



777 BAY STREET DESIGN / CONSTRUCTION MANUAL

**777 Bay Street
Toronto, Ontario**

July 2017

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A – GENERAL INFORMATION

1. Introduction

This Manual has been prepared to introduce tenants to the design, systems and building regulations for College Park, in order to assist in the design and construction of the leased premises.

This manual is intended to be read in conjunction with the building lease document. In the event of any conflict between this Manual and the lease, the provisions on the lease or any other specific written agreements between the Landlord and the Tenant shall prevail.

The Landlord reserves the right, from time to time, to add or amend the information, procedures and regulations contained herein. Any such additions or amendments will affect any Tenant Work undertaken after the addition or amendment has been issued.

2. Tenant Co-ordination

The Landlord will appoint a coordinator who will guide and assist the Tenant throughout the construction and renovation period and will act as a point of contact within the Landlord's organization. The Tenant shall pay the Landlord a coordination fee to offset the cost incurred by the Landlord in paying a third party to coordinate tenant's work on the Landlord's behalf.

All questions, comments and submissions are to be addressed to:

Canderel
Property Management Office
Suite 427 - 777 Bay Street
Toronto, Ontario
M5G 2C8
Telephone: (416) 597-1221
Fax: (416) 597-6982
Attention: Property Manager or Manager–Construction Services

3. Tenant Design and Working Drawings

The tenants must submit to the Landlord for review three (3) sets of prints of all work proposed in the leased premises. The Landlord will provide a written general drawing review. The Landlord will provide the Tenant with the approval to proceed subject to the condition that the tenant shall revise its drawings to include all of the Landlord's comments and corrections, and that the Tenant will provide the Landlord with a revised set of prints for review prior to commencing the Tenant work. The Landlord shall not be obligated to change or extend any of the dates contained in the Lease as a result of the drawings being rejected by the Landlord or its consultants. Any revisions to the reviewed drawings must be submitted to the Landlord for approval, and work must not proceed until the revised drawings are reviewed again by the Landlord. Copies of drawings must be kept on the job for reviewing throughout the construction period.

The Landlord reserves the right to request additional information for purposes of definition or clarification prior to giving approval to proceed. Working drawings should supply the information listed below.

3.1 FLOOR PLANS (drawing scale of 1/8" = 1' - 0")

- a) Location of all major fixed elements within the leased premises dimensionally to grid lines and demising partitions
- b) Location and layout of rooms of unusual loading concentrations such as centralized filing areas and calculations of unusual loading in excess of 75 lbs. per square foot. (Require BB engineer verification)
- c) Location of power and telephone outlets.
- d) Room names and uses
- e) Floor materials and finishes throughout the premises.
- f) Where the leased premises occupy less than a full floor, a drawing of the entire floor showing the location of leased premises and its relationship to the elevator lobby, exits, washrooms, etc. is required.
- g) Partition types.
- h) Location of exit lights.
- i) Hardware schedule and Tenant's keying requirements.

3.2 REFLECTED CEILING PLANS (scale: 1/8" = 1' - 0")

- a) Lighting layout, ceiling pattern, materials and suspension system.
- b) Types and wattage of any proposed special lighting fixtures.
- c) Location and types of sound baffles above ceiling.
- d) The location of any access panel required to service building systems.

3.3 CONSTRUCTION DETAILS

- a) These plans should be prepared with an appropriate scale and indicate methods of construction.

3.4 ELECTRICAL AND MECHANICAL DRAWINGS (scale: 1/8" = 1' - 0")

- a) Complete Electrical, Mechanical, Sprinkler, Building Automation and Life Safety and System Drawings.
- b) Details of alterations and all additions to the base building systems, as well as, base building conditions which remain unchanged.
- c) Heat generation equipment and heat output details will be required on the mechanical drawings.

3.5 STRUCTURAL DRAWINGS

- a) These drawings and written reports must be supplied by Base Building Structural Engineer when conditions warrant their production (i.e. openings in slabs, libraries, file rooms, vaults, core holes, etc.)

3.6 VOICE AND DATA CABLING/INFRASTRUCTURE

A basic, physical infrastructure (i.e. cabling) needs to be put in that will provide for ultimate flexibility in the functionality that is required by the tenant. With the growing complexity of information technology and the growing need for even small companies to be linked both internally (e.g. LANs) as well as externally (e.g. Internet, email), it is necessary to design and document the requirements and the solution.

Information required by the Landlord includes the following:

- Communications Closet(s) Design:
 - Power Requirements
 - HVAC Requirements (cooling, heating, CFM's)
 - Rack Design (Space Requirements)
- Data/Voice Backbone Design:
 - Wiring Diagram
 - Wiring Type, Termination Method
 - Conduit Requirements (Design)
 - Cable Addressing Scheme
- Data/Voice Workstation Design:
 - Wiring Diagram
 - Wiring Type
 - Conduit Requirements (Design)
 - Power Requirements
- External Access Requirements
 - Number/Type of Data & Voice Lines
 - Demarcation Points
 - Cable Addressing/Labeling Scheme

4. Certificates and Approval

The Tenant is responsible for insuring that the following requirements for all trades have been complied with before construction begins:

4.1 INSURANCE

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

777 Bay Management Services Inc.

777 Bay 2 Limited Partnership through its general partner,

777 Bay 2 GP Inc. and 777 Bay 2 GP Inc. and 7550375 Canada Inc. and College-Bay

Properties Limited Partnership by its general partner, Cangreen GP Inc. and

Cangreen GP Inc. and College Bay Equities Inc. and 10197718 Canada Inc.

4.2 LIEN PROTECTION

The Tenant shall undertake to protect the Landlord against the placement of liens under the Construction Lien Act by the Tenant's contractors or suppliers.

