

**PACIFIC CENTRE
OFFICE TENANT
LEASEHOLD IMPROVEMENT MANUAL**

JULY 2010

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INTRODUCTION

This manual contains general information, procedures, and requirements which have been established by the Landlord to assist tenants in the design and construction of their improvements within the leased premises and to notify them of the basic design specifications for the building. While this manual is intended to reflect the general case, it should at all times be read in conjunction with written agreements between the landlord and the tenant.

PACIFIC CENTRE PROJECT MANAGEMENT OFFICE AND CONTACT INFORMATION

Pacific Centre Project Management Contact Information

The tenant and its agents shall address all requests, questions, submissions, and proposals for information and/or approvals to:

John Horne, Manager of Tenant Projects
 Email: john.horne@cadillacfairview.com
 Telephone Number: 604.630.5315
 Fax Number: 604.688.0394

David Burrows, Senior Manager of Tenant Projects
 Email: david.burrows@cadillacfairview.com
 Telephone Number: 604.630.5332
 Fax Number: 604.688.0394

The Cadillac Fairview Corporation Limited
 Box 10346, Pacific Centre
 Suite 910 – 609 Granville Street
 Vancouver, BC V7Y 1G5

Other Pacific Centre Contacts

Security (open 24 hours per day/ 7 days a week) Located on the mezzanine level of 701 W. Georgia Street	604.669.3241	pccsecurity@cadillacfairview.com
Service Centre (open 7:30a.m. – 5:00 p.m.)	604.688.7282	vancouver-service@cadillacfairview.com
South Loading Dock (Block 42/52) (open 9:00 a.m. – 5:00 p.m.)	604.688.4032	
Ana Vidovic, Tenant Relations Coordinator	604.630.5339	ana.vidovic@cadillacfairview.com

Other information about Cadillac Fairview and Pacific Centre can be obtained from: www.cadillacfairview.com or www.pacificcentroffice.com.

Landlord Consultants

The following are the Landlord’s Base Building Consultants:

Architectural Consultant	Abbarch Architecture Inc. Suite 1830, One Bentall Centre 505 Burrard Street Box 79, Vancouver, BC, V7X 1M6 Tel: 604.669.4041 Fax: 604.683.5338
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Structural Consultant	Read Jones Christofferson 4 th Floor - 210 W. Broadway Vancouver, BC, V5Y 3W2 Tel: 604.738.0048 Fax: 604.738.1107
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Electrical/Mechanical Consultants

Cobalt Engineering
#305 – 1200 W. Pender Street
Vancouver, BC, V6E 2S9
Tel: 604.687.1800
Fax: 604.687.1800

Flow Consulting
104 – 740 Nicola Street
Vancouver, BC, V6G 2C1
Tel: 604.609.0500
Fax: 604.609.0588

Environmental Consultant

PHH Environmental
Suite 115 – 10751 Shellbridge Way
Richmond, BC, V6X 2W8
Tel: 604.244.8101
Fax: 604.244.8491

Waste Management Consultants

WasteLess Environmental Services Inc.
206-20641 Logan Avenue
Langley, BC, V3A 7R3
Tel: 604.534.0071

Regulatory Bodies

Building Permits Department
The City of Vancouver City Hall
453 West 12th Avenue
Vancouver, BC V5Y 1V4
604.873.7611

*Additional information about the City of Vancouver can be obtained at www.city.vancouver.bc.ca.

Vancouver/Richmond Health Board
1770 West 7th Avenue
Vancouver, BC, V6J 4Y6
604.736.2866

Legal Descriptions

Block 52 - TD Tower and Retail Units 0001-0015

Block 52 (Reference Plan 9962), District Lot 54I, Group 1, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.

Block 42 – 701 W. Georgia, Canaccord Financial Place, and Retail Units Door – D069, G001 – G054

Block 42 (Reference Plan 10328), District Lot 54I, Group 1, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 010-240-004

Block 32 – 777 Dunsmuir Street and Retail H001-H037, D075-D094, G060-G081

Lot 'C', Block 32 (Reference Plan 21253), District Lot 54I, Group 1, New Westminster District Plan 210 in the City of Vancouver in the Province of British Columbia.

PID 007-857-969

Block 32 - 700 West Pender Street (Pender Place office and retail)

Lot 'B', Block 32, District Lot 54I, New Westminster District Plan 14253 in the City of Vancouver in the province of British Columbia.

PID 007-892-926 (Lot 'B')

Block 32 - 750 West Pender Street (Pender Place office and retail)

Lots 1, 2, 3, 4, & 5, Block 32, District Lot 54I, New Westminster District Plan 210 in the City of Vancouver in the province of British Columbia.

