

SIMCOE PLACE
CONSTRUCTION
MANUAL



Cadillac
Fairview



SIMCOE PLACE



1. Introduction

The Simcoe Place (SPL) Design & Construction Manual is prepared to assist our valued Tenants, their Consultants and Contractors with leasehold improvements for both incoming and existing tenancies. Specifically, this manual contains information about design recommendations, technical specifications and requirements, and will assist contracted personnel planning to renovate leasehold improvements at SPL. Moreover, this standard also details the procedures, practices, rules, and regulations which will be applied throughout the project.

The contents of the manual are to be read in conjunction with governing lease documentation and, where applicable, with written agreements between the Landlord and the Tenant. It is the responsibility of the Tenant, their designated Project Manager (if applicable), and their Consultants and Contractors to abide by the contents of this document. Moreover, those same parties must adhere to all relevant Federal, Provincial, and Municipal Codes, Regulations, By-laws, etc.

The integrity of the SPL building, together with their systems and installations, is the result of meticulous care and thorough planning. Accordingly, any contemplated changes or alterations of existing designs and conditions must be completely compatible with the SPL's operational or design specifications and/or established decor. It is imperative that proposed projects, however small or limited in scope, be thoroughly reviewed and approved before any work is undertaken. This manual is meant to serve as the basis of the Landlord's approval for all Tenant submissions.

The Landlord reserves the right to amend, add or delete the information contained herein at any time and the Tenant is obliged to abide by such changes upon notification thereof. All costs associated with compliance shall be at the Tenant's sole expense. Please visit www.simcoeplace.com to obtain the most recent issuances of the Construction Manual and Permit forms.

2. Contents

1.	Introduction	i	E.	Temporary Services	30
3.	List of Tables	iii	F.	Construction Services	30
4.	SPL General Information	1	G.	Shipping & Receiving	31
1.	Landlord’s Project Manager	1	H.	Deliveries & Hoisting	31
2.	Landlord’s PM Contact Information	1	I.	Site Work	32
3.	Property Consultants	1	J.	Site Protection	36
4.	Property Contact Information	3	K.	Construction Violations	36
5.	SPL Required Contractors/Consultants	4	L.	Site Cleanliness	37
5.	Design Considerations & Standards	5	3.	Construction Completion	38
1.	Sustainable Purchasing	5	A.	Premises Cleaning	38
2.	Construction Waste Management	7	B.	Premises HVAC Systems	39
3.	Air Quality	8	C.	Commissioning	39
4.	Energy & Water Efficiency	11	D.	Required Close-Out Documentation	40
5.	Building Standards	12	8.	Recommended Contractors	42
A.	General Building Information	12	A.	General Contractors	42
B.	Architectural Finishes/Features	12	B.	Electrical Contractors	43
C.	Structural	14	C.	Sprinkler Contractors	43
D.	Electrical Systems	15	D.	Mechanical Contractors	44
E.	Mechanical Systems	18	E.	Scanning & Coring Services Contractor	44
6.	Tenant Drawings	20	F.	Flooring Contractors	44
1.	Consultants	20	G.	Base Building Lighting	45
2.	Drawings Submission & Review – Office	20	H.	Drywall Contractors	45
3.	Drawings Submission & Review – Retail	22	I.	Security Escort Provider	45
7.	Construction Procedures	26	J.	Housekeeping (Cleaning) Services	45
1.	Construction in Planning	26	K.	Painting Contractors	46
A.	General Requirements	26	L.	Security System Contractors	46
B.	SPL Permits	27	M.	Electrical Metering Provider	46
C.	Insurance Requirements	28	N.	Riser Room Management Firm	46
D.	Construction Deposit	28	O.	Elevator Service Contractors	46
2.	Construction in Progress	29	P.	Demolition & Environmental Contractors	47
A.	Permit Forms	29			
B.	Business Hours	29			
C.	Keys & Identification Badges	30			
D.	Noise & Sensitive Work	30			

3. List of Tables

Table 1 – SPL Base Building Consultant Contact Information	2
Table 2 – Property Personnel Contact Information.....	3
Table 3 – Waste Reduction Strategies	7
Table 4 – Material Reuse Strategies.....	8
Table 5 – Pollutant Source Control.....	9
Table 6 – General Building Architectural Information	12
Table 7 – Ceiling Grid Information	12
Table 8 – SPL Building Control Systems	14
Table 9 – Additionally Insured Parties	28
Table 10 – Permit Forms Descriptions.....	29
Table 11 – Construction Service Costs.....	31
Table 12 – Construction Violations & Associated Fines	37
Table 13 – Commissioning Process.....	40

4. SPL General Information

1. Landlord's Project Manager

It is the Tenant's (or the Tenant Designate's) responsibility to notify the Landlord of any and all Leasehold Improvements within the leased premises. Upon notification, the Landlord will appoint an appropriate Project Manager (PM) to oversee, assist, and liaise with the appropriate project parties. The primary functions of the designated PM are:

- To provide guidance and assistance to the Tenant (and/or their designates) and their Contractors during the design, construction, and commissioning/completion phases of their improvements within the leased premises;
- To review and comment upon all drawing submissions and relevant documentation before, during, and after work within the leased premises;
- To act as a liaison between and among the Landlord, the Tenant (and/or the Tenant's designate), the Tenant's Contractor(s), and the Tenant's Designer; and,
- To provide guidance and recommendations on SPL approved Contractors, trades, and Base Building Consultants.

For clarity, please note that the drawing review process by both the Landlord and its Base Building Consultants only considers the proposed design impact on the Base Building Systems. The review process does not verify or consider the adequacy of the design whatsoever against applicable and/or relevant building codes, standards, Tenant requirements, etc. Additionally, it does not consider the functionality or performance of the designed systems whatsoever in the installed condition.

2. Landlord's PM Contact Information

All questions, comments and submissions related to Project Management and proposed Tenant improvements should be addressed to:

Patricia Caplan – General Manager
The Cadillac Fairview Corporation Limited
200 Front Street West, Suite 2207
Toronto, ON, M5V 3K2
(T) 416 340 6615
(F) 416 340 7282

3. Property Consultants

The following list contains the appropriate contact information for the Base Building Consultants and Consulting Engineers. When initiating a Tenant Improvement, Cadillac Fairview recommends

retaining the services of those listed below. Should a Tenant opt to solicit the services of alternate providers, Cadillac Fairview will engage those listed below to review the submitted drawings only for their impact on the Base Building Systems, prior to providing the Tenant with authorization to proceed with their intended scope of work. All drawing review costs incurred by Cadillac Fairview will be charged back to the Tenant with a 15% Administration Charge for handling, review, and coordination. For further information on the drawing review process, please see the Drawings Submission & Review section on page 20.

Table 1 – SPL Base Building Consultant Contact Information

Consulting Discipline and Address	Contact Numbers
Architect NORR Architects 175 Bloor Street East, North Tower, 15 th Floor Toronto, ON, M4W 3R8	Contact: Bob Gallant (T) 416 926 4302 (F) 416 929 3635
Structural Engineer Quinn Dressel Associates 1246 Yonge Street, Suite 300 Don Mills, ON, M4T 1W5	Contact: Grant Milligan (T) 416 961 8294 (F) 416 961 7434
Mechanical Engineer Smith + Andersen Consultants 4211 Yonge Street, Suite 500 Toronto, ON, M2P 2A9	Contact : Bill Lazarakis (T) 416 487 8151 (F) 416 487 9104
Electrical Engineer Mulvey & Banani International Inc. 44 Mobil Drive Toronto, ON, M4A 2P2	Contact: Rob Marcuzzi (T) 416 751 2520 ext. 213 (F) 416 751 1430
Sustainability Consultant HOK 720 King Street West, Suite 505 Toronto, ON, M5V 2T3	Contact: Barbara Ciesla (T) 416 342 7258 (F) 416 203 9992
Environmental Consultant Pinchin Environmental 2470 Milltower Court Mississauga, ON, L5N 7W5	Contact: Rob Thomas (T) 905 363 0678 (F) 905 363 0681
Base Building Controls Direct Energy 1751 Wentworth Street, Unit 17 Whitby, ON, L1N 8V5	Contact: Paul Marubashi (T) 416 743 5767 (F) 416 723 6102

Consulting Discipline and Address	Contact Numbers
SPL Commissioning Agent Hunter Facilities Management (HFM) 209 Dundas Street East, Suite 206 Whitby, ON, L1N 7H8	Contact: Herb Hunter (T) 905 666 9175 (F) 905 666 9641

4. Property Contact Information

The following table provides key contact information for the Cadillac Fairview Operations, Security & Life Safety Management, and Project Management departments and property services.

Table 2 – Property Personnel Contact Information

Cadillac Fairview Management - Contact Information	
Cadillac Fairview Management Office	(T) 416 340 6615
Patricia Caplan General Manager	(T) 416 340 6615 ext. 222
Paul Freitas Manager, Office Property Operations	(T) 416 340 6615
Rogério De Paiva Manager, Security & Life Safety	(T) 416 340 6615 ext. 227
Cadillac Fairview Tenant Projects Contact Information	
Adrian Sluga Senior Manager, Tenant Projects	(T) 416 869 2278 (F) 416 643 6665

5. SPL Required Contractors/Consultants

Due to the complexity of various systems at the SPL, and to provide a consistent standard of care and quality of work, the following list of Contractors/Consultants is required for the noted services when undertaking any project at the SPL.

Riser Room Management Firm

Rycom TPM Inc.
6201 Highway 7, Unit 8
Vaughan, ON, L4H 0K7

Contact: Customer Care
(T) 1 877 792 6687

Commissioning Agent

Hunter Facilities Management (HFM)
209 Dundas Street East, Suite 206
Whitby, ON, L1N 7H8

Contact: Mike Horn
(T) 905 666 9175
(F) 905 666 9641

Base Building Controls

Direct Energy
1751 Wentworth Street, Unit 17
Whitby, ON, L1N 8V5

Contact: Paul Marubashi
(T) 416 743 5767
(F) 416 723 6102

Air Duct & Induction Unit Contractor

New Air Duct Services Ltd. (Air Duct Cleaning)
40 Freemont Avenue
Toronto, ON, M9P 2W3

Contact: Fluvio Visone
(T) 416 560 4348
(F) 416 551 4397

5. Design Considerations & Standards

The following sections provide critical information on design requirements for proposed build-outs, as well as SPL Base Building standards. These sections should be thoroughly reviewed, as the Project Team must provide the Landlord with documentation which demonstrates that this strategy is incorporated into the design process, and that requirements are followed where applicable in the construction phase(s). Please note that *Project Team* refers to the Tenant and all designates, including Project Managers, Consultants, Contractors, suppliers, etc. Ultimately, the Tenant is responsible for their Project Team, and will be held solely accountable for oversights, and/or a failure to adhere to any policies or procedures outlined herein.

