

CHILDRESS KLEIN

P R O P E R T I E S

CONTRACTOR PERSONNEL REQUIREMENTS AND PROCEDURES CENTRAL BUSINESS DISTRICT

The following Requirements and Procedures apply to all contract personnel performing work in a building owned or managed by Childress Klein Properties (“Building Management”) in the Central Business District. These requirements are intended to facilitate contractor and vendor activities, while maintaining a safe and comfortable working environment for our tenants. We respect the needs of the contractors and vendors and ask that they respect the needs of Building Management and Security. Please contact the appropriate Building Management Office with any questions. Please see legend below for building management office telephone numbers.

1. BUILDING ACCESS:

- Building access at all hours (including after hours and weekends) must be approved in advance by Building Management.
- All contractors performing work at the facility must submit a Contractor Access and Work Request form (CAWR) to the Tenant Services Coordinator (TSC) or the appropriate CKP project manager at least one business day prior to beginning work.
- All contractors requesting access to spaces within the building must have an authorized sponsor. Authorized sponsors include tenants and building management personnel. No contractors may sponsor or approve their own access request.
- All access required and work to be performed within Wells Fargo critical environments (IDF closets, server rooms, etc.) must conform to the CKP and Wells Fargo critical environment change control (PICCT) process. It is the contractor’s responsibility to coordinate with the CKP critical environments team to acquire the PICCT approval.
- A valid government-issued photo ID will be required of ALL contractor personnel on the premises.
- Access to building mechanical and electrical rooms is granted only upon approval from the Building Engineering Department. Please contact the Building Engineering office during normal business hours to obtain authorization form.

2. LOADING DOCK AND PARKING:

- The loading dock area is available on a first come, first serve basis, and availability is not guaranteed. The building Dock Master and Security are responsible for managing dock traffic and coordinating contractor access.
- Contractors and vendors may not park any vehicles in fire lanes, loading zones, visitor parking areas, loading dock, handicap stalls or other designated ‘No Parking’ areas identified around the building. Vehicles left unattended in the dock are done so at the owner’s risk.

3. SIGN-IN/OUT PROCEDURES:

- All personnel are required to check in and out with Security, indicating the company and floor where work is being performed or where supplies/materials are being delivered.
- The issuance of keys and/or access cards requires a valid, government-issued photo ID which must be presented and left with Security as collateral. Keys must be signed out and returned daily even if the duration of work extends for more than one day. Under no conditions are contractors to remove keys or access cards from the premises.
- Building Contractor identification badges will be issued and must be worn and visible at all times while in the building or on the premises.

4. MOVEMENT OF MATERIALS AND PERSONNEL:

- All carpet, corridors and finished floors must be protected. This should include at a minimum – corner boards, elevator threshold covers and doorway protection. Plywood boards, planks and like protection must be utilized wherever heavy materials are to be rolled across carpeted or finished floor.

- Contractors are not permitted to obstruct common areas with supplies, tools, etc. or remove any materials from the buildings except for construction trash and debris. Any contractor found removing unauthorized building materials will be prosecuted and banned permanently from the building.
- Any contractor tampering with the latch, propping or using tools to open a locked 'secured area' door may be fined, prosecuted and/or permanently dismissed from the building. Service elevator lobby doors may be temporarily propped open using wood blocks but only while materials are being moved through the doors.
- Contractors must remain within authorized work areas. Contractors found outside of such areas will be removed from the building.

5. ELEVATOR USAGE:

- Contract personnel must use the service elevator for transporting all materials, tools and equipment. Service elevators must be shared with all building contractors, subcontractors, vendors and tenants, and are available on a first come first serve basis. Contractor supervisory personnel may use the passenger elevators if they do not need to transport tools or equipment. Any attempt to disrupt the automatic operation of the elevators is strictly prohibited.

6. DEMOLITION AND DAMAGES:

- Prior to any demolition, construction plans must be reviewed and approved by Building Management. All construction work shall comply with local and state building and fire safety codes.
- Construction areas must be properly marked and roped off with caution tape or barricades. These barricades or tape must be professional and neat in appearance. Doors into common area corridors are to remain closed at all times. If an entry door has yet to be installed a plastic curtain must be hung to stop dust from entering public areas.
- All door hardware and other building materials and fixtures are the property of the building. Arrangements must be made with Building Management for proper storage or disposal of building fixtures.
- All construction debris must be transported during prescheduled time frames in a Rubbermaid-type container so as to not damage walls, floors, etc. Absolutely no construction debris will be permitted to be staged outside of the immediate construction area.
- Building trash dumpsters and receptacles are not to be used for construction debris. Prior approval of Building Management is required for the placement of contractor's dumpster.
- Damage that is a direct result of construction must be immediately repaired by the contractor. If contractor fails to make such repairs, Building Management will do so at contractor's expense.
- Intentional defacing or destruction of building property will result in permanent dismissal from the building.