PID 015-106-705 (Lot '1')

PID 015-106-713 (Lot '2')

PID 015-106-721 (Lot '3')

PID 015-106-730 (Lot '4')

PID 015-106-748 (Lot '5')

Owner

For the purposes of applying for a Building Permit, use the following name as the Owner at Block 52, 42, and 32 of Pacific Centre: **Pacific Centre Leaseholds Limited**

For the purposes of applying for a Building Permit, use the following name at Pender Place (700 & 750 West Pender): **PCL Pender Place Inc.**

LEASEHOLD IMPROVEMENT POLICIES, PROCEDURES, AND GUIDELINES

Overview

The following is an overview of the policies and procedures required prior to the start of construction. To facilitate a timely start and successful completion of your project, we ask that both the Tenant and the Tenant Contractor familiarize themselves with the process and required documentation.

Prior to the start of construction the Landlord must receive and approve the following:

1. Full set of Architectural, Mechanical, and Electrical drawings (in paper and AUTOCAD format). Please refer to the Tenant Drawings and Specification Requirements section on page 10. The Landlord strongly suggests that a review of the Project Web FM drawing database; including base building and previous tenant's Architectural, Mechanical, Electrical and Structural drawings, is completed prior to the start of any work. For access to this database, please contact the Manager of Tenant Projects. The Architectural, Mechanical, and Electrical drawings will be reviewed by the Landlord and/or Landlord's consultant. The Tenant and the Tenant's General Contractor will be sent an approval letter and a copy of the approved drawings. If there are any Architectural, Mechanical or Electrical design changes, the Landlord must receive and approve a new set of drawings prior to the start or continuance of work.
2. Certificate of Insurance from the Insurance Agent of the Tenant's General Contractor confirming Comprehensive General Liability on an 'occurrence basis' with inclusive limits of not less than \$5,000,000 and standard owner's form Automobile Insurance (if applicable) with inclusive limits of not less than \$1,000,000. The following entities must be listed as 'additional insured' on the Certificate:
 - The Cadillac Fairview Corporation Limited
 - Ontrea Inc.
 - Pacific Centre Leaseholds Limited
 - Pacific Centre Limited
 - 622145 British Columbia Ltd.
 - 527698 British Columbia Ltd.
 - 527700 British Columbia Ltd.
 - PCL Pender Place Inc.
3. Building Permit. See contact the Regulatory Bodies listed on page 6 for more details.
4. Written evidence indicating that the General Contractor is in good standing with WorkSafeBC.
5. List of all subcontractors working on the project (This list must include at least contact name and phone number for each subcontractor.)
6. Written evidence for each subcontractor indicating that each company is registered and in good standing with WorkSafeBC.
7. Detailed project schedule from the General Contractor depicting time frames of all tasks to be completed as part of the project. Any changes or alterations to the schedule must be forwarded and approved by the Landlord prior to authorization for site access.
8. A Pre-Construction Hazardous Materials Survey may be required before the Tenant project commences.

During the course of construction:

One set of plans and specifications with the Landlord's consent and the City of Vancouver's Building Permit department's stamp endorsed thereon shall remain in the leased premises during the period of time when the Tenant's work is being performed. Any deviation from previously approved plans and specifications shall require the approval of the Landlord and the City of Vancouver Building Inspector. It is acknowledged by the Tenant that any Tenant's work undertaken without the written approval of the Landlord may, at the discretion of the Landlord, be removed from the leased premises and the leased premises may be restored to the original condition, in either case, at the expense of the Tenant. The Tenant's work shall be done in accordance with the terms of the Lease and in particular, without limiting the generality of the foregoing, in accordance with the provisions thereof relating to installation of Tenant's fixtures, the making of Tenant's improvements or alterations, and observance of law.

Site Access Requests, Contractor Access Calendar, and Security:

Once the project has been authorized to commence, requests for site access must be made by the General Contractor and forwarded to the Landlord by email. Please note that once access has been requested by the General Contractor, a period of at least 48 hours may be required before access is granted. The request must include the names of the subcontractor(s) and subcontractor(s) contact information, details of the task to be completed, and start and end times. The approved request will be added to the contractor access calendar, and confirmation will be sent to the General Contractor. Access will expire on the completion date listed on the project schedule. The Pacific Centre Security Control Centre will not grant access to contractors with an invalid or expired access request. If there are any changes to the project schedule, the General Contractor must forward an updated schedule to the Landlord so that the access expiry date can be changed.

Prior to the start of work, all employees of the General Contractor or associated subcontractors must check in with the Pacific Centre Security Office to receive Contractor badges. The badges must be visibly worn at all times while working in Pacific Centre. Contractors must return the badges to the Security Control Centre, on a daily basis, before they leave the Pacific Centre complex.

Site Rules and Regulations:

Please refer to the Overview section on page 8 and the Tenant Work Regulations section on page 11.

Upon completion of the project, the Landlord requires the following procedure and documentation:

Deficiency Review:

Upon completion of the project, the Landlord, and representatives for the Tenant and the General Contractor must meet to conduct a deficiency review of the premises. Once the deficiencies are cleared to the satisfaction of the Tenant, the Landlord must receive a letter or email from both the Tenant and the General Contractor indicating that the project is complete and that there are no outstanding deficiencies.

