

CENTRAL PACIFIC PLAZA

CONTRACTOR RULES AND REGULATIONS

(All rules & regulations are subject to change without prior notice.)

All General Contractors, Sub Contractors, Suppliers, Material Men, etc., shall be immediately advised of the following Building Rules and Regulations concerning their proper conduct within the building. It is the General Contractor's responsibility to ensure everyone reads and understands these rules and regulations. Ignorance of same is not a waiver of liability or responsibility.

- 1. Building Hours:** The building will be open from 7:00 a.m. to 7:00 p.m., Monday through Friday and 7:00 a.m. to 3:00 p.m. on Saturdays. Building is closed on Sundays and building holidays. When the Building is closed, use your building access card to enter through the basement, lobby vestibule or from the parking garage (Mauka side of floors 2, 3, and 4).
- 2. Parking Hours:** The parking garage will be open from 6:00 a.m. to 7:00 p.m., Monday through Friday and 7:00 a.m. to 3:00 p.m. on Saturdays. The parking is closed on Sundays and Building Holidays. When no parking lot attendant is on duty, access is available to monthly parkers by use of your building access card only.
- 3. Delivery Times and Freight Elevator Hours:** The building will allow deliveries and use of the freight elevator from 8:30 a.m. to 11:00 a.m., 1:30 p.m. to 3:30 p.m., and 5:30 p.m. to 7:00 p.m., Monday through Friday, and by Appointment only on Saturdays, Sundays and building Holidays. Elevators #1 and #6 are the designated freight elevators (basement to 22nd floor). **ALL DELIVERIES AND MOVES MUST BE MADE FROM THE BASEMENT.** The basement clearance is 8 feet 3 inches, and all deliveries must be made with vehicles that meet this clearance. Delivery vehicles that exceed this clearance will be allowed to park in the alleyway via Richards Street; however a secondary vehicle must be used to transfer goods from the alleyway to the basement. The Building Engineer must pad the elevator and/or remove the ceiling tile. At least forty-eight (48) hours prior written notice must be provided to management in order for proper arrangements to be made.
- 4. Central Pacific Plaza is equipped with one (1) service elevator # 6 serving the Basement level through the roof. All Contractors and Subcontractor personnel are to ONLY use the service elevator with prior arrangements made with Management for transportation of workers and materials. No materials, equipment or personnel are permitted within the finished passenger cabs serving the office building. These are reserved for occupants of the building and their guests. If any Contractor personnel are found within the passenger cars with tool belts, material, equipment or tool chests, etc., the elevators will be immediately inspected for damage and all damages, whether a result of said use or not, shall be corrected by Owner at Contractor's expense. Load limits for the freight elevator (3,500 lbs.) must not be exceeded or such repair for any damages done will be at the Contractor's cost.**

5. All material deliveries shall be made at the loading zone to the basement of the building and delivered to the basement elevator number #6. No materials shall be delivered through the street level entrances unless specifically authorized by Building Management. In addition, no construction personnel shall enter or exit through the Lobby with tool belts, toolboxes, ladders, hand trucks, etc. All such equipment must enter the building through the basement level to elevator number #6. All such deliveries shall be scheduled through the Management office. If not scheduled, access may be denied. All chemicals delivered to the property must include an MSDS sheet that shall be kept in the work area.

Deliveries – Contractors will be responsible to cover and protect all corridor carpets, hard surface flooring and wood protection on freight elevator doors of the floors that contractor will travel on during deliveries. Plastic sheeting/covering will be acceptable; and masonite panels or plywood must also be installed prior to moving any heavy items or pallets across them. Any costs to repair damages caused during such a move will be the sole responsibility of the contractor.

6. No one shall be allowed to endanger the building, its premises or its occupants in any manner whatsoever. In the event that a situation occurs that threatens the building or its occupants in any manner, the contractor, subcontractors, suppliers, etc., shall immediately inform Management of such occurrence and take corrective measures. In the event that the Contractor's personnel fail to conform in a satisfactory manner, the Owner reserves the right to immediately take steps to remedy the hazard at the Contractor's expense.
7. **No gasoline-operated devices**, i.e., concrete saws, coring machines, welding machines, etc., shall be permitted within the building premises. All work requiring such devices shall be by means of electrically operated substitutes.
8. All gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards and accompanied by a portable fire extinguisher.
9. Construction personnel shall at all times maintain the highest level of cleanliness. All construction debris shall be removed on a daily basis and shall never be allowed to produce a fire hazard. In the event that the Contractor fails or refuses to keep the premises free of accumulated waste, the Owner reserves the right to enter said premises and remove the debris at Contractor's expense.
10. All Contractors are to take precautions to prevent accidental tripping of the fire alarm system. Building Management must be notified in advance before any electrical, coring, soldering and welding work is performed, including any work that may project dust into the air. Plastic wrappings around smoke detectors are not acceptable.

