



**Calgary Place
CREIT MANAGEMENT L.P.**

OFFICE TENANT DESIGN, AND
CONSTRUCTION MANUAL

October 2012

Table of Contents

1.	INTRODUCTION
2.	LANDLORD CONSULTANTS AND APPROVED CONTRACTORS
3.	INSURANCE AND WORKER COMPENSATION
4.	CODES & REGULATIONS
5.	TYPICAL FINISHES
6.	LIFE SAFETY / SECURITY
7.	ELEVATORS
8.	DEMISING PARTITIONS
9.	WINDOWS & WINDOW COVERINGS
10.	CEILINGS
11.	OFFICE LIGHTING
12.	OFFICE ELECTRICAL
13.	HEATING, VENTILATION & AIR CONDITIONING
14.	TENANT SERVICE CONNECTIONS
15.	SIGNAGE AND GRAPHICS CRITERIA
16.	PARKING
17.	DELIVERIES
18.	BASE BUILDING SYSTEMS, STANDARDS & FINISHES
19.	TENANT CONSTRUCTION STANDARDS
20.	MATERIALS SELECTION FOR ENVIRONMENT
21.	TENANT DRAWING REQUIREMENTS
22.	LANDLORD'S / PROPERTY MANAGEMENT APPROVAL
23.	TENANT CONTRACTOR / SUB-CONTRACTOR REQUIREMENTS
24.	SIGN OFF PROCEDURE
25.	TENANT SITE WORK REGULATIONS
26.	CONSTRUCTION CLEANING

1. INTRODUCTION

This Manual contains general information, procedures and requirements which have been established by Property Management to assist tenants in the design and construction of their improvements within the Leased Premises. Basic design specifications for the buildings have also been included.

This Manual is intended to reflect only the general case and should at all times be read in conjunction with the written Offer to Lease and the Lease Agreement between Landlord and Tenant. Specifically, this Manual does not amend the formal Lease Agreement which is to govern in the event of any inconsistencies.

Property Management reserves the right to amend or add to the information in this Manual at any time, and Tenant is obliged to abide by such changes upon notification thereof. Any such additions or amendments may affect Tenant Work undertaken after the addition or amendment has been issued, and all costs associated with compliance shall be at Tenant's expense.

Tenant, as well as its Designer(s) and Contractor(s) are urged to acquaint themselves thoroughly with the material herein, as it will form the basis of Property Management's approval of all tenant submissions.

Tenant and its Designer(s) should visit the site to inspect and verify all site conditions prior to the commencement of design work.

Property Management is responsible for the review and approval of Tenant's drawing submissions prior to the commencement of Tenant Work. Property Management will appoint a Coordinator who will guide and assist Tenant throughout the construction and renovation period and will act as a point of contact within Property Management's organization. Tenant shall be responsible for the payment to Property Management of any reasonable costs associated with the coordination and inspection of Tenant's work. All questions, comments and submissions are to be addressed to:

CREIT MANAGEMENT LP
140 4th Avenue SW
Suite 210
Calgary, Alberta
T2P 3N3

Attention: Operations Manager

Phone: 403-235-3443

Fax: 403-248-9874

2. LANDLORD CONSULTANTS

Tenants are required to employ certified professionals in the fields of design, engineering and contracting. Drawings must be prepared by licensed architects or professional Certified Interior Designer. Tenants are required to retain a professional engineer for the preparation of their design, structural electrical, mechanical and sprinkler drawings. All Drawings must be stamped by a professional engineer.

We strongly recommend that Tenants' base building consultants use both Property Management's Electrical and Mechanical Engineering consultants. These firms have been utilized since construction of the buildings and provide a thorough knowledge of the buildings' systems. Should Tenants select alternate engineers, Property Management's consultants will review tenant submissions at Tenant's expense.

LANDLORD APPROVED CONSULTANTS AND ENGINEERS:

ELECTRICAL:

SMP Consulting Electrical Engineers

403, 1240 Kensington Road N.W
Calgary, Alberta T2N 3P7
Phone: 403-270-8833 Fax: 403-270-9358
Contact: Mahmood Rajan

ELECTRICAL:

Robertson & Associates Engineering Ltd.

Unit 138, 4242 – 7th Street S.E
Calgary, Alberta T2G 2Y8
Phone: 403-269-2125 Fax: 403-269-2155
Contact: Rick Robertson

MECHANICAL:

TMP Consulting Engineers

100, 3604 Burnsland Road S.E
Calgary, Alberta T2G 3Z2
Phone: 403-259-6707 Fax: 403-252-7066
Contact: Harry Wollin / Brian Norrie

MECHANICAL:

Emans Smith Andersen

420, 840 6th Avenue S.W
Calgary, Alberta T2P 3E5
Phone: 403-261-8897 Fax: 403-233-0285
Contact: Hans Rohmann / Dann Lavery

STRUCTURAL:

Read Jones Christoffersen

Consulting Structural Engineers
500, 1816 Crowchild Trail N.W
Calgary, Alberta T2M 3Y7
Phone: 403-283-5073 Fax: 403-270-8402
Contact: Ed Schuring / John Harder

ARCHITECTURAL:

David Lachapelle Architect Ltd.

1011 Dorchester Avenue S.W

Calgary, Alberta T2T 1A9
Phone: 403-803-7059 Fax: 403-244-9486
Contact: David Lachapelle

INTERIOR DESIGN:

CORE Interior Design Studio Inc.

Suite 602, 815 1st Street S.W
Calgary, Alberta T2P 1N3
Phone: 403-263-7871
Contact: Michael Guise

INTERIOR DESIGN:

Design Dialog

300, 134 11th Avenue S.W
Calgary, Alberta T2G 0X5
Phone: 403-245-5501

INTERIOR DESIGN:

Jerilyn Wright & Associates

1425 9th Avenue S.E
Calgary, Alberta T2G 0T4
Phone: 403-229-3300

INTERIOR DESIGN:

Siebenga Interior Design Consultants Inc.

