

# Fairway Office Center Construction Activities

## Rules and Regulations

**First four rows** of parking west of the entry drive are reserved for **Tenants only**.  
Parking is **prohibited in front of the main entrance** to the building at anytime.

**Entry** to the building for **construction personnel and delivery** is restricted to the **side entrance only**.

First floor **stairway doors** are to remain **closed** at all times.

All **corridor and lobby finishes** require **protection** during construction.

All **entry doors** to the building must be **kept closed**.

**Doors or openings** to suites must be closed or fitted with **protective sealing devices** to **keep dust** from the corridors and surrounding Tenants.

Protect **filters at air handler units** at work floor with temporary dust barrier.

Use of **electrical outlets in corridors** is permissible so long as the electrical cords do **not interfere with traffic** of occupied floors.

The building is a smoke free environment and **smoking is not permitted on the premises**.

Use designated smoking **area at side entrance**.

**South elevator is off limits** to construction personnel and materials.

Elevator **finishes** must be **protected at all times**.

Construction personnel may use **toilet facilities** on the **work floor only**.

All other toilet facilities are **off limits** to construction personnel.

**Radios are not permitted. Keep noise to a minimum at all times.**

**Lunches and breaks** can be taken in the space under construction.

Lunch trash is **prohibited** from being left in **the building over night**.

**Locate construction dumpsters** at the loading space by the **side entrance**.

Contractor is **responsible for protecting paved area**.

Use of **building trash containers** is **prohibited**.

**Please refer to instructions** in Fire Pump room for refilling system and testing fire sprinkler system.

There is a \$250.00 **penalty for "false alarms"** (see attached memo).

04/30/2001