

Yonge Corporate Centre Design and Construction Manual





INTRODUCTION

The Yonge Corporate Centre (YCC) Design & Construction Manual is prepared to assist our valued tenants, their consultants and contractors with leasehold improvements for both incoming and existing tenancies. Specifically, this manual contains information about design recommendations, technical specifications and requirements, and will assist contracted personnel planning to renovate leasehold improvements in YCC. Moreover, this standard also details the procedures, practices, rules, and regulations which will be applied throughout the project.

The contents of the manual are to be read in conjunction with governing lease documentation and, where applicable, with written agreements between the landlord and the tenant. It is the responsibility of the tenant, their designated project manager (if applicable), and their consultants and contractors to abide by the contents of this document. Moreover, those same parties must adhere to all relevant federal, provincial, and municipal codes, regulations, by-laws, etc.

The integrity of the YCC buildings, together with their systems and installations, are the result of meticulous care and thorough planning. Accordingly, any contemplated changes or alterations of existing designs and conditions must be completely compatible with YCC's operational or design specifications and/or established decor. It is imperative that proposed projects, however small or limited in scope, be thoroughly reviewed and approved before any work is undertaken. This manual is meant to serve as the basis of the landlord's approval for all tenant submissions.

The landlord reserves the right to amend, add or delete the information contained herein at any time and the tenant is obliged to abide by such changes upon notification thereof. All costs associated with compliance shall be at the tenant's sole expense. Please visit www.yongecorporatecentre.com to obtain the most recent issuances of the construction manual and permit forms.



**Cadillac
Fairview**

**The Cadillac Fairview Corporation Limited
Yonge Corporate Centre Management Office**

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LIST OF PERMIT FORMS

Available at www.yongecorporatecentre.com/en/service_providers/Pages/Forms-and-Permits.aspx
or by clicking on the desired form(s).

- FORM 1 – SERVICE WORK PERMIT
- FORM 2 – FREIGHT ELEVATOR REQUISITION PERMIT
- FORM 3 – HOT WORK PERMIT
- FORM 4 – SCANNING, CORING & X-RAYING WORK PERMIT
- FORM 5 – FIRE PROTECTION SYSTEM BYPASS PERMIT
- FORM 6 – POWER SHUTDOWN REQUEST



1. YCC GENERAL INFORMATION

Landlord's Project Manager

It is the tenant's (or the tenant designate's) responsibility to notify the landlord of any and all leasehold improvements within the leased premises. Upon notification, the landlord will appoint an appropriate project manager (PM) to oversee, assist, and liaise with the appropriate project parties. The primary functions of the designated PM are:

- To provide guidance and assistance to the tenant (and/or their designates) and their contractors during the design, construction, and commissioning/completion phases of their improvements within the leased premises;
- To review and comment upon all drawing submissions and relevant documentation before, during, and after work within the leased premises;
- To act as a liaison between and among the landlord, the tenant (and/or the tenant's designate), the tenant's contractor(s), and the tenant's designer; and
- To provide guidance and recommendations on YCC approved contractors, trades, and base building consultants.

For clarity, please note that the drawing review process by both the landlord and its base building consultants only considers the proposed design impact on the base building systems. The review process does not verify or consider the adequacy of the design whatsoever against applicable and/or relevant building codes, standards, tenant requirements, etc. Additionally, it does not consider the functionality or performance of the designed systems whatsoever in the installed condition.

Landlord's PM Contact Information

All questions, comments and submissions related to project management and proposed tenant improvements should be addressed to:

TENANT PROJECTS DEPARTMENT
The Cadillac Fairview Corporation Limited
The Yonge Corporate Centre
Toronto, ON, M2P 2B5
Tel: 416-222-5100
Fax: 416-222-8452

Property Consultants

The following list contains the appropriate contact information for the base building consultants and consulting engineers. When initiating a tenant Improvement, Cadillac Fairview recommends retaining the services of those listed below. Should a tenant opt to solicit the services of alternate providers, Cadillac Fairview will engage those listed below to review the submitted drawings only for their impact on the base Building systems, prior to providing the tenant with authorization to proceed with their intended scope of work. All drawing review costs incurred by Cadillac Fairview will be charged back to the tenant with a 15% administration charge for handling, review, and coordination. For further information on the drawing review process, please see the Drawings Submission & Review section on page 23 and page 25.

Table 1 – YCC Base Building Consultant Contact Information

Consulting Discipline and Address	Contact Information
Architect NORR Limited 175 Bloor Street East Toronto, ON M4W 3R8	Contact: Brian Gerstmar Tel: 416-929-0200
Structural Engineer NORR Limited 175 Bloor Street East Toronto, ON M4W 3R8	Contact: Brian Gerstmar Tel: 416-929-0200
Mechanical & Electrical Engineer Smith + Andersen Consulting Engineering Yonge Street, Suite 500 Toronto, ON M2P 2A9	Contact: Tony Spina Tel: 416-487-8151
Electrical Engineer Hidi Rae Consulting Engineers Inc 1 Yonge Street, Suite 2100 Toronto, ON M5E 1E5	Contact: Sam Poon Tel: 416-364-2100
Environment Consultant Pinchin Environmental 2470 Milltower Court Mississauga, ON L5N 7W5	Contact: Mark Stroombergen Tel: 905-363-0678 Fax: 905-363-0681
YCC Base Building Controls PM Controls Ltd. 1839 Spruce Hills Road Pickering, ON L1V 1S5	Contact: Mike McLeod Tel: 905-839-7107 Fax: 905-839-6150
YCC Commissioning Agent Hunter Facilities Management (HFM) 209 Dundas Street East, Suite 206 Whitby, ON L1N 7H8	Contact: Herb Hunter Tel: 905-666-9175 Fax: 905-666-9641



Property Contact Information

The following table provides key contact information for the Cadillac Fairview Operations, Security & Life Safety management, and project management departments and property services.

Table 2 – Property Personnel Contact Information

Cadillac Fairview Management	Contact Information
Cadillac Fairview/YCC Management Office	Tel: 416-222-5100
Patricia Poyntz General Manager	Tel: 416-222-5100 Email: patricia.poyntz@cadillacfairview.com
Gino DiTomasso Manager, Office Property Operations	Tel: 416-222-5100 Email: gino.ditomasso@cadillacfairview.com
Kevin Wylie Manager, Security & Life Safety	Tel: 416-222-5100 Email: kevin.wylie@cadillacfairview.com

YCC Required Contractors/Consultants

Due to the complexity of various systems at YCC, and to provide a consistent standard of care and quality of work, the following list of contractors/consultants is required for the noted services when undertaking any project at YCC.

Riser Room Management Firm	Contact Information
Rycom TPM Inc. 226 Britannia Rd. East Mississauga, ON L4Z 1S6	Contact: Customer Service Tel: 905-264 4800 – Option 1
Commissioning Agent	Contact Information
Hunter Facilities Management (HFM) 209 Dundas Street East, Suite 206 Whitby, ON L1N 7H8	Contact: Mike Horn Tel: 905-666-9175 Fax: 416-666-9641
Base Building Controls	Contact Information
SIEMENS 2 Kenview Blvd. Brampton, ON L6T 5E4	Contact: Chris Burchell Tel: 905-799-9937 Fax: 905-799-9277
Air Duct & Induction Unit Contractor	Contact Information
New Air Duct Services Ltd. (Air Duct Cleaning) 40 Freemont Avenue Toronto, ON M9P 2W3	Contact: Fluvio Visone Tel: 416-560-4348 Fax: 416-551-4397
Packaged Maintenance Ltd. (Induction Unit Cleaning) 18 Regan Road, Unit 20 Brampton, ON L7A 1C2	Contact: Ken Dobbins Tel: 905-846-8588 Fax: 905-846-8616



2. DESIGN CONSIDERATIONS & STANDARDS

The following sections provide critical information on design requirements for proposed build-outs, as well as YCC base building standards. These sections should be thoroughly reviewed, as the project team must provide the landlord with documentation which demonstrates that this strategy is incorporated into the design process, and that requirements are followed where applicable in the construction phase(s). Please note that *Project Team* refers to the tenant and all designates, including project managers, consultants, contractors, suppliers, etc. Ultimately, the tenant is responsible for their project team and will be held solely accountable for oversights and/or a failure to adhere to any policies or procedures outlined herein.

Sustainable Purchasing

Sustainable purchasing applies to the procurement of materials that minimize the generation of waste and air quality impacts through a commitment to environmentally best business and source reduction practices. The project team's objective is to prioritize spending on products that are environmentally sound and socially beneficial. This can be achieved through Source Reduction Purchasing Practices and Strategies, and support documentation which demonstrates the incorporation of such a strategy must be provided to the landlord.

This program is applicable to all materials purchased for facility renovations, demolitions, refits and new construction addition activities undertaken at the building that are permanently or semi-permanently attached to the building itself. Wherever possible, materials shall be purchased which adhere to the VOC and chemical compound limits as stated in the requirements above. It is best practice to purchase materials which satisfy more than one of the previous criteria.

Materials to be considered in this scope include but are not limited to all materials purchased for facility renovations, demolitions, refits and new construction.

This plan applies only to base building elements permanently or semi-permanently attached to the building itself and does not include furniture, fixtures, equipment, mechanical, electrical, plumbing or elevator components.

Project design professionals and builders must ensure that local codes, standards and by-laws are met; this responsibility is not superseded by the green measures or requirements outlined in this plan.

In general, a minimum of 50% of total purchases (by cost) must meet one or more of the following criteria. It is encouraged that products meet more than one of the following criteria:

- Contain at least 10% post consumer or 20% post industrial recycled content material
- Contain at least 70% material salvaged from off-site or outside the organization
- Contain at least 70% materials salvaged from on-site, through an internal organization materials and equipment reuse program
- Contain at least 50% rapidly renewable material
- Contain at least 50% Forest Stewardship Council (FSC) – certified wood

- Contain at least 50% material that meets the requirements listed below:
 - The final manufacturing location of the product is within 800 km of the project site
 - The product (or component) did not leave an 800 km (500 mile) radius surrounding the final manufacturing location (2,400 km or 1,500 miles if shipped by rail or water). This includes all extraction, harvesting, recovery, and processing
- Adhesives/sealants have a VOC content less than the current VOC limits of South Coast Air Quality Management District Rule 1168, or sealants used as fillers meet or exceed the requirements of the Bay Area Air Quality Management District Regulation 8, Rule 51
- Paints and coating have VOC emissions not exceeding the VOC and chemical component limits of Green Seal's Standard GS-11 requirements
- Noncarpet finished flooring is FloorScore-certified and constitutes a minimum of 25% of the finished floor area
- Carpet meets the requirements of the CRI Green Label Plus Carpet Testing Program
- Carpet cushion meets the requirements of the CRI Green Label Testing Program
- Composite panels and agrifiber products contain no added urea formaldehyde resins

Sustainable purchasing practices must apply to all construction materials, and not just a select few. To maximize the efficacy of this strategy, a holistic (rather than a compartmentalized) approach must be applied. Typically, consultants and manufacturers/suppliers can and should assist with this activity throughout the design and construction process.