4.3 PERMITS

The Tenant's design and construction work must comply with all applicable by-laws. The Tenant must obtain all necessary permits and approvals from the appropriate government authorities, and submit a copy of all permits to the Landlord before construction begins. The Tenant must immediately correct any work that does not meet with the approval of the building inspector, even though the Tenant's drawings may have been approved previously by the appropriate government authorities and the Landlord. Any revisions to the approved drawings requested by such authorities must be brought to the attention of the Landlord immediately. Should the Tenant unduly delay the required corrections, the Landlord may make the corrections at the Tenant's expense.

4.4 WORKERS' COMPENSATION

The Tenant's contractor shall furnish a current clearance certificate issued by the Workplace Safety and Insurance Board (WSIB) and demonstrate that all employees engaged in the work are covered in accordance with the statutory requirements of authorities having jurisdiction.

4.5 WHMIS

All contractors, subtrades and suppliers shall abide by the WHMIS (Workplace Hazardous Materials Information Systems) Regulations when working within the jurisdiction of 777 Bay Street. The Landlord reserves the right to request the contractor to show signed WHMIS certificates required for all staff members.

4.6 OCCUPATIONAL HEALTH & SAFETY ACT

All contractors, subtrades and suppliers shall abide and comply with the requirements of the Occupational Health and Safety Act R.S.O. 1980c.321 as it relates to construction projects.

5. Appointment of Contractors

All Tenant contractors must be approved by the Landlord. Specific Landlord requirements are as follows:

- a) All life safety work, including the relocation and disconnection of speakers, fire pull stations and fireman's handsets, as well as all tie-ins to the base building's fire alarms system must be completed exclusively by SIMPLEX GRINNELL
- b) All HVAC, sprinkler and plumbing system work must be completed by a Landlord approved contractor. (Refer to Section E).
- c) All electrical work must be completed by a Landlord approved contractor. (Refer to Section E).

6. Construction Schedule

The Tenant must provide the Landlord with a construction schedule prior to the commencement of work. The schedule must outline the duration and hours of work.

7. Commencement of Construction / Demolition

The Tenant is required to carry out its construction work in strict accordance with the "Approved Drawings". Construction may proceed only after the Tenant has completed the following:

- a) Executed the lease agreement for the leased premises.
- b) Submitted acceptable evidence of insurance coverage to the Landlord as set out in this Manual.
- c) Posted all required permits and safety notices on-site.
- d) Received approved drawings and written notice from the Landlord to proceed with construction.
- e) Make available on the leased premises, at least one set of the approved drawings for the duration of the construction period for reference by the Landlord's authorized representatives.
- f) Submitted a schedule showing the timetable for the progress and completion of the Tenant's work.

- g) Follow requirements in Item 23 & 24 of Section B.
- h) Hazardous Materials review as per Government Regulations. Refer to Item 28 of Section B.

8. Completion of Tenant's Construction / Demolition

Any elements of the base building such as (but not limited to) ceiling components, doors, door frames, hardware, light fixtures, speakers, etc., which the Tenant removes with the approval of the Landlord, remain the property of and must be turned over to the Landlord.

Upon completion of the job, the Tenant must submit the following to the Landlord:

- a) A certificate from its architect or designer stating that all work, including that of the mechanical and electrical contractors, has been completed in accordance with the approved drawings.
- b) An Ontario Hydro certificate of approval.
- c) A full set of architectural, mechanical and electrical "as built" drawings on CAD and hard copy.
- d) Copies of all permits and certificates issued by the authorities having jurisdiction over all or any part of the Tenant's leasehold improvement work.
- e) A statutory declaration stating that all accounts for labour, subcontractors, products, construction machinery and equipment and other indebtedness which may have been incurred in the performance of the work and for which the Tenant might in any way be held responsible, have been paid in full except holdback monies properly retained and, that no liens have been registered against the Landlord's property.
- f) Refer to Item 23 in Section B for complete detailed list.
- g) Close out documentation as per Item 24 in Section B.

B - RULES AND REGULATIONS GOVERNING TENANT WORK

While carrying out work in the leased premises, the Tenant and all of its contractors, agents and employees are required to abide by the regulations listed below.

1. Inspection of Tenant Work in Progress

The Landlord and its agents, architects, engineers and consultants shall have unlimited access to the Tenant's premises for the purpose of inspecting the Tenant work in progress. The Landlord and its architects, engineers, or consultants may note deficiencies in the Tenant work which shall be corrected by the Tenant immediately upon notice.

2. Security Control

The Tenant is responsible for providing its contractor's access to their Premises, by providing written notice (or email) as such to Landlord.

Please note that Landlord's security requires all contractors to sign in at the Security Office at the loading dock at all times each night. Access will only be allowed to contractors and sub-contractors of the Tenant whose names have been previously supplied to the Landlord in the form of a trade list. Name Badges will be provided to those trades working within the complex. The Badges must be worn at all time while on site.

The Tenant is fully responsible for the physical security of the leased premises and the contents therein throughout the construction period.

Security escort is available through the Landlord at the Tenants request and services paid by Tenant, by way of "Tenant Work Order" (T.W.O.).

3. Public Safety

It is the Tenant's responsibility to ensure that the Tenant contractor observes and complies with all applicable latest construction safety regulations. In addition, safety regulations imposed by an authorized representative of the Landlord must also be complied with immediately and fully. Should failure to comply result in any construction delays the Tenant will be held responsible for all resulting costs.

4. Emergency Contact

The Tenant and its contractor are required to post at the site the emergency contact name and telephone number.

5. Temporary Services

The Tenant's contractor is responsible for the distribution of temporary power and telephone service within the leased premises during the construction period. Washrooms available for use by contractors will be designated by the Property Manager, if available. The Tenant and the Tenant's contractor are responsible for providing operable fire extinguishers in the premises throughout the construction period.

6. Work Areas

All construction materials, tools, equipment and work benches must be kept within the leased premises throughout the construction period. All public lobbies, corridor, washrooms, exit route to stairs and stairs shall be kept clean and clear of construction materials at all times.

