

Cottonwood Corporate Center

TENANT HANDBOOK 2025



Hines

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Welcome to Cottonwood!

On behalf of Hines, we welcome you, your employees, customers, and guests to the Cottonwood Corporate Center! We are thrilled to have you as part of our community, and the Property Management staff look forward to serving you in any way that we can.

The information provided in this tenant handbook is meant to provide you with a better understanding of the Cottonwood Corporate Center (CCC) and to facilitate your company's operations. There is a great deal of information contained within this handbook, so take time to familiarize yourself with it as it will become a valuable resource for you and your company.

Throughout your time at the Cottonwood Corporate Center (CCC), please always feel free to reach out to the Property Management team with any questions, comments, or concerns by phone at (801) 930-6200, by email at cottonwood@hines.com, or in-person at the Property Management Office (Suite 155 of 2795 East)!

PROPERTY MANAGEMENT TEAM



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Emergency Procedures

In the event of a fire, earthquake, or power failure, building systems at Cottonwood Corporate Center will respond automatically to minimize and/or contain damage. All building systems can also be controlled manually.

The Salt Lake City Fire Department is familiar with the building systems and will be on site within minutes of receiving the alarm.

In addition, Floor Wardens on each floor have been trained in emergency procedures. They will wear vests during an emergency for quick and easy identification.

There is very little risk of a fire spreading in Cottonwood Corporate Center, but in the event there is an emergency, it is essential that you are able to do your part.

It is important that you understand what is expected of you in each of the following circumstances:

IN CASE OF FIRE ALARM

1. Stay Calm.
2. Follow Instructions. You may be asked to search the restrooms or offices or to help mobility impaired people from the area.
3. Feel doors with backside of your hand before opening them and do not open any doors that are hot.
4. Close doors behind you but do not lock them. Do not return for papers or personal articles.
5. Proceed to your nearest stairwell and exit the building. If you are mobility impaired, wait at the stairwell for help.
6. Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button. The elevator will automatically return to its base level and open.
7. If smoke is present, stay low. The best air is nearest the floor.
8. If you are outside the building during a fire, stay far enough away to avoid possible falling glass.

Emergency Procedures

IF YOU DISCOVER FIRE OR SMOKE

- Call 911.
- Activate a fire pull station. They are located near stairwell exit.
- Call the Property Management Office at 801.930.6200.
- Notify your Floor Warden and the others on your floor. It is your responsibility to know your Floor Warden and where his/her offices is located.
- Close doors behind you, but do not lock them.

IF THERE IS AN EARTHQUAKE

During an earthquake you are safer inside the building than you are outside. If you feel a tremor:

- Get under a sturdy table or desk to protect yourself from glass and falling objects.
- Stay away from windows.
- Move toward the interior of the building.
- Do not use the elevator.
- Call the Property Management Office at 801.930.6200 if there are serious injuries or life-threatening damage.
- Stand by for instructions.
- Do not attempt to use stairs or evacuate the Building without being instructed to do so.

IN A MEDICAL EMERGENCY

If there is a medical emergency in your work area:

- Call 911.
- Call the Property Management Office at 801.930.6200. An elevator will be held for the medical team.
- Keep Calm.
- Provide medical aid that your training allows.

Emergency Procedures

IF YOU RECEIVE A BOMB THREAT

If you receive a bomb threat, obtain as much information as you can from the caller about the location and type of bomb, its detonation time, and the reason for its placement. Then;

1. Call 911.
2. Call the Property Management Office at 801.930.6200. An elevator will be held for the medical team.
3. Inspect your work area but do not touch or remove any suspicious device or unusual object.

The decision whether to evacuate is the responsibility of the senior officer of each tenant company.

THE ALARM SYSTEM

When there is a fire alarm, building systems will respond automatically, including;

- Smoke dampers automatically isolate the fire zone.
- All stairwell doors and exits automatically unlock.
- The central alarm monitoring system will alert the Unified Fire Authority.

An audible siren and strobe lights activate on the floor of the alarm.

IN THE EVENT OF AN ACTIVE SHOOTER

1. **RUN** if you have a safe route to get away from the gunman, take it immediately. Do not collect belongings.
2. From a safe location, call 911 and provide all available information.
3. Do not pull a fire alarm.
4. **HIDE** if you cannot get away safely.
5. **HIDE** if you cannot evacuate, seek cover. Lock or barricade yourself in a room if possible. Silence mobile devices. Turn out lights. Remain quiet and out of sight.
6. If you are hiding with others, do not cluster together.
7. Look for improvised weapons to throw or hit the gunman with should they enter your area (scissors, laptops, chairs, etc.).
8. **FIGHT** back if the gunman enters your hiding area.
9. When the police arrive, keep your hands raised, fingers spread apart, with nothing in your hands. Immediately comply with all commands. Do not argue, resist, or yell at officers.

Building Rules and Regulations

GENERAL

1. The sidewalks, doorways, halls, stairways, vestibules, and other similar areas shall not be obstructed by any Tenant or used by them for any purpose other than ingress to and egress from their respective Leased Premises, and for going from one part of the Project to another part.
2. Plumbing fixtures and appliances shall be used only for their designated purpose, and no sweeping, rubbish, rags, or other foreign substances of any kind shall be deposited herein. Damage to any such fixture resulting from misuse by Tenant or any employee or invitee of Tenant shall be repaired at the expense of Tenant, and Landlord shall in no way be held responsible.
3. Signs, advertisements, graphics, or notices visible in or from public corridors or the Project exterior shall be subject to Landlord's prior written approval. Nails, screws, and other attachments to the Project require prior written consent from Landlord as well.
4. Landlord shall provide and maintain a directory board in the main lobby of the Project for all Tenants. Any other directory will require prior written consent from Landlord.
5. Landlord shall provide all locks for all doors in the Tenant's Leased Premises. Any additional lock or locks to be placed on any door within the Leased Premises shall require written consent from Landlord. All requests for duplicate keys and locks will be made to the Property Management office.
6. Proposed plans for alterations affecting any physical portion of the Project shall require prior written consent from the Landlord. All contractors and technicians rendering any installation service to Tenant shall be referred to Landlord for approval and supervision prior to performing services. This applies to all work performed in the Project, including, but not limited to installation or telephone, telegraph equipment, and electrical devices, as well as all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the Project.
7. Movement in or out of the Project of furniture, office equipment, or other bulky materials which require the use of elevators, stairways, or the Project entrance and lobby shall be restricted to hours established by Landlord. All such movement shall be under Landlord's supervision, and the use of an elevator for such movements shall be restricted to the Project's freight and service elevators. Pre-arrangements with Landlord should be made regarding the time, method, and routing of any movement.

Limitations for safety or other concerns may prohibit any article, equipment, or other item from being brought into the Project. Tenant shall assume all risks of damage to articles moved and injury to persons or public resulting from such moves. Landlord shall not be liable for acts or damages resulting from any such activity.

Building Rules and Regulations

GENERAL continued...

8. Landlord reserves the right to prescribe the weight and position of safes and other heavy equipment, and prior written approval is required from the Property Management Office before such position transpires. Any damage incurred to the Project by the movement of Tenant's property while in the Project, shall be repaired at Tenant's expense.
9. Corridor doors, when not in use, shall be kept closed.
10. Tenant shall cooperate with Landlord in maintaining the Leased Premises. Tenant shall not employ any person(s) for the purpose of such cleaning other than the Project's cleaning and maintenance personnel. Landlord shall in no way be responsible to the Tenant, its agents, employees, or invitees for any loss of property from the Leased Premises or public areas or for any damage to any property within the Leased Premises.
11. To ensure orderly operations of the Project, no deliveries of ice, water, soft drinks, towels, newspapers, and other such items to any Leased Premises shall be made except by persons appointed or approved by Landlord in writing.
12. Tenant shall not make or permit any improper noises within the Project or otherwise interfere with other Tenants or persons conducting business within the Project.
13. Nothing shall be swept or thrown into the corridors, halls, elevator shafts, or stairways. No birds, fish, or animals of any kind shall be brought into or kept in, on, or about the Leased Premises with the exception of service animals being utilized by an individual with a disability.
14. Tenant shall not install any food, soft drink, or other vending machine within the Leased Premises without prior written consent of Landlord.
15. Tenant within the Leased Premises shall operate no heavy machinery of any kind without the prior written consent of Landlord. Nor shall Tenant use or keep on its Leased Premises any kerosene, gasoline, or inflammable or combustible fluid or material. Tenant shall not use or keep any noxious gas or substances in the Leased Premises, or permit the Leased Premises to be used in a manner offensive or objectionable to Landlord or other occupants of the Project by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those conducting business therein.
16. No portion of the Tenant's Leased Premises shall be used or occupied by sleeping, lodging, or living quarters.
17. Tenant is requested to lock all doors leading to corridors and to turn out all lights at the close of the working day.

Building Rules and Regulations

GENERAL continued...

18. Landlord shall not be responsible for lost or stolen personal property within the Leased Premises or the public areas of the Project, regardless of whether such loss occurred when area was locked against entry.
19. Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leases Premises. Landlord shall make adjustments to thermostats at the request of the Tenant. Damage caused by tampering will be repaired at Tenant's expense.
20. Tenant shall comply with all requirements necessary for the security of the Leased Premises, including, but not limited to, the use of Removal Authorization Passes issues by Landlord for removal of office equipment/packages from the Building, and signing the security register in the Property Management Office after standard business hours.
21. No article deemed hazardous, no explosives, or firearms shall be brought onto the property.
22. Canvassing, peddling, soliciting, and distribution of handbills in the Building are prohibited, and each tenant will cooperate to prevent these activities.
23. Photocopy machines, laser printers, and other such equipment producing ozone gas must be equipped with ozone filters that Tenant must replace periodically based upon the manufacturer's scheduled maintenance for such equipment.
24. Large copy and laser printer operations, photo processing, spray painting, spray gluing, and wet process copying is prohibited unless prior written authorization is received from Landlord.
25. Painting in Tenant space requires Landlord's approval and shall be accomplished after regular office hours only and overtime air conditioning must be provided.
26. Tenant shall not operate individual space heaters and humidifiers.
27. Landlord reserves the right to rescind any of these Rules and Regulations and to make future rules and regulations required for the safety, protection, and maintenance of the building, the operation, and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when made and written notice given to Tenant, shall be binding as if originally included herein.
28. Smoking and chewing tobacco is not permitted anywhere within the buildings, garage, or within twenty-five (25) feet of any entrance to the building.

Moving Rules and Regulations

MOVING RULES AND REGULATIONS

Our goal at Cottonwood Corporate Center is for you to have a safe and successful move. These Rules and Regulations are designed to protect you (the Tenant) as well as the building. To prepare for your move, please read this document thoroughly. If you have any questions regarding the move-in or move-out processes, please contact us at: (801) 930-6200.

