



Cadillac Fairview Corporation Limited
200 Granville Street, Suite 1020, Vancouver, B.C V6C-1S4
Tel: 604.646.8020 Fax: 604.646.8025

WATERFRONT PROPERTIES TENANT IMPROVEMENT MANUAL

INTRODUCTION

This manual contains general information, procedures, and requirements which have been established by the Landlord to assist tenants in the design and construction of their improvements within the leased premises and to notify them of the basic design specifications for the building. While this manual is intended to reflect the general case, it should at all times be read in conjunction with written agreements between the landlord and the tenant.

1. APPROVAL FOR CONSTRUCTION

No construction can commence without:

- (a) Written approval of submitted tenant drawings and a Work Authorization Permit from the Landlord;
- (b) Obtaining a building permit and supplying a copy to the Landlord; (Where required)
- (c) Providing a copy of insurance minimum five (5) Million Dollars per occurrence naming **ONTREA INC and Cadillac Fairview Management Services Inc. and The Cadillac Fairview Corporation Limited** as additional named Insured;
- (d) Providing a copy of WCB (valid in the province of BC) letter of good standing or equivalent;
- (e) Providing the Landlord a list of all sub-trades including contact names and phone numbers; and a copy of WCB for each
- (f) Providing the Landlord with a construction schedule

Contractors starting construction prior to the above, or not adhering to the following methods or procedures, will be removed from the job site at the sole discretion of the Landlord;

2. DRAWING AND SPECIFICATION REQUIREMENTS

The Tenant is responsible for the production of accurate and complete working drawings, contract documents and a comprehensive construction schedule for the proposed construction within the Leased Premises. The Landlord strongly suggests that a review of the Project Web FM drawing database; including base building and previous tenant's Architectural, Mechanical, Electrical and Structural drawings, is completed prior to the start of any work. For access to this database, please contact the Manager of Tenant Projects. The Tenant may request drawings of the Leased Premises indicating the major elements of the base building structure and systems to assist the Tenant in the production of working drawings. The Landlord will provide copies of these drawings, at the cost of the tenant, if the drawings are available.

The Tenant must submit to the Landlord for its review, one set of paper prints, PDF copy, and AUTOCAD drawings of all work proposed for the Leased Premises. Drawing size shall be no less than 22"x34". A copy of the drawings will be returned to the Tenant bearing the Landlord's stamp and comments, if any, with the understanding that drawings may be subject to changes requested by the Landlord. Please note that the approval process will take at least two weeks. For the purpose hereof, copies of the "Approved Drawings" are to be kept on the job for viewing throughout the construction period. Any revision to the Approved Drawings must be submitted to the Landlord for approval of changes and work must not proceed until revised drawings are stamped and returned. **Please note that a Letter of Owner's Undertaking will be provided once the requirements listed above have been submitted and approved.**

3. SECURITY

- (a) Cadillac Fairview Security is responsible for enforcing compliance with all construction rules and regulations.
- (b) The General contractor is responsible for arranging site access for the sub trades. **[Security will not provide site access to any contractor not listed]**
- (c) The Landlord/Cadillac Fairview Security is not responsible for any tools or materials left on site.
- (d) The Security Office is located on P1 of 200 Granville Street.
- (e) In the event of a dispute the Owner's Representative shall mediate.

4. HOARDING (Retail)

- (a) Hoarding installation shall be installed in accordance with the Landlord's Hoarding Construction Guidelines and removal to be approved by Owner's Representative.
- (b) Keep hoarding door closed at all times.
- (c) Hoarding key will be available from Security, signed out on a daily basis
- (d) Keep the exterior of the hoarding clean at all times.
- (e) Advertising is not allowed without prior written consent from the Landlord.
- (f) **Contractor identification signage is not permitted.**

5. COMMON AREAS

- (a) Confine all construction materials, store fixtures, tools etc., to the Tenant space.
- (b) **No tenant work is to be done in the common areas of the building.**
- (c) Arrangements may be made through the Owner's Representative if additional space is required to complete the work. (if available).
- (d) Protect all public areas affected by tenant construction. Should any damage occur, it must be repaired immediately to the satisfaction of the Landlord or the Landlord will undertake repairs at the Tenant's expense.
- (e) No material or debris is to be kept in public corridors or lobbies at any time. The Landlord, at the Tenant's expense, will remove any material found.

