***

These should include lighting layout, ceiling pattern, materials and suspension system, and the types and wattage of any proposed special lighting fixtures. Also include:

a) Location and types of sound baffles above ceiling.

b) The location of any access panel required to service building systems.

3. ***Complete Construction Details***

These plans should be appropriately scaled and indicate methods of construction:

A) Complete Electrical/Mechanical/Sprinkler/Building

Automation/Security/Communications/Data/Life Safety System Drawings **(complete with Engineer's stamp).**

a) Details of all alterations and all additions to the base building, as well as base building conditions, which remain unchanged.

b) Details of all metering equipment changes to conform to base building standards.

c) Details of all lighting control equipment changes to conform to base building standards.

d) Details of breaking out receptacle panels from the lighting panels to conform to base building standards. Note: This is required to avoid the possibility of breakers being tripped due to a lighting equipment problem.

e) Schedule for any changes to fire, sprinkler and security systems.

f) Heat generating equipment, their specifications and heat output will be required on the mechanical drawings.

g) Cooling generating equipment and cooling output will be required on the mechanical drawings. Equipment containing substances such as freon require environmental forms to be filled out.

B) Electrical Changes Requiring Base Building Shutdown

All requests for electrical power shut downs must coincide with annual building shut down.

C) Complete Structural Drawings

These drawings must be supplied where special conditions warrant their production i.e. openings in slabs, libraries, file rooms, vaults, etc.

Upon completion of construction the tenant is responsible to submit "as built" Architectural, Electrical, Mechanical, Security, Communications, Data and Structural Drawings on CAD ver. 14 or later disk to the landlord for their records.

D) Voice and Data Cabling/Infrastructure

Information required by the landlord includes, but is not limited to, the following as applicable:

a) **Communication Closet(s) Design**- Power Requirements, HVAC Requirements, Rack Resign (Space Requirements.)

b) **Data/Voice backbone Design**-Wiring Diagram, Wiring Type (Termination Method), Conduit Requirements (Design), Cable Addressing Scheme.

c) **Data/Voice Workstation Design**- Wiring Diagram, Wiring Type, Conduit Requirements (Design), Power Requirements.

d) **External Access requirements**- Number/Type of Data & Voice Lines, Demarcation Points, Cable Addressing/ Labeling Scheme.

1.06 Certificates and Approvals

The tenant is responsible for insuring that all the following requirements have been complied with before construction begins:

1. Insurance

Landlord requires a Commercial Builder's Liability Insurance Certificate with coverage for Bodily Injury of **no less than $5,000,000** and Property Damage of **no less than $5,000,000.**

The landlord must be named as **additional insured** on the insurance certificate as follows:

Oxford Properties Group Inc., OREC (RAC) Holdings Inc. and OPGI Management GP Inc., as general partner for OPGI Management Limited Partnership

120 Adelaide Street West
Suite 702
Toronto, ON
M5H 1T1

A copy of the landlord's standard Insurance Certificate is provided for your convenience under Appendix "A" of this manual.

2. Lien Protection

The tenant undertakes to protect the landlord against the placing of liens under the Construction Lien Act by the tenant's contractors or suppliers.

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. The tenant must correct immediately any work, which does not meet with the approval of the building inspector, even though the tenant's drawings may have been reviewed previously by the appropriate government authorities and the landlord. Any revisions to the reviewed drawings requested by such authorities must be brought to the attention of the landlord immediately. Should the tenant unduly delay the required corrections, the landlord may make the corrections at the tenant's expense.

4. Workers Safety and Insurance Board

The tenant contractor shall furnish written evidence of good standing with the Safety Insurance Board and that all employees engaged in the work are covered in accordance with the statutory requirements of authorities having jurisdiction.

5. WHMIS

All contractors, sub-trades and suppliers shall abide by the WHMIS (Workplace Hazardous Materials Information Systems) Regulations when working within the Richmond-Adelaide Centre jurisdiction. Landlord reserves the right to request contractor to show signed WHMIS certificates required for staff members.

6. Occupational Health and Safety

The tenant acknowledges that it is solely responsible as an Employer under the Ontario Health and Safety Act, for the health and safety of all its employees and workers, as well as for the continuing safe conditions in the premises and the Lands. The tenant shall comply with and shall require all of its employees and workers to comply with the provisions of all Laws, Statutes, Rules, Regulations, Notices and Orders including but not limited to all Federal, Provincial and Local Laws, Statutes, Rules, Regulations, Notice Orders and Amendments respecting Occupational Health and Safety, the Environment, Worker's Compensation and the safe condition of the premises and the Lands.

Weekly Health & Safety meetings must be held and attended by all trades and sub trades. Landlord will attend all meetings and minutes must be supplied for each meeting by the general contractor.

All materials and supplies used by the tenant's personnel in the premises and the Lands shall be used, handled, stored, otherwise dealt with and properly labeled in accordance with the Workplace Hazardous Materials Information System.

1.07 Refundable Deposit

Prior to starting construction, the contractor must provide to the landlord a **$5,000.00** refundable deposit and deposit form (Appendix B) to be held by Oxford Properties Group Inc. In the event close out documents are not submitted within 60 days from substantial completion, the refundable deposit will be forfeited by the contractor. The landlord will use these funds to complete the close out submission. The contractor will still maintain all liability associated with the close out submissions. Also in the event close outs are not submitted, the landlord at its discretion may limit the contractors ability to perform any work with the property.

1.08 Appointment of Contractors

All tenant contractors are subject to approval by the landlord and must ensure:

a) All life safety work within the premises, including relocation and disconnection of speakers, fire pull stations, firemen's handsets, maglocks must be completed by approved contractors exclusively.

b) Only general contractors, mechanical contractors and electrical contractors approved by the landlord will be allowed to work in the building. *(See Section V)*

1.09 Construction Schedule

The tenant must provide the landlord with a detailed construction schedule outlining the duration, location and hours of work.

Reminder: *All shutdowns require a schedule and plan of process approved by the landlord.*

1.10 Air Balancing

The purpose of testing, adjusting and air balancing of the premises is to assure that an HVAC System is providing the maximum occupant comfort at the lowest energy cost possible and to make the system perform as the designer intended.

All equipment efficiency ratings are irrelevant if the system's infrastructure and delivery system are not integrated properly. In order to reach the comfort and efficiency levels that the equipment is designed to deliver, the ducting needs to be set up correctly and balanced.

Upon completion of construction, the tenant shall ensure that air balancing of the premises is completed by the approved air-balancing contractor. An air balancing report is to be submitted to the landlord for their file.

SECTION II: RULES AND REGULATIONS GOVERNING TENANT WORK

While carrying out work in the leased premises, the tenant and all of its contractors, agents and employees are required to abide by the rules and regulations defined and communicated by the landlord.

2.01 Inspection of Tenant Work in Progress

The landlord and its agents, architects, engineers and consultants shall have unlimited access to the tenant's premises for the purpose of inspecting the tenant work in progress. The landlord and its architects, engineers, or consultants may note deficiencies in the tenant work which shall be corrected by the tenant immediately upon notice.

2.02 Security Control

Tenant is responsible for providing its contractors access to the premises. Temporary Security access cards will be issued to contractors who have been approved by the landlord for after hours access. Contractors will be responsible for returning cards to the landlord daily upon completion of the work. Any cost incurred by the landlord for lost cards are the responsibility of the contractor who signed them out.

Keys will be issued by Security to contractors who have been approved by the landlord for after hours access. Contractors will be responsible for returning keys to the landlord daily upon completion of the work. Any cost incurred by the landlord for lost keys are the responsibility of the contractor who signed them out.

The tenant is fully responsible for the physical security of the leased premises and the contents therein throughout the construction period.

2.03 Public Safety

It is the tenant’s responsibility to ensure that the tenant contractor observes and complies with all applicable construction safety regulations. Safety regulations imposed by an authorized representative of the landlord must be complied with immediately and fully. Should failure to comply result in any construction delays, the tenant will be held responsible for all resulting costs.

2.04 Emergency Contact

The tenant and its contractor are required to post at the site the emergency contact name and telephone number with copies forwarded to landlord.

2.05 Temporary Services

The tenant’s contractor is responsible for the distribution of temporary power and telephone service within the leased premises during the construction period. The Construction Manager will designate washrooms available for use by contractors. The tenant and tenant's contractor are responsible for providing operable fire extinguishers in the premises throughout the construction period.

2.06 Work Areas

All construction materials, tools, equipment and workbenches must be kept within the leased premises throughout the construction period. All public lobbies, corridor, washrooms and stairs shall be kept clean and clear of construction materials at all times.

2.07 Waste Removal

Removal of garbage and construction debris generated by the work of a tenant's contractor will be the total responsibility of the contractor, subject to the LEED Policy outlined in section 4.0.

Please note that the removal of garbage and construction debris via bins or trucks is only permitted after hours and only if prior arrangements have been made with the landlord. All costs incurred are the responsibility of the tenant.

Arrangements for placing disposal bins must be made through the Real Estate Management Office. This will ensure all materials are disposed of and or recycled properly. All costs regarding the supply and removal of disposal bins inclusive of dumping charges will be the responsibility of the tenant and at the tenant's expense. **Disposal bins shall be placed on 3/4" plywood (minimum) to protect loading dock membrane system.**

2.08 Hours of Construction

All construction related activities within the Richmond-Adelaide Centre are to take place between the hours of **6:00 p.m. to 7:00 a.m.** Absolutely **no noise or fume-generating construction is to occur within the Centre between the hours of 7:00 a.m. and 6:00 p.m. without the landlord's prior written consent**. Any contractor found not abiding by the above-noted hours of construction will be stopped and removed from the Centre.

All construction materials, debris or tools must be removed from the site after hours between **6:00 p.m. and 7:00 a.m.**

2.09 Washrooms

Contractors are not to use the building washroom area for the cleaning or disposing of any construction material. If there is any damage to the washrooms due to incorrect usage by the tenant's contractor, the tenant will be responsible for repairs of all damage.

2.10 Access and Deliveries

120 Adelaide W, 130 Adelaide W, and 85 Richmond W:

Where available, all construction materials are to be delivered via the building loading dock at Richmond-Adelaide Centre. The freight elevators are the only elevators to be used and at no time are deliveries allowed through the main lobby entrance of the building or moved through common areas, concourse or ground Level. The freight elevator must be booked in advance through the Real Estate Management Office. **Please note that the loading dock area is for deliveries only. <u>There is no parking permitted in the loading dock area.</u>**

111 Richmond W:

Deliveries of all construction materials are to be via the Richmond Street Entrance during off hours **(7:00 p.m. to 6:00 a.m.)** and are to conform to all local regulations and by-laws. The freight elevator(s) is the only elevator to be used and must be booked in advance through the Real Estate Management office. **Tenant contractors are to review the sizing of elevators and coordinate material sizes in advance.**

2.11 Air System Shut-Downs

All requests for air system shutdowns must be submitted for approval to the landlord at least 72 hours prior to the shutdown date. A tenant's request for extended air conditioning will take precedence over a contractor's request for shutdown period.

2.12 Water System Shut-Downs

All requests for water system shutdowns must be submitted for review to the landlord at least 72 hours prior to the shut down date.

2.13 Plumbing

Water supply lines, drain lines and vent connections must be removed from the ceiling space back to the core riser and properly capped when being removed from a tenant's premises.

All water supply lines must be copper type L or better. No plastic plumbing is permitted at Richmond-Adelaide Centre.

2.14 Parking

Vehicle parking required by tenant's contractor is the responsibility of the contractor. The landlord makes no representation that any such parking will be available. Under no circumstances are vehicles to impede or block access to the garage or loading dock facilities. No parking is permitted in the loading dock area.

2.15 Drilling or Cutting

Tenant's contractor is not permitted to drill or cut openings of any description in any part of the building structure without prior approval from the landlord. If such work is deemed necessary and acceptable to the landlord and the landlord's Structural Engineers, drilling, etc. shall be carried out after regular working hours by the tenant's contractor at the tenant's cost. Any work of this type may require **x-ray** inspection of the slab prior to drilling, which will also be at the tenant's expense. The landlord's contractor at the tenant's cost shall repair any damage to cast-in electrical wiring.

2.16 X-Raying and Coring

There are two parts to the approval process requiring sign-off by the Construction Manager and the Base Building Structural Engineer. The first is a written document outlining the proposed modifications to be made to the structure or proposed penetrations through the structure. The second item is the set of final drawings clearly showing all modifications. Approval and sign-off by the two parties is required at each stage before proceeding to the next step. Upon completion a record of the actual changes made must be submitted.

A minimum of 72 hours notice is required prior to x-raying. Upon completion, x-rays must be reviewed and approved by the landlord before any coring commences.

Detailed Procedure:

1. The tenant shall submit a written proposal, with concept drawings if available, to the Project Manager for approval in principle.
2. Project Manager shall submit the signed-off proposal along with the concept drawings to Oxford Properties for approval in principle.

3. Once the written proposal is approved by both Project Manager and Oxford Properties, a drawing showing the location of the proposed opening(s) shall be submitted to Structural Engineer for structural review and comment prior to any further action.
4. Once approved by Structural Engineer in principle, the Structural Engineer will return the drawings to Oxford Properties for their sign-off. In turn, Oxford Properties will send the drawing to Project Manager for sign-off. Upon receipt of the signed-off drawing, the tenant shall prepare final drawings for approval.
5. The tenant shall submit a final set of working drawings to Project Manager for approval clearly showing the locations of all openings that have been approved in principle. Any new openings shall be reviewed on the basis of items 1 through 3 above.
6. The Project Manager, Oxford Properties and Structural Engineer shall sign-off the working drawings before any work commences on site.
7. Upon sign-off by Project Manager, Oxford Properties and Structural Engineer, X-rays shall be taken by the tenant's contractor to determine top and bottom reinforcement position within the slab.
8. If the re-bar interferes with proposed opening(s), Structural Engineer shall be advised immediately before taking any further action. Structural Engineer will review and advise regarding opening location(s), re-sizing or other appropriate action.
9. Structural Engineer shall be allowed access to inspect the cutting of the opening. This inspection shall be undertaken at the tenant's cost.
10. On completion of the work to form the opening(s):

    a) Structural Engineer shall be notified in writing;
    b) An as-built drawing showing the exact location and size of the opening(s) shall be produced by the tenant and submitted to Structural Engineer;
    c) Structural Engineer shall retain cores for inspection.

Should the above procedures not have been followed by the tenant and the necessary approvals not have been obtained the tenant must bear any and all expenses associated with the following:

- ***Determination if the integrity of the structure has been compromised;***
- ***Design by Structural Engineer of any remedial measures necessary to restore the structural integrity through a method of external reinforcement;***
- ***Implementation of such remedial measures.***

X-RAY PROCEDURES

1. **Establish a Safety Zone** - Before any x-raying takes place, a safety zone must be marked out restricting access to the area that will be exposed. Safety tape defining the boundaries should be used and a technician posted particularly if the area can not be secured by locking doors.

