

BUILDING INFORMATION SHEET AND CONSTRUCTION WORK RULES AND REQUIREMENTS

POLICY

The **Construction Work Rules and Requirements** establish a specific standard of performance to which all contractors, consultants and vendors working in the Building must comply, whether contracted by Owner. No additional enforcement notifications will be given. Any party deviating from the **Construction Work Rules and Requirements** as set forth herein shall be subject to the removal from the Building and/or monetary damages. This document shall, by attachment or reference, become a part of the project construction documents.

PROJECT AUTHORITY

These Construction Work Rules & Regulations are access and construction rules to be followed by contractors, designers and vendors who require access to the Building or who will design, install work and/or provide services in the Building.

*Any references to JBG SMITH ("**JBG SMITH**") or Property Management refer to CESC MALL, LLC ("Owner"), Project Manager, or a designated building engineering staff member.*

Contractor shall mean a general contractor, construction manager and/or its subcontractors and/or suppliers performing construction or related work in the Building either directly for the Building Owner or JBG SMITH.

JBG SMITH shall inspect the construction work being performed on a periodic basis. Contractor shall not perform any work that violates the Construction Rules and Requirements or conflicts with the Contract Documents without approval by JBG SMITH.

Information concerning the Building's operation (i.e. Real Estate Manager, normal business hours, etc.) is listed on the attached **Building Information Sheet**.

ADDITIONAL EXHIBITS

- Building Information Sheet
- FM Global Red Tag Permit
- Asbestos Notification

**BUILDING INFORMATION SHEET
CRYSTAL MALL FOUR**

BUILDING OWNER:

CESC Mall LLC

BUILDING ADDRESS:

1901 South Bell Street

MANAGEMENT

Property Manager

Rose Bernedo

Phone Number:

(703) 415-1452

E-mail:

Robernedo@jbgsmith.com

Property Administrator

Curtis Canton

Phone Number:

(703) 415-1452

E-mail:

cscanton@jbgsmith.com

Fax Number:

(703) 415-1452

Emergency Number:

(703) 769-1250

ASSISTANT CHIEF ENGINEER:

Contact:

Robert Newkirk

Phone Number:

(703) 415-1452 (office)

(703) 675-9021 (cell)

E-mail:

rnewkirk@jbgsmith.com

- **LOADING DOCK LOCATION:** South East corner of building off 20th Street

- **FREIGHT ELEVATOR LOCATION:** Elevator # 1

- **FREIGHT ELEVATOR USE (HOURS):** 9:00 am – 12:00 am
1:00 pm – 4:00 pm

- **DEBRIS BOXES LOCATION:** Must Be Scheduled with Management Office

- **HOURS OF OPERATION:**
BUILDING: Monday-Friday 7:00 AM – 6:00 PM
Saturday – 8:00 AM – 1:00 PM

- MANAGEMENT OFFICE:** Monday-Friday 8:00 AM – 5:00 PM

- EMERGENCY CONTROL CENTER:** 24 hours – 7 days a week

Air Balance Contractor:

Contact Management

A. GENERAL BUILDING INFORMATION/WORK PRACTICES

1. ACCESS - Contractor must provide JBG SMITH with notification two (2) business days prior to needing access to an occupied area. JBG SMITH shall provide direction to the Contractor. Contractor shall only be allowed access to the floors and/or suites on and in which they are working. Access to adjacent suites and to other floors in the Building is prohibited without JBG SMITH' prior approval. Hauling, delivering or working in the main building lobby is prohibited at any time.
2. HOURS OF OPERATIONS – See attached BUILDING INFORMATION SHEET
3. AFTER HOUR AUTHORIZATION - All requests for authorization to perform after hours work that affect the Building systems and equipment shall be sent in writing to JBG SMITH at least one (1) business day in advance. No call-in requests for authorization shall be accepted. The attached form shall be used for all such requests. If after hours work requires that JBG SMITH provide supervision or personnel to monitor Building systems, at JBG SMITH' sole discretion, all costs associated with said personnel shall be borne by the Contractor.
4. DELIVERIES – Contractor shall coordinate and schedule all deliveries through the JBG SMITH representative upon a minimum of **48 hours prior written notice**. Contractor shall be responsible for scheduling the use of the loading dock and the freight elevators. Only rubber-wheeled dollies and carts may be used for the deliveries to prevent surface damage. No wooden or metal pallet or skids are permitted within the Building, except in designated loading docks.
5. LOADING DOCK – The use of the loading dock must be coordinated with the Real Estate Manager.
6. ELEVATORS – The designated freight elevator is the only elevator which may be used for moving materials and construction personnel and shall be properly protected with temporary plywood protection and elevator pads. The use of the freight elevator must be coordinated with the Real Estate Manager. Contractors shall not use passenger elevators, without prior approval the Real Estate Manager.
7. RESTROOMS - Restroom use by Contractor personnel shall be restricted to the floor on which work is being performed or as designated by the Real Estate Manager. Contractor must clean existing restrooms as part of the final clean up and make any repairs caused by the Contractor or its employees or personnel. Restrooms on multi-tenant floors shall be cleaned daily by the Contractor during construction.
8. UTILITIES - JBG SMITH shall generally supply limited utility services/usage for the construction work, including basic electricity and plumbing. Specific concerns regarding utilities must be submitted to JBG SMITH prior to the execution of the contract.
9. STORAGE/VACANT SPACE – When available the Real Estate Manager will generally provide storage space for the Contractor to stage equipment, materials and a field office. However, the Contractor may need to provide off-site storage when Project requirements dictate. The use of vacant space storage is prohibited.
10. SIGNAGE – Contractor shall provide and install at its cost any and all temporary construction, directional and informational signage as may be required by the JBG SMITH representative. All signage shall be approved by the JBG SMITH representative prior to posting.

