AKRIDGE

All the Right Moves

A Guide for Tenant Improvements or Capital Improvements

UPDATED FEBRUARY 2024

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Purpose of All The Right Moves

It is our goal to clearly outline responsibilities of all individuals providing services in buildings managed by Akridge to coordinate related responsibilities, and to ensure that our Clients' best interests are always protected. To help minimize any inconvenience to our Clients we have prepared the following project rules and guidelines. These guidelines are intended to assist all parties involved in the construction process. However, should any procedure in any way conflict with the terms of the Agreement of Lease, the Lease terms shall prevail.

Our personnel are always available to assist you and are willing to do everything they can to accommodate everyone's needs; however, we must be kept properly advised of construction activities to protect the components of the building, and, more importantly, the people who use it**.**

****Please note that all contractors, including and not limited to subcontractors and/or anyone performing labor in the building for your project must be Union labor. Any contractor not on the IBEW approved list will, at their time and/or expense, will provide satisfactory proof of union status before the pre-construction meeting.****
Should you have any specific questions that are not addressed in this booklet, please contact your Client Services Coordinator, Melanie Alvarado, at 202.207.3942 or malvarado@akridge.com or Portfolio Manager, Sonia Zamora, at 202.207.3928 or szamora@akridge.com.

Thank you for your cooperation.

Hiring a Construction Manager

Most Clients elect to have IBEW/Akridge act as Construction Manager for all build-outs. However, should your firm decide to hire and supervise its own contractor, we will require a copy of the following items:

- Executed Waiver of Lien Rights
- Contractor's Insurance Certificate
- Contractor's License as required by jurisdiction
- Sub-Contractor's License as required by jurisdiction

It is both the Client's and the Client's architect's responsibility to ensure that all work performed meets base building specifications and local building, plumbing, electrical and mechanical codes. Work that does not meet these requirements will need to be corrected and brought into conformance. Building specifications are included in **Exhibit A**.

The General Contractor is responsible for following and enforcing all the regulations in this guide, and it is their responsibility to ensure that all subcontractors, vendors, and installers also observe these rules. **A GC Supervisor is required on-site when their subcontractors are working.** We ask that construction workers remain in their designated area. Throughout the job, any construction workers found in any area other than their construction area may be dismissed from the building.

Appointing Contacts

The Construction Manager, General Contractor, and an IBEW Chief Engineer/Akridge representative will meet prior to commencement of work, and each will appoint contacts for scheduling and coordinating special job requests. The contact for Akridge will be the Property Manager. See **Exhibit B** for specific contacts and phone, pager and cell phone numbers.

Please coordinate any special requests (e.g., scheduling riser draining, core drilling, fire alarm testing, deliveries, after-hours work, etc.) with the Property Manager.

Plans and Drawings

Three (3) sets of construction plans should be submitted to IBEW/Akridge for review and approval prior to submittal for permit and contract pricing. It is recommended that a pre-construction meeting and pre-installation meetings are scheduled and conducted between the client, contractor and Akridge to review work prior to commencement. Additionally, to avoid possible reinstallation of finishes, it is encouraged to submit shop drawings of all finishes (ceramic tile, marble, stone, carpet seaming, wall covering, etc.) prior to installation. IBEW/Akridge approval of these drawings shall not relieve the Client or the architect from responsibility for any cost incurred due to changes required to comply with current laws, regulations, codes, ordinances, or from errors or omissions in the contract documents and on-site surveys.

We strongly recommend site surveys be performed by the architects and engineers to identify any existing conditions that may affect the design of your suite to limit increased construction costs. Due to differing site conditions, IBEW/Akridge reserves the right to approve all project architects and engineers.

Permitting

Prior to commencement of construction, a construction permit is to be provided to IBEW/Akridge, along with one copy of the approved permit drawings.

Voice/Data, Security, and Television Cabling Installation

Please remember that it is the responsibility of the Client to contact and contract with the voice/data, security and cabling installation contractors. The installation of the work should be completed prior to the close in of the interior partitions and coordinated with the general contractor.

You may want to contact the local television cable company to contract for service. Please refer to Exhibit A for information specific to your building.

Please ensure the voice/data cabling and security contractors obtain the required low voltage permit prior to commencing work.

Pre-Construction Testing of Fire Alarm System Before Construction

Part of the permitting process of construction involves several inspections during different times in the construction process. For the Fire Marshall Inspection, both the District Fire Department and IBEW require a pretest. It is the Contractor's responsibility to arrange and coordinate all required parties at least 48 hours in advance. Pretests are to be scheduled prior to 7:00 am to ensure the least amount of disruption to the other Clients in the building.

The District of Columbia also requires all new tenants to acquire a Certificate of Occupancy (COO) inspection prior to moving in to their space. **https://dob.dc.gov/service/get-certificate-occupancy**. For those Clients who hire IBEW/Akridge as their Construction Manager, we will ensure that the necessary paperwork is filed with the District when submitting the application for a building permit.

