

The following Rules and Regulations shall apply, without exception, to all Contractors unless specifically exempted in writing by CBRE, Inc. (CBRE), as agent for Wells Fargo Bank (Owner).

**1. Start-up**

- 1.1 The Contractor shall notify the CBRE Construction Manager in writing prior to the start of any construction.
- 1.2 All construction shall be scheduled with the CBRE Construction Manager.
- 1.3 Prior to starting construction, the General Contractor shall have obtained the following documents and submitted them to the CBRE Construction Manager:
  - 1.3.1 An executed AIA Document A101 contract with CBRE as agent for Owner.
  - 1.3.2 Building permits from the City of Portland or a demolition permit, if demolition is to start prior to construction will be obtained by the Architect for the project.
  - 1.3.3 Completed insurance certificates in the amount, and in the names of the parties, in accordance with "Exhibit A."
  - 1.3.4 Construction documents approved by the Owner/Owner's Agent and Tenant.
  - 1.3.5 If the project is design built, prior to starting any mechanical or electrical work, mechanical and electrical plans need to be submitted to the Owner/Owner's Agent & Glumac for review. A minimum of five (5) working days is needed to review plans.
  - 1.3.6 A list of all Subcontractors with telephone numbers and contact names.
  - 1.3.7 Submit a bar chart construction schedule to the CBRE Construction Manager for review and approval. This bar chart is to include the starting and completion dates of all major subtrades and the identification of all lead items.
- 1.4 The Contractor is responsible for examining the conditions of the space prior to the start of construction. A walk through with the CBRE Construction Manager and Chief of Engineering of all common areas used during construction is required to ascertain condition of common area finishes prior to the commencement of construction and tenant move in.
- 1.5 All asbestos notification should be made to the Building Management office, appropriate parties, and agencies prior to construction.
- 1.6 All General Contractors, Sub-Contractors, tenants vendors or other vendors performing work in the building are required to have current certification for 2 Hour Awareness for Asbestos.

## 2. Access Badges

- 2.1.1 Temporary access badges are needed for freight elevator access after hours. Access badges may be obtained from Security on the first floor of the Tower. Security will ask to hold a driver's license, which will be returned when the badge is returned.
- 2.2 Full-time Contractor or Vendor access badges can be obtained from the CBRE Building Management Office on the 21<sup>st</sup> Floor Suite 2130 to be used for the duration of the project.

## 3. Parking

- 3.1 Parking is available on a first-come first-served basis on Level A of the Wells Fargo Center Parking Garage from 6:00 a.m. until 7:00 p.m. at posted public rates. **The height limitation is 6'1"**. Construction workers leaving after 1:00 a.m. are expected to pay security for their parking as they exit or if you have an access badge with after hours access your company will be billed monthly. No parking is allowed on the streets surrounding the building on Jefferson, Columbia, Fourth or Fifth Streets. **PARKING ON THE "SD LEVEL – LOADING & UNLOADING ZONE" IS ALLOWED, WITH PRIOR APPROVAL OF THE CBRE CONSTRUCTION MANAGER AND SECURITY, FOR THE LOADING OR UNLOADING OF SUPPLIES AND MATERIALS, OR SD STORAGE ONLY.** Please advise all individuals using the parking garage that there will be no loud music, food, smoking, or disruptive behavior allowed in the parking garage.

## 4. Construction Hours

- 4.1 Normal business hours are considered to be Monday through Friday, 7:00 a.m. – 6:00 p.m. and Saturday, 8:00 a.m. – 12:00 p.m. The following construction work must be performed on an after-hours basis, for example from 7:00 p.m. to 6:00 a.m.
  - 4.1.1 Demolition.
  - 4.1.2 Coring.
  - 4.1.3 Any painting where the air-conditioning has not been isolated.
  - 4.1.4 Tacking of carpet pad.
  - 4.1.5 Shooting of studs into the deck and slab.
  - 4.1.6 Drilling into the deck for mechanical fasteners.
  - 4.1.7 Testing of the fire life safety systems for sprinkler times.
  - 4.1.8 Any use of volatile organic compounds.
  - 4.1.9 Any work that will interfere with the occupants of the building.
  - 4.1.10 Any work with asbestos containing materials.