SCHEDULING

Moves and deliveries of heavy/bulky items must take place outside of building hours:

Monday - Friday	6:00 p.m. to 6:00 a.m.
Saturday - Sunday	Any Time

Tenant (not Vendor) must contact the Owner at least five (5) business days in advance to schedule a move/delivery. Required information includes date and time the vendor will arrive, name of the vendor, and floor/suite that the vendor requires access to. **For liability reasons, we may ask for a copy of your contract with the vendor, as well as proof that Vendor has insurance that meets the requirements of the Project.**

LOADING DOCK & ELEVATORS

Use of the loading dock during normal business hours is first-come, first-served and is limited to thirty (30) minutes. Other hours of use must be scheduled through the Property Management Office. At the dock, the vendor will check in with security, who will provide access to the elevators and to your suite. Use of the loading dock is limited to loading and unloading only. Personal vehicles are prohibited. There is no exclusive use of the elevators—tenants/vendors are not allowed to “prop open” the elevator door. **Note:** loading dock clearing height is thirteen feet, four inches (13', 4"). For large truck deliveries, please contact the Property Management Office for coordination.

LIABILITY

The Owner strongly recommends that tenants employ experienced and professional movers: the tenant—not the vendor—assumes full liability for any damage incurred during a move or delivery. To protect themselves, tenants should hire vendors that are licensed, bonded, and insured. In addition, they should obtain a Certificate of Insurance (COI) from their vendor(s), listing them as an additional insured party. If property damage occurs, the Owner will hold the tenant responsible.

Moving Rules and Regulations

ADDITIONAL INSURED

- *Hines Global REIT II Properties Limited Partnership*
- *HGREIT II Cottonwood Center LLC*
- *Hines West, LLC*

CERTIFICATE HOLDER

HGREIT II Cottonwood Center LLC
2795 East Cottonwood Parkway, Suite 155
Salt Lake City, Utah 84121

LOADING DOCK & ELEVATORS

The Building (corridors, doors, stairwells, elevators, floors, walls, etc.) must be protected at all times. Floors must be covered by Masonite or plywood, and corners and door frames with cardboard or quilted pads. The move must be strategically planned and orchestrated so that affected areas are safeguarded against damage. You, the Tenant, assume full responsibility for protection of the building and incur any and all costs associated with said protection.

ADDITIONAL INFORMATION

Prior to any move throughout the Building, Tenant and Vendor must complete the *Moving Policies and Procedures* form, to be provided by the Property Management Office. Additional details outlining requirements for moves are outlined in this form along with more information regarding COI requirements for the Project.

Building Access

AFTER-HOURS BUILDING ACCESS

Tenant Employees will have access to the buildings twenty-four (24) hours per day, seven (7) days per week by using their key fob/badge. Otherwise, all buildings are unlocked for all tenants and guests during business hours between 7:00 a.m. to 6:00 p.m., Monday through Friday.

Contractor access to the building must be arranged in advance through the Property Management Office. **It is the responsibility of the Tenant Contact to communicate on behalf of all contractors with the Property Management Office in order to authorize access and avoid scheduling conflicts.**

LOADING DOCK ACCESS AFTER-HOURS

Normal movement of oversized/heavy materials by tenants is to take place on Saturdays and Sundays, or weekdays after 5:00 p.m. or before 7:30 a.m.

Use of the loading dock, service corridors, elevators, and stairwells must be arranged in advance through the Property Management Office. **It is the responsibility of the Tenant Contact to communicate on behalf of all contractors with the Property Management Office in order to authorized access and avoid scheduling conflicts.**

There is **no** exclusive usage of the elevator or reserved parking spaces on the loading dock at the Cottonwood Corporate Center. Shared usage is critical for proper scheduling coordination.

Landlord reserved the right to rescind any of these Rules and Regulations and to make future rules and regulations required for the safety, protection, and maintenance of the building, the operation and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when made and written notice given to Tenant, shall be binding as if originally included herein.

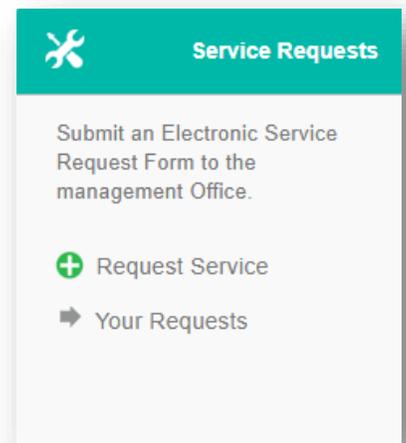
Tenant Portal

Electronic Tenant Solutions (ETS) is the work order and reservation system that we use here at the Cottonwood Corporate Center. All work orders and reservations related to the building are entered either by our staff or by the tenants directly.

SERVICE REQUESTS

We encourage you to put in a work order any time you notice something that needs the Property Management team's attention. For instance, if you notice a light flickering in the restroom, a toilet that might need some extra attention from the janitorial team, or if you simply want to request a key fob for a new employee, a work order will be the way to go! To create a work order, follow these steps:

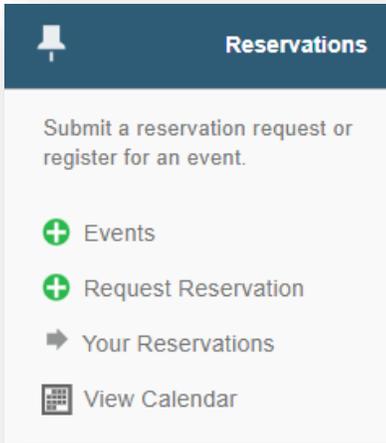
1. Visit the [Tenant Portal](#) website and log in.
 - **Note:** the Property Management team will provide you with a Tenant Portal login upon request!
2. Within the "Service Requests" square that shows up in the window (pictured right), select the green plus sign that says "Request Service."
3. Once redirected to the Service Request screen, enter your contact information. Most of this information should auto-populate based on the information you've provided on your account, but you may want to add more info.
4. In the section called "Service Request Details," select the best option for what you are reaching out about (e.g., if your space feels too cold, you would select the "HVAC Too Cold" radial).
5. You will want to provide as much detail as possible—including the location—about the service request you are entering.
 - **Example:** "In the northwestern-most corner of my office, near office number 155, the temperature is very cold. Could we please have the temperature adjusted to 75 degrees?"
6. If you have a file to attach (e.g., a floor plan indicating the location or a picture associated with the request), you may include it with the request.
7. In most instances, you may leave the "Contractor Description" section blank.
8. Set your request for the future, or you can send it now.
9. Once your request is submitted, it will be assigned to a member(s) of the Property Management team to address!
 - **Note:** throughout the process, the Property Management team will supply you with updates via the Tenant Portal or via email. Once complete, the Request will be closed.



Tenant Portal

RESERVATIONS

Tenants may reserve the Conference Center and/or Tenant Lounge through the Reservations option on the Tenant Portal. Before reserving a space, please be sure to review the Tenant Amenity Information on the following pages for rules and regulations regarding each amenity space. When making a reservation, be sure to follow these steps:



1. Visit the [Tenant Portal](#) website and log in.
 - **Note:** the Property Management team will provide you with a Tenant Portal login upon request!
2. Within the “Reservations” square that shows up in the window (pictured left), select the green plus sign that says “Request Reservation.”
3. Once redirected to the Reservation Request screen, you will see five (5) amenity options. Be sure to review the information associated with each amenity, as different amenity spaces/configurations may suit your needs better. See below for more information about the spaces and configurations.

4. Once you have made your amenity selection, you will be directed to a screen to request your reservation. Here, you will find a description of the space, the capacity information, and you will be able to fill out the details of your reservation for the Property Management team to review.
5. First, you will need to fill out your contact information. Most of this information should auto-populate based on the information you’ve provided on your account, but you may want to add more info.
 - **Note:** if your reservation will have a different contact on the day of, please provide their information as a “Secondary Contact.”



6. In the “Reservation Details” section, you will need to provide the name of the reservation (e.g., “Hines Quarterly Meeting”) along with the number of attendees. A list of attendees and an email reminder is not required, but you may input that information if you wish your attendees to receive automatic reminder emails..
7. Under the “Reservation Time & Dates” section, you will be able to see the availability of the amenity that you are looking to reserve (pictured left).

Tenant Portal

RESERVATIONS continued...

8. Continuing your reservation into the “Available Options” section, you will see additional items that are available to tenants utilizing the amenity. This section is incredibly important to complete, as it gives the Property Management team an understanding of the room setup (except for Tenant Lounge reservations) you need, along with any special requests you may have. See below for a breakdown of the four (4) Conference Center setup options!

- **Note:** the setup of the amenities is handled in-house by the Property Management team, so not all special requests can be accommodated reasonably. Property Management reserves the right to deny any special requests that may negatively impact the buildings, staff, or other tenants.

Option:	Description:	Capacity:
Chairs Only	Just how it sounds! Only chairs will be provided for your reservation. Capacity will depend on the amenity space that you have reserved.	20-80
Classroom	Tables will be arranged into three (3) rows, with two (2) chairs at each table.	20-60
U-Shape	Tables will be arranged in a u-shape in the amenity space, with two (2) chairs at each table.	14-40
None	No tables or chairs provided. This may be a setup for a special event that brings in outside vendors/supplies In instances where a vendor will be attending, a Certificate of Insurance is required to be on file by either by the Tenant or by the vendor.	Varies

9. The last section to consider is the “Attachments” section. Attachments are useful if there are any special requests that are best represented visually or if you have a vendor(s) that have provided a Certificate of Insurance.

- **Note:** the setup of the amenities is handled in-house by the Property Management team, so not all special requests can be accommodated reasonably. Property Management reserves the right to deny any special requests that may negatively impact the buildings, staff, or other tenants.

10. Once you have filled out your request, be sure to click “Submit” at the bottom of the page!

Tenant Amenity Information



FITNESS CENTER

The Fitness Center and locker rooms are for the enjoyment of all Cottonwood Corporate Center tenants and their employees. Please assist us in maintaining these facilities cleanliness and safety by heeding the following rules:

1. Use of the Fitness Facilities is limited to tenants of Cottonwood Corporate Center **only**. No guests are permitted.
2. The Fitness Center may not be used unless you have read, understood, and signed the *Waiver and Release of Claims Arising Out of the Use of the Cottonwood Corporate Center Fitness Center Facilities* form.
3. The Fitness Facilities are open twenty-four (24) hours a day, seven (7) days a week, except on holidays. Those holidays are: Memorial Day, Independence Day, Labor Day, Thanksgiving and Day After, Christmas, and New Year's Day.
4. Do not bring food or drinks into the Fitness Facilities (other than water bottles).
5. Wear shirts, appropriate shorts or sweatpants, and athletic shoes when using the Fitness Facilities.
6. Please do not enter the Fitness Facilities with oil or grease on your shoes.
7. Bring a towel when using the equipment to wipe off your perspiration.
8. Observe the 45-minute maximum on bikes, rowers, treadmills, and 30-minute maximum when others are waiting.

Tenant Amenity Information

FITNESS CENTER continued...

9. Return all weights to the rack after use.
10. IMPORTANT: do not use equipment unless you fully understand written instructions for proper use.
11. To protect your belongings, use a lock to secure them in a locker while you are using the Fitness Facilities. Locks left overnight may be removed by the building management. Neither Landlord nor building management will be responsible for any personal property left within the Fitness Facilities, including any items stored in lockers.
12. Report any injuries or problems immediately to building management.
13. Offensive behavior of any kind will **NOT** be tolerated in the Fitness Facilities. You may be removed from the Fitness Facilities for any such behavior and multiple instances of offensive behavior may result in the permanent loss of use of the Fitness Facilities. Any behavior you feel is inappropriate should be reported to building management immediately.