If a Client elects to use another firm to perform their buildout, be sure the construction manager schedules an inspection and secures a COO prior to the building final inspection. **We are unable to allow Clients to move into their space until a COO is secured and a final building inspection has been performed.**

Fire Pretests

Please use the following guidelines while executing a pretest:

- Test all strobes by activating the pull station. Be sure that the building annunciator panel has labeled the specific location of the pull station.
- Test the audible system to be sure that the bells/speakers can be heard from each office in the space with the door closed.
- Test the visual location of all strobes in operation to be sure that strobes can be seen from the door of each office/room and each room to be used by more than one person, i.e. copy room, work room, pantry, reception area, library, and conference room.
- Check all fire exit signs to be sure they do not present a conflict of egress and can be seen from the door of each office/room. Also be sure exit signs are of the same design/color, i.e. red on white or white on red (check with jurisdiction).
- Check all sprinkler heads to make sure that all escutcheon plates are installed and are tight to the ceiling.
- Make sure that all shelves and/or storage are at least 18" from the ceiling.
- If there is an electronic access system installed, be sure that door(s), (such as suite entry and stairway) open(s) automatically during the test.
- Be sure to have approved sprinkler drawings on site as well as all up-to-date permit drawings, the construction permit, low voltage permit (for telephone/data installation), cut sheets for all devices including smoke detectors, heat detectors, pull stations, strobes, exit signs, speakers, water flow and tamper switches and the pre-occupancy data (POD) sheet.

- Be sure that a qualified representative of the electrical subcontractor as well as the superintendent/foreman for the General Contractor is on site for both the pre-test and for the Inspection by the Fire Marshall/ 3rd Party Inspector.
- Contractor is required to notify IBEW/Akridge at least 48 hours in advance.
- Test flow switch by way of test valve at floor take off.
- Check elevator recall and pressurization systems.

Elevator Use and Cleaning

- Elevators may not be used to haul materials without the express prior consent of IBEW/Akridge. The freight elevators has 3500 lbs. capacity. The size is 68" deep, 69" wide, 99" tall.
- Construction materials and tools are to be hauled on the freight elevator only. Violation of this regulation may result in immediate removal of the contractor from the building.
- IBEW/Akridge may request the contractor make special alterations to the freight elevator during construction to protect the elevator finishes. When hauling large amounts of materials such as studs, etc. care must be taken to protect the elevators. To assist in damage prevention, Akridge will provide protective elevator pads for use by the contractor. The contractor shall be responsible for the installation and removal of these pads and for any damages that may occur. Any damage to the elevator, mechanically or aesthetically, will be billed to the contractor.
- Elevator handrails are not to be used as a chair or to hold supplies.
- Use of freight elevators for construction and movement of materials/debris is to be scheduled with the IBEW Chief Engineer and may be limited to the hours of 5:00 am through 7:30 am; 9:30 am through 11:30 am and 1:30 pm through 4:30 pm or after 6 pm on weekdays. For weekend use, please coordinate with the Property Manager for specific hours and durations desired. Arrangements must be made with Akridge at least 48 hours in advance to have the elevators put on independent service.
- Elevators are to be locked on independent service for the hauling of materials. Please do not hold doors open by propping or by wedging materials in their tracks, this causes serious damage to the system. Any such damage incurred, the repair will be billed to the contractor.
- Elevators must be cleaned after each use; this includes removing debris from the tracks and wiping dirt and dust from the panels.

New Security

The Client should contact the security company providing service to the building to discuss security needs at least 45 days prior to the end of construction. See **Exhibit A** for the name and telephone number of the individual with whom you should schedule security work.

Existing Security

We recommend that suite security is deactivated during the construction period or that you give your construction foreman a security key so that he may deactivate your system each morning before beginning construction. IBEW/Akridge does not have keys to Client security systems and therefore are unable to reset false alarms. Please note that the police department may now issue citations for false alarms.

Deliveries

Major deliveries of construction materials are to be coordinated with the IBEW Chief Engineer at least 48 hours in advance by submitting a Plan of Action form **(see Exhibit F)**. Certain daytime deliveries may be scheduled during the hours of 5:00 am to 3:00 pm, Monday through Friday.

Deliveries must be made through the loading dock. The contractor may be required to provide protective materials such as Masonite to cover floors. It is also required that IBEW/Akridge personnel be present if the delivery occurs after normal business hours. Please note that the Akridge personnel time will be billed directly to the Client.

Parking

Unfortunately parking cannot be provided for contractor personnel at any of our buildings. Illegally parked cars may be ticketed and towed at the owner's expense. Use of loading dock is for loading and unloading only and is to be scheduled with the Property Manager. Dormant vehicles may be towed at owner's expense.

Restrooms

Restroom sinks may not be used to clean tools, paintbrushes, etc. Accessibility to slop sinks should be coordinated with the engineering department (please see **Exhibit B**). All paints, varnishes, thinners, etc. should be disposed of properly.

Designated restrooms are to be used as indicated. Restrooms on occupied floors may not be used.

Work Involving Excessive Noise

Any work involving excessive noise (e.g. hammering, core drilling, etc.) or interruption of service to other Clients (e.g. HVAC or electrical shut-downs) is not allowed during normal building hours and must be scheduled with Akridge at least 48 hours (business days) in advance.

Please note: Any concrete to be core drilled must be scanned and reviewed by IBEW/Akridge prior to drilling.

Hot Work

"Hot work" is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions.