7. Garbage

Removal of garbage and construction debris generated by the work of a Tenant's contractor will be the total responsibility of the contractor.

Please note that the removal of garbage and construction debris via bins or trucks is only permitted during the hours of 6:00 p.m. to 7:30 a.m., and only if prior arrangements have been made with the Landlord. Refer to Building Request Form – "Request for Building Services". Form is in Tenant Information Manual.

8. Hours of Construction

Construction activities that create any noise or odors are not permitted at any time during the regular business hours.

Construction is only allowed between the hours of 6:00 p.m. to 7:30 a.m. (Monday – Friday) and all day on the weekends and holidays.

Core drilling is only allowed after midnight to 6:00 am weekdays, and after 6:00 pm to 6:00 am on weekends.

Any contractor not abiding by the above-noted rules will be told to stop all construction work.

9. Washrooms

Contractors are not to use the building washroom area for the cleaning or disposing of any construction materials or liquids of any kind.

If there is any damage to the washrooms due to incorrect usage by the Tenant's contractor, the Tenant will be responsible for repairs of all damage.

10. Access and Deliveries

All construction materials are to be delivered to the building loading dock. The freight service elevators are the only elevators to be used and at no time are deliveries allowed through the main lobby entrance of the building. Hours for freight elevators operation are from 6:00 p.m. to 7:30 a.m. Monday to Friday and on weekends. The freight elevator must be booked 48 hours in advance using the “Request for Building Services” form.

11. Electrical Power Shut Downs

All requests for electrical power shut downs must be made in writing and submitted for approval to the Landlord two weeks prior to the required shut down.

12. Air System Shut Downs

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

13. Water System Shut Downs

All requests for water system shut downs must be submitted for approval to the Landlord at least 48 hours prior to the shutdown date at Tenant’s expense. This includes for sprinklers and standpipe shutdowns.

14. Plumbing

Water supply lines, drain lines and vent connections must be removed from the ceiling space back to the core riser and properly capped when being removed from the Tenant’s premises. Hot Work Permit is required and security watch is available at Tenant’s expense.

15. Parking

Vehicle parking required by Tenant’s contractor is the responsibility of the contractor. The Landlord makes no representation that any such parking will be available. Under no circumstances are vehicles to impede or block access to the garage or loading dock facilities.

16. Drilling or Cutting

The Tenant’s contractor is not permitted to drill or cut openings of any description in any part of the building’s structure, including window frames, without prior written approval from the base building structural engineer at Tenant’s cost. If such work is deemed necessary and acceptable to the Landlord and the Landlord’s consultants it shall be carried out between 12:00 (midnight) to 6:00 a.m. by the Tenant’s contractor at the Tenant’s cost. Any work of this type will require a non-radiation method of inspection of the slab prior to drilling, which will also be at the tenant’s

expense. Conventional x-raying is not permitted. Structural review and approval in writing is required prior to any work commencing at tenant cost.

Any damage to cast-in electrical wiring shall be repaired by the Landlord's contractor at the Tenant's cost.

Contractor to provide plan showing core hole locations for Landlord's review prior to drilling. Contractor has to review with the landlord when to core during weekends.

17. Welding

No open flame for welding, cutting or other purposes is permitted without the prior written approval of the Landlord. If pressurized gas cylinders are used, the Tenant's contractor shall ensure that their use is in accordance with requisite safety provisions and requirements. An operational fire extinguisher shall be available in the immediate vicinity of the work.

No welding or soldering on any part of a floor shall be done without knowledge of the Landlord as these activities may trigger a fire alarm. Work Permits requesting the deactivating of a floor's fire alarm systems must be obtained from the landlord. Pre-approved Hot Work Permit by Landlord shall be posted. Fire watch and any associated fire panel/system work, shall be provided at the tenant's expense.

18. T-Bar Ceiling

T-Bar ceilings are not to be cut or screwed into. Contractors must use clips. Drilling or attaching any material by any method onto building window mullions is strictly prohibited.

Gypsum Board ceilings are to be independently supported from structural slab above – no exceptions. Do not tie off on T-Bar.

19. Electromagnetic Locking Devices

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

- a) Have a permit issued by the City of Toronto Department of Buildings & Inspections;
- b) Be certified by the installing contractor;
- c) Be verified and certified by the Indicating Equipment service technician;
- d) Be certified by the Landlord or the Landlord's Representative;
- e) Have the operation witnessed by the Toronto Fire Department; and
- f) Have all pertinent documents available for the Toronto Fire Department in order to provide the City of Toronto Department of buildings and Inspections with the necessary information.
- g) Independent test to be carried out (Fire Alarm) once the system is returned to normal to ensure devices operate correctly.

20. Conduit

All cabling and telephone type wiring used above the ceiling must be installed in conduit in accordance with the Building and Fire Codes. Removal of non-base building cabling, conduit and telephone type of wiring shall be back to the source. Any affected panel schedules shall be updated. Redundant wiring and conduit must be removed from site.

21. Dust

All base-building perimeter air handling systems must be protected from any dust or debris during construction, by way of installing a filter. Filter to be removed when construction is completed.

22. Pre-occupancy Cleaning

Tenants are responsible for insuring that the following areas/items are cleaned before the premise is occupied or re-occupied (final construction clean):

- a) Light fixtures and lenses;
- b) Floor tiles and carpets
- c) Corridor walls and doors immediately adjacent to the leased premises;
- d) Perimeter radiation units (convectors);
- e) Inside faces of windows;
- f) All service rooms; and
- g) Venetian Blinds.

Cleaning Service is available through the Landlord at Tenants cost.

23. Start up Documentation

REQUIRED START UP DOCUMENTATION **PRIOR** TO CONSTRUCTION

Note: All previous outstanding permits must be closed on floor prior to new work starting.