6. LOADING DOCK PROCEDURES

- (a) Parking in the Loading Dock area is **not permitted**. Remove vehicle promptly after loading or unloading.
- (b) Make all deliveries through the loading dock and freight elevators. No deliveries of construction material will be permitted between 07:00 am and 6:00 pm Monday – Friday. Contractors are to receive their own deliveries.
- (c) No storage is permitted on the dock.
- (d) Contractors must supply their own **soft rubber wheeled carts**.
- (e) The Landlord, at the Tenant's expense, will repair damage to the property.
- (f) Oversize deliveries may be prearranged through Security for off street loading. Street permits required are the responsibility of the Contractor.
- (g) Freight Elevator **must** be booked 24-hours in advance of delivery of construction materials and/or removal of construction debris. **To book elevator call 604.688.7282**

7. HOURS OF WORK OFFICE TOWER

Monday to Friday, 6:00 P.M. TO 6:00 A.M.

Noisy work and work that would be of disturbance to others is not permitted 6:00 A.M. – 6:00 P.M.

Saturday and Sunday, work can be scheduled as required

- (a) Work that interferes with other tenant premises or results in tenant complaints will be shut down immediately by Security.
- (b) Hot work is not permitted during regular business hours.
- (c) Odorous materials such as oil base paints, spray-applied finishes, etc must be applied off-site where at all possible. Odorous materials or specialty spray-applied finishes (i.e. poly-mix), that cannot be applied off site are permitted only after business hours and weekends, taking all precautions necessary to ensure that the air quality for workers and the remainder of the building is not compromised. Only low Volatile organic compound (VOC) materials should be used.
- (d) A limited amount of brush or roller applied latex paints permitted during regular business hours.

8. CORING AND CHIPPING

- (a) All coring requires prior approval from Owner's Representative and the base building structural engineer. A dimensioned floor plan showing the location and size of proposed holes may be required. **Absolutely no trenching in slab permitted.**
- (b) X-rays or Ground-Penetrating Radar (GPR) are mandatory prior to any coring taking place.
- (c) Proper arrangements must be made with Security prior to x-raying to ensure public safety.
- (d) All slab penetrations must be fire stopped to code requirement and water tight to maintain the integrity of the slab.
- (e) Structural elements or cast in slab services damaged by Contractor will be repaired by the Landlord and charged to the Tenant's account, or as directed by the Lease.

9. GARBAGE DISPOSAL

- (a) Cadillac Fairview Corporation's 'Green At Work' policy strives to minimize the creation of waste sent to landfill with the ultimate goal of zero-waste. All construction activities must implement a Construction Waste Management Plan and provide a final Project Construction Waste Management Summary confirming the percentage of total waste diverted in metric tonnes, refer to Appendix No. 1, Construction Waste Management, for a complete list of Contractor responsibilities.
- (b) Do not use Cadillac Fairview compactor bins for disposal of construction materials. Fines will be levied if Contractor dumps waste in building compactors.
- (c) Dock stall location for contractor bins must be arranged through Operations Supervisor.
- (d) Contractor is responsible for keeping area around bin clean.

- (e) Do not haul garbage during business hours.
- (f) Do not leave garbage in common areas.
- (g) The Landlord will charge clean-up costs or damages to the Tenant account.
- (h) Contact the Service Centre at 604.688.7282 for bin delivery and location.

10. INDOOR AIR QUALITY

- (a) Cadillac Fairview requests that all construction work incorporate best-practices in Indoor Air Quality management during construction and encourages work to conform to Sheet Metal and Air Conditioning National Contractors Association (SMACNA) Indoor Air Quality Guidelines for Occupied Buildings under Construction, 1995, Chapter 3. At a minimum all work is to be performed in such a manner as to minimize occupant exposure to volatile organic compound emissions and construction related dust, debris, and particulates.
- (b) If possible, air handlers are to be turned-off during construction activities and all return air grilles are to be wrapped in plastic or protected by adequate means to avoid contamination from dust and particulates.
- (c) If air handlers must be used during construction then filtration media with a Minimum Efficiency Reporting Value (MERV) of 8 is to be used at each return air grille.
- (d) Protect stored onsite or absorptive materials from water damage and exposure to volatile organic compounds and particulates. All ducting stored onsite should be wrapped in plastic or protected by adequate means until installation.
- (e) It is strongly recommended that filtration media on all return air grilles be replaced prior to occupancy in to order to ensure a high degree of indoor air quality.
- (f) Ductwork is to be inspected for contamination of dust and particulates prior to operation of air handlers and cleaned if necessary to ensure a high level of indoor air quality is maintained.