2. **Layout Film Area** - The area that is to be examined must be carefully laid out on both sides to ensure film and camera are lined up. The accuracy of the results depends on the systematic logging of the images shot, so that proper referencing of the corresponding areas is correct.

3. **Security Clearances and Access Blocked** - All efforts to ensure the safety zone is secure must be made. This includes the locking of doors and blocking off access to all persons. Any security clearances that may be necessary should be obtained from the Building security staff by informing them they can assist in keeping the area secure.

4. **Clear Area of X-ray Sensitive Materials** - Any undeveloped photographic, dentistry or medical film must be removed from the safety zone or risk exposure. X-rays will not affect any electromagnetic tape or disks including video and audio tape, or data storage equipment such as hard or floppy disks.

5. **Technicians** - All X-raying to be carried out by Licensed Qualified Technicians in accordance with Atomic Energy Control Board of Canada Guidelines.

6. **Approved Contractors** – Only approved X-ray and cutting/coring contractors shall be used. Request must be submitted to the Real Estate Management Office a minimum of 48 hours in advance.

2.17 Welding

No open flame for welding, cutting or other purposes is permitted without the prior written approval of the landlord. If pressurized gas cylinders are used, the tenant's contractor shall ensure that their use is in accordance with requisite safety provisions and requirements. An operational fire extinguisher shall be available in the immediate vicinity of the work.

No welding or soldering on any part of a floor shall be done without knowledge of the landlord as these activities may trigger a fire alarm. Work Permits requesting the deactivation of a floor's fire alarm system must be obtained from the landlord. *(Section 6.6 Appendix F)*

2.18 T-Bar and Acoustic Ceiling

Base building T-Bar ceilings are not to be cut, drilled, or screwed into. Contractor must use clips to secure partition walls. The contractor will be responsible for the cost of any repair required as a result of screwing into the T-bar grid or window mullions. Drilling into window mullions is also prohibited.

111 Richmond W:

1. **T-Bar** – In order to maximize finished ceiling height, hanger locations for ductwork equal to 200mm (depth) or greater shall be coordinated and positioned in-line with the ceiling grids and allow space for installation/service of the lighting fixtures underneath the duct. Ceiling gridline spacing should follow typical t-bar ceiling drawing provided by landlord.
2. **Open Ceiling Option –** Where provided, Base Building Tectum panels located in the coffers on floors with open ceilings are not to be cut, drilled or screwed into or removed. In addition, drilling into window mullions is prohibited. The tenant's contractor will be responsible for the cost of any repair required as a result of screwing into, or otherwise damaging the Tectum panels or window mullions. Painting of ceilings and/or Tectum panels is prohibited unless approved by the landlord.
3. **General –** The capped sanitary and vent pipes for tenant connection are located in the washrooms to accommodate wet installations (e.g. kitchens) on the west, north and south sides of the building core. For wet installations on the east side of the core, wet risers have been installed on columns C3 and E3. Please contact the Construction Manager for drawings showing riser locations and sizes. **All future tenant fixtures with drain connections shall be carefully planned so as to not affect the ceiling height of the tenant below**.

   All hangers for ductwork and piping shall be anchored to the underside or side face of the concrete ceiling joists (not to the underside of slab). Refer to structural drawings in order to avoid hitting the rebar.

2.19 Wiring and Conduit

All wiring within Richmond-Adelaide Centre must be a minimum of #12 solid wire for runs under 75 feet and a minimum #10 solid wire for runs greater than 75 feet. Absolutely no BX cable is to be used in Richmond-Adelaide Centre electrical rooms.

All cabling and telephone type wiring used above the ceiling must be installed in conduit in accordance with the Building and Fire Codes. Conduit may not be required when cabling with FT6/IBM type 2 or 4 (fire rated) cable, if approved by the landlord.

2.20 Lighting

Re-programming and commissioning of existing low voltage lighting control panel shall be performed by base building lighting automation controls contractor. All costs incurred are the responsibility of the tenant and contractor.

Drawings must be supplied to the landlord upon completion of the coding by the lighting automation controls contractor.

2.21 Electrical/Mechanical and Telephone Rooms

Access is restricted to building personnel and approved contractors only. **Doors are not to be propped open and must remain locked at all times.**

Tenant's electrical, mechanical, data and telephone equipment is to be located within the leased premises. No such equipment is to be installed in the Building electrical/mechanical room.

2.22 Base Building Systems – 111 Richmond W

Mechanical Systems

The landlord's base building mechanical contractor must complete the following aspects of base building work at the tenant's expense:

a) **High Velocity Duct Main Tie-ins** - All new connections to the typical floor high velocity supply air systems are to be done by a landlord approved contractor. They will provide the required supply air fitting(s) to match the new terminal inlet size(s) as well as seal the new fitting(s). Contact the Base Building mechanical contractor for pricing.

b) **Condenser Water Tie-Ins** - All new connections to the tenant Enwave system are to be performed by a landlord approved mechanical contractor.

c) **Pipe Cleaning Procedure** – Pipe cleaning is required on any new water piping. Cleaning must be performed by a landlord approved mechanical contractor.

Electrical Systems

The landlord's Base Building electrical contractor, at the tenant's expense, must make all final connections to building systems including:

a) The building fire alarm system.

b) Final connections to the building emergency power system.

c) Connections to building bus duct risers.

d) Final connections to the building security system.

e) Extensions of the building electrical metering system.

f) Connections and additions to the building lighting control system.

Life Safety Systems

Fire Alarm Tie-in

Contact the landlord's Construction Manager for final tie-in and verification.

All work completed on the building Life Safety systems (i.e. fire alarm, sprinklers, etc.) must be completed by the base building contractors at the tenant's expense. Contact the Construction Manager to make the necessary arrangements (see forms in Appendix D).

Work affecting Life Safety Systems must be completed after normal business hours.

When grinding, soldering, or welding, a 5-lb. ABC extinguisher must be available within 10 feet.

2.23 HVAC Equipment

Prior to the commencement of any demolition or construction, the thermostats in the affected areas will be removed or protected as required by the HVAC contractor and reinstalled upon completion of construction. All thermostats and related HVAC equipment are to be located within the tenant's leased premises.

Base building equipment not required should be reviewed with the landlord prior to disposal.

2.24 Dust

All base building perimeter air handling systems to be protected from any dust or debris during construction.

2.25 Additional Costs

All contractors are responsible for the following additional costs (please contact the Construction Manager for additional information).

a) Construction work will necessitate a change of HVAC filters upon completion of construction. In cases where a major amount of work is done, an intermediate change of filters or pre-filters may be required. All costs for additional HVAC filter changes are the responsibility of the tenant's contractor.

b) Additional fans and/or air-conditioning.

c) Security or cleaning charges.

d) Fines imposed on the building as a result of nuisance fire alarms caused by the tenant's contractor or sub-trades (refer to section 2.28).

Extra hours of operation for air-conditioning and/or fans must be requested via 310.MAXX.

The base building 'Building Automation System' contractor, at the tenant's expense, must make the final connections to the building automation system. This will include the transfer of data from all tenant HVAC equipment controls and the generation of any new graphics for new HVAC equipment.

2.26 Tenant Construction Indoor Air Quality Requirements

The tenant is required to develop and Implement an Indoor Air Quality (IAQ) plan for the construction and pre-occupancy phases of the tenant fit-up. This plan shall meet or exceed the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) "IAQ Guidelines for Occupied Buildings under Construction." This IAQ plan must be submitted to the landlord for review prior to the commencement of any work.

The following construction requirements are mandatory during tenant fit-up in order to ensure that indoor air quality (IAQ) is maintained for current and future building occupants. The tenant contractor is required to comply with landlord IAQ requirements. Deficiencies within the execution of the IAQ plan will result in the landlord completing the required work at the tenant's expense.

At a minimum, the IAQ plan shall include the following provisions where applicable:

a) **Scheduling of Work:**
Install materials which create dust (such as drywall) and odorous materials (such as paints and sealants) prior to installing absorptive materials (such as carpet and acoustic tile)

b) **HVAC protection:**
Ensure that all ductwork is wrapped and sealed with plastic to prevent the accumulation of moisture, dust and debris.
Install filter media (minimum efficiency of MERV 8) over all return and exhaust grilles for HVAC equipment servicing the tenant space.

c) **Protection of Materials:**
Protect stored materials from moisture and particulate absorption by keeping said material covered until installation.

Do not install any material that has moisture damage.

d) **Isolate Work Areas:**
Erect temporary barriers to protect finished spaces from any contaminants released during the construction of adjacent areas.

e) **Housekeeping:**
Implement daily cleaning activities which promote a clean and safe working environment.

Minimize the creation of dust by cleaning with wetting agents, sweeping compounds, damps rags or wet mops.

Use vacuum equipment with HEPA filtration.

f) **Final HVAC cleaning:**
Tenant contractor shall clean all ductwork, VAV boxes, return grilles and diffusers to base-building standards

g) **Filter Requirements:**
Upon completion of tenant fit-up work and prior to occupancy, the tenant contractor shall replace the final filter media at the compartment unit with MERV 13 filters.

2.27 Pre-occupancy Cleaning

Tenants are responsible for insuring before the premises are occupied or re-occupied that the following areas/items are cleaned:

Light Fixtures and Lenses; Floor Tiles and Carpets; Corridor Walls and Doors immediately adjacent to leased premises; Perimeter Induction Units; Inside faces of Windows; Electrical Trench Header Ducts; All Services Rooms; Venetian Blinds; Compartment Unit Filters

2.28 Penalties for False Alarms

Fines for Nuisance/False Fire Alarm:

First occurrence during any given Construction Project:	**$1,500.00** + HST
Second occurrence during any given Construction Project:	**$2,500.00** + HST
Each additional occurrence will carry a premium of:	**$1,000.00** + HST

- ***All Fines are cumulative, will be levied against the tenant and must be paid within 30 days from the date the invoice is issued.***

2.29 Life Safety System By-Pass

Any life safety system by-pass request is to be placed to 310-MAXX for Building Management approval at least 72 hours in advance.

2.30 Furniture Layout

Tenants must ensure that the furniture layout does not impede access to the perimeter induction units and shut off valves located on both sides of columns. Tenants must maintain a minimum of 18" from the front of induction units for service or maintenance access and proper heating/cooling at perimeter zones. If the 18" is not maintained, it is the responsibility of the tenant to dismantle furniture at the perimeter prior to servicing. In the event of an emergency, access may be obtained through any means necessary and any damage to furniture will be the tenant's cost.

2.31 Telecommunications & Cabling

Terminations in the Main Telephone Room or Demarcation Room

For access into the Main Telephone Room, the contractor must obtain prior approval from Rycom TPM. Rycom can be contacted via telephone at 877.792.6687 or via email at customercare@rycom.ca.

a) Cables must be terminated only on assigned terminal blocks designated by the landlord.

b) Jumpers must run in designated "D" rings. Installation methods shall conform to Canadian Telecommunications Standards.

c) The contractor must record Cable pairs in the master logbook located in the demarcation room.

Communications Risers/Telecommunications Rooms

For access into risers, the contractor must obtain prior approval from Rycom TPM. Rycom can be contacted via telephone at 877.792.6687 or via email at customercare@rycom.ca.

a) Permission must be obtained to reuse existing riser sleeves or slots, cables and termination hardware. All reused components must be properly labeled.

b) Permission must be obtained for additional riser holes or sleeves. Core drilled holes will require x-raying and final review by the landlord's Structural Engineer as per the procedure outlined in section 2.17 of this Manual.

c) All riser sleeves must be filled with CSA approved fire stopping maintaining a two hour fire rating. All existing fire stopping that has been cut or removed must be repaired in an approved manner.

d) Where new cables are run "free-air" they must be independently supported every 1.5 meters horizontally and twice every floor for vertical risers. All cables must be fastened to the plywood backboards or to existing or new unistrut or similar supports. Cables may not be supported from other existing cables, conduits, straps, plumbing, sprinkler pipes or other inappropriate hardware.

e) All new communications cables must be CSA, type CMP.

f) Where riser cable is installed in conduit, the conduit installation must comply with the Canadian Electrical Code.

g) Cables and conduits must be labeled on both ends of every run and twice on every floor with the tenant's name and the floors of origin and termination (e.g. "ABC Oil", 4th to 8th FL). Labels must be the mechanically imprinted wrap around style. Cables that are installed in raceways or conduit provided by the landlord, are to be labeled every 3 meters and in every junction box.

h) Conduit and cable must be installed in a neat and workmanlike manner so as not to interfere with existing installations or to make them inaccessible.

i) The communications room shall be used for cross-connects (termination blocks) only. All tenant communications equipment must be located within the tenant's space.

j) Rycom will inspect the communications room on completion on the work and on a regular and ongoing basis throughout construction.

k) All cables that are obsolete or abandoned are to be completely removed back to the source.

l) All vertical cabling installed within the base building riser rooms must be installed by an Oxford/Rycom approved contractor, at the tenant's expense.

Horizontal cabling within tenant space

a) Only CSA type CMP communications cable is permitted in the ceiling plenum.

b) Cables must be installed in conduit, on cable trays or "free-air". Where cables are run "free-air", cables are to be bundled together and fastened at the underside of the slab above every 1.5 meters using J-hooks or other approved methods.

c) Cables are to be installed at right angles to the building grid and secured independently from the building structure.

d) All cables installed above drywall ceilings and in the ceiling spaces below are to be installed in conduit or cable trays.

e) Cables may not be laid on top of t-bar or ceiling tiles, nor may they be supported from other cables, conduits, plumbing, sprinkler pipes or other inappropriate hardware. All other cabling must be contained in EMT.

f) Cables in bundles of 10 or more lines must be installed in conduit or run in the cable tray or separate rack.

g) All cables, which are obsolete or abandoned, are to be completely removed back to the source.

Distributed Antenna System (DAS)

Bell, Rogers and Telus are currently have upgraded their wireless infrastructure within the Richmond-Adelaide Centre as the new wireless Long Term Evolution (LTE) standard has now been implemented within the Greater Toronto Area. This has placed increased demands on the existing wireless systems capacity. To better service clients within the Richmond-Adelaide Centre, the telecommunications service providers have been implementing their Distributed Antenna System (DAS) infrastructure within Richmond-Adelaide Centre. The purpose of the DAS is to increase both the wireless cellular coverage and the wireless capacity within the buildings. By increasing wireless coverage and capacity, the tenants and the patrons within Richmond-Adelaide Centre will enjoy an enhanced wireless service with fewer dropped calls and increased data transfer rates.

The DAS infrastructure typically consists of 8 to 16 small white cone shaped antennas per floor within tenant space which are located on the underside of the suspended/drywall ceilings. The antennas are then connected back to the Telecommunications Riser Room with a ½" diameter heliax cable which is blue in colour (see photograph below). The cables and antennas are labeled with the name and contact information for the Telecommunications Service Provider (i.e. Rogers, Bell, or Telus) that is responsible for the particular building or floor.