1. Inform Landlord of pending construction. Contact either Construction Manager or General Manager in Property Management office.
2. Provide three (3) copies of Architectural, Mechanical, Electrical and Structural drawings, specs and details (permit set or construction set).
3. Landlord will provide a written drawing review. Minimum two weeks must be allotted for this review.

4. Mechanical and Electrical drawings will be sent out for review to the base building engineers if base building engineer (HH Angus) is not used to produce drawings. This will be at Tenant's cost.
5. Tenant representative to respond to base building comments.
6. Contractor must be an approved commercial builder for the building. If not, they must register and get approved with the Landlord prior to commencing with construction.

Non-approved contractor to submit the following for being reviewed by Base Building to become an approved contractor;

- a) CCDC 11.
 - b) Information of own company brochure.
 - c) Safety policy and procedures.
 - d) WSIB.
 - e) Verify if they can supply a certificate of insurance for \$5,000,000.
 - f) 3 references from clients of other completed projects.
 - g) Provide Policy/Procedures for recycling of products removed from site.
7. Once contractor is approved and awarded the construction they must submit, prior to construction start, "Start Up" Documentation as follows:
 - a) Certificate of Insurance, \$5,000,000 minimum for general liability (additional insured name must be filled out correctly, refer to item 4.1 of Section A)
 - b) WSIB
 - c) Trade list with contact information and telephone numbers (only those listed on trade list will be allowed on site)
 - d) Schedule.
 - e) Furniture, Cable, Telephone and Audio Visual installers are required to submit Certificate of Insurance & WSIB if not working under a General Contractor.
 - f) Copies of each building permit that was applied for (must be posted on site).
 - g) Copy of electrical permit.
 - h) Must acknowledge in writing that they have copy of the latest Tenant/Construction manual.
 - i) Copy of hazardous substance review report (DSS Ontario Regulation 278/05 and Ontario Regulation 490/09) as per code. (Base Building Consultant is Pinchin).
 - j) Copy of structural review by base building engineer for all core holes, large filing cabinets, safes, etc. cost by Tenant.
 8. Provide copies of each permit application.
 9. Letter from Tenant accepting and approving the Contractor to do the work on their behalf.
 10. Must fill out Base building request forms (RBS Forms). Refer to Tenant Information Manual.

11. Required base building associated costs (requested by contractor) to be charged to tenant in the form of a “Tenant Work Order” (T.W.O.) to be signed by tenant prior to start of work requested.
12. Provide transfer air ducts where required, size to be verified by mechanical engineer. If not installed as part of Tenant scope of work, Landlord may do the work and back charge the Tenant.

24. Notes during construction

1. Contractors to supply start up documents
2. Noisy work is allowed only after hours, 6:30 pm – 7:30 am
3. Fill in forms (RBS) for requests for drain downs, security, etc
4. Scanning only (**NO X-Rays**)
5. Engineering Link to review and provide written approval of core drilling location prior to drilling
6. Furniture movers will require certificate of insurance minimum \$5,000,000 and additional insured as per Landlord manual (Refer to tenant manual)
7. Coved light fixtures with lenses available for \$50 from Landlord
8. Ceiling tile information provided for replacements :
New tile:
Old tile:
9. Walkthrough inspection prior to construction. (See attached sign-off sheet)
10. Verify power requirements if more than existing are required.
11. Copy of building permit and building permit application
12. Security will be required when work is required on floors above or below construction area or of tenants are beside as well.
13. Filter is required over return air ducts during construction at all times and removed when construction is completed. Filters to be changed as necessary.
14. Ref Standards to latest OBC

15. Tie in partitions with clips only to ceiling grid, no screwing into grid, chargeback for replacement of grid if found.
16. Adhesives for resilient flooring carpet to be done after hours with HVAC running (additional charge)
17. Painting to be done after hours with HVAC running (additional charge)
18. Corbin locks for doors to match base building for interior and multi-tenant corridors to be Mul-T-Lock.
19. Provide two complete sets of close out documents, list attached – CADD files of A, S, M, E drawings are required.
20. Air balancing is to be by base building contractor.
21. Pre-action systems coordinated and maintained by Tenant, not Landlord.
22. Fire rated cabling in ceiling space is required FT6 or Armourflex BX cables as per Code.
23.
 - a) Remove air redundant conduit back to base building source fill holes with concrete for 2 hour rating minimum.
 - b) Card reader if not in use to be returned to Landlord.
 - c) Removal of card reader is by Tyco
 - d) All exits to remain clear during construction
24. Co-ord and install transfer air ducts (insulated or not) where baffles are installed around rooms, etc. Size to be designed by mechanical engineer
25. Keep everything 18” minimum clear from convectors for air flow and window washing and removing convectors for access.
26. Outstanding Building Permits must be closed prior to new construction starting.
27. Contractor to clean all convector fins after construction is complete.
28. Blinds to be protected during construction or removed stored and replaced.

25. Close Out Documentation

Two (2) Binders are to be provided one (1) Tenant and one (1) Canderel

All information to be contained in a 2" or larger Binder (White)

Cover and side band to identify tenant, month and year of completion, building and Suite number.

All Drawings to be in the following formats

Hardcopy drawings (1 copy of each drawing in each format)

Large format (original bond size)

11" x 17" paper size for binder

Softcopy of "as built" CADD drawings (indicate version of software saved in) on a CD

AutoCAD format (.DWG)

PDF Format

General Contractor / Conditions

Table of Contents

Trade list with contact names

Statutory Declaration

Permit Application, Receipt and copies of all permits

Receipted General Contractor Invoice

City Permit Sign-Off letter

WSIB Clearance Certificate

Certificate of Publication

Copy of General Contractors Liability Insurance certificate with additional insured listed

As-built Construction Schedule

Architectural

As-built Hardcopy drawings

As-built Softcopy drawings

Approved Finishes Care and Maintenance specifications

Warranties

Hardware schedule complete with keying information

Architects/Designers Certificate of Completion

List of Materials as well as suppliers of each of the products for future reference