Considerations for sustainable purchasing include the life cycle of products, materials extraction, manufacturing processes, product transport, product locality, product use and disposal. The following list provides suggested strategies for sustainable procurement:

- Assess suppliers for reductions in packaging and purchase in bulk to minimize packaging
- Review inventory, operational and purchasing practices to reduce waste generation
- Source suppliers who reclaim certain materials and/or equipment for recycling after they have exceeded their operational life-span
- Purchase products locally to avoid excess transportation and purchase products only as-needed
- Purchase products with recyclable packaging and/or which contain re-used or recycled content
- Select products with non-hazardous materials
- Purchase products that can be repaired or reused and recycled again
- Purchase reusable products to replace disposable materials
- Rent (as opposed to purchase) items that are not used very often
- Use electronic communication or double-sided printing where possible



Construction Waste Management

At the Yonge Corporate Centre, Cadillac Fairview incorporates procedures to divert construction and demolition debris from landfill and incineration facilities. It is the landlord's intent to reach a minimum diversion rate of 70% (by volume) to help reduce the demand for virgin materials, prevent overburdening existing landfills, and avoid pollution caused by incineration processes.

In an effort to further these responsible practices, it is the project team's responsibility to incorporate the following guidelines and requirements into their designs and construction activities to also achieve a minimum of 70% waste diversion by volume. Furthermore, it is the project team's responsibility to ensure that these practices are followed on site throughout the project. The landlord reserves the right to request and review supporting documentation which demonstrates that construction waste management strategies have been specified and implemented.

Waste Reduction Strategies

Throughout the project, all construction materials should be evaluated for waste reduction. Where possible, materials that minimize waste production must be selected. Various waste reduction strategies are outlined in Table 3 – Waste Reduction Strategies.

Table 3 – Waste Reduction Strategies

Item	Reduction Strategy
Design	Review designs and plans to ensure optimal use of material. Where possible, specify materials with a longer lifespan and potential for recycling or reuse after deconstruction.
Planning	Plan and schedule projects efficiently and continuously monitor material quantities to minimize leftovers.
Packaging	Request that suppliers deliver products with minimum packaging. Where possible, order in bulk.
Storage	Store materials as required to prevent damage or contamination. Where possible, order materials on-demand to prevent long storage times and potential damage.
Ordering errors	Review material quantities carefully to ensure the correct amount is received.
Ordering excess	Order materials in appropriate quantities. Where possible, order pre-cut pieces or measure and cut accurately and collect and store reusable pieces.
Handling	Handle all materials with care to prevent damage, breakage, or contamination.

Material Reuse Strategies

Throughout the project, all construction materials should be evaluated for reuse on site and/or at alternate sites. Where possible, return materials that cannot be reused to the supplier or manufacturer. Table 4 – Material Reuse Strategies provides suggestions to institute the reuse of common materials during construction.

Table 4 – Material Reuse Strategies

Material	Reduction Strategy
Wood	Salvage off-cuts for bridging, blocking and back framing. Reuse or return palettes to vendors. Inspect wood forms for reuse for other areas of the project or for other job sites.
Metal	Save cuttings for possible reuse. Joist off-cuts can be cut up and used as stakes for forming or for headers around openings in the floor assemblies.
Drywall	Reuse off cuts to finish off gaps, small bulkheads, etc.
Cardboard	Use boxes for storage of tools and materials or floor protection.
Masonry	Crush on site and use for fill or as bedding for driveways.
Rigid Insulation	Use as ventilation baffles.

Material Recycling

Where possible, all unused and/or demolition materials must be recycled or redirected back to the manufacturing process. The project team must designate areas specifically for recycling construction and demolition waste and train workers on recycling protocols and effective container labelling. Moreover, the project team should strongly consider innovative ways to recycle materials typically known to be difficult to recycle, to minimize the demand for new/virgin products and materials. A report with supporting documentation detailing the waste diverted must be submitted to the landlord upon substantial completion.

Air Quality

Maintaining indoor air quality and conditions helps sustain the comfort and well-being of all building occupants and construction workers alike. An indoor air quality management plan impacts choices of paints, coatings, sealants, flooring materials, etc. The project team must incorporate an air quality management plan into their project design(s), and ensure that these practices are adhered to on-site throughout the entire construction process. The landlord reserves the right to request and review supporting documentation which demonstrates that air quality management strategies have been applied and followed.

Any construction activity that produces VOCs and/or dust is considered a source of air pollutants. These sources include materials disturbed during demolition/repair/construction, materials that off-gas VOCs, and/or equipment that generates combustion by-products. Table 5 – Pollutant Source Control provides some examples of potential air pollutant sources.



Table 5 – Pollutant Source Control

Products	Sources
Building materials	Wood, plaster, concrete, roofing, drywall, insulation, engineered wood, ceiling tiles, cove base
Wet products	Paint & stains, glazing, sealants & coatings, caulking, adhesives, grout, acid finishes, epoxy coatings
Furnishings	Carpet & wall coverings, wood flooring, cabinets, furniture and partitions
Solutions	Solvents, fuels, cleaning products, pesticides
Equipment	Generators & heavy equipment, compressors, vehicles, portable heaters, welders & cutting torches, soldering guns

Air Quality Control Measures

To maintain satisfactory levels of air quality, all systems, spaces under construction, and occupied spaces must be protected from dust, odours or other contaminants. In general, containing the work area, modifying HVAC operations, reducing emissions, intensifying housekeeping, and work hours are factors which must be considered when preparing an air quality management program.

Accordingly, the project team must incorporate all relevant sections of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines for Occupied Buildings Under Construction, Second Edition, November 2007 into the project documents. Specifically, relevant items in Sections 3.3–3.7, 4.2, and 4.4, must be diligently observed.

Moreover, in the selection of all construction materials, fixtures and furniture, the following standards must be followed:

- South Coast Air Quality Management District (SCAQMD) Rule #1168: Adhesive and Sealant Applications (Jan. 2005)
- Regulation 8: Organic Compound, Rule 51: Adhesive and Sealant Products (July 2002) by the Bay Area Air Quality Management District
- Green Seal's Standard GS-11 Requirements for Paints (May 1993)
- Green Label Plus Testing Program (2004) & the Green Label Testing Program (1992) by the Carpet and Rug Institute (CRI)

Air Quality Control Measures

Upon construction completion, suitable preparations for occupancy (flush-out period, or indoor air quality testing) must be made to remove any remaining contaminants. To achieve this, one of two options may be selected:

Option 1 – Flush-Out Procedure

After construction is fully completed, install new filtration media in HVAC returns and flush-out the affected space. This must be done by supplying a total outdoor air volume of 4,300 m³/m² (14,000 ft³/ft²) of floor area while maintaining an internal temperature of at least 16°C (60°F) and a relative humidity no higher than 60%.

The affected space may be occupied only after a minimum of at least 1,100 m³/m² (3,500 ft³/ft²) of floor area and the space has been ventilated at a minimum rate of 1.5L/s m² (0.3 cfm ft²) of outdoor air OR design minimum outside air rate (whichever is greater) for at least three hours prior to occupancy until the total of volume has been delivered to the space. The flush-out may continue during occupancy.

Option 2 – IAQ Testing Prior to Occupancy

Conduct baseline IAQ testing, after construction ends and prior to occupancy, using testing protocols consistent with the United States Environmental Protection Agency "Compendium of Methods for Determination of Air Pollutants in Indoor Air," and demonstrate that the contaminants listed in the table below are not exceeded, taking remedial actions and repeating procedure until all requirements have been met.

Chemical Contaminate	Maximum Concentration
Formaldehyde	27 ppm
Particulate Matter (PM10)	50 µg/m ³
Total Volatile Organic Compounds	500 µg/m ³
4-Phenylcyclohexene (4-PCH)*	6.5 µg/m ³
Carbon Monoxide (CO)	9 ppm and no greater than 2 ppm above outdoor levels

* Required only if carpets with Styrene Butadiene (SB) latex backing material are installed.

Protect stored on-site or installed absorptive materials from moisture damage.

If permanently installed air-handlers must be used during construction, filtration media with MERV 8 must be used at each return air grille, as determined by ASHRAE 52.2-1999. Replace all filtration media immediately prior to occupancy.

Upon the completion of construction, HVAC and lighting systems must be returned to the designed or modified sequence of operations.



Energy & Water Efficiency

Typically, commercial office interior renovations include the installation of mechanical and electrical systems and devices that are beyond the base building supplied standards. Specifically, these installations tend to include elements such as pot lighting, LED lighting considerations, boardroom/conference room A/V equipment, supplemental air conditioning units, fan coil units, kitchen appliances (such as stoves, refrigerators, toasters, etc.), televisions, computer equipment, lavatory fixtures, etc.

With the incorporation of energy efficient technologies, electricity and water consumption can be reduced significantly. This ultimately results in lower operating costs. Accordingly, to minimize the energy demands and impacts on the base building systems and the environment, the project team must incorporate energy and water efficient technologies into project designs where possible. This would include, but is not limited to, considerations such as:

- Digitally Addressable Lighting Interface (DALI) and other lighting control systems and features
- Ensure that a minimum of 70% of eligible appliances are EnergyStar rated
- Exceed ASHRAE minimum designs by a minimum of 15%
- Temperature and ventilation control systems for each occupant
- Thorough design and planning of expected occupancy demands
- Training sessions/seminars for the project team and leased space occupants for equipment and system(s) use
- Commissioning of all new (and if applicable, existing) equipment and systems
- Measurement and verification protocols to ensure that system demands and performance levels are sustained
- Low/ultra low flow lavatory and kitchen fixtures (water closets, faucets, etc.) that are a minimum of 20% better than standard commercial equipment
 - WCs min. 1.6 gpf/ 6 Lpf
 - Urinals min. 1 gpf/3.8 Lpf
 - Faucets min. 0.5 gpm/1.9 Lpm @ 60 psi

To ensure that due consideration has been placed on energy & water efficiency technologies, the landlord reserves the right to request and review supporting documentation which demonstrates that such strategies have been applied and followed.

3. BUILDING STANDARDS

The following sections provide design information and design guidance on the buildings of YCC. Please review the following sections closely to ensure that project drawings comply with the landlord's recommendations and established standards.

General Building Information

The information presented below represents general information on the YCC buildings. Additional information may be obtained through the landlord's assigned PM by requesting a copy of the base building technical specifications.

Table 6 – General Building Architectural Information

Building	Storeys Above Grade	Crossover Floors	Building Sprinklered	Length of Fire Hose in Cabinets
4100 Yonge St.	6 Above Grade 3 Below Grade	6th and 4th Floor	Yes	22.9 m (75')
4110 Yonge St.	6 Above Grade 3 Below Grade	6th and 4th Floor	Yes	30.4 m (100')
4120 Yonge St.	6 Above Grade 3 Below Grade	3rd Floor	Yes	30.4 m (100')

Architectural Finishes/Features

Ceilings

Where gypsum wallboard ceilings are not used, ceiling systems will consist of lay-in acoustic panels in a T-bar suspension system, normally 24" x 60" using a 5' 0" x 5" x 0" module. Fastening partitions, millwork, etc. to the ceiling grid is strictly prohibited. Tenants shall utilize the slotted reveals provided in the ceiling grid system to stabilize such elements. Each grid member is designed only to support the acoustic tile and lighting fixtures.



Table 7 – Ceiling Grid Information

4100 Yonge St

Armstrong Cortega Class A 772A (24" x 60" x 5/8")

4110 Yonge St

Armstrong Cortega Class A 772A (24" x 60" x 5/8")

4120 Yonge St

Armstrong Cortega Class A 772A (24" x 60" x 5/8")

Base Building Doors & Frames

Entrances to electrical rooms, janitorial closets, washrooms, stairways, etc. shall be hollow metal doors in pressed steel frames, painted to the base-building standard (PRAPT & LAMBERT) OLD SILVER #2303. The base building corridor doors and frames will be solid core wood doors with dark mahogany veneer and finished with dark mahogany stain. For leased premises on multi-tenant floors, a sample must be submitted to the landlord's project manager for approval for all suite entrance doors.

