



TENANT & DESIGN CRITERIA MANUAL SUMMARY

Base Building Consultants/Contractors:

- Mechanical Engineers
 - Smith & Anderson **Chris Pappas – 416.218.7056**
 - TMP **Dermot Barry – 416.753.8898**
- Structural Engineers:
 - Read Jones Christoffersen **Philip Sarvinis – 416.977.5335**
 - Quinn Dressel Associates (Recommended) **Ben P Burke – 416.961.8294 ext. 217**
- Electrical Engineers:
 - Smith & Anderson **John Pascoa – 416.487.8151**
 - Mulvey & Banani **Eric Cornish – 416.751.2122 ext 282**
- Sprinklers:
 - Classic Fire Protection Inc **Steve Peckham – 416.740.3000 ext 330**
 - Troy Sprinkler Limited **Peter White – 905.672.5348 ext 231**
 - Onyx Fire Protection **John Lang – 416.674.5633**
- Controls:
 - Continual Energy Inc **Jason Zwicker – 416.225.3120**
- Security System:
 - Securitas Electronic Security Group **Rob Smithson – 416.524.8234**
 - Rycom (100 Yonge) **Dave Hancock – 416.882.0464**
- Interior Construction:
 - Jesslin Group **Deborah Barnes – 416.757.8280**
 - Marant Construction **Remo Vattoretto – 416.425.6650**

Building Hours

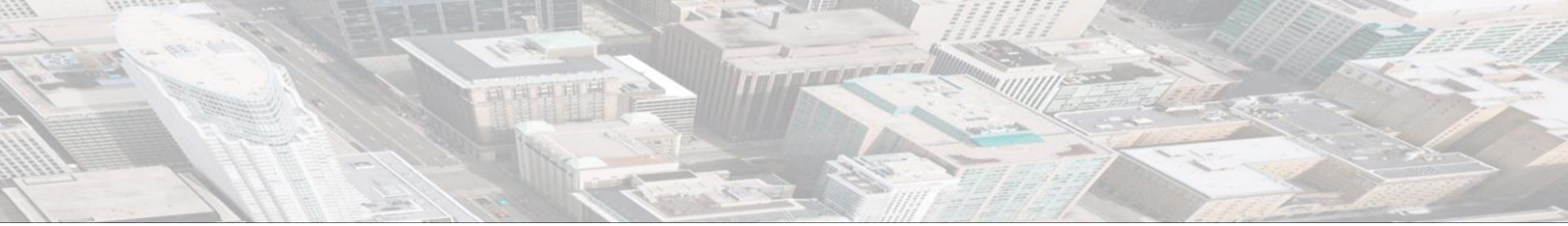
- Monday to Friday 6:30am - 6:30pm Closed Saturday, Sunday and Holidays

Service Elevators

- Service elevators must be reserved in advance to ensure availability. Please contact Louie Vespa at 416-947-7669 for elevator bookings

Working Hours

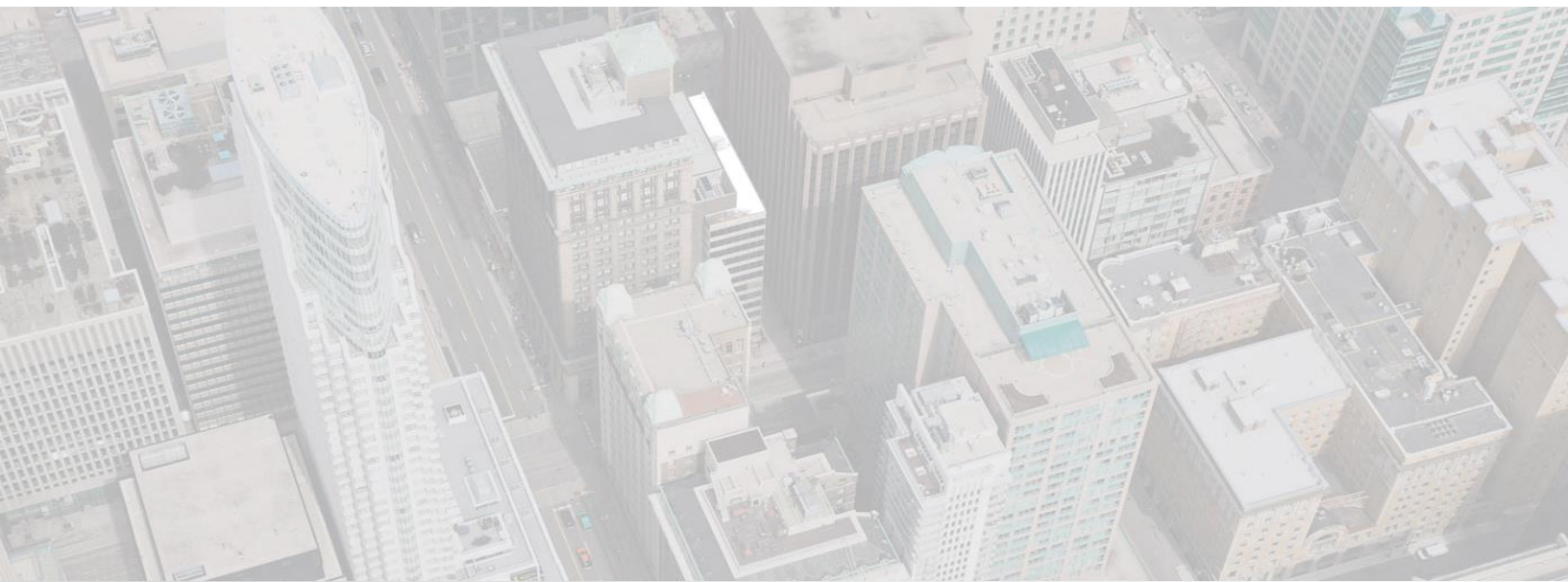
- All noisy and odorous work is to be carried out after business hours noted above – please refer to pg 64
- Any work carried out during business hours will require authorization from the Landlord prior to work being performed
- All products must meet Scotia Plaza’s sustainability criteria – please refer to pg 64



Construction Guidelines

- Pre-Construction Meeting:
 - Landlord requires two sets of required documents – please refer to pg 55 - 58
 - Landlord requires 10 business days to review drawings – please refer to pg 55
 - The tenant shall schedule a preconstruction meeting with the landlord once comments have been submitted on drawings
 - The tenant must obtain a Landlord work permit 48 hours prior to the commencement of construction. A hard copy can be obtained from P1 Building Service Center
 - Construction may proceed only after the Landlord has received all of the required construction documentation – please refer to pg 60
- Closing Meeting
 - Two copies of all close out documents must be submitted to the Landlord together as a close out package – please refer to pg 76
 - The close out documentation is to be provided to the Landlord's satisfaction within 120 days of the substantial completion
 - Tenants are responsible to ensure a final cleanup is completed – please refer to pg 77

TENANT & DESIGN CRITERIA MANUAL



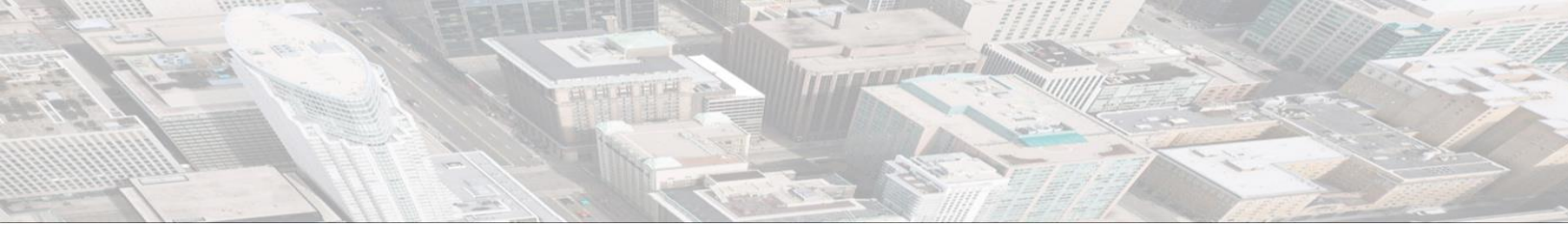
40 KING STREET WEST

Toronto, Ontario



SCOTIA PLAZA

March 2022



Introduction

Welcome to 40 King Street West located in Toronto, Ontario. The Tenant & Design Criteria Manual is a resource outlining building specific information pertaining to Tenant services and construction guidelines. This manual consists of three sections:

1. Tenant Services Outlines building information, services and the building management Team contact information
2. Construction Guidelines Outlines guidelines for the design and construction of leasehold Improvements including pre and post construction information required by the Landlord.
3. Forms Includes all forms associated with tenancy and construction

Should you have any questions or concerns, please contact us at **(416) 947-7660**. On behalf of Scotia Plaza Management and your building team, welcome to 40 King Street West.



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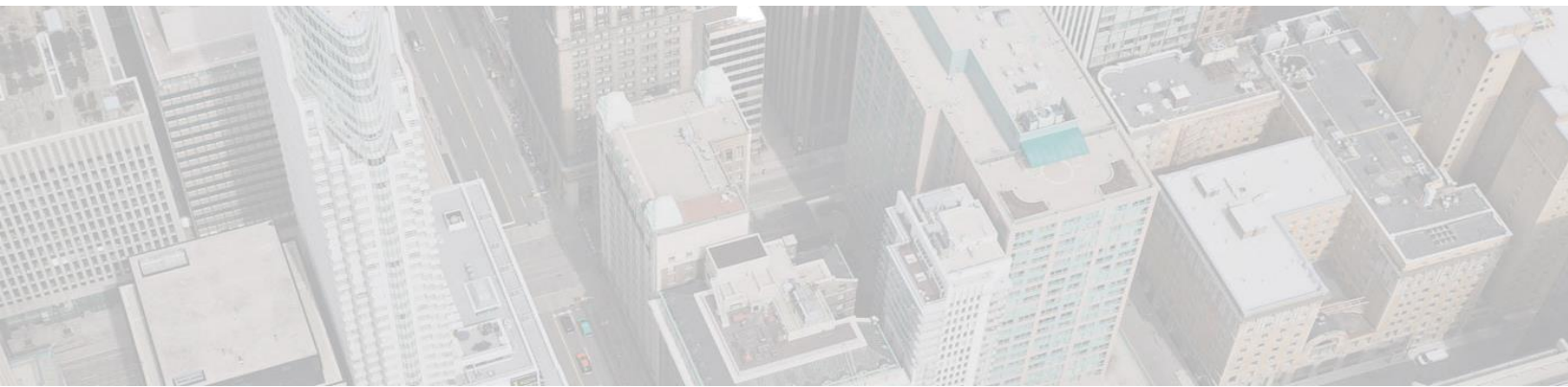
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1.A TENANT SERVICES & INFORMATION



40 KING STREET WEST
Toronto, Ontario



SCOTIAPLAZA



Contact Information

Scotia Plaza Management

40 King Street West
P1 Management Office
Toronto, Ontario
M5H 3Y2
Telephone: 416.947.7660

Property Management Team

General Manager
Marvin Morgan
T: 416.947.7671
mmorgan@scotiaplaza.com

Assistant Property Manager
Jennifer Daley
T: 416.947.7678
jdaley@scotiaplaza.com

Leasing

Vice President*, Leasing
Geoff Rayner
T: 416.681.6244
geoff.rayner@bentallgreenoak.com
*Sales Representative
416.945.6797

Operations

Senior Operations Manager
John Arruda
T: 416.947.7674
jarruda@scotiaplaza.com

Operations & Projects Manager

Ken Madden
T: 416.945.6796
ken.madden@scotiaplaza.com

Operations Manager

George Silvestre
T: 416.945.6797
gsilvestre@scotiaplaza.com

Building Service Centre

416.947.7664

Security – 24 Hours

Security Control Room
T: 416.350.5788

Building Hours

Though Tenants may gain access to their office at any time, the buildings are closed to the general public outside of regular hours of operation. Regular hours are:

6:30 am - 6:30 pm Monday through Friday

Closed and on Security access – Saturday, Sundays and Holidays

Maintenance Hours

Building Operations are in the building **24 hours per day, 365 days per year.**

Building Service Centre

The Building Service Centre is located on Parking Level 1 and is open 24 hours day, 365 days per year. For service request or inquiries, please call 416.947.7664

Security Patrol

Security is patrolling 24 Hours per day, 365 days per year.





Holiday Schedule

On statutory holidays, the building will operate under weekend security procedures. Cleaning services and waste removal will resume on the next business day. Tenants with different holiday schedules should advise Property Management as necessary. The security desk is staffed **24 hours per day, 365 days per year**.

The following statutory holidays are observed:

January:	New Year's Day
February:	Family Day
April:	Good Friday
May:	Victoria Day
July:	Canada Day
August:	Civic Holiday – Simcoe Day
September:	Labour Day
October:	Thanksgiving Day
December:	Christmas Day & Boxing Day

Parking

The Parking garage is open 24 hours per day, 365 days a year and is managed by Citipark. The address is 21 Adelaide Street west, just east of Bay Street on the south side between the St. Regis Hotel and Scotia Plaza. There are 503 parking stalls on 4 levels of parking. Accessibility parking is available on Parking Level 2. Electric vehicle parking is available on Parking level P1B and Tesla Charging stations can be found on Parking Levels P1B and P2A. Contractor parking is available on Parking Level 4. For information regarding rates or reserved parking, please contact Citipark at 416.363.3386 or visit the parking Office located on Parking Level 1.

Bicycle Parking

Bicycle parking is available exclusively for Scotia Plaza tenants. Bike racks are located near the entrance to the Scotia Plaza Parking Garage and is available on a first come, first serve basis. Tenants must register their bike with the Building Service Centre and display a bike tag on their bicycle. A locked bike cage is available however access cards must be registered with the Building Service Centre for access.

Tenant Shower Facilities

Tenant shower facilities are located on Parking Level 1 and are exclusively for Scotia Plaza tenants. In order to utilize the facilities, tenants must visit the building Service Centre to register their access card.

Lighting

The standard lighting hours are from 6:00am – 7:00pm Monday through Friday. After hours lighting requirement can be requested via the phone system or through security.





Elevators

Elevator Name/Number	Floor Served
High Rise	55 th to 68 th floor
Mid High	41 st to 54 th floor
Mid Low	23 rd to 40 th floor
Low Rise	5 th to 22 nd floor
Service Elevators - SE1,SE2	P4-P1,S,C,G,2,4,M,5-69
Service Elevators - SE3	S,C
Parking Shuttles	P4,P1,C,G
Service Elevators - SH4	P1,S,C
Shuttle Elevator – Day Care	B,C,G,2,3
Shuttle Elevator – PE 24 - 25	C,G,2-5
Shuttle Elevator – PE 23	S,C,G,2,3

Selected elevators may be controlled by security card access. All malfunctions or concerns regarding elevator service should be reported to the security desk located in the main lobby or through Building Service Centre. For immediate assistance, security staff can be contacted by pushing the emergency call button on the elevator control panel.

Loading Dock/Freight Elevator Facilities

The Shipping / Receiving area is serviced by two truck elevators accessible from Adelaide Street West. Loading dock hours are between 7:00 am – 6:00 pm Monday through Friday. Deliveries outside of these hours must be arranged in advance through Property Management / Loading Dock Office. All deliveries too large to be carried by one person must be brought in through the loading dock/freight elevator facilities. Construction material, furniture deliveries and moves must be booked in advance through Property Management / Loading Dock Office and are to occur outside of the normal business hours of 6:00 pm and 7:00 am. To facilitate quick and efficient deliveries, please advise your vendors of the dimensions of the loading dock and freight elevator. The loading dock floor must be protected by the installation of plywood for the delivery and/or installation of any demolition bins. Any damage sustained to the loading dock or any base building construction will be at the cost of the Tenant.

Truck Elevator Restrictions

Maximum Width: 10 feet

Maximum Depth: 62 feet

Maximum Height: 13.6 feet

Weight Capacity: 100,000 lbs.

Number of Truck Bays: 7

Number of Car Bays: 4





Freight Elevator

Freight Elevator Dimensions (SE1 and SE2)			
Door Opening	8' 6" - High	4' 6" - Wide	
Inside Dimension	12' - High	5' 3" - Wide	10' 1" - Depth
Maximum Capacity	5000 lbs.		

Maximum time Limit for deliveries: 15 minutes on a first come first serve basis

General Cleaning Specifications

Contracted cleaning staff services all Tenant offices and common areas. Nightly cleaning begins at 6:00 pm Monday through Friday, with the exception of holidays. Tenant office premises include all areas unless specifically secured and requested to be omitted. Common areas include washrooms, elevator lobbies, corridors, stairwells and all public areas. Daytime cleaning staff are on site attending to common areas from 7:30 am to 4:00 pm on weekdays, excluding holidays.

Operations conduct frequent inspections of random Tenant and common areas to ensure the quality of the cleaning service. Regular meetings are held with contract cleaning service supervisors to assess performance and to ensure that the quality standards are met. If you have any comments or concerns, or require any additional cleaning services, please contact us through Building Service Centre

Office Areas

Services Include:

- Emptying waste and recycling receptacles and replacing plastic liners (if required)
- Using Microfiber cloths treated with Microban, dusting all horizontal surfaces within arm's reach, including desk and table tops, furniture, fixtures, induction units, window ledges, etc. (sensitive office equipment such as computers **will not** be cleaned)
- Removing finger marks from glass partitions, doors and frames, filing cabinets and light switches
- Vacuuming all carpets in high traffic areas
- Dust mopping and damp mopping all hard-surface floors with environmentally friendly multi-surface cleaner
- Kitchen sinks and counter tops are cleaned provided they are clear
- Dishes and cups are not washed, however this service may be arranged through a special agreement with the cleaning contractor
- All entrance doors are locked during and after housekeeping services
- All regular garbage and recycling will be removed





Note: any items left in or on waste receptacles are not retrievable due to nightly disposal. No additional garbage shall be disposed of unless clearly marked "garbage". Desks with papers and files on them will be cleaned as thoroughly as possible; however, papers will not be removed for cleaning purposes.

Periodic Services

- All carpeted floors to be vacuumed wall to wall (weekly)
- Dusting all venetian blinds (quarterly)
- Spray buffing floors, subject to floor finishes (weekly); floors to be maintained at an acceptable level at all times
- Dusting all high reach areas (weekly)
- Dusting vertical surfaces, i.e. sides of desks, filing cabinets etc. (bimonthly)
- Washing of waste receptacles (weekly as required)

Window Washing

- Exterior windows are cleaned three (3) times per year
- Interior windows are cleaned one (1) time per year

Washrooms

Nightly Services Include:

- Sweeping & damp mopping floors
- Spot cleaning all walls, doors, door frames and partitions
- Washing and sanitizing basins, toilet bowls, toilet seats (both sides), urinals and tile walls near urinals
- Emptying and disinfecting of waste paper receptacles
- Replenishing all washroom dispensers (hand towels, soap dispensers, toilet paper and feminine products); this is conducted during regular hours
- Washing and polish mirrors, dispensers and all bright metal work such as faucets, automatic flush meters, exposed piping, toilet seat hinges, etc.

Periodic Services

- Washing partitions and tiled walls (bi-monthly)
- De-liming urinals, toilet bowls and floor drains (quarterly)
- Washing areas above arms reach, including air intakes, lights, door grilles and exhaust grilles (monthly)
- Refinishing hard surface floors (as required). Floors are to be maintained at an acceptable level at all times
- Washing all waste receptacles (bi-monthly)





Waste Management and Recycling Services

The building management team has developed an extensive waste management and recycling program in an effort to maintain the highest possible waste diversion rate. Scotia Plaza provides recycling receptacles for all workstations, copy centers, boardrooms, lunchrooms and kitchenettes. It is the responsibility of all Tenants to provide waste receptacles throughout their suite. For more information on our recycling program or to obtain additional receptacles, please contact us through **Building Service Centre**.

Paper products that **“can”** be placed in the blue bins are:

pop and juice cans	food cans & lids	coloured glass bottles
plastic bottles	food jars	milk jugs
food jars & tubs	card & cover stock	computer paper
white ledger envelopes	windowed envelopes	self-adhesive paper
envelopes	bond paper	file folders
coloured paper	fax paper	tissue & wrapping paper
newspapers	magazines	flyers
books & catalogues	telephone directories	paper rolls & Cores
tissue and cereal boxes		

Do not place these items in the blue bins:

bubble envelopes	waxed paper	carbon paper
paper plates & cups	facial tissue	paper towel
plastic bags & wraps	string, ribbon & wire	ceramic/clay/china
aerosol cans	paint cans	plastic plates, cups
drinking glasses	light bulbs	plastic cutlery
batteries	food or liquid waste	mirrors
styrofoam products		

Organics Program - Contact the Building Service Centre for details.





Telephone, Internet and Cable Service Providers

Please contact the provider directly for available products and pricing schedules.

Service Requests

Building Service Centre 416.947.7664 is your main point of contact for all building requests. This service allows us to quickly respond to your request and to track the progression of your call. Your request will remain a priority until it is completed. Tenant authorization will be required for all non-base building requests prior to proceeding with the work. A 15% Landlord administration fee will be added to the fee billed back to the Tenant.

Security Access Cards

All replacement or new pass cards are issued **online** through **the tenant Services System**. Access into Tenanted areas for construction purposes must be arranged through the Property Management office.

Lost, Stolen or Terminated Access Cards

The Tenant contact should notify Property Management and/or Security immediately should an access card be lost, stolen or when an employee is no longer employed with the Tenant. In order for the card to be removed from the system, the employee's name and card number is required. Redundant access cards should be returned to security. Replacement cards may be obtained by going online through the tenant Services System. Refer to the service fee schedule for associated costs.

Keys and Locksmiths

All Tenant premises are keyed to the building's master system and are cut and installed by SP Management Limited Partnership's in-house locksmith or approved designated locksmith. Landlord will supply two (2) keys free of charge when a Tenant moves into the building. Additional keys can be arranged for a minimal charge and should be submitted in writing to Property Management. All doors installed by the Tenant, must be keyed to the base building master system to allow access into the Tenant premises for cleaning and emergency access. All special security measures such as magnetic locks, card access or alternate requirements must have authorization from the Landlord prior to proceeding.

Contractor Access

All contractors previously authorized to work within the premises must sign in **Building Service Centre** to obtain a contractor's badge. All access to contractors is provided by security. Access cards are not provided to contractors.





Additional Services

The Landlord offers a variety of additional services for Tenants including the following: (associated charge backs to the Tenant are applicable) billed the applicable hourly rate plus applicable administration fees.

- General Maintenance services - for small moves, picture hanging and keyboard tray installations, etc. please contact us through Building Service Centre
- Mechanical services – plumbing repairs/service to private washrooms, kitchenettes, etc. can be arranged thorough Property Management on behalf of the Tenant. Please contact us through Building Service Centre
- Janitorial services - The Landlord's standard cleaning specifications are included in this manual. Should you require additional services beyond those listed (i.e., cleaning of private washrooms, dishwashing, carpet cleaning, etc.) please contact us through Building Service Centre
- Security services – for additional security, fire watches, etc. please contact us through Building Service Centre. The Tenant will be billed at a 4-hour minimum and \$24.50 per hour, plus applicable administration fees.
- HVAC after-hours – for additional heating, ventilation and air conditioning after building operating hours please contact us through Building Service Centre. The Tenant will be billed \$45.00 per hour with a minimum of 3 hours

Common Areas

Common areas include multi-Tenant floors, washrooms and lobbies. Tenant's noticing damage within these areas should contact the **Building Service Centre**.

Signage

All signage within the elevator lobby and Tenant suite entrances on multi-Tenant floors is standardized. No other signage is permitted. Requests for building standard signage must be submitted to Property Management in writing with the exact wording of the Tenant name(s) including the correct spelling and capitalization to be engraved. The lobby directory sign(s) are activated upon the Tenant's move-in. Please forward the 'Building Standard Signage Request' form included in the forms sections of the manual to the Property Management at your earliest convenience as doorway and lobby signage can take four to six weeks for delivery. Costs associated with the provision of Tenant related signage will be billed to the Tenant.





Deliveries

All deliveries small enough to be carried by one person such as small packages and letters via courier etc., may be delivered through the main elevator lobby and passenger elevators. All large package deliveries and packages in carts/dollies are to be delivered through the loading dock / freight elevator to the Tenant on a first come first served basis. Deliveries requiring more than 15 minutes must be scheduled after hours.

Building Operators

Comfort conditions throughout the building are controlled and adjusted by building operators. Any concerns about conditions in your offices can be promptly attended to by contacting us through **Building Service Centre**.

Storage Facilities

As a service to our Tenants, We can provide a variety of on-site storage room facilities. Please contact Property Management to inquire on availability and costs.

Mail Delivery

Canada Post mail is delivered to the Tenant's designated mail box located on Parking Level 1 in 40 King.

Pest Control

Pest control service is provided to cover all common areas including washrooms, elevator shafts, corridors, telephone and electrical rooms, mechanical and sprinkler rooms and lobby areas. Routine inspections are conducted for pest activity and treated as required. Should you require any pest control services within your premises, contact us through **Building Service Centre**.

Pets

Pets of any type, excluding working dogs for the visually/hearing impaired or personal assistance pets, are not permitted.

Coffee Brewers & Water Coolers

The Landlord recommends all coffee brewers and water coolers installed within the complex to be of the manual fill type, where a connection to the building water supply is not necessary. However if this is not possible and a connection to the base building water supply is needed, all connections into the base building water supply shall be in copper tubing and approved by the Landlord and facilitated by an approved plumber.





Smoking

In the City of Toronto, all work places became smoke-free as of May 31, 2006. For a full copy of the Smoke-Free Ontario Act, visit www.e-laws.gov.on.ca or the Ministry of Health at www.mhp.gov.on.ca. As such, smoking is not permitted in any Tenant premises, including parking facilities, washrooms, lobbies, stairwells and hallways. Smoking is not permitted within 9 meters of any entrance or operable window as per municipal regulations. We remind all Tenants to ensure their employees and visitors comply with this non-smoking policy.

Burned-out Lamps/Tubes

Contact us for the replacement of burned-out lamps and tubes through **Building Service Centre**. As the Landlord does not stock nonstandard lamps and tubes, a charge is applicable to the Tenant for the replacement of these items.

Tenant Construction

Refer to section 2, Construction Guidelines within this manual, which outlines the rules, regulations and Tenant responsibilities pertaining to Tenant construction within the building. The Landlord must approve all proposed construction prior to proceeding with any leasehold improvement work. The Tenant's submittal package must include a complete set of all detailed architectural, mechanical, electrical / communication and structural (as required) drawings outlining the proposed interior leasehold improvements for Landlord review. These drawings will be reviewed solely for compliance with the Landlord's base building and general design standards. The review does not relieve the Tenant, its architect, engineers, contractors or other representatives from ensuring that the proposed design and construction complies with all applicable laws, regulations, directives, latest building codes, or the specific requirements of the lease and any rules, regulations and construction and/or manuals for the building. All work must be performed in accordance with the Ontario Building Code Ontario Ministry of Labour Regulations, the Occupational Health & Safety Act and the Environmental Protection Act.