166 Springborough Green S.W
Calgary, Alberta T3H 5M4
Phone: 403-266-4645 Fax: 403-266-0246
Contact: Brian Siebenga

INTERIOR DESIGN:

Mak Interior Design

300, 1220 Kensington Road N.W
Calgary, Alberta T2N 3P5
Phone: 403-220-1554

INTERIOR DESIGN:

Sizeland Evans

700, 441 5th Avenue S.W
Calgary, Alberta T2P 2V1
Phone: 403-266-2110



LANDLORD APPROVED GENERAL CONTRACTORS:

Cougar Contractors Ltd.

300, 441 5th Avenue S.W
Calgary, Alberta
T2P 2V1

Tel: 403-261-4774
Fax: 403-261-4868

Contact: Andy Voramwald

Email: a.voramwald@cougar-contractors.com

Persimmon Contracting Ltd.

10 Spruce Centre S.W
Calgary, Alberta
T3C 3B3

Tel: 403-242-4156
Fax: 403-249-2021

Contact: Frank Manganaro

Email: persimmon.fm@shaw.ca

Labbe-Leech Interiors

2020, 2600 Portland Street S.E
Calgary, Alberta
T2G 4M6

Tel: (403-252-9991
Fax: 403-259-3356

Contact: Raymond Douma

Lignum Interiors

202-1608 17th Avenue S.W
Calgary, Alberta
T2T 0E3

Tel: 403-229-3144
Fax: 403-244-0056

Contact: Marty Jasinski

Email: marty@lignuminteriors.com

Royal Construction Limited

39, 3610 50th Avenue S.E
Calgary, Alberta
T2B 3N9

Tel: 403-279-8889
Fax: 403-279-8886

Contact: Kevin

Email: kevin@royanconstruction.com

Apacon Interior Construction Inc.

608 9th Street S.W
Calgary, Alberta
T2P 2B3

Tel: 403-253-3435
Fax: 403-259-4940

Contact: Jim Hutchens





LANDLORD APPROVED ELECTRICAL CONTRACTORS

Western Electrical Management Ltd
3770 Fairmount Drive S.E
Calgary, Alberta
T2E 8H9

Tel: 403-984-1010
Fax: 403-291-5118

Contact: Rob Pedlar

Email: rpedar@westernelectrical.com

Canem Systems
7110 Fairmount Drive S.E
Calgary, Alberta
T2H 0X4

Tel: 403-259-2221
Fax: 403-259-0171

Contact: Ken Thiessen

Unitech Electrical
11, 700 58th Avenue S.E
Calgary, Alberta
T2H 2E2

Tel: 403-255-2277
Fax: 403-255-9785

Contact: Keith Brooke

Ainsworth
Unit 102 – 7304 30th Street S.E
Calgary, Alberta
T2C 1W2

Tel: 403-265-5522
Fax: 403-265-6751

Contact: Smiley Nguyen

Email: smiley_nguyen@ainsworth.com



LANDLORD APPROVED MECHANICAL CONTRACTORS

Arctic Air Refrigeration
110, 339 50th Avenue S.E
Calgary, Alberta
T2G 2B3

Tel: 403-233-7202
Fax: 403-233-7204

Contact: Scott Craig

Email: arctic_ac@telus.net

Arpi's
6815 40th street S.E
Calgary, Alberta
T2C 2W7

Tel: 403-236-2444
Fax: 403-236-8345

Contact: Al Martin

Email: al.martin@arpis.com

Bailes Mechanical Ltd.
#38, 4816 35B Street S.E
Calgary, Alberta
T2B 3N1

Tel: 403-207-3290
Fax: 403-207-4313

Contact: Bill Bailes

BCK Mechanical Systems
3919 3A Street N.E
Calgary, Alberta
T2E 6S7

Tel: 403-277-2270
Fax: 403-276-9412

Contact: David Miller

Email: dave@bckmech.com

BMP Mechanical Ltd.
#1100, 2600 Portland Street S.E
Calgary, Alberta
T2E 7C7

Tel: 403-816-4409
Fax: 403-697-1549

Contact: Tony Behrman

Email: tony@bmpmechanical.com

Windmill Mechanical
#16, 2235 30th Avenue N.E
Calgary, Alberta
T2E 7C7

Tel: 403-735-0770
Fax: 403-735-0771

Contact: Hans Langejans

Email: hanslandg@telus.net



MANDATORY AIR BALANCERS:

Enviro-Metrics

138, 3132 26th Street N.E
Calgary, Alberta
T1Y 6Z1

Contact: Derrick Nason

Tel: 403-250-1113
Fax: 403-250-1422

Email: derrick@enviro-metrics.com

Hydro-Air

D8, 6115 3rd Street S.E
Calgary, Alberta
T2H 2L2

Contact: Allen Reid

Tel: 403-252-5549
Fax: 403-252-5540

LANDLORD APPROVED SPRINKLER CONTRACTORS

SPRINKLER

D.T Fire Protection Systems
12 Heritage Lake Drive S.W
Calgary, Alberta

Tel: 403-569-1103
Fax: 403-569-1275

Contact: Doug Hamilton

Troy Sprinkler Limited
5045 13th Street S.E
Calgary, Alberta
T2G 5N1

Tel: 403-547-1647
Fax: 403-547-1196

Contact: David McIlwrick

Email: david.mcilwrick@troysprinkler.com

VIPOND Inc.
13 6120 3rd Street S.E
Calgary, Alberta
T2H 1K4

Tel: 403-253-6500

Contact: Jim Dorman

Constant Fire Protection
5442 56th Avenue S.E
Calgary, Alberta
T2C 4M6

Tel: 403-279-7973
Fax: 403-279-9643

Contact: Wade Weatherbee

Email: waderw@telus.net

Viking Fire Protection
7924 51st Street S.E
Calgary, Alberta
T2C 4R2

Tel: 403-236-7151
Fax: 403-236-7493

Contact: Darcy Vollmer

Email: dvollmer@vikingfire.ca



LANDLORD APPROVED MISCELLANEOUS CONTRACTORS

LOCKSMITH

Calgary Lock & Safe
#116, 2845 23rd Street N.E
Calgary, Alberta
T2E 7A4

Tel: 403-250-5698
Fax: 403-250-3806

Contact: Jeremy Bryson

Email: jermymb@calgarylockandsafe.com

GLASS DOORS REPAIRS

Evolution Glass
Bay #1, 1411 25th Avenue N.E
Calgary, Alberta
T2E 7L6

Tel: 403-250-2353
Fax: 403-250-2657

Contact: Marc Blakney

Email: marc@evolutionglass.com



3. INSURANCE AND WORKERS COMPENSATION RESPONSIBILITIES

All Contractors and Sub-Contractors must carry the appropriate insurance and provide the following:

- Evidence of General Liability in the amount of \$5,000,000 in the name of the Contractor only but naming the following as Additional Insured:
 - CREIT Management L.P.
 - CREIT Management Limited
 - Canadian Property Holdings (Ontario) Inc.
 - KS Calgary Place Inc.
- Liability policy will provide:
 - Blanket Contractual Coverage
 - Cross-Liability Clause
 - Severability of Interest Clause;
- Automobile liability for not less than \$2,000,000;
- WSIB Certificate;
- Proof of a Health and Safety policy;
- A signed copy of the Prime Contractor letter;
- Comprehensive list of all subcontractors including contact names and emergency phone numbers;
- A set of Landlord approved drawings kept on site;
- Building Permit (Copy to Property Management, Original to be posted on job site)
- Construction schedule;
- Upon completion of the project a Statutory Declaration verifying that all work is complete with no deficiencies.

The Architects and Engineers on site must provide evidence of professional liability for not less than \$2,000,000

4. CODES AND REGULATIONS

Tenant Improvement work must comply with all applicable by-laws, codes and regulation. Each tenant shall obtain all necessary permits and approvals from all authorities having jurisdiction over the work to be carried out, while using the latest edition of the National Building Code as the Principal Code Reference with the Local Building Code having jurisdiction. Evidence of such permits must be posted at the site and copies forwarded to the Property Management Office.

All permits must be obtained from the local municipality.

The City of Calgary
Building Department
City Hall
800 Macleod Trail S.E
Calgary, Alberta T2P 2M5

Phone: 311
Fax: 403-538-6111

5. TYPICAL FINISHES

a) Building Description

Calgary Place is a class “A” office complex with a retail/food service podium on the main and second floors of the development. The complex is 573,209 square feet in two office towers, retail and underground parkade. The two office towers are connected by 4 +15 pedways.

b) Doors, Hardware and Frames

Property Management provides a building standard 36” wide full height demising solid single suite entry door with a floor common area matching veneer.

Any additional corridor doors and related hardware, required by the various building codes, shall be provided by Tenant.

The stairwell doors are painted hollow metal with pressed metal frames; all are 1-1/2 hour fire rated.

c) Washrooms

Men's and Ladies' washrooms are located on each floor in the common area. Two capped washroom exhaust ducts have been provided at either side of the core for tenant use. Washroom finishes have been provided by Property Management and will not be altered by Tenant without Property Management's written consent.

6. LIFE SAFETY and SECURITY

a) Emergency Power

The building has a diesel standby generator to supply AC power to essential systems when there is a power failure. The generator is designed to automatically start and transfer essential power to the following:

- Elevators will descend to the ground floor, doors open to deliver any passengers in the elevator. One passenger elevator per high/low rise banks will be available for the Fire departments use.
- Emergency lighting, which includes stairwells, exit lights, elevator cab lighting and limited floor and parking garage lighting.

- Fire protection systems including emergency evacuation systems, stair pressurization fans, signal systems, fire pumps and essential mechanical equipment.
- Building Emergency Power is limited to the above functions only. Emergency power will not be provided for tenant specific use. Tenants requiring emergency or uninterrupted power supply (UPS) will be responsible for all costs relating to the design, installation and maintenance of such a system with Property Management approval.

b) Fire Protection

During an emergency the building's fire protection system will recall all elevators to the ground floor. All stairwells below grade will be pressurized automatically and electronic magnetic locking (maglocks) devices will de-energize. All floors are fully equipped with pull stations, smoke detectors and are fully sprinklered.

i. Fire Alarm

The building is equipped with a Siemens Fire Alarm System. This system is a fully automated two-stage fire alarm system, complete with voice communications system and firefighters' handsets. The fire alarm panel is located on the ground floor behind the site security desk. This panel signals alarms from both towers, retail and parkade in the building for smoke, heat, pull station activation and sprinkler flow issues.

ii. Communications

The voice communication system has speakers located throughout the building that will allow both the Property Management and Calgary Fire Department personnel to communicate with tenants during an emergency. The system is capable of communicating directly with individual floor. Tenant and contractors should familiarize all staff with the emergency and evacuation procedures. This system can only be used for Life Safety purposes.

iii. Fire Extinguishers

There are 2 fire extinguishers located by each fire exit stairwell on all floors.

iv. Sprinkler System

The building is completely sprinklered with recessed sprinkler heads above grade and standard grade and typical floors are provided. The system has been designed as a light hazard sprinkler system hydraulically calculated to provide a minimum density of .10 gpm per square foot over 3,000 square feet. The entire sprinkler system has been designed and installed as per N.F.P.A 13.500 square feet.

c) Other Security Features



The building has on site security personnel, 24 hour per day, 365 days per year. Emergency systems are monitored by a 3rd party service provider.

The building is equipped with a security access system with card readers are located at various entry points into the complex. Tenants wishing to connect to this system may do so at their expense with Property Management approval.

7. ELEVATORS

Passenger: Passenger elevators service lobby to the top office floor of the building

Freight: Freight elevator services lobby to the top office floor of the building

Parking: Parking shuttles service the lobby to all below grade parking levels.

8. DEMISING PARTITIONS

Property Management shall provide building standard, slab to T-bar and T-bar to slab, demising walls to delineate Tenant's premises. Demising walls shall be composed of 3-5/8" metal studs 24" c.c., 2-1/2" sound attenuation blanket: one 5/8' layer of drywall on each side taped and sanded, with a prime coat of paint.

Deviations will be allowed in finishes on Tenant's side of the demising walls, subject to Property Management's approval and at Tenant's expense.

Tenant must supply fire stopping for all penetrations, which must meet the requirements of the Building Code.

