

CONTRACTOR REGULATIONS AND GUIDELINES

LAUSD Administrative Headquarters
333 S. Beaudry Ave. Los Angeles, CA 90017
Revised January 28, 2011

Morlin Asset Management is the property and facilities manager for LAUSD Administrative Headquarters (HQ), the high rise office building located at 333 S. Beaudry Avenue, Los Angeles. As building manager, Morlin is involved with all improvement work in HQ, including original build-outs as well as any alterations of tenant or District space. Morlin will be involved in all stages of work, from “kick off” to “move in”, regardless of whether Morlin or the tenant holds the construction contract. Such involvement will include, without limitation, plan review, pre-testing, testing and pre-qualification of contractors and coordination of HQ systems tie-in.

The tenant and contractor involved in the work will comply with each and every one of these **CONTRACTOR REGULATIONS AND GUIDELINES** (Regulations), as applicable. In addition, tenant and contractor will incorporate these Regulations into each contract and subcontract if executed in connection with work in HQ. In all cases, to the extent that there are any inconsistencies between these Regulations and any other contract document(s), these regulations will govern.

Nothing contained in these Regulations will (i) create any contractual obligations for Morlin or LAUSD in connection with the work, (ii) in any way affect, modify or supersede any of the terms set forth in the tenant’s lease for space at HQ, including, without limitation, any indemnification set forth therein. In addition, neither Morlin nor the owner of the building will be responsible for any property belonging to the contractor, its employees, agents or subcontractors or of others associated in any way with the work.

1. Tenant and contractor will fully comply with all laws, statutes, codes, acts, ordinances, orders, judgments, decrees, injunctions, rules, regulations, permits, licenses, authorizations, directions and requirements of all governments, departments, commissions, boards, courts, authorities, agencies, officials and officers which now or at any time may be applicable to HQ or work in HQ, or any part thereof (“Laws and Ordinances”). Where conflict exists between the contract documents and applicable standards under laws or ordinances, the greater quantity of the more stringent or higher quality requirements will apply. The contractor or subcontractor, as applicable, will obtain at its expense all permits and licenses necessary to perform the work.
2. The contractor’s superintendent is encouraged to make use of Morlin’s experience with HQ systems. Morlin will make itself available for consultation during the work process. Representatives of Morlin will attend meetings with contractor, subcontractors and/or architects (or space planners) that involve building systems or major changes of scope and, therefore, Morlin will be informed of all such meetings.
3. A Critical Environmental Work Authorization (CEWA) document is required on any planned work that has the potential of impacting the function of critical building operations. This includes building support systems, whether electrical or mechanical, computer environmental, utilities and perimeter work that might directly or indirectly affect utilities or normal business operations.

CONTRACTOR REGULATIONS AND GUIDELINES - CONTINUED

LAUSD Administrative Headquarters

333 S. Beaudry Ave. Los Angeles, CA 90017

The CEWA form is a single page document. Scripts (detailed, step by step procedures), plans and drawings, etc. are added to it as attachments as needed. Once these attachments are added to the form, it becomes a proposed CEWA Document. The entire CEWA Document must be submitted to the Chief Engineer or his representative for review and approval before any work begins. A minimum of 48 hours is required for the review process of any planned work classified as level 3. For level 1 and 2 planned work, a minimum of 3 weeks is required. Following are examples of critical environmental work as they pertain to their criticality level. All contractors must watch the critical work environment video before any work can be performed in the facility.

