

**BUILDING HANDBOOK AND
CONSTRUCTION RULES & REGULATIONS**



**30 MONTGOMERY PARTNERS, LLC
30 MONTGOMERY STREET
JERSEY CITY, NEW JERSEY 07302**

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Building Services Contact List

Front Desk/Security (on-site 24/7)	Direct Line: 201-630-8144
Sr. Property Manager Steve Trivedi	Office: 201-451-0097 Direct: 212-841-5980 Email: Steve.Trivedi@cushwake.com
Assistant Property Manager Alexis Sardella	Office: 201-451-0097 Direct: 212-698-5578 Email: Alexis.Sardella@cushwake.com
Property Administrator Yerris Tavarez	Office: 201-451-0097 Direct: 201-451-7300 Cell: 201-467-3337 Email: Yerris.Tavarez@cushwake.com
Chief Engineer Carlos Ramos	Email: Carlos.R.Ramos@cushwake.com

Building Management Office

The management office is located on the 2nd floor in Suite 200. The Business hours are Monday – Friday from 9:00 AM to 5:00 PM. Building staff are available and on-site earlier should you require assistance.

Building Engineers

The building is staffed by a team of Engineers, available on-site from Monday – Friday 7:00 AM to 5:00 PM.

Building Hours/Holidays

The building hours are Monday – Friday 8:00 AM to 6:00 PM, Saturday 8:00 AM to 1:00 PM. During holidays, the building will operate on its standard weekend schedule, and HVAC services will not be available. You may request HVAC to be turned on by contacting management in advance for current rates and procedure. All requests must be made 48 hours in advance. Building management and engineering staff will not be on-site, and services such as the freight elevator, work requests, conference center, and loading dock will be unavailable.

Janitorial services will be suspended, and there will be no nightly cleaning. Normal operations will resume the next business day.

The Building Holidays are as follows (subject to change at any time):

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Tenant Building Access – Brivo App

Tenants are required to complete a Brivo Access Request Form for each new employee. This must be signed by an authorized representative for the request to be processed. An email will be sent to the employee from Brivo Access Pass with instructions on how to download the app,

and how to activate the mobile pass. All passes must be activated within a 72-hour period of issuance, otherwise it will expire, and a new pass must be issued.

If an employee is to change their phone and/or number, or if a phone becomes lost/stolen, please let someone from the building management team know immediately. We will then reissue a new pass to the employee.

All former employees must be reported to management within 24 hours to remove their building access.

Vehicle/Bike Parking

The parking garage is located at the corner of Greene Street and Christopher Columbus Street. The garage consists of 4 covered and temperature-controlled levels for parking. It is accessible to park 24 hours a day, 7 days a week. Overnight parking is prohibited without prior written approval from building management unless otherwise stated in your lease. Please contact us in advance if you require overnight parking.

All employees must sign a Parking Agreement to park in the garage. This agreement outlines the terms and conditions of parking and ensures compliance with our policies. Parking spots are numbered, and all cars should only park in the spot number assigned to them by building management.

Parking is only permitted for vehicles with reserved parking spots, which are subject to a monthly fee. All unauthorized vehicles will be towed at the owner's expense.

Bicycle/scooter racks are located outside of the building on Greene Street and Christopher Columbus Street. There are also bike/scooter racks inside of the parking garage for your convenience. Those who would like to use the inside racks must sign a Bicycle/Scooter Storage Agreement. All bicycles and scooters are prohibited to enter the lobby, stairwells, corridors, and tenant spaces. They must be stored in the designated area of the parking garage.

No Smoking Policy

Smoking is strictly prohibited within the building, including the use of vapes and e-cigarettes. Additionally, smoking is not permitted within **25 feet of the building's main entrance and retail storefronts** to maintain a clean and safe environment for all occupants and visitors.

For those who choose to smoke, a designated smoking area with a pedestal ashtray is available on the **side of the building on Greene St.** We ask that all cigarette butts and waste be properly disposed of to help maintain the cleanliness of the property.

Janitorial Services/Routine Office Cleaning

Every evening Monday – Friday after normal business hours, depending on your lease, a routine office cleaning is provided by an independent janitorial company provided by the landlord.