Tenant Amenity Information



CONFERENCE CENTER

The Conference Center at Cottonwood is for the use of all Cottonwood Corporate Center tenants and their employees. Please assist us in maintaining the cleanliness and safety of this amenity by heeding the following rules:

1. Reservation of the Conference Center Facilities is limited to tenants of Cottonwood Corporate Center **only**. Guests/attendees are permitted, as long as they adhere to these rules.
2. Tenant may coordinate catering services; however, all necessary supplies, utensils, plasticware, glassware, paper products, etc. must be provided by Tenant. ***Please note: Chafing fuel is not permitted anywhere on property.**
3. Any outside vendors that will be rendering services in the Conference Center **must** have a current, valid Certificate of Insurance on file that fulfills requirements set forth by Property Management.
4. Tenant shall not tape, post, or adhere any items to walls or common area without prior permission from Property Management.
5. Tenant shall be mindful of noise levels during all events held within the Conference Center.
6. Conference Center reservations are subject to cancellation at Landlord's discretion due to situations beyond Landlord's control, or upon 48-hour notice for any other reason.

Tenant Amenity Information

CONFERENCE CENTER *continued...*

7. Furniture, chairs, & collapsible wall are **not** permitted to be moved at any time by the Tenant. Requests for room setup should be included in original reservation. If movement of furniture is required, Property Management may be able to assist in moving furniture, but reserves the right to deny a different setup than originally outlined in reservation depending on the situation.
 - **Note: unauthorized movement of furniture, chairs, & collapsible wall resulting in damage to the items may result in a repair or replacement fee depending on the level of damage.**
8. The room setup options are as follows: chairs-only, classroom-style (tables and chairs), u-shape (tables and chairs arranged in a 'U'), or no furniture.
 - **Note:** the setup of the amenities is handled in-house by the Property Management team, so not all special requests can be accommodated reasonably. Property Management reserves the right to deny any special requests that may negatively impact the buildings, staff, or other tenants.
9. No items are to be left in refrigerators and must be properly disposed of after Conference Center use. Fees for excessive cleaning may apply.
10. Use of the Conference Center will only be available during business hours. After-hours reservation requests will be considered by Property Management on a case-by-case basis and depends on staffing, availability, and complexity of request.
11. After-hours requests will be free-of-charge so long as no special requests are required and are within regular building hours. Any reservation made before or after building hours will require security on-site and the fee for additional security will be billed back to Tenant.
12. Propping of entry doors to the building is not permitted at any time.

Tenant Amenity Information



TENANT LOUNGE

The Tenant Lounge is for the use of all Cottonwood Corporate Center tenants and their employees between 7:00 AM and 6:00 PM, Monday through Friday. Please assist us in maintaining the cleanliness and safety of this amenity by heeding the following rules:

1. Reservation and use of the Tenant Lounge is limited to tenants of Cottonwood Corporate Center **only**. Guests/attendees are permitted, as long as they adhere to these rules and are escorted by Tenant at all times.
2. The Tenant Lounge is available to reserve from 8:00 AM to 11:00 AM and from 2:00 PM to 5:00 PM from Monday through Friday. After-hours reservation requests will be considered by Property Management on a case-by-case basis and depends on staffing, availability, and complexity of request.
3. Tenant may coordinate catering services; however, all necessary supplies, utensils, plasticware, glassware, paper products, etc. must be provided by Tenant. ***Please note: Chafing fuel is not permitted anywhere on property.**
4. Tenant shall not tape, post, or adhere any items to walls or common area without prior permission from Property Management.
5. Any outside vendors that will be rendering services in the Conference Center **must** have a current, valid Certificate of Insurance on file that fulfills requirements set forth by Property Management.

Tenant Amenity Information

TENANT LOUNGE *continued*...

6. If event will include alcoholic beverages, Tenant **must** have a current, valid Certificate of Insurance on file that fulfills requirements set forth by Property Management.
7. Tenant shall be mindful of noise levels during all events held within the Tenant Lounge.
8. Lounge reservations are subject to cancellation at Landlord's discretion due to situations beyond Landlord's control, or upon 48-hour notice for any other reason.
9. Furniture and/or chairs are **not** permitted to be moved at any time by the Tenant. Requests for room setup should be included in original reservation. If movement of furniture is required, Property Management may be able to assist in moving furniture, but reserves the right to deny a different setup than originally outlined in reservation depending on the situation.
10. No items are to be left in refrigerators and must be properly disposed of after Tenant Lounge use. Fees for excessive cleaning may apply.
11. After-hours requests will be free-of-charge so long as no special requests are required and are within regular building hours. Any reservation made before or after building hours will require security on-site and the fee for additional security will be billed back to Tenant.

Tenant Amenity Information

COURTYARD

The Courtyard is for the use of all Cottonwood Corporate Center tenants and their employees. Please assist us in maintaining the cleanliness and safety of this amenity by heeding the following rules:

1. Reservation and use of the Courtyard is limited to tenants of Cottonwood Corporate Center **only**. Guests/attendees are permitted, as long as they adhere to these rules and are escorted by Tenant at all times.
2. Availability of the Courtyard is from 8:00 AM to 11:00 AM and from 2:00 PM to 5:00 PM from Monday through Friday. After-hours reservation requests will be considered by Property Management on a case-by-case basis and depends on staffing, availability, and complexity of request.
3. Tenant may coordinate catering services; however, all necessary supplies, utensils, plasticware, glassware, paper products, etc. must be provided by Tenant. Grilling in the Courtyard area will be considered by Property Management on a case-by-case basis and requires supervision at all times.
4. Tenant shall not tape, post, or adhere any items to walls or common area without prior permission from Property Management.
5. Any outside vendors that will be rendering services in the Conference Center **must** have a current, valid Certificate of Insurance on file that fulfills requirements set forth by Property Management.
6. If event will include alcoholic beverages, Tenant **must** have a current, valid Certificate of Insurance on file that fulfills requirements set forth by Property Management.
7. Tenant shall be mindful of noise levels during all events held in the Courtyard area.
8. Courtyard reservations are subject to cancellation at Landlord's discretion due to situations beyond Landlord's control, or upon 48-hour notice for any other reason.
9. Furniture and/or chairs are **not** permitted to be moved at any time by the Tenant. Special setup requests should be included in original reservation. If movement of furniture is required, Property Management may be able to assist in moving furniture, but reserves the right to deny a different setup than originally outlined in reservation depending on the situation.
10. Fees for excessive cleaning may apply.
11. After-hours requests will be free-of-charge so long as no special requests are required and are within regular building hours. Any reservation made before or after building hours will require security on-site and the fee for additional security will be billed back to Tenant.

Neighborhood Guide



RESTAURANTS

- Knickerbockers Deli
- Eight Settlers Restaurant & Distillery
- Market Street Grill & Oyster Bar
- Spitz Restaurant
- The Happy Sumo



HOTELS

- Grand America (Downtown)
- Hampton Inn Salt Lake City Cottonwood
- Hyatt Place Salt Lake City/Cottonwood
- Courtyard Salt Lake City Cottonwood



TRANSPORTATION

- Buses 72 & 223 stop directly in front of building 2855.
- Connect to Blue Line train (north or south) via the 72 route at Midvale Fort Union Station.
- Free Parking is also available at the property.



LOCAL ATTRACTIONS

- Local Hiking
- Ski Resorts - Alta, Brighton, Solitude, Snowbird
- Utah Hogle Zoo
- Temple Square



BANKS, ATMS

- American First Credit Union
- U.S. Bank
- Wells Fargo Bank
- Zions Bank



Contractor Insurance Requirements

All Contractors performing work on, in, or around the Property (Cottonwood Corporate Center) are required to furnish and maintain at their own expense the following insurance:

WORKERS' COMPENSATION

Workers' Compensation insurance in accordance with statutory law and employers' liability insurance with a limit of not less than \$1,000,000 per accident or occurrence.

BUSINESS AUTO LIABILITY

Insures bodily injury and property damage with a combined single limit of not less than \$1,000,000 per accident for owned, non-owned, and hired vehicles.

COMMERCIAL GENERAL LIABILITY

Insurance must name the below listed additional insureds against any and all claims for bodily injury and property damage occurring in or around the Building arising out of the contractor's work and all incidental or necessary operations. Such insurance shall have a combined single limit of not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate limit per project and excess umbrella liability insurance in the amount of \$5,000,000.

The contractor will maintain policies with companies rating A X or better in the most current issue of A.M. Best's Insurance Rating Guide. Insurers will be licensed to do business in Utah State.

Any deductible amounts under any insurance policies required will be for property damage only and will not exceed \$1,000. Confirmation of insurance will be delivered to the Manager before the commencement date of the work and annually ten (10) days prior to the expiration of the old policy. Each insurance policy will provide notification to the Manager at least thirty (30) day prior to any cancellation or modification to reduce the insurance coverage. Certificates of insurance will be on the ACCORD form 25S, accompanied by appropriate Additional Insured Form.

ADDITIONAL INSURED

- *Hines Global REIT II Properties Limited Partnership*
- *HGREIT II Cottonwood Center LLC*
- *Hines West, LLC*

CERTIFICATE HOLDER

HGREIT II Cottonwood Center LLC
2795 East Cottonwood Parkway, Suite 155
Salt Lake City, Utah 84121

Approved Building Contractors

FREQUENTLY-USED GENERAL CONTRACTORS

New Concepts Construction

Mike Loflin, Project Manager

mike.l@nccinc2.com

O: (801) 463-1021

C: (801) 656-8473

Rand Construction

Correy Selden, Director

cselden@randcc.com

O: (801) 419-5052

Gerber Construction

Jason Giles, Project Manager

jasong@1gerber.com

O: (801) 407-2017

C: (801) 380-6766

Layton Construction

Jordan Walker, Project Manager

jwalker@laytonconstruction.com

C: (801) 616-0558

ELECTRICAL CONTRACTORS

Wasatch Electric

Jared Burningham, Division Manager

jburningham@wasatchelectric.com

O: (801) 487-4511

D: (801) 478-2162

Rydalch Electric

Dave Gray, Service Manager

dgray@rydalchelectric.com

D: (801) 265-1813

C: (801) 870-1865

PLUMBING CONTRACTORS

CCI Mechanical

Chad Okutani, Account Manager

cokutani@ccimechanical.com

O: (801) 973-1286

C: (801) 558-7048

Told Plumbing

O: (801) 785-5559

MECHANICAL CONTRACTORS

CCI Mechanical

Chad Okutani, Account Manager

cokutani@ccimechanical.com

O: (801) 973-1286

C: (801) 558-7048

Johnson Controls

Teri Karrick, Customer Care Representative

teri.williams@jci.com

O: (801) 201-3886

Approved Building Contractors

FIRE ALARM SYSTEMS

Alarm Control Systems

Brad Wilkinson, Project Manager

bwilkinson@alarmcontrol.com

O: (801) 486-8731

C: (801) 870-0410

Certified Fire

Travis Harward, Inspector

tharward@certfs.com

D: (801) 281-0746

C: (801) 455-2714

BUILDING AUTOMATION SYSTEMS

Utah Yamas Controls

Jeremy Larson, Project Delivery Technical Manager

jl Larson@utahyamas.com

O: (801) 990-1950

Available Telecom Vendors

2755:

XO Communications

Internet & Fiber

Syringa

Internet & Fiber

Comcast

Internet & Fiber

Verizon

Internet & Fiber

Integra (Zayo)

Internet & Fiber

AT&T

Internet & Fiber

Lumen

Internet & Fiber

2795:

XO Communications

Internet & Fiber

Syringa

Internet & Fiber

Comcast

Internet & Fiber

Verizon

Internet & Fiber

Integra (Zayo)

Internet & Fiber

AT&T

Internet & Fiber

Lumen

Internet & Fiber

2825:

XO Communications

Internet & Fiber

Syringa

Internet & Fiber

Comcast

Internet & Fiber

Verizon

Internet & Fiber

Integra (Zayo)

Internet & Fiber

AT&T

Internet & Fiber

Lumen

Internet & Fiber

2855:

XO Communications

Internet & Fiber

Syringa

Internet & Fiber

Comcast

Internet & Fiber

Verizon

Internet & Fiber

Integra (Zayo)

Internet & Fiber

AT&T

Internet & Fiber

Lumen

Internet & Fiber

Day Work Requirements

Should a contractor be authorized by the Owner to work during regular building business hours, the following procedures must be followed.