CRITICALITY LEVEL	EXAMPLES OF CRITICAL ENVIRONMENT WORK	MINIMUM DOCUMENTATION REQUIRED
1	<ul style="list-style-type: none"> ❑ Multiple step sequenced switching/valuing events ❑ Non-routine water valve operations ❑ Reconfiguration of ups systems – ups/module maintenance ❑ Tie-ins to critical distribution systems (electrical/chilled water) ❑ Work on "on-line" critical support systems (Tie-ins) ❑ Critical Support System Examples: <ul style="list-style-type: none"> ▪ Halon/EPO Systems ▪ Pneumatic systems that control Critical Operations ▪ Building Automation Systems that control critical operations 	<ul style="list-style-type: none"> ❑ Complete CEWA Form ❑ Detailed Script ❑ Technical Schematic drawing ❑ Switching tags ❑ Panel Schedules ❑ Lockout/Tag out (Project specific) ❑ Floor plans
2	<ul style="list-style-type: none"> ❑ Large installation projects (multiple contractors) ❑ PDU/CPC Distribution ❑ PDU/CPC/EAC tie-ins (CPC – Electrical, EAC-Water) ❑ Non-Routine Plant Operations – (Taking support equipment out of service i/e. EAC Demo's, Chiller Replacements) 	<ul style="list-style-type: none"> ❑ Complete CEWA Form ❑ Technical schematic drawing ❑ Switching tags ❑ Script (as required) ❑ Panel Schedules ❑ Lockout/Tag-out (Project specific)
3	<ul style="list-style-type: none"> ❑ Cable installations (computer rooms) ❑ 120/208 V Circuit installations and removal including switching ❑ As-built surveys 	<ul style="list-style-type: none"> ❑ Complete CEWA Form ❑ Technical schematic drawing ❑ Panel Schedules
	<ul style="list-style-type: none"> ❑ Infrared scans ❑ EAC/PDU installations (no tie-in) ❑ Communication/Data Cable tie-ins 	

The proposed CEWA Document will list all the key people to be involved and the specific person taking ownership of the project. All descriptive information is provided about a project's criticality, risks and potential impact as well as the contingency and recovery plans in the event of an incident. The document is subject to a review process, with representatives discussing how the facility will be affected and the times and dates when the work will be performed.

CONTRACTOR REGULATIONS AND GUIDELINES - CONTINUED

LAUSD Administrative Headquarters

333 S. Beaudry Ave. Los Angeles, CA 90017

4. Plans and specifications must be approved by Morlin prior to commencement of any work. Contractor is responsible for checking with Morlin on the approval of plans and specifications.
5. A “kick off” meeting will be scheduled by Morlin prior to start of construction to discuss guidelines, procedures, schedules, quality control and other items that are intended to make the job run more smoothly for all parties. The meeting will be attended by the tenant, contractor, architect (or space planner) and representatives from the Morlin office and Engineering office.
6. All coordination of Morlin (i.e., use of loading dock, freight elevator, deliveries, after hours access, etc.) will be done by the contractor’s general superintendent only, not individual subcontractors.
7. After hours access will be provided based upon the approved subcontractor list provided to Morlin. Any deviation will require written explanation. After hours access request forms may be obtained from Morlin during normal business hours and must be submitted to the Morlin office no later than 3:00 p.m., Monday through Friday, and with a minimum of 24-hour notice.
8. HQ is equipped with a freight elevator to serve all floors. All contractors and construction personnel must use only the freight elevator for transportation of workers, materials and equipment. No contractor or subcontractor personnel or equipment are permitted within the finished passenger cabs. These are reserved for occupants of the building and their guests. If any contractor or subcontractor personnel are found in the passenger cabs, the elevators will be immediately inspected for damage and all damage, whether a result of such use or not, will be corrected by Morlin at the contractor’s expense.
9. Morlin will coordinate all use of the loading dock and the freight elevators. Loading dock and freight elevator hours are Monday through Friday, 7:30 a.m. to 3:30 p.m. (closed one hour from 12:00 p.m. to 1:00 p.m. for maintenance). Significant material and equipment moves in and out of the building must be scheduled in advance. To schedule loading dock and freight elevator use, a work order request form must be submitted to Morlin at least 24 hours in advance.
10. All contractors, subcontractors and personnel will contact Morlin prior to scheduling work to obtain access procedures for entering and exiting the building. All such personnel will be required to be registered in the building’s security access system and will be issued a temporary access badge which must be used to scan in and out of the property. Building security personnel have the right to inspect all toolboxes and materials of any and all contractors, subcontractors and personnel upon entrance and departure from the building.
11. All material deliveries will be made at the loading dock or through the 4th Street garage exit. At no time will material be transported through the building lobby or public areas unless specifically authorized in writing by Morlin.