Tenant Contact

Each Tenant should designate a Tenant representative to liaise with Property Management regarding the following:

- Provide contacts responsible for the signing of security clearance forms
- Provide a list of home/ cellular phone numbers (the key contacts) in order of priority for after-hours emergencies
- Provide contacts to participate in the Fire Warden Program
- Coordinate life-safety operations, including fire drills and emergency procedures





Tenant Insurance

Tenants must have current insurance for their premises at all times as stipulated in the lease agreement. This insurance certificate is to be provided to the Landlord prior to the Tenant assuming occupancy. Annual insurance renewals are to be forwarded to the Property Management team to ensure adequate coverage is provided. Scotia Plaza Management requires a current liability insurance certificate for \$5 million dollars noting the additional insured:

KS SP Nominee Inc

KS SP1 Nominee Inc

KS SP Limited Partnership

ARI SP Nominee Inc

ARI SP1 Nominee Inc

BentallGreenOak (Canada) Limited Partnership

BentallGreenOak (Canada) G.P. Ltd.

Bentall Property Services (Ontario) G.P. Ltd.

Moving

Tenants must advise Property Management of any proposed moves. All moving must be completed after regular business hours. The Landlord requires all vendors performing work within the Tenanted premises, including movers to provide liability insurance for \$5 million dollars and to include the additional named insured as noted above.

Contact us through **Building Service Centre** should security coverage be required to assist with the move.

Rental Payment

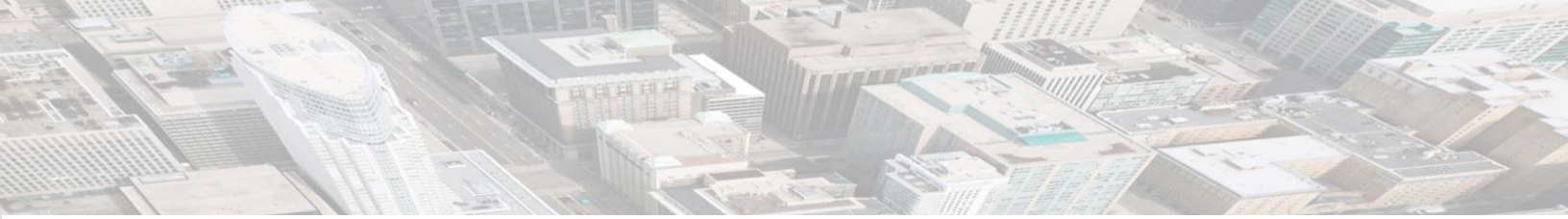
All Tenants receive an initial rent letter detailing the breakdown of rental charges. Monthly invoices are not issued. A revised rental letter will be sent if there are new charges or any changes per the lease agreement (e.g. those due to re-certification of area, addition of re-lamping charges or other adjustments).

We recommend that Tenants use electronic transfer of funds (EFT) as a method of rental payment. Per the lease agreement, rental payments are due on or before the 1st day of each month and should be made payable to:

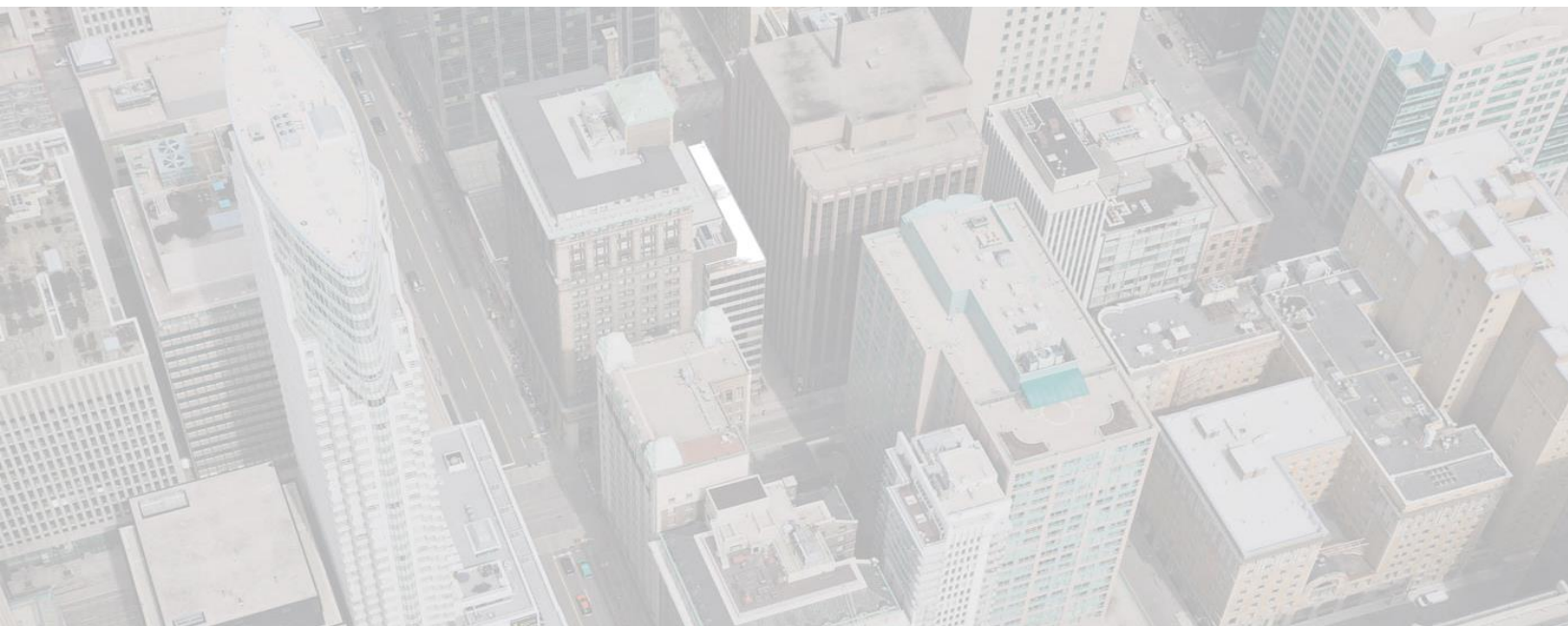
KS SP Limited Partnership c/o Bentall Property Services (Ontario) Ltd.

All questions regarding rental payments should be directed to Property Management. For further information on annual adjustments or other payment related inquiries, please contact the Property Management office.





1.B EMERGENCY PROCEDURES



40 KING STREET WEST
Toronto, Ontario



SCOTIA PLAZA



Security

The building has a 24-hour security program. To assist in the after-hours security of the complex card readers are installed in all elevators. Only authorized employees of building Tenants are allowed access through the entrance doors and use of the elevators in the complex after hours. Tenants are supplied with access cards for each of their staff members (at a nominal cost) who require after-hours access to the complex. Refer to the Security access form in the forms section of this manual. Security card access is required from 6:30 pm – 7:00 am, Monday through Friday, weekends and holidays.

Please contact security in an emergency at **(416) 947-7666**

To enhance the overall security of the complex:

- Municipal regulations require all suite doors leading into the common areas to remain closed at all times. The doors provide a fire/smoke separation and also keep undesirables from gaining easy access to your premises.
- Report thefts, threats, the presence of undesirables and suspicious or criminal activity to security immediately
- Challenge and check the identification of all service personnel who access your floor
- Report any lost or stolen access cards immediately to cancel and delete cards from the building access control system
- Ensure that your suite is always locked when no one is present. Assign personnel to secure your doors at the end of the business day
- Do not patronize or encourage unauthorized solicitation in the complex
- Encourage a clean desk policy in your office. Secure laptops and other valuables at all times
- Promptly report any flickering or burnt out lights in common areas
- When reporting suspicious individuals or activities, be prepared to provide a full description and details to security

Workplace Violence

- Make your employer & security aware of suspected threats.
- Report any incident to security ASAP
- Remove yourself and / or others to a safe area as soon as possible

Building Employee or Public Accident

In the event of an accident or illness of an employee or visitor in your premises, we recommend that you:

- Call an ambulance immediately via **911**
- Provide the following information to the operator:
 - Building name and address
 - Any details available of accident or illness





- Call the **Security Control Emergency line at (416) 947-7666** and advise them of the situation
- If possible, have someone meet the emergency unit at the elevators on your floor

Note: The Building staff will place an elevator on independent service for the ambulance attendants' use.

During a medical emergency the following should be avoided

- Moving the patient, unless failing to do so would cause further harm (i.e. patient is face down and not breathing)
- Crowding the patient. This can cause the patient unnecessary embarrassment and stress and create an obstacle for emergency response
- Giving the patient food or water, as this increases the risk of vomiting/choking

Tenants Role

- Ensure First Aid/CPR trained staff are available to provide aid
- Ensure employees are aware of medical emergency procedures and security telephone number: **Emergency line at (416) 947-7666**. Contact security for assistance
- Ensure access is not impeded (freight or corridor by people or items)
- Ensure personnel not providing assistance return to their workstation
- Contact 911 and advise security to assist
- Assist emergency workers to access and depart the area

Fire Safety In Case Of Fire

Scotia Plaza Management is committed to the safety of the building occupants and we ask that once a warden has been selected for your premises, that they contact the Property Management office for further information.

The building has a program for fire prevention and life safety in which all Tenants are required to participate. Each Tenant is provided with copies of the building's fire safety plan and is requested to appoint fire wardens and other key representatives who will interact with the Property Management office. For further information pertaining to the fire warden safety plan, contact the management office.

In the event of a fire:

Call the Toronto Fire Department at **911** and the security desk of your building:

- Provide the building name and address
- Provide the floor of emergency
- Provide details of fire
- Operate the nearest fire alarm pull station
- If evacuation is necessary, follow "floor or building evacuation" procedures





DO'S

- Use stairwell exit or other emergency exits only
- If caught in heavy smoke, take short breaths, breathe through your nose and crawl to escape on our knees if necessary, as there is less smoke at floor level

DON'TS

- Do not attempt to fight a fire
- DO NOT USE ELEVATORS

Each tenant is required by law to take responsibility for their employee's safety and to designate fire wardens and deputy wardens to coordinate safety planning with Property Management.

Floor or Building Evacuation

- Keep calm in an emergency
- Close each door of your office as you leave
- Form an evacuation line - two abreast
- Use the enclosed stairwell for evacuation and use the handrails
- Listen to and follow given instructions
- Clear the way for the fire department coming up the stairwell
- Be ready to merge with other people evacuating the building
- Once out of the building, go to your prearranged assembly location a minimum 150 meters away
- Do not use the elevators
- Do not smoke
- Do not run in stairwell
- Do not return to your premise until the "all clear" is given by the authority in charge

Stairwells and Crossover Floors

Scotia Plaza contains evacuation stairwells. Crossover floors are located on **the 4th, 8th, 11th, 14th, 18th, 23rd, 27th, 30th, 35th, 39th, 43rd, 48th, 52nd, 57th, 62nd, 65th, 69th floors**. If the path is obstructed (i.e. smoke, blockage, or backlog of people), an emergency crossover can be used to transfer to another evacuation stairwell.

- In your stairwell, locate the nearest crossover floor
- Check this door for heat with the back of your hand and for smoke prior to opening the door wide
- If safe, open the door and enter. Locate the next stairwell on the floor (look for illuminated red EXIT sign).
- Check this door for heat and smoke. Enter if safe and continue your descent to ground level
- If possible, descent the stairwell with a partner. Hold the handrail and do not run. Exit the building at the street level where you will receive further direction. Tenants are encouraged to regroup in their predetermined designated meeting area. Ensure all staff is aware of this location.





Evacuation Drills

Annual evacuation drills are mandatory by the Ontario Fire Marshall's Office as a means of practicing emergency preparedness. Throughout the year, Tenants are requested to participate in full building evacuation drills.

Evacuation Assistance

To assist us in complying with fire regulations, please provide us with the names of all persons within your premises that require assistance during evacuation of the building in an emergency situation. Refer to the "Persons Requiring Assistance" form located in the forms section of this manual.

Trapped in an Elevator

Elevators are one of our safest modes of transportation. However, they do occasionally malfunction. We advise any person who becomes trapped in an elevator to use the intercom for communication with the security desk, which is manned 24 hours a day 365 days a week. An emergency call will be placed to an elevator maintenance contractor. A technician is usually on site within 30 minutes.

What to do during elevator malfunction:

- Press alarm button
- Give the operator your name, elevator number and firm's name
- Do not try to force open the elevator doors or leave the elevator

Power Failure

The building is equipped with a diesel backup generator that supply's power to the building's critical systems, emergency lighting, fire and life safety equipment and elevator(s).

Bomb Threat

All bomb threats must be taken seriously. If the caller is familiar with the building and specific about the location of the bomb, it is very likely a real threat.

If You Receive a Bomb Threat

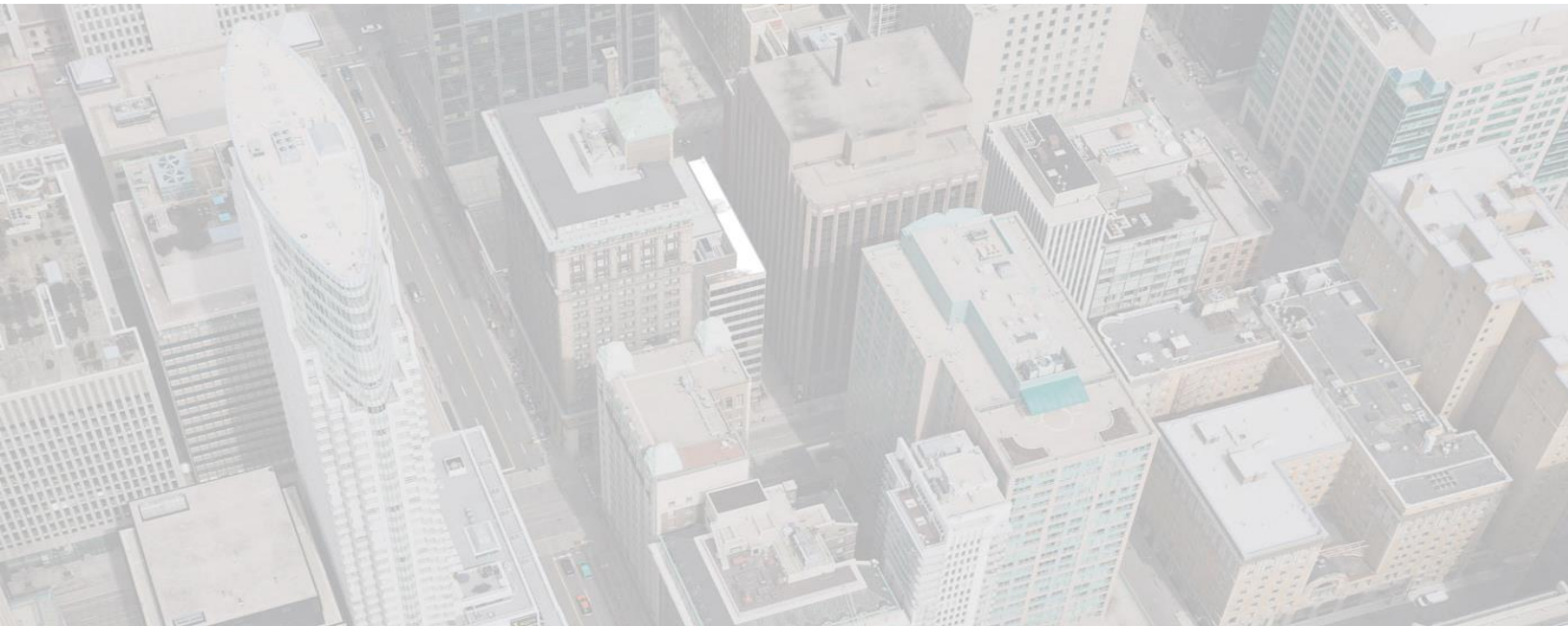
- Call the police at **911** and advise them of the building and location of the threat.
- Call the **Security Control Emergency line at (416) 947-7666**

If you locate an unidentified package, call the police immediately at **911** and **Security Control Emergency line at (416) 947-7666**. Never touch the package.





2A. CONSTRUCTION GUIDELINES



40 KING STREET WEST
Toronto, Ontario



SCOTIA PLAZA



Introduction

The information outlined within the Construction Guidelines section provides guidance and recommendations to Tenants in the design and construction of leasehold improvements before, during and after substantial completion of their project. Procedures and requirements established by Scotia Plaza Management are noted within this section. Please refer to the Sustainable Construction Guidelines section for information regarding recommended sustainability construction guidelines. It is the Tenant, or the Tenant's agents' responsibility to notify and obtain the Landlord's approval of all proposed leasehold improvements within the leased premises however small or limited in scope. Adherence to all provincial guidelines relevant to Tenant's work is mandatory. In the event of any conflict between this manual and the lease, the provisions in the lease or any other specific written agreements between the Landlord and the Tenant shall prevail. This manual does not override any applicable bylaws or governing authority having jurisdiction. The information provided here applies as a general rule and should be thoroughly reviewed by the Tenant, Tenant's agents, consultants, contractors and vendors to ensure that the Landlord is provided with all the documentation required to complete construction. The Tenant is solely responsible for errors/omissions and/or failure to adhere to base building policies and requirements.

The intent of the Landlord's review of the Tenant's drawing submittal package is to obtain information pertaining to the proposed design of the premises and to identify the impact the design may have on the base building systems; structurally, electrically and mechanically as well as on surrounding Tenants. The Landlord's review is not intended to agree or confirm the consultants' design accuracy pertaining to relevant codes, standards, by-laws or any requirements by governing jurisdictions. It is recommended that the Tenant's contractors and/or designers visit the site to inspect and verify all site conditions prior to commencement of the proposed design.

The contents of this manual are to be read in conjunction with governing lease documentation. The Landlord reserves the right to amend or add to the information in the manual at any time and the Tenant is obliged at its sole cost to abide by such changes. This manual is intended to reflect only standard conditions or situations and does not amend the formal lease agreement, which is to govern in the event of any inconsistencies. In the event of any ambiguity of, or missing to the wording of this document, the approval authority to proceed or not to proceed with Tenant work remains solely with the Landlord. Permission to deviate from the criteria contained herein must be obtained in writing. Notes on drawings in conflict with the design criteria have no validity.





Tenant Coordination

The Landlord will guide and assist the Tenant through the construction process. All questions and Tenant drawing submittal packages relating to Tenant improvements are to be addressed to: **Marvin Morgan, General Manager.**

Property Management Team

General Manager

Marvin Morgan
T: 416.947.7671
mmorgan@scotiaplaza.com

Operations

Senior Operations Manager

John Arruda
T: 416.947.7674
jarruda@scotiaplaza.com

Operations & Projects Manager

Ken Madden
T: 416.945.6796
ken.madden@scotiaplaza.com

Operations Manager

George Silvestre
T: 416.945.6797
gsilvestre@scotiaplaza.com

Construction Team

Senior Operations Manager

John Arruda
T: 416.947.7674
jarruda@scotiaplaza.com

Construction Coordinator

Paul D'Alberti
T : 416.378.7605
C : 416.936.7238
pdalberti@scotiaplaza.com

Security – 24 Hours

Security Control Room

T: 416-350-5788

Selection of Consultants and Contractors

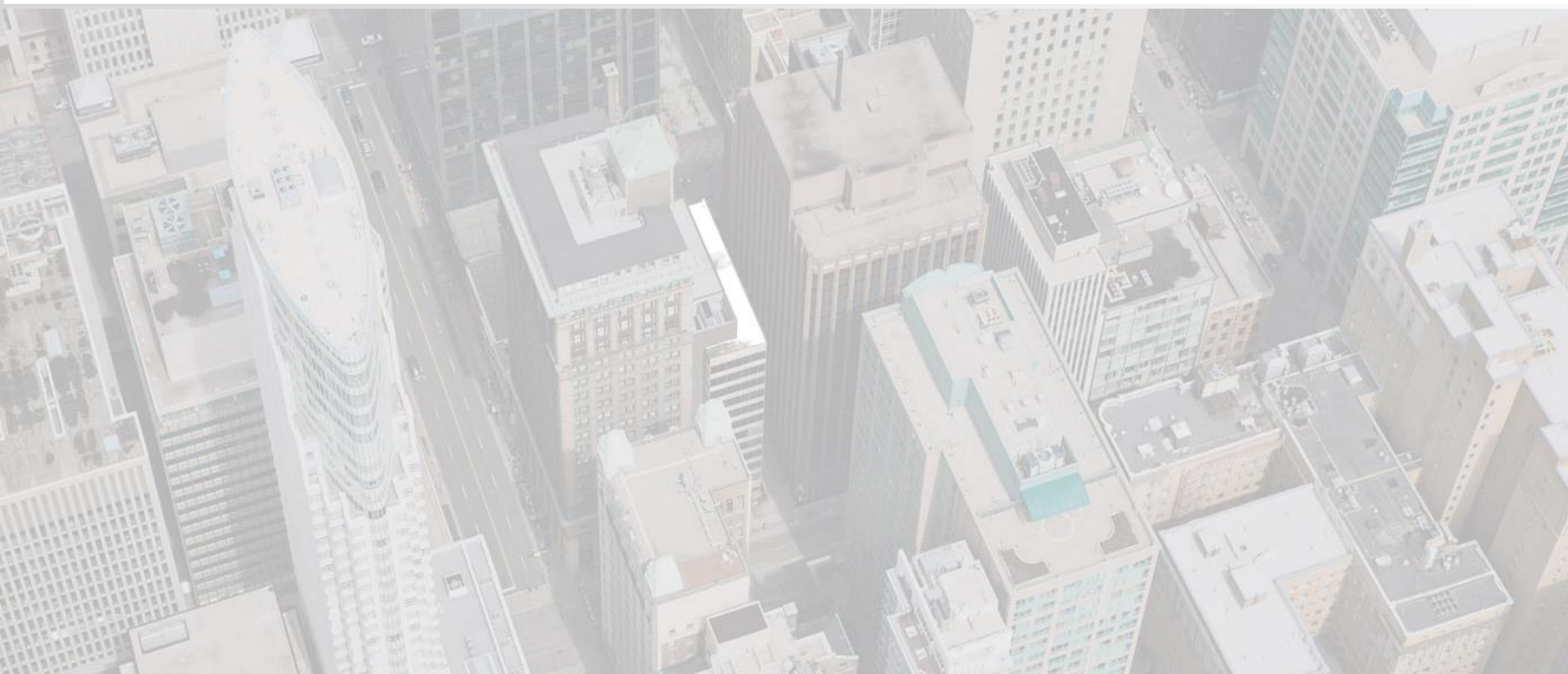
Tenants are required to employ competent professionals in the architectural, structural, electrical, mechanical and sprinkler distribution system design fields, relative to their proposed leasehold improvement work. All drawings must be stamped and signed as required by each discipline. Refer to section Sustainable Construction Guidelines for design criteria pertaining to recommended sustainable construction guidelines.

The Landlord recommends retaining the services of the base building engineers and consultants. A drawing review fee will be charged back to the Tenant, plus a 15% administration fee, for all drawing reviews prepared by the base building consultants to review submissions prepared by other consultants. All Tenants must use a reputable general contractor to supervise and oversee sub-trades throughout their construction. Contractors performing work within the property must be approved by Scotia Plaza Management prior to being engaged to perform work. Individuals, owners and franchisees are not permitted to act as contractors, in order to minimize the risk and liability of both the Tenant and Landlord. The general contractor will be held responsible for all activities on site and must be in compliance with the Landlord's construction policies and procedures.





2.B BASE BUILDING SPECIFICATIONS, STANDARDS & CONSTRUCTION INFORMATION



40 KING STREET WEST
Toronto, Ontario



SCOTIA PLAZA



Base Building Specifications

Property Description

Year Built:	1988
Gross Building Area:	1,576,164 Sq. ft.
Gross Rentable Floor Area:	1,569,541 Sq. ft.
Number of Floors:	68
Number of Floors below Ground:	7
Crossover Floors:	4, 8, 11, 14, 18, 23, 27, 30, 35, 39, 43, 48, 52, 57, 62, 65, 69 floors

Technical Specifications

Typical Standard Power:	120/208//600V
Light Power:	347/120V
Ceiling Height:	8'8" to suspended ceiling system
Building Envelope:	Steel / Concrete/Granite
Washrooms per Floor:	1 ladies; 1 men's
Sprinkler System:	Yes
Fire Detection System:	Yes
Length of Fire Hose:	75'

Design Specifications and Standards

Elevator Lobbies and Suite Entry Doors

Elevator lobby finishes on multi-Tenant floors will be agreed upon with the Landlord on an as per floor basis. The floor and wall finishes on multi-Tenant floors are building standard finishes and must be maintained unless prior written approval of the Property Management team is obtained. On multi-Tenant floors, the elevator doors will remain base building standard and may not be modified without the prior written consent of the Property Management.

Elevator doors are stainless steel to match base building finishes.

Suite entry doors and frames on multi-tenant floors will be the following Scotia Plaza base building standard.

- Suite Main Entry Doors: full height, double glass doors and stainless rails/hardware, prepped for strike
- Suite Secondary Entrance Doors: full height, 914.4 mm wide x 44.45 mm thick (3' wide x 1 ¾ " thick), Fumed Oak veneer #32431 by M. Bolke Veneer Corp.; Satin Finish 2 Protective Coating;
- Frames: Fumed Oak #32431, 44.45 mm (1 ¾ " wide) wide, solid wood, stained.

The Manager will provide base building entrance doors on multi-tenant floors in accordance with minimum OBC requirements for egress. Use of any other type of door must be approved by the Manager. Glass sidelights are optional at Tenant's expense and design must be approved by the Manager. Additional Tenant entrances are at the expense of the Tenant and the design must be approved by the Manager.





Floors

Base Building floors are smooth trowelled concrete floor steel deck, ready to receive Tenant's floor coverings.

Floors in shower rooms are to be waterproofed prior to the installation of floor coverings. In general, the floor structure for office spaces was designed for a live load of 50 psf (2.4 kPa) plus a partition allowance of 25 psf (1.2 kPa).

Seal base building floor and 4" drywall base with Hydro bar; Install 6" waterproofing anti-fracture fabric along floor/wall transitions prior to tenant kitchen build.

Drywall may not be stacked higher than 610 mm (24") so as to prevent overloading of the slab

Walls

Base Building exterior walls are concrete with granite claddings and aluminum and steel window frames.

Base Building core walls, exterior walls and columns are prime painted drywall or plaster.

Contractors are not permitted to use mechanical fastenings for curtain walls, window frames, or walls which may contain vapor barriers or special fire rated structures. Clips in lieu of screws must be used to fasten interior walls to the ceiling grid.

If walls are to be installed over hand holes or trench covers for under-floor duct systems (where applicable), Contractor must provide suitable access.

Walls around private washrooms, showers, kitchens, kitchenettes, and any area with the use of domestic water must be constructed with water resistant wall board. Insulation within walls must be kept a minimum of one (1) meter above floor level to avoid potential for mould growth from water leaks.

Partition changes will often necessitate a review and revision of the air handling system (i.e. supply and return ductwork, ceiling baffles and balancing) in order to achieve Tenant comfort.

The Tenant is responsible for costs associated with revisions of the air handling system as a result of partition changes.

Demising Walls

All Tenant/Tenant and Tenant/corridor demising walls are to be constructed with metal studs, acoustic insulation and gypsum wall board from the floor to the underside of the structural slab above. Drywall is to be notched around the suspended T-bar ceiling system and sealed as required to meet relevant building codes and standards to prevent noise leakage and smoke separation. Should the Tenant encounter areas that do not meet this standard during the course of their work, it is the Tenant's responsibility to ensure that these areas are brought to compliance at the Tenant's sole expense.