9. WINDOWS AND WINDOW COVERINGS

Building windows are fixed, double glazed, sealed insulating units. Tenant is not permitted to alter windows or window framing systems. **Drilling into aluminum frames is strictly prohibited.**

Base building window covers are 1" Horizontal blinds. To reduce heat gains in the building, building policy calls for blinds to be in the down position. Changes to the interior side of the base building window covers require Landlord approval.

10. CEILINGS

The Landlord will supply a standard t-bar and drop in acoustic tile ceiling. Modifications to the base system require the approval of the Landlord. If drywall ceilings are installed, access panels must be placed to facilitate access to mechanical equipment in the plenum space. Under no circumstances may the tiles to t-bar be painted or have any material applied to them.

11. OFFICE LIGHTING

The Landlord will provide lighting in the base building grid system following a typical design of approximately two fixtures with T-8 lamps and an electronic ballast for every 100 square feet. Lighting in offices, storage rooms, file rooms and board rooms are to be controlled by motion sensors (wall or ceiling mounted type are acceptable). Do not connect Emergency lighting fixtures to a motion sensor. All fluorescent lights are connected to the building computer system that turns them off nightly for efficient energy consumption. Any modifications, additions or relocations will be at the tenant's expense.

In accordance with the building energy management program, all new construction that does not utilize the standard base building lighting must comply with the standards outlined below:

Minimum acceptable standards:

- Fluorescent "energy saving T-8 or T-5 low mercury lamps with programmed start electronic ballasts;
- Energy Star rated compact fluorescent lamps (high efficiency electronic ballasts recommended);
- LED pot and decorative lighting;
- Exit signs must be LED type which consume no more than 2 watts per face;
- T4 Ceramic Metal Halide (CMH);
- Occupancy sensors for all enclosed offices and meeting rooms.

Lighting should be designed to meet ASHRAE 90.1-2010 Power Density (LPD) of the following:

- Open Office 1.11 W/ft²
- Closed office 0.98 W/ft²
- Lobby 0.90 W/ft²
- Restrooms 0.98 W/ft²
- Storage 0.63 W/ft²

12. OFFICE ELECTRICAL

Capacity of electrical service to each typical floor is 6.0 watts per square foot of useable space at 480/277 mechanical / 220/120 Tenant volts. Base building design for general fluorescent lighting is 2.0 watts per square foot of useable space at 277volts.

If the existing main electrical service of the Premises is not adequate as a result of Tenant's design for the Premises, Tenant's electrical engineer shall provide Property Management with the services size. Property Management may, at their option, agree to provide the additional electrical capacity at Tenant's expense. Property Management has the right to refuse additional capacity if Energy Star appliance and energy saving light fixtures guidelines are not being met as per the "Green Policy".

13. HEATING, VENTILATION, AIR CONDITIONING

Heating on all office floors is provided by thermostatically controlled hot water heating coils located in each variable air volume terminal unit. The perimeter heating coils and VAV terminals are located in the floor below. Interior VAV terminals are also equipped with thermostatically controlled re-heat coils.

As noted in all lease agreements for the building, Property Management will not be responsible for any inadequacy of performance of the mechanical system if occupancy of the Premises exceeds one person for every 150 square feet or if electrical power consumed in the premises for all purposes (exclusive of HVAC) exceeds 4.25 watts per square foot of floor area.

14. OFFICE SERVICE CONNECTIONS

Tenant service connections to base building services are provided at the core in two locations. At each location is a 4" drain, 1-1/2" vent and 1" cold water line.

15. SIGNAGE AND GRAPHICS CRITERIA

The standard common area signage consists of vinyl lettering on raised glass/steel surface. All signs must be ordered through the property management office.

16. PARKING

The complex offers tenant only underground parking, contractor parking is not available in the complex.

17. DELIVERIES

The building is equipped with one loading dock, adjacent to the freight elevators. The freight elevator runs on free service during business hours to accept regular tenant deliveries. Large deliveries and moves require after-hour reservations through the property management office.

After Hour Deliveries:

- Monday to Friday: 6:00 pm to 6:00 am
- Weekends: 24 hours a day
- Statutory Holidays: 24 hours a day

For any reservation request, please contact Site Security at 587-353-4317

Delivery trucks and contractors vehicles will not be permitted to park on sidewalks, fire lanes, and landscaped areas or along the perimeter of the building. All material and

equipment deliveries must be done at loading docks as specified above. When making deliveries, enter the loading dock, unload and promptly remove your vehicle. Oversized objects may be delivered to the leased premises only via loading dock. Deliveries after 6:00 pm must be coordinated with the Property Management and Security. Construction related deliveries will **not be permitted through the lobby at any time**. Tenant materials are not permitted to be outside the Leased Premises. Only carts and scaffolds having soft rubber wheels will be permitted for tenant work and deliveries. All damage caused by deliveries must be rectified and repaired immediately and all associated costs shall be paid by Tenant.

18. BASE BUILDING SYSTEMS, STANDARDS AND FINISHES

a) Tenant Information Drawings

Drawings indicating the major elements of the Base Building structure will be provided to Tenant by Property Management at Tenant's request.

b) Structural Systems

The roof and typical office floors of both towers consist of 4.5" thick waffle slabs spanning to 16" deep secondary beams at 10' spacing, which in turn span to primary beams at 30' spacing. The secondary beams contain unbounded POST-TENSIONED reinforcement. The primary beams contain grouted POST-TENSIONED reinforcement.

If core drilling is required for any reason, the Base Building Structural Engineer must review the drawings and X-ray or ground penetrating radar (GPR) results to provide written approval before drilling, cutting or coring can occur. All associated costs including security services and housekeeping to enter an adjacent Tenant's suite will be the responsibility of Tenant.

c) Exhaust

A sanitary and general exhaust duct is available for Tenant use with Landlord's written approval.

Tenant connections to these services require Property Management's prior written approval.

Tenant's Contractor should provide temporary filters during construction across return air ducts and over transfer ducts. At completion of construction the temporary filters must be removed and new filters in the air handling unit servicing the floor must be replaced at the cost of Tenant performing the construction.

d) Emergency Lighting

Emergency power is provided to selected fixtures on an open floor. Emergency lighting within Tenant's space must be designed and installed to meet code requirements.