Prior to the commencement of construction, for all glass doors visible from common area corridors, CGI white opaque privacy film must be applied. The film is to be applied on the interior face of the doors and may be removed after the completion of construction work.

Tenant Doors & Frames

All locks installed by the tenant at entrance and interior doors must be keyed to the building master keying system. The system allows complete freedom to the tenant with respect to locking arrangements for offices, while concurrently providing access to each office at all times for both normal cleaning procedures and emergency situations. The landlord's locksmith department maintains the master keying system and records on key coding and distribution. External locksmiths or lock manufacturers are not permitted whatsoever to change the keying of any locks.

Demising Walls

All interior demising walls shall be constructed with metal studs, acoustic insulation and gypsum wallboard running from the floor to the underside of the suspended ceiling. The partitions, which separate one tenancy from another, will be acoustically attenuated from the suspended ceiling to the underside of the structural slab. All services penetrating demising walls are to be fire stopped in accordance with all relevant building codes and standards. In cases where the tenant's work uncovers/encroaches on areas that do not comply with this requirement, it is the tenant's responsibility to ensure that such elements do comply at the tenant's sole expense.

Perimeter Window Blinds

All perimeter windows are equipped with horizontal venetian blinds. These blinds are an essential component of the building's HVAC system, and may not be removed. When operated properly, they assist the HVAC system with heating and cooling tenant premises efficiently. Consistent and proper use of these blinds is especially important for workspaces with southern or western exposures.

During winter and summer, the sun's low angle allows its rays to shine directly into workspaces. Lowering blinds and slanting the lower edges of the slats toward the window will help keep workspaces at a comfortable temperature.

With the landlord's approval, tenants may add sunshades, provided these are of a type and material that will not interfere with the normal operation of the perimeter induction/radiation units.

Signage

Tenant identification signs on main floor/lobby directories, elevator lobbies and adjacent to tenant entrance doors must be in accordance with Cadillac Fairview's design criteria for items such as style, location and size. The cost of the aforementioned signage is charged to the tenant's account. All requests for signs must be submitted in writing to the Tenant Relations Department indicating the exact wording and spelling required. Requests should be submitted approximately one month in advance of the actual signage requirement date.

Control Systems

All control system modifications are to be submitted to the landlord prior to construction to verify compatibility with the base-building standards. All new and existing controls in renovated areas are to be verified and/or commissioned for proper operation. Commissioning is mandatory and is handled by the YCC base building commissioning agent (see YCC Required Contractors/Consultants on page 4). The following table provides information about YCC's Control Systems.



Table 8 – YCC Building Control Systems

4100 Yonge St.

- Pneumatic VAV boxes
- Pneumatic valves for perimeter radiation
- Pneumatic smoke dampers
- Computerized lighting control system

4110 Yonge St.

- Pneumatic VAV boxes
- Pneumatic valves for perimeter radiation
- Pneumatic smoke dampers
- Computerized lighting control system

4120 Yonge St.

- Pneumatic VAV boxes
- Pneumatic valves for perimeter radiation
- Pneumatic smoke dampers
- Computerized lighting control system

Control Lines

Control lines must be capped and sealed air tight to prevent loss of control air from affecting other building operations.

Static Sensing Lines

Water and air system static sensing lines must remain intact to ensure proper building operations.

Communication Trunk

The communication trunk layout for the building automation system can be obtained from the landlord. Any additions to these systems must be documented and reflected in revised drawings, then returned to the landlord before tenant occupation. All communication wiring must be colour coded for identification purposes.

Smoke Mode

Prior to whole floor demolition, smoke damper lines must be capped in the riser room at the solenoid. After demolition, the smoke lines must be made safe and tested for air leaks. These activities must be coordinated by the contractor and relevant sub-trades, and a signed statement in writing is to be submitted to the landlord stating that the smoke system was made safe.

Structural

Floor Load Design

The concrete floor slabs at 4100, 4110, & 4120 Yonge St. have each been designed to handle 75 pounds per square foot live load, including partitions.

Unusually heavy loading situations such as central filing areas, high-density file storage units, storage areas, vaults, safes, etc., must be specifically indicated on the project drawings, and details of the projected floor load conditions must be supplied to the landlord for approval. Plans for such situations are subject to the approval of the landlord's base building structural engineer. Live loads may not exceed the load limit for the floor slabs without the landlord's prior approval.

Exterior/Perimeter Walls

In order to maintain the integrity of the building vapour barrier, penetration of the interior surface of exterior wall assemblies or of window frames and mullions is strictly prohibited. Partitions abutting a mullion shall be sealed with double-sided closed cell PVC tape.

Base Building Structural Work

Any alterations and/or additions to the base building structure that may be required to accommodate the tenant's design shall be subject to the approval of the landlord and its base building engineer(s). This work may be carried out by the tenant's contractor (subject to the landlord's approval), but must be done under the supervision of the landlord's base building engineer. All associated costs are at the tenant's expense. If the landlord coordinates the work on the tenant's behalf, any costs incurred will be charged back to the tenant, plus a 15% administration fee.



Electrical Systems

Metering & Specifications

The tenant is responsible for all costs associated with the installation of all electrical and mechanical metering consumption devices for the entire Leased premises. Submeters are required for all services, including receptacles, lighting, supplementary HVAC units, etc. Electronic metering and requirements must be determined by Carma Industries.

The electrical contractor is to supply and install Carma Industries digital sub-metering for all tenant power and lighting as outlined below:

- a) Sub-metering equipment and services must be supplied by Carma Industries
- b) The tenant's contractor is responsible for the following:
 - i. Conduit(s) for communications Local Area Network (LAN)
 - ii. Conduit for CT and PT leads (CT – Current Transducer, PT – Potential Transformer)
 - iii. Connectors, fasteners, and junction boxes for conduit
 - iv. Provide, and mount PT enclosures for housing PTs and fuse blocks in 10" x 10" x 4" D-Box
 - v. Install all CTs on the phases corresponding to their assigned PTs as per the EMP wiring chart and individual CT serial numbers
 - vi. Ensure that the white dot on the CTs points toward the power source
 - vii. Connect line-side of PT fuse block to CT source using red, black and blue 12 gauge wire
 - viii. Where step-down CTs over 400 amps are required, provide and mount enclosures for housing 5 Amp Transducers and Shorting Terminals in an 10" x 10" x 4" D-Box. Shorting Terminals will be supplied by Carma Industries
 - ix. Where step-down CTs over 400 amps are required, mount Shorting Terminals and connect current transformer secondaries using red, black, blue and white 12 gauge wire
 - x. Ensure that CTs and PTs are accessible by Measurement Canada inspection personnel
 - xi. Perform any corrections or tracing deemed necessary by Carma Industries
 - xii. Coordinate access to EMPs enclosures that are Measurement Canada sealed with Carma
 - xiii. All conduit connections to EMPs will be installed in a water-tight manner
 - xiv. All electrical loads must be balanced
- c) Acquire all sub-metering installation details from Carma Industries and comply with all requirements outlined in the Installation Details Sheets
- d) The contractor is responsible for the removal of all redundant cabling to the original source

Lighting & Lighting Control

Office lighting is provided by means of recessed air handling fluorescent fixtures, normally 12" x 60" in size complete with 10' 0" cord set for task lighting application. The system permits provision of variable lighting levels on any working plane in any given area. Installed in a uniform pattern, it would provide a nominal 50 foot-candle illumination level. The fixture is portable and fits in any 5' 0" ceiling module in any of six possible positions, which provides complete flexibility in office space planning. The fluorescent task lighting fixture operates at the 347 volt level. To conserve energy, the landlord has provided a computerized lighting control system, which automatically turns off 65% of the lights at 6:00 p.m. each weekday. The remaining lights will remain on until approximately 11:00 p.m. to allow the cleaning staff to complete their work. The landlord provides light switches to control all of the lighting within the leased premises, adjacent to the tenants main entrance doors. The light switches permit the tenant to override the computerized lighting control system after 6.00 p.m. It is recommended that the tenant subdivides the switching to provide individual office lighting control, to maximize energy savings.

If additional fixtures are required, the tenant may order them through the landlord's manufacturer (see the section entitled Recommended Contractors). The tenant and/or the tenant's contractor are responsible for any and all costs for damages to lighting fixtures.

Data & Communications

To ensure and maintain security, all work in riser rooms must be approved by the property riser management firm Rycom (see YCC Required Contractors/Consultants on page 4) in advance of performing the work. The contractor is responsible for all associated costs, and must submit drawings to Rycom for approval before work may begin. Once approval is given, Rycom will provide Cadillac Fairview with all the necessary information. 48 hours advanced notice is required for all requests.

Power & Telephone

Power for duplex outlets at 120/208 volts is available on each floor at a design capacity of two (2) watts per square foot of leased space. Supply, installation and connection of outlets are the tenant's sole responsibility. All wiring in the ceiling (e.g. telecom and data lines) must be completely enclosed in conduit for FT-4 rated cables and plenum rated cable from ceiling boxes. If cable is FT-6 rated, cabling must be independently supported and NOT secured to existing pipes, conduits, or t-bar ceiling hangers.

Life Safety Systems

The YCC utilizes a Chubb Edwards EST3 Fire Alarm System. The tenant's contractor is responsible for any and all costs associated with the re-mapping and re-verification of the Life Safety systems and its components due to modifications, at both the beginning and end of the renovation.

Elevators

All work involving modifications to the elevators (e.g. call buttons, cab indicator strips, etc.) must be done by the base building elevator contractors (see Recommended Contractors). Any and all costs are to be borne solely by the tenant.



Mechanical Systems

Heating, Ventilation, & Air Conditioning (HVAC) Systems

a) 4100 Yonge St.

Heating, ventilation and air conditioning is supplied to the leased premises by means of a ceiling ductwork system through interior troffer light fixtures and perimeter slot diffusers. Thermostatically controlled V.A.V. valves provide separate control of interior and perimeter zones. Thermostats, which are temporarily located in the ceiling space, adjust the V.A.V. cable and radiation in sequence to provide the desired space temperature. Heating for the perimeter zone is provided by means of perimeter radiation elements contained beneath the windows. Return air for both interior and perimeter zone's is taken through light fixture openings to the ceiling space, which acts as a return air plenum. Condenser water is available for limited tenant cooling requirements above the base building standard. Condenser water is available at 85 degrees (supply) and 95 degrees. Chilled water is available at 44 degrees and 30 pound differential in the summer and 48 degrees and 30 pound differential in the winter. All chilled water piping must be insulated, including all new condensation piping from supplementary cooling units. Chilled/water/heating water and supplementary condenser water shall be standard black steel schedule 40 pipe with screwed joints and fittings. Automatic air vents shall be installed at all high points in the water piping system and drains at low points. Provide isolation valves and drain valves for all new coils and equipment. Hydraulically test all piping systems at not less than 12 times the working pressure of final system pressures (but not less than 75 P.S.I.) for a period not less than 12 hours. Flush piping and submit a test report. Flushing and testing to be done prior to connection to the building system.

b) 4110 Yonge St.