Ceilings

The suspended ceiling consists of a 500 mm x 1,000 mm narrow line grid system with Armstrong, Classic pattern, perforated, regular edge, lay-in acoustical panels. Ceiling height is 2,650 mm. Tile is Fine Fissured Beveled Tegular Humiguard Plus Ceiling panels will be stored on the floor ready for installation by the Contractor. The Manager's Construction Coordinator must be notified prior to installing ceiling tiles so a ceiling area inspection can be performed.

Fibrous materials are not to be left exposed within the tenant space, ceiling or return air plenum as per the Ontario Building Code (OBC).

Sound baffling can be installed vertically only. If baffle is not drywall then it must be foil wrapped on both sides; no exposed insulation is permitted in the ceiling. Any and all baffling must have a return air duct installed.

Hardware

Medeco/Reilly Locks are being used throughout the base building with M3/DC keyway cylinder (brushed stainless steel) finish. The Manager will supply cylindrical locks for multi-tenant floor suite entrances. All locks and cylinders installed by the Tenant on perimeter or interior doors must be Medeco/Reilly locks subject to the building's master key system. The system, while allowing complete freedom for the Tenant regarding the locking arrangements for its offices, provides access to each office at all times for both normal cleaning and emergency situations. Locks and cylinders will have to be supplied by the Tenant's hardware supplier to Reilly Lock and Security System who will do the keying in accordance with the Tenant's instructions and at the Tenant's expense.

Outside locksmiths or lock manufacturers are not permitted to change the keying of any locks.

Window Coverings

Base Building window coverings will be installed by the Manager and must not be removed. The Base Building window coverings are z-Screen Sunscreens, chain operated L-Shaped Valance, 3% openness factor and Alabaster colour. Tenants may add drapes, provided they are of a type and material approved by the Manager. Structural supports for drapery tracks are not built into the existing bulkheads. Ceiling heating pipes, or troffers are not to be used for support nor to be drilled or penetrated.

Prior to any construction, Contractor shall remove all window coverings, including venetian blinds, to be replaced upon completion of the work. Alternatively, venetian blinds can be pulled to the window head and protected with plastic prior to demolition.

Signage

Suite signage will be in accordance with the base building standard criteria including signage style and location, at the Tenant's expense. All signage visible from the exterior of the suite must be approved by the Landlord in writing.





Suite and elevator lobby signage will be at the Tenants' expense and in accordance with the standards established for Scotia Plaza. Tenant suite signs in the elevator lobby consist of a stainless steel pan, 305 mm x 305 mm (12" x 12"), with the suite number. No other suite identification is permitted outside the premises.

Heating, Ventilation and Air Conditioning (H.V.A.C.) Control Systems

Controls can only be installed and set by the Base Building Approved Controls Contractor at the Tenant's expense.

Each floor of Scotia Plaza is provided with compartment units servicing only that floor. Scotia Plaza supplies conditioned air to each floor by means of a Variable Air Volume (V.A.V.) ceiling duct system to perimeter slot diffusers and interior zone troffers over light fixtures.

Pulley changes on base building air-handling units are to be performed by Base Building Approved Contractors ONLY and at the Tenant's cost.

The perimeter V.A.V. boxes, will provide controlled cooling to the perimeter diffusers. Balance of the perimeter boxes must be sufficient to maintain adequate heating or cooling. Perimeter slot diffuser locations must be maintained as per the Base Building ceiling design.

The typical distribution of V.A.V. boxes and individual zones of heating and cooling control occur as follows:

Floor	Perimeter Zones	Interior Zones
6 - 69	48	12

The interior zone V.A.V. boxes are individually controlled and supply cooling only. Air quantities must be reviewed to maintain noise levels.

11 Adelaide Street ventilation and air conditioning is supplied by a V.A.V. distribution system through troffer light fixtures and thermostatically controlled under sill perimeter hot water radiation. The distribution of V.A.V. boxes and individual zones of heating and cooling control occur as follows:

Floor	Perimeter Zones	Interior Zones
2 & 3	10	6
4	5	4
5	8	4

Return air for both interior and perimeter zones in both buildings are taken through light fixture openings to the ceiling space that acts as a return air plenum.





Any designer requiring a change in number or the deletion of Base Building light fixtures used for return air must provide adequate return air openings by other means.

Contractors will provide proper return air openings and ensure that any such openings are located exactly as shown on the Architectural or Mechanical drawings to ensure correct operation. Contractors will make good any removed diffuser/troffer connections, and ensure that diffusers are not located too close to partitions.

Demised space must be approved by Manager to ensure each new space receives adequate air flow and to ensure each new space has its own thermostat and VAV box thus preventing one room from controlling the temperature in another. Air transfer grills must be installed in all sound baffles above the ceiling.

Both the Tenant and the Contractor should give consideration to the provision of sufficient air to interior conference rooms in order to prevent overheating. Exhaust fans are a minimum requirement. A separate air conditioning unit is more effective and is the recommended solution.

The Manager recommends that supplementary air conditioning units be commissioned by the manufacturer's service representative to ensure proper operation. Thereafter, inspection and servicing may be done by an approved Contractor at the Tenant's expense. The Manager will be pleased to arrange for this service.

Contractors will ensure that each perimeter office, at a minimum, either shares a convection/induction unit with its neighbor or has an individual unit. Each perimeter office should also have individual overhead linear diffusers for cooling. Consideration should be given to the placement of control thermostat locations and the Tenant's furniture layout.

As heated or cooled air travels from the perimeter ceiling, to assist the distribution of air throughout the space, it is best not to put anything to disrupt the airflow close to the windows.

Thermostats are supplied by the Manager for each corner office and for every 10 feet perimeter module between corner offices. They are coiled in the ceiling space with 4.7 m of tubing or control wiring.

Furniture or equipment should not be positioned in a way that would hide a thermostat box or make it inaccessible. If heat-emitting equipment is located close to thermostat boxes the room will appear warmer than it actually is resulting in less conditioned air entering the space.

Contractor will ensure that flexible ducts are secured to rigid ducts by metal gear clamps. Tape is not acceptable. Contractor will also ensure the duct is sealed with approved duct sealant. No joint or splicing will be allowed on flexible ductwork. Flexible ductwork longer than 10' is not permitted. Contractor will ensure that piping and ductwork is hung according to acceptable industry standards (i.e. from slab or structure) and not from existing piping or





ductwork. Contact with ductwork or other piping/conduit is not allowed under any circumstances; all installations must be secured and free from vibration.

Contractor will also be responsible for removing any abandoned or unused ductwork or piping.

Exhaust from printing equipment or kitchens is not to be connected to the sanitary exhaust system. The Contractor must ensure that careful consideration is given to the inclusion of fan operated ecology units or special ductwork in kitchen exhaust systems.

In order to prevent potential damage from airborne particles during the demolition and drywall sanding stages, Contractors must supply and install prefilter media on the on-floor fan return air openings.

Upon request, the Manager will provide and install the prefilter media at the Contractor's or Tenant's expense. See the Scotia Plaza Base Building Services Fee Schedule for the current rate.

During construction, the Manager may request the prefilter media be replaced if it is excessively dirty.

All requests for air system shutdowns must be submitted in writing to the Manager for approval, at least forty-eight (48) hours prior to the commencement of work. Requests from other tenants for extra air conditioning will take precedence over a Contractor's request for a shutdown. All work requiring air system shutdowns will be performed after hours.

Contractor must re-balance the air system upon completion of work and provide a balancing report to the Manager.

Controls

Provide for new and relocation of existing control components as indicated on drawings;

- Controls must be installed by the base building controls contractor and must be calibrated & cleaned at the expense of the Tenant
- All new controllers for major HVAC equipment (e.g. A/C units) shall be capable of communicating with Johnson Control Metasys Systems.

Electrical Systems

General

The telephone/electrical rooms provided on each floor are intended only for building communications and electrical services and are not intended for Tenants' use. All Tenants' equipment must be located within the Leased premises. The Tenants shall engage the services of base building approved contractors only. All other installations are not permitted. Contractors are to ensure wires are carried in EMT conduit secured to the structure. Exposed wiring, where approved by the Landlord must meet current regulations. All liability resulting from the contractor's failure to meet this requirement is at the Tenant's cost. The contractor is responsible for the removal of any abandoned cabling or wiring within the premises back to source.





Contractors are responsible for ensuring that electrical rooms are kept clean at all times.

- The electrical contractor shall submit shop drawings for power distribution equipment, fire alarm equipment and all luminaries with associated equipment, i.e. poles, brackets etc. to the Landlord
- The shop drawings shall bear the name of the manufacturer, the manufacturer's catalogue number, and the engineer's designation, along with all pertinent information on each piece of equipment
- The electrical contractor shall provide one set of blueprints, for 'as built' purposes, and make all necessary revisions on these blueprints to reflect actual on-site changes.

Electrical & Communication Systems

For all electrical and communication work, Tenants shall engage the services of Base Building Approved Contractors only.

Contractor must install large electrical/telephone cable trays to allow for easy access to the wires/conduit above. Conduit is to be used in all inaccessible areas and long runs. BX cable is acceptable for short runs in concealed locations not exceeding 10 feet. Conduit must be secured to the structure. Conduit hung from other conduit or equipment is not permitted. Entrance into electrical panels, as well as entrances into Electrical Rooms A and B, must also be in conduit. In order to maintain the integrity of the base building fireproofing that has been applied to the building structural steel, bean clamp are not permitted to hang or support electrical services.

Conduit shall include Signal Wire. Bare wire is unacceptable in ceiling spaces used as return air plenums. Contractors will ensure wires are carried in EMT or flexible metallic jackets. Exposed wiring, where approved by the Manager, must be a minimum of FT6 rating. The Manager will not assume any responsibility for damage which may result from the Contractors' failure to observe this requirement.

Contractor is responsible for removing any abandoned wires in raceways or ceilings back to source.

Upon completion of all electrical work, an Electrical Safety Authority Inspection is required.

Electrical rooms must be kept clean at all times. Contractors are responsible for ensuring the electrical rooms are left clean after the work is completed.

Lighting

General office lighting consists of 500 mm (20") x 1000mm (40") air handling 2 -amp (broad spectrum low glare) luminaries. The standard lighting zone layout will provide an average lighting level of 500-lux desk height on an open floor area with light reflective surfaces. Lighting power is provided at 347 volts supplied to the plug-in type fixtures. Luminaries are connected to a central computerized lighting controls system.

All light fixtures removed from a Tenant's ceiling for the purpose of installing hard ceilings, or to install other lights in the Base Building suspended grid ceiling, shall be returned to the Manager. These fixtures are not to be used to increase the light levels in other areas of the Premises.

Compact fluorescent lights or Light Emitting Diodes with light switches are recommended for all areas.

The Tenant may order additional light fixtures through the Landlord at the Tenant's Cost.





Power

The Tenant shall provide a service panel within their suite direct from the floor's electrical room. The location of the service panel requires Landlord's approval. Tenant's installing large heavy duty services (computer rooms, etc.) requiring non-standard power consumption are required to install a "check" meter.

Power is available at 5 Watts/sq.

Tenants requiring more power must install, with the Manager's approval, an additional breaker panel inside their space and, if necessary, an additional step-down transformer. Any new transformers must be Mirus Transformers or equivalent with power factor correcting.

All under slab wiring in the ceiling space of the floor below must be in conduit. All boxes have to be marked, clearly indicating that they belong to the electrical system on the floor above.

Not more than six (6) duplex outlets are to be installed on any one 15 amp circuit and no less than 12 AWG. TWH copper wire must be used. All main feeders will be R90 rated insulation. If a panel is at capacity, Contractor will immediately notify the Manager.

Contractor must ensure that all receptacles are identified by the breaker number on the wall plate, and the exact location noted in the breaker directory. Electrical panels, disconnects, and meters must be properly sized and identified immediately upon completion of work.

Breaker and panel directories must be kept up-to-date at all times. On completion of construction, Contractor will provide the Manager with a revised copy of the verified breaker and panel directories.

Special grounding for computer connections is available. An isolated ground riser is available in the electrical rooms on each floor for tenants requiring I.G. outlets for computers.

Power Shutdown Detailed Procedure:

1. The Contractor shall submit a written proposal, with concept drawings, to the Manager for approval in principle.
2. Once the written proposal is approved, a drawing showing the proposed location of the new panel(s) or equipment shall be submitted to the Base Building Approved Electrical Engineer for electrical review and comment prior to any further action.
3. Once approved by the Base Building Approved Electrical Engineer in principle, the drawings will be returned to the Manager for their sign-off. Upon receipt of the signed-off drawing, the Contractor shall prepare final drawings for approval.
4. The Contractor shall submit a final set of working drawings to the Manager for approval clearly showing the locations of all new panels/equipment that have been approved in principle. Any new





panels/equipment shall be reviewed on the basis of items 1 through 3 above.

5. Both the Manager and the Base Building Approved Electrical Engineer shall sign-off the working drawings before any work commences on site.
6. A *Scotia Plaza Work Permit Application* must be completed and submitted for approval no less than five (5) business days in advance of the power shutdown.
7. The *Scotia Plaza Work Permit Application* must clearly indicate the floors and stairwells etc. which will be affected by the power shutdown so that occupants can be advised. It must also indicate if any access is required to other tenant areas.
8. Date and time of power shutdowns must be pre-approved and coordinated with the Operations Manager.
9. Security guards must be present during power shutdowns where Tenant security systems are affected; security costs are at the Tenant's expense.
10. All power shutdown costs are at the Tenants expense, as well as all costs relating to such work, including review and approval by the Manager's Base Building Approved Electrical Engineer.
11. The Base Building Approved Electrical Engineer shall be allowed access to inspect the location of any new panels/equipment. This inspection shall be undertaken at the Contractor's cost.
12. On completion of the work performed:
 - a. The Base Building Approved Electrical Engineer shall be notified in writing;
 - b. An as-built drawing showing the exact location of the panel(s)/equipment shall be produced by the Contractor and submitted to the Base Building Approved Electrical Engineer;
13. Should the Contractor fail to follow the above procedures, and the necessary approvals not be obtained, the Contractor must bear any and all expenses associated with the following:
 - a. Design by the Base Building Approved Electrical Engineer of any remedial measures necessary to restore the integrity of the electrical system;
 - b. Implementation of such remedial measure.

Repair to any damage resulting from the Contractor's non-compliance, including damage to conduits or electrical equipment.

Meters

Electrical meters will be required for all tenant loads., Wherever required a "Carma" meter is to be installed. A calibration report and shop drawing is required from the manufacturer. The "Carma" meter is the base building approved system. As models will vary based on the application to be served, the model is to be specified by the Tenant's engineer and verified by the Landlord's base building team. All documentation regarding the meter installation must be handed to Property Management to ensure certification of the meter has been performed to provide accurate billing. The Landlord will accept no alternative meter. All costs associated with check meter installations are at the sole expense of the Tenant.





Data/Communications and Telephone

Telecommunication outlets shall be enclosed within conduit within Tenant partitions. All switchboard facilities and all wiring shall be provided by the Tenant. The Tenant's Service provider shall carry out arrangements for connection of telephone services. Telecommunication cabling must be installed within conduit in parking garages, and common areas from the riser room to the Tenant's premises. All exposed conduit visible within base building is to be painted at the Landlords request. Base building procedures for any core drilling must be followed prior to the commencement of work. The contractor is to ensure that all vertical and horizontal holes associated with their conduit runs are to be fire stopped with HILTI manufactured product only.

The contractor must ensure that cabling is installed in a professional manner and that cabling is properly labeled at both ends and on every floor in order to determine ownership for future considerations. Cables must be independently supported to base building infrastructure only and "strain relieved".

One 4-inch sleeved riser is available for cable tie-in by Tenants at their own expense.

Exposed communications/data wiring or cabling, either vertical or horizontal, must be Communications Plenum Rated Cable, CPM (equivalent to FT6 or higher fire rating). This includes riser shafts and ceiling plenums.

Abandoned communications/data cables shall be removed from all areas including ceilings and walls at the Tenants' cost and to the satisfaction of the Manager. Removal work shall be completed prior to commencement of new construction.

Communications/data wiring or cabling must be installed into appropriate conduit or cable tray through plenum or ceiling spaces.

All cables (CPM, FT6 rating minimum), must be attached by independent supports and not to the T-bar ceiling supports. Laying cable on top of the acoustic tiles is not permitted. J-Type hangers with independent fastening are required.

No telephone, communication, computer or other cables may be installed in Scotia Plaza without the prior approval and consent of the Landlord. In any event, no wiring of any kind shall be installed without the required conduits; nor shall any loose wire or cable be allowed to remain un-encased or unpanelled in the ceiling plenums.





All work by electrical contractors will include zone conduit for telephone or communication cables. An empty telephone conduit system, originating in the telephone room, is provided in the ceiling space for 1 telephone for every 15 square meters.

Telephone riser rooms are not available for installation of Tenant's equipment. All telephone communication cables must be identified at every floor level within the communication riser. Each cable or group of cables must be identified with the name of the Tenant, the installing Contractor's name, telephone number and the date of installation.

Failure to comply with the aforementioned requirements will oblige the Manager to take the appropriate corrective measures wholly at the risk and expense of the Tenant who may have ordered and sanctioned the installation.

Emergency Power

The building is equipped with an emergency diesel generator and automatic transfer switch to provide power for the following loads:

- diesel fuel pump
- egress lighting
- exit lighting
- fire alarm system
- security system
- elevators

Switches (As applicable to site)

The building is equipped with a low voltage lighting control system. Under this system, each floor is divided into lighting zones that are automatically controlled.

Switches shall be suitable for the voltage and load controlled and can be single pole or three way. White rocker style switches shall be used for low voltage lighting control and 120V circuits in all finished areas not on lighting control. White toggle style switches shall be used for 347V circuits in all areas not on lighting control. In open spaces within 15ft of windows, the Tenant will make use of perimeter day lighting control to turn off perimeter lights when ambient light provides sufficient illumination. The Tenant is encouraged to install occupancy sensor control of lighting in all utility closets, board rooms and private offices.

Perimeter base building lighting on every floor will be automatically turned off during non-business hours, at a minimum from 10 pm until 6 am. All accent and specialty lighting must be turned off during non-business hours, at a minimum from 11 pm to 6 am.





Ductwork System Standards

Provide ductwork as indicated on drawings. Protect ductwork, prior to installation, with poly to ensure that dust and pollutants do not accumulate within the ductwork during construction. If ductwork is installed in the ceiling plenum but is not yet connected to the HVAC system, ensure all openings are covered with poly until connections can be made. These practices are in accordance with SMACNA's IAQ Guidelines; provide all ductwork to "SMACNA" standards. Fabricate all ductwork from galvanized steel to the clear inside dimensions as noted on the drawings, with all flat surfaces cross broken. Install all ducts free from leaks and seal all holes with sealant.

Provide approved access doors to all balancing and fire dampers. Supply and install splitter dampers at all supply air branch take-offs. Dur-Dyne SRP or equal hardware. Paint [see paint specification] inside ductwork black where visible through grilles, etc.

Plumbing Systems

This section outlines current base building plumbing specifications and minimum standards.

- Plumbing vents are not necessarily shown on drawings. However, install vent systems in accordance with provincial standards/ regulations.
- Insulate all domestic cold water piping, horizontal condensate drain lines and hot water piping with 1" thick fiberglass heavy density pipe insulation with service jackets and a factory applied vapor barrier jacket. Clearly label pipes contents on pipe surface (i.e. D.H.W. or D.C.W.) and identify flow direction.
- Piping shall be concealed in finished areas and grouped so that valves etc. are accessible through as few access panels as possible. Run piping parallel to building lines with crossing over kept to a minimum. Identify all visible piping fully exposed or in accessible spaces (i.e. suspended ceilings) with legend lettering, direction of flow and field colour band to meet code requirements.
- Tenants requiring hot water must provide their own hot water tanks
- Water meters are required to be installed for consumption charges if deemed necessary by the Landlord
- Shut off valves to be M. A, Stewart & Sons Ltd., C Series Carbon Steel, 3 piece ball valves.

Hot water tanks must be equipped with a metal drain pan underneath the tank equipped with a drain and a water detection system, Flood Stopper is the recommended device for leak detection. All floor penetrations for drains must be x-rayed and approved by the base building structural engineer prior to proceeding with the work. Core drills must be caulked and seated properly to avoid water infiltration into the Tenant's space below. All new or existing holes are to be filled with non-shrinking hydraulic cement or Hilti manufactured Fire Stop after the removal of pipes and drains. For the removal of Tenant installations, contractors are to weld or solder cap all water supplies, drain lines and vent connections from ceiling spaces back to the core riser. Contractors must repair or replace all damaged insulation due to the installation of new equipment, hangers, supports, guides and anchors. Vapour barriers are to remain continuous.





- Tenants installing new plumbing fixtures shall comply with maximum flow rates, as indicated in the table below, and provide cutsheets to the Landlord demonstrating compliance
- All plumbing connections, hot and cold, should be Type L copper using lead-free solder.

(Values are updated as per LEED Requirements)

Fixture Type	Flush or Flow Rate
HET*, Single Flush	4.8 LPF**
HET*, Dual Flush Commercial	6.0 / 4.2 LPF**
HET*, Dual Flush Residential	6.0 / 3.0 LPF
Composting Toilet	0.0 LPF
High Efficiency Urinal	1.9 LPF
Ultra High Efficiency Urinal	0.5 LPF
Low Flow Showerhead	6.8 LPM+
Low Flow Kitchen Faucet	1.9 – 5.7 LPM
Low Flow Lavatory Faucet	1.9 LPM

HET: High Efficiency Toilet

LPF: Litres Per Flush

LPM: Litres Per Minute

GFP: Gallons Per Flush

GPM: Gallons Per Minute

In addition to the standard washrooms, one barrier-free washroom per floor will be provided.

Hot water is supplied to the washroom faucets at 105 F. The following provisions are made for Tenant's serveries and/or washroom tie-ins on either side of the building's core:

- 1" connections for domestic cold water.
- 1-1/2" connections for vents.
- 4" connections for sanitary drains.
- 3/4" Pressure Regulating Valve (PRV) connection for Future Domestic Connection.

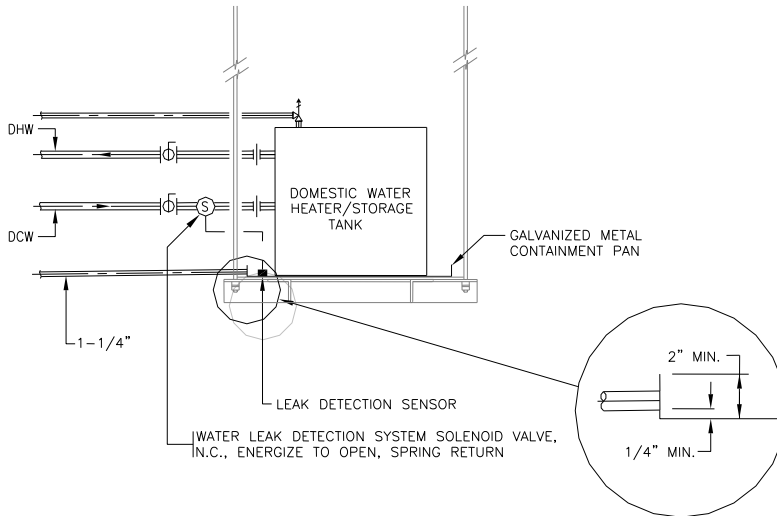
All plumbing connections, hot and cold, should be Type L copper using lead-free solder.

Hot water tanks, if required, are the Tenant's responsibility. Hot water tanks must be equipped with a metal drain pan underneath each tank complete with drain, water detection system, and normally closed solenoid valve operated by a water detection system (Floodstopper manufactured leak detection system or equivalent as approved by the Manager). The leak detection system cannot be tied into the base building automation system (JCI/Metasys)





Drain pan assembly to be installed in accordance with the following:

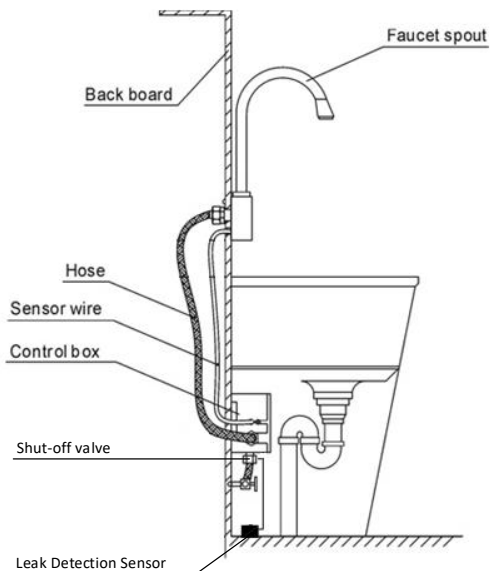


General Arrangement of Domestic Hot Water Tank Installation complete with Water Leak Detection System.

A union copper fitting should be installed on the non-pressure side of the hot water tank safety relief valve.

There are provisions for tie-in into the general, as well as the sanitary, exhaust systems. Long duct runs should be provided with an auxiliary Tenant fan to overcome static in ductwork.

Kitchen vanity leak detection system assembly to be installed in accordance with the following:





All floor penetrations for drains must be x-rayed and sealed properly to avoid water infiltration into the Tenant space below.

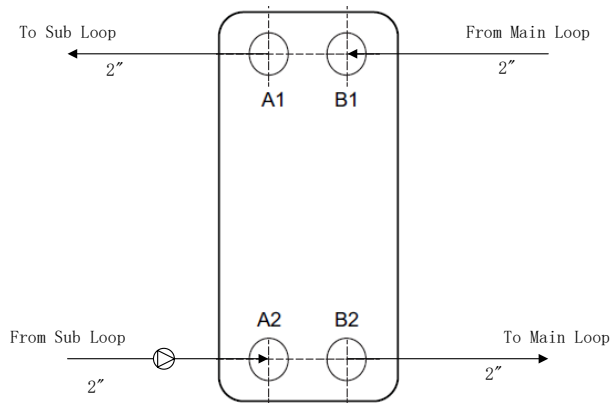
Contractors will fill holes with concrete or Fire Stop after removal of pipes or drains. Contractors will caulk and seal new installations of floor pipes and drains to prevent water infiltration. Contractors will remove and cap all water supplies, drain lines, and vent connections from ceiling spaces back to core riser. A plumbing inspection report is required on completion of work as part of the close-out documents.

Supplementary Condenser Water

Scotia Plaza has a tenant cooling tower system with risers and 2" valved connections on each floor that can handle approximately 10 tons of cooling per floor for special localized Tenant cooling loads. The water temperature in the system is: Entering 85°F - Leaving 95°F. The connection to this system and extension to Tenant cooling equipment is at the Tenant's expense.

Brazed plate heat exchanger assembly to be installed in accordance with the following:

Install head exchanger on main take off of condenser supply side, tenant loop cannot mix with building condenser system. Tenant is responsible for maintaining their loop and equipment and must be installed within the tenant's space. Condenser valves must be rated for 300 PSI or greater.



Preventative maintenance is conducted on the tenant condenser system once per year during which time condenser water is not available. The Tenant is responsible for arranging their own temporary cooling during this time. Tenants will be notified prior to any scheduled maintenance.

Contractors will check connection methods where condenser water is available and recommend pump specifications (if required). Contractors will ensure that supply piping has shut-off valves and backflow preventers where required by the appropriate Code (i.e. City water backup and computer air conditioning units).