In order to ensure the integrity of the DAS remains intact throughout the designed lifespan, it is important that tenants and contractors that perform work on behalf of the tenants are aware of the systems components and the process involved in the removal or relocation (if necessary) of infrastructure. In the event of a tenant renovation, back to base project, or new build-out, the Oxford Properties Project Manager assigned to the project must be informed that there is DAS infrastructure which may be located within the project construction area. At that point in time, the tenant or the tenant's contractor will notify Bell who will then coordinate the removal and relocation of DAS infrastructure with the various stakeholders involved in the project.

The costs associated with the relocation and coordination of DAS infrastructure will be billed directly to the tenant or the contractor performing work on the tenant's behalf.

SECTION III: LEED

At Oxford, we're determined to be an industry leader in sustainability. We embrace recognized standards and best practices, actively engage with our stakeholders, continuously measure and improve performance, and seek to innovate at every opportunity.

3.01 Facility Alterations and Additions

Scope and Sustainability Goals

The goal of this program is to prevent indoor air quality problems resulting from construction or renovation projects. This will help sustain the comfort and well-being of building occupants and construction workers (*Source: LEED Canada for Existing Buildings: Operations and Maintenance Reference Guide, 2009).*

This Indoor Air Quality (IAQ) Best Management Program is applicable to facility alterations and additions at Richmond-Adelaide Centre. It affects base building and tenant spaces, including external contractors' work involving the use of products that may impact indoor air quality (i.e. paints, coatings, sealants, carpet installation, etc.).

For the purposes of this program, alterations and additions are changes that affect usable space in the building (mechanical, electrical or plumbing system upgrades that involve no disruption to usable space are excluded). The alteration and additions that are governed by this program are:

Alterations that:

- Affect no more than 50% of the total building floor area or cause relocation of no more than 50% of regular building occupants;
- Include construction activity by more than one trade specialty*;
- Make substantial changes to at least one entire room in the building*; and,
- Require isolation of the work site from regular building occupants for the duration of construction*.

The following boundaries apply to this program:

- Physical boundaries: Richmond-Adelaide Centre including all tenant and base building construction alterations and additions.

- Programmatic boundaries: This program covers:

    - All substances identified under Sources of Pollutants
    - All stored on-site or installed adsorptive materials
    - All filtration media used at return air grilles which were used during the construction period

Project design professionals and contractors must ensure that Local Codes, Standards and By- Laws are met. This responsibility is not superseded by the measures or requirements outlined in this program.

Guidance for Resources and Implementation

The following sections present guidelines and resources for implementing this program.

Sources of Pollutants

Any construction activity that produces VOCs and/or dust is considered a source of air pollutants. Typical sources of pollutants are:

- Materials disturbed during demolition, repair or construction
- Materials that off-gas VOCs
- Materials that create dust
- Equipment that generates combustion by-products, or creates VOCs and/or dust
- Construction activities that disrupt previously settled pollutants

The following table provides specific examples of potential air pollutant sources:

Possible sources of pollutants		
Building Materials	Wood Concrete Drywall Engineered Wood Cove base	Plaster Roofing Insulation Ceiling Tiles
Wet Products	Paint & stains Sealants & coatings Adhesives Acid finish	Glazing Caulking Grouting Epoxy Flooring
Furnishings	Carpeting Wood flooring Furniture	Wall coverings Cabinets Partitions
Solutions	Solvents Cleaning products	Fuels Pesticides
Equipment	Generators Compressors Portable heaters Cutting torches	Heavy equipment Vehicles Welder Soldering Guns
Others	Standing water/moisture causing mould growth Tobacco smoking within the building Exterior work adjacent to building openings	

Control Measures

The objectives of this program will be achieved through the “Control Measures” detailed in the following tables. The following measures are applicable to all alterations and additions (as defined above) at Richmond-Adelaide Centre. The Responsible Party will provide documentation of the actions taken on site to ensure IAQ measures are maintained for the duration of the construction project.

A. HVAC Protection - Suspend or modify HVAC operation during construction to prevent the circulation of pollutants.	Reference
All HVAC equipment will be protected from dust, odours or other contaminants and exposure to the elements. The system must be evaluated in detail by an engineer experienced in HVAC maintenance and operations.	SMACNA 4.2
The entire system will be shut down during heavy construction or demolition.	SMACNA 4.2.1
All return openings in the construction area will be sealed with plastic. Alternatively, if permanently installed air handlers are used during construction, filtration media with a MERV of 8 shall be used at each return air grille, as determined by ASHRAE 52.2-1999. All filtration media will receive frequent maintenance and be replaced immediately prior to occupancy.	SMACNA 4.2.1
When the system must remain operational, the heaviest work areas will be dampered off or otherwise blocked.	SMACNA 4.2.1
The mechanical room will not be used to store construction or waste materials.	SMACNA 4.2.1
Consider protection of air plenums in the planning phase of Construction including: • Ducts in the construction zone should be disconnected from the remainder of the active system • Seal openings in new ducts until construction is finished • Replace missing ceiling tiles, especially where the ceiling plenum is the return air path	SMACNA 4.2.2
Ducts, diffusers, and window units will be inspected upon completion of the work and cleaned if needed. The condition of the main filters will be checked whenever visible particulates are discharged from the system.	SMACNA 4.2.3
Where major dust loading is expected to impact operating HVAC systems, consideration will be given to upgrading filter efficiency. Filters will be installed with 60-80% dust spot efficiency. For odours, activated charcoal or potassium permanganate will be used.	SMACNA 4.2.4
An HVAC system has excessive dust or debris when an accumulation of particles can be observed under (not on) diffusers, or when ventilation is restricted. A decision whether and how to clean the ducts will be based on a detailed visual inspection of the system. Both highly specialized equipment and professional expertise is required to ensure that dust is effectively removed and contained.	SMACNA 4.4

B. Source Control - Minimize indoor pollutants by selecting low-emitting products, using appropriate equipment (e.g., power tools that do not burn fossil fuels) and changing work practices (e.g. change techniques to reduce emissions, use vacuum dust collection systems, etc).	**Reference**
Substitute high VOC content products with lower VOC alternatives.	SMACNA 3.3.1
Operating procedures which are detrimental to IAQ will be addressed including: • Restricted motor vehicle access from areas where emissions may be drawn into the building • Substitution of diesel equipment to cleaner gas or electric equipment • Switching gas powered equipment to electric • Adding catalytic converters to engines	SMACNA 3.3.2
Work practices will be modified so that airborne dust is minimized.	SMACNA 3.3.3
Pollution sources will be directly exhausted to the outside by in-building systems or by portable systems.	SMACNA 3.3.4
Where exhaust is not feasible, local air will be re-circulated through a portable cleaner.	SMACNA 3.3.5
Open containers will be avoided thereby reducing VOC emissions.	SMACNA 3.3.6

C. Pathway Interruption – Isolate areas of work to prevent contamination of clean or occupied areas.	**Reference**
Work areas will be depressurized. A negative pressure will be created by either adjusting the balance of the HVAC system or by installing portable exhaust units.	SMACNA 3.4
Occupied spaces will be pressurized if the HVAC system is operation during construction and on occupied floors. Increasing supply air and/or reducing return/exhaust air in building areas that remain occupied during construction will help exclude airborne dust and odours.	SMACNA 3.4
Barriers will be erected to contain construction areas. The extent of barriers required is based on the materials involved and the implications of dust, odours or other contaminants of concern escaping the site.	SMACNA 3.4
Relocate pollutant sources. Project equipment and staging areas will be segregated from critical air flow pathways.	SMACNA 3.4
Temporarily seal the building, if construction emissions occur on the roof or adjacent to the building allowing contaminants to be drawn in through the outside air intake. If no other method of control is available, intake dampers, windows, doors or other pathways will be temporarily sealed for short durations.	SMACNA 3.4

D. Housekeeping - Intensify clean-up procedures to remove pollutants from the site.	Reference
Site cleaning to maintain IAQ during construction will include: • Suppressing dust with wetting agents or sweeping compounds • Increase the frequency of cleaning for dust • HEPA vacuums will be used instead of sweeping for more efficient dust collection • Ensuring surfaces are kept clean • Removing spills or excess application of solvent-containing products as soon as possible • Clean up construction and demolition waste, debris and rubbish during all phases of construction. • Prohibit all tobacco and cigar smoking in the building interior. • Prevent fiber discharge or particle release when installing loose insulation media. • Clean the HVAC system consistently throughout construction and again once construction activity is complete • Protect porous materials (insulation and ceiling panels) from moisture. • Remove any accumulations of water inside the building immediately.	**SMACNA 3.5**

E. Scheduling - Reschedule work hours to prevent worker exposure to pollutants.	Reference
Where applicable, construction activities will not overlap with occupancy for any given time and space. Supplementary scheduling strategies may include delaying occupancy and construction buffer zones. Install absorptive materials after the prescribed dry or cure time of wet finishes to minimize adverse impacts on IAQ.	SMACNA 3.6

F. Occupant Relocation – Relocate occupants to prevent worker exposure to pollutants	Reference
Hypersensitive individuals concerned about IAQ may be temporarily relocated for the duration of the project.	SMACNA 3.7
Create a buffer zone around the occupied space. The size of the buffer is dependent on the potential air quality problems presented by the project.	SMACNA 3.7

G. Air Cleaning – Make suitable preparations for occupancy (Flush-Out Period, or Indoor Air Quality Testing). Remove contaminants that may be remaining at the end of the construction period:	**Reference**
Option 1 – Flush out procedure: After construction ends and all interior finishes have been installed, prior to occupancy, install new filtration media and flush-out the affected space. The flush-out must be done by supplying a total outdoor air volume of 4,300 cubic meters per square meter (14,000 cubic feet per square foot) of floor area while maintaining an internal temperature of at least 16 degrees C (60 degrees F) and maintaining a relative humidity no higher than 60% where cooling mechanisms are operated. The affected space may be occupied only after the delivery of at least 1,100 cubic meters per square meter (3,500 cubic feet of outdoor air per square foot) of floor area and the space has been ventilated at a minimum rate of 1.5L/s per square meter (0.3 cfm per square foot) of outdoor air or the design minimum outside air rate (whichever is greater) for at least three hours prior to occupancy until the total of 4,300 cubic meters per square meter (14,000 cubic feet per square foot) of outdoor air has been delivered to the space. The flush-out may continue during occupancy. OR Option 2 – IAQ testing prior to occupancy: Conduct baseline IAQ testing, after construction ends and prior to occupancy, using testing protocols consistent with the United States Environmental Protection Agency "Compendium of Methods for Determination of Air Pollutants in Indoor Air" and demonstrate that the contaminants listed in the table below are not exceeded, taking remedial actions and repeating procedure until all requirements have been met. *Required only if carpets with Styrene Butadiene (SB) latex backing material are installed. Protect stored on-site or installed absorptive materials from moisture damage. If permanently installed air-handlers must be used during construction, filtration media with MERV 8 must be used at each return air grille, as determined by ASHRAE 52.2-1999. Replace all filtration media immediately prior to occupancy. Upon the completion of construction, HVAC and lighting systems must be returned to the designed or modified sequence of operations.	LEED Canada EB:O&M EQc1.5

Chemical Contaminate	Maximum Concentration
Formaldehyde	27 parts per million
Particulate Matter (PM10)	50 micrograms per cubic meter
Total Volatile Organic Compounds	500 micrograms per cubic meter
* 4-Phenylcyclohexene (4-PCH)	6.5 micrograms per cubic meter
Carbon Monoxide (CO)	9 parts per million and no greater than 2

Requirements

The following are required for this program:

1) Meet or exceed all applicable "Control Measures" outlined SMACNA Chapters 3 and 4, outlined in this program under section 2.2 – Control Measures

2) Meet all additional requirements as outlined in this IAQ Best Management Program for Facility Alterations and Additions.

3) Weekly inspection logs showing where control measures identified were implemented. Inspections of building and HVAC systems will identify deficiencies that could adversely affect the IAQ (e.g. Moisture in HVAC systems, water damaged walls, construction debris in ceiling spaces, materials stored near air intakes, etc.). Provisions must be made to correct any deficiencies.

4) Photographs of each Control Measure implemented in the project from the tables above will be depicted in the photographs. Each photograph will include the date and a description of the control measure depicted.

5) Provide technical information on filtration media used for each return air grille where the building's air-handling units are operated during construction. Documentation shall be provided indicating the filter's manufacturer, model number, MERV, and location. Documentation is required confirming the filter was replaced immediately prior to occupancy with MERV value highlighted. Note: the minimum MERV requirement is MERV 8, or the MERV of the filters installed prior to construction, whichever is greater.

6) Documentation describing in detail the preoccupancy and post occupancy flush-out process and procedures for all spaces that undergo alterations or additions including data regarding airflow, duration of flush-out, and any special considerations. Alternatively, IAQ testing can be completed prior to occupancy. If IAQ testing is completed – forward results to property management.

Quality Assurance/Quality Control Processes

Contractors are to institute monthly reporting and feedback on the implementation of IAQ best practices and address any problems. Reporting shall be issued to the Responsible Party representing property management or an authorized Agent. Property management shall review the tracking logs monthly and verify that the measures are meeting the requirements of this program. Property management will solicit feedback on new technologies and potential improvements to procedures from their contractors that can be incorporated into this program and into future construction contracts. Changes to the program will be completed on an as needed basis.

Responsible Parties

Name and Party	Responsibilities	Contact Information
Property management Operations Manager	Oversee IAQ program development and implementation Delegate responsibilities to external contractors and consultants	Mark Nahorniak 416-865-8327

Tenants	For all tenant construction projects: Ensure contractor is meeting the requirements of this program. Forward all relevant documentation, including completed tracking forms to property management.	

Prior to commencement of any property renovations or expansions, a pre-construction meeting is to be conducted to present the IAQ Best Management objectives and requirements to all contractors and Subcontractors, and describe how each measure will be enforced. The objectives and requirements will be reinforced at construction progress meetings. A copy of the IAQ Best Management programs will be maintained on site.

3.02 Sustainable Purchasing Policy

Objectives & Scope

This Sustainable Purchasing Policy aims to eliminate or minimize the potential negative environmental impacts associated with the following activities:

Activities	Potential Negative Environmental Impacts
Purchase of Light Bulbs	Air, land & water contamination (if light bulbs enter the solid waste stream)

This Sustainable Purchasing Policy applies to all tenant and base building activities at Richmond-Adelaide Centre (physical boundaries) and the ongoing consumables and lighting products designed, purchased, and maintained by Oxford and tenants (programmatic boundaries).

Responsible Parties

Oxford Properties Group	Responsibilities	Telephone #
Robert Barclay – Construction Manager	Oversee Implementation of the Sustainable Purchasing Policy	416-868-3737

Oxford's Construction Manager is responsible for overseeing the integration of the requirements of the Sustainable Purchasing Policy into all construction documents for construction activities at Richmond-Adelaide Centre.

Oxford's Construction Manager is responsible for collecting information from contractor(s) and Lighting Supplier(s) and forwarding to Oxford's Lighting Service Provider.

Oxford's Operations Manager is responsible for collecting all applicable logs and records from Oxford's Construction Manager.