APPROVED WORK

Contractor may only perform work that will not cause noise or disturb existing tenants, for example:

- Carpet installation
- Tile/VCT installation
- Non-odorous painting
- Drywall taping
- Drywall mudding
- Some drywall sanding (depending on ventilation)
- Electrical wiring (as long as existing systems are not disturbed)
- Mechanical installation (as long as existing systems are not disturbed)
- Plumbing installation (as long as existing systems are not disturbed)

AFTER-HOURS WORK ONLY

Any work that will cause noise or could disturb tenants in any way will be performed after hours, such as:

- Shooting studs
- Hanging drywall
- Core drilling
- **Any** type of MEP shutdown
- Shooting hangers for piping or mechanical systems
- Any odorous work
- Any work that will cause excessive dust/debris

RULES AND REGULATIONS FOR DAY WORK

Contractors must adhere to the following rules at all times. Should any contractor be caught breaking any of the regulations set forth, they will be asked to leave the Premises immediately.

- Contractors are not allowed to use passenger (non-padded) elevators for any reason. Contractors caught using the passenger elevators will be billed for cleaning services.
- All major deliveries must happen after hours (see "Moving Rules and Regulations" for further detail).
- Contractors are not allowed to loiter in the building lobby or building stairwells.
- Contractors are not allowed to smoke, chew, spit, or eat sunflower seeds on the Premises at any time.
- All trash and debris will be removed from the Premises after hours.
- Contractors will keep all common areas (elevators, stairwells, loading dock, restrooms, etc.) clean at all times.

Construction Guidelines

The owner takes great pride in its properties and therefore has stringent rules for construction projects within Cottonwood Corporate Center. These procedures provide information for all Tenant's and Contractors and the requirements for construction projects within the building. If at any time, you as a Tenant will be involved in a construction project, the construction within your leased space must comply with the following Rules and Regulations.

Please review all Rules and Regulations in the packet with your contractor. A signed copy of the Rules and Regulations must be returned to the Owners Property Management office prior to the start of construction. Please make sure to include those items noted in #3 of the Rules and Regulations.

Cottonwood Corporate Center is pursuing LEED recertification. Any tenant improvement (TI) work or tenant alterations will be performed in accordance with Cottonwood Corporate Center sustainability practices.

Tenants in the building performing new, retrofit, demolition, renovation, modification, or tenant improvement ("TI") facility alteration projects shall be subject to additional requirements and guidelines (included below). The architectural firms, designers, engineers, and general contractor, shall have a LEED Accredited Professional ("LEED AP") on the project team, or consulting, to help guide the project in terms of energy savings, sustainable purchases, and indoor environmental health benefits.

Should you have any questions regarding this information, please contact the Property Management office at (801) 930-6200.

Received and Acknowledged:

Date:

TENANT

Received and Acknowledged:

Date:

CONTRACTOR

Plan Submittal Procedures

When submitting plans to Owner for the City's approval, please provide the following:

- Four (4) sets of Architectural drawings stamped "permit set."
- One (1) copy of Lighting Summary.
- Documentation showing the total construction cost related to the drawings.
- Documentation showing the construction area's square footage.
- One (1) 8.5 X 11 floor plan schematic highlighting the construction area.
- One set of Mechanical, Electrical and Plumbing plans - for review only.

OTHER REQUIREMENTS

- Allow the Owner five (5) working days after the day of submittal to review the plans before submitting them to the city.
- If questions arise from the review, the Owner will notify the Project Manager in writing. This notification will be by E-mail or letter.
- The Owner asks that all correspondence related to construction concerns be in writing.
- The General Contractor will notify the Owner when plans have received the approval stamp.
- The Owner will retrieve plans either on the same day of notification, or the following business day depending on the time of notification.

CONTACT INFORMATION

Amanda Gushard	Senior Property Manager	702-767-1374
Ryann Wynn	Property Manager	801-930-6200
Adam Walbridge	Engineering Manager	801-930-6200

PERMIT INFORMATION

- Building Address: 2795 E. Cottonwood Parkway, Suite 155, Salt Lake City, UT 84121
- Building Owner: HGREIT II Cottonwood Center, LLC
- Property Manager: Hines West, LLC

Note

The Owner has no control as to the timeliness of the City's plan approval process. The Owner will notify the Project Manager the day the plans are returned to the Owner's office.

Legal Description of the Real Property

THOSE CERTAIN OFFICE BUILDINGS, WHICH COMPRISE AN OFFICE CAMPUS OF APPROXIMATELY 490,030 SQUARE FEET, LOCATED AT 2755, 2795, 2825, 2855 EAST COTTONWOOD PARKWAY, SALT LAKE CITY, UT 84121.

General Construction Rules and Regulations 2025

For all engaged in work in and around 2755, 2795, 2825, 2855 East Cottonwood Parkway, Salt Lake City, UT.

The following Contractor Rules and Regulations for Contractor's work shall govern the operation of the Contractor and all sub-contractors and are issued as additional Building Rules and Regulations. For purposes of these Contractor Rules and Regulations, Owner shall also mean HGREIT II COTTONWOOD CENTER LLC and the building Property Management Office.

GENERAL

Property Management reserves the right to rescind any of these Rules and Regulations and to make future rules and regulations required for the safety, protection, and maintenance of the building, the operation and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when made and written notice given to Tenant, shall be binding as if originally included herein.

It is understood and agreed by all parties that nothing contained in these Regulations shall in any way affect, modify or supersede any of the terms set forth in the Tenant's lease for space at the Building, or Hines Contract including, without limitation, any indemnifications set forth therein. In addition, neither Tenant, Manager nor the Owner of the Building will be responsible for any property belonging to Contractor, its employees, agents or sub-contractors or of others associated in any way with the Work.

Failure to perform work in a manner consistent with the Contractor Rules & Regulations may result in Property Management immediately stopping Contractor's work. Property Management and Owner shall have no liability for any costs or expenses incurred by Tenant, Tenant's Contractor, or any sub-contractors in connection with or as a result of such work stoppage.

Tenant will be responsible for all actions done on its behalf by Tenant's Contractor or its sub-contractors including but not limited to damage to the tenant areas, the loading dock, the entrances to the Building, indoor and outdoor public areas, elevators, mechanical and electrical areas, the MPOE and floor phone/data rooms, and any exterior elements of the 'Cottonwood Corporate Center' (collectively referred to as the "Building"). Any such damages will be promptly repaired to the Owner's satisfaction at the sole cost of Tenant and its Contractor.

General Construction Rules and Regulations 2025

Tenant's Contractor shall comply with all applicable codes, laws and regulations pertaining to the work on the premises, including all safety and health regulations.

All contractors working at Cottonwood Corporate Center will strictly follow the following Building Rules and Regulations:

- A copy of these rules **must** be posted on the job site at all times.
- Building permits **must** be posted on the job site at all times.
- All construction workers must be properly, permanently, and visually identified.

The identification system **must be approved by the Engineering Manager and or Building Management prior to the start of contractor's work** and may take the form of hard hats with numbered decals or badges for attachment to clothing. All companies will maintain an updated list of authorized workers with Engineering and will notify Building Management and Engineering Management of each change.

POSTING OF RULES & REGULATIONS

A copy of these Rules & Regulations, acknowledged and accepted by the contractor, must be conspicuously posted on the job site allowing easy access by all workers. It is the contractor's responsibility to instruct his/her personnel and all sub-contractor personnel to familiarize themselves with these rules.

The Contractor Rules & Regulations may be amended or revised at any time to fit the situation at the time. The amended or revised Contractor Rules & Regulations shall become effective upon delivery to Contractor or publication by posting at the project site, whichever is earlier.

General Construction Rules and Regulations 2025

GENERAL CONSTRUCTION

1. Loitering in or around the building is not permitted. Workers should arrive no earlier than 15 minutes prior to work.
2. All authorized contractors shall park on the upper deck of the parking garages, leave close/upfront parking spaces for tenants and visitors. Vehicles parked in multiple parking spaces or handicapped spaces without the appropriate placard, or along any access road, will be towed without warning.
3. All workers, while working at any Hines Utah Properties, shall act in a professional manner to include but not limited to:
 - a) No foul or abusive language.
 - b) No smoking or drinking in public areas.
 - c) No physical violence or threat of physical violence.
 - d) No standing or loitering in lobbies or common areas.
 - e) No use of radios in the construction or common area during day operational times area.
 - f) No Theft or personal or building property will be tolerated.
 - g) No article deemed hazardous, no explosives or firearms shall be brought onto the property.
4. While on site, construction workers are confined to the construction area.
5. Contractors and sub-contractors are not permitted to directly approach tenants that are not part of the project scope of works. This includes tenants located below, above, or in the general vicinity of the construction area. All requests for access to tenant spaces, and approvals for noisy or disruptive work must be made with the Building Management.
6. No cooking of any kind will be allowed on the site.
7. No odor-causing or particulate-generating practices are allowed at any time
8. No interviewing of job applicants or sub-contractors will occur on-site without prior approval by building management and a prior scheduled appointment.
9. All work areas will be cleaned daily of trash, debris and non-useful materials. Failure to do so will result in Property Management providing this service and back-charging the contractor accordingly.
10. Contractors will be required to monitor all traffic and work through the service elevator and service corridor (if applicable) to ensure that dust and debris are not tracked into public areas. (See IAQ Standards)

General Construction Rules and Regulations 2025

GENERAL CONSTRUCTION continued...

11. The construction area will be kept clean and organized at all times. The General Contractor should enforce this standard with each sub-contractor and maintain the area to a level satisfactory with the Landlord.
12. Contractors and their subs are only authorized to access areas included in the scope of work and service corridors for access to these areas. No contractor is authorized on floors not included in the scope of work without authorization from Property Management.
13. WET paint signs must be posted in all public areas when appropriate.
14. Contractors shall provide temporary electrical devices within the demised premises for its sub-contractors' use. **Contractors will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.**
15. Contractors shall use reasonable measures to minimize energy consumption in the construction area when possible. The Building shall pay for normal electrical consumption during the construction process. All lights and equipment must be turned off at the end of the Contractor's business day. In the event that the Contractor leaves lights or equipment on during off hours, Management reserves the right to receive from contractor or tenant just compensation for excessive electrical consumption.
16. Any damage sustained during the Work to electrical rooms, telephone rooms, storage closets, janitor closets, restrooms, or freight lobbies is the responsibility of the contractor. A list of pre-existing damage to these areas should be submitted to management, and should be acknowledged by such offices, prior to commencement of the Work.
17. In any occupied Building, in part or in full, all construction activities (exclusive of inspections) related to the tenant improvement must be completed after business, which business hours are defined as Monday through Friday from 6:00 AM to 6:00 PM.
18. Contractor must notify management at least 24 hours prior to commencing any painting or varnishing. Any spray painting with solvent-based paints must be pre-approved by the City's Fire Department and the Property Management Office. Painting of elevator doors is to be supervised by the elevator maintenance company appropriate to the Building. Any cost incurred is the responsibility of the Contractor. Painting elevator smoke curtain doors is prohibited.

