

The success of our building depends on our tenants' positive or negative reactions to our way of doing business. The tenants are also affected by their client's perceptions of our operation. It is therefore essential that all contractors conform to the work rules listed below to assure proper controls on the conduct of work throughout the property and to provide a hospitable tenant occupancy environment.

- All construction must be scheduled with and approved by the Property Manager or his/her representatives.
- The Building Property Management Team can be reached at 813.221.7474.
- All contractor personnel shall enter and exit the facility through the loading dock.
- Contractor's personnel are required to sign-in/sign-out daily and provide photo identification at our security office located in the loading dock.
- Contractors shall notify the Management office at (813-221-7474) as to work schedules and listings of employees to be working before or after normal business hours. Normal business hours are defined as Monday through Friday, 7:00 a.m. to 7:00 p.m.
- All construction areas shall be kept in as neat and presentable appearance as is practical. Inventory shall be stacked or otherwise stored neatly and safely. Debris shall be picked up daily and placed into centralized trash piles. The contractor must remove all such construction debris from the building.
- All debris and dirt resulting from work conducted in public areas or common areas must be cleaned up at the end of the task or at the end of every day (if the work lasts more than one (1) day) such that the public or common area is restored to its "first class" appearance. Vacuuming, dust or damp mopping, and dusting, etc. when needed will be accomplished using contractor-supplied equipment and labor.
- All paper trash, food articles, bottles, etc., in construction areas must be picked up and removed from the building daily.
- Trash dumpster may be placed in the loading dock with prior approval from building management, if space is available. Regardless of availability of space, contractor is responsible for removal and disposal of all trash and construction debris.
- Contractors are not permitted to perform work that will disturb tenants during normal business hours (7:00 a.m. to 7:00 p.m. weekdays; 7:00 a.m. to 1:00 p.m. Saturdays) without the express consent of building management. This includes loud or excessive noise (demolition, hammer drilling, use of nail guns etc.) and the use of chemicals, stains or paints that produce an odor.
- Construction activities which involve work in tenant suites is permitted after-hours with prior approval from the Management Office (After-hours defined as: 7:00 p.m. through 7:00 a.m., Monday through Friday). Weekend access is contingent on tenant's availability and approval from the Management Office.
- Interruption of utilities (electricity, water, gas, plumbing, HVAC) or tenant services is not permitted without the advance coordination and written approval of the Property Manager or Maintenance Operations Manager.

BANK OF AMERICA PLAZA – CONTRACTOR/VENDOR – RULES AND REGULATIONS

- Contractor will protect all floor, wall, and ceiling surfaces, using runners, padding and other reasonable means to avoid damage thereto. The Landlord will hold Contractor responsible for damages to the building or the building's property resulting from Contractor's actions.
- Use of passenger elevators and stairways for contractor traffic is strictly prohibited. Contractor's employees must use the freight elevator for all deliveries and movement through the building unless otherwise directed by building management. Additionally, no dollies, carts, toolboxes, ladders, moving boxes, or freight of any kind shall be carried on passenger elevators. This includes hand tools, paints, solvents, etc. Contractors should enter/exit the property via the loading dock.
- All carts, dollies, etc. must be equipped with rubber tires/wheels.
- Do not obstruct any public area entrance or exit path without the advance approval of the Property Manager.
- Contractor personnel shall not use the restrooms, breakrooms, telephones, or facilities in any tenant occupied area. Building restrooms may be provided as a courtesy, if none are available, contractor is responsible for making their own arrangements.
- Contractor will coordinate their use of the loading dock with the Management Office and adhere to all parking controls and restrictions. In addition, the contractor shall be responsible for keeping the dock area clean and free of construction debris.
- Deliveries that require exclusive use of the freight elevator more than 20 minutes must be scheduled after-hours (before 7am or after 5pm weekdays, anytime on the weekend) and/or with prior approval from the property management team.
- Contractor must provide a current certificate of insurance for themselves and sub-contractors as per the landlord's requirements.
- Contractors are responsible for their own parking. There is no parking at the loading dock or building garage. You may also reference the below Downtown Partnership link for parking options in the area:

<https://www.tampasdowntown.com/getting-around/parking/>
- Proper personal conduct of all employees is required. Public profanity, discourteous behavior, horseplay, etc., are prohibited. The Building Management reserves the right to require removal from the building of any contractor employee who exhibits behavior, which under the guidelines in place for Building Management employees, would justify termination, without waiving the contractor's responsibility to complete the job as agreed.
- AM-FM radios, etc. are not permitted when working in in-use public areas. When used in any other work area, it must not be audible in any tenant occupied zone, in-use "public area", or outside of the specific work area.

- Contractors shall notify the Property Manager in advance, of entry of hazardous or flammable materials. Compliance with OSHA and/or other Fire Codes will be strictly enforced. All combustibles shall be removed from the building daily. No hazardous materials shall be permitted except with prior written approval of Property Management.
- Contractor will maintain MSDS documents of all products used onsite.
- Contractor shall arrange with Property Management for protection of all fire alarm devices.
 - All sprinkler/fire system work must be coordinated with the management office with a minimum of 72 hours' notice. This work must be scheduled after 7pm weekdays or on the weekend.
 - Testing including the final Fire Marshall test must be done prior to 7am weekdays.
- All Fire Life safety systems must be in operation at the end of each work day, unless approved in advance by the management team.
- The General Contractor and Electrical Sub Contractor are responsible for locking out and tagging out the emergency power circuit. Due to the emergency circuit locations, the contractor will need to schedule a time to be escorted by either building security or building maintenance to access the appropriate electrical room.
- Any connections or "tie-ins" that are made to the building systems (plumbing, mechanical, electrical, fire alarm, sprinkler, etc.) must be coordinated with the Property Management office. The contractor must provide 24 hours notice for tenant specific work and 72 hours notice for building systems-related work.
 - United Fire, Wayne Automatic Fire Sprinklers & L&L Fire Protection are the building required contractors for the fire protection system.
- All floor penetrations (i.e. core drilling/welding, etc.) require X-Ray concrete imaging and must be approved by the Chief Engineer. The Chief Engineer reserves the right to have questionable areas inspected by a certified testing company.
- General Contractor is responsible for removing all unused / existing low voltage wiring. Additionally, all unused piping / ductwork / electrical wiring is to be removed and properly capped at its source. All open / unused / existing floor penetrations must be properly sealed to conform to existing fire codes; Chief Engineer to inspect prior to installation of flooring. Open floor penetrations must be temporarily covered to prevent materials from falling into occupied spaces.
- Contractor bears sole responsibility for obtaining licenses permits and meeting municipal codes.
- Property Management reserves the right at any time to rescind, alter or waive (in whole or part) any of these Rules and Regulations whenever Property Management deems necessary, desirable, or proper in its sole and reasonable judgment.
- General Contractor must submit signed rules / regulations / loading dock procedures for all subcontractors prior to commencement of work.

BANK OF AMERICA PLAZA – CONTRACTOR/VENDOR – RULES AND REGULATIONS

I have read the stated Rules and Regulations and Loading Dock Procedures and agree to abide by them.

Contractor Representative: _____
Representative Name (please print): _____
Company Name (please print): _____