Water Meters

Water check meters are required on condenser water as well as City water lines. Provisions must be made for the inclusion of a water check meter for large volume users. i.e. computer rooms, kitchens, etc. Check meters for hot water must be designed for hot water (ex: NEPTUNE with remote read-out). The Tenant is responsible for all required check meters.

Hangers

Hangers for 3 inch pipes and smaller may be Hilti mechanical insert type. Hangers for pipes 4 inches and larger, in concrete slabs or walls, shall be attached to Hilti chemical adhesive inserts. Contractor shall submit details of the chemical inserts for review by the Base Building Approved Structural Engineer. Hangers attached to steel beams shall be either Grinnell Fig. No. 134 beam clamp for pipes 6 inches or less or attached to a Grinnell Fig. No. 55 welding lug for all sizes of pipe.

Hanger rods shall be adjustable and shall be of the following minimum sizes:

Pipe Size NPS Steel	Rod Diameter	Maximum Spacing
1/2 inch	10 mm (3/8 inch)	1.8 m (6 ft)
3/4 to 1 1/4 inch	10 mm (3/8 inch)	2.1 m (7 ft)
1 1/2 inch	10 mm (3/8 inch)	2.7 m (9 ft)
2 inch	10 mm (3/8 inch)	3.0 m (10 ft)
2 1/2 inch	13 mm (1/2 inch)	3.0 m (10 ft)
3 inch	13 mm (1/2 inch)	3.0 m (10 ft)
4 inch	16 mm (5/8 inch)	3.0 m (10 ft)
6 inch	16 mm (3/4 inch)	3.0 m (10 ft)
8 inch	22 mm (7/8 inch)	3.0 m (10 ft)
10 inch	22 mm (7/8 inch)	3.0 m (10 ft)
12 inch	22 mm (7/8 inch)	3.0 m (10 ft)
14 - 18 inch	25 mm (1 inch)	3.0 m (10 ft)
20 - 30 inch	32 mm (1 1/4 inch)	3.0 m (10 ft)

Contractor shall provide a hanger within 24 inches of both sides of a valve, elbow or tee. The maximum spacing between hangers shall not exceed 10 feet. Clevis hangers shall be equal to Grinnell Fig. No. 260. All hangers for cold services shall fit over the outside of the insulation. Suspending one pipe from another pipe is not permitted.

Sleeves





Provided they have adequate space for the free movement of the pipe in all directions, without crushing the insulation and/or vapor barrier, the existing sleeves may be reused with the Manager's prior approval.

If the existing sleeves are not suitable, all sleeves must be replaced with new sleeves. Wall sleeves that are not used for anchors or guides shall be 18 gauge steel. Wall sleeves that are used for anchors and guides shall be schedule 40 steel. The sleeves shall have a 3 inch flange for anchoring to the wall. The sleeve must be attached to the wall with two at 3/8 inch anchor bolts.

Floor sleeves shall be schedule 40 steel with a 3 inch wide puddle flange. The sleeve shall extend from the underside of the slab to 2 inches above the finished floor. Contractor must inject an epoxy sealant between the sleeve and the floor flange to ensure a water tight joint. The sleeve must be attached to the floor with two at 3/8 inch bolts.

All sleeves through floors and walls must be properly fire stopped.

Protection for Insulation

Contractor must use a protection saddle for hot water services equal to Grinnell Fig. 161 to 166 that provides a space between the pipe and the hanger equal to the thickness of the insulation.

For cold water and chilled water services, Contractor must use a galvanized steel shield equal to Grinnell Fig. 167 or Fig. 168 with a section of high density insulation between the shield and the pipe.

The length and radius of the shield must suit the pipe, insulation thickness, type of insulation used and the load to be carried.

Insulation

The following specifications for insulation must be strictly adhered to:

Insulation includes the insulation, vapor barrier and jacket.

Insulation must be applied to clean, dry pipe and fittings only. All surfaces to be insulated must be cleaned as recommended by the insulation manufacturer.

The chilled water system must be shut down for an extended period of time and the pipe, valves, fittings and equipment must be above 60 F before insulation is applied. There must be no condensation on the pipe, valve, fitting or equipment surfaces when the insulation is applied.

Many of the existing systems are chilled water and, therefore, condensation will be an issue. The exposed ends of the existing insulation must be vapor-sealed immediately.





New insulation must be installed as quickly as possible. Failure to complete the insulation may cause damage to the building or to tenant surfaces and equipment. Contractor is responsible to repair or replace any damaged surfaces or equipment and all costs are at the Contractor's expense.

Contractor shall remove the existing insulation, where required, for the installation of the new and/or revised pipe, valves, hangers, supports and equipment.

Contractor must provide a sample of the installation of the insulation at valves and equipment for Manager's approval. Approval of the installation must be obtained before the installation begins.

Pipe insulation must be Manson, Certainteed, Johns Manville or Knauf preformed-sectional fiberglass with a factory-applied, all-service jacket. Flexible elastomeric insulation must be Armacell or Imcosheild closed-cell sheets or preformed as applicable. High-density insulation must be Johns Manville Thermo-12 Gold preformed block, asbestos-free and non-combustible.

Fire-retardant lag coating must be Chil-Seal CP-50. Vapor barrier dam must be Chil-Perm CP-30 with fiberglass cloth reinforcing. All cements and adhesives must be as recommended by the manufacturer of the insulation. The installation of the insulation shall meet all manufacturers' requirements.

Insulation, jackets, canvas and adhesives must be fire retardant with a flame spread rating of 25 or less and a smoke spread of 50 or less.

The thickness of the insulation must not be less than 1 inch thick. Where the existing insulation is thicker than 1 inch, the new insulation must match the thickness of the existing insulation.

In the mechanical rooms, Contractor must cover all insulation with pasted-on 6 oz canvas and cover with two coats of lagging. Contractor must provide a vapor barrier dam, sealed to the pipe, at the termination point of all fiberglass insulation.

Do not insulate valves, unions, flanges or other equipment that requires servicing on any heating pipes.

Insulate all pipes, valves, unions, flanges, guides, anchors, equipment and any other accessories that are a part of the chilled water or domestic cold water systems. Use flexible elastomeric closed-cell sheets or preformed insulation as applicable with an adhesive on all surfaces. The insulation shall be applied in a minimum of two layers to give a minimum thickness of 1 inch. All joints shall be overlapped and vapor sealed.

On all chilled water and domestic cold water systems Contractor must install a section of high density insulation between the pipe and the shield. The thickness of the high-density insulation must match the





adjacent pipe insulation thickness and must be full size of the saddle. Contractor must ensure that the vapor barrier is continuous at the shield.

Contractor must repair or replace all damaged insulation where existing equipment, hangers and supports have been removed and where new equipment, hangers, supports, guides and anchors have been installed. Ensure that the vapor barriers are continuous.

Sprinkler and Standpipe Systems

Each floor is provided with firehose cabinets, 23 m (75 feet) hose, fire extinguishers and an automatic sprinkler system. The sprinkler heads are semi-recessed chrome. The placement of Tenant partitions can affect the sprinkler and firehose coverage and the cost of any modifications to such system shall be at the Tenant's expense. 31 m (100 feet) hoses are not allowed to provide additional coverage.

Contractors will submit a Scotia Plaza Work Permit Application for approval by the Manager for shutting off the standpipe system when Fire Hose Cabinets (FHCs) are added or when changes are required to the sprinkler system.

Filling, draining or testing of the Fire Standpipe must be carried out by special arrangement as stated on the Scotia Plaza Work Permit Application. A fee is charged for every individual requirement.

Standpipe work must use schedule 40 black steel pipe with welding fittings. Field-fabricated fittings (victaulic) are not permitted.

Contractors will ensure that no dissimilar metals come in contact with piping and that dielectric connectors are used when required.

Access Doors

Provide access doors to all otherwise inaccessible valves. Access doors shall suit the surface of application and must be approved by the Landlord.

Valve Tagging

All valves shall have a brass plate tag securely affixed to them with embossed black numbers. Prepare for a list of valve numbers indicating location and function, and number sequence to the Landlord.

Cleanouts

Floor cleanouts shall be cast iron construction with gas tight non-seizing plugs. Tops shall be round, heavy duty, scoriated nickel bronze, adjustable to floor finish. Cleanouts shall be complete with recessed tops where required to suit floor finishes.

Kitchenettes/Serveries and Tenant Washrooms





Walls around private washrooms, showers, kitchens, kitchenettes and any area with the use of domestic water must be constructed with water resistant wall board. Insulation within walls must be kept a minimum of one(1) meter above floor level to avoid potential for mould growth due to water leaks.

All kitchens, washrooms and added mechanical spaces must be concrete-curbed floors, water-proofed and with floor drains installed.

Floors in shower rooms are to be waterproofed prior to the installation of floor coverings.

Where the Tenant would like to install a tenant washroom in an area which cannot easily tie into the existing sanitary lines or where core drilling would be required for installation, a tenant washroom equipped with a waste (toilet) garburator and sump pump may be considered. Any such considerations must be discussed and approved in advance with the Manager.

New Equipment Installation

Should a Tenant require supplemental cooling (i.e. meeting or computer rooms), an independent system should be installed at the Tenant's sole expense subject to the written approval of the Landlord. Electrical and water meters are to be installed at the Tenant's expense. The Tenant shall provide calibration reports and shop drawings to the Landlord for any newly installed energy and water meters in the Tenant space. Meter locations shall be marked on Tenant as built drawings.

Design criteria, including compliance with ASHRAE 90.1-2007 for energy efficiency and ASHRAE 62.1-2010 for ventilation must be met for all Tenant HVAC equipment installations. All new Tenant HVAC equipment containing more than 0.23 kg of refrigerant shall meet low global warming potential (GWP) and low ozone-depleting potential (ODP) requirements, as per the calculations $LCGWP + LCODP \times 10^5 \leq 100$. Small HVAC units containing less than 0.23 kg of refrigerant, standard refrigerators and small water coolers are exempt. Submit refrigerant calculations to the Landlord to demonstrate compliance.

Structural Specifications

Non typical uses must be reviewed by the Landlord's base building structural engineering consultant (at Tenant's sole expense), prior to proceeding.

Heavy floor loads (above and below the slab) such as:

- High density filing or central filing areas
- Dense storage systems, vaults/safes, movable suspended partitions

Alterations to the base building structure indicated in the proposed design, such as core drilling for floor monuments or plumbing, or penetrations between floors requires approval of the Landlord and structural engineer. Proposed core drilling locations are subject to the occupancy condition on the floor below. X-





raying of the slab for penetrations is mandatory and must be performed after hours and coordinated with the buildings Property Management team.

All work completed by the Tenant's contractor must be completed under the supervision/approval by the engineer. Any costs (including engineering fees, security within Tenanted areas etc.) are at the sole cost of the Tenant. A 15% administration fee is applicable to all costs should the work be coordinated on the Tenant's behalf.

Fire Protection / Stops

Contractors will properly seal any openings or holes through walls or floors for ducts, conduit, cable trays, or piping to ensure the integrity of fire separation between spaces and the fire protection system are not compromised. Fire rating on building structural components that is damaged from demolition or new construction work must be reinstated. This includes beams, columns, core, exterior walls etc. Hilti manufactured product only.

Cable trays must be fire stopped when they penetrate walls. The Manager will identify to the Contractor locations where an example of the recommended installation can be viewed.

Hazardous Materials

All construction projects must be assessed for the possibility of disturbing asbestos containing materials prior to the commencement of work. All work which may disturb ACM must be coordinated through Property Management. Contact Property Management to determine whether asbestos containing materials are present within the proposed areas of work. Prior to the commencement of work, all contractors must sign a Contractor Asbestos Awareness form, located in the forms section of this manual.

Spills, contaminations, leaks etc., or any other Health & Safety concerns must be immediately reported to the Scotia Plaza Building Service Centre at (416) 947-7664. Hazardous Materials must be handled, contained, transported and disposed of in an environmentally correct manner by the Contractor, in full compliance with any and all Governmental bylaws and regulations. Should a Contractor fail to follow Health and Safety guidelines or Governmental bylaws and regulations, the Manager reserves the right to stop work at the Tenant's expense until Contractor is in compliance.

Clean up, Removal and Disposal

The contractor will be responsible for the clean-up, removal and disposal of all asbestos contaminated waste from the project in strict conformity with applicable governing regulations. Submit copies of asbestos disposal forms required by the Ministry of Environment to Property Management.





Discovery of Friable Material

Any unexpected discovery of friable material which may contain asbestos, during any work, shall be immediately reported to Property Management as well as applicable notification to government authorities. Work in this area will be stopped until Property Management authorizes work to proceed.

Failure to Comply

Failure to totally comply with any of the foregoing rules and regulations, shall be deemed sufficient reason for Property Management to stop work or dismiss the Contractor from the project. Any and all costs incurred by Property Management as a result of such action will be the sole responsibility of the Contractor.

Restoration Requirements

The Tenant is responsible for reviewing their lease agreement and providing all work associated with the restoration of their premises upon vacating their premises. Refer to the standard Landlord Restoration Guidelines noted below for the return of Tenant premises to Back to Base building conditions. Waybills associated with the disposal of construction waste materials, indicating that waste material has been diverted from land fill sites, must be provided to the Landlord.

Drawing submittals for Landlord approval and all pre and post construction documentation per Construction Procedures are applicable.

As per the lease agreement, upon vacating the premises Tenant is responsible for returning the space back to Base Building conditions in accordance with the Restoration Guidelines herein.

All rules and regulations in the Tenant's lease form part and parcel of these guidelines.

Window Coverings

Prior to construction, the contractor shall remove all non-base building blinds. All base building blinds are to be raised and protected with plastic prior to demolition. All drapery tracks are to be removed.

At the option of the Manager, windows are to be boarded, for safety purposes or papered for privacy.

Prior to construction, Contractor shall remove all window coverings, including venetian blinds. Alternatively, venetian blinds are to be pulled to the window head and protected with plastic prior to demolition.

Damaged or missing perimeter Base Building window blinds are to be repaired or replaced to match originals at the Tenant's expense.

Partitions

All partitioning, furring out of walls and columns and ceiling baffles must be demolished. All openings within demising partitions are to be in filled to match adjacent materials. Repair all areas to match adjacent surfaces.





Tenant must prepare all wall surfaces to be skimmed, taped, sanded and primed as required to receive finishes. All walls throughout the premises are to be left in good condition, including perimeter columns complete with prime paint applied to all surfaces. Wall covering is to be removed. All surfaces where wall covering is removed are to be skim coated and primed.

Adhesive must be removed from all window frames and the base of demising and core partitions. Damaged window frames must be repaired. Skimming of the base of partitions due to removal of adhesive is required. All demising and core partitions must be restored should such areas have recessed base installations.

Any and all partitioning and ceiling baffles must be demolished and removed from the building; all openings in demising partitions where entrances were removed must be installed. Drywall must be taped and sanded, ready for decoration.

All gaskets or adhesive must be removed from periphery window mullions. Any damaged window frames must be repaired.

Tenant must make good any building wall surfaces damaged by demolition. Wall surfaces must be taped, sanded and painted wall to match existing.

Fireproofing damaged by demolition must be repaired.

Tenant must restore walls where they were removed and provide for recessed base.

Ceilings

All hard ceilings, bulkheads must be demolished and the base building suspended ceiling system grid restored. All damaged grid is to be repaired or replaced. Tenant must provide new ceiling tiles to match existing ceiling tiles. Review with Landlord the installation requirement of new ceiling tiles or if ceiling tiles should be left on skids within the premises prior to the commencement of work. Perimeter cut ceiling tiles and ceiling tiles at all sprinkler head, exit light and speaker locations are not to be removed. Tenant must removal all ceiling baffles, tracking and insulation from above the suspended ceiling.

Any and all hard ceilings or bulkheads must be removed and the Base Building grid ceiling restored. Any damaged areas to the Base Building grid must be replaced or repaired to the Manager's satisfaction. All acoustic tiles must be left on skids. Perimeter cut ceiling tiles and tiles at all sprinkler head locations must not be removed.

Tenant must remove any sound attenuation blankets in ceiling plenum.

All abandoned communications/data cables from ceilings and walls must be removed back to the source, to the satisfaction of the Manager.

Any drapery tracks must be removed and the drywall repaired.

Core area and service rooms must be restored to Base Building condition.

Where applicable, drywall ceilings must be restored.





Doors and Millwork

All doors and millwork must be removed. Refer with the Landlord the requirement for removal of suite doors and corridors on full floors tenancies. The Landlord has the right to retain suite entry doors and all finish hardware. The Tenant shall supply and install new door hardware on core doors if applicable.

Tenant must remove any and all door units except those that are part of Base Building installation. Base Building doors must be either restored or new to conform to Base Building conditions (i.e. suite entry doors, etc.).

The Manager has the right of first refusal on suite entry door units and finish hardware. Hardware must be packaged complete with keys. Door units must be relocated to the Manager's storage area if required.

Any and all millwork components must be removed.

Finishes: Wall and Flooring

Tenant is responsible for the removal of wall covering from base building surfaces.

Tenant must restore finishes on bases building corridor surfaces for multi-Tenant floors where required due to demolition to match adjacent finishes. Tenant is to review with the Landlord specific requirements for removals within full floor tenancies pertaining to lobby and corridor finishes.

All flooring must be removed to restore concrete floors to the base building condition. All nails and carpet adhesive must be removed. All penetrations and cracks must be filled to ensure a water tight seal. All penetrations must be fire-stopped with HILTI manufactured product only.

Walls

Tenant must remove all wall coverings from Base Building surfaces. If lobby decorations correspond to the base building finishes, such finishes are to remain.

Where wall coverings are removed, surfaces are to be skim coated and primed with alkyd primer.

Tenant must restore finishes on Base Building corridors for multi-tenant floors. Corridor sides of demising walls are to be painted to match the Base Building paint finish.

Tenant is responsible for ensuring walls throughout the premises are left in good condition, including perimeter columns, and for applying prime paint to all areas.

For full floor tenancies, tenant must have core area and service rooms restored to Base Building condition. Corridor and service room walls must be painted to match existing decor. Tenant must coordinate specifications with the Manager's Construction Coordinator.





Flooring

Any and all floor coverings must be removed to restore concrete floors to Base Building condition. All nail grippers and excess carpet glue must be removed where applicable.

Tenant shall have any and all penetrations and cracks concrete filled to ensure a water tight seal.

Any and all monument holes (including conduit and/or cable holes) must be fire stopped.

Electrical

Tenant is responsible for ensuring all redundant and abandoned conduit, wiring and cabling is removed back to source. All power and communication devices, except base building installations must be removed. Panels must be tagged and circuit directories updated. All Tenant panels or transformers are to be removed. Review proposed removals with the Landlord. All cables, conduit and/or redundant equipment must be removed from the base building telephone and electrical rooms. HILTI manufactured Fire stopping is required to be installed in all penetrations.

All non-building standard light fixtures must be removed, complete with associated wiring and switching. All Tenant equipment must be removed. The Landlord has the right to retain all light fixtures, equipment, transformers etc.

All base building light fixtures are to be restored back to a base building open plan concept layout and zones. All reworking of HVAC and sprinkler relocates to accommodate this work are to be included. Return all redundant base building light fixtures to the Landlord. All emergency lighting must be restored to base building lighting zone layout.

All electromagnetic devices and card readers are to be removed. All conduit, wiring and associated connections to base building systems are to be removed. The Tenant is responsible for ensuring that all work associated with life safety systems is performed by an approved base building contractor.

WIFI

Scotia Plaza is WiredScore Certified Platinum, the highest rating possible, is a testament to Scotia Plaza's commitment to provide a workplace that technologically surpasses the usual connectivity expectations; preparing for the evolution of technology and Scotia Plaza tenants. Key features of connectivity:

- 7 service providers offering high-speed fibre optic connectivity
- Free WiFi in common areas to enhance access to connectivity within the building
- Multiple communications risers to protect against potential service disruption.

The WIFI capability incorporates backbone antennae infrastructure throughout the complex which forms part of Base Building equipment and its integrity must remain intact at all times.

Only the Base Building Approved WIFI Contractor may work on any component of the wireless system. All costs for work on wireless systems will be at the Tenant's expense.





Prior to demolition within tenant space, measures must be taken to protect the WIFI antennae, associated feed cabling and systems. Should ceilings be removed, antennae must be removed by the Base Building WIFI Contractor prior to commencement of work. Antennae and associated components are to be reinstated by the Base Building WIFI Contractor prior to tenant occupancy.

Should damages occur and be attributed to construction work, repairs will be completed promptly by the Base Building Approved WIFI Contractor at the Tenant's or Contractor's expense.

Mechanical

Tenant shall remove all non- base building mechanical equipment, controls, electrical conduits and associated ductwork, grilles etc. Remove all supplementary cooling units and exhaust fans. Any damaged duct and pipe insulation must be removed. All redundant water supplies and drainage must be removed and capped back to source. All floor penetrations are to be fire stopped using HILTI manufactured product.

Tenant is to ensure HVAC is returned to base building layout. All control work is to be completed by the base building contractor. The Tenant is responsible for the completion of air balancing by a building approved contractor upon completion of the work. A final balancing report including confirmation that all identified deficiencies have been corrected is to be provided to the Landlord. Return air filters shall be supplied and installed prior to demolition and removed after completion of the work. All perimeter units must be cleaned and filters changed (where applicable).

Tenant shall remove all non-Base Building equipment, controls and associated tubing, grilles and sheet metal.

All redundant water supplies and drainage must be removed and capped, if accessible, at the core, or, if inaccessible due to the existence of hard ceilings below, below floor level.

Floors penetrations must be fire stopped.

Tenant shall ensure Base Building grilles and diffusers are installed in accordance with the Base Building pattern. Tenant is responsible for having air balancing completed and for sending a copy of the issued balancing report to the Manager.

Tenant must restore HVAC system to Base Building and supply new VAV boxes and/or DDC controls as required. All controls work must be completed by the Base Building Approved Contractor for controls.

Return air filters must be supplied and installed before demolition and removed after completion.

If the washroom was altered by the Tenant, Base Building automatic flush valves and hands-free faucets must be supplied and installed in the washrooms.





All air conditioning units and exhaust fans which are not being reused must be removed and turned over to the Manager.

All other mechanical equipment installed by the exiting Tenant must be removed. Any and all Halon systems must be removed. Any damaged duct and pipe insulation must be repaired or replaced.

All ducts and reheat coils must be cleaned and all thermostats must be recalibrated; calibration must be completed by a Base Building Approved Contractor.

All radiation heating and cooling units must be vacuumed and the filters changed. Tenant shall provide warranties for all equipment to the Manager.

Sprinkler and Standpipe Systems

Tenant is responsible to ensure the sprinkler and standpipe systems are restored back to Base Building pattern. All sprinkler and standpipe work must be completed by a Base Building Approved Contractor. Contractor shall coordinate through the Manager's Construction Coordinator.

Any redundant Fire Hose Cabinets and piping must be removed and must be turned over to the Manager along with removed hoses and fire extinguishers.

Upon completion of the work, new hydraulic sprinkler system calculations must be provided to the Manager along with a material and test certificate.

Internal Stairwells

All internal stairwells with Tenant premises must be removed with the slab returned to base building condition. The structural engineer shall provide all required structural drawings indicating the details of the slab restoration. The contractor shall provide a welding inspection report and a concrete inspection report to the Landlord upon the completion of the work.

Common Areas

Tenants must restore all elevator lobbies to Base Building condition. The Manager shall supply and install the elevator lobby carpet. If the Tenant altered the washrooms they must be restored to Base Building condition.

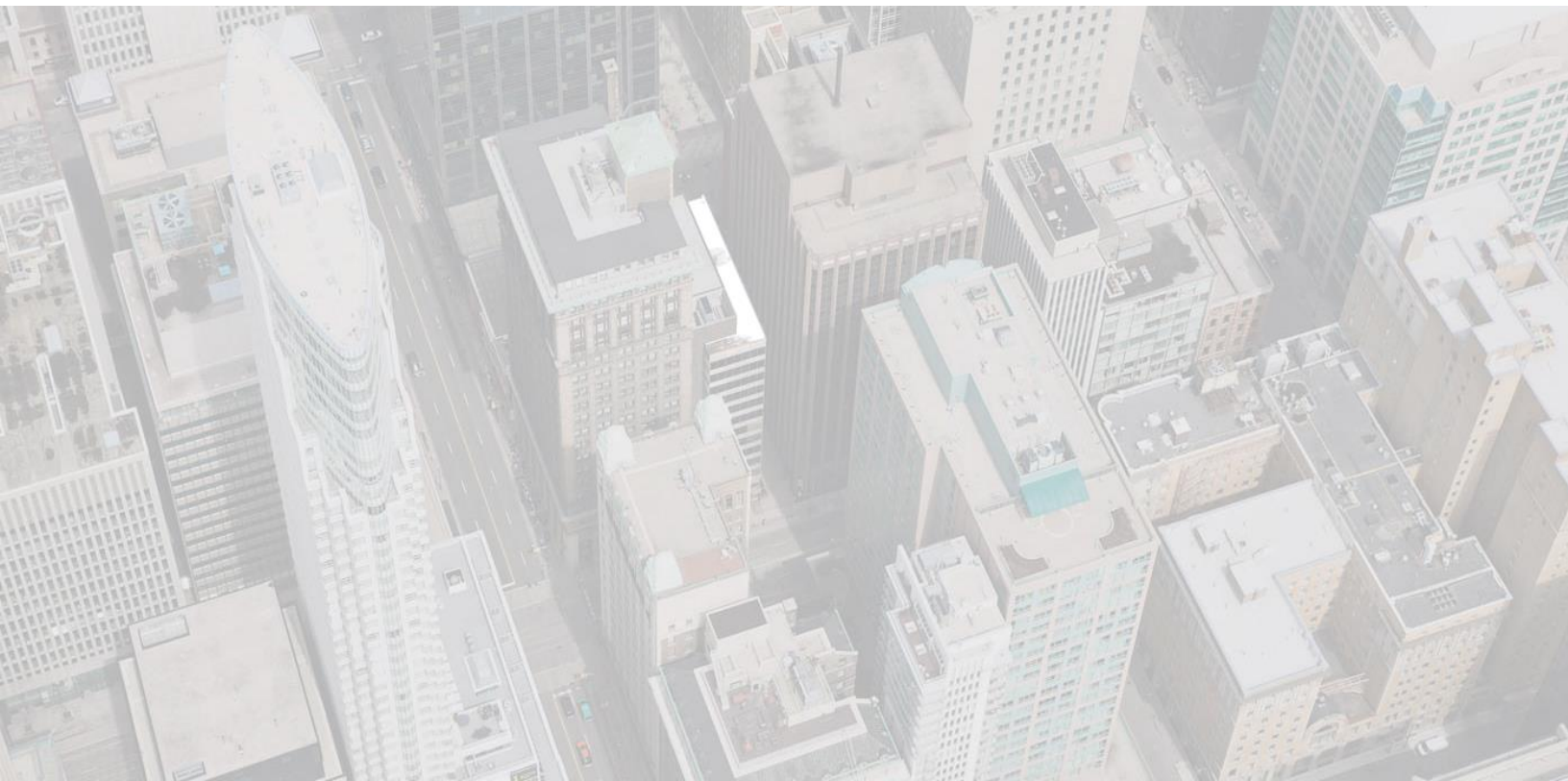
All cables, conduit and/or redundant equipment must be removed from telephone and electrical rooms.

All remaining finishes must be protected during construction. The core area and service rooms must be returned to Base Building condition, including fire stopping.





