

**1900 K STREET
RULES OF THE SITE**

1. The following rules and regulations (“Rules of the Site”) governing work at 1900 K Street, N.W., Washington, D.C. 20006, including adjacent supporting areas (the “Site”) by a Contractor, have been established by the Property Manager and are intended as guidelines within which a Contractor must operate. For purposes of the Rules of the Site, **Teachers Insurance and Annuity Association of America, a New York corporation, for the benefit of its Real Estate Account** is the “Owner”; **Hines Interests Limited Partnership** (202) 467-1400 Fax: (202) 467-1401 is the “Owner Agent”; and _____ is the “Contractor”. Contractor shall include Subcontractors and/or delivery companies. “Property Manager” shall mean the designated on-site representative of the Owner Agent.
- 2. Insurance Requirements:**
Prior to the commencement of Contractor’s work, Contractor and any subcontractor must procure insurance coverage (as described by Attachment A hereto) in a form, in amounts, and from insurers reasonably acceptable to Property Manager. Such insurance must name Teachers Insurance and Annuity Association of America, a New York corporation, for the benefit of its Real Estate Account (Owner) and Hines Interests Limited Partnership (Property Manager).
- 3. Tenant Occupancy Hours:**

Normal Occupancy: Monday through Friday 7:00 a.m. to 8:00 p.m.
Saturday 9:00 a.m. to 4:00 p.m.

Contractor General Conditions: (Reference Contractor Bid Proposal)

Trash Removal (after occupancy): Monday through Friday 8:00 p.m. to 7:00 a.m.

Loading Dock: As scheduled with Property Manager

Contractor shall act with reasonable diligence in a manner (including the use of overtime labor) and at a time, or times, to prevent interference with normal tenant occupancy hours of the building, take measurable care to safeguard Site, promptly repair any damage caused by Contractor, or subcontractors, and restore Site to the condition existing before such activity. All work by Contractor which is to be performed must be approved by Property Manager in advance of commencing such work.
- 4. Conduct:**
Contractor shall be responsible for all its actions on Site as well as those of its subcontractors, suppliers, agents and visitors. No loud, abusive or otherwise offensive language or actions will be allowed. Contractor shall promptly remove from Site any employee deemed inappropriate or abusive by Property Manager. There is to be no smoking on Site.

5. **Site Logistics Plan (if applicable):**

- a. Contractor must submit a Site Logistics Plan. All Contractor Site Logistics Plans must be submitted to Property Manager and approved prior to the start of construction. These plans should delineate Contractor's planning with respect to security, material loading, trash removal, anticipated protection, flammable material cabinets, fire extinguisher locations, parking, restrooms, shanty locations and duration, system shutdowns, and predetermined overtime to the extent possible.
- b. Contractor, in the Site Logistics Plan, must accommodate and maintain a safe and legal means of egress to the building exterior.

6. **Quick Response Team (if applicable):**

Contractor shall designate a quick response team (submit names to Property Manager) available to respond to "priority" items which may directly affect Site occupants. These individuals will be supplied with communication devices by Contractor (pagers, cellular phone, 2-way radio, etc.) at Contractor's expense.

7. **Contractor Conflicts:**

In general, all Contractor's work must be scheduled so that it in no way conflicts with, interferes with, or impedes the operation of the Site. Any portion of Contractor's work that is in conflict with Site must be rescheduled by Contractor. All work by Contractor, which is to be performed at times other than normal tenant occupancy hours, must be approved by Property Manager, in writing, at least 48 hours in advance of commencing such work.

8. **Existing Conditions:**

- a. Contractor must, in the presence of Property Manager, review the existing conditions prior to taking over an area from Property Manager and must accept the work area in "as-is" condition unless material deficiencies exist which prevent Contractor from starting construction. If such material deficiencies do exist, Property Manager shall make the repairs necessary to enable Contractor to start construction, and then Contractor must accept the work area in "as-is" condition.
- b. Prior to the start of construction, Contractor shall create a videotape or photographic documentation of the construction area and access areas which may be affected by the proposed construction and provide a copy to Property Manager. This will establish the condition of the space prior to construction start and clearly define Property Manager/Contractor responsibility for repairs and replacement. Failure to produce such documentation will indicate acceptance of the space by Contractor in as-is condition.
- c. Contractor will be required, with Property Manager's approval, to provide, maintain, and remove protection for finished surfaces, equipment and all elements of the Site susceptible to damage by construction activity under their control. Protection is to include but not be limited to homasote, masonite, tarps, insulation, plywood, etc.
- d. Property Manager reserves the right at any time to require additional protection as deemed necessary to protect the Site. Contractor shall restore the premises affected by construction operations, including but not limited to the replacement of ceiling tile prior to the start of the next business day and re-installing the covers on all electrical panels.