Computer equipment (including but not limited to) desktop/laptops, hard drives, keyboards will not be cleaned up; nor will they vacuum or dust near computer cable and wires. This is to avoid disrupting any sensitive computer equipment. Please remove all sensitive documents from work areas. All personal items such as picture frames, vases, trophies, etc. will not be cleaned. For a full outlined list of nightly cleaning duties, please reach out to building management.

All cardboard boxes need to be “broken down” and placed in the freight elevator lobby. The janitorial staff will not remove boxes from any tenant suite. All garbage on desks will not be thrown out. Please place all items in the designated garbage bins throughout your suite. Should you require emergency janitorial cleaning or are dissatisfied with your nightly service, please contact a member of the building management team.

Cove/Work Orders/Visitor Building Access

The Cove platform is exclusively for tenant point of contacts and office managers to efficiently manage building-related tasks and requests on behalf of their teams.

Key Features:

- **Work Orders:** Submit and monitor maintenance and service requests directly on the app or website.
- **Visitor Registration:** All visitors are required to be entered into Cove before arrival. Those who are not listed will not be allowed entry into the building.
- **Amenity Reservations:** Book conference rooms, after-hours HVAC, and freight elevator reservations directly in the app or website.

Access and Login: The platform is accessible via the Cove mobile app (available on the Apple App Store and Google Play Store) or through a web browser at www.mybuilding.cove.is.

Each tenant point of contact or office manager has been pre-credentialed for the system. Simply use your work email address to log in, and a 6-digit code will be sent to you for verification. Please note that this platform is not available for general employees or team members. If you would like to be added, please have your manager or tenant representative contact the property management office for assistance.

All other employees must be registered to our email blast notification center. This will be our main resource for all important/emergency building related alerts and includes our Monthly Newsletter which contains all building events. Please have all employees visit the 30Montgomery.com website to register.

Vendors/Deliveries

All vendors performing work/deliveries to your office suite must be scheduled and a Certificate of Insurance is required to be given to building management. All COI's must be provided to building management at least 24 hours prior to their arrival. They will not be allowed into the building to perform any work or make any deliveries if not approved by building management. COI's must include automobile liability. If the insurance is not available, the delivery must be made curbside and picked up by an employee of the tenant. A sample of our requirements for the COI can be found on page 20. Please ensure the additionally insured and certificate holder are included as shown on the sample.

All deliveries and transportation of supplies, furniture, pushcarts, etc. are required to use the freight elevator. The dimensions and delivery dock/freight elevator hours are below for reference.

Freight Elevator Cab Size: 102"H x 63"D x 78"W

Weight Limit: 3,500 lbs.

Door Opening: 46"W x 84"H

Delivery Dock & Freight Elevator Hours:

Monday – Friday 7:00 AM to 5:00 PM

Loading Dock

The loading dock entry is located on the Greene Street side of the building and has two bays with **clearance height of 12' 6" Ft.** Only vehicles with Commercial License Plates and validated COI's will obtain entry into the loading dock. The loading dock is only for unloading and loading of materials. Parking is not permitted in the loading dock.

Moving Policy and Procedures

Tenants should contact building management as far in advance as possible, but no less than 2 weeks prior to coordinate their move. This ensures exclusive access to the freight elevator during the scheduled move.

All move-ins and move-outs must take place between **6:00 PM and 8:00 AM, Monday through Friday, or anytime on Saturday and Sunday.** Additional charges will apply for any required on-site personnel or engineers. All tenants who are moving out will be provided with a Move-Out Checklist from building management.

Tenants vacating the premises will receive a **Move-Out Checklist** from building management. All requirements must be met to a satisfactory standard before the lease termination date. Following the move, building management will inspect all areas for damage. Any damage to the building or fixtures resulting from the move will be the tenant's financial responsibility.

