

**BANK OF AMERICA TOWER  
CONSTRUCTION/CONTRACTOR/VENDOR  
RULES AND REGULATIONS**

*It is the responsibility of the contractor to insure that all rules and regulations are adhered to at all times. Any employee of the contractor who does not adhere to the rules and regulations will be asked to leave the building and will not be permitted to return. The following is a list of the rules and regulations for the Bank of America Tower:*

1. A fully executed contract with the owners of the Bank of America Tower or the Tenant must be given to the Property Management Office. Contract must include the following information:
  - Proposal outlining scope of work
  - Proper insurance coverage naming Parmenter Realty Partners and Jacksonville Tower Associates, LLC as additional insured
  - Work Schedule
  - Approved engineering drawings
2. All proposals should be as concise as possible. In the event changes need to be made, change orders must be pre-approved in writing by Parmenter Realty Partners or the tenant prior to initiating the work.
3. All employees representing contractors working in the building must sign in and out at the Loading Dock. The Loading Dock hours are 7am – 6pm. Employees working after hours must sign in and out at the Security Desk. No tools, supplies, materials, or equipment of any kind may be carried through the Lobby. Shoes must be clean of dirt, grease, paint, etc.
4. All contract employees must be present themselves in a professional manner at all times, i.e. no profanity, do not antagonize employees, clients, visitors, or tenants in the building.
5. All contract employees must wear proper attire while on the premises including shirts with sleeves that cover any tattoos. Shirts or hats with profanity or slang are not permitted on the property. All contract employees must have either a shirt or an identification card with their company's name on it.
6. Contractors are responsible for their own parking arrangements. Parking is not available in the Bank of America Tower garage. Vehicles are not to be parked in the Loading Dock unless they are being loaded or unloaded.
7. Contractors are to use the freight elevator to travel to and from the work site at all times. Contractors using the passenger elevators will be asked to leave the job.
8. Use of the freight elevator to deliver or remove materials to and from the building must be scheduled through the Property Management office. Call 791-9797, ask for the Loading Dock. The freight elevator must be kept clean at all times, with no accumulation of debris in the elevator tracks. If the elevator contractor must be called out due to misuse of the elevator by the contractor or his subcontractors, the contractor will be responsible for the cost incurred.
9. Absolutely no work will be permitted that in any way disrupts tenants during the course of the normal workday. Therefore, schedule your work accordingly.
10. Work areas must be kept clean at all times. Each contractor is responsible for removing any rubbish associated with their work activities. Doors to common areas must remain closed during work activities. It is the contractor's responsibility to vacuum and dust common corridors if work activities create excessive dust and trash. If this policy is not adhered to, the building will clean and remove materials and charge back to the contractor all costs associated with this activity.
11. The Loading Dock area including dumpsters must be clean at all times. Parmenter Realty Partners will request that the job be stopped and the dock cleaned if necessary.
12. All debris must be cleaned up. Any flat tires caused by contractor debris will be repaired at the contractor's expense.

13. Contractors are responsible for the disposal of their trash. Under no circumstance are contractors to discard any rubbish in the building dumpster. You must schedule with the Loading Dock Master if you need to bring in a dumpster for trash.
14. The Property Management Company will not under any circumstance loan tools or ladders.
15. All combustible and flammable materials or liquids must be stored properly and the Property Management Company must be notified of the presence of such materials.
16. MSDS must be present for any material requiring such information.
17. All work must comply with OSHA and with any other governing authority.
18. All permits must be appropriately displayed, and a copy must be on file in the Property Management Office.
19. Do not lean or attach anything to common corridor walls or doors.
20. No job is complete until it passes the final inspection by local inspectors, the architect, the tenant, final inspection by Parmenter Realty Partners, and a Certificate of Occupancy has been issued.
21. The contractor may only use restrooms designated by the Property Management Office.
22. Contractors are only allowed on floors where the actual work is under way. Under no circumstance are contractors to go to any floor or enter the premises of any tenant without prior approval of Parmenter Realty Partners. If the contractor needs access into a tenant space, the work must be performed after hours. A security guard must be present at all times at the expense of the contractor. The contractor must notify Property Management at least 48 hours in advance of this work.
23. Contractors will be responsible for any damage caused by their presence, including: stained or cut carpet, finger prints on doors and walls, spilled or wasted materials during the course of the work, broken equipment, including elevators, door knobs, electrical equipment, HVAC equipment, etc., scarred and marked up walls.
24. Protective boards must be placed on carpet, walls, and in the freight elevator to protect from damage during construction.
25. Signage pertaining to obstacles relating to construction must be present at all times.
26. Contractors are totally responsible for the activities relating to their work. At no time will Parmenter Realty Partners engage in managing your employees. Parmenter Realty Partners will communicate with your named superintendent or supervisor any concerns relating to the performance of your work.
27. Any substandard work must be corrected at the contractor's expense, before final payment will be made.
28. All invoices turned in to our office by Friday will be paid out within 3 weeks of that Friday. A lien waiver must be signed before a check can be released for payment.
29. Storage of materials pertaining to work activities must be coordinated through the Property Management Office.
30. At no time are doors to be propped open breaching security or breaking any fire codes.
31. At any time cutting torches, welding, or any work having the presence of fire, or in the event our fire systems are made inoperable, the contractor must provide a fire watch and notify the Chief Engineer and Security in advance of such work.

32. If the building systems are shut down for any reason, the contractor must first coordinate through the Property Management Office such activity allowing time to notify tenants, and must, at the contractor's expense, perform any activities relating to the restoration of that service. At any time the contractor accidentally causes a building system to fail, the contractor will be responsible for all costs associated with that failure.
33. All work activities must be completed on schedule. If at any time the contractor determines that the work cannot be performed within the allotted time, he must notify Parmenter Realty Partners. The contractor must furnish information about the delay and furnish a new work schedule outlining the impact of such delay and how such delay related to all other work in the project. This, however, will not release the contractor from the obligations of the contract and penalties relating to such contract.
34. Contractors are not to use the telephone at the Security desk or the Concierge desk.
35. Bank of America Tower is a smoke free building. Contractors may not smoke inside the building.
36. Surveillance cameras are in use at Bank of America Tower. Any contractor or his employees caught stealing will be prosecuted and not allowed back on the property.
37. The main Lobby and Loading Dock are not congregating areas. Contractor and his employees may not loiter in the Lobby or the Loading Dock.
38. Bank of America Tower and Parmenter Realty Partners are not responsible for any materials or tools relating to the work while the contractor is working on the premises.
39. All instruction books, manuals, or any information pertaining to equipment installed during the job must be handed over to Parmenter Realty Partners when the job is complete.
40. If any access cards have been issued to the contractor, they must be returned to Parmenter Realty Partners when the job is complete. Lost cards will be billed back to the contractor at the rate of \$25.00 each.
41. Parmenter Realty Partners will not be responsible for receiving any materials pertaining to the work contractors are performing at the building. The contractor must have someone on site to sign for deliveries. All deliveries of materials and or truck access for pick up MUST be scheduled in advance with Parmenter Realty Partners Loading Dock or be subject to refusal.
42. All floor or wall penetrations must be fire stopped.
43. Any unused materials such as conduit, wiring, left over paint products, building materials, etc. must be disposed of by the contractor.
44. Any floor coring work must be done after normal business hours, and must be scheduled through the Property Management Office. Floors to be cored must be x-rayed before coring can begin.
45. Any work activities after normal business hours must be scheduled through the Property Management Office. Any contractor wishing to enter the building without proper approval will be denied access.

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

Printed: \_\_\_\_\_ Company: \_\_\_\_\_