NOTE: Daytime work has to be approved by the CBRE Construction Manager, if allowed, there will be no disruptions to the tenants (zero impact) otherwise the work will be shut down.

## **5. Security**

- 5.1 All Contractors' Supervisors must check in and check out on a daily basis with Security, which is located at the Console on the first floor of the Tower. Weekly WFC Access Request Form must be filled out by General Contractor for all sub-contractor working in the building. This form can be obtained from the Building Management Office.
- 5.2 Authorization for access into an occupied tenant space after hours must be approved by the CBRE Construction Manager or Building Management Office prior to access at anytime. Provide the CBRE Construction Manager or Building Management Office with a list of names of all workers needing access and when (date & time). Contractor is responsible for cleaning the tenant area disturbed by workers.

## **6. Construction Methods and Procedures**

- 6.1 Construction materials and equipment shall not be stored in any common area without prior written approval of the CBRE Construction Manager.
- 6.2 No welding or burning with an open flame shall be permitted without prior written approval of the CBRE Construction Manager. A "Hot Work Permit" form shall be submitted to Building Management at least 48 hours prior to commencement of the work. When permitted, work shall be performed under the direct and continuous supervision of a Building Engineer. Fire extinguishers shall be provided by the Contractor and shall be on hand during open flame operations.
- 6.3 All full depth floor cores shall have written approval obtained from the CBRE Construction Manager, or the Chief Operating Engineer.
- 6.4 All penetrations must be sealed with approved materials. During the work performed, the Contractor shall be responsible for the safety of the occupants and workmen, and shall protect the same as required by law and OSHA.
- 6.5 The Contractor is responsible for all patching and replacement of finishes affected by tenant improvement work.
- 6.6 The Contractor shall be responsible for reinstating the services curtailed during tenant improvement work, including lighting, HVAC, and electrical. Contact the Chief Operating Engineer.
- 6.7 Industry standard first aid equipment must be provided by the General Contractor and is to remain on site at all times during construction.
- 6.8 Any work that affects the building systems, such as fire/life safety, plumbing, electrical, and HVAC, must be scheduled in writing with the Chief Operating Engineer at least 24 hours in advance of the work being performed.
- 6.9 Fire/life safety tests need to be scheduled forty-eight (48) hours in advance with the Chief Operating Engineer and the CBRE Construction Manager.

- 6.10 Drywall and material should at all times be stacked over beams. Live loads must not exceed 100 pounds per square foot. Exception: the Skybridge load must not exceed 25 pounds per square foot.
- 6.11 The Chief Operating Engineer and CBRE Construction Manager shall be notified of any security system being installed in a tenant space, including the name of the vendor monitoring and servicing the system, and the passcode. Building Management shall be included on the monitoring vendor's notification list. **(All tenant security systems will be stand alone).**
- 6.12 The Building Management Office shall be notified of any electronic access card system being installed in a tenant space. Building Access cards need to be provided to the building management office. All tenant security systems are "Stand Alone" Systems.
- 6.13 A written request to the Building Management Office, with at least forty-eight (48) hours notification, is required to schedule the services listed below:
  - 6.13.1 Freight elevator usage.
  - 6.13.2 Sprinkler/ fire/life safety shut down.
  - 6.13.3 HVAC shut down.
  - 6.13.4 Access to the site after normal business hours.
  - 6.13.5 Major deliveries and tenant relocations.
  - 6.13.6 Trash removal operation.
  - 6.13.7 Security detail.
  - 6.13.8 Any work/activity not performed during normal business hours.
  - 6.13.9 Work involving asbestos containing materials.

## 7. Elevator

- 7.1 **Under no circumstances are construction personnel allowed to use the passenger elevators.** Any problem with the freight elevator should be reported to Security immediately. **Be patient and allow the doors to fully open before exiting.**
- 7.2 Contractors' shall not hold the freight elevator on floors except for the time required to load or unload the materials. Please allow the doors to fully open before existing
- 7.3 Arrangements need to be made with the Building Management Office or CBRE Construction Manager for the delivery of any oversized items that will not fit into the freight elevator. If these items must ride on top of the cab, or cause the cab hatch to be removed to accommodate them, the elevator mechanic must be on site to aid the contractor. Fees for this service will be passed on to Contractor. At least 48 hours prior notification is required.
- 7.4 Any damage caused by Contractor use will be billed to the Contractor.
- 7.5 Schedule use of the freight elevator with the Building Management Office. Any conflicts with use contact the CBRE Construction Manager.