11. All Construction personnel shall be held responsible for maintaining the building fire protection systems in operable conditions at all times. Any adjustments, corrections, extensions requiring the temporary removal from service of fire protection and monitoring devices shall be immediately put back into service upon completion of work and by 3:00 p.m. each business day. Building Management must be notified prior to any work being performed on the building fire protection system. In the event the fire protection system has not been returned to operable condition by 3:00 p.m., the Contractor shall pay stand-by time for Building Maintenance Personnel.
12. No construction personnel shall be allowed to enter the central control station to reset an alarm. The resetting of all alarms shall be at the direction of the Building Engineering Department.
13. Respect must be shown to the building occupants at all times. Rude and obscene behavior will not be tolerated. Offenders will be removed immediately from the premises and shall not be permitted to return. Disruptive noise to building occupants is not allowed. For example, Hilti shots will be limited to weekday after-hours and weekend times only. Demolition, framing, installation of new walls, hammering, drilling, etc. must also be scheduled during afterhours and/or weekend times only. Notification must be made to the management office at least 48 hours in advance.
14. Construction personnel are not permitted to use the restrooms sinks and fixtures for the cleaning of tools. The building engineer shall designate and provide a washing area as requested.
15. Construction personnel shall use restrooms on the floors under construction. All public/tenant lounge areas, except when authorized by building management, or when repair or finish work is in progress are off limits to Contractor/Subcontractor personnel.
16. No graffiti or vandalism will be tolerated. An individual caught in the act shall be immediately dismissed from the premises and will not be allowed to return. In addition, all repairs will be at the Contractor's expense.
17. No smoking or tobacco chewing will be permitted in the building or occupied areas. No alcoholic beverages are to be brought into or consumed on the premises. Any personnel appearing to be under the influence of alcohol or drugs will be dismissed from the premises and not allowed to return.
18. All work that must be performed in occupied tenant spaces or corridors on occupied floors shall be in a manner to cause the least amount of disruption to normal building operations and tenants. All construction employees must contact Security and /or Property Manager prior to

entering occupied tenant premises. In addition, workmen must check in with the respective tenant's receptionist to advise them as to what work will be performed, where it will be performed and which company they represent.

19. All corrective work or work performed in occupied spaces must immediately be cleaned up by workmen upon completion of their job. The Contractor shall be responsible for all costs incurred by the Owner if the clean-up work is not performed satisfactorily.
20. All construction activity shall be performed in a manner to create the least amount of noise and disruption to tenants. In addition, all public areas, i.e., corridors, restrooms, janitor's closets, etc., shall be maintained and kept free of construction debris, dust, etc. The corridor carpets shall be protected at all times. Any damage to corridors, elevator lobbies, elevator cabs, etc., will be included on the punch list and will need to be completed prior to release or retainage.
21. Construction personnel are not permitted to block open stairway doors and electrical room doors. These doors provide the 2-hour fire protection required by the Honolulu Fire Department. Telephone room doors, janitorial doors and service elevator lobby doors shall be kept closed at all times.
22. All General Contractors shall provide temporary electrical power within the premises for their subcontractor's use. Contractors will not be permitted to run extension cords through public space on occupied floors. This temporary power must meet all code specifications and written authorization must first be obtained from Building Management.
23. General Contractors shall provide and keep available a fire extinguisher within the premises during construction.
24. All construction waste and debris shall be removed via the service elevator and must exit at the loading zone in the basement. Contractor must provide 24 hours notice to Management prior to use of the service elevator so that they may be properly padded for protection. Service Elevator hours are 8:30 a.m. to 11:00 a.m., 1:30 p.m. to 3:00 p.m. and 5:30 p.m. to 7:00 p.m., Monday through Friday and by Appointment only on Saturdays, Sundays and building Holidays. The Contractor shall maintain their own construction dumpster at their cost. Location of dumpster shall be coordinated with Building Management. All construction waste and debris shall not be dumped into the building's refuse bins. Any contractor found dumping debris in the bins will be banned from the premises and will be assessed all fees associated with the dumping.
25. The General Contractor shall be responsible for monitoring the energy consumption of its construction area. The Owner shall pay for normal electrical consumption during the construction process during normal business hours (7:00 a.m. – 5:00 p.m., Monday through Friday). All lights and equipment must be extinguished at the end of the Contractor's business

day to include overtime/late work where required. In the event that the Contractor continues to leave lights and equipment on during off-hours, the Owner reserves the right to receive just compensation for excessive electrical consumption.