General Construction Rules and Regulations 2025

GENERAL CONSTRUCTION *continued...*

19. Contractors and each sub-contractor shall implement and maintain an accident prevention program and an employee safety-training program. Proof of compliance with OSHA should be submitted to Management. All employees on the job, regardless of direct payroll they are on, are required to respond to safety instructions from the actor's supervisor. Persons who do not respond shall be removed from the job site.
20. Contractors shall cover or provide filter protection. All return/air transfers shall be filtered off to control the transmission of dust and dirt in accordance with the requirements of Management. Covering of filter material must be removed at the completion of construction. Contractor shall keep all tenant entrance and exit doors closed to restrict movement of dust or dirt and shall close-off temporary openings with polyurethane approved by the City's Fire Department. Due to local fire codes, no openings may be on a tenant-occupied floor to the corridor unless the door remains closed except when materials are being delivered. Pre-filters should be installed over all return air openings until finished floors are installed in accordance with requirements of management.
21. Upon completion of the work, contractors shall submit complete sets of marked-up as-built drawings and record documents to the architect (or space planner) for approval. Upon approval, these shall be forwarded to the Tenant and Management. In addition, the Tenant and Management shall be allowed to obtain copies of manuals for each item of equipment and apparatus furnished in connection with the Work. Contractors must provide Management complete documentation as outlined in the contract.
22. At the completion of the Work, the Contractor and each sub-contractor, along with Management's Building maintenance personnel, shall direct the checkout of utilities operation systems and equipment for readiness, shall assist in their initial start-up and testing by sub-contractors and shall provide general familiarization training for management personnel during the checkout and startup period.
23. All Contractors are not to proceed with any corrections requested by the City's Building and Safety Department or by the City's Fire Department without a written concurrence from the Owner. Request for change orders on this subject must be accompanied by the Order to Comply or by the Correction Notice with the City's number generated by the Inspector. The Owner must be contacted immediately on any requests by the above referenced inspectors.

General Construction Rules and Regulations 2025

GENERAL CONSTRUCTION continued...

24. Each Contractor and sub-contractor shall purchase and maintain insurance in full accordance with each of the terms and conditions set forth in the Contract. No Contractor shall be allowed to start any work in the Building without current certificate of insurance on file with the Tenant and Management. Contractor must keep current insurance certificates on all sub-contractors. Any Contractor or sub-contractor performing work found to be without current insurance will be immediately ordered off the premises.
25. Management shall at all times have access to the Work regardless of its state, preparation and progress.
26. The Contractor will be required to furnish the Tenant and Management with a list of sub-contractors prior to commencement of the job(s). This list will include phone numbers and contacts for Contractors and each sub-contractor, including home and emergency telephone numbers.
27. **Tenant shall cause Contractor to engage solely with the following Landlord-approved sub-contractors: Alarm Control Systems for fire alarm; Interwest Fire for sprinklers; Utah Yamas Controls for HVAC controls; and, Robert I. Merrill for door hardware.**
28. No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all remediation and/or repairs will be at the Contractor's expense.
29. All materials that have any potential for hazard (paints, glues, polishes, solvents, etc.) must have their associated SDS sheets available at the Project Site during the performance of the Work. (See IAQ and Safety Data Sheet requirements.)
30. All work that requires access to occupied Tenant space, such as core drilling and setting of anchors, must be scheduled seventy-two (72) hours in advance; Landlord will arrange for a Security escort to remain in the occupied tenant space for the duration of the work and the cost of such escort will be borne by the Contractor. This work—as all work—will be completed outside of business hours.
31. It is the General Contractor's responsibility to remove or reroute existing electrical conduits and pipes.
32. No coring of any surface is to be done without prior approval of Building Management and the Engineering Manager.

General Construction Rules and Regulations 2025

GENERAL CONSTRUCTION continued...

33. No materials are to be cut, welded, or modified outside the work space. This should be done offsite or with building permission outside the trash enclose.
34. Details and specifications of any roof penetrations or equipment mounting on the roof must be submitted in writing to the Management Office for approval.
35. The Property will provide no materials, supplies, tools, ladders or equipment. Contractors and sub-contractors must provide all such items.
36. No storage of flammable substances will be allowed on the property unless approved by Property Management and in accordance with approved City and or National Building Codes and Regulations.
37. No vendor or outside contractor is permitted to perform building work inside any property equipment or mechanical room including, but not limited to, electrical and telephone rooms without the Engineering Manager's authorization.
38. No vendor or outside contractor is permitted to perform work, in or on ceilings of any property common areas without the Engineering Manager's authorization.
39. Under no circumstances shall the contractor drill, burn, or fasten anything to any structural steel members or clay tile system without written consent of Property Management or Engineering Manager.
40. Property common areas including floor, ceiling, wall, or mechanical chases may not be used as a tenant raceway system. If a corridor crossing is required, landlord approval is required. Plenum rated cable is required on all applications. No exceptions accepted.
41. Acceptable construction barricades and or lockable doors must be maintained and used to control noise and dust pollution to a minimum level. All common areas must be kept clean and maintained at levels of acceptance to the Landlord. Use of dust (walk-off) mats at all exits is required.
42. There will be no Contractor-specific signage posted on perimeter of barricades. Safety and access signage are permitted.

General Construction Rules and Regulations 2025

BUILDING USE

The Contractor shall confine his/her use of the premises to the designated construction work area(s), freight and service elevator, and loading dock so as not to interrupt other tenants, property management and maintenance of the Project.

Before commencing any of the Work, the Contractor shall erect construction barriers acceptable to Owner between the area where the Work is being conducted (the "Work Area") and any public areas at and around the building in which the Work is constructed ("Project Site") and will keep the Work Area closed from public view until completion and occupancy by Tenant. The Contractor shall perform all construction activities and all storage of materials inside the Work Area.

The protection of building corridors, doors, stairwells, freight elevator, floor coverings, public areas, lobbies and service areas is the sole responsibility of the Tenant and its Contractor. Protection of the building floor coverings by Ram Board or plywood along the prescribed route of movement through the building as outlined by Property Management is required. In addition, complete and total protection is required for all elevator lobbies, building corridor walls, corners and corridor doors with cardboard, plywood or other preapproved materials.

General Construction Rules and Regulations 2025

WORK COMMENCEMENT

Within a reasonable time prior to the start of any on-site work, delivery of materials, equipment, or personnel, the following will be submitted to the Property Management Office:

- Complete set of drawings approved by the Owner/Property Manager/Tenant and the Local City Authority.
- Certificate of Insurance, for the General Contractor, sub-contractors, suppliers and all others working on the Project that meets the requirements and approval of the Owner (see requirements on Pages 14 & 51 of this document.)
- A schedule of work to be performed and deliveries, detailed by trade (When applicable, the construction schedule shall sequence the installation/application of wet and emissive materials such as sealants, paints and coatings, before the installation/application of absorbent materials, namely carpet, cloth covering, ceiling tile and gypsum.) All large deliveries after 8am and before 6pm will be turned away. The Building Management will not be held responsible for any impact or return delivery costs.
- List of all proposed sub-contractors and suppliers, as well as contact name and number for each company.
- Completed Building Access Card Applications for necessary personnel.
- Contact information of personnel who are authorized to represent the General Contractor (including office phone, email, and cell phone.)

General Construction Rules and Regulations 2025

WORK COMMENCEMENT *continued...*

No revisions or changes of any kind may be made to the tenants / Building construction plans without the consent of Owner. Any proposed revisions or changes must be submitted to Owner, for Owner's review and approval prior to commencement of such changes.

A "kick off" / "Prestart" meeting will be scheduled by Management prior to start of construction to discuss guidelines, procedures, schedules, quality control and other items that are intended to make the job run efficiently and timely for all parties. The "kick off" meeting shall be attended by Tenant, Contractor, Architect (or space planner) and representative from Building Management and Engineering Management.

Contractor's superintendent is encouraged to make use of the Building Management's ("Management") experience with the Building systems and defer to Management's decisions at all times Management will make itself available for consultation during the entire Work process. Management may attend all meetings with Contractors, sub-contractors and/or architects (or space planners) that involve Building systems or major changes of scope and, therefore, management shall be informed of all such meetings.

General Construction Rules and Regulations 2025

PERMITS

All necessary permits and/or stamped construction drawings, provided by the Utah Authorities, or any other Authority having jurisdiction, shall be conspicuously posted and available within the job premises throughout the duration of construction.

General Construction Rules and Regulations 2025

ACCESS

Access to the building and construction areas must be scheduled, by the Contractor, with at least five (5) days' advanced notice by contacting the Property Management Office.

An authorized representative of the General Contractor must check in with Property Management daily before access is granted to any Sub-contractors or workers. A Building Access Card is required in order to access certain construction areas; access cards can be checked out from the Property Management Office and will require photo ID.

The General Contractor and Sub-contractors must use the designated service elevator to access the construction work. Access to other areas of the building and tenant areas is prohibited unless coordinated with the Property Management Office with at least three (3) days' advanced notice. Security may provide escorted access to tenant floors, if approved in advance by the Property Management Office; the additional security assistance will be billed back to the Tenant or General Contractor.

General Construction Rules and Regulations 2025

COMMON AND OTHER TENANT AREAS

The Contractor shall carefully protect all elevators, walls, carpets, floors, furniture and fixtures and shall repair or replace damaged property without cost to the Building. Where applicable, all ingress/egress doors to tenant suites shall remain closed at all times unless transporting equipment or debris to or from the construction area. Additionally, doors to all work areas, including mechanical and electrical closets, will remain closed at all times. Propping doors open is expressly prohibited. (Stairwell doors must be kept closed at all times where applicable).

If the scope of the Work includes revisions to the elevator lobbies, Contractor must arrange to meet with the Property Management, Engineering Manager and Elevator Technician to determine the proper procedures for protecting the elevators, direction arrows, and buttons. Contractor must comply with rules and regulations of the local authorities regarding work that is required to be completed only by elevator technicians or other approved contractors. This work must be scheduled with the on-site elevator maintenance company.

General Construction Rules and Regulations 2025

WORKING HOURS

Any work that has the potential to disrupt normal business activity of other tenants must be performed outside building Lease hours. A schedule of noise-producing work must be provided to Property Management at least seventy-two (72) hours in advance so that we may notify our tenants that may be working after Lease hours of the potential disruption. Examples of this type of work are defined, but not limited to the following:

- Drilling or cutting of the concrete floors, or structural members.
- Any work in which machine noise or vibration may disrupt normal office procedures (this includes, but is not limited to: hanging sheetrock, laying track, shooting ceiling supports, etc.)
- Material stocking, demolition, and trash removal.
- Any work requiring access to occupied tenant spaces (requires at least 72 hours advanced notice)

Lease hours and Peaceful Enjoyment hours are 6:00 a.m. to 6:00 p.m., Monday – Friday, and 9:00 a.m. to 1:00 p.m. on Saturdays. All Contractor Work must be scheduled so that it in no way conflicts with, interferes with, or impedes the quiet and peaceful enjoyment of other tenants, or the progress of Hines' operations.