2.C CONSTRUCTION DOCUMENTATION



40 KING STREET WEST
Toronto, Ontario



SCOTIA PLAZA



This section provides information to assist our Tenants, their consultants and contractors with the Landlord requirements, regulations and building standards for proposed leasehold improvements / construction within their premises. Construction includes all mechanical, electrical, sprinkler system and architectural finishes as indicated in the construction contract between the Tenant and the contractor. The Tenant is encouraged to involve the Landlord in the initial phases of the design process in order to identify potential building constraints / specifics that may affect the proposed design.

Building conditions are considered “as is”. There may be anomalies in the building structure and conditions. It remains the responsibility of the Tenant and their Contractors to check and take into consideration site conditions in their “as is” condition. The Landlord will provide to the Tenant any outline plans if available for the Tenant’s use. Any available plans will be in the form of base building drawings or drawings that may be available from the previous occupant. The Landlord does not guarantee the accuracy of any information provided to the Tenant.

Contractors are responsible for ensuring that prior to the start of any construction, protective sheeting is used on all floor coverings/surfaces. If required by the Landlord, additional protective covering will be used to protect millwork and wall surfaces in all common passageways and elevator lobbies through which material may pass during the course of construction. Ladders are to be supplied by the Tenant and/or Tenant’s consultants and contractors.

The premises must be kept clean and contractors are to avoid tracking dirt into the common areas of the building. Contractors must practice dust control measures and the construction area floor must be left broom-swept daily. The contractor is required to post a list of emergency contacts on site and provide a copy to the Landlord.

Tenant Drawings and Submission Requirements

The Tenant, at its own expense, shall retain qualified professional consultants to prepare dimensioned construction drawings and specifications necessary for the construction of the Tenant’s leasehold improvements. The Landlord encourages the Integrated Design approach for all projects. Additional information on the Integrated Design approach is located in a following section of this manual.

It is mandatory that the Tenant retain the Landlord’s consultants, under direct contractual arrangements for the production of drawings required for Tenant Work. If the Tenant chooses to employ consultants other than the base building consultants for their design work, the Landlord will have their drawings reviewed by the base building consultants in order to ensure compatibility with the building’s systems. The cost of this review will be charged to the Tenant. A list of the base building consultants is included in this manual. All drawings, including but not limited to space plans, architectural, structural, mechanical and electrical drawings, along with the submission checklist must be included in the Tenant submittal package for approval by the Landlord prior to the commencement of any Tenant work.





PRE-CONSTRUCTION

Submission of Drawings

The Tenant shall submit to the Landlord two (2) sets of required documents including full size prints (24" x 36"), two (2) sets of 11" x 17" prints and a CD with soft copies of all proposed plans and related documentation in one completed package identifying all proposed work within the leased premises for final approval. The Landlord requires ten (10) business days to review drawings and provide Landlord comments and / or approval. The tenant shall schedule a preconstruction meeting with the Landlord, after the Landlord has submitted their comments. Proposed Tenant work schedules should include sufficient turn-around time for Landlord review. The Tenant drawings must include the following information:

1. Architectural Drawings and Specifications
 - Drawing scale of 1/8":1'-0"
 - Location of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions
 - Where the leased premises occupy less than a full floor, a drawing of the entire floor showing the location (complete with dimensions) of leased premises and its relationship to the elevator lobby, exits, washrooms, etc.
 - Locations of sound baffles above suspended ceilings
 - Locations, loads and layouts of rooms of unusual loading concentrations, such as centralized filing areas, vaults, safes, etc. complete with approval from the base building structural engineer
 - Locations of power and telephone outlets
 - Locations of all plumbing installations
 - Room names or uses. The number of persons occupying areas is required for the proper calculation of mechanical requirements
 - All furniture must be located at a minimum of 18" away from the perimeter to allow access to perimeter units
 - Proposed materials and finishes installations throughout the premises
 - Door hardware and keying schedule. Two copies of the hardware schedule must be submitted to include keying which must be to building standard
 - Location of any inter-floor stairs, (subject to approval by the Landlord's structural engineer)
 - Lighting layout, ceiling pattern, air transfer ducts, materials and suspended system details
 - Types and wattage of any proposed specialty lighting fixtures, including a cutsheet for lamp type locations and types of sound baffles above the ceiling, and clear identification of rooms requiring soundproofing
 - The locations of any access panels required to service building systems
 - The locations of any air transfer ducts through full height partitions. Cross talk silencers are required for all Tenant and corridor demising walls





- Construction sections and details at suitable scales, indicating all methods of construction including partition details, baffles, drywall ceilings, doors/frames, millwork etc.
 - Environmental / Sustainable Documentation
2. Mechanical, Electrical and Life Safety Drawings and Specifications
- Complete mechanical, electrical, sprinkler system, building automation and life safety system drawings, at a scale of 1/8":1'-0", showing all alterations and/or additions to the existing base building systems as well as base building conditions which remain unchanged. Tie-ins and extensions to base building security, fire alarm, and communication systems must also be clearly shown. All electrical work in electrical rooms must be installed in EMT conduit. Information pertaining to heat generating equipment and their associated heat output must be identified on the mechanical drawings. Thermostat locations and connections are to be clearly shown.
3. Materials
- Product literature for all elements permanently or semi-permanently attached to the building such as building components and structures (wall studs, insulation, doors, windows), panels, attached finishing's (drywall, trim, ceiling panels), carpet and other flooring material and an MSDS for all adhesives, sealants, paints and coatings. Fixtures, furniture and equipment (FFE) are excluded.
4. Communication Drawing and Specifications
- A basic, physical infrastructure drawing is required which indicates the design and documents the solution for internal and external information technology links.

Information required by the Landlord includes the following:

- Communications Closet(s) Design:
 - Power Requirements
 - HVAC Requirements
 - Rack Design (Space Requirements)
- Data Voice Backbone Design:
 - Wiring Diagram
 - Wiring Type, Termination Method
 - Conduit Requirements (Design)
 - Cable Addressing Scheme
- Data Voice Workstation Design:
 - Wiring Diagram
 - Wiring Type
 - Conduit Requirements Design





- Power Requirements

- External Access Requirements:
 - Number/Type of Data & Voice Lines
 - Demarcation Points
 - Cable Addressing/labeling Scheme

5. Structural Drawings

Structural drawings, at suitable scales are required where special conditions warrant the production of such drawings (e.g. openings in the slab, libraries, high density filing areas, vaults, etc.). These drawings must be created by (project specific) or reviewed by the Landlord's structural engineer or coordinated by the Landlord. The contractor shall perform all required structural modifications and be coordinated by the Landlord at the Tenant's sole expense.

6. Shop Drawings

Architectural, mechanical, electrical and communication specifications must be submitted, describing the quality and performance standards for all Tenant work. Approved shop drawings for all new Tenant electrical and mechanical equipment must meet the following criteria:

- Select refrigerants and HVAC&R equipment with low global warming potential (GWP) and low ozone-depleting potential (ODP). Please note that Tenant HVAC&R equipment will be included in the calculations $LCGWP + LCODP \times 10^5 \leq 100$. Small HVAC units containing less than 0.23 kg of refrigerant, such as standard refrigerators and small water coolers, are exempt. Submit refrigerant calculations for HVAC units to the Landlord, as applicable
- The Landlord review of show drawings is gratuitous and does not relieve the Tenant or Tenant's coordinator of its responsibilities
- Provide lighting power density calculations for Tenant premises. Electrical engineers are encouraged to target a maximum of 1.0 Watt per ft² or a greater efficiency. Project teams are encouraged to reduce electrical plug loads by specifying occupancy sensors and Energy Star electronics and equipment where possible

7. Landlord Requirements and Procedures

- The Tenant is responsible for obtaining all necessary permits and approvals, from the Building Department, Health Department, Fire Marshall, the Ministry of Labour, and any other governing authority having jurisdiction
- The Tenant shall engage, at its sole expense, the Landlord's approved contractors for any mechanical, electrical, sprinkler, controls and balancing modifications or additions to the base building systems
- The Tenant shall engage, at its sole expense, the base building Indoor Air Quality (IAQ) testing contractor to conduct testing after construction and furniture installation, prior to occupancy.





- Test results must be reviewed and approved by the Landlord prior to occupancy and be provided to the Landlord as part of the close-out package.

The Landlord may require the Tenant to produce additional or more detailed drawings or information, which in the Landlord's opinion, may be necessary to identify and describe the nature of the intended improvements. The Tenant shall ensure its consultants visit the site to verify the actual site conditions prior to the commencement of the work. The Tenant and all Tenant's agents including consultants, project managers, contractors and vendors are solely responsible for any oversights, omissions and/or failure to comply with the base building regulations as outlined.

The Tenant, its designer, architect and engineer shall be familiar with the by-laws and code requirements, as well as this manual, before preparing the plans and specifications. By giving approval to the Tenant's plans, the Landlord and his consultants do not waive the Tenant's responsibility to ensure that any and all Tenant improvements meet the requirements of the lease, this manual, local codes, standards and bylaws. This review only considers the impact the proposed design may have on the base building systems. For the purpose of this manual, the drawings approved by the Landlord shall be called "approved drawings". Any revisions made to the approved drawings must be submitted to the Landlord for further approval. A set of "approved drawings" must be kept on the premises for the duration of construction and are to be available to the Landlord or its authorized representatives upon request. The Tenant is required to carry out construction in strict accordance with the "approved drawings".

Upon completing its review, the Landlord shall provide a Landlord review letter indicating comments and required corrections of the Landlord and its consultants. The Tenant shall revise the drawings to include all the comments and corrections and provide the Landlord with a revised set of prints prior to commencing the Tenant work. Drawings that are not approved shall be revised to conform to the Landlord's requirements by the Tenant and resubmitted to the Landlord for approval. The Landlord shall not be responsible for any delays in the project or be obligated to change or extend any of the dates contained in the lease as a result of the drawings being rejected by the Landlord or its consultants as a result of tardy or incomplete submissions.

Permits

The Tenant is responsible for all necessary permits and approvals required by government authorities for construction and must provide the Landlord with copies of all required permits and approvals prior to commencement of construction.

The Tenant is responsible for the correction of any work, which does not meet with the approval of the municipality's building inspector, notwithstanding the fact that the drawings have been approved previously by the municipality or the Landlord. The Tenant will be given a specified time to complete the work. Should the Tenant or the contractor delay the required correction unduly, the Landlord will make the correction at the





Tenant's expense. All required close out documentation will be submitted to the Landlord within 120 days of completion of work.

The Tenant must obtain a Landlord work permit at least forty eight (48) hours prior to the commencement of construction work. This permit is issued once the Landlord has approved submitted drawings and received and approved of all pre-construction documentation.

Refer to the "Tenant Construction Work Permit" located in the forms section of this manual. A hard copy can be obtained from P1 Building Service Centre, and electronically from www.scotiaplaza.com

The contractor shall ensure that the Workplace Safety and Insurance Board coverage for its employees is in place during the duration of construction. For any work involving x-ray, the work permit application must be submitted for approval no less than five (5) business days in advance.

Lien Protection

It is the Tenant's responsibility to ensure that the Landlord is protected against the placement of liens under The Construction Lien Act by the Tenant's Contractor(s) or suppliers. A statutory declaration protecting the Landlord against any and all liens, charges or claims of work performed or material furnished must be submitted to the Landlord as part of the close out documentation.

Insurance

The Landlord requires a general liability certificate from the Tenant's contractor indemnifying the Landlord up to a value of five million dollars (\$5,000,000.00) on one occurrence. The Landlord must be named as additional insured on the insurance certificate as follows:

KS SP Nominee Inc	AIR SP1 Nominee Inc
KS SP1 Nominee Inc	BentallGreenOak (Canada) Limited Partnership
KS SP Limited Partnership	BentallGreenOak (Canada) G.P. Ltd
ARI SP Nominee Inc	

All contractors, sub-trades and suppliers shall abide by WHMIS (Workplace Hazardous Materials Information Systems) regulations when working within the premises. The Landlord reserves the right to request the contractor to show signed WHMIS certificates for all trades working on site. All contractors, sub-trades and suppliers shall abide and comply with the requirements of the Occupational Health and Safety Act as it relates to construction projects.





Building Charges

This charge includes such items as site and/or security personnel relating to Tenant construction process. The charges for these items are based at cost plus, an applicable administration fee, billed back to the Tenant.

Landlord Charges

The Tenant will be charged a fee based on the square footage and complexity of the project for Landlord's supervision and administration of their project as noted in the lease documentation. Should the Tenant exercise the option to have the Landlord perform Tenant construction on their behalf, the applicable Landlord fee is 15% of all project related costs.

Construction Schedule

The Tenant must provide the Landlord with a detailed construction schedule outlining the commencement date and the proposed hours of work.

Construction Documentation Requirements

The Tenant is required to carry out its construction work in strict accordance with the "approved drawings". Construction may proceed only after the Landlord has received:

- An executed lease agreement for the leased premises
- Acceptable evidence of insurance coverage to the Landlord as set out in the lease and in this manual
- All required permits both posted on site and received copies for record. Permits will include but not be limited to building, HVAC and plumbing permits, clearance certificates from the Workers Compensation Board, liability insurance certificates indicating additional insured, and notice of project from the Ministry of Labour as defined in the Occupational Health and Safety Act
- A complete set of prints of the local authorities approved drawings for the duration of the construction period for reference by the Landlord's authorized representatives
- Written authorization from the Landlord and a completed Tenant construction work permit
- A list of contractors performing the work, complete with emergency contact information and telephone numbers, including mandatory base building trades
- A copy of a detailed construction schedule complete with commencement, completion and Tenant move-in dates
- A copy of the Contractor's Safety manual
- A completed Landlord construction work permit
- A copy of the contract with the contractor





DURING CONSTRUCTION

General

The Landlord reserves the right, from time to time, to add to or to amend the foregoing information, procedures and regulations. These amendments will affect any Tenant work undertaken after the amendment is issued.

Examining the Site

The Tenant's consultants and contractor shall examine the site and be familiar with all site conditions relevant to proposed work.

Compliance with Codes

Comply with all latest relevant codes and local regulations having jurisdiction including:

Ontario Building Code, N.B.C., N.F.P.A. Guidelines, C.G.A. 149.1 as per OBC., CSA., Ontario Electrical Safety Code, Canadian Plumbing Code, Ontario Hydro Code and any other pertinent local provincial or Federal codes and or regulations. Comply with ASHRAE 90.1-2010 and ASHRAE 62.1-2007.

Requirements

The following information must be provided to the Landlord during the course of the Tenant's project.

- Copies of all site meeting minutes
- Copies of all contemplated changes at time of issuance to the contractor
- Copies of all architects or designer's site visit reports
- Copies of all site reports from authorities having jurisdiction
- Copies of safety meeting minutes
- Copies of waste weigh bills confirming 75% diversion from landfill
- Cut sheets for all water fixtures
- Cut sheets for all light fixtures





Rules and Regulations Governing Tenant Work

While carrying out work in the leased premises, the Tenant and all of its contractors, agents and employees are required to abide by the base building and local regulations having jurisdiction.

Public Safety

It is the Tenant's responsibility to ensure that the Tenant contractors observe and comply with all applicable construction safety regulations including WHMIS. Any additional safety regulations imposed by an authorized representative of the Landlord must be complied with immediately and fully. Should failure to comply result in any construction delay, the Tenant will be held responsible for all resulting costs. The Tenant's contractors shall provide and maintain adequate first aid facilities during the construction period. The Tenant shall ensure that the contractor and his subcontractors observe and enforce all construction safety measures designed by any federal/provincial legislature, regulations, municipal by-laws and the requirements of all other authorities having jurisdiction which may pertain to construction of the work. In the event of any conflict between any municipal by-laws, Provincial or Federal legislation, the provision that sets out the most onerous or stringent requirement shall apply. The Tenant must ensure that it's contractor and subcontractors:

- Comply with, but not be limited to all ordinances, the requirements of all acts and regulations with respect to health and safety including the Occupational Health and Safety Act, Regulations for Construction Projects and Workplace Hazardous Material Information System (WHMIS) Regulations, including the following:
 - Before commencement of work and throughout the contract, maintain on site and readily accessible to all those who may be exposed to hazardous materials, a list of all hazardous materials proposed for use on site or workplace together with current Material Safety Data Sheets (MSDS)
 - Ensure hazardous materials used and/or supplies on site are labelled in accordance with WHMIS requirements
 - Provide detailed written procedures of safe handling, storage and use of such hazardous materials including special precautions, safe clean up and disposal procedures. Conform to the Environmental Protection Act for disposal requirements
 - Ensure that those who handle and/or exposed to or are likely to handle or be exposed to, hazardous materials are fully instructed and trained in accordance with WHMIS and Occupational Health and Safety Act requirements.

Occupational Health and Safety

The Tenant acknowledges that it is solely responsible as an employer under the provincial Health and Safety Act, for the health and safety of all employees and workers, as well as for the continuing safe conditions in the leased premises. The Tenant shall comply with and shall require all of its employees and workers to comply with the provisions of the laws, statues, rules, regulations, notices and orders including but not limited to Federal, Provincial and local laws, statutes, rules, regulations, notice orders and amendments respecting





occupational health and safety, the environment, worker's compensation and the safe condition of the leased premises.

Minors

Minors are not permitted on the construction site at any time.

Emergency Contact

The Tenants contractors are required to post on the leased premises three (3) names and telephone numbers for emergency contact. A copy of all emergency contacts is to be provided to Property Management.

Temporary Services

The Tenant's contractor is responsible for the distribution and installation of temporary power and telephone within the leased premises during the construction period. Exposed electrical cords are not permitted outside of the leased premises.

Work Areas

Prior to the commencement of work, white opaque privacy film must be applied to all glass doors visible from the common area lobby and corridors. All construction materials, tools, equipment and job boxes must be kept within the leased premises throughout construction. The contractor shall be responsible for the implementation and maintenance of dust control measures, including dust curtains and walk off mats at construction entrances and exits to separate construction and occupied areas. Smoke detectors & other dust sensitive equipment (i.e. thermostats etc.) should be protected from dust, eliminating the possibility of a false fire alarm. Refer to the "Fire Protection and Security Request" form in the forms section of this manual. Base building stairwell fire doors to remain locked at all times. All base building areas, lobbies and corridors washrooms, stairwells and fire egresses shall be kept clean and clear of construction materials and debris. Elevator tracks must be cleaned daily for dirt, debris and construction materials. No materials or tools shall be kept or stored inside base building mechanical or electrical rooms. The Landlord will without notice, remove any such materials and charge back the Tenant for all costs incurred. The Landlord is not responsible for the safekeeping of tools, equipment or material in any location.

Salvage

All permanent improvements are the property of the Landlord and, as such, the Landlord holds exclusive salvage claims throughout the building. Refer to the Tenant lease agreement for specific information pertaining to salvage and Tenant restoration requirements. Any elements of the base building such as, but not limited to, ceiling components, doors, door frames, hardware, security hardware, etc., which the Tenant removes with the approval of the Landlord, shall remain the property of and must be turned over to the Landlord. At the end of construction, the Tenant must confirm in writing to the Landlord that all base building surplus equipment/material has been delivered to the Landlord in working order.





Working Hours

All work shall be carried out in the leased premises outside of business hours from 6 pm to 6 am, Monday to Friday and all day on Saturdays and Sundays. Any work which is required to be carried out at times other than those stated above, will require authorization from the Landlord prior to the work being performed. All work not contained within the demising walls and exposed to the public must be enclosed by full height, one side boarding painted to match the Landlord's standard colour. No work is to proceed in areas exposed to the public during standard hours of business.

Keys and Identification Badges

All construction trades/workers must obtain and display a building identification badge at all times while working on site. Government issued personal ID and proof of employment with a contractor must be provided to obtain a building identification badge from security.

Noise

Noisy work must be completed after hours. Work such as coring and drilling **MUST** be carried out during non-business hours with the Landlord's approval in advance. The Landlord reserves the right to request any work that creates noise that could disrupt the surrounding Tenant's right for quiet enjoyment of their own premises, to cease work and reschedule to an after-hours time frame. Under no circumstances will the Landlord be held accountable for any cost increases incurred by the Tenant/contractor for alternate scheduling of the associated work. All systems furniture installations are to be installed after during non-business hours.

Odours

Any work that has the possibility of generating an odor which will offend other occupied areas shall be moved to an after hour or weekend schedule (i.e. any painting operations other than those utilizing low VOC latex paint, concrete sealing, glue applications for tile or carpet, etc.).

To ensure that all products are meeting Scotia Plaza's sustainability criteria, comply with the following standards for total volatile organic compound (VOC) emissions in grams/litre:

- Adhesives and sealants meet South Coast Air Quality Management District (SCAQMD) Rule 1168
- Aerosol adhesives meet Green Seal Standard GS-36
- Paints and coatings meet South Coast Air Quality Management District (SCAQMD) Rule 1113 or Green Seal Standards GS-03 and GS-11
- Carpet adhesives are compliant with Carpet & Rug Institute (CRI) Green Label Plus Testing Program or meet SCAQMD Rule 1168
- Advise the Landlord in advance of all odorous work in order for the Landlord to assist with HVAC provisions to assist with the dissipation of odours.





Washrooms

Contractors are not to use the building washroom area for the cleaning or disposing of any construction materials. Should the contractors' use the public washroom, the Tenant will be responsible for all costs associated with cleaning and/or repair of damages due to contractor use with an applicable 15% administration fee.

Service Elevators

Service elevator bookings must be made in advance to ensure availability as bookings are accepted on a first come, first served basis. Service elevator doors, walls and ceilings must be protected from damage during the transportation of material. Any damage, whether or not reported, will be repaired by the Landlord at the Tenant's expense. Base building stairs cannot be used to access other floors without prior written approval from the Landlord. Personnel access and material deliveries to the leased premises are through routes designated by the Landlord. Please note that under Section CSA B44 94 Elevator Code, the weight of any single piece of freight or of any single hand truck and its load cannot be more than 25% of the rated load of the service elevator. The handling of items, which may exceed this 25% rated capacity or due to their dimension require special treatment, must be reviewed and arranged with the Landlord. Any costs incurred as a result will be at the Tenant's expense.

Workmanship

Employ a responsible foreman to supervise the work and retain for duration of construction period.

Debris & Clean Up

Keep premises clean as work progresses, avoid accumulation of debris, and ensure that during construction all open vents are sealed and any controls (thermostats etc.) are covered. If the HVAC system is supplying heating, cooling or fresh air during construction, install MERV 8 filters on all return air vents, replacing as necessary. Ensure that during construction, construction waste and IAQ management plans are followed; hazardous waste associated with refrigerants, glycol, etc. should be disposed of according to local regulations. On completion of the work, clean up and remove from site all scrap and waste materials resulting from the work. Clean all equipment prior to final inspection. Clean up project site using a HEPA filter shop vacuum to minimize dust and pollutants. Install new MERV 8 filters on return air vents prior to flush out or IAQ testing. Flush out the project space over a 48 hour period prior to IAQ flush out procedures or IAQ testing; coordinate with Property Management. Provide all waste weigh bills and waste summaries to the Landlord as part of the Tenant close-out package. All contractors, sub-trades and suppliers shall abide and comply with the requirements of the Environmental Protection Act as it relates to construction projects.





Garbage Removal

The building has established a Construction, Demolition and Renovation Waste Management Policy for Tenant retrofits, renovations and modifications. The policy provides direction for reducing, reusing and recycling waste generated within the premises. The primary objective is reduction, followed by reuse initiatives and recycling. The Landlord is committed to diverting at least 75% of all construction, demolition waste from landfill and incineration disposal. Copies of all waste weigh bills and information on the waste receiving facilities are to be provided to the Landlord to confirm diversion rates. Weigh bills and a waste summary are required as part of the Tenant close-out package.

It is the responsibility of the Tenant and the Tenant's contractor(s) to develop and follow a waste management plan in accordance with this policy. The contractor's waste management plan and a list of intended waste receiving facilities must be submitted to the Landlord prior to the commencement of Tenant work. It is the responsibility of the Tenant and the Tenant's contractor to ensure that this waste management policy is implemented. The Tenant is responsible for ensuring that its contractors' remove and recycle all garbage and debris in approved containers from the leased premises, corridors and common areas after regular business hours. All contractors, including telephone / data providers and furniture suppliers shall remove all debris in proper containers on a daily basis.

The Tenant/contractor shall make arrangements to provide a separate garbage container [and recycling container, etc.] and place it in a suitable location agreed to by the Landlord. The cost of the extra garbage container and all associated fees shall be the sole responsibility of the Tenant/contractor. Removal of Tenant's construction debris will be scheduled between the hours of **7 pm to 6 am** in coordination with the Landlord. Bins will only be accepted on site during these hours. Booking of the service elevator must be coordinated through Property Management / Loading Dock office with a **minimum of forty-eight (48) hours' notice**. The Tenant's contractor is responsible for the most efficient use of the service elevator at the Landlord's discretion. A building representative may be required, at the discretion of management, after hours. All associated costs are the sole cost of the Tenant.

Flooring is to be protected by the installation of plywood prior to the dropping of disposal bins. Should it be necessary for the Landlord to remove Tenants' garbage or debris due to inaction by the Tenant, the Tenant will be invoiced for the cost plus a 15% administration fee. Temporary storage of garbage or debris outside the leased premises is not permitted.

Temporary Fire Protection

Operable fire extinguishers of the proper classification and in sufficient numbers to combat a potential fire within the premises must be provided throughout the construction period. Base building extinguishers are not to be removed from cabinets.





Security

The Tenant and its contractor are fully responsible for the physical security of the leased premises and the contents thereof throughout the construction period. If required, temporary door(s), frame(s) and hardware are to be installed at the Tenant/contractors expense. A copy of the key must be left with the Landlord for access in case of emergency within the suite.

Access to Occupied Tenant Spaces

Contractors requiring access to other occupied Tenant premises during construction will do so by appointment, to be arranged through the Landlord and at the reasonable convenience of the affected Tenant. Should access to other occupied premises be required after hours, a security guard escort is required. Please allow seventy-two (72) hours minimum for the arrangement of work within occupied Tenant areas. The Landlord will arrange for a security escort as required. All costs associated with after hours security will be billed directly to the Tenant, including a 15% administration fee.

Access and Deliveries

Deliveries and pickups are permitted at the loading dock between the hours of 7:00 am and 7:00 pm. Forty-Five (45) minutes are allowed for loading and unloading. All deliveries outside of these hours **MUST** be scheduled with Property Management **48 hours in advance** and be approved by the Landlord. The Landlord or any of its agents will not be responsible for receiving or signing for any materials. No deliveries of any kind will be allowed through the lobby without written approval from the Landlord. Vehicles entering the loading dock may be subject to a vehicle inspection and/or search and must provide documentation pertaining to delivery destinations.

Access Panels

The Tenant must provide access panels of sufficient size in walls, ceilings and floor construction as directed by the Landlord to permit necessary access to equipment and/or services. All sizes and locations of access panels are to be approved by the Landlord prior to installation.

Testing and Tie-ins

The Tenant must obtain the Landlord's permission in writing prior to the installation of any tie-ins to the base building mechanical, electrical, controls, fire protection or life safety systems and before testing any such tie-ins. Where any tie-ins are made to existing services i.e., domestic water, sanitary, etc. provisions for future accessibility and isolation must be made, and are the responsibility of the Tenant or their contractor. The Tenant will be held fully responsible for any damages that may result from such tie-ins.

