

James Center



901, 1021 & 1051 East Cary Street
Richmond, Virginia 23219

Construction Rules & Regulations

Revised August 2017

JAMES CENTER CONSTRUCTION REQUIREMENTS

***901, 1021, 1051 East Cary Street
Richmond, Virginia 23219
(804) 344-3222 (office)
(804) 780-2209 (fax)***

RULES AND REGULATIONS FOR CONTRACTORS and Sub-contractors

General Contractors and subcontractors shall perform the Work in accordance with the following rules and regulations:

1. Prior to construction or demolition, complete drawings, to include stamped mechanical and electrical drawings, must be reviewed and approved by RP James Center, LLC (“Owner”).
2. Upon completion of construction, General Contractor (GC) will provide as built electrical plans which identify circuits in the panel(s). The panel board load in the panel(s) will be updated to identify the new circuits. Submittals shall be provided to Property Manager in digital format.
3. Prior to construction or demolition, the GC is required to furnish RP James Center LLC with the following:
 - Current Certificate of Insurance for GC and all subcontractors showing all minimum requirements and name RP James Center, LLC as the additional insured.
 - Building permit.
 - Construction Rules and Regulations signed and dated.
4. A full-time, on-site, competent superintendent must supervise all work. Prior to commencement of work, please furnish the names and phone numbers (both office and mobile), as well as fax numbers if applicable, of all supervisory personnel.
5. Core drilling into or through the concrete slab must be coordinated with James Center Property Management Office. X-ray for post tension support cables will be determined and approved by Property Management.
6. Approved “fire stop” is required for slab penetrations and core walls.
7. The installation of equipment or components is not permitted in the Building’s mechanical, electrical or telephone rooms.
8. The GC is required to obtain approval on vendor selection from Property Management for all HVAC control related connections, disconnection’s additions and or deletions of zone thermostats, local thermostats, VAV boxes, tenant initiated operator and pneumatic controls.
9. The GC is required to furnish Property Management with air balancing data prior to occupancy of the suite.

10. The GC is required to use the Owner's fire alarm vendor (currently "LSSI" or Life Safety Solutions, Inc.) for additions, deletions and or changes to the Building's life safety equipment programming and for final tie-in to the base building system. A digital CAD file will be provided to Owner showing location of all devices upon completion of the work.
11. All components installed above the ceiling must be supported directly to the concrete slab and a minimum clearance of 12 inches above the ceiling grid is to be maintained when installing items such as plumbing, electrical, HVAC, telephone and communication cables.
12. The installing contractor is required to comply with all codes, applicable to a return air plenum for above ceiling work. [i.e. Teflon coated cables, when installed without conduit.]
13. Non-building standard items included in the build-out will be the Tenant's responsibility to service and maintain.
14. Contractor will include additional wallcovering/paint in the bid if needed when making office door entrance modifications in the corridor.
15. The contractor will restrict its employee's vertical transportation and material delivery to the freight elevator ONLY. Ingress and egress to the Building will be through the loading dock entrances.
16. The contractor will restrict its employee's activities to the loading dock and the specific floor/suites under construction.
17. Contractor shall obtain Property Management's written approval prior to performing any work requiring access to any other existing tenant space. A representative of the Building shall accompany construction personnel into all occupied tenant areas.
18. The contractor is herein notified that the Building is occupied by its tenants during the normal business hours of 8:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturday. Construction activities that create noise and or harmonic vibrations that may disturb tenants are to be performed after or before "normal business hours".
19. **NOISE:** Radios, televisions, construction equipment (such as stud guns, screw guns, jackhammers, etc.) are prohibited during normal business hours of 8:00 a.m. – 6:00 p.m. Monday – Friday. Utmost consideration must be given to adjoining tenants.
20. The contractor is required to take every reasonable precaution to prevent transferring construction dust or other substances into the occupied areas and common areas of the Building. Any use of noxious paint/adhesive/chemical applications must be approved prior to work, and must be scheduled outside of normal business hours.

