

CONTRACTOR RULES & REGULATIONS

The following Rules and Regulations have been established by the Owner and should be followed by all Vendors/Contractors as a condition of their working at ONE ROGERS STREET & ONE CHARLES PARK, CAMBRIDGE, MA. Where the word "Owner" is used, an Agent or designee may apply. Any worker not conforming to these rules and regulations will be removed from the site at the Owner's/Agent's sole discretion.

GENERAL:

Contractor is responsible for filing and obtaining all required local building, fire and/or utility permits, as applicable, prior to commencement of any work and must be licensed or certified to perform all work where specified or required by law. The contractor shall comply with all inspectional services and fire department requirements related to the issuance of the building permits and shall display the building permit and inspection records as required by building code. Where applicable, permits are to be posted as directed by Owner. No construction or alterations to the property may be started without the prior approval of the Owner and Agent.

The contractor shall provide Agent with a certificate of insurance showing evidence of coverage as required by the Owner and Property Manager prior to the start of any work.

Contractor will also ensure their employees are fully trained in all areas of the work they undertake, including but not limited to the proper use of tools and equipment and all safety equipment applicable to their assignment. Contractor shall also ensure that their employees are familiar with job specifications and adhere to them at all times while performing contract work.

Contractor will not borrow any materials (i.e. tools, extension cords, dollies, ladders, etc.) from the Maintenance Staff. Contractor will not be allowed access to the Maintenance Shop or any Storage Closets. No Contractor is allowed access to **any** electric closet without prior authorization from the Owner. In the event the Owner allows special access to these areas, the Contractor will be responsible for any damaged or missing items. **The resetting of electrical breakers or turning on or off power will be done only by the Maintenance Department.**

All work undertaken by contractors on site must be performed in accordance with safety standards, which include, but are not limited to, compliance with Occupational Safety and Health Administration (OSHA). Contractor's safety procedures may exceed OSHA standards, but in no case shall they fail to meet those minimum requirements. Any accidents occurring at the Property are to be reported immediately to the Building Security Office.

The Owner may order any job being performed in an unsafe or hazardous manner to be shut down. In addition to its other rights, Owner reserves the right to terminate any contract for failure to perform work in accordance with applicable federal, state or local safety standards, laws, ordinances or regulations.

EMERGENCY PHONE NUMBERS:

Cambridge Fire Department	911
Ambulance	911
Cambridge Police Department	911

FIRE OR EMERGENCY SITUATION:

Contractors must designate an assembly point, outside the building, where Contractor's employees will meet if the building must be evacuated. The assembly point must be at least one hundred feet (100') from the building and clear of access roads that may be needed by the fire or police departments, or medical emergency responders.

Contractor will familiarize their employees with the closest exits to their work areas.

All Contractor personnel must evacuate the building immediately upon activation of a fire alarm, evacuation announcement or instructions from site security (fire evacuation drills also apply.)

SIGNING IN AND OUT OF THE BUILDING:

All contractors are required to sign in and out of the Contractor's Log located on the 1st Floor One Rogers Street in the building command center or the security desk located in the lobby of One Charles Pak. Each employee of the Contractor shall sign in at the commencement of each workday, and shall sign out prior to leaving the building. This will be done regardless of whether the contracted work is being done inside the buildings, on the buildings' exteriors, or on the grounds. No work shall commence without notifying Security and Building Staff.

In some instances, the Contractor will be issued a "Building Access Card" as a means to enter certain doors in the Building. This does **not** remove the requirement of signing in and out with Building Security. These cards are non-transferable. Access cards are the sole property of the Owner, and are to be returned upon Owner's request, but no later than the termination of the contract work.

PARKING:

Contractor and its employees shall park in areas designated by Agent. At no time shall Contractor park in the One Rogers Street Garage unless given specific permission by the Property Management Office.

CONTRACTOR'S BEHAVIOR:

Contractor will instruct his/her employees in the dangers associated with engaging in horseplay, such as scuffling, pushing, and/or throwing objects of any kind. Workers will conduct themselves in a professional manner and shall refrain from loud behavior, such as shouting, whistling, offensive language, and the playing of radios. Contractor's employees are forbidden to use Tenant telephones.