All hot work must be scheduled and approved 24 hours in advance with the building's Chief Engineer. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work until they have 1) received a copy of the Hot Work Policy and been issued a hot work permit; and 2) executed and returned the permit to the building's Chief Engineer. The lead time may be reduced in emergency situations. A copy of the Hot Work Policy and the Hot Work Permit are attached as **Exhibit G**. Copies may also be obtained from the building's Chief Engineer.

Mechanical, Electrical, and Plumbing Safety

Office building hours are from 8:00 am to 6:00 pm, Monday through Friday. Retail hours vary but are generally 10:00 am to 10:00 pm, Monday through Saturday and 10:00 a.m. to 6:00 pm on Sunday. Any work performed during non-working hours is to be coordinated with IBEW/Akridge at least 48 hours in advance by submitting Plan of Action form (see **Exhibit F**). For work to be performed outside of the Client's demised Premises, we recommend a plan be submitted at least five (5) business days in advance describing: (1) location of work required, (2) estimated start date and duration of work and (3) proposed temporary measures/protection. This information will be helpful in coordinating the Work with other Building Clients. Please note that if an Akridge employee and/or Security personnel are required to be present for work performed during non-operating hours, the contractor may be billed accordingly.

Prior to and upon completion of work to be performed on mechanical, electrical or plumbing systems, the contractor must make proper notification to the IBEW Chief Engineer.

Important Notes for Contractors:

- If any mechanical, electrical, or plumbing system is already off when you go to turn it off, please contact the building engineer to determine if other work is being performed on that system.
- When draining condenser water systems, drain slowly to avoid flooding. During this procedure, an IBEW engineer must be present to observe.
- Any work involving draining of condenser or domestic water risers, slab x-raying, shut down of electrical panels or any other disruptive activities must be performed after normal building hours and coordinated at least 48 hours in advance with IBEW Engineering by submitting a Plan of Action form **(see Exhibit F).**
- Under no circumstances enter Client's space to perform work without making prior arrangements with the Chief Engineer.
- All staging materials must be coordinated with the Chief Engineer.

Mechanical, Electrical, and Plumbing

Akridge will review the mechanical, electrical, and plumbing drawings to ensure conformance with the base building specifications. If new construction or renovations to existing space alters the airflow, mechanical changes may be necessary to the existing HVAC system. An air balance of the space will be required. Client's contractor should take this into account and be prepared to have an air balance performed and make any necessary mechanical changes.

We require the contractor uses the designated base building testing and balancing vendor to do the balancing work necessary for the mechanical systems. Please reference **Exhibit A.**

Supplemental HVAC Systems

- All duct heaters must be reviewed and approved by IBEW/Akridge.
- Flexible hoses, unions and balancing valves must be provided.
- Condensate drain lines must be insulated copper pipe.
- Provide drip pan under unit with drain line.
- If any supplemental air conditioning unit is tied to the base building chilled water system, the unit must be interfaced with the building energy management system. This is to be coordinated with the Chief Engineer.

Additional or Abandoned Electrical Outlets

IBEW/Akridge requires any additional or abandoned electrical outlets to be appropriately labeled with the panel and circuit numbers for future electrician reference.

Construction Indoor Air Quality (IAQ) Management Plan

IBEW/Akridge requires the Client contractor to develop & implement an IAQ Management Plan for the construction and pre-occupancy of the Premises.

- During construction meet or exceed the recommended Design Approaches of the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) IAQ Guidelines for Occupied Buildings Under Construction, 1995, Chapter 3.
- Protect stored on-site and installed absorptive materials from moisture damage.
- If air handlers must be used during construction, filtration media with a Minimum Efficiency Reporting Value (MERV) of 8 must be used at each return air grill, as determined by ASHRAE 52.2-1999.
- Replace all filtration media immediately prior to occupancy.
- Conduct baseline IAQ testing, after construction ends and prior to occupancy using testing protocols consistent with the US EPA “Compendium of Methods for the Determination of Air Pollutants in Indoor Air” to ensure maximum concentrations of the contaminants listed below are not exceeded.

Formaldehyde	50ppm
Particulates (PM10)	50 micrograms per cubic meter
Total VOC (TVOC)	500 micrograms per cubic meter
Carbon Monoxide (CO)	9ppm and no greater than 2ppm above outdoor levels

Building Standard Conformance

IBEW/Akridge requires the Client contractor comply with building standards.

Light Fixtures

- Clean fixtures and lenses.
- Re-lamp all new and existing fixtures.
- Re-ballast with energy efficient ballasts. Coordinate with the Chief Engineer.

Window Blinds

- All blinds must conform to building standard in size and color. See **Exhibit A** for the correct specifications. Any desired variations need to be submitted to Akridge for review and approval.

Ceiling Tiles

- New ceiling tiles must conform to building standard tiles in size and color. See **Exhibit A** for the correct specifications.

Hardware

- So that we can effectively handle emergencies, we require that all new hardware installed match the existing base building hardware, i.e. same manufacturer, material and color, and that all locks be keyed to the building master, floor master and keying system. See **Exhibit A** for hardware specifications.

Interior Partitions

- Interior partitions, which end on either interior or exterior glass, must end at a window mullion.

