

EXHIBIT D – OWNER’S RULES AND REGULATIONS FOR CONTRACTED SERVICE PERSONNEL AND REQUIRED ADDITIONAL PROVISIONS

I. MANAGER AND OWNER

Jones Lang LaSalle (Manager), is the manager of 1201-1225 New York Avenue. The property is owned by 1201-1225 New York Avenue SPE LLC (“Owner”). As the authorized manager, Jones Lang LaSalle may enter in to contracts for services and construction, affect change orders, and take corrective actions deemed necessary to enforce contract terms and conditions. The contractor shares the Owner's responsibility for the quality of services, tenant improvements and construction at the property. All contractor activity at the property must be approved by Jones Lang LaSalle and Owner.

II. RULES OF CONDUCT

As an important member of the building staff, your activities must be conducted in a professional manner. All individuals must keep in mind that we are paid to provide quality service to our customers, tenants and visitors of the building. Poor conduct can reflect unfavorably on the contractor's job performance and on our staff.

Remember to be friendly and polite to everyone at the job site and in the building; however, avoid socializing while on the job. All tenant and common areas are considered private property. It is important that you do not enter a tenant area without a specifically contracted assignment.

The following rules are imposed upon the Jones Lang LaSalle management staff and also apply to all contractors and subcontractors.

- A. No Smoking in any areas of the building at any time. Smoking is only permitted outside of the building, more than 25 feet from any entrance.
- B. No Eating or Coffee Breaks are allowed in public areas or tenant spaces. The only approved area for eating or coffee breaks is within the contractor's work area (if not occupied) or in spaces designated by Jones Lang LaSalle.
- C. No Congregating in public areas (within the building or on the building's premises). Meetings, lunches and breaks are to be conducted within contractor offices or other areas specifically designated by Jones Lang LaSalle.
- D. Professional Behavior is required. Please remember the importance of your appearance and professionalism to our customers, visitors and tenants when you and your employees are within the buildings. Congregation reflects unfavorably on the entire job, Jones Lang LaSalle, and your firm, and makes it hard for a team to achieve the important objective of quality service. **Serious offenses which will result in immediate dismissal from the premises or closing down of the job include:**
 - 1. Consuming alcoholic beverages on the job, or coming to work under the influence of alcohol or drugs.
 - 2. Possessing or consuming drugs or any illegal substances while on the property.

3. Violating any Local, State or Federal Statutes while on the property.
4. Possessing firearms, explosives, or weapons while working on the property.
5. Physically or verbally abusing any individual who works or visits the building.
6. Duplicating any keys or illegal entrance into any restricted space within the property.
7. Pilfering from any individual who works or visits the building.
8. Gambling with any individual while on the property.
9. Intentionally harming or destroying any property.
10. Sleeping on the job.
11. Behaving in a disorderly manner.

Jones Lang LaSalle is committed to dealing fairly with all individuals when administering these rules. However, it is Jones Lang LaSalle' expectation that all individuals will readily observe these rules as they conduct their professional affairs.

III. GENERAL BUILDING RULES

A. Access Procedures

1. Workers must be in uniform or display a contractor's badge at all times while on the property.
2. All work and deliveries must be scheduled in writing (hand delivered request to Management Office or via email, NO TEXT MESSAGES) with Property Management at least 24 hours in advance.
3. All contractors must check in at the guard's desk in the main lobby of 1201-1225 New York Avenue. All workers that present a valid identification will be issued a badge for the work day. At the end of the work period, return the badge to the guard's desk and retrieve the valid identification.
4. Workers will be allowed only on the floors where their contracted duties are actually taking place.
5. The Management Office will be given the name and phone number of the job supervisor/foreman. This individual must be in the building at all times that crews are working, unless the terms of the service dictate otherwise (this is to be determined by Jones Lang LaSalle).
6. The contractor will not conduct interviews with job applicants on the premises.
7. Workers will use only the common area bathrooms designated by Property Management. The contractor will endeavor to keep these provided facilities clean at all

times. If any abuse of this privilege is reported to the building management, the privilege will be withdrawn. Temporary facilities will have to be provided by the contractor, at their expense, if the restroom privilege is withdrawn.

