

Peachtree Center

General Contractor Tenant Construction Handbook Rules & Regulations

**BSC Realty Services, LLC as agents for ACP Peachtree Center, LLC,
ACP Marquis I, LLC, ACP Marquis II, LLC**

**BSC REALTY SERVICES
GENERAL RULES FOR CONTRACTORS**

GENERAL RULES

- All contractors shall have a current Certificate of Insurance on file with the Construction Department naming the Landlord as BSC Realty Services, LLC, as Agents for ACP Peachtree Center, LLC, ACP Marquis I, LLC and ACP Marquis II, LLC, 225 Peachtree Street, N.E., Suite 200, Atlanta, GA 30303. Minimum liability is \$3,000,000. (See attached Sample of Certificate of Insurance, for each entity.)
- All employees of contractors and subcontractors shall sign in and sign out with security and wear identification displaying the name of the company and individual's name. (badge to be provided by security)
- All construction workers shall be dressed in uniforms or clean clothes in good repair with shirts that have sleeves and shirt hems tucked into pants.
- All public areas of the building (i.e. freight elevators, elevator lobbies, corridors, restrooms, and loading dock areas) are to be protected and kept clean at all times. General contractor shall be responsible for any damage to public areas.
- The general contractor is responsible to communicate and enforce the "no smoking/tobacco use" and the "no radio playing" rule among all workers on the project.
- Contractors are not permitted to use tenant telephones. Contractors are responsible to provide their own telephone for every project.
- Parking for construction workers will not be provided.
- The use of a trash dumpster and its placement must be approved by the Construction Manager.
- Trash haul-off through public areas of the building (i.e. public lobbies, corridors and other tenant visible areas) and stocking the job with materials is NOT permitted during the hours of 7:00 a.m. and 6:00 p.m. weekdays.
- The use of passenger elevators by contractors is not permitted.

General Rules (continued)

- General contractor shall provide temporary walk-off mats at all construction entrances and exits.
- For spaces with see through glass, the general contractor shall enclose with black plastic so construction area is not visible to the public. Contractors are NOT allowed to prop doors open at any time.
- No storage (even temporary) of tools, equipment and materials in **public areas** or building's mechanical, electrical, telephone, janitorial rooms or **vacant areas**.
- Eating areas shall be restricted to the job site or building restaurants (with proper attire).
- At the conclusion of the workday, the general contractor shall turn off all lights.

REQUIREMENTS FOR CONSTRUCTION

Requirements for Starting Construction

- Immediately after award of bid, general contractor is to fax the Property Administrator for the respective building and to the Construction Manager a list of subcontractors, telephone number and contact person who will be working on the property.
- General Contractor to obtain construction keys from the Construction Manager for the respective building and should be returned to the Property Manager at the punchlist.
- The Contractor shall prepare a Construction Contract for execution, which will be kept on file for all projects.
- For design build projects, the general contractor is to submit to the chief building engineer and the Construction Manager the design plan of HVAC work for approval within the first week of the project.
- Prior to bringing any material or equipment into the building, the general contractor shall contact Property Administrator at the respective building to schedule loading dock and elevator use.
- Immediately upon receipt, the general contractor shall fax a copy of the building permit and project schedule to the Construction Manager.
- The general contractor is responsible for scheduling weekly job meetings where project schedule is reviewed and various construction issues are discussed and resolved.
- Immediately at the start of the project the general contractor is to isolate the construction area and install pre-filters on AHU to insure dust and odors are not transmitted to adjacent tenant and public areas.
- The general contractor is responsible to submit all submittals (i.e. samples, shop drawings and cut sheets) within a time frame that will accommodate the project schedule.

Requirements During Construction

- All **after hours** work shall be scheduled 48 hours in advance of performing work with the Property Administrator.
- The general contractor is responsible to supervise all after hours work. When floor coring occurs an electrician must be immediately available for any repairs of conduit and not identified in slab.
- All noise and odor generating work (exp. Demolition, floor coring, hammer drilling, tacking of carpet pad, shooting track into deck, drywall sanding in occupied suites, oil base painting and welding shall be performed **AFTER** normal business hour.
- If access is required to adjacent tenant space to perform work, floor coring or disconnection of power or water, the general contractor is to schedule work 48 hours in advance with the Construction Manager and the respective Property Administrator.
- No materials are allowed to be removed from vacant areas and used in tenant build-out.
- The general contractor is responsible to schedule and coordinate the tenants low voltage work with their ceiling cover up inspection requirements.
- Test and Balancing of the project shall commence as soon as the ceiling is covered. The general contractor is not to wait until the last week of the project.
- The general contractor shall clean the construction area, restrooms, sinks and maid closets at the conclusion of each day and remove trash as required to prevent it from building up.

Requirements For Ending Construction

- Electrical panels and outlets are to be inspected by the general contractor and the Construction Manager to verify they are properly labeled.
- The punch out of every project is to occur three (3) days prior to the schedule completion date of the project. The general contractor is to schedule the day and time of the punch out with the Construction Manager. The general contractor will have (10) business days to complete the punchlist.
- All common areas within the building used as a path of travel to the construction area shall be cleaned and free from damages. The superintendent shall arrange a time for the common areas to be inspected and signed off by the Construction Manager prior to construction and after construction.

- When electrical or water meters are installed, the general contractor shall provide to the Construction Manager the meter number/ratio and a list of items that it is metering.