- 7.6 Hours available for priority use of the loading dock are Monday through Friday, 6:00 p.m. to 7:00 a.m., Saturday after 12:00 p.m., and Sunday all day. During these hours, the loading dock may be reserved for priority use of Contractor. Reservations must be made at least forty-eight (48) hours in advance of the service date to the building management office. Note: Contractor will need to accommodate the needs of the janitorial service, building engineers, and tenants who may need to utilize the elevator for single purpose trips.

## **8. Housekeeping**

- 8.1 Construction personnel shall behave in a professional and dignified manner. Inappropriate behavior or dress will be reported to the Contractor for redress. Loud, abusive, or profane language will not be tolerated. No radios are allowed on the construction site.
- 8.2 Contractor shall provide carpet/floor protection for all construction requiring the Contractor's use of lobbies or common areas in accordance with the following standards:
- 8.2.1 ¼ inch masonite panels taped to the floor, all corner edges and joints shall be anchored to provide safe and "trip free" transitions
- 8.2.2 Carpet masking
- 8.3 Restroom wash basins shall **NOT** be used to fill buckets, make pastes, wash brushes, etc. If facilities are required, arrangements for utility closets shall be made with the CBRE Construction Manager.
- 8.4 Contractor shall be responsible for repair of any damage during construction, and/or testing to adjacent finished areas. Each Contractor shall be responsible for repair of damage caused by Contractor and/or the Contractor's subcontractors.
- 8.5 Contractor shall be responsible for daily removal of all trash and debris from the job site. At no time shall the building dumpster be used by the Contractor's cleanup crew for disposal of any trash or debris. Contractor needs to coordinate the delivery and removal of trash dumpsters with the Chief Operating Engineer or CBRE Construction Manager and Security. Contractor must provide their own means of trash removal. There is room in the loading dock for only one dumpster. The Contractor must make their own arrangements to supply and remove the dumpster on a regular basis during non-business hours. All weekend debris must be removed by 7:00 a.m. Monday morning.
- 8.6 The dumpster may only occupy the loading dock after normal hours of operation, unless otherwise approved by Building Management.
- 8.7 Food and related lunch debris shall not be left in the suite under construction or anywhere else in the building but, shall immediately and properly be disposed of by the Contractor.

- 8.8 All construction areas shall be kept broom clean at all times. **UNDER NO CIRCUMSTANCE SHOULD DEBRIS BE SWEEPED INTO AN ELEVATOR PIT. CONTRACTOR WILL BE RESPONSIBLE FOR VACUUMING ALL ELEVATOR TRACKS AT ALL TIMES.** The Contractor shall be responsible for complete detailing of the premises and final cleanup prior to tenant move-in. If the Wells Fargo Center housekeeping crew is required, fees for those services will be charged directly to the Contractor who will be responsible for their payment.
- 8.9 The Contractor shall be responsible for protecting the draperies. Cleaning of the drapes shall be the responsibility of Contractor if provided for in the construction project contract.
- 8.10 SMOKING IS NOT PERMITTED ANYWHERE INSIDE THE BUILDING. ONLY THE DESIGNATED SMOKING AREA ON THE SOUTH TOWER PLAZA OUTSIDE THE BUILDING MAY BE USED. NO EXCEPTIONS!**
- 8.11 Contractor must submit to the Building Management Office all material safety data sheets for hazardous materials used on this project.

