



CITYPLACE CONTRACTOR/VENDOR RULES AND PROCEDURES

It is essential that all vendors/contractors conform to the work rules listed below to ensure proper controls on the conduct of work and a hospitable tenant occupancy environment.

Tenant move-in/move-out times for vendors/contractors are 6PM to 7AM Monday thru Friday and anytime on Saturday or Sunday, no exceptions. Building Management must be given a two day notice from all vendor's/contractors or tenants.

1. Prior to any vendor/contractor entering the building to do service work, deliver furniture etc., a valid certificate of insurance must be provided to and approved by Building Management. Building Management can provide a sample copy of a valid certificate of insurance. The certificate of insurance requirements should read as follows:

General Liability	\$2,000,000
Workmen's Compensation	Statutory Amounts
Automobile Liability	\$1,000,000
Umbrella Liability	\$5,000,000

- ✓ **Description of Operations – Parmenter Realty Partners and Parmenter Realty & Investment Co. are listed as additional insured in regards to general liability and automobile liability.**
 - ✓ **Certificate Holder – Parmenter Realty Partners
c/o Uptown Cityplace LLC
Attn: Property Manager
2711 North Haskell Avenue, Suite 450, LB#11
Dallas, Texas 75204**
2. **All** vendor/contractor personnel shall enter and exit the facility by the Dock Master's Office at the loading dock.
 3. Contractor/vendor personnel are required to sign-in/sign-out daily and will be issued an access card. Access cards must be returned to the Dock Master at the end of each shift.

4. Contractors shall notify the Building Management Office as to work schedules and listings of employees to be working after normal business hours. Normal business hours are defined as Monday through Friday, 7:00 a.m. to 6:00 p.m.
5. All areas shall be kept in as neat and presentable appearance as is practical. Inventory shall be stacked or otherwise stored neatly and safely. Construction debris shall be picked up daily and placed into contractor/vendor supplied fire resistive trash containers located on the floor(s) of construction and must be removed from the building as often as is necessary to avoid any accumulation of trash piles.
6. All paper trash, food articles, bottles, etc. in construction areas must be picked up and removed from the building daily.
7. All debris and dirt resulting from work conducted in public areas, electrical closets, etc. must be cleaned up at the end of the task or at the end of every day such that subject space is restored to its "first class" appearance. Vacuuming, dust or damp mopping, and dusting, etc. using contractor/vendor supplied equipment may be necessary in some instances.
8. AM-FM radios, tape players, etc. are not permitted on any tenant occupied floor and objectionable or disruptive sound transmitting from any construction area to a tenant occupied zone or in-use "public area" is not permitted.
9. Activities involving loud noises such as hammering or power sawing in areas which may disturb nearby tenants or encroach on "in-use public areas" are to be done before/after hours or on weekends, unless approval for such work is expressly provided by the Building Management Office.
10. General construction activities and below floor access through other tenant areas is permitted only during non-building hours (6:00 p.m. through 7:00 a.m., Monday through Friday and 24 hours Saturday and Sunday) with approval of Building Management. Construction during normal building hours shall only be done with Building Manager's approval.
11. Interruption of utilities (electricity, water, gas, plumbing, HVAC) or tenant services is not permitted without the advance coordination and written approval of the Building Manager.
12. Contractor/vendor will protect all floors, wall and ceiling surfaces using runners, padding and other reasonable means to avoid damage thereto.
13. Use of passenger elevators for contractor/vendor traffic is strictly prohibited at all times. Contractor/vendor employees must use the service elevators which are

provided for this purpose. Additionally, no dollies, carts, tool boxes, ladders, moving boxes or freight of any kind shall be carried on passenger elevators. This includes hand tools, paints, solvents, etc.

14. Do not obstruct any public area entrance or exit path without the advance approval of the Building Manager.
15. Contractor/vendor personnel shall not use the restrooms, breakrooms, telephones, or facilities in any tenant occupied area, unless the tenant approves. Restrooms, breakrooms and telephones are available at the loading dock for contractor convenience.
16. Contractor/vendor will coordinate with Building Management the use of the loading dock and adhere to all parking controls and restrictions. In addition, the contractor/vendor shall be responsible for maintaining the dock area clean and free of construction debris at all times.
17. Proper personal conduct of all contractor/vendor employees is required. Public profanity, discourteous behavior, etc. are prohibited. Building Management reserves the right to require removal from the Building of any contractor/vendor employee who exhibits behavior, which under the guidelines in place for Building Management employees, would justify probation, suspension or termination, without waiving the contractor/vendor responsibility to complete the job as assigned.
18. Contractor/vendor shall notify the Chief Building Operating Engineer or the Security Command Center in advance of entry and storage of hazardous or flammable materials. Compliance with OSHA work rules and Fire Codes is required at all times. The Chief Building Operating Engineer or Building Manager reserves the right to require the removal of any hazardous substance or the cessation of any unsafe practice.
19. Any work interfering with or interrupting any emergency or life safety system shall be coordinated with the Chief Building Operating Engineer in advance of such work. In some instances, the contractor/vendor may be required to secure detection devices in order not to falsely activate the fire alarm system. False alarms caused by contractor/vendor may incur penalty fines levied by the Dallas Fire Department and any such fines shall be at the expense of the contractor/vendor and the contractor/vendor client.
20. Modifications to the fire sprinkler system shall be completed with advance notice to the Chief Building Operating Engineer, and with the assistance of Building Operating Engineering personnel in order to avoid false fire alarms. Normal notice to the Chief Building Operating Engineer is 24 hours prior to the time sprinkler work is scheduled.