

DOUGLAS EMMETT CONSTRUCTION POLICIES

1. Contractor shall not interfere with other tenants in such a manner as to cause unnecessary inconvenience or disruption of any kind to tenants' operations such as work creating excessive noise that would transmit sound through walls and floors, and/or odors (Rotor Hammering, Core Drilling, Operation of Power-actuated Tools, Carpet Tack Stripping, Painting and Staining) should be scheduled and completed before/after the Building's designated business operating hours, or on weekends as require. Landlord reserves the right to stop work if deemed necessary. See attached Exhibit A.
2. All loading/unloading is done through the ground floor. The loading dock is located in the rear of the building through the alley. The loading dock is only for purposes of loading/unloading and cannot be used for all day parking. The only exception if for a construction vehicle that is over the parking entrance clearance.
3. Parking is available at the posted rates. The entrance height is 6'3. Management does not provide validation. All construction personnel (General Contractor and their subcontractors) have to pay for their own parking at the normal market rate unless otherwise specified by property management. Any vehicle illegally parked will be ticketed and or towed at vehicle owner's expense.
4. Plans and specifications setting forth all architectural, mechanical, electrical and other aspects of the Work to be performed by the Contractor shall be submitted and approved by Landlord in writing prior to commencement of Work.
5. Contractor must maintain and provide evidence of insurance, prior to the commencement of construction, in accordance with the attached insurance requirements.
6. Contractor and/or Subcontractors should assist with building emergencies once notified by the Building Engineer or other designated authority. This could be from immediate evacuation of the Building once an alarm is sounded to assisting the Building Engineer with evaluating and executing a plan to terminate the alarm/emergency situation.
7. In the event of a union dispute, Contractor agrees to take the necessary action to avoid picketing at any Building entrance.
8. Contractor shall not at any time disable and/or tamper with any building fire life-safety devices. This includes, and is not limited to, smoke detectors, speakers, strobe lights, remote pull stations, tamper valves, flow switches, and any other miscellaneous FLS equipment or devices. The contractor shall furthermore be held accountable for any damages that may occur to the building's fire life-safety system, resulting from the contractor negligence while working in the building.
9. Contractor shall not at any time disable and/or tamper with any building electrical ground fault interruption safety devices, or any other electrical safety device. If a situation exists where any electrical safety device impedes the contractor's work, such work will be halted immediately and not resumed until the buildings chief engineer is consulted.
10. Prior to commencing work on any project, including demolition, contractor shall "safe off" any and all electrical and fire life-safety systems, to the satisfaction of the chief engineer.

11. At all times, Contractors shall work within the established industry guidelines pertaining to all electrical work performed at 1333 2nd Street. The contractor and his subcontractors will not be allowed to work on any live electrical circuits. During the course of construction, all de-energized circuits, which are new and existing, will only be re-energized before 8:00 a.m., or after 6:00 p.m., Monday through Friday, while in the presence of a building engineer.
12. If at any time during construction the contractor causes any type of electrical short circuit, the contractor will immediately contact the building engineer to investigate the effects of the short circuit on the building's electrical distribution system.
13. The Contractor will be responsible for reviewing and coordinating the location and quantity of access panels to the building's mechanical, electrical and plumbing systems with engineering.
14. Unused phone / data cabling are to be removed. Contractor is responsible to ring-out as necessary to ensure cabling is abandoned.
15. Unused equipment, i.e., fan coils air conditioning units, condenser units are to be removed, including power feed and capping refrigerant lines.
16. Unused floor monuments are to be demolished and returned back to source.
17. Contractor is responsible for the security in the Premises and at its expense shall provide its own watchman as required. All risk of loss to all property of the Contractor and its subcontractor(s), including but not limited to, tools and materials located on the Premises, shall be the sole and exclusive responsibility of Contractor and its subcontractors, and Landlord shall have no responsibility therefore. Since each job differs in scope, it is necessary that the Contractor set up job meetings according to the job needs. Each Contractor's Superintendent must set his own time interval between job meetings, notify Property Manager of their scheduling, and once the intervals are set, maintain them on a regular basis. The contractor will be required to prepare and distribute meeting minutes for each construction progress meeting. Frequency of meetings will be agreed upon in advance prior to commencement of work.
18. All construction workers must be properly, permanently, and visually identified. The identification system must be approved prior to the start of any work and may take the form of hard hats with numbered decals or badges for attachment to clothing. All companies will maintain an updated list of authorized workers with building security and will notify security of each change.
19. All workers shall maintain their actions while in the Building in a professional manner to include but not limited to:
 20. No abusive language.
 21. No alcohol or drugs.
 22. No smoking or drinking in public areas.
 23. No standing in lobbies except to board approved service elevators.
 24. No use of passenger elevators; any violators of this rule will be removed from Building.
 25. No use of radios in areas which are accessible to the public or from which the public may hear them being played.