Lighting circuits which are modified by Tenant within Tenant's space are to maintain the integrity of the low voltage lighting control system.

e) Telephone

Landlord will provide a conduit in telephone riser room to accommodate utility delivery to each suite. Telephone riser rooms are not to be utilized for tenant communications systems. All tenant telephone requirements must be accommodated within the leased premises. All telecommunication systems and wiring are by tenant and are to be coordinated with Property Management.

f) Fiber Optics

A number of fiber carriers have pre-existing installations in the property (Bell Canada, TeraGo Networks, Rogers Cable, Shaw, Telus etc). Approval from Property Management is required should you wish to introduce additional utility carriers not currently in the building.

19. TENANT CONSTRUCTION STANDARDS

Tenant's designer is advised to take maximum advantage of the Base Building and its systems in order to avoid additional expense and delays to Tenant.

a) Building Module

Take full advantage of the building module to which the building is designed and constructed. By keeping partitions on the building module, you can prevent costly changes to lighting and air conditioning systems. If related lighting and air conditioning equipment has to be relocated, it will be at Tenant's expense.

b) Ceiling System Modification

Keep ceilings in the Premises of building standard height. No holes are to be drilled or punched in the base Building t-bar system. Removal, relocation and replacement of installed ceiling tiles will be the responsibility of Tenant and at its expense. Ceiling tiles should be handled very carefully to prevent damage.

c) Partitions Perimeter Wall

Double-sided tape must be used where Tenant's partitions butt to perimeter curtain wall, columns, core walls, demising partitions and ceilings. Fastening shall be accomplished without screws or bolts. All partitions which butt to the curtain wall must be centered on the window mullions.

d) Perimeter Baseboard Convectector Cabinets

Perimeter baseboard convectector cabinets must not be covered, altered or painted without Property Management's written approval. Provide 12" clearance and openings at the floor level to allow proper air flow to the connectors.

e) Changes to Base Building Elements

The written approval of Property Management must be obtained prior to any drilling or cutting. GPR or x-ray inspection is required prior to cutting, coring or drilling and may require review by Property Management's Structural Engineer. All costs incurred will be at Tenant's expense, including supervision by building or security personnel.

f) Additional Plumbing Facilities

Water meters will be installed for large volume users (i.e. water-cooled a/c units for computer rooms). These water meters must first be approved by Property Management and then be supplied and installed at Tenant's expense. Where Tenants require additional plumbing facilities such as private washrooms, they must be located as close as possible to the provided wet stacks.

Water heaters added to tenant spaces will be provided with a drip pan that is four inches (4") greater in diameter than the tank and a minimum of two inches (2") deep. The drip pan must be provided with a one inch (1") diameter drain line piped to a floor or hub drain. Hot water tanks shall be set to maintain 60°C (140°F) tank temperatures and shall be equipped with a thermal mixing valve to ensure water is delivered to faucets at less than 49°C (120°F). Hot water tanks are to be inspected regularly for leaking and temperature and replaced every five (5) years at Tenant's expense.

g) Standard of Workmanship and Materials

All work by Tenant and its Contractor(s) within the Leased Premises shall be completed with new materials. All workmanship and materials shall be equivalent to the Base Building standard and quality. Inferior materials and workmanship which do not meet Property Management's approval or conform to governing codes shall be replaced by Property Management's forces, if necessary, and will be at Tenant's expense.

h) Retail Space in Office Towers

Additional requirement must be adhered to by all retail tenants.

- i. Grease interceptor
- ii. Dedicated 24/7 HVAC unit
- iii. Kitchen exhaust and Make up air
- iv. Gas supply
- v. Water metering
- vi. Fire alarm tie in
- vii. Electrical metering
- viii. Independent system controls.

All items listed above and any other requirements as stipulated in the lease must be reviewed and approved by Property Management.

20. MATERIALS SELECTION FOR ENVIRONMENT

CREIT is committed to protecting the environment, and implementing sound environmental practices. CREIT will encourage practices that protect the environment, such as minimization of waste through reduction, reuse and recycling. Implementation of these practices strongly recommended.

Building materials are environmentally demanding in terms of the energy and resources that go into their manufacture, the volume of materials that are consumed in their use, and the large amounts of construction and demolition wastes that are generated at the end of their life.

In compliance with CREIT's Environmental Procedures during Construction and Renovation, we ask all contractors to review and comply the below direction.

Environment Canada has the Environmental Choice Program, which is considered to be North America's leading benchmark of environmentally responsible products. The EcoLogo symbol is America's leading benchmark of environmentally responsible products. The EcoLogo symbol is used in Canada to indicate that a product has met the guidelines of the Environmental Choice Program, Canada's environmental labeling program. Property Management requests that the web site www.terrachoicecertified.com be used as a guideline to determine materials that are suggested to have less of a detrimental impact on the environment. The certification criteria listed in this program include aggressive rates of recycled content, reductions in a variety of undesirable chemicals, and the promotion of products that conserve resources. In addition to the strict environmental requirements of the Program, these products and services must meet or exceed accepted industry performance and durability standards in the respective classes. Examples of this are, but not limited to:

- Paint, Stains and Varnishes – use low VOC products (less than 200 grams per liter VOC content)
- Carpets – CRI Green Label or Green Seal certified
- Wallboard – 10% recycled content in core
- Armstrong ceiling tiles – (program to recycle used tiles)

For any tenant improvement that requires the use of wood products, we request that purchases of FSC certified wood material be made. All new appliances installed should be Energy Star certified.

21. TENANT DRAWING REQUIREMENTS

a) Tenant Design Consultants

Tenants are required to employ certified professionals in the fields of design, engineering and contracting. Drawings must be prepared by licensed architects or professional Certified Interior Designer. Tenants are required to retain a professional engineer for the preparation of their design, structural electrical, mechanical and sprinkler drawings. All drawings must be stamped by a professional engineer.

It is strongly recommended that Tenant's base building consultants use both Property Management's Electrical and Mechanical Engineering Consultants. These firms have

been utilized since construction of the buildings and provide a thorough knowledge of the buildings' systems.