1. Sustainable Purchasing

Sustainable Purchasing applies to the procurement of materials that minimize the generation of waste and air quality impacts through a commitment to environmentally best business and source reduction practices. The Project Team's objective is to prioritize spending on products that are environmentally sound and socially beneficial. This can be achieved through Source Reduction Purchasing Practices and Strategies, and support documentation which demonstrates the incorporation of such a strategy must be provided to the Landlord.

This program is applicable to all materials purchased for facility renovations, demolitions, refits and new construction addition activities undertaken at the building that are permanently or semi-permanently attached to the building itself. Wherever possible, materials shall be purchased which adhere to the VOC and chemical compound limits as stated in the requirements above. It is best practice to purchase materials which satisfy more than one of the previous criteria.

Materials to be considered in this scope include but are not limited to:

- All materials purchased for facility renovations, demolitions, refits and new construction;
- This plan applies only to base building elements permanently or semi-permanently attached to the building itself; and,
- This plan does not include furniture, fixtures, equipment, mechanical, electrical, plumbing or elevator components.

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

In general, a minimum of 50% of total purchases (by cost) must meet one or more of the following criteria. It is encouraged that products meet more than one of the following criteria:

- Contain at least 10% post consumer or 20% post industrial recycled content material.
- Contain at least 70% material salvaged from off-site or outside the organization.

- Contain at least 70% materials salvaged from on-site, through an internal organization materials and equipment reuse program.
- Contain at least 50% rapidly renewable material.
- Contain at least 50% Forest Stewardship Council (FSC) – certified wood.
- Contain at least 50% material that meets the requirements listed below:
 - The final manufacturing location of the product is within 800km of the project site.
 - The product (or component) did not leave an 800km (500 mile) radius surrounding the final manufacturing location (2,400km or 1,500 miles if shipped by rail or water). This includes all extraction, harvesting, recovery, and processing.
- Adhesives/sealants have a VOC content less than the current VOC limits of South Coast Air Quality Management District Rule 1168, or sealants used as fillers meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- Paints and coating have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- Noncarpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- Composite panels and agrifiber products contain no added urea formaldehyde resins.

Sustainable Purchasing practices must apply to all construction materials, and not just a select few. To maximize the efficacy of this strategy, a holistic (rather than a compartmentalized) approach must be applied. Typically, Consultants and manufacturers/suppliers can and should assist with this activity throughout the design and construction process.

Considerations for Sustainable Purchasing include the life cycle of products, materials extraction, manufacturing processes, product transport, product locality, product use and disposal. The following list provides suggested strategies for Sustainable Procurement:

- Assess suppliers for reductions in packaging and purchase in bulk to minimize packaging;
- Review inventory, operational and purchasing practices to reduce waste generation;
- Source suppliers who reclaim certain materials and/or equipment for recycling after they have exceeded their operational life-span;
- Purchase products locally to avoid excess transportation and purchase products only as-needed;
- Purchase products with recyclable packaging and/or which contain re-used or recycled content;
- Select products with non-hazardous materials;
- Purchase products that can be repaired or reused and recycled again;
- Purchase reusable products to replace disposable materials;
- Rent (as opposed to purchase) items that are not used very often; and,
- Use electronic communication or double-sided printing where possible.

2. Construction Waste Management

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

In an effort to further these responsible practices, it is the Project Team's responsibility to incorporate the following guidelines and requirements into their designs and construction activities to also achieve a minimum of 70% waste diversion by volume. Furthermore, it is the Project Team's responsibility to ensure that these practices are followed on site throughout the project. The Landlord reserves the right to request and review supporting documentation which demonstrates that Construction Waste Management strategies have been specified and implemented.

Waste Reduction Strategies

Throughout the project, all construction materials should be evaluated for waste reduction. Where possible, materials that minimize waste production must be selected. Various waste reduction strategies are outlined in [Table 3 – Waste Reduction Strategies](#).

Table 3 – Waste Reduction Strategies

Item	Reduction Strategy
Design	Review designs and plans to ensure optimal use of material. Where possible, specify materials with a longer lifespan and potential for recycling or reuse after deconstruction.
Planning	Plan and schedule projects efficiently and continuously monitor material quantities to minimize leftovers.
Packaging	Request that suppliers deliver products with minimum packaging. Where possible, order in bulk.
Storage	Store materials as required to prevent damage or contamination. Where possible, order materials on-demand to prevent long storage times and potential damage.
Ordering Errors	Review material quantities carefully to ensure the correct amount is received.
Ordering Excess	Order materials in appropriate quantities. Where possible, order pre-cut pieces or measure and cut accurately and collect and store reusable pieces.
Handling	Handle all materials with care to prevent damage, breakage, or contamination.

Material Reuse Strategies

Throughout the project, all construction materials should be evaluated for reuse on site and/or at alternate sites. Where possible, return materials that cannot be reused to the supplier or manufacturer. Table 4 – Material Reuse Strategies provides suggestions to institute the reuse of common materials during construction.

Table 4 – Material Reuse Strategies

Material	Reduction Strategy
Wood	Salvage off-cuts for bridging, blocking and back framing. Reuse or return pallets to vendors. Inspect wood forms for reuse for other areas of the project or for other job sites.
Metal	Save cuttings for possible reuse. Joist off-cuts can be cut up and used as stakes for forming or for headers around openings in the floor assemblies.
Drywall	Reuse off cuts to finish off gaps, small bulkheads, etc.
Cardboard	Use boxes for storage of tools and materials or floor protection.
Masonry	Crush on site and use for fill or as bedding for driveways.
Rigid Insulation	Use as ventilation baffles.

Material Recycling

Where possible, all unused and/or demolition materials must be recycled or redirected back to the manufacturing process. The Project Team must designate areas specifically for recycling construction and demolition waste and train workers on recycling protocols and effective container labelling. Moreover, the Project Team should strongly consider innovative ways to recycle materials typically known to be difficult to recycle, to minimize the demand for new/virgin products and materials. A report with supporting documentation detailing the waste diverted must be submitted to the Landlord upon Substantial Completion.

3. Air Quality

Maintaining indoor air quality and conditions helps sustain the comfort and well-being of all building occupants and construction workers alike. An Indoor Air Quality Management Plan impacts choices of paints, coatings, sealants, flooring materials, etc. The Project Team must incorporate an Air Quality Management Plan into their project design(s), and ensure that these practices are adhered to on site throughout the entire construction process. The Landlord reserves the right to request and review supporting documentation which demonstrates that Air Quality Management strategies have been applied and followed.

Any construction activity that produces VOCs and/or dust is considered a source of air pollutants. These sources include materials disturbed during demolition/repair/construction, materials that off-gas VOCs, and/or equipment that generates combustion by-products. Table 5 – Pollutant Source Control provides some examples of potential air pollutant sources.

Table 5 – Pollutant Source Control

Products	Sources
Building Materials	Wood, Plaster, Concrete, Roofing, Drywall, Insulation, Engineered Wood, Ceiling Tiles, Cove Base
Wet Products	Paint & Stains, Glazing, Sealants & Coatings, Caulking, Adhesives, Grout, Acid Finishes, Epoxy Coatings
Furnishings	Carpet & Wall Coverings, Wood Flooring, Cabinets, Furniture and Partitions
Solutions	Solvents, Fuels, Cleaning Products, Pesticides
Equipment	Generators & Heavy Equipment, Compressors, Vehicles, Portable Heaters, Welders & Cutting Torches, Soldering Guns

Air Quality Control Measures

To maintain satisfactory levels of air quality, all systems, spaces under construction, and occupied spaces must be protected from dust, odours or other contaminants. In general, containing the work area, modifying HVAC operations, reducing emissions, intensifying housekeeping, and work hours are factors which must be considered when preparing an Air Quality Management Program.

Accordingly, the Project Team must incorporate all relevant sections of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines for Occupied Buildings Under Construction, Second Edition, November 2007 into the project documents. Specifically, relevant items in Sections 3.3 - 3.7, 4.2, and 4.4, must be diligently observed.

Moreover, in the selection of all construction materials, fixtures and furniture, the following standards must be followed:

- South Coast Air Quality Management District (SCAQMD) Rule #1168: Adhesive and Sealant Applications (Jan. 2005)
- Regulation 8: Organic Compound, Rule 51: Adhesive and Sealant Products (July 2002) by the Bay Area Air Quality Management District
- Green Seal's Standard GS-11 Requirements for Paints (May 1993)
- Green Label Plus Testing Program (2004) & the Green Label Testing Program (1992) by the Carpet and Rug Institute (CRI)

Air Quality Cleaning

Upon construction completion, suitable preparations for occupancy (Flush-Out Period, or Indoor Air Quality Testing) must be made to remove any remaining contaminants. To achieve this, one of two options may be selected:

Option 1 – Flush-Out Procedure

After construction is fully completed, install new filtration media in HVAC returns and flush-out the affected space. This must be done by supplying a total outdoor air volume of 4,300 m³/ m² (14,000 ft³/ ft²) of floor area while maintaining an internal temperature of at least 16°C (60°F) and a relative humidity no higher than 60%.

The affected space may be occupied only after a minimum of at least 1,100 m³/ m² (3,500 ft³/ ft²) of floor area and the space has been ventilated at a minimum rate of 1.5L/s m² (0.3 cfm ft²) of outdoor air OR design minimum outside air rate (whichever is greater) for at least three hours prior to occupancy until the total of volume has been delivered to the space. The flush-out may continue during occupancy.

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.

Chemical Contaminate	Maximum Concentration
Formaldehyde	27 ppm
Particulate Matter (PM10)	50 µg/m ³
Total Volatile Organic Compounds	500 µg/m ³
* 4-Phenylcyclohexene (4-PCH)	6.5 µg/m ³
Carbon Monoxide (CO)	9 ppm and no greater than 2 ppm above outdoor levels

* 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.

4. Energy & Water Efficiency

Typically, commercial office interior renovations include the installation of mechanical and electrical systems and devices that are beyond the Base Building supplied standards. Specifically, these installations tend to include elements such as pot lighting, LED lighting considerations, boardroom/conference room A/V equipment, supplemental air conditioning units, fan coil units, kitchen appliances (such as stoves, refrigerators, toasters, etc.), televisions, computer equipment, lavatory fixtures, etc.

With the incorporation of energy efficient technologies, electricity and water consumption can be reduced significantly. This ultimately results in lower operating costs. Accordingly, to minimize the energy demands and impacts on the Base Building Systems and the environment, the Project Team must incorporate energy and water efficient technologies into project designs where possible. This would include, but is not limited to, considerations such as:

- Digitally Addressable Lighting Interface (DALI) and other lighting control systems and features;
- Ensure that a minimum of 70% of eligible appliances are EnergyStar rated;
- Exceed ASHRAE minimum designs by a minimum of 15%;
- Temperature and ventilation control systems for each occupant;
- Thorough design and planning of expected occupancy demands;
- Training sessions/seminars for the Project Team and leased space occupants for equipment and system(s) use;
- Commissioning of all new (and if applicable, existing) equipment and systems; and,
- Measurement and verification protocols to ensure that system demands and performance levels are sustained.
- Low/Ultra Low Flow lavatory and kitchen fixtures (water closets, faucets, etc.) that are a minimum of 20% better than standard commercial equipment;
 - WCs min. 1.6 gpf / 6 Lpf
 - Urinals min. 1 gpf / 3.8 Lpf
 - Faucets min. 0.5 gpm / 1.9 Lpm @ 60 psi

To ensure that due consideration has been placed on Energy & Water Efficiency technologies, the Landlord reserves the right to request and review supporting documentation which demonstrates that such strategies have been applied and followed.