26. Landlord reserves the right to add other restrictions to those listed above as may be deemed necessary to provide for the comfort and safety of the tenants.
27. No storage of supplies or trash will be allowed in the Building at any time without the written permission of the Property Manager. All work and adjacent areas are to be kept cleaned and free of trash, dust, debris and non-useful materials at all times at Contractor's cost. Failure to do so will result in Landlord providing this service and charging the Contractor accordingly. Contractors will be required to monitor daily all traffic and work through the public elevator lobbies to ensure that dust and debris are not tracked into the elevator cabs by workers, visitors, etc., to the floor. Furthermore, Contractor is responsible for final clean up including but not limited to light fixtures, windows, entries, public areas, and mechanical and electrical rooms. Contractor is responsible for coordinating the location of trash dumpsters at a designated area to be determined by the Property Management Office.
28. No storage of flammable substances will be allowed in the Building unless approved by Construction Manager and/or Property Manager and in accordance with approved building codes and regulations.
29. No interviewing of job applicants or subcontractors will be allowed on-site without prior written approval by Landlord and prior schedule appointment.
30. There will be absolutely no use of Tenant and/or Building property to include, but not limited to, telephones, dollies, ladders, photocopiers, vacuums, etc., unless specifically approved in writing by Landlord prior to its use.
31. All deliveries will be scheduled with the Office of the Building. A prior notification of at least 24 hours but not more than seven days is required. Scheduling of elevator time through Landlord for deliveries and trash removal will be the responsibility of the Contractor.
32. Any Contractor who anticipates working on the building life safety systems (sprinklers, smoke detectors, fire command speakers, fire alarms, etc) will notify Landlord at least 48 hours in advance in writing prior to commencement of the work. All such systems shall be returned to operational status at the end of each work period. If this cannot be accomplished, then a fire watch will be posted. In the event that sprinkler systems are found disabled, a fire watch will be posted by Landlord at the expenses of Contractor.
33. Forty-eight (48) hours advance notice to Construction Manager and/or Property Manager is required for the following:
 34. Cutting into duct, water line, or existing power lines; temporary disconnection of any meter or fire sprinkler; or movement of any air handling equipment, thermostat, etc.
 35. Use of toxic material or varnish. Include method of ventilation and how adjacent areas will be protected. Use of toxic materials may require after-hours work.
 36. Any core drilling. All core drilling must be evaluated and approved by Contractor's structural engineer with submittal to Douglas Emmett Management, LLC whose written approval is required. Ground Penetrating Radar is to be provided as required.
37. Any welding or dust-related work requiring the covering of smoke detectors.

38. In the event that a temporary power connection is required, such connections shall be made by a licensed and insured electrical Contractor. Forty-eight (48) hours prior notice must be given before such connections can be made and must be “walked through” with Construction Manager and/or Property Manager.
39. In the event that welding is required (gas or electric), smoke and fumes must be controlled and evacuated to the exterior of the building by methods approved by Construction Manager and/or Property Manager. Any “Hot Work” requires a “Hot Permit” issued by the Management Company.