Tenant complaints received during these hours may result in Property Management immediately stopping Contractor's work and Property Management/Owner shall have no liability for any costs or expenses incurred because of such shut down.

Any work that is in conflict will be rescheduled by the Contractor to such time as approved by Property Management. Additionally, Hines shall have no liability for any costs or expenses incurred by Tenant or Contractor in connection with such rescheduling.

General Construction Rules and Regulations 2025

DUSTY AND ODOROUS WORK

All dusty and odorous work must be done after Lease hours (as defined above). The Contractor shall notify the Property Management Office prior to commencement of dusty and odorous work (e.g., sheetrock cutting, sanding, extensive sweeping, plumbing, sprinkler work, painting, carpeting, etc.) to ensure that monitoring systems can be suspended, and additional filtering capacity can be arranged for the affected HVAC equipment, at the contractor's cost, if applicable. In addition, passenger elevators may need to be sealed off to prevent damage to elevators.

Any costs related to overtime HVAC (including engineering OT, if applicable) required to exhaust the odors from the floor will be charged to the Tenant/Contractor. Failure to make such notification will result in the contractor absorbing the costs to return the equipment to proper condition. Inadvertently causing fire alarms, by not following this guideline, may result in a fine or penalty that shall be the responsibility of the Tenant/Contractor.

No Base Building systems will be turned off or disengaged by the Contractor or sub-contractor without approval and supervision by the Property Management Office; these systems include, but are not limited to: fire sprinklers, electrical circuits, HVAC, air conditioning, air-handling units, emergency generator, fire pump, smoke heads, water supply, and parking and security access controls.

General Construction Rules and Regulations 2025

INDOOR AIR QUALITY (IAQ)

Before starting and interior construction, demolition and significant renovation, the General Contractor will establish a work plan with control measures to protect the indoor environment and tenant comfort. This must include:

1. Specific steps within a plan to prevent and responding to water and water vapor released during indoor construction (with an emphasis on periods with drying and curing concrete, floor levelling materials, and wet spray applied coatings.)
2. The Contractor must inspect indoor areas during the construction / renovation for signs of water release or condensation, impacting on building and building materials and confirm IAQ protective and control measures are implemented and maintained.
3. The Contractor must insure that indoor construction/renovation areas that are mechanically heated and cooled to not exceed the indoor dew point of 60°F
4. The Contractor must arrange for effective isolation of indoor areas that are under construction/renovation from all other building areas. This includes all types dust, particles, debris, odors and moisture.
5. The Contractor must demonstrate plans and methodologies that would prevent the excessive release of particles (e.g. grinding, torch or reciprocating cutting, welding, solder, drywall finishing.)
6. The Contractor must demonstrate plans that would restrict work methods to prevent excessive release of odors (e.g. application on paints, varnish, adhesives, sealants, and other wet-applied coatings.)

General Construction Rules and Regulations 2025

CONTRACTOR BREAKS

1. All breaks must be taken within the construction area.
2. All contractors are to use only the restrooms authorized by Property Management.
3. Smoking is **not** allowed anywhere within the Building, or within 50 feet of any entrance to the Building.
4. There shall be no cooking in the building.
5. Contractors are not authorized to use tenant or building staff kitchens or break rooms.
6. Exterior doors to the Building may not be propped open at **ANY** time.

General Construction Rules and Regulations 2025

WATER AND ELECTRICITY DURING CONSTRUCTION

The Contractor shall provide all temporary facilities required for construction. This includes phones, trash containers, fire extinguishers, temporary power, temporary lighting, temporary electrical panels if required, temporary heating and ventilation.

Sources of water and electricity will be furnished to the contractor in reasonable quantities for use in lighting, for portable power tools, drinking water, water for testing and other such common usages during construction. The contractor shall make all connections, furnish any necessary extensions and remove same upon completion of work. All extensions and connections will be installed to ensure trip and other hazards are fully prevented for tenant safety.

General Construction Rules and Regulations 2025

REMOVAL OF CONSTRUCTION MATERIALS AND WASTE

1. Demolition and removal of trash must be done before or after 'Normal Business Hours' (Normal Business Hours 6:00 a.m. - 6:00 p.m. weekdays.) and cleared through the Management Office and Engineering Manager.
2. If Contractor requires space for a dumpster on the property, notify the Engineering Manager. The Engineer Manager will assign a space on the property. Contractor is responsible for ensuring all surfaces are protected from damage by the dumpster(s). A copy of the dumpster permit must be presented to the Engineering Manager if applicable.
3. All Sub-contractors will use rubber-wheeled carts, hand trucks and tool chests, etc. when moving materials through the Building or removing trash from the Building. Tile, carpet or wall damage will be the sub-contractor's responsibility. All trash and debris must be covered, to limit airborne dust, before entering elevators.
4. All construction material and debris must be traversed through the padded elevator only. The Management Office will provide an elevator operator if necessary and costs associated with the use of this elevator shall be the tenant's General Contractor's responsibility unless otherwise noted. Any movement of material that needs to be put on top of an elevator must be scheduled in advance, and an approved elevator mechanic must be brought in to run the elevator. Costs associated with the elevator mechanic are the responsibility of the tenant's General Contractor unless otherwise noted.
5. Contractors are not authorized to utilize Building's refuse containers for disposal of construction debris, waste or materials
6. The Contractor will ensure that demolition areas will have a suitable and sufficient filtered ventilation to mitigate dust and debris outside of the demolition area.

General Construction Rules and Regulations 2025

CONTRACTOR DELIVERIES

1. All delivery of materials to the site shall be to the designated loading area. Major deliveries and movements of materials into and through the building must be done before or after normal business hours. Major deliveries include metal studs, drywall, and conduit, and piping, HVAC equipment, ceiling tile, wall covering, paint and carpet. Minor deliveries allowed under special circumstances but must be scheduled and approved in advance. (Normal business hours are 6:00 a.m. to 6:00 p.m. weekdays.)
2. Contractor or contractor's representative must be available to sign for any and all deliveries. Building personnel are not authorized to sign for or accept responsibility for contractor's materials.
3. There is no available storage space on the site. Sub-contractors must store all materials within the construction area. The General Contractors and Sub-contractors are responsible for keeping loading areas clear of material. Hazardous Materials are not to be stored on site. Special permission is required for such materials and only the usable amount for the business day is permitted.
4. No storage of supplies or trash will be allowed in the agreed loading area at any time.
5. All coordination with Management (i.e., use of loading dock, freight elevator, deliveries after-hours access, etc.) will be done by the Contractor only, not individual Sub-contractors.
6. Contractor shall be afforded access to (un)loading areas and hoisting facilities after normal working hours (i.e., between 6:00 p.m. – 6:00 a.m.) and on weekends. Use of loading and hoisting equipment during normal working hours (i.e., between 6:00 a.m. – 6:00 p.m.) must be prearranged with the Property Management Office. At no time will the contractor be given exclusive use of the service elevator or loading dock, without prior approval and scheduling with the Property Management Office.
7. If Applicable, the Contractor will be provided access to the loading dock, consistent with Building Rules and Regulations, which provide a thirty (30) minute limit for parking in the approved loading area. Extended parking on the dock area must be scheduled in advance with the Property Management Office. All vehicles that are not delivering/unloading materials should park in the garage or in available street parking.

General Construction Rules and Regulations 2025

CONTRACTOR DELIVERIES *continued...*

8. All materials and tools unloaded in these areas will be moved to the construction area, or an area of use, immediately and shall not be stored or used in a way which adversely impacts use of the Building. Contractor's materials and tool storage will be limited to the areas for which access has been granted (i.e. the specific job site). No flammable liquids, highly combustible liquids, or hazardous materials are to be stored on any floor. Contractor shall be responsible for the security of their own materials, equipment and work and that of their sub-contractors. All gang boxes, tool boxes, tool chests, and other containers are subject to inspection when moved in or out of the Building.
9. Storage in other locations must be approved in advance by the Property Management Office. At the request and under the direction of the Property Management Office, Contractor shall relocate any materials causing an obstruction.
10. The exterior doors leading into the Building may not be propped open at any time. The loading in of deliveries and supplies should always consist of at least two persons, one to hold the door and secure it each time a load enters or exits the building, and one person performing the load in/out.

Closeout Deliverables

Upon completion of work, the contractor shall immediately supply Hines Interests Limited Partnership, Inc. with the following documents:

- Certificate of Occupancy / City Approvals and Sign off
- Operations and Maintenance Manuals, including warranties. One hard copy and one digital on a USB drive.
- As-built drawings, approved by the Engineering Manager (i.e. MEP, Architectural, Structural in Hard Copies and Auto-Cad files)
- Copies of all permits related to the project

Regulations and Insurance

In addition to other rights and remedies afforded to Owner under the Contract Documents, non-compliance with these regulations will result in the possible barring of the Contractor from current or future activities at the Project Site. Any costs incurred by Owner resulting from the Contractor's activities (including the activities of any of the Contractor's employees or sub-contractors) will be billed to the Contractor or set off against future payments to the Contractor in connection with the Work.

All costs associated with replacing, repairing or cleaning any property which have been damaged during the performance of the Work will be billed to the Contractor or set off against future payments to Contractor in connection with the Work.

A copy of these Project Site Rules and Regulations Governing the Work, acknowledged and accepted by the Contractor, must be posted at the Project Site in a location clearly visible to all workers. It is the Contractor's responsibility to instruct its employees and all sub-contractors to familiarize themselves with these rules and regulations and to enforce compliance with these rules at all times.

All companies performing work at 2755, 2795, 2825, 2855 East Cottonwood Parkway (aka Cottonwood Corporate Center) must have a Certificate of Insurance on file underwritten by a solvent insurance company qualified to do business in the State of Utah with the Property Management Office. Please make sure the Certificate is completed in accordance with the information and limits of liability stated below.

CERTIFICATE HOLDER

HGREIT II Cottonwood Center LLC
2795 East Cottonwood Parkway, Suite 155
Salt Lake City, Utah 84121

ADDITIONAL INSURED

- *Hines Global REIT II Properties Limited Partnership*
- *HGREIT II Cottonwood Center LLC*
- *Hines West, LLC*

Regulations and Insurance

At all times during the term of this Construction Contract, Contractor shall, at Contractor's expense, carry the insurance coverage hereinafter described and maintain the same with an insurance company or companies satisfactory to Owner and authorized to do business in the State of Utah, naming Owner and Owner's Property Manager and Owner's lender ("Lender") as an additional insured on the policies required in c. and d. below. For the policy listed in c. below the Owner, Lender and Owner's Property Manager shall be named as additional insured using the most recent version of Insurance Services Office, Inc. ("ISO") Endorsements CG 2010 and CG 2037. Further, each insurance company will provide Owner with thirty (30) days written notice prior to cancellation, nonrenewal or reduction in coverage.