Heating, ventilation and air conditioning is supplied to the leased premises by means of a ceiling ductwork system through interior troffer light fixtures and perimeter slot diffusers. Thermostatically controlled V.A.V. valves provide separate control of interior and perimeter zones. Thermostats, which are temporarily located in the ceiling space, adjust the V.A.V. cable and radiation in sequence to provide the desired space temperature. Heating for the perimeter zone is provided by means of perimeter radiation elements contained beneath the windows. Return air for both interior and perimeter zone's is taken through light fixture openings to the ceiling space, which acts as a return air plenum. Condenser water is available for limited tenant cooling requirements above the base building standard. Condenser water is available at 85 degrees (supply) and 95 degrees. Chilled water is available at 44 degrees and 30 pound differential in the summer and 48 degrees and 30 pound differential in the winter. All chilled water piping must be insulated, including all new condensation piping from supplementary cooling units. Chilled/water/heating water and supplementary condenser water shall be standard black steel schedule 40 pipe with screwed joints and fittings. Automatic air vents shall be installed at all high points in the water piping system and drains at low points. Provide isolation valves and drain valves for all new coils and equipment. Hydraulically test all piping systems at not less than 12 times the working pressure of final system pressures (but not less than 75 P.S.I.) for a period not less than 12 hours. Flush piping and submit a test report. Flushing and testing to be done prior to connection to the building system.

c) *4120 Yonge St.*

Heating, ventilation and air conditioning is supplied to the leased premises by means of a ceiling ductwork system through interior troffer light fixtures and perimeter slot diffusers. Thermostatically controlled V.A.V. valves provide separate control of interior and perimeter zones. Thermostats, which are temporarily located in the ceiling space, adjust the V.A.V. cable and radiation in sequence to provide the desired space temperature. Heating for the perimeter zone is provided by means of perimeter radiation elements contained beneath the windows. Return air for both interior and perimeter zone's is taken through light fixture openings to the ceiling space, which acts as a return air plenum. Condenser water is available for limited tenant cooling requirements above the base building standard. Condenser water is available at 85 degrees (supply) and 95 degrees. Chilled water is available at 44 degrees and 30 pound differential in the summer and 48 degrees and 30 pound differential in the winter. All chilled water piping must be insulated, including all new condensation piping from supplementary cooling units. Chilled/water/heating water and supplementary condenser water shall be standard black steel schedule 40 pipe with screwed joints and fittings. Automatic vents shall be installed at all high points in the water piping system and drains at low points. Provide isolation valves and drain valves for all new coils and equipment. Hydraulically test all piping systems at not less than 12 times the working pressure of final system pressures (but not less than 75 P.S.I.) for a period not less than 12 hours. Flush piping and submit a test report. Flushing and testing to be done prior to connection to the building system.

Type K Copper

All plumbing installations must use Type K copper only. Plastic piping of any kind will not be permitted, including, but not limited to, coffee maker supply lines, water filter systems, refrigerators, etc.

Pre-Operational Cleaning Procedures

All mechanical contractors shall clean, flush, and charge any and all new piping for "Closed Systems" utilizing the following methods: Ferroquest FQ7103 and Corrrshield MD4102, or by a landlord approved equivalent. Once the cleaning and flushing has been completed, a "final flush water" sample shall be taken for Cadillac Fairview to confirm system cleanliness. Once accepted by Cadillac Fairview, the new piping shall be charged with Corrrshield MD4102 to achieve a molybdenum level of 100 ppm or better. Only after approval shall the new piping be connected to the existing systems.

Contamination of any "existing systems" by means of an improperly cleaned and/or charged retrofit system(s) will be the responsibility of the tenant. They will bear the cost of rectification, as determined by Cadillac Fairview, and all associated costs will be charged back to the tenant's account.



a) Application

Effective removal of iron oxide corrosion products, oil, grease and dirt from new heat exchangers auxiliary equipment and piping can be successfully accomplished by 1°C to 80°C using Ferroquest 7103 (GE Technologies – Neutral pH Iron Cleaner).

b) Typical Dosage

A typical dosage requirement of Ferroquest 7103 as a pre-operational cleaner is at least a 1% solution or 10 kg/1000L or 100 lbs/1000IG. A Ferroquest concentration should always be at least 1%. Below this the cleaner level may still successfully remove corrosion products off of the metal surface; however, it may not prevent the objectionable “flash rusting” reaction from occurring during the draining and flushing operation of the cleaned system.

Factors affecting the dissolving rate of the deposit on the metal surface are the following:

- i. Concentration of Ferroquest 7103
- ii. PH of the cleaning solution
- iii. Temperature of cleaning solution
- iv. Type of iron oxide deposits
- v. Percent of non-iron oxide constituents in the deposit
- vi. Thickness of the deposit
- vii. Surface condition (hard or soft) of the deposit

The use of either softened or un-softened makeup water has no affect whatsoever on the dissolving rate of the corrosion products in the system. A preferred minimum of 72 hours is required to completely remove the rust deposits and dissolve the oily film on the surface of the metal in a system with an ambient temperature of 16°–24°C (60°–75°F). For optimum effect, Ferroquest 7103 should be continuously circulated during the entire cleaning operation.

Field experience has shown that using a system’s re-circulating pump throughout the entire cleaning operation has been satisfactory, with no operating problems encountered. Upon completion, the system should be drained and flushed. After the spent pre-operational cleaning solution has been effectively removed from a cleaned system, it should immediately be refilled with makeup water and the required concentration of corrosion inhibitor to protect it from corrosion attack.

c) Water Balancing Verification

All water balancing reports are to be submitted to the landlord upon completion of the tenant work on both open and closed water systems. The reports must be done by the landlord’s approved contractor (see Recommended Contractors) at the tenant’s expense.

Plumbing & Drainage

All plumbing material must be CSA/ULC approved. Plumbing tie-ins to the main domestic cold-water supply and connections to the sanitary drain and vent risers are provided to allow for the addition of a limited number of private washrooms in leased premises (subject to the landlord's approval); for these washrooms, the tenant's consultant is responsible to ensure that floor drains are added and properly sloped to meet floor drains. Tenants requiring hot water for kitchens must provide hot-water tanks.

Fire Protection Standpipe & Fire Hose Cabinet Systems

The buildings are equipped with a smoke exhaust system designed to remove smoke from the office floors through designated smoke shafts. Additional fire hose cabinets may be installed to allow for required coverage to occupied areas, at the tenant's expense. Each floor is provided with fire hose cabinets, portable fire extinguishers, smoke detectors and automatic sprinkler systems. All work shall be to the approval of Cadillac Fairview's insurance underwriter and conform to all governing authorities. Complete system to be installed and tested in accordance with NFPA 14. All valves and equipment must be U.L.C approved. Fire lines shall be standard black steel schedule 40 to ASTM-A53 complete with all fittings, hangers and appurtenances. The fabrication and installation of sprinkler systems of NFPA 13. All new sprinkler work must be submitted for review by Cadillac Fairview. The main sprinkler shut-off valve, for the floor where sprinkler alteration is being made, must be "closed" during normal business hours and MUST be returned to the open position for nights, holidays and weekends unless special arrangements have been made with Cadillac Fairview and the local fire department.

Induction/Perimeter HVAC Units

Induction units are to remain base-building standard black, (PRAPT & LAMBERT) OLD SILVER #2303 unless otherwise approved by the landlord in writing.

The landlord's maintenance staff must have complete access to the perimeter induction units. Leasehold improvements at the induction unit locations must permit full access for service and maintenance.



4. TENANT DRAWINGS

Consultants

The tenant is permitted to select their design team for any proposed construction project, subject to the landlord's final approval (it is advisable to review with the landlord the proposed consulting team, prior to engaging their services). When not prepared by the YCC base building consultants, all drawings received by the landlord will be forwarded to the relevant base building consultant for review of impacts on the base building and its systems. The tenant will be responsible for any and all incurred costs associated with the review process.

For clarity, please note that the drawing review process by both the landlord and its base building consultants only considers the proposed design impact on the base building systems. The review does not waive the tenant's design team's requirement to verify or consider the adequacy of the design against applicable and/or relevant building codes, standards, tenant requirements, etc. Additionally, if during the course of construction the landlord deems it necessary for the base building consultant to verify the work in progress, the cost of doing so will be charged to the tenant in full plus a 15% administration fee.

It is recommended that the tenant and/or the tenant's design consultants visit the site to inspect and verify all site conditions prior to the commencement of all design work.

Drawings Submission & Review – Office

Drawings and Specifications

The tenant must submit to the assigned PM three (3) sets of prints and one (1) set of half scale reduced prints, and project specifications in one complete package. In conjunction with the drawings, a sample board of proposed materials and finishes must also be provided. Any revisions to the approved drawing set must be re-submitted for subsequent approval.

Drawings must be submitted no larger than 600 mm x 900 mm (24" x 36") and be bound separately by discipline. Cadillac Fairview reserves the right to request additional information, for purposes of definition or clarification, before giving approval. The drawing submission should include complete architectural, structural, mechanical, sprinkler, electrical, building-automation, security system and life-safety system drawings.

These drawings must show all proposed work and all parts of the base-building system that remain unchanged. Tie-ins and extensions to base-building security, fire alarm and communications systems must also be shown.

Failure to observe any YCC requirements when preparing drawings may result in a request for revision by the landlord, or by the landlord's base building consultant. The landlord reserves the right to alter any section of this Design & Construction Manual information without notice, which may necessitate a further submission by the tenant.

The landlord requires up to ten (10) business days to review drawings and provide comments and/or approval. Resubmissions also require up to ten (10) business days for review. When submitting drawings, the tenant and/or the tenant's design team should consider the turn-around time required, and plan accordingly. The landlord will not be held responsible for any delays in the project which may result from tardy or incomplete submissions, drawings requiring resubmission, etc.

Base Building Technical Data

Please contact the assigned PM should specific base building technical data be required.

Structural Drawings

Structural drawings should be provided where special conditions warrant their production (e.g. openings in slabs, high density file storage areas, etc.). Should openings of any kind in the concrete floor be required, it is recommended that the tenant engage the landlord's base building structural engineer in advance of the drawing submission, to review and approve the proposed renovations. The landlord's base building structural engineer must review and approve all renovations having a structural impact.

Reflected Ceiling/Lighting Plans

Reflected ceiling/lighting plans should include:

- a) Lighting layout (including fixture types and counts), pattern, materials and suspension details;
- b) The locations of all access panels required to service building systems.

Floor Plans

Where the leased premises occupy less than a full floor, plans must show the entire floor plan identifying the location of the premises and their relationship to the elevator lobby, exits, washrooms, etc. Floor plans should include the following information:

- a) The locations of all major fixed elements within the leased premises dimensionally related to grid lines and demising partitions
- b) Room names and uses
- c) The location and layout of rooms with unusual loading concentrations
- d) Materials and finishes throughout the premises

Approved Drawings

A set of prints of the approved permit drawings must be kept on the premises for the duration of the construction period, so as to be available for reference purposes to the landlord's authorized representatives.

Construction Schedule

The landlord must be provided with an approved construction schedule outlining the date work is to begin and hours of work. The schedule must be provided in a Gantt chart format showing milestones and be broken down by trade and the duration of their work.



Drawings Submission & Review – Retail

The following section provides cursory information with respect to proposed retail tenant's construction/renovation projects. Though it serves as a reference for such submissions, all proposed projects must be in strict accordance with the requirements of the Retail Design Criteria Manual which can be obtained from the landlord.

General Guidelines

All renovations and new construction intended to be performed by the tenant or its contractors must be completely and accurately detailed in working drawings, prepared by a qualified interior designer or a registered architect, whose selection has been approved by the landlord and submitted to the landlord a minimum of one month prior to possession. The drawing set must be submitted to the landlord for approval, which must be given in writing by means of the landlord's signature of approval on the tenant's drawings, prior to the commencement of any proposed construction.