All movers must adhere to the following:

- Movers must provide a COI to building management before their arrival. A sample COI and its requirements can be found on page 20.
- Furniture or equipment must be moved with wheel or skid-type dollies. Items are not allowed to be dragged through the tenant's space or building common areas.
- Clean Masonite must be provided and installed by moving company to be used as runners along all finished floor areas. The Masonite must be at least ¼ in thick, 4" X 8" wide, and be placed in freight elevator lobbies, corridors, and 32" wide in the tenant's suite. All Masonite sections must be taped together to prevent sliding.
- Movers are required to provide and install corner guards, protective coverings for all walls, doors, and all other areas along the route for the move.
- Movers must take all boxes, bubble wrap, trash, and any other packing materials with them when leaving the suite and the building. If any materials are left behind, they will be disposed of, and the tenant will be charged a disposal fee.

Construction by Tenant

Tenants performing any construction in their premises must contact building management prior to starting any work. This includes cosmetic changes. All plans and finishes must be submitted to building management for landlord approval prior to the commencement of any work or modifications. Please review your lease before contacting building management as it typically provides clear directions on the construction process. In addition, please review our Construction Rules & Regulations on page 11 for more information and specific requirements. Failure to comply with these guidelines may result in delays, fines, or other penalties. Ensuring all work meets safety standards is crucial for the well-being of all building occupants.

Leak Detection and Repairs

For all tenant improvement projects and alterations, the tenant shall install and maintain an acceptable measure for leak detection and auto shut-off devices for all water sources within the tenant's space. All devices must be approved by building management prior to installation. Such leak detection and shut off devices shall include an audible sound/message at a minimum but may require more substantial detection depending on the water source and the potential damage it can cause. The tenant is responsible for maintaining/repairing all leak detection devices and should conduct regular testing to ensure functionality. The tenant must immediately notify building management upon any leak detections so that all repairs can be performed in a timely matter.

Electric and Water Meters

For tenant improvement projects and alterations that require an electric and/or a water meter, the tenant will be responsible for the installation. All meters must be installed no higher than 54in. above finished floors. If the meter cannot be installed where it is easily accessible, a remote reader must be installed and completely accessible. All meters shall read in gallons or kWh units. The tenant will be billed monthly for such meters by the landlord (subject to an additional fee if applicable in your lease).

Contractor Authorization

All contractors entering the building are required to be pre-authorized by building management. At least one week prior to commencement of work, the tenant or the tenant's General Contractor/Construction Manager must provide written authorization consisting of all contractors, subcontractors, and/or vendors that will be performing work in the premises for building management's approval. This list will be reviewed to determine if valid Certificates of Insurance (COIs) are on file. A list of contractors without valid COIs will be provided to the tenant and will not be allowed to perform any work in the building. All contractors, subcontractors, and vendors will require a valid COI.

A list of all contractors, subcontractors, vendors, and deliveries that are scheduled for the building must be submitted to building management no later than 3:00 p.m. for work the following day, or by Friday at noon for weekend work or work for the following week. The format can be a simple email with all contractors, subcontractor names, dates, and times they will be in the building, along with the tenant's name and floor. For weekend work, the list must be separated by Saturday and Sunday and include the approximate working hours (as engineering coverage is required for an additional costs). The list will be reviewed and approved by building management and then forwarded to Security and Engineering for visibility.

Freight Elevator Reservation Policy

The freight elevator will be reserved on a first-come, first-served basis. Booking of the freight elevator does not guarantee exclusive use. Reservations for the freight elevator must be booked as far in advance as possible, but not less than 1 week before. The freight elevator is to be used for contractor personnel, move in/out, and deliveries (three trips max). It is not to be utilized by tenants as a passenger elevator. The intent is to allow the freight elevator to be used for normal building operations in automatic mode without the doors being held open. An alarm will sound if doors are held open. The freight elevator must be reserved for major construction deliveries. Please send a notice to the building management office at least 48 hours in advance, including the date, time, tenant name, floor, and contractors. Depending on the size and type of delivery, the freight elevator may need to be reserved as outlined below:

During Normal Business Hours

- Normal Business Hours for the freight elevator are defined as Monday – Friday from 7:00 AM to 5:00 PM.
- Minor construction deliveries are defined as those small enough to occupy less than half of the entire freight elevator and limited in quantity to three trips. Furniture deliveries are excluded from this category. Any deliveries on a pallet (or otherwise requiring a pallet jack) will automatically be excluded from the minor delivery classification and will require a Freight Reservation, which includes additional personnel costs.