Insurance coverage shall be as follows:

- a. Workers Compensation Insurance.
- b. Employer's Liability Insurance with limits of not less than \$1,000,000 each accident.
- c. Commercial general liability insurance (either primary or a combination of primary and umbrella coverage) on an occurrence basis with limits of not less than \$10,000,000 each occurrence combined single limit for bodily injury and property damage. Such insurance shall also include contractual liability and products and completed operations coverage.
- d. Comprehensive Automobile Liability insurance in an amount not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage.
- e. All-Risk Builder's Risk Coverage with policy limit in an amount no less than the total value of the Work performed, materials, equipment, machinery and supplies furnished. Deductible not to exceed \$5,000 each occurrence. All loss payments made payable to Contractor and Owner.

Contractor shall furnish, or cause to be furnished, original certified copies of Certificates or Policies of Insurance to Owner, prior to or upon execution of this Construction Contract, evidencing the insurance coverage described above, and shall furnish such evidence of renewal to Owner, as Owner shall reasonably require, prior to the expiration thereof.

The Certificate shall state the insurance provided will not be changed, terminated or permitted to lapse without thirty (30) days written notice to **Hines West, LLC**; delivered to the Property Management Office.

Life Safety Systems

The following procedures are required to meet the requirements of the Salt Lake City Fire Department and the building's insurance carrier. **No impairment of the Life Safety System will occur without a designated fire watch and notification of the Property Management Office.**

All sprinkler or Fire Alarm work will be completed by OWNER preapproved vendors only.

GENERAL REQUIREMENTS

The General Contractor is responsible for ensuring that these procedures are followed:

- Prior to any demolition and/or construction work, it must be determined whether such work will affect the fire alarm system. If the fire alarm system is affected, the Management Office and Engineering Manager should be notified to coordinate the effort. Under no circumstances will the Property allow the fire alarm system to be shutdown overnight, on weekends or holidays. A minimum of seventy-two (72) hours written notice to the Engineering Manager is required from the General Contractor before any work affecting the fire alarm system is undertaken. General contractor will be responsible for paying any fines resulting from failure to provide required notification.
- Please provide the Property Management Office with a 24-hour emergency contact name and phone and one alternate.
- All Fire/Life safety wiring must be done strictly in accordance with the Building Specifications.
- All Contractors should contact Building Management and the Engineering Manager for such wire specifications. Only life safety contractors designated or approved by Management will be allowed to install and/or conduct life safety devices (i.e., speakers, pull stations and smoke detectors).
- Any damage sustained during the Work to electrical rooms, telephone rooms, storage closets, janitor closets, restrooms, or freight lobbies is the responsibility of the contractor. A list of pre-existing damage to these areas should be submitted to management, and should be acknowledged by such offices, prior to commencement of the Work.
- Contractor will instruct all workers of all trades the proper procedures for reporting an emergency condition to the Fire Control Center (FCC) or designated contact. If the contractor or workman causes a false fire alarm on the floor, it is the contractor's responsibility to immediately report such information to the FCC or designated contact to prevent an evacuation of the floors above and below the alarmed floor that will happen automatically in 2 minutes. After the system receives an alarm, unless stopped by the contractor by contacting the FCC. Failure to report a false alarm that results in an evacuation will be billed to the contractor for the disruption at \$500.00 for the first occurrence and \$1,000.00 for each subsequent occurrence after that.

Life Safety Systems

GENERAL REQUIREMENTS *continued*...

- Should there be any damage to fireproofing on columns or beams, the tenant and/or contractor will be responsible for re-installation of the fireproofing as approved by Landlord.
- All exposed steel must be fire-proofed.
- Accident Report. In case of any accident, your company must make out reports and copies must be sent to both the Property Management Office and Engineering Manager.
- All sprinkler pipe will be mild steel or SS. All connection points will be welded or fittings no "saddle taps" will be allowed.
- All penetrations through a Building's walls, floors, and ceilings must be sealed with a Salt Lake City approved fire-rated material(s).
- The Contractor shall protect smoke detection devices in the areas where production of dust will occur. Notify the Engineering Manager prior to covering devices and notify Engineering Manager when protection is in place, so they may be checked.
- All sprinkler work must be approved by the Engineering Manager at least 24 hours prior to the work. Only Building Engineers are authorized to disable, drain or fill the buildings fire sprinkler system.
- All fire/life safety system device testing must be performed after-hours to reduce impact on building tenants and scheduled through the Engineering Department.

Life Safety Systems

FIRE SPRINKLER IMPAIRMENT

1. Fire riser isolation valves are to remain locked open unless work is actively being performed.
2. The Building Engineers will not drain the system until the approved Sprinkler Contractors are on site.
3. All sprinkler system drain and fill operations will be performed by the Building Engineers and must be scheduled at least forty-eight (48) hours in advance with the property management office.
4. Any labor costs related to draining and filling the sprinkler systems, (including engineering OT, if applicable) will be charged to the Tenant/Contractor.
5. A fire watch is to be designated by the General Contractor. This fire watch must be identified to building security and have a building radio.
6. Per the Utah Fire Department, at no time will 2 consecutive floors be drained.
7. A designated fire watch must remain on site whenever the floor is drained. Leaving the floor drained overnight is not acceptable to the Buildings insurance carrier. It is the contractor's responsibility to plan accordingly.
8. The Building Engineer and Building Management on duty will be responsible for maintaining the Sprinkler Impairment Program.
9. All hot work and drain down of sprinklers require an Impairment Form. Requests must be submitted at least twenty-four (48) hours in advance of the work.
10. Hot work and sprinkler impairment cannot be done at the same time on the same floor
11. At no time shall a floor be permitted to be dry after working hours or over a weekend or holiday.
12. At completion of every workday, the fire/life safety system shall be left trouble and alarm free.
13. Contractor is required to keep at least 4 currently certified 10-pound ABC fire extinguishers on each floor during construction. They are to be placed inside the controlled area, and all workers are to be informed as to their location and proper use. In addition, construction worker should be informed by their supervisors of the means of egress from the floor in case of an emergency and the location of fire pull stations and stairwell intercoms, whereby they can contact the Fire Control Center in case of an emergency.

Life Safety Systems

FIRE ALARM IMPAIRMENT

1. During any work that produces dust, and while painting, existing base building smoke detectors in the area of the work must be disabled, removed with correct temporary covers and protected.
2. The Building Engineer on duty will determine which heads are to be removed.
3. To prevent false alarms, and the associated fines and disruption, the Fire Alarm Panel is to be placed in bypass prior to removing the smoke detectors.
4. Whenever the fire system is impaired (i.e. smoke detector removed), the General Contractor is to designate a fire watch. This fire watch must be identified and logged by building security and have a building radio.
5. To prevent false alarms and the associated fines and disruption, the Fire Alarm Panel is to be placed in bypass prior to re-installing the smoke detector.
6. At no time should active smoke detectors be taped or bagged.
7. New fire alarm devices are to be left covered until fire final inspection.

Life Safety Systems

ELECTRICAL

1. If an electrical shutdown is required which might affect existing tenants, the General Contractor should notify the Engineering Manager two weeks prior to the shutdown. Shutdown shall be performed only by Landlord's approved contractor. All costs associated with the shutdown are the tenant's responsibilities.
2. Lock out and tag out process should be used in all works involving electrical panels and equipment.
3. All unused or abandoned conduits (excluding home runs), cables, and ductwork shall be removed and capped back to source.
4. Electrical Sub-contractors are responsible for labeling all electrical panel directories.
5. Electrical panels may not be removed except to accomplish the immediate work and such panels shall be returned to their place prior to the end of the business day.
6. No work will be completed on live electrical panels; this includes landing circuits on breakers.
7. On the event the dead font needs to be removed to test, suitable and sufficient PPE (Personal Protective Equipment must be worn with no exception.
8. No tapping of the electrical buss on panels is allowed.
9. Electrical contractor is responsible for identifying and installing accurate panel schedules in all panels associated with the scope of work.
10. No electrical splices are to be made within a service panel. All conductors entering a panel must land neatly on a circuit breaker or terminal bus.
11. The MEP closets and rooms on construction floors are to be kept clean and orderly at all times and must be locked at the end of each workday. These rooms cannot be used as storage for tools or supplies. At the end of each day, all garbage and wire remnants are to be moved and a clear pathway maintained to all panels. Initial access to electrical & telephone equipment rooms can be arranged through Management. Doors to electrical and telephone equipment rooms may not be propped or blocked open in any way. Tenant equipment may not be installed in electrical or telephone rooms (unless previously agreed with Building Management). All panels are to be replaced and properly labeled upon completion of work. All penetrations through floors, walls and ceilings should be properly fire safe upon completion.
12. All additional electrical circuits added to existing electrical panels or any new circuits added to new electrical panels will be previously approved by the Engineering Manager and appropriately marked as to the area and/or equipment serviced by the circuit(s) in question.

Life Safety Systems

ELECTRICAL continued...

13. All electrical panels which have covers removed for any reason (e.g., so as to allow the addition of new circuits) or any new electrical panels which are installed shall be left at the end of each day with all panel covers properly in place and all panel doors securely closed. Under no circumstances will power serving other tenants' premises or other areas of the Project Site be shut off without the specific advance approval of Owner.
14. Upon completion and termination of all electrical circuits, and before energizing, contractor must notify Management so that a neutral to ground bonding test may be performed.
15. Junction boxes of any kind are not permitted to be hidden or encapsulated with floor, walls or ceiling. Appropriate action must be taken to remove if not in use or to provide suitable access that meets the local and nation Building Code requirements.
16. The Contractor is responsible for ensuring that all light fixtures in the Work Area are working properly and are fully lit upon completion of the Work. This includes replacement of tubes and ballasts as required in light fixtures that are replaced, added or repositioned.

Life Safety Systems

MECHANICAL

1. Prior to any construction work, pre-filter media must be installed on all ductwork that is connected to the return air plenum. It is the General Contractor's responsibility to install and maintain this filter media in a manner to maintain the efficiency of all associated mechanical systems.
2. All mechanical system air supply and return openings must be covered and/or sealed during the construction process. This is to include all existing and newly installed VAV, FPTB, or CAV boxes. This covering should be in such a manner as to prevent the migration of construction dust and debris from entering the units.
3. HVAC sub-contractors are responsible for balancing the HVAC system to the satisfaction of the Property Management and must provide a written report of the balance test results on project completion.
4. The Engineering Manager will review the location and calibration of all thermostats.
5. The General Contractor is responsible to ensure that progress inspections of all trades work are available prior to closing up ceilings, walls and floors.
6. All changes in the Property's HVAC system must be bided with the Property's BMCS system.
7. BMS Graphics must be updated at the end of sequence of works or project completion, if changes have been made to wall, thermostat, VAV, FCU, and duct location.

Life Safety Systems

LIGHTING

Contractor will comply with building's energy management practices including any federal or local code requirements for lighting controls.

Occupant Controlled Lighting shall be provided where possible, that enable adjustments to suit the task needs and preferences of individuals for individual workstations ("cubicles"), and for groups sharing a multi-occupant space. The criteria are as follows:

- Individual Workstations and/or Private Offices:
 - Private spaces or workstations have dedicated task lighting or overhead lighting. No general area illumination controls for multi-workstation spaces are counted towards this criterion.
- Shared Multi-Occupant Spaces:
 - Multi-occupant spaces (e.g. conference rooms) have lighting controls that are adjustable to suit group activities and allow flexibility in lighting for specific uses.