- e. All systems within the Site, unless specifically noted otherwise, are to be turned over to Contractor in an operable condition. Non-working system or components of systems following any construction work are the responsibility of Contractor to rectify.
- f. All work done by Contractor must be consistent with construction documents (“Tenant Plans”) previously approved by Owner Agent.
- g. Contractor and Tenant’s Architect must comply with Building Standard Tenant Improvements in Exhibit G and energy efficient lighting requirements.

9. Project Start:

Before Contractor will be allowed to move materials, equipment, personnel or any other items onto the Site, or commence construction of its work, Contractor must procure written permission from Property Manager and provide an acceptable Certificate of Insurance per Attachment A. Such permission will be given after this document has been signed by all appropriate parties, and when suitable arrangements have been made between Contractor and Property Manager and the method of charges related to coordination of Contractor’s Work with Property Manager has been agreed upon.

10. Trash Removal:

- a. Clean-up and remove rubbish via designated construction exit/entrance to a central trash collection point and to a container provided by Contractor in a location established by Property Manager, and removal from the Site must be by Contractor at its sole expense. Contractor must at all times, on a daily basis, keep its area of work free from accumulations of waste material, debris, or rubbish caused by, or incidental to, Contractor’s work. Food and beverage related waste material must, at all times, be removed on a daily basis. Hazardous, noxious, or flammable materials shall not be left on Site overnight without prior approval of Property Manger. Any debris, rubbish, materials, or equipment left at any time in an undesignated area on the Site or in any location following completion of Contractor’s Work will be disposed of by Property Manager at Contractor’s expense. If Contractor plans to utilize an open-top dumpster, and place it on the building premises, Contractor must notify Landlord at least 48 hours prior to delivery. The dumpster must not be allowed to over-flow, and must be emptied on a regular basis. The dumpster must be removed immediately after construction is completed.
- b. All work areas must be kept clean and safe. No trash storage is permitted in Tenant’s leased premises or Base Building core areas. Any materials in any Base Building core area not under construction will be subject to removal and disposal at any time, at Contractor’s expense without prior notice.
- c. Contractor is responsible for cleaning all areas of work under its control and/or accessed by its personnel, including but limited to:

Stairways/Mean of Egress
 Telephone/Electrical Closet
 Elevator & Vestibules
 Loading Dock

Building Perimeter
 Temporary Entrance/Office
 Central Plant
 Toilet Rooms

11. **Materials Delivery:**

Contractor must schedule with Property Manager access to unloading areas at the Site. All materials unloaded at Site must be moved to area of use immediately and shall not impact use of this facility in any way. Property Manager shall not be responsible in any way for Contractor's materials anywhere on Site.

12. **Building Access:**

- a. Contractor, its subcontractors, suppliers, agents, and visitors may only use designated building entrance for access to their work on Site. Contractor is responsible for protection, ramps, door removal, security, and a dust free environment at this building entrance.
- b. Contractor, its subcontractors, agents, and visitors must arrange access and coordinate all access to Tenant occupied areas with Property Manager and Tenant's authorized personnel.
- c. Property Manager requires the Contractor to institute and monitor a badge system and sign-in procedures with the purpose of controlling access to Site and monitoring construction personnel within the premises for the duration of the work. Contractor should anticipate tight controls by Property Manager of all personnel entering or leaving the premises, including, but not limited to, the inspection of gang boxes. All construction personnel will be responsible to wear their badge at all times while on Site, and sign-in and out of the construction area. Access will be denied without a badge and those discovered without a badge will be escorted out of the building.

13. **Vertical Transportation:**

Passenger elevators are not available for access to Site, or for delivery of materials. Service elevator usage must be scheduled with Property Manager.

