

## **CONSENT TO SUBLEASE**

THIS CONSENT TO SUBLEASE (this "Agreement") is entered as of \_\_\_\_\_, 2024, by and among SR Lakes Waterfall DE, LLC, a Delaware limited liability company and Redbird SR Lakes Waterfall DE, LLC, a Delaware limited liability company (collectively, "Landlord") and COUNTY OF SONOMA, a political subdivision of the State of California ("Tenant"), on the basis of the following facts, understandings and intentions:

A. Landlord and Tenant previously entered into that certain Lease dated as of December 5, 2017 (the "Prime Lease"). A copy of the Prime Lease is attached hereto as Exhibit A.

B. Pursuant to the Prime Lease, Landlord leases to Tenant the premises ("Premises") commonly known as Suites 101, 103, 107, 108 and 109 in the building located at 2235 Challenger Way in Santa Rosa, California and more particularly described in the Prime Lease.

C. Tenant and Genoa Healthcare, LLC, a Pennsylvania limited liability company ("Subtenant") entered into a sublease ("Sublease") dated \_\_\_\_\_, 2024, a copy of which is attached hereto as Exhibit B, whereby Tenant proposes to sublease to Subtenant and Subtenant proposes to sublease from Tenant a portion of the Premises identified as Suite 108 containing approximately 329 rentable square feet of space, as more particularly described in the Sublease (the "Sublease Premises").

D. The terms of the Prime Lease require the written consent of Landlord as a condition precedent to the Sublease.

**NOW THEREFORE, IN CONSIDERATION** of the mutual covenants and promises of the parties, the parties hereto agree as follows:

1. **Consent.** Landlord hereby consents to the Sublease subject to all of the terms and conditions of this Agreement.

2. **Representations.** Tenant hereby represents and warrants to Landlord that:

a. **Prime Lease.** The Prime Lease attached hereto as Exhibit A is a true and correct copy of the Prime Lease, and there exist no amendments, modifications or extensions of or to the Prime Lease (except as included in the Prime Lease attached hereto), and the Prime Lease is now in full force and effect; and

b. **No Offsets.** There exist no defenses or offsets to enforcement of the Prime Lease by Landlord, and Landlord is not, as of the date of Tenant's execution hereof, in default in the performance of the Prime Lease, nor has Landlord committed any breach thereof, nor has any event occurred which, with the passage of time, or the giving of notice, or both, would constitute a default or breach by Landlord.

3. **Subordinate.** The Sublease shall be subject and subordinate to the Prime Lease and all of the Prime Lease's provisions, covenants and conditions. In case of any conflict between the provisions of the Prime Lease and the provisions of the Sublease, the provisions of the Prime Lease shall prevail unaffected by the Sublease. Tenant shall ensure Subtenant complies with the terms and conditions of the Prime Lease to the extent applicable to the Sublease Premises. Any breach of the Prime Lease by either Tenant or Subtenant shall entitle Landlord to all the rights and remedies provided in the Prime Lease in the event of a breach, and any other available remedy, against both Tenant and Subtenant.

4. **No Ratification.** This Agreement shall not operate as a consent to, approval of, or ratification by Landlord of any of the provisions of the Sublease and Landlord shall not be bound or estopped in any way by the provisions of the Sublease, regardless of whether any such provisions purport to obligate or otherwise bind Landlord.

5. **No Waiver.** This Agreement shall not be construed to modify, waive or affect (i) any present or future breach or default on the part of Tenant under the Prime Lease; (ii) any of the provisions, covenants, or conditions in the Prime Lease; (iii) any of Tenant's obligations under the Prime Lease; or (iv) any rights or remedies of Landlord under the Prime Lease or to enlarge or increase Landlord's obligations or Tenant's rights under the Prime Lease.

6. **Not Assignable.** This Agreement is personal to Tenant and may not be assigned by Tenant. Any attempted assignment in violation of this section shall be void.

7. **No Release.** Neither the Sublease nor this Agreement shall release or discharge Tenant from any liability under the Prime Lease and Tenant shall remain liable and responsible for the full performance and observance of all of the provisions, covenants and conditions set forth in the Prime Lease on the part of Tenant to be performed and observed. The breach or violation of any provision of the Prime Lease by Subtenant shall constitute a default by Tenant in fulfilling such provision. Tenant shall indemnify and hold Landlord harmless from and against any loss, cost, damage or expense, including attorneys' fees or costs, which arise by virtue of the Sublease or Subtenant's occupancy of the Sublease Premises.