Outside of Normal Business Hours

- The elevator must be shared to accommodate personnel and minor deliveries from other contractors.
- The freight elevator will be booked for one-hour periods, with a maximum of two hours consecutively. If more than two hours are required, special advance notification must be provided, including the reason for the extended period, and building management must approve.

Contractor Building Access

All contractors and subcontractor personnel must enter the building through the loading dock located on Greene Street. Upon arrival, all personnel are required to proceed directly to the security desk to sign in and obtain a visitor's pass. All passes are to remain visible for re-entry into the building. The freight elevator is designated for traveling to and from the tenant's floor; the use of passenger elevators is prohibited. Additionally, all personnel must sign out at the security desk before leaving the building at the end of the day.

Access will be granted only to personnel from contractors and subcontractors who are authorized under the policy outlined above and who have a valid Certificate of Insurance on file with the building management office.

Insurance Requirements (Contract/AIA Requirements May Vary)

Insurance certificates must be submitted to building management prior to the commencement of any work. All contractors performing work in, on, or on behalf of the property, its landlord, or tenants are required to meet the following minimum insurance requirements:

- General Liability: \$2,000,000 general aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Excess Liability: \$5,000,000 for each occurrence & aggregate
- Employee Liability: Not less than \$500,000

- **Workers' Compensation:** In compliance with statutory limits, but no less than \$500,000 bodily injury by accident/disease. Workers' Compensation Insurance is mandatory for all contractors.

Contractors and their subcontractors must ensure that current Certificates of Insurance are on file with the building management office, listing 30 Montgomery Street, Jersey City, NJ, Advisor (American Realty Advisors), 30 Montgomery Partners, LLC, and Cushman & Wakefield, Inc., along with all their shareholders, members, parent companies, subsidiaries, managers, partners, officers, directors, affiliates, representatives, employees, successors, assigns, and agents as additional insureds, prior to the commencement of any work.

A sample COI can be found in Appendix A (page 20) for further reference.

Construction Rules & Regulations

The contractor is responsible for obtaining a copy of the Building Rules and Regulations and ensuring that all personnel, including staff and subcontractors, adhere to these policies and procedures. All general contractors, subcontractors, suppliers, and vendors must be promptly informed of the following rules regarding their conduct within the building. The general contractor must ensure that their subcontractors read and understand these rules and regulations. Ignorance of these rules does not constitute a waiver of liability or responsibility.

General Requirements

1. A copy of the Contractor Rules and Regulations will be always kept at the job site.
2. The contractor must comply with all applicable OSHA requirements, as well as federal, state, and local rules and regulations for each project. The contractor and/or tenant shall obtain, at their own expense, all necessary permits, and fees, including those for after-hours work, and provide copies to the Building Management Office. A permit board must be set up at the work site, clearly displaying all relevant documentation.
3. Before commencing any work in the building, a Pre-Construction meeting is required between the general contractor, Building Manager, Building Engineer, and the Tenant (if applicable) to outline and identify the general parameters and requirements for the project.
4. The contractor must provide the Building Manager with a written list of all subcontractors, a timeline for the work (including start date, demolition time frame, and standard working hours). Once approved by the Building Manager, copies of this information will be forwarded to the building engineers and after-hours security personnel. This ensures the quickest possible access to construction areas.

5. The contractor must submit contact numbers for at least two (2) employees, both day and after-hours, to the Building Manager prior to the start of construction. This ensures that the contractor and/or subcontractors can be reached during off-hours or weekends if necessary.
6. The contractor should plan and coordinate a weekly meeting with all individuals involved in the tenant finish process, including the Building Manager/Engineer. The purpose of this meeting is to keep all parties informed of upcoming plans, any problems, and/or anticipated changes in the work schedule.
7. Prior to the commencement of work or the delivery of any materials to the premises, the contractor and the Manager will conduct a walk-through inspection. This will include the space proposed for construction, the loading dock entrance, and all passages of travel between these points (including the loading dock, freight elevators, hallways, restrooms, elevator cores, etc.). The purpose of this inspection is to document any existing damage before construction begins. Immediately after construction, a post-construction walk-through will be performed to identify any new damage. The contractor will be responsible for the costs of repairing any such damage.
8. During construction, nothing should be placed on top of the convector covers or leaned against the windows around the perimeter of any space.
9. All subcontractors performing services at the building are expected to be experienced and professional in their respective fields of expertise and will operate solely under the direction of the general contractor. It is the responsibility of the general contractor to ensure that these rules are distributed to, understood by, and complied with by all individuals under their supervision.
10. The contractor must always maintain a minimum 20 lb. ABC fire extinguisher on the construction site. The extinguisher must be properly tagged, inspected, and fully charged. Hot work permits must be utilized when performing welding or similar activities, and copies of these permits must be submitted to the Management Office each day.
11. The contractor must notify the building engineer/management when the building's fire system needs to be tested each day prior to commencing work. Engineers are available from 7:00 AM unless the contractor agrees to compensate the engineer for overtime hours.