14. **Temporary Utilities/Protection:**

- a. Utilities: Contractor will be afforded access, if necessary, to temporary utilities including electricity, air and water. Contractor must coordinate with Property Manager connection to such service. Contractor must return all areas used for temporary service (including, but not limited to, toilet facilities, janitor's closet, electrical telephone or mechanical rooms) to an "as existing" condition. Property Manager will invoice Contractor on a monthly basis plus 15% for such services.
- b. Toilets: Contractor may use only those toilet facilities specifically designated and approved by Property Manager. Contractor shall submit an anticipated protection plan as part of the site logistics plan (refer to item 8B). At no time may any construction personnel use non-designated toilet facilities.
- c. Stairways: The stairway doors must not be held open by any means or the lock sets or strikes of the doors tampered with in any way. Stairways and exit ways are to be kept clear for safe egress at all times. Contractor's safety officer will inspect all means of egress daily to ensure that these requirements are met.
- d. Doors: All core doors including electrical, telephone, and mechanical area doors are not to be opened without an authorized key, wired or mechanically blocked at any time. All doors found to be propped open will be closed and locked.

- e. Core Area Mechanical, Electrical, Telephone, and Service Elevator Vestibule: Upon completion of construction, Contractor shall restore all areas to their original condition as established prior to construction start. Contractor must schedule a pre-construction and post-construction walk-through with Property Manager.
- f. Construction Entrance: If applicable, a fully enclosed painted, dust-free plywood enclosure is to be installed at the construction entrance and surrounding the new entrance. The enclosure paint color will be selected by Property Manager.

15. Security:

- a. Contractor is responsible for the security of its own material, equipment, tools, and work in place. In addition, Contractor is responsible for securing access to and from Tenant's premises.
- b. Contractor is responsible for the cost of additional security in Tenant's premises when such additional service is deemed necessary by Tenant, Contractor or Property Manager. Requests for additional guard service are to be directed to Property Manager at least 48 hours in advance, and the cost of any such required service will be billed to Contractor.
- c. Contractor must, however, provide Property Manager or designated representative at all times with keys or other devices, which are required to access any area secured by Contractor on Site.

16. Site Damage:

Contractor shall be responsible for all damage to Site, existing Tenant space or to other Contractor's work caused by Contractor.

17. Safety:

- a. Contractor is responsible to ensure that the workplace is maintained in a safe and orderly manner for all persons working therein. Contractor shall not engage in any labor practice that may impact other contractors' work. Contractor shall comply with all governing safety and health regulations (Federal, State, Local, and OSHA) that pertain to such work in the District of Columbia on Site. If required, temporary fire protection equipment in accordance with governing regulations, or as reasonable required by Property Manager and/or Owner's Agent, shall be provided by Contractor at its sole expense.
- b. All Contractors must supply Property Manager with the following materials at least 48 hours before work commences:
 - 1. A copy of their Hazard Communication Standard Program as required by OSHA.
 - 2. A list of products and their hazardous substances which Contractor and/or subcontractors plan to use. The list should include dates and shifts. The list is to be updated as work progresses.
 - 3. In the event that materials, products, and/or processes being prepared for this project contain, or may emit, any volatile organic compounds ("VOC"), formaldehyde formations, or hazardous out-gassing, as determined by the manufacturer, an OSHA-compliant "Materials Safety Data Sheet" shall be submitted for the prepared product or material for review by Property Manager.

4. Temporary ventilation plan for removal of VOC/fumes from space until permanent HVAC system is in full operation or as directed by Property Manager.
 5. All oxyacetylene must be removed when work is completed. Property Manager will require written notification (at least 48 hours prior to work) and the presence of an on-site Engineer employed by Property Manager during all burning/welding operations.
- c. Contractor shall designate a qualified safety officer to oversee the work and provide life safety training to all personnel. Contractor shall submit the name of this person to Property Manager.
 - d. No flammable liquids, gases, or other highly combustible material will be allowed to be stored on Site (refer to item 5a).
 - e. Any time that a burning or welding device is used, all surrounding areas must be protected from the heat and/or flame of the device. All personnel who are welding or using any type of cutting torch must hold and present to Property Manager prior to the commencement of his work, a copy of their Certificate of Fitness to perform such activities. Additionally, all personnel employed to perform fire watch responsibilities must provide to Property Manager a copy of their certification to do such. This too must be provided before any work begins.
 - f. Contractor shall give written notice to Property Manager within (24) hours after Contractor learns of any accident or emergency occurrence, fire or other casualty, or any damages to Site, building, building equipment, or Tenant's improvements, including but not limited to damage caused by others.
 - g. Contractor shall also provide clear warning notices and effective barriers around work in public areas and tenant spaces.