11. ELEVATOR USE

Service Elevator

WATERFRONT CENTRE

Dimensions: 68.25" wide, 52" deep, 113.5" high
 Maximum Weight: 2000 lbs.

GRANVILLE SQUARE

Elevator Entrance Door Dimensions: 42" wide, 84" high
 Interior Elevator Dimensions: 72" wide, 56" deep, 94 " high
 Maximum Weight: 2500 lbs.

THE STATION

Dimensions: 52.00" wide, 55" deep, 91" high
 Maximum Weight: 2000 lbs.

PRICEWATERHOUSE COOPERS PLACE

Dimensions: 89" wide, 55" deep, 109" high
Maximum Weight: 4000 lbs

12. ACCESS TO EXISTING TENANT SPACE

- (a) Arrange access to existing Tenant space through the Cadillac Fairview Security. Minimum 24 hour notice required.
- (b) Costs incurred by adjacent Tenants, such as security or cleaning will be provided by the Landlord at the constructing Tenant's expense.
- (c) Cadillac Fairview Security will not provide access without written authorization from the Tenant and Owner's Representative.

13. LIFE SAFETY SYSTEM

Fire Alarm Tie-in

- (a) Contact the Manager of Fire & Life Safety for final tie-in and verification. The contractor must ensure the Manager of Fire & Life Safety is present during the verification.
- (b) All disconnections, connections and final tie-ins of speakers, sprinklers, pull stations; will be conducted by the Landlord's approved Fire Alarm contractor and will be coordinated with the Landlord. All costs incurred to complete the work are at contractor's sole expense.
- (c) All work affecting Life Safety systems must be completed after normal business hours.
- (d) Notify Security of any activity, which may affect the fire alarm system (e.g. welding, sprinkler work, grinding or soldering) 24 hours in advance.
- (e) When grinding, soldering, or welding, a 5 lb. ABC extinguisher must be available within 10 feet.

14. FIRE PROOFING

- (a) Fire proofing which is disturbed or removed must be replaced by the Tenant's contractor, using material that matches the existing level of fire protection or most recent code requirement.

15. LANDLORD SYSTEMS AND ASBESTOS MATERIALS

- (a) Contact Operations Manager for all work affecting Landlord HVAC, electrical, plumbing, lock work, life safety, and architectural or structural systems.
- (b) Building electrical distribution system is equipped with sensitive ground fault protection. The potential for unscheduled power outages of large parts of the building exists. The contractor is expected to use caution and ensure only qualified personnel work on the electrical system.
- (c) Damage to Landlord or existing Tenant systems will be repaired by the Landlord at the Tenant's expense.
- (d) Temporary filters must be installed over all return air duct inlets affected by construction. These filters must be removed prior to occupancy

- (e) Welding within the Towers must conform to specific guidelines regarding handling of smoke, pressurized tanks, WHMIS, and fire alarm. Contact Owner's Representative for details.
- (f) Lead based paint is **not** permitted in the premises.
- (g) It should be noted that asbestos-containing materials (ACM) exist in certain areas of 200 Granville Street and 601 West Cordova Street.
- (h) Cadillac Fairview has established an Asbestos Management Program (AMP) which places strict controls on the potential disturbance of ACM. The AMP provides information, procedures, and work practices to facilitate the management of asbestos materials at the Cadillac Fairview Waterfront Properties. This includes responsibilities, work procedures, asbestos inventory and labeling.
- (i) A copy of the AMP is available for viewing at the offices of Cadillac Fairview.

Meters

Meters for gas, water, and electrical will be required. All meters will be equipped with a remote readout.

Air Balancing

Contact Owner's Representative when space is ready for Air Balancing. Submit 2 copies of Air Balancing Report to Owner's Representative.

16. CLEANING

The Landlord, at the Tenant's expense, if requested as a result of Tenant construction will provide cleaning.