Procedures and Strategies

a) Reduced Mercury in Lamps

The overall average of mercury content in lamps throughout the building should be 90 picograms per lumen-hour or less.

Oxford shall implement a purchasing plan to address lamps for both indoor and outdoor fixtures as well as hard-wired and portable fixtures. Lower mercury-containing alternatives shall be considered for all future purchases of these light bulbs.

At least 90% of all future lamp purchases should not exceed the 90 picograms per lumen-hour limit. Lamps containing no mercury may be counted toward plan compliance only if the lamp's lumens per watt are at least as good as their mercury-containing counterparts.

Screw-based, compact fluorescent lamps must be included in compliance calculations unless the specific lamp brand and model comply with the voluntary guidelines for maximum mercury content published by NEMA, which can be found at www.nema.org/stds/LL8.cfm.

Light bulb manufacturers or electrical experts should be contacted, as necessary, during the purchase of bulbs to ensure the specified mercury-content levels are met.

Performance Management

Oxford shall monitor implementation of this policy, through the following performance metrics:

Activities	Performance Metric
Purchase of Light Bulbs	Percentage of light bulbs purchased that are < 90 picograms of mercury per lumen-hour.
Oxford's goals at Richmond-Adelaide Centre include:	
MR GOAL #07	Purchase light bulbs that are < 90 picograms of mercury per lumen-hour for > 90% of all purchases

3.03 Waste Management Policy

Objectives & Scope

This Waste Management Policy applies to all tenant and base building activities at Richmond-Adelaide Centre (physical boundaries) and the applicable waste reduction, reuse and recycling processes at the building for ongoing consumables, durable goods, mercury containing light bulbs, batteries, other toxic waste), and waste materials from facility alterations and additions (programmatic boundaries).

Responsible Parties

Oxford Properties Group	Responsibilities	Telephone #
Operations Manager	Oversee Waste Management Policy Implementation	416-865-8327
All Building Operations Staff	Contribute to effective implementation of the Waste Management Program	Various

Oxford's Operations Manager is responsible for overseeing the integration of the requirements of the Waste Management Policy into all activities/applicable contracts at Richmond-Adelaide Centre.

Procedures and Strategies

a) Source Reduction Strategies

Reduce waste through environmental best practice purchasing choices

All Oxford staff, tenants and Service Providers should work to minimize the amount of waste generated through their purchasing strategies and choices. Effective source reduction strategies can include:

- Purchase products in bulk (quantity) to minimize packaging waste,
- Assess options with your suppliers for reductions in packaging,
- Select suppliers who take back certain materials and/or equipment for recycling after they have exceeded their operational life-span,
- Purchase products on an as-needed basis (e.g. to minimize the amount of outdated letterhead that may be thrown out, to limit the amount of perishable supplies that exceed their use-by-date),
- Purchase supplies with recyclable packaging, and/or which contain re-used or recycled after-use content,
- Rent items that are not used very often versus purchasing them,
- Purchase reusable products (e.g. mugs, china, re-usable containers and cutlery) to replace disposable materials, and
- Have suppliers take back wood skids for reuse.

Waste & Recycling Materials

Divert as much waste as possible from landfill

All tenants, Staff and Contracted Service Providers should divert the following materials from landfill, where applicable:

Ongoing Consumables:

- Paper
- Corrugated cardboard and boxboard
- Glass bottles and jars
- Aluminum cans and other metals
- Plastic bottles
- Batteries

- Food waste and packaging (including grease)
- Toner cartridges

Durable Goods

- Electronic waste / office equipment (computers, monitors, copiers, printers, scanners and fax machines)
- Office furniture
- Appliances (refrigerators, dishwashers and water coolers)
- Televisions and other audiovisual equipment

Facility Alterations & Additions Waste

- Steel & other metal products
- Concrete blocks
- Drywall (unpainted)
- Wood (not including painted, treated, or laminated)
- Windows & doors
- Carpet & other flooring materials

All materials deemed toxic waste or unsuitable for landfill by City of Toronto shall be disposed of as required. Examples include:

- Batteries
- Mercury containing lamps
- Paints, stains, and solvents
- Cleaners and detergents
- Photographic chemicals
- Medical and pharmaceutical products

Waste & Recycling Collection

Ongoing Consumables

Regular Recyclables

All tenants and Oxford staff shall use the appropriate recycling bins for separating paper, cardboard, cans, glass bottles, plastic bottles and jars from the regular waste stream.

Durable Goods

Oxford encourages tenants to provide used and/or surplus office furniture, appliances, and electronic equipment (computers, A/V equipment, televisions, external power adapters), via internal programs, to company employees, local schools, libraries, and not-for-profit organizations. For tenants that choose this option, it is their full responsibility to organize and coordinate the removal of the used and/or surplus goods.

Tenants may also (i) contact 310-MAXX to have durable goods collected, or (ii) bring used and/or surplus electronic equipment to periodic e-waste collection drives in the building lobby.

Facility Alterations & Additions Waste

Oxford and all tenants are to employ waste reduction/diversion measures for any building retrofit, renovation or modification offering at the property. Oxford will direct tenants to appropriate recycling service providers when tenants are undertaking facility alterations and additions activities.

This applies to base building elements permanently or semi-permanently attached to the building itself that enters the waste stream during facility renovations, demolitions, retrofits and new construction additions. Facility alterations and additions waste materials include, but are not limited to, steel & other metal products, concrete blocks, drywall (unpainted), wood (not including painted, treated, or laminated), windows & doors, carpet & other flooring materials.

Mercury Containing Lamps and Other Toxic Wastes

All toxic waste, including paints, pesticides, mechanical equipment oils, some cleaning products and mercury containing lamps, should be properly disposed of.

Oxford Maintenance Staff are responsible for replacing all fluorescent tubes and compact fluorescent lamps (CFL's) in the building.

Used fluorescent tubes shall be brought to the loading dock for secure crushing and subsequent disposal, in accordance with Oxford's safe work procedure for bulb crushing. Tenants shall not handle or dispose of any fluorescent light tubes. Collected mercury shall be disposed of at an appropriate hazardous materials facility.

All tenants and Oxford staff shall contact 310-MAXX to have spent compact fluorescents (CFL's) and any other toxic wastes collected. They shall be sent by Oxford to an appropriate service provider / recycling facility.

NOTE: One four foot fluorescent light tube, approximately 23mg, contains enough mercury to contaminate 30,000 litres of water above recognized safe drinking water limits.

Oxford's goals at Richmond-Adelaide Centre include:

MR GOAL #05	Divert at least 70% of waste (by volume) generated by facility alterations and additions from disposal to landfills and incineration facilities

Oxford is also committed to meeting the requirements of Ontario Ministry of Environment Regulations 102/94 and 103/94 as a best practice across its portfolio.

Monitoring & Quality Assurance

Oxford's Service Providers shall submit a written statement outlining that they understand and will follow the sustainable practices outlined in this policy.

Oxford's Service Providers shall retain logs and appropriate records consistent with the LEED Canada EB: O&M standard, to document full compliance with the requirements applicable to their activities outlined in this policy. This shall include populating waste and diverted materials tracking forms, provided by the Service Provider, on a monthly basis. These shall be made available to Oxford upon request and forwarded to the Operations Manager for review at least quarterly.

Oxford's Operations Manager shall review the logs and records at least quarterly to verify that the Service Provider is following their Operating Procedures and the requirements of this policy are being met, and take any necessary corrective actions.

Tenants should track used and/or surplus durable goods in accordance with a template acceptable to Oxford (e.g. checklist or list of products they sign out of their system).

A Waste Audit and Waste Reduction Work Plan Report shall be conducted by Oxford's designated Service Provider on an annual basis to verify annual waste and recycling numbers for the building.

SECTION IV: CONSTRUCTION CHECKLISTS

4.01 Are you ready to start construction?

Please fill out and return the close-out checklist in Section 8.10 – Appendix J before construction may begin.

4.02 Have you completed construction?

Please fill out and return the close-out checklist in Section 8.11 – Appendix K once construction is completed.

SECTION V: LIST OF APPROVED CONTRACTORS

5.01 General Contractors

GREENFERD CONSTRUCTION INC. Don Brown 70 East Beaver Creek Rd #42 Richmond Hill, ON L4B 3B2	Tel: Fax: Email:	(905) 763-4200 (905) 763-6766 db@greenferd.com
THE JESSLIN GROUP LIMITED Rob Labelle 25 Faulkland Road Scarborough, ON M1L 3S4	Tel: Fax: Email:	(416) 757-8280 (416) 757-2106 rob@thejesslingroup.com
MARANT CONSTRUCTION LIMITED Gino Vettoretto 200 Wicksteed Ave East York, ON M4G 2B6	Tel: Fax: Email:	(416) 425-6650 (416) 425-3868 gino@marant.ca
THE PENTACON GROUP 1 Whitmore Road, Unit #18 Vaughan, Ontario L4L 8G4	Tel: Contact: Email:	(416) 856-5481 Anthony Loumankis aloumankis@thepentacongroup.com
TREMTON CONSTRUCTION INC. John Tremblay 100 West Beaver Creek Rd Richmond Hill, ON L4B 1H4	Tel: Fax: Email:	(905) 513-0100 (905) 415-0040 jtremblay@tremton.com
VESTACON LIMITED 40 Eglinton Avenue East Toronto, Ontario M4P 3A2	Tel: Contact: Email:	(416) 440-7970 Andrew Sin asin@vestacon.ca

5.02 Electrical Contractors

AINSWORTH INC.	(416) 751-4420
AMPERE LIMITED	(416) 661-3330
BLACK AND McDONALD	(416) 366-2541
CAMPBELL & KENNEDY ELECTRIC LTD.	(905) 761-8550
GUILD ELECTRIC LIMITED	(416) 288-8222
PLAN GROUP	(416) 635-9040

5.03 Mechanical Contractors

ADELT MECHANICAL WORKS LTD.	(905) 564-7833
AINSWORTH INC.	(416) 751-4420
BLACK AND McDONALD	(416) 366-2541
CMS MECHANICAL	(416) 609- 9992
PLAN GROUP	(416) 635-9040

5.04 Sprinkler Contractors

CLASSIC FIRE PROTECTION	(416) 740-3000
CHUBB EDWARDS	(905) 678-7650
JD COLLINS	(905) 660-4535
SIMPLEX GRINNELL	(905) 212-4609
VIPOND FIRE PROTECTION	(416) 335-1855

5.05 Telecommunications Providers

ELECTRICAL AND TELEPHONE ROOMS – Access is restricted to building personnel and approved contractors only. Contractors must call Rycom (1 877 792-6687) to get a work order before access can be given. Doors are not to be propped open and must remain locked at all times.

Tenant Equipment and Phone Equipment are not to be installed in any of these rooms.

BEANFIELD	Tel: Email:	(416) 532-1555 info@beanfield.com
BELL http://www.bell.ca/enterprise/EntAbt_ContactUs.page	Tel:	(416) 310-Bell
COGECO	Tel:	1 (877)319-1086
COGENT	Tel: Email:	(416) 860-8080 info@cogentco.com
MTS ALLSTREAM http://www.allstream.com/contact-us/	Tel:	1 (855) 299-7050
ROGERS	Tel: Tel:	1 (800) 850-4217 (Enterprise) 1 (866) 306-2333 (Sm Business)
TELUS	Tel:	1 (866) 366-0229

5.07 Base Building Contractors

HAZARDOUS MATERIALS MANAGEMENT CONSULTANT

PINCHIN ENVIRONMENTAL
Tel: (905) 712-6431
Email: arakic@pinchin.com
Contact: Anthony Rakic

BASE BUILDING CLEANING CONTRACTOR

HALLMARK
Tel: (416) 865-8423
Contact: Fatima Fonseca
Email: rac@hallmarkhousekeeping.com

SECTION VI: ASBESTOS-RELATED WORK

6.01 Asbestos-Related Work

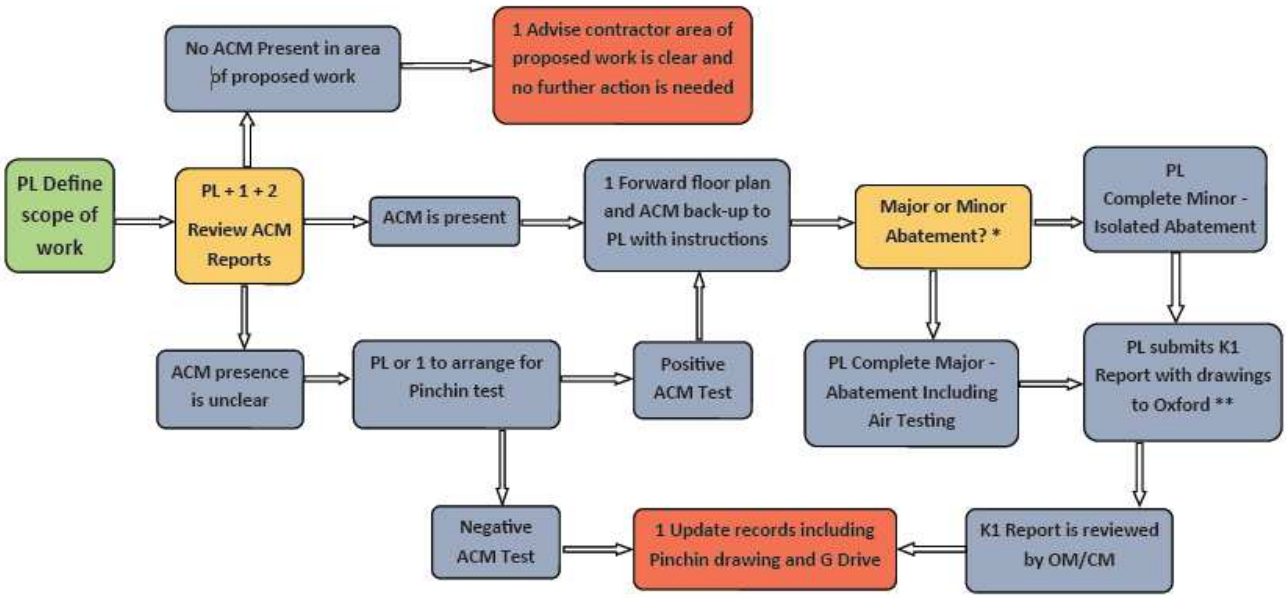
All work involving asbestos-containing materials (ACM) must be performed in accordance with the Ontario Ministry of Labour Regulation 654-85 - "Asbestos on Construction Projects and in Buildings and Repair Operations".

For the protection of all building occupants, the landlord's approved Hazardous Materials consultant will provide project inspection and air monitoring services for all asbestos-related work. All costs associated with asbestos-related work (i.e., precautions, site inspections, air monitoring, etc.) will be the direct responsibility of the tenant. Please refer to the chart below to determine how to proceed when reviewing ACM reports.

Any amendments to the regulations by authorities having jurisdiction must also be complied with, fully and immediately.

At the completion of the work, the general contractor is required to provide to the landlord a completed K1 form. The K1 form is located in the Forms section of this manual.

