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CAPITOL CROSSING

Capitol Crossing Building Rules and Regulations

1) All work must be performed in accordance with all applicable codes and regulations. A copy of the building permit must be provided before construction begins.
2) All sub-contractors must be approved by the Building Manager prior to awarding bids, such approval not to be unreasonably withheld, conditioned or delayed. A list of all sub-contractors on the job must be submitted to Building Manager prior to the commencement of construction and may be updated from time-to-time over the course of construction and occupancy.
3) The Contractor must submit a certificate of insurance naming the Ownership Entity (e.g. Capitol Crossing I) and the Managing Agent (e.g. Capitol Crossing Advisors LLC) as additional insured prior to the commencement of any work in the Building.
4) All work (other than the initial Tenant Work or Tenant's Installations performed prior to occupancy of any portion of the Building by any other tenant) must be scheduled to avoid any interruption of other Tenants' quiet enjoyment of the Building (e.g. No hammer drilling or structural penetrations between 7:00AM and 7:00PM on weekdays). Landlord reserves the right to stop any construction work during normal business hours, after receiving complaints from
other tenants. Other than the initial Tenant Work and Tenant's Installation performed prior to occupancy of any portion of the Building by any other tenant.
5) All work that may emit noxious odors including, but not necessarily limited to: adhesives, painting or any other finish work may be done only during non-business hours. (i.e., 7:00 PM to 5:00 AM weekdays, or on weekends 4:00 PM Saturday to 5:00 AM Monday).
6) Any core drilling location must be approved by the Base Building Structural Engineer prior to core drilling. Due to the post tension cable, GPR is not sufficient for structural review, and all final slab penetration locations must be X-rayed. All X-rays of the slab must be coordinated with the Landlord's building engineer, and Base Building Structural Engineer
(Tadjer Cohen Edelson Associates Inc). All penetrations shall be fire-stopped per applicable codes.
7) All construction debris must be removed from the Building by the Contractor before 7:00AM and/or after 7:00PM during the week or on the weekends. AHU filters must be changed as needed.
8) The delivery of all building materials and the removal of debris must be coordinated through the Building Manager or Building Engineers. The freight elevator and any public corridors, doors and door jamb must be protected with padding. Continuous Masonite must be laid down and taped together to protect the floor. The loading dock and other affected areas must be broom swept or vacuumed after all deliveries. Dumpster location must be coordinated with Building Engineer and must be kept cleaned at all times.
9) No construction personnel, material, or equipment of any kind are allowed in the passenger elevators, pedestrian bridge, or The Main Building Lobby. Passenger elevators and lobby areas are to be kept clean. Walk off mats must be provided at the elevators to prevent tracking dirt throughout the Building.
10) When work is performed on electrical systems, a certified electrician or Landlord's building engineer must be on site. All precautions must be taken to avoid risk or accidental power loss to adjacent suites.
11) When moving in and out of the Building, the freight elevator and any public corridors, doors and door jambs must be protected with padding. Also, continuous Masonite must be laid down and taped together to protect the floors.
12) A charge (determined by Landlord from time to time to recover its actual cost) will be levied against contractors or tenants in the event a porter or an engineer has to oversee overtime work when working in areas leased by others or moving items in or out of the Building. The current charge is $150/hour.
13) Any use of fire or welding torches, etc., must be coordinated with Landlord's Engineer on duty. Also, a Hot Work Permit must be completed with the Landlord's Building Engineer whenever torches or other hot work is to be performed. Fire extinguishers must be on site at all times.