8. Jones Lang LaSalle is not required to provide parking to any contractor or subcontractor.
9. A construction debris container is not allowed to be stored at the loading dock. If a dumpster is required for debris removal, arrangements must be made through the District of Columbia government for on street storage.
10. Loading Dock: during normal business hours, use of the Loading Dock is limited to 20 minutes for loading and unloading and for no other purpose. Schedule all major deliveries after 7:00 am. Ask the delivery company to disable the back-up alarm prior to arriving at the building. A flag person must be provided to assist the truck driver to back into the loading dock. If the Loading Dock is needed during non-business hours, please contact Jones Lang LaSalle. No storage of materials is allowed within the Loading Dock or immediate area. Material and supplies may only be stored where approved by Jones Lang LaSalle. ABSOLUTELY NO PARKING IS ALLOWED WITHIN THE LOADING DOCK. VIOLATORS WILL BE TOWED AT THEIR EXPENSE.
11. No access to the roof will be permitted without prior notification and escort by a Jones Lang LaSalle employee.
12. Any construction activities outside of the hours of 7:00 am to 7:00 pm will require a DCRA issued Miscellaneous After-Hours permit. The written approval of the 2C Advisory Neighborhood Commission Commissioner, Michael D. Shankle (2C01@anc.dc.gov) will need to accompany the Miscellaneous After-Hours permit application. DCRA will not process the permit application without the approval letter.
13. Core drilling, hammer drilling or using powder actuated fastening tools, if applicable to the contracted work, can only be conducted between the hours of 9:00 p.m. and 7:00 a.m. All noisy work must be completed off hours, 9:00 p.m. to 7:00 a.m.
14. Applying toxic paint such as oil-based paints, stains, etc., must be performed between the hours of 9:00 p.m. and 4:00 a.m. Prior approval by Property Management is required. Typically, this work will be allowed to occur on a Friday night so the off-gas process can occur over the weekend.
15. Sprinkler work must be done between 3:00 a.m. and 7:00 a.m. due to the odors from stagnant sprinkler water. All cutting of sprinkler piping must be performed at the loading dock due to the odors associated with this work.
16. The General Contractor will be responsible for a PPE program to be implemented for each construction project. This program should address the hazards present; the selection, maintenance, and use of PPE; the training of employees; and monitoring of the program to ensure its ongoing effectiveness. Any worker on the site not cooperating in a PPE program will be asked to leave the building. CDC guidelines and all OSHA regulations regarding infectious diseases must be strictly enforced. Anyone not in compliance will be required to vacate the building.

B. Elevators

1. Passenger elevators will not be used by construction personnel.
2. Only padded freight elevators will be used to carry materials. Protection (boxing) of the freight elevator is the responsibility of the General Contractor. Repair of any damage to the elevators will be the financial responsibility of the contractor.
3. Elevators will be cleaned after each use.
4. Elevator tracks will be kept clean at all times; floor covering will be covered with Masonite or other suitable material.
5. Elevator hoist ways are to be protected from excessive dust from Demolition and Construction activities. If the contractor does not take appropriate protective measures, the cleaning of the hoist way will be the financial responsibility of the General Contractor.
6. Elevator door bucks will be protected on the floor that construction work is in progress.
7. Freight elevators may be taken out of service for time periods of 20 minutes to one hour on prior request to the Management Office and only within the on-site supervision of a Jones Lang LaSalle employee. Note that exclusive use of the freight elevator during business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) is not allowed.
8. Carting material on top of the elevator or tampering with its components is strictly prohibited.

C. Building Trash Dumpsters

1. No hazardous materials of any kind will be put in building dumpsters.
2. The area of service/construction and the loading dock are to be cleaned of trash daily if used by contractor personnel.
3. Trash associated with contracted work will be removed by the contractor from the loading dock on a daily basis.

D. Protection Systems

1. Fire Alarm system work is to be done only between 5:00 a.m. and 3:00 p.m. and only with the prior knowledge and approval by the Jones Lang LaSalle Chief Engineer (202-898-1625). Prior to leaving the building, the contractor/vendor must check with the Jones Lang LaSalle on-site engineer to verify the proper operation of the fire alarm panel.