5. Building Standards

The following sections provide design information and design guidance on the buildings of the SPL. Please review the following sections closely to ensure that project drawings comply with the Landlord's recommendations and established standards.

A. General Building Information

The information presented below represents general information on the SPL buildings. Additional information may be obtained through the Landlord's assigned PM by requesting a copy of the Base Building Technical Specifications.

Table 6 – General Building Architectural Information

Building	Storeys Above Grade	Crossover Floors	Building Sprinklered	Length of Fire Hose in Cabinets
200 Front Street West	32 Above Grade 4 Below Grade	6, 11, 16, 20, 25, 30	Yes	22.9m (75')

B. Architectural Finishes/Features

Ceilings

Where gypsum wallboard ceilings are not used, ceiling systems will consist of lay-in acoustic panels in a T-bar suspension system. Fastening partitions, millwork, etc. to the ceiling grid is strictly prohibited. Tenants shall utilize the slotted reveals provided in the ceiling grid system to stabilize such elements. Each grid member is designed only to support the acoustic tile and lighting fixtures.

Table 7 – Ceiling Grid Information

Cortega Square Lay-In 773B (20" x 60" x 5/8")

Base Building Doors & Frames

Entrances to electrical rooms, janitorial closets, washrooms, stairways, etc. shall be hollow metal doors in pressed steel frames, painted to the base-building standard (Ralph Lauren VM124 – DTM Satin PPC). The base building corridor doors and frames will be solid core wood doors with white oak (and finished with mahogany stain). For leased premises on multi-tenant floors, a sample must be submitted to the Landlord's Project Manager for approval for all suite entrance doors.

Prior to the commencement of construction, for all glass doors visible from common area corridors, CGI White Opaque Privacy Film must be applied. The film is to be applied on the interior face of the doors and may be removed after the completion of construction work.

Tenant Doors/Locks

All locks installed by the Tenant at entrance and interior doors must be keyed to the Building Master Keying System. The system allows complete freedom to the Tenant with respect to locking arrangements for offices, while concurrently providing access to each office at all times for both normal cleaning procedures and emergency situations. The Landlord's Locksmith Department maintains the Master Keying System and records on key coding and distribution. External locksmiths or lock manufacturers are not permitted whatsoever to change the keying of any locks.

Demising Walls

All interior demising walls shall be constructed with metal studs, acoustic insulation and gypsum wallboard running from the floor to the underside of the suspended ceiling. The partitions, which separate one Tenancy from another, will be acoustically attenuated from the suspended ceiling to the underside of the structural slab. All services penetrating demising walls are to be fire stopped in accordance with all relevant building codes and standards. In cases where the Tenant's work uncovers/encroaches on areas that do not comply with this requirement, it is the Tenant's responsibility to ensure that such elements do comply at the Tenant's sole expense.

Perimeter Window Blinds

All windows are provided with Solarfactive Manual Teleshades, which may not be removed.

Signage

Tenant identification signs on main floor/lobby directories, elevator lobbies and adjacent to Tenant entrance doors must be in accordance with Cadillac Fairview's design criteria for items such as style, location and size. The cost of the aforementioned signage is charged to the Tenant's account. All requests for signs must be submitted in writing to the Landlord indicating the exact wording and spelling required. Requests should be submitted approximately one month in advance of the actual signage requirement date.

Control Systems

All control system modifications are to be submitted to the Landlord prior to construction to verify compatibility with the base-building standards. All new and existing controls in renovated areas are to be verified and/or commissioned for proper operation. Commissioning is mandatory, and is handled by the SPL Base Building Commissioning agent (See SPL Required Contractors/Consultants on page 4). The following table provides information about the SPL's Control Systems.

Table 8 – SPL Building Control Systems

- Electronic VAV boxes on DDC control
- 26 perimeter zones, 10 interior zones plus 6 slave driven
- 1 thermostat per bay; 36 typical per floor
- 8 air changes per hour
- 20 Tons of A/C per high rise floor available
- Cooling Capacity: 2W/ft² for Lighting, 2W/ft² for Power, 3W/ft² for Supplementary cooling
- System heating/cooling design parameters: 75°F summer temperature, 72°F winter temperature

Control Lines

Control lines must be capped to prevent loss of control air from affecting other building operations.

Static Sensing Lines

Water and air system static sensing lines must remain intact to ensure proper building operations.

Communication Trunk

The Communication Trunk layout for the Building Automation System can be obtained from the Landlord. Any additions to these systems must be documented and reflected in revised drawings, then returned to the Landlord before Tenant occupation. All communication wiring must be colour coded for identification purposes.

Smoke Venting Mode

Prior to whole floor demolition, motorized smoke venting dampers must be disabled at the Building Automation System front end. After demolition, damper operation has to be restored and tested. These activities must be coordinated by the contractor and relevant subtrades, and a signed statement must be submitted to the Landlord stating that the smoke venting system was made operational.

C. Structural

Floor Load Design

The concrete floor slabs have each been designed for a combination load of 100 lbs/ft², including partitions.

Unusually heavy loading situations such as central filing areas, high-density file storage units, storage areas, vaults, safes, etc., must be specifically indicated on the project drawings, and details of the projected floor load conditions must be supplied to the Landlord for approval. Plans for such

situations are subject to the approval of the Landlord's Base Building Structural Engineer. Live loads may not exceed the load limit for the floor slabs without the Landlord's prior approval.

Exterior/Perimeter Walls

In order to maintain the integrity of the building vapour barrier, penetration of the interior surface of exterior wall assemblies or of window frames and mullions is strictly prohibited. Partitions abutting a mullion shall be sealed with double-sided closed cell PVC tape.

Base Building Structural Work

Any alterations and/or additions to the Base Building structure that may be required to accommodate the Tenant's design shall be subject to the approval of the Landlord and its Base Building Engineer(s). This work may be carried out by the Tenant's contractor (subject to the Landlord's approval), but must be done under the supervision of the Landlord's Base Building Engineer. All associated costs are at the Tenant's expense. If the Landlord coordinates the work on the Tenant's behalf, any costs incurred will be charged back to the Tenant, plus a 15% administration fee.

D. Electrical Systems

Metering & Specifications

The Tenant is responsible for all costs associated with the installation of all electrical and mechanical metering consumption devices for the entire Leased premises. Submeters are required for all services, including receptacles, lighting, supplementary HVAC units, etc. Electronic metering and requirements must be determined by Carma Industries.

The Electrical Contractor is to supply and install Carma Industries digital sub-metering for all Tenant Power and Lighting as outlined below:

- a) Sub-metering equipment and services must be supplied by Carma Industries;
- b) The Tenant's Contractor is responsible for the following:
 - i. Conduit(s) for the communications Local Area Network (LAN);
 - ii. Conduit for CT and PT leads (CT-Current Transducer, PT-Potential Transformer);
 - iii. Connectors, fasteners, and junction boxes for conduit;
 - iv. Provide, and mount PT enclosures for housing PTs and fuse blocks in 10"x10"x4" D- Box;
 - v. Install all CTs on the phases corresponding to their assigned PTs as per the EMP wiring chart and individual CT serial numbers;
 - vi. Where step-down CTs over 400 amps are required, provide and mount enclosures for housing 5 Amp Transducers and Shorting Terminals in an 10"x10"x4" D-Box. Shorting Terminals will be supplied by Carma Industries;
 - vii. Where step-down CTs over 400 amps are required, mount Shorting Terminals and connect current transformer secondaries using red, black, blue and white 12 gauge wire;
 - viii. Ensure that CTs and PTs are accessible by Measurement Canada inspection personnel;
 - ix. Perform any corrections or tracing deemed necessary by Carma Industries;

- x. Coordinate access to EMPs enclosures that are Measurement Canada sealed with Carma Industries;
 - xi. All conduit connections to EMPs will be installed in a water-tight manner; and,
 - xii. All electrical loads must be balanced.
- c) Acquire all sub-metering installation details from Carma Industries and comply with all requirements outlined in the Installation Details Sheets;
- d) The Contractor is responsible for the removal of all redundant cabling to the original source; and,
- e) Modifications to the base building trench system are prohibited, including cutting, drilling, and coring. Cable layouts are to coincide with the original base building drawings.

Lighting & Lighting Control

Lighting systems are provided by means of a 60" x 20" two-ballast lamp, complete with a clear prismatic acrylic lens. The two light bulbs found in each fixture are four foot (4') T-8 lamps with 347 volt electronic ballasts.

The computer controlled light switching is managed by a GE system. There are 8 zones per floor, but the zones may be expanded as required by the Tenant.

If additional fixtures are required, the Tenant may order them through the Landlord's manufacturer (see the section entitled Recommended Contractors). The Tenant and/or the Tenant's Contractor are responsible for any and all costs for damages to lighting fixtures.

Data, Communications, & Telephone

To ensure and maintain security in telecom spaces, including the main telephone rooms, riser rooms, and rooftop, all work must be approved by the property's Telecom Riser Management firm RYCOM TPM (see SPL Required Contractors/Consultants on page 4) in advance. The Client/Contractor is responsible for all associated costs, and must submit drawings to RYCOM TPM for approval before work may begin. All requests require 48 hours advanced notice.

Installations that require cabling to pass vertically through more than one riser room and/or cabling that extends beyond riser rooms through the parking garage, concourse, or ground level requires a Site Review Audit. A Site Review Audit is also required to establish a Point of Presence (POP) in the building. Persons mandated to attend the site review are: a RYCOM TPM representative, the Landlord, the Contractor, and the Client. Subsequent to the audit, RYCOM TPM will provide a written report outlining of findings. At the Landlord's discretion, additional Site Review Audits may be required at the Client's/Contractor's sole expense.

In addition to compliance with all relevant and applicable codes and standards, cabling must conform to the standards as shown below. Specifically, all floor slab penetrations must be smoke stopped

and fire sealed. If a Contractor's work infringes on a conduit/penetration that does not comply with relevant codes and standards, it is the Contractor's sole responsibility to ensure that measures are taken to meet these requirements. Non-compliant penetrations will not be "grandfathered"; all work performed must be completely compliant.

Building Risers: Copper or Fibre Cables

- Work must be performed in a professional manner adhering to standards such as those published by BICSI and local building and fire codes;
- Cables installed in a building's riser system must be FT-6 fire rated;
- Cables must be properly supported and "strain relieved";
- Cables must be labelled on either end and on every floor;
- Cables must be properly dressed; and,
- Contractors will replenish the fire-stopping in the riser sleeves that are used to route the cables, regardless of the previous condition of the fire-stopping.