City Close off Permit letter

Mechanical (HVAC and Plumbing)

As-built Hardcopy drawings

As-built Softcopy drawings

Maintenance manuals and approved cut sheets

Final Balance report

Design Engineers Certificate of Completion

Warranties for Equipment and Labour

City Close off Permit letter

Electrical

- As-built Hardcopy drawings
- As-built Softcopy drawings
- Light Fixture cut sheets
- Maintenance manuals
- Electrical Safety Authority Certificates
- Fire alarm Verification Certificate
- Design Engineers Certificate of Completion
- Warranties for Equipment and Labour
- City Close off Permit letter

Sprinklers

- As-built Hardcopy drawings
- As-built Softcopy drawings
- Other: Approved design drawings of other engineered systems (i.e. Pre-action, FM, etc.)
- Engineers NFPA 13 letter (Sprinkler head coverage)
- Engineers NFPA 14 letter (Standpipe and Fire hose cabinets)
- Design Engineers Certificate of Completion
- Warranties for Equipment and Labour

26. Material Selection Policy

Canderel is committed to using low environmental impact building materials and equipment in the facilities. To that end, our organization shall encourage the use of environmentally-friendly materials in construction and office use such as products with high recycled content, products which are produced with minimal impact on the environment, and low off gassing carpeting and furnishings. Tenant handbooks shall outline materials selection guidelines.

Management and Tenants recognize the importance of ensuring that environmental principles are a key consideration in all procurement decisions, and which to promote the purchase of products and services, which represent less impact on the environment. Employees and contractors will seek out and give priority to suppliers of products and services that meet the following criteria:

- Achieve a reduction in the amount of material or product consumed, e.g. paperless communications, elimination of packaging.
- Generate less waste, e.g. concentrates, bulk products.
- Incorporate re-use of original product or material, e.g. returnable pallets, recycled toner cartridges, etc...
- Contain post-consumer recycled materials (highest content possible), e.g. carpet tiles, paper products, etc...
- Use “organic” cleaners, e.g. Green Seal Certified products.
- Deliver savings in energy or water consumption, e.g. installing low-flush toilets, waterless urinals and auto sensors on faucets
- Non-aerosol alternatives, e.g. manual pump sprays
- Adhesives, sealants and primers which emit low levels of Volatile Organic Compounds (VOCs)

- Carpet systems that meet the requirements of the Carpet and Rug Institute’s Green Label Indoor Air Quality Test Program
- Wood products that contain no added urea-formaldehyde
- Forest Stewardship Council (FSC) certified wood

27. Suggested Construction Waste Destinations

Material Name	Facility Name, Location and Certificate of Approval No.
Gypsum	New West Gypsum, Recycling, (Ont.) Inc. 2182 Wycroft Road, Oakville L6L 5V6, CofA # A210424
Concrete, Masonry and Stone	Lafarge Canada, 124 Wellington Rd., Guelph Constrada, Wentworth Court, Brampton
Steel and Other Metals	Ben-Met Steel & Metal, 416 Elizabeth St., Guelph, N1E 2Y2, Licensed “Second Hand Goods Dealer Salvage Yard” Robson Scrap Metal, 206-211 Carling Street, St. Marys, N4X 1B8, Garage License# C-14125
Wood	Sittler Excavating Ltd., 36 Stn Main, Elmira, N3B 2Z5 CofA# A140219 Muskoka Wood Recycling, Barrie, CofA #4942-69US8T Material Recovery 2000, 2440 Beryl Road, Oakville, CofA #A680260
Cardboard	Bluewater Recycling Association, 415 Canada Ave., Huron Park, CofA #80069 Material Recovery 2000, 2440 Beryl Road, Oakville, CofA #A680260

28. Ozone Depleting Substances – Phase out Plan

- Canderel has replaced all the existing Chillers with Deep Lake Water Cooling and all Ozone Depleting Substances from this equipment has been removed from site.

- There are Tenants on several floors that have existing Heat Pumps which may have refrigerants.
 - A full survey of all units will be performed in 2008.
- To the best of Canderel's knowledge there are no halons in the dry systems for the exhaust hoods.
- Canderel will inform and educate the tenants of the refrigerant requirements and create a plan to remove all refrigerants and any other Ozone Depleting Substances in 2008
 - Priority will be placed on replacing tenant heat pumps.
 - All new heat pumps that are to be installed by tenants and Canderel will be Ozone Depleting Substances free (as per the best available technology).

All new purchases shall follow new regulations as noted below.

Accelerated Phase-Out of Ozone-Depleting HCFCs Following a proposal and strong endorsement by the United States, the 191 Parties to the Montreal Protocol reached an historic agreement to accelerate efforts to ensure recovery of the stratospheric ozone layer at a meeting in Montreal that concluded Friday, September 21, 2007. The Parties agreed to speed up by a decade the phase-out of hydrochlorofluorocarbons (HCFCs). HCFCs were originally considered transition chemicals used as substitutes for chlorofluorocarbons (CFCs), because they deplete the ozone layer less. The agreement also holds the promise of substantial benefits for the climate system as it will spur development of new alternatives to HCFCs that have low or no global warming effect. Specifically, the Montreal Protocol Parties agreed:

- That developing countries will push forward setting their baseline for production and consumption of HCFCs from 2015 to 2009-2010.
- That developing countries will also freeze production and consumption of HCFCs in 2013 instead of 2016.
- That developed countries will phase out production of HCFCs by 2020.
- That developed countries will reduce HCFC consumption by 75% in 2010, 90% in 2015 with a phase out in 2020.
- That developed countries will reduce their HCFC production and consumption by 10% in 2015, by 35% in 2020, by 67.5% in 2025 with a phase-out in 2030.
- The overall effect of these measures will be to reduce potential emissions of ozone damaging chemicals by approximately 47% from business as usual.

With this agreement, the world will avoid emitting nearly one million tons of ozone depleting chemicals into the atmosphere.