8. **No Consent to Future Subletting.** This Agreement by Landlord shall not be construed as a consent by Landlord to any future assignment or subletting either by Tenant or Subtenant. The Sublease may not be modified, amended, assigned, renewed or extended, nor shall the Premises, or any part thereof, be further sublet, without the prior written consent of Landlord in each instance.

9. **Termination.** Upon the expiration of the term or earlier termination of the Prime Lease, or upon the surrender of the Premises by Tenant to Landlord, the Sublease shall terminate as of the effective date ("Termination Date") of such expiration, termination or surrender, and Tenant shall ensure Subtenant vacates the Sublease Premises on or before the Termination Date. Tenant shall surrender the Premises to Landlord at the expiration or earlier termination of the Prime Lease in the condition required by the Prime Lease.

10. **Notices.** All notices required to be given hereunder shall be given in accordance with the Prime Lease. Notices to Subtenant shall be given at the following address:

Attn: General Counsel  
Genoa Healthcare, LLC  
707 S. Grady Way  
Suite 400  
Renton, WA 98057

11. **Condition of Sublease Premises.** Landlord makes no representations or warranties, express or implied, concerning the condition of the Sublease Premises and Tenant accepts the Sublease Premises in their “as-is” condition as of the date hereof. Any improvements to the Sublease Premises by Tenant shall be in accordance with the requirements of the Prime Lease.

12. **Additional Conditions/Requirements.** Subtenant’s proposed use in the Sublease Premises is the operation of a pharmacy, including the handling, storage and dispensing of controlled substances. Landlord consents to such pharmacy use on the condition that (a) the proposed use is and remains at all times permitted under the City’s laws, regulations and orders, including without limitation applicable zoning laws, (b) prior to any business operations or construction in the Sublease Premises, Tenant provides Landlord with a letter from the City of Santa Rosa (or other written evidence reasonably satisfactory to Landlord) that Subtenant’s proposed use is in such compliance, (c) the pharmacy shall serve clients of Tenant only on-site and shall not be open to the public, (d) signage for the pharmacy shall be limited to within the Premises only, and no signage shall be permitted on the exterior of the Building or elsewhere outside the Premises, (e) if, in Landlord’s good faith opinion, the addition of the pharmacy results in additional safety concerns outside the Premises, then upon written request from Landlord, Tenant shall, at no cost to Landlord, hire a security guard to be located at the exterior entrance to the Premises during the hours that the pharmacy is open for business, (f) any alterations or improvements to the Sublease Premises required for Subtenant’s pharmacy use, as described in Section 10 of the Sublease, shall require Landlord’s consent, which shall not be unreasonably withheld, conditioned, or delayed, (g) Tenant shall be responsible for all work performed by Subtenant in the Sublease Premises as if Tenant performed the work, and (h) Tenant shall ensure that all work performed by Subtenant in the Sublease Premises complies with the requirements of the Prime Lease applicable to Alterations and complies with Landlord’s Construction Policies and Procedures attached hereto as Exhibit C. Tenant shall ensure that Subtenant complies with the foregoing conditions during the entire term of the Sublease, and Tenant acknowledges that failure to do so will permit Landlord to require the closure of the pharmacy in the Sublease Premises until full compliance reoccurs.

13. **Brokerage.** In no event shall Landlord be liable for any leasing or brokerage commission with respect to the negotiation and execution of the Sublease or this Agreement. Tenant shall indemnify, defend, protect and hold Landlord harmless from and against all costs, expenses, attorneys’ fees and other liability for commissions or other compensation claimed by any broker or agent claiming the same by, through or under the indemnifying party with respect to the Sublease or this Agreement.

14. **Entire Agreement.** There are no oral or side agreements among the parties affecting this Agreement, and this Agreement contains the entire agreement of the parties with respect to Landlord’s consent to the Sublease.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the day and year first above written.