As-Built Drawings and HVAC report and specifications for mechanical units/manuals:

The General Contractor and Designer must forward the final set of as-built drawings to the Landlord in AutoCAD format, a copy of the HVAC report, a copy of the air balance report, and the specifications for all electrical/ mechanical units installed in the premises. Once the Landlord receives all of these requirements, the warranty period (of one year) will commence.

Occupancy Permit:

Prior to completion of the work, the Tenant's contractor must apply for an Occupancy Permit and arrange for the City of Vancouver Building Inspector to make a final inspection. When the Occupancy Permit is received, a copy must be forwarded to the Landlord.

Report of Material Diversion Rates:

Upon completion of the project, the General Contractor must provide a detailed summary of material diversion rates. For more information about these requirements, refer to pages 12 and 13 of this manual.

Tenant Designer

The Tenant shall engage a competent Architect and Interior Designer to prepare all and any drawings which are necessary for the planning and construction of the Tenant's leasehold improvements and the approval of the Landlord and/or any other regulatory bodies having such jurisdiction. The Landlord may request the Tenant and/or their Designer to produce additional drawings and/or information which in the Landlord's opinion may be necessary to identify and describe the exact nature of the intended improvements. Mechanical and Electrical Drawings shall be prepared by qualified Professional Engineers registered in the province of British Columbia. The Tenant and/or their Designer shall fully inform themselves regarding the current Vancouver Building By-Laws and all addenda and any other regulations governing the design and construction of the leased premises, before preparing drawings.

Tenant Drawings and Specification Requirements

The Tenant is responsible for the production of accurate and complete working drawings, contract documents and a comprehensive construction schedule for the proposed construction within the Leased Premises. The Landlord strongly suggests that a review of the Project Web FM drawing database; including base building and previous tenant's Architectural, Mechanical, Electrical and Structural drawings, is completed prior to the start of any work. For access to this database, please contact the Manager of Tenant Projects. The Tenant may request drawings of the Leased Premises indicating the major elements of the base building structure and systems to assist the Tenant in the production of working drawings. The Landlord will provide copies of these drawings, at the cost of the tenant, if the drawings are available. The Tenant must submit to the Landlord for its review, one set of paper prints, PDF copy, and AUTOCAD drawings of all work proposed for the Leased Premises. Drawing size shall be no less than 22" x 34". A copy of the drawings will be returned to the Tenant bearing the Landlord's stamp and comments, if any, with the understanding that drawings may be subject to changes requested by the Landlord. Please note that the approval process will take at least two weeks. For the purposes hereof, copies of the "Approved Drawings" are to be kept on the job for viewing throughout the construction period. Any revision to the Approved Drawings must be submitted to the Landlord for approval of changes and work must not proceed until revised drawings are stamped and returned. **Please note that an Owner's Undertaking Letter will not be provided until the requirements listed above have been submitted and approved.**

The Landlord reserves the right to demand certain additional or expanded information, for the purpose of definition clarification, before approval is given. The Landlord also reserves the right to have drawings reviewed by the Base Building Consultant, at the Tenant's expense.

Floor Plans

- Drawing scale of 1:100 - (metric) or 1/8" = 1' - 0" min.
- Locations of all major fixed elements within the Leased Premises dimensionally related to grid lines and demising partitions.
- Room names and uses.
- Locations and layouts of rooms of unusual loading concentrations, such as centralized filing areas.
- Materials and finishes throughout the premises.
- Where the Lease Premises occupy less than a full floor, plans must be included of the entire floor showing location of the Leased Premises and its relationship to the elevator lobby, exits, washrooms, etc.

Reflected Ceiling/Lighting Plans

- Any changes to the base building lighting control system are to be addressed by the Tenant's General Contractor, at the Tenant's expense.
- Drawing scale of 1:100 - (metric) or 1/8" = 0" min.
- Lighting layout, ceiling pattern, materials, and suspension system details.
- Type of wattage of any proposed special light fixtures.
- Location of any sound baffles above the ceiling.
- Locations of any access panels required to service building systems.

Construction Details

- Suitable scales, indicating all methods of construction are necessary.

Mechanical/Electrical Plans

- The Tenant shall pay the cost of installing, inspecting, verifying, maintaining and repairing any meters or metering system installed at the request of the Landlord or the Tenant to measure the usage of utilities in the Premises. Where a base building metering system has been installed in the Building, the Landlord will provide, at the Tenant's expense, all necessary components and programming to connect the Premises to the Landlord's metering system.

Complete Electrical, Mechanical, Sprinkler, Building Automation and Life Safety System Drawings

- A scale of 1:100 - (metric) or 1/8" = 1" - 0" min. showing all work which has an alteration or addition to the base building system as well as the base building system which remains unchanged. Indicate tie-ins and extensions to base building security, fire alarm, and communications system.

Structural Drawings

- At suitable scales, where special conditions warrant the production of such drawings, for example, openings in slabs.

Hardware Schedule

- Refer to the Standards section on page 18.