Assuming the adoption of substitute refrigerants that are commercially available today, with this agreement, the world will avoid nearly 3,000 million metric tons of carbon dioxide equivalent emissions into the atmosphere.

If countries transition to new refrigerants not yet invented that have no global warming impact, this agreement will enable the world to avoid as much as 16, 000 million metric tons of carbon dioxide equivalent emissions into the atmosphere.

As part of this historic agreement, Montreal Protocol Parties also agreed that funding for developing countries from the Protocol's Multilateral Fund will be stable and sufficient to enable them to comply with the accelerated phase out.

29. Hazardous Materials Review Requests

In accordance with Ontario Government regulations, anyone who will engage contractors to carry out demolition or construction in a building is required to provide such contractors with a list of any designated substances found to be present at the site and that each prospective contractor and subcontractor for the project must receive a copy of the list of designated substances for the project site. If a tenant proposes to carry out construction or demolition, the tenant must first engage at the tenant's cost a professional consultant to conduct a designated substances survey (DSS) which will include the inspection of the project site, sampling, testing and analysis. Tenants are to obtain from the Property Manager the name of the consultant approved for carrying out designated substances surveys at the building. Tenants are to provide the Property Manager with a copy of the list of designated substances report for the project site and the tenant is responsible at its cost to carry out the removal of designated substances from the project site and the building in accordance with applicable governmental regulations and the tenants lease.

30. Recycling Program for Carpet & Carpet Tile

When removing the used carpet, we ask that it be prepared for shipment as follows:

Broadloom:

- Used carpet to be cut into 18" to 24" strips and rolled into 4' to 6' lengths.
- The adhesive on the carpet backing should not be active.
- Attached urethane cushion is fine.
- Rubber back carpet can only be sent for waste-to-energy processing.
- Remove residual material to minimize contamination (patch, VCT, vinyl trim, etc.).
- Carpet is to be removed, stored and transported dry.
- Preferred packaging is via bailer (if available).
- Removed rolls that are stacked no more than approximately 4' high.
- Stretch wrap the pallets prior to transportation for storage and shipping.
- Broadloom can also be cut to skid size and stacked flat. Edges of carpet cannot overlap the skid.

Carpet Tile:

- Remove residual material to minimize contamination (patch, VCT, vinyl tri, etc.).
- Carpet is to be removed, stored and transported dry.
- Must be stacked and palletized no more than 160 square yards per pallet.
- The pallets should be stacked no more than approximately 4' high.
- Stretch wrap the pallets prior to transportation for storage and shipping.

The client has to return the material to a drop off depot (Rosedale) in Mississauga at their cost.

Note: If the material is received in Mississauga and has not been packaged as instructed, there will be charges applied for the preparation work to be completed here.

Interface will then provide a Re-Entry Certificate for display in your facility.

Re-Entry Program

Material for reclamation	With a new order for Interface	Without a new order for Interface	Comments
All Interface modular tile and 2m products; includes all Interface backing systems	N/C for transportation and non landfill disposal	\$1.50/sq yd for Transportation and non landfill disposal	Typically will be consolidated for shipment; may require some limited storage time by client, depending on job specifics
Non Interface PVC tiles	\$0.95/sq yd for transportation and non landfill disposal	Non accepted	Submit sample for review if any questions on backing system
All other (alternative) tile backings	\$1.25/sq yd for transportation and non landfill disposal	Non accepted	Subject to review of sample for pre-approval
All commercial broadloom <500 yds per order/phase	\$1.25/sq yd for transportation and non landfill disposal	Non accepted	Typically will be consolidated for shipment; may require some limited storage time by client, depending on job specifics
All commercial broadloom <500 yds per order/phase	\$1.75/sq yd for transportation and non landfill disposal	Non accepted	May be consolidated or require drop shipment at local depots

Costs May Change At Anytime:

In each case, the client is required to pay for product removal, preparation for shipment (tape, wrap and palletize), and move to local depot. Detailed preparation information will be provided separately. All Re-Entry activity should be coordinated with customer service in Belleville at...

Interface Flooring Systems (Canada), Inc. (Leed Carpet Supplier)

233 Lahr Drive
Belleville, Ontario. K8N 5S2
800-267-2149 ext. 2108
613-968-4530 fax
Rick Stevens
Distribution & Logistics Manager

31. Carma metering (Required for Metering Adjustments)

Carma Industries Inc.
1 Dundas Street West
Toronto, Ontario M5G 1Z3
Attention: Jon Redhead
416-264-4264 ext. 204
Attention: Brian Atiken
416-264-4264 ext. 212

C - ORIGINAL BASE BUILDING CONSULTANTS

ARCHITECTS

WZMH Architects 416-961-4111
95 St. Clair Ave. West, Suite 1500
Toronto, Ontario
M4V 1N6
Attention: Harrison Chan

STRUCTURAL*

YOLLES 416-599-5465
Toronto, Ontario
M5J 1A7
Attention: Robert Holroyd

ELECTRICAL/MECHANICAL

H.H ANGUS & ASSOCIATES LTD 416-443-8283
1127 Leslie St.
Don Mills, Ontario
M3C 2J6
Attention: Michael Loughry

NOTE*:

For structural review, contact Engineering Link (page 27)

D - APPROVED BASE BUILDING CONSULTANTS

ARCHITECTS

BREGMAN HAMAN ARCHITECTS 416-343-5155
481 University Avenue, Suite 300
Toronto, Ontario
M5G 2H4
Attention: Paul Gogan

ABSTRAKT STUDIO INC. 416-830-3160
180 Belsize Dr.
Toronto, Ontario
M4S 1M1
Attention: Voytek Gorczynski

GEORGE POPPER ARCHITECTS 416-961-0051 x 21
344 Bloor Street West, Suite 508
Toronto, Ontario
M5S 3A7
Attention: Gary MacDonald