**"Landlord"**

SR OFFICE PROPERTIES DE, LLC,  
a Delaware limited liability company

By: G&W Ventures, LLC,  
a California limited liability company,  
its Managing

By: \_\_\_\_\_  
Matthew T. White, Manager

REDBIRD SR OFFICE PROPERTIES DE,  
LLC, a Delaware limited liability company,

By: Redbird Investment Group, LLC:  
Santa Rosa Office Series,  
a Delaware Series limited liability  
company, its Sole Member

By: Redbird Investment Group, LLC,  
a Delaware series limited liability  
company, its Sole Member

By: \_\_\_\_\_  
Bruce J. Cardinal, Trustee of  
The Bruce J. Cardinal Living  
Trust Agreement dated  
December 15, 1997, its  
Managing Member

**"Tenant"**

COUNTY OF SONOMA, a political  
subdivision of the State of California

By: \_\_\_\_\_  
Johannes J. Hoevertsz, Director  
Sonoma County Public Infrastructure

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

APPROVED AS TO FORM FOR SUBLANDLORD:

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Deputy County Counsel

RECOMMENDED FOR APPROVAL FOR SUBLANDLORD:

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Tina Rivera, Director  
Department of Health Services

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Warren Sattler, Real Estate Manager  
Sonoma County Public Infrastructure

**EXHIBIT A**

**COPY OF PRIME LEASE**

[to be attached]

**EXHIBIT B**

**COPY OF SUBLEASE**

[to be attached]



## EXHIBIT C



### **Basin Street Properties Construction Policies and Procedures**

The following constitutes the construction policies and procedures for all work performed on properties managed by Basin Street Properties ("BSP"). This establishes a general outline of our policies for and procedures in the typical processes required for construction and are subject to change at BSP's discretion. Any questions regarding the following should be immediately directed to the BSP Construction Manager. The BSP Construction Manager may authorize deviations from these procedures from time to time, but all such deviations shall only be effective on written requests submitted in advance and by way of written response.

#### **I. COVID-19 REGULATIONS**

All work shall be conducted pursuant to County requirements governing COVID-19. For work conducted in an occupied Tenant space, the adherence to Tenant requirements for access and work performance shall be mandatory. Facial covering is required by all workers at all times while in common areas of the buildings and within tenant occupied spaces. Refer to attached BSP Cares Covid-19 Prevention Policy.

#### **II. ADMINISTRATION**

For work not directly managed by Basin Street, contractors shall notify the responsible Construction/Property Management personnel in writing at least 24 hours in advance of starting any work. No exceptions. This notification shall include the identification of contractors onsite, a project schedule, construction documents or a description of the work to be performed and contact information for contractor's on-site representative in charge during the timeframe.

Prior to the start of any services or construction work, Contractor shall submit for approval to Construction/Property Management Certificates of Insurance for Contractor and any subcontractors, a copy of the project schedule, contact information for Contractor's Superintendent and all subcontractors, MSDS for any products to be used during construction, and a signed copy of these Basin Street Properties Construction Policies and Procedures.

Specific Insurance Requirements for the property, including information on additional insured requirements and certificate holder are provided as Exhibit B in the contract.

A preconstruction and kick-off meeting will be required prior to the start of any construction project. Attendance at this meeting will be determined by assigned BSP Project Manager. Items to cover for the preconstruction meeting include the timing and logistics of work, building access, safety controls and measures, review of the building Rules & Regulations, and the existing condition of building common areas. Photographs of existing conditions may be taken and are encouraged for submittal to Construction/Property Management to include in the project file.

Any issues identified by Contractor during construction which may affect base building systems shall be brought to the attention of the assigned BSP Project Manager upon discovery. Any changes that require additional work, not described in the bid shall be effective only once approved in writing by the project manager. It is presumed that any contractors engaged to perform work have prior to submitting their proposal surveyed existing conditions and have taken these into account in context with the anticipated work.

Upon completion of work, and as a condition for release of final payment, Contractor shall provide the project manager with a copy of the project close-out documents. Contents of the close-out documents will vary based on complexity of project, but will typically include at a minimum as-built construction drawings, mechanical, electrical, plumbing, and fire sprinkler drawings (both in paper form and CAD file for any design/build work), final signed off building permit/job card, updated electrical panel schedules, complete finish schedule ("match existing" is unacceptable), air and water balance reports, warranties, and O&M manuals for any new equipment. An air balance report reflecting actual supply air distribution will be required whenever the existing HVAC air distribution is modified in any way. A water balance report reflecting actual water flow values is required for any new perimeter reheat VAV. The building's EMS system graphics (including floor plans and mechanical system components) and programming is required to be updated whenever there are any changes – if applicable.