Walk-off mats **are required** during construction in order to protect building floors and carpets.

17. ENFORCEMENT

IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO ENFORCE THESE RULES WITH HIS/HER EMPLOYEES AND SUBTRADES. THE CONTRACTOR AND HIS/HER EMPLOYEES/SUBTRADES ARE ALLOWED ONLY IN THOSE AREAS IN WHICH THEY ARE WORKING. ANY EMPLOYEES/SUBTRADES OF THE CONTRACTOR FOUND IN UNAUTHORIZED AREAS WILL BE REMOVED FROM THE BUILDING PREMISES.

18. CONTACTS

TENANT COORDINATION

Retail/Office	Richard Morley (Owner's Representative)	604.646.8035
Retail	Nichole Kennard	403.247.5920 (Calgary)

OPERATIONS

Senior Manager, Operations	Richard Morley (Owner's Representative)	604.646.8035
Maintenance Supervisor	Mike Press	604.646.8023
Security Manager	Depinder Minhas	604.646.8031
Manager, Fire & Life Safety	Victor Smart	604.638.3362
Janitorial Services Manager	Julie Lauzon	604.646.8039
Service Centre Supervisor	Karyn Dirks	604.646.8043

REGULATORY BODIES

Building Permits Department
The City of Vancouver City Hall
453 West 12th Avenue
Vancouver, BC V5Y 1V4
604.873.7611

*Additional information about the City of Vancouver can be obtained at www.city.vancouver.bc.ca

Vancouver/Richmond Health Board
1770 West 7th Avenue
Vancouver, BC V6J 4Y6
604.736.2866

LEGAL DESCRIPTIONS

Granville Square -Lot 4, Plan LMP23953 District Lot 541 New Westminster, Public Harbour of Burrard Inlet

The Station - Lot 5, Plan LMP23953 District Lot 541 New Westminster, The Public Harbour of Burrard Inlet

PricewaterhouseCoopers Place, Lot 3, Plan LMP23953 New Westminster District Lot 541 and of the Public Harbour of Burrard Inlet

Waterfront Centre, Lot 1, Plan LMP3374 New Westminster Except Plan ASP, LMP3376 & LMP9029 LMP10273 LMP29531 DL: 541, and of the Public Harbour of Burrard Inlet, Waterfront

OWNER

For the purposes of applying for a building permit, use the ONTREA Inc. as the name of the owner at

- 200 Granville Street
- 601 West Cordova Street
- 250 Howe Street
- 200 Burrard Street

BASE BUILDING CONSULTANTS

These professional engineers have been designated as the Landlord's consultants.

WATERFRONT CENTRE

Mechanical Consultant

Flow Consultants
Ron Braun, M.Sc., P. Eng
Senior Project Manager, Mechanical Engineer
Suite 104 – 740 Nicola Street
Vancouver, BC V6G 2C1
Telephone: 604.609.0500
Facsimile: 604.609.0588
Email: rbraun@flowgroup.com

Mechanical Consultant

Cobalt Engineering
Mr. Kai Chan, PEng, LEED AP
305- 625 Howe Street
Vancouver, BC V6C
Telephone: 604.687.1800
Facsimile: 604.687.1802
Email: kchen@cobaltengineering.com

Electrical Consultant

Applied Engineering Solutions Ltd.
Mr. Ahmet A. Ulker, PEng, LEED AP
4th Floor, 509 Richards Street
Vancouver, BC V6B 2Z6
Telephone: 604.569.6500
Fax: 604.569.6501
Email: mulker@appliedengineering.ca

Structural Consultant

Read Jones Christoffersen Ltd.
Dennis Gam
4th Floor – 210 West Broadway
Vancouver, B.C. V6H 3X8
Telephone: 604.738.0048
Facsimile: 604.738.1107

Tenant Data Communication Consultant

RYCOM TPM (Telecom Property Management) Inc. has been retained by Cadillac Fairview for Riser Management for Data and Communications requirements. RYCOM provides controlled secure access to the telecommunications area within the building; their areas include riser rooms, Main Telephone Room (MTR), POP Sites and roof tops. Any access to the above noted locations requires the notification and approval of RYCOM TPM. This can be arranged through RYCOM TPM Customer Care at 1.877.792.6687 or 1.877.TO.RYCOM select option 1, or Email customercare@rycom.ca, fax at 905.502.6612

Building security typically requires tenants or contractors to provide a minimum of 24 hours notice to gain access to the riser facilities, however, 48 hours notice is required for major infrastructure upgrades. The contractor is responsible for all security escort fees associated with work carried out.