21. Owner does not accept responsibility for securing the contractor's tools and/or materials. The GC takes full responsibility for the security of these items.
22. Contractor is to store, protect and install or re-install tenant suite and floor directory sign back plates, furnished by Property Management. Location must be coordinated with Property Management prior to installation.
23. **LOADING DOCK/FREIGHT ELEVATOR:** The loading dock is strictly for loading and unloading. No vehicles are to be parked in the loading dock areas. A fine of \$25.00 per hour will be charged to the contractor for parked vehicles and/or the vehicle will be towed at the owner's expense. All material deliveries shall be before 7:00 a.m. or after 7:00 p.m., Monday – Friday. Any Saturday and/or Sunday deliveries should be scheduled in advance through the Property Management Office at management@thejamescenter.com. The contractor will clean the dock, freight elevator and corridors of any debris resulting from the job.
24. **PARKING:** Property Management will try to best accommodate your parking needs at the prevailing rate. To reiterate, parking in the loading dock is not permitted. Contact City Parking for details 804-643-1951.
25. **BATHROOM FACILITIES:** GC must provide portable toilets to be placed in an area chosen by Property Management. Use of restrooms on office floors is prohibited.
26. **FINAL CLEANING:** Contractor is required to include final construction clean up prior to occupancy of the suite. Any cleaning cost resulting from the construction/demolition at the conclusion of the job will be billed back to the GC. Our janitorial contractor (Red Coats) provides construction clean up services.
27. **FIRE PROTECTION EQUIPMENT:** The contractor will install bags over all smoke heads through the duration of the work. Building Security (Control 5) has the proper bags available for your use. A 24 hour prior notification is required to take fire protection points out of the systems for work on the sprinkler system. The LSSI base building life safety system will be left as it was prior to the construction, with the exception of any modifications made with prior Landlord's approval.
28. **TRASH COMPACTOR/CONTAINER:** The GC will provide a dumpster, at their expense, for disposal of all construction material. Property Management must approve location of container and duration of placement onsite.
29. **ELECTRICAL, MECHANICAL and HOUSEKEEPING ROOMS:** Drinks and any liquid substances are prohibited from electrical and mechanical rooms. Oil paint and hazardous material will not be disposed of in sinks. These rooms will be left in broom clean condition.
30. **STANDARDS OF CONDUCT:** When on the James Center premises, the contractor and subcontractor's employees are required to dress and conduct themselves in a manner conducive to a "Class A" office building environment. If any employee does not comply, they will be asked to leave the property and not return.
 - Smoking is prohibited, except in designated areas. Use of alcohol or drugs at the property is prohibited.
 - Sexual harassment of any kind will NOT be tolerated.

Use of vulgar language or shouting is prohibited.

Clothing should be suitable to the task to be done. Tank tops, shorts, hats, sandals and t-shirts with objectionable printing shall not be permitted.

31. **ACCESS PROCEDURE/SECURITY:** GC, subcontractors and vendors must sign-in and obtain a vendor badge each day at the security post located on the loading dock. This post is manned 7am-7pm, Monday-Friday. Please go to the main security office ("Control Room 5") located near the loading dock when the loading dock post is not manned to obtain your badge. **A VALID PHOTO ID IS REQUIRED AND MUST BE PRESENTED TO BUILDING SECURITY PRIOR TO RECEIVING A VENDOR BADGE.**
32. **ADVANCE NOTICE:** Notice to property management office for exclusive use of the freight elevator, fire alarm testing, access to other tenant spaces is required 24 hours in advance. Please email management@thejamescenter.com.
33. **FREIGHT ELEVATOR CARE:** Contractors and/or vendors taking possession of freight or specific passenger elevators will be held liable to pay costs for any and all damages incurred while they have exclusive use of an elevator(s). Elevator and elevator tracks will be cleaned daily by GC.
34. **LOADING DOCK AND FREIGHT ELEVATOR DIMENSIONS:**
 - One James Center:

The height of the T1 loading dock entrance is 13' 6" tall by 20' wide.
The interior dimensions of the T1 freight elevator is 12' tall;
7' deep; and 5' 7" wide. The width of the door opening is 4'. The weight limit is 4000 lbs. evenly distributed.
 - Two and Three James Center:

The loading dock entrance is very generous in size. Most trucks clear it without any problem; however, the trailers with the large extended cabs (on the front end) will not clear the entrance due to the downward angle of the incline on the entrance ramp.