11. PARKING - General parking shall not be provided for contractors, vendors and their respective employees.
12. NO SMOKING - No Smoking is allowed within the Building, the parking garages or in the Premises.
13. FOOD – No food, nor any trash and debris, shall be left in the suite under construction or anywhere else in the Building at any time and shall be disposed of by the Contractor on a daily basis in appropriate trash receptacles. No eating or coffee breaks are allowed in the common areas of the Building or occupied tenant space. The only approved area for eating or coffee breaks is within the contracted work area (if not occupied) or space designated by JBG SMITH.
14. OSHA SIGNAGE & BARRICADES - Contractor is responsible for ensuring and providing job site safety. This includes safety for all employees as well as anyone entering the construction area. Contractor shall provide protection, barricades and signage as required to ensure the safety of its personnel, JBG SMITH employees, building tenants, visitors, etc. and shall strictly comply with all OSHA requirements.
- 15. 24 HOUR EMERGENCY CONTACT – JBG Smith Tenant Service Center, (703) 769-1250.**
16. HAZARDOUS MATERIAL DELIVERIES - Before any hazardous materials are utilized or delivered in to the Building, the Contractor shall notify and seek the approval in writing from JBG SMITH. All required paperwork must be submitted, in advance, to JBG SMITH. Storage locations and the method of storage shall be approved in writing by JBG SMITH in advance of any delivery. Contractor is responsible for providing information (Material Safety Data Sheets) to workers regarding all hazardous or suspected hazardous materials and substances used or introduced by the Contractors, including their potential hazards. At the conclusion of the work requiring hazardous materials, the hazardous materials shall be removed from the Building and disposed of properly.
17. HAZARDOUS MATERIALS – The Building may contain hazardous materials. Contractor shall contact the Real Estate Manager to obtain a copy of the Hazardous Materials O&M Plan and shall follow the procedures outlined in the Plan.
- 18. ASBESTOS CONTAINING MATERIALS – Asbestos containing products and materials are not permitted for any renovations or build-outs in any JBG SMITH buildings.**
- 19. LOW EMITTING MATERIALS – All adhesives, sealants, sealant primers, paints and coatings must meet LEED-CI standards. Carpet and pad must meet or exceed Carpet and Rug Institute’s Green Label Plus testing and product requirements. Composite wood and agrifiber products including core materials must contain no added urea-formaldehyde resins. Laminate adhesives used to fabricate on-site and shop applied assemblies containing these laminate adhesives must contain no added urea formaldehyde.**
20. ODOR & NOISE - No activities causing odor, excessive noise, vibrations etc.(i.e., core drilling, drilling, shooting track, spray painting, any paint using an oil base or lacquer, etc.) shall be performed during the hours of operation of the Building without the prior approval of JBG SMITH. After-hours work shall be allowed with JBG SMITH’s consent and prior notification. Contractor shall verify in advance that after-hours work can be performed. Contractor shall notify JBG SMITH two (2) business days prior to commencing any work which may cause objectionable noise or odors so that property management can notify surrounding tenants in advance, even if work is performed after the

Building's standard operating hours. Contractor is responsible for controlling and for keeping noise levels to a minimum. Voices, machinery, tools and radios heard in the common areas or in adjacent occupied spaces will not be allowed, and all such activities shall be suspended at the direction of JBG SMITH at its sole reasonable discretion. When contractors are working above an occupied suite, ladders must be picked up to be moved or proper noise dampening padding should be attached to the feet of the ladder.