18. Field Offices:

Contractor shall not store any material on Site or erect any sheds, offices, or similar structures without prior agreement of Property Manager. Any stored material, shed, office, or other material, which interferes with orderly progress of other contractor's work, must promptly be relocated or removed from Site as directed by Property Manager. Property Manager may designate a Contractor field office adjacent to Site. If designated, Contractor will be responsible to build space out, drywall, and paint if exposed to the public or other tenants, power, telephone, lighting, floor protection, etc.

19. Pedestrian, Vehicular Traffic, and Parking

Contractor shall in no way interfere with or endanger public pedestrian and vehicular traffic adjacent to Site nor interrupt the flow of traffic in and out of Site. Contractor shall provide its own traffic control personnel as required by the District of Columbia and Metropolitan Police at, its sole expense, to coordinate deliveries to Site. The sidewalks, loading dock driveway, and loading dock are not to be used to park by employees of Contractor.

20. Vending Machines:

No vending machines or concessions will be permitted on Site.

21. Signage:

Contractor or Subcontractors shall not be permitted any identifying signage except for information and directional signage as approved, in advance, by Property Manager.

22. Supervision:

While working at Site, Contractor must maintain supervisory personnel on Site at all times. Such personnel must be fully empowered to coordinate, respond to and authorize Contractor's work as necessary to enable work to proceed. Supervisory personnel are required to be knowledgeable of the contents of this documents, and follow them accordingly.

23. Fire Alarm:

- a. Contractor must arrange for all connections to the Base Building fire alarm system to be performed by the Property Manager's electrical/fire alarm subcontractor. All costs associated with such work shall be the responsibility of Contractor.
- b. For any work requiring suppression of the alarm systems, Contractor must notify Property Manager at least 48 hours prior to requirement.
- c. Property Manager must be notified at least 48 hours prior to the use of any burning or welding device or demolition work so that the fire alarm system can be taken "off-line." Notification must also be given when work is complete.
- d. Smoke detectors and other fire alarm system devices must be protected when performing work, which may cause these devices to become unduly dusty. Any protecting device such as paper, tape and plastic, etc., must be removed daily.
- e. If Contractor damages or compromises the integrity of the Base Building fire alarm system, then Property Manager retains the right to call Property Manager's fire alarm contractor to repair or restore the system at Contractor's expense.

24. Air Balance:

Contractor must arrange for air balance with an air balance contractor approved by Property Manager. Air balance reports shall be prepared and submitted in a format approved by Tenant's MEP Engineer. All costs associated with such work shall be the responsibility of Contractor.

25. Progress Meetings (if applicable):

Contractor agrees to conduct weekly job progress meetings with Property Manager. Any Contractor or subcontractor, if requested, must attend and be represented by an individual empowered to speak and act on Contractor's behalf.

26. Disruptive Work:

- a. Contractor agrees to perform work involved in slab penetrations, steel erection, interruptions of Site services, including but not limited to: fire protection, electrical, HVAC and plumbing services or other disruptive work between the hours of 8:00 p.m. and 7:00 a.m. Monday to Friday, 4:00 p.m. Saturday to 7:00 a.m. Monday, or such other times designated by Property Manager so as not to disturb occupants on Site. All work performed by Contractor during non-normal working hours must be scheduled at least 48 hours in advance with Property Manager. Any work requiring an interruption in utility, HVAC or life safety system services to other tenants of Site shall be scheduled at least 48 hours in advance with Property Manager and shall be performed under the supervision of Property Manager's operating engineer. Contractor shall bear the cost of Property Manager's operating engineer, at an overtime rate, with a 4-hour minimum.
- b. The following construction operations, which take place on any floor of Site, must be performed outside the building standard lease hours. These operations include, but are not limited to:
 1. Drilling, cutting, or chiseling of the concrete floor slab.
 2. Drilling or cutting of any structural member or installation of new structural member.
 3. Any work which generates a vibration that may be disruptive to normal office operations. (Shooting drywall track, drilling pipe or duct work hangers, installing tack strips, etc.).
 4. Welding or operating a compressor.
 5. Draining or tapping into sprinkler piping or plumbing risers or loops. Drain downs of individual zones may be done during normal business hours.
 6. Painting, spraying or lacquering.
 7. Work in occupied tenant spaces.
 8. Work in ceilings of tenants other than Tenant.
 9. X-rays of slab.
 10. Painting
- c. No cutting or patching of existing work shall be permitted without prior written consent of Property Manager. Request for permission to do cutting, drilling or chipping shall include explicit details and description of work and must not under any circumstances diminish the structural integrity or functional capabilities of Site components or systems. Tenant is required to provide for X-rays of the slab prior to drilling. All X-rays must be reviewed by a Landlord approved structural engineer to ensure that no conflicts exist.
- d. Contractor shall provide reasonable notice, but not less than one week, to Property Manager for Site system (including elevator) shutdowns necessary to perform the work, including a description of work intended, a comprehensive schedule of shutdowns, anticipated duration of shutdown, systems involved, contingency plans, and required Property Manager support staff.