ACM Decision Map



Process Legend	
	Process Path
	Start
	Crossroad
	Stop/End Point

Who Is Involved Legend	
PL	Project Lead
1	APM/Operations
2	Construction/Operations Manager

Notes	
*	Oxford projects will require tender and approval by OM/CM
**	Contractor to add to close-out documents if abatement is part of a project

SECTION VII: BUILDING SPECIFICATIONS

7.01 Building Hardware

All tenants must incorporate base building standard hardware as part of their improvements.

120, 130 Adelaide W, 111 Richmond W:	
Typical Lockset	Schlage L-Series Commerical Locks (L9080 x 07L) with Primus Cores
Passage Set	Schlage L-Series (L9010 x 07L) with Primus Cores
85 Richmond W:	
Typical Lockset	Sargent C or E Keyway
Passage Set	Sargent 8200 Mortise Locks – Model #55

Tenant is to provide the landlord with a copy of the approved final hardware schedule for the project at least 8 weeks prior to completion/move in by the tenant. All keying to Base Building doors as required by the tenant must be coordinated through the Base Building keying contractor at the tenant's expense.

7.02 Lighting

	Fixture	**Bulbs**	**Ballast**
85RW	18" x 60" lay-in fixture	CF13 T2/4100K/CFL	20x32 Ballast 120V
111RW	**T-Bar:** Visioneering TDLP 2X2 2L T524HO PUNV-C24-CD1 C/W Modular Wiring Fixture Installed	24W T5 HO fluorescent lamps	
	Open: Axis Lighting Model 202C PL 16 T5 I W O I ERS 120 I CA36 C		
120AW	30" x 30" Acuity LED fixtures – NOLLD MOD 30x30 N35HI RWF NX MOD – 3000L Air Supply – 277V	LED – 45W – 3565 Lumens	LED Driver set at 80% lumen output
130AW	30" x 60" lay-in fixture	CF13 T2/4100K/CFL	20x32 Ballast 120V

7.03 Exit Signs

EDE Series – Die-Cast Aluminum Pictogram Recessed Ceiling-Mount Edge-Lit Exit Sign

All edge-lit units shall have the trim plate snap and lock in the housing with torsion spring retainers, thereby eliminating any visible screws or hardware. The legend shall be printed on a clear acrylic panel. The panel shall come standard with double-face legend, for single-face and double-face applications. The light source shall be long-life white light-emitting diodes (LED) and shall provide even illumination in normal and emergency operation. The edge-lit sign shall operate with universal 2-wire AC input Voltage of 120 to 347VAC at less than 2.5 Watts and universal 2-wire DC input Voltage from 6 to 24VDC at less than 2.5 Watts. The edge-lit sign in a Self-Powered configuration shall use a sealed Nickel-Cadmium battery of 2.4V nominal Voltage and shall stay illuminated during emergency operation for at least 90 minutes upon AC failure.

When specified, the Self-Powered unit shall include non-audible auto-diagnostic/auto-test/self-diagnostics functions, managed by a micro-controller: it shall execute automatic tests for 5 minutes every 30 days, 30 minutes every 60 days and two hours annually. When a fault is detected a red flashing LED shall identify the failure type: battery, charger circuitry, or LED lamps. The edge-lit sign shall be listed CSA 22.2 No.141-10.

7.04 Ceiling Tiles

85RW	**18" x 60"**	
120AW	Old:	Armstrong #85243 Fissured ceiling tiles non-vented Armstrong #85243 Fissured ceiling tiles vented
	New:	MARS ClimaPlus 30" x 30" x ¾" 86815 Logix Field Panels with Prelude XL Exposed Tee 15/16" suspension System by Armstrong World Industries Canada Ltd. Colour: White
130AW	Armstrong #85243 Fissured ceiling tiles non-vented	

7.05 Window Coverings

85RW	Sunscreen 3% Openness Factor, L-Shaped Valance, Chain Operated, Colour: Pewter
111RW	All exterior window blinds shall be Phifer SheerWeave 2703 (3% open) fabric. The exterior facing colour of the blind shall be P28 Oyster/Charcoal, as specified by the Base Building Architect. The tenant may choose an alternative colour for the interior of the blind.
120AW	Venetian Blinds – 11" Slats, No Valance, White Gloss
130AW	Venetian Blinds – 11" Slats, No Valance, White Gloss

No substitutions to building standard window treatment permitted. Tenants may, at the discretion of, and final approval from landlord, install additional window treatments but may not remove base building blinds, nor penetrate window frames/mullions to install additional treatments.

7.06 Signage and Graphics Criteria

All signage in common areas to match building standard, without exception. All tenant signage must be pre-approved in writing.

7.07 Tenant Door Standards

Please see the Tenant Door Standards Manual for a detailed guide to door and corridor requirements in Appendix L – Tenant Door Standards

7.08 Sprinkler System

All areas of the building are fully sprinkled. A combination of concealed and pendant type sprinkler heads are utilized in the general office and common areas of the building which are served by a "wet" system, zoned on a per floor basis.

Note: 120 Adelaide W is equipped with plastic sprinkler pipe.

7.09 Perimeter Induction Units

The tenant must maintain an 18 inch gap between the perimeter induction system and any furniture installation for maintenance purposes. Any costs to move furniture is the tenant's cost.

No perimeter induction units may be painted unless approved, in writing, by the landlord.

Stainless steel perimeter induction grills at 120 Adelaide W are not to be removed or altered in any way throughout construction.

8.01 APPENDIX A – CERTIFICATE OF INSURANCE

Date:

CERTIFICATE HOLDER		
Certificate Holder	Oxford Properties Group Inc., and OREC (RAC) Holdings Inc., OPGI Management GP Inc., as general partner for OPGI Management Limited Partnership	
ISSUED BY		
Insurer / Broker	Insurer/Broker:	
	Address:	
	City:	Province:
	Postal Code:	

This is to certify that the insurance policies as described below have been arranged through this office for the insured named below. We hereby certify that such insurance policies are in force and effect as of this date.

TENANT		
Name and address of insured	**Tenant Name:**	
	Address:	
	City:	Province:
	Postal Code:	
	Insured Premises:	
	Address:	
	City:	Province:
	Postal Code:	

Class of Policy & Name of Insurer	Minimum Coverage Required	Limits of Liability	Policy Term	Policy Number
GENERAL LIABILITY	$5,000,000 – bodily injury, each occurrence	$	FROM:	#
Insurer:		bodily injury, each occurrence	TO:	
UMBRELLA LIABILITY		$	FROM:	#
Insurer:		bodily injury, each occurrence	TO:	
PROPERTY - (All Risks)	Sufficient to fully cover Insured's improvements and all property in the Premises on a replacement cost basis	$	FROM:	#
Insurer:		Any one loss	TO:	
BOILER AND MACHINERY	Sufficient to fully cover Insured's improvements and all property in the Premises on a replacement cost basis	$	FROM:	#
Insurer:		Any one loss	TO:	

NOTICE OF CANCELLATION: (30) days prior written notice of cancellation of, or material change in the above-noted policies will be given to the Certificate Holder at the address noted below.

WAIVER OF SUBROGATION CLAUSE: The validity of the above policies shall not be questioned by reason of the Tenant having prior to loss waived right of recovery from Landlord for any damage whatsoever, which may be caused by it or its employees, agents or contractors.

ADDITIONAL INSURED : Oxford Properties Group Inc., and OREC (RAC) Holdings Inc., OPGI Management GP Inc., as general partner for OPGI Management Limited Partnership are added as Additional Insured with respect to the above General Liability insurance policy, however only with respect to operations of the Tenant.

SIGN AND DATE	
Date:	**Signed by:**

Authorized Representative of the Insurer

Please **print, sign** and **return** this certificate to:
Oxford Properties Group - Richmond-Adelaide Centre Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

$5,000.00 REFUNDABLE CLOSE-OUT DOCUMENT DEPOSIT FORM

Date:

CONTRACTOR INFO		
General Information	Company Name:	
	Building:	Suite:
	On Site Contact Name:	On site Contact Title:
	Email Address:	Telephone:
	Authorization (signature):	

FURTHER TO THE REQUIREMENTS OUTLINED IN THE DESIGN CRITERIA MANUAL, THE FOLLOWING FORM MUST BE SUBMITTED TO THE CONSTRUCTION MANAGER/PROPERTY MANAGEMENT OFFICE. THIS IS TO PROPERLY DOCUMENT THE REFUNDABLE DEPOSIT. PLEASE ALSO KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

THIS REFUNDABLE DEPOSIT IS REQUIRED PRIOR TO THE START OF ANY CONSTRUCTION WORK

CONSTRUCTION		
Please describe the scope of the construction	**Construction Scope**	
	Project Name:	Start Date:
	Project Number:	
	Building:	Suite:
	Description:	

PLEASE MAKE CHEQUE PAYABLE TO:	OPGI Management Limited Partnership O/A Oxford ITF RAC Complex

DEPOSIT	
Cheque Number:	
Submitted By (Company Name):	
Name:	Signature:

Please **print, sign** and **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

WORK PERMIT

Date:

TENANT INFO			
General Information	Company Name:		
	Building:	Suite:	
	Tenant Contact:	Phone Number:	
CONTRACTOR INFO			
General Information	Contractor:	Project:	
	Contact:	Site Foreman:	
	Phone:	Phone:	
	Email:	Email:	
	Project Description:		

SITE PERSONNEL AND SUBTRADES				
Trade	**Company**	**Site Contact**	**Phone**	**Email**

PROJECT DETAILS			
Start Date:		Completion Date:	
Construction Hours:	(Day, Night, Both)		*No noisy, odorous, or vibratory work

REAL ESTATE MANAGEMENT OFFICE USE ONLY			
	Signed Lease		
	Deposit		
	Insurance		
	WSIB		
	City Building Permit	Permit Number:	
	Reviewed Drawings		
	List of Contractors and Emergency Numbers		
	Construction Schedule		

I have reviewed the permit and I understand the nature and extent of the conditions in the Landlord Review Letter, Construction Manual and the Rules and Regulations for the building to be followed in performing the work.

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

SECURITY REQUEST FORM

Date:

TENANT INFO			
General Information	Company Name:		
	Building:	Suite:	
	Tenant Contact:	Phone Number:	
CONTRACTOR INFO			
General Information	Contractor:	Project:	
	Contact:	Site Foreman:	
	Phone:	Phone:	
	Email:	Email:	

REQUEST DETAILS				
Date Requested:				
Building:		Suite:		
Number of Officers:				
Date Required	**From**		**To**	
		AM / PM		AM / PM
		AM / PM		AM / PM
		AM / PM		AM / PM
		AM / PM		AM / PM
Details:				

PURPOSE		
	Base Building	
	Elevator Escort	
	Construction Escort	
	X-Ray	
	Coring	
	Mag-lock Testing	
	Other	Describe:

BILLING RATES	
A minimum rate of 4 hours is charged on any security request.	
Day (9 AM – 5 PM)	$23/hr
After-Hours and Weekends	$23/hr
Statutory Holidays	$23/hr

Subject to a 15% admin fee

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

HOT WORK PERMIT

Date:

This permit is issued subject to the observation of the rules on the second page.

TENANT INFO		
General Information	Company Name:	
	Building:	Suite:
	Tenant Contact:	Phone Number:
CONTRACTOR INFO		
General Information	Contractor:	Project:
	Contact:	Site Foreman:
	Phone:	Phone:
	Email:	Email:
	Project Description:	

SITE PERSONNEL AND SUBTRADES				
Trade	**Company**	**Site Contact**	**Phone**	**Email**

PROJECT DETAILS				
Date	**Start**	**Finish**	**Area Check Time**	**Signature**

I have reviewed the permit and I understand the nature and extent of the conditions on the second page of this form and the Rules and Regulations for the building to be followed in performing the Work.

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

GENERAL RULES FOR HOT WORK PERMIT

WARNING: THE USE OF WELDING EQUIPMENT OUTSIDE OF THE AUTHORIZED AREA REQUIRES ANOTHER PERMIT

PRECAUTIONS

Sprinklers are in service

Cutting and welding equipment is in good repair

PRECAUTIONS WITHIN 35 FEET (10 M) OF WORK

Floors swept clean of combustibles

Combustible floors wet down, covered with damp sand or fire resistive sheets

Flammable liquids removed, other combustibles protected with fire resistive tarpaulins or metal shields

All wall and floor openings covered

Fire resistive tarpaulins suspended beneath work

WORK ON WALLS OR CEILINGS

Construction is non-combustible and without combustible covering or insulation

Combustibles moved away from other side of wall

WORK ON ENCLOSED EQUIPMENT

Enclosed equipment cleaned of all combustibles

Containers purged of flammable liquids

FIRE WATCH

Fire watcher must stay on the job thirty minutes after job is finished

Check work area in 30 minute intervals for at least the next 2 – 4 hours

Fire watch is supplied with extinguishers, small hose

Fire watch is trained in the use of this equipment and in sounding the alarm

Issuance of this Hot Work Permit or any other directions from the Landlord does not relieve the contractor of their responsibilities for acquiring any necessary permits prior to commencing work.

The Landlord understands that all trades have contracted with the captioned Tenant for work to be done or materials to be furnished to the captioned premises. We hereby give notice that the Landlord will not be responsible for doing of the work or furnishing of materials and, accordingly, any builders' lien filed against the Landlord's interest in the premises shall be ineffective. All contractors are advised to govern themselves accordingly.

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

8.06 APPENDIX F – FIRE PROTECTION REQUEST FORM

Date:

TENANT INFO		
General Information	Company Name:	
	Building:	Suite:
	Tenant Contact:	Phone Number:

CONTRACTOR INFO		
General Information	Contractor:	Project:
	Contact:	Site Foreman:
	Phone:	Phone:
	Email:	Email:

THIS APPLICATION IS NOT APPROVED UNLESS YOU RECEIVE CONFIRMATION FROM OXFORD.

REQUEST DETAILS						
			Duration FROM		Duration TO	
Request Type	**Amount of Notice Required**	**Check Box "X"**	**Date**	**Time**	**Date**	**Time**
Sprinkler Drain Down	24 hours minimum					
Fire Standpipe Shutdown						
Maglock Testing Zone Bypass						
De-activate Manual Pull Station (MPS) Zone(s)						
Deactivate Smoke Zone(s)						
Other						
Describe Other:						

SCOPE OF WORK
Describe scope of work:

BILLING RATES		
Sprinkler Drain Down	$300 Flat Fee	
Fire Standpipe Shutdown	$300 Flat Fee	
Maglock Testing Zone Bypass	$50 Per Hour	Two (2) Hours
Smoke Bypass	$50 Flat Fee	
Charges for all other requests	$50 Per Hour	
Fire Watch during non-business hours	$25 Per Hour	Four (4) Hours

CONTROL CENTRE USE ONLY			
Initial Bypass Request			
Company		Contact	
Time		Operator	
Reactivate Request			
Company		Contact	
Time		Operator	
Alarms Activated:			

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

TELECOMMUNICATIONS CABLING INSTALLATION REQUEST FORM

Date:

This form must be completed for all cabling installations outside of the service provider's POP space of the customer's premises. This form should be completed by the Service Provider and signed by the Richmond-Adelaide Centre Operations Manager before any cabling is installed. This form supplements the Richmond-Adelaide Centre contractor's Work Permit and does not replace it.