21. DAMAGES - Contractor shall be financially responsible for any and all damages caused by its agents, employees, and subcontractors, including but not limited to damages arising from its loss of Building services, such as utility services, elevator services, etc. Any damage caused to the property or Building by the Contractor, including but not limited to the doors and freight elevators shall be repaired by the Contractor as directed by JBG SMITH. JBG SMITH reserves the right to remedy the damages at the Contractor's expense in the event that the work is not acceptably corrected within one week of written notice to the Contractor.
22. PROTECTION OF COMMON AREA FINISHES - Contractor shall protect all finishes, including but not limited to elevator doors, frames and cabs, flooring, wall surfaces, doors, door frames, and hardware with durable materials during any demolition or the movement of materials to the space under construction. Carpeted areas shall be protected until such time as the construction and movement of materials has been fully completed. The method of protection must be approved by JBG SMITH. Walk off mats are to be provided at the public corridor side of any entrance doors. During construction, the Contractor shall raise any venetian blinds or mini blinds and protect existing draperies or other window treatments, including solar film, so as not to soil or damage them. Glass suite entry doors and windows shall be covered with paper to prevent tenants from seeing the construction work. Contractor shall provide temporary barriers to contain the construction area.
23. INSTALLATION OF COMMON AREA FINISHES - Contractor shall coordinate the timing and installation of common area finishes with JBG SMITH and shall use its best efforts to minimize any inconvenience or disruption to tenants on the floor for multi-tenanted floors.
24. KEYS & LOCKS – Whenever it is deemed necessary by JBG SMITH to temporarily issue any key to the Contractor, the Contractor shall be responsible for controlling possession and use of same until it is returned daily to the issuing party. All suite entry doors and doors leading to the common areas of the Building must comply with established Building standard specifications. The lockset specification must be verified by JBG SMITH. Contractor must lock all doors to the suite at the end of each workday including suite entry and balcony doors.
25. TRASH & DEBRIS - Contractor must provide for the daily removal of all construction trash and debris during the course of construction. All Contractors must schedule the delivery of trash containers with the Real Estate Manager and obtain all required local government permits. Containers set on asphalt should first be placed on plywood to protect the surface from damage. At no time are the Building trash compactors and/or dumpsters to be used by the Contractor. JBG SMITH assumes no responsibility for the Contractor's trash containers. Trash shall be contained within the Contractor's trash containers and emptied on a regular basis and never allowed to overflow or otherwise remain outside of the required container. All areas the Contractor or its subcontractors work in must be kept clean on a daily basis. The cleaning of construction tools and equipment shall be confined to the janitor closet. All janitorial, electrical and telephone closets utilized by the Contractor should be kept clean throughout the work period and all construction debris must be removed after the construction is completed. No paints, thinners, or hazardous materials shall be poured down any drains.

Contractor must leave the constructed space completely clean, including but not limited to the cleaning of the inside of all exterior windows and sills, all interior windows and sill, window blinds or drapes, all light fixture lenses, all HVAC grills, cabinets and sinks. Contractor must also vacuum the floor, including edge vacuuming. Contractor must keep trash and debris out of window ledges that are visible to passing motorists. Contractor shall maintain cleanliness throughout the Building, the Premises, and any areas accessed by Contractor. Construction materials and debris are not permitted in the common areas or access corridors. JBG SMITH reserves the right to remove any such items and dispose at its discretion but at the Contractor's cost. The blocking of hallways, exits, elevator lobbies, electrical closets or loading docks is not permitted. All carpets are to be protected and kept clean at all times, **ESPECIALLY CARPET IN COMMON LOBBIES AND CORRIDORS**. Contractor shall be required to reimburse JBG SMITH for a thorough carpet cleaning and or replacement at the completion of the construction job, if such cleaning or replacement is deemed necessary in the sole judgment of JBG SMITH.

All construction waste is to be disposed of through a recycling plant that meets or exceeds the operation of Broad Run Construction Waste Recycling located at 9220 Developers Drive, Manassas, Virginia 20109. broadrunrecycling.com (571) 292-5333. Documentation of proper waste disposal will be required for final payment.

26. SLAB PENETRATIONS- For all slab penetrations required for new work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to any penetration of the slab. All components shall be clearly marked on the slab surface prior to drilling, coring, etc. Contractor shall not cut reinforcing bars, cables, etc., without prior authorization from the JBG SMITH and shall immediately repair any damage caused by slab penetrations in violation of this paragraph. All slab penetrations shall be fire stopped. Contractor must receive the approval of JBG SMITH' structural engineer prior to proceeding with any such work.