If such work interferes with Site occupants' ability to conduct business, Contractor shall perform such work, or effect such interruption, during non-business hours consistent with good construction practices. All Contractors shall work to coordinate shutdowns so as to reduce the frequency of occurrence and duration of service interruption.

e. The following Site systems must not be shut down, operated, interrupted, modified, or reconfigured without the expressed prior written consent of Property Manager. An engineer employed by the Property Manager must be present during all shutdowns at a reimbursable overtime rate (four-hour minimum). Special care must be taken when these systems serve other tenant areas.

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|---------------------------------|--------------------------|--------------------|
| • Elevator | • Domestic Water | • Electrical Power |
| • Air Distribution | • Standpipe | • Security |
| • Sprinkler | • Life Safety/Fire Alarm | • Plumbing |
| • Condenser Water/Cooling Tower | • Heating Hot Water | • BMS |
| • Telephone/Data | • Chilled Water | |

f. All new HVAC piping and existing HVAC piping that is drained, must be cleaned, flushed, and treated in accordance with Property Manager's design specifications. Prior to connecting into the system, Contractor must coordinate this work with Property Manager and the approved water treatment vendor. All new piping must be hydrostatically tested before being brought on line.

g. Any electrical circuits that are relocated within the electrical panels or any electrical circuits that are added to an electric panel must be labeled. Only conduit can be run in the electrical closets. Provide updated panel schedules to Property Manager.

h. Electrical panel covers must be reinstalled at the end of the work day.

i. If work on the standpipe and sprinkler system is required, Property Manager must be notified at least 48 hours in advance of the scheduled work in order for staff to be scheduled to operate the shut off valves at Contractor's cost (4 hour minimum). When work is completed, Property Manager must again be notified to reactivate the system. At no time will a floor be left without sprinkler coverage.

j. Contractor is responsible for providing fire extinguishers with current inspection tags during the construction period within the work area, one per 7,500 square-foot of part thereof under construction.

27. **Burning:** Open fire or rubbish burning is strictly prohibited. Smoking is prohibited in the Building.

28. **Fire Life Safety Systems:**

a. a. Contractor shall be responsible for false alarms of Site's Fire/Life Safety System generated by Contractor. Each event of a false alarm will cause Contractor to be charged \$250.00, plus any additional fees charged by the District of Columbia Fire Department in response to these alarms.

b. Fire/Life Safety System equipment must remain in operation at all times during construction. Approvals to take the system, or any part out of service, must be obtained from Property Manager on a daily basis. Posting of fire watch by Property Manager at Contractor's expense may be required during all periods when the system is fully or partially out of service.

c. Any efforts to disable the smoke detectors in the work area must be coordinated with Property Manager and must be reversed so as to put all Fire/Life Safety Systems back

into service during non-business working hours. Contractor will be charged \$250.00 for each incident where the Fire/Life Safety Systems on Site are left in a disabled condition, and will be responsible for costs, if any, related to the repair of the systems damaged by Contractor.

- d. Any tie-ins to the Fire/Life Safety System must be coordinated through Property Manager, and Property Manager must be notified at least 48 hours prior to working on any of the devices. If any panels or devices are to be accessed, the Property Manager's approved fire alarm technician must be "on-site". The approved technician is to monitor all work related to their system as it progresses. At no time is the Fire/Life Safety System to be tied into without the presence of the Property Manager's approved fire alarm technician. Any devices that are accidentally or otherwise made inoperable must be repaired or replaced immediately.
- e. The Fire Marshal Inspection is to be coordinated with Property Manager and be scheduled after 6:00 p.m. Monday through Friday.

29. Permits:

Contractor must obtain all building permits, including a final Certificate of Occupancy, as required by the District of Columbia for Contractor's work. A copy of the building permit must be supplied to Property Manager before any work commences, and the original Certificate of Occupancy must be supplied to Property Manager at the time of issuance.