Fire Annunciation System

To prevent false fire alarms, all smoke detectors in areas under construction must be "**bagged**" daily. They must be un-bagged at the end of the day to maintain fire safety and comply with jurisdictional codes.

IMPORTANT NOTE -- ANY WORK TO BE PERFORMED WHICH INVOLVES ANY COMPONENT OF THE FIRE ANNUNCIATION SYSTEM MUST BE COORDINATED WITH IBEW/AKRIDGE PRIOR TO AND UPON COMPLETION OF THE WORK BEING DONE. IN NO CASE IS THE FIRE SYSTEM TO BE DE-ENERGIZED (EITHER PARTIALLY, BY PUTTING INTO THE "TROUBLE" MODE, OR COMPLETELY, BY TURNING IT OFF) BY THE CONTRACTOR. IT MAY BE NECESSARY TO ESTABLISH A FIRE WATCH WHILE THE BUILDING'S SYSTEM IS DE-ENERGIZED. ALL COSTS ASSOCIATED WITH A FIRE WATCH WILL BE BILLED DIRECTLY TO THE CLIENT (tenant).

Any modification to the fire annunciation system must be coordinated and approved by IBEW/Akridge and performed by the building's designated contractor (See **Exhibit A**). IBEW/Akridge and the building's designated fire alarm contractor must be contacted prior to beginning any on-site fire alarm related work.

The designated contractor will contract directly with the Client's contractor. IBEW/Akridge must be notified at least 48 hours before commencement of work.

Use of Materials Which Emit Volatile Organic Compounds (VOCs)

Any work involving the use of materials that emit VOCs must be scheduled in advance with the Chief Engineer. Electrostatic painting, polomyx painting and any staining and varnishing must be done during evening hours after 8:00 pm and completed prior to 1:00 am or on weekends beginning after 2:00 pm on Saturday and ending prior to 1:00 am Monday morning. This work must be scheduled with the Chief Engineer in order that arrangements can be made to run the HVAC system during and after the work is being performed.

Materials likely to emit VOCs include the following:

- Adhesives
- Paints, Varnishes and Lacquers
- Wood Preservatives, Stains and other Wood Finishing products
- Waterproofing Products
- Caulking
- Glazing Compounds
- Joint Fillers
- Duct Sealants
- Carpet Seam Sealants

These materials shall be applied according to manufacturer's specifications. Preferably, the contractor should provide evidence that these products do not emit VOCs or that they have been tested to emit less than 0.5 mg/M (total VOCs). Submission of Material Safety Data Sheets (MSDS) to the Property Manager is required for all such products prior to application.

The General Contractor is responsible for the following:

- Performing work with the above materials during non-business hours
- Scheduling work through the Engineering Department
- Properly ventilating the affected area during and after installation procedures and ensuring VOC emissions do not accumulate in existing Client areas
- Properly disposing of these materials and any materials associated with their cleanup

Sustainable Purchasing

The designer shall make every attempt to select materials with recycled content, salvaged material or rapidly renewable material that reduces the environmental impacts associated with extracting, harvesting and manufacturing virgin materials. In addition, indoor environmental quality will be protected by the purchase of low VOC materials and products.

Items such as non-affixed furniture, equipment, fixtures, mechanical, electrical, plumbing components and specialty items are excluded from this policy. However, millwork is included.

The Architect and General Contractor are responsible for the following:

Achievable sustainable purchases of 50% of the total purchases (by cost) for facility alterations and additions must meet at least one of the following criteria:

- Contains at least 10% post-consumer and/or 20% postindustrial material.
- Contains at least 70% material salvaged from off-site or outside the organization
- Contains at least 70% material salvaged from on-site through an internal organization materials and equipment reuse program.
- Contains at least 50% rapidly renewable materials.
- Contains at least 50% Forest Stewardship Council (FSC) certified wood.
- Contains at least 50% materials harvested and processed or extracted and processed within 500 miles of the project.
- Adhesives and sealants have VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers that meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51.
- Paints and coatings have VOC emissions that do not exceed the VOC and chemical component limits of Green Seal's Standard GS-11 requirements.
- Non-carpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.
- Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program.
- Carpet cushion meets the requirements of the CRI Green Label Testing Program.
- Composite panels and agrifiber products contain no added urea-formaldehyde resins.

Solid Waste Management

The General Contractor shall oversee waste disposal and ensure that appropriate documentation is obtained from the contracted vendor. The vendor is responsible for tracking recycling during the facility alteration or addition.

- Before the project starts, a construction waste recycling plan designed to achieve the maximum practical level of recycling will be developed.
- Examples of materials that will be addressed by the plan include, but are not limited to, building components and structures, panels, attached finishings, carpet and floor material, adhesives, sealants, paints and coatings.
- During each construction project, the recycling plan will be implemented.
- The total amount of construction waste and the total amount of recycled construction waste will be documented.

In Case of Emergency

Reference **Exhibit C** for an emergency evacuation plan.

Certificate of Insurance – Limits and Language

Reference **Exhibit D.**

Plan of Action

Reference **Exhibit E** for a blank Plan of Action Request Form. This must be filled at least 48 hours (business days) prior out for all work occurring outside of the tenant's space, work performed before or after normal work hours to include all weekend work, any scheduled work deemed disruptive in nature, and any type of x-raying and or core drilling. Please complete the form and return to the Tenant Construction engineer 48 hours (business days) prior to the work being performed for review and approval.