When Tenant design work is undertaken by other than the Base Building consultants, costs will be incurred by the Tenant for the necessary review by Base Building consultants.

b) Tenant Design and Working Drawings

Tenant must submit to Property Management for review one set of CAD and three (3) sets of prints of all work proposed in the leased premises. A set will be returned to Tenant bearing Property Managements approval and comment, if any, with the understanding that the drawings may be subject to change if requested by Property Management. Tenant shall revise its drawings to include all the comments and corrections and provide Property Management with the revised set of prints prior to commencing Tenant Work. Unapproved drawings shall be revised to conform to Property Management's requirement by Tenant and re-submitted for approval.

Tenant is responsible for the production of accurate and complete working drawings, contract documents, and a comprehensive construction schedule for the proposed construction within the Leased Premises.

Property Management shall not be obligated to change or extend any of the dates contained in the Lease as a result of the drawings being rejected by the Property Management or its consultants.

c) Design Control

It is the responsibility of Tenant's designer and construction team to verify and coordinate the installation of lighting fixtures, ductwork, sprinkler heads and thermostats with respect to architectural, mechanical and electrical interference.

In order to maintain an up-to-date record of as-built conditions, all architectural, mechanical, structural and electrical changes or any other modifications to Tenant's approved drawings must be recorded on a CAD file and forwarded to Property Management on completion of Tenant Work, along with 2 full sets of as-built prints. The Tenants should also provide both in electronic format and hard copy of any shop drawings and operating manuals. Coordination study updates required for significant electrical upgrades or revisions to the base building system. Air Balancing reports are required for all changes. Updated single line diagram must be included with the as-builts.

All changes identified by Property Management and its consultants must be included in final specification, drawings and as-builts.

d) Floor Plans

Floor plans to include the locations of all major fixed elements within the Leased Premises. Fixed elements consisting of, but not limited to, room names, location of all outlets, room layouts. Floor plans should also include materials and finishes throughout the premises. Where the Leased Premises occupy less than a full floor, plans must include the entire

floor showing the location of the Leased Premises and its proximity to the elevator lobby, exits, washrooms, etc.

e) Reflected Ceiling and Lighting Plans

Reflected ceiling plan(s) should show ceiling materials and framing systems, locations and types of all light fixtures, with mounting details and lamp sizes. Reflected ceiling plans should also include notation of all special electrical equipment, including electrical characteristics thereof; location of sprinklers heads, mechanical diffusers and return air grilles.

f) Mechanical Plans

Mechanical drawings shall include details of any duct work and sprinkler changes, thermostat, smoke dampers locations all applicable information as well as heat loss and gain calculations. Detailed specification of mechanical equipment required in private washrooms, kitchens, computer rooms and boardrooms. Mechanical drawings must also include additional fire hose cabinet(s) where required by code. Drawings should include VAV design and minimum flow requirements to allow for proper balancing of the space.

g) Electrical Plan

Electrical drawings shall include a single line diagram, electrical load summary connected and demand loads, as well as electrical panel schematics and fully coordinated with mechanical drawing. Drawings should also include location of ceiling fixtures, electrical switches, outlets and telephone outlets, including special notation of dedicated services, as well as interior exits lights required by Municipal Law. Photometric studies should be completed for all major lighting renovations. Updated single line diagram will be required as part of the as-built package.

h) Sprinkler, Building Automation & Life Safety Drawings

Sprinkler, B.A.S. and Life safety drawing to include all base building system which remain unaltered as well as tie-ins and extensions to base building security, fire alarm and communication systems.

i) Structural Drawings

Structural drawings to include, unusual loading concentrations, such as centralized filing areas, computers rooms, copy machines, etc.

j) Hardware Schedule

If Tenant specifies alternative hardware from base building standard, two copies of the hardware schedule must be submitted to Property Management for approval. All hardware must be compatible with existing keying system.

k) Sample Boards

In some cases, Property Management may require a sample board indicating Tenant's proposed interior finishing materials and their intended use. Sample boards will always be required should Tenant elect to request changes to, or adjacent to, common areas.

22. PROPERTY MANAGEMENT APPROVAL

Approval of Tenant Work is obtained via Property Management. This authorization does not indicate approval of specific construction materials, fabrication techniques, etc. which must comply with the applicable authorities having jurisdiction, in addition to the base building standards. Property Management also maintains the right of approval of Tenant's General Contractors and Sub-trades.

Property Management will appoint a coordinator who will guide and assist Tenant throughout the construction and renovation period and will act as point of contact. Tenant shall be responsible for the payment to Property Management for any costs associated with the coordination and inspection of the Tenant's work.

23. TENANT CONTRACTOR / SUB-CONTRACTOR REQUIREMENTS

a) Certificates and Approvals

Following approval of Tenant's plans by the Property Management, construction may proceed only after Tenant has provided the following:

- Evidence of General Liability in the amount of \$5,000,000 in the name of the Contractor only but naming the following as Additional Insured;
 - CREIT Management L.P.
 - CREIT Management Limited
 - Canadian Property Holdings (Ontario) Inc.
 - KS Calgary Place Inc.
- Liability policy will provide:
 - Blanket Contractual Coverage
 - Cross-Liability Clause
 - Severability of Interest Clause;
- Automobile liability for not less than \$2,000,000;
- WSIB Certificate;
- Proof of a Health and Safety policy;
- A signed copy of the Prime Contractor letter;
- Comprehensive list of all subcontractors including contact names and emergency phone numbers;
- A set of Landlord approved drawings kept on site;
- Building Permit (Copy to Property Manager, Original to be posted on job site);
- Construction schedule.

b) Air Balancing Report

Air balancing is required after any modifications to a suite. All existing and new Tenants and their contractors must supply an Air Balancing Report completed by a base building approved contractor, to Property Management upon completion of the project.

c) Job Site Revisions

Tenant must immediately correct any work which does not meet with the approval of the Building Inspector, notwithstanding the fact that Tenant's drawings have been approved previously by appropriate Authorities having jurisdiction and Property Management. Any revisions to the approved drawings requested by such authorities must be brought to the attention of Property Management immediately. Should Tenant unduly delay the required correction, Property Management may make the correction at Tenant's cost.

d) Elevator Use

Construction materials and equipment will be brought to the work site by way of the loading dock and service elevator only. Unauthorized parking in the loading dock is prohibited at all times. Contractors will take all necessary precautions to minimize damage to elevator walls, doors, floors and ceilings. Tenant will be held responsible for any such damages.