B. BUILDING SYSTEMS

GENERAL

1. EXISTING BUILDING EQUIPMENT AND FIXTURES – Contractor shall be responsible for documenting the condition of any existing Building equipment or fixture prior to the start of any work and shall be responsible for repairing any existing Building equipment and fixtures damaged by the Contractor or its subcontractors. Contractor must notify JBG SMITH immediately of any damage or the discovery of any existing damage. All missing and/or damaged thermostats must be brought to the JBG SMITH' attention prior to the start of all work in the space. The protection of all drains is required to prevent clogging and the Contractor is responsible for the cleaning of all drains which have become clogged during construction.
2. NEW EQUIPMENT - All new, existing and relocated equipment and devices shall be easily accessible (i.e., not permanently blocked by new or existing construction). Any sub-meters, whether electric, gas or water, if required, must be manufactured by Veris Industries. This is our preferred application: Meter H8163 There are several different versions, depending on the amperage and number of CT's required. Comm Card: H8126-CB Use this card for Johnson Controls Metasys applications (If Web based, we need to investigate which card to use). Comm Card: H8163-CB Use this card for Siemens and most other EMS systems. All of these can be found at www.energyequipment.com. Emon Deamon meters are not permitted. **Protect stored on-site and installed absorptive materials from moisture damage.**

HVAC / PLUMBING

1. SERVICING OF MECHANICAL/ELECTRICAL EQUIPMENT - No walls shall be installed over or in front of an induction unit, VAV or other HVAC distribution device. The unit shall be relocated and an additional unit shall be installed on the opposite side of the wall. No walls shall be constructed across a ceiling light fixture so as to inhibit changing of lamps or servicing the light fixtures when necessary.
2. DUCT WORK: All duct work shall conform to a minimum SMACNA standard. Any existing duct work shall be evaluated and reused whenever possible. All installations shall conform to prevailing code requirements in terms of the gauge of metal and fire damper. Contractor shall be responsible for resealing and insulating duct work to comply with code.
3. CONDENSATE DRAIN LINES – The condensate drain lines from A/C in the Premises units must be piped to a suitable drain in accordance with code and not to a sink. All units shall be equipped with a high level condensate lock-out or with a monitored high condensate level alarm.
4. ISOLATION VALVES – Proper isolation valves shall be installed on all A/C units in the Premises, new plumbing fixtures, appliances or other equipment, to facilitate maintenance and also to allow the item to be removed without interfering with the Building operation.
5. PIPING – All supply piping for sinks, kitchen units, and condensate lines on packaged A/C units should be copper or other materials permitted by applicable code. All waste lines shall be cast iron. (The use of PVC or plastic pipe in plenum ceilings is prohibited). All existing water supply lines, waste lines and vent lines that will not be re-used shall be removed back to the source/wet stack and properly capped. All penetrations in slabs or rated walls shall be firestopped.
6. **“NO LEAD SOLDER ANYWHERE ON THE REAL ESTATE MANAGER PROPERTY”** Although it is still legal on Non-Potable water systems, lead solder cannot be used on any system that carries water for consumption. Therefore, **the Real Estate Manager no longer allows lead solder in any of its buildings**. Lead solder cannot be used inadvertently on potable water systems.
7. HVAC - **Contractor shall be responsible for meeting or exceeding the recommended design approaches of the Sheet Metal and Air Conditioning Contractors’ National Association (SMACNA) IAQ Guidelines for Occupied Buildings under Construction 1995, Chapter 3.** HVAC units within the construction area shall be turned off during the construction period or protected to prevent dust, debris or odors from entering. **Seal all duct and equipment openings with plastic. If air handlers must be used during construction, filtration media with a Minimum Efficiency Reporting Value (MERV) of 8 must be used at each return air grill, as determined by ASHRAE 52.2-1999. Replace all filtration media immediately prior to occupancy with MERV 13 filters.** Continuous protection and filtration of HVAC return air to include but not be limited to covering main HVAC return with filter material. In the event that the Contractor fails to provide filter material at the return air duct the Contractor shall reimburse JBG SMITH for filter changes and evaporator cleaning at the end of the project. A preliminary inspection of the HVAC work in progress shall be scheduled through JBG SMITH prior to the installation or re-installation of the ceiling grid. Contractors are not to sit or stand on Building equipment. Contractor shall clean induction units/fan coil units post construction. Units and unit covers are to be painted while covers are removed. Covers are not be caulked.