Please keep a copy of this form on file for future reference.

SERVICE PROVIDER INFO		
General Information	Service Provider:	
	Contact Name:	
	Phone:	Email:

SCOPE OF WORK		
Please describe the scope of the installation	Purpose of Installation:	
	Start Date:	
	Building:	Suite:
	Type of cabling to be installed, including sheath information (FT4, FT6 etc.)	**Description**
	Cable Pair Count:	
	Cable Starting Location:	
	Cable Intermediate Cross Connect Locations:	
	Describe the general routing that the cable will follow (attach drawings if available):	
	Cable installing contractor:	
	Conduit/Cable Tray:	
	Requirements including size, type, etc.:	
	Conduit installing contractor:	
	Core drilling requirement (describe fully):	

AUTHORIZATION OF THIS REQUEST MAY BE GRANTED ONLY SUBJECT TO THE TERMS AND CONDITIONS CONTAINED IN THE SERVICE PROVIDER'S LICENSE AGREEMENT.

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

8.09 APPENDIX I – K1 Contractor Acknowledgment Form

Oxford Properties Group
Form K1 - Contractor Acknowledgement Form

CONTRACTOR ACM / HAZ MAT ACKNOWLEDGEMENT FORM

Tenant Name: _____ **Suite / CRU #:** _____

Your firm was retained by the above tenant to renovate and provide construction services in this Suite/ CRU. Please certify below that no asbestos-containing / hazardous materials have been installed or added to the Suite/ CRU during construction, and that all known asbestos-containing / hazardous materials remaining in the Suite/ CRU are in good condition.

☐ Our firm certifies that no asbestos-containing / hazardous materials have been installed in the above named tenant space during construction activities and all remaining asbestos-containing / hazardous materials are in good condition.

If a Pinchin Assessment indicates there is known asbestos-containing / hazardous materials in the Suite /CRU, please give details below as to whether it was removed or retained in good condition.

All workers disturbing asbestos-containing / hazardous materials shall have received training in the handling of ACMs / hazardous materials as required by Ontario Regulation 278.05. Contractor shall submit proof of training upon request.

ACM / HAZARDOUS MATERIALS REMOVAL CONTRACTOR: _____

MATERIALS REMOVED		**MATERIALS REMAINING**	
Material Type (Drywall, Vinyl Tile, etc.)	Sq. Ft.	Material Type (Drywall, Vinyl Tile, etc.)	Sq. Ft.

On attached drawing, show 1) where asbestos-containing / hazardous materials were **removed** and 2) where they **remain.**

GENERAL CONTRACTOR: _____

G/C REP SIGNATURE: _____ DATE: _____

PRINT NAME: _____

WORK RECORD #: _____ PO #: _____

WORK LOCATION: _____ CONTACT #: _____

AIR QUALITY CERTIFICATE – to be completed by Pinchin Environmental Ltd.

COMPLETED: ☐ YES

☐ NO

Oxford Properties Group
Appendix I – Contractor Notification

CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT FORM

WORKING WITH ASBESTOS CAN BE DANGEROUS. INHALING ASBESTOS FIBRES CAN CAUSE VARIOUS TYPES OF LUNG DISEASE INCLUDING CANCER. SMOKING INCREASES THE RISK OF LUNG CANCER FROM ASBESTOS EXPOSURE.

Oxford Properties Group has identified the presence of various friable and non-friable asbestos materials in the Building (both tenant and landlord space). An asbestos inventory report showing the locations and amounts of these materials is available for viewing from **Property Management.**

R.R.O. 2005, Reg. 278, "Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations", applies to all maintenance and renovation work that may disturb asbestos containing / hazardous materials. Contractors who have received training in asbestos-related precautions may only undertake the disturbance of asbestos building materials. Any activities that may disturb friable asbestos materials (i.e. Type 2 or Type 3 work), then **Property Management** must be notified. These activities are but not limited to:

- Removal of Drywall Compound Joint Material;
- Removal of repair of Asbestos Mechanical Insulation (various locations);
- Removal of Asbestos Ceiling Tiles;
- Removal of Vinyl Sheet Flooring;
- Removal of Vinyl Floor Tile;
- Any other operation, which may generate airborne asbestos.

There are also non-friable asbestos materials in the buildings, including vinyl composition floor tiles, transite sheeting, paper insulation, gaskets and packings, etc.

As a condition of our contract to provide services and materials to the Building, we will not disturb asbestos-containing / hazardous materials without prior notification to **Property Management**. This firm and its workers will follow all procedures specified by Oxford Properties Group and/or R.R.O. 2005, Reg. 278. All asbestos waste will be packaged and disposed of in accordance with Ministry of the Environment Requirements.

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

PRINT TITLE: _____

WORK RECORD #: _____ PO #: _____

WORK LOCATION: _____ CONTRACT #: _____

Oxford Properties Group
Appendix I– Survey Reassessment Forms

OXFORD PROPERTIES GROUP
SURVEY INFORMATION

Upon completion of Survey, fill out the following form in its entirety and file in this facility's Asbestos Management Plan.

Date: _____ PO # Survey: 200 - _____

Architect: _____ Architect Job #: _____

Purpose of Survey: Maintenance Re-assessment Renovations

Location of Survey: _____

Purpose of Survey: _____

Initiated By Owner Representative: _____ _____
Print (Signed)

SURVEY INFORMATION

Consultant completing Survey: _____ Consultant Job #: _____

Names of Attendance: Representing:

Surveyor #1: _____ _____

Other: _____ _____

Summary of Survey Findings (use other pages if required):

Drawings: YES NO **Asbestos Present:** YES NO

# of Samples for Asbestos **Change to Data Sheets:** YES NO

Recommendations: (if required):

No Action Type 1 Removal Type 2 Repair Type 2 Removal Type 3 Removal

Signature of Surveyor #1: _____ _____
Print (Signed)

Signature of Witness: _____ _____
Print (Signed)

STARTING CONSTRUCTION CHECKLIST

Date:

Prior to a work permit being issued by the Landlord, a Lease Agreement signed and executed by the Tenant, must be in possession of the Real Estate Management office. In addition, the following items must be completed and submitted to the Landlord's Tenant Coordinator.

Conditions	
	Lease Agreement signed and executed by the Tenant
	Provide sign off that all criteria outlined in Landlord review of tenant drawings will be incorporated into the project
	Insurance Certificate and WSIB provided on Landlord's standard form.
	Provided Building Permit or copy of Building Permit application
	ESA Permit
	WSIB Certificate of good standing
	Approved list of Contractors and Trades to be used including contact names and phone numbers
	Detailed Construction Schedule
	Ministry of Labor - Notice of Project (If project cost exceeds $50,000)
	Emergency Contact Numbers for all contractors and supervisors responsible for project
	$5,000 Refundable Deposit with Deposit Form
	Oxford Work Permit
	Contractors Safety Manual

Until the above items are complete, construction may not begin.

Please **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

CLOSE OUT CHECKLIST

Date:

Following completion of the job, and within 30 days, the Tenant must submit to the Landlord a certificate from its architect or designer stating that all work, including that of the mechanical and electrical contractors has been completed in accordance with the reviewed drawings. An ESA certificate of approval must also be submitted.

A full set of architectural, mechanical and electrical "as built" CAD drawings ver. 14 or later shall accompany the above noted certificates.

Further, the Landlord requires copies of all permits and certificates issued by authorities having jurisdiction over all or any part of the Tenant's leasehold improvement work.

Further, the Tenant shall submit to the Landlord a statutory declaration stating that all accounts for labor, subcontractors, products, construction machinery and equipment and other indebtedness which may have been incurred in the performance of the work and for which the Tenant might in any way be held responsible have been paid in full except holdback monies properly retained and that no liens have been registered against the Landlord's property.

Any elements of the base building such as (but not limited to) ceiling components, doors, door frames, hardware, light fixtures, speakers, etc., which the Tenant removes with the approval of the Landlord, remain the property of and must be turned over to the Landlord. Further, any elements of the base building such as (but not limited to) the items notes above which the Tenant damages shall be replaced at the Tenant's cost.

It is the Tenant's responsibility to ensure the construction has been completed in accordance with this document. The landlord at the Tenant's expense will complete items that remain incomplete. The following documents must be complete and submitted to the Landlord's Tenant Coordinator.

Please provide two (2) x 2" or larger binders for tenant and property containing all information.

Cover and side band to identify tenant, month and year of completion, building and suite number

General Contractor/Conditions	
	Table of Contents
	Trade list
	Statutory Declaration
	Permit Application and Receipt
	Building Permit
	Receipted General Contractor Invoice
	Permit Sign-offs or declaration that there are no outstanding issues with the Building Department
	WSIB Clearance Certificate
	Certificate of Publication
	Copy of General Contractors Insurance certificate with additional insured listed
	As-built Construction Schedule
	All pre-occupancy cleaning must be completed
	Abatement K1 Form
Architectural	
	As-built Hardcopy drawings
	As-built Softcopy drawings
	Approved Finishes Care and Maintenance specifications
	Warranties
	Hardware schedule complete with keying information
	Architects/ Designers Certificate of Completion

Please **print, sign** and **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

Mechanical (HVAC and Plumbing)	
	As-built Hardcopy drawings
	As-built Mechanical Drawings with the associated CAD disk ver. 14 or later Disks are to be labeled as follows: Indicate "As-Builts" – Mechanical Name of Contractor Project Name, Floor and Address Project Date (Month-Year) Name of Company Prepared By
	Maintenance manuals and approved cut sheets
	Air Balance report
	Design Engineers Certificate of Completion
	Warranties for Equipment and Labour
Sprinklers	
	As-built Hardcopy drawings
	As-built Softcopy drawings
	Other: Approved design drawings of other engineered systems (ie. Pre-action, FM, etc.)
	Engineers NFPA 13 letter (Sprinkler head coverage)
	Engineers NFPA 14 letter & Contract Test & Materials Certification (Standpipe or FHC installation or move)
	Design Engineers Certificate of Completion
	Warranties for Equipment and Labour
Electrical	
	As-built Hardcopy drawings
	As-built Electrical Drawings with the associated CAD disk ver. 14 or later Disks are to be labeled as follows: Indicate "As-Builts" – Electrical Name of Contractor Project Name, Floor and Address Project Date (Month-Year) Name of Company Prepared By
	Light Fixture cut sheets
	Lighting Code Confirmation/Update from Genesis
	Maintenance manuals
	Electrical Safety Authority Certificates
	Fire alarm Safety Verification Certificate
	Design Engineers Certificate of Completion
	Warranties for Equipment and Labour
Structural	
	As-built Hardcopy drawings
	As-built Softcopy drawings
	Structural Review Letter
LEED	
	Indoor Air Quality Test Results
	Waste and Diverted Materials Tracking and Recycling Forms
	Recycled Product Requirements:
	• Proof of recycled and regional materials used throughout project
	• Proof of actions taken to reduce VOCs

Until the above items are complete, Tenant concerns related to comfort and cleanliness of the premise, will be the responsibility of the Tenant. Oxford staff will only be able to respond on a "fee for service" basis.

Completed By: _____ Signature: _____

Print Name Signature

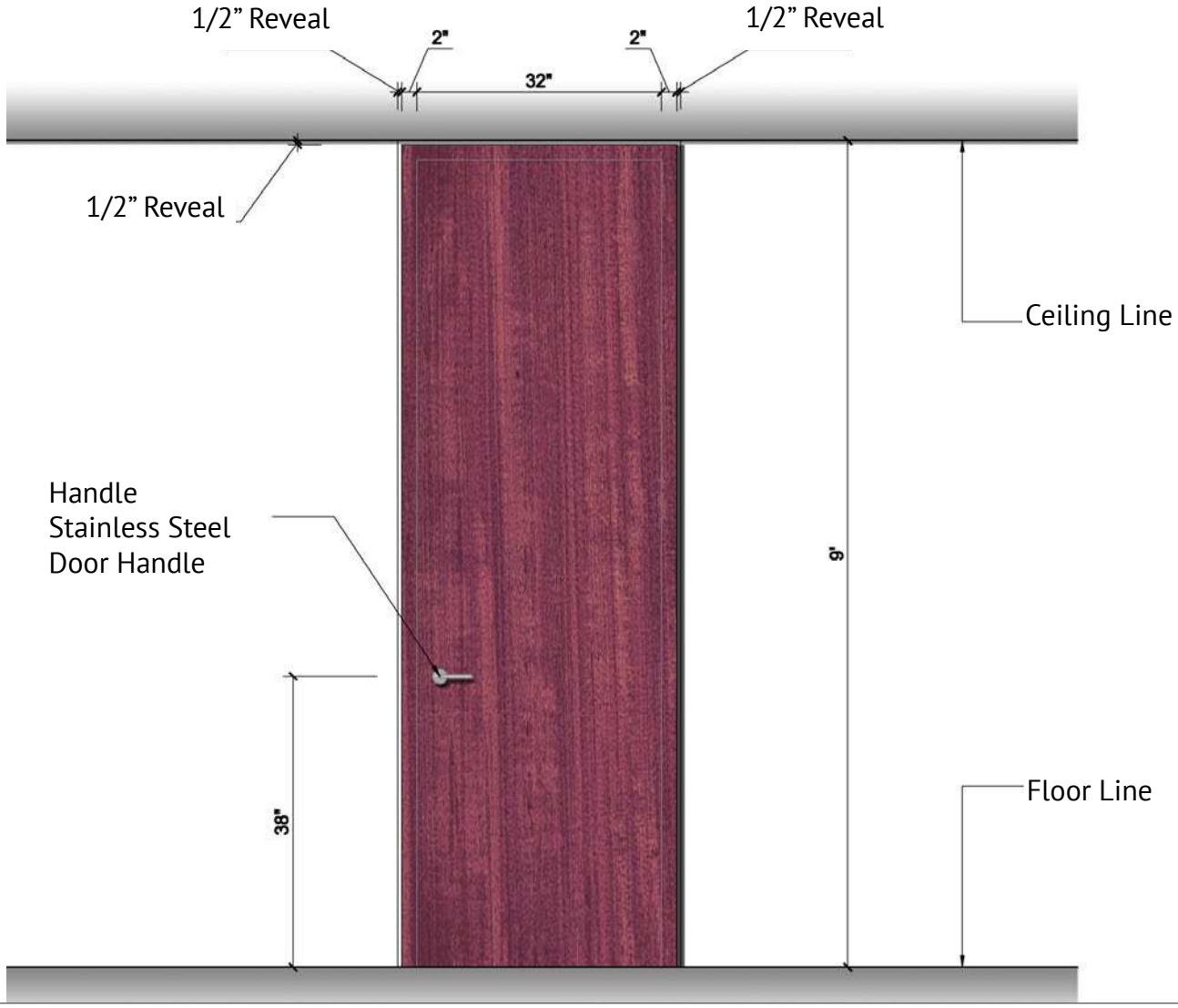
Please **print, sign** and **return** this form to:
Oxford Properties Real Estate Management Office
120 Adelaide Street West, Suite 702, Toronto, ON M5H 1T1