The use of tobacco (there is no smoking allowed within the building or within 50 feet of the main entrances of the building), alcohol, narcotics and/or controlled substances is also **strictly** prohibited on site, as well as firearms, ammunition, explosives, cameras, and any recording device. **Any** Contractor or their employee found in violation of these regulations will be ejected from the site.

NOISY/DISRUPTIVE /ODOROUS WORK

All coring, drilling, other noisy or disruptive work, painting, varnishing, base and carpet installation or any other similar work (there is no oil based painting, varnishing etc. allowed during regular business hours, Monday through Friday) will be done in such a way as to minimize inconvenience to building tenants. **Coordination with Building Security and Building Engineers for such work MUST be done at a minimum 48 hours in advance.** The contractor will immediately cease all such work when instructed to do so by Owner.

MATERIALS, TOOLS & DELIVERY:

All materials deliveries must be made via the loading dock and must be transported directly to the job site via the freight elevator only. The contractor may not use the passenger elevators for the transporting of materials at any time. The contractor will be responsible for all damage caused by the contractor or the contractor's subcontractors.

No materials may be brought into the building through the main lobby at any time for any reason.

Large deliveries must be scheduled in advance and done between 7AM and 9AM Monday through Friday. Street permits for such loading and unloading of materials are the responsibility of the Contractor. The contractor will be responsible for all damage caused by the contractor or the contractor's subcontractors. Tenant deliveries will be given preference over the contractor's deliveries.

All vehicles making deliveries must be moved as soon as the delivery is complete if located in front of the entrances to the buildings. Unattended vehicles will be towed at the contractor's expense

No materials may be stored or left in the elevators, mechanical rooms, stairwells, electrical rooms, corridors or lobbies for any period of time. All materials must be stored in the work area at all times. Owner may dispose of materials left in unauthorized areas.

Owner assumes no responsibility for tools, materials, or equipment stored at the Building.

ACCESS

1. All work done by the contractor will be completed between the hours of 6:30 a.m. and 4:00 p.m. unless the prior permission of Owner is received. All of the contractor's personnel are to be signed out by Building Security and off of the premises by 4:30 p.m.
2. Contractor's personnel will be restricted to the work area. Access to any other area will only be granted with the prior approval of Owner. The contractor's Personnel are to use the restrooms located on the floor of the work area only unless Agent designates other restrooms. These restrooms will be cleaned and maintained by the contractor to the satisfaction of Agent.
3. Access to adjoining tenant spaces must be arranged and approved by the Owner. When accessing tenant spaces, the contractor's personnel may, at Owner's sole discretion, be required to be supervised by building maintenance or security, and any personnel costs associated with such supervision will be billed to the contractor.
4. Access to building mechanical spaces must be arranged through the Owner.

HOUSEKEEPING:

Contractor will take steps to ensure that all public corridors, lobbies, and stairwells, are kept free of their tools and materials, and that work is performed in such a manner so as to avoid creating hazards within these areas.

During the course of installation or renovation, Contractor shall maintain good housekeeping. Specific actions affecting general safety include, but are not limited to:

1. Temporary cords and hoses belonging to Contractor are to be properly secured and marked with safety stanchions.
2. Unless other arrangements have been made with the Owner, Contractor will ensure that waste materials, such as metal/wood shavings, paper, cardboard or other construction

residue are placed in the proper scrap containers and removed from the site at the end of each workday.

3. Contractor is to ensure that all materials, including incidental items such as screws, bolts, cables, etc., are swept up and properly disposed of at the end of each workday.
4. All fire doors must remain closed at all times. Doors may not be propped open. All other electrical room and mechanical area doors in the work area must be closed and locked at the end of each workday.
5. The work area and all other areas through which the contractor moves materials must be kept in a clean and orderly condition at all times by the contractor.
6. The contractor will dispose of all rubbish from the work area into an appropriate vehicle at such frequency as is needed to avoid the accumulation of excessive rubbish in the work area. After loading, the vehicle will be removed. Street permits for such loading and unloading are the responsibility of the Contractor.

FIRE ALARM, SPRINKLER WORK, UTILITY INTERRUPTIONS

Any necessary fire alarm and sprinkler system disconnects will be arranged through Agent. All fire alarm and life safety systems will be returned to service at the end of each workday. At no time may fire alarm or sprinkler equipment remain out of service over night. The contractor will be billed for the cost of any disconnects and for any and all charges due to accidental fire alarm trips resulting from the contractor's work. No sprinkler system draining or refills will be done without the supervision of the building engineer.