8. THERMOSTATS – The installation or relocation of all thermostats, diffusers, mechanical systems or energy management systems are subject to JBG SMITH’ review. Contractor shall coordinate the installation of thermostats and switches with furniture plans to ensure clear access. Contractor must use the Building’s Control Contractor to perform such work and tie it into the existing energy management system.
9. AIR BALANCE – Contractor shall calibrate all thermostats prior to performing any air balance. Contractor shall balance supply/return air using JBG SMITH’ preferred contractor as noted in the attached Building information sheet. Two copies of the Air Balance Report must be forwarded to JBG SMITH. All diffusers shall be balanced within 10% of design criteria.
10. SLAB PENETRATIONS- For all slab penetrations required for new work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to any penetration of the slab. All components shall be clearly marked on the slab surface prior to drilling, coring, etc. Contractor shall not cut reinforcing bars, cables, etc., without prior authorization from the JBG SMITH and shall immediately repair any damage caused by slab penetrations in violation of this paragraph. All slab penetrations shall be fire stopped. Contractor must receive the approval of JBG SMITH’ structural engineer prior to proceeding with any such work.
11. **HOT WORK** – Hot work includes work that produces sparks, heat or uses an open flame. Many repairs on roofing, drains, HVAC and signs involve hot work. Other hot work examples include cutting, welding, brazing, soldering, grinding and the thawing of pipes. Prior to proceeding with hot work, the Contractor must evaluate all other alternatives and try to choose a safer option such as bolting, hydraulic shears or reciprocal saw, mechanical clamps, threaded pipe or tube connections, non-torch applied roofing systems and filing. If no alternative exists except for hot work, the Contractor must:
 - Pre-screen all subcontractors, review their safety and loss records and confirm that they carry the contract required insurance coverage.
 - Select a fire safety supervisor to coordinate the hot work operations and monitor safety.
 - Notify JBG SMITH through the use of the attached Hot Work Permit.
 - Follow the precautions checklist on the attached Hot Work Permit to ensure that the hot work is effectively managed throughout the process.

ELECTRICAL

1. ELECTRICAL WORK - During any demolition, the electrical contractor is to separate any circuits that would feed more than one tenant. All existing conduits, feeders and electrical equipment, water supply and waste lines that will not be re-used shall be removed back to its source/wet stack (NOT left in the ceiling and NOT terminated at a junction box). Electrical panel schedules must be completely replaced and dated, identifying all new circuits. All new panel schedules shall be typewritten. Doors to suite, equipment and electrical rooms shall not be left open when the Contractor is not present. No door shall be propped open or the closer arm detached. Any electrical closet that is open with the panel exposed must have qualified Contractor personnel present at all times with appropriate OSHA warning signage prominently displayed.

2. CONDUIT - Contractor must identify any conduit to be removed or relocated as a part of the work.
3. WIRING - No contractor shall lay wiring on ceiling grid. All wiring, including communications, shall be laid in wireways, or strapped or wire tied to the deck above in compliance with the applicable code. Under no circumstances shall any wire be strapped to sprinkler piping or other Building piping, conduit or ductwork. Nor shall wiring of any kind penetrate fire dampers or air transfers. All penetrations in rated walls shall be firestopped. Appropriate permits and inspections are required from the local jurisdictions. All wiring must be identified and tagged at both ends.
4. LIGHTING - The lamps in all fluorescent fixtures shall follow the Building standard in color and wattage unless previously approved by JBG SMITH.
5. SLAB PENETRATIONS- For all slab penetrations required for new work, the slab shall be either x-rayed or ground penetrating radar shall be used to locate reinforcing bars, post-tensioning cables, piping, conduits, etc. prior to any penetration of the slab. All components shall be clearly marked on the slab surface prior to drilling, coring, etc. Contractor shall not cut reinforcing bars, cables, etc., without prior authorization from the JBG SMITH and shall immediately repair any damage caused by slab penetrations in violation of this paragraph. All slab penetrations shall be fire stopped. Contractor must receive the approval of JBG SMITH' structural engineer prior to proceeding with any such work.