The drawing submission must be in accordance with the schedule stipulated in governing lease documentation and/or the drawings due date given by the landlord. Should the premises be incomplete at the time drawings are required for submission, the tenant must base its drawings on available information, including outline drawings provided by the landlord, and must confirm the accuracy of its drawings when the landlord's work has been completed.

Any delay by the tenant in providing such information may affect the possession date, but shall not affect the term commencement date.

The landlord will supply to the tenant outline plans, if available, for the designer's information and use. These plans will be in the form of the property's base building drawings or working drawings provided by the previous occupant of the premises. For clarity, the landlord does not guarantee, in any way, the accuracy of the information contained in such drawings. It is the tenant's responsibility to ensure that site conditions are accurately reflected in the drawing set.

Please note that the design criteria supersedes all notations on reviewed drawings. The tenant and its designer are obligated to conform to the set design criteria.

All drawings and samples must be submitted with a properly noted transmittal and/or letter. Information on transmittal/letter to include but not limited to the following:

- a) Contact information (designer, architect, etc.) full name (initials will not suffice), company name, company address, phone number and/or email address
- b) Reviewed drawings to be returned to (if different from above): full name, company name, company address, phone number and/or email address

Submission Requirements

The following documents must accompany all retail project drawing submissions sent to the landlord's PM (i.e. the Tenant Projects Department):

- a) Two (2) sets of the preliminary architectural drawings
- b) Two (2) sets of the final architectural drawings (material sample board must accompany the architectural drawing submission for final approval)
- c) Two (2) sets of the storefront Sign shop drawings; and,
- d) Three (3) sets of mechanical and electrical drawings sent directly to the property's respective base building mechanical and electrical engineering consultants.

Preliminary Submission

A preliminary drawing submission is recommended as a part of the drawings approval process. Its purpose is to provide the landlord with an opportunity to comment on the proposed design concept so that the landlord's requirements may be incorporated into the final working drawings and so that site conditions are appropriately addressed in a timely manner. If at any time the project team requires any clarification on project and/or drawing requirements, the project lead is strongly encouraged to contact the landlord's PM for assistance.

The preliminary submission should be labelled "Preliminary Set" and can be emailed in PDF format (or two (2) sets of prints) that include, but are not limited to, the following:

- a) An outline plan of the store, at a suitable scale and paper size (no less than an 11" x 17"), showing the general merchandising layout
- b) A thoroughly dimensioned demolition plan, floor plan, reflected ceiling plan, storefront and interior elevations, and sections through the storefront, at a suitable scale sufficient to allow understanding of design details
- c) Definitive storefront and interior sign information
- d) A complete and comprehensive material sample board which accurately displays all finish materials and colours to be used (materials to be keyed to the drawings)
- e) A colour rendering of the storefront or other store photos of similar concepts

Note: Preliminary approval is for concept only. Final submission is required for commencement of construction or the manufacturing/ordering of materials, store fixtures and signage.

Architectural Submission

All Architectural drawing packages must include all of the following, and are subject to a review fee of \$500.00:

- a) Demolition plan of existing interior partitions and fixtures where applicable
- b) Floor plans showing dimensions related to lease lines and centre lines of demising partitions, storefront configurations, general merchandising and fixture layout, and flooring material throughout the premises



- c) Grille closure details: full specifications and drawings are required including locking device details
- d) Reflected ceiling plans showing ceiling materials, locations and types in legend format of all light fixtures, location of all special electrical equipment, and location of mechanical diff users and return air grilles; location of access panels. Lighting specifications, including category numbers, wattage levels and lamp types, are also a requirement
- e) Storefront and interior elevations, storefront cross-sections, and related details
- f) Signage details showing elevation and section, size and dimensioned location at storefront, colours and materials, mounting and lighting details. Sign shop drawings must also be submitted from the sign manufacturer for final landlord approval
- g) Material, illumination and construction specifications
- h) Colour picture and/or a rendering of the storefront with new signage
- i) If an existing sign to be replaced, a picture and/or rendering of the existing storefront is to be submitted along with a superimposed picture of the new storefront signage
- j) Specifications and identification of all materials and interior finish schedule
- k) A complete material sample board, which displays fully and accurately all finish materials and colours to be used, keyed to the drawings. The sample board should clearly and accurately identify the major finishes to be used in the store

Please Note:

- i. The submission of a sample board is mandatory; final drawing/project approval will not be granted without its provision
- ii. Anticipate changes to drawing submission. If sufficient changes are required, the tenant coordinator will require the drawings be resubmitted for final approval
- iii. "Approved" drawings will be stamped by the tenant coordinator, where drawing approvals are valid for six months from date stamped

Sample Board Submission

The material sample board must fully and accurately display all finish materials and colours to be used (keyed to the drawings), and is required for the final submission (drawing/project approval will be not granted without a material sample board). Samples are to be mounted onto a rigid board (loose samples are not permitted), and should consider the following:

- a) Clear and accurate identification of major finishes to be used in the store
- b) Scanned photos or digital images of materials and samples will not be accepted
- c) Samples mailed to the tenant coordinator must be packaged and shipped properly to avoid damage (i.e. broken items)

Mechanical & Electrical Submission

The mechanical and electrical drawings are to include all of the following:

- a) Detailed ductwork layout, diffuser layout, and proposed location of thermostat(s)
- b) Complete heat gain/loss calculations
- c) Details and location of any required roof opening and related roof-mounted equipment
- d) Sprinkler layout showing pipes, size and head location
- e) Plumbing layout indicating fixture specifications, hot water tank, drains and any other equipment and materials
- f) Single line riser diagram with an electrical load summary on the basis of watts per square foot showing connected and demand loads, and electrical panel schematics
- g) Location of all electrical equipment and light fixtures, including night, emergency and exit lights (specify size, wattage, type and mounting)

Note: Mechanical and electrical drawings are reviewed by the landlord's consultants and therefore any inquiries should be directed to the landlord's representative

Typical Fee Structure

Drawing reviews carried out by any of the landlord's base building consultants (mechanical, electrical, or structural) will be subject to the following fees (fees are subject to change without notice). Please note that these costs will be charged back to the tenant, plus a 15% administration fee, as per our standard lease agreement.

- a) Electrical \$500 per drawing set
- b) Mechanical \$500 per drawing set
- c) Architectural \$800–\$1,800 dependent on the complexity of the drawing plan
- d) Structural – dependent upon complexity of structural work
- e) Review fees for a food court tenant
- f) Electrical \$500
- g) Mechanical \$500
- h) Structural – dependent upon complexity of structural work

Engineering drawings and site inspection fees can vary from each project, and are subject to change without notice. Should the tenant elect to engage any base building consultant, the corresponding fee shall be waived.



5. CONSTRUCTION PROCEDURES

a. Construction in Planning

The following subsections contain information regarding the documents required by the landlord prior to the commencement of any work. The tenant and the tenant's designer are strongly encouraged to review the information contained herein so that the submission package is complete, and so that the landlord can expedite any required revisions and approvals.

General Requirements

Appointment of the Contractor

The tenant is required to engage its own contractors (and sub-contractors where applicable) for the purpose of carrying out its construction work. All contractors:

- a. Are subject to approval by the landlord
- b. Must be in good standing with the provincial Workers' Safety & Insurance Board
- c. Must ensure that the work performed by each unionized trade does not conflict with the work that other unionized trades are legally entitled to do by virtue of their collective agreements
- d. Must utilize subcontractors for automation, mechanical, electrical and fire-alarm approved work that are familiar with the base building systems
- e. Must utilize base building required contractors where directed by the landlord in this document

The Recommended Contractors section provides contact information for contractors of various disciplines that are experienced with YCC's construction policies and procedures. This list is meant to serve as a recommendation only, and Cadillac Fairview assumes no responsibility whatsoever for the use or selection of any contractor and their workmanship or their behaviour while working at YCC.

Trades

For all project work at YCC, the tenant must employ union affiliated contractors, subcontractors, etc., and ensure that the work performed by each unionized trade does not conflict with that of other unionized trades legally entitled to do so by virtue of their collective agreements. The trades must have union affiliation compatible with that of the landlord's contractors. The tenant is solely responsible for all damages (and associated repair costs) that may result from its contractors' failure to comply with this requirement.

The tenant is permitted to use non-unionized trades only for painting, furniture moving/setting, and audio/visual installations/work.

Documentation

The following documents/information must be submitted to the landlord's assigned PM, and is required before any proposed work can proceed:

- a) Landlord written acceptance of tenant drawings/specifications
- b) A construction schedule

- c) Base building consultant approval of all relevant drawings
- d) All general contractors must provide a copy of their Health & Safety Policies, and a letter which indicates that their policy will blanket all sub-trades
- e) All relevant YCC Permit Forms must be completed to the best of the contractor's ability. Updated YCC Work Permits can be obtained from the landlord
- f) Comprehensive Contact Information Sheet showing all of the contractor's and subcontractor's employees designated to work on the project. Emergency contact numbers and email addresses should also be included
- g) A copy of all relevant City of Toronto building permits (i.e. mechanical, electrical, etc.)
- h) A copy of the Notice of Project (if applicable)
- i) A copy of the health department approval (if applicable)
- j) Valid WSIB Clearance Certificate
- k) MSD sheets (if applicable)
- l) Certificate of insurance with complete coverage and additional insured parties named
- m) A letter on signed company letterhead indicating that the contractor has read this entire document, and agrees to abide by the terms and conditions as stated herein

Health & Safety

The tenant and their contractor are responsible to ensure strict compliance with OHSA and any other applicable health and safety regulations. The tenant and their contractor shall take all necessary precautions to safeguard workers and the public from injury and accident, while preserving the integrity of all private and public property.

Routine site visits will be performed by a landlord representative to review the project progress, workmanship, general safety requirements, and conformance with the landlord's contractors rules and regulations. The landlord reserves the right to cease all work until unsafe work conditions or practices are resolved without penalty.

YCC Permits

Various construction activities require special YCC specific permits. Specifically, permits are required for: general construction work, hot work, scanning & coring work, fire protection system work, and service work. Additionally, whenever a reservation for the service elevator is required, a YCC Elevator Requisition Permit must be completed.

Permit forms are available from the YCC website and must be submitted to the email addresses as shown thereon. If for any reason you require clarification or assistance with the completion or submission of any permit, please speak to the assigned Cadillac Fairview PM.

Failure to submit a completed permit for any cited activities may result in a construction violation, and may be subject to a fine. Please see the Construction Violations on page 39 for further information.



Insurance Requirements

Evidence must be provided, in a form acceptable to the landlord, that the contractor has general liability insurance for a minimum of \$5.0 million. Insurance coverage must include the following names as additionally insured parties:

Table 9 – Additionally Insured Parties

4100 Yonge St.

- The Cadillac Fairview Corporation Limited
- YCC Limited
- CF/Realty Holdings Inc.

4110 Yonge St.

- The Cadillac Fairview Corporation Limited
- YCC Limited
- CF/Realty Holdings Inc.

4120 Yonge St.

- The Cadillac Fairview Corporation Limited
- YCC Limited
- CF/Realty Holdings Inc.

If a company is a subsidiary of another firm, proof of adequate insurance must be provided in the form of either an actual certificate of insurance as outlined above, or a letter and Certificate of Insurance from the parent firm indicating acceptance of responsibility for the subsidiary's work.

Construction Deposit

The landlord will require a construction deposit (certified cheque or money order payable to The Cadillac Fairview Corporation Limited) between \$1,000 and \$10,000 per floor per project, to be held in a non-interest generating bank account. The assigned PM will provide the contractor with the determined value of the deposit. These monies will be held until all close out documentation is received, and if they are not received, the monies will be applied against obtaining said documents.