Elevators must be reserved for movement of materials, equipment or debris at least 24 hours in advance. Reservations are to be made in writing through Property Management.

24. SIGN OFF PROCEDURE

Prior to Tenant's final payment to the contractor, written approval by Property Management that work has been carried out in a manner acceptable to Property Management, should be obtained. Failure to obtain this approval may result in Property Management having to complete or reconstruct some components of the work in order to achieve the standards of the building, with the cost of the same being charged to Tenant. Tenant will supply a letter from their designer certifying that the premises have been calculated as per the approved plans and specifications and that the quality of finishes and fixturing is consistent with building standards. To maintain an up-to-date record of as-built conditions, all architectural, mechanical, structural and electrical changes or any other modifications to Tenant's approved drawings must be recorded on a CAD file and forwarded to Property Management on completion of Tenant's work, along with 2 full sets of as-built prints. Tenant should also provide both in electronic format and hard copy, any shop drawings and operating manuals. Coordination study updates are required for significant electrical upgrades or revisions to the base building system. Air Balancing reports are required for all changes. Updated single line diagram must be included with the as-builts.

All changes identified by Property Management and its consultants must be included in final specification, drawings and as-builts.

25. TENANT SITE WORK REGULATIONS

Tenant and all of its contractors, agents and employees are required to abide by the following regulations in carrying out Tenant Work in the Leased Premises.

a) Security Sign in

Upon arrival to the site, all contractors must sign with Building Security before reporting to Tenant's suite. Collateral (I.D. or Keys) will be required when signing out access keys and cards. Contractor will be instructed to check in with Operations staff to review scope of work.

b) Scope of Work

Access to Tenant's suite will be allowed once scope of work has been reviewed and approved by Property Management.

Hot work permits must be submitted to Property Management if there is a requirement to work with open flame.

Red tag permit must be submitted to Property Management if there is a requirement to modify the sprinkler system.

All rules and regulations stipulated on the permit must be adhered to at all times.

c) Public Safety

It is Tenant's responsibility to ensure that Tenant's Contractor observes and complies with all applicable construction safety regulations. Any additional safety regulations which may be imposed by Property Management and authorities having jurisdiction must also be complied with, immediately. Should failure to comply result in any construction delay, the Tenant will be held responsible for all resulting costs. All WHMIS and MSDS sheets for products used on site must be accessible 24 hours a day and in a centrally located area.

d) Emergency Contacts

Tenant's Contractor is required to provide Property Management with the names and telephone numbers for emergency contacts. This list will be posted on the inside of the Leased Premises enclosure during construction.

e) Temporary Services

Tenant's Contractor is responsible for the distribution of temporary power and telephone within the Leased Premises during the construction period. Exposed electrical cords are not permitted outside the Leased Premises.

f) Work Areas

All construction materials, tools, equipment, and workbenches must be kept within the Leased Premises throughout the construction period. All public lobbies, corridors, washrooms and stairs shall be kept clean of construction materials and debris at all times.

g) Weight Distribution

Tenant's contractor(s) shall stack drywall in piles not too exceed 4 feet in height. Tenant is fully responsible for any damages resulting from overloading.

h) Garbage Removal

The garbage and construction debris generated by work being carried out by a Tenant's Contractor will be the sole responsibility of Tenant's Contractor.

In compliance with CREIT's Waste Management and Environmental Procedures during Construction and Renovation, all construction and demolition debris must employ salvage and recycling processes and achieve at least 70% of waste generated from disposal to landfills and incineration facilities. Please review and fill out the attached checklist and include as part of the close out documentation.

Corridors, freight elevator, lobbies and common areas are to be kept clear of any debris. Arrangements must be made for elevator time to remove such debris to from site on a daily basis. It is not permitted to store garbage or debris temporarily outside the leased premises; this includes common areas and loading docks.

Arrangement for placing Disposal Bins must be made through Property Management. Only approved garbage disposal contractors will be allowed on site. No garbage bins will be allowed in the loading dock area during business hours. Should it be necessary for Property Management's forces to remove Tenant's garbage or debris due to inaction by Tenant's contractor, Tenant will be invoiced for the full cost thereof.

Garbage of a flammable nature must not accumulate. Such garbage must be removed from the site on the same day. The disposal must adhere to the current WHMIS disposal procedures.

i) Protection of Existing Finishing

Building finishes and flooring must be protected to prevent any damage by the contractors. Base building flooring must be protected by covering with plywood sheets and plastic sheeting by Tenant, as directed by Property Management. Damage to building finishes caused by Tenant's Contractors will be repaired by Property Management at Tenant's expense.

j) HVAC Systems Protection

No work shall commence until arrangements have been made with Property Management for the protection of ventilation units and the perimeter heating system. If there is any dirt in the filters or the heating system, it will be Tenant's responsibility to return them to their original state in accordance with Property Management's specifications.

k) Roller Blind Damages

Damage to roller blinds will result in their replacement at Tenant's expense.

l) Business Equipment

Computers, photocopiers, faxes and other business machines must meet all CSA requirements, and may require special circuitry, dedicated exhaust and power hook up. Tenant shall advise their engineers to design all space to meet such special requirements. If it is necessary to alter the ventilation system, it will be at Tenant's expense.

m) Coffee Machines and Water Filter Systems

Coffee machines and water filter systems must meet all CSA requirements and may require special circuitry, plumbing and power hook-up. Tenant shall advise their engineers to design all space to meet such special requirements.

Saddle valves are not permitted for these installations. All piping must be copper with braided stainless steel flex hose connections.

n) Base Building Components

All building standard light fixtures, mechanical hardware doors and frames removed and not re-installed, must be turned over to Property Management in their original condition. Tenant is fully responsible for the cost of replacing base building fixtures that have been damaged.

Tenant's Contractor may be required to remove ceiling tiles and fixtures to reduce the possibility of damage during construction. Tenant is responsible for any tile damaged, soiled or not returned.

o) Working Hours

Access to the Leased Premises is available, with proper approvals 24 hours a day.

Noisy work that would disturb other tenants or the use of products that may produce fumes must only be carried out between 6:00 p.m. and 6:00 a.m., with proper ventilation requested from Property Management.