LIFE SAFETY

1. BUILDING LIFE SAFETY SYSTEMS – Contractor shall protect all Life Safety devices during any demolition and during the movement of materials to the space under construction. Fire alarm pull stations shall be protected against accidental activation and smoke detectors shall be protected daily to prevent contamination. The method of protection shall be approved by JBG SMITH. All work, including demolition, on Building Life Safety Systems (smoke detectors, sprinklers, fire pull stations, fire doors) shall be completed by a contractor approved by JBG SMITH and be monitored by the Building Engineer. All tie-ins to the fire alarm panel shall be completed by JBG SMITH' preferred contractor as identified in the attached Building Information Sheet. Prior to occupancy and during the Fire Marshal's inspections and "ring down" the Contractor shall demonstrate to the Building Engineer's satisfaction that the Life Safety systems are functioning properly. Contractor shall provide keys, two (2) sets of operational manuals and instructional training to the Building staff on the operation of new fire panels or control devices. All work that may activate, deactivate or alter any smoke detector(s), fire door(s), sprinklers, electronics, fire protection, Life Safety or security systems shall require prior written notification to JBG SMITH using the attached FM Global Red Tag Permit. Such work shall not commence until approval has been obtained for both timing and scope of work. The failure to receive authorization before commencing this work shall result in a \$500.00 fine in addition to any fee, penalty, or fine assessed by any jurisdictional authority.
2. FIRE ALARM INSTALLATION – In an attempt to minimize fire system problems the General contract will require that all electricians that work on the owners system is NICET level 2. No apprentice electrician will be permitted to work on the system unless he is under the direct supervision of a level 2 technician. He will possess a minimal of a level 1. A level 2 or higher certified technician will remain on the premises' during all fire alarm work and will check with the building engineer to ensure the panels are clear of all troubles prior to his departure. **At no time**

will a trouble be left unresolved until the next day! Certification shall be submitted to management prior to the start of the construction.

C. PROJECT ADMINISTRATION & REQUIREMENTS

1. **PRE-JOB WALK THROUGH** - A pre-job walk-through shall be arranged by Contractor with JBG SMITH to familiarize all parties with the existing conditions of the elevators, common areas, etc. On-site staging areas shall be identified by JBG SMITH during this walk through. Progress meetings shall be held at the discretion of JBG SMITH depending on the scope of the work/size of the project. Contractor shall be responsible for generating minutes from progress meetings and schedule updates.
2. **PERMIT, SCHEDULE, INSPECTIONS & CONTRACTOR LIST** - A copy of the construction permit, the construction schedule and a list of all subcontractors shall be submitted to JBG SMITH prior to commencing construction. To the extent applicable, and in accordance with local governmental laws, regulations and ordinances, the initial construction permit may consist of a temporary stud or temporary work permit prior to the issuance of a building permit. During construction, copies of all inspection approvals shall be submitted to JBG SMITH. At the completion of construction, copies of all final approvals shall be submitted to JBG SMITH.
3. **CONTRACTOR APPROVAL** - All contractors and subcontractors must be approved by JBG SMITH prior to the commencement of any work.
4. **SUBCONTRACTORS** - Contractor shall be held responsible for its subcontractors' actions in all cases. JBG SMITH shall not be responsible for directing subcontractors or liable for any acts or omissions of a subcontractor in the event that some direction is given in the absence of the Contractor, as in the case of an emergency.
5. **DAMAGES** - Contractor shall be financially responsible for any and all damages caused by its agents, employees, and subcontractors, including but not limited to damages arising from loss of Building services, such as utility services, elevator services, etc. Any damage caused to the property or Building by the Contractor, including but not limited to the doors and freight elevators shall be repaired by the Contractor as directed by JBG SMITH. JBG SMITH reserves the right to remedy the damages at the Contractor's expense in the event that the work is not acceptably corrected within one week of written notice to the Contractor.
6. **PROFESSIONAL CONDUCT** - Professional behavior is required at all times by Contractor, its agents, employees, and subcontractors. Appearance and professionalism are important to our customers, visitors and tenants when Contractors and their employees are within the Building. Contractor, its agents employees and subcontractors shall not congregate in any public areas within the Building or its entrance ways. Meetings, lunches and breaks are to be conducted within the work areas. Serious offenses which will result in immediate dismissal from the premises or the closing down of the construction project include:
 - Drinking or drug use while on the property, or showing up at the property under the influence of alcohol or drugs.
 - Possessing or consuming drugs or illegal substances while on the property.

