



TENANT FINISH-OUT CONSTRUCTION GUIDELINES

All contractors, sub-contractors and their employees are required to abide by the following building guidelines. Failure to do so may be deemed as a breach of contract. Willful or repeated misconduct may result in the cancellation of the construction contract.

Project Administration

- Contractor must submit a full set of working drawings to the address below along with an original certificate of insurance as defined in the "Minimum Insurance Requirements" exhibit attached to these guidelines in order to obtain the building management's written approval. Please allow five business days from the date of submission in order to receive a written response.
- Contractor is responsible for obtaining all necessary building permits and submitting a copy to the building manager.
- Contractor must provide a list of sub-contractors to the building management and conduct a job-site pre-construction meeting with all involved to discuss the items included in these guidelines prior to beginning work.
- Contractor must provide a construction schedule to the building management prior to beginning work.
- Waiver and release of lien documents are required from contractor at final payment.

No Smoking

- The Building is a **non-smoking** building. Chewing tobacco is also **not permitted**.

Parking

- All workmen's vehicles must be parked on the 3rd level or higher of the adjacent parking garage.
- No surface parking is allowed except for the off-loading of tools or materials.
- Vehicles parked in a fire lane, delivery zone or handicap space will be towed at the owner's expense.

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Trash

- No construction trash shall be deposited in the building dumpster under any circumstances.
- The contractor should contact the management office listed below to arrange for a suitable location for the dumpster prior to ordering it.
- Any damage to paving, curbing, retaining walls, etc. caused by the contractor's dumpster or hauler will be charged back to the construction contract.

Access

- After-hours access will be granted upon special request with a 48 hours advance notice, which includes the access date, reason for access, location, and duration.

Elevator/Stairwells

- All crew and materials should travel at all times in the service elevator. If pads are not hung, contact the management office below to have protective pads installed prior to hauling any materials or workmen.
- Masonite floor protection must be provided for the full area of the service elevator floor.
- Long items may be moved within the stairwells.

Restrooms and Hallways

- Workmen are to use only the restrooms on the floor of the project.
- All paint and tool clean-ups are to be done in the janitorial mop-sink not in restroom handsinks. Damage to the restrooms will be charged back against the construction contract.
- Masonite protective boards with taped joints must be provided on all common area carpeted areas that will be traveled upon by workmen and construction materials. These are to be removed at the end of the job.
- At carpet width mat of at least 4'x 6' is to be provided at all entrances to the construction area for workers to wipe their feet on.
- Materials and tools may not be left in building corridors or any other common area.
- Any damage to common area finishes will be repaired immediately by contractor at his/her expense. If not completed to building manager's satisfaction, the repair cost will be charged back against the construction contract.

Dust/Demolition/Cleanup

- Contractors must provide dust control including hanging plastic sheeting, sweeping compound on concrete floors, and temporary HVAC filters over airhandler inlets. The changing of temporary HVAC filters on a timely basis is the responsibility of the contractor.

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- The job site shall be cleaned daily to remove trash.
- Any materials demolished remain the property of the building. Contact the building manager at the number below to determine a location for storing certain materials or fixtures that are removed during demolition.

Noise and Odors

- Any construction work which produces loud noises (core drilling, shooting track, etc.) or strong fumes (lacquers, glues, etc.) must be performed after normal building hours.
- Radio's will be allowed at the discretion of the building manager.

Entry to Other Suites/Floors

- Work involving entry to another tenant's suite must be scheduled before or after the tenant's regular business hours.
- A minimum advance notice of 48 hour is required to arrange for access into another tenant's suite.
- All tenant furniture and equipment is to be protected from dust and debris. Contractor must clean up any mess prior to leaving the tenant's suite.
- No worker should venture onto any floor other than the one pertaining to the construction without first obtaining building management approval. Workers discovered on other floors will be asked to leave the building and will not be allowed to return.

Electrical Service/Utility Interruption

- If electricity is required from a source outside of the construction area, contractor should contact building management at the number below.
- If utility interruption is necessary, contractor must give building management at least 48 hours advance notice of the scheduled time for interruption and the estimated duration of interruption.
- Any accidental interruption will be repaired immediately by the contractor at his/her sole expense. Any repairs not completed in a timely manner will be made by building management and charged back against the contract amount.

Questions regarding these guidelines should be directed to the building management at the number below.

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CONSTRUCTION CONTRACTOR MINIMUM INSURANCE REQUIREMENTS

All contractors performing work at The Building must maintain insurance coverage and must provide the building management with an original certificate of insurance as prescribed below:

- COMMERCIAL GENERAL LIABILITY - \$1,000,000.00 per occurrence with \$2,000,000 aggregate.

Including but not limited to:

- Products and Completed Operations
 - Blanket Contractual
 - Broad Form Property Damage
 - Pollution (if exposure exists)
 - Personal Injury
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- WORKERS COMPENSATION – Statutory limits
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- VEHICLE INSURANCE - \$1,000,000.00 Combined Single Limit, \$1,000,000.00 Uninsured and Underinsured Motorist.
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- PROFESSIONAL LIABILITY (When applicable) - \$1,000,000.00 per occurrence / aggregate.
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- ADDITIONAL INSURED – **Landlord entity** (ask Management for details) and **Kucera Management, Inc.** must be named as “additional insured” on Contractor’s policy.

Sub-contractors must provide the contractor with the following:

- A certificate of insurance which clearly states the above coverage’s and limits.
- The certificate should include a 30 day notice of cancellation.
- The coverage should be with an insurance company with a Best’s rating of “A” or better.

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