## **9. Loading Dock**

- 9.1 Contractors and/or subcontractors are responsible for assessing the length and height of their delivery vehicles to determine whether they are suitable to enter and exit the Wells Fargo Center Loading facilities without causing damage to, or undue disruption in, those facilities.
- 9.2 All activity in the loading dock must be approved by Security.
- 9.3 The Tower loading dock is located on Jefferson Street immediately west of Fourth Avenue. The Data Processing Building loading dock is located on Third Avenue immediately south of Jefferson Street.
- 9.4 The loading dock hours are from 7:00 a.m. to 6:00 p.m., Monday through Friday. Construction deliveries will not be allowed during these hours. Advanced reservation must be made through the Building Management Office. Any vehicle not authorized by the CBRE Construction Manager or checked in with Security will be subject to towing at the vehicle owner's expense. The loading dock must be cleaned of all debris or construction materials at the end of each day. A water hose if available for cleaning.

## **10. Restrooms**

- 10.1 Construction personnel may use the restrooms located on the SD level of the Tower. Construction personnel may not use a restroom located on a tenant floor. Please report any malfunctions to Security. Any cost to repair damage to the restrooms done by Contractor or its Subcontractors will be the responsibility of the Contractor.

**11. Lobby**

11.1 The main lobbies of each building may not be used for the loading of material or equipment. All equipment and material loading must occur in the freight elevator at the ground level of each building.

**12. Fire Life Safety System**

12.1 All work on the EST (Edwards System Technology) life/safety systems and the fire sprinkler system must be coordinated 48 hours prior to commencement with the Chief Operating Engineer. At no time, or in any event, is the Contractor to do any work that puts the fire/life safety system in alarm.

12.2 If the Contractor is to perform any work that will cause any smoke or fumes, the Chief Operating Engineer is to be notified in order that the building can go off line with the fire department and the work can be scheduled for after hours.

12.3 When any work is to be performed in proximity to the main elevator lobby, freight elevator or return air ducts, precautionary measures must be taken to protect smoke detectors from dust and paint over spray. The use of gas powered air compressors in these areas is prohibited. Again, **NO PORTION OF THE FIRE/LIFE SAFETY SYSTEM SHALL BE OUT OF SERVICE WITHOUT PRIOR KNOWLEDGE OF THE CHIEF OPERATING ENGINEER.** Once work is complete, the system is to be reinstated by notifying the Chief Operating Engineer.

**12.4 If smoke detector covers are used, they must be removed at the end of each work day.**

**13. Project Close-out**

13.1 SEE BUILDING STANDARD MASTER SPECIFICATIONS FOR TENANT IMPROVEMENT AND/OR CORE & SHELL FOR PROJECT CLOSE OUT INFORMATION.

I HEREBY ACKNOWLEDGE RECEIPT OF THE WELLS FARGO CENTER CONSTRUCTION RULES AND REGULATIONS AND I AGREE TO ABIDE BY ALL THE REQUIREMENTS OF THESE RULES AND REGULATIONS UNLESS ACCEPTED, IN WRITING BY THE BUILDING MANAGEMENT. I UNDERSTAND THAT I WILL BE CHARGED FOR ANY DAMAGE OR CLEAN-UP REQUIRED AS A RESULT OF MY FAILURE, OR THAT OF MY SUBCONTRACTORS, TO COMPLY WITH THESE RULES.

\_\_\_\_\_  
Contractor's Company Name

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
Title (type or print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**WELLS FARGO CENTER**  
**Certificate of Insurance Requirements**

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All contractors must have a valid Certificate of Insurance on file with the Building Management Office. Please make sure the certificate is completed in accordance with the information and limits of liability stated below:

**Certificate Holder:** Wells Fargo Bank, N.A. and  
CBRE, Inc.  
1300 SW Fifth Avenue, Suite 2130  
Portland, Oregon 97201

**Additional Insureds:** Wells Fargo Bank, N.A. and  
CBRE, Inc.

**Coverage:**

**Comprehensive Liability:**  
\$2,000,000 per occurrence combined  
single limit bodily injury and property  
damage.

**Worker's Compensation:**  
**Disability Benefits:** Statutory Amount  
**Employer's Liability:** \$1,000,000 per occurrence

**Waiver of Subrogation Clause**

Please note that this policy must not be canceled or changed so as to affect insurance described by the certificate until thirty (30) days after written notice of such cancellation or change has been delivered to the Building Management Office.