Building Automation Systems

An itemized list of all systems which are to be tied into the Building Automation System (BAS) must be provided to the Landlord to mitigate potential oversights in Tenant work.





Life Safety

All revisions to the base building sprinkler system must be approved by the Landlord or authorized personnel. The sprinkler control valve will be closed and the sprinkler line drained down at the Tenant's contractor's request. Refer to the "Fire Protection and Security Request" form located in the forms section of this manual. Charges for drain downs and fire watch are applicable. All sprinkler systems components must be able to be made operable at the end of each day. The Landlord must be contacted forty-eight (48) hours in advance of any proposed sprinkler work, before commencing work on the site. All precautions must be taken to ensure false fire alarms do not take place. Sprinkler work requiring isolation of occupied areas must be completed during normal business hours. **False alarm charges from the Toronto Fire Services will be billed back to the tenant.**

The contractor must provide a fire watch person for occupied areas in accordance with the building fire plan

The Tenant is responsible to ensure that the relocation or addition of heads conforms to all applicable N.F.P.A. standards, I.A.O. requirements and to all authority requirements.

- A temporary smoke detection system must be installed in the event that the sprinkler system and building smoke detection system becomes inoperable at the end of each day
- A full set of approved hydraulic calculations and drawings must be forwarded to the Landlord from the sprinkler contractor prior to the commencement of work

Damages

The contractor must ensure that all finishes to base building elements are properly protected during construction. The landlord will charge the Tenant for the cost of repairing any such damages determined by the Landlord to be caused by Tenant's construction. Contractors are expected to report any damage to the Landlord immediately. If necessary, the landlord will repair any damages attributed to the Contractor. The cost will be charged back to the Tenant with a 15% administration fee.

Plumbing

Where plumbing is removed from Tenant premises, all water supply, drain lines and vent connections must be removed from the ceiling spaces back to the core riser and properly capped. Installation of water meter(s) will be required on all incoming lines to the Tenant's premises servicing any kitchens, private washrooms and HVAC equipment as specified by the Landlord. Where new plumbing fixtures are installed by the Tenant, it is the Tenant's responsibility to ensure that flush and flow rates meet the targets listed to follow:





Fixture Type	Flush or Flow Rate
HET*, Single Flush	4.8 LPF**
HET, Dual Flush Commercial	6.0 / 4.2 LPF
HET, Dual Flush Residential	6.0 / 3.0 LPF
Composting Toilet	0.0 LPF
High Efficiency Urinal	1.9 LPF
Ultra High Efficiency Urinal	0.5 LPF
Low Flow Showerhead	6.8 LPM++
Low Flow Kitchen Faucet	1.9 – 5.7 LPM
Low Flow Lavatory Faucet	1.9 LPM

*High Efficiency Toilet

**Litres Per Flush

++Litres Per Minute

Powder Actuated Devices

Powder actuated fasteners may not be used to support ceiling suspension systems or equipment suspended from the underside of slabs.

Drilling and Cutting

The Tenant contractors are prohibited from drilling, coring or cutting openings of any description in any part of the base building structure. If such work is necessary and acceptable by the Landlord and the Landlords structural engineer, it will be carried out after regular working hours by the Tenant's contractor. X-Ray of core slabs or walls, is mandatory, and will be at the Tenant's / contractor's cost. The Landlord requires all proposed core drilling locations to be approved by the base building structural engineer prior to Landlord approval to proceed with the work. All x-raying and subsequent core drilling must occur between **midnight and 5 am**.

Note: All penetrations must be fire-stopped

A work permit application must be submitted for approval with a minimum of five (5) days in advance of x-ray work in order to coordinate with other tenancies. The contractor must engage an approved subcontractor for all x-ray work. Any damage to cast in electrical wiring or plumbing or affected services of adjacent Tenant's due to Tenant core drilling is at the cost of the Tenant. Tenant's contractors are responsible for all security escort costs, cleaning and making good of all affected areas due to access required in other tenancies. Should the contractor fail to follow required procedures and obtain Landlord approvals, the contractor must bear all expenses associated with the following:

- Determination if the integrity of the structure has been compromised
- Design by the base building approved structural engineer and implementation of any remedial measures necessary to restore structural integrity
- Repair to any damage resulting from the contractors non-compliance, including damage to conduits or rebar





All cutting slurry is to be removed from the building for disposal. This residue is not to be disposed of in the building drains.

Structural Support

Provide structural steel support members as necessary to hang equipment, fans, ductwork, and piping from the building structure. Cover all miscellaneous bare metal with fire rated spray.

Fastenings

The Tenant's contractors are NOT permitted to fasten to curtain walls, window frames, mullions, heating radiation covers, or walls, which may contain vapour barriers or special fire rated structures. Clips in lieu of screws MUST be used to fasten interior or demising walls to the ceiling T-bars. No wall partitions will be permitted to butt up to the windows. All walls must end at an existing window mullion.

Welding and Open Flame Work

Open flames for welding, cutting or other purposes are not permitted without the prior consent of the Landlord. Proposed work of this nature must be approved by the Landlord in writing with **72 hours minimum notice** prior to the commencement of work and must adhere to all Landlord hot work procedures. A "Hot Work" permit must be requested and approved by the Landlord prior to performing this work. An operational fire extinguisher must be available in the immediate vicinity of the work, in addition to those already present. The Tenant contractor shall co-ordinate the deactivation of the smoke detectors and fire watch services with the Landlord. All costs associated with this work will be billed back to the Tenant plus an applicable 15% administration fee. The contractor must notify the Landlord when the work is completed in order for the life safety systems to be reinstated. Should the Tenant contractor neglect to notify the Landlord regarding the above-noted work and a fire alarm is activated resulting in a false alarm, the Tenant contractor will be charged with all associated costs plus an applicable administration fee (15%) per occurrence. No gas powered equipment is to be used within the building.

Interruption of Services

Any interruptions of the base building systems shall be co-ordinated with the Landlord for the time and duration and shall strictly adhere to the Landlord's instructions in this regard. All costs associated with premium time for work outside normal working hours are at the sole cost of the Tenant.

Electrical Power Shut Downs

All requests for electrical power shut downs must be made in writing and submitted for approval to the Landlord two weeks prior to the required shut down. The Landlord's costs associated with the shutdown plus an administration fee (15%) will be charged back to the Tenant.





Air System Shut Downs

All requests for air system shut downs must be submitted for approval to the Landlord 48 hours prior to the shutdown date. A Tenant's request for extended air conditioning will take precedence over a contractor's request for a shutdown period.

Water System Shut Downs

All requests for water system shut downs must be submitted for approval to the Landlord 48 hours prior to the shutdown date. Any shut downs of the building's main domestic water booster pumps will be scheduled at the Landlord's discretion and may require extended notice. (See forms section of this manual for applicable form)

Electromagnetic Locking Devices

All Electromagnetic Locking Devices shall be installed in accordance with subsection 3.4.6.15 (4) of the Ontario Building Code. The installation must:

- Have a permit issued by the City of Toronto Department of Buildings & Inspections
- Be certified by the installing contractor
- Be verified and certified by the indicating base building contractor
- Have the operation witnessed by the Toronto Department of Buildings & Inspections
- Have all pertinent documents available for the Toronto Department of Buildings and Inspections
- All electromagnetic locking devices must be connected to the building's master override switch
- Verifications are to be performed between the hours at 6:30 pm and 6:30 am.

Fire Alarm Testing

The building fire alarm system exists and operates. Before performing any changes to the system, alert the Landlord **48 hours minimum in advance** to allow the zone to be isolated. Any costs associated with after-hours work are at the sole costs of the Tenant. All devices, which are disconnected and reconnected to the fire alarm system, are to be verified for operation prior to final inspection. Verification and testing must be performed by the Base Building Fire Alarm Contractor. All fire alarm and pull station testing is to be performed between 6:30 pm and 6:30 am.

Only building personnel are allowed to isolate the fire alarm panel when modifying, installing, and/or relocating any alarm devices (i.e. pull stations, communication speakers, fire alarm bells, etc.). Refer to the non-compliance fee schedule for costs associated with the Tenant's contractor inadvertently causing an alarm plus the applicable administration fee. Any further charges incurred by the attendance of the Landlord's building personnel will also be charged back to the Tenant, plus administrative fees.





Storage of Materials

The Tenant contractors will stack drywall in piles not exceeding 305mm in height over the main beams at column lines. Do not overload the structure.

Parking

Parking for trade's people is the responsibility of the contractor at the contractor's expense. No vehicles may be parked, placed or worked from on the sidewalks, driveways, or any other property inside the street lines surrounding the property. Under no circumstances are vehicles to impede or block access to the parking garage or loading dock facilities, or park in reserved/prohibited areas.

Work Conflict

Tenant contractors work shall be performed in a manner that will not interfere or conflict with any activities of the Landlord, other Tenants or the operation of the complex.

In House Chargeable Services

Charges are applicable for the drainage and refilling of the sprinkler and/or standpipe system (per floor, per occurrence basis) as well as by-passing fire alarm points (per floor, per occurrence basis). Refer to the schedule of Landlord charges applicable to Tenant construction.

The request for building services form must be completed for all requests (refer to the applicable form located in the forms section of this manual). A minimum of 48 hours-notice for all requests is required. All costs associated with Tenant leasehold improvements are at the sole cost of the Tenant and will be charged back to the Tenant plus an applicable administration fee (15%). All occurrences of activating the fire alarm associated with Tenant work will result in fines being charged to the Tenant based on the fine levied by the Toronto Fire Department, plus any applicable administration fee.

Maintenance and Operating Instructions

Prior to hand-over of the premises to Property Management, the Tenant's base building contractor is to calibrate all thermostats to ensure accurate operation. Provide the Landlord with two copies of the manufacturer's maintenance and operating instructions for all equipment. Provide the Landlord with training on emergency operation and maintenance. Present the instructions in indexed three ring hard cover binders, with spine label project indicator, and index sheet. Including all shop drawings, permits, warranty details, certificates, contractor names, testing and balancing reports, functional testing and verification reports, meter calibration reports (if applicable) and telephone number lists for all project trades in this manual.

Landlord Access to Premises

The Landlord shall have unrestricted access to the Tenant's premises at all times during construction for the purpose of inspecting the Tenant's work. The Landlord retains the right to correct or complete any work deemed to be unsatisfactory at the Tenant's expense.





Hazardous Materials

Spills, contaminations, leaks etc. or any other health and safety concerns must be immediately reported to security. Hazardous materials must be handheld, contained, transported and disposed of in an environmentally correct manner by the contractor, in full compliance with any and all governmental by-laws and regulations. The Landlord reserves the right to stop work at the Tenant's expense until the Tenant's contractor is in compliance.

Service Fee Schedule

All fees are subject to applicable 15% administration fee.

Item	Description	Fee	Notes
1	Access card replacement	\$25.00	Per card
2	Ballast and fluorescent bulb replacement	No charge	Applies to base building fixtures only
3	Construction management fee		Per lease agreement
4	Cleaning – quotation required from base building cleaning service provider		Per quotation
5	After hours HVAC	\$45.00	Per hour – 3 hour minimum
6	Security guards	\$24.50	Per hour – 4 hour minimum
7	Smoke By-Pass	No charge	
8	Keying – quotation required from base building locksmith		Per quotation

Rooftop Access

All contractors requiring roof top access must sign a waiver form (see forms section of this manual) and present proper fall-arrest certification for Landlord approval prior to obtaining access.





Landlord Non-Compliance Fees

The Tenant's contractor is encouraged to review all applicable guidelines, policies and information contained within this manual with the landlord prior to the commencement of Tenant leasehold improvement work. To ensure that these guidelines are followed throughout the project, the Landlord will perform periodic site reviews throughout the project. Unsafe workplace and safety practices, and poor construction practices are not acceptable. Any person found to be performing work in an unsafe manner, exhibiting a blatant disregard towards the premises or property and/ or disrespecting Tenants or the Landlord will be removed from the premises.

The Landlord will issue warnings and/or fines per the "Landlord Non-Compliance Fee Schedule" as may be applicable during Tenant construction. Each offence will be recorded and remain on file for a period of 18 months. Continued disregard for Landlord guidelines may result in a temporary or indefinite ban from performing work within the Scotia Plaza Management portfolio.

Non-Compliance Fee Schedule

All fees are per occurrence, plus 15% administration fee.

Item	Description	Fee
1	Open flame work without a hot work permit and ten pound fire extinguisher	\$2,500.00
2	Activation of fire alarms – tones or no tones	\$1,500.00 plus Toronto fire service charges
3	Deliberate disconnection of the fire alarm system without authorization	\$2,000.00
4	Obstruction of any fire equipment – pull stations, hose stations, sprinkler heads, smoke heads	\$500.00
5	All combustible gas cylinders when not in use must be properly secured by a metal chain to prevent it from tipping or falling over	\$500.00
6	Leaving the premises without informing security while the fire alarm system is isolated	\$1,500.00
7	Storage of combustibles in general services areas	\$500.00
8	Unsafe build-up of garbage	\$500.00 + cleanup costs
9	Wedging open or obstructing any stairwell / door /fire door or obstructing any mean of egress	\$500.00
10	Smoking on the jobsite	\$1,000.00 + municipality fees





Item	Description	Fee
12	Wedging open, leaving open or obstructing any electrical room or mechanical room door	\$500.00
13	Electrical work completed by unlicensed or unauthorized individuals	\$2,500.00 & removal of contractor
14	Failure to comply with mandatory lockout/tag out.	\$1,500.00
15	Noise or odour disruption/disturbance during daytime hours	\$500.00
16	Failure to provide protection for disposal bins in the loading dock	\$250.00
17	Improper implementation of dust control measures	\$250.00
18	Failure to wear PPE as required by OSHA	\$250.00
19	Unauthorized garbage disposal at loading dock	\$250.00
20	Unauthorized parking, welding, sawing and / or cutting in the loading dock	\$250.00





POST CONSTRUCTION

Close Out Documentation

Upon completion of construction work, two (2) copies of the documents listed below must be submitted to the Landlord together as a close out package. If you are unsure what documents are applicable to your project, please contact the Construction Manager for clarification. No contract shall be considered complete until all applicable documents have been received by the Landlord.

The following documents must be submitted to the Landlord (2 copies) upon completion of construction:

- A certificate from its architect/designer/ mechanical and electrical engineers, stating that all work has been completed in accordance with the approved drawings
- A full set hard copy and an electronic CAD (.PFD & .Dwg format) copy of architectural, mechanical and electrical “as built” drawings
- Copies of all permits and certificates issued by authorities having jurisdiction over all or any part of the Tenant’s leasehold improvement work
- A statutory declaration stating that all accounts for labour, sub-contractors, products, construction equipment and other indebtedness which may have been incurred in the performance of the work and for which the Tenant might in any way be held responsible, have been paid in full and that no liens have been registered against the Landlord’s property
- Fire alarm and life safety verification certificates
- Air balancing report from the base building approved air balancer, indicating that all deficiencies have been completed
- ESA clearance certificate
- Electrical load and balance report
- Publication of substantial completion
- Product literature or cutsheets for all construction materials which meet one or more sustainability criteria
- Waste management summary identifying final diversion rate for the project. Minimum diversion rate for all Tenant facility alterations is 75%.
- Final weigh bills, or full package of weigh bills if these were not submitted during the construction process and 1MB photographs
- Completed Maglock checklist (as applicable)
- Inspection status letter(s) from the City of Toronto

The close out documentation is to be provided to the Landlord’s satisfaction within 120 days of substantial completion. The Landlord will contact the Tenant to coordinate the delivery of these documents within an acceptable period as agreed upon by both the Landlord and Tenant. Should the documents not be delivered as agreed, the Landlord will carry out the required measures to substantially close the project. Any and all costs for this work will be charged to the Tenant’s account, including a 15% administration fee.





Final Cleaning

Upon completion of construction, Tenants are responsible to ensure a final cleanup is completed. The base building approved contractor for cleaning services may be contacted to complete the final clean up at the sole cost of the Tenant.

Prior to moving in, the Tenant and Tenant's contractor are responsible for cleaning the following:

- Carpets and all other floor coverings which may have become soiled during the construction; this includes shampooing as needed
- Light fixtures and lenses (including fixtures previously installed)
- Inside face of windows and curtain wall mullions; perimeter radiation units (inside & out)
- Public corridors adjacent to the leased premises, and service areas used during construction, including base building electrical and mechanical rooms; this includes shampooing as needed
- Window coverings, i.e. blinds, control devices, ductwork
- Elevator(s) and loading area(s)
- Installation of new filters in equipment within the premises and/or the compartment unit serving the floor. Minimum Efficiency Reporting Value (MERV) 8 filters should be installed in all outside air intakes and inside air recirculation returns prior to occupancy

The Tenant / contractors are requested to employ the Landlord Housekeeping provider for the post-construction final clean to avoid possible conflict with the building cleaning program.

Landlord Tour

The Landlord must complete a tour of the premises upon completion of construction. During this tour, both the Landlord and the Tenant or the Tenant's contractor will document any outstanding deficiencies noted. These are to be completed as soon as possible. Certification from base building consultants that all work is completed must be obtained and a copy provided to the Landlord as part of the close out documentation.

Move In

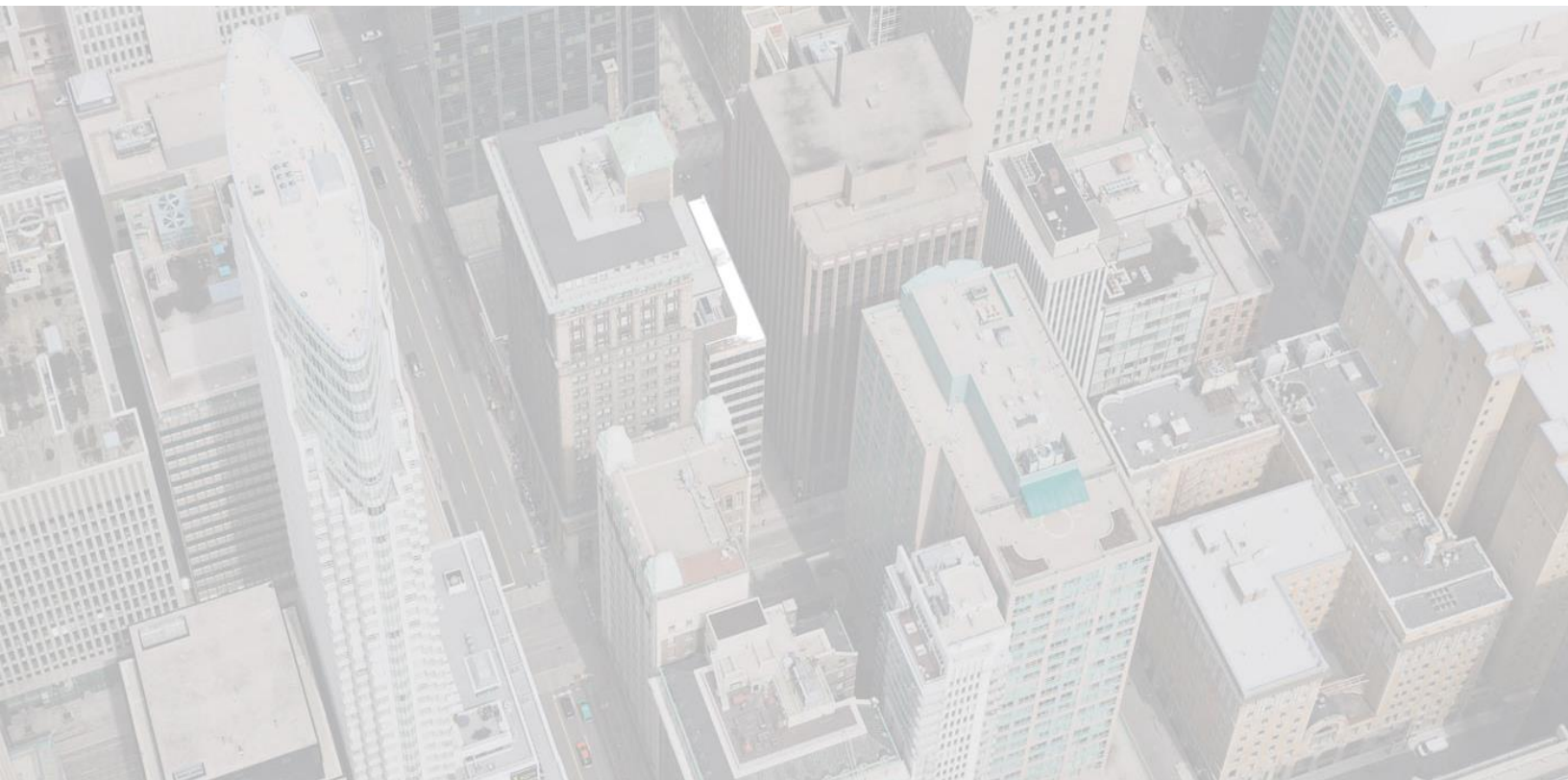
It is the responsibility of the Tenant to advise the Landlord in writing, at least two weeks prior to the anticipated move in date, of the following:

- Name of the moving company, including a primary and secondary contact name and telephone number, current WSIB clearance certificate and \$5 million dollars liability insurance including the named additional insured.
- Any other special services or requirements
- Elevator requirements
- Date and time of the move in: **Must be after hours or on weekends.**
- Security requirements





2.D INSURANCE AND INDEMNIFICATION



40 KING STREET WEST
Toronto, Ontario



SCOTIA PLAZA



General Information

In this section, the "Landlord" is defined as BentallGreenOak (Canada) Limited Partnership and/or its officers, agents, employees and representatives.

Indemnification

The Tenant/contractor shall indemnify and hold harmless the Landlord, its agents and employees from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the performance by the Tenant and/or Tenant’s contractor(s) of the Tenant’s work provided that any such claims, demands, losses, costs, damages, actions, suits or proceedings are:

- Attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property.
- Caused by a negligent act or omission of the Tenant / Tenant’s contractor or anyone for whom the Tenant / Tenant’s contractor may be legally liable.

Comprehensive General Liability Insurance

Prior to commencement of the Tenant’s work, the Tenant and contractor shall provide and maintain comprehensive general liability insurance acceptable to the Landlord, subject to the limits of not less than **five million dollars (\$5,000,000.00)** inclusive per occurrence for bodily injury, death, and damage to property. The insurance shall be in the Tenant’s name and anyone employed directly or indirectly by the Tenant to perform a part or parts of the work. The Landlord shall be listed as an additional named insured as follows:

KS SP Nominee Inc	ARI SP1 Nominee Inc
KS SP1 Nominee Inc	BentallGreenOak (Canada) Limited Partnership
KS SP Limited Partnership	BentallGreenOak (Canada) G.P. Ltd.
ARI SP Nominee Inc	Bentall Property Services (Ontario) G.P. Ltd.

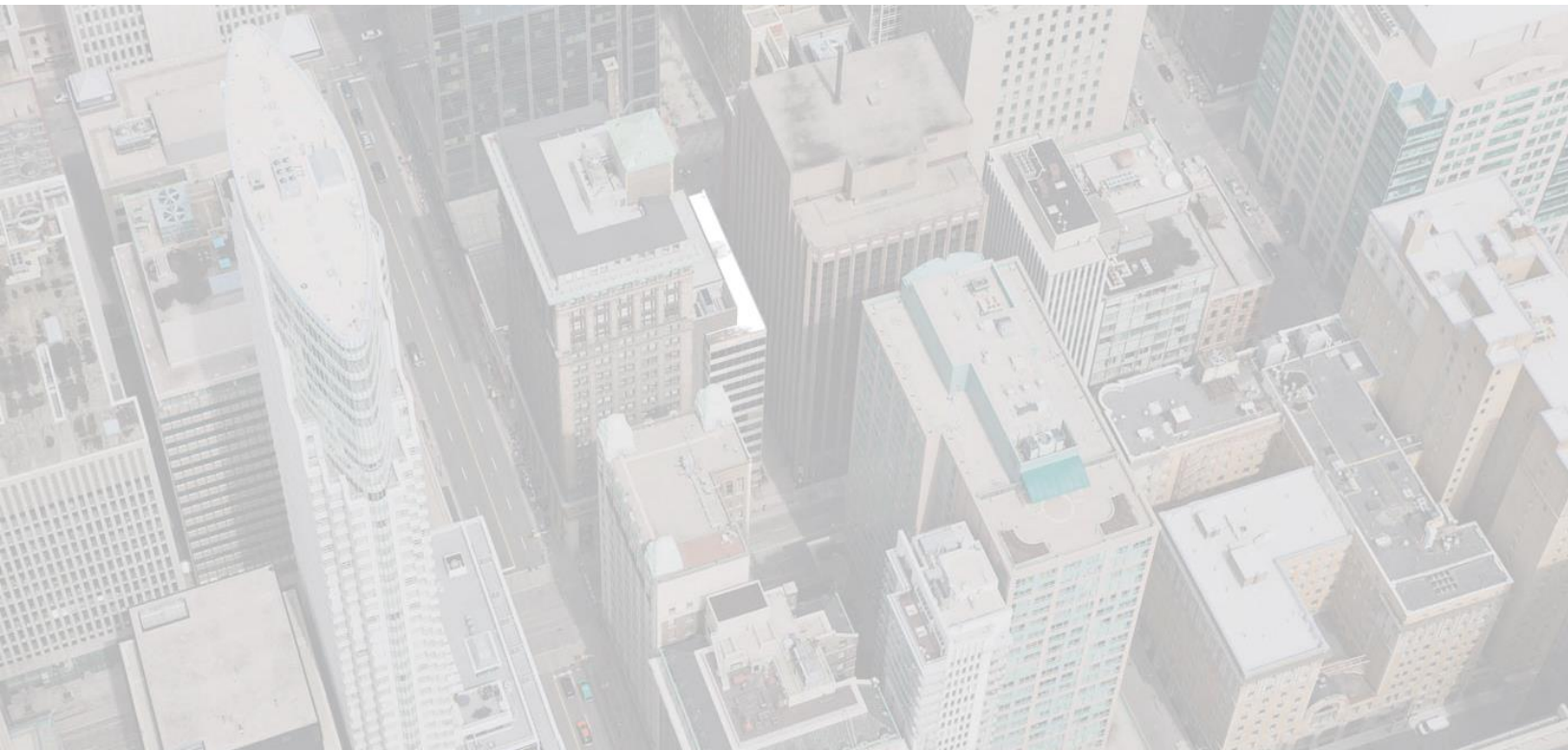
Worker's Compensation

Prior to commencing the Tenant’s work, and until the completion of the Tenant’s work, the Tenant shall provide a current WSIB clearance certificate for the General Contractor and all subtrades. At any time during the performance of the Tenant’s work when requested by the Landlord, the Tenant/contractor shall provide such evidence of compliance by the Tenant/contractor, and any or all contractors and/or sub-contractors.





2.E SUSTAINABLE CONSTRUCTION GUIDELINES



40 KING STREET WEST
Toronto, Ontario



SCOTIA PLAZA



Introduction

BentallGreenOak (Canada) Limited Partnership is proud of its commitment to operating and maintaining commercial buildings to the highest performance and environmental standards. We encourage our Tenants to share in our green building management practices and our green vision. This Tenant guideline will provide practical information and recommendations that can be applied during Tenant improvement projects. Support from the Tenants in designing their space using the following principles will ensure that the benefits from green building design are optimized.