2. In order to maintain the building owner's investment in the new system and extended warranties, all Fire Alarm work shall be performed by Adcock Systems LLC per the following procedures:

The contractor shall enlist **ADCOCK'S SYSTEMS** to perform all services as described below:

- Provide Engineering, Submittals/Shop Drawings
- Furnish Fire Alarm Equipment
- Provide System Programming
- Pre-Construction Site Consultation with Installing Contractor
- Perform Final Connections
- Removal of live circuits, equipment, etc. prior to any demolition work
- Assist with System Pre-Testing
- Provide As-Built Documentation

Additionally, **ADCOCK'S SYSTEMS** shall offer to the contracted contractor or vendor, the option to provide services for a full turn-key installation. Additional services provided with this option are described below:

- Installation of Fire Alarm Equipment and Wiring
- Perform System Pre-Test
- Perform Final Acceptance Testing

It is noted and assumed that should the contractor elect to perform the installation of wiring and devices, all work performed will be installed in accordance with all applicable national and local codes as set forth by the Authority having Jurisdiction *as well as* the guidelines described herein.

- a. Fire alarm wiring shall meet the manufacturer's minimal guidelines. Please refer to the wiring methods and materials attached for acceptable methods and specifications.
- b. In order to maintain the building owner's investment in the new system and extended warranties, any new/additional addressable fire alarm devices must be purchased from Adcock's Systems. The cost of the devices will be sold at current list price minus 30%.
- c. The installing contractor shall schedule an on-site project start-up meeting with the building owner's representative and an Adcock's Systems technician to review the scope of work, prior to starting any fire alarm work. The installing contractor shall notify the building owner's representative and contact Adcock's Systems at least **72 hours** prior to the start-up meeting.
- d. The installing contractor shall not modify any existing fire alarm wiring or equipment [i.e., disconnect, remove, relocate or connect any existing fire alarm wiring, devices or equipment] that is currently in service. Any unauthorized modification to existing equipment and/or wiring that is in service **will result in loss of system warranty. Any work required to re-establish the system warranty will be the financial responsibility of the contracted entity.**

- e. Once the installing contractor has completed all of the fire alarm wiring included in the scope of work and verified all wiring has been installed per the manufacturer's recommendations and local codes or standards, the installing contractor shall provide to the building management a completed and signed "Certificate of Completion" report as required by AHJ in accordance with NFPA 72 guidelines.
 - f. The installing contractor shall contact the owner representative and Adcock's Systems at least **48 hours** in advance to schedule an Adcock's Systems technician to perform final checkout of tenant wiring and final connections to the building fire alarm system and perform a pre-test of all new work as allowed by the building owner's representative.
 - g. The installing contractor shall be responsible for all work included in the scope of work including but not limited to modifications, wiring, devices, connections, and/or fire alarm equipment up to and including any upgrades or repairs to the building's fire alarm system resulting from the tenant's scope of work.
 - h. At no time shall the installing contractor make any modifications to the sequence of operation without written approval by the building owner's representative. All final connections and programming shall be performed by an Adcock's Systems factory trained and authorized technician.
3. Building fire alarm system will be turned off by the building engineer for repairs ONLY.
 4. Any fire alarm control or monitoring modules with LED indicators or key test switches need to be ceiling or wall mounted in plain view.
 5. The following information is to be followed if the GC/EC does not utilize Adcock's Systems as the Fire Alarm installing contractor:

The fire alarm system at the site is a Notifier NFS2-3030 addressable system with 3-floor staged evacuation speakers and strobes, fireman's two-way communication system, atrium smoke removal systems, stair pressurization and fan control. Additionally, the system has master synchronization of strobes throughout. At no time shall the master sync be utilized for powering of individual visual notification devices.

Wiring Methods and Materials:

- General Wiring Specifications
 - SLC Circuits, and NAC circuits shall be separately and uniquely color coded.
 - Wiring shall be identified on each end using a permanent wire marking system.
 - Wire nuts shall not be acceptable method of connections. Terminal strips must be used for wire connections.
 - ***Metallic*** Cable Color Requirements:
 - White shall be (+)
 - Black shall be (-)
 - Red shall be (+)
 - Blue shall be (-)
 - Twisted Pair Conductor Color Requirements