26. Radios are not permitted during normal business hours.

27. **Insurance Requirement:** A copy of the contractors' current Certificate of Insurance should be forwarded to Management prior to commencement of work. The policy shall contain an endorsement naming the following as primary additional insureds: Central Pacific Bank, Central Pacific Financial Corporation (Landlord), and Colliers International Real Estate Management Services (HI), LLC (Managing Agent) and their respective officers, directors and employees.

The policy shall contain a provision providing Worker's Compensation coverage based on statutory limits.

Commercial General Liability Insurance written on an occurrence form covering the operations of the Contractor. Limits for such coverage shall be \$1,000,000.00 per Occurrence; \$2,000,000.00 General Aggregate; \$5,000,000.00 Umbrella Coverage; and Auto Insurance to include coverage for any owned, non-owned or hired automobiles and / or refuse trucks with limits of \$25,000.00 per person per accident – Bodily Injury, \$25,000.00 per accident – Property Damage; \$500,000 Employer Liability coverage; and Basic No-Fault coverage as required by Hawaii Law.

The policy shall contain a Waiver of Subrogation Endorsement which specifically states "the insurer waives any right of recovery that it may have against Client, Client's mortgagee (if applicable), Client's ground lessor (if applicable), Client's investment advisor (if applicable), Central Pacific Bank, Central Pacific Financial Corporation (Landlord), and Colliers International Real Estate Management Services (HI), LLC (Managing Agent) and their respective officers and employees because of payments made under this policy."

The policy shall also contain an endorsement stating "The insurance afforded to Additional Insureds is primary insurance and the insurer will not seek contribution from other insurance available to the Additional Insureds."

28. All General Contractors must keep current insurance certificates on all subcontractors. These certificates will be kept by the Property Manager. Any Subcontractor performing work at Central Pacific Plaza found not to have its insurance current will be immediately ordered off premises. General Contractors/ Subcontractors shall submit a current Certificate of Insurance to building management prior to start of construction.

- 29. All Contractors and other personnel are required to wear sleeved shirts while working in and around the building. Also, shorts are not permitted.
- 30. Tenant facilities, amenities and services are not to be utilized by construction personnel.
- 31. Each and every contractor, subcontractor, or any delivery or construction personnel shall at all times conform to all safety codes and other laws and or regulations affecting their work. This compliance shall include local, state and federal regulations such as OSHA, etc. Contractor must have their MSDS sheet file and other OSHA required items such as first aid kits with them while working on property.
- 32. All core drilling must be approved and scheduled at least 48 hours in advance with Building Management.
- 33. When construction work takes place in public traffic areas, caution tape, orange cones or men working signs must be used.
- 34. Contractor shall be responsible for all costs (i.e. overtime, travel, etc.) associated with building personnel required after building hours. Cost is \$110.00 per hour for a Building personnel:

After Hours on Weekdays: 5:30 p.m. to 6:30 a.m.
 Weekends and Holidays: 24 hours per day

HOLIDAYS: (*=Building is closed)

New Years Day*	Memorial Day*
Independence Day*	Labor Day*
Thanksgiving Day*	Christmas Day*

- 35. Security personnel must be posted in any/all occupied /tenant areas where work is performed after tenant's business hours. Contractor shall be responsible for all cost associated with security personnel required. Such security personnel must be coordinated at least 48 hours in advance with building management.
- 36. Security Personnel Hourly Rate: \$25.00 per hour + GE Tax
- 37. Contractor shall install prior to the commencement of any work, carpet protection (adhesive plastic) on all existing carpeted areas, including hallways, lobbies, and corridors on those floors which work is to be completed. Protection (wood) must also be installed on the freight elevator door on each floor that materials are being transported through.