The interior dimensions of the T2/T3 freight is 10' tall; 8' deep; and 5' 4" wide.
The width of the door opening is 4'. The weight limit is 4000 lbs. evenly distributed.

LIGHTING/CEILING STANDARDS

1. Lay in fixtures are to be mounted using mounting clips and are not to be screwed down to the grid. Care is to be taken not to lose mounting clips during demolition or relocation. Contractor is to supply new mounting clips for any relocated distributed fixture missing existing mounting clips.
2. Care is to be taken not to damage fixture frames or diffusers during demolition and installation.

3. Contractor is to replace any T8 bulbs broken or removed during demolition or construction with new bulbs to match existing, at their expense.
4. Contractor is to clean fixtures, lenses, and grid after installation or relocation.
5. No main ceiling grid tees are to be cut during demolition or construction.

BUILDING STANDARD LIGHT FIXTURES

Round recessed downlight

Lightolier 4" round: P4R-D-20-N-Z10-U-VB-P4R-D-8-35-VB-P4R-DCC Square recessed downlight- Pathway 4" square: 4SQLFLX-3000-35K-D8-4SQLED-SCLPF

Fixtures without air return

2 x 2 fixture - Daybrite 2x2 Fluxgrid: 2FGG-38L-835-2-D-UNV-DIM

2 x 4 fixture- Daybrite 2x4 Fluxgrid: 2FGG-48L-835-4-D-UNV-DIM

Fixtures with air return

2 x 2 fixture - Daybrite 2x2 Fluxgrid: 2FGGH-38L-835-2-D-UNV-DIM

2 x 4 fixture- Daybrite 2x4 Fluxgrid: 2FGGH-48L-835-4-D-UNV-DIM

Building Standard Ceiling Tile

Armstrong – Dune Angled Tegular – 24" x 24" x 5/8" (1775) to be used with existing USG Donn Fineline grid or new 9/16" grid when applicable and directed by landlord

HVAC STANDARDS

1. As part of the construction drawing package, Landlord requires mechanical drawings, which are stamped by an engineer.
2. All new tenant spaces shall include T.I.O. (Tenant-Initiated Operating) HVAC controls.
3. HVAC lines are not to be cut during demolition. Any damage to HVAC system, which occurs during work, attributable to the GC, shall be corrected at the GC's expense at the Property Management's discretion.
4. Contractor is to calibrate all thermostats within tenant space.
5. Contractor is to calibrate all VAV controls within tenant space.
6. Contractor is to verify that the minimum air flow settings on VAV boxes (as defined by ASHRA) are set correctly.
7. Contractor is to air balance all diffusers and submit air balance report to Property Management.

8. Contractor is responsible for verifying any modification required to HVAC system caused by any new construction (changes to airflow, thermostat locations, etc.). Any changes required that do not fall within the scope of contractor's work should be made known to the architect and/or Property Management. Use filters to cover intakes to prevent dust from getting into system.

PLUMBING STANDARDS

1. All material will be "no hub system" and cast iron drain lines.
2. All drain lines will have proper fall to the closest riser.
3. All horizontal drain lines will be replaced to the vertical risers.
4. Studor vents are prohibited.
5. All restroom sink drains must be snaked for a minimum of 50' when replaced.
6. If drain is in question, a visual inspection with camera is required to analyze the issue.
7. Restroom fixtures will be reused or if new, consistent with building standard fixtures with other restroom fixtures in the building (i.e. one-shot soap dispensers; toilet paper and paper towel dispensers; feminine hygiene product dispenser; trash receptacles).

BUILDING STANDARD CONSTRUCTION MATERIALS

Wood Doors:

3'-0" full height X 1 3/4" solid core with die lot # RA-100 PL SL Teak Mahogany for (Tower I) and 3'-0" full height X 1 3/4" solid core with die lot # RA-954 PL SL Honduras Mahogany veneer finish by Algoma or equal for (Tower II & III).

Door Frames:

Extruded aluminum with bronze anodized finish. International Aluminum Corp. – Waxahachie, Texas 3-3/4" No. 5 bronze anodized or equal.

Hinges:

Stanley (1 1/2 pair) FBB 179-5" X 4 -12". Tower I has three hinges. Tower II & III have four.