14) Any work associated with mechanical, electrical, sprinkler, fire alarm, or plumbing must be coordinated with the Landlord's Building Engineer. Load testing, tie-in and programming of the fire alarm system with the Building's fire alarm system must be done by the Base Building Provider, as coordinated by the Landlord's Building Engineer. (Power Alarm Control Services or "PACS" is the Base Building Provider for fire alarm tie in).
15) The engineering team must receive a 48-hour notice via e-mail for F/A Testing, Sprinkler Work and F/A panels need to fully functional by the end of each day.
16) Smoke Detectors must be covered and uncovered every day during construction.
17) All contractors must sign in with the Building security guard and wear proper identification while working in the Building. The Superintendent must provide a list of all contractors that are on site to the Landlord's Building Engineer. For larger construction projects where Contractors have a Superintendent present during the course of work, sign-in procedures will be the responsibility of the Contractor's Superintendent.
18) Smoking (including E-cigarettes, Vape pens) is not permitted anywhere in the Building, including the garage, stairwells, or loading dock (there is a zero-tolerance policy). Smoking is not permitted outside of the building within 25 feet of any operable windows, doors, outdoor air intakes or outdoor cafe seating areas. If Contractor personnel are caught smoking they will be removed from the site.
19) Contractors must furnish sealed trash cans to be used for food related trash to prevent insects and rodent infestation during construction. Job Sites must be kept clean at all times. Contractors are not permitted to store any tools, materials, microwaves, refrigerators, etc. in mechanical rooms.
20) All work on HVAC equipment must be done by qualified, journeyman steamfitters. CAD files must be provided for all new work to be included in Building's BMS (Office number, VAV box numbers, Duct work, T-Stat) per the drawings.
21) All BMS work is to be done as coordinated by the Landlord's Building Engineer with in-place BMS controls vendor (Pritchett Controls).
22) All HVAC (WSHP- Crac Units) added to Building's system must include an EMON ELECTRICAL METER.
23) All piping to HVAC units must be painted the same as Building colors (shut off valves, pressure, temperature gauges, etc.).
24) All VAV added to a tenant's fit-out must be NAILOR.
25) Any materials substituted by Tenant for Tenant Work, shall in the opinion of the Landlord, be of equal or greater quality and in compliance with applicable building codes and green building standards.
26) Only plumbers and electricians licensed in the District of Columbia may perform plumbing and electrical work.
27) Damage to building components caused by the Contractor and not corrected will cause the Landlord to assess Tenants to seek recovery and resolve the defect.
28) Radios are not permitted on job sites.
29) As-builts and operations and maintenance manuals, balance reports, et cetera must be delivered to the Landlord's building engineer and Building Manager in print, and digital form and content reasonably acceptable to the Landlord and the Tenant's Architect at the completion of the job. All manuals are to be organized by trade, with an index and table of contents.
30) Contractor signage is not permitted to be visible to the exterior of the building. Interior directional signage is permitted to ensure that subcontractors and vendors are able to reach the work area.
31) Restrooms for contractor use will be designated by the Landlord. Adequate protection and padding must be used to protect the Building restroom finishes from any damage. Any restrooms solely used by the contractor must be kept clean, and stocked at the expense of the contractor. Each jobsite must have a minimum of one (1) bathroom cleaning per week.
32) Proportional and reasonable use of the telephone closets are permitted to be used for tenant equipment. Any items to be placed in the core telephone closets shall be approved by Building Management and Building Engineer.
33) A proportional and reasonable amount of penetrations in the telephone closets may be used by the tenant for distribution of cables between floors. All cable run in the telephone closets shall be secured in a neat and organized fashion. All wall and slab penetrations used shall be fire-stopped.
34) Final air balancing must be contracted through Integra Testing Services, the Building's air balancing contractor.

33) All keying is to be completed by the Building's locksmith, Architectural Hardware Services. The Building's Bit Keying System is Sargent.
34) Building perimeter Mecho Shades to be programmed and modified by Mecho Shade and Goodwin Brothers Shades.
35) Any work pertaining to elevators, elevator controls, and elevator devices shall be performed by Otis Elevator.
36) The contractor is responsible for keeping the elevators and hoistways clear of dust and construction debris. A full elevator hoistway clean down may be required after construction if deemed necessary by Building Management. Freight elevators must be kept clean, protected, and door tracks vacuumed weekly.

Building Vendors

Access Control – Datawatch
4401 East-West Highway Suite 500, Bethesda, MD 20814
P.O.C. – Michael Durante - mdurante@datawatchsystems.com (800) 899-9871

Air Balancing – Integra Testing Services
2815 Bel Air Road, Suite 103 Fallston, MD 20147
(800) 938-2252
P.O.C. Nick Fleischer**

Base Building Structural Engineer - Tadjer Cohen Edelson Associates Inc
1109 Spring St, Silver Spring, MD 20910
(301) 587-1820

BMS Controls – Pritchett Controls
9204 Church Street, Manassas, VA 20110
703 330-6693

Elevator Controls – Otis Elevator
5000 Philadelphia Way Suite H
Lanham, MD 20706
P.O.C. Emily Kernan – emily.kernna@otis.com
(202) 230-4646

Fire Alarm Tie-in – Power Alarm Controls Services "PACS"
1215 Jefferson Davis Highway, Arlington, VA 22202
703-415-4411

Locksmith – Architectural Hardware Systems
14221-B Willard Road. Ste. 300
Chantilly, VA 20151
P.O.C. Kerry Bryan
kerry@divison08.com
Direct – 703-505-3183

Mecho Shades – Goodwin Brothers Shade & Specialties
20 Southlawn Ct, Rockville, MD 20850
(301) 424-3770
P.O.C. Matt Sanderoff - matts@gbshades.com
Direct - 301-978-7898

** Must ask for Nick's team to be our site team.