

# Wright Runstad & Company

## Guidelines for General Contractors Working at 2601elliott

*This Document Is A Work In Progress And May Be Revised At Any Time By Wright Runstad & Company At Their Discretion. Please contact our office with any questions.*

### 1. General

Property Management Office for 2601elliott is located at 2600 Elliott Ave., Suite B. The Property Management Office and Engineering may be contacted at:  
**Phone:** (206) 770-0180      **Email:** 2601mgmt@wrihtrunstad.com

Chief Engineer: Garrit Pillie  
General Manager: Paula Cutler  
On-Site Building Engineer: Michael Cole

Building Address:

2601 Elliott Ave., Seattle, WA 98121 &  
2600 Alaskan Way, Seattle, WA 98121

Wright Runstad & Company will accept only materials and workmanship as specified on all jobs. Attention to detail and quality finish installation is expected. The installation must be provided by qualified building trade's personnel.

General Contractors are to call the Property Management Office to make arrangements to visit the space. The General Contractor will list all subcontractors on their bid documents.

Do not start any new construction without an authorized plan approved by Wright Runstad & Company. A point of contact representative of the General Contractor must be on-site at all times when work is being done by the employees of the General Contractor or sub-contractors.

Any changes to the original contract or scope must be submitted to Wright Runstad & Company for review.

All long-lead items must be ordered as early as possible and noted on the construction schedule. Inform Wright Runstad & Company early in the job if long-lead items could create a change or delay to the project timeline.

Absolutely no materials are to be stored in electrical or mechanical rooms. All storage of construction related materials must be pre-approved through the Property Management Office

No items (ladders, carts, etc.) are to be "borrowed" from other tenant spaces or locations within the building unless express permission is given by Wright Runstad & Company.

## 2. Electrical

- Floor penetrations, to include setting shots, roto-hammering, and core drilling can only be done between the hours of 6:00 p.m. and 7:00 a.m., and approved in advance to ensure minimal disruption to occupants of the building. There are no exceptions. Prior to core drilling, slab will need structural imaging, either by x-ray or another preapproved method.
- The General Contractor must arrange with the project electrician to be on-site when slab penetrations are scheduled.
- The General Contractor will be responsible for meeting with all workers from every trade, including trades hired directly by tenant, and instruct them about the rules as stated above.
- The General Contractor is responsible for coordination of all tenant hired data, communication or other vendors that penetrate the slab.

### **Electrician Responsibilities**

The Electrical Contractor must tend to the following items:

- remove all unused conduit, ceiling hangers, phone cable, etc., from the ceiling plenum on all jobs;
- return all abandoned circuits to the common junction box or to the panel; the panel must be re-labeled;
- field verify all locations of smoke detectors, strobes and alarm speakers and modify as required;
- demo all abandoned outlets and switches;
- Connect all water heaters, heat pumps and VAV's to power.
- EMT to be used on all electrical. MC cable allowed only on cut-in boxes on existing walls.

## 3. Lighting

Building standard lighting specifications are as follows:

- *Get Pre-approval from WR&C*

Occupancy Sensors:

- *Get Pre-approval from WR&C*

Building standard lamps are:

- F32T8/ADV835/EW 28 watt (Hallways, Open Areas, and Offices)
- 3500 color spectrum on all other lamps

#### 4. Mechanical Requirements:

##### HVAC

Coordinate with engineering for any water or HVAC shutdown. An emergency contingency plan will need to be created for either procedure. Confirm plan with the Chief Engineer before beginning work.

- The Chief Engineer, prior to ordering of any equipment or installation, shall review all drawings, equipment specifications, and pipe routing plans. All drawings shall be stamped by a licensed mechanical engineer. Drawings shall include the following information:
  - a. Site plan
  - b. Scope of work
  - c. Legal description and APN number
  - d. Equipment schedules shall include equipment weights, electrical service requirements, control sequence of operation, air and water flow information including pressure drops, cooling and heating capabilities, model numbers, and all accessories.
- Dielectric unions shall be used where pipes of dissimilar metals join.
- Any Heat pumps added need to be high efficiency units and must include water management valves, an Alerton Tux-SA card, and a two inch filter rack. Any VAV's will need Tux-VAV cards. They will need to be programmed into the building EMS (Alerton's IBEX for windows). Anything on the 5<sup>th</sup> floor will need to be programmed to the Trane Trasar EMS and a Trane control card provided.
- Any floor plan changes need to be updated in the Building EMS

The building standard VAV is an EnviroTec CFR Series on floors G through 4. 5<sup>th</sup> Floor VAV's are VeriTrane VFSE Series

- Dedicated data center units and any tenant required HVAC other than building standard comfort cooling equipment must have the electricity usage sub metered. This meter shall be labeled and installed in the building electrical room.
- HVAC Zoning:
  - a. Separation of interior and exterior zones.
  - b. Cross-zoning between tenants is not allowed.
  - c. Conference rooms should be on a dedicated zone.
  - d. Any area not considered typical comfort cooling should be on its own zone and metered. (Labs, Server Rooms, etc.)