7. FIRE/ALARM/LIFE SAFETY SYSTEMS:

- Prior to spraying, painting or performing any work that causes smoke, dust or debris (including hot work or any work on the fire alarm or fire suppression systems), Contractor and all associated subcontractors must inform Security so that the fire safety system can be taken off-line. For hot work, the Hot Work Precaution Checklist must be signed by contractor and approved by Security before fire system will be taken off-line.
- Any failure to notify Security that results in a false fire alarm may result in permanent dismissal from the building and all false alarms may be charged back to the contractor at \$500 per offense. Repeat offenders will be removed from the approved contractor list and no longer be permitted access to the building.
- All sprinkler or fire alarm work must be pre-approved by Building Security (including smoke detectors, flow switches and sprinkler lines, pull stations, fire dampers, return air duct detectors, etc.) Any change to the existing building fire alarm system, including but not limited to relocation of horns, speakers, magnetic hold opens, card access system interface, etc. shall be planned and coordinated with the approval of Building Management.
- Contractor is required to un-bag detectors at the end of each workday.
- Any requirements to shut off any building water or electrical services must first be approved by Building Management.

8. DISTURBANCE TO BUSINESS ACTIVITIES:

- Any project or operation causing a potential disturbance to other tenants such as hammer drilling, core drilling or ramset guns must be performed outside normal business hours (7:00 AM to 6:00 PM, Monday through Friday). Our tenants must not be disturbed by unnecessary or excessive loud noise during normal business hours.
- Core drilling must be reviewed by Building Management; and once approved, may only take place outside of normal business hours. X-raying of floor slabs may be required for core drills in certain locations.
- Radios, tape players or the like are strictly prohibited.

9. HAZARDOUS SUBSTANCES:

- Contractor must maintain current MSDS sheets for all hazardous materials in use on site
- Activities which result in noxious fumes or vapors (painting, staining, spraying or other work) are not permitted during normal business hours (7:00 AM to 6:00 PM). Use of oil-based paints, solvents, sealants, etc. must be scheduled with Building Management and applied on an after-hours basis.
- Propane, kerosene, gasoline or other similar flammable gas or liquid used in construction are not permitted on the premises except when in use and must never be left unattended or stored in the building. All hazardous materials should be stored in properly marked containers.

10. HOUSEKEEPING:

- All work areas must be left broom clean each evening, including all those areas associated with material moving such as loading dock elevators, corridors, etc. Contractors are to supply their own cleaning equipment and supplies for construction clean-up and are specifically prohibited from utilizing building janitorial equipment. Contractor will be charged for any clean-up performed and/or coordinated by Building Management.
- Electrical rooms, mechanical rooms and stairwells are not storage areas. Any items found in these areas will be confiscated and disposed of by Building Management.
- Debris/trash must be removed daily.
- Mop sinks are provided in the janitorial closets and this is the only water source available to contractors and subcontractors. No debris may be disposed of in mop sinks.

11. SAFETY:

- It is the responsibility of each contractor to make sure that all their employees working on site are properly trained in accordance with OSHA and all other industry safety standards.
- All tools, protective equipment and work practices must conform to the OSHA requirements, as well as local and state building and fire safety codes.

12. EQUIPMENT AND SUPPLIES:

- Contractors and their subcontractors are responsible for providing all tools and for the safekeeping of their own equipment, supplies and tools. Building Management will not be responsible for any missing items.
- No supplies, tools, etc. are to be placed outside the construction area.

13. SIGNAGE:

- The contractor shall always post the proper permit sign in construction areas.
- No sign, placard, picture, name, advertisement or notice visible from the exterior of the premises will be inscribed, painted, affixed or otherwise displayed by contractor in any part of the building or premises without the prior written consent of Building Management.

14. DRESS AND DEMEANOR:

- Proper dress is required. All contract personnel are required to wear company-issued uniforms for identification purposes. Sleeveless shirts, tank tops, shorts, torn jeans, open-toe shoes or sandals are not allowed.
- All tobacco products are prohibited in elevators, elevator lobbies, mechanical or electrical rooms, stairwells, corridors, restrooms and tenant offices. Smoking is authorized in exterior designated smoking areas only.
- Contractors and vendors are permitted to use designated restrooms in the loading dock area only and are not allowed to use those located on tenant occupied floors.
- The use of profanity is strictly prohibited.
- Please be courteous to tenants. They are the reason all of us are in business.
- A supervisor who is able to communicate with Building Management must remain on-site at all times while work is being performed.

These rules are subject to change and may be modified by Building Management at any time to protect the interests of the building.

LEGEND

<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>CONTACT INFORMATION</i>
One Wells Fargo Center	Building Management/ Tenant Services Coordinator	704.342.9020 <i>or</i> <i>1WFC.TSC@childressklein.com</i>
One Wells Fargo Center	Building Security (24 hours)	704.342.9025
One Wells Fargo Center	Building Engineering	704.342.9020
Two Wells Fargo Center	Building Management/ Tenant Services Coordinator	704.944.1820 <i>or</i> <i>3WFC.TSC@childressklein.com</i>
Two Wells Fargo Center	Building Security (24 hours)	704.374.6165
Two Wells Fargo Center	Building Engineering	704.944.1620
Three Wells Fargo Center	Building Management/ Tenant Services Coordinator	704.944.1820 <i>or</i> <i>3WFC.TSC@childressklein.com</i>
Three Wells Fargo Center	Building Security (24 hours)	704.944.1825
Three Wells Fargo Center	Building Engineering	704.944.1620
Duke Energy Center	Building Management / Tenant Services Coordinator	704.330.2500 <i>or</i> <i>DEC.TSC@childressklein.com</i>
Duke Energy Center	Building Security (24 hours)	704.330.2525
Duke Energy Center	Building Engineering	704.330.2540
Wells Fargo Complex	Critical Facilities	704.944.1622 <i>or</i> <i>christine.tate@childressklein.com</i>