Tenant Design Consultants

- The Tenant, at its expense, shall retain qualified professional Consultants subject to the approval of the Landlord. A list of qualified Consultants is available from the Landlord upon request. The Landlord encourages the use of its Base Building Consultants because of their familiarity with the Base Building Design. This should result in more reasonable costs and speed up the whole process. In order to maintain an up-to-date record of "as built conditions", changes to partitions, mechanical and electrical changes or any other modifications to the building must be recorded and handed to the Landlord at completion of work.
- Partition modifications will be transferred from the "as built" Tenant layout drawings to the full floor Building File Partition Drawings by the Pacific Centre Tenant Co-ordination Department.
- Mechanical and electrical information will be maintained on record drawings by the Landlord's Consultants. When Tenant work engineering is undertaken by other than these noted Consultants, additional costs will be incurred by the Tenant for this necessary transfer of information and job inspections.

Tenant Work Regulations

The Tenant and all its contractors, agents and employees are required to abide by the following regulations in carrying out the Tenant work in the Leased Premises.

Certificates and Approvals

Construction may proceed only after the Tenant has received approval from the Landlord. Please see the Overview for further details.

A Cadillac Fairview Work Permit application must be submitted by the General Contractor at least 48 hours prior to the commencement of the planned work, in all cases. A copy of the Work Permit application and policy is attached as Appendix 2 at the end of this manual.

Certain work at Pacific Centre requires a Work Permit; these include but are not limited to:

- Hot Work
- System Disable
- Sprinkler
- Smoke Detector

- Heat Detector
- Pull Station
- Water Shutdown
- Electrical Shutdown
- Grinding/Cutting
- X-Ray (Safety Plan Required)
- Coring

Appointment of Contractors

1. **Contractor Approval:**

The Tenant is required to engage its own Contractors for the purpose of carrying out its Leasehold Improvement Work, subject to approval by the Landlord. A list of approved general, mechanical and electrical contractors will be provided by the Landlord.
2. **Base Building Revisions:**

Revisions to base building construction required for the Tenant occupancy will be carried out by the Landlord's contractors at the Tenant's expense.
3. **Permits:**

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 governmental authorities prior to the commencement of construction within the Leased Premises. A copy of all permits must be delivered to the Landlord. The Tenant must correct immediately any work which does not meet with the approval of the Building Inspector, notwithstanding the fact that the Tenant's drawings have been approved previously by the appropriate governmental 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 correction, the Landlord may make the correction at the Tenant's cost.
4. **Approved Drawings:**

A set of the approved drawings must be kept on the Leased Premises for the duration of the construction period and be available for reference by the Landlord's authorized representatives.
5. **Constructions Schedule:**

The Tenant must provide the Landlord with a construction schedule outlining commencement date and hours of work.
6. **Construction Safety Plan:**

The Tenant must provide the Landlord with a construction safety plan.
7. **Insurance:**

Please refer to the Overview section on page 8 for insurance requirements.
8. **WorkSafeBC:**

Please refer to the Overview section on page 8 for WorkSafeBC requirements.
9. **Sub-trades List:**

This list must include contact names and phone numbers.

Emergency Contact

The Tenant contractor is required to post at site a name and telephone number for emergency contact. This information must also be included in the safety plan.

Temporary Services

The Tenant Contractor is responsible for the distribution of temporary power and telephone within the Leased Premises during the construction period. Exposed electrical cords are not permitted outside of the Leased Premises.

Work Areas

All construction materials, tools, equipment, and work benches must be kept within the Leased Premises throughout the construction period. All public lobbies, corridors, washrooms, and stairs shall be kept clean of construction materials at all times.

Recycling and Diversion Reporting

General Contractors are to use the Landlord's waste management consultant for garbage removal if a bin is required, or provide the Landlord with receipts that show that the garbage was separated and disposed of by an environmentally

friendly means. This documentation must show the type of materials and weights diverted from the landfill. This proof must be included in the final documentation.

Garbage Removal

The garbage and construction debris generated by work being carried out on a Tenant contract will be the total responsibility of the Tenant Contractor. General Contractors are to use the Landlord's waste management consultant for all garbage removal. Corridors, freight elevator lobbies, and common areas are to be kept clear of the residual debris incurred. Arrangement must be made for the freight elevator time to remove such debris to the appropriate Loading Dock area and because of the limited space, be immediately taken from there by whatever means possible by those Contractors responsible on a daily basis. "Construction Disposal Bins" are allowed to remain in designated areas, upon Landlord's approval. Upon removal of disposal bins by the Contractor, the area around the bin shall be cleaned by the Contractor to a tidy swept condition with no materials left in the designated areas. Arrangement for placing disposal bins must be made through the Landlord. Only approved garbage disposal contracts will be allowed on site.

NOTE: Garbage of an inflammable nature (i.e. paper), must not accumulate. Such garbage must be removed from the site as quickly as possible.