- A full air balance is required before completion of the job. All air filters will be replaced, including the surrounding zones that border the TI.
- Updated as-built mechanical drawings and zone maps (both electronic and paper) will be provided to Wright Runstad & Company.
- All equipment must be tied into the building energy management system, where applicable.

### Plumbing

- Fixtures should be of high quality, as future maintenance costs are the tenants'. Recommended brands are Delta, Zurn, and Sloan.
- Remove all unused water lines, drain piping, and ceiling hangers, etc. from the ceiling plenum on all jobs.
- Floor penetrations, to include setting shots, roto-hammering, and core drilling can only be done between the hours of 6:00 p.m. and 7:00 a.m. and approved in advance to ensure minimal disruption to occupants of the building. There are no exceptions. Prior to core drilling, slab will need structural imaging, either by x-ray or another preapproved method.
- Restroom accessories should be all Bobrick brand.

## 5. Insurance

- a) Contractor to secure, pay for and maintain during the continuance of construction and fixturing work within the Building or Premises, insurance in the following minimum coverage's and the following minimum limits of liability: All vendors, General Contractors, and each subcontractor who work in our building are required to provide our office with proof of insurance a minimum of two business days prior to the scheduled commencement of work. WR&C reserves the right to delay work if insurance requirements are not satisfactorily met as described.

### Commercial General Liability Insurance

On an occurrence form, for bodily injury liability and property damage liability with limits of not less than **\$1,000,000** each occurrence; **\$2,000,000** general aggregate; **\$2,000,000** products/completed operations aggregate; **\$1,000,000** personal & advertising injury; and including coverage for broad form property damage and independent contractors.

### Comprehensive Form Automobile Liability Insurance

Including coverage for owned, hired and non-owned vehicles, with bodily injury and property damage combined single limits of not less than **\$1,000,000** each accident.

Excess Liability (umbrella) Insurance

On the above with limits of **\$10,000,000** each occurrence and **\$10,000,000** aggregate.

Worker's Compensation and Employer's Liability Insurance

In compliance with applicable Federal and State laws; with Employer's Liability limits in the amount, if any, required by law but in no event less than **\$1,000,000** Bodily Injury for Each Accident; **\$1,000,000** Bodily Injury for Each Employee; and **\$1,000,000** Bodily Injury Disease Aggregate.

- b) The below Entities shall be named as Certificate Holder and/or Additional Insured. The insurance policies shall provide the Entities shall receive not less than forty-five (45) days written prior notice of cancellation. All insurance shall be written by a carrier(s) rated A/IX or better by the A.M. Best's Rating Service. Prior to commencing work under this Agreement, the Contractor shall provide a certificate of insurance evidencing compliance with the above requirements.

The Entity should be listed as the Certificate Holder with the following address:

SRI-WR Elliott Avenue, LLC  
c/o Wright Runstad & Company  
2600 Elliott Ave, Suite B Seattle, WA 98121

Additional Insured (both are to be listed as Additional Inured):

SRI-WR Elliott Avenue LLC  
Shorenstein Realty Services, L.P.  
Shorenstein Properties LLC  
Shorenstein Company LLC  
Shorenstein Management Inc.  
Wright Runstad Associates Limited Partnership  
Wright Runstad & Company

6. Construction Walk Through

All General Contractors will be required to do a pre- and post-construction walk through two business days prior to the first day of work, and on the last day of the job. This will cover the following: slab penetration policy, which building fixtures are to be removed because of demolition; a damage walk through and Central Stores request. Post walkthrough is in addition to punch list. Additionally Wright Runstad & Company must do an inspection prior to ceiling cover.

7. Building Access

Two business days prior to the first day of work:

- General Contractor must provide a schedule and subcontractor list to the Property Management Office. List must include emergency phone numbers and names for 24 hour response.

- The General Contractor must submit a request for cardkeys and keys to the Management Office when applicable.

The General Contractor is required to get adequate cardkeys, keys, or arranged access for all workers, subcontractors and vendors. **Any contractor, subcontractor or vendor who shows up to work without cardkey, hard key or arranged access will not be provided access by Wright Runstad & Company.**

Any work requiring access to another tenant space will be scheduled through the Property Management Office at least three business days in advance. **Under no circumstances shall Contractor contact any tenant directly.**

8. Building Hours

<u>BUILDING HOURS</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
Garage Opening	0630	0630	0630	0630	0630	0630	0630
Garage Closing	2300	2300	2300	2300	2300	2300	2300
Engineer Shift Start	0000	0800	0800	0800	0800	0800	0000
Engineer Shift Stop	0000	1700	1700	1700	1700	1700	0000

9. Noise Restriction

All noisy work, such as with powder actuated tools or roto-hammering must be coordinated with Property Management and Engineering who will determine when this work can be done. Typically, noisy work cannot be done between 7:00 a.m. and 6:00 p.m., Monday through Friday. Work involving penetration of the slab is restricted to the hours of 6 p.m. and 7 a.m. See Sections 2 and 3 for explicit rules.