- All Signaling Line circuits shall be black/white
 - All Audible Notification circuits shall be brown/yellow
 - All Visual Notification circuits shall be purple/yellow
- Signaling line circuits (SLC) in concealed locations shall utilize a minimum of 16-2 twisted pair installed within fire alarm rated Metallic Cable (MC) (AFC Cable 1813R60).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Signaling line circuits (SLC) in exposed locations shall utilize a minimum of 16-2 twisted pair (Paige Electric AK3712) installed within red 3/4 electric metallic tubing (EMT conduit).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Visual notification (strobe) circuits in concealed locations shall utilize a minimum of 14-2 twisted pair installed within fire alarm rated Metallic Cable (MC) (AFC Cable 1837R60).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Visual notification (strobe) circuits in exposed locations shall utilize a minimum of 14-2 twisted pair (Paige Electric AK3754) installed within red 3/4 electric metallic tubing (EMT conduit).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Audible notification (speaker) circuits in concealed locations shall utilize a minimum of 16-2 twisted pair installed within fire alarm rated Metallic Cable (MC) (AFC Cable 1813R60).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Audible notification (speaker) circuits in exposed locations shall utilize a minimum of 16-2 twisted pair (Paige Electric AK3712) installed within red 3/4 electric metallic tubing (EMT conduit).
- All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Two-way emergency communication (fireman's phone) circuits in concealed locations shall utilize a minimum of 16-2 twisted pair installed within fire alarm rated Metallic Cable (MC).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.
- Two-way emergency communication (fireman's phone) circuits in exposed locations shall utilize a minimum of 16-2 twisted pair installed within 3/4 electric metallic tubing (EMT conduit).
 - All end of line devices to be installed at the existing fire alarm riser. END OF LINE DEVICES SHALL NOT BE PLACED IN FIELD LOCATIONS.

Fire Alarm Equipment List: *Please note this list on page 8 is not exclusive.*

| Manufacturer | Part # | Description |
|-----------------------------|---------------------|---|
| <i>Initiating Devices</i> | | |
| Notifier | FSP-851 | Addressable Photo Smoke Detector |
| Notifier | FSP-851R | Addressable Photo Smoke Detector with Reset Capability |
| Notifier | FST-851 | Addressable Heat Detector |
| Notifier | B210LP | Detector Base |
| Notifier | FCM-1 | Addressable Control Module |
| Notifier | FRM-1 | Addressable Relay Module |
| Notifier | FMM-1 | Addressable Monitor Module |
| Notifier | FMM-101 | Addressable Mini-Monitor Module |
| Notifier | FDM-1 | Addressable Dual Monitor Module |
| Notifier | DNR | Duct detector Housing (excludes smoke head & sampling tube) |
| Notifier | NBG-12LX | Addressable Dual Action Manual Station |
| <i>Notification Devices</i> | | |
| Wheelock | ST(R or W) | Multi-Candela Wall Strobe |
| Wheelock | ST(R or W)C | Multi-Candela Ceiling Strobe |
| Wheelock | E50-(R or W) | Wall Speaker |
| Wheelock | E60-(R or W) | Ceiling Speaker |
| Wheelock | E50-24MCW-F(R or W) | Multi-Candela Speaker/Strobes Combination Device |
| Wheelock | E60-24MCC-F(R or W) | Multi-Candela Ceiling Speaker/Strobe Combination Device |
| Notifier | FCPS-24S8 | Notification Power Supply |
| <i>Wire</i> | | |
| AFC Cable | 1813R60 | 16/4 Conductor within Metallic Cable |
| AFC Cable | 1837R60 | 14/4 Conductor within Metallic Cable |
| Paige Electric | AK3712 | 16/2 Twisted Conductor |
| Paige Electric | AK3754 | 14/2 Twisted Conductor |

E. Hot Work

1. When welding or soldering or using open flame in any way, the building fire alarm system will be turned off, and a fire watch will need to be provided by the General Contractor with CO2 and ABC extinguishers. There are two “Hot Work Permits” required anytime an open flame is used in the building for A/C repairs, welding, or the use of a cutting torch.
2. The contractor doing the work must have a “Hot Work Permit” issued by the DC Fire Marshal’s office. This is your contractor’s responsibility and a copy of the permit should be provided to the Chief Engineer.
3. There is also a “Hot Work Permit” that must be filled out by the tenant/contractor for the building. This permit is obtained through the Chief Engineer’s office on the 2nd floor of 1201.

