



CONTRACTOR/VENDOR RULES AND REGULATIONS

- Technician must sign in with Security and check out an ID Badge. This badge must be worn in plain site at all times. This access badge is not permitted to be taken off site and must be returned to Security when leaving.
- All Contractor/Technicians must conform to proper dress code (i.e., no short, no tank tops, no bare backs, and no bare feet.
- All Contractors/Technicians will be restricted to the use of the freight elevator only.
- Technicians will take all proper precautionary measure to protect work area. This will include but not be limited to ceilings, walls, floors, and doors. **NO GAS-POWERED EQUIPMENT ALLOWED.**
- Under no circumstances will any egress path, fire exit door, or stairwell be blocked. Fire exit doors shall not be propped open or have the locking function disabled.
- Technicians shall not loiter in any common areas of the building. All tenant spaces are off limits, and tenants are not to be disturbed or their activities disrupted. If access to an occupied tenant space is required, please contact the Property Manager at 704-332-7301.
- Loud noises associated with construction or rehab work, radios, and stereos are prohibited.
- Electrical, Telephone, and Mechanical Rooms are not to be used as storage for tools, equipment, supplies, or materials without prior written approval from the Property Management team.
- Smoking is not permitted anywhere in the building including stairwells.
- Cursing, roughhousing, or any other objectionable conduct shall result in the immediate halting of work and expulsion from the premises.
- Contractor/Technician/Vendor shall take all necessary precautions to prevent any false fire alarms. Types of activities that can generate alarms include but are not limited to welding, sawing, sweeping, painting, sanding, soldering, brazing, etc. Contractors/Vendors shall not conduct these types of activities without notifying the Chief Engineer and the Security control center.
- Any cleaning cost resulting from construction/demolition of common areas will be billed to the General Contractor.
- Parking in the loading dock area or alleyway is prohibited except for the unloading of materials (30 minutes maximum).
- The trash dumpster is not to be used by the Contractor/Vendor. Trash removal is to be scheduled as a pickup/delivery.
- A Certificate of Insurance must accompany all work done by a Contractor/Vendor to operate within the building.

This section is to be signed by all parties.

Property Management Team Representative

Name

Date

Contractor/Vendor Representative

Name

Date

Security Representative

Name

Date