Acknowledgement

I, _____ hereby acknowledge that I have read and fully understand the rules and guidelines outlined in the **All the Right Moves** booklet.

_____
Client Representative Signature

_____
Title

_____
Company

_____
General Contractor Signature

_____
Title

_____
Company

Exhibit A – Building Standards & Specifications

Local Television Cabling Companies:	Comcast: 1.800.COMCAST
Internet Providers:	Verizon: 1.888.625.8111
	Comcast: 1.800.COMCAST
Telephone Carrier:	Verizon: 1.800.VERIZON
Building Security Company:	Kastle Systems 703.524.7911 System Contact: Ask for DC Team 1 703.247.0411
Window Blinds Specifications:	Installed under base building construction: Levolor Riviera Classic Contract DustGuard 1” horizontal aluminum blind in 820 squirrel gray
Ceiling Grid	Armstrong - Silhouette XL 9/16” Bolt-Slot System ¼“ Reveal
Ceiling Tile Specification:	Armstrong Cirrus Beveled Tegular
Hardware Specifications:	Princeton (Corbin Russin – Keyway 59 D1 – Trim A1001)
Building Locksmith	Central Lock 202.842.0414

Building Life Safety Contractor:	Specified Electric Danny Millsaps 410-451-6888
Air Quality (Testing & Balancing):	Metro Test & Balance (301) 808-3660
Temperature Controls Contractor:	Albireo Energy 302.368.0443

Exhibit B – Contact List

Title	Name	Telephone Numbers	
Client Services Coordinator	Melanie Cossio	Office	202.207.3942
Portfolio Manager	Sonia Zamora	Office	202.207.3928
Chief Engineer	Jason Reidenbach	Office	202.430.9495

Exhibit C – Emergency Evacuation Plan

FIRE ANNUNCIATION SYSTEM AND EMERGENCY EVACUATION for the commercial office building located at 900 7th Street, NW Required by Article F-105.3, D.C. Fire Prevention Code (D.C. Supplement)

- Be familiar with exits and fire apparatuses in the building.
- If you encounter a fire or other potential emergency, **pull the fire pull station nearest to the potential emergency.** This alerts the fire department and will set off fire bells that can be heard through the building, alerting other occupants to evacuate.
- It is critical that **if you pull a fire pull station, call the fire department at 911 after evacuating**. Give them the most specific information you can because Kastle cannot receive or relay emergency information. Please advise your personnel **that once one of these devices goes off, the bells will ring and evacuation should commence. It is not necessary to pull additional pull stations unless a fire is evident in that location.** Indications of multiple floor pull stations activated on the annunciator panel will only confuse and slow down the fire department unless it is a multiple floor problem.
- Always use stairs in an emergency. Walk down them one time so you know where you will exit on the first floor. **Remember:** in the event of an emergency **do NOT use the elevators** – use the **stairs.**
- **Upon exiting onto the first floor, please move out of the building and at least 500 feet from the building** so others can safely evacuate, and the fire department can work quickly—and to avoid injury from window breakage.
- Akridge personnel will assist in directing and giving specific instruction to your employees in the event of an actual emergency. The directions given by the fire department and management personnel should be followed at all times
- **Should the exit route from your space become blocked by smoke, stay calm.**
- **Go to the nearest available office and close the door.**
- **Call the fire department and give them your floor and approximate location - tell them you are trapped.**
- **If there is a window in the office, go to it and signal so fire personnel can see you.**
- **The fire department will quickly locate you and assist you in evacuating.**

Exhibit D - Waiver of Lien Rights

State of: DISTRICT OF COLUMBIA Original Contract Amount: $_____

Approved Change Orders: $_____

County/City of: WASHINGTON Adjusted Amount: $_____

Completed to Date: $_____

To: IBEW Headquarters Building, LLC Retention: $_____

Total Earned: $_____

(Completed less retention)

Contractor or Supplier: _____ Previous Payments: $_____

_____ Current Payment: $_____

_____ Contract Balance: $_____

Project Title: _____

The UNDERSIGNED being duly sworn states that he is the _____ (title) of General Contractor, Inc. who has a contract with IBEW Headquarters Building, LLC for providing improvements, Project Title,being constructed on real estate known and identified as Project Street Address located in Washington, District of Columbia, and owned IBEW Headquarters Building, LLC.

The UNDERSIGNED, upon the receipt and in consideration of the payment of Dollars ($----) in payment of invoice or application dated Month, DD, YYYY, and other good and valuable consideration, does hereby waive and release any and all liens or claims or right of lien on the aforementioned property and improvements now or hereafter assertable thereon, and on monies or other consideration due or to become due on account of labor or services, materials, fixtures or apparatus to the extent of amounts received.

The UNDERSIGNED, respectfully warrants that the contract status set forth above is an accurate statement, and no other sums are claimed, that all laborers, subcontractors, and suppliers employed by him have been past-paid all amounts previously due and will be paid all in full due out of this payment on receipt and that none of such laborers, subcontractors or suppliers is or will be entitled to claim or assert any claims against the above described real estate or the improvements thereon for labor or materials furnished to or for the account of the undersigned.