Protection of Existing Finishes and Exterior Window Blinds

All building finishes and carpets must be adequately protected to prevent any damage by Tenant Contractors. Exterior window blinds must be wrapped in protective plastic sheeting prior to the start of construction to prevent them from being damaged or dirtied. Damage to building finishes caused by Tenant Contractors will be repaired by the Landlord at the expense of the Tenant. Base Building carpeting must be protected by covering with plywood sheets and/or plastic sheeting supplied by the Tenant, as directed by the Landlord.

Working Hours

Work may be carried out in the Leased Premises during normal business hours (please note that regular tower business hours are between **8:00 a.m. and 6:00 p.m.**; however, noisy work or other work disruptive to neighboring Tenants such as excessive odors, etc., must be done after normal building hours. Off hours work must be specifically arranged with the Landlord.

Temporary Fire Protection

Operable fire extinguishers must be kept in the Leased Premises throughout the construction period and said extinguishers must be of sufficient numbers and suitable types to combat a potential fire in the work area.

Security of Leased Premises

The Tenant is fully responsible for the physical security of the Leased Premises and the contents thereof throughout the construction period.

Access and Delivery

- Personnel access and material deliveries to the Leased Premises are to be by way of the Loading Dock and freight elevator. The handling of items, which due to weight or dimension require special treatment must be reviewed and arranged with the Landlord.
- Use of the Loading Dock facilities and freight elevator is by reservation only, outside of regular working hours and at the cost of the Tenant.
- Contractors will take all necessary precautions to minimize damages to or marring of elevator walls, doors and ceilings and will be held responsible for any such damages.
- Elevators must be reserved for movement of materials, equipment, or debris at least 48 hours in advance of the movement. Reservations for the freight elevator are to be arranged through the Service Centre.
- Only soft-wheeled carts and dollies are to be used on the property.

Access Panels

The Tenant, at its expense, must provide access panels in the wall, ceiling, and floor construction as directed by the Landlord to permit access to equipment or services which require it.

Fireproofing/Firestopping

All fireproofing material (except ACM removed from steel decks and beams) will be replaced with a suitable and approved fireproofing material and said replacement material will be installed in accordance with pertinent Building and Fire Codes. In no case will the original level of protection be reduced.

It should be noted that in certain buildings, the structural steel is fireproofed with insulation that is asbestos containing ACM. Undisturbed and properly managed to WorkSafeBC, the ACM material does not present a hazard. However, Tenant improvements may in some instances inadvertently cause the disturbance of the material. The Landlord will advise the Tenant if the Landlord is aware that ACM exists in their leased suite. The correct precautionary procedures will be addressed when drawings are submitted for approval.

Daily Clean-up

Contractors will ensure that the corridors are left free of any debris and will remove dirt marks from corridor walls, floors, doors, etc. on a daily basis. Where special cleaning is required to maintain the corridor appearance, the cost of said cleaning will be at the expense of the Tenant.

Completion

At the completion of the work, the Tenant will provide the Landlord with a complete set of “as built” drawings. All elements of the base building, such as, but not limited to, light fixtures, doors and frames, hardware, etc., which the Tenant removes with the approval of the Landlord remain the property of the Landlord and will be delivered to the Landlord or disposed of as directed by the Landlord at the Tenant’s expense. At the completion of construction, the Leased Premises must be left clean and in a “move in” condition.

Without limiting the generality of the foregoing, the Tenant should specifically ensure that the following are cleaned up prior to occupancy:

- Light fixtures and lenses
- Ceiling and ceiling tiles
- Floor tiles and carpets
- Corridor walls and doors immediately adjacent to the Leased Premises
- Perimeter radiation off induction units (inside and outside)
- Lint screen and coil
- Interior glazing in partitions
- All service rooms
- Venetian blinds (Cleaning of the blinds shall be carried out by the Landlord at the Tenant’s cost)

Air Balance Report

The Tenant will provide the Landlord with an air balance report upon completion of Leasehold Improvement Work. The report must include induction units and minimum ventilation rates. The balancing report must be done by the Landlord’s Balancing Consultant at the Tenant’s expense and must be reviewed by the Landlord’s Mechanical Engineering Consultant prior to submission.

Fee Payable by Tenant

The Landlord will provide the Tenant with a schedule of fees payable by the Tenant for co-ordination of Leasehold Improvement Work.

Signing-off Procedure

Prior to final payment to the Contractor, a “signing off” by the Landlord that work has been carried out in a manner acceptable to the Landlord must be obtained. Failure to obtain this approval may result in the Landlord having to complete or re-construct some components of the work in order to achieve the standards of the building with the costs for same being to the Tenant.

Statutory Declaration

In cases where the Tenant has been afforded a Tenant Allowance, a Statutory Declaration must be submitted to the Landlord, confirming that the work is complete and all involved contractors have been paid in full. A sample of the Statutory Declaration is attached as Appendix 1 the end of this manual.

Amendments to Leasehold Improvement Manual

The foregoing information, procedures and regulations may be amended or added to from time to time by the Landlord and Tenants must abide by such changes and additions upon notification.

BASE BUILDING FINISHES, ELECTRICAL SYSTEMS, MECHANICAL SYSTEMS, AND STRUCTURAL REQUIREMENTS

Finishes

Ceiling

Finished ceilings are lay-in acoustic panels, in a T-bar suspension system.