Environmental Design Elements

The information in this guideline encapsulates the environmental design and construction elements for facility alterations. The information provided includes Landlord recommendations in adopting environmentally friendly practices and implementing sustainable elements into the interior build-out. Scotia Plaza Management encourages communication with all Tenants, and is happy to assist with questions or concerns relating to the sustainability criteria and reporting documentation.

Importance of Green Building Design & Operation

Meeting green design and operational requirements has many benefits for both the property and our valued Tenants:

- **Lower Operating Costs:**
 - Implementing green design and operating standards will result in lower energy and water consumption thus ensuring lower operating costs
- **Positive Corporate Image:**
 - Embracing corporate social responsibility, environmental commitment, and sound economic benefits for clients, employers and communities is an approach that is becoming best practice. An improved corporate image provides the company with positive publicity and aids their ability to attract and keep employees
- **Improved Employee Productivity:**
 - Improved lighting, thermal comfort, and air quality have a direct impact on workers' productivity. A typical office will spend significantly more on office salaries per square foot than it will on rent, energy, and operating costs. Therefore, optimizing the indoor environmental quality increases productivity and reduces employee absenteeism
- **Future-Proofing:**
 - Incorporating efficient equipment and sustainable best practices helps lower energy and water costs while ensuring that the building will be desirable for years to come. With rising energy costs and the escalating stringency of building codes, buildings that are not constructed to high energy and water efficiency standards will soon be considered out-dated and uneconomical
 -





Leadership in Energy and Environmental Design (LEED®)

The LEED® Rating Systems were created by the US Green Building Council (USGBC) to reduce the construction industry's carbon footprint by creating a market driver which recognizes the top 15% of high performance buildings.

LEED® Rating Systems are voluntary, consensus-based and third party verified by the Canada Green Building Council (CaGBC) and USGBC. All LEED Rating systems are flexible enough to accommodate the green building strategies that best fit the objectives and constraints of the particular project.

Project ratings are certified by the USGBC or CaGBC based on the project's total points score. Points are awarded by documenting achievement of chosen performance standards, credits, and mandatory performance standards, prerequisites. In order to verify compliance with Prerequisites and Credits, projects must pass an independent review conducted either through the CaGBC or the USGBC. Projects can achieve the following certification levels: Certified, Silver, Gold or Platinum, based on the total number of points earned by a project. LEED rating systems are world recognized and synonymous with excellence; achieving LEED certification for a project assures owners and Tenants superior building performance.

All LEED® Rating Systems, with the exception of the CaGBC's LEED-CI program, are scored out of a possible 110 points, and divided into seven categories:

- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Material & Resources
- Indoor Environmental Quality
- Innovation in Design/Innovation in Operations
- Regional Priority

The following CaGBC LEED programs are currently available:

- LEED-New Construction (NC)
- LEED-Core & Shell (CS)
- LEED-Commercial Interiors (CI)
- LEED-Existing Buildings: Operations & Maintenance (EBOM)
- LEED-Homes
- LEED-Neighbourhood Development (ND)

CaGBC LEED programs have been adapted from the US versions to incorporate local standards which are more applicable to Canadian projects. The majority of Canadian projects register through CaGBC programs as project support and tools are better adapted to project conditions.





LEED® for Existing Buildings: Operations & Maintenance

The CaGBC LEED-EBOM program was developed to encourage excellence in operating and maintaining existing buildings, recognizing the importance of standardizing facility management processes and gradually updating older commercial assets. The program sets performance and reporting criteria for maintaining mechanical, plumbing and electrical systems, as well as procurement, solid waste management, cleaning and facility alterations. The EBOM program differs from other LEED rating systems in its long-term approach to certification. To reflect a building's long operational life, EBOM certification status can only be retained if a building re-applies for EBOM certification every five years.

The LEED EBOM rating system is a tool for changing the facility management industry's best practices, and ensuring that existing buildings meet minimum energy, water and indoor air quality standards without compromising Tenant needs.

In order to achieve facility renovations & alterations requirements mandating sustainable construction materials, waste management and indoor air quality construction methods, outlined below are the required steps below, and in the previous sections of this manual.

LEED CI Tenant Guidelines

LEED® for Commercial Interiors

LEED®-CI (Commercial Interiors) is the industry benchmark for sustainable design and construction of Tenant fit-outs. Using LEED®-CI, Tenants, along with their design teams, can make sustainable choices and improve the indoor environment within the scope of work they control. LEED®-CI provides third party verification of Tenant sustainable achievements and a recognized leadership brand to promote interior environments that are healthy, productive and efficient. Tenants have the option of pursuing LEED-CI, in addition to incorporating mandatory sustainable best practices during facility alterations or Tenant leasehold improvements. By incorporating the approach set out in this guideline, your company will be demonstrating its social commitment to the community and its employees.

Strategies & Best Practices

This section will provide you with practical information and recommendations that can be taken during your Tenant improvement project in order to maximize the environmental performance of your space. This information will outline specific areas such as thermal comfort, lighting, indoor air quality and materials selection. By incorporating these strategies you will be creating workplace that is safe, healthy and productive.





Project Team

A LEED-CI Tenant improvement project shall include two additional team members which are not required for a regular Tenant improvement project:

- Commissioning Agent: This team member signs a contract with the Tenant and acts as a quality assurance agent to ensure the Tenant's requirements are properly designed, constructed, installed and operated
- LEED Consultant: This team member ensures that sustainability criteria are discussed and incorporated into the design and construction phases, reviews all relevant LEED-required documentation and compiles the LEED submission package for the Canada Green Building Council (CaGBC)

Project Scorecard

A LEED-CI Scorecard is a living document which records the project's targeted, potential and not targeted credits during each project phase: pre-design, design, construction and occupancy. The Scorecard provides a summary of the project's total anticipated score, effectively outlining the project's targeted certification level. The LEED Consultant manages and distributes the Scorecard to all team members, ensuring that all targeted credits are on track during the project's development.

Integrated Design

In order to achieve any LEED® certification for your project, it is important to establish project objectives as early in the process as possible. These goals should be clearly communicated to all project team members including: architects, interior designers, engineers, project managers, contractors and Landlord. Objectives should be evident in the project plans and construction documents.

Integrated Design is a vital approach for LEED®-CI. Space planning should be coordinated with HVAC, lighting and architectural elements such as windows, to facilitate a comprehensive design. For example, choosing a more efficient lighting system will minimize HVAC requirements, enhance the workplace environment, consume less energy and result in lower operational costs.

An experienced and competent designer will be able to combine your office requirements with your environmentally positive objectives, and will consult extensively in order to properly assess your company's:

- Corporate culture
- Work flows
- Inter-department relationships
- Infrastructure requirements (data, voice, ups etc.)
- Future growth expectations





Be sure to check the designer's references and their experience and knowledge with green interiors and LEED® Rating Systems.

Required LEED-CI Criteria

LEED-CI projects must meet all six prerequisites in order to be eligible for certification:

- Energy & Atmosphere Prerequisite 1: Fundamental Commissioning
- Energy & Atmosphere Prerequisite 2: Minimum Energy Performance
- Energy & Atmosphere Prerequisite 3: CFC Reduction in HVAC&R Equipment
- Materials & Resources Prerequisite 1: Storage and Collection of Recyclables
- Indoor Environmental Quality Prerequisite 1: Minimum Indoor Air Quality (IAQ) Performance
- Indoor Environmental Quality Prerequisite 2: Environmental Tobacco Smoke (ETS) Control

In addition to the prerequisites, LEED-CI projects should consider the following design and construction criteria:

- Tenant HVAC design
- Efficient lighting design
- Access to daylight
- Plug load efficiencies
- Tenant water use
- Thermal comfort
- Construction waste and indoor air quality
- Material specifications

Tenant HVAC Design

Where additional HVAC equipment is required to meet Tenant ventilation and thermal comfort requirements, specify high efficiency mechanical equipment which:

- Meets ASHRAE/IESNA 90.1-2004 energy efficiency requirements or local standards, whichever are more stringent
- Meets ASHRAE 62.1-2004 ventilation requirements
- Avoid over-sizing mechanical equipment capacity

Consider HVAC zones and controls when designing Tenant space to ensure HVAC system can adjust to varying heating and cooling requirements throughout the space. A properly designed zoning plan will not only enhance occupant comfort but also result in more efficient operation and lower operating costs.

- As best practice, place the office layout with consideration of zones with similar needs for heating/cooling based on function, activity level, exposure to sun and schedule of use
- Provide adequate supply and return air and controls for each zone
- Coordinate sensors by zone and function so they work in complimentary function





- Create flexibility by providing separate thermostats for each zone
- Ensure HVAC and lighting design are coordinated to maximize efficiencies and ensure correct sizing of mechanical equipment

Efficient Lighting Design

Quality workspace lighting is the optimal mix of daylight, artificial light, individual and automatic controls.

Consider the following:

- Create an integrated task/ambient lighting solution with a reduced level of overall space illumination, supplemented by occupant controlled task lighting
- Provide 30-footcandles of ambient light for computer workstations. Select luminaires recommended for computer screen workspaces, such as linear indirect/direct fluorescent-pendant luminaries
- Incorporate high-efficiency luminaires, lamps, electronic ballasts and lighting controls
- Use occupancy sensors and sweep controls to automatically turn off lights in unoccupied spaces
- Eliminate brightly lit or contrasting surfaces beside, above or behind a computer monitor, which can be a source of glare for the user
- Use accent lighting such as direct/indirect ceiling fixtures that throw light on the ceiling as well as the workspace
- Use variations in lighting to highlight surfaces and define or delineate spaces having different uses, such as circulation zones, work areas and meeting spaces
- Specify light-coloured finishes on ceilings and walls
- Select a pleasant colour temperature of lamps e.g. 4100° Kelvin or above with a Colour Rendering Index (CRI) of 80 or more
- Use LED fluorescent tubes to maximize energy efficiency.
- Select parabolic rather than prismatic fixtures to reduce glare

Natural Lighting Design

Many studies have demonstrated a correlation between increased productivity, improved health and reduced absenteeism and workplace daylight access. When coupled with electric lighting controls, day lighting can significantly reduce energy consumption.

Maximizing available daylight:

- Design open office areas to provide universal access to available daylight and views
- Specify glass doors, walls and workstations partitions, and arrange furniture to allow deeper daylight penetration into the workspace
- Avoid situating private offices along exterior walls

Optimizing energy efficiency:

- Include daylight in lighting power density calculations to reduce artificial lighting
- Specify daylight controls for perimeter lighting





Glare control:

- Specify interior blinds with a tight black or dark grey mesh weave. Specify blinds with a light coloured surface facing the outdoors and a darker colour surface facing the interior
- Install window shades below seven feet on high windows which reach more than nine feet above the floor to allow glare control without cutting off daylight to the interior
- Use light shelves
- Set up workstations so that computer screens are at right angles to windows

Plug Load Efficiencies

Plug loads are frequently overlooked during Tenant improvement projects, although plug loads can contribute to 25% or more of a Tenant’s total energy consumption. To reduce Tenant plugs consider the following:

- Where possible, reduce the quantity and size of personal printers
- Specify Energy Star for the following electronics and appliances:
 - Audio/Video
 - Battery chargers
 - Commercial kitchen package
 - Computers
 - Dishwashers
 - Displays
 - Enterprise servers
 - Imaging equipment
 - Refrigerators
 - Televisions
 - Water coolers

Tenant Water Use

We are committed to water conservation and encourage our Tenants to install low-flow plumbing fixtures during Tenant improvement projects. New plumbing fixtures shall not exceed the flush and flow rates listed in the table below:

Fixture Type	Flush & Flow Rates**
HET*, Single Flush	4.8 LPF
HET, Dual Flush Commercial	6.0/4.2 LPF
HET, Dual Flush Residential	6.0/3.0 LPF
Composting Toilet	0.0 LPF
High-Efficiency Urinal	1.9 LPF
Ultra High-Efficiency Urinal	0.5 LPF
Low Flow Showerhead	6.8 LPM
Low Flow Kitchen Faucet	1.9 – 5.7 LPM
Low Flow Lavatory Faucet	1.9 LPM

*High Efficiency Toilet

**LPF = Litres Per Flush

LPM = Litres Per Minute





There are flow rate requirements for water fountains. Kitchen sink sprays should meet the same flow rates as Kitchen faucets, as above.

Thermal Comfort

There are few other areas that affect employee comfort, morale, and productivity as much as thermal comfort. The base building HVAC system has been designed to provide you with the flexibility to adapt to your specific requirements and ensure optimal comfort for your employees.

Four factors contribute to thermal comfort:

- Air temperature
- Air speed
- Relative humidity
- Radiant surface temperature

Designing for thermal comfort not only protects occupant comfort but also helps keep the HVAC system running effectively. If Tenant mechanical equipment meets the requirements of ASHRAE 55-2004, the Tenant can achieve 1 point under EQc7.1: ASHRAE 55-2004 Compliance.

Using the base building mechanical engineer will assist with the customization of the HVAC system to meet the operational requirements of your interior design and loads.

Construction Waste Management

Tenants will be responsible for all demolition and construction waste incurred during the Tenant improvement project. Tenants are encouraged to make every effort to divert demolition and construction waste from landfill and incineration by:

- Developing a Waste Management Plan prior to construction, mandating a minimum 75% diversion rate
- Requesting a list of waste receiving facilities from the waste hauler(s) prior to demolition
- Requiring weigh bills for all waste removed from the site
- Requiring a Waste Summary from the waste hauler(s) after construction, prior to occupancy, confirming the 75% diversion rate has been achieved

In addition, Tenants should consider taking the following actions:

- Embed Waste Management Plan into tender/bid documents
- Provide labeled waste bins for major demolition and construction materials onsite
- Provide recycling bins for sub-contractor lunch/dinner waste





Construction IAQ Management

Maintaining indoor air quality assists with the well-being of all building occupants. Construction that produces dust and / or VOC's is considered a source of air pollution. Protect all stored or installed absorptive materials from water damage.

Tenants will be responsible for maintaining indoor air quality during construction. These following measures below will help prevent contamination of indoor air:

- Develop an indoor air quality management plan which address they five key SMACNA measures:
 - Protection of the HVAC system
 - Source control of emitting products (if used)
 - Interrupting pathways of pollution
 - General housekeeping
 - Schedule of work

Construction procedure strategies:

- Seal off the return grilles, so that dust and pollutants won't be picked up during construction
- In spaces where there is no ducted return (rather, an open ceiling plenum) ask if the HVAC can be turned off during construction when there will be dust and odours
- Install temporary air filters during construction that are replaced when the dusty phases are complete
- Have the ducts vacuumed out after construction is complete, to remove dust and debris
- Lay down temporary walk-off mats to catch dust, mud and debris from workers' shoes as they enter the workspace or building
- Instruct the general contractor not to apply any high-emitting products (paints, adhesives, etc.) in the workspace after "sink" materials (absorptive fabrics, carpets and ceiling tiles) have been installed. These materials can absorb and re-emit VOC's over time
- Specify materials and construction practices that reduce pollutant levels and request documentation of VOC level, such as a Material Safety Data Sheets (MSDS), for all potentially polluting products the contractor proposes to use
- Do not use gasoline or other fossil fueled equipment inside the space
- Use construction methods to reduce dust production such as wet sanding or vacuum sanding of drywall
- Fully isolate dust-producing activities from the rest of the space
- Prohibit smoking
- Clean the construction area daily
- Provide monitoring of IAQ protection measures





Building Materials Choices

When making choices regarding the finishes and furnishings, it is important to recognize the impact these products have on our environment. The process of making building materials has a huge environmental effect, creating air and water pollution and depleting natural resources. Product consideration should encompass the entire life cycle of the product, from where materials originate to how they are transported during the manufacturing process, to where and how they are disposed of at end-of-life.

Sound environmental choices can be made by considering the following:

1. Use low-emitting paints

Material used in paint manufacture may release gases and compounds into the air for a period of time after painting is complete. The emissions from volatile organic compound (VOCs) may cause respiratory irritation and other health problems. The solution is to select paints with low VOC ratings.

Paints and coatings must meet the Green Seal Standard GS-11.

2. Use low-emitting adhesives

Interior adhesives can be a significant source of VOCs both during construction and occupancy. Low VOC products protect the indoor air environment and help reduce smog in the outdoor environment.

3. Carpet

A carpet's lifecycle impacts include chemical emissions from manufacturing, depletion of natural resources like petroleum, transportation, indoor air quality upon installation and disposal costs at landfills. Choosing carpet that minimizes these impacts is especially important given the huge amount of carpeting used in North America.

- Use carpet tile rather than rolled carpets. Carpet tiles require less adhesive during application and they also aid in spot replacement and longer life
- Look for a product with recycled content and recyclability of the face fiber, backing and cushion

The Carpet and Rug Institute (CRI) has an Indoor Air Quality Carpet Testing Green Label that sets carpet standards. Adhering to the CRI standards is required. The following link provides a comprehensive list of approved products.

www.carpet-rug.com





4. Formaldehyde – Free Interior composite wood

Urea-formaldehyde resin is commonly added to composite wood products. Avoiding formaldehyde containing products reduce the exposure to adverse conditions for staff health and productivity. Select Greenguard certified or “no-urea-formaldehyde” identified products.

5. Certified Wood

FSC (Forest Stewardship Council) is a forest certification and labeling system for paper and wood products that acts as a means of protecting forests by promoting responsible forestry practices. The use of certified wood provides assurance that forest resources are managed and harvested in a sustainable way, protecting the integrity of the forest areas and wildlife. Request that all lumber products come from forests that have been certified by FSC.



6. Local materials

Select where possible locally made products that do not have to be transported over long distances. This not only supports the local economy but also conserves energy by avoiding excessive fuel consumption. Materials are to contain 50% material with the final manufacturing location of the product to be within 800km of the final site.

7. Rapidly renewable resources

Rapidly renewable resources are those that regenerate quicker than the demand for the product. This typically means that a product should substantially replenish within 10 years.

Examples of renewable products include: bamboo, cork and natural linoleum flooring. Wheat and straw boards are available for paneling and cabinetry.

8. Recycled content

Using recycled materials can reduce the energy, water and waste impacts of the manufacturing process. Buying recycled products in turn creates a market for recycled materials and keeps them out of landfills. Products with recycled content include carpet, drywall, insulation and ceiling tiles.

9. Salvaged and refurbished materials

Salvaged materials are products that don't require significant reprocessing in order to be reused. Wood and office furnishings such as desks, panels, chairs and cabinets are common examples of reusing salvaged products.

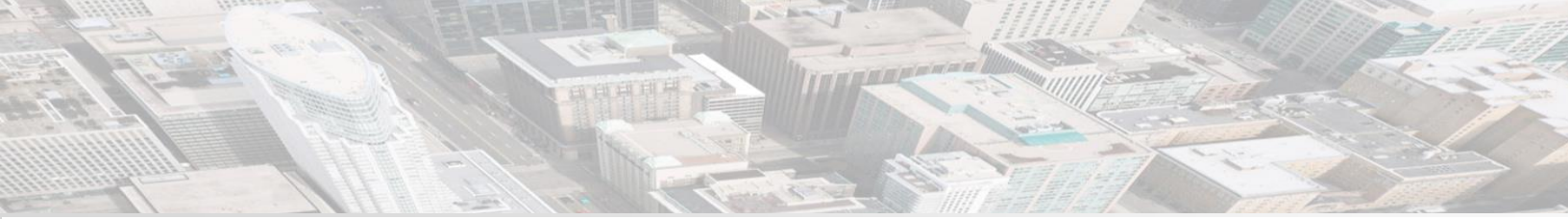




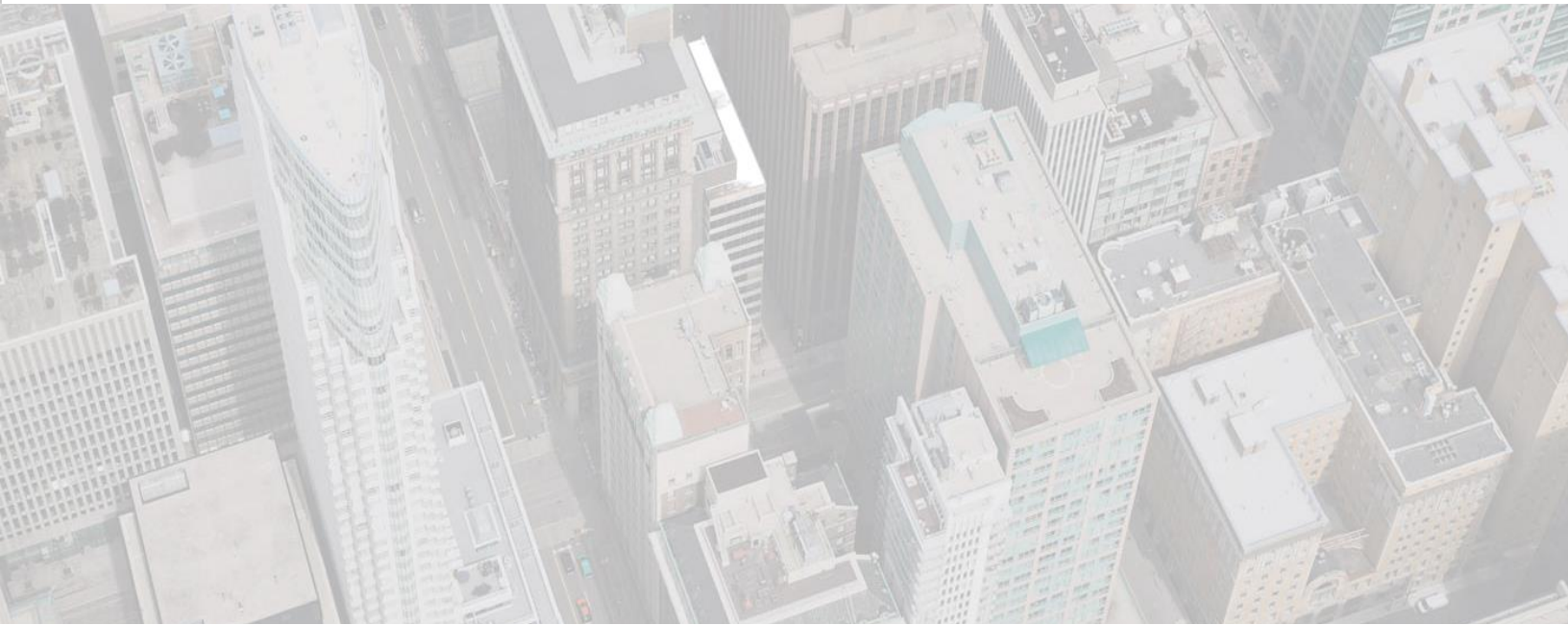
Environmentally Preferable Alternatives

Common Material	Alternate Material	Environmental Benefits
Sheet Vinyl Flooring	<ul style="list-style-type: none"> • Linoleum Flooring • Cork Flooring 	<ul style="list-style-type: none"> • Low VOC, rapidly renewable • Low VOC, rapidly renewable
Vinyl Composition Flooring	<ul style="list-style-type: none"> • Stratica by Amtico • MetaFlor by Lees, Burlington Indiana • Rubber Flooring • Stained Concrete 	<ul style="list-style-type: none"> • Low VOC • High recycled content, meets CRI green label, less material use • High recycled content • Minimal material use
Rubber Base	<ul style="list-style-type: none"> • Carpet Base 	<ul style="list-style-type: none"> • Can be recycled at end of life • Meets CRI T Green Label
Vinyl Wallcovering	<ul style="list-style-type: none"> • Paint • Sisal Wallcoverings • Natural Fiber Wallcoverings 	<ul style="list-style-type: none"> • Use paint that has no or low VOC's • Rapidly renewable material • Rapidly renewable material • Rapidly renewable material
Nylon Broadloom carpet	<ul style="list-style-type: none"> • Nylon Carpet with recycled content face fibers and/or recycled content backing • Wool Carpet • Nylon Carpet Tile • Stained Concrete • Bamboo Flooring 	<ul style="list-style-type: none"> • Encourages recycling of materials, meets CRI Green Label • Rapidly renewable/high performance • Backing has high recycled content, meets CRI Green Label • Minimal material use, high durability • Rapidly renewable
Plastic Laminate	<ul style="list-style-type: none"> • Linoleum • Sealed Concrete • Syndecrete Concrete 	<ul style="list-style-type: none"> • Rapidly renewable • Include fly ash for recycled content • High recycled content
Plywood Medium Density Fiberboard Oriented Strand Board	<ul style="list-style-type: none"> • Cellulose fiberboard • Straw board 	<ul style="list-style-type: none"> • Uses recycled newsprint, no formaldehyde • Agricultural waste, no formaldehyde
Finish Wood Products	<ul style="list-style-type: none"> • FSC Certified wood materials 	<ul style="list-style-type: none"> • Supports sustainable forest management





3. TENANT & CONSTRUCTION FORMS



40 KING STREET WEST
Toronto, Ontario



CERTIFICATE OF INSURANCE

CERTIFICATE HOLDER: _____ ISSUED BY _____

(INSURER/BROKER)

(ADDRESS)

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES AS DESCRIBED BELOW HAVE BEEN ARRANGED THROUGH THIS OFFICE FOR THE INSURED NAMED BELOW. WE HEREBY CERTIFY THAT SUCH INSURANCE POLICIES ARE IN FORCE AND EFFECT AS OF THIS DATE.

NAME AND ADDRESS OF INSURED: _____

("CONTRACTOR")
INSURED PREMISES: _____

CLASS OF POLICY & NAME OF INSURER	MINIMUM COVERAGE REQUIRED	LIMITS OF LIABILITY	POLICY TERM	POLICY NUMBER
GENERAL LIABILITY INSURER: _____	\$5,000,000 – BODILY INJURY, EACH OCCURRENCE	\$ _____ BODILY INJURY, AND PROPERTY DAMAGE, EACH OCCURRENCE	FROM: _____ TO: _____	# _____
PROPERTY – (ALL RISKS) INSURER: _____	\$5,000,000 – PROPERTY DAMAGE, EACH OCCURRENCE SUFFICIENT TO FULLY COVER INSURED'S IMPROVEMENTS AND ALL PROPERTY IN THE PREMISES ON A REPLACEMENT COST BASIS	\$ _____ AGGREGATE, PRODUCTS AND COMPLETED OPERATIONS \$ _____ ANY ONE LOSS	FROM: _____ TO: _____	# _____

NOTICE OF CANCELLATION: (30) DAYS PRIOR WRITTEN NOTICE OF CANCELLATION OF, OR MATERIAL CHANGE IN THE ABOVE-NOTED POLICIES WILL BE GIVEN TO THE CERTIFICATE HOLDER AT THE ADDRESS NOTED BELOW.

WAIVER OF SUBROGATION CLAUSE: THE VALIDITY OF THE ABOVE POLICIES SHALL NOT BE QUESTIONED BY REASON OF THE TENANT HAVING PRIOR TO LOSS WAIVED RIGHT OF RECOVERY FROM LANDLORD FOR ANY DAMAGE WHATSOEVER, WHICH MAY BE CAUSED BY IT OR ITS EMPLOYEES, AGENTS OR CONTRACTORS.

ADDITIONAL INSURED:

KS SP Nominee Inc.	ARI SP1 Nominee Inc.
KS SP1 Nominee Inc.	BentallGreenOak (Canada) Limited Partnership
KS SP Limited Partnership	BentallGreenOak (Canada) G.P. Ltd.
ARI SP Nominee Inc.	Bentall Property Services (Ontario) G.P. Ltd.