Richmond-Adelaide Centre

Proposed Tenant Door Standards I December 22, 2010

WZMH ARCHITECTS

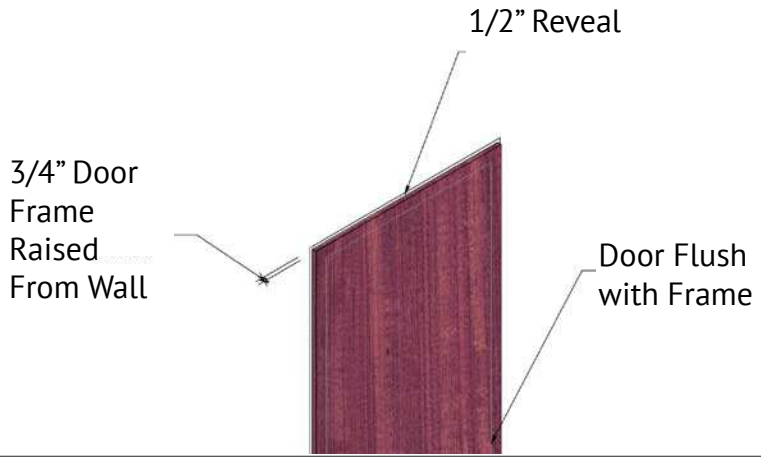
New Door Standards

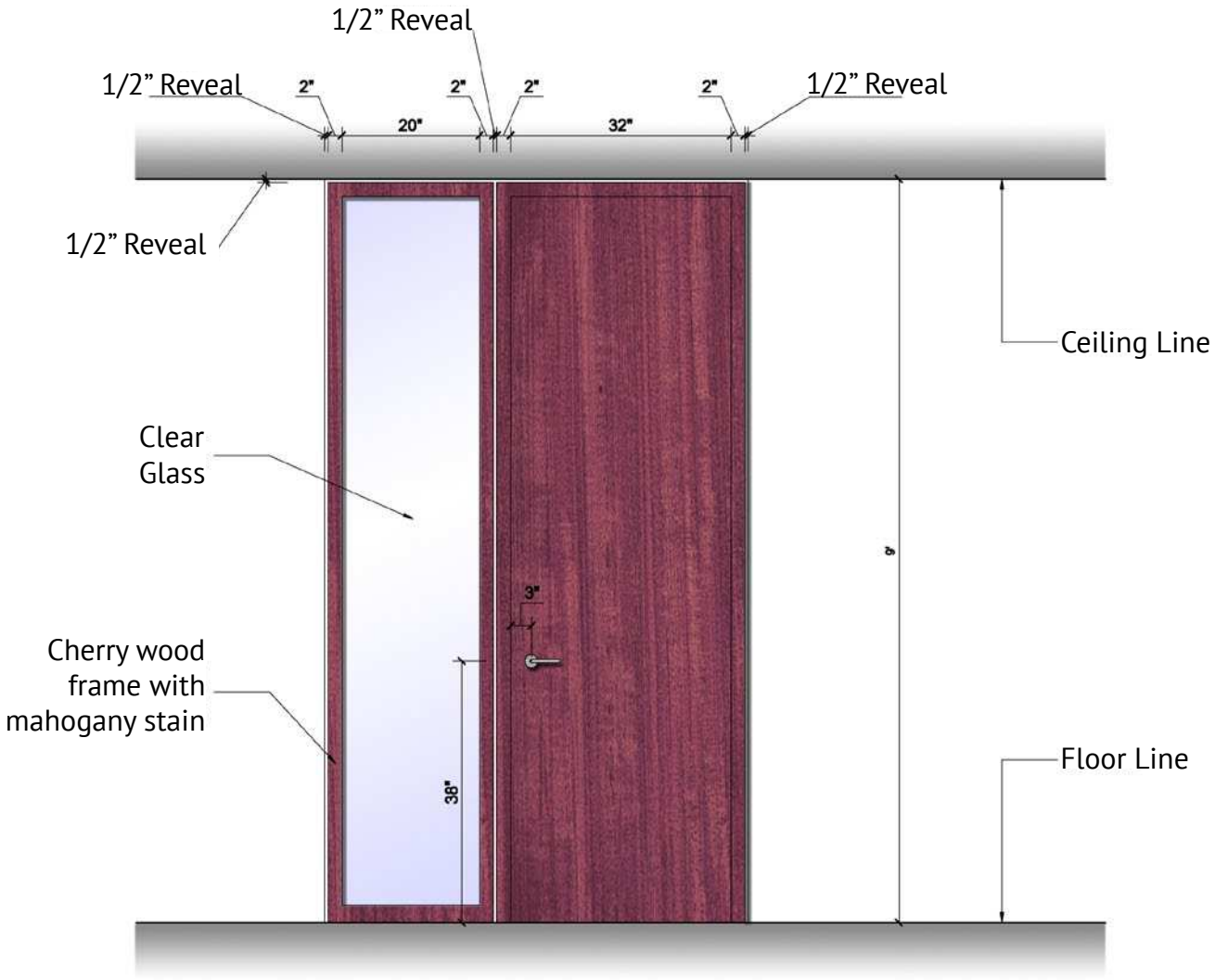


Single Tenant Wood Door

NOTES:

- Finish to be Mahogany stain on Cherry for 130 & 120 Adelaide Street
- Finish to be Black stain on Cherry for 85 Richmond
- Card Reader to be adjacent to Door Handle

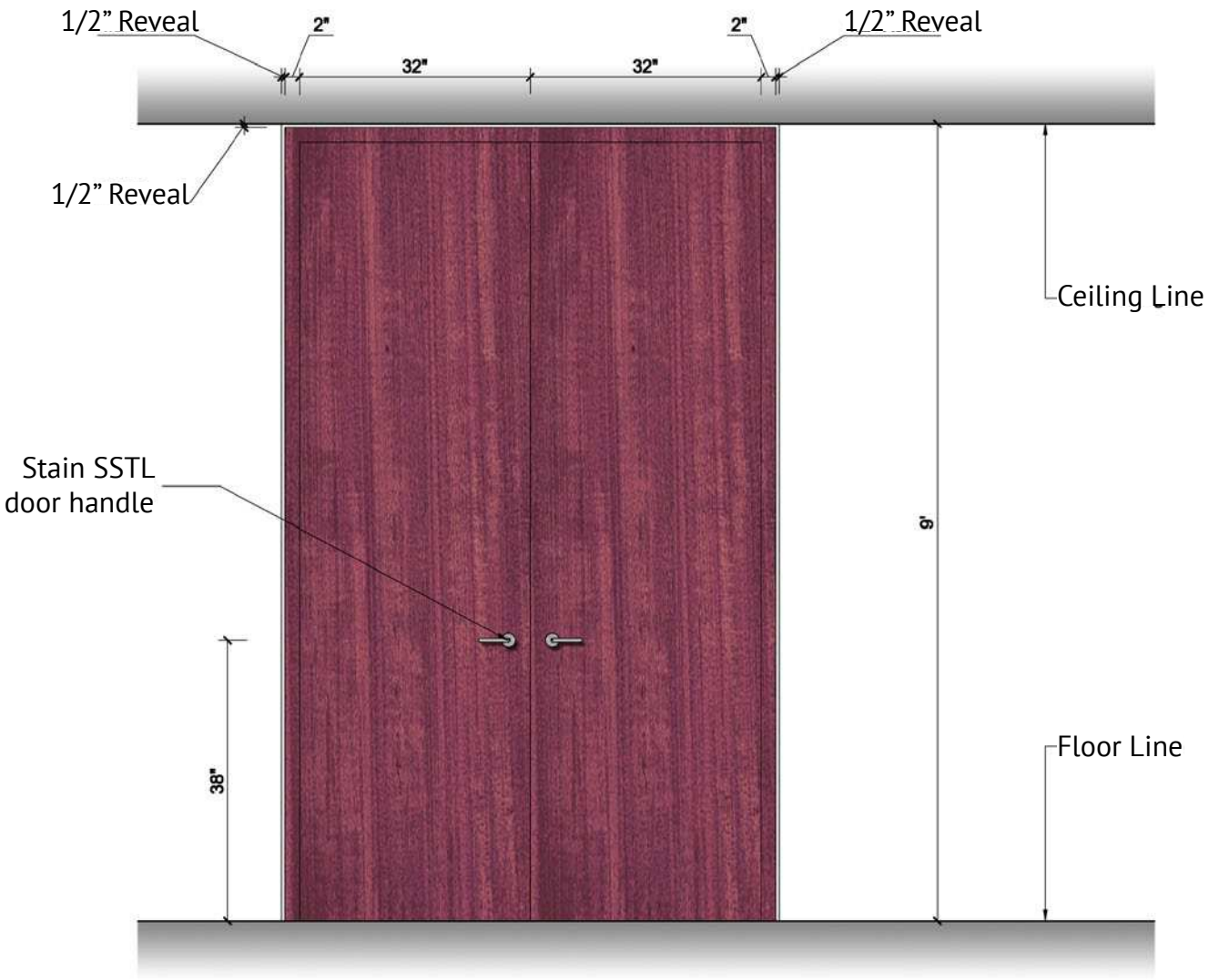




Single Tenant Wood Door with Sidelight

NOTES:

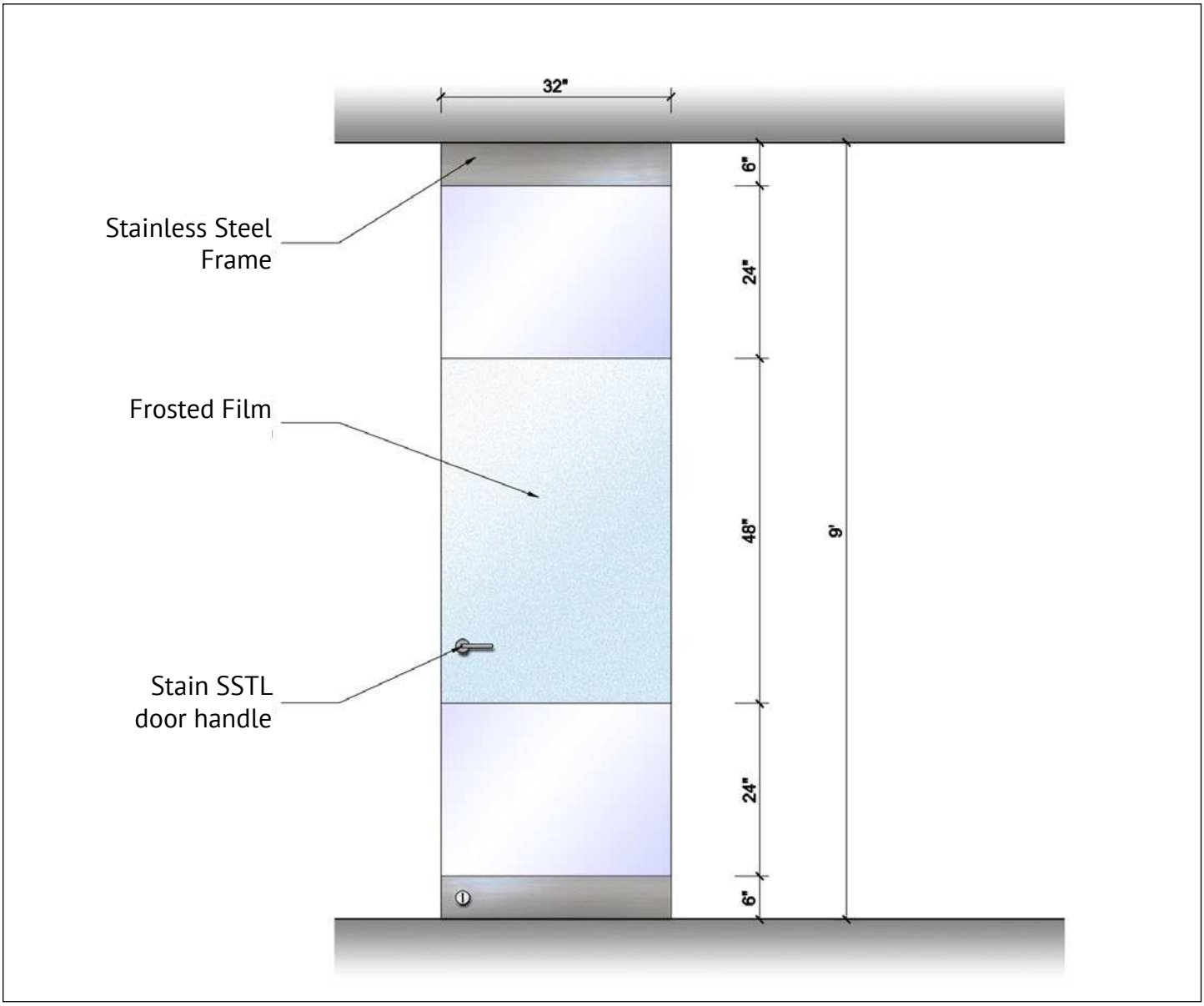
- Finish to be Mahogany stain on Cherry for 130 & 120 Adelaide Street
- Finish to be Black stain on Cherry for 85 Richmond
- Card Reader to be adjacent to Door Handle



Double Tenant Wood Door

NOTES:

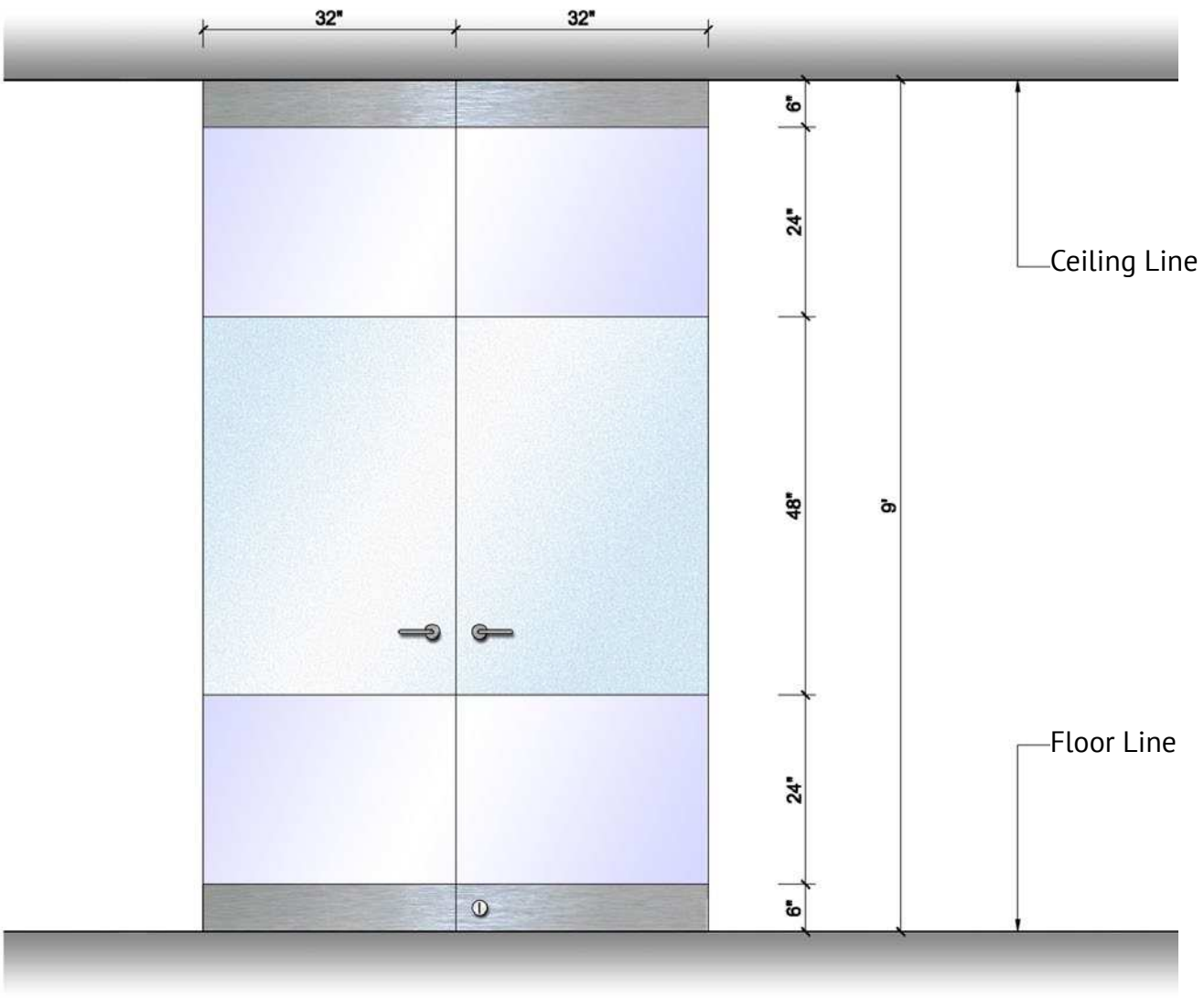
- Finish to be Mahogany stain on Cherry for 130 & 120 Adelaide Street
- Finish to be Black stain on Cherry for 85 Richmond
- Card Reader to be adjacent to Door Handle



Single Tenant Full Glass Door Sketch

NOTES:

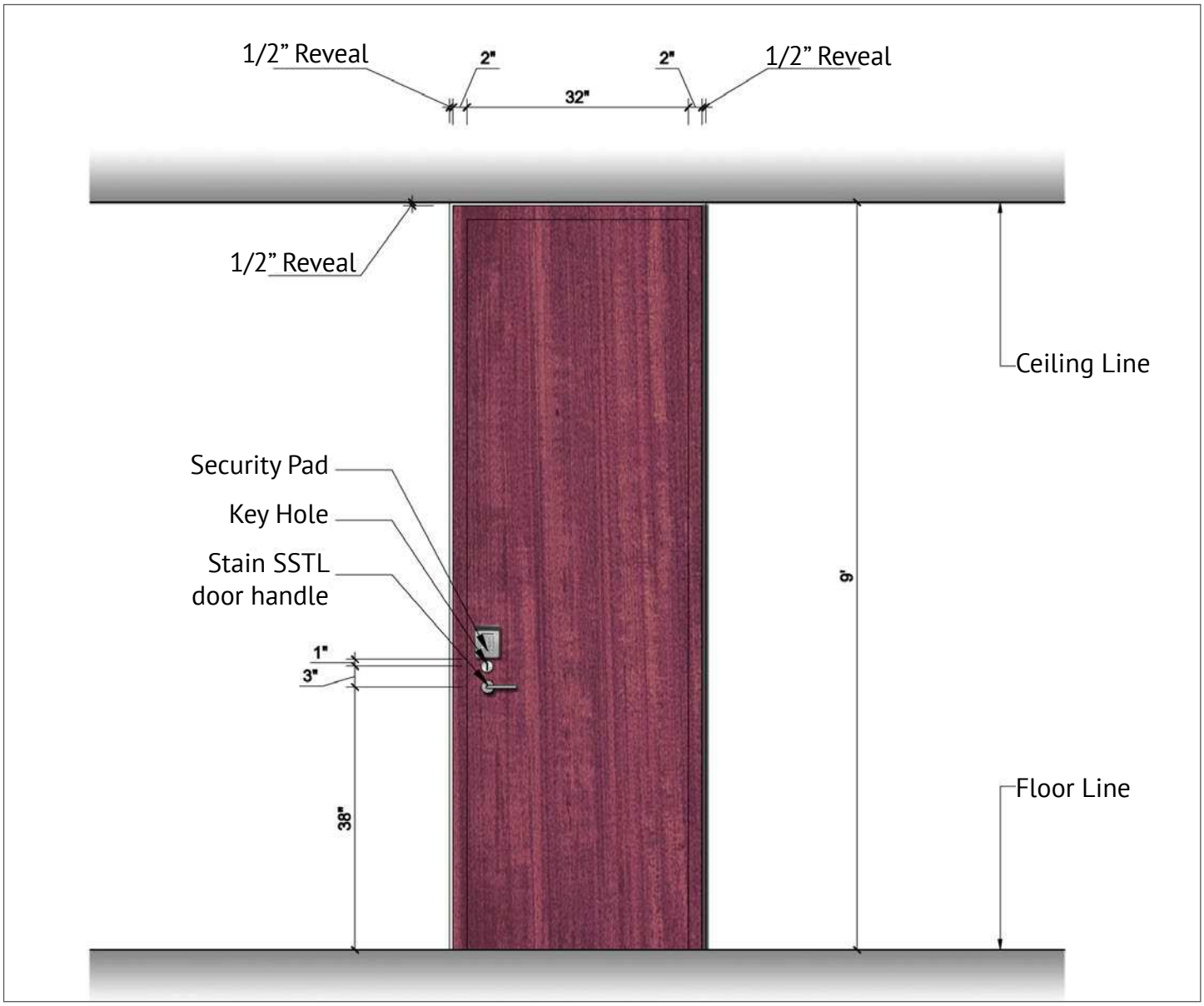
- Card Reader to be adjacent to Door Handle
- Glazing should be frosted in area shown



Double Tenant Full Glass Door Sketch

NOTES:

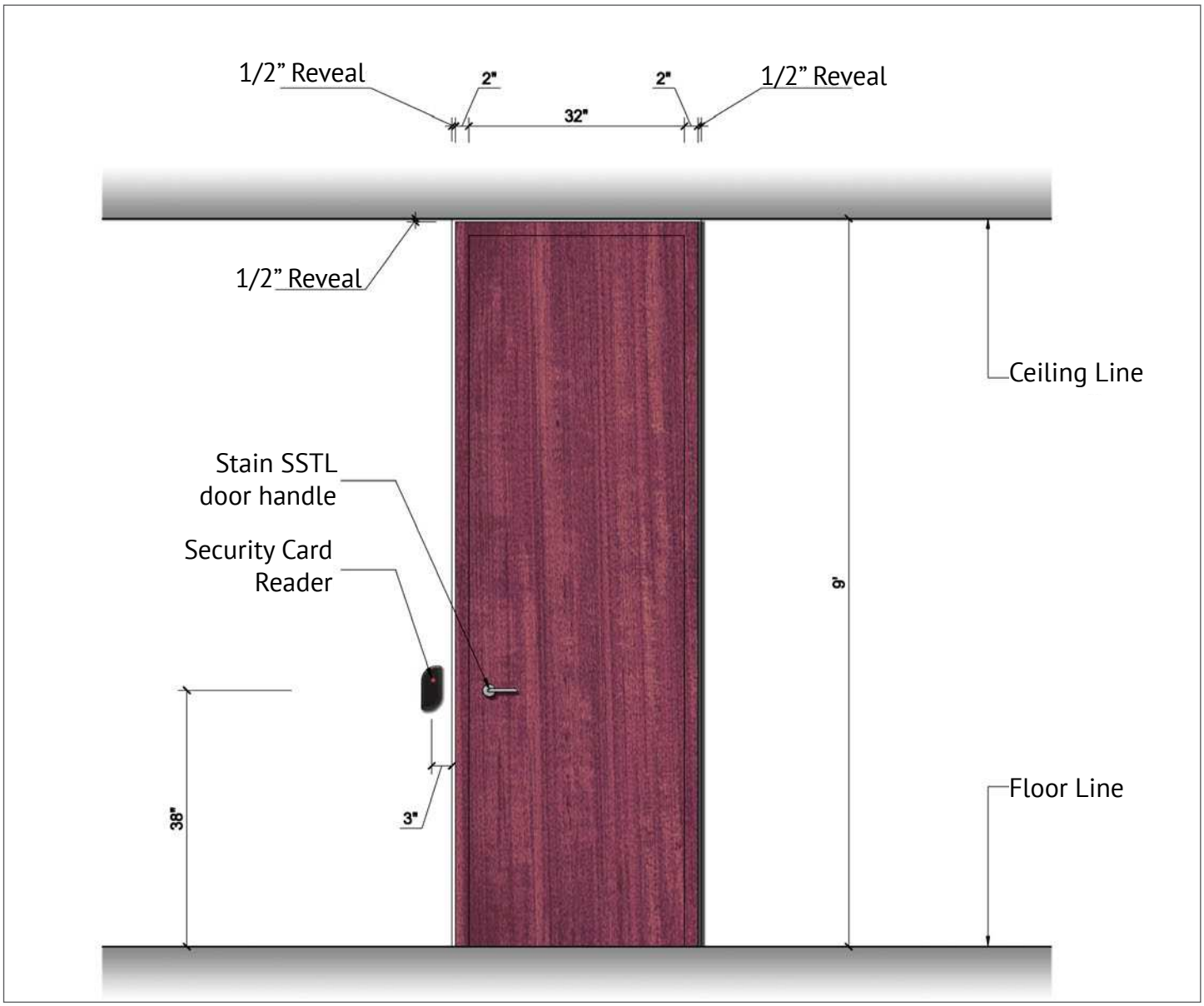
- Card Reader to be adjacent to Door Handle
- Glazing should be frosted in area shown



Single Door with Keypad Sketch

NOTES:

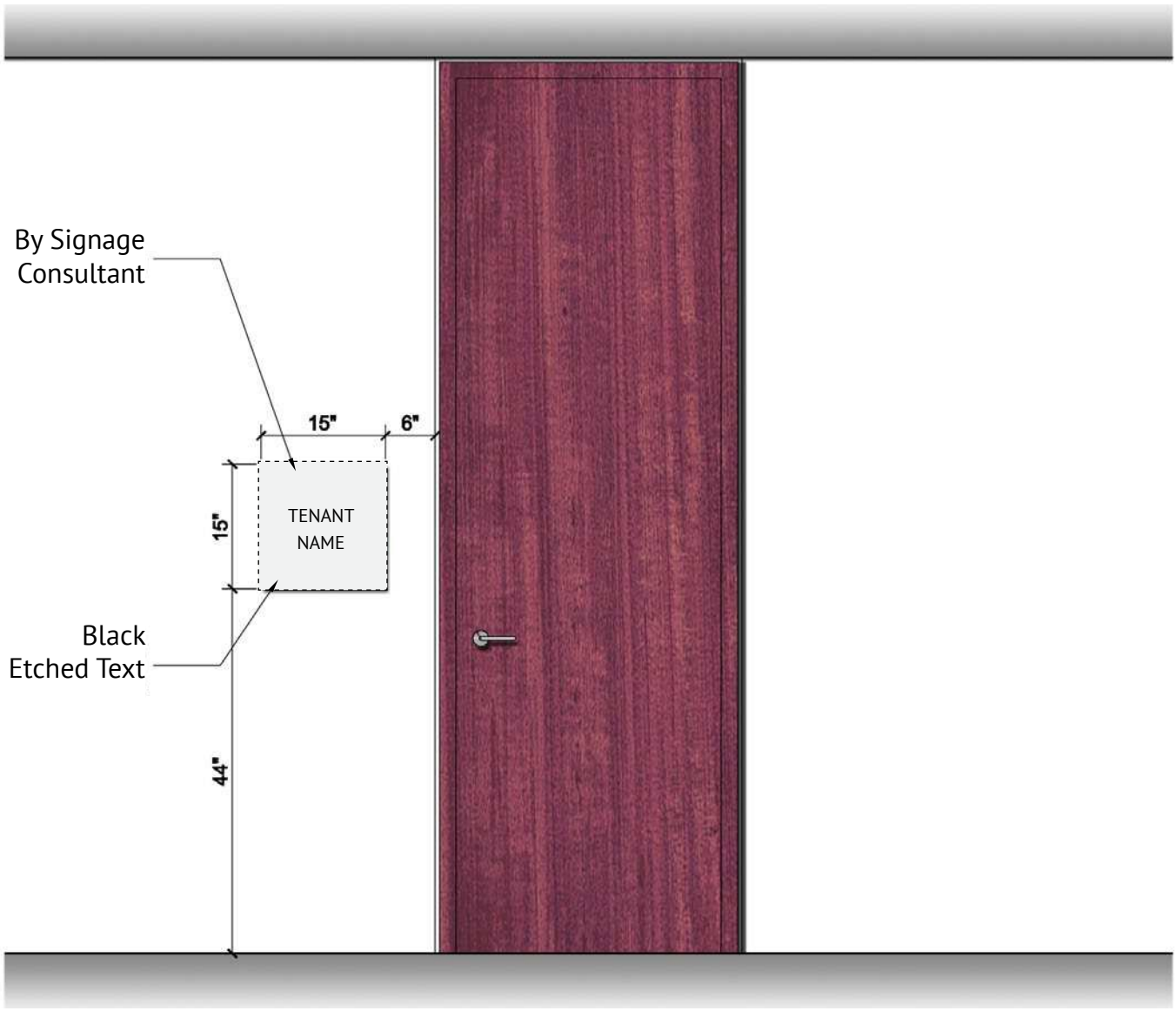
- Finish to be Mahogany stain on Cherry for 130 & 120 Adelaide Street
- Finish to be Black stain on Cherry for 85 Richmond
- Card Reader to be adjacent to Door Handle



Single with Cardreader Sketch

NOTES:

- Finish to be Mahogany stain on Cherry for 130 & 120 Adelaide Street
- Finish to be Black stain on Cherry for 85 Richmond
- Card Reader to be adjacent to Door Handle



Signage Door Sketch

NOTES:

- Finish to be Mahogany stain on Cherry for 130 & 120 Adelaide Street
- Finish to be Black stain on Cherry for 85 Richmond
- Card Reader to be adjacent to Door Handle

Wayfinding Signage at Elevator Lobby