Building Floor Space: Copper or Fibre

- Work must be performed in a professional manner adhering to standards such as those published by BICSI and local building and fire codes;
- Cables installed in the building's horizontal floor space will be plenum rated/FT-6, regardless if the space is actually plenum or not;
- Cables must be routed in conduit, cable trays or on J-hooks. Running cables over the ceiling tiles and light fixtures is not acceptable;
- Cables must be properly dressed; and,
- FT-4 rated cables can be used providing they are in metal conduit or FT-6 rated inner-duct.

If the Contractor fails to implement the above guidelines then they will be asked to perform remedial action to correct the deficiencies. Failing to take corrective action, the Contractor will be barred from performing any work on the property until all deficiencies are corrected.

Power Supply

Capacity for the wiring of power and telephone systems is provided by means of a raised floor (under which infrastructure may be installed). Power for duplex outlets at 120/208 volts is available on each floor at a design capacity of two (2) Watts per square foot of leased space. Supply, installation and connection of outlets are the Tenant's sole responsibility.

Life Safety Systems

The SPL utilizes a Edwards EST3 Fire Alarm addressable system. The Tenant's Contractor is responsible for any and all associated costs with the re-mapping and re-verification of the Life Safety

systems and its components due to modifications, at both the beginning and end of the renovation. All modifications to the Life Safety System to be done by the Base Building Contractor.

Elevators

All work involving modifications to the elevators (e.g. call buttons, cab indicator strips, etc.) must be done by the base building elevator contractors (see Recommended Contractors). Any and all costs are to be borne solely by the Tenant.

E. Mechanical Systems

Heating, Ventilation, & Air Conditioning (HVAC) Systems

On each floor, air conditioning within SPL is provided via compartmental fan units with variable air volume (VAV). The VAVs are fed by main fans which supply 100% fresh outside air. Heat is provided by hot water perimeter convection radiation units underneath all window locations. Conditioned air is supplied to the space through slotted fluorescent lighting fixtures and is returned through the ceiling space which serves as a return-air plenum.

The mechanical systems cycle through eight (8) air changes per hour, and the system is designed for twenty (20) tons of air-conditioning per high rise floor. The system has been designed to provide cooling for 2W/ft² for Lighting, 2W/ft² for Power, 3W/ft². The building system heating/cooling design parameters are 75°F summer temperature and 72°F winter temperature.

Condenser water is available for computer and equipment installations that require supplemental cooling.

Type K Copper

All plumbing installations must use Type K Copper only. Plastic piping will not be permitted, including, but not limited to coffee maker supply lines, water filter systems, refrigerators, etc.

Pre-Operational Cleaning Procedures

All Mechanical Contractors shall clean, flush, and charge any and all new piping for “Closed Systems” utilizing the following methods: Ferroquest FQ7103 and Corrshield MD4102, or by a Landlord approved equivalent. Once the cleaning and flushing has been completed, a “final flush water” sample shall be taken for Cadillac Fairview to confirm system cleanliness. Once accepted by Cadillac Fairview, the new piping shall be charged with Corrshield MD4102 to achieve a Molybdenum level of 100ppm or better. Only after approval shall the new piping be connected to the existing systems.

Contamination of any “existing systems” by means of an improperly cleaned and/or charged retrofit system(s) will be the responsibility of the Tenant. They will bear the cost of rectification, as determined by Cadillac Fairview, and all associated costs will be charged back to the Tenant’s account.

The use of either softened or un-softened makeup water has no affect whatsoever on the dissolving rate of the corrosion products in the system. A preferred minimum of 72 hours is required to completely remove the rust deposits and dissolve the oily film on the surface of the metal in a system with an ambient temperature of 16° - 24°C (60° - 75°F). For optimum effect, Ferroquest 7103 should be continuously circulated during the entire cleaning operation.

Field experience has shown that using a system's re-circulating pump throughout the entire cleaning operation has been satisfactory, with no operating problems encountered. Upon completion, the system should be drained and flushed. After the spent pre-operational cleaning solution has been effectively removed from a cleaned system, it should immediately be refilled with makeup water and the required concentration of corrosion inhibitor to protect it from corrosion attack.

Water Balancing Verification

All water balancing reports are to be submitted to the Landlord upon completion of the Tenant work on both open and closed water systems. The reports must be done by the Landlord's approved Contractor (see the Recommended Contractor) at the Tenant's expense.

Plumbing & Drainage

All plumbing material must be CSA/ULC approved. Plumbing tie-ins to the main domestic cold-water supply, and connections to the sanitary drain and vent risers, are provided to allow for the addition of a limited number of private washrooms in leased premises (subject to the Landlord's approval); for these washrooms, the Tenant's Consultant is responsible to ensure that floor drains are added and properly sloped to meet floor drains. Tenants requiring hot water for kitchens must provide hot-water tanks.

Fire Protection

The office area of the building is protected by a fully automated sprinkler system. Each floor is provided with fire hose cabinets (22.9m or 75ft), portable fire extinguishers, and smoke detectors are located throughout all core rooms. Additional fire hose cabinets may be installed to allow for required coverage to occupied areas at the Tenant's sole expense.

Standpipe & Fire Hose Cabinet Systems

The use of Victaulic couplings is permitted on chilled water and fire hose protection lines.

Induction Units

Induction units are to remain base-building standard black, (Benjamin Moore CC50) unless otherwise approved by the Landlord in writing.

The Landlord's maintenance staff must have complete access to the perimeter induction units. Leasehold improvements at these locations must permit full access for service and maintenance.

6. Tenant Drawings

1. Consultants

The Tenant is permitted to select their design team for any proposed construction project, subject to the Landlord's final approval (it is advisable to review with the Landlord the proposed Consulting team, prior to engaging their services). When not prepared by the SPL Base Building Consultants, all drawings received by the Landlord will be forwarded to the relevant Base Building Consultant for review of impacts on the Base Building and its systems. The Tenant will be responsible for any and all incurred costs associated with the review process.

For clarity, please note that the drawing review process by both the Landlord and its Base Building Consultants only considers the proposed design impact on the Base Building Systems. The review does not waive the Tenant's design team's requirement to verify or consider the adequacy of the design against applicable and/or relevant building codes, standards, Tenant requirements, etc. Additionally, if during the course of construction the Landlord deems it necessary for the Base Building Consultant to verify the work in progress, the cost of doing so will be charged to the Tenant in full plus a 15% administration fee.

It is required that the Tenant and/or the Tenant's design Consultants visit the site to inspect and verify all site conditions prior to the commencement of all design work.

2. Drawings Submission & Review – Office

Drawings and Specifications

The Tenant must submit to the assigned PM three (3) sets of prints and one (1) set of half scale reduced prints, and project specifications in one complete package. In conjunction with the drawings, a sample board of proposed materials and finishes must also be provided. Any revisions to the approved drawing set must be re-submitted for subsequent approval.

Drawings must be submitted no larger than 600mm x 900mm (24"x36") and be bound separately by discipline. Cadillac Fairview reserves the right to request additional information, for purposes of definition or clarification, before giving approval. The drawing submission should include complete Architectural, Structural, Mechanical, Sprinkler, Electrical, Building-Automation, Security System and Life-Safety System drawings.

These drawings must show all proposed work and all parts of the base-building system that remain unchanged. Tie-ins and extensions to base-building security, fire alarm and communications systems must also be shown.

Failure to observe any SPL requirements when preparing drawings may result in a request for revision by the Landlord, or by the Landlord's Base Building Consultant. The Landlord reserves the right to

alter any section of this Design & Construction Manual information without notice, which may necessitate a further submission by the Tenant.

The Landlord requires up to ten (10) business days to review drawings and provide comments and/or approval. Resubmissions also require up to ten (10) business days for review. When submitting drawings, the Tenant and/or the Tenant's design team should consider the turn-around time required, and plan accordingly. The Landlord will not be held responsible for any delays in the project which may result from tardy or incomplete submissions, drawings requiring resubmission, etc.

Base Building Technical Data

Please contact the assigned PM should specific Base Building Technical Data be required.

Structural Drawings

Structural drawings should be provided where special conditions warrant their production (e.g. openings in slabs, high density file storage areas, etc.). Should openings of any kind in the concrete floor be required, it is recommended that the Tenant engage the Landlord's Base Building Structural Engineer in advance of the drawing submission, to review and approve the proposed renovations. The Landlord's Base Building Structural Engineer must review and approve all renovations having a structural impact.

Reflected Ceiling/Lighting Plans

Reflected ceiling/lighting plans should include:

- a) Lighting layout (including fixture types and counts), pattern, materials and suspension details;
- b) The locations of all access panels required to service building systems.

Floor Plans

Where the Leased Premises occupy less than a full floor, plans must show the entire floor plan identifying the location of the premises and their relationship to the elevator lobby, exits, washrooms, etc. Floor plans should include the following information:

- a) The locations of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions;
- b) Room names and uses;
- c) The location and layout of rooms with unusual loading concentrations; and,
- d) Materials and finishes throughout the premises.

Approved Drawings

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

Construction Schedule

The landlord must be provided with an approved Construction Schedule outlining the date work is to begin and hours of work. The schedule must be provided in a Gantt chart format showing milestones and be broken down by trade and the duration of their work.

3. Drawings Submission & Review – Retail

The following section provides cursory information with respect to proposed retail Tenant's construction/renovation projects. Though it serves as a reference for such submissions, all proposed projects must be in strict accordance with the requirements of the Retail Design Criteria Manual which can be obtained from the Landlord.

General Guidelines

All renovations and new construction intended to be performed by the Tenant or its Contractors must be completely and accurately detailed in working drawings, prepared by a qualified interior designer or a registered architect, whose selection has been approved by the Landlord and submitted to the Landlord a minimum of one month prior to possession. The drawing set must be submitted to the Landlord for approval, which must be given in writing by means of the Landlord's signature of approval on the Tenant's drawings, prior to the commencement of any proposed construction.

The drawing submission must be in accordance with the schedule stipulated in governing lease documentation and/or the drawings due date given by the Landlord. Should the Premises be incomplete at the time drawings are required for submission, the Tenant must base its drawings on available information, including outline drawings provided by the Landlord, and must confirm the accuracy of its drawings when the Landlord's work has been completed.

Any delay by the Tenant in providing such information may affect the Possession date, but shall not affect the term Commencement date.

The Landlord will supply to the Tenant outline plans, if available, for the designer's information and use. These plans will be in the form of the Property's Base Building drawings or working drawings provided by the previous occupant of the premises. For clarity, the Landlord does not guarantee, in any way, the accuracy of the information contained in such drawings. It is the Tenant's responsibility to ensure that site conditions are accurately reflected in the drawing set.

Please note that the Design Criteria supersedes all notations on reviewed drawings. The Tenant and its designer are obligated to conform to the set design criteria.