Signed this _____ day of _____, 20____.

_____

General Contractor, Inc.

BY: _____

Name and Title

Signed and sworn to before me this _____ day of _____, 20____.

_____

Notary Public

Exhibit E – Certificate of Insurance Requirements

Insurance Requirements

Tenant Contractor and all subcontractors shall provide evidence of required insurance coverage, as defined in Tenant's lease agreement, prior to construction commencing.

1. All policies shall name the following as additional insured: Tenant; Landlord; Landlord's lenders and/or mortgagors; and the employees and agents thereof.

2. All policies shall provide 30 days written notification of non-renewal or cancellation to:

   IBEW Headquarters Building, LLC c/o

   The John Akridge Management Company

   601 13th Street NW, Suite 300

   Washington, DC 20005

3. Certificate shall include the following language as Additional Insured:

   IBEW Headquarters Building, LLC and The John Akridge Management Company

4. Worker's compensation coverage in the amount required by law and employer's liability insurance in an amount not less than $500,000.00 for bodily injury per accident, $500,000.00 for bodily injury per disease as a policy limit and $500,000.00 for bodily injury per disease for each employee; (II) Commercial general liability policy to include products/completed operations, premises/operations, blanket contractual broad form property damage and contractual liability with limits in an amount per occurrence of not less than $5,000,000.00 (as to the Tenant's Contractor) and $2,000,000 (as to subcontractors) Combined Single Limit for bodily injury and property damage and $5,000,000.00 (as to the Tenant's Contractor) and $2,000,000 (as to subcontractors) for personal injury; (III) Automobile liability coverage, with bodily injury limits of at least $1,000,000.00 per accident; and (IV) Builder's risk insurance in an amount not less than the cost of Tenant Work. Dependent on the scope of work to be performed at the Premises, Landlord shall have the right to require increased limits or broader coverages as Landlord reasonably deems appropriate. Tenant's Contractor also shall carry a payment and performance bond for the full contract amount and change orders with respect to the Tenant Work.

Exhibit F – Plan of Action Form

Project:

Address: 900 7th Street

Week:

Contractor:

Contact:

Phone:

Weekly Schedule and POA Requests

Item #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
1							
2							
3							
4							
5							
6							
7							

Building Action

1	
2	
3	
4	
5	
6	
7	

Contractor Comments

1	

2	
3	
4	
5	
6	
7	

Exhibit G - Hot Work Policy

Policy

Hot work is defined as any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-fuel gas welding, hot taps, and torch applied roofing that are capable of initiating fires or explosions. No employee of Akridge, contractor hired by Akridge or building Client, or subcontractor hired by the contractor shall perform any hot work in the building unless a hot work permit is obtained, executed and returned to the building's Chief/Lead Engineer, 24 hours in advance of work commencing. This time may be reduced in emergency situations. An example of the Hot Work Permit can be found at the end of this document.

Authority and Responsibility

IBEW Chief Engineer, building staff, and Building Services Department, and contractors hired by Akridge or building Client shall be responsible for following the hot work program in accordance with this policy. All buildings managed by Akridge shall follow the procedures below to comply with this policy.

IBEW Chief Engineer/Lead Engineers are responsible for:

1. Notifying all Akridge employees involved with the project to the purpose and intent of the Hot Work Policy;
2. Issue of the hot work permit and making periodic inspections of areas where the hot work procedures are being used;
3. Notifying Building Services, Property Management and Project Management 24 hours in advance of a contractor's request of hot work permits; and
4. Renewing the permit as required until work is completed.

Akridge Employees are responsible for:

1. Understanding Hot Work Policy; and
2. Complying with the procedures defined within the policy.

Akridge Project Management is responsible for:

1. Notifying all contractors to the purpose and intent of the Hot Work Policy;
2. Making periodic inspections of areas where the hot work procedures are being used; and
3. Contacting IBEW Chief /Lead Engineer when a contractor has made a hot work permit request 24 hours in advance; and when a hot work permit requires renewal.

Contractors and sub-contractors hired by Akridge or building Client are responsible for:

1. Understanding the Hot Work Policy; and
2. Complying with the procedures defined within the policy.

Procedure

Prior to starting a project that requires a hot work permit; the supervisor of the Akridge employee performing the hot work or the Project Manager of the contractor/subcontractor shall obtain a hot work permit from the IBEW Chief Engineer.

Notification

Contractors shall notify the Construction Manager, IBEW Chief/Lead Engineer to request a hot work permit at least 24 hours prior to the start of the project.

Job Site Inspection

Prior to the issuance of the hot work permit, the IBEW Chief/Lead Engineer shall inspect the job site to determine if the hot work can be avoided. If the hot work involves open flame cutting, an alternative method of conducting the work shall be considered (e.g., hand saw, pipe cutter). If an alternative method is not feasible, IBEW Chief/Lead Engineer shall further ensure the hot work site is safe. All hot work job sites are inspected using the checklist contained within the hot work permit. Items included in the job site review include, but are not limited to, the following:

1. Hot work operator(s)/fire watch are trained in the safe operation of their equipment; there must be two persons at the hot work area at all times, no exceptions. If they cannot have two persons on site, the work must be cancelled;
2. Apparatus used for the hot work must be in good condition;
3. Hot work operator(s)/fire watch understand the emergency procedures in the event of a fire or general emergency;
4. Fire protection and extinguishing equipment is properly located on-site;
5. Operator(s) are utilizing personal protective equipment; are confined space trained if required and PP equipment is in good condition;
6. The proposed work does not jeopardize the health and safety of the operator or others.
7. The Fire alarm system should only be disabled for the areas where work is in progress, the entire building should never be disabled;
8. Fire retard mats need to be placed on the roof in any location where soldering or welding is part of the work. Electric insulated mats are required when working on or around conductive materials; and
9. Ensure that fumes from the work area are not being drawn into the building by the fresh air fans.