4. Cover all smoke detectors in the affected area of each floor with a plastic bag and remove the bags at the end of each work day.
5. All subcontractors performing work on fire alarm or sprinkler systems must strictly adhere to Jones Lang LaSalle procedures. These procedures are provided at the start of each job by the Chief Engineer.

F. Core Drilling

No Core Drilling will be permitted without prior written consent of a structural engineer and building management. Core Drilling is only allowed before 7:00 a.m. and after 9:00 p.m. For all core drilling a GPR Scan or an X-Ray will be required to ensure no rebar or in-slab conduit/wire will be cut. All cores shall be given to the engineering staff. Also, if any reinforcing steel will be cut it must first be reviewed and approved by a structural engineer.

G. Electrical Panels

All electrical panels are to be labeled when new work is completed under the direction of the Chief Engineer at the contractor's expense. **When multiple circuits are installed, contractor must show proof of panel being phased balanced.**

H. A/C Units

1. All A/C units within the work site will be turned off unless dictated otherwise by Jones Lang LaSalle.
2. All work on the BAS and VAV box commissioning must be performed by HVAC Concepts (Phil Redman @ 301-802-5410).
3. All openings in the ceiling used for return air at the A/C unit will be temporarily filtered and maintained by the General Contractor at the direction of the Jones Lang LaSalle Operations Manager.
4. Any supplemental A/C system installed by tenant (such as a LAN room CRAC) shall have its electrical supply sub-metered at tenant's expense. Tenant will then be billed regularly at prevailing Electric Utility Rates for their extra power consumption. Building standard sub-meter is E-mon D-mon (web enabled).
5. Contractors are not to sit or stand on building equipment.

I. Copy Rooms and Equipment

1. Contractors are to cover copiers and/or other equipment which remain in service areas overnight. Trash and other debris may not be placed on top of this equipment.
2. Copiers and other equipment may not be moved by the contractor without first advising Jones Lang LaSalle.

K. Doors and Locks

1. All locking and pinning schemes must be submitted to building management prior to installation.
2. Only building standard locksets shall be installed by the general contractor. Locksets will be specified at the beginning of the job.
3. All keys and locks removed during construction will be turned over to a building engineer with room number attached. All unused locks and hardware shall be returned to a building engineer.
4. The base building uses a Schlage 6 pin EF key way system. The approved Locksmith is Central Safe and Lock 202- 842-0414.

L. Carpet

1. Carpets are to be kept clean at all times. THIS IS ESPECIALLY IMPORTANT FOR CARPETS IN LOBBIES AND CORRIDORS. The contractor will reimburse Jones Lang LaSalle for a thorough carpet cleaning at the completion of the construction job, if deemed necessary by Jones Lang LaSalle.
2. Check with Chief Engineer or Building Management before removing old carpet from the property.

M. Plumbing

1. No plastic plumbing may be used for the domestic water supply running to any kitchen appliances, such as coffee makers, ice makers, water filtering systems, etc. Only copper or braided stainless-steel lines will be allowed.

N. Plenum Space, In Tenant Suite and Floor Below

1. If Tenant elects (and Landlord approves) an open plan ceiling, Tenant acknowledges that Landlord has the right to run pipes, ducts, conduits, wires and appurtenant fixtures above where the dropped ceiling would have been.
2. If Tenant is running pipes, ducts, conduits, wires, etc. through another tenant's space and that space is open ceiling, then Tenant will have to take measures reasonably specified by Landlord to lessen the visual impact of such items, including without limitation avoiding flex cable and painting the items to match the background of the open ceiling.

IV. GENERAL CONSTRUCTION AND BUILDING REQUIREMENTS

A. General Requirements

1. The contractor shall visit the site and familiarize themselves with the conditions under which the work is to be performed.