All drawings and samples must be submitted with a properly noted transmittal and/or letter. Information on transmittal/letter to include but not limited to the following:

- a) Contact information (designer, architect, etc.) full name (initials will not suffice), company name, company address, phone number and/or email address

- b) Reviewed drawings to be returned to (if different from above): full name, company name, company address, phone number and/or email Address

Submission Requirements

The following documents must accompany all retail project drawing submissions sent to the Landlord's PM (i.e. the Tenant Projects Department):

- a) Two (2) sets of the preliminary Architectural drawings;
- b) Two (2) sets of the final Architectural drawings (material sample board must accompany the Architectural drawing submission for final approval);
- c) Two (2) sets of the storefront Sign shop drawings; and,
- d) Three (3) sets of Mechanical and Electrical drawings sent directly to the Property's respective Base Building Mechanical and Electrical engineering Consultants.

Preliminary Submission

A preliminary drawing submission is recommended as a part of the drawings approval process. Its purpose is to provide the Landlord with an opportunity to comment on the proposed design concept so that the Landlord's requirements may be incorporated into the final working drawings and so that site conditions are appropriately addressed in a timely manner. If at any time the project team requires any clarification on project and/or drawing requirements, the project lead is strongly encouraged to contact the Landlord's PM for assistance.

The preliminary submission should be labelled "Preliminary Set" can be emailed as in PDF format (or two (2) sets of prints) that include, but are not limited to, the following:

- a) An outline plan of the store, at a suitable scale and paper size (no less than an 11"x17"), showing the general merchandising layout;
- b) A thoroughly dimensioned demolition plan, floor plan, reflected ceiling plan, storefront and interior elevations, and sections through the storefront, at a suitable scale sufficient to allow understanding of design details;
- c) Definitive storefront and interior sign information;
- d) A complete and comprehensive material sample board which accurately displays all finish materials and colours to be used (materials to be keyed to the drawings); and,
- e) A colour rendering of the storefront or other store photos of similar concepts.

Note: Preliminary approval is for concept only. Final submission is required for commencement of construction or the manufacturing/ordering of materials, store fixtures and signage.

Architectural Submission

All Architectural drawing packages must include all of the following, and are subject to a Drawing Review Fee.

- a) Demolition plan of existing interior partitions and fixtures where applicable;

- b) Floor plans showing dimensions related to lease lines and centre lines of demising partitions, storefront configurations, general merchandising and fixture layout, and flooring material throughout the premises;
- c) Grille closure details: full specifications and drawings are required including locking device details.
- d) Reflected ceiling plans showing ceiling materials, locations and types in legend format of all light fixtures, location of all special electrical equipment, and location of mechanical diff users and return air grilles; location of access panels. Lighting specifications, including category numbers, wattage levels and lamp types, are also a requirement;
- e) Storefront and interior elevations, storefront cross-sections, and related details;
- f) Signage details showing elevation and section, size and dimensioned location at storefront, colours and materials, mounting and lighting details. Sign shop drawings must also be submitted from the sign manufacturer for final Landlord approval.
- g) Material, illumination and construction specifications;
- h) Colour picture and/or a rendering of the storefront with new signage;
- i) If an existing sign to be replaced, a picture and/or rendering of the existing storefront is to be submitted along with a superimposed picture of the new storefront signage;
- j) Specifications and identification of all materials and interior finish schedule.
- k) A complete material sample board, which displays fully and accurately all finish materials and colours to be used, keyed to the drawings. The sample board should clearly and accurately identify the major finishes to be used in the store.

Please Note:

- i. The submission of a sample board is mandatory; final drawing/project approval will not be granted without its provision;
- ii. Anticipate changes to drawing submission. If sufficient changes are required, the Tenant Coordinator will require the drawings be resubmitted for final approval; and,
- iii. "Approved" drawings will be stamped by the Tenant Coordinator, where drawing approvals are valid for six months from date stamped.

Sample Board Submission

The material sample board must fully and accurately displaying all finish materials and colours to be used (keyed to the drawings), and is required for the final submission (drawing/project approval will be not granted without a material sample board). Samples are to be mounted onto a rigid board (loose samples are not permitted), and should consider the following:

- a) Identification of clearly and accurately major finishes to be used in the store;
- b) Scanned photos or digital images of materials and samples will not be accepted; and,
- c) Samples mailed to the Tenant Coordinator must to be packaged and shipped properly to avoid damage (i.e. broken items).

Mechanical & Electrical Submission

The Mechanical and Electrical drawings are to include all of the following:

- a) Detailed ductwork layout, diffuser layout, and proposed location of thermostat(s);
- b) Complete heat gain/loss calculations;
- c) Details and location of any required roof opening and related roof-mounted equipment;
- d) Sprinkler layout showing pipes, size and head location;
- e) Plumbing layout indicating fixture specifications, hot water tank, drains and any other equipment and materials;
- f) Single line riser diagram with an electrical load summary on the basis of watts per square foot showing connected and demand loads, and electrical panel schematics; and,
- g) Location of all electrical equipment and light fixtures, including night, emergency and exit lights (specify size, wattage, type and mounting).

Note: Mechanical and electrical drawings are reviewed by the Landlord's consultants and therefore any inquiries should be directed to the Landlord's Representative.

Typical Fee Structure

Drawing reviews carried out by any of the Landlord's Base Building Consultants (Mechanical, Electrical, or Structural) will be subject to the following fees (fees are subject to change without notice). Please note that these costs will be charged back to the Tenant, plus a 15% administration fee, as per our standard Lease agreement.

- a) Architectural Approximately \$500/drawing set
- b) Electrical Approximately \$500/drawing set
- c) Mechanical Approximately \$500/drawing set
- d) Structural Dependent upon complexity of structural work.

Engineering drawings and site inspection fees can vary from each project, and are subject to change without notice. Should the Tenant elect to engage any Base Building Consultant, the corresponding fee shall be waived.

7. Construction Procedures

1. Construction in Planning

The following subsections contain information regarding the documents required by the Landlord prior to the commencement of any work. The Tenant and the Tenant's Designer are strongly encouraged to review the information contained herein, so that the submission package is complete, and so that the Landlord can expedite any required revisions and approvals.

A. General Requirements

Appointment of the Contractor

The Tenant is required to engage its own Contractors (and sub-contractors where applicable) for the purpose of carrying out its construction work. All contractors:

- a. Are subject to approval by the Landlord;
- b. Must be in good standing with the provincial Workers' Safety & Insurance Board;
- c. Must ensure that the work performed by each unionized trade does not conflict with the work that other unionized trades are legally entitled to do by virtue of their collective agreements;
- d. Must utilize subcontractors for Automation, Mechanical, Electrical and fire-alarm approved work that are familiar with the base building systems; and,
- e. Must utilize Base Building required Contractors where directed by the Landlord in this document.

The Recommended Contractors section provides contact information for Contractors of various disciplines that are experienced with the SPL's construction policies and procedures. This list is meant to serve as a recommendation only, and Cadillac Fairview assumes no responsibility whatsoever for the use or selection of any Contractor and their workmanship or their behaviour while working at the SPL.

Trades

For all project work at the SPL, the Tenant must employ union affiliated contractors, subcontractors, etc., and ensure that the work performed by each unionized trade does not conflict with that of other unionized trades legally entitled to do so by virtue of their collective agreements. The trades must have union affiliation compatible with that of the Landlord's contractors. The Tenant is solely responsible for all damages (and associated repair costs) that may result from its Contractors' failure to comply with this requirement.

The Tenant is permitted to use non-unionized trades only for painting, furniture moving/setting, and audio/visual installations/work.

Documentation

The following documents/information must be submitted to the Landlord's assigned PM, and is required before any proposed work can proceed:

- a) Landlord written acceptance of Tenant Drawings/Specifications;
- b) A Construction Schedule;
- c) Base Building Consultant approval of all relevant drawings;
- d) All General Contractors must provide a copy of their Health & Safety Policies, and a letter which indicates that their policy will blanket all sub-trades;
- e) All relevant SPL Permit Forms must be completed to the best of the Contractor's ability. Updated SPL Work Permits can be obtained from the Landlord.
- f) Comprehensive Contact Information Sheet showing all of the Contractor's and Subcontractor's employees designated to work on the project. Emergency contact numbers and email addresses should also be included;
- g) A copy of all relevant City of Toronto Building Permits (i.e. Mechanical, Electrical, etc.);
- h) A copy of the Notice of Project (if applicable);
- i) A copy of the Health Department Approval (if applicable);
- j) Valid WSIB Clearance Certificate;
- k) MSD Sheets (if applicable);
- l) Certificate of Insurance with complete coverage and additional insured parties named; and,
- m) A letter on signed company letterhead indicating that the contractor has read this entire document, and agrees to abide by the terms and conditions as stated herein.

Health & Safety

The Tenant and their Contractor are responsible to ensure strict compliance with OHSA and any other applicable health and safety regulations. The Tenant and their Contractor shall take all necessary precautions to safeguard workers and the public from injury and accident, while preserving the integrity of all private and public property.

Routine site visits will be performed by a Landlord representative to review the project progress, workmanship, general safety requirements, and conformance with the Landlord's Contractors Rules and Regulations. The Landlord reserves the right to cease all work until unsafe work conditions or practices are resolved without penalty.

B. SPL Permits

Various construction activities require special SPL specific permits. Specifically, permits are required for: General Construction Work, Hot Work, Scanning & Coring Work, Fire Protection System Work, and Service Work. Additionally, whenever a reservation for the Service Elevator is required, a SPL Elevator Requisition Permit must be completed.

Permit forms are available from the SPL website and must be submitted to the email addresses as shown thereon. If for any reason you require clarification or assistance with the completion or submission of any Permit, please speak to the assigned Cadillac Fairview PM.

Failure to submit a completed Permit for any cited activities may result in a Construction Violation, and may be subject to a Fine. Please see the Construction Violations on page 36 for further information.

C. Insurance Requirements

Evidence must be provided, in a form acceptable to the Landlord, that the Contractor has General Liability Insurance for a minimum of \$5.0 million. Insurance coverage must include the following names as additionally insured parties:

Table 9 – Additionally Insured Parties

Simcoe Place – Front Street Tower

Named Insured

- 799549 Ontario Inc.
- Cadillac Fairview Corporation Limited
- Simcoe Front Developments Limited
- Simcoe Place Leaseholds Limited
- Canadian Broadcasting Corporation of Canada

Simcoe Place – Phase I Retail

Named Insured

- Cadillac Fairview Corporation Limited
- Simcoe Front Developments Limited
- Simcoe Place Leaseholds II Limited
- Canadian Broadcasting Corporation of Canada

Additional Named Insured

- The Standard Life Assurance Company
- The Royal Trust Corporation of Canada

If a company is a subsidiary of another firm, proof of adequate insurance must be provided in the form of either an actual Certificate of Insurance as outlined above, or, a letter and Certificate of Insurance from the parent firm indicating acceptance of responsibility for the subsidiary's work.

D. Construction Deposit

The Landlord will require a Construction Deposit (Certified Cheque or Money Order payable to The Cadillac Fairview Corporation Limited) between \$1,000 and \$10,000 per floor per project, to be held in a non-interest generating bank account. The assigned PM will provide the Contractor with the determined value of the deposit. These monies will be held until all close out documentation is received, and if they are not received, the monies will be applied against obtaining said documents.