CONTRACTOR REGULATIONS AND GUIDELINES - CONTINUED

LAUSD Administrative Headquarters

333 S. Beaudry Ave. Los Angeles, CA 90017

12. All construction waste and debris will be removed via the freight elevator to the loading dock. No construction waste or debris may be placed in the building dumpster/compactor. The contractor will provide for removal of waste and debris from the building at its own expense. Contractor will dispose of all waste and debris in an environmentally safe manner and in full compliance with all Laws and Ordinances. If a dumpster is required, the location must be authorized by Morlin before delivery to the building.
13. If the contractor requires access to other occupied spaces within the building, contractor must notify Morlin in writing at least 48 hours in advance. The request must include the list of subcontractors who will be accessing the space, whether or not they will require ceiling access, the areas that will be worked on and the length of time needed to complete or perform work in the space.
14. Contractor will maintain its operations in a quiet manner. No drilling, hammering or loud noise will be allowed during the business day, from 6:00am to 6:00 p.m.
15. All corrective work or work performed in occupied spaces at any time must be immediately cleaned up by the workers prior to leaving the job or at the end of the business day if the project is ongoing. The contractor will be responsible for all costs incurred by Morlin if this clean up work is not performed satisfactorily.
16. Air conditioning to the tenant's space will not be provided until branch ducting and fan coils units have been installed.
17. On floors occupied by the District or other tenants, contractor is required to erect and maintain dust barriers at exit areas of construction and proper dust covers (including walk-off mats) on the floors at exit areas of construction and at the doors to the freight elevators. Contractor is responsible for taking all extra precautions to safeguard the floors, walls and elevators from damage, which may be caused by the movement of materials or debris.
18. Prior to the start of any work, contractor personnel will report to the Engineering office and sign in.
19. Contractor personnel will notify Engineering of job completion. At this time, Engineering will acknowledge, restore or reset any affected building systems.
20. All work performed on fire sprinklers and/or fire standpipes must be scheduled with engineering at least 24 hours in advance. Contractor must comply with the conditions of Engineering's approval of shutting down, filling and/or opening up of a fire sprinkler and/or fire standpipe system.
21. Contractor will, at all times, keep clean all spaces affected by the work including all public areas such as corridors, restrooms, janitor's closets, etc. All construction debris will be removed through the freight elevator on a daily basis and will not

CONTRACTOR REGULATIONS AND GUIDELINES - CONTINUED

LAUSD Administrative Headquarters

333 S. Beaudry Ave. Los Angeles, CA 90017

- be allowed to accumulate. In the event that the contractor fails or refuses to keep such spaces free of accumulated waste, debris, dust etc., Morlin reserves the right to enter such spaces and to clean and remove the debris, dust, etc. at the contractor's expense.
22. Removal of combustible objects such as cardboard, empty painting cans, paint rags and other combustible materials must occur on a daily basis. These objects must be disposed of in an approved receptacle and in an environmentally safe manner in full compliance with all Laws and Ordinances.
 23. The storage of all flammable liquids (paint, lacquer thinners, paint thinners, etc.) will be in UL approved fire rated (for flammable liquids) storage cabinets or the liquids are to be removed from the building daily. If such liquids are to be stored in the proper storage cabinets, Morlin must be notified of their existence, location and quantity. At the end of the work, all remaining flammable liquids are to be removed from the building and disposed of in an environmentally safe manner in full compliance with all laws and ordinances.
 24. No gasoline operated devices, i.e., concrete saws, coring machines, welding machines, etc. will be permitted within the building. All work requiring such devices will be performed by means of electrically operated substitutes.
 25. Asbestos containing materials are present in the building. Contractors must review possible locations with the Office of the Building prior to starting work. Treatment of asbestos containing materials must be performed only by the District's approved contractor.
 26. All approved gas and oxygen canisters will be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers will be promptly removed from the building.
 27. All electrical rooms on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day, all garbage and wire remnants are to be removed and a clear pathway maintained to all panels. Initial access to electrical & telephone equipment rooms must be arranged through Morlin. Engineering will issue keys. Doors to electrical and telephone equipment rooms may not be propped or blocked open in any way. Tenant equipment may not be installed in electrical rooms. All panels are to be replaced and properly labeled upon completion of work. All penetrations through floors, walls and ceilings must be properly fire safe upon completion.
 28. Upon completion and termination of all electrical circuits, and before energizing, contractor must notify the Chief Engineer or his representative.
 29. Janitor's slop sinks cannot be used for disposal of flammable material, hazardous waste or drywall.