30. Indoor Air Quality Specifications:

Of growing importance in the operation of Class A office buildings is the establishment and maintenance of acceptable indoor air quality ("IAQ") procedures. Exhibit E of the Landlord Review Procedures for Tenant Improvements outlines, in general, the conditions under which Tenant construction must take place in order to comply with established Property Manager IAQ requirements. Contractor must meet with Property Manager prior to the commencement of construction to review all specific IAQ requirements related to construction.

ATTACHMENT A

INSURANCE REQUIREMENTS

Before proceeding with any of Contractor's Work, Contractor shall furnish to Landlord and Owner's Agent, a certificate in form approved by Landlord (not to be unreasonably withheld) executed in duplicate by Contractor's insurance agent evidencing the insurance required by this Attachment with insurance companies approved by Landlord (not to be unreasonably withheld). Certificates not in approved form or which are incomplete will be returned to Contractor for revision and resubmission. Certificates must clearly indicate the work for which the certificate is submitted. Contractor shall keep said insurance in full force until acceptance of its Work by Tenant. Such insurance shall be modifiable or cancelable only on written notice to Landlord and Owner Agent from the insurance company, mailed to Landlord and Owner Agent, ten (10) days in advance of modification or cancellation. In the event of cancellation notice, Contractor shall obtain similar insurance coverage from other approved insurance companies prior to the effective cancellation of the original insurance coverage. In the absence of such insurance, Contractor shall cease all work and vacate Site, until such time as new Certificates of Insurance, as described above, are received by Landlord and Owner Agent.

Coverage	Minimum Limits of Liability
A. 1. Comprehensive Automobile Liability insurance to include non-owned, hired vehicles as well as owned vehicles.	\$1,000,000 per occurrence combined single limit bodily injury and or rented property damage.
2. Worker's Compensation	Statutory Limits
3. Employer's Liability	\$1,000,000 (if Statutory Limits Not Defined)
4. Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 general aggregate combined Insurance, including but not limited to: single limit bodily injury and property damage.
- Broad Form Property Damage	
- Contractual liability coverage	
- Contractor's protective liability coverage	
- Explosion, collapse and damage to underground utilities	
- Completed operations coverage for a period of two (2) years after final acceptance of the completed Contractor's work.	
5. Excess Liability	Not less than \$9,000,000 for each occurrence and in the aggregate.

The insurance required under B.1. and B.2. shall include a waiver of subrogation clause as follows:

“It is agreed that in no event shall this insurance company have any right of recovery against Teachers Insurance and Annuity Association of America, a New York corporation, for the benefit of its Real Estate Account (“TIAA”) and Hines Interests Limited Partnership (“HILP”), Landlord’s or HILP’s agents or Landlord’s Architects or Engineers”.

Evidence of the above coverage should be provided to Landlord and Owner Agent by means of a Certificate of Insurance with Landlord and Owner Agent as certificate holders. The Certificate of Insurance should include the following two statements:

1. Teachers Insurance and Annuity Association of America, a New York corporation, for the benefit of its Real Estate Account and Hines Interests Limited Partnership are included as additional insureds on all policies referred to in Part A (other than Worker’s Compensation), and that such policies (other than Worker’s Compensation) will be primary insurance over any other available insurance to the additional insured for the negligence of the Separate Contractor.
2. With respect to insurance referred to in Part B, a waiver of subrogation as provided above.

Contractor shall also carry such additional insurance as may be required by the law in the District of Columbia. Contractor shall keep the insurance required by this paragraph in full force and effect until acceptance of its Work by the Landlord. If Contractor shall subcontract any of its work, Contractor shall be responsible for seeing that such subcontractor shall have the insurance coverage required by this Attachment and shall furnish Landlord and Owner Agent evidence thereof before the subcontractor commences work on the project. Contractor’s obtaining of the insurance required by this Attachment shall in no manner lessen, diminish, or affect Contractor’s obligations set forth in any provisions of the Rules of the Site.

THE CONTRACTOR AND ALL SUBCONTRACTORS MUST SIGN AND COMPLY WITH THESE GUIDELINES. FAILURE TO DO SO MAY RESULT IN WORK STOPPAGE UNTIL SUCH TIME AS FULL COMPLIANCE BY THE CONTRACTOR IS ACCOMPLISHED.

AGREED TO AND ACCEPTED BY CONTRACTOR:

By: _____

Company: _____

Date: _____

Signature: _____

AGREED TO AND ACCEPTED BY SUBCONTRACTOR:

By: _____

Company: _____

Date: _____

Signature: _____

AGREED TO AND ACCEPTED BY SUBCONTRACTOR:

By: _____

Company: _____

Date: _____

Signature: _____