If the aforementioned criteria are not met, a permit shall not be issued until all concerns are corrected.

If there are automatic fire detection devices present in the immediate area that need to be deactivated to prevent alarms, follow normal impairment procedures to ensure reactivation of the system.

Fire Watch

Akridge requires a fire watch be set by the organization performing the work, when hot work is performed in a location where the following condition(s) exist:

1. Combustible materials in building construction or building contents are closer than 20 feet to the point of operation of the hot work;
2. Combustible materials are more than 15 feet away, but are easily ignited by sparks;
3. Wall or floor openings within a 15 feet radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors;
4. Combustible materials are adjacent to the opposite side of partitions, walls, ceiling, or roofs and are likely to be ignited; and
5. The fire alarm system for the affected area is disabled for any reason.

The assigned fire watch personnel shall:

1. Be aware of the inherent hazards of the work site;
2. Ensure safe conditions are maintained during the hot work operation;
3. Have the authority to stop the hot work operations if unsafe conditions develop;
4. Have fire extinguishing equipment immediately available and be trained on how to use it; and
5. Activate emergency response in the event of a fire.

The fire watch shall be maintained during all breaks and one hour after completion of the hot work operation in order to detect and extinguish smoldering fires on the floors above, below and adjacent to the hot work site if applicable.

Permit Posting

The hot work permit must be completed in duplicate. One copy shall be retained and filed by the Chief/Lead Engineer in the building construction files and the second copy shall be posted in a visible location within the hot work site near the hot work equipment.

Prohibitions

Propane gas shall be limited in use in any hot work in any occupied Akridge building. Hot work shall not be permitted in the following areas until the conditions prohibiting hot work have been modified:

1. In the presence of explosive atmospheres, or in situations where explosive atmospheres may develop inside contaminated or improperly prepared tanks or equipment which previously contained flammable liquids;
2. In areas with an accumulation of combustible debris, dust, lint and oily deposits;
3. In areas near the storage of exposed, readily ignitable materials such as combustibles;

4. On a container such as a barrel, drum or tank that contained materials that will emit toxic fumes when heated; and

5. Confined spaces. Confined spaces are special circumstances that require specifically trained personnel. Akridge personnel are not qualified to perform this work. All work in confined spaces must be supervised by a qualified contractor and coordinated with the building Akridge Chief/Lead Engineer.

Protective Equipment

The welder shall be equipped with protective devices and/or apparel as indicated on the permit or as listed below:

1. Portable and/or mechanical ventilation capable of keeping the levels of fumes, dust and gases below the thresholds established in the Occupational Safety and Health Administration's (OSHA) Permissible Exposure Limits (PELs). If local exhaust or general ventilation are not available and fume, dust and gas generation is high, respirators shall be used.

2. Gloves, apron and/or jacket that are made of a material that is an insulator from heat and electricity.

3. Welders helmets equipped with proper filter plate and cover lenses.

4. Respiratory protection (NOTE: No employee or worker shall be issued or be required to use a respirator until that employee has been properly certified for the use of such equipment by the issuing authority. Proof of such certification may be required.

5. Screens to protect persons not properly protected from the visual effects of viewing arc welding or cutting and during gas or oxygen cutting or welding.

Storage of Equipment

Personnel performing hot work will insure that equipment and supplies are stored in a manner that will prevent the creation of hazardous conditions. For example flammable fuels will be stored in appropriate containers and safety lockers.

Injuries/Exposures

If during the performance of assigned duties the welder becomes injured or suspects an occupational exposure occurred, such situations shall be reported to the Akridge Lead/Chief Engineer and Akridge Construction Manager, who will then notify the Property Management team.

Education/Training

Akridge Employees shall be trained on all aspects of this policy.

Exhibit H - Construction Indoor Air Quality Management Plan

Construction Indoor Air Quality Goals

Akridge will strive to maintain a high standard of indoor air quality during the construction process by working together with all parties that may have a potential impact on the indoor air quality during construction of 900 7th Street. 900 7th Street will be referred to as 'the project' throughout this plan.

Green Building Concerns as sited by the LEED EB O&M Guide

Building construction processes invariably include activities that contaminate the building during construction. Often, these activities result in residual building contamination that continues to impact indoor air quality over the lifetime of the building. HVAC systems are especially prone to contamination from particulate matter generated during construction activities. This particulate matter can include dust, volatile organic components (VOCs), microorganisms, and other contaminants that remain in HVAC systems for years. Building occupants may experience reduced productivity and adverse health effects as a result.