GRANVILLE SQUARE

Mechanical Consultant

Flow Consultants
Ron Braun, M.Sc., P. Eng
Senior Project Manager, Mechanical Engineer
Suite 104 – 740 Nicola Street
Vancouver, BC V6G 2C1
Telephone: 604.609.0500
Facsimile: 604.609.0588
Email: rbraun@flowgroup.com

Electrical Consultant

Flow Consultants
Othmar Brunner
Suite 104 – 740 Nicola Street
Vancouver, BC V6G 2C1
Telephone: 604.609.0500
Facsimile: 604.609.0588
Email: obrunner@flowgroup.com

Structural Consultant

Read Jones Christoffersen Ltd.
Dennis Gam
4th Floor – 210 West Broadway
Vancouver, B.C. V6H 3X8
Telephone: 604.738.0048
Facsimile: 604.738.1107

Data Communication Consultant

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THE STATION

Mechanical Consultant

Flow Consultants
Ron Braun, M.Sc., P. Eng
Senior Project Manager, Mechanical Engineer
Suite 104 – 740 Nicola Street
Vancouver, BC V6G 2C1
Telephone: 604.609.0500
Facsimile: 604.609.0588
Email: rbraun@flowgroup.com

Electrical Consultant

Flow Consultants
Othmar Brunner
Suite 104 – 740 Nicola Street
Vancouver, BC V6G 2C1
Telephone: 604.609.0500
Facsimile: 604.609.0588
Email: rbraun@flowgroup.com

Structural Consultant

Bush, Bohlman & Partners
Andy Metten
Suite 1550 - 1500 West Georgia Street
Vancouver, B.C. V6G 2Z6
Telephone: 604.688.9861
Facsimile: 604.688.7039

Architectural Consultant

S Malcolm Candler
Soren Rasmussen Architects Inc.
#450-375 Water St.
Vancouver, BC, V6B 5C6
Tel 604 681 4292 ext. 230
Email: mcandler@srach.net

Data Communication Consultant

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Building security typically requires tenants or contractors to provide a minimum of 24 hours notice to gain access to the riser facilities, however, 48 hours notice is required for major infrastructure upgrades. The contractor is responsible for all security escort fees associated with work carried out.

PRICEWATERHOUSE COOPERS PLACE

Mechanical Consultant

Cobalt Engineering
Mr. Kai Chan, PEng, LEED AP
305- 625 Howe Street
Vancouver, BC V6C
Telephone: 604.687.1800
Facsimile: 604.687.1802
Email: kchen@cobaltengineering.com

Electrical Consultant

Applied Engineering Solutions Ltd.
Mr. Ahmet A. Ulker, PEng, LEED AP
4th Floor, 509 Richards Street
Vancouver, BC V6B 2Z6
Telephone: 604.569.6500
Fax: 604.569.6501
Email: mulker@appliedengineering.ca

Structural Consultant

Read Jones Christoffersen Ltd.
Dennis Gam
4th Floor – 210 West Broadway
Vancouver, B.C. V6H 3X8
Telephone: 604.738.0048
Facsimile: 604.738.1107

Architectural Consultant

Musson Cattell Mackey Partnership
1600 – Two Bentall Centre
555 Burrard Street, Box 264
Bill Reid
Vancouver, BC V7X 1M7
Telephone: 604.687.2990
Facsimile: 604.738.1771

Data Communication

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Building security typically requires tenants or contractors to provide a minimum of 24 hours notice to gain access to the riser facilities, however, 48 hours notice is required for major infrastructure upgrades. The contractor is responsible for all security escort fees associated with work carried out.