PROTECTION POLICIES:

It is the responsibility of the contractor or tenant to request a pre-walk of the path of travel prior to the work commencing. A post-walk will be completed by a representative of the building (Security, Engineering or Management).

- **Return Air Duct Protection:** To reduce the flow of debris into the common areas, all Return Air openings (including the main) should be protected using a filter media.
- **Smoke Detectors:** Should be covered whenever there is dusty work that may trip the Fire Alarm System. These covers **MUST BE REMOVED** at the end of each work day or the building must be placed on Fire Watch.
- **Tape Use:** In application of all protection use blue painter’s a must have neat and clean application. If the protection is only for one evening and will be removed upon completion of the delivery on the same day, this treatment is not necessary. Any long term protection (typical in construction) will need this treatment to meet building standards.
- **Elevator:** Jams on the loading floor and delivery floor must be protected with cardboard edging with the tape application as stated above.
- **Carpet:** Carpet Mask must protect all carpeted areas in the common corridor and construction site (if applicable). It will likely be necessary that tape be applied for long term installations using the standards above.
- **Flooring in Path of Travel:** Masonite must be used over the entire delivery path on the main lobby floor.
- **Walls in Path of Travel:** All walls must be protected to avoid scratches and damages. When protection is installed for long periods it will begin to deteriorate and look less than professional. The building will review the protection condition regularly. Should repairs or replacement be necessary, please make these adjustments immediately. Delay in making repairs will result in charges for building team members to repair/replace for you.

EXHIBIT A

Section 4.12.110 Restrictions on demolition, excavation, grading, spray painting, construction, maintenance or repair of buildings.

(a) No person shall engage in any construction activity during the following times anywhere in the City:

(1) Before eight a.m. or after six p.m. on Monday through Friday, except that construction activities conducted by employees of the City of Santa Monica or public utilities while conducting duties associated with their employment shall not occur before seven a.m. or after six p.m. on Monday through Friday;

(2) Before nine a.m. or after five p.m. on Saturday;

(3) All day on Sunday;

(4) All day on New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, as those days have been established by the United States of America.

(b) Except as set forth in subsection (d) of this Section, the noise created by construction activity shall not cause:

(1) The equivalent noise level to exceed the noise standards specified in Section 4.12.060 of this Chapter, for the noise zone where the measurement is taken, plus twenty dBA, or

(2) a maximum instantaneous A-weighted, slow sound pressure level to exceed the decibel limits specified in Section 4.12.060 of this Chapter for the noise zone where the measurement is taken plus forty dBA, for any period of time.

(c) Prior to the issuance of a building permit, all development projects located within five hundred feet of any residential development or other noise

sensitive land uses must submit a list of equipment and activities required during construction. In particular, this list shall include the following:

(1) Construction equipment to be used, such as pile drivers, jackhammers, pavement breakers or similar equipment;

(2) Construction activities such as twenty-four-hour pumping, excavation or demolition.

(3) A list of measures that will be implemented to minimize noise impacts on nearby residential uses.

(d) Any construction that exceeds the noise levels established in subsection (b) of this Section shall occur between the hours of 10am and 3pm, Monday through Friday.

(e) A permit may be issued authorizing construction activity during the times prohibited by this Section whenever it is found to be in the public interest. The person obtaining the permit shall provide notification to persons occupying property within a perimeter of five hundred feet of the site of the proposed construction activity prior to commencing work pursuant to the permit. The form of the notification shall be approved by the City and contain procedures for the submission of comments prior to the approval of the permit. Applications for such permit shall be in writing, shall be accompanied by an application fee and shall set forth in detail facts showing that the public interest will be served by the issuance of such permit. Applications shall be made to the Building Officer. No permit shall be issued unless the application is first approved by the Director of Environmental and Public Works Management, the Building Officer, the Chief of Police and the Director of Planning and Community Development. The City Council shall establish by resolution fees for the filing and processing of the application required by this subsection (e) and any required compliance

monitoring. This fee may be revised from time to time by resolution of the City Council.