Additionally, if for any reason the contractor fails to rectify any outstanding deficiencies at the project completion, or repair any damage to the YCC premises, the deposit will be used by the landlord to execute the work on the contractor's behalf.

Unused monies will be refunded, in full, to the contractor.

b. Construction in Progress

The following subsections contain critical information for the contractor and subtrades to observe while conducting work on the YCC premises. Specifically, information on checking-in/checking-out, construction procedures, service costs, loading dock procedures, etc. is provided. The contractor and all subtrades must abide by all of the policies, procedures, and guidelines contained herein. It is also the tenant's responsibility to ensure that their project team abides by these rules.

Permit Forms

The YCC is a very large and intricate complex. In order to manage the daily activities throughout the complex, the landlord has created various permit forms to create a line of communication between the contractor and the facility operations. All permit forms can be obtained from the landlord. The following list provides a description for the various forms, and for when they should be used.

Table 10 – Permit Forms Descriptions

Permit	Description
Power Shutdown Request	This permit must be filled out and submitted to the landlord prior to the execution of any work. Fields such as tenant, project location, contractor contact info, etc. are required. In addition to the permit, a detailed trades sheet must be attached. This sheet must provide the names and contact numbers of all personnel that will work on the project (i.e. GC and subtrade personnel).
Service Work Permit	This permit is used for service contracts between tenants and contractors. This form permits a contractor access to a tenant space to perform service and maintenance work.
Freight Elevator Requisition Permit	This form is used to secure the exclusive use of the service elevator.
Hot Work Permit	This permit is used to notify the Fire & Life Safety department of any work using propane equipment.
Scanning, Coring & X-raying Work Permit	This permit is used to schedule scanning and coring work (typically for plumbing and electrical floor penetrations).
Fire Protection System Bypass Permit	This permit is used to notify the Fire & Life Safety department of any work on fire protection systems (e.g. sprinkler systems, fire alarms, etc.).



Business Hours

Normal business hours at the YCC are generally between 8:00 a.m. and 6:00 p.m., Monday through Friday, 8:00 a.m. to 1:00 p.m. on Saturdays.

Keys & Identification Badges

While on site, all construction personnel must obtain and carry (on their person) a building identification badge at all times. Badges are issued daily at the Access Control Centre (ACC), and must be signed out individually at the beginning and end of each shift. All construction personnel must have proper, government issued, personal ID, and proof of employment with a contractor or union affiliation. Similarly, all keys and access cards must be signed out at the ACC, and are available on a first-come first-serve basis. The aforementioned forms of identification must be available for review by landlord representatives at any time, upon request. Failure to adhere to this policy may result in the issuance of a fine (please see Table 13 – Construction Violations & Associated Fines on page 39).

Roof-top Access

In addition to the daily sign-in/sign-out process, if a contractor requires access to any roof-top area at YCC, the contractor must sign a waiver form at the ACC and present proper fall-arrest certification documents for review. Approval to access a roof-top area is subject to the discretion of the security staff, and should be indicated on all permit forms in advance of performing the work/requesting access.

Noise & Sensitive Work

Construction may take place within the leased premises during normal business hours, but if the work is deemed too noisy, Cadillac Fairview reserves the right to immediately reschedule all work to the evenings (6:00 p.m. to 7:00 a.m.) at the sole expense and responsibility of the tenant. All noise generating work (i.e. demolition, hammering, drilling, cutting, etc.) must be carried out between 1900 and 0700 hours, Monday to Friday, and anytime during weekends. Working hours must be communicated to, agreed upon, and arranged with the assigned project manager. Any work outside of the leased premises must be enclosed by full-height plywood hoarding painted to match the surrounding finishes.

Sensitive work is defined as work which causes odours, vibrations, noise or other undesirable effects that emanate from the premises which, in Cadillac Fairview's opinion, are objectionable or cause any interference with safety, comfort or convenience for the building and its occupants. Sensitive work shall take place outside of normal business hours.

Temporary Services

The contractor is responsible for the distribution of temporary power and telephone service within the work areas. Exposed electrical cords are not permitted outside the occupied areas.

Construction Services

The following table (Table 11 – Construction Service Costs) shown below, contains costing information for various services required in typical construction projects. These services must be requested via the YCC Permit Forms, and can be found on the YCC website.

Table 11 – Construction Service Costs

Service	Cost
Hydrostatic test	\$200/floor
Drain down	\$250/day
Standpipe drain down	\$350/standpipe/zone/day
Cancellation of any of the above	50% refund of payment
Audit – contractor logs or pass cards	\$50/hour
Freight elevator Requisition	Self operated: \$25/hour Operator assisted: \$85/hour

All cheques pertaining to sprinkler/standpipe system drain downs or H-tests must be hand delivered to a representative of the Emergency Response Team, or the assigned PM, 72 hours in advance of the scheduled work.

Cheques for all properties must be made out to: The Cadillac Fairview Corporation Limited.

Shipping & Receiving

The loading dock at the YCC is located at:

- The rear of 4100, 4110 and 4120 Yonge Street

Deliveries and pick-ups at the YCC loading dock are permitted between 0700 and 1800 hrs, and will be allowed 45 minutes for loading/unloading. Arrangements must be made for all deliveries outside of these hours. Passenger vehicles or passenger type vans without commercial plates will be denied entry. All vehicles entering the loading dock are subject to vehicle inspection or search, and must render shipment manifests and delivery destinations. The maximum clearance is 3.65 m (12 feet); vehicles exceeding this height will be turned away. Under no circumstances should the building waste compactor or equipment be blocked by bins or vehicles or be used for construction materials. Failure to comply with the stated conditions will result in a vehicle ban and towing from the YCC at the owner's sole expense.

The Shipping and Receiving access ramp is restricted and considered a "Security Zone." Only security personnel and CF staff conducting work or carrying out maintenance duties have access.

Construction disposal bins are permitted between 1700 and 0700 hrs Mon. to Fri., all Sat., Sun. and holidays. Placement of the bins should be in designated areas only.



Deliveries & Hoisting

Equipment and/or material deliveries to the construction site must be via designated routes, and contractor may not use landlord's equipment (i.e. bins, dollies, etc.). All materials and equipment must be brought to the site via the loading dock and freight elevators only. Construction materials may not be delivered to the loading dock Monday to Friday 0800 to 1800 without prior permission and movement of material through the concourse is prohibited between 0800 and 0930, 1100 and 1430, and 1630 and 1800. Arrangements for handling heavy or bulky items requiring special handling or hoisting must be made.

Loading dock facilities and freight elevators should be reserved in advance (service charges will apply and must be paid by certified cheque in advance; outstanding balances must be paid before further reservations can be arranged), and require 48 hours notification. Reservations may be made via toAssist. The contractor must notify YCC Security of their arrival and completion of work via two-way intercom speaker at the Access Control Centre (ACC) that is connected to the Security Operations Centre (SOC).

Contractors, service personnel and tenants must take all necessary precautions to minimize damage to or marring of elevator walls, doors, floors and ceilings. The tenant and tenant's contractor will be responsible for all costs associated with repairs to damaged items/finishes. Contractors are expected to report any property damage to Security immediately to ensure accountability.

Site Work

The tenant and their contractor must ensure that all construction work is carried out in strict accordance with the approved drawings. Similarly, they must also ensure that all construction work complies with all applicable laws, by-laws, codes and regulations, including all applicable construction safety regulations including, but not limited to O.H.S.A. and W.H.M.I.S.

The follow subsections detail various requirements for other typical workplace construction activities.

Building Automation System (BAS) Work

The tenant's project team is responsible for providing the landlord's PM with an itemized list of all systems that will be tied into the YCC Building Automation System (BAS). This includes items such as temperature sensors, access control card readers, etc. The list provided by the project team will ensure that connections are appropriately captured so as to mitigate potential oversights upon commencement of tenant operations within the leased premises.

Drilling, Cutting, and X-raying

Any and all drilling or cutting into the building's concrete structure must be reviewed and approved by both the landlord and the landlord's base building structural engineer. Drilling or cutting without authorization is strictly prohibited.

Prior to drilling or cutting, the contractor is to engage the base building x-ray contractor (or landlord approved equivalent) to locate all embedded material via an x-ray of the slab in the immediate location of the proposed hole. All drilling/coring locations shall be submitted in drawings, accompanied by the corresponding film, for review and approval by the appropriate parties at the tenant's sole expense.

Drilling, coring, and x-ray work must be performed during off-business hours, with seven days advance notice to the landlord.

Electrical Power Shutdowns

All requests for electrical-power shutdowns must be made in writing and submitted to the assigned PM for approval four (4) weeks prior to the scheduled date. Shutdowns may take place between 0000 and 0600 hrs on weekends only.

Riser Room Access/Work

Access to the riser rooms throughout the YCC is managed by Rycom (see YCC Required Contractors/Consultants on page 4). The tenant's contractor is responsible for coordinating access to the riser rooms, and must supply any requested documentation to Rycom in advance of performing the work.

Any work in the riser rooms must be done in accordance with all relevant and applicable building codes and standards. Specifically, all floor slab penetrations must be smoke stopped and fire sealed. If a tenant's work infringes on a conduit/penetration that does not comply with relevant codes and standards, it is the tenant's responsibility to ensure that measures are taken to meet said requirements. Penetrations that are not compliant will not be "grandfathered;" all performed work must be completely compliant.

Security Electrical Contractor

Only approved contractors may work on the Security & Life Safety systems (i.e. card readers, cameras, etc.). Please see YCC Required Contractors on page 4.

Air System Shutdowns

Requests for air system shutdowns must be submitted for approval with at least 48 hours advance notice. All requests must be directed to the assigned PM for approval. A tenant's request for extra air conditioning will take precedence over a contractor's shutdown request.

Sprinkler Systems

The landlord must approve all revisions to the base-building sprinkler system. The sprinkler-control valve will be closed and the line(s) will be drained until the completion of work on a given floor. Upon completion of all work, the system must be water-pressure tested at 200 psi for two hours, and H-tests must be performed when ten (10) or more heads have been altered. It is imperative that test certificates are forwarded to the Access Control Centre and the Fire & Life Safety manager within 24 hours of testing. The sprinkler system will be reactivated once all tests have been approved.

During construction, when ceiling tiles are removed, existing sprinkler heads must be temporarily removed and upright heads must be installed in accordance with relevant codes and standards. Upon installation of the ceiling tiles (i.e. construction completion), the original sprinkler heads must be reinstated in accordance with relevant codes and standards.



Water System Shutdowns

All requests for water system drain downs (e.g. fire system, domestic water, etc.) must be submitted with a minimum of 72 hours advance notice, and standpipe shutdowns must be submitted with 96 hours advance notice to the YCC Fire & Life Safety Department. Cancellation notification for shutdowns must be provided to the Life Safety Department with at least 24 hours advance notice. The contractor will be charged 50% of the full drain down cost upon failure to provide cancellation notification to YCC Fire & Life Safety staff. Requests can only be made via YCC permit forms.

Plumbing

Where plumbing is removed within the leased premises, all lines and connections must be removed from the ceiling spaces back to the core riser and properly capped. This is applicable even if the plumbing runs through other occupied areas before reaching the core riser.

Access Panels

Access panels in finished walls, ceilings and floors must be provided to permit access to equipment or services. Access panels must be a minimum of 600 mm x 600 mm (24" x 24").