30. Any use of telephone room chase-way must be approved in advance by Engineering.
31. During the work, stairwells and fire doors leading to stairwells may not be blocked with trash. Fire doors may not be propped or blocked open in any fashion or in any way. Keys will be issued by Engineering. Stairwells may not be used for the storage of any materials and are to be kept clear at all times. During the work, air conditioning smoke dampers may not be propped open.
32. All smoke detectors on the base building systems are to be protected during construction, demolition, sweeping, clean-up or other operations that may cause considerable dust or smoke. At the end of each workday, after the dust has settled, each smoke detector that has been protected during the day is to be uncovered to ensure proper operation.
33. All contractors, subcontractors and their personnel are to take adequate precautions to prevent the accidental tripping of the fire alarm system. All management and other costs connected with resetting false alarms initiated by the contractor or subcontractors or their personnel will be charged to the contractor's account.
34. At completion of every workday, the fire/life safety system will be left in a trouble and alarm free condition. Contractor must notify Engineering of the return to normal status before leaving the job site.
35. Contractor must notify Engineering of contractor's intent to conduct pre-testing of the fire/life safety system. Such notice must be in writing and must be delivered at least 48 hours prior to the commencement of such pre-testing. In addition, contractor must notify Engineering of any scheduled test with the City of Los Angeles on the fire/life safety system. Notices must be in writing and must be delivered at least 72 hours prior to the commencement of such testing. Pre-testing or testing of the fire/life safety system may only be done between the hours of 6:00pm and 6:00am. In addition to the above, prior to the start of any work on any part of the fire alarm system that could potentially set the building on a "FIRE ALARM", a building announcement must be made. The intent of this requirement is to minimize the risk of possible unnecessary building or floor evacuations due to false alarms. The announcement must indicate the type and duration of the work to be performed. Upon completion of the work a closing announcement must follow to advise the tenants that any future fire alarms should be considered genuine and fire procedures should be followed.
36. Contractor is required to keep at least four certified 10 pound ABC fire extinguishers on each floor during construction. They are to be placed inside the controlled area, and all workers are to be informed as to their location and proper use. In addition, construction workers must be informed by their

supervisor of the means of egress from the floor in case of an emergency, location of fire pull stations and locations of wet stand pipes.

37. All "J" boxes and fire/life safety conduits that are installed during the improvement work must be marked with red spray paint. All fire /life safety wiring must be done strictly in accordance with the Building Specifications.
38. Generally, NO core drilling is allowed in the building. If an exception is sought, prior to core drilling, contractor must inform the Chief Engineer of the locations of the core drill for his review and approval, all coring is subject to "X" ray. All core drills are to be located from the underside to prevent damage to any of the exposed fire/life safety conduits on the underside of the decking. If cores are to be wet-drilled, slurry run-off will be contained and must not be allowed to reach tenant areas below the construction. The contractor, at its expense, will clean any slurry that does migrate to the floor below. Coring hours will be 6:00 p.m. to 6:00 a.m. Any penetrations made in steel structural beams are to be approved in advance by the Building Structural Engineer and permitted by the City and State, if applicable.
39. Any damage sustained during work to electrical rooms, telephone rooms, storage closets, janitor closets, restrooms, or freight lobbies is the responsibilities of the contractor. A list of pre-existing damage to these areas must be submitted to Morlin and Engineering, and must be acknowledged by such offices, prior to commencement of the improvement work.
40. All Keying schedules and/or lock cylinders must be provided to Engineering three weeks prior to tenant's move-in. The contractor, Engineering, and Morlin will have keys to the construction cylinders for access. Tenant and contractor must consult Engineering for complete rules and procedures for security lock and cylinder requirements.
41. On occupied floors, painting and varnishing are to be done after hours when air conditioning is non-operational and dampers are closed. Contractor must notify Morlin at least 24 hours prior to commencing any painting or varnishing. Any spray painting with solvent-based paints must be pre-approved by the Los Angeles Fire Department. Painting of elevator doors is to be supervised by Engineering.
42. Each contractor and subcontractor will purchase and maintain insurance in full accordance with each of the terms and conditions set forth by LAUSD. No contractor will be allowed to start any work in the building without a current certificate of insurance on file with Morlin. Contractor must keep current insurance certificates on all subcontractors. Any contractor or subcontractor performing work found to be without current insurance will be immediately ordered off the premises.