Property Management will advise Tenant's Contractors when their work disturbs adjacent tenants in the building. Property Management reserves the right to insist all work be carried out after hours should persistent complaints be received.

p) Temporary Fire Protection and First Aid

Operable fire extinguishers must be kept in the Leased Premises throughout the construction period. These extinguishers must be of sufficient number and suitable types to combat a potential fire in the work area as required by codes and by-laws. Contractors must also keep adequate first aid facilities available for their employees and sub-trades.

To by-pass the fire panel, 24 hours written notice to Property Management is required. Should the building fire alarm activate as a result of contractors error, all costs will be charged to Tenant.

If signs of trouble and of a ground fault appear on the fire alarm panel when the system is reactivated, it will be the responsibility of the general contractor to fix the problem immediately.

If the general contractor cannot resolve the problem immediately than an hourly fire watch will be carried out on the floor by security personnel. The cost of the extra security coverage will be charged back to Tenant.

All Life Safety Systems, i.e. sprinklers, fans, etc. which have either been de-energized or drained are to be reactivated and tested at the end of each working day. Tenant is responsible for keeping contractors on site until reactivation is confirmed.

q) Stairwell Doors

All stairwell and corridor doors must be kept closed at all times. Any construction site found with stairwell or entry doors propped open will be assigned a security officer until the situation is corrected. The cost of this security coverage will be charged to Tenant.

r) Security of Leased Premises

Tenant is fully responsible for the physical security of the Leased Premises and the contents thereof throughout the construction period.

s) Lien Protection

Tenant shall undertake to protect Property Management and its interests against the placing of liens under the Construction Lien Act by Tenant's contractors and suppliers.

Tenant shall immediately notify Property Management of any such lien, claim of lien or other action of which it has or reasonably should have knowledge and which affects the title to the Land or Building or any part thereof, and shall cause the same to be removed within five working days, failing which Property Management may take such action it deems necessary to remove the same and the entire cost thereof shall be immediately due and payable by Tenant.

t) Minors

Minors are not permitted on the construction site at any time.

u) Access Panels

Tenant, at its expense, must provide access panels in wall, ceiling and floor construction as directed by Property Management to permit necessary access to equipment or services which require it by code.

v) Fireproofing

All fireproofing material removed will be replaced with a suitable and approved fireproofing material, and said replacement material be installed in accordance with pertinent Building and Fire Codes. In no case will the original level of protection be reduced. **Asbestos is specifically prohibited for use as a fireproofing material.**

w) Electrical Power Shutdowns

All requests for electrical power shutdowns must be made in writing and submitted for approval to Property Management 72 hours prior to the required shutdown. At the direction of Property Management, this notice period may be extended depending on the amount of disruption anticipated.

x) Carpet Laying

Carpets may not be glued to the floor, except when a quick release type of glue is used and Property Management's approval has been obtained. It is Tenant's responsibility to ensure that the glue is compatible with the Base Building finishes.

y) Drilling, Cutting or Coring

Tenant's Contractor is not permitted to, core or chase openings of any description in any part of the building structure without prior written approval from Property Management. If such work is deemed necessary and acceptable to Property Management and their structural engineers, drilling, cutting or coring shall be carried out after regular working hours.

Any drilling, cutting or coring will require GPR or X-ray inspection of the slab prior to any drilling or coring, all at Tenants expense.

If access to an adjacent suite to perform this work is required, Tenant must advise Property Management, who will gain permission from the adjacent tenant. If permission is granted, additional security will be required when the Contractor is entering the adjacent suite, at the constructing tenant's expense.

Once work has been completed in the adjacent suite, the expectation is that the space will be left in spotlessly clean and in a condition that the adjacent tenant will be able to operate as they have always prior to the construction. If additional housekeeping is required, it will be done at the at the constructing tenant's expense.

26. CONSTRUCTION CLEANING

Without limiting the generality of the foregoing, Tenant should ensure that the following are cleaned prior to occupancy:

- Light fixtures and lenses;
- Ceiling, ceiling tiles and T-bar;
- Floor tiles and carpets;
- Corridor walls and floors immediately adjacent to Leased Premises;
- Perimeter radiation or induction units (inside and outside);
- Lint screens and coils;
- Inside face of windows, window sills and mullions;
- All service rooms;
- 1" horizontal blinds and any interior glass;
- Doors and hardware.



Where ventilation units were modified during construction, the units must be fully serviced by Tenant before being reconnected to the building system. During construction Tenant's Contractor should have provide temporary filters during construction across return air ducts and over transfer ducts. These filters are to be replaced when construction has been completed. Tenant may also be instructed to replace floor filters in the compartment unit.



Upon receipt of this Manual, please sign and complete the necessary information and return to the CREIT MANAGEMENT LP Office at:

**140 4th Avenue S.W
Suite # 210
Calgary, Alberta
T2P 3N3**

Receipt of **Tenant Design Construction Manual** from CREIT MANAGEMENT L.P.

this _____ day of _____, 20____.

() copy(ies) of the Tenant Design and Construction Manual

**I have read the Manual and agree to abide by all the requirements as stated in this Manual.
I have also toured the facility and have been briefed on all work place safety issues, agree
to abide by all and have provided my trades with the same tour and brief.**

Name: _____

Title: _____

Tenant/Contractor: _____

For construction in:

Building: _____

Suite: _____

Date: _____

RENOVATIONS CHECK LIST

Calgary Place

DATE			
PROJECT:			
LOCATION:			
CONTRACTOR:			
	RECYCLED	DONATED/SOLD	LANDFILL
	<i>report in pieces, lbs or number (specify)</i>		
TENANT IMPROVEMENTS			
CARPET			
CEILING TILES			
DRYWALL			
LIGHT FIXTURES			
LAMPS			
CABINETS			
SINKS			
TOILETS			
URINALS			
VINYL FLOORING			
STONE TILE			
DEMOUNTABLE WALLS			
CEILING GRID			
APPLIANCES			
OPTIONAL:			
FURNITURE			
desks			
chairs			
filing cabinets			
tables			
computers (e-waste)			

Landlord will assist with the identification of charities, schools and non-profit organizations for recycling