PRE-APPROVED BUILDING CONTRACTORS

The contractors listed below are pre-approved to provide services at Waterfront Properties. While tenants are welcome to invite any reputable contractor not included in this list to bid on tenant improvement work, contractors unfamiliar to the Landlord will be asked to submit references, carry and provide copy of the appropriate insurance and WCB (as outlined on page 1) and will be subject to approval at the Landlord's sole discretion. However, The Tenant will still be required to carry the base building electrical contractor in their quotations for work requiring connections to base buildings Fire and Life safety systems (Item 12, Page 5)

Mechanical:

Davidson Brothers Mechanical Contractors Ltd.
7388 Hedley
Burnaby, B.C. V6B 3E8
Telephone: 604.522.4798
Facsimile: 604.522.9587
Contact: **Wayne Davidson**

Fred Welsh Ltd.
Suite #3 – 720 Beatty Street
Vancouver, B.C. V6B 2M1
Telephone: 604.294.3100
Facsimile: 604.294.3132
Contact: **Bill Cheavins**

Daryl Evans Mechanical Ltd.
1 – 211 Schoolhouse Street
Coquitlam, BC V3K 4X9
Telephone: 604.525.3523
Facsimile: 604.525.4744
Contact: **Daryl Evan Tisseur**

Electrical:

Corporate Electric Ltd. (designated as the Landlord's base building electrical contractor)

2233 Quebec Street

Vancouver, B.C. V5T 3A1

Telephone: 604.879.0551

Facsimile: 604.879.2871

Contact: **Jason Killins**

Alternate Pre-approved Electrical Contractors:

Consolidated Electrical Installations

104 – 338 West 8th Avenue

Vancouver, BC V5Y 3X2

Telephone: 604.644.0454

Facsimile: 604.872.0204

Contact: **Rob Ekholm**

Sasco Systems Ltd.

Electrical Contractors

111-3070 Norland Avenue

Burnaby, BC., V5B 3A6

Telephone: 604.299.1640

Facsimile: 604.299.1688

Contact: **Craig Paquin**

Western Pacific Electrical

1321 Ketch Court

Coquitlam, BC V3K 6X7

Telephone: 604.540.1321

Facsimile: 604.540.1390

Contact: **Mark Fettback**

The following has been designated as the Landlord's Base Building Riser Management Consultant.

Building Telecommunication Risers: (All Buildings)

RYCOM TPM (Telecom Property Management) Inc. has been retained by Cadillac Fairview for Riser Management for Data and Communications requirements. RYCOM provides controlled secure access to the telecommunications area within the building; their areas include riser rooms, Main Telephone Room (MTR), POP Sites and roof tops. Any access to the above noted locations requires the notification and approval of RYCOM TPM. This can be arranged through RYCOM TPM Customer Care at 1.877.792.6687 or 1.877.TO.RYCOM select option 1, or Email customer care@rycom.ca, fax at 905.502.6612

Building security typically requires tenants or contractors to provide a minimum of 24 hours notice to gain access to the riser facilities, however, 48 hours notice is required for major infrastructure upgrades. The contractor is responsible for all security escort fees associated with work carried out.

The following has been designated as the Landlord's Base Building Sprinkler Contractor.

Sprinkler Systems:

Alpine Sprinkler System
12047 – 211th Street
Maple Ridge, B.C. V2X-8K6
Telephone: 604.466.5227
Facsimile: 604.466.5267
Contact: **John De Oliveira**

Simplex Grinnell Fire Protection
7168 Progress Way
Delta, B.C. V4G 1J2
Telephone: 604.241.9353
Facsimile: 604.241.9554
Contact: **Tony Godwin**

Priority Fire Systems Limited
1275 2nd East Avenue
Vancouver, B.C. V6A 3T9
Telephone: 604.255.4591
Facsimile: 604.255.4593
Contact: **Fred Kappler**

Air Balancing:

KD Engineering
239 East 6th,
Vancouver, B.C. V5T 1S7
Contact: **Arnot Tatto**

Security Devices

Waterfront Centre

Intercon Security Limited
2200-1177 W. Hastings
Vancouver, B.C. V6E 2K3
Telephone: 604.685.2661
Facsimile: 604.685.4078

Granville Square

Intercon Security Limited
2200-1177 W. Hastings
Vancouver, B.C. V6E 2K3
Telephone: 604.685.2661
Facsimile: 604.685.4078

The Station

Intercon Security Limited
2200-1177 W. Hastings
Vancouver, B.C. V6E 2K3
Telephone: 604.685.2661
Facsimile: 604.685.4078

PricewaterhouseCoopers Place

Intercon Security Limited
2200-1177 W. Hastings
Vancouver, B.C. V6E 2K3
Telephone: 604.685.2661
Facsimile: 604.685.4078

Locksmith:

Action Lock & Security
8874 Hudson Street
Vancouver, BC., V6P 4N2
Telephone 604.325.7996

Cleaning:

SerVantage
P.O. Box 86147
North Vancouver, B.C. V7L 4J5
Telephone: 604.690.7172
Contact: **Mr. Nathan Cull**

Project Management:

Totalplan Inc.