PATRICK FAHN ARCHITECTS 416-324-9500 x 1
9 Earl Street
Toronto, Ontario M4Y 1M4
Attention: Patrick Fahn

INTERIOR DESIGNERS

THE JESSLIN GROUP LIMITED 416-757-8280 x 24
25 Faulkland Road
Toronto, Ontario
M1L 3S4
Attention: Maureen O'Neill

STRATICOM PLANNING ASSOCIATES INC. 416-362-7407 x 243
166 King Street East, Suite 200
Toronto, Ontario
M5A 1J3
Attention: Susanne Campbell

INTERCEDE FACILITY MANAGEMENT LTD. 416-362-4610
550 Queen Street East, Suite 200
Toronto, Ontario
M5A 1V2
Attention: Micheline Bartlett

INFRASTRUCTURE INTERIOR DESIGN INC. 416-217-0525 x 232
55 Berkeley St.
Toronto, Ontario
M5A 2W5
Attention: Kelly Stobbe

XDESIGN 416-462-3084
9 Davies Avenue, Suite 106
Toronto, Ontario
M4M 2A6
Attention: Greg Quinn

STRUCTURAL (Required Consultant)

ENGINEERINGLINK (Required for Structural Review of coring, load calculations, etc)
156 Front St. W. 5th Floor
Toronto, Ontario
M5J 2L6
Attention: Robert Holroyd 416-599-5465

MECHANICAL

H.H. ANGUS & ASSOCIATES LTD. 416-443-8260
1127 Leslie St.
Don Mills, Ontario
M3C 2J6
Attention: Murray Durante

TMP PARTNERSHIP 416-499-8000 x 236
285 Yorkland Blvd.
Willowdale, Ontario
M2J 2A9
Attention: Franco Sgrignuoli

SMITH & ANDERSEN 416-487-8151 X 326
4211 Yonge Street, Suite 500
Toronto, Ontario
M2P 2A9
Attention: Alan Martin

ELECTRICAL

H.H. ANGUS & ASSOCIATES LTD.
1127 Leslie St.
Don Mills, Ontario
M3C 2J6
Attention: Rick Stefanowski

416-443-8225

MULVEY & BANANI INTERNATIONAL INC.
44 Mobile Drive
Toronto, Ontario
M4A 2P2
Attention: Rob Marcuzzi

416-751-2122 x 213

SMITH & ANDERSEN
4211 Yonge Street, Suite 500
Toronto, Ontario
M2P 2A9
Attention: David Loughran

416-487-8151 x 397

CODE

LEBER/RUBES INC. CONSULTING ENGINEERS
1000 Yonge Street, 2nd floor,
Toronto, Ontario
M4W 2K2
Attention: Jonathan Rubes

416-515-9331 x 311

SPACE PLANNING/VERIFICATION

EXTREME MEASURES INC.
55 Avenue Road
Toronto, Ontario
M5R 3L2
Attention: Russell Morris

416-323-2858

SPACE AUDIT INC.
344 Bloor Street West, Suite 508
Toronto, Ontario
M5S 3A7
Attention: Gary MacDonald

416-482-9688

E - CONTRACTORS APPROVED BY THE LANDLORD

GENERAL

BROWN DANIELS ASSOCIATES INC. Suite 1 - 12 Drummond Street Etobicoke, Ontario M8V 1Y8 Attention: Brad Daniels	416-251-1757 x 28
CLOKE-KIRBY CONSTRUCTION LIMITED Suite 100 - 145 Dynamic Drive Toronto, Ontario M1V 5L8 Attention: Mark Carter	416-285-8177 X 108
DPI CONSTRUCTION MANAGEMENT Suite 707 - 255 Duncan Mill Road Toronto, Ontario M3B 3K9 Attention: Rick Perin	416-686-4434 x 1
GOVAN BROWN CONSTRUCTION MANAGERS Suite 1208 - 555 Richmond Street West Toronto, Ontario M5V 3B1 Attention: Jon Taylor	416-703-5100 x 234
GREENFERD CONSTRUCTION INC. Unit 5 - 250 Cochrane Drive Markham, Ontario L3R 8E5 Attention: Bryan Green	905-470-7333
HARRINGTON AND ASSOCIATES LTD. Suite 203 - 8220 Bayview Avenue Thornhill, Ontario L3T 2S2 Attention: Paul Harrington	905-881-8185
SOLID CONSTRUCTION SERVICES Suite 500 - 7030 Woodbine Ave. Markhan, Ontario L3R 6G2Attn: Matthew Chiu	416-720-9566

THE JESSLIN GROUP LTD 416-757-8280 x 22
25 Faulkland Road
Scarborough, Ontario
M5A 1M1
Attention: Tony Peresinni/Rob Labelle

RAE BROTHERS LTD. 416-364-8656
Suite 103 - 512 King Street East
Toronto, Ontario
M5A 1M1
Attention:

RENWALL INTERIORS LIMITED 416-656-5840
1530 Dundas Street West,
Toronto, Ontario
M6K 1T5
Attention: Tony Rainho

YORK CONTRACTING LTD. 416-657-4166 x 224
200 Trowers Road, Unit #6
Vaughan, Ontario
L4L 5Z8
Attention: Joseph Mariani

RESTORATION

HANSA RESTORATION INC. 905-666-0079
7 Avon Court
Whitby, Ontario
L1N 3H2
Attention: Greg Skreczkowski

MAXIMGROUP 905-303-7711
440 Sunset Beach Road
Richmond Hill, Ontario
L4E 1A8
Attention: Jesse Keslick

ALBATECH BUILDING RESTORATION INC. 905 763-5704 x 226
Unit 7 - 95 West Beaver Creek
Richmond Hill, Ontario,
Canada, L4B 1H2
Attention: Alex Barykin

ELECTRICAL

AINSWORTH ELECTRICAL CO. LIMITED

416-751-4420

131 Bermondsey Road
Toronto, Ontario
M4A 1X4
Attention: Paul Beekman

CAMPBELL & KENNEDY ELECTRIC

905-761-8430 x 30

242 Applewood Crescent - Unit 11
Concord, Ontario
L4K 4E5
Attention: Art Van Halteren

DARTEC ELECTRIC SERVICES INC

905-713-6119

31 Adeline Avenue, P.O. Box 66
Tottenham, Ontario
L0G 1W0
Attention: Darrin Giffen

LUCID ELECTRIC

416-791-3445

18 Marjory Avenue
Toronto, ON
M4M 2Y3
Attention: Dave McMillen

STANDARD ELECTRIC INC.

