

GENERAL RULES FOR WORK AUTHORIZATION PERMITS

1. The application for a work authorization permit must be made 48 hours, (two working days) before the start of work, except in an emergency.
2. Each permit issued must contain complete information.
3. All notations must be legible and accurate.
4. Signatures are required where indicated, initials are not acceptable.
5. The job to be done and requirements specified on the permit must be discussed with the permit issuer to ensure full understanding.
6. Any changes to the permit once it has been issued must be made to any copies and the changes discussed by the Contractor and the General Manager/Operations Manager to avoid any misunderstanding.
7. Work permits cannot extend beyond the expiry date noted on the bottom of the permit. If an extension is required, a new permit must be issued.
8. Any direct violation of the terms and conditions of the permit will result in cancellation of the permit. Repeated disregard of work permit rules and regulations may result in the Contractor or workman involved being removed from the premises. This includes violation of work times, work area and/or safety requirements.
9. Only the workmen & subcontractors indicated on the permit are permitted to work on site. Any change in work staff must be indicated to Security prior to starting.
10. Keys/access cards will be issued by Security for the specific work areas noted on the permit. They will be picked up at the start of each day, upon proof of identification, at the Security Office and will be returned at the end of each work day to the Security Office.
11. The staff of all authorized contractors in the building will be issued an identification badge at the start of each day when they sign in at the Security Office. These must be worn in plain view while on site. Any contractor on site without a security label may be escorted to the Security Office or removed from the building. All contractors must sign out at the end of each day.
12. The Contractor will maintain the work area to a standard of cleanliness acceptable to the Tenant as well as the H&R General Manager and/or their representative.
13. H&R may require all work to be conducted and all tools and equipment stored behind screens or hoarding.
14. All cutting and drilling or other work of a vibrant nature, which will cause excessive noise, will be conducted outside of the normal working hours of tenants, after receipt of proper clearance by H&R.
15. The Contractor assumes full responsibility for all keys, cards etc signed out. Full replacement and direct costs associated with such loss will result in charge backs directly to the Contractor (key cutting, rekeying, etc.).
16. H&R will not provide the Contractor or his employees with parking.
17. The Contractor shall store all paint, varnish and flammable materials in a fire-safe manner. MSDS sheets for such materials should be attached to the work permit at application and displayed at the worksite.
18. All materials being moved into or out of the building shall be moved via the loading dock.
The Tenant, the Tenant's Contractors and Suppliers are further responsible with regard to:
 - time and place of deliveries
 - material handling and equipment storage
 - power, heat and water supply
 - security of the premises during construction
 - washroom facilities
 - clean up and garbage removal
19. Access to the dock and freight elevators for the transporting of materials outside of regular dock hours must be requested on a WAP. There may be a cost for this.
20. Companies working in The Bow are required to have a minimum of five million dollar insurance coverage, with H&R Property Management Ltd. And Centre Street Trust named as additional insured plus current WCB coverage.
21. Contractors are responsible for checking the insurance and WCB coverage of any subcontractors.
22. H&R believes in the prevention of violence and harassment and promotes an abuse-free environment. Any acts of violence or harassment committed by or against any worker or members of the public is unacceptable and will not be tolerated. Contractors are responsible for ensuring all workmen on site conform to these standards. A copy of the H&R, Preventing Violence and Harassment Policy can be obtained from the H&R office, phone 403 237 6922.
23. H&R Property Management Ltd is the Prime Contractor for the building unless this responsibility has been delegated in writing to a tenant or contractor. As Prime Contractor H&R retains the right to establish the health & safety practices and standards for all contractors and inspect work sites within the building.

SAFETY REQUIREMENTS

The Operations Manager and the Security Manager, or their representatives, will be responsible for detailing the safety requirements, based on the information provided in the permit.

1. Hot Work

The use of tools, techniques or equipment which can constitute a source of ignition is referred to as "hot work". Some examples are:

- welding arcs
- cutting or heating torches
- grinding tools
- soldering equipment (oxy acetylene or acetylene)
- pipe cutting (flame tools)
- tar pots
- stress relieving equipment
- hot tapping operations
- open flame

Cutting, welding or open flame methods of work will be permitted only when all cold work methods have been exhausted.

The Contractor will strictly adhere to all "hot work" requirements and prepare the areas as identified on the permit, i.e. provide fire watch, provide stand-by extinguishers, use fire proof tarps to contain sparks, etc.

2. Electrical Work

Any work on major electrical equipment such as primary or secondary switchgear, MCC panels, transformers, 120, 347 or 600 volt panels and devices is referred to as "electrical work". Exceptions are telephone wiring and data/communication cables. All work is to be performed in the de-energized state by a qualified tradesperson.

All electrical disconnects, controllers, breakers or switches must be isolated by padlocks or breaker locks with an associated "Do Not Operate" tag giving the following information:

- equipment identification
- date
- signature
- purpose and/or permit number

The Operations Manager or his representative will issue all required locks, tags etc. to the Contractor at the start date of the job. The Contractor will follow proper lock out and isolation procedures at all times. Upon expiry of the permit, all equipment will be returned to the Operations Supervisor in good condition. The Contractor will notify the Operations Manager on a daily basis as to the equipment being removed or returned to service as well as any extended shutdowns.

3. Fire Systems

Any work which will disable any portion of the fire protection system in any way is referred to as "fire system work". Simple lamp test functions etc. are not included. Examples of "fire system work" are:

- closure of sprinkler isolations valves
- draining of sprinkler lines or risers
- pressure reducing valve repairs or bypass conditions
- fire pump shutdown or isolation
- smoke or heat detector, pull station, enunciator, bells, speakers, or computer system repairs or modifications
- any hot work which may activate smoke or heat detectors
- fire system testing or adjustment

The Contractor will strictly adhere to all the requirements and prepare the area as identified on the permit, i.e. provide fire watch, provide stand-by extinguishers, etc. The Contractor will notify the Operations Manager, or his representative, on a day to day basis, regarding which system or which portion of the system will be impaired, the duration for which they will be impaired and provide immediate notice when the system is being restored to service. Contractors may not operate the fire control panel without permission.