350 – 1095 West Pender Street

Vancouver, BC V6E 2M6

Telephone: 604.689.7241

Contact: Nico Scholz, Project Manager

Prime Interiors

Suite 320 – 800 West Pender Street

Vancouver, BC V6C 2V6

Telephone: 604.685.5966

Contact: Lindsay Evans, Project Coordinator

Lynne Rines Interior Design Inc.

506 - 2025 Bellevue Avenue

West Vancouver, BC V7V 1B9

Telephone: 604.921.4543

Contact: Lynne Rines

JCB Constructions

106 – 1875 Broadway St.

Port Coquitlam, BC V3C 4Z1

Telephone: 604.341.8000

Contact: John Boatman

Email: jcbmgmt@telus.net

MHPM Project Managers Inc.

1690 Granville Street, Suite 301

Vancouver, BC V6H 3H3

Telephone: 604.714.0988 (ext. 235)

Contact: Ronan Chester, M.S., PMP, LEED AP

Email: rchester@mhpm.com

APPENDIX NO. 1 – CONSTRUCTION WASTE MANAGEMENT

1.1 WASTE MANAGEMENT TARGET

- .1 Cadillac Fairview Corporation Ltd. (CFC) has established a Construction Waste Management (CWM) target, such that a minimum 75% of the construction waste generated on site (by weight in metric ton) shall be diverted from landfills.
- .2 Construction projects within CFC's Waterfront Properties shall generate the least amount of landfill waste possible and processes shall be employed that ensure this objective is achieved including prevention of damage to materials due to mishandling, improper storage of materials, contamination of materials, inadequate protection or other factors resulting in sub-optimal utilization of material resources as well as minimizing over packaging, poor quantity estimating, and maximizing sorting of demolition waste to facilitate re-use, recycling or diversion from landfill.
- .3 Of the inevitable waste that is generated, at a minimum, the waste materials designated in this specification shall be salvaged for reuse and or recycling. Waste disposal in landfills or incinerators shall be minimized. This means careful recycling of job site waste.
- .4 Submission and implementation of a Construction Waste Management Plan are strongly encouraged but not mandatory unless otherwise specified.

1.2 REFERENCES

- .1 Metro Vancouver's "3Rs Code of Practice for the Building Industry".
- .2 "Construction Waste Management: A Guide for Builders and Developers" and "Demolition & Salvage: A Guide for Project Managers and Contractors."
- .3 All documents are available from the Metro Vancouver Sustainable Business Services Division, Telephone: 604-451-6575. Website address: <http://www.metrovancouver.org/buildsmart>

1.3 REGULATORY REQUIREMENTS

- .1 Conform to all applicable codes and regulations for disposal and removal of common and hazardous waste. Handle and dispose of all hazardous and banned materials in accordance with the BC Waste Management Act and Special Waste Regulation, and regional and municipal regulations. These hazardous and banned materials include but are not limited to asbestos, drywall (banned from disposal), Polychlorinated Biphenyls (PCBs), abandoned chemicals (gasoline, pesticides, herbicides, flammable and combustible substances).

- .2 Licensed facilities: brokerage, storage, transfer and disposal facilities and those licensed by other jurisdictions shall be used by the Contractor for the recycling and disposal of waste materials generated. Refer to “References” for information on licensed facilities in the Lower Mainland.