Power-Activated Devices

Power-activated fasteners may not be used to fasten materials to the metal deck.

Revisions to Life Safety Systems

The authorities having jurisdiction must approve all revisions to the base building life safety systems. Revisions to the fire alarm system must be approved by the landlord, and any proposed revisions must equal or exceed the standard level of protection and detection throughout the YCC.

Any person working on the fire alarm system must have on their person a valid Canadian Fire Alarm Association (CFAA) certificate. At no time is the Fire Alarm System to remain in trouble mode after work is completed, and at no time is any work on the system to impair detection or communication with adjacent or satellite areas. The contractor is solely responsible to clear all trouble alerts from the system. The tenant must use the YCC required contractors as shown on page 4.

Electromagnetic Locking Devices

Electromagnetic locking devices and related signage shall be installed in conformance with the Ontario Building Code. The landlord has no authority to respond to requests for deviations.

Prior to the activation of electromagnetic locking devices, the installers/owners certificate required by the City of Toronto Fire Department must be completed by the installing contractor and verified by the landlord's fire alarm service contractor. The contractor is solely responsible to make all arrangements with the landlord's fire alarm service contractor seven (7) business days in advance of such work. All required form(s) must be submitted to the Life Safety Department at the time the request for verification by the landlord's fire alarm service contractor is made. All verification paperwork must be submitted to the manager of the Fire & Life Safety Department within 24 hours of completion.

Voice-Communication Speakers

At no time may a floor be occupied during normal office hours if the speaker system is out of operation. All revisions must be performed during the night shift and co-ordinated to ensure that the system is fully operational and checked out by the start of business the following day.

Peripheral Devices

Fire alarm peripheral devices are not to be modified/tampered with without prior approvals from the landlord. This includes, but is not limited to, pull stations, smoke/thermal heat detectors, speaker systems, and pre-action systems. Additionally, the base building EVC speakers may only be painted using a ULC compliant paint, verified by ULC and GE upon completion of all work. Alarm speakers must not be painted; speakers that have been painted will be replaced and reverified at the tenant's sole expense.

Fire System Work

For any work on the YCC Fire Protection System, the contractor is responsible to employ the YCC required contractor (please see the section entitled YCC Required Contractors) to re-map the fire system upon commencement and conclusion of work. This includes for items such as the temporary or permanent deletion or removal of smoke alarms, manual pull stations, speakers and/or heat detectors, etc. Failure to do so will result in all rectification costs being charged back to the contractor and/or the tenant.

Fireproofing Material

All removed fireproofing material (either through construction, deconstruction, or if found to be non-existent on structural steel elements and floor penetrations) must be reinstated with a suitable and approved fireproofing material. This replacement material must be installed in accordance with pertinent building and fire codes, and is the sole responsibility of the contractor.

The landlord approved fire resistive material is CAFCO 300SB. This material is specially designed for the retrofit construction market.

Fire Watch

During a required fire watch, the relevant area must be patrolled once per hour and reviewed for potential fire hazards and signs of fire. Patrols should be documented for the purpose of inspection by the presiding authorities, and are to remain in place for one hour after any hot work is completed.

A Hot Work Permit must be completed and submitted as required, in advance of any hot work being performed. The approved permit must be on-hand and displayed at the project location(s) and be available for review by the YCC staff upon request.

Common Area Restrooms

The tenant's contractor may not use common area restrooms. Only where the tenant occupies a full floor may the tenant's contractor use the restroom on that floor. Public restrooms are available on the concourse level.



Site Protection

All building finishes, including window film (where applicable) and carpets must be adequately protected to prevent damage. Damage to the building finishes will be repaired by the landlord at the contractor's expense. The following protection is required:

- The contractor must supply and protect carpet finishes with plywood and plastic sheets
- Dust control mats must be placed at all construction exit points
- When handling YCC Retail Concourse ceiling tiles, all trades must wear clean white gloves to prevent stains or damage. Damaged tiles will be replaced by the landlord at the contractor's expense at a rate of \$1,500 per occurrence.

Window Film

At the YCC, window film has been installed in various locations to assist the HVAC systems manage the solar gains in leased premises. The following table details the location of installed window film.

Table 12 – Window Film Location

Building	Location
4100, 4110 and 4120 Yonge Street	All Sides – All Floors

Construction Violations

In an effort to enforce the YCC's various construction policies, procedures, and guidelines, the following fines have been established to discourage delinquent behaviour, poor construction practices, and unsafe workplace health and safety practices. These fines will be levied against the contractor determined to be responsible for the cited violation.

The tenant's contractor is responsible for the actions of all project tradesmen and delivery people. Any person found to be performing an unsafe act or exhibiting a blatant disregard for existing work, or disrespect towards tenants or other people at the YCC will be promptly removed from the premises and not permitted to return. Moreover, repeated violation of the YCC's rules and regulations, or delinquent payment of outstanding fines, may result in a cessation of all construction activities for which that contractor is responsible, and a subsequent ban from performing any work (present or future) at the YCC. The landlord will not be held responsible for the costs resulting from banning a contractor and/or an employee from the YCC premises.

Table 13 – Construction Violations & Associated Fines

Construction Violation	Fine Per Occurrence
Cause of fire. Any incurred damages will be added to this fine.	\$ 10,000
Failure to comply with the National or Provincial Fire Code, Building Code, OHSA, or any other relevant code regulation, or applicable act.	Up to \$10,000
Open flame work without a Hot Work Permit and an ABC 10 lb. extinguisher within 10 feet. Non-functional extinguishers will be confiscated.	\$3,000
Negligent or deliberate disconnection of the fire alarm system without authorization or contractor certification, or activation of fire alarms (i.e. tones and/or no tones)	\$3,000
Leaving the YCC premises without reinstating the fire alarm system bypass.	\$3,000
Obstruction of any fire equipment (e.g. pull stations, hose stations, etc.)	\$1,500
Improperly stored compressed gas cylinders while not in use.	\$1,500
Failure to post all Building Permits, WSIB, WHMIS, H&S Policy in visible locations.	\$500
Storage of combustibles in common areas, or unsafe accumulation of refuse.	\$500
Obstructing or “wedging open” any mean of egress.	\$500
Smoking while on the YCC premises.	\$500
Unauthorized garbage disposal at shipping & receiving-loading dock.	\$500
Improper implementation of dust control measures at entrance and exit areas.	\$500
Failure to use wooden support for construction bins in the loading dock.	\$500
Storing equipment in areas other than the construction site (including riser rooms).	\$500
The use of passenger elevator by contractors.	\$250
Unauthorized parking, welding, sawing, and/or cutting in the loading dock.	\$250
Failure to return badges, keys, or pass cards to the Access Control Centre.	\$250

Proper personal protective equipment (PPE) must be worn on-site by all visitors until such time as the site is deemed substantially complete. Violations are subject to fines as per above.



Site Cleanliness

Cleanliness

Contractors must ensure that the construction site and common areas are completely free of debris. Daily removal of dirt and marks from common areas is required. Arrangements with the base-building cleaners should be made.

All work near the elevator lobbies requires the installation of adequate protection to ensure that infiltration of dirt and debris does not enter the elevator shaft (e.g. a plastic sheet taped around elevator door perimeter to ensure a tight seal).

Where special cleaning is required to maintain neat appearance, such cleaning will be done at the contractor's expense.

Safety precautions must be undertaken when extension cords are required. Where possible, the extension cord must be run through the ceiling to the desired location.

Garbage & Waste

The contractor is solely responsible for the removal of all generated construction debris and must remember to avoid the accumulation of large amounts within the construction premises to avoid fire hazards. The freight elevator must be reserved to remove such debris. As space in the loading dock is limited, disposal bins are only allowed to remain in designated areas between 1700 and 0700 hours Monday through Friday, and all hours on Saturday, Sunday and holidays.

Arrangements for disposal bin delivery must be made through the Shipping and Receiving Department. A list of authorized companies to deliver disposal bins is available from the Shipping & Receiving Department. Bins must be placed upon wooden supports in designated areas and, upon removal of the bins, the contractor shall leave the area in a tidy swept condition.

For recycling information purposes, the disposal bin provider bin will be required to submit a copy of the materials weight scale ticket to the Facilities Operations Manager. The materials weight scale ticket must be submitted within 24 hours.

c. Construction Completion

Before work is deemed substantially complete, the landlord's approval must be obtained in writing. This approval indicates that work has been carried out in a satisfactory and acceptable manner. If approval is not obtained, the landlord may be required to complete or revise various portions of the work in order to bring it into line with YCC standards. Any and all such work will be done at the tenant's sole expense.

Premises Cleaning

Upon construction completion, the leased premises must be left in a clean "move-in" condition. In addition to the foregoing obligations, tenants are responsible for ensuring, before premises are occupied or reoccupied, that the following areas and/or items are cleaned:

- All light fixtures and lenses
- Ceilings and ceiling tiles
- Floor tiles and carpets
- Corridor walls and doors immediately adjacent to the occupied premises
- Perimeter radiation or induction units (both inside and outside)
- Lint screens and coil (cleaning shall be done by the landlord, charged to the tenant's account)
- Interior face of perimeter windows (where window film is installed, the landlord's contractor will perform this work at the tenant's expense)
- Electrical trench header ducts, including those adjacent to the occupied premises
- All service rooms
- Venetian blinds (cleaning of the blinds shall be carried out by the base-building cleaning company, and charged to the tenant's account)
- In instances of full floor occupancy, all restroom facilities

To avoid possible conflict with the building's cleaning program, tenants/contractors are requested to employ the YCC Housekeeping Services provider (see Recommended Contractors) for post-construction cleaning.

Premises HVAC Systems

Prior to the tenant occupying the space, the following items must be completed and verified at the tenant's sole expense by the YCC recommended and/or required service providers/contractors:

- Consolidated Air Balancing Report (including perimeter induction units and VMA on open area)
- Calibration of all induction unit controls and VAVs
- Cleaning of all perimeter induction unit with steamed cleaning process
- Duct cleaning
- Verification of all HVAC systems (refer to Commissioning on page 43)



Commissioning

Commissioning is a structured and documented process aimed at ensuring that mechanical and electrical systems are designed, installed, functionally tested, and capable of being operated and maintained according to the owner's operational needs. The commissioning process confirms the design criteria with respect to achieving business functionality and occupant comfort. Ensuring that the HVAC and electrical systems will perform as designed and intended is paramount to the tenant's satisfaction with the leased premises over the duration of the term.

It is essential to understand the fundamental differences between commissioning processes and the standard services provided by engineering consultants. The following table provides this information.

Table 14 – Commissioning Process

Program Phase

- Review & verify documentation of Owner's Requirements (Design Intent – DI)
- Review & verify documentation of Designers' Basis of Design (BD)
- Develop a Commissioning Plan

Design Phase

- Review & verify that the schematic design satisfies the DI and DB
- Refine the Commissioning Plan
- Review & verify commissioning specifications for construction documents
- Review & verify that the construction documents satisfy the DI and DB

Construction Phase

- Review & verify that any design changes satisfy the DI and DB
- Refine the Commissioning Plan
- Review and verify that the contractor's submittals satisfy the DI and DB

Acceptance Phase

- Review & verify installation approval given by design consultants
- Review & verify start-up and checkout approval given by design consultants
- Review & verify functional testing approval given by design consultants
- Review & verify Operation and Maintenance Manuals and staff training
- Prepare a report on the results of the commissioning
- Prepare a Systems Manual (DI and BD and commissioning benchmarks)
- Undertake a resolution of any outstanding deficiencies

Commissioning the leased premises prior to move in is a required construction practice at the YCC. All commissioning is handled by the base building commissioning agent (see Property Consultants), and all associated costs of commissioning are at the tenant's sole expense.