Life Safety Systems

PLUMBING

1. All Drain lines will be Cast Iron, Galvanized or Copper. No ABS, PVC, or plastic tubing of any kind.
2. All water lines will be type L copper if flex lines are needed then copper tubing or braided stainless steel hose can be used. No plastic pipe, tube or fittings will be used.
3. All water lines will be Lead free cleaned and pacified before putting fixtures into use. The pacification process and chemicals to be used must be submitted and approved by the Engineering Manager prior to works taking place.
4. All water lines impacted by works or project must be tested free and clear of contaminants. This must be completed by a 3rd Party tester and reports delivered to Property Management and Building Engineering Manager.
5. All pipes will be anchored properly and secured no tapes, wires, or other non-approved means of support will be allowed.
6. All connection points will use fittings or be welded no saddle taps will be allowed.

Life Safety Systems

OTHER MATERIALS

Before ordering material or doing work which is dependent upon proper size or installation, the Tenant's Contractor shall field verify all dimensions for accessibility with Building conditions and shall be responsible for same.

Flammable materials will not be used inside walls, columns, or chases. Any backing or other supports will not be a flammable source such as but not limited to Wood, Plastics.

Plumbing Fixtures And Faucets: All plumbing equipment installed as part of the construction in the tenant space must comply with the building's water efficiency practices and shall at least meet the requirements of the Uniform Plumbing Code 2006 fixture and fitting requirements in combination with ultra high efficiency technologies.

Reduced Mercury Lamps: (If applicable, and requested) Purchases will be logged, and the ratio (as measured by the number of lamps) of those purchases meeting the identified mercury thresholds will be tracked. Lamps including mercury content (mg/lamp), mean light output (lumens) and rated life (hours) will be derived according to industry standards. The weighted average of all lamps shall contain no more than 60 picograms per lumen hour of light output of mercury. For a list of compliant lamps, contact the property's engineering manager. The sustainability criteria for lighting/lamps are 60 picograms per lumen-hour.

Life Safety Systems

PAINTING

Regarding painting, the following guidelines also apply:

- Spray painting, staining, or varnishing are not allowed in the building at any time unless approved by the Property Management Office.
- Cans of paint, paint thinner or other chemicals are not to be left open anywhere in the Project. Solvent soaked rags are never to be left in the construction area.
- Paints and coatings have a VOC content not exceeding the VOC and chemical component limits of Green Seal's GS-11 requirements.

Life Safety Systems

SUSTAINABLE PURCHASE POLICY

In addition, Tenant’s Contractor shall utilize materials consistent with the Building’s Sustainable Purchase Policy. Tenant’s Contractor must track and log purchases, by category. The ratio, by cost (in each category), should meet the identified sustainable goals.

Category:	Description:	Goal:
Durable Goods	Materials replaced infrequently - (higher cost per unit). Examples: computers/electronics, office equipment, AV equipment, appliances, furniture (including cubicles and workstations).	40%
Facility Modifications	Materials and components attached to the building (permanently or semi-permanently). Examples: doors, windows, adhesives/sealants, construction materials, carpet/flooring, paint/coatings, finishes.	50%
Reduce Mercury Lamps	Lamps for all fixtures (indoor, outdoor, hard-wired, and portable).	90%

Life Safety Systems

SUSTAINABLE PURCHASE POLICY continued...

In order to qualify as a “sustainable purchase,” products should meet one or more of the following criteria:

<u>Sustainable Purchases Criteria:</u>	<u>Durable Goods</u>	<u>Facility Modifications</u>
Contain at least 10% post-consumer or 20% post-industrial recycled content.	X	X
Contain at least 50% rapidly renewable materials.	X	X
Consist of at least 50% Forest Stewardship Council certified wood or paper products.	X	X
Batteries are rechargeable.	X	
Electric-powered equipment is ENERGY STAR labeled.	X	
Electric-powered equipment replaces conventional gas-powered equipment.	X	
Contain at least 70% material salvaged from off-site or outside the organization.	X	X
Contain at least 70% material salvaged from on-site, through an internal organization materials and reuse program.	X	X
Contain at least 50% materials harvested and processed or extracted and processed within 500 miles of the Project.	X	X
Adhesives, sealants, paints, and coating have a low-VOC content (paints and coatings must have a VOC content not exceeding the VOC and chemical component limits of Green Seal’s GS-11 requirements.		X
Non-carpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area.		X
Carpet and carpet cushions meet the requirements of the CRI Green Label Testing Program.		X
Composite panels and agrifiber products (particleboard, medium-density fiberboard (MDF), plywood orient-strand board (OSB), wheatboard, strawboard, panel substrates, and door cores) contain no added urea-formaldehyde.		X

Life Safety Systems

SAFETY DATA SHEETS

SDS for all glues, paint, stain, carpet or any other product that can emit volatile organic compounds (VOC) must be supplied to the Property Management Office prior to using the product within the project. All contractors are to endeavor to use products that have low VOC's. It is the responsibility of the Contractor to provide the SDS sheets even if it is a sub-contractor who is using the product.

Safety Data Sheets (SDS) for each hazardous chemical must be provided to the Engineering Manager prior to being used and must be available to all construction personnel and Hines employees during all work shifts. All Contractors and associated employees acknowledge that Hines Engineering maintains a SDS program that must be adhered to at all times.

Life Safety Systems

HOT WORKS

1. The following procedures shall be strictly adhered to when employing any method of welding, gas or electric, flame cutting or performing open flame soldering. The General contractor must contact the Engineering Manager at least forty-eight (48) hours in advance of any open-flame work performed on the Premises.
2. Before any cutting, soldering or welding can occur, the Engineering Manager must inspect the work with the Contractor's project superintendent, and a representative of the sub-contractor performing the work. After the inspection and if all concerns have been addressed, the Engineering Manager will allow work to proceed.
3. Engineering will make periodic checks of all construction areas when work is being performed. If they observe open-flame practices different from those outlined herein, they may at their discretion suspend all open-flame work for the remainder of the shift.
4. Cutting, soldering or welding is prohibited under the following circumstances:
 - a. In areas not authorized by Property Management or the Engineering Manager.
 - b. In the presence of explosive or flammable atmospheres, or explosive or flammable atmospheres that may develop inside unclean or improperly prepared tanks or equipment which have previously contained such materials, or in areas with an accumulation of combustible dusts.
 - c. In areas near the storage of quantities of exposed, readily ignitable materials.
 - d. In areas where employees or workers are present, unless proper shields or guards and appropriate exhaust provisions are used. Additional fire prevention precautions and suppression capability must be engaged whenever performing such work under any of the following conditions:
 - e. Appreciable combustible material in building construction or contents is closer than 35 feet from the point of operation.
 - f. Appreciable combustibles are more than 35 feet away but are easily ignited by sparks.
 - g. Wall or floor openings occur with a 35-foot radius of the point of operation where the potential exists of igniting exposed combustible material. This includes adjacent areas and concealed spaces in walls, floors, and ceilings.
 - h. Combustibles could be ignited by conduction or radiation through metal partitions, wall, ceilings, or roofs. Suitable fire extinguishing equipment will always be maintained in a state of readiness for immediate use.

Life Safety Systems

HOT WORKS continued...

All work will comply with the Building Codes of Salt Lake City and other county, state, and federal requirements and guidelines as applicable. Work will meet generally accepted industry standards, including but not limited to:

- Air Conditioning and Refrigeration Institute (ACRI)
- Air Diffusion Council (ADC)
- American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)
- American Society of Mechanical Engineers (ASME)
- American Society for Testing Materials (ASTM)
- Asbestos Construction Standard (ACS)
- Factory Material (FM)
- Hazardous Communication Act (HAZ COM)
- Institute of Boiler and Radiator Manufacturers (IBRM)
- Institute of Electrical and Electronic Engineers (IEEE)
- National Electrical Code (NEC)
- National Electrical Manufacturers Association (NEMA)
- National Emission Standard for Hazardous Air Pollutants (NESHAP)
- William-Steiger Occupational Safety and Health Act (OSHA)
- OSHA Standards (29CFR1910)
- General Construction Standards (29CFR1926)
- Sheet Metal and Air Conditioning Contractors National Association (SMACCNA)

Life Safety Systems

CLEAN-UP

The contractor shall be responsible for daily cleanup of their debris and proper storage of materials with attention to methods sensitive toward indoor air quality. Clean-up and rubbish removal shall be provided by the Contractor at Contractor's expense.

Contractor must remove all rubbish; surplus and waste material resulting from the performance of their work and ensure that all common areas are kept in clean condition. Additionally, contractor will ensure that all stairwells, mechanical rooms, electrical and telephone closets, etc., accessed by contractor employees and sub-contractors, in conjunction with Contractor's work, will be cleaned and free of debris nightly.

Contractor cleanup practices should include, at a minimum, the following:

- Use of sustainable cleaning chemicals that reduce impacts on IAQ, micro-fiber wipes, and dust mops in place of paper wipes.
- Sweeping compounds to suppress dust.
- Keeping the project area and materials as dry as possible.
- Removing spills or excess applications of solvent-containing products as soon as possible.
- High-efficiency HEPA-filtered vacuum cleaners.
- Storage of building materials, protected from weather, and stored in a clean, dry area prior to unpacking for installation (pay close attention to absorptive materials such as drywall and ceiling tile).
- All coils, air filters, and fans should be cleaned before performing testing and balancing procedures and especially before conducting baseline air quality tests.

Restrooms will be made available provided that in the sole opinion of the Landlord that the use of the facilities does not cause disruption to other tenants, additional maintenance, or additional cleaning of the restrooms. No washing of tools, paint brushes or other materials in sinks, toilets, or other facilities. Sinks or toilets may not be used for disposal of flammable material, hazardous waste, paint, drywall or any other construction materials.

Life Safety Systems

CLEAN-UP continued...

Contractor shall keep all spaces affected by the work clean at all times, including all public areas such as corridors, restrooms, janitor's closets, etc. All construction debris must be removed through the freight elevator on a daily basis and shall not be allowed to accumulate. In the event that the Contractor fails or refuses to keep such spaces free of accumulated waste, debris, dust, etc., and if in the opinion of the Tenant or Management, the Contractor is not maintaining adequate house-keeping, the Tenant and/or Management reserve the right to clean up the area(s) and charge the Contractor.

The storage of all flammable liquids (paint, lacquer thinners, paint thinners, etc.) shall be in approved fire rated (for flammable liquids) storage cabinets or the liquids are to be removed from the building daily. If such liquids are to be stored in the proper storage cabinets, Management should be notified of their existence, location and quantity. At the end of a workday, all remaining flammable liquids are to be removed from the Building and disposed of in an environmentally safe manner in full compliance with all Laws and Ordinances.

No gasoline operated devices, i.e., concrete saws, coring machines, welding machines shall be permitted within the Building. All work requiring such devices shall be by means of electrically operated substitutes.

All approved gas and oxygen canisters shall be properly chained and supported to inmate all potential hazards. At the completion of use, said containers shall be promptly removed from the Building.

FINAL CLEAN

The final clean, by the General Contractor, should encompass cleaning and vacuuming of the corridor and lease space(s), including, but not limited to the following: light fixtures, ceilings, walls, floors, windows, sills, mini blinds, cabinets, counters, HVAC diffusers or grilles, or blank off plates, mechanical rooms, restrooms and/or any area associated with the project. If the Owner is forced to clean any of the above, the Tenant/Contractor will be invoiced accordingly.

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