**IMPORTANT NOTE:** Confirm that the additional insureds are **Wells Fargo Bank, N.A. and CBRE, Inc.**

Our address is: CBRE, Inc.  
1300 SW Fifth Avenue, Suite 2130  
Portland, Oregon 97201  
503-886-1300  
503-886-2676 (Fax)



# Exhibit B

## Wells Fargo Center

Standard Closeout Package  
January 2012

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### General

The General Contractor must provide two copies of the Standard Closeout Package to the Building Management Office. The Closeout package is to be bound in a 3-ring binder with attachments, if required, with a title sheet stating.

Tenant's name, suite, and address

Name of the Owner, Architect, General Contractor, and Engineers

### The package must be formatted as follows:

#### **Section 1 – AS-BUILT DRAWINGS**

1. A complete set of as-built drawings to include the following:
  - Architectural
  - Mechanical
  - HVAC
  - Plumbing
  - Electrical
  - Fire/Life Safety
  - Security if applicable

NOTE: - A CADD file of the as built drawings must also be included if available.

2. The as-built drawings must include the following:
  - Revisions to electric circuitry.
  - Actual equipment location.
  - Duct size and routing.
  - Location of concealed internal utilities.
  - Changes made by change orders.
  - Details not on the original drawings.

By signing the original drawings the contractor represents that they have been checked and that they represent a true and accurate record of the work installed.

#### **Section 2 – WARRANTIES**

1. The Contractor shall submit to the Building Management Office, a project warranty for their entire project and special warranties as required by the specifications or sub trades, in forms identical to those included in appendixes 1 and 2.
2. All work and equipment should be under warranty for (1) year.
3. The warranty shall cover all defects in materials and craftsmanship.
4. If the product is defective, the project will be repaired or replaced to the Owner's satisfaction.

5. The warranty/guaranty documents shall be organized in accordance with their reference specification number as follows:
- Division 1 – General Conditions
  - Division 2 – Site Work
  - Division 3 – Concrete
  - Division 4 – Masonry
  - Division 5 – Metals
  - Division 6 – Woods and Plastics
  - Division 7 – Thermal, Moisture Protection
  - Division 8 – Doors and Windows
  - Division 9 – Finishes
  - Division 10 – Special Finish
  - Division 11 – Equipment
  - Division 12 – Furniture
  - Division 15 – Mechanical and Plumbing
  - Division 16 – Electrical

**Section 3 – EQUIPMENT WARRANTIES**

The General Contractor is to obtain equipment warranties from the appropriate subcontractors and include the warranty in a format similar to the subcontract warranty.

**Section 4 – EQUIPMENT SPECIFICATIONS AND OPERATIONS MANUAL**

The General Contractor is to include all equipment operating manuals and operating procedures in a reference manual, divided into sections for ease of reference.

**Section 5 – LIEN RELEASES**

Contractor is to include unconditional lien releases upon final payment from himself, all subcontractors and any material men and sub-contractors that have filed preliminary notices.

**Section 6 – PERMITS**

The General Contractor is to include signed off copies of:

- Building permit
- Mechanical permit
- Plumbing permit
- Electrical permit
- Telephone data permit
- Any other applicable permits

The Owner's Asbestos Consultant is to include:

- Project summary including scope of work
- Floor plan to reflect what has been removed, altered, encased, etc.
- Air monitoring results and final clearance
- Filed observation reports including visual inspection checklist
- Contractor submittals, including their daily logs, supervisor and worker certifications, DEQ notification if appropriate, a waste manifest, and dump haul receipt.

### **Section 7 – SUBCONTRACTORS**

The General Contractor is to list the project's subcontractors by trade in accordance with the CIS format including the following:

- Contractors name
- Trade
- Specific section of work completed on the project
- Contact person and telephone number

### **Section 8 – FINISHES**

Contractor (Specifiers) is to specify the finish, and the subcontractor responsible for that finish, in the following order:

- Carpet
- Stone
- Wall covering
- Paint
- Millwork
- Glass and glazing
- Doors/frames and hardware
- Electrical
- Above standard lights
- Projection screens
- Audio visual equipment
- Mechanical
- Plumbing