General Contractors shall be responsible for ensuring that all subcontractors or other service providers are advised of and will adhere to these Construction Policies and Procedures.



## **Basin Street Properties Construction Policies and Procedures**

### **III. INSURANCE, MSDS, LOCK OUT TAG OUT, and HOT WORK/IMPAIRMENT REQUIREMENTS**

While performing services at the Property, all contractors and any subcontractors are required to carry and maintain general insurance coverage in accordance with the Vendor/Contractor Insurance Requirements of the Construction Contract (Exhibit B). An approved certificate of insurance must be on file with the Construction/Property Management Office for access to be granted and construction to begin – no exceptions.

The General Contractor is responsible for ensuring that all subcontractors maintain the appropriate insurance while performing services at any property managed by Basin Street Properties. The insurance requirements will be strictly enforced. There will be no exceptions to this coverage.

As required under OSHA's Hazard Communication Standard (29 CFR 1910.1200), all subcontractors are to provide the Construction Manager with MSDS's (Material Safety Data Sheets) for any and all hazardous materials they might use or bring on site as part of their routine tasks. Please note that consumer products (copy machine toner, scouring cleanser, etc.) are not covered by the Standard.

Prior to performing any work, please forward the following to the project manager:

- A list of all hazardous materials used or stored. Including materials with odor such as carpet glue, paint, adhesives, caulk, etc.
- An MSDS for each product. These can be obtained from the manufacturer or supplier of the product.

Lock out tag out procedures will be strictly enforced according to the regional Chief Engineer's policy. If requested, electrical contractor will be required to provide documentation of their lock out tag out policy and procedures or arrange for their personnel to be trained on any Basin Street Properties lock out tag out procedures. This training will be provided by the building's Chief Engineer, if contractor's policy is less stringent.

A Vendor Work Request Form must be submitted to the project manager prior to engaging in any work that would create heat, sparks, or an open flame. If required by regional Chief Engineer, a hot work permit must also be issued. Only BSP building engineering personnel can issue a hot work permit. Training on Hot Work Permit procedures and requirements will be provided as needed by the building's Chief Engineer.

A Vendor Work Request Form must be submitted to the project manager at least 24 hours in advance of any fire sprinkler or fire alarm impairment. Training on life safety modifications or hot work permit procedures and requirements will be provided as needed by the building's Chief Engineer.

### **IV. BUILDING FACILITIES COORDINATION**

After the project kick off, access to the Suite under construction will be the responsibility of the Tenant or General Contractor. A construction suite key and building access card may be signed out from the property management office. Additional building access keys may be checked out to the General Contractor to allow for subcontractors to move workers and materials into and out of the building outside of normal business hours, without propping building entrance doors, which is strictly prohibited. Building doors are never to be propped open.

Advance notice of 48 hours is required for potential access into another tenant's Suite. This work must be performed off-hours, unless tenant authorizes access/work during normal business. Contractors must identify the scope of work and reason for access, duration of time needed in their space and the Contractor is responsible for securing the space upon completion of work, as well as any cleaning required as a result of their work. The space must be left in the same, or better condition than found. Should the tenant require a Security guard, or BSP employee to stand-by during this time, this costs to do so shall be the responsibility of the Contractor.

The General Contractor must provide for the removal of all trash and debris arising during construction. Upon Construction/Property Management approval, the General Contractor may place a dumpster in the parking lot for construction debris (location to be approved by Construction Management, Property Management, or Engineering). Dumpsters are to be set on wood cribbing to prevent damage to asphalt during placement and removal. At no time are the building's dumpsters to be used for disposing of construction materials.

All deliveries of material will be made outside of the building's normal business hours of 7:00am to 6:00pm Monday through Friday. In addition to material deliveries, the following activities will be required to be performed outside of normal business hours:

## Basin Street Properties Construction Policies and Procedures

1. Anchoring of walls or supports to the concrete deck
2. Core drilling
3. Using powder actuated tools
4. Laying of tack strips
5. Painting/Staining/Metal Spraying (includes spray painting of floor for layout and floor monuments - *snapping chalk lines is preferred*)
6. Glue down carpet installation
7. Cutting/threading of sprinkler pipe within building
8. Installation of millwork (fabrication of millwork is to be done off-site)
9. Saw cutting of any concrete, stone, or metal
10. Life Safety audible device testing
11. Performance of any construction activity producing other loud noise
12. The application of any odor-producing product, i.e. adhesives, cleaning products, etc.