- Possessing or using firearms or other weapons on the property.
 - Violating local, state or federal laws or regulations while on the property.
 - Physically or verbally harassing or abusing any individual who works in or visits the Building.
 - Duplicating any keys or any illegal entrance into any restricted area within the property.
 - Gambling.
 - Sleeping on the job.
 - Behaving in a disorderly manner.
 - Playing of radios which can be heard in the common areas or any occupied tenant space.
 - Use of foul and/or vulgar language or gestures.
 - Clothing or language that is offensive or vulgar.
7. CHANGE ORDERS – JBG SMITH must give written approval for all activities and changes that may result in any cost to the Landlord or JBG SMITH prior to the cost being incurred. Claims for additional costs for activities or changes not previously approved by the Landlord or JBG SMITH shall be rejected without payment.
8. INSURANCE - Before commencing any work in the Building and at all times during construction, Contractor shall maintain all necessary insurance as indicated in the Agreement, and provide Owner with certificates of insurance evidencing the required coverage before any work is commenced. Such insurance shall specifically name Owner as additional insured with respect to the Work to be performed. The appropriate additional insured entities shall be provided by JBG SMITH representatives to Contractor.
9. PAYMENTS – Contractor shall submit requests for payment in accordance with the Contract Document. All progress and the final payment requests are to be submitted to JBG SMITH with a signed lien waiver using the form(s) attached to the Agreement. Such lien waivers shall specifically name Owner and the real property address as the entity with respect to the work to be performed.
10. PUNCH LIST - Contractor shall notify JBG SMITH at least two (2) business days in advance of substantial completion of construction. A walk-through shall be conducted and any punch list items identified must be completed within ten (10) business days. The final payment shall be held until all punch list work has been completed.
11. AS-BUILT DRAWINGS – Contractor shall provide JBG SMITH with the field set of construction documents including all field notes and original set of permit plans. Two sets of As-Builts on CAD (.dwg format) on CD ROM. The as-builts shall note the following.

- Label each drawing “As-built set” along right edge of sheet
- Label each drawing w/ GC names and date lower right-hand corner
- Clearly mark all as-built conditions on each sheet
- Include Approved Sprinkler shop drawings, hydraulic calculations, head counts
- Include Approved Fire Alarm shop drawings, product info and sequence of operations

12. PROJECT CLOSE-OUT – In addition to the above, Contractor shall provide three (3) bound copies of the Project Manual which shall include the following:

- Table of Contents – organized by CSI divisions
- Letter from GC declaring substantial completion
- Executed copies of AIA Certificate of Substantial Completion
- Copy of punch list with completion dates
- Final Project Directory
- Final Project Schedule
- Final Submittal Log with approved submittals
- Final CCD Log
- Final As-built Finish Schedule
- Original or copy of Building Permit and Trade Permits
- Original or copy of all intermediate and final inspections
- Summary of Product Data and Warranties noting warranty period
- Copies of all operations and maintenance information for pertinent equipment
- Original or copy of Occupancy Permit
- Copy of contractor reviews and engineer approved certified Air Balance Report confirming the HVAC system has been balanced within 10% of design criteria or as specified on the contract documents.
- Copies of all required disposal and/or recycling records
- Accepted Transmittal of required Attic Stock of materials
- Copy of final requisition and final change order log
- Notarized copies of GC final release of liens on JBG SMITH form-see attached

13. CERTIFICATE OF OCCUPANCY – If the Contractor is required to obtain a Certificate of Occupancy, the original shall be forwarded to JBG SMITH.

CRYSTAL MALL FOUR
1901 South Bell Street, Arlington, VA 22202

AFTER HOUR AUTHORIZATION REQUEST

Requested By: _____

Company: _____

Phone Number: _____

Work Start Date: _____

Work Hours: _____

Date of Issue: _____

Expiration Date: _____

Issued By: _____

Description:

Floor: _____

Location: _____

Summary of Work:

Contractor Signature: X _____

JBG SMITH Use:

REAL ESTATE MANAGER SIGNATURE: X _____

ENGINEERING SIGNATURE: X _____

I hereby agree with the terms and conditions set forth above in the Building Work Rules & Regulations and to comply with same:

WITNESS:

CONTRACTOR:

By: _____

Name: _____

Title: _____

WITNESS:

OWNER: CESC MALL, L.L.C.

By: JBG SMITH Management Services, L.L.C.

By: _____

Name: _____

Title: _____



MEMORANDUM

TO: All General and Subcontractors
FROM: JBG SMITH
RE: Certificate of Insurance Requirements

Before commencing the alterations and at all times during construction, the tenant's contractor shall maintain all necessary insurance as indicated below, and provide the Property Manager with a Certificate of Insurance evidencing the required coverage before Tenant/Contractor begins work hereunder. Such insurance shall specifically name Tenant as an additional insured with respect to work to be performed.

- Workers Compensation as required by all applicable Federal, State, Maritime or other laws, including Employer's Liability Insurance with a limit of at least \$500,000.00.
- Comprehensive General Liability Insurance for bodily injury and property damage with single combined limit of \$2,000,000.00, including independent contractor's liability coverage.
- Comprehensive Automobile Liability Insurance, including non-ownership and hired car coverage with a single combined limit of \$1,000,000.00.