Paint

No oil based paints are permitted.

Floors

Finished concrete floor slabs.

Core Walls and Columns

Drywall, prime painted. Exterior faces of perimeter columns are painted to blend in with curtain wall, and must be maintained.

Curtain Walls

Fastening to curtain wall is not permitted.

Doors and Frames

Entrances to electrical rooms, janitor rooms, washrooms, stairways, etc. are hollow metal doors in pressed steel frames, painted to building standard. Tenant entrances on multi-Tenant floors are full height solid core wood doors and metal frames in approved 20 minute U.L.C. fire rating. The doors will be finished on both sides with walnut flat veneer and the door frames will be painted.

Mechanical Systems

Heating, Ventilating and Air Conditioning

1. TD Bank Tower and 701 West Georgia Street perimeter zone is served by induction systems with free standing continuous floor enclosures located under the window divided into one zone per bay. Interior areas are conditioned by single zone systems supplying and returning air to and from the space through air handling fluorescent lighting fixtures. The ceiling space serves as a return air plenum.
2. Canaccord Financial Place air conditioning is provided by a central Variable Air Volume (V.A.V.) system with hot water radiation under the windows; conditioned air is supplied to the space through t-bar slots and is returned through t-bar slots to ceiling space which serves as a return air plenum.
3. 777 Dunsmuir Street cooling is provided by a V.A.V. system. Each floor is served by its own air supply unit. Fresh air is supplied by a central fan system. Perimeter heating is provided through hot water radiant panels in the ceiling. Conditioned air is supplied to the space through air handling fluorescent lighting fixtures, the ceiling space serves as a return air plenum.
4. 700 and 750 West Pender Streets' cooling is provided by a V.A.V. system. Each floor is served by its own air supply unit. Fresh air is supplied by a central fan system. Perimeter heating is provided by hot water radiation under the windows. Conditioned air is supplied to the space through air handling fluorescent lighting fixtures, the ceiling space serves as a return air plenum.
5. Data will be made available to the Tenant's Engineers regarding design air supply quantities which the Tenant's design shall not exceed.

6. All base building ducting (return air or supply air) is to be filtered by the General Contractor, during the construction phase, and removed at the project's completion.

Plumbing

Plumbing into the main domestic cold water supply, connection to the sanitary drain and vent risers are provided at the core to allow for the addition of a limited number of private washrooms in the Leased Premises, subject to the Landlord's approval. Tenants requiring hot water must provide their own hot water tank.

Note: 777 Dunsmuir Street has certain areas on various floors that cannot be drained by gravity; please contact the Manager of Tenant Projects for details of these locations.

Fire Protection

In all towers, each floor is provided with firehose connections, portable fire extinguishers, and smoke detectors. Canaccord Financial Place, 701 West Georgia Street, 777 Dunsmuir Street, and 700 and 750 West Pender Street have automatic sprinkler systems. The TD Bank Tower (with the exception of the 29th floor) also has an automatic sprinkler system. The floors have sprinklers and speaker systems designed on an open plan basis. Tenants may be required to provide additional sprinklers and speakers to suit their layout, at the Tenants' expense.

Note: Canaccord Financial Place and 777 Dunsmuir Street have smoke removal and stair pressurization controls.

Electrical Systems/Data and Communications

Lighting

Office lighting is provided by means of two-lamp recessed air handling fluorescent fixtures. Lighting power is provided at 347 volts.

Computerized Lighting Controls

For energy conservation, the Landlord has provided a computerized control system which turns off all Tenant area lighting, other than emergency lighting, at set times after business hours.

Lighting Switches

A master low voltage switch controlling all lights within a Tenant's premises is provided by the Landlord just inside the main entrance to the Tenant's premises. To maximize energy savings it is strongly suggested that the Tenant provide additional switches for individual offices.

Power and Telephone

Capacity for the wiring of power and telephone systems is provided by means of an underfloor raceway system. Power for duplex outlets at 120/208 volts is available on each floor. Supply, installation, and connection of outlets are the responsibility of the Tenant.

The Tenant is required to make direct arrangements with a telephone company for the installation of telephone service to the Leased Premises. Access by any interconnect company is to be arranged with the Landlord.

Data and Communications

RYCOM TPM (Telecom Property Management) Inc. has been retained by Cadillac Fairview for Riser Management for Data and Communications requirements. RYCOM provides controlled secure access to the telecommunications area within the building; their areas include riser rooms, Main Telephone Room (MTR), POP sites, and roof tops. Any access to the above noted locations requires the notification and approval of RYCOM TPM. This can be arranged through RYCOM TPM Customer Care at 1.877.792.6687 or 1.877.TO.RYCOM select option I, email at customercare@rycom.ca, or fax at 905.502.6612.

Building security typically requires tenants or contractors to provide a minimum of 24 hours notice to gain access to the riser facilities; however, 48 hours notice is required for major infrastructure upgrades. The Contractor is responsible for all security escort fees associated with work carried out.