All utility disconnects must be scheduled 48 hours in advance and Property Management may require that such work be done on weekends or after hours. All costs related to weekend work will be the responsibility of the contractor.

KEYING

All keying is to be done through Agent at the cost of the contractor.

SOLICITATION:

Solicitation of any form is **strictly** prohibited at the Building. Violators will be ejected from the Building.

FLOOR OPENINGS:

Contractor shall guard all floor openings by constructing or installing barriers, railings and/or furnish covering material sufficient in strength to sustain at least twice the load of the anticipated pedestrian or vehicular traffic.

All such barriers and railings are to be illuminated or equipped with flashing lights at the end of each workday.

CHEMICAL SAFETY & ENVIRONMENTAL STANDARDS:

The Federal/State Hazardous Communication Standard requires whenever contractors perform work in areas where chemicals are present, the contractor must be informed about potential chemical hazards associated with such exposures. In order to satisfy this requirement, the Owner will furnish contractor with information and Material Safety Data Sheets (MSDS) applicable to each of its buildings, upon request. Specific information and procedural guidelines will also be supplied regarding any non-routine tasks included in the contract work.

Contractor Responsibilities:

It is the responsibility of the Contractor to provide his/her employees with information, training and essential safety equipment relative to hazardous chemicals in their work areas at the time of their initial assignment and/or whenever a new hazard is introduced into their work area.

In addition to these general responsibilities, the Contractor shall furnish the Owner with a list of chemicals intended for use or necessary to the completion of his/her contractual tasks and current copies of Material Safety Data Sheets for approval, prior to the commencement of work.

NOTE: The Owner reserves the right to disapprove the use of any hazardous chemical or material considered unsuitable to the facility or which would pose an unwarranted danger to building occupants.

1. Hazardous chemical containers are not to be stored directly on the floor/ground. Secondary containers or baffled trays are to be used to ensure containment of potential spills.
2. Chemicals of any type are not to be discharged into any sewer drain, placed in trash containers, or emptied onto the ground.
3. All unused chemicals and/or original and used containers and related waste products are to be removed by contractor and disposed of in accordance with applicable local, state and federal regulations.
4. **Contractor shall notify the Property Management Office at 617-225-0477 in the event of any chemical spill or leak** in order to initiate required emergency responses, proper notification procedures and clean up procedures. Chemically contaminated debris resulting, or arising from the actions of the contractor (i.e., sand, gravel, dirt, concrete) are the responsibility of the contractor and are to be disposed of properly in accordance with applicable local, state and federal regulations.
5. Contractor will not store any unmarked (unlabeled) chemicals/materials on the site.
6. Contractor shall familiarize his/her employees with the location and operation of eye wash stations. All injuries are to be reported to the Owner as soon as possible after the incident.
7. Where necessary or appropriate, Contractor will ensure that their employees are equipped with, are properly trained in use of, and facilitate proper respiratory and personal protective equipment suited to the chemical exposure and/or conditions under which the work is performed.

Compressed Gas Cylinders

Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored. Cylinder valves shall be closed when work is completed, or cylinders are emptied or being moved. Compressed gas cylinders shall be secured (roped or chained) in an upright position at all times, except when being hoisted or carried. Compressed gas cylinders shall be kept at a safe distance, or shielded from welding or cutting operations.

ANY WELDING/SOLDERING OR ACETYLENE TORCH CUTTING IS TO BE PERFORMED ONLY WITH PRIOR AUTHORIZATION FROM THE OWNER. CONTRACTOR SHALL BE RESPONSIBLE FOR THE COSTS OF ANY FIREWATCHES AS REQUIRED BY THE CITY OF BOSTON OR OWNER.

ROOF ACCESS AND SAFETY:

Contractor employees requiring access to building roofs are to schedule any such access with Owner. Roof access will be granted only after Owner approval.

Contractor employees working within ten feet (10') of the edge of the roof shall wear harness type safety belts and lifelines furnished by Contractor. Contractor is responsible in ensuring that their employees are properly and thoroughly trained in wearing of any such safety harness and safety belts.