

CFBULLETIN

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Date: February 2, 2010
Attention: All Waterfront Properties Tenants

Contractor Requirements Reminder

As a reminder, all contractors performing any work or activity within your tenanted space are required to follow the Cadillac Fairview requirements listed below.

Contractor / Service Provider Access

Cadillac Fairview has security procedures in place to ensure that the security of the complex and individual tenants' premises are not compromised. Please be aware of the following guidelines regarding contractor access.

- The tenant will forward written confirmation to the Cadillac Fairview Service Centre, via E-Mail: vanservice@cadillacfairview.com, about the scope of work and for contractor access authorization, authorizing a contractor to be on site to perform approved work.
- Cadillac Fairview will authorize contractors performing work via e-mail confirmation to the tenant.
- Contractor personnel will deposit with security, valid picture identification on receipt of access key(s), card(s), and Cadillac Fairview identification. Personal identification will be returned upon receipt of key(s) and/or card(s) at the end of their workday at Waterfront Properties. Acceptable identification can be a driver's license, BCID, Native status card, citizenship card, or valid company photo ID.
- Contractor personnel will wear the Waterfront Properties/Cadillac Fairview identification badge in a visible area at all times while working within Waterfront Properties.
- Contractors are responsible for all of their sub-trades and required to providing Cadillac Fairview with details on the sub-trades work. The contractor is responsible for ensuring that sub-trade personnel are aware of the access policy and are in compliance.
- Key(s) and/or access card(s) required beyond the original assignee work day will require a second assignee to report to security to have key(s) or access card(s) signed over to him/her.
- Contractors who are responding to Waterfront Properties in relation to an emergency or beyond normal operating hours should advise security at what entry point they will arrive at the complex, so that Security may facilitate the response.
- All expenses resulting from key(s) and/or card(s) being misplaced or stolen will be charged to the General Contractor performing the services.

Noise

- Coring, drilling, and other noisy work is not permitted during the period from 7:00 a.m. to 6:00 p.m., Monday through Friday, or at times specified by the Operations Manager. Repeated violation of this rule will result in the Contractor being required to perform all work after 6:00 p.m.
- All demolition must be done after normal business hours.
- There will be no external noise from radios in construction areas.



Odors

WCB requires that the following materials, due to the odors they produce, may not be applied during normal business Hours:

- Lacquers.
- Oil based paints.
- Enamel paints.
- Lacquer based contact cement.
- Carpet glues.
- Sealers.
- Burning equipment.
- Gas welders.
- Anything else that may produce noxious fumes.

Insurance and WCB requirements for Contractors at Waterfront Properties

- Comprehensive General Liability Insurance in the amount of \$5,000,000.
- Standard Automobile Liability Insurance in the amount of \$1,000,000.
- **Ontrea Inc., Cadillac Fairview Corporation Limited and Cadillac Fairview Management Services Inc.** must all be named as additional insured.
- Current work safe clearance letter showing they are in good standing, including all sub-trades.
- Copy of the Project Schedule.
- Copy of all applicable Building Permits.
- References and/or description of previous projects (*only applicable if contractor(s) are not familiar with Waterfront Properties*).

Supplies / Construction Materials

- Please refer to the Freight Elevator section of this bulletin for the policies relating to material delivery. After building hours, a security guard may be required should delivery necessitate locked entrance doors being left open for an extended period of time. Should a guard be required for this purpose, there will be a minimum 4-hour charge.
- Contractors are responsible for their own clean up and garbage removal, and will be billed accordingly should this not be adhered to.

Freight Elevators

It is advisable to make a freight elevator booking at least one week in advance. Please contact the Service Centre at 604.688.7282 for more details.

Please note that large and cumbersome deliveries, including construction materials, office furniture, photocopiers, and the like, are not permitted through the tower lobbies or in the passenger elevators. Anyone found bringing these type materials through the lobby will be stopped by the Lobby Representative and instructed to use the freight elevator/loading dock facilities. In the case of moves, your moving contractor will be responsible for any damage to the building incurred during the move. To avoid any unnecessary damage:

- Pad or otherwise protect all entrances, doorways, and walls affected by the move;
- Cover all floors traversed during the move with appropriate material.
- Do not block any fire exit corridor, exit door, elevator, lobby, or hallway with any materials.

Access will only be granted to the property once we are in receipt of these documents. For your convenience, attached is an insurance form that your contractors can complete and forward to our offices, either via fax: 604.646.8025 or email: linda.nguyen@cadillacfairview.com.

Please note that Cadillac Fairview maintains a list of pre-qualified contractors. We may be able to provide you with contacts for painting, electrical, cleaning, etc. If you have any questions or concerns regarding this bulletin, please contact me at 604.646.8023. Thank you.

Yours truly,

**ONTREA INC., BY ITS AGENT AND MANAGER
CADILLAC FAIRVIEW MANAGEMENT SERVICES INC.**

A handwritten signature in black ink, appearing to read "Brent Hultman". The signature is written in a cursive, flowing style.

Brent Hultman
Operations Manager
Waterfront Properties