AS GENERAL ARE ADDED AS ADDITIONAL INSURED WITH RESPECT TO THE ABOVE GENERAL LIABILITY INSURANCE POLICY, HOWEVER, ONLY WITH RESPECT TO OPERATIONS OF THE TENANT.

SIGNED BY: _____ DATE: _____
(AUTHORIZED REPRESENTATIVE)

THIS CERTIFICATE IS TO BE RETURNED TO:

SCOTIA PLAZA MANAGEMENT, 40 King St. West, Box 101, P1 Level, TORONTO, ONTARIO M5H 3Y2

NOT VALID UNLESS SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURER.

ELECTRONIC FUNDS TRANSFER

PRE-AUTHORIZED ELECTRONIC FUNDS TRANSFER PROGRAM
ENROLLMENT / AUTHORIZATION FORM FOR A BUSINESS

TENANT NAME (THE
PAYOR): _____

ADDRESS: _____

TENANT'S BANK NAME: _____

I (WE) AUTHORIZE SP Management Limited Partnership as agent for SP Management Limited Partnership. (THE PAYEE) TO PROCESS A DEBIT, IN PAPER, ELECTRONIC OR OTHER FORM IN THE VARIABLE AMOUNTS WHICH ARE IN ACCORDANCE WITH THE TERMS OF OUR CURRENT LEASE. PAYMENT WILL BE DEBITED ON THE FIRST DAY OF EACH MONTH, IN ADVANCE.

I (WE) ACKNOWLEDGE THAT I (WE) HAVE READ AND UNDERSTOOD ALL THE PROVISIONS CONTAINED IN THE TERMS AND CONDITIONS OF THE PRE-AUTHORIZED PAYMENT AUTHORIZATION AND THAT I (WE) HAVE RECEIVED A COPY.

AUTHORIZED SIGNATURE: _____

PRINT NAME:

PRINT TITLE:

AUTHORIZED SIGNATURE: _____

PRINT NAME:

PRINT TITLE:

NOTE: PLEASE ENCLOSE A VOID CHEQUE SO THAT WE CAN APPROPRIATELY RECORD YOUR BANK ACCOUNT NUMBER AND BANK TRANSIT NUMBER.

ATTACH YOUR VOID CHEQUE

PRE-AUTHORIZED PAYMENTS – TERMS AND CONDITIONS

“I (WE) ACKNOWLEDGE THAT THIS AUTHORIZATION IS PROVIDED FOR THE BENEFIT OF THE PAYEE AND (PROCESSING INSTITUTION) AND IS PROVIDED IN CONSIDERATION OF (PROCESSING INSTITUTION) AGREEING TO PROCESS DEBITS AGAINST MY ACCOUNT IN ACCORDANCE WITH THE RULES OF THE CANADIAN PAYMENTS ASSOCIATION.”

“I (WE) WARRANT AND GUARANTEE THAT ALL PERSONS WHOSE SIGNATURES ARE REQUIRED TO SIGN ON THIS ACCOUNT HAVE SIGNED THIS AGREEMENT BELOW.”

“I (WE) HEREBY AUTHORIZE THE PAYEE TO DRAW ON THE PAYOR’S ACCOUNT NUMBER _____ WITH (PROCESSING INSTITUTION), FOR THE FOLLOWING PURPOSE.”

“THIS AUTHORIZATION MAY BE CANCELLED AT ANY TIME UPON NOTICE BY THE PAYOR. I (WE) ACKNOWLEDGE THAT, IN ORDER TO REVOKE THIS AUTHORIZATION, I (WE) MUST PROVIDE NOTICE OF REVOCATION TO THE PAYEE.”

“I (WE) ACKNOWLEDGE THAT PROVISION AND DELIVERY OF THIS AUTHORIZATION TO THE PAYEE CONSTITUTES DELIVERY BY THE PAYOR TO (PROCESSING INSTITUTION). ANY DELIVERY OF THIS AUTHORIZATION TO YOU CONSTITUTES DELIVERY BY THE PAYOR.”

“I (WE) UNDERTAKE TO INFORM THE PAYEE, IN WRITING, OF ANY CHANGE IN THE ACCOUNT INFORMATION PROVIDED IN THIS AUTHORIZATION PRIOR TO THE NEXT DUE DATE OF THE PAD.”

“I(WE) ACKNOWLEDGE THAT (PROCESSING INSTITUTION) IS NOT REQUIRED TO VERIFY THAT A PAD HAS BEEN ISSUED IN ACCORDANCE WITH THE PARTICULARS OF THE PAYOR’S AUTHORIZATION INCLUDING, BUT NOT LIMITED TO, THE AMOUNT.”

“I(WE) ACKNOWLEDGE THAT (PROCESSING INSTITUTION) IS NOT REQUIRED TO VERIFY THAT ANY PURPOSE OF PAYMENT FOR WHICH THE PAD WAS ISSUED HAS BEEN FULFILLED BY THE PAYEE AS A CONDITION TO HONOURING A PAD ISSUED OR CAUSED TO BE ISSUED BY THE PAYEE ON THE PAYOR’S ACCOUNT.”

“REVOCATION OF THIS AUTHORIZATION DOES NOT TERMINATE ANY CONTRACT FOR GOODS OR SERVICES THAT EXISTS BETWEEN THE PAYOR AND THE PAYEE. THE PAYOR’S AUTHORIZATION APPLIES ONLY TO THE METHOD OF PAYMENT AND DOES NOT OTHERWISE HAVE ANY BEARING ON THE CONTRACT FOR GOODS OR SERVICES EXCHANGED.”

“A PAD MAY BE DISPUTED BY A PAYOR UNDER THE FOLLOWING CONDITIONS:

- (1) THE PAD WAS NOT DRAWN IN ACCORDANCE WITH THE PAYOR’S AUTHORIZATION; OR
- (2) THE AUTHORIZATION WAS REVOKED; OR
- (3) PRE-NOTIFICATION WAS NOT RECEIVED.

THE PAYOR, IN ORDER TO BE REIMBURSED, ACKNOWLEDGES THAT A DECLARATION TO THE EFFECT THAT EITHER (1), (2) OR (3) TOOK PLACE, MUST BE COMPLETED AND PRESENTED TO THE BRANCH OF THE PROCESSING INSTITUTION HOLDING THE PAYOR'S ACCOUNT UP TO AND INCLUDING 90 CALENDAR DAYS IN THE CASE OF A PERSONAL HOUSEHOLD PAD FOR UP TO AND INCLUDING 10 BUSINESS DAYS IN THE CASE OF A BUSINESS PAD, AFTER THE DATE ON WHICH THE PAD IN DISPUTE WAS POSTED TO THE PAYOR'S ACCOUNT.

THE PAYOR ACKNOWLEDGES THAT A CLAIM ON THE BASIS THAT THE PAYOR'S AUTHORIZATION WAS REVOKED, OR ANY OTHER REASON, IS A MATTER TO BE RESOLVED SOLELY BETWEEN THE PAYEE AND THE PAYOR WHEN DISPUTING ANY PAD AFTER (90 CALENDAR DAYS IN THE CASE OF A PERSONAL/HOUSEHOLD PAD OR 10 BUSINESS DAYS IN THE CASE OF A BUSINESS PAD)."

LIST OF PERSONS REQUIRING EVACUATION ASSISTANCE

TENANT NAME: _____

BUILDING ADDRESS: _____

SUITE NUMBER: _____

TELEPHONE NUMBER: _____

1. DO YOU HAVE PERSON'S REQUIRING ASSISTANCE TO EVACUATE FROM THE BUILDING IN CASE OF AN EMERGENCY? YES NO

2. IF YES, PLEASE LIST THE NAMES OF THE INDIVIDUALS BELOW:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

PREPARED BY: _____

TITLE: _____

DATE: _____

NOTE: THIS INFORMATION IS CONFIDENTIAL AND KEPT ON FILE BY THE BUILDING EMERGENCY OFFICER FOR THE FIRE DEPARTMENT IN TIMES OF EMERGENCY ONLY.

FIRE WARDEN APPOINTEE FORM
 (FIRE SAFETY PLAN)
 (TO BE COMPLETED BY FIRE WARDEN)

COMPANY: _____ FLOOR: _____

BUILDING: _____

TITLE

	NAME	PHONE	EMAIL
FIRE WARDEN			
ASSISTANT FIRE WARDEN			
DEPUTY FIRE WARDEN(S)			
SEARCHER(S)			
ASSISTANT SEARCHER(S)			

BUILDING STANDARD SIGNAGE REQUEST FORM

ATTENTION: PROPERTY MANAGEMENT OFFICE

PART 1 (REQUEST)

PLEASE PROVIDE A COST TO SUPPLY AND INSTALL THE FOLLOWING ENGRAVING:

TYPE OF SIGNAGE:

- DOORWAY SIGN(S) QUANTITY: _____
- HALLWAY DIRECTORY SIGN(S) QUANTITY: _____
- LOBBY DIRECTORY SIGN(S) QUANTITY: _____
- KEY(S) QUANTITY: _____

ENGRAVING TO BE AS FOLLOWS:

(PLEASE USE UPPER CASE)

PART II (APPROVED RETURN PORTION):

THE COST TO SUPPLY AND INSTALL THE ABOVE REQUESTED SIGNAGE, WILL BE

\$ _____

PLEASE INDICATE YOUR APPROVAL FOR US TO PROCEED BY SIGNING AND DATING THIS FORM WHERE INDICATED BELOW:

SIGNATURE _____ **DATE**

INSTALLATION

ADDRESS: _____

INVOICING TO: _____

TELEPHONE NO.: _____

NOTE: BUILDING STANDARD DOORWAY AND HALLWAY SIGNAGE TAKES FOUR TO SIX WEEKS FOR DELIVERY.

**PRE-CONSTRUCTION DOCUMENTATION
REQUIRED BY LANDLORD**

TENANT _____

LOCATION _____

GENERAL CONTRACTOR _____

<input type="checkbox"/> APPROVED PLANS: ARCHITECTURAL, ELECTRICAL, MECHANICAL, COMMUNICATIONS AND STRUCTURAL (IF APPLICABLE) 2 SETS TO BE PROVIDED		
<input type="checkbox"/> BUILDING PERMIT	<input type="checkbox"/> HVAC PERMIT	<input type="checkbox"/> PLUMBING PERMIT
<input type="checkbox"/> PRE-CONSTRUCTION MEETING ON SITE		
<input type="checkbox"/> COMMERCIAL LIABILITY INSURANCE WITH COVERAGE FOR BODILY INJURY \$5,000,000.00 AND PROPERTY DAMAGE \$5,000,000.00		
<input type="checkbox"/> CURRENT WSIB CERTIFICATE FOR CONTRACTORS		
<input type="checkbox"/> MINISTRY OF LABOUR NOTICE OF PROJECT (50,000.00 + OVER)		
<input type="checkbox"/> SIZE AND VALUE OF THE PROJECT: TOTAL SQUARE FOOTAGE OF AREA UNDER RENOVATION AND THE BUDGET COST FOR CONSTRUCTION		
<input type="checkbox"/> PROJECT DIRECTORY INDICATING KEY PROJECT PERSONNEL, ALL SUBCONTRACTORS AND SITE FOREMEN COMPLETE WITH CONTACT INFORMATION		
<input type="checkbox"/> DETAILED CONSTRUCTION SCHEDULE		
<input type="checkbox"/> \$5,000.00 REFUNDABLE DEPOSIT, TO BE REFUNDED UPON RECEIPT OF CLOSE OUT DOCUMENTATION		
<input type="checkbox"/> SAFETY POLICY		
<input type="checkbox"/> SIGNED LANDLORD DRAWING REVIEW		
<input type="checkbox"/> SIGNED ASBESTOS AWARENESS FORM (IF APPLICABLE)		
<input type="checkbox"/> SIGNED TENANT CONSTRUCTION WORK PERMIT FORM		
<input type="checkbox"/> SIGNED CONTRACTOR SAFETY REQUIREMENTS ACKNOWLEDGEMENT FORM		

**POST-CONSTRUCTION CLOSE-OUT DOCUMENTATION
REQUIRED BY LANDLORD (2 SETS OF BINDERS)**

TENANT _____

LOCATION _____

GENERAL CONTRACTOR _____

GENERAL CONTRACTOR/CONDITIONS
<input type="checkbox"/> TABLE OF CONTENTS
<input type="checkbox"/> TRADE LIST
<input type="checkbox"/> STATUTORY DECLARATION
<input type="checkbox"/> COPIES OF ALL APPLICABLE PERMIT CARDS
<input type="checkbox"/> RECEIPTED GENERAL CONTRACTOR INVOICE(S)
<input type="checkbox"/> INSPECTION STATUS LETTERS FROM THE CITY INDICATING ALL PERMITS ARE CLOSED
<input type="checkbox"/> WSIB CLEARANCE CERTIFICATE
<input type="checkbox"/> CERTIFICATE OF PUBLICATION
<input type="checkbox"/> COPY OF GENERAL CONTRACTORS INSURANCE CERTIFICATE WITH ADDITIONAL INSURED LISTED
<input type="checkbox"/> AS BUILT CONSTRUCTION SCHEDULE
<input type="checkbox"/> CONFIRMATION OF THE FINAL COST OF CONSTRUCTION AND TOTAL SQUARE FOOTAGE
<input type="checkbox"/> CONFIRMATION FROM CITY FOR PERMIT CLOSE OUT
<input type="checkbox"/> INSPECTION STATUS LETTER

ARCHITECTURAL
<input type="checkbox"/> AS-BUILT HARDCOPY DRAWINGS (PDF & .DWG)
<input type="checkbox"/> AS-BUILT SOFTCOPY DRAWINGS (PDF & .DWG)
<input type="checkbox"/> APPROVED FINISHES CARE AND MAINTENANCE SPECIFICATIONS
<input type="checkbox"/> WARRANTIES
<input type="checkbox"/> HARDWARE SCHEDULE COMPLETE WITH KEYING INFORMATION
<input type="checkbox"/> ARCHITECTS/ DESIGNERS CERTIFICATE OF COMPLETION

MECHANICAL (HVAC AND PLUMBING)
<input type="checkbox"/> AS-BUILT HARDCOPY DRAWINGS (PDF & .DWG)
<input type="checkbox"/> AS-BUILT SOFTCOPY DRAWINGS (PDF & .DWG)
<input type="checkbox"/> MAINTENANCE MANUALS AND APPROVED CUT SHEETS
<input type="checkbox"/> AIR BALANCE REPORT - WRITTEN CONFIRMATION THAT ALL DEFICIENCIES HAVE BEEN RECTIFIED
<input type="checkbox"/> DESIGN ENGINEERS CERTIFICATE OF COMPLETION
<input type="checkbox"/> WARRANTIES FOR EQUIPMENT AND LABOUR

ELECTRICAL

- | |
|---|
| <input type="checkbox"/> AS-BUILT HARDCOPY DRAWINGS (PDF & .DWG) |
| <input type="checkbox"/> AS-BUILT SOFTCOPY DRAWINGS (PDF & .DWG) |
| <input type="checkbox"/> LIGHT FIXTURE CUT SHEETS |
| <input type="checkbox"/> MAINTENANCE MANUALS |
| <input type="checkbox"/> ELECTRICAL SAFETY AUTHORITY CERTIFICATES |
| <input type="checkbox"/> FIRE ALARM VERIFICATION CERTIFICATE |
| <input type="checkbox"/> DESIGN ENGINEERS CERTIFICATE OF COMPLETION |
| <input type="checkbox"/> WARRANTIES FOR EQUIPMENT AND LABOUR |
| <input type="checkbox"/> ELECTRICAL WAO AND BALANCE REPORT |

SPRINKLERS

- | |
|--|
| <input type="checkbox"/> AS-BUILT HARDCOPY DRAWINGS (PDF & .DWG) |
| <input type="checkbox"/> AS-BUILT SOFTCOPY DRAWINGS (PDF & .DWG) |
| <input type="checkbox"/> OTHER: APPROVED DESIGN DRAWINGS OF OTHER ENGINEERED SYSTEMS (I.E. PRE-ACTION, FM, ETC.) |
| <input type="checkbox"/> ENGINEERS NFPA 13 LETTER (SPRINKLER AND COVERAGE) |
| <input type="checkbox"/> ENGINEERS NFPA 14 LETTER (STANDPIPE AND FIRE HOSE CABINETS) |
| <input type="checkbox"/> DESIGN ENGINEERS CERTIFICATE OF COMPLETION |

REFUNDABLE CONSTRUCTION DEPOSIT FORM

SUBMITTED AS:	REFUNDABLE CLOSE-OUT DOCUMENT DEPOSIT: \$5,000.00
CONTRACTOR INFORMATION	
	DATE:
COMPANY	BUILDING:
COMPANY CONTACT NAME	SUITE NO.:
COMPANY CONTACT TITLE	EMAIL:
AUTHORIZATION (SIGNATURE)	TELEPHONE NO.:
<p>FURTHER TO THE REQUIREMENTS OUTLINED IN THE DESIGN CRITERIA MANUAL, THE FOLLOWING FORM MUST BE SUBMITTED TO THE PROPERTY MANAGEMENT OFFICE. THIS IS TO PROPERLY DOCUMENT THE REFUNDABLE DEPOSIT. PLEASE ALSO KEEP A COPY OF THIS FORM FOR YOUR RECORD.</p> <p align="center">THIS REFUNDABLE DEPOSIT IS REQUIRED PRIOR TO THE START OF ANY CONSTRUCTION WORK</p>	
CONSTRUCTION SCOPE	
PROJECT NAME:	PROJECT START DATE:
SITE ADDRESS:	SUITE:
DESCRIPTION:	
PLEASE FORWARD THIS FORM ALONG WITH THE CHEQUE TO THE PROPERTY MANAGEMENT OFFICE	
DEPOSIT CHEQUE SUBMITTED BY:	CHEQUE NO:
(COMPANY NAME)	
NAME (PLEASE PRINT)	DATE:
NAME (SIGNATURE) _____	
<p>CHEQUE IS TO BE MADE PAYABLE TO: KS SP Limited Partnership c/o Bentall Property Services (Ontario) Ltd.</p>	

GENERAL RULES FOR HOT WORK PERMIT

WARNING The use of welding equipment outside of the authorized area requires another permit.

PRECAUTIONS Sprinklers are in service
Cutting and welding equipment is in good repair

Precautions within 35 ft(10m) of work

Floors swept clean of combustibles

Combustible floors wet down, covered with damp sand or fire resistive sheets

Flammable liquids removed, other combustibles protected with fire resistive tarpaulins or metal shields

All wall and floor openings covered

Fire resistive tarpaulins suspended beneath work

Work on walls or ceilings

Construction in non-combustible and without combustible covering or insulation

Combustibles moved away from other side of wall

Work on enclosed equipment

Enclosed equipment cleaned of all combustibles

Containers purged of flammable liquids

Fire Watch

Fire watcher must stay on the job a minimum of thirty (30) minutes after job is finished

Check work area in 30 minute intervals for at least the next 2-4 hours

Fire watch is supplied with extinguishers, small hose

Fire watch is trained in the use of this equipment and in sounding alarm

Insurance of this HOT WORK PERMIT or any other directions from the Landlord does not relieve the Contractor of their responsibilities for acquiring any necessary permits prior to commencing work.

The Landlord understands that all trades have contracted with the captioned Tenant for work to be done or to be furnished to the captioned premises. Please be advised, as agent for the Landlord of such premises, we notice that the Landlord will not be responsible for doing of the work or furnishing of materials and according to the lien filed against the Landlord's interest in the premises shall be ineffective. All Contactors are advised to govern themselves accordingly.

CONTRACTOR SAFETY REQUIREMENTS ACKNOWLEDGEMENT

1. Safety requirements will be clearly stated in tendering documents (where utilized) and will be discussed with prospective contractors. Compliance with all relevant legislation and the corporate safety procedures is mandatory.
2. Where appropriate, contractors will have their own safety program in place, and it will be evaluated as part of the tender or other contract award process.
3. Contractors are responsible for the administration of their own safety program while working at any the property, as well as maintaining their own WSIB coverage, clearance certificates and liability insurance: Provide documented proof of same upon request. Contracted companies will promptly investigate any accidents or injuries to their workers, will prepare and maintain investigation reports and injury statistics, and will provide same upon request.
4. Contractors are responsible for ensuring the health and safety of their own workers and any sub-contractually arranged workers while conducting work at the property location.

Contractor Selection:

Scotia Plaza Management will maintain records of Contractors' safety performance, and will document any unsatisfactory conduct and the reason for the note. Contracts shall not be re-awarded to those who display poor workmanship or lack of appreciation for workplace safety and health initiatives. Contractors will not be accepted if:

- Equipment and staff do not meet acceptable health and safety specifications;
- Contractors have an unacceptable accident frequency as reported by WSIB/WCB;
- Reference checks suggest either of the above.

Monitoring:

Contractor work will be monitored by the Landlord to evaluate and ensure compliance with legislation and Scotia Plaza Management safety standards. Results will be documented, and deficiencies immediately reported to the Contractor. Records will be filed for use in future contract considerations. Corrective action, up to and including termination of the contract will take place if unsafe work is observed and not corrected or continues despite prior notification and discussion.

The Landlord will stop the contract work if an unsafe condition is noted or persons may be exposed to an imminent hazard. Work will not resume until the situation identified has been corrected to the satisfaction of the Landlord.

Any Property Management employee, who observes a hazardous condition or an unsafe act by a contractor, will immediately report it to Security or Property Management, to take appropriate corrective action.

Contractor Obligations & Operations Guide

KS SP Limited Partnership operate in compliance with all provisions of the Occupational Health and Safety Act & applicable Provincial Safety Regulations and Statutes.

All Contract personnel conducting work or providing services for SP Management LP or any of its managed properties, are required to work in compliance with all provisions of Ontario Occupational Health and Safety legislation, and are to comply with, and ensure their employees and any other subcontractors or agents working on their behalf comply with, our Corporate Health and Safety Policy and written safe work procedures.

Where five (5) or more employees of any contract company are employed at any property location, a Health and Safety Representative shall be selected from amongst them to represent the contract workers' H&S interests on that project. The contractor's representative shall be introduced to the Landlord's representative at the respective location.

Contract workers will be acquainted with all potential hazards in the work they are to conduct as well as those in the workplace, including exposure to toxic substances. All contract personnel will have received WHMIS training and provide proof of training upon request, where there is any likelihood of exposure to any potentially hazardous product.

The contractor will provide information, instruction and supervision to their workers to protect their health and safety. Every reasonable precaution under the circumstances will be taken to ensure their safety while working at any property.

The contractor will ensure that appropriate protective equipment, materials and devices for the protection of workers are provided, maintained in good condition, used by workers as prescribed by legislation and corporate safety policies and safe work procedures.

Contractors will immediately notify Property Management, of any abnormal workplace conditions found during work being conducted, and shall notify them immediately of any possible exposures to toxic or controlled products, or of chemical spills that may affect the environment, any person, or work being done.

Contract personnel shall properly label, store, and dispose of any potentially toxic or hazardous materials, off site in accordance with the applicable legislation.

Contractors shall obtain prior to commencing work, any necessary Municipal, Provincial or Federal approvals or permits, have them available at the site and provide them to property management representatives, upon request.

Scotia Plaza Management reserves the right to stop the work of any contractor or contracted employees where we deem the work to be unsafe, or contrary to our safe work procedures. In these instances, work will not resume until the situation has been corrected satisfactorily, and that of our employees, as appropriate.

On behalf of Scotia Plaza Management

Signed by the Contractor, indicating that the Tenant & Design Criteria Manual has been provided, is understood, and will be complied with while conducting work on any project, property or premises.

Date: _____

On behalf of The Contractor

**DOCUMENTATION REQUIRED
FOR RELEASE OF TENANT ALLOWANCE**

TENANT

LOCATION

GENERAL CONTRACTOR

DOCUMENTATION REQUIRED
<input type="checkbox"/> STATUTORY DECLARATION
<input type="checkbox"/> RECEIPTED INVOICES FOR TENANT IMPROVEMENT WORK COMPLETED
<input type="checkbox"/> PERMIT SIGN-OFFS OR DECLARATION THAT THERE ARE NO OUTSTANDING ISSUES WITH THE BUILDING DEPARTMENT
<input type="checkbox"/> WSIB CLEARANCE CERTIFICATE
<input type="checkbox"/> CERTIFICATE OF PUBLICATION
<input type="checkbox"/> COMPLETION OF LIEN PROTECTION
<input type="checkbox"/> COPY OF GENERAL CONTRACTORS INSURANCE CERTIFICATE WITH ADDITIONAL INSURED LISTED
<input type="checkbox"/> CONFIRMATION OF THE FINAL COST OF CONSTRUCTION AND TOTAL SQUARE FOOTAGE

ARCHITECTURAL
<input type="checkbox"/> AS-BUILT HARDCOPY DRAWINGS (PDF & AutoCAD)
<input type="checkbox"/> AS-BUILT SOFTCOPY DRAWINGS (PDF & AutoCAD)
<input type="checkbox"/> APPROVED FINISHES CARE AND MAINTENANCE SPECIFICATIONS
<input type="checkbox"/> WARRANTIES
<input type="checkbox"/> HARDWARE SCHEDULE COMPLETE WITH KEYING INFORMATION
<input type="checkbox"/> ARCHITECTS/ DESIGNERS CERTIFICATE OF COMPLETION

MECHANICAL (HVAC AND PLUMBING)

- AS-BUILT HARDCOPY DRAWINGS (PDF & AutoCAD)
- AS-BUILT SOFTCOPY DRAWINGS (PDF & AutoCAD)
- MAINTENANCE MANUALS AND APPROVED CUT SHEETS
- AIR BALANCE REPORT - WRITTEN CONFIRMATION THAT ALL DEFICIENCIES HAVE BEEN RECTIFIED
- DESIGN ENGINEERS CERTIFICATE OF COMPLETION
- WARRANTIES FOR EQUIPMENT AND LABOUR

ELECTRICAL

- AS-BUILT HARDCOPY DRAWINGS (PDF & AutoCAD)
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CONTRACTOR ASBESTOS AWARENESS FORM

CONTRACTOR COMPANY NAME:

COMPANY REPRESENTATIVE:

By signing this form, I acknowledge that I may be working with or working in areas with asbestos-containing materials (ACM). I understand that KS SP Limited Partnership c/o Bentall Property Services (Ontario) Ltd. has an Asbestos Management Program in place at the site, and that this document is available for review. Furthermore, if I have been contracted to perform asbestos abatement work I acknowledge that I have been provided with a complete report. If my work involves asbestos abatement work and during the work a material is discovered that was not referred to in the report and may be asbestos-containing material I will immediately report this occurrence to Scotia Plaza Management Personnel. If my work scope is not asbestos abatement and should my work require the disturbance of asbestos suspected or confirmed ACM's or if I encounter materials have been disturbed, I will immediately report the situation to SP Management Limited Partnership Personnel or the Project Manager.

Name (print)

Signature

Date

RELEASE AND INDEMNITY ROOF ACCESS FORM

It is understood and agreed that in consideration of permission being granted to have access to the roof at _____, the undersigned does for himself/herself, his/her heirs, executors, administrators and assigns, release, discharge, indemnify and hold harmless the Registered Owner, 100 Yong Limited Partnership and SP Management Limited from any and all actions, causes of action, claims and demands for, upon or by reason of any damage, loss or injury to persons or property which heretofore may be sustained in consequence of the aforementioned permission and/or use.

COMPANY: _____

PHONE # : _____

NAME: _____

SIGNATURE: _____

WITNESS: _____