Please remember to request the following information to be included in the "Description of Operations/Locations/Vehicles/Special Items" field:

The address (es) with respect to the job location. For example:

1901 South Bell Street, CESC Mall, LLC

Please name the following entities as "additional insureds":

JBG/Commercial Management LLC, JBGS Employee Company LLC, JBG SMITH Properties, JBG SMITH Properties, L.P., and CESC Mall, LLC

Certificate Holder:
CESC Mall LLC
c/o JBG/Commercial Management, LLC
241 18th Street, Suite 200
Arlington, VA 22202

Please have an updated copy of your Certificate of Insurance mailed to our office or emailed to robernedo@jbgsmith.com

We thank you for your cooperation in this matter. Should you have further questions or concerns, please contact our office at (703) 415-1452.

| | |
|--|---------------|
| Label ACBM not located in public areas. | As needed |
| Coordinate & manage response for asbestos fiber release. Reference Part II – Appendix A | As needed |
| Review the program during the Administrative Operations Inspection in the work order system. Reference Part II - Appendix F. | Semi-annually |

C. ASBESTOS-CONTAINING BUILDING MATERIALS SUMMARY*

a. ACBM Inventory:

| ACBM Type | Asbestos Report Date/Author | Friable? | Description & Location(s) |
|---------------------------|--|----------|---|
| Thermal System Insulation | Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services Title: Supplemental Asbestos Sampling Report Date: May 2021 Author: HP Environmental, Inc. | Friable | Mudded pipe hangers and fitting insulation. Located in the concourse, mezzanine, and assumed within pipe chases and scattered locations in the building. |
| | Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services Title: Asbestos Reinspection Report Date: May 1991 Author: Versar, Inc. | Friable | Residual spray-applied insulation on backside of the hire hose cabinets set into return air shafts. Located on each floor, mezzanine perimeter chase in the exterior soffit of the building and assumed in other areas of the building. |
| | Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services | Friable | Pre-cast hanger insulation on piping. Located in various locations of the building. |

| | | | |
|---------------|--|-------------|--|
| Miscellaneous | <p>Title: Asbestos Analytical Report Date: July 2012 Author: The Environmental Group</p> <p>Title: Supplemental Asbestos Sampling Report Date: May 2021 Author: HP Environmental, Inc.</p> | Non-Friable | <p>Black & white pipe and duct mastic insulation, duct pin mastic. Located in the concourse, mezzanine and throughout the building (above the ceiling and within pipe chases).</p> |
| | <p>Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services</p> | Non-Friable | <p>9"x9" tan vinyl floor tile and associated black mastic. Located in garage elevator lobbies and possibly other areas of the building where un-abated.</p> |
| | <p>Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services</p> | Non-Friable | <p>9"x9" brown vinyl floor tile with white and dark brown streaks and associated black mastic. Located in garage elevator lobbies, telephone closets, and possibly other areas of the building where un-abated.</p> |
| | <p>Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services</p> | Non-Friable | <p>9"x9" grey vinyl floor tile with black streaks and associated black mastic. Located in electrical and telephone closets, and possibly other areas of the building where un-abated.</p> |
| | <p>Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services</p> | Non-Friable | <p>12" x 12" white vinyl floor tile with grey streaks and associated black mastic. Located in various lobbies and possibly other areas of the building where un-abated.</p> |
| | <p>Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services</p> | Non-Friable | <p>Brown/Yellow mastic associated with green floor tile. Located on the 2nd floor and possibly other areas of the building where un-abated.</p> |
| | <p>Title: Asbestos Inspection Report Date: November 1990 Author: Pacific Environmental Services</p> | Non-Friable | <p>Drywall join compound. common areas, stairwells and in suites throughout the building.</p> |

b. List of suspect ACBM:

- **Fire doors (assumed).**
 - Location: In fire rated doors throughout the building.
- **Gaskets (assumed).**
 - Location: On pumps and motors in mechanical areas.
- **Elevator door insulation (assumed).**
 - Location: In elevator doors throughout the building
- **Elevator brake shoes (assumed).**
 - Location: Elevator machine room in the upper penthouse.

Limitations/Exclusions:

By nature, asbestos surveys are limited and all building materials may not have been accessed/tested. For this reason, Part II Corporate Standards, Appendix B, Renovation and Repair Decision Tree should be referenced prior to disturbance of building materials.

**Compiled from the following sources:*

- Supplemental Asbestos Sampling Report prepared by HP Environmental, Inc., dated May 2021.
- Asbestos Reinspection Report prepared by Versar, Inc., dated May 1991.
- Asbestos Inspection Report prepared by Pacific Environmental Services dated November 1990.

See Also: additional program documents stored in the [Property Document Hub](#) | Environmental folder.