1.4 WASTE MANAGEMENT PLAN

- .1 Waste Management Plan: The Contractor will not be required to submit a formal Waste Management Plan, however, a proper assessment of the construction waste that will be generated as a result of the Project should be performed along with the following considerations:
- .1.1 Analysis of the proposed job site waste to be generated, including the types of recyclable and waste materials generated (by metric tonne).
 - .1.2 Alternatives to landfill: Contractor to designate responsibility for preparing a list of each material proposed to be salvaged, reused, or recycled during the course of the Project.
 - .1.3 List of compulsory materials to be recycled, to include, at a minimum, the following materials:
 - Land clearing debris
 - Clean dimensional wood
 - Plywood, OSB & Particle Board
 - Concrete
 - Asphalt concrete
 - Concrete masonry units (CMUs)
 - Gypsum wallboard
 - Rigid foam insulation
 - Paint
 - Window glass
 - Carpet & carpet pad
 - Plastic film
 - Polystyrene
 - High density polyethylene (HDPE)
 - Cardboard paper & packaging
 - Metals
 - Beverage containers
 - Corrugated cardboard
- .2 Meetings: Contractor to conduct periodic Project Waste Management meetings. Meetings are to include subcontractors affected by the Construction Waste Management Plan. At a minimum, waste management goals and issues should be discussed at the following meetings to ensure all parties acknowledge and understand the project objectives for waste management:

- .2.1 Bid Walk.
- .2.2 Construction kick-off meeting.
- .2.3 Regular job-site meetings.

- .3 Materials Handling Procedures: prevent contamination of materials to be recycled and salvaged and handle materials consistent with requirements for acceptance by designated facilities. Where space permits, source separation is recommended. Where materials must be co-mingled they must be taken to a processing facility for separation off site.

- .4 Transportation: The Contractor may engage a hauling subcontractor or self haul or make each subcontractor responsible for their own waste. In any case compliance with these requirements is mandatory.

- .5 Submit to CFC weigh-bills, waste manifests, invoices and other documentation confirming that all waste materials have been hauled to designated locations along with confirmation of attaining a minimum 75% waste diversion for the Project.

- .6 Waste Management Plan Implementation:
 - .6.1 Manager: The Contractor is to designate an on-site party (or parties) responsible for instructing workers and overseeing and documenting results of the Construction Waste Management Plan for the project.

 - .6.2 Distribution: If requested, the Contractor shall distribute copies of the Construction Waste Management Plan to the Job Site Foreman, each Subcontractor, CFC, and the Project Manager.

 - .6.3 Instruction: The Contractor is to provide on-site instruction of appropriate separation, handling, and recycling to be used by all parties at the appropriate stages of the Project.

 - .6.4 Separation facilities: The Contractor is to lay-out and label a specific area to facilitate separation of materials for recycling and salvage. Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination of materials. The requirement for separation will only be waived if the Contractor can demonstrate to CFC that there is insufficient room to accommodate separate waste bins. If this is the case the comingled waste materials must be sent to a processing facility for separation off site and documentation must be submitted to CFC confirming the types and volumes of comingled waste that will be separated and diverted from landfill.

- .6.5 Project Waste Summary: The Contractor will submit a summary of waste materials, recycled, salvaged and disposed of by the Project using the form appended to this specification or a form generated by the Contractor containing the same information. Failure to submit this information at project close out will constitute a deficient item to be catalogued in the deficiency list.

The Waste Summary shall contain the following information: For each material salvaged and recycled from the Project, include the amount (in metric tonne or in the case of salvaged items state quantities by number, type and size of items) and the destination (i.e. recycling facility, used building materials yard). For each material land filled or incinerated from the Project, include the amount (in metric tonne) of material and the identity of the landfill, incinerator and/or transfer station. The unit of measurement must be consistent in metric ton (by weight).

END OF SECTION

**Waste Management Plan
 Construction Waste Management Summary**

Company Name		Contact Person		Phone Number
Project Site		Project Type		Project Size
Material	Generated (t)	Diverted (t)	Percent Diverted	Facility
Totals				

Signature

Date

Notes:

1. All units must be in metric tonnes
2. "Project Type" indicate construction or demolition
3. Refer to Construction Waste Management Rules and Regulations for a list of typical materials and background references
4. "Materials" indicate the material types planned to be recycled or salvaged and include a category for materials to be sent to landfill for disposal
5. "Generated" indicate the amount of that Material generated by the construction or demolition project, and indicate the amount "Diverted" through recycling or salvaging
6. "Facility" indicate the end-destination of recycled, salvaged or disposed materials