**Note:** This is not a complete list of activities that must be performed outside of normal business hours. In general, Contractor shall not make or permit any unnecessary annoyance to occupants of the property and shall minimize the effects of necessary work impacts by scheduling such activities to avoid disturbance to occupants. This applies especially to any work that is significantly noisy, odorous or dust generating, smelly, or creating hazardous conditions, which shall be scheduled outside of normal business hours. Every effort will be made to accommodate construction activities during normal business hours, however, if construction activity is disruptive enough to impact the business operation of a neighboring Suite, the activity will have to be stopped. Deviations from building standards must be approved by BSP in advance.

### V. HOUSEKEEPING & GENERAL REQUIREMENTS

**GOOD HOUSEKEEPING RULES AND REGULATIONS WILL BE STRICTLY ENFORCED. CONTRACTORS OR SUBCONTRACTORS WHO DO NOT OBSERVE THE CONSTRUCTION POLICIES MAY BE EXCLUDED FROM PERFORMING WORK WITHIN ANY BSP MANAGED BUILDING.**

Suite entrance doors are to remain closed at all times, except when hauling or delivering construction material. Walk-off or sticky mats shall be placed at all interior sides of suite doors so that feet may be wiped or construction dust removed from shoes upon entering common area. Magnetic-held doors and doors off of main corridors must never be obstructed. This is a life safety/fire code violation.

All construction done on the property that requires the use of lobbies or common area corridors as the path of travel will have carpet protection for all carpet within the path of travel. This includes carpet within elevators. Extra heavy duty, non-slip and self adhering Mylar is preferred. Masonite will be required to protect lobby floors and other hard surfaces that could be damaged by heavy deliveries. When used, Masonite must be taped to floor and adjoining areas. All corner edges and joints are to have adequate anchoring to provide safe and "trip-free" transitions. Do not block operation of any doors.

Prior to any demolition, pre-filters must be installed in return air openings. If return air openings are too large to filter, pre filters must be installed in filter bank for the A/C unit serving the construction area.

Restroom washbasins are not to be used to fill buckets, make pastes, wash brushes, etc. If facilities are required, arrangements for utility closets can be made with the management office in advance.

Food and related lunch debris are not to be left in the Suite under construction.

Construction/Property Management reserves the right to refuse access to anyone wearing inappropriate clothing, or who doesn't conduct themselves in a professional manner.

Contractors are responsible for any damage caused to others work, the building, or building finishes.

Access to the roof may require prior arrangements with BSP Construction/Property management.





## **Basin Street Properties Construction Policies and Procedures**

During building hours, the building entrances, driveways, reserved parking stalls must remain clear and not be taken up for deliveries, contractor parking, or materials. Parking areas for contractor employees and material storage and staging areas shall be established in advance with the BSP Construction Manager or Property Manager.

No bicycles, or animals of any kind (other than certified service animals) shall be brought into, or kept about the premises.

No weapons, explosives, combustibles, or other hazardous devices allowed on the premises. No exceptions.

Smoking is permitted at designated areas only and no alcohol is to be brought onto the premises at any time.

Any signage to be posted, must be approved by the Construction/Property Manager in advance. Management reserves the right to remove any signage at any time.

No radios, or loud music.

Unless otherwise approved by BSP Property Management, building restroom facilities are not to be used by Contractors, or their subcontractors. Contractors are to provide restroom facilities for use by construction personnel. The location of temporary facilities is to be approved in advance by Construction/Property Management. All such facilities to be secured after work hours.

All areas that the General Contractor, or their subcontractors are performing work must always be kept broom clean. All common areas are always to be kept clean and clear of building materials. Prep work, cutting or staging of materials, etc. is not allowed in common areas. Any mess made in common areas due to hauling construction debris or materials or footprints must be cleaned up immediately. General Contractor will be responsible to provide a vacuum cleaner for this purpose. Final cleaning of suite will include, but is not limited to, blowing out smoke detectors with micron filtered air, dusting of all windowsills, window coverings and light diffusers, cleaning of cabinets and sinks, and clearing acoustical ceiling area of any excess ceiling tiles or other construction debris.

As a result of construction, the common areas may need special attention to restore such to building standards. Contractor shall arrange to walk with Construction/Property Management prior to beginning work and upon completion. Take note of any preexisting damage to common areas and determine if repairs or special cleaning are required at completion.