Passage sets:

Schlage L9000 Series, 625 handle

Lockset:

Schlage L9000 Series, 625 Handle

Door Stops:

Ives floor stop BP 436B

Closer:

U.S. Lock 7600 with Duranodic

Building Standard Partition:

To the ceiling with 2-1/2 " 25 gauge metal studs 24" o.c. to ceiling (approximately 9'-0") with single layer of 5/8" drywall on each side.

Base:

4" vinyl base by V.P.I. Johnsonite or equal.

Ceiling:

Grid: USG Donn Fineline grid or new 9/16" grid when applicable and directed by landlord.

Tile:

Armstrong – Dune Angled Tegular – 24" x 24" x 5/8" (1775)

Lights:

Round recessed downlight- Lightolier 4" round: P4R-D-20-N-Z10-U-VB-P4R-D-8-35-VB-P4R-DCC.

Square recessed downlight- Pathway 4" square: 4SQLFLX-3000-35K-D8-4SQLED-SCLPF

2 x 2 fixture - Daybrite 2x2 Fluxgrid: 2FGG-38L-835-2-D-UNV-DIM

2 x 4 fixture- Daybrite 2x4 Fluxgrid: 2FGG-48L-835-4-D-UNV-DIM

Switches:

Building standard switches are Hubbell 1201-1.

Exit Signs:

Single Faced: Duallite model LE-C-S-R-X-A, LED.

Double Faced: Duallite model LE-C-D-R-X-A, LED.

Exit fixture on emergency power or with factory equipped battery, ceiling mounted.

Receptacles:

Building standard receptacles are Hubble 5362-1 25 amp gray with stainless steel cover plates.

Building Standard Details:

A package of Landlord's building standard details is attached as part of this package.

INSURANCE REQUIREMENTS

Contractor, during its performance of construction shall maintain in effect with Insurers no less coverage than the types, amounts and limits indicated below.

- (a) Worker's Compensation/Employers' Liability: Statutory Worker's Compensation Insurance. Employers' Liability with limits no less than \$500,000 per accident for Bodily Injury and \$500,000 per employee per aggregate for disease.
- (b) Comprehensive General Liability, Bodily Injury and Property Damage, Broad Form Property Damage (includes: completed Operations, Products, Blanket Contractual, Independent Contractor, and Personal Injury): \$1,000,000 Combined Single Limit Bodily, Property Injury and Property Damage Liability per occurrence, and \$2,000,000 General Aggregate each project or location.
- (c) Comprehensive Automobile Liability, Bodily Injury and Property Damage including Owned, Non-Owned and Hired Vehicles: \$1,000,000 Combined Single Limit Bodily Injury and Property Damage Liability per accident.
- (d) Umbrella Liability Insurance: Excess of, (a), (Employers' Liability only), (b) and (c) above with a Minimum Combined Single Limit of \$3,000,000.

ADDITIONAL INSURED

“Additional Insured, on a primary basis, RP James Center, LLC, with regard to all liability policies, except Work Comp. Waiver of Subrogation included on all policies in favor of RP James Center, LLC. 30 Day Notice of Cancellation (10 days for non-pay) included. Coverage applies to all work performed by the named insured on behalf of RP James Center. LLC.

The above shall be listed as Additional Insured on policies under (b), (c) and (d) above. All insurance policies required under this paragraph shall be endorsed to waive all rights of subrogation against Manager and Owner.

Certificates of Insurance should be provided to Property Management at the attention of **COI** PRIOR to the commencement of work.

**RP James Center, LLC
1051 East Cary Street, Suite 610
Richmond, Virginia 23219
Attn: COI**

Fax: (804) 780-2209
Email: management@thejamescenter.com

We ask that, in the interest of completeness and follow-through, all contractors read and inform their employees and sub-contractors of the specifics and intent of these requirements. Copies of this form must be signed by the general contractor and all subcontractors, and returned along with the insurance certificates. Failure to comply with these requirements may result in (1) withholding final payment and (2) removal from Owner's Approved Vendor List.

I acknowledge and agree to adhere to James Center Construction Rules and Regulations.

CONTRACTOR:

BY: _____

PRINT: _____

TITLE: _____

DATE: _____