Required Close-Out Documentation

Project close-out documentation is a requirement for every tenant project. The tenant and the tenant's contractor are required to provide all close-out documents within four (4) months of the completion of site work. The following documentation must be provided to the landlord's satisfaction in order for a project to be considered substantially complete:

- Certificate of Occupancy
- WSIB certificate
- As-built drawings (two (2) hard copies and one set of soft copies on CD or DVD)
- All equipment operation and maintenance manuals
- Letter of Substantial Completion and proof of either publication in the Commercial Daily News or Certificate of Last Supply (if applicable)
- Verification of all required meter installations
- Statutory Declaration and Certificate of Substantial Performance
- Air Balancing Report
- Fire alarm verification reports
- Copies of performance and product warranties and extended warranties
- City of Toronto, ESA, and all other relevant permit closure documents
- Copies of all site visit and deficiency reports from the consultant(s)
- Engineer sign-offs/approvals (e.g. Notice of Substantial Completion)
- Commissioning report

If for any reason any of the listed items are not provided to the landlord's satisfaction and within sixteen (16) weeks of substantial completion, the landlord will contact the tenant to coordinate the delivery of said documents. If the documents are not delivered to the landlord within an acceptable period as agreed upon by both the landlord and tenant, the landlord will carry out the required measures to substantially close the project. Any and all costs for this work will be charged to the tenant's account, including a 15% administration fee.



6. RECOMMENDED CONTRACTORS

The following lists provide contact information for contractors of various disciplines that are experienced with the YCC's construction policies and procedures. This list is meant to serve as a recommendation only. Cadillac Fairview assumes no responsibility whatsoever for the use or selection of any contractor and their workmanship or their behaviour while working at the YCC. Additionally, this list does not preclude alternate contractors from bidding on or performing proposed project work, subject to the approval of the assigned PM.

General Contractors	Contact Information
The Michael Thomas Group 344 Edgeley Blvd. Concord, ON L4K 4B7	Contact: Bryan Webster Tel: 905-738-1633 Fax: 905-738-4434
Vermont 111 Merton Street, Suite 106 Toronto, ON M4S 3A7	Contact: Paul Volpe Tel: 416-484-9057 Fax: 416-484-9061
Greenferd Construction Inc. 70 East Beaver Creek Rd., Unit 42 Richmond Hill, ON L4B 3B2	Contact: Scott Hledin Tel: 905-763-4200 Fax: 905-763-6766
Baycor Construction 95 King Street East, Suite 202 Toronto, ON M5C 1G4	Contact: William B. Logush Tel: 416-591-0091 Fax: 416-591-0033
Marant Construction Ltd. 42 Industrial Street, Suite 114 Toronto, ON M4G 1Y9	Contact: Peter Elsenaar Tel: 416-425-6650 Fax: 416-425-3868
Rae Brothers Ltd. 60 Modern Road Toronto, ON M1R 3B6	Contact: Sam Tucci or Anthony Loumankis Tel: 416-364-8656 ext 230 Fax: 416-364-6880
Rosscor General Contractors Ltd. 140 Finchdene Square, Unit 1 Toronto, ON M1X 1B1	Contact: Emanuel DiFalco Tel: 416-297-1811 Fax: 416-297-1812

Electrical Contractors	Contact Information
Ainsworth Inc. 131 Bermondsey Road Toronto, ON M4A 1X4	Contact: Klass Tensen Tel: 416-751-4420 Fax: 416-751-9031
Campbell & Kennedy Electric Ltd. 242 Applewood Crescent, Unit 11 Concord, ON L4K 4E5	Contact: John Ronan Tel: 905-761-8550 Fax: 905-761-8840
Ehrlich Electric Company 6741 Columbus Road, Unit 5 Mississauga, ON L5T 2G9	Contact: Tim Hill Tel: 905-795-8099 Fax: 905-795-8063
Guild Electric Ltd. 470 Midwest Road Toronto, ON M1P 4Y5	Contact: Andrew Lengyel Tel: 416-288-8222 Fax: 416-288-0884
Plan Group Inc. 27 Vanley Crescent Toronto, ON M3J 2B7	Contact: Rick Cooper Tel: 416-635-9635 Ext. 3318 Fax: 416-631-3087
Sprinkler Contractors	Contact Information
Classic Fire Protection Inc. 645 Garyray Drive North York, ON M9L 1P9	Contact: Rick Berwick Tel: 416-740-3000 Fax: 416-740-2039
Vipond Fire Protection 1-210 Milner Avenue Toronto, ON M1S 4M7	Contact: Larry Langille Tel: 416 335-1855 Ext. 226 Fax: 416-335-1850
Quality Fire Protection Ltd. 190 Don Park Road Markham, ON L3R 2V8	Contact: King Chen Tel: 905-940-8499 Fax: 905-940-8604
Simplex Grinnell 2400 Skymark Avenue Mississauga, ON L4W 5K5	Contact: Ian Folkes Tel: 905-212-4400 Fax: 905-212-4403



Mechanical Contractors	Contact Information
Adelt Mechanical Works 2640 Argentia Road Mississauga, ON L5N 6C5	Contact: Keith Davidge Tel: 905-812-7900 Fax: 905-812-7907
Ainsworth Inc. 131 Bermondsey Road Toronto, ON M4A 1X4	Contact: Klass Tensen Tel: 416-751-4420 Fax: 416-751-9031
H. Griffiths Company Ltd. 99 Strada Drive Woodbridge, ON L4L 5V9	Contact: Tammy Docherty Tel: 905-850-7070 Fax: 905-850-7091
Impact Electrical & Mechanical Ltd. 219 Dufferin Street, Unit 6A Toronto, ON M6K 1Y9	Contact: Don Gorman Tel: 416-596-8123 Fax: 416-596-8174
Plan Group Inc. 27 Vanley Crescent Toronto, ON M3J 2B7	Contact: George Jones Tel: 416-635-9635 Fax: 416-631-3087
Commercial Mechanical Services 2721 Markham Road, Unit 10 Scarborough, ON M1X 1L5	Contact: Connor Faloona Tel: 416-609-9992 Fax: 416-609-9597
Scanning & Coring Services Contractor	Contact Information
The Graff Company ULC (Graff X Ray) 25 Hale Road Brampton, ON L6W 3J9	Contact: Customer Service Tel: 905-457-8120 Fax: 905-457-8944

Flooring Contractors	Contact Information
Maple Group 900 Keele St. Toronto, ON M6N 3E7	Contact: Tony Tedesco Tel: 905-857-6006 Fax: 905-857-6010
Terrazzo, Mosaic & Tile Co. Ltd. (TMT) 16 Nixon Rd. Bolton, ON L7E 1K3	Contact: Enzo Costantino Tel: 416-653-6111 Fax: 416-653-2594
York Marble 2 Sheffield St. Toronto, ON M6M 3E6	Contact: Glen Pestrin Tel: 416-235-0161 Fax: 416-235-1247
Innovative Flooring 44 Regency Square Toronto, ON M1E 1N3	Contact: Ann Jackman Tel: 416-281-4268 Fax: 416-281-4268
CJ Duguid Flooring 317 Don Park Road Markham, ON L34 1C2	Contact: Tony Zanette Tel: 416-491-0755 Fax: 416-475-3047
Shoreway Flooring 11 Skipton Court North York, ON M3M 2S9	Contact: Gary Chiesa Tel: 416-635-1541 Fax: 416-635-9098
A.Buchanan Floor Covering Ltd. 86 Six Point Road Toronto, ON M8Z 2X2	Contact: Rick Buchanan Tel: 416-231-7203 Fax: 416-231-5818
Window Film Installation Supplier	Contact Information
Convenience Group Inc 307 Bering Ave. Toronto, ON M8Z 3A5	Contact: Jeff Green Tel: 416-233-6900 Fax: 416-233-1215
Base Building Lighting	Contact Information
Vioneering (Manufacturer) 35 Oak Street Toronto, ON M9N 1A1	Tel: 416-245-7991 Fax: 416-245-4778



Drywall Contractors	Contact Information
Four Seasons Drywall Systems & Acoustics Ltd. 200 Konrad Cres. Toronto, ON L3R 8T9	Tel: 905-474-9960 Fax: 905-477-6696
Maxan Drywall Ltd. 2770 Brighton Road Oakville, ON L6H 5T4	Contact: Roxanne St-Denis Tel: 905-829-0070 ext. 227 Fax: 905-829-8177
Strap Drywall Systems Inc. 65 Ram Forest Road Gormley, ON L0H 1G0	Contact: Anthony Raponi Tel: 905-841-8862 Fax: 905-841-4078
Nu-Line Acoustics & Drywall Ltd. 106 Abbruzze Court Woodbridge, ON L4L 8Z1	Contact: Vito Papasodaro Tel: 416-675-1950 Fax: 416-675-0110
Security Escort Provider	Contact Information
Group 4 Security 2 Lansing Square, Suite 204 North York, ON M2J 4P8	Contact: Todd Mitchell Tel: 416-490-9851
Painting Contractors	Contact Information
American Colours Painting Inc. 115 Woodstream Boulevard, Unit 20 Woodbridge, ON L4L 8K5	Contact: Ralph Paparelli Tel: 905-264-8674 Fax: 905-264-9308
Edwards Murphy Painting & Decorating Ltd. 41 Industrial Parkway South, Unit 5&6 Aurora, ON L4G 3Y5	Contact: Mark Murphy Tel: 905-727-3890 Fax: 905-727-4546
Urban Painting & Decorating Ltd. 131 Whitmore Road, Unit 10 Woodbridge, ON L4L 6E3	Contact: Angela Rossi Tel: 905-856-9598 Fax: 905-856-7940
Meritview Decorating 135 Deerchase Circle Woodbridge, ON L4H 1G9	Contact: Robert Dardengo Tel: 905-850-5070 Fax: 905-850-5039
Electrical Meter Service Provider	Contact Information
Carma Industries Inc. 1 Dundas St. W., Suite 2304, Box 25 Toronto, ON M5G 1Z3	Contact: Steve Howard Tel: 416-260-4264 ext 201 Fax: 416-205-9907

Riser Room Management Firm	Contact Information
Rycom TPM Inc. 226 Britannia Rd. East Mississauga, ON L4Z 1S6	Contact: Customer Service Tel: 905-264-4800 – Option 1
Housekeeping (Cleaning) Services	Contact Information
Omni Facilities Services Canada Corp. 99 Regis Crescent North Toronto, ON M3J 1Y9	Contact: Flora Araujo Tel: 905-739-5172
Elevator Service Contractors	Contact Information
Schindler Elevator Corporation 40 Cowdray Court Toronto, ON M1S 1A1	Contact: Stephanie Major Tel: 416-332-8280 Fax: 416-332-8276
Environmental Contractors	Contact Information
Biggs & Narciso Construction Services Inc. 181 Bentley St. Unit 14 Markham, ON L3R 3Y1	Contact: Luis Narciso Tel: 905-470-8788 Fax: 905-470-9102
I & I Construction Services Ltd. 70 Newkirk Road, Unit 6 Richmond Hill, ON L4C 3G3	Contact: Edward Barron Tel: 905-884-1290 Fax: 905-884-3267
Con-Tech Disaster Clean Up 425A Midwest Road Toronto, ON M1P 3A6	Contact: Peter Bellicoso Tel: 416-288-9932 Fax: 416-751-0061