Indoor Air Quality Management Personnel

Indoor Air Quality (IAQ) Coordinator	Contractor
IAQ Assistant	Sonia Zamora, Portfolio Manager
Mechanical Subcontractor IAQ Coordinator	Metro Test & Balance (301) 808-3660

Communication Plan

During the appropriate stages of the Project, the IAQ coordinator will communicate all IAQ control measures to all project personnel during the morning stretch and flex session to assure that everyone understands the importance of the goals of the IAQ Management Plan. The project team will also conduct a pre-job meeting with key IAQ subcontractors, such as the mechanical subcontractor.

Indoor Air Quality Control Measures

The project team will implement the following IAQ control measures during construction, as recommended in the SMACNA IAQ Guidelines for Occupied Building Under Construction, Chapter 3:

- HVAC protection
- Reduce emissions
- Interrupt contamination pathways
- Intensify housekeeping
- Scheduling

HVAC Protection

GOAL: To protect HVAC during construction and to clean up contaminated components after construction is complete.

CONTROL MEASURES:

- Isolate the return side from the surrounding environment whenever possible. For instance, if the HVAC system is operating in an area of the building that is dirty and dusty, then the returns in that area will be protected with plastic.
- If the HVAC system needs to be operated during construction, it will be fitted with temporary filters that can be replaced with clean media prior to substantial completion. The temporary filters will have a MERV value of 8 or greater.
- The mechanical room will not be used to store construction or waste materials.
- The project team does not anticipate excessive build-up of dust or debris under the diffusers as this is new construction; however the mechanical IAQ coordinator will inspect the equipment prior to substantial completion.

Reduce Emissions (Source Control)

GOAL: To reduce emissions by controlling pollutants at their source.

CONTROL MEASURES:

- The project specifications have specified low-emitting materials for adhesives, sealants, paints and carpet.
- In situations where products are specified that do contain excess VOCs or where other chemical, dust or odor emitters are present, the team will employ tactics such as duct sealing, natural ventilation (if available) and negative air machines.
- Even with low-emitting products, practices will be implemented to limit exposure through covering and sealing of containers/products.
- The project team will recommend that the final clean subcontractor use cleaning supplies with low VOCs.

Interrupt Contamination Pathways

GOAL: To prevent contamination of clean spaces.

CONTROL MEASURES:

- If applicable, barriers may be erected to protect clean areas from neighboring contaminated areas. Pressure differentials may also be used to protect clean areas.
- Relocate pollutant sources from mechanical intakes (i.e. keep roofing material away from HVAC intakes).

- Special care will be taken to protect mechanical rooms with air handling equipment.
- Depending on the climate, the project will ventilate using 100% outside air, fans and hoses to exhaust contaminated air directly to the outside during installation of VOC emitting materials.
- If necessary, the project team will construct cutting rooms to contain airborne particles from cutting operations (i.e. sheetrock).
-

Housekeeping

GOAL: Institute cleaning activities concentrating on HVAC and building spaces to remove contaminants from the building prior to occupancy.

CONTROL MEASURES:

- Suppressing dust with wetting agents or sweeping compounds.
- Increasing the cleaning frequency for dust.
- Switching to a more efficient dust collection method (e.g. a damp rag, wet mop, or vacuum equipped with a high efficiency particulate filter or wet scrubber will discharge less material than conventional vacuuming, sweeping or dusting).
- Ensuring that all surfaces (including higher ledges, behind furniture, and inside mechanical equipment are kept clean.)
- Removing spills or excess applications of solvent-containing products as soon as possible.
- Remove accumulated water and keeping work areas as dry as possible.
- Protect porous materials such as insulation from exposure to moisture.
- Building material should be protected from weather and store in a cleaned area prior to unpacking for installation. Ceiling tile and carpet typically will not be installed until the building is acclimatised, to avoid the absorption of moist air into the material.
- All coils, air filters, and fans should be cleaned before performing testing and balancing procedures and before conducting baseline air quality tests.
- Depending on the climate and construction stage, outside air and fans will be used to maintain a healthy indoor airflow.

Scheduling

GOAL: Sequence construction activities so that materials are kept dry and those that absorb contaminants are installed after other materials have had the opportunity to off-gas contaminants.

CONTROL MEASURES:

– Complete applications of wet and odorous materials such as:

- Paint
- Sealants
- Coatings

- Before installing “sink” materials such as:
  - Ceiling tiles
  - Carpets
  - Fabric covered furnishings
- Final (touch up) painting will most likely occur after the ceiling tiles and carpets have been installed. Low VOC paints will be used so this will cause minimal IAQ concerns.
- Materials directly exposed to moisture through precipitation, plumbing leaks, or condensation from the HVAC system, are susceptible to microbial contamination. Any material that has been wet will be thoroughly examined for contamination.
- Provide a building flush out consistent with the requirements of the USGBC Reference Guide prior to occupancy. There will be no applications of odor-producing material during the flush. After the flush, new MERV 13 filters will be installed.

Documentation and Submittals

The following items will be submitted to the IAQ coordinator prior to final occupancy:

(1) A list of each air filter used during construction (MERV of 8 at a minimum). Each air filter shall include the MERV value, manufacturer name and model number.

(2) Photographs that document IAQ management methods employed including protection of ducts, on-site storage, and absorptive materials installed.