

**712 Fifth Avenue
New York, NY 10019**

**BUILDING STANDARD CONSTRUCTION
SPECIFICATIONS**

Revision
April 11, 2018

Paramount Group, Inc.
712 Fifth Avenue
New York, NY 10019
(212) 307-6454 phone number
(212) 956-7816 – fax number
7125thavenue@paramount-group.com

PARAMOUNT GROUP, INC.
712 Fifth Avenue
NEW YORK, NY 10019
TEL: (212) 307-6454 FAX: (212) 956-7816

TABLE OF CONTENTS	PAGE
I. INTRODUCTION	3
II. PRE-CONSTRUCTION	4
A. Plans	4
B. Filing Permits	5
C. Insurance	6
D. Approved Contractors and Sub-Contractors	6
E. Construction Schedule	6
F. Aware Manager Instructions and Procedures for Contractors	6
III. CONSTRUCTION PERIOD	7
A. Supervision	7
B. Security	7
C. Fire Safety	7
D. Cleaning / Building Protection	9
E. Use of Building Maintenance Personnel	10
F. Disruptive Work (Noise, Odors & Vibration).	10
G. Freight Elevators	10
H. Demolition and Construction Debris (waste removal)	11
I. Storage	11
IV. MECHANICAL DESIGN SPECIFICATION	11
A. HVAC	12
B. Electrical	13
C. Plumbing	14
D. Fire Alarm	14
E. Telephone	15
F. Walls	15
G. Door Hardware	15
H. Window / Solar Screens / Draperies	16
I. Fireproofing	16
J. Sprinkler Heads	17
K. Floors	17
L. NYC energy code	17
V. CONSTRUCTION SIGN OFF	17
VI. MATERIAL / PRODUCTS.	17
VII. Agenda – Construction Kickoff Meeting	18-21
APPENDIX A – INSURANCE REQUIREMENTS	
APPENDIX B – BUILDING APPROVED CONTRACTORS AND CONSULTANTS	
APPENDIX C – FREIGHT ELEVATORS	
APPENDIX D – CONSTRUCTION CHECKLIST	
APPENDIX E – FIREPROOFING REQUIREMENTS	
APPENDIX F – FIRE ALARM SYSTEM SPECIFICATIONS	

I. **INTRODUCTION**

The PARAMOUNT GROUP, INC. staff at 712 FIFTH AVENUE looks forward to working with the Tenant and Contractor as fellow members of your "Project Team." We want to ensure that the construction is completed smoothly and results in maximum tenant satisfaction.

All construction at 712 FIFTH AVENUE must be done in compliance with the Standard Specifications and Landlord requirements as detailed in this text. All work must be performed in compliance with all applicable Federal, State and Local Laws, Regulations, Building Codes and Zoning Ordinances. In the event of a conflict, current Laws and Regulations supersede these Specifications. **ALL trades, including, second tier sub-contractors, MUST be union and affiliated with the NYC Builders' Trade Council.**

Approval must be received in writing from the Property Management Office prior to the commencement of any Tenant alteration/construction work.

PARAMOUNT GROUP, INC.			
EMPLOYEE	POSITION	CONTACT	EMAIL
Jenna Fantauzzi	Property Manager	(212) 307-6454	jfantauzzi@paramount-group.com
Carol Scali	Senior Associate, Property Operations	(212) 307-6454	cscali@paramount-group.com
Kevin Tan	Associate, Property Operations	(212) 307-6454	ktan@paramount-group.com
Andrew Burns	Director of Security, Emergency Action Plan Director	(212) 307-6454	aburns@paramount-group.com
Kevin Daly	Chief Engineer	(212) 307-6454	kdaly@paramount-group.com

II. PRE-CONSTRUCTION

A pre-construction meeting must be held with the Tenant, Architect, Engineer Consultant, General Contractor, and Landlord's Agent. As the project progresses, correspondence and questions should be addressed to:

Paramount Group, Inc.
712 Fifth Avenue, 6th Floor
New York, NY 10019
Attention: Jenna Fantauzzi, Property Manager

The Tenant must designate a representative (Tenant Representative) and inform PARAMOUNT GROUP, INC. (Jenna Fantauzzi, Property Manager) in writing of the individual's name. The Tenant's Representative must be able to make decisions on behalf of Tenant regarding clarification of documents and must be authorized to accept financial responsibility on the Tenant's behalf.

A. Plans

1. It is the responsibility of the Property Management Team to ensure that the plan review is completed within the time limitations per the lease terms. Property Management Team must time stamp and record receipt of all plans.
2. The Tenant shall submit three (3) sets of complete construction drawings (30" x 42", 1/8" scale) and CD-ROM, formatted with the latest version of AutoCAD for proposed work. Property Management will only review a complete set of plans which must be stamped by the architect/engineer to insure the proposed design is compatible with the building systems and operations. Property Management will provide its comments and those of the Landlord's consulting engineers to the Tenant based only on the drawings provided. Landlord's final approval will be withheld pending the satisfactory response from Tenant's design team.
3. All plans must be dated and shall identify the Architect's name, address and telephone number, Tenant's name and suite number. All submissions to be on sheets 30" x 42" drawn to a minimum scale of 1/8". Tenant should maintain a file of copies of all transmissions to the Property Management Office.
4. Please note that plans and drawings must not be folded.
5. Final Drawing Submissions:
 - a) Final drawings ("As-Builts" & Shop drawings) shall be submitted in same format as noted above.
 - b) Drawings must be capable of printing full size.
 - c) Tenant's architect must submit all electronic close-out documentation to Landlord's Archinet site.
 - d) Tenant shall be responsible for any changes to the existing Emergency Action Fire Protection Plan.

6. The tenant shall also submit one (1) set to each of the following for their review and comments, when required:
 - a) **Building Engineer Consultant**: Robert Derector Associates
 - b) **Building Code Consultant**: Brookbridge Consulting Services, Inc.
 - c) **Building Hygienist**: Brookbridge Consulting Services, Inc.
 - d) **Building Fire Alarm Contractor**: Honeywell
 - e) **Building Management Systems Contractor**: Honeywell
 - f) **Building Elevator Contractor**: Otis Elevator Company

B. Filing/Permits

1. Building permits will be filed by the tenant, at Tenant's expense, using the approved Building Code Consultant in order to ensure consistency with Building Standards.
2. **Self-certification is prohibited.**
3. The asbestos form (ACP5), which is needed for filing, must be obtained at the Tenant's expense, by the Building Hygienist, Brookbridge Consulting Services, Inc., Kristina Hernandez, KHernandez@brookbridgeinc.com, 212-406-5920, unless specified differently in the Lease.
4. Tenant shall be responsible for payment of all filing fees, all controlled inspections, permits, and all other code mandated testing/inspections which will be performed by the Building Code Consultant or Building's independent consultants.
5. Copies of all certificates of approval and all permits must be delivered to the Property Management Office prior to the commencement of work or upon their receipt, whichever occurs earlier.
6. Construction Filing and Completion Certificates: Tenant shall, at its' sole expense, obtain all necessary permits prior to commencement of any work and all sign-off/inspections immediately following the project's completion. The attached Construction Checklist indicates the required documentation which must be provided to the Property Management Office in order for Tenant's construction to begin and upon completion of the construction. If the applicable Project Closeout documentation is not received promptly upon completion of construction, the Landlord may obtain these sign-offs and tenant shall reimburse Landlord (upon demand and as additional rent under the Lease) for all costs incurred in connection therewith, including an administrative fee of 15% of the total amount of costs incurred.
7. Noise mitigation plan must be filed according to mandated guidelines and posted with work permits. Tenants are not permitted to self-certify.

C. Insurance

Satisfactory evidence of proper insurance coverage must be filed with the Property Management Office before commencement of any work. Work will not commence without an Insurance Certificate being filed with the Property Management Office. Specifications for Insurance Certificates are in Appendix A. General Contractors are required to have 25 million dollars (\$25,000,000) combined General liability. Subcontractors are required to have a minimum of five million (\$5,000,000) combined General liability. Workers compensation is required and must meet statutory limits.

Note: Evidence of proper insurance coverage must be provided by the approved contractor and subcontractor(s) working under an approved contractor.

D. Approved Contractors and Sub Contractors

1. All work shall be performed by the Approved Building Contractors only. Names and telephone numbers of Building Approved Contractors are to be obtained from the Property Management Office. The General Contractor or Tenant must provide a list of the subcontractors, and their respective work responsibilities, to the Property Management Office prior to commencement of construction.
2. **Contractors must employ the services of union labor, affiliated with the local jurisdiction.** Tenant and Contractor shall make every effort to avoid labor disputes and shall indemnify the Landlord and Landlord's Agent against any such disputes.
3. The use of other contractors is subject to Landlord's approval.
4. Construction Personnel must carry proper identification at all times.

E. Construction Schedule

The Contractor will prepare a work schedule to be approved by the Property Management Office and the Tenant. The schedule should include work start date and the anticipated completion date. Prior to and during the construction phase, Contractor shall provide weekly work schedules detailing daily work hours. Regular Building business hours are from 8am to 8pm, Mon thru Friday. Contractor should also indicate (day and time) when the freight elevator(s) will be needed for demolition/construction purposes. It will be the responsibility of the Contractor to notify the Property Management Office if the schedule changes. The construction schedule should be based on the work to be performed as indicated on the Tenant's Approved Construction Documents.

F. Aware Manager

Tenant must submit written documentation on company letterhead assigning the General Contractor authorization to utilize Aware Manager in order to request building access and building services (billable and non-billable) for the duration of the project. Tenant is also responsible for submitting documentation to remove the same contractor from Aware Manager. **All service requests must be received no later than noon the day prior to work schedule. 24 hrs advance notice is mandatory for all Friday and weekend work. Property Management has the right to request additional notice for specialty work (i.e. core drilling, mechanical work involving building systems).**

III. CONSTRUCTION PERIOD

A. Supervision

1. A foreperson in the employment of the General Contractor is required to be on the job site at all times when any work is in progress. The assigned project Supervisor must be available at all times for the duration of the project. General Contractor must submit a detailed emergency contact list to include all sub-contractor foreperson information. The foreperson should make himself known to the Chief Engineer, and introduce any replacement, be they temporary or permanent.
2. All after-hours work by Contractors must be scheduled by Tenant through the Management Office via Aware Manager.

B. Security

1. All Contractors must cooperate with the Building's security personnel and comply with the Building's security procedures.
2. All doors must be closed and locked at the end of each work day.
3. The Tenant is to provide locks and keys that are keyed to the building mastering system for the construction site at the Tenant's expense. At no time shall the Property Management Staff of Paramount Group, Inc. be locked out of the construction site. Emergency Contact List required.
4. Removal of material, equipment and gang boxes from a construction floor must be scheduled by the General Contractor during non-business hours.

C. Fire Safety

1. The Tenant's architect shall design the space to be conducive with local codes related to life safety (i.e. in building relocation and occupant protection).
2. All necessary fire protection (i.e. fire extinguishers) must be in place throughout the construction process. These fire protection requirements shall be provided by the Contractor as directed by the Property Management Office, and as required by local code.

3. Properly equipped, certified personnel shall be posted whenever any types of welding, cutting or burning is taking place (Fire Watch).
4. Specific approval must be obtained from the Property Management Office any time work may produce smoke, heat, flame, or heavy dust, or anytime work could potentially cause damage to sprinkler pipes or heads. This includes use of acetylene torches and demolition. This written approval is required in order to coordinate the proper deactivating and reactivating of the appropriate portions of the Building's sprinkler and Fire Alarm System. Said deactivating and reactivating shall only be done by Building personnel and must adhere to all local codes

The contractor performing hot work must be in possession of an applicable FDNY Certificate of Fitness. In addition, the contractor performing Fire Guard duties must be certified as a Fire Guard.

5. At no time are flammable products to be stored, as per code, unless prior authorization is approved by PMO. All hot work must be submitted to the Property Manager's office and/or the Chief Engineer for final approval. Acetylene oxygen and propane tanks must be removed from the premises at the end of each work day.
6. Any additional (reasonable) fire protection requested by the Property Management Office shall be provided by the Contractor.
7. The Contractor will protect the Public, Tenant, and Building property by installing all necessary signage, dust protection and all other safety measures required for this work (i.e. exit, egress, NO SMOKING signs must be posted throughout the space). These reasonable requirements shall include, but not be limited to, ensuring the core Class E system (pull stations, warden telephone and common-area smoke detectors) remains in full operation throughout construction. Fire drill for construction floors shall be witnessed by the Building Fire Safety Director.
8. **All impairment procedures must be adhered to in addition to all local requirements. No Exceptions.**

No **Contractor** is authorized to be a decision maker as to when a Fire/Life Safety should or should not be taken out of service.

No **Contractor** shall be authorized to make any changes to any life safety device (open or closing valves, removing smoke detectors etc.)

A written request must be received by the Property Management Office for any type of: impairment, relocation, removal, modification or disabling of any Life Safety system and or device (Sprinkler Code letter requirement) prior to commencement of work.

D. Cleaning/Building Protection

1. Prior to project start and after project completion, Contractor needs to perform a walkthrough with the Building Chief Engineer, or designee, and complete a Floor Turnover Checklist.
2. In order to minimize any adverse impact on other Building tenants, spaces affected by demolition or construction dust or dirt shall be cleaned by the Contractor's labor to the satisfaction of the Property Management Office. Such spaces (but not limited to) shall include floors, walls and ceilings of multi-tenant corridors, and elevator lobbies and cabs. Spaces not satisfactorily cleaned shall be re-cleaned by the Property Management Office and charges shall be billed back to the Tenant. Cleanup work is, however, the responsibility of the Contractor.
3. Dust which accumulates from work done during normal business hours shall be cleaned continuously, and that which results from after-hours work shall be cleaned after work is completed. Contractor is responsible to insure all core closets, common areas and perimeter convectors are cleared, cleaned and painted as necessary. Assigned restrooms must be cleaned continuously and in some cases the contractor may be required to install protection.
4. If no work is planned for the following morning, additional follow-up cleaning of public areas is required no later than 8am the following day to clean dust which may have settled during the night. This requirement includes weekends.
5. Contractor shall only use Environmental friendly cleaning products.
6. For floors, a broom clean condition is to prevail on a daily basis. The job site is to be maintained in a clean condition. Trash shall be removed at the end of each day and will be carted away from the Building by Contractor at Tenant's expense. Debris is not to be left in piles in the Tenant space/work area, public areas such as corridors or freight lobbies, or Loading Dock. Containers must be emptied daily and promptly returned to the work area and not left on the sidewalks or in common areas. Debris, containers, incoming material, tools and the like may not be stored anywhere outside the work area.
7. Masonite panels and other padding must be used to protect all walls, floors and elevators from any damage which may be caused by moving demolition debris or construction materials through any part of the Building. Panels must be taped to eliminate the risk of tripping.
8. On multi-tenant floors, corridor protection will be removed each night before business hours and the corridor cleaned as described above.
9. The Contractor is to use rubber wheeled carts in removing debris and trash from Tenant's space. Under no circumstances shall metal wheeled carts be allowed. All doors are to be protected with paper and cardboard.
10. Any damage done to the corridors, inclusive of freight hall doors, during demolition/construction must be repaired by Contractor at the Tenant's expense upon completion of the project. Corridor specifications can be obtained from the Property Management Office.
11. Appropriate precautions must be taken to protect filters on the A/C units and/or supply return ductwork from clogging when construction dust is

heavy. Contractors should notify the Property Management Office in advance when such construction activities seem likely. As determined by the Chief Engineer, filters will be replaced at the Tenant's expense. In addition contractors must fully protect the elevators to prevent dust from migrating to other areas of the building (i.e. plastic protection to be installed at each elevator opening, see Chief Engineer for details. Never seal the elevator doors, as per code.)

12. Weekly pest management must be done and approved by the Property Management vendor.

E. Use of Building Maintenance Personnel

1. All labor rendered by Building personnel to coordinate or assist in any work, or to insure the quiet enjoyment of other Tenants, shall be charged to the Tenant at the Building's prevailing service rates.

F. Disruptive Work

1. Any construction work causing excessive noise, vibrations, or odors shall be performed before or after normal business hours.
2. Any work which disrupts Tenants must cease immediately upon request of the Property Management Office and be rescheduled for completion on an after-hours basis.
3. All Contractors and sub-contractor's employees must carry themselves in a professional manner whenever they are anywhere in the Building (i.e., no inappropriate language, radio playing or rough housing in the Building loading dock area or freight cars.)
4. Any unusually heavy equipment (vaults, batteries, ac units, transformers, storage racks, etc.) are subject to structural engineer's approval.

G. Freight Elevators

1. The freight entrance is located on 56th Street near the intersection of 5th Avenue. Details of freight elevator locations, specifications and hours of operation are in **Appendix C**.
2. All construction personnel must use the freight elevators for all travel within the Building and when arriving or leaving the site. Passenger elevators are off limits. All contractors must clearly display visitor badges issued by the Building security personnel daily.
3. Freight elevator use during normal business hours is for routine deliveries only. No exclusive use of these elevators can be granted during this time. Arrangements for after-hours elevator service should be made via a work order through AWARE MANAGER. The Tenant will be charged at prevailing rates.
4. An Aware Manager work order must be created in order to allow all workers entering and exiting the Building with materials, tool boxes, etc.

5. Freight area from the street to the freight elevator must be left broom clean, including elevator tracks.
6. Any hatch opening requests must be signed off (approved) by the Tenant at Tenant's sole expense. In addition, an advance work order should be input in AWARE MANAGER with a minimum two day prior notice.

H. Demolition and Construction Debris

1. All applicable demolition permits must be received by the Property Management Office prior to the commencement of any demo work. (After hours work variances included.)
2. All demolition, debris removal, and transporting of large quantities of construction materials must be done before or after regular Building business hours.
3. All construction debris must be removed from the Building within twenty-four hours. All Building Standard material removed during the construction of any Tenant space and not re-used by Tenant will be turned over to the Property Management Office at the Building's option.
4. Containers must be emptied and returned to the work space promptly. Containers may not be stored in the Loading Dock at any time.
5. Recycle and separate materials where possible. Required to follow LEED best practice guidelines. A waste manifest must be submitted to the Property Management Office, in a timely manner, listing carting company, method of removal, facility address where waste was delivered and photos of rubbish removal trucks at the location of property.
6. The (GC) contractor shall have the construction floors clean at the end of each construction day of all and any debris so that there are no hazards on the floors, walls or hanging from the ceilings.
7. Adequate lighting is to be provided in construction to achieve a safe work environment. Temporary construction lights must be turned off at the end of each day.
8. All electrical and plumbing lines must be removed back to the source.
9. Egress for fire exits must not be blocked or used for storage.
10. The elevator corridor must be clear at all times.

I. Storage

1. Contractors are not to store any equipment in Building electrical closets, phone closets, mechanical rooms, fire staircase, elevator corridors or freight halls. Storage must be coordinated with the Property Management Office and shall in most cases be confined to the construction site.

IV. MECHANICAL and DESIGN SPECIFICATIONS

General

The following items, addressed in the paragraphs below, are among those that must

conform to the Building Standard Specifications:

- HVAC Systems
- Electrical Installations
- Fire Alarm
- Plumbing
- Radiator Enclosures
- Telephone Hookups
- Walls
- Entryway doors, hardware and locks, electric strike, staining of entry doors
- Signage, Intercom
- Solar Screens and Shades
- Fireproofing
- Window film

Note #1: The Building Chief Engineer must be contacted to review the scope of work with the Contractor prior to the commencement of any mechanical/electrical work. At this time, a walk-through of the work area shall be conducted and all field conditions noted and addressed.

Note #2: New installations shall be in compliance with The Americans with Disabilities Act of 2010 (ADA) standard, and subsequent revisions/additions to said Act. Tenant is required to adhere to all requirements of the American with Disabilities Act.

A. HVAC

1. Property Management team will coordinate a third party vendor to traverse the duct coming off of the base building unit and document with a written report at the Tenant's expense. New tenants have the option of connecting their ductwork to the existing floor units or, in smaller spaces, to their own units. All Tenant units must have Property Management's approval prior to installation. All perimeter HVAC units are to be cleaned and vacuumed prior to painting.
2. The standard air distribution system for the Building is low pressure ductwork. Condenser water is for supplemental air conditioning units and is available as per the Lease provisions/terms.
3. All new Condenser water taps must be wet taps – existing building taps are not to be used. Contractor must provide piece of pipe removed during installation of tap.
4. The cleaning of condenser water piping shall be done in the presence of the landlord's representative with the chemicals used per the Building's chemical treatment company recommendation (Chem Aqua).
5. Any ductwork or other related HVAC mechanical equipment to be abandoned in Tenant's premises, as a result of Tenant's Improvements, shall be removed by Tenant back to the base building connection point. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related ductwork, plumbing

and electrical work and the reclaiming of refrigerants. This work is to be made part of demolition work.

6. Ductwork shall be constructed in accordance to the SMACNA HVAC duct Construction Standards.
7. An independent air balancing company (without affiliation to the contracted mechanical vendor) is required to test all new or modified ductwork; this work should be verified/witnessed by the Chief Engineer of the Building or their designee.
8. General Contractor shall not allow any trades to use the ductwork for support (i.e., all straps must go around ductwork and not be attached to ductwork sprinklers, wall studs, etc.).
9. All HVAC equipment on the floor must be accessible. Contractor will need to install access panels. Contractor should check with the Building Chief Engineer to confirm location of devices that will require access.

B. Electrical

1. All “home runs” from the electrical closet into the demising tenant space must be in ridged EMT and all access to be provided to all pull boxes where gypsum board ceilings are proposed. NO PULLBOXES in the elevator lobby or public hallway. Circuit information shall be labeled at pull boxes per industry standards.
2. Remaining wiring may be installed in Greenfield as code permits.
3. All lighting fixtures must be energy efficient as per electrical code and local energy code.
4. No sub-panels or piggyback panels are allowed in Building electrical closets.
5. Tenant electrical panels are required to be in the Electrical Closets. Locations to be approved by Property Management Office.
6. During construction all temporary lights must be provided and maintained at all elevator lobbies, fire exits, and equipment rooms on a 24-hour basis. All temporary lights and wiring must be turned off nightly and removed at the completion of the project.
7. Property Management has a riser management program in place therefore any proposed riser installations must be approved and coordinated with Property Management.
8. All power, including existing, must be routed back to the core electrical closet, and any penetration into the electrical closet must be sleeved and fire-stopped per code.
9. All core lighting and power (i.e. lavatories, mechanical spaces, telephone closets, etc.) shall remain energized throughout the project unless approved by Chief Engineer.
10. All electrical wiring/conduit/cabling (including telephone) to be abandoned as a result of Tenant's Improvements within Tenant's premises shall be removed back to the source of connection by Tenant at Tenant's expense. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related electrical work. This work is to be made part of demolition work.

11. The electrician is responsible for final inspection and sign-off by the Bureau of Electrical Inspection regardless of the length of time it takes to schedule an inspection date. It is the responsibility of the electrical contractor to ensure that an A433R form is filed. All panels must have type written detailed panel schedules. This includes sub-meters.
12. If approved core drilling is performed, the work must be coordinated with Property Management to ensure that there are no conflicts with existing conduits or plumbing. X-Ray of slab may be required (inquire with Property Management Office). Tenant / GC must provide all necessary protection on the construction floor and the floor below. If space below belongs to another Tenant, Property Management will provide a security officer escort to remain in the space for the duration of core penetration project, at the sole cost of the requesting Tenant. Prior to scheduling x-ray of the slab, the Contractor should walk the floor below with the Building Chief Engineer, or designee, to confirm that areas are accessible. **NO TRENCHING IS ALLOWED.**
13. Electrical letter is required (letter from electrician stating that emergency lighting for place of assembly and all other electrical work has been completed per code). Bureau of Electrical Control signoff required.
14. Contractor must perform an emergency lighting demonstration in the presence of the Building Chief Engineer, or designee. All emergency lighting must be tied into the Building generator. **Battery ballasts are not allowed.**

C. Plumbing

1. Access doors must be installed for full accessibility, as required, to include new and existing valves, controls etc. All piping to be abandoned as a result of Tenant's Improvements within Tenant's premises shall be removed back to the source of connection. Prior to removal, Property Management must be notified in order to approve the extent of removal and to coordinate the disconnection of related plumbing work. This work is to be made part of demolition work.
2. Tie-ins to the building core waste, vent, hot & cold water (wet columns) is strictly prohibited.
3. All new waste lines installed need to be tested for leaks, to ensure lines are clear.
4. All base building fixtures must be approved by Property Management Office to ensure they are building standard.
5. See HVAC #12 in regard to core drilling.

D. Fire Alarm

1. Due to the complexity of the life safety systems at 712 Fifth Avenue, any tie-ins and disconnect must be coordinated with the base building's fire alarm vendor:

Robert Rousseau
Honeywell
(516) 302-9497
Robert.rousseau@honeywell.com

At the end of each day, all life safety systems must be returned to service for off-hour protection. This includes fire alarm initiating devices, speaker/strobe units and the sprinkler system. In addition, Smoke heads, sprinkler heads and manual pull stations must not be covered or obstructed in any way that will directly affect the functionality or designed purpose of the particular device.

2. The Contractor or Electrician shall furnish electrical drawings to Fire Alarm vendor prior to the commencement of construction. These drawings shall include Fire Alarm System (which should be a separate drawing), Riser Diagram and Sequence of Events. The Contractor is responsible for coordinating all work with the Building's designated fire alarm vendor. All Fire Alarm Equipment must be purchased through vendor. Vendor will make the final tie-in of all fire devices to the DGP/TTB panel on the respective floor(s). A Fire Alarm Plan/Work Approval Application (PW-1) must be filed through the Building Code Consultant, and a work permit obtained prior to any work on the fire alarm system. This plan shall show the new equipment installed by the Tenant. The engineer who designed the mechanical systems shall sign and seal the riser plan. Also the electrical contractor shall complete an A433R Form which certifies the correct installation of the fire alarm devices. The signed and sealed plan and A433R Form must be given to the Building's Code Consultant to complete the fire alarm filing and sign-off.
3. The contractor will be responsible to pay the cost for any penalties or fines administered by the City as the result of an unnecessary fire alarm activation that occurred due to the contractor's failure to notify the building that a system lockout was required.
4. New Tenants shall not be allowed to occupy their space until their fire alarm systems are fully operational and on line. The FDNY Pre-test must be completed prior to occupancy, FDNY Letter of Approval to follow.

E. Telephone/Fiber

1. Building Standard telephone outlets must be wired with stub-ups through the wall above the ceiling line. It is the Tenant's responsibility to install all telephone wire and extend stub-ups to telephone closet as required by local code requirements. If exposed wire is allowed and used, it must be securely fastened in bundles to the slab above so as not to impose additional loads on the ceiling, ceiling support system, duct work, light fixtures, etc. All telephone and data cables are to be made of approved

fire resistant wire (such as Teflon coated), or concealed in EMT when running through a return air plenum. No Tenant Equipment is allowed in Building Mechanical Equipment Rooms (MER's) or electrical closets. Tenant Equipment is allowed only in the Tenant's space. All cables/wires that penetrated through base bldg. core must be in pipe / conduit and the wall shall be fire rated. If the cables / wires pass through a common area of the floor it must be in conduit at the point it leaves the base bldg. core closet to the tenant space. Tenant's equipment must be marked / tagged to be easily identified.

2. Tenant power and telecommunications cabling between contiguous floors shall not be routed through base building risers.

F. Walls

All walls must penetrate the ceiling. Interior partition studs must extend to the underside of the slab above. All demising partitions and corridor walls must be extended completely; drywall and studs must extend to the underside of the slab above, per New York City Codes. Any penetrations to the demised walls shall be properly sealed as required by code.

G. Entry Way Doors, Hardware, etc.

1. Entry Way Doors – shall be Building standard. All hardware must be keyed to Building mastering system.
2. Hardware and Locks - All entry doors must be keyed to the building standard and purchased through the Building hardware vendor.
3. Signage - Building Standard Signage (frame, size and color) must be used. Signage is to be ordered by the Property Management Office at the Tenant's expense. The sign graphics must be submitted to the Property Management Office four (4) weeks prior to the Tenant's move-in date.
4. Evacuation Map – Must be installed by the Tenant adhering to all applicable building Codes.
5. Door Checks/Closures – All door checks/closures must be mounted in header. **No door checks/closures can be installed in floors.**

H. Window, Solar Screens and Draperies

The Building Standard shades must be kept in place, any additional window treatment must be approved by Property Management Office and installed without limiting access to the base building standard shades. Window frames and trim cannot be painted or drilled into.

I. Fireproofing

Fireproofing must be approved by Property Management Office. In the event any structural steel is exposed as a result of construction, thorough fireproofing shall be required as part of Contractor's scope of work.

J. Sprinkler Heads

All sprinkler heads must be new and installed as per building code. Code compliant temp loops must be filed with DOB and NYFD for approval per local jurisdiction.

**K. Floors
(Core Drilling) – If Property allows**

Any core drilling must be approved by the Property Management Office. General Contractor must contact Building floor scanning contractor, which will submit their findings to the Building structural engineer and receive approval from. Prior to any drilling, Property Management Office is to be notified accordingly. Chopping or trenching is not permitted.

Leveling

No liquid pours for leveling are allowed near the elevators, doorways or pipe penetration areas (hot water radiation).

L. New York City Energy Codes:

All construction projects must comply with latest NYC energy codes for design and build-outs.

V. CONSTRUCTION SIGN OFF

See **Appendix D** for a list of required documentation which must be provided to the Property Management Office in order for Tenant's construction to receive the necessary sign-offs. If the applicable documentation is not received promptly the Property Management Office shall, at the Tenant's expense, make the necessary arrangements to obtain these sign-offs.

VI. MATERIAL / PRODUCTS

If building standard materials are not used, the tenant is responsible to maintain adequate stock for repair. Extra materials cannot be stored in electrical, telephone or mechanical rooms.

A. Locks

Locks, Keys and Door Hardware Specifications
AAA Hardware
(212) 840-3939

B. Restroom

Fixture and flushometer specification

Sinks & Urinals – 0.5 gpm
Toilets – 1.6 gpm

VII. Agenda – Construction Kickoff Meeting

Paramount Group Inc.

712 Fifth Avenue

Floor #6

Agenda – Construction Kickoff Meeting

Date of Meeting; _____

Prepared by _____

1. **General overview**
2. **Pre-Construction meeting**
 - A. Signed Lease
 - B. Building Department filing forms submitted
 - C. Letter from tenant - release for early filing
 - D. Letter from tenant - expedited review, remedial measures
 - E. ACP-5 / Asbestos
 - F. Drawings reviewed and review comments signed by tenant
 - a. **INCLUDING ADDENDUMS**
 - G. Letter from tenant authorizing GC to procure building services
 - H. Conduct joint walk-through of all core spaces with building engineer
 - I. GC Job Safety Plan
 - J. Construction Schedule (two week look ahead)
 - K. Confirm that GC has a copy of Building Construction Rules & Regulations
 - a. Access to property
3. **Introduction** - Introduction of all parties present and what their role on project is.
4. **Weekly Meetings** will occur on _____ going forward @ _____:_____ to be discussed.
5. **Project Schedule- GENERAL CONTRACTOR** is to also put in place an overall project schedule that must be issued at the kickoff meeting.
6. **Supervision** - GC to have a full time super on job from beginning of project to end of project.
7. **DURING CONSTRUCTION ensure:**
 - A. Work permits obtained / After hours and weekend permits
 - B. Certificates of Insurance for all trades

- C. Building access - Freight elev. for all workers
 - D. Loading dock requirements / dumpsters
 - E. Elevator requirements / deliveries / hatch openings
 - F. Hot works permits
 - G. Fire guard certs
 - H. Sprinkler Drain down – 24hr notice min
 - I. Smoke jump out – 24hr notice min
 - J. Shut downs / tie ins – 3 week notice min
 - K. Protection in corridors / Lobby
 - L. Noise – off hours, stoppages (to include local BID regulations)
 - M. Condition of work area – to be swept and cleaned daily
 - N. Toilet facilities to be determined by General Contractor and Property Management and maintained by the General Contractor
 - O. Base building Doors / Windows to be kept closed, NO smoking
 - P. All trades to use freight elevators at all times
8. **Contractors list of subcontractors** – GC to put together a list of all PGI Approved sub-contractors & people who will be working on project, including names, company, affiliations, telephone numbers, cell phone numbers, fax, if needed, along with address and email address and provide the names and personnel information including cell phones and emails of the project manager and super on project. This includes all insurance certificates and emergency contact lists.
9. **AFTER HOURS work Variance Permit** – GC to apply for any & all after hour variances.
10. **Consultant** - Outside Consultants _____.
11. Questions related to project should be addressed to Jenna Fantauzzi, Property Manager, jfantauzzi@paramount-group.com, (212) 307-6454. If engineering issue that refer that question to Kevin Daly, Chief Engineer, kdaly@paramount-group.com, (212) 307-6454.
12. **SHOP DRAWINGS** – Submit Shops to PGI for review.
13. **LONG LEAD ITEMS** – If there are any long lead items, GC to identify by next meeting and come up with a solution /substitute to meet overall schedule.
14. **PERMITS** – Post on job site, and again obtain after hour’s permits plus any other permits required.
- The contractor will be responsible to pay the cost for any penalties or fines administered by the City for failure to provide the required permit.
15. **LANDLORD’S RULES & REGULATIONS** – Review Electronic Handbook
16. **SPECIAL INSPECTIONS**--

17. **Work on Tenant Space Below** - Any and all work on tenant space below must be coordinated with Building Management Office. This includes plumbing work, plus any and all heavy noise during normal working hours. For all work being done, General Contractor must give a list of all names to Paramount, so that they can schedule work and will need at least one week's notice.
18. **Construction Safety**- GC to provide all the necessary OSHA and or any other rules & regulations regarding safety on project and maintain all the necessary safety equipment on project. Note if anyone is injured on job, you must report that to the Property Manager's Office at Paramount.
19. **Weekly Meeting Minutes** with Action & Completed columns. The general contractor to provide weekly meeting minutes which are to be electronically distributed by Monday each week for review and comment by attendees. GC is responsible to post meeting minutes on Archinet web site for project, once a week.
20. **Elevator Reservations**, General Contractor to keep log of elevator use for entire project, this must be submitted monthly to Property Manager's office. Must notify Office one week in advance as to what days elevators are needed via AWARE MANAGER.
21. **Change Orders including Authorizations, Unit Prices**. General Contractor to include 1 set of change order documents. In all cases there must be a section that has a review column by Architect. General Contractor is to work on approval change orders only after they have been approved by the Landlord. Any change order issued by General Contractor must be forwarded to Paramount, including using unit process per contract and appropriate back up as it relates to % of GC, Overhead, insurance & profit. Any Change order must have backup based on unit prices per contract with General Contractor and Paramount.
22. **Certificates of payments**, method of payments, plus partial & final lean waivers from all trades. All application for payments must be sent to the Building Office monthly for review and approval.
23. **Closeout of Project, Final Paper Work**. Electronically, where possible, GC to provide Paramount & Tenant with copies along with electronic copy of As-Built shops.
24. **Communication** - Coordination between HVAC, Sprinkler, Electrical & Plumbing work above finished ceiling, as they relate to shop drawings coordination by general contractor & their subcontractors.
25. **Existing conditions**: Photograph space and advise Paramount if any existing conditions are damaged.
26. **Weekly Meetings** - Attendance at Weekly Meetings & Time of Meetings to follow, including next week.
27. **Tenant Occupancy**

- A. Fire Alarm Affidavit
- B. Scheduling of elevators - moving

28. **Post construction**

- A. Building Punch List
- B. Building Department Sign offs
 - 1. Directive 14 – Arch, Plumbing, HVAC, Structural
 - 2. Sprinklers – Computer printout as evidence
 - 3. BEC sign off – electrical
 - 4. Fire Alarm Sign off – Fire Department Inspection / A-433 & B45
 - 5. TCO
 - 6. C of O
- C. Waivers of Lien – partial for partial payments / Final for Final payments
- D. As Built
 - 1. Architectural & Engineering Auto Cad indicating final changes
 - 2. HVAC, E, P, FP drawings scanned to disk – TIF file/PDF

29. **Tenant Administration**

- A. Tenant Improvement Allowance Requests - No more than once per month or as according to Lease.