Contractor and any subcontractor use of the property for any activity other than conducting the work required of contractor is strictly prohibited.

Should contractor detect any materials that may be considered as hazardous or dangerous, contractor to notify BSP Construction Manager before disturbing such material.

Use of freight or passenger elevators shall be scheduled in advance with the BSP Property Management office. Temporary protection with Masonite panels and elevator pads shall be installed by Contractor, and Contractor shall be responsible for any damage arising from such use.

### **VI. CONSTRUCTION REQUIREMENTS**

#### **GENERAL CONSTRUCTION**

Standard base building power will be provided to the contractor at no cost, provided contractor's use is limited to the work required of contractor.

All keying of locksets and all connections to the Fire Alarm/Life Safety System shall be performed by contractors or vendors designated by BSP Property Management. In some cases, roofing and fire sprinkler work is similarly limited. All new locking hardware installed must comply with the building's specific keyway.

#### **FIRE/LIFE SAFETY**

All applicable Fire/Life Safety and Building Codes will be strictly enforced (i.e., tempered glass, fire doors, fire/smoke dampers, exit signs, smoke detectors, strobes, alarms, etc.). A building engineer must be present to test any new life safety devices. 24 – 48 hours,



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prior coordination with the building's Chief Engineer is required. Testing of audible devices must be scheduled outside of normal business hours. Any penetrations in floors/ceilings or fire rated walls will require sealing with a UL listed fire stop. An approved temporary seal is required until the work is completed. Upon completion of construction, a permanent seal is required.

During demolition, any smoke detectors in the area must be bypassed and covered to prevent contamination. Building engineers will perform bypasses as required, but it is the contractor's responsibility to ensure that smoke detectors are covered during work and then uncovered at the end of each shift. Any time smoke detectors are bypassed and covered; the contractor will be responsible to provide fire watch.

If the building sprinkler system needs to be drained, advance approval by BSP's Chief Engineer is required. Contractor will be required to submit Vendor Work Request Form to Basin Street Project Manager at least 24 hours in advance of performing work. If required by regional Chief Engineer, a red tag permit will be required. All hot work will be prohibited in the area during any impairment of the sprinkler system. If this work is performed after hours, any overtime engineering fees will be the responsibility of the General Contractor. The General Contractor will also be responsible to provide fire watch during any impairment.

Any wall penetrations must be patched in a manner as to maintain the rating of the wall.

All panel programming to be performed by BSP's preferred Contractor. Coordination with BSP's Chief Engineer required in advance.

### **ELECTRICAL**

Lighting circuits will be dedicated to Suite and sentry switches are required throughout space. Any work on lighting or plug load circuits that could potentially impact neighboring Suites will be performed outside of normal business hours. Lighting design must clearly indicate night light fixture locations.

All affected electric panel schedules must be typewritten and brought up to date, identifying all new circuits added.

All runs are to be in conduit.

In most cases, the space above ceiling is return air plenum and therefore the use of PVC and other flammable material not labeled for use in such area is not to be used.

All "J" boxes are to be labeled with voltage, panel, and circuit numbers.

On remodeling work, any wiring, including communication cable, conduit, etc. that is not going to be re-used MUST BE demolished out to original point of connection.

All electrical outlets and lighting circuits are to be properly identified. Outlets shall be labeled on backside of cover plate.

Floor scans may be required prior to coring. Any scans required shall be the Contractor's cost.

All low voltage wiring is to be plenum rated and shall not rest on ceiling tiles, fire sprinkler lines, ductwork, VAV boxes, or conduit and must be supported properly from the deck above with j-hooks or cable tray as may be required. Under no circumstances should the cabling run through building dampers and should not penetrate rated walls without a conduit sleeve and fire rated caulking to maintain rating.

All electrical and phone closets being used must have panels replaced and doors shut at the end of each day's work. Any electrical closet that is opened with panel exposed must have a work person present. Electrical room doors must not be propped open without someone present.

All electricians, telephone cable installation personnel etc., will upon completion of their respective projects, pick up and discard their trash leaving the telephone and electrical rooms clean. If this is not complied with, the building janitors will conduct a clean up, and the General Contractor will be back charged for this service.



## **Basin Street Properties Construction Policies and Procedures**

### **PLUMBING**

Only commercial grade, ADA compliant fixtures/appliances shall be installed. Residential grade is not acceptable.