38. All contractor personnel including subcontractors, employees, etc. **must check in daily** with Security on Basement level, sign in and receive a “Central Pacific Plaza Contractor Badge” assigned for the day. Same “Central Pacific Plaza Contractor Badge” must be returned at the end of the workday to Security. If any contractor personnel are found working on a project without a badge, building management or representative of the owner may require that said individual leave the project for the workday.
39. Acceptable window treatment such as butcher paper must be installed on all plate glass at the commencement of construction for all retail areas, or any suite whereby side-light or plate glass faces a public or common area.
40. **After Hours Work** – Contractor must submit (via fax or email) their request to the building management office at least 48 hours in advance and before 2:00 p.m. This must contain a clear description of the work to be done, areas to be affected, company and employee names and the hours and dates they will work.
41. If work affects any tenant spaces or they will disrupt tenants around the working area, at least **one (1) week in advance** notice is required and they will be responsible for fees to have a security officer present.
42. **Water Shutdown** – Contractor must submit (via fax or email) their request to the building management office at least **one (1) week in advance** and before 2:00 p.m. This should give a clear description of what areas need to be shutdown.
43. **Power Shutdown** – Contractor must submit (via fax or email) their request to the building management office at least **one (1) week in advance** and before 2:00 p.m. This should give a clear description of what areas need to be shutdown.
44. **Fire Sprinklers** – Contractor must submit (via fax or email) their request to the building management office 48 hours in advance and before 2:00 p.m. When a schedule is confirmed, the contractor will see security on the morning of confirmed shutdown date to have fire system disabled and work on the system must be completed and back on line by 3:00 p.m. Contractor will have to notify engineering through the security desk before re-charging the system. This work can be done after hours or on weekends with contractor incurring applicable cost for engineering. If an engineer is required after hours, a 48 hour advance notice will be necessary.
45. **Smoke Detector** – Contractor will need to notify engineering through the security desk the same morning that they need to detectors disabled. Detectors will be reset at 3:00 p.m. during regular business workdays. This work can be done after hours or on weekends with contractor incurring applicable cost for engineering. If an engineer is required after hours, a **48 hour**

advance notice will be necessary.

46. **Data Cabling Requirements**

The building's policy is to meet the requirements of National Electrical Codes (NEC) and Electrical Industries Association / Telecommunications Industry Association Standards 569 (EIA/TIA-569). They are as follows:

- 1) NEC Article 300-11 (b) – “Prevents cables from being attached to the conduits unless the conduits are identified for the purpose of supporting the cables (which they are generally not).”
- 2) NEC Article 800-6 – “Refers to EIA/TIA-569 for supporting cables.”
- 3) EIA/TIA-569 Article 4.6.2.1 – “Cables not to be supported by the ceiling support wiring or rod or the cable be laid on the ceiling tiles or rail.”
- 4) EIA/TIA-569 Article 4.6.5 – “Cables are to be place in J-hooks 48”-60” on center.”
- 5) Cables running in the plenum must be marked plenum rated cable or “CMP”. (CMR and CMG cannot be used in plenums.)
- 6) Cables running in the riser must be riser rated or marked “CMR”. (Plenum rated cables labeled “CMP” can be used in risers.)

This basically means that all data cables must be self-supporting and cannot be tied to existing ceiling supports, grid, conduits, plumbing and waste water lines, etc.

Effective immediately, all data communication installation must be done in compliance with these requirements. Cables must be installed with their own supporting systems for all new installation. As a reminder, all work must be prescheduled through the management office and any fire or HILTI shots must be done between the hours of 7:00 p.m. and 7:30 a.m. during business days.

47. All cables installed within the ceiling plenum must be plenum rated. Non-plenum rated cable has to be installed within a conduit.

48. Contractor shall incur all parking costs associated with all construction projects (no validation will be given by building management) if parking requirement exceeds (1) vehicle. Daily parking rates are as follows, and are subject to change:

Grace Period:	15 Minutes
½ Per Half Hour:	\$ 3.50
Maximum:	\$42.00

49. I have read the above Building Rules and Regulations and agree to the terms set forth herein.
Any violations of these rules and regulations will result in a \$500.00 fine payable to: Central Pacific Plaza and possible dismissal from the property.

ACCEPTED AND AGREED BY:

Business Name and License Number

Signature (Authorized Representative)

Print Name (Authorized Representative)

Date