Additionally, if for any reason the Contractor fails to rectify any outstanding deficiencies at the project completion, or repair any damage to the SPL premises, the deposit will be used by the Landlord to execute the work on the Contractor's behalf. Unused monies will be refunded, in full, to the Contractor.

2. Construction in Progress

The following subsections contain critical information for the Contractor and subtrades to observe while conducting work on the SPL premises. Specifically, information on checking-in/checking-out, construction procedures, Service Costs, Loading Dock procedures, etc. is provided. The Contractor and all subtrades must abide by all of the policies, procedures, and guidelines contained herein. It is also the Tenant's responsibility to ensure that their project team abides by these rules.

A. Permit Forms

The SPL is a very large and intricate complex. In order to manage the daily activities throughout the complex, the Landlord has created various permit forms to create a line of communication between the contractor and the facility operations. All permit forms can be obtained from the Landlord. The following list provides a description for the various forms, and for when they should be used.

Table 10 – Permit Forms Descriptions

Permit	Description
Construction Permit	This permit must be filled out and submitted to the Landlord prior to the execution of any work. Fields such as Tenant, project location, contractor contact info, etc. are required. In addition to the permit, a detailed Trades sheet must be attached. This sheet must provide the names and contact numbers of all personnel that will work on the project (i.e. GC and subtrade personnel).
Service Permit	This permit is used for service contracts between Tenants and Contractors. This form permits a contractor access to a Tenant space to perform service and maintenance work.
Freight Elevator Requisition	This form is used to secure the exclusive use of the service elevator.
Hot Work Permit	This permit is used to notify the Fire & Life Safety department of any work using propane equipment.
Scanning & Coring Work Permit	This permit is used to schedule scanning and coring work (typically for plumbing and electrical floor penetrations)
Fire Protection System Work	This permit is used to notify the Fire & Life Safety department of any work on Fire Protection systems (e.g. sprinkler systems, fire alarms, etc.).

B. Business Hours

Normal business hours at the SPL are generally between 0600 and 1800, Monday through Friday.

C. Keys & Identification Badges

While on site, all construction personnel must obtain and carry (on their person) a building identification badge at all times. Badges will be issued by the Landlord at the Loading Dock Office, and must be signed out individually at the beginning and end of each shift. All construction personnel must have proper, Government Issued, personal ID, and proof of employment with a Contractor or union affiliation. Similarly, all keys and access cards must be signed out from the Landlord, and are available on a first come first serve basis at the Loading Dock Office. The aforementioned forms of identification must be available for review by Landlord representatives at any time, upon request. Failure to adhere to this policy may result in the issuance of a fine (please see Table 12 – Construction Violations & Associated Fines on page 36).

Roof-top Access

In addition to the daily sign-in/sign-out process, if a Contractor requires access to any roof-top area at the SPL, the Contractor must sign a waiver form at the Loading Dock Office and present proper fall-arrest certification documents for review. Approval to access a roof-top area is subject to the discretion of the Security staff, and should be indicated on all Permit forms in advance of performing the work/requesting access.

D. Noise & Sensitive Work

Construction may take place within the leased premises during normal business hours, but if the work is deemed too noisy, Cadillac Fairview reserves the right to immediately reschedule all work to the evenings (1800 to 0600 hrs) at the sole expense and responsibility of the Tenant. All noise generating work (i.e. demolition, hammering, drilling, cutting, etc.) must be carried out between 1800 to 0600 hours, Monday to Friday, and outside of 0900 to 1200 during weekends. Working hours must be communicated to, agreed upon, and arranged with the assigned Project Manager. Any work outside of the leased premises must be enclosed by full-height plywood hoarding painted to match the surrounding finishes.

Sensitive work is defined as work which causes odours, vibrations, noise or other undesirable effects that emanate from the premises which, in Cadillac Fairview's opinion, are objectionable or cause any interference with safety, comfort or convenience for the building and its occupants. Sensitive work shall take place outside of normal business hours.

E. Temporary Services

The contractor is responsible for the distribution of temporary power and telephone service within the work areas. Exposed electrical cords are not permitted outside the occupied areas.

F. Construction Services

The following table (Table 11 – Construction Service Costs) shown below, contains costing information for various services required in typical construction projects. These services must be requested via the SPL Permit Forms, and can be found on the SPL website.

Table 11 – Construction Service Costs

Service	Cost
Hydrostatic Test	\$200/floor
Drain Down	\$250/day
Standpipe Drain Down	\$350/standpipe/zone/day
Cancellation of Any of the Above	50% refund of payment
Audit – Contractor Logs or Pass Cards	\$50/hour
Freight Elevator Requisition	Self Operated: \$25/hour Operator Assisted: \$85/hour

All cheques pertaining to sprinkler/standpipe system drain downs or H-tests must be hand delivered to a representative of the Emergency Response Team, or the assigned PM, 72 hours in advance of the scheduled work.

Cheques for all properties must be made out to: The Cadillac Fairview Corporation Limited.

G. Shipping & Receiving

Personnel, equipment, and material deliveries to the leased premises are to be made using routes designated by the Landlord. Construction materials may not be delivered during normal business hours (0600 hrs to 1800 hrs) without permission from the SPL Operations Department. Deliveries with special requirements (i.e. heavy/bulky items and/or hoisting needs) should be reviewed in advance with SPL Operations. After-hours loading dock access and use of the freight elevators must be reserved in advance. Upon after-hours arrival, the Contractor is to notify Security via the two-way intercom speaker connected to the Security desk, or call 416 340 8786.

The movement of construction material and equipment is controlled by SPL Security, and records of such transactions must be kept and filed with the Landlord.

Under no circumstance are trucks, vans, or cars permitted on the plaza at any time.

Landlord equipment in the loading dock areas, such as dollies, bins, etc. are not to be used by the Contractor.

Construction disposal bins are permitted between 1800 and 0800 hrs Mon. to Fri., all Sat., Sun. and holidays. Placement of the bins should be in designated areas only.

H. Deliveries & Hoisting

Equipment and/or material deliveries to the construction site must be via designated routes, and Contractor may not use Landlord's equipment (i.e. bins, dollies, etc.). All materials and equipment must be brought to the site via the Loading Dock and freight elevators only. Construction materials may not be delivered to the Loading Dock Monday to Friday 0600 to 1800 without prior permission.

Arrangements for handling heavy or bulky items requiring special handling or hoisting must be made.

Loading Dock facilities and Freight Elevators should be reserved in advance and require 48 hours notification. Reservations may be made through SPL Security.

Contractors, service personnel and Tenants must take all necessary precautions to minimize damage to or marring of elevator walls, doors, floors and ceilings. The Tenant and Tenant's Contractor will be responsible for all costs associated with repairs to damaged items/finishes. Contractors are expected to report any property damage to Security immediately to ensure accountability.

I. Site Work

The Tenant and their Contractor must ensure that all construction work is carried out in strict accordance with the Approved Drawings. Similarly, they must also ensure that all construction work complies with all applicable laws, by-laws, codes and regulations, including all applicable construction safety regulations including, but not limited to O.H.S.A. and W.H.M.I.S.

The follow subsections detail various requirements for other typical workplace construction activities.

Building Automation System (BAS) Work

The Tenant's Project Team is responsible for providing the Landlord's PM with an itemized list of all systems that will be tied into the SPL Building Automation System (BAS). This includes items such as temperature sensors, access control card readers, etc. The list provided by the Project Team will ensure that connections are appropriately captured so as to mitigate potential oversights upon commencement of Tenant operations within the leased premises.

Drilling, Cutting, and X-raying

Any and all drilling or cutting into the building's concrete structure must be reviewed and approved by both the Landlord and the Landlord's Base Building Structural Engineer. Drilling or cutting without authorization is strictly prohibited.

Prior to drilling or cutting, the Contractor is to engage the Base Building X-Ray Contractor (or Landlord approved equivalent) to locate all embedded material via an x-ray of the slab in the immediate location of the proposed hole. All drilling/coring locations shall be submitted in drawings, accompanied by the corresponding film, for review and approval by the appropriate parties at the Tenant's sole expense.

Drilling, Coring, and X-Ray work must be performed during off-business hours, with 7 days advance notice to the Landlord.

Electrical Power Shutdowns

All requests for electrical-power shutdowns must be made in writing and submitted to the assigned PM for approval four (4) weeks prior to the scheduled date. Shutdowns may take place between 0000 and 0600 hrs on weekends only.

Riser Room Access/Work

Access to the riser rooms throughout the SPL is managed by Rycom (see SPL Required Contractors/Consultants on page 4). The Tenant's Contractor is responsible for coordinating access to the riser rooms, and must supply any requested documentation to Rycom in advance of performing the work.

Any work in the riser rooms must be done in accordance with all relevant and applicable building codes and standards. Specifically, all floor slab penetrations must be smoke stopped and fire sealed. If a Tenant's work infringes on a conduit/penetration that does not comply with relevant codes and standards, it is the Tenant's responsibility to ensure that measures are taken to meet said requirements. Penetrations that are not compliant will not be "grandfathered"; all performed work must be completely compliant.

Security Electrical Contractor

Only approved Contractors may work on the Security & Life Safety Systems (i.e. card readers, cameras, etc.). Please see SPL Required Contractors on page 4.

Air System Shutdowns

Requests for air system shutdowns must be submitted for approval with at least 48 hours advance notice. All requests must be directed to the assigned PM for approval. A Tenant's request for extra air conditioning will take precedence over a Contractor's shutdown request.

Sprinkler Systems

The Landlord must approve all revisions to the base-building sprinkler system. The sprinkler-control valve will be closed and the line(s) will be drained until the completion of work on a given floor. Upon completion of all work, the system must be water-pressure tested at 200psi for two hours, and H-tests must be performed when ten (10) or more heads have been altered. It is imperative that test certificates are forwarded to the Security & Life Safety Manager within 24 hours of testing. The sprinkler system will be reactivated once all tests have been approved.

During Construction, when ceiling tiles are removed, existing sprinkler heads must be temporarily removed and upright heads must be installed in accordance with relevant codes and standards. Upon installation of the ceiling tiles (i.e. construction completion), the original sprinkler heads must be reinstated in accordance with relevant codes and standards.

Water System Shutdowns

All requests for water system draindowns (e.g. fire system, domestic water, etc.) must be submitted with a minimum of 72 hours advance notice, and standpipe shutdowns must be submitted with 96 hours advance notice to the SPL Security Operations Centre. Cancellation notification for shutdowns must be provided to the Security Operations Centre with at least 24 hours advance notice. The Contractor will be charged 50% of the full drain down cost upon failure to provide cancellation notification to SPL Security Operations Centre. Requests can only be made via SPL Permit forms.

Plumbing

Where plumbing is removed within the leased premises, all lines and connections must be removed from the ceiling spaces back to the core riser and properly capped. This is applicable even if the plumbing runs through other occupied areas before reaching the core riser.