10. Elevators

Masonite or plywood must be put down to protect flooring when construction materials are being moved through common areas or elevators and must be removed as soon as delivery is completed. Should the General Contractor or a subcontractor require sole use of an elevator, the contractor must schedule that use with the Property Management and Engineering at (206) 770-0180 as soon as possible. Reservations are on a first-come, first-served basis.

**Large deliveries such as sheetrock, piping, carpet and cabinets may be required to be scheduled for after-hours delivery.**

11. Loading Dock

The loading dock is to be used for loading/unloading materials only. Access may be given by Wright Runstad & Company Property Management if any General Contractor or subcontractor must park in the loading dock to do their work, i.e., working out of a shop vehicle. Authorization can be obtained through the Property

Management Office or Engineering. If a contractor or subcontractor shows up to work out of the loading dock without prior authorization, that contractor or subcontractor may not be given access by Wright Runstad & Company. Free parking is not available in the building for construction personnel. Oversized vehicles will need to find surface lot or street parking. Dumpsters will not be allowed in the loading dock. The general contractor will be responsible for making necessary arrangements for the dumpster to be placed on the street.

12. Cleaning

Daily cleaning is required, with extra care given to protection and cleanliness of common areas. No carts or materials shall be left in common areas or corridors outside of construction area. A damp walkoff mat or Tack mat is required at the entrance to all work areas. Elevators, common areas, restrooms, entries and tenant property must remain well protected and clean at all times. Dust, footprints, debris, etc., must be carefully controlled and promptly removed.

13. Fixtures

Any fixtures which are to be removed because of demolition must be approved for removal by Engineering prior to removal from the property. Wright Runstad & Company Property Management reserves the right to hold all building fixtures in a central storage area.

*Fixtures include:* Light fixtures, cabinets, sinks, water heaters, doors, hardware, etc. The Contractor must incorporate all reusable doors, light fixtures, etc., in the proposal. Under no circumstances may hot water heaters be re-used.

14. Locks & Keying

Check with Wright Runstad & Company Management for current building master key system requirements.

The building standard door hardware:  
Schlage, L9000 mortised Locksets, brushed stainless A Wrought Rose Eschusions, L17 handles.

Mortise lock cylinders:  
Schlage Full IC Cores, E keyway, 6 pin

Full locksets can be ordered directly from Builders Hardware or Argens.

15. Fire Safety Equipment

The Wright Runstad & Company Property Management must be notified when there is any activity which would cause airborne dirt, dust, or smoke. Engineering will put that floor smoke detectors on a Fire Alarm Bypass. In addition, smoke detectors must be covered and protected from dirt and dust during construction work. This is to be

done with bags, shower caps, or rubber gloves (rubber gloves work the best because they hang down in full view). **All Smoke Detector Covers and Fire Alarm Bypass' must be restored at the end of shift or when work is complete for that day.** The General Contractor's organization will designate an individual with this responsibility and will notify Engineering of the name and phone number of the individual. **Engineering will require a photo ID to place the panel on bypass.** If the bypass is still needed when their work is completed the remaining vendor must provide a photo ID.

Engineering must be advised of **any** activity that might trip a fire alarm so they can bypass that zone on the alarm system. If any detectors are damaged or tripped, notify Wright Runstad & Company immediately. All sprinkler valves, smoke detectors and speakers are wired through a supervised circuit. Disconnecting any of these devices will show a trouble in the Fire Control Center. Prior to working on these devices, Engineering must be asked to place the affected floor on a "trouble hold." As soon as work is completed, Engineering must be notified so the system can be returned to normal operation. It is the General Contractor's responsibility to have Fire Alarm system operational at end of shift. All exit doors into fire stairwells must remain closed and clear at all times. Never wedge them open or tape the strikes. Never stock materials in the fire corridors or in front of the stairwell doors.

#### 16. Fire Sprinkler Contractors

The following Fire sprinkler contractors are approved to work in 2601 Elliott Ave.:

- Simplex 206-291-1400
- Columbia Fire 206-510-8671
- Or Approved By Wright Runstad & Company

At least 24 hour notification is required prior to any sprinkler work. Contact engineering to coordinate this.

**Work on occupied floors may have to be performed after-hours, if the smell of open sprinkler systems and/or cutting fluid is too disruptive to tenants.**

Wright Runstad & Company contracts with the above contractors to do a fire sprinkler walk-through when the job is completed. Upon job completion, one of the two non-bid-winning contractors will do an inspection of the fire sprinkler work. That contractor will write Wright Runstad & Company a letter outlining any code discrepancies that have been found. Wright Runstad & Company will then notify the General Contractor that code violations have been found and will give the General Contractor fourteen (14) days to have these corrected and mail a letter of completion to the Property Management Office.

If the fire sprinkler subcontractor feels there is a discrepancy, a letter from the Seattle Fire Department confirming that the installation is by code must be submitted to the Property Management Office.



17. Job Completion

Signed-off permits, punch-lists, permit drawings and red-lined electrical and mechanical as-built drawings must be returned to Wright Runstad & Company's Property Management Office after the completion of the project. These plans will be utilized to update the building "as-built" drawings for future reference.