CONTRACTOR REGULATIONS AND GUIDELINES - CONTINUED

LAUSD Administrative Headquarters

333 S. Beaudry Ave. Los Angeles, CA 90017

43. Morlin will at all time have access to the work regardless of its state, preparations and progress. Morlin reserves the right to inspect work, stop work, and or have a worker removed from the job at any time during the work.
44. The contractor will be required to furnish Morlin with a list of subcontractors prior to commencement of the job. This list will include phone numbers and contacts for contractors and each subcontractor, including home and emergency telephone numbers.
45. Graffiti or vandalism (vandalism) will not be tolerated. Any individual caught in the act of vandalism will be immediately removed from the premises and will not be allowed to return. In addition, all treatment and/or repairs will be at the contractor's expense.
46. No tobacco smoking or chewing will be permitted in occupied or public areas, stairwells or on the roof or atrium. Smoking is allowed only outside of the building in designated areas approved by Morlin. It is understood that Morlin, in its sole discretion, may choose not to designate any approved areas around the building for smoking.
47. No radios or other non-functional sound producing equipment will be permitted on any floor (unless required by code or Morlin).
48. Respect must be shown to the building occupants, staff and visitors at all times. Rude and obscene behavior, including foul and abusive language, will not be tolerated. Offenders will be asked to remove themselves from the premises and will not be permitted to return.
49. Wet paint signs must be posted in all public areas when appropriate.
50. The building will provide electrical service consisting of 110V/208V outlets with 15A/20A capacity. Any power requirements in excess of that listed per the tenant's lease will be the responsibility of the contractor or subcontractor, as applicable.
51. Contractor will provide temporary electrical devices within the demised premises for its subcontractors' use. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.
52. The contractor will use reasonable measures to minimize energy consumption in the construction area when possible. The building will pay for normal electrical consumption during the construction process. All lights and equipment must be turned off at the end of the contractor's business day. In the event that the contractor leaves lights or equipment on during off-hours, Morlin reserves the right to bill the contractor and/or tenant for excessive electrical consumption.

CONTRACTOR REGULATIONS AND GUIDELINES - CONTINUED

LAUSD Administrative Headquarters

333 S. Beaudry Ave. Los Angeles, CA 90017

53. Contractor and each subcontractor will implement and maintain an accident prevention program and an employee safety-training program. All employees on the job, regardless of whose direct payroll they are on, are required to respond to safety instructions from the contractor's supervisor. Persons who do not respond will be removed from the job.
54. The contractor will cover all return air transfers when working next to a District or tenant-occupied space to control the transmission of dust and dirt. Covering must be removed at the completion of daily construction. Contractor will keep all tenant entrance and exit doors closed to restrict the movement of dust or dirt and will close-off temporary openings. Due to local fire codes, no opening may be made on a tenant occupied floor to the corridor unless the door remains closed except when materials are being delivered. Pre-filters must be installed over all return air openings until the finished floors are installed. Contractor will verify with the Engineers prior to the installation of pre-filters.
55. Upon completion of the work, contractor will submit complete sets of marked-up as-built drawings and record documents to the architect (or space planner) for approval. Upon approval, these will be forwarded to Morlin. In addition, Morlin will be allowed to obtain, at no cost to the tenant or contractor, copies of manuals for each item of equipment and apparatus furnished in connections with the work.
56. At the completion of the work, the contractor and each subcontractor, along with Morlin's building maintenance personnel, will direct the checkout of utilities, Operation systems, and equipment for readiness, will insist in their initial start-up and testing by subcontracts, and will provide general familiarization training for Morlin personnel during the checkout and startup period.
57. Contractor is not to proceed with any corrections requested by the Los Angeles Building and Safety Department or by the Los Angeles Fire Department without written concurrence from the Morlin. Request for change orders on this subject must be accompanied by the Order to Comply or by the Correction Notice with the L.A.M.C number generated by the Inspector. Morlin must be contacted immediately on any request by the above referenced inspectors.