After-Hours Access

All access required outside of normal business hours (**8:00 AM to 4:00 PM**) or on weekends must receive prior authorization from both the tenant, if applicable, and the Building Manager. Additional charges for extra security and engineering personnel will be the responsibility of the contractor.

Sign-In and Out Procedures

- All construction personnel are required to enter and exit the building through the loading dock only. Workers must sign in and out in the log maintained by the Building Manager at the Loading Dock Security Desk, indicating their respective company and the floor where work is being performed. The Building Manager must be notified in advance of all after-hours schedules.
- All workers must be easily identifiable by always wearing visitor badges while in the building.
- Any contractor attempting to bring flammable gas for torches must obtain prior authorization from management. Security and engineering must be notified before proceeding to the work location.

Deliveries

- All deliveries of materials and debris removal must be routed through the loading dock. Only loading and unloading are permitted; parking is not allowed for any reason.
- Large deliveries must be scheduled for arrival during non-business hours. Prior arrangements should be coordinated through the building's management office, with at least 48 hours' notice required. The General Contractor is responsible for scheduling elevator time and coordinating the use of the loading dock with management.
- Deliveries will be permitted on a first-come, first-served basis from 7:00 AM to 9:00 AM, Monday through Friday.
- A maximum of thirty (30) minutes is allowed for vehicles to load and unload at the delivery entrance. Adequate manpower must be available to meet this requirement. Vehicles left unattended in the loading zone do so at the owner's risk. Management reserves the right to decline deliveries that do not adhere to proper protocols.
- All deliveries must be made through the designated loading dock entrance and not through the front doors. Carpet protection must be used whenever materials are rolled across carpeted or finished tenant floors.
- Protection for floors and walls must be installed by the contractor prior to delivery.

Elevators

- All contractors and their personnel must use the service elevator for transporting people and materials. No materials, equipment, or personnel are permitted in the finished passenger elevators, which are reserved for building occupants and their guests. If the

service elevator is inoperable, the Building Management Office will be notified to prepare an alternative elevator for use. Reservations for the service elevator must be coordinated with the Building Manager at least 48 hours in advance, as outlined above.

- Motorized lifts of any kind are not permitted in the building without prior approval from Building Management. To obtain approval, the contractor must provide Building Management with specifications for the proposed equipment, including dimensions, weight, and safety certifications.

Demolition

- No construction waste or debris may be placed in the building's dumpster or compactor. The contractor is responsible for the removal of all waste and debris from the premises at their own expense.
- All construction debris must be transported during pre-scheduled time frames in rubber-wheeled containers to prevent damage to walls and floors. All doors must be protected with paper and cardboard. Staging of construction debris, furniture, or other materials outside the immediate construction area is prohibited.
- No storage of supplies or trash is permitted in the loading dock area at any time. Additionally, trash containers of any size must not be stored in this area.
- If any supply ducts are opened or removed during demolition, they must be immediately capped to maintain the system's static pressure.
- Thermostats located in the construction area typically serve occupied suites and corridors. Therefore, they must not be turned off, removed, capped, or relocated without prior approval from the Building Chief Engineer.
- All required exits must always remain free and unobstructed, and all emergency lighting must be maintained.
- All doors, frames, lights, sidelights, carpet pieces, and any other materials permanently fixed to the premises are the property of the building. Arrangements must be made with the building's engineers to transport these items to the designated storage area.
- Return air ducts must be covered and maintained with filter material approved by the Chief Engineer.