An inspection fee from RYCOM (subject to Cadillac Fairview's administration fee) is typically charged to ensure installations have been performed correctly. Tenants are advised to discuss if this fee is applicable at the time the Tenant makes the application for access with RYCOM.

Structural Systems

A structural definition of the structure is provided to the Tenant by means of copies of selected working drawings. Additional drawings or information which the Tenant may reasonably require may be obtained from the Landlord. Office floors have been designed to handle 50 pounds per square foot live load, plus 20 pounds per square foot partition load. 777 Dunsmuir Street office floors have been designed to handle 75 pounds per square foot live load, plus 25 pounds per square foot partition load. Unusually heavy loading situations, such as central filing areas, storage areas, vaults, safes, etc., must be specifically indicated and detailed as to floor loading as part of the Tenant's working drawing submission to the Landlord and are subject to the Landlord's prior approval.

Standards

Door and Hardware

All door locks installed by the Tenant, on both entrance and interior doors, must be keyed to the building master system. The system, while allowing complete freedom for the Tenant regarding the locking arrangements for its offices, provides access to each office at all times for both normal cleaning and emergency situations.

The Landlord maintains the master keying system on records and key coding and distribution. All keys and cylinders must be ordered through the Pacific Centre management office and shall be at the Tenant's expense unless otherwise agreed. Outside locksmiths or lock manufactures are not permitted to change the keying of any locks. The Landlord must be notified prior to any installation of card activated or other special access systems.

Blinds

All suites with windows are provided with blinds, which may not be removed without Landlord's approval. Tenants may add drapes provided they are of a type of material that will not interfere with the operation of the air distribution and radiant heating units. Tenant furniture must be 12 to 16 inches clear of the induction units (at TD Bank Tower and 701 West Georgia), for maintenance and cleaning purposes.

Sun Control

Tinted glass is used in the exterior fenestration to provide sun screening along with blinds. Tenants are also encouraged to close their blinds in the summer months to conserve energy and maintain comfortable office temperatures.

Signage

Tenant identification signs, in elevator lobbies and on entrance doors, must be in accordance with the Landlord's design criteria for such items as style, location, and size and at the expense of the Tenant. Design parameters for such signage are available from the Tenant Relations Coordinator.

APPENDIX

Appendix 1 – Statutory Declaration

STATUTORY DECLARATION

IN THE MATTER OF a Lease (the "Lease") between THE CADILLAC FAIRVIEW CORPORATION LIMITED (the "Landlord") and _____ (the "Tenant") for Suite No. ____ (the "Premises") in _____ (the "Building").

I, _____ of the City of _____, in the Province of _____.

DO SOLEMNLY DECLARE THAT

1. I am the _____ of the Tenant and as such have knowledge of the matters stated in this Declaration.
2. All Tenant's Work required to be performed pursuant to the Lease relating to the Premises has been completed and all accounts for work, services and materials with respect to the Tenant's Work have been paid in full.
3. All Tenant's Work has been carried out and performed in accordance with all applicable by-laws, rules, regulations and orders of any lawful authority.
4. The last date on which any work was done or materials were provided in connection with the Tenant's Work is _____, 20__.
5. There are no liens, encumbrances or other charges outstanding against the Building, the Premises or the Tenant's interest in the Premises as a result of the performance of the Tenant's Work.
6. All assessments under the Workers' Compensation Act against the Tenant, it's contractors, subcontractors and other persons or business entities who performed work on the Building or the Premises in connection with the Tenant's Work have been paid in full.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____)
 City of _____, in the _____)
 Province of _____) _____
 this _____ day of _____, 20__.

A Commissioner in and for the Province of _____

Appendix 2 - Work Permit Application and Policy

ATTN: OPS. ADMIN
FAX 604 688 0394

HOT WORK

SYSTEM DISABLE: BLOCK 32/42/52 (Index # 92138.42) PENDER (Index # 92103.19)

SPRINKLER **SMOKE DETECTOR** **HEAT DETECTOR** **PULL STATION** **WATER SHUTDOWN**

ELECTRICAL SHUTDOWN **GRINDING/CUTTING** **X-RAY (SAFETY PLAN REQUIRED)** **CORING**

TENANT NAME:			
ADDRESS:		LOCATION OF FIRE SYSTEM	
GENERAL CONTRACTOR (<i>Applicant</i>)		RETAIL ZONE:	OFFICE TOWER:
		CONTACT NAME	PHONE NO.
SIGNATURE: DATE:			
SUB-CONTRACTOR		CONTACT NAME	PHONE NO.
BEGIN DATE	TIME	END DATE	TIME
EMERGENCY FIRE PLAN REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		EMERGENCY FIRE PLAN SUBMITTED <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF WORK			
APPROVED BY: (CF Manager)		CONTRACTOR Notified	Date:
SIGNATURE	Date:	Yes <input type="checkbox"/>	TIME
<p>NOTE: CONTRACTOR SHALL NOT COMMENCE WORK UNTIL THE PACIFIC CENTRE SECURITY OR ENGINEERING HAS POSTED A PERMIT AT THE WORK SITE. (604-669-3241) ALL WORK MUST COMPLY WITH CF POLICY AND VANCOUVER FIRE CODE.</p>			
FOR CADILLAC FAIRVIEW USE ONLY:		Zone/Area	
	Security (please check and initial when completed)		Engineers (please check and initial when completed)
Alarm Co. Notified (shutdown)		Point Disabled at Fire Panel	
SYSTEM Disabled		Sprinkler Zone Isolated	
SYSTEM Re-abled		Sprinkler Zone Refilled	