Adjustable trap primers must always be installed, where applicable.

An isolation valve must be installed for any new water supply and the ceiling location tagged to identify the shut-off valve. The use of flexible tubing, unless of braided stainless steel, is prohibited.

New water lines installed for tenant appliances must be provided with braided stainless steel.

### **HVAC**

Only building standard grills and diffusers are to be installed. Any room with a door, which is larger than a 4' x 6' closet, must have a return air grill. Flags must be used to identify any balancing dampers installed in ductwork. All VAV boxes, controls, ductwork must match building standard. Any VAV boxes, ductwork, exhaust fans, or supplemental cooling units not being utilized MUST BE demolished out to original point of connection. Any equipment above ceiling visible through return air grilles must be painted flat black.

Service access to existing equipment shall not be hampered or obstructed by added equipment or any installation required of contractor.

A preliminary inspection of the HVAC work in progress will be scheduled through the Management Office prior to the re-installation of any removed ceiling grid. The General Contractor must schedule this with the Chief Engineer.

Supplemental A/C units will require sub meter (Emon-Dmon) to determine billable electrical consumption. Review installation and location for such meters with building's Chief Engineer prior to any work. Roof curbs and penetrations will be performed by BSP approved roofing contractor only. Any roof top equipment must be labeled with Suite number and installation date. The Contractor is responsible for maintaining the integrity of the roof and providing a watertight seal at any penetrations.

All programming of controls will be performed by BSP's preferred Contractor. No exceptions.

Water source reheat VAV's will require water balance valves, air vents, and strainers.

**Contractor's signature below indicates acknowledgement and understanding of the BSP Construction Policies and Procedures.**

Contractor's Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Vendor Work Request Form

**This Form must be completed entirely. Work may not be permitted if the form is incomplete. Hot Work, Life Safety System shut down, and work requiring the Engineering Staff on site will require 24-hour prior notice.**

*Contractor requesting disablement of Fire & Life Safety Systems is responsible for fire watch of the building during the entire requested time window or until confirmation is received that the fire system operation has been restored to normal.*

Please check one:

☐ Building Contractor

☐ Tenant Contractor

Company Name: \_\_\_\_\_

Sub-Contractors: \_\_\_\_\_

Work Date: \_\_\_\_\_ Time to Begin: \_\_\_\_\_ Time to End: \_\_\_\_\_

Type of work to be done:

☐ Hot Work (24-hour notice required)

☐ Life Safety System (24-hour notice required)

☐ Electrical Power Shutdown  
(24-hour notice required)

☐ Natural Gas Shutdown  
(24-hour notice required)

☐ Building Water Supply Shutdown (24-hour notice required)

☐ Other (please describe): \_\_\_\_\_

Location of Work: \_\_\_\_\_

Key Access Needed: ☐ Telco ☐ Electrical ☐ Other: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

On-Site Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tenant Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_

FORM TO BE RETURNED TO BUILDING MANAGEMENT OFFICE



# BSP CARES COVID-19 Prevention Policy for BSP Contractors & Vendors

<https://www.osha.gov/Publications/OSHA3990.pdf>

1



**\*\* a copy of this packet will be sent to each GC as part of the Building Rules & Regulations. All contractors, subcontractors and vendors must comply. Should you have any questions, or concerns please reach out to your CM/PM in advance of starting work at any BSP facility**

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## BSP Recommendations for Prevention & Spread of Covid-19

- Wash hands frequently – use soap and water for a minimum of 20 seconds and if soap and water isn't available, use hand sanitizer (minimum of 60% alcohol) and rub hands together until dry
- Maintain social distancing of at least 6' whenever possible
- Avoid touching your face; specifically your eyes, nose and mouth
- If you're feeling ill, stay home and encourage others to do the same
- Confirm facial covering requirements with your CM/PM before entering BSP buildings and tenant occupied Suites – facial coverings are required in common areas and tenant occupied spaces
- Use signage to help encourage subcontractors to wear facial coverings while onsite and in tenant occupied spaces
- Train your employees to recognize the symptoms of Covid-19
- Train your employees on proper use of PPE
- Notify your BSP CM/PM immediately if anyone who has visited a BSP property, or project exhibits symptoms, or tests positive for Covid-19
- Stay up-to-date on the latest information distributed by the CDC/OSHA and encourage subcontractors to do the same

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