Access Panels

Access panels in finished walls, ceilings and floors must be provided to permit access to equipment or services. Access panels must be a minimum of 600mm x 600mm (24" x 24").

Power-Activated Devices

Power-activated fasteners may not be used to fasten materials to the metal deck.

Revisions to Life Safety Systems

The authorities having jurisdiction must approve all revisions to the base building Life Safety Systems. Revisions to the Fire Alarm System must be approved by the Landlord, and any proposed revisions must equal or exceed the standard level of protection and detection throughout the SPL.

Any person working on the Fire Alarm System must have on their person a valid Canadian Fire Alarm Association (CFAA) certificate. At no time is the Fire Alarm System to remain in Trouble Mode after work is completed, and at no time is any work on the system to impair detection or communication

with adjacent or satellite areas. The Contractor is solely responsible to clear all Trouble Alerts from the system. The Tenant must use the SPL Required Contractors as shown on page 4.

Electromagnetic Locking Devices

Electromagnetic locking devices and related signage shall be installed in conformance with the Ontario Building Code. The Landlord has no authority to respond to requests for deviations.

Prior to the activation of electromagnetic locking devices, the installers/owners certificate required by the City of Toronto Fire Department must be completed by the installing contractor and verified by the Landlord's Fire Alarm Service Contractor. The Contractor is solely responsible to make all arrangements with the Landlord's Fire Alarm Service Contractor seven (7) business days in advance of such work. All required form(s) must be submitted to the Life Safety Department at the time the request for verification by the Landlord's fire alarm service contractor is made. All verification paperwork must be submitted to the Manager of the Fire & Life Safety Department within 24 hours of completion.

Voice-Communication Speakers

At no time may a floor be occupied during normal office hours if the speaker system is out of operation. All revisions must be performed during the night shift and co-ordinated to ensure that the system is fully operational and checked out by the start of business the following day.

Peripheral Devices

Fire alarm peripheral devices are not to be modified/tampered with without prior approvals from the Landlord. This includes, but is not limited to, Pull Stations, Smoke /Thermal heat detectors, Speaker Systems, and Pre-action Systems. Additionally, the Base Building EVC speakers may only be painted using a ULC compliant paint, verified by ULC and GE upon completion of all work. Alarm speakers must not be painted; speakers that have been painted will be replaced and reverified at the Tenant's sole expense.

Fire System Work

For any work on the SPL Fire Protection System, the Contractor is responsible to employ the SPL Required Contractor (please see the section entitled SPL Required Contractors) to re-map the fire system upon commencement and conclusion of work. This includes for items such as the temporary or permanent deletion or removal of smoke alarms, manual pull stations, speakers and/or heat detectors, etc. Failure to do so will result in all rectification costs to be charged back to the Contractor and/or the Tenant.

Fireproofing Material

All removed fireproofing material (either through construction, deconstruction, or if found to be non-existent on structural steel elements and floor penetrations) must be reinstated with a suitable and approved fireproofing material. This replacement material must be installed in accordance with pertinent building and fire codes, and is the sole responsibility of the Contractor.

The Landlord approved fire resistive material is CAFCO 300SB. This material is specially designed for the retrofit construction market.

Fire Watch

During a required fire watch, the relevant area must be patrolled once per hour and reviewed for potential fire hazards and signs of fire. Patrols should be documented for the purpose of inspection by the presiding authorities, and are to remain in place for one hour after any hot work is completed.

A Hot Work Permit must be completed and submitted as required, in advance of any hot work being performed. The approved permit must be on-hand and displayed at the project location(s) and be available for review by the SPL staff upon request.

Common Area Restrooms

The Tenant's contractor may not use common area restrooms. Only where the Tenant occupies a full floor may the Tenant's contractor use the restroom on that floor. Public restrooms are available on the concourse level.

J. Site Protection

All building finishes, including carpets must be adequately protected to prevent damage. Damage to the building finishes will be repaired by the Landlord at the Contractor's expense. The following protection is required:

- The Contractor must supply and protect carpet finishes with plywood and plastic sheets; and,
- Dust control mats must be placed at all construction exit points.

K. Construction Violations

In an effort to enforce the SPL's various construction policies, procedures, and guidelines, the following fines have been established to discourage delinquent behaviour, poor construction practices, and unsafe workplace health and safety practices. These fines will be levied against the Contractor determined to be responsible for the cited violation.

The Tenant's Contractor is responsible for the actions of all project tradesmen and delivery people. Any person found to be performing an unsafe act or exhibiting a blatant disregard for existing work, or disrespect towards Tenants or other people at the SPL will be promptly removed from the premises and not permitted to return. Moreover, repeated violation of the SPL's rules and regulations, or delinquent payment of outstanding fines, may result in a cessation of all construction activities for which that Contractor is responsible, and a subsequent ban from performing any work (present or future) at the SPL. The Landlord will not be held responsible for the costs resulting from banning a Contractor and/or an employee from the SPL premises.

Table 12 – Construction Violations & Associated Fines

Construction Violation	Fine Per Occurrence
Cause of fire. Any incurred damages will be added to this fine.	\$10,000
Failure to comply with the National or Provincial Fire Code, Building Code, OHS/A, or any other relevant code regulation, or applicable act.	Up to \$10,000
Open flame work without a Hot Work Permit and an ABC 10 lb. extinguisher within 10 feet. Non-functional extinguishers will be confiscated.	\$3,000
Negligent or deliberate disconnection of the fire alarm system without authorization or Contractor Certification, or activation of fire alarms (i.e. tones and/or no tones)	\$3,000
Leaving the SPL premises without reinstating the fire alarm system bypass.	\$3,000
Obstruction of any fire equipment (e.g. pull stations, hose stations, etc.)	\$1,500
Improperly stored compressed gas cylinders while not in use.	\$1,500
Failure to post all Building Permits, WSIB, WHMIS, H&S Policy in visible location.	\$500
Storage of combustibles in common areas, or unsafe accumulation of refuse.	\$500
Obstructing or ‘wedging open” any mean of egress.	\$500
Smoking while on the SPL premises.	\$500
Unauthorized garbage disposal at Shipping & Receiving-Loading Dock	\$500
Improper implementation of dust control measures at entrance and exit areas.	\$500
Failure to use wooden support for construction bins in the Loading Dock.	\$500
Storing equipment in areas other than the construction site (including Riser Rooms)	\$500
The use of passenger elevator by contractors.	\$250
Unauthorized parking welding, sawing, and/or cutting in the Loading Dock.	\$250
Failure to return badges, keys, or pass cards to the Security Operations Centre	\$250

Proper Personal Protective Equipment (PPE) must be worn on site by all visitors until such time as the site is deemed Substantially Complete. Violations are subject to fines as per above.

L. Site Cleanliness

Cleanliness

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

All work near the elevator lobbies requires the installation of adequate protection to ensure that infiltration of dirt and debris does not enter the elevator shaft (e.g. a plastic sheet taped around elevator door perimeter to ensure a tight seal).

Where special cleaning is required to maintain neat appearance, such cleaning will be done at the Contractor's expense.

Safety precautions must be undertaken when extension cords are required. Where possible, the extension cord must be run through the ceiling to the desired location.

Garbage & Waste

The Contractor is solely responsible for the removal of all generated construction debris, and must remember to avoid the accumulation of large amounts within the construction premises to avoid fire hazards. The Freight Elevator must be reserved to remove such debris. As space in the Loading Dock is limited, disposal bins are only allowed to remain in designated areas between 1800 and 0600 hours Monday through Friday, and all hours on Saturday, Sunday and holidays.

Arrangements for disposal bin delivery must be made through the Loading Dock Security Office. A list of Authorized companies to deliver disposal bins is available from the Shipping & Receiving Department. Bins must be placed upon wooden supports in designated areas, and upon removal of the bins, the Contractor shall leave the area in a tidy swept condition.

For recycling information purposes, the disposal bin provider bin will be required to submit a copy of the materials weight scale ticket to the Facilities Operations Manager. The materials weight scale ticket must be submitted within 24 hours.

3. Construction Completion

Before work is deemed substantially complete, the Landlord's approval must be obtained in writing. This approval indicates that work has been carried out in a satisfactory and acceptable manner. If approval is not obtained, the Landlord may be required to complete or revise various portions of the work in order to bring it into line with SPL standards. Any and all such work will be done at the Tenant's sole expense.

A. Premises Cleaning

Upon construction completion, the leased premises must be left in a clean "move-in" condition. In addition to the foregoing obligations, Tenants are responsible for ensuring, before premises are occupied or reoccupied, that the following areas and/or items are cleaned:

- All light fixtures and lenses;
- Ceilings and ceiling tiles;
- Floor tiles and carpets;
- Corridor walls and doors immediately adjacent to the occupied premises;
- Perimeter radiation or induction units (both inside and outside);
- Lint screens and coil (cleaning shall be done by the Landlord, charged to the Tenant's account);

- Interior face of perimeter windows;
- All service rooms;
- Window shades (cleaning of the blinds shall be carried out by the base-building cleaning company, and charged to the Tenant's account); and,
- In instances of full floor occupancy, all restroom facilities.

To avoid possible conflict with the building's cleaning program, Tenants/Contractors are requested to employ the SPL Housekeeping Services provider (see the Recommended Contractor) for post-construction cleaning.

B. Premises HVAC Systems

Prior to the Tenant occupying the space, the following items must be completed and verified at the Tenant's sole expense by the SPL recommended and/or required service providers/contractors:

- Consolidated Air Balancing Report (including perimeter induction units and VMA on open area)
- Calibration of all induction unit controls and VAVs;
- Cleaning of all duct work and HVAC equipment; and,
- Verification of all HVAC systems (refer to Commissioning on page 39).

C. Commissioning

Commissioning is a structured and documented process aimed at ensuring that mechanical and electrical systems are designed, installed, functionally tested, and capable of being operated and maintained according to the owner's operational needs. The commissioning process confirms the design criteria with respect to achieving business functionality and occupant comfort. Ensuring that the HVAC and electrical systems will perform as designed and intended is paramount to the Tenant's satisfaction with the leased premises over the duration of the term.

It is essential to understand the fundamental differences between commissioning processes and the standard services provided by engineering consultants. The following table provides this information.

Table 13 – Commissioning Process**Program Phase**

- Review & verify documentation of Owner’s Requirements (Design Intent – DI)
- Review & verify documentation of Designers’ Basis of Design (BD)
- Develop a Commissioning Plan

Design Phase

- Review & verify that the schematic design satisfies the DI and DB
- Refine the Commissioning Plan
- Review & verify commissioning specifications for construction documents
- Review & verify that the construction documents satisfy the DI and DB

Construction Phase

- Review & verify that any design changes satisfy the DI and DB
- Refine the Commissioning Plan
- Review and verify that the Contractor’s submittals satisfy the DI and DB

Acceptance Phase

- Review & verify installation approval given by design consultants
- Review & verify start-up and checkout approval given by design consultants
- Review & verify functional testing approval given by design consultants
- Review & verify Operation and Maintenance Manuals and staff training
- Prepare a report on the results of the commissioning
- Prepare a Systems Manual (DI and BD and commissioning benchmarks)
- Undertake a resolution of any outstanding deficiencies

Commissioning the leased premises prior to move in, is a required construction practice at the SPL. All Commissioning is handled by the Base Building Commissioning Agent (see Property Consultants), and all associated costs of commissioning are at the Tenant’s sole expense.

D. Required Close-Out Documentation

Project close-out documentation is a requirement for every Tenant project. The Tenant and the Tenant’s Contractor are required to provide all close-out documents within four (4) months of the completion of site work. The following documentation must be provided to the Landlord’s satisfaction in order for a project to be considered substantially complete:

- Certificate of Occupancy;
- WSIB Certificate;
- As-Built Drawings (two (2) hard copies and one set of soft copies on CD or DVD);
- All equipment Operation and Maintenance Manuals;
- Letter of Substantial Completion and proof of either publication in the Commercial Daily News or Certificate of Last Supply (if applicable);
- Verification of all required Meter installations;
- Statutory Declaration and Certificate of Substantial Performance;
- Air Balancing Report;
- Fire Alarm Verification Reports;
- Copies of performance and product Warranties and Extended Warranties;
- City of Toronto, ESA, and all other relevant permit closure documents;
- Copies of all Site Visit and Deficiency Reports from the Consultant(s);
- Engineer sign-offs/approvals (e.g. Notice of Substantial Completion); and,
- Commissioning Report.

If for any reason any of the listed items are not provided to the Landlord's satisfaction and within sixteen (16) weeks of Substantial Completion, the Landlord will contact the Tenant to coordinate the delivery of said documents. If the documents are not delivered to the Landlord within an acceptable period as agreed upon by both the Landlord and Tenant, the Landlord will carry out the required measures to substantially close the project. Any and all costs for this work will be charged to the Tenant's account, including a 15% administration fee.

8. Recommended Contractors

The following lists provide contact information for Contractors of various disciplines that are experienced with the SPL's construction policies and procedures. This list is meant to serve as a recommendation only. Cadillac Fairview assumes no responsibility whatsoever for the use or selection of any Contractor and their workmanship or their behaviour while working at the SPL. Additionally, this list does not preclude alternate Contractors from bidding on or performing proposed project work, subject to the approval of the assigned PM.

A. General Contractors

Centre Leasehold Improvements Ltd. (CLI) P.O. Box 184, Toronto-Dominion Centre Toronto, ON, M5K 1H6	Contact: Ray Martin (T) 416 363 6131 (F) 416 363 7094
Claybar Group Ltd. 91 Melford Drive, Toronto, ON, M1B 2G6	Contact: Tony Temelkovski or Michael Callanan (T) 416 298 1144 ext 345 (F) 416 642 0198
Greenferd Construction Inc. 70 East Beaver Creek Rd., Unit 42 Richmond Hill, ON, L4B 3B2	Contact: Scott Hledin (T) 905 763 4200 (F) 905 763 6766
Manel Contracting Ltd. 157 St Regis Cres., Suite 201 Toronto, ON, M3J 1Y6	Contact: Mike DiPietro (T) 416 635 0876 (F) 416 635 7430
Marant Construction Ltd. 42 Industrial Street, Suite 114 Toronto, ON, M4G 1Y9	Contact: Peter Elsenaar (T) 416 425 6650 (F) 416 425 3868
Rae Brothers Ltd. 60 Modern Road Toronto, ON, M1R 3B6	Contact: Sam Tucci or Anthony Loumankis (T) 416 364 8656 ext 230 (F) 416 364 6880
Rosscor General Contractors Ltd. 140 Finchdene Square, Unit 1 Toronto, ON, M1X 1B1	Contact Emanuel DiFalco (T) 416 297 1811 (F) 416 297 1812

B. Electrical Contractors

Ainsworth Inc. 131 Bermondsey Road Toronto, ON, M4A 1X4	Contact: Klass Tensen (T) 416 751 4420 (F) 416 751 9031
---	---

Campbell & Kennedy Electric Ltd. 242 Applewood Crescent, Unit 11 Concord, ON, L4K 4E5	Contact: John Ronan (T) 905 761 8550 (F) 905 761 8840
---	---

Ehrlich Electric Company 6741 Columbus Road, Unit 5 Mississauga, ON, L5T 2G9	Contact: Tim Hill (T) 905 795 8099 (F) 905 795 8063
--	---

Guild Electric Ltd. 470 Midwest Road Toronto, ON, M1P 4Y5	Contact: Andrew Lengyel (T) 416 288 8222 (F) 416 288 0884
---	---

Plan Group Inc. 27 Vanley Crescent Toronto, ON, M3J 2B7	Contact: Kevin Martineau (T) 416 635 9635 (F) 416 631 3087
---	--

C. Sprinkler Contractors

Classic Fire Protection Inc. 645 Garyray Drive North York, ON, M9L 1P9	Contact: Rick Berwick (T) 416 740 3000 (F) 416 740 2039
--	---

Edwards Sprinkler (part of Troy Sprinkler Ltd) 6305 Northam Drive, Unit 14 Mississauga, ON L4V 1W9	Contact: Peter White (T) 905 678 7650 (F) 905 677 5373
--	--

Quality Fire Protection Ltd. 190 Don Park Road Markham, ON L3R 2V8	Contact: King Chen (T) 905 940 8499 (F) 905 940 8604
--	--

Simplex Grinnell 2400 Skymark Avenue Mississauga, ON, L4W 5K5	Contact: Ian Folkes (T) 905 212 4400 (F) 905 212 4403
---	---

D. Mechanical Contractors

Adelt Mechanical works 2640 Argentia Road Mississauga, ON L5N 6C5	Contact: Keith Davidge (T) 905 812 7900 (F) 905 812 7907
---	--

Ainsworth Inc. 131 Bermondsey Road Toronto, ON, M4A 1X4	Contact: Klass Tensen (T) 416 751 4420 (F) 416 751 9031
---	---

H. Griffiths Company Ltd. 99 Strada Drive Woodbridge, ON, L4L 5V9	Contact: Tammy Docherty (T) 905 850 7070 (F) 905 850 7091
---	---

Impact Electrical & Mechanical Ltd. 219 Dufferin Street, Unit 6A Toronto, ON, M6K 1Y9	Contact: Don Gorman (T) 416 596 8123 (F) 416 596 8174
---	---

Plan Group Inc. 27 Vanley Crescent Toronto, ON, M3J 2B7	Contact: George Jones (T) 416 635 9635 (F) 416 631 3087
---	---

E. Scanning & Coring Services Contractor

The Graff Company ULC (Graff X Ray) 25 Hale Road Brampton, ON, L6W 3J9	Contact: Customer Service (T) 905 457 8120 (F) 905 457 8944
--	---

F. Flooring Contractors

Maple Group 900 Keele St. Toronto, ON, M6N 3E7	Contact: Tony Tedesco (T) 905 857 6006 (F) 905 857 6010
--	---

Terrazzo, Mosaic & Tile Co. Ltd. (TMT) 16 Nixon Rd. Bolton, ON, L7E 1K3	Contact: Enzo Costantino (T) 416 653 6111 (F) 416 653 2594
---	--

York Marble 2 Sheffield St. Toronto, ON, M6M 3E6	Contact: Robert Roppa (T) 416 235 0161 (F) 416 235 1247
--	---

G. Base Building Lighting

Cooper Lens

Contact:
 (T)
 (F)

North American Lighting Products Inc.
 5200 Dixie Road, Unit 34
 Mississauga, ON, L4W 1E4

Contact: Jim Glover
 (T) 905 238 0767 ext. 231
 (F) 905 238 1178

H. Drywall Contractors

Four Seasons Drywall Systems & Acoustics Ltd.
 200 Konrad Cres.
 Toronto, ON, L3R 8T9

(T) 905 474 9960
 (F) 905 477 6696

Maxan Drywall Ltd.
 2770 Brighton Road
 Oakville, ON, L6H 5T4

Contact: Roxanne St-Denis
 (T) 905 829 0070 ext. 227
 (F) 905 829 8177

Strap Drywall Systems Inc.
 65 Ram Forest Road
 Gormley, ON, L0H 1G0

Contact: Anthony Raponi
 (T) 905 841 8862
 (F) 905 841 4078

Tran-Ontario Ceiling & Wall Systems Inc.
 237 Millway Avenue, Unit 11
 Concord, ON, L4K 3W7

Contact: Neil Arbour
 (T) 905 669 0666
 (F) 905 669 0669

I. Security Escort Provider

G4S Security Services Ltd.
 2 Lansing Square, Suite 204
 Toronto, ON, M2J 4P8

Contact: Tom Doyle
 (T) 416 848 9972
 (F) 416 490 1443

J. Housekeeping (Cleaning) Services

Hurley Corporation
 707 Kipling Avenue
 Toronto, ON, M8Z 5G4

Contact: Naz Cellucci
 (T) 416 252 6311
 (F) 416 253 5151

K. Painting Contractors

American Colours Painting Inc. 115 Woodstream Boulevard, Unit 20 Woodbridge, ON, L4L 8K5	Contact: Ralph Paparelli (T) 905 264 8674 (F) 905 264 9308
--	--

Edwards Murphy Painting & Decorating Ltd. 41 Industrial Parkway South, Unit 5&6 Aurora, ON, L4G 3Y5	Contact: Mark Murphy (T) 905 727 3890 (F) 905 727 4546
---	--

Urban Painting & Decorating Ltd. 131 Whitmore Road, Unit 10 Woodbridge, ON, L4L 6E3	Contact: Angela Rossi (T) 905 856 9598 (F) 905 856 7940
---	---

L. Security System Contractors

Access Control Net 360 Carlingview Drive Toronto, ON, M9W 5X9	Contact: Bob Bennett (T) 416 798 2228 (F) 416 798 3962
---	--

M. Electrical Metering Provider

Carma Industries Inc. 1 Dundas St. W., Suite 2304, Box 25 Toronto, ON, M5G 1Z3	Contact: Steve Howard (T) 416 260 4264 ext 201 (F) 416 205 9907
--	---

N. Riser Room Management Firm

Rycom TPM Inc. 6201 Highway 7, Unit 8 Vaughan, ON, L4H 0K7	Contact: Customer Care (T) 1 877 792 6687
--	--

O. Elevator Service Contractors

Thyssen Krupp Elevator Ltd. 410 Passmore Ave. Unit 1 Toronto, ON, M1V 5C3	Contact: Sean Ranger (T) 416 599 3349 ext. 2402 (F) 416 599 4837
---	--

P. Demolition & Environmental Contractors

Biggs & Narciso Construction Services Inc. 181 Bentley St. Unit 14 Markham, ON, L3R 3Y1	Contact: Luis Narciso (T) 905 470 8788 (F) 905 470 9102
---	---

I & I Construction Services Ltd. 70 Newkirk Road, Unit 6 Richmond Hill, ON, L4C 3G3	Contact: Edward Barron (T) 905 884 1290 (F) 905 884 3267
---	--