Alarm Co. Notified (Activated)		Point Enabled at Fire Panel	
COMMENTS		FM Global Notified- Normal Coverage	

**Pacific Centre
Fire Systems Disabling & Hot Work Permit Policy**

Cadillac Fairview Corporation Limited has consistently held safety, security and an effective work environment as priority issues. Services performed by contractors, whether on behalf of Cadillac Fairview or tenants are linked to this priority.

Policy

1. In projects where there is a General Contractor, application for a permit to perform hot work or disable a fire or water system in whole or in part, must be made by the General Contractor on the prescribed CF form, faxed to Operations at 604-688-0394 and received between 8am & 9am, Monday to Friday and at least 48 hours prior to the commencement of the planned work. Please note that applications received between 8am to 9am will be dealt with the same day. Applications received after the indicated time will be reviewed on the following day.
2. Contractors will not commence work in relation to Yellow Tag - Hot Work or Red Tag - Fire System Disabling or Blue Tag – Mechanical , Electrical and Security Access Control Systems until the appropriate permit is posted at the work site by security.
3. Whole fire alarmed zones must not be left unprotected without consideration to mitigating liability and returned to normal operation as soon as possible.
4. Whenever possible sprinkler systems must be isolated using a Blank ("Pancake") in the line and the rest of the zone refilled. Contractor must verify the size of the Blank required and supply the correct one(s).

Definitions:

Yellow Tag -Hot Work

Any work or procedure which will use open flame and or produce sparks or heat and has the potential to cause fire will be deemed to be Hot Work and a CF approved applications is mandatory.

Hot Work will include but is not limited to Welding, Brazing, Grinding, Cutting and Soldering.

Red Tag – Fire Systems Disabling

Any work or procedure other than Hot Work which may cause the Fire Alarm System to Activate is deemed to be a Red Tag procedure and a CF approved application is mandatory.

Red Tag work will include but is not limited to Disabling and Enabling Fire Sprinkler system, Maintenance or Repair or Enhancements to the Fire Alarm System, Dust or Smoke producing procedures in proximity to Smoke Detectors.

Fire Watch Service

A person who has been assigned specific responsibility to maintain a constant or defined periodic visual observation of a designated area for the purpose of reporting a potential or actual fire.

5. Yellow Tag - Hot Work applications must demonstrate consideration for the following requirements where applicable:
 - a. Ability to suppress fire i.e. Ready access to fire extinguishers and or fire hoses.
 - b. Flammable liquids are shielded by a fire retardant cover or are removed from the area.
 - c. At least one contractor personnel on site at all times during the permit period, including meal brakes and performing a * fire watch service or other fire watch services have been arranged.

6. Red Tag – Fire Systems Disabling applications must demonstrate consideration for the following requirements where applicable:
 - a. Alternate methods of raising a fire alarm are available.
 - b. Alternate means of hearing a fire alarm are available.
 - c. Alternate means of suppressing a fire are available.
 - d. Shielding and or elimination of hazardous materials has been arranged.
 - e. Fire watch has been arranged.

7. Work involving disabling and enabling a fire protection system at Pacific Centre must be scheduled outside of the normal business hours listed below: ******(Business hours are subject to change – Always confirm)

Retail Areas

Monday to Tuesday	10:00 am - 7:00 pm
Wednesday - Friday	10:00 am - 9:00 pm
Saturday	10:00 am - 7:00 pm
Sunday (Holidays)	11:00 pm - 6:00 pm

Office Towers

Monday to Friday	8:00 am- 6:00 pm
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8. Electrical Panel - Use the existing 120/208 volt, 3 phase, 4 wire panel boards in Main Electrical Room. Division 16 to allocate one existing panel for this scope of work and ensure that no circuits on this panel will be shared by any other tenant spaces, vacant or occupied, refer to Single Line Diagrams. Allow for survey of existing circuits to determine load on each one. Circuit numbers on drawings are intended to show grouping of loads or loads which require dedicated circuits. Where a new or relocated device is to be connected to an existing device, the circuit number is shown on both. Circuit numbers do not correspond to free spaces in panel boards. Actual circuits used must be from panel indicated. Record any circuit changes on As-built drawings.

**** Exceptions to this policy must be approved in writing by CF management. Infractions of the Pacific Centre fire system disabling and hot work permit policy may result in the contractor being denied the privilege of working at Pacific Centre.**