2. Contractor shall verify all dimensions and quantities in the field.
3. Contractor shall perform all work in accordance with local codes.
4. At completion of work, the contractor shall ensure that all surfaces are clean and unmarked.
5. Contractor shall repair all damages caused by the contractor's work force and/or the subcontractors during completion of the service contract. In the event that damage does need to be repaired, the rules listed below will apply. These rules also apply to all contracted construction work done at 1201-1225 New York Avenue.
 - a) Contractor will continue and/or replace ceiling and floor vinyl base in all areas affected by work, matching existing base in color and size.
 - b) Doors and frames shall be primed and finished according to the building standard finish specification unless directions in the approved plans state an alternate finish.
 - c) Reuse doors where possible. Fill, and paint all nicks, gouges, and surface blemished on all doors and frames.
 - d) Holes left in ceiling grid after removal of partitions shall be filled with an acceptable filler and spot painted to match the grid color.
 - e) Damaged metal ceiling grid components shall be replaced with new elements to match the existing style and color.
 - f) Contractor shall supply and install ceiling tile to match the existing style and color. Contractor shall replace broken or damaged tiles.
 - g) Contractor shall ensure that ceiling tiles are set level in the grid and are cut tight at partitions.
 - h) Carpet shall be installed according to accepted industry standards or as shown in the approved plans.
 - i) Transition strips shall be provided at each change in floor material.
 - j) Wall grills and registers shall be painted to match the color specified for the wall or ceiling in which the item is installed. Paint used on metal work shall be eggshell enamel unless otherwise specified.
 - k) All wall outlet cover plates are to match existing style and color.
 - l) Electrical panel directories must be typed, legible and accurate. All breakers, fuses and switches shall be marked to designate the equipment or areas which the circuit serves. This will be completed under the direction of the Chief Engineer or his assigned representative.

- m) Appropriate cover plates shall be provided and installed at locations where floor outlets have been removed.
 - n) Existing light fixtures are to be reused unless stated otherwise. Contractor shall supply and install new components in fixtures as necessary where broken or damaged components exist.
 - o) All new fluorescent tubes, light diffusers, and lighting fixtures are to match building standards.
 - p) All new light switches are to match building standards.
 - q) Construction personnel are not permitted to use any Jones Lang LaSalle building maintenance equipment or supplies unless approved by the Chief Engineer.
8. Utility sinks are to be cleaned daily if used. At no time are paint brushes to be cleaned in utility sinks using paint thinner. Contractor agrees not to dispose of thinner down any drain.
 9. Areas not being serviced but affected by service, INCLUDING LOBBIES AND CORRIDORS are to be protected; floors and carpet are to be covered with protective material; dust barriers shall be erected where necessary for added protection.
 10. Contractors shall provide their own trash cans for empty bottles, cans, and food wrappings. District of Columbia commercial building recycling codes shall be followed with paper/plastic being separated for recycling. These shall be emptied daily.
 11. CONTRACTOR MUST ALSO ABIDE BY ALL NOTES ON ARCHITECTURAL AND ENGINEERING DRAWINGS.
 12. Contractor will be available to perform a thorough walkthrough of the completed area of service and will diligently correct any deficiencies noted during walkthrough.
 13. Alkyd-based paint may not be applied during normal business hours. **All alkyd-based paint must be applied only between the hours of 9:00 p.m. and 4:00 a.m.**
 14. All applications emitting offensive odor will be limited to the hours between 9:00 p.m. and 4:00 a.m.

Please sign below indicating that you have received and understand the building rules and regulations for 1201-1225 New York Avenue.

Signature

Company

Date



In the event of a shut-down of any building system, the Service Contractor must provide a minimum of **72 hours (3 WORKING days)** written notice to the Property Management Office using this form. All appropriate sections must be completed. No shut down will be permitted without an approved copy of this form.

1. Type of shut down requested (Check only one per form - for multiple shut downs use additional forms):

_____ Electrical
_____ Fire Suppression Sprinkler System*
_____ Fire Alarm System*
_____ Domestic Water
_____ Condenser Water

* Shut downs of these systems require a Service Contractor provided fire watch during the outage.

2. Please describe the area affected (i.e. entire building, 6th floor, north riser, etc.)

3. Date of requested shut down: _____
4. Start Time of requested shut down: _____
5. End time of requested shut down: _____

6. Service Contractor’s Superintendent who will be on-site during the shutdown:

Name _____
Phone # _____
Pager # _____
Mobile Phone # _____

Requested by: _____
Signature _____ Date _____

Company

APPROVED: _____
Property Manager or _____ Date _____
Chief Engineer