Requirements for Close Out of Construction

- Before the application for final payment will be processed, two copies of the following close out package must be submitted in its entirety, (1) property manager, (1) tenant:

Certificate of Occupancy

Test and Balance Report

Signed off Punchlist by Tenant

FINAL Lien Waivers from general contractors, subcontractors and material suppliers

Certificate of Insurance (to be submitted at start of project)

Building Permit (to be submitted at start of project)

Fire Alarm Test Letter

As-built drawings (Architectural and MEP drawings)

Contact List of all contractors (to be submitted at start of project)

Executed Contract/Work Order (to be submitted at start of project)

NORTH AND SOUTH TOWER OFFICE PERSONNEL

Property Manager: Dawn Marx (404) 654-1299 phone
dmarx@banyanstreet.com (404) 654-1200 fax

- *Contact to schedule access to adjacent tenant space and/or shut down building services. (i.e. sprinkler system, fire alarm system, domestic water, HVAC, etc.) (minimum 48 hours notice)*

Asst. Property Manager: Myleka Morgan (404) 654-1265 phone
mmorgan@banyanstreet.com (404) 654-1200 fax

- *Contact to schedule elevator and loading dock time. (minimum 24 hours notice, first come first serve basis)*
- *Contact to schedule security clearance for after hour's work. (minimum 48 hours notice)*

Chief Building Engineer: Barry Jacobs (404) 654-1287 phone
bjacobs@banyanstreet.com (404) 654-1295 fax

- *Contact to review HVAC, Fire Protection and Electrical issues prior to bid for every project.*

VP, Construction: Derik Keel (404) 654-1263 phone
dkeel@banyanstreet.com (404) 654-1260 fax

- *Contact to request keying of new spaces*
- *Contact to request keying for construction*

Assistant Construction Manager: Lisa McNabb (404) 654-1268 phone
lmcnabb@banyanstreet.com (404) 654-1260 fax

MARQUIS ONE AND MARQUIS TWO OFFICE PERSONNEL

Sr. Property Manager: Belinda Hopkins
bhopkins@banyanstreet.com

(404) 654-1209 phone
(404) 654-1200 fax

- *Contact to schedule access to adjacent tenant space and/or shut down building services (i.e. sprinkler system, fire alarm system, domestic water, HVAC, etc.) (minimum 48 hours notice)*
-

Property Administrator: LaToya Robinson
lrobinson@banyanstreet.com

(404) 654-1203 phone
(404) 654-1200 fax

- *Contact to schedule elevator and loading dock time. (minimum 24 hour notice, first come first serve basis)*
 - *Contact to schedule security clearance for after hour's work. (minimum 48 hours notice)*
-

Chief Building Engineer: James Sanders
jsanders@banyanstreet.com

(404) 654-1289 phone
(404) 654-1294 fax

- *Contact to review HVAC, Fire Protection and Electrical issues prior to bid for every project.*
-

VP, Construction: Derik Keel
dkeel@banyanstreet.com

(404) 654-1263 phone
(404) 654-1260 fax

- *Contact to request keying of new space.*
- *Contact to request keying for construction.*

Assistant Construction Manager: Lisa McNabb
lmcnabb@banyanstreet.com

(404) 654-1268 phone
(404) 654-1260 fax

HARRIS AND INTERNATIONAL TOWER OFFICE PERSONNEL

Sr. Property Manager: Roger Smoak (404) 654-1217 phone
rsmoak@banyanstreet.com (404) 654-1200 fax

- *Contact to schedule access to adjacent tenant space and/or shut down building services. (i.e. sprinkler system, fire alarm system, domestic water, HVAC, etc.) (Minimum 48 hours)*
-

Asst. Property Manager: Myleka Morgan (404) 654-1265 phone
mmorgan@banyanstreet.com (404) 654-1200 fax

- *Contact to schedule elevator and loading dock time. (minimum 24 hour notice, first come first serve basis)*
 - *Contact to schedule security clearance for after hour's work. (minimum 48 hours notice)*
-

Chief Building Engineer: Marty King (404) 654-1219 phone
mking@banyanstreet.com (404) 654-1295 fax

- *Contact to review HVAC, Fire Protection and Electrical issues prior to bid for every project.*
-

VP, Construction: Derik Keel (404) 654-1263 phone
dkeel@banyanstreet.com (404) 654-1260 fax

- *Contact to request keying of new space.*
- *Contact to request keying for construction.*

Assistant Construction Manager: Lisa McNabb (404) 654-1268 phone
lmcnabb@banyanstreet.com (404) 654-1260 fax

RETAIL OFFICE PERSONNEL

Property Manager: Dawn Marx (404) 654-1299 phone
dmarx@banyanstreet.com (404) 654-1200 fax

- *Contact to request keying for construction.*
 - *Contact to schedule access to adjacent tenant space and/or shut down building services. (i.e. sprinkler system, fire alarm system, domestic water, HVAC, etc.) (minimum 48 hours notice)*
-

Property Administrator: LaToya Robinson (404) 654-1203 phone
lrobinson@banyanstreet.com (404) 654-1200 fax

- *Contact to schedule elevator and loading dock time. (minimum 24 hour notice, first come first serve basis)*
 - *Contact to schedule security clearance for after hour's work. (minimum 48 hours notice)*
-

Chief Building Engineer: Marty King (404) 654-1288 phone
mking@banyanstreet.com (404) 654-1295 fax

- *Contact to review HVAC, Fire Protection and Electrical issues prior to bid for every project.*
-

VP, Construction: Derik Keel (404) 654-1263 phone
dkeel@banyanstreet.com (404) 654-1260 fax

Assistant Construction Manager: Lisa McNabb (404) 654-1268 phone
lmcnabb@banyanstreet.com (404) 654-1260 fax