



Procedures for Contractor work at the WFP



At the Waterfront Properties, contractors are required to adhere to the buildings' rules and guidelines. Contractors must verify that they are permitted to conduct work on the property before commencing. Cadillac Fairview Corp. and the tenant contact are the only parties authorized to allow access to contractors.

Contractors

Contractors working at the Waterfront Properties are required to sign in and wear contractor identification received from:

Security Operations Centre at 200 Granville Street for work in Granville Square, PriceWaterhouseCoopers Place (250 Howe St.), Waterfront Centre (200 Burrard St.) and the Station (601 W. Cordova St.)

Any contractor found working without proper building identification will be asked to immediately cease operations and report to security to obtain the appropriate contractor badge. All contractors are required to provide valid picture I.D. in exchange for a badge, keys/cards being issued. The building equipment must be returned at the end of their shift. Failure to return items will result in a \$25.00 fine being levied per item.

Contractors must ensure the security of the work area. No space or suite is to be left insecure/unattended. It is the contractor's responsibility to ensure all applicable safety guidelines are followed (OH&S, WCB, BC Fire Code, etc.). A list of potential fines is listed on page 3.

No change to the security system, doors, or fire safety system is authorized unless authorized by the project management team. Any contractor's work that may affect any part of the fire safety system (including hot work), the below outline must be followed.

1. An application for Fire Protection work has been submitted and authorized. The permit can be obtained from the Operations Manager, or the Security Operations Centre (sample attached)
2. Contractor is wearing appropriate building identification
3. The Security Operations Centre (604-646-8037) must be contacted and confirmation received that the system has been bypassed prior to work commencing
4. If the work involves hot work, a hot work permit has been retrieved and posted
5. The Security Operations Centre (604-646-8037) has been contacted at the completion of work for the day and confirmation received that the system has been restored to normal operations prior to the contractor leaving site. Failure to do so will result in a \$250.00 fine

*****All verification of work required is to be conducted by GE Security only. Sprinkler drain downs, sprinkler relocation, and standpipe work is to be conducted by Alpine Sprinkler systems only. Speaker relocations are to be conducted by Corporate Electric only*****



SOC – Security Operations Centre

Once authorization has been received, the SOC will be advised of the impending work, and the contractor who will be expected to perform the work.

When the contractor arrives at the SOC and is signed in to work, he/she will be advised when the appropriate system has been bypassed.

If a call back has not been received from the contractor prior to the specified time, the SOC will dispatch an officer to investigate, and if the contractors have left the site and all is in order, the fire safety system will be restored and an incident report/e-mail will be sent to the Security/Life Safety management team for follow up with the contractor.

In the event that the request for the bypass of the fire safety system has not been made in advance, and is not an emergency, the work will be postponed until arrangements are made.

Emergency Work

In the event that an emergency has arisen within a tenancy (ex. major leak, damage, etc.) and the work being done does not require the approval of Cadillac Fairview Corp., access can only be granted with the authorization of the tenant contact. If the work requires the fire safety system to be bypassed, the contractor and/or the operations department will update the Service Centre (after hours, the SOC is to be advised) as to the nature of the emergency and will advise if hot work is necessary to rectify the problem. The Security/Life Safety management team or the shift supervisor will be responsible for authorizing the bypass.

Hot Work Permits

Permits are available from the Security Operations Centre only. Permits are valid for one day (or shift) only. All hot work must be done in accordance with respective acts and CF policies. At the completion of work, the Security Operations must be notified, and the area must left in such condition that a fire watch is not needed.



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Waterfront Properties – Contractor work violation fines

1. Causing a fire. (<i>In contravention to CF POLICY</i>)	\$ 5000.00 plus damages
2. Open flame work without a hot work permit and 10 pound extinguisher. (<i>In contravention to B.C FIRE CODE Sec. 5.2.3.6 and CF POLICY</i>)	\$ 250.00
3. Deliberate disconnection of the fire alarm system without authorization. (<i>In contravention of B.C FIRE CODE Sec. 6.3.3.4 and CF POLICY</i>)	\$ 500.00
4. Activation of fire alarms - Tones and/or no Tones (<i>In contravention of CF POLICY</i>)	\$ 1000.00
5. Leaving the site without informing the Security Operations Centre and fire alarm system was left isolated. (<i>In contravention to CF POLICY</i>)	\$ 250.00
6. Obstruction of any fire equipment (pull stations, hose stations, sprinkler heads, smoke heads). (<i>In contravention to B.C FIRE CODE Sec. 6.3.1.2 and 6.4.1.3 and CF POLICY</i>)	\$ 500.00
7. All combustible gas cylinders when not in use must be properly secured by a metal chain to prevent it from tipping /falling over. (<i>In contravention to CF POLICY</i>)	\$ 250.00
8. Storage of combustibles in general service areas. (<i>In contravention to B.C FIRE CODE Sec. 2.4.1.1, 2.4.1.2, and CF POLICY</i>)	\$ 250.00
9. Unsafe build-up of garbage. (<i>In contravention to B.C FIRE CODE Sec. 2.4.1.1.1 and CF POLICY</i>)	\$ 250.00
10. “Wedging open” or obstructing any stairwell door/fire door or obstructing any mean of egress. (<i>In contravention to B.C FIRE CODE Sec. 2.7.1.1, 2.7.1.6, and CF POLICY</i>)	\$ 250.00
11. Smoking on the job site. (<i>In contravention to city by-law, B.C FIRE CODE Sec. 2.4.2.1 and CF POLICY</i>)	\$ 200.00
12. Failure to return contractor identification (badge)	\$ 25.00
13. Failure to return access cards	\$ 25.00
14. Failure to return keys	\$ 25.00 plus re-key cost (if applicable)
**** The above mentioned list is a general list of the fines for violations. Cadillac Fairview is not restricted to just these fines. Any actions that are in contravention of the National Fire Code, British Columbia Fire Code, British Columbia Building Code, Life Safety Code or any other applicable legislation or regulations determined by Cadillac Fairview may result in a fine levied at the discretion of Cadillac Fairview Security and Life Safety Department****	\$ 100.00 – \$ 5000.00