Fire and Life Safety Systems

- Any contractor who anticipates working on the building's life safety systems (including sprinklers, smoke detectors, and fire command speakers) or whose work may affect these systems must submit a request to the Building Manager to shut down the systems at least 48 hours prior to the commencement of such work. Failure to do so will result in a fine of \$500 for both the contractor and the tenant, imposed by 30 Montgomery Partners, LLC c/o Cushman & Wakefield, Inc. A fee will also be charged for these services.

- The contractor and all associated subcontractors must coordinate with the Building Manager and Engineering to ensure that the fire system is taken offline before work begins. Any false alarms will be charged back to the contractor. Repeat offenders will be removed from the approved contractor list and will no longer be permitted access to the premises. Fire safety equipment should be reviewed with the Building Manager and Engineering prior to the start of work, including smoke detectors, flow switches, sprinkler lines, pull stations, fire dampers, and return air duct detectors.
- Before commencing work, the contractor should contact Engineering and/or the Manager at the Building Manager's office. This communication will help ensure that all associated protection equipment is offline before work begins. The contractor is required to unbag detectors at the end of each workday and notify Management/Engineering when work has been completed for the day, allowing the system to return to 'normal' status. The contractor must remain on site until the Engineer confirms that everything is 'normal.' Any issues with the panel will be the contractor's responsibility to resolve before leaving the site for the day.

Alarm System Modification

- Any changes to the existing building fire alarm system, including but not limited to the relocation of horns, speakers, magnetic hold opens, and card access system interfaces, must be planned and coordinated with the approval of the Building's Engineer. All work on these systems must be performed by the building's approved contractor, JCI, who is specifically licensed to make changes to the existing system. No exceptions or substitutions will be permitted.
- All costs associated with modifications must be included in the general contractor's overall budget, and the building's fire vendor, Johnson Controls, shall be considered an additional subcontractor to the general contractor.
- Any fire alarm programming and testing must be conducted outside of normal hours and scheduled in advance with Building Management.
- All life safety equipment must be maintained, including the provision of a contractor fire watch during welding, gutting, and sprinkler work at the site.

Daily Walk-Through

- The contractor should anticipate that a representative from the building's management or engineering team will conduct a walk-through of the premises at least once each day to assess construction progress, ensure compliance with the rules, and inform the general contractor of any special circumstances that may impact the ongoing construction. A clean site is a safe site!
- Representatives from Building Management or Engineering reserve the right to inspect the work, halt work, and/or remove any worker from the job at any time during the contract.

Disturbance and Work Scheduling

Any project or operation that may cause a disturbance to other tenants, including but not limited to demolition, core drilling, and the use of ramset guns, shall only be permitted during non-business hours. Such work must be scheduled at least 48 hours in advance with the building's management office. If a complaint is received by Management, work will cease immediately, with no delay in the work being charged to the Landlord. Representatives from Building Management or Engineering reserve the right to stop work and/or remove any worker from the job at any time during the contract.

Miscellaneous Rules and Provisions

- During the initial move-in or move-out of equipment and materials, as well as during periods when substantial amounts of materials are received, all common area carpets and corridors between the freight elevators and build-out areas must be inspected by Building Management. Protection for corridor areas must include carpet protection on floors, corner boards, elevator threshold covers, and doorway protection.
- All core drilling must be approved by building management and may only occur outside of normal business hours. Additional costs for Engineering staff will be incurred by the Contractor or Tenant.
- The contractor is not permitted to obstruct common areas on any floor occupied by other tenants. All work areas must be left broom clean at the end of each day, including those associated with material movement (loading dock elevators, corridors, etc.). Contractors must supply their own cleaning equipment and supplies for construction cleanup and are expressly prohibited from using Building janitorial equipment.
- Construction personnel are not permitted to block open stairway doors and electrical room doors, as these doors provide necessary fire protection in accordance with Jersey City Fire Code. Violations of this provision will result in a \$100.00 fine for the contractor and may lead to dismissal from the project.
- Before the completion of construction, the contractor must schedule a final walkthrough inspection with the Building Manager. A punch list will be generated, submitted, signed off, and completed to the satisfaction of the Manager.
- The contractor and their subcontractors are responsible for the safekeeping of their own equipment, supplies, and tools. Neither the Landlord nor the Manager will be liable for any missing items.
- No painting, spraying, or other work involving noxious fumes is allowed during building hours (Monday through Friday, 7:00 AM to 6:00 PM). Building management reserves the right to inspect work, halt activities, and/or remove any worker from the site at any time.