905-475-6650

60 Esna Park Drive, Unit 3
Markham, Ontario
L3R 1E2
Attention:

PHAZER ELECTRIC

905-821-1650

3A Edvac Drive - Unit 1
Brampton, Ontario
L6S 5X8
Attention: Dan McLaughlin

BUILDING AUTOMATION (Required Contractor)

JOHNSON CONTROLS

905-475-7610

7400 Birchmount Road
Markham, Ontario
L3R 5V4
Attention: Art Eisenbaum

FIRE ALARM DEVICES VERIFICATION (Required Contractor)

ONYX FIRE 416-674-5633
42 Shaft Road
Toronto, ON
M9W 4M2
Attention: John Lang

SIMPLEX GRINNELL 905-212-4600
2400 Skymark Avenue
Mississauga, Ontario
Attention:

MECHANICAL (INCLUSIVE)

ADELT MECHINCAL WORKS LTD 905-564-7833 x 246
5890 Shawson Drive
Mississauga, Ontario
L4W 3W5
Attention: Colyn MacDonald

AINSWORTH MECHANICAL 416-751-4420
131 Bermondsey Road,
Toronto, Ontario
M4A 1X4
Attention:

BATTAGLIA MECHANICAL SERVICES 905-415-2136
210 Don Park Road, Unit 6
Markham, Ontario
L3R 2V2
Attention:

COMMERCIAL MECHANICAL SERVICES LTD. 416-609-9992
2721 Markham Road, Unit 10
Scarborough, Ontario
M1X 1L5
Attention: Clive Lacey

E & S MECHANICAL 905-893-1139
12151 Albion Vaughan Road
Kleinburg, Ontario
L0J 1C0
Attention: John Nardella

MECHANICAL DUCT WORK

DANHART MECHANICAL CONTRACTORS INC. 905-883-1711
360 Enford Road
Richmond Hill, Ontario
L4C 3G1
Attention:

PLUMBING

CENTURY PLUMBING & HEATING 416-485-4655
760 Gordon Baker Road
Willowdale, Ontario
M2H 3B4
Attention: Tony Wouters

BRADY & SEIDNER ASSOCIATES LIMITED 416-661-1981
801 Alness Street
Downsview, Ontario
M3J 2H8
Attention:

SPRINKLERS

CLASSIC FIRE PROTECTION INC. 416-740-3000
100 Penn Drive, Unit #5
North York, Ontario
M9L 2A5

GENERAL SPRINKLERS INC. 416-748-1175
315 Deer Hide Crescent,
North York, Ontario
M9M 2Z2
Attention: Danny

GUARDIAN FIRE SYSTEMS 905-567-4911
2220 Argentia Road, Suite #2
Mississauga, Ontario
L5N 2K7
Attention: Alex Winiarski

PREMIER FIRE SYSTEMS COMPANY LTD. 905-791-0550
30 Intermodal Drive, #8
Brampton, Ontario
L6T 3K1
Attention: Andrew McPherson

GAS LINE (Required Contractor)

TRADE GAS SERVICES TORONTO LTD. 416-293-6742
29 Golden Gate Court
Toronto, Ontario
M1P 3A4
Attention: Hans Majer

CORE DRILLING

THE GRAFF COMPANY LTD 905-457-8120
35 Hale Road
Brampton, Ontario
L6W 3J9
Attention: Richard Graff

CANADIAN CUTTING AND CORING 905-624-1414
5220 Bradco Blvd,
Mississauga, Ontario
L4W 1G7

AIR BALANCING (Required Contractor)

DESIGN TEST & BALANCING CO. LTD. 905-886-6513
70 East Beaver Creek Road, Unit 35
Richmond Hill, Ontario
L4B 3B2
Attention: Surrinder Sahota

ROOFING (Required Contractor)

BOTHWELL

ATLAS APEX ROOFING 416-421-6244
176 Wicksteed Avenue
Toronto, ON
M4G 1A4
Attention:

SPROULE SPECIALITY ROOFING LTD. 416-503-1887
107 Judson St.
Etobicoke, Ontario
M8Z 1A4
Attention:

DOOR LOCKS & KEYS (Required Contractor)

REILLY'S LOCKSMITHS 416-256-7222
1120 Caledonia Road, Unit 12
Toronto, Ontario
M6A 2W5
Attention: Tony Bryant

MOVING SERVICES

AMJ CAMPBELL 905-670-6634
Attention: Paula Flemming 905-284-0205

TIPPET RICHARDSON 416-291-1200

GENERAL INFORMATION CONTACTS:

PARKING

STANDARD PARKING OF CANADA LTD.

647-436-7650

College Park

Parking Office

777 Bay Street, P1 Level,

Toronto, Ontario

M5G 2C8

Attention: Bijan Khakpour

CLEANER

ALPINE BUILDING MAINTENANCE INC.

905-361-6831

791 – 2425 Mathson Blv

Mississauga, ON

Delta BC

L4W 5K4

Attention: Ross Manley

SECURITY

PARAGON

416-597-1111

777 Bay Street, P1 Level – Control 1

Toronto, Ontario

M5G 2C8

Attention: Jeremy Glovier

CARD READERS/ MAG LOCKS

TYCO

905-366-8616

40 Sheppard Avenue West

416-473-2844

Toronto, Ontario

M2N 6K9

Attention: Doran Pettyjohn