- When performing work that may generate significant dust (e.g., painting or sanding), the Building Management Office must be notified so that the fire alarm/smoke detection system can be taken offline and cleaned as necessary.
- Contractors must implement proper dust control measures to prevent debris from accumulating in induction units. Protective coverings should be used as needed, and units must remain free of dust and construction residue throughout the project. Upon completion, all induction units must be thoroughly vacuumed and cleaned to ensure they are in proper working condition.
- No signage, tape, or paint may be affixed to windows. Damage to the solar tint inside the windows will require replacement at the contractor's expense.
- No supplies or tools may be placed outside the construction area. Doors to common area corridors must remain closed at all times. If an entry door is not yet installed, a plastic barrier must be hung to prevent dust from entering public areas.
- Electrical, plumbing, or other services requiring ceiling access must be approved by Building Management prior to work commencement. All work must be performed professionally, and any fingerprints, dirt, or debris must be removed immediately. Damaged ceiling tiles will be replaced at the contractor's expense.
- Contractors may not use restroom sinks for cleaning tools or materials. Slop sinks in janitorial closets are the only approved water source. Access to these closets must be coordinated through Building Management, and no debris should be disposed of in janitorial sinks.
- Contractors and subcontractors may use the 1st-floor service corridor restrooms only. Any personnel found using restrooms on tenant floors will be removed from the site immediately.
- All tenant interior and exterior door locks must match the building's master system. Keying requirements must be coordinated through the Building Management office, which maintains an inventory of standard hardware for contractor purchase if needed.
- No parking is available on-site. Contractors and subcontractors must not park in fire lanes, loading zones, visitor parking areas, or designated parking spaces around the building. Nearby parking options are available.
- Any dust or paint debris tracked into corridors beyond normal limits must be cleaned or corrected immediately by the contractor. Failure to address this after notification will result in Building Management correcting the issue at the contractor's expense.
- Elevator tracks must be kept clean and free of debris. Any elevator failures caused by dirty tracks will be billed to the contractor.

- Radio or similar devices are not allowed to be operated within the premises during office hours.
- Walk-off mats must be installed at the beginning of construction and always maintained in a clean and safe manner.
- This is a non-smoking property. Smoking is prohibited anywhere in the building which includes E-cigarettes and vapes.
- All workers must maintain a professional demeanor, avoiding abusive language and standing in lobbies or common areas.
- All contractors and subcontractor personnel must wear appropriate attire, including shirts with sleeves (company-branded T-shirts are acceptable), long pants (no shorts), work shoes with socks, and any necessary PPE.
- Alcoholic beverages and drugs are prohibited on the premises. Personnel appearing to be under the influence will not be allowed entry and may be removed from the job site.
- Gasoline-operated devices (e.g., concrete saws, core machines, welding machines) are not permitted within the building. Electrically operated substitutes must be used.
- No propane, kerosene, gasoline, or other flammable substances are allowed on the premises without prior approval from the Building Manager and in accordance with building codes.
- No signs, placards, or advertisements visible from the exterior of the premises may be displayed without the Landlord's prior written consent. Violations will result in the removal of unauthorized items at the Landlord's discretion, with costs charged to the violating party.
- These rules are subject to change and may be modified by Building Management to protect the interests of the building.
- There shall be no use of tenant or building property, including tools, supplies, or equipment, without prior approval from the tenant or Building Management.
- The use of toxic or odor-causing materials must be scheduled with Building Management in advance, with prior notice given to adjacent tenants.

Contractor Agreement Form to Construction Rules & Regulations

The contractor acknowledges and agrees to Building Rules and Regulations as outlined above.

Project/ Tenant Name: _____

Location/ Suite Number: _